

# St Swithun's Bathford – Annual Report and accounts for 2012

## Annual Report 2012

As a PCC, we have engaged with the Bath Deanery plan focusing on making and being disciples of Jesus. Our strap line grow, serve and share has provided the focus for this. We have sought to grow in our faith through Sunday services with children's groups, through small groups, Alpha, mentoring and fellowship. We have also sought to grow numerically by caring, serving and sharing not only within the church family but in the community beyond such as through serving teas and lunches in the local coffee shop, pastoral visiting and involvement at all levels in our local community.

We continue to aim to provide a variety of services to suit all ages. Family services and special occasion services are particularly well attended and are proving welcoming to newcomers. It was a joy to hold a confirmation service at St Swithuns and to see 11 members of our congregation, of all ages, being confirmed. We have been encouraged by the Deanery to develop a relationship with neighbouring parishes especially Batheaston in the absence of a full-time priest there. Together with the increased pressures on our volunteer resources, after much discussion we have decided to join our neighbours for 2 evening services a month rather than have our own.

We have seen more people involved in our services especially through opportunities given at Family Services. The growing Leaders course has begun seeking to equip new potential leaders with skills for leadership at all levels both in the church and in their working lives.

Our relationship with the local church school has grown and developed during the year with the appointment of a new Head teacher in the summer term. We are delighted that the school has so closely aligned themselves to us by sharing our strap line. The vicar and a gifted team regularly lead collective worship in school and hold termly services in the church for the school as well as help with other activities when invited to. We have been very pleased to be able to use the new school hall for a harvest supper and celidh and a Christingle Service which has encouraged new people to attend these events.

A major new initiative began this year with a start of a youth group held in the church. Children were invited at the end of year 6 to attend the group and about 30 children regularly attend with volunteers running the group. It has been disappointing not to be able to appoint a youth worker but it is hoped that one will soon be found.

A highlight of the year was the Passion play performed on two days in the summer with actors from both inside and outside the church. The play was enjoyed by good audiences on both days. A small junior drama group has continued on following the enthusiasm that was generated from the Passion play.

An Alpha course was held jointly with Bathampton Church in Bathford coffee shop. The two churches working together made a viable group and the coffee shop proved an excellent venue. Both church members and non church members expressed their appreciation for this course.

As well as being concerned for our local community we have continued to support in prayer and financially mission partners and charities further afield, holding a number of fund-raising events to support our generous giving to such causes.

We have much to give thanks for as we see many things continue in our church life but also new things emerge and new people joining our church family.

## Financial Review

Income during the year was broadly similar to budget, while expenditure was significantly less. The PCC had planned to recruit a youth worker and to carry out work in the church and churchyard, but for a number of reasons these actions did not take place. The consequent reduction in expenditure turned a budgeted deficit of £7,012 into a surplus of £9,034. This is, however, only a short term saving, since the PCC have agreed to carry out those projects in 2013 along with other work.

Total receipts during 2012 were £87,342. Restricted income of £228 was received as interest from Endowment Funds, £29 from visiting bell ringers and £300 from the Parish Council towards churchyard upkeep, for which we are very grateful.

Our Parish Share for 2012 (£51,150) was lower than the payment for 2011 (£51,630). This is due to a small reduction in the number of people on the church electoral roll – this is one of the numbers used by the Diocese to calculate our payment.

### **Reserves Policy**

To provide a suitable buffer against unplanned expenditure, the PCC have approved a new Reserves Policy – each year the treasurer will recommend to the PCC a minimum figure for the Reserves based on the likelihood of unplanned expenditure for fabric repairs or cash flow problems. This figure will always be greater than 3 months normal expenditure. For 2013 the Minimum Reserve will be £30,000.

### **The Parochial Church Council (PCC)**

The PCC met 8 times during the year with an average attendance of 80%. The PCC is supported by a number of Teams, which are all responsible to the PCC and report back to it on a regular basis. The teams include Fabric, Finance, Outreach, Worship, Children & Young People, Pastoral and Discipleship.

### **Administrative Information**

St Swithun's Church is situated in Church Street, Bathford. It is part of the Diocese of Bath & Wells within the Church of England. The correspondence address is The Vicarage, 27 Church Street, Bathford, Bath BA1 7RS.

The Parochial Church Council (PCC) is a charity excepted from registration with the Charity Commission.

Membership of the PCC from the 1 January 2012 until the date this report was approved was as follows:

Incumbent: Reverend Jane Burgess  
Church Wardens: Derek Brown until 2012 APCM, Joy Craine, Alison Millar from 2012 APCM  
Deanery Synod Reps: Rosemary Harrott, Dennis Pearson, Christine Colegate

Elected members:  
Charles Burgess, Louise Daniels,  
Joanna Davis until 2012 APCM, Gill Gilbert,  
Judy Hedley (secretary), David Hyde,  
Jim Jack, Ian Matthews (treasurer),  
Kara Maylor, Gerry Miller,  
David Trentham from 2012 APCM Robert Wolsey until the 2012 APCM.

### **Church Membership and Attendance**

There were 182 people on the Church Electoral Roll, compared with 172 in 2011. The total number of adults attending services at least once in February and March 2012 was 124, compared with 122 in 2011.

Approved by the PCC on 16 April 2013 and signed on their behalf by the Reverend Jane Burgess (PCC Chair)

## Financial Statements for the year ended 31 December 2012

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds (see note a)
Notes	£	£	£	£	£	£
<b>Receipts and Payments Account</b>						
<b>Receipts</b>						
Receipts from donors						
Planned Giving	60,571	—	—	—	60,571	58,365
Collections & other giving	3,298	—	—	—	3,298	6,467
Income Tax recovered	14,713	—	—	—	14,713	11,935
Other voluntary receipts						
Legacies						
Donations	3,370	—	884	—	4,254	7,660
Income from Investments & Bank accounts						
Dividends & Interest	472	—	229	—	700	436
Activities for raising funds						
Annual Fetes/events	570	—	—	—	570	1,829
Parochial fees	3,115	—	—	—	3,115	3,876
Other Income						
Sale of fixed assets	120	—	—	—	120	—
<b>Total receipts</b>	<b>86,229</b>	<b>—</b>	<b>1,113</b>	<b>—</b>	<b>87,341</b>	<b>90,568</b>
<b>Resources Expended</b>						
Church Activities						
Donations to Charities	7,335	—	—	—	7,335	7,174
Local Mission and Outreach	3,030	—	—	—	3,030	827
Parish Share	51,150	—	—	—	51,150	51,630
Deanery costs	50	—	—	—	50	50
Clergy expenses	1,495	—	—	—	1,495	1,271
Church running expenses	7,233	—	—	—	7,233	8,690
Churchyard maintenance	568	—	420	—	988	475
Cost of raising funds	83	—	—	—	83	175
Management & Administration						
Salaries	3,563	—	—	—	3,563	2,639
Administration costs	842	—	—	—	842	1,685
Sundries	43	—	—	—	43	—
Major expenditure						
Repairs to church buildings	2,160	—	—	—	2,160	21,243
Repairs in churchyard	335	—	—	—	335	—
<b>Total Resources Expended</b>	<b>77,887</b>	<b>—</b>	<b>420</b>	<b>—</b>	<b>78,308</b>	<b>95,859</b>
<b>Excess of Receipts over Payments</b>	<b>8,341</b>	<b>—</b>	<b>692</b>	<b>—</b>	<b>9,033</b>	<b>(5,291)</b>
<b>Transfers between Funds</b>	<b>45</b>	<b>(45)</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Gains/losses on Investments</b>	<b>5,108</b>	<b>—</b>	<b>—</b>	<b>483</b>	<b>5,591</b>	<b>(1,955)</b>
<b>Net movement in funds</b>	<b>13,494</b>	<b>(45)</b>	<b>692</b>	<b>483</b>	<b>14,624</b>	<b>(7,245)</b>
<b>Cash &amp; Investment Funds at 01 January 2012</b>	<b>74,991</b>	<b>84</b>	<b>1,109</b>	<b>4,867</b>	<b>81,053</b>	<b>88,299</b>
<b>Cash &amp; Investment Funds at 31 Dec. 2012</b>	<b>88,485</b>	<b>39</b>	<b>1,801</b>	<b>5,350</b>	<b>95,677</b>	<b>81,053</b>
<b>Statement of assets and liabilities</b>						
<b>Cash Funds</b>						
Natwest current account	23,428	40	1,801	—	25,269	16,007
PCC deposit a/c (001D)	3,016	—	—	—	3,016	2,989
Petty cash	117	—	—	—	117	68
<b>Investment Funds</b>						
PCC High Interest a/c (002F)	42,818	—	—	—	42,818	40,206
PCC Share a/c (002S)	19,410	—	—	—	19,410	16,915
<b>Total Cash &amp; Investment Funds</b>	<b>88,789</b>	<b>40</b>	<b>1,801</b>	<b>—</b>	<b>90,631</b>	<b>76,185</b>
<b>Endowment Funds</b>						
Miss Pittman bequest Share a/c (322S)	—	—	—	1,657	1,657	1,507
North Aisle Share a/c (651S)	—	—	—	3,693	3,693	3,359
<b>Liabilities</b>						
Collections for other charities not yet passed on	(304)	—	—	—	(304)	—
<b>Total Cash and Funds</b>	<b>88,485</b>	<b>40</b>	<b>1,801</b>	<b>5,350</b>	<b>95,677</b>	<b>81,035</b>
<b>Other Monetary Assets</b>						
Income Tax recoverable from Q4 2012	3,493	—	—	—	3,493	—

## Notes

a. The financial statements of the PCC have been prepared in accordance with the church Accounting Regulations 2006 using Receipts and Payments basis. The Prior Year funds (for the year 2011) shown in the right hand column contain a few adjustments because of the change in accounting convention at the start of 2012. More information on this can be obtained from the Treasurer.

b. Assets recognized but not valued in the Statement of Assets and Liabilities include the sound system, control console, projector and screen which were installed in the church at the start of 2011.

c. Two Endowment funds, one for the maintenance of the North Aisle and the other for the maintenance of Miss Pitman's grave and the churchyard have to be retained as capital funds, but the income is received and kept in restricted funds (see d.) until used for the purposes specified. They are invested in CBF Church of England Investment Fund shares.

d. Movement within restricted funds during the year is as follows:

<b>Fund</b>	<b>Brought Forward</b>	<b>Movement In</b>	<b>Movement Out</b>	<b>Carried Forward</b>
Churchyard	23	421	420	24
St Swithun's Effigy Canopy	0	505	0	505
North Aisle	538	158	0	696
Bell	287	29	0	317

### e. Donations to Charities in 2012

<b>Overseas (from Regular Income)</b>		<b>UK (from Regular Income)</b>	
Freda Carey (CMS)	1,400	Bath Youth for Christ	500
Dr Sasa (HART)	1,400	Bathford School (£400 from 2012)	766
Barnabas Fund	300	St Mark's School	500
House of Hope	250	Genesis Trust	450
MAF	200	Royal British Legion	50
Sponsorship of Saul	200	Christmas Together in Bath	14
TEAR Fund	700	Church Pastoral Aid Society	250
Asha	300		<u>2,530</u>
	<u>4,750</u>		
<b>Overseas (from collections)</b>		<b>UK (from collections)</b>	
House of Hope (2011 collection)	547	Bath Youth for Christ	171
Sponsorship of Saul (2011 collection)	55	Julian House	97
MAF	171	Christmas together in Bath	86
Diocesan Zambia Fund	197		<u>354</u>
<b>Hope &amp; Homes for Children</b>	300		
	<u>1,270</u>		

Collections made in 2012 but not paid until 2013 included Genesis Trust (£19), Childrens Society (£209), Marsabit Martin Kenyan school (£540). Donations from the 2012 regular income not paid until 2013 were to CMS (£200) and to Tearfund towards the costs of Georgina and Camilla Lings' trip to Tanzania (£400).

## **Independent Examiner's Report to the PCC of St Swithun's. Bathford**

I report on the accounts for the year ended 31<sup>st</sup> December 2012, which are set out on pages 2 to 4.

### **Respective responsibilities of the PCC and examiner**

The PCC considers that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to:

examine the accounts (under section 43 of the Act),  
to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act), and  
to state whether particular matters have come to my attention.

### **Basis of Independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records.

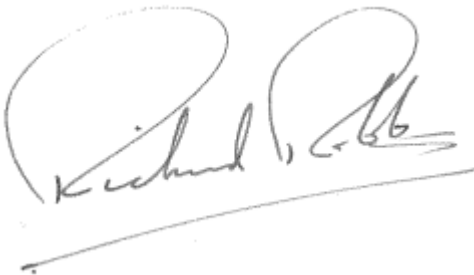
It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the PCC concerning any such matters. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements and seeking explanations from the PCC concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement above.

### **Independent examiner's statement**

In the course of my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 41 of the Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act; have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Richard Robb

A handwritten signature in black ink, appearing to read 'Richard Robb', written over a horizontal line.

19 April 2013