

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF CHRIST CHURCH, EATON, NORWICH**
Registered Charity Number 1130553

**ANNUAL REPORT
AND
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED
31ST DECEMBER 2016**

INCUMBENT
The Rev'd Dr Patrick Richmond

BANK
Barclays Bank PLC.

PARISHES OFFICE
Church Lane,
Eaton, Norwich,
Norfolk, NR4 6NW.

PAROCHIAL CHURCH COUNCIL of the PARISH OF CHRIST CHURCH EATON
TRUSTEES' REPORT
YEAR ENDED 31st. DECEMBER 2016

General

The PCC is a registered Charity - Charity Number 1130553 - under the name:
Parochial Church Council of the Ecclesiastical Parish of Christ Church, Eaton, Norwich

Aims

The aims of the Charity are to promote the Church Mission in the Eaton Norwich Norfolk area by maintaining the Church and engaging in charitable fund raising work for the benefit of the local church and also for the wider church mission aims.

The PCC has considered the Charity Commission's guidance on public benefit and tries to help people in the parish grow as disciples of Jesus Christ and in service to others. It maintains the building and keeps it open to the public throughout the year.

Accounts

The accounts are set out on pages 3 to 7 in the format prescribed by the Church Accounting Regulations. These are designed to comply with Charity Commission Regulations regarding financial statements for an entity of this size.

Treasurer's Comments on the Accounts

Financially 2016 was a busy year. The Kitchen / Disabled Toilet project was completed; and most of the work on the Pipe Organ Renovation done. Both these projects were funded by the efforts of the Fund Raising Committee and the generosity of Special Appeals Donors. Because of these special refurbishment projects Expenditure in the year, £276,225, exceeded Income, £233,171, by £43,054. The £38,536 Kitchen Fund overspend was met from General Funds. The Organ Fund balance ended the year at £34,882, which should be sufficient to fully complete the project. The large expenditure on the Bell Tower repairs was entirely met by an anonymous donation. Because it was necessary to cover the large shortfall on the Kitchen/Toilet Fund from General Fund; the latter shows a drop from c. £160,000 in 2015 to c.£114,000 in 2016. General Expenditure was £134,737 compared to regular income of £124,153; indicating that regular giving was £10,000 behind regular expenditure; due partly, no doubt, to the demands of the Special Projects. The challenge for 2017 is to ensure that regular giving exceeds expenditure, in absence of large refurbishment projects. Whilst Income from Regular/Planned giving decreased slightly in 2016 the PCC paid its Parish Share in full.

Reserves Policy

It is PCC policy to try to maintain a balance on free reserves equal to at least three month's unrestricted payments. This is equivalent to £30,000. It is held to smooth out fluctuations in cash flow and to meet emergencies. The balance of the free reserves at the year end at the year end was sufficient to meet this target.

Investment Policy

The Council's Investment policy is that of 'Cautious Safety' short term deposits.

Organisation

The Trustees usually meet on a monthly basis at which all matters regarding the running of the Church and its finances are discussed. Functions are delegated to working groups as necessary and Risks, both financial and physical, are discussed as a matter of course. Fire equipment condition was addressed in the year. All the members of the PCC are Trustees and their responsibilities have been made clear to them. The following served on the Council during the year:

P.Richmond	C.Gibbs	
V Humber	P.Furniss	R. Rivett
D.Scott	M.Brookes	D. Back
	J.Harrison	A. Bolt. R. Vaughan
(until 30/4/16)	J.Saunders	C.Peachell
(from 30/4/16)	T.Grubb	B.Archer D. Archer

Treasurer D. Archer
9th. April 2017

Chair The Rev'd Dr P.Richmond

**INDEPENDENT EXAMINER'S REPORT TO THE
PAROCHIAL CHURCH COUNCIL of the PARISH OF CHRIST CHURCH EATON
YEAR ENDED 31st DECEMBER 2016**

This report on the financial statements of the Christ Church Eaton PCC for the year ended 31st December 2016, which are set out on pages 3 to 7, is in respect of an examination carried out in accordance with the Church Regulations 2006 (the Regulations) and section 145 of the Charities Act 2011 (the Act).

Respective Responsibilities of Trustees and Examiner

As members of the PCC you are responsible for the preparation of the accounts. You consider that no audit is required by the Regulations and section 144 of the Act applies. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations; and:

- examine the account under section 145 of the Act,
- to follow the procedures in the general Directions given by the Charity Commission under Section 145 (5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of this Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 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 in the accounts.

Independent 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
 - a. To keep accounting records in accordance with section 130 of the Charities Act; and
 - b. To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act and the 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.

J.W.Gallop FCCA.,
Independent Examiner
41 St Edmund's Road,
Acle, Norwich,
Norfolk, NR13 3BP.

11th. April 2017

PAROCHIAL CHURCH COUNCIL of the PARISH OF CHRIST CHURCH EATON
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31st DECEMBER 2016

	NOTE	UNRESTRICTED FUNDS General £	RESTRICTED FUNDS £	TOTAL FUNDS 2016 £	2015 £
INCOMING RESOURCES	2				
Incoming Resources from Donors	2a	79,158	10,878	90,036	90,765
Other Voluntary incoming resources	2b	2,000	92,611	94,611	186,443
Income from Charity and ancillary trading	2c	34,621	0	34,621	20,397
Income from investments	2d	9,074	0	9,074	6,716
TOTAL INCOMING RESOURCES		124,853	103,489	228,342	304,321
RESOURCES USED	3				
Grants and Donations	3a	1,299	0	1,299	2,714
Activities directly relating to the work of the churches	3b	151,684	103,352	255,036	128,814
Church management and administration	3c	14,361	0	14,361	20,876
TOTAL RESOURCES USED		167,344	103,352	270,696	152,404
NET OUTGOING (2015 INCOMING) RESOURCES		-42,491	137	-42,354	151,917
NET MOVEMENT IN FUNDS		-42,491	137	-42,354	151,917
Balances brought forward 1st January		177,561	37,646	215,207	63,290
Funds Transferred				0	0
Balances carried forward at 31st December		£135,070	£37,783	£172,853	£215,207
FUNDS BALANCES	page				
General Fund				114,861	160,062
Cottage Fund	7			2,228	1,434
Hall Fund	7			17,981	16,065
Total Unrestricted Funds				135,070	177,561
Organ Fund	7			34,882	33,080
Social Amenities Fund (Kitchen/ WC)	7			0	4,712
Renovation Fund balance	7			2,119	-146
Bell Tower Fund	7			782	0
				£172,853	£215,207

PAROCHIAL CHURCH COUNCIL of the PARISH OF CHRIST CHURCH EATON
BALANCE SHEET
AS AT 31st DECEMBER 2016

	NOTE	2016		2015	
		£	£	£	£
FIXED ASSETS					
Tangible fixed assets			0		0
CURRENT ASSETS					
Debtors and prepayments				572	
Short term deposits		30,247		118,678	
Cash and Bank		<u>159,954</u>		<u>108,204</u>	
		<u>190,201</u>		<u>227,454</u>	
LIABILITIES					
Amounts falling due within one year	11	<u>17,348</u>		<u>12,247</u>	
NET CURRENT ASSETS			172,853		215,207
NET ASSETS			<u><u>£172,853</u></u>		<u><u>£215,207</u></u>
FUNDS					
Restricted Funds	page 3		37,783		37,646
Unrestricted Funds	General Fund	page 3	114,861		160,062
	Cottage Fund	page 3	2,228		1,434
	Hall Repair Fund	page 3	<u>17,981</u>		<u>16,065</u>
	12		<u><u>£172,853</u></u>		<u><u>£215,207</u></u>

Approved by the Trustees on 9th. April 2017 and signed on their behalf by :-

Chairman Rev'd Dr. Patrick Richmond

Treasurer Mr D. Archer

The notes on pages 5 to 7 form part of these accounts

PAROCHIAL CHURCH COUNCIL of the PARISH OF CHRIST CHURCH EATON
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st DECEMBER 2016

1 ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable current accounting standards and the Charities Act and SORP; under the historical cost convention. They are designed to comply Charity Commission Regulations regarding financial statements for an entity of this size.

FUNDS

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

Restricted Funds are sums of money that are held in trust for particular purposes and can only be spent on those purposes. The accounts include all transactions 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.

INCOMING RESOURCES

Voluntary Income and Capital Sources

- Collections are recognised when received by or on behalf of the PCC.
- Planned giving receivable under covenant is recognised only when received.
- Income Tax recoverable on covenants or gift aid donations is recognised when received.
- Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement and the amount due.
- Funds raised by Fetes, Garden Parties and similar events are accounted for gross.
- Sales of Books, and magazines from Church bookstall are accounted for gross.

Other Ordinary Income

- Rental income from the letting of Church premises is recognised when the rental is due.

Income from Investments

- Interest is accounted for when receivable; any recoverable tax is accounted for in the same year.

RESOURCES USED

Grants

- Grants and Donations are accounted for when paid , or when awarded if a binding obligation is created.

Activities Directly Relating to the Work of the Church.

- The Diocesan Quota or parish share is accounted for when payable. Any quota unpaid at 31st December is provided for as an operational liability and shown as a creditor.

FIXED ASSETS

Consecrated Land and Buildings and Movable Church Furnishings

- Consecrated and beneficed property is excluded from the accounts by S.96(2)(a) of the Charities Act 1993.
- No value is placed on movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property.
- All expenditure incurred during the year on consecrated or benefice buildings and movable church furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities.

Other Fixtures, Fittings and Office Equipment

- Equipment used within the church premises is depreciated over 4 years when capitalised.
- Individual items of equipment with a purchase price of £1,000 or less are written off when acquired.

CURRENT ASSETS

- Amounts owing to the PCC at 31st December in respect of fees, rents or other income are shown as debtors less any provision for amounts that may prove uncollectable.
- Short Term Deposits include cash held on deposit either with CBF Church of England Funds or the Bank.

FUNDS OPERATED

The PCC operated various funds during the year as follows:

General Fund	Unrestricted	To fund the general running and maintenance costs of the Church and PCC.
Church Hall Fund	Unrestricted / Designated	Funds set aside for Running costs; maintenance and major repairs.
Cottage Fund	Unrestricted / Designated	Funds set aside for Running costs; maintenance and major repairs.
Organ Fund	Restricted	To fund Organ Replacement
Bell Tower Fund	Restricted	Donations received for renovation works
Church Renovation Fund	Restricted	Donations received for renovation works
Restoration (Windows) Fun	Restricted	Donations received for projects beyond general expenditure.

PAROCHIAL CHURCH COUNCIL of the PARISH OF CHRIST CHURCH EATON
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31st DECEMBER 2016

	UNRESTRICTED RESTRICTED		TOTAL FUNDS	
	FUNDS	FUNDS	2016	2015
	£	£	£	£
2 INCOMING RESOURCES				
2a Incoming resources from Donors				
Planned Giving	48,663		48,663	51,161
Income Tax Recovered	9,809	10,878	20,687	20,862
Collections at all services	20,686		20,686	14,614
Sundry Donations			0	4,128
	<u>79,158</u>	<u>10,878</u>	<u>90,036</u>	<u>90,765</u>
2b Other voluntary incoming resources				
Legacies	2,000		2,000	143,762
Restoration Funds				
Organ		41,303	41,303	30,768
Kitchen& WC		28,643	28,643	9,468
Bell Tower		20,000	20,000	0
Windows		2,665	2,665	632
Youth Activities income			0	1,813
	<u>2,000</u>	<u>92,611</u>	<u>94,611</u>	<u>186,443</u>
2c Income from charitable and ancillary trading				
Church hall lettings etc.	19,695		19,695	15,144
Magazine Share	2,811		2,811	0
Garden Party	1,959		1,959	0
Other Income	4,286		4,286	1,275
Fees	5,870		5,870	3,978
	<u>34,621</u>	<u>0</u>	<u>34,621</u>	<u>20,397</u>
2d Income from investments				
Cottage Rent Receivable	8,484		8,484	6,630
Bank interest	590		590	86
	<u>9,074</u>	<u>0</u>	<u>9,074</u>	<u>6,716</u>
TOTAL INCOMING RESOURCES	<u>£124,853</u>	<u>£103,489</u>	<u>£228,342</u>	<u>£304,321</u>
3 RESOURCES USED				
3a Grants and Donations				
Donations to nominated charities	1,299		1,299	2,714
	<u>1,299</u>	<u>0</u>	<u>1,299</u>	<u>2,714</u>
3b Activities directly relating to Church work				
Ministry : Parish Share	63,469		63,469	64,000
Pastoral Expenses	1,092		1,092	1,778
Service Costs -Organ & Choir Expenses etc.	8,034	34,860	42,894	6,468
Church- running expenses	30,286		30,286	23,611
Church Renovations	33,007	68,092	101,099	26,333
Social Activities		400	400	0
Memorial Garden	338		338	203
Children and Young people	1,368		1,368	1,511
Church hall running costs	12,084		12,084	1,838
Cottage running costs	2,006		2,006	2,820
	<u>151,684</u>	<u>103,352</u>	<u>255,036</u>	<u>128,562</u>
3c Church Management and Administration				
Office Costs	13,605		13,605	13,905
Independent Examiner's Fees	756		756	723
	<u>14,361</u>	<u>0</u>	<u>14,361</u>	<u>14,628</u>
TOTAL RESOURCES USED	<u>£167,344</u>	<u>£103,352</u>	<u>£270,696</u>	<u>£145,904</u>

PAROCHIAL CHURCH COUNCIL of the PARISH OF CHRIST CHURCH EATON
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31st DECEMBER 2016

	2016	2015
4 TRUSTEES' REMUNERATION		
No Trustees received any remuneration or benefits during the year.		
5 COLMAN ROAD COTTAGE FUND		
33% Cottage income designated for running costs/ repair fund; 67% to Church general funds.		
Opening Balance	1,434	3,216
Income - Rent	2,800	2,188
Expenditure	-2006	-3970
Closing Balance	<u>£2,228</u>	<u>£1,434</u>
6 PARISH HALL FUND		
£8,000 rental income designated for running costs/repair fund; remainder to church funds		
Opening Balance	16,065	11,815
Transfer from General Fund	6,000	
Income Hall Hire	8,000	8,000
Expenditure	-12084	-3750
Closing Balance	<u>£17,981</u>	<u>£16,065</u>
7 CHURCH WINDOWS FUND		
Income restricted for restoration of church windows		
Opening Balance	-146	14,661
Income Donations etc	2,665	703
Expenditure	-400	-15,510
Closing Balance	<u>£2,119</u>	<u>-£146</u>
8 ORGAN FUND		
Income restricted for restoration of church organ		
Opening Balance	33,080	50
Income Donations	41,303	29,818
Tax recovered	4,111	3,504
Expenditure	-43,612	-292
Closing Balance	<u>£34,882</u>	<u>£33,080</u>
9 KITCHEN / WC FUND		
Income restricted to build new disabled WC and social space.		
Opening Balance	4,712	3,268
Income Donations etc	28,643	10,617
Tax recovered	1,767	901
Expenditure (£73,658 less met from General Funds £38,536)	-35,122	-10,074
Closing Balance	<u>£0</u>	<u>£4,712</u>
10 BELL TOWER FUND		
Income Restricted to fund Bell Tower Renovation costs.		
Income Donations	20,000	
Tax recovered	5,000	
Expenditure	-24,218	
Closing Balance	<u>£782</u>	<u>£0</u>
11 LIABILITIES - amounts falling due within one year		
Provision for Office Restructuring Costs	0	6,500
Bell Tower Repairs	8,072	0
Accruals	1,071	1,250
Other Creditors	8,205	4,497
	<u>£17,348</u>	<u>£12,247</u>
12 ANALYSIS OF NET ASSETS BY FUNDS		
	2016	2015
	Unrestricted Funds	Restricted Funds
Current Assets	144,346	45,855
Current Liabilities	-9,976	-8,072
FUND BALANCE	<u>£134,370</u>	<u>£37,783</u>
	2016	2015
	Unrestricted Funds	Restricted Funds
Current Assets	189,808	37,646
Current Liabilities	-12,247	
FUND BALANCE	<u>£177,561</u>	<u>£37,646</u>