

MINCHINHAMPTON WITH BOX PAROCHIAL CHURCH COUNCIL

HOLY TRINITY, MINCHINHAMPTON & ST BARNABAS, BOX

CHARITY NUMBER 1163940

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2016

INCUMBENT

Reverend Helen Bailey

MINCHINHAMPTON WITH BOX PAROCHIAL CHURCH COUNCIL

ANNUAL REPORT FOR THE YEAR ENDED 31ST DECEMBER 2016

Overview

The Parish of Minchinhampton with Box is situated between the towns of Stroud and Cirencester, in the Diocese of Gloucester. It has two churches, Holy Trinity Minchinhampton and St Barnabas, Box.

The two churches exist for public benefit in the advancement of the Christian Faith by proclaiming the Gospel and by working to address the needs of many, both locally and in the wider community.

The PCC

The Parochial Church Council (PCC) is a corporate body established with both ex-officio and elected members in accordance with the Church Representation Rules of the Church of England. The PCC became a registered charity, number 1163940, with the Charity Commission on 12th October 2015. All members of the PCC are Trustees of the Charity.

The members of the PCC at the time of this report are:-

Ex-Officio

Revd Helen Bailey
Revd Deborah Curram
Revd Sandy Emery

Elected

Sally Byng
Jamie Dalrymple-Hamilton
Martin Dence
David Goldsmith
Michael Gwilliam
Ian Jarvis
Jackie Natt
Simon Ritter
Roy Wilson
Alison Wood

Deanery Synod

Linda Jarvis
Sarah Rogaly
Margaret Sheather

Church Wardens

Howard Browning
Mandy Jutsum

Co-opted

John Jutsum

The PCC met ten times during 2016. In addition the Standing Committee which comprises the Ex-Officio members shown above, the Church Wardens, the Secretary and the Treasurer met twelve times during the year.

Church Wardens are elected at the annual Vestry Meeting at which all residents of the Parish can attend and vote. The other members of the PCC and the Deanery Synod are elected at the Annual Parochial Church Meeting (APCM) at which only people on the electoral role can vote. They serve for a period of three years before standing down. After one year has elapsed they are eligible for re-election for a further three year period. Only lay members are eligible for election.

MINCHINHAMPTON WITH BOX PAROCHIAL CHURCH COUNCIL

ANNUAL REPORT FOR THE YEAR ENDED 31ST DECEMBER 2016 (continued)

Management of Church Business

The PCC saw its role primarily in the formulation, approval and review of strategy, policy and procedures, together with detailed financial scrutiny, including agreeing the annual budget. Formal minutes are taken of the decisions made, which are displayed in church once they have been approved.

Management of Risks and Health and Safety

A full risk assessment for the churches has been prepared. In addition a suitably qualified person remains as Health and Safety Officer. Fire and burglar alarms are tested regularly by approved agents.

Child Protection and Vulnerable Adults

There are agreed Child Protection and Vulnerable Adults Policies in place. Both policies have been subject to annual review by the PCC. There is a nominated Child Protection and Vulnerable Adults Officer whose contact details are prominently displayed.

No reports of concern were made during the year.

Insured Risks

During 2016 there were no claims on our insurers, Ecclesiastical Insurance Office plc.

FINANCIAL REVIEW

The results for the year are shown on page 5. The PCC are pleased with the continuing improvement in the parish finances, especially as this includes the significant increase in the Parish Share paid to the Diocese from £61,500 in 2014, to £67,000 paid in 2015, and to £70,400 paid in 2016. We are now going to try to pay a Parish Share of £74,080 in 2017. This represents an increase of 20.5% over the four years.

Holy Trinity, Minchinhampton plans to start a major re-ordering of the church building in July 2017. The project is split over several stages which are estimated to cost about £1.3m. The first stage of the project is the removal of the pews and floor and the installation of underfloor heating and a paved and tiled floor which are estimated to cost £587,000. Towards this £548,000 has been received or pledged from individuals, local companies or Trusts as at the end of February 2017. In addition chairs will have to be purchased before the church can again be used for services. It is planned to complete this first stage by early 2018.

The PCC has adopted a policy for Minchinhampton Church to hold General Reserves equivalent to two months general expenses, plus an additional two month's salary costs of non-clergy personnel. It is also part of this policy to hold an amount for the likely building works arising from the next quinquennial inspection which is due in 2017.

MINCHINHAMPTON WITH BOX PAROCHIAL CHURCH COUNCIL

ANNUAL REPORT FOR THE YEAR ENDED 31ST DECEMBER 2016 (continued)

At the end of 2016 Minchinhampton Church General Reserves were higher than this policy dictates, but with the planned closure of the church for the re-ordering mentioned on page 2 and the uncertainties this involves, the current General Reserves are not deemed to be excessive.

For Box Church the PCC has adopted the policy of holding General Reserves equivalent to six month's general expenses, plus sufficient reserves to cover the likely costs arising from the quinquennial inspection, also due in 2017. This inspection is likely to result in repairs to the roof and work on the spire.

The PCC will continue to monitor the Church's finances to ensure we retain our solid foundations.

The PCC want to thank Martin Hexter for again agreeing to be the Independent Examiner of the accounts.

Church Administration

The PCC also want to thank Mrs Christine Gibson for her hard work during the year as Church Administrator. She can be contacted at the Parish Office on 01453 889004 or on email at admin@minchchurch.org.uk

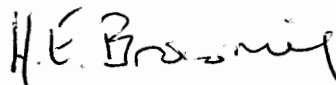
The address of the Parish Office is:-

The Parish Office,
The Rectory,
Butt Street,
Minchinhampton,
Glos GL6 9JP

Approved by the PCC and signed on their behalf by:-



Mrs Mandy Jutsum
Churchwarden



Dr Howard Browning
Churchwarden

21st March 2017

MINCHINHAMPTON WITH BOX PAROCHIAL CHURCH COUNCIL

INDEPENDENT EXAMINER'S REPORT

I report on the financial statements of the Minchinhampton with Box Parochial Church Council for the year ended 31st December 2016, which are set out on pages 5 to 14.

Respective responsibilities

Preparation of the financial statements is the responsibility of the Church Council, which considers that the audit requirement of Section 144(2) of the Charities Act 2011 (the 2011 Act) does not apply and that an independent examination is needed.

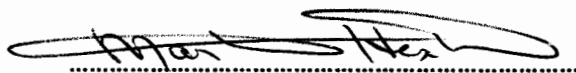
It is my responsibility to examine the accounts under Section 145 of the 2011 Act, to follow the procedures laid down by the Charity Commission under Section 145 (5b) of the 2011 Act, and to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions of the Charity Commissioners. An examination includes a review of the accounting records kept by the Church Council and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit; consequently, no opinion is given as to whether the financial statements present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, nothing came to my attention which gave me reasonable cause to believe in any material respect that the requirements to keep accounting records in accordance with Section 130 of the 2011 Act, and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met. I am not aware of any matter to which attention should be drawn in order to enable a proper understanding of the financial statements to be reached.


.....
Martin Hexter ACIS

16/3/17
.....
Date

MINCHINHAMPTON WITH BOX PAROCHIAL CHURCH COUNCIL

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2016**

	Notes	General Funds	Designated Funds	Restricted Funds	2016	2015
Income						
Donations from all sources	2	142,771	-	33,927	176,698	160,249
Trading Receipts	3	13,837	-	577	14,414	16,197
Interest		212	-	309	521	535
		<u>156,820</u>	<u>-</u>	<u>34,813</u>	<u>191,633</u>	<u>176,981</u>
Expenditure						
Missionary & Charitable Donations	7	-	3,650	3,910	7,560	10,352
Parish Share		70,400	-	-	70,400	67,000
Property Costs	4	22,533	6,634	13,989	43,156	36,633
Church Running Costs	5	28,585	-	5,455	34,040	34,505
Administration Costs	6	17,997	-	110	18,107	16,355
		<u>139,515</u>	<u>10,284</u>	<u>23,464</u>	<u>173,263</u>	<u>164,845</u>
Transfers from Other Funds		1,500	12,484	-	13,984	11,698
Transfers to Other Funds		(12,484)	-	(1,500)	(13,984)	(11,698)
Surplus for the Year		<u>6,321</u>	<u>2,200</u>	<u>9,849</u>	<u>18,370</u>	<u>12,136</u>
Balance Brought Forward at 1st January 2016		42,554	40,238	55,647	138,439	126,303
Balance Carried Forward at 31st December 2016		<u>48,875</u>	<u>42,438</u>	<u>65,496</u>	<u>156,809</u>	<u>138,439</u>

MINCHINHAMPTON WITH BOX PAROCHIAL CHURCH COUNCIL

STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST DECEMBER 2016

	Notes	2016	2015
ASSETS			
Debtors and Prepayments	8	13,192	21,555
Short Term Deposits	9	110,916	91,522
Current Bank Accounts	10	<u>41,329</u>	<u>33,163</u>
		165,437	146,240
LESS LIABILITIES			
Creditors and Accruals	11	(8,628)	(7,801)
NET TOTAL ASSETS		<u>156,809</u>	<u>138,439</u>
 CHURCH RESERVES			
General Funds	12	48,875	42,554
Designated Funds	13	42,438	40,238
Restricted Funds	14	65,496	55,647
TOTAL FUNDS		<u>156,809</u>	<u>138,439</u>

MINCHINHAMPTON WITH BOX PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2016

1. ACCOUNTING POLICIES

a.) Basis of Accounting

The Financial Statements have been prepared in accordance with the Church Accounting Regulations 2006, the Charities Act 2011, the Charities SORP 2005, and with other applicable accounting standards.

The Financial Statements have been prepared under the historical cost convention and on an accruals accounting basis. They show the combined results for Holy Trinity, Minchinhampton and St. Barbabas, Box.

b.) Funds

The Church has the following three types of Funds:-

General Funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for use on the general purposes of the PCC.

Designated Funds represent the funds of the PCC that have been designated for a particular purpose by the PCC from the General Funds. These funds can be transferred back to General Funds by the PCC. Details of the funds making up the Designated Funds are shown in note 13 of this Financial Statement.

Restricted Funds represent funds given to the PCC for a particular purpose. An example of this is money given to a charity collection such as Water Aid, or funds given by the Friends of St Barnabas, Box. Such funds can only be used for the purpose for which they were given. They cannot be transferred to General or Designated Funds by the PCC. A complete list of the various Restricted Funds is shown in note 14 of this Financial Statements.

c.) Funds included in these accounts

The accounts 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 main affiliation to another body, nor those that are informal gatherings of church members.

d.) Income

Collections are recognised when they are received by the PCC. Planned giving is only recorded when received. Income tax recoverable on gift aided donations is recognised when the related income is received. Sales of magazines are accounted for net of expenses.

e.) Fixed Assets

All expenditure incurred in the year on consecrated or beneficed buildings, parish offices or on the repair and maintenance of church furnishings is written off.

MINCHINHAMPTON WITH BOX PAROCHIAL CHURCH COUNCIL

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2016**

1. ACCOUNTING POLICIES (CONTINUED)

f.) Trustees

The members of the PCC are all Trustees of the PCC. They receive no remuneration for this role.

g.) Staff

The Rector, Associate Priest and Curate were reimbursed travelling, telephone and other costs during the year. It is the policy of the PCC to reimburse all relevant expenditure.

During the year the PCC paid under contract an administrator, vergers and director of music. All expenditure is shown in the financial statements.

MINCHINHAMPTON WITH BOX PAROCHIAL CHURCH COUNCIL

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2016**

	General Funds	Designated Funds	Restricted Funds	2016	2015
2. INCOME FROM DONORS					
Parishioners' Planned Giving	97,724	-	2,744	100,468	90,939
Collections and Donations	17,363	-	31,162	48,525	43,475
Contribution from the Lilian South Trust	3,300	-	-	3,300	4,000
Income Tax Recoverable	24,384	-	21	24,405	21,835
Legacies	-	-	-	-	-
	<u>142,771</u>	<u>-</u>	<u>33,927</u>	<u>176,698</u>	<u>160,249</u>
3. TRADING RECEIPTS					
Concerts and Lectures	-	-	-	-	210
Magazine Profit	-	-	577	577	1,095
Porch Room Rent	1,250	-	-	1,250	1,030
Funeral / Wedding Fees (Note 15)	10,958	-	-	10,958	12,132
Other Fund Raising Activities	1,629	-	-	1,629	1,730
	<u>13,837</u>	<u>-</u>	<u>577</u>	<u>14,414</u>	<u>16,197</u>
4. PROPERTY COSTS					
Lighting and Heating	6,793	-	-	6,793	7,725
Insurance	5,999	-	-	5,999	6,183
Water Rates	83	-	-	83	190
Repairs and Maintenance	3,311	-	-	3,311	5,154
Upkeep of Churchyard	3,215	-	789	4,004	2,807
Cleaning	3,132	-	-	3,132	3,636
Re-ordering	-	6,634	13,200	19,834	10,938
	<u>22,533</u>	<u>6,634</u>	<u>13,989</u>	<u>43,156</u>	<u>36,633</u>

MINCHINHAMPTON WITH BOX PAROCHIAL CHURCH COUNCIL

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2016**

	General Funds	Designated Funds	Restricted Funds	2016	2015
5. CHURCH RUNNING COSTS					
Clergy Expenses	4,707	-	-	4,707	3,655
Children's work	-	-	620	620	907
Verger's Cost	11,500	-	-	11,500	11,100
Organists & Music	8,972	-	-	8,972	9,648
Choir and Choristers	-	-	912	912	509
Organ Maintenance	492	-	-	492	-
Services Consumables	1,371	-	-	1,371	1,508
Bell Ringers	-	-	1,060	1,060	(170)
Hospitality	823	-	-	823	1,307
Flowers	-	-	2,724	2,724	2,602
Other church running expenses	720	-	139	859	3,439
	<u>28,585</u>	<u>-</u>	<u>5,455</u>	<u>34,040</u>	<u>34,505</u>

6. ADMINISTRATION COSTS

Salary & National Insurance	9,784	-	-	9,784	8,497
Printing, Postage and Stationery	3,361	-	-	3,361	3,643
Telephone	1,295	-	-	1,295	1,114
Subscriptions and Licences	435	-	110	545	961
Technology Updating	2,207	-	-	2,207	804
Stroud Deanery	915	-	-	915	768
Miscellaneous	-	-	-	-	568
	<u>17,997</u>	<u>-</u>	<u>110</u>	<u>18,107</u>	<u>16,355</u>

MINCHINHAMPTON WITH BOX PAROCHIAL CHURCH COUNCIL

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2016**

	2016	2015
7. CHARITABLE DONATIONS MADE		
Water Aid	34	703
Cotswold Care	-	167
Gloucester Samaritans	-	167
Winston's Wish	34	536
James Hopkins Trust	34	536
Send a Cow	-	106
Minchinhampton Country Fayre	-	1,320
Retiring clergy	-	528
Horsfall House	-	535
Bishop James	-	100
Rondo Chapel	500	3,500
Computer for Masasi	-	85
Diocese of Masasi	-	1,460
Medical training in Masasi	3,650	-
Masasi - eye operations	300	-
Textbooks for use in Masasi	250	-
Save Water in Masasi	240	-
Diocesan Charity - Bishop's visit	278	609
Marah	160	-
Crisis	160	-
Barnabus Fund	160	-
Medecin Sans Frontiere	484	-
Alzheimer's Research UK	484	-
Stroud Court	484	-
Christian Aid - Haiti Hurricane	308	-
	<u>7,560</u>	<u>10,352</u>

	2016	2015
8. DEBTORS AND PREPAYMENTS		
Income Tax recoverable	12,810	20,945
Box Prepaid Expenses	382	399
Prepayments	-	211
	<u>13,192</u>	<u>21,555</u>

MINCHINHAMPTON WITH BOX PAROCHIAL CHURCH COUNCIL

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2016**

	2016	2015
9. SHORT-TERM DEPOSITS		
Church of England (CBF):		
General Fund	32,952	22,821
Fabric Fund	33,459	25,324
Vosper Fund	15,438	15,438
Organ Fund	22,135	21,036
Box General Fund	5,686	5,657
Lloyds Bank:		
Minchinhampton Church Flower Guild	1,246	1,246
	<u>110,916</u>	<u>91,522</u>
10. BANK ACCOUNTS (LLOYDS)		
Minchinhampton Church	17,836	14,699
Minchinhampton Church - Reordering account	3,823	-
St Barnabas Church, Box	5,917	4,053
Minchinhampton Church Flower Guild	588	1,169
Minchinhampton Church Bell Ringers	1,565	1,114
Minchinhampton Church Magazine Fund	3,358	4,806
Minchinhampton Church Choir	2,126	1,118
Box Church Flower Guild	168	196
Masaki	4,619	5,379
Cornwall Bursary	1,329	629
	<u>41,329</u>	<u>33,163</u>
11. CREDITORS AND ACCRUALS		
Creditors	6,600	2,074
Box creditors	190	392
Pre-received Income	1,470	1,995
Accruals	368	3,340
	<u>8,628</u>	<u>7,801</u>

MINCHINHAMPTON WITH BOX PAROCHIAL CHURCH COUNCIL

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2016**

	Balance 01.01.16	Receipts in 2016	Payments in 2016	Balance 31.12.16
12. GENERAL FUNDS				
Holy Trinity, Minchinhampton	36,889	153,491	149,423	40,957
St Barnabas, Box	5,665	4,829	2,576	7,918
	<u>42,554</u>	<u>158,320</u>	<u>151,999</u>	<u>48,875</u>
13. DESIGNATED FUNDS				
Vosper Legacy	15,438	-	-	15,438
Fabric Fund	17,250	6,000	-	23,250
Masasi	6,900	-	3,650	3,250
Rector's Discretionary Fund	500	-	-	500
Re-ordering Fund	150	6,484	6,634	-
	<u>40,238</u>	<u>12,484</u>	<u>10,284</u>	<u>42,438</u>
14. RESTRICTED FUNDS				
Fabric	8,299	2,092	-	10,391
Organ	21,037	1,118	-	22,155
Mission Fund	500	-	-	500
Re-Ordering Fund	6,052	20,182	13,200	13,034
School Assemblies	500	-	-	500
Messy Church and Junior Church	393	1,000	620	773
Tower	1,224	1,650	1,309	1,565
Choir	1,118	1,920	912	2,126
Minchinhampton Flower Guild	2,415	1,637	2,500	1,552
Magazine Fund	2,811	8,535	9,458	1,888
Box - Louise Hiscocks	1,050	-	-	1,050
- Friends of Box	3,119	1,050	788	3,381
- Molly Hoyle	196	-	-	196
- Flower Guild	196	195	223	168
Masasi - General	1,569	240	790	1,019
- Rondo Chapel	4,079	290	500	3,869
- Cornwall Bursary	1,089	240	-	1,329
	<u>55,647</u>	<u>40,149</u>	<u>30,300</u>	<u>65,496</u>

MINCHINHAMPTON WITH BOX PAROCHIAL CHURCH COUNCIL

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2016**

15. PAROCHIAL FEES		<u>£</u>	<u>£</u>
	Receipts from Funerals, Weddings, etc		24,355
Less:	Gloucester Diocese	4,644	
	Non-stipendary clergy	713	
	Verger	2,315	
	Organists	2,485	
	Bell Ringers	1,440	
	Choir	720	
	Skip hire	<u>1,080</u>	
			<u>13,397</u>
	Net Funeral and Wedding Fees (to note 3)		<u><u>10,958</u></u>