

THE DIOCESE OF BLACKBURN & THE DIOCESE OF LIVERPOOL

We have recreated working examples of the layouts for the new accounting requirements of the Charities Act 1993 & the Church Accounting Regulations 2001.

Disclaimer

These worksheets are intended as a guide only to illustrate the principles when considering the application of the prescribed accounting procedures.

It is a guide to assist good practice and understanding but it has no legal validity.

It is not an authoritative interpretation and for more details you should refer to the text of the Guidance and Regulations prepared by the working party of the Central Board of Finance of the Church of England.

Welcome

Introduction

This spreadsheet has been produced as a joint project between Liverpool Diocese and Blackburn Diocese. It is based on an original version produced by Liverpool Diocese in 1998

Welcome to this spreadsheet template which will help in the creation of the annual accounts. This is not a computer program but a working template which has a few simple formulae which will sum your columns and transfer some details to make things easier for you.

It is necessary to start each year afresh and manually input the previous years figures from the accounts. to provide comaratives.

Please note that the CBF codes given in the very left hand column of the incoming and outgoing resources sheets (for both restrcited and unrestrcited funds) are there simply to assist with the completion of the Central Board of Fiannce (CBF) form. They form no part of the accounts and the entire column should be deleted before printing out the finished accounts

Ensure you have taken a master copy of this file and you back-up your data regularly.

Instructions for Use

- Step 1.** Print off this page for reference. Then use the **Save As** command to save the file to your hard disk and give it a meaningful name. This retains the CBF coding column which you will delete before printing (see below)
- Step 2.** Complete the questions asked on worksheet PARISH DETAILS. These details will then appear at all relevent places on the spreadsheet.
- Step 3.** Include additional lines or amend the item lines under the main categories to suit your own parish requirements. If you need to insert any additional rows please **DO NOT** place any after the very narrow row above a 'Total' row. This will produce an error in the formula.
- Step 4.** Input last years figures first from your accounts and then the current years.
- Step 5** Complete the FINANCIAL STATEMENTS GEN.FUNDS & then the FINANCIAL STATEMENTS OTHER FUNDS. Enter the figures for each line and the 'Totals' will be produced for you.

You will find assistance in determining where to place items of expenditure in the "Guidelines for parish accounts and CBF return" sheets.

- Step 6.** If you see any 'Whoops' messages this means that you need to check where the relevant figures have come from and correct as necessary eg: the Total Across does not equal the Total Down.

Check for any incorrect input. This may have occurred when adding additional lines that are outside a formula's range.

To check the formulae: click in the cell where the formula is. You will see the formula appear in the formula bar at the top of the screen. Now click right on the formula itself in the formula bar. A blue line appears around all the cells that are included in the formula. If anything is added or missing edit the formula till it is right.

- Step 8.** Amend the ACCOUNTING POLICIES sheet to incorporate your parish's approach
- Step 9.** When the written annual report and accounting policies have been produced input the relevant page number at the top right handcorner of each page.

Variables to be answered

PCC Name (IN CAPITALS) ST NICHOLAS CHURCH, RIBBY CUM WREA, PRESTON

Year (e.g. 2000) 39,082 39,082 2019

Name of signature 1 on accounts: Rev'd Philip Chew

Name of signature 2 on accounts Mrs Elizabeth Almond

Name of Independent Examiner MrH J Gigg ACIB
Professional Qualifications of Independent Examiner (if any) ACIB
Address of Independent Examiner Plumpton House,plumpton Lane, Great Plumpton
Preston, PR4 3NE

Date of Accounts approval by PCC (e.g. 23 March 1991) ***** 11 February 2014
Date of Independent Examiner's Report (e.g. 24 March 1991) 30 January 2014

Notes

- 1 Indep Examiners Report is an unqualified report. If this is not appropriate, please amend
- 2 Please check that Accounting Policy notes are correct for your PCC!!

Parish Details

Parish Details

Parish Details

Parish Details

2,010

Parish Details

St Nicholas Church, Ribby cum Wrea, Preston

**REPORT
and
FINANCIAL STATEMENTS
of the
PAROCHIAL CHURCH COUNCIL**

For the year ended 31 December 2019

**Chairman
The Reverend P. Chew
1 Vicarage Close
Wrea Green, Preston
PR4 2PQ**

**Secretary
Mrs Ros Cockrill
38 Bryning Lane
Wrea Green, Preston
PR4 2WJ**

**Hon. Treasurer
Mrs. E. A. Almond
3 Beechfield Avenue
Wrea Green, Preston
PR4 2NX**

**Bank
National Westminster Bank
35 Fishergate
Preston
PR1 2AD**

**Independent Examiner
Mr Hadyn J Gigg MBE, ACIB
Plumpton House, Plumpton Lane
Great Plumpton, Preston
PR4 3NE**

PAROCHIAL CHURCH COUNCIL OF
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ANNUAL REPORT
For the year ended 31 December 2019

Legal and Administration information

- Full parochial name of the parish
- Location of the church
- Address for correspondence
- Names of all the PCC members during the financial year including those who joined or stepped down
- Any payments to PCC members
- Method of election
- Statement that the PCC is a charity with Excepted Status given by the Charity Commission
- Names for the main bankers and any other legal/professional advisors
- Name and address and of the Independent Examiner or Auditor (if over £250,000)
- Details of any related trusts or Charities which share common trustees

For the sake of presentation some of this information can form the front cover of the Annual Report and Accounts for the Church

Aims and Organisation of the PCC

- A statement of the aims of the Church Council. The following is a definition from the PCC Measure of 1956: the PCC " is to co-operate with the minister in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical".
- In addition if the parish has its own mission or vision statement this can be added
- Outline of the structure of the PCC – committees etc stating their purpose and how decisions are made
- Relevant people number such as Electoral Roll, Normal Sunday Attendance etc

Review of the activities of the Church

- Summary of the issues discussed at the PCC and main events in the life of the Church
- A summary of the financial situation including any liabilities
- Any significant voluntary help. If this has a financial dimension it can be included in the Treasurers report
- We suggest that organisation reports are issued as an appendix or as a separate document. This will satisfy the pastoral needs whilst keeping the legally required information to a manageable level.
- Any special policies such as Reserves, Grants, Risk assessment, etc
- An explanation of any fund (purpose of monies) which is in deficit and what is being done to rectify the situation
- A look forward to the next year indicating any important issues or opportunities for the life of the church

**PAROCHIAL CHURCH COUNCIL OF
St Nicholas Church, Wrea Green, Preston
INDEPENDENT EXAMINERS REPORT
For the year ended 31 December 2019**

This report on the accounts of the PCC for the year ended 31 December 2019 which are set out on pages 1 to 6... is in respect of an examination carried out under s.43 of the Charities Act 1993.

Respective responsibilities of Trustees and Examiner

As the members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of Regulation 7 of the Charities (Accounts and Reports) Regulations 1995.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act. 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 accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independed Examiner's Statement

In connection with 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 regulations; as also contained in the Church Accounting Regulations 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.

H J Gigg MBE, ACIB
15 February 2020

**PAROCHIAL CHURCH COUNCIL OF
St Nicholas Church, Wrea Green , Preston
FINANCIAL STATEMENT**

For the year ended 31 December 2019

General Fund Receipts & Payments Account -Unrestricted Fund

	2019		2018	
	£	£	£	£
Receipts				
<u>Incoming resources from donors</u>				
Regular Planned Giving				
Tax efficient planned giving	34,354		35,409	
All Tax recovered	10,605		10,890	
Other Planned Giving (non gift aid)	2,209		2,144	
Occasional Giving				
One off Gift Aid Donations	1,114		1,844	
Loose plate collections	5,391		3,938	
Donations	302		420	
"Post box" donations ins & outs (restricted)			483	
	53,975		55,128	
<u>Other voluntary incoming resources</u>				
Contribution from Ballam Church	269		332	
Legacies	0		0	
	269		332	
<u>Incoming resources from operating activities</u>				
Magazine Sales	2,997		2,952	
Diocesan Fees	1,323		1,864	
PCC Wedding & Funeral Fees	9,169		6,672	
	13,489		11,488	
<u>Activities for generating funds</u>				
Social Events	2,460		3,538	
Special Appeals (restricted)	2,067		791	
Magazine advertising	1,790		1,820	
	6,317		6,149	
<u>Income from investments</u>				
Bank & CBF interest & dividends	177		177	
	177		177	
<u>Other incoming resources</u>				
Grants	0		0	
Total Receipts	74,227		73,274	

General Fund Receipts & Payments Capital Account -restricted Fund

Legacies	5,000		0	
Total Receipts	5,000		0	

**PAROCHIAL CHURCH COUNCIL OF
St Nicholas Church, Wrea Green , Preston
FINANCIAL STATEMENT**

For the year ended 31 December 2019

<u>General Fund Receipts & Payments Account</u>	2019		2018	
<i>Payments</i>	£	£	£	£
<u>Costs of generating funds</u>				
Costs of Social Events	714		538	
		714		538
<u>Grants (Mission & Charitable Giving)</u>				
Church Mission Society & SPCK				
CPAS; Bible Soc; Children's Soc etc	1,685		300	
Special Appeals (restricted) See note 3	382		974	
		2,067		1,274
<u>Activities directly relating to the work of the church</u>				
<i>Cost of parish ministry</i>				
Parish Share	54,725		52,282	
Diocesan Fees				
Vicar's expenses	445		1,431	
Vicarage expenses	1,186		1,833	
Visiting Clergy	726		603	
		57,082		56,149
<i>Church Running Expenses</i>				
Utilities	1,802		2,067	
Insurance	2,316		2,298	
Upkeep of Services (requisites, choir etc)	1,252		550	
Cost of printing service sheets etc	639		208	
Major Repairs	0		0	
Routine Repairs to Buildings	831		1,386	
Parish Mission	279		1,308	
Parish Administrator	0		0	
Hire of School Hall	0		0	
DBS	0		0	
		7,119		7,817
<i>Costs Related to Trading</i>				
Magazine Printing	4,745		4,778	
		4,745		4,778
<u>Support costs</u>				
Organist / Verger Fees	6,465		6,170	
Vergers Parochial Fees	1,568		1,021	
Training Course -Readers			0	
		8,033		7,191
<u>Church PCC management and administration</u>				
Stewardship envelopes and costs	237		236	
Misc Expenditure/Equipent	0		1,609	
Parish meeting Rydal Hall	375		0	
Quinquennium Architects Fees	0		0	
		612		1,845
TOTAL PAYMENTS		80,372		79,592
Excess (Deficit) of Receipts over payments		<u>-6,145</u>		<u>-6,318</u>
Bank current and deposit accounts at 1 January 2019		<u>20,631</u>		<u>26,949</u>
Bank current and deposit accounts at 31 December 2019		<u>14,486</u>		<u>20,631</u>

**PAROCHIAL CHURCH COUNCIL OF
St Nicholas Church, Wrea Green, Preston
FINANCIAL STATEMENT
For the year ended 31 December 2019**

Annexe General Fund Receipts & Payments Account - Restricted Fund

	2019			2018
Receipts	£	£	£	£
Hire of Annexe for Charitable Non Business Purposes				
Hire of Annexe - Donations	0		50	
- Community Groups	9,198		7,117	
- Coffee	740		752	
Other Income		9,938		7,919
Payments				
Utilities	2,155		2,007	
Insurance	257		255	
Telephone	214		199	
Maintenance	1,202		607	
Equipment	121		710	
Stationery	115		147	
Coffee	183		133	
Management	2,000		2,070	
Provision for Repairs and Renewals	3,691	9,938	1,790	7,918
Excess (Deficit) of Receipts over Payments		<u><u>0</u></u>		<u><u>1</u></u>
Bank current and deposit accounts at 1 January 2019		127		<u>126</u>
Bank current and deposit accounts at 31 December 2019		<u>127</u>		<u>127</u>

Annexe Fund Repairs and Renewals Deposit Account - Restricted Fund

	2019		2018	
Receipts	£	£	£	£
CBF & Bank Interest	177	177	103	103
Payments				
Maintenance				
Excess (Deficit) of Receipts over Payments		<u><u>177</u></u>		<u><u>103</u></u>
Transfer from Annexe Fund General Account	3,691	3,691	1,790	1,790
Bank current and deposit accounts at 1 January 2019		<u>23,264</u>		<u>21,371</u>
Bank current and deposit accounts at 31 December 2019		<u>27,132</u>		<u>23,264</u>

The Annexe operates under the name Wrea Green Parish Church and Community Centre

**PAROCHIAL CHURCH COUNCIL OF
St Nicholas Church, Wrea Green, Preston
STATEMENT OF ASSETS AND LIABILITIES
at 31 December 2019**

					TOTALS	
	General Fund £	Capital Fund £	Designated Fund £	Restricted Fund £	2019 £	2018 £
Monetary Assets						
Bank Current Account General Fund	6,163				6,163	7,419
Bank Current Account R. Cookson Capital Fund		5,000		5,000	5,000	0
Bank Current Account Choir Fund			2,539		2,539	1,354
CBF Deposit Account General Fund	7,687				7,687	12,577
Bank Current Account Annexe Fund				127	127	126
Bank Deposit Account Annexe Fund Repairs & Renewals				534	534	534
CBF Deposit Account Annexe Fund Repairs & Renewals				26,598	26,598	22,730
Bank Current Account Sunday School Fund			250		250	305
CBF Deposit Account Churchyard Fund				912	912	1,481
Bank Current Account Account Crib Fund				291	291	291
Investments at Cost	635				635	635
Total Monetary Assets	14,485		2,789	33,462	50,736	47,452
Value of Investments						
381 shares CBF Fixed Interest Securities Fund at valuation of £1.65 as at 31/12/2019					629	610
119 shares CBF Investment Fund		£19.44			2,313	1,920
					2,942	2,530

Accounting Policies

The financial statements of the PCC have been prepared in accordance with the Church Accounting using the receipts and payments basis.

Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application to the general purposes of the PCC. These include funds designated for a particular purpose of the PCC and can be moved to other general funds (re-designated or un-designated) if the PCC so decides.

The purpose of any restricted funds is noted in the accounts.

The accounts include monetary transactions, assets and liabilities for which the PCC can be held responsible. They do not include the accounts of other church groups that owe an affiliation to another body, nor those that are informal gatherings of church members.

Subject to the above, receipts and payments include income as received and expenditure when irrevocably paid.

Statement of Assets and Liabilities

The following assets are recognised in the statement of assets;
Any investments held beneficially by the PCC.

Closing bank balance as shown in the receipts and payment account.

Approved by the PCC on 24 March 2020 and signed on their behalf by

E A Almond Treasurer

Rev. Philip Chew Chairman of the PCC

PAROCHIAL CHURCH COUNCIL OF
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NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 December 2019

2,015

ACCOUNTING POLICIES

(Model set - adapt as necessary !!!)

The financial statements of the PCC have been prepared in accordance with the Church Accounting using the receipts and payments basis.

Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application to the general purposes of the PCC. These include funds designated for a particular purpose of the PCC.

The purpose of any restricted funds is noted in the accounts.

The accounts include monetary transactions, assets and liabilities for which the PCC can be held responsible. They do not include the accounts of other church groups that owe an affiliation to another body, nor those that are informal gatherings of church members.

Subject to the above, receipts and payments include income as received and expenditure when irrevocably paid.

Statement of Assets and Liabilities

The following assets are recognised in the statement of assets;

Movable church furnishings held by the churchwardens on special trust for the PCC and which Regulations 1997 require a faculty for disposal.

Land and buildings held on behalf of the PCC.

Other fixtures, fittings and office equipment where the PCC is free to dispose of such assets without faculty and where the original cost exceeded £1,000.

Amounts owing from the Inland Revenue where a formal claim has been made.

Any other amounts owing to the PCC including church hall lettings and insurance claims.

Legacies where formal notification of entitlement and amount has been received at 31 December by the PCC.

Any investments held beneficially by the PCC.

Closing bank balance as shown in the receipts and payment account.

The following liabilities are recognised in the statement of liabilities:

Any loans or overdrafts advanced to the PCC.

Any arrears of Diocesan Quota or Stipend.

Creditors for goods or services where the supply has been received and invoiced by December 31.