

ST CATHERINE'S CHURCH, LITTLETON

ANNUAL REPORT AND FINANCIAL STATEMENTS OF THE PAROCHIAL CHURCH COUNCIL FOR THE YEAR ENDED 31ST DECEMBER 2019

Administrative information

St. Catherine's Church is situated in Church Lane, Littleton. It is part of the Diocese of Winchester within the Church of England. The correspondence address is The Rectory, Church Lane, Littleton.

The Parochial Church Council (PCC) is a charity exempted from registration with the Charity Commission. PCC members who have served from 1st January - 31st December 2019 are:

Incumbent:

The Revd Jax Machin

Wardens:

Mr Simon Kingston

Mr Clive Thompsett.

(also Treasurer)

Elected member of Diocesan Synod

Mr Michael Coleman

Representatives on the Deanery Synod:

Mr Simon Kingston

Mr Clive Thompsett

vacancy

Elected members:

Mrs Carol Coleman

Mr Bryan Harris

Secretary from April 2019

Mrs Barbara Kingston

Secretary until April 2019 (resigned in April 2019)

Mrs Lucy Kington

Mr Michael Lupton

Mr John Morrell

Mrs Sheila North

From April 2019

Mrs Helen Retter

From April 2019

Structure, governance and management

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

Objectives and Activities

St Catherine's PCC has the responsibility of co-operating with the incumbent, the Revd Jax Machin, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the Church Room, Church Lane, Littleton.

Achievements and Performance

Review of the year

The church continues to run a wide variety of activities through the year and a summary can be found in the PCC's Annual Review of Activities.

In 2019 a diverse range of events were held, including concerts, talks, Car boot sale, walks, the annual Safari Supper and a cabaret with dinner event. As well as raising £4,518 valuable funds for the church, social events like these enable us to connect and engage with our local community many of whom are supportive of the church even if not necessarily active members of the congregation.

The PCC continued its policy of supporting the work of a range of mission partners with whom we seek to build long term relationships as well as providing much needed funding. The Mission Group has continued to meet and provide guidance to the PCC on where we direct these donations. In addition, the Benefice has continued to support Karis Kids, a local Christian charity working with families in Uganda.

Church Services and Attendance

At 31st December 2019 there were 148 members on the Electoral Roll. (146 in April 2019 when the new electoral roll was compiled)

The monthly schedule of Sunday services in 2019 was as follows:

			Average attendance
1 st Sunday	4.00 pm	Café Church	18
2 nd Sunday	10.00 am	Family Communion (shorter format)	56
3 rd Sunday	10.00 am 6.00 pm	Morning Worship Peace and Wholeness Service	43 16
4 th Sunday	10.00 am	Family Communion	53

Averages above show adult attendance and omit Easter Sunday and Christmas Day where the attendance figures were respectively 78 adults and 2 children and 72 adults and 1 child

BCP Holy Communion - 9.30 am on 1st/3rd Wednesdays each month -*average attendance 11*

The following services also took place in church or in the parish: Weddings (3), Funerals and services of thanksgiving (11), Baptisms (5), monthly services at Flowerdown and Westholme care homes, Toddler Group services (3), Messy Church (3), Benefice Communion (1), Ash Wednesday, Mothering Sunday, Good Friday meditation, Ascension Day, Trinity Sunday, Littleton Show Service, All Souls, War Memorial (2) (10th & 11th November), Posada, Advent compline, Carol Service and Crib Service. In addition, there were morning and evening prayers and other contemplative services which took place in the Church or the Church Room on other occasions throughout the year.

Financial Review

Total receipts on ordinary unrestricted funds were £77,100 and are detailed in the Financial Statements. £76,777 was spent to provide the Christian ministry from St Catherine's Church, including the contribution to the Diocesan Common Mission Fund, which largely provides the stipends and housing for the clergy.

A legacy of £1,000 was received during the year. This has been treated as exceptional items in the accounts. The church's investments performed broadly in line with the market in 2019; an unrealised gain of £5,079 is included in the accounts.

Reserves policy

The PCC has decided not to have designated funds for specified purposes, instead we have one all-embracing General reserve. The reserve carried into 2020 is £64,834.

Funds are currently invested with the Central Board of Finance (CBF) Deposit Fund, CBF Investment Fund, and CBF Fixed Interest Fund. Cash current accounts are also held at the National Westminster Bank and Barclays Bank.

**Signed on behalf of the PCC by Mr Clive Thompsett (Treasurer)
& Revd Jax Machin (Incumbent and Rector of Downs Benefice)**

**St Catherine's Church
Littleton**

End of Year Financial Statements

Year ending 31st December 2019

St Catherine's Church
Statement of assets and liabilities (By code)

Code & Account	Note	2019			2018
		General £	Restricted £	Total £	£
Fixed assets - Investments					
6430 : CBF Investment Fund		31,293.58		31,293.58	25,565.29
6431 : CBF Fixed Interest Fund		12,237.94		12,237.94	11,510.21
Total	9	43,531.52		43,531.52	37,075.50
Fixed assets - Tangible assets					
6433 : Church Room Asset	10		108,000.00	108,000.00	120,000.00
Current assets - Cash at bank and in hand					
6501 : No 1 Account Natwest		0.00		0.00	549.29
6502 : No 2 Account Natwest		0.00	853.01	853.01	520.50
6503 : Barclays Community Account		602.99	6,207.01	6,810.00	9,300.40
6510 : CCLA (CBF) deposit account		20,844.74		20,844.74	20,693.29
Total		21,447.73	7,060.02	28,507.75	31,063.48
Current assets - Debtors					
6610 : Debtors		948.53		948.53	733.86
Z06 : Debtors - over 1 year		5,000.00		5,000.00	5,500.00
Total	11	5,948.53		5,948.53	6,233.86
Liabilities - Creditors: Amounts falling due in one year					
6601 : F1 Creditors		-385.00		-385.00	-876.00
6602 : F2 Kevin Lay		-5,709.33		-5,709.33	-6,440.22
Total	12	-6,094.33		-6,094.33	-7,316.22
Net total assets		64,833.45	115,060.02	179,893.47	187,056.62

Represented by	Note	2019			2018
		General £	Restricted £	Total £	Total £
Unrestricted - General Reserve		64,833.45		64,833.45	58,431.37
Restricted - Church Room Reserve			108,000.00	108,000.00	120,000.00
Restricted - Church Room			6,339.44	6,339.44	7,794.44
Restricted - Churchyard			455.38	455.38	455.38
Restricted - Church & Churchyard			84.97	84.97	182.00
Restricted - Flower			180.23	180.23	193.43
Total Reserves	13	64,833.45	115,060.02	179,893.47	187,056.62

C Thompsett.
30-Jan-20

PAROCHIAL CHURCH COUNCIL OF ST CATHERINE'S, LITTLETON.
Statement of Financial activities for the year ended 31st December 2019

	Note	2019			2018		
		Unrestricted Funds	Restricted Funds	TOTAL	Unrestricted Funds	Restricted Funds	TOTAL
		£	£	£	£	£	£
INCOMING RESOURCES							
Voluntary Income							
Plate Collection, incl envelopes		3954.47		3954.47	2714	355	3069
Planned giving		43323.16		43323.16	41812		41812
Donations / Grants		2481.60		2481.60	3055		3055
Donations for use of Churchroom		1119.30		1119.30	1086		1086
St Catherines Friends		4091.38		4091.38	3705	3605	7310
Gift Aid tax rebate Claimed		11988.21		11988.21	11283		11283
		66958.12	0.00	66958.12	63655		63655
Other Ordinary Income							
Fees		3386.53		3386.53	2073		2073
Net Income from Events and Activities							
Magazine		1385.00		1385.00			
Cost of Magazine (net of advertising)		-640.62		-640.62			
		744.38		744.38	773		773
Fund raising events		7437.00		7437.00			
Costs of generating funds		-2919.24		-2919.24			
	6	4517.76		4517.76	5820		5820
Income from Investments							
Interest & dividends		1493.33		1493.33	1336		1336
TOTAL INCOMING RESOURCES		77100.12	0.00	77100.12	73657	3960	77617
RESOURCES USED							
Grants							
Giving to UK Based Charities	2	2625.00		2625.00	2150		2150
Giving to Overseas Based Charities	2	3904.00		3904.00	4004		4004
Directly Relating to Work of Church							
Diocesan Common Mission Fund	3	49612.60		49612.60	48000		48000
Ministry : Clergy Expenses		2700.35		2700.35	2607		2607
Running Costs of Church	4	5242.09	13.20	5255.29	5412	14	5426
Repairs & Maintenance	5	1043.15		1043.15	947	2802	3749
Church Room	5	2647.02	1455.00	4102.02	2225		2225
Upkeep of Graveyard		1786.22	97.03	1883.25	1664	8182	9846
Church Administration							
Parish Administrator	7	5905.68		5905.68	6729		6729
Redundancy				0.00	745		745
Office, stationery, copier		1310.86		1310.86	1182		1182
TOTAL RESOURCES USED		76776.97	1565.23	78342.20	75664	10998	86663
NET RECURRING INCOMING (OUTGOING) RESOURCES		323.15	-1565.23	-1242.08	-2007	-7038	-9046
EXCEPTIONAL ITEMS	8	1000.00		1000.00	10300	0	10300
UNREALISED GAINS/(LOSSES) ON INVESTMENT	9	5078.93		5078.93	-956		-956
NET MOVEMENT IN FUNDS		6402.08	-1565.23	4836.85	7336	-7038	298
BALANCES BROUGHT FORWARD at 1st January 2019		58431.37	8625.25	67056.62	51094	15663	66757
BALANCES CARRIED FORWARD at 31st December 2019		64833.45	7060.02	71893.47	58431	8625	67056

C Thompsett
Honorary Treasurer

30 Jan 2020

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PAROCHIAL CHURCH COUNCIL OF ST CATHERINE, LITTLETON
NOTES TO THE FINANCIAL STATEMENTS
For the year ending 31st December 2019

any changes to the policies below compared to last year are denoted in BLOCK CAPITALS and ~~strikethrough~~

NOTE 1. ACCOUNTING POLICIES

a. General

- The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and SORP 2006.
- The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments at market value and the revaluation of fixed assets. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those which are informal gatherings of church members.

b. Funds

Funds held by the PCC are:

- *Restricted funds* - a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund and interest is apportioned to individual funds on an average balance basis.
- *Unrestricted funds* - general funds which can be used for PCC ordinary purposes.

c. Incoming resources

All incoming resources are accounted for gross

Voluntary Income

- Collections and donations are recognized when received
- Planned giving receivable is recognized only when received.
- Income tax recoverable on Gift Aid donations is recognized when the related income is recognized.
- Grants and legacies are recognized when the PCC is legally entitled to the amount due.

Income from investments

Dividends and interest entitlements are accounted for when receivable.

All other income

All other income is recognized when it is receivable.

Gains and losses on investments

- Realised gains and losses are recognized when the investments are sold.
- Unrealised gains and losses are accounted for on revaluation on 31st December.

d. Resources used

Resources expended are accounted for on an accruals basis and are accounted for gross.

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when due. All other expenditure is generally recognized when it is incurred and is accounted for gross.

e. Fixed Assets.

- Consecrated and beneficial property is excluded from the accounts by s.96(2)(c) of the Charities act 1993. Costs associated with the maintenance and improvement of such assets are written off in the year they are incurred
- No value is placed on movable church furnishings held by the churchwardens on trust for the PCC.
- All OTHER capital expenditure is either written off as incurred if below £1000, or capitalised if over £1,000

f. Investments

- Investments are valued at market value on 31st December.

g. Current Assets

- Amounts owing to the PCC at 31st December are shown as debtors.
- Short-term deposits include cash held on deposit with the CBF Church of England Funds and at the bank.

NOTE 2. GRANTS

Grants have been made to the following charities. The PCC seeks to build ongoing relationships with the organisations to whom we donate. The PCC policy is to donate circa 40% to UK and 60% overseas.; 2008 was 35/65. 2019 conforms to the policy.

	2019 £	2018 £		2019 £	2018 £
UK Based			Overseas Based		
Basics Bank	400	400	Open Doors Int'l	600	650
Night Shelter	500	500	Tearfund	600	650
Trinity Centre	750	800	Guyana Mission	504	504
City Chaplaincy	300	300	CMS	500	500
Messy Church	150	150	MAF	500	500
Winchester Hospice	500		OMF	500	500
H&I Historic Churches	25		Karis Kids	300	200
			Brickworks	40	500
	£2625	£2150		£3904	£4004

In addition, the congregation contributed to the following charity appeals. The church books of account were used to collect donations and disburse payments.

	2019 (£)	2018 (£)
Toybox - Posada service (this figure reflects the cash collected). In addition a number of cheques and credit card donations were made directly to the charity by members of the church)	96	195
Littleton Show, 2018 Hants and IOW Wild life & Winchester Bereavement. 2019 Winchester Go LD. Winchester Talking Newspapers	303	296
British Legion	243	272
	£642	£763

NOTE 3. DIOCESAN COMMON MISSION FUND

2018 was the final year for the five-year transition from the Quota system to Common Mission Fund. 2019 assessment provided a welcome relief from high annual increases. Littleton is assessed as being among the wealthiest parishes in the Diocese and, consequently, contributes generously to help less fortunate parishes in conurbations. The changes in CMF since 2014 are

	£	% Increase	Cumulative % Increase
2014	31209		
2015	36765	+17.8	+17.8
2016	40442	+10.0	+29.6
2017	44486	+10.0	+42.5
2018	48000	+7.9	+53.8
2019	49613	+3.4	+59.0

Our CMF for 2020 will be £51,383; an increase of 3.6%

NOTE 4. RUNNING COSTS OF THE CHURCH

The routine costs of running the church and providing regular services are:

	2019 (£)	2018 (£)
Upkeep of services	322	240
Children's church	272	260
Organist's fees	1951	2054
Subscriptions	185	299
Heat & light	547	684
Insurance	1161	1153
Cleaning (1)	450	281
Sundries	354	441
	£5242	£5412

(1) The church is now cleaned by external cleaners once a month during the winter. Other weeks are covered by our volunteers.

NOTE 5. REPAIRS & MAINTENANCE (incl Church room)

As is usual, a variety of repairs / replacements to our property have been necessary this year. The total of £1,880 comprises £1043 for the church and £837 for the church room.

	2019 (£)	2018 (£)
Boiler Service	66	75
Organ repair & service	450	450
Fire Extinguishers	102	130
Fire Risk assessment	160	114
Electrical testing	58	66
Nappy Bin Contract	97	94
Porch repair	36	108
Sound System	380	108
New Tablecloths	202	
Repairs to Water Heater	153	
Carpet special clean	100	
Others	76	103
	£1880	£1248

A Quinquennial inspection was conducted during 2015. No significant issues were identified. The next review is due in 2020.

NOTE 6. FUND-RAISING ACTIVITIES

The following events have raised (net of expenses)

	2019 £	2018 £
Concerts	1061	1092
Safari Supper	540	795
Autumn Sale	677	488
Harvest Supper	0	384
Faith & the Arts	1037	1094
Car Boot Sale	479	
Shoo Shoo Baby	486	
Talk	238	
Great British Breakfast		500
Open Gardens		1467
	£4518	£5820

NOTE 7. BENEFICE OFFICE

	2019 (£)	2018 (£)
Administrator Costs	28,542	30,006
Contribution from fees	-9,355	-8,138
Total Benefice Administration	19,187	21,868
Littleton share	30.78%	30.77%
Littleton charge	5,906	6,729

Following the 2018 redundancy when our two part-time administrators were replaced by one full-time administrator, the number of paid hours has reduced.

The higher contribution from fees was caused by a significant increase in funerals across the benefice in the 1st half-year and a small annual increase in the number of weddings.

Staff costs. During the year the PCC has had no employees. We pay a share of the costs of the benefice administrators, who are employed by Crawley PCC, through the Benefice Office Costs detailed above.

NOTE 8. EXCEPTIONAL ITEMS

In 2019 the church received a legacy of £1,000. This gift was for the general fund and given without restriction. We are most grateful for the generosity of the donor.

NOTE 9. UNIT TRUSTS

Dividends, as and when received, have been reinvested. The following investments are held as at 31st December 2019.

	Number	Price: 31st Dec	Mkt Value 31st Dec	Book Value 31st Dec
Central Board of Finance Investment Fund	1636	19.126	£31,293	£26,460
Central Board of Finance Fixed Interest Fund	7486	1.635	£12,238	£11,992
			£43,531	£38,452

All unit trusts have been valued at market price, of £43,531 in the balance sheet, with an appropriate adjustment for the increase in their value, of £5,079 in the Statement of Financial Activities.

NOTE 10. FIXED ASSETS

The church room was extended and refurbished in 2015 and has been capitalised on 1st September 2015 at a value of £160,000. It is being depreciated at a rate of 7.5% a year.

St Catherine's Church Room	Gross Book Value £	Depreciation £	Net Book Value £
1 st January 2019	160,000	40,000	120,000
2019 depreciation		12,000	
31 st December 2019	160,000	52,000	108,000

NOTE 11. DEBTORS

	2019 (£)	2018 (£)
General Debtors	948	734
Debtors (over one year)	5,000	5,500
	£5,948	£6,234

During the year, Wherwell repaid £500 of the interest-free loan made to them in 2015. This loan has now been fully repaid.

In March 2016 £5,000 was donated to Littleton PCC provided that this money was lent to the Downs Benefice for working capital purposes. The loan is repayable if the Downs Benefice is wound up or Littleton PCC is in severe financial difficulty."

NOTE 12 LIABILITIES

Included within the creditors of the PCC are sums held on behalf of other organisations.

	2019 (£)	2018 (£)
General Creditors	385	876
Kevin Lay Foundation	5709	6,440
	£6,094	£7,316

The Kevin Lay foundation money is held on behalf of the Trustees of that fund. The cash balance attracts interest and is available on call, as and when the trustees require it.

NOTE 13. UNRESTRICTED & RESTRICTED FUNDS

Unrestricted

Other than when money is given or raised for a specific purpose, the PCC has decided not to have designated or restricted funds. Church funds are instead held in an all-embracing General reserve. The reserve carried into 2020 is £64,833.

Restricted

The PCC does not routinely use designated funds. In 2019 we had five restricted funds.

- The Church and Graveyard Fund - to be spent on work to the church building or graveyard.
- The Graveyard Fund- to be spent for non-routine projects in the Graveyard
- The Church Room Fund - to be spent on the Church Room Project
- The Flower Fund can only be used for church flowers.
- The Church Room Reserve is the written down value of the £160,000 valuation of the Church Room in 2015. It is being written off over 13 years

Restricted Fund Movements in 2019

	1 st Jan 2019 £	Incoming £	Outgoing £	31 st Dec 2019 £
Church & Graveyard **	182.00		-97.03	84.97
Graveyard	455.38		0.00	455.38
Church Room***	7794.44		-1455.00	6339.44
Flowers	193.43		-13.20	180.23
Church Room Reserve	120,000.00		12,000.00	108,000.00
Restricted Reserves	128,625.25		-13565.23	115,060.02

** This was spent on yews, box hedging plants and fertilizer. The balance will be used (with the donor's permission) to help pay for the Spring project of replacing the steps up from Main Road.

*** Spent on repairing the outside of the Church room and also replacing the damaged side-entrance door.

C Thompsett. 10th January 2020

Independent Examiner's Report to the members/trustees of St Catherine's Church, Littleton, Parochial Church Council.

I report on the accounts for the year ended 31st December 2019 which are set out on the preceding pages.

Respective responsibilities of the Trustees and Independent Examiner

The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

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 trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In connection with my examination, no matters have come to my attention


1. which give me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with s.130 of the 2011 Act; or
- to prepare accounts which accord with these accounting records 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.

Graham Ward

7 Dale Close, Littleton, Winchester

 8/2/20