

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF EAST SPRINGFIELD, DIOCESE OF
CHELMSFORD, CHURCH OF OUR SAVIOUR, CHELMER VILLAGE
(Charity Registration No. 1169685)**

**ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2017**

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF GREAT BADDOW, MEADGATE, DIOCESE OF
(Charity Registration No. 1169955)**

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**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF EAST SPRINGFIELD, DIOCESE OF
CHELMSFORD, CHURCH OF OUR SAVIOUR, CHELMER VILLAGE**
(Charity Registration No. 1169685)

ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL

FOR THE YEAR ENDED 31ST DECEMBER 2017

REFERENCE AND ADMINISTRATIVE DETAILS

Church of Our Saviour became a registered charity on 14 October 2016 having adopted its constitution on 22 May 2016

Charity Number: 1169685

Principal Office:



Independent Examiner

David Belbin
Clemence Hoar Cummings LLP
Riverside House
1-5 Como Street
Romford
RM7 7DN

Bankers

HSBC Bank plc
99 High Street
Chelmsford
CM1 1EQ

PCC members who have served from 1st January 2017 until the date of this report was approved are

Incumbent: Revd. Ann Mackenzie

Curate: Revd. Mandy Hewson

Elected Members



STRUCTURE, GOVERNANCE AND MANAGEMENT

The church is governed by the Parochial Church Council Powers Measure (1956) as amended and by church representation rules. The church is a charity, registered with the Charity Commission.

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

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(Charity Registration No. 1169685)**

ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL

FOR THE YEAR ENDED 31ST DECEMBER 2017

OBJECTIVES AND ACTIVITIES

Background information

Mission statement

Aiming to be like Jesus.

ACHIEVEMENTS, PERFORMANCE AND BACKGROUND INFORMATION

Church attendance



Review of church council and church meeting business during the year.

FINANCIAL REVIEW

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF EAST SPRINGFIELD, DIOCESE OF
CHELMSFORD, CHURCH OF OUR SAVIOUR, CHELMER VILLAGE
(Charity Registration No. 1169685)**

ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL

FOR THE YEAR ENDED 31ST DECEMBER 2016

RESERVES POLICY

RESPONSIBILITIES OF THE PCC

The Members of the PCC are responsible for the preparation of a Statement of Financial Activities and Balance Sheet for each

In preparing the Statement of Financial Activities and Balance Sheet we are required to

- Select suitable Accounting Policies and then apply them consistently
- Make judgements and estimates that are reasonable and prudent
- to any material departure disclosed and explained in the accounts.

Our responsibilities as members of the PCC include keeping proper accounting records which disclose with reasonable accuracy at

address



.....
Revd. Ann Mackenzie
..... 2017

INDEPENDENT EXAMINER'S REPORT
TO THE
THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF EAST SPRINGFIELD, DIOCESE OF
CHELMSFORD, CHURCH OF OUR SAVIOUR, CHELMER VILLAGE
 (Charity Registration No. 1169685)

This report on the Accounts of the PCC for the year ended 31 December 2017, which are set out on pages 1 to 11 inclusive, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 and Section 145 of the Charities Act 2011.

Respective responsibilities of Trustees and Examiner

As members of the PCC you are responsible for the preparation of the Accounts; you consider that the audit requirement of Regulation 3(3) of the Church Accounting Regulations 2006 and Section 144(2) of the Charities Act 2011 (the Act) does not apply. It is my responsibility to issue this report on those Accounts in accordance with the terms of the Church Accounting Regulations 2006 and the Charities (Accounts and Reports) Regulations 2008.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission under Section 145(5)(b) of the Act and to be found in the guidance from the CBF. 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.

Independent Examiner's Statement

In accordance with my examination, no matter has come to my attention which gives me reasonable cause to believe that, in any material respect, 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 to comply with the requirements of the Act, as also
- contained in the Church Accounting Regulations 2006

have not been met, or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the Accounts to be reached.

Riverside House
 1-5 Como Street
 Romford
 Essex
 RM7 7DN

David Belbin
 Independent Examiner
 Clemence Hoar Cummings LLP
 Chartered Accountants

.....2018

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF EAST SPRINGFIELD,
DIOCESE OF CHELMSFORD, CHURCH OF OUR SAVIOUR, CHELMER VILLAGE
(Charity Registration No. 1169685)**

**STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31st December 2017**

		Unrestricted Funds	Restricted Funds	TOTAL FUNDS	
	notes	£	£	2017 £	2016 £
INCOME AND ENDOWMENTS					
Voluntary Income	2a	55,919	106,867	162,786	85,353
Activities for Generating Funds	2b	21,321	1,317	22,638	24,368
Investment Income	2c	3	134	137	679
Increase in Value of Fixed Asset Investments			957	957	822
Income from Church Activities	2d	4,094	693	4,787	4,397
Other Income	2e				
TOTAL INCOME		<u>81,337</u>	<u>109,968</u>	<u>191,305</u>	<u>115,619</u>
EXPENDITURE					
Church Activities	3a	80,325	22,732	103,057	89,076
Church Extension Build Costs			-	-	-
TOTAL EXPENDITURE		<u>80,325</u>	<u>22,732</u>	<u>103,057</u>	<u>89,076</u>
NET INCOME/ (EXPENDITURE)		1,012	87,236	88,248	26,543
Bought Forward		31,317	124,818	156,135	129,592
BALANCES AT 31 DECEMBER 2017		<u>32,329</u>	<u>212,054</u>	<u>244,383</u>	<u>156,135</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF EAST
SPRINGFIELD, DIOCESE OF CHELMSFORD, CHURCH OF OUR SAVIOUR, CHELMER VILLAGE**
(Charity Registration No. 1169685)

**BALANCE SHEET
31ST DECEMBER 2016**

		Unrestricted Funds	Restricted Funds	TOTAL FUNDS	
	notes	£	£	2017	2016
				£	£
FIXED ASSETS					
Tangible Assets	4	13,771	34,558	48,329	14,781
Investment Assets	5	506	14,652	15,158	14,201
CURRENT ASSETS					
Debtors	6	7,492	1,103	8,595	32,271
Cash at Bank and in hand		20,662	161,741	182,403	102,540
		<u>28,154</u>	<u>162,844</u>	<u>190,998</u>	<u>134,811</u>
CREDITORS					
falling due within one yea	7	10,102	-	10,102	7,659
NET ASSETS / (LIABILITIES)		<u>32,329</u>	<u>212,054</u>	<u>244,383</u>	<u>156,134</u>
FUNDS					
Unrestricted	9	32,329	-	32,329	31,317
Restricted	8	-	212,053	212,053	124,817
TOTAL FUNDS		<u>32,329</u>	<u>212,053</u>	<u>244,382</u>	<u>156,134</u>

CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF EAST SPRINGFIELD, DIOCESE OF CHELMSFORD, CHURCH OF OUR SAVIOUR, CHELMSFORD
(Charity Registration No. 1169685)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2016

1. ACCOUNTING POLICIES

a) **Basis of accounting**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with United Kingdom Generally Accepted Accounting Practice (FRS 102), and the Charities Act 2011 .

b) **Funds**

Restricted funds represent donations or fundraising income 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.

Where funds received have been restricted for the purchase of fixed assets, the value of the specific object is transferred at the purchase date from the restricted fund to the general fund in the Statement of Financial Activities.

General Funds represent funds of the church council that are not subject to any restrictions regarding their use and are available for application on the general purposes of the Church. Funds designated by the Church Council for a particular purpose are also unrestricted.

c) **Income and Endowments**

All income and endowments are included in the statement of financial activities when the Church is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Collections and planned giving receivable under covenant are recognised when received on behalf of the Church Council.
- Tax refunds are recognised when the incoming resource to which they relate is received.
- Funds raised from outreach activities and similar events are accounted for gross.
- Grants and legacies to the Church Council are accounted for as soon as the Church Council is notified of its legal entitlement and the amount due. Grant income is matched to the period to which it relates.
- Rental income from the letting of church premises is recognised when the rental is due.
- Trading income is recognised when the goods have been sold.
- Interest is recognised when received.

d) **Expenditure**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of running fundraising events.
- Church activities expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- The costs of governance which include those costs associated with meeting the constitutional and statutory requirements of the charity and include the Independent Examination fees and costs linked to the strategic management of the charity are included as support costs for our charitable activities.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF EAST
SPRINGFIELD, DIOCESE OF CHELMSFORD, CHURCH OF OUR SAVIOUR, CHELMER VILLAGE
(Charity Registration No. 1169685)**

**Notes to the Financial Statements
for the year ended 31 December 2016**

Note	UNRESTRICTED	RESTRICTED	TOTAL FUNDS	
INCOME AND ENDOWMENTS	General	Building	2017	2016
	Fund	Fund		
	£	£	£	£
2a Voluntary Income				
Planned Giving	34,050	25,390	59,440	63,727
Open Plate Collections	5,538	12,339	17,877	4,732
Donations	4,792	12,638	17,430	2,644
Tax recoverable on above	11,539	9,500	21,039	14,250
Grants		47,000	47,000	
Legacies				
	<u>55,919</u>	<u>106,867</u>	<u>162,786</u>	<u>85,353</u>
2b Activities for Generating Funds				
Fund Raising Events		1,317	1,317	-
Use of Church Hall	14,998		14,998	18,046
Use of Portacabin	6,323		6,323	6,322
	<u>21,321</u>	<u>1,317</u>	<u>22,638</u>	<u>24,368</u>
2c Investment Income				
Interest	3	134	137	679
Increase in Market Value of Fixed Asset Investments		957	957	822
2d Income from Church Activities				
Fees	1,454		1,454	2,554
Miscellaneous Income	2,640	693	3,333	1,843
	<u>4,094</u>	<u>693</u>	<u>4,787</u>	<u>4,397</u>
TOTAL INCOME	<u>81,337</u>	<u>109,968</u>	<u>191,305</u>	<u>115,619</u>
TOTAL EXPENDITURE	<u>80,325</u>	<u>22,732</u>	<u>103,057</u>	<u>89,076</u>
Brought Forward	1,012	87,236	88,248	26,543
	31,317	124,817	156,135	129,592
Carried Forward	<u>32,329</u>	<u>212,053</u>	<u>244,383</u>	<u>156,135</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF EAST SPRINGFIELD,
DIOCESE OF CHELMSFORD, CHURCH OF OUR SAVIOUR, CHELMER VILLAGE
(Charity Registration No. 1169685)**

**Notes to the Financial Statements
for the year ended 31 December 2016**

Note	UNRESTRICTED	RESTRICTED	TOTAL FUNDS	
3	General	Building	2017	2016
EXPENDITURE	Fund	Fund	£	£
3a	£	£	£	£
Church Activities				
Missionary & Charitable Giving (note 11)	9,225		9,225	10,455
Ministry: - Parish Share	40,812		40,812	40,337
Team Vicar Expenses	3,049		3,049	2,670
Church Upkeep (note 13)	15,831		15,831	17,113
Upkeep of services	5,238		5,238	3,439
Bible Study & Teaching (inc Youth Ministry)	3,900		3,900	3,900
Building Fund Professional Fees etc.		22,732	22,732	6,024
Independent Examination	480		480	480
Church Management & Administration	-		-	2,641
Depreciation	1,790		1,790	1,590
Sundries				427
	<u>80,325</u>	<u>22,732</u>	<u>103,057</u>	<u>89,076</u>
TOTAL EXPENDITURE	<u><u>80,325</u></u>	<u><u>22,732</u></u>	<u><u>103,057</u></u>	<u><u>89,076</u></u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF EAST SPRINGFIELD, DIOCESE OF
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(Charity Registration No. 1169685)**

**Notes to the Financial Statements
for the year ended 31 December 2017**

4 TANGIBLE FIXED ASSETS

		Church Equipment £	Asset under Construction £	Total £
Gross Book Value	1 January 2017	27,071		27,071
Additions		780	34,558	35,338
	31 December	<u>27,851</u>	<u>34,558</u>	<u>62,409</u>
Depreciation	1 January 2017	12,290	-	12,290
Charge for Year		1,790	-	1,790
	31 December	<u>14,080</u>	<u>-</u>	<u>14,080</u>
Net Book Value	31 December	<u>13,771</u>	<u>34,558</u>	<u>48,329</u>
	31 December	<u>14,781</u>	<u>-</u>	<u>14,781</u>

The Asset under construction represents the cost of building works for the church extension and is funded out of the Building Fund and so is part of the fund assets.

5 INVESTMENT ASSETS

Unlisted Investments - at Cost Traidcraft		506
Building Fund		
Listed Investments - at Market Value		
M&G Charifund Shares	1 January 2017	13,695
	Increase in Value	957
	31 December	<u>14,652</u>

6 STAFF COSTS

	2017 £	2016 £
Wages and Salaries	3,900	3,900
Social Security Costs	-	-
	<u>3,900</u>	<u>3,900</u>

The Church employed a part time Youth Worker.

7 DEBTORS

Income Tax Recoverable	General Fund	4,087	20,192
	Building Fund	1,103	8,832
Rental Income	General Fund	3,405	3,247
		<u>8,595</u>	<u>32,271</u>

8 Cash at Bank and in Hand

Cash Held	General Fund	1,832	30
Cash held at Bank	General Fund	18,830	8,216
Cash held at Bank	Building Fund	161,741	94,294
		<u>182,403</u>	<u>102,540</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF EAST SPRINGFIELD, DIOCESE
OF CHELMSFORD, CHURCH OF OUR SAVIOUR, CHELMER VILLAGE
(Charity Registration No. 1169685)**

**Notes to the Financial Statements
for the year ended 31 December 2017**

		2017	2016
9 CREDITORS			
	Missionary Giving	General Fund 6,001	5,407
	Amount due to Catholic Community	General Fund 3,023	1,772
	Accruals	General Fund 1,078	480
		10,102	7,659

10 RESTRICTED FUNDS

The Building Fund was set up with the intention of extending the Church. Work commenced in the summer of 2017 on the building of an annexe.

11 MISSIONARY and other GRANTS

Payments in the year (net of direct contributions from members) comprised the following:-

	Overseas Mission £	Overseas Relief £	Home Societies £	Total £
Bethany Childrens Trust		350		350
Christians Against Poverty			1,000	1,000
Mission Aviation Fellowship	1,200			1,200
Prison Fellowship			200	200
Open Doors UK			450	450
CHESS			300	300
Romans 1-11 Trust			300	300
Chelmsford and District Evangelical Fellowship			720	720
Chelmsford Foodbank			300	300
Churches Together in Chelmsford			116	116
Christian Aid			250	250
Fellowship Afloat	200			200
Othona Community			500	500
Speaker Church weekend			100	100
RUSS Foundation			200	200
	1,400	350	4,436	6,186
Additional Giving in Year				
Shelter Box			910	910
Ministers Relief Fund			225	225
Discretionary giving			1,180	1,180
Operation Christmas Child			130	130
	1,400	350	6,881	8,631
Provision in 2016 Accounts				5,407
Provision in 2017 Accounts				6,001
Charge per 2017 Accounts				9,225

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF EAST SPRINGFIELD, DIOCESE
OF CHELMSFORD, CHURCH OF OUR SAVIOUR, CHELMER VILLAGE
(Charity Registration No. 1169685)**

**Notes to the Financial Statements
for the year ended 31 December 2017**

12 PAYMENTS TO TRUSTEES AND RELATED PARTIES

The Rev. Ann Mackenzie received reimbursement of expenses (see note 3a).

13 RUNNING COSTS OF CHURCH BUILDING SHARED WITH THE CATHOLIC COMMUNITY

	2017	2016
	£	£
Church Rents Received (included in income)	14,998	18,046
Less		
Heat and Light	4,272	3,863
Cleaning	6,110	5,633
Water	977	1,458
Upkeep and Repairs	4,178	4,226
Letting Management	768	768
Insurance	1,275	1,082
Running Costs of Church	<u>17,580</u>	<u>17,030</u>
Shared Depreciation (included in charge for year)	1,790	809
	<u>19,370</u>	<u>17,839</u>
(Deficit)/Surplus of Income over Expenditure	(4,372)	207
Amount due to/(from) Catholic Community	(1,749)	83
(Deficit)/Surplus to Anglican and Free Church Community	(2,623)	124
Running Costs per accounts		
Total Running Costs	17,580	17,030
(Deficit)/Surplus payable (from)/to Catholic Community	(1,749)	83
	<u>15,831</u>	<u>17,113</u>