

## **St Paul's Church Treasurer's Report**

Firstly, I want to recognise the time Andrew Leadbetter was Treasurer until his untimely death in September 2022. He was Treasurer from 2006 and diligently oversaw the finances of this church, watching carefully and guiding the PCC on all matters financial. He had his own style but without doubt served the church well over nearly 16 years and is very much missed. My thanks also, to Paul Evans for the many years he supported Andrew and the church as our nominated Independent Examiner.

As it was not possible for a handover of the finances to take place, I have had to look through the various papers obtained from Andrew's house and to some extent recreate the 2021 accounts. My main task since taking over as Treasurer in September 2022 has been to get the 2021 accounts audited by Paul and then set up the 2022 accounts with the Diocese Finance team. It has been my aim to plan for succession and to enable whoever follows me to have a smoother transition in to the role of Treasurer. To that end I have set up the church office as a base to work from and updated all the organisations that touch St Paul's financially with the church postal address and utilised a generic Treasurers email address for electronic communication. Where possible I have utilised online services to streamline and make the job of Treasurer that bit easier. Prior to Andrew's passing when he was discussing stepping down from the treasurer role, as no one was coming forward to take up the position, the PCC took the decision to ask the Diocese to provide accounting support – they use a financial system which produces the necessary financial reports in the format required by Charity Law, they also arrange for the accounts to be independently examined. This releases whoever would be covering those duties of the Treasurer (which would be the Church Warden if no one was in place) to concentrate on the day-to-day financial administration. The finance system generates reports with appropriate information to enable the Treasurer to report the financial position to the PCC at each meeting.

In respect of the 2022 financial year, it is pleasing to report that the church had a small surplus on its operating expenses. Overall, there was a drop in the value of assets held by the church of £3,870 and this is solely the result of a drop in the value of investments, symptomatic of the general uncertainty in the stock market. I am pleased to report that at the time of writing this report the value of our investments has recovered somewhat and the fall in value is approximately half that reported within the accounts.

The Diocese has produced the formal accounts, and these follow my report for your examination. If you require any further detail or clarification, I will be happy to discuss/answer these with you.

I would like to note my thanks to Kim Benton from the diocese for taking up the job of inputting our information and producing the statutory financial papers and guiding us through the difficulties of Charity Law.

***Adrian Palphreyman - Church Treasurer***

## **Financial Review 2022**

Net Total Assets – £74,471 [£73,438 2021]

Excess: £1,033 Unrestricted Deficit (£1,175) Restricted Excess £2,209 [Excess: £5,557 2021]

2022 saw the Bookkeeping, preparation of the Accounts and Independent Examination transferred to Lichfield Diocese. The format will appear different to the historic accounts but all of the information contained in these accounts are needed to ensure that the Trustees of the PCC of Stafford St Paul's are fully informed and able to discharge their duties.

Overall income has reduced from £63,223 2021 to £57,296 2022. The most notable differences being reduction in Gift Aid collections, donations, Tax recoverable [but this was an estimate and has not been claimed yet] and other funds generated. However there have been increases in Non-Gift aid collections, Loose plate collections, One off grants [which are mainly for the Children worker fund but there was a grant towards Parish Energy costs of £950 from Lichfield Diocese], Fees for Weddings and Funerals and Church Hall Lettings.

Expenditure reduced from £57,666 2021 to £56,263 2022. The most notable differences being reductions in Childrens Worker salary and expenses, working expenses of the incumbent [This will be because only mileage is posted against this code with other expenses for the Church posted against the relevant code] and Upkeep of services. However there have been increases in Giving to missionary societies, Salary of parish administrator [contribution to the Administrator employed by Stafford St Thomas & St Andrew], Administration and unsurprisingly Church running Gas and electric. All other differences can be put down to using different codes from historic Accounts so 2023 will be a more accurate comparison.

I would like to thank Adrian for his support in 2022 to set up the Accounts and ensuring that the paperwork was sent in a timely manner.

***Kim Benton***

### **Reserves Policy**

It is PCC policy to try to maintain a balance on free reserves (net current assets) which equates to at least three months unrestricted payments. This is equivalent to £14,065 [£14,416 2021]. It is held to smooth out fluctuations in cash flow and to meet emergencies. The balance of the free reserves at the year-end was £46,982 [£52,638 2021] which is considerably Higher than this target.

### **Investment Policy**

The charity is granted power to invest in suitable investments under the PCC Powers Measure 1956 and the Trustees Act 2000. As a charity, the Trustees have a duty of care to take such advice as is appropriate before investments are undertaken. This advice is sought from the Central Board of Finance (CCLA) in London.

The charity's investment policies are based on two key principles: -

- Ethical Investment – this includes ensuring that investments are held in companies which have high standards of corporate governance and act in a responsible way towards stakeholders.
- Long-term responsibilities – the trustees are aware of their long-term responsibilities in respect of the Restricted and Unrestricted reserves and as a result follow a prudent approach to investment decisions.

Investment policy for long-term funds is aimed primarily at generating a sustainable income, with due regard to the need for the preservation of capital value, and the possible need to realise investments to meet operational needs. The charity does not have a policy of generating income at excessive or high risk – known as “purchasing income”, where high returns are guaranteed at the expense of capital.

In summary, the charity has an overall policy to maximise income while preserving the real value of its funds. Due to the nature of the charity, an ethical investment policy is taken into consideration when investments are made:

The charity follows the Ethical Investment Advisory policy as recommended by the Lichfield Diocese which includes the following:

“We aim to invest in companies that:

- \* will develop their business in the interests of shareholders;
- \* demonstrate responsible employment practices;
- \* are conscientious concerning issues of corporate governance, the environment and human rights;
- \* are sensitive to the community in which they operate.”

Planned giving, collections and donations are the main sources of fund raising along with tax recoverable.

### **Safeguarding**

The PCC believe it has fulfilled their duty under section 5 of *the Safeguarding and Clergy Discipline Measure 2016* (duty to have due regard to House of Bishops’ guidance on safeguarding children and vulnerable adults).

### **Reporting Serious Incidents**

A Serious Incident is an adverse event, whether actual or alleged, which results in or risks significant harm to the charity’s beneficiaries, employees, office holders, volunteers or to others who come into contact with the charity through its work, loss of the charity’s money or assets, damage to the charity’s property or harm to the charity’s work or reputation.

The trustees are not aware of any Serious Incidents in the last year

### **Fundraising**

The PCC takes its fundraising responsibilities seriously and is very grateful to all donors – whether regular or occasional – for their support of the church and church events. PCC supporters are never taken for granted. The PCC takes full responsibility for fundraising and do not use commercial organisations or professional fundraisers. All money raised is either by donations, fundraising events, special appeals or legacies for which the PCC are most grateful.

### **Volunteers**

The members of the PCC thank all of the 30 volunteers who work so hard to make our Church a lively and vibrant community.

### **Risk**

The Church Wardens carry out regular Health and Safety Reviews and regularly inspect premises for potential hazards. We have safeguarding policies in place for child protection and for work with vulnerable adults, including rigorous DBS checking of staff and volunteers. Our insurances are reviewed annually to ensure adequate cover. An informal review of any new risks which may impact the work of the Church in the Parish is ongoing.

## **Structure, Governance and Management**

The PCC is a Body Corporate established by the Church of England and is a Charity excepted from registration with the Charity Commission. The PCC is governed by the Parochial Church Council Powers Measure (1956) as amended that came into effect on 2<sup>nd</sup> January 1957, and the Church Representation Rules (contained in Schedule 3 to the Synodical Government Measure 1969 as amended).

The method of appointment of the PCC members is set out in the Church Representation Rules. The Council comprises the Incumbent, the Churchwardens, a representative of the Readers, those elected to the Deanery Synod, and other members who are elected at the Annual Parochial Church Meeting, by those on the Electoral Roll. The PCC members receive training from courses run by the Diocese. Members of the congregation are always urged to join the Electoral Roll, and to stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance in the parish, and for all financial matters. The PCC met 8 times in 2022.

## **Related Parties**

No related parties are employed or offered contracts for carrying out work for the PCC

## **Donations from Related Parties**

Donations from related parties during the year totalled £14,727 [No figures available 2021]. All of these donations were received without conditions.

## **Remuneration paid to Trustees**

None of the trustees have been paid any remuneration or received any other benefits from employment with the PCC

## **Expenses paid to Trustees**

One Trustee has received £54 [Nil 2021] for Travel during the year

## **Reference and Administrative Details**

**Charity Name:** The Parochial Church Council of the Ecclesiastical Parish of Stafford St Paul's

**Other names the charity is known by:** N/A

**Registered Charity Number:** N/A

**Charity's principal address:** Lichfield Road Stafford ST17 4LJ

**Correspondence address:** St Thomas Vicarage Doxey Road Stafford ST16 1EQ

**Website address:** <http://www.staffordstpauls.org.uk>

**PCC Members: Who Served from 1 January 2022 to the date this report was approved**

<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole period</b>
<b>Ex-Officio</b>		
Revd Martin Strang	Chairperson	
Revd Ian Perry	Curate	
Mr Paul Pooley	Lay Minister	
Mr Stuart Turner	Warden	Until APCM 15 May 2022
Mrs Jacqueline Palphreyman		
Mrs Jennie Losh	Lay Minister	
Mrs Margaret Shoemark	Lay Minister	Until her death in 2022
Mr Paul Charman	Deanery Synod	
Mr Andrew Leadbetter	Deanery Synod	Until his death 8 September 2022 – killed in an RTA
Christine Hollis	Church Warden	From 15 May 2022 previously elected member
<b>Elected Members</b>		
Mrs Vivien Heenan		
Mrs Helen Pooley	Electoral Role Officer and Safeguarding Officer	
Mr Adrian Palphreyman	PCC Member then appointed as Treasurer	From 25 September 2022
Miss Christine Bennett		Until 15 May 2022
Mr Clifford Whiteley		
Mrs Lynette Tildesley		
Mr Stuart Turner		From 15 May 2022

**Bank** Co-operative Bank PO Box 250 WN8 6WT

**Investment Managers** CCLA  
 Senator House  
 85 Queen Victoria Street  
 London  
 EC4V 4ET

**Independent Examiner** Sue Schulz  
 Lichfield Diocesan Board of Finance  
 St Marys House, The Close, Lichfield. WS13 7LD

Approved by the PCC on ..... 2023 and signed on its behalf by:

.....  
Revd Martin Strang (Chairman)

.....  
Mrs Jacqueline Palphreyman (Church Warden)

### **Independent Examiner's report to the trustees/members of The PCC of The Parish of Stafford St Paul's**

I report on the accounts for the year ended 31<sup>st</sup> December 2022 which are set out on the following pages.

#### **Respective responsibilities of the Trustees and Independent Examiner**

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

It is my responsibility

- to examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down 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 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 an audit, and consequently no opinion is given as to whether the accounts 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, no material matters have come to my attention which gives me cause to believe that in any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the with the accounting records

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

Sue Schulz  
For and on behalf of Lichfield Diocesan Board of Finance  
St Mary's House, The Close, Lichfield WS13 7LD

**The Parish of Stafford St Paul's**  
**Notes to the Financial Statements**  
For the year ended 31<sup>st</sup> December 2022

### **Accounting Policies**

The Financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.

There may be minor discrepancies in the totals as the pence are not being shown.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. 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 main affiliation to another body nor those that are informal gatherings of Church members.

### **Cashflow Statement**

The Charity has taken advantage of the exemption in FRS102 from the requirement to produce a cashflow statement on the grounds that the income does not exceed £500,000.

### **Going Concern**

There are no material uncertainties that relate to events or conditions that cast significant doubt on the charity's ability to continue as a going concern.

### **Accounting Estimates and Prior Year Errors**

No changes to accounting estimates have occurred in the reporting period.  
No material prior year errors have been identified in the reporting period

### **Description of Funds**

**Unrestricted funds** are income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use or for spending on a future project and which are therefore not included in its "free reserves" as disclosed in the trustees' annual report.

An explanation of purpose of each Designated fund are as follows:

- Fabric Fund – Funds set aside for the Fabric of the Church
- John Jervis Junior Church Fund – Funds set aside for Junior Church
- Organ Fund – Funds set aside for the upkeep of the Organ
- St Pauls Tots Fund – Funds set aside for the Tots
- Wardens Fund – Funds set aside for the Wardens to use on incidentals

**Restricted funds** comprise of two elements:-

- a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest
- 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. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

An explanation of purpose of each Restricted fund are as follows:

- Childrens Worker Fund – Specific donations and grants for the Childrens Worker
- Family Support Group – Specific donations and grants for the Family Support Group

**Endowment funds** are restricted funds that must be retained as trust capital either permanently or subject to a discretionary power to spend capital as income, and where the use of any income or other benefit derived from the capital may be restricted or unrestricted. Full details of all their restrictions are shown in the notes to the accounts.

An explanation of purpose of each Endowment fund are as follows:

The PCC of Stafford St Paul's does not hold any Endowment funds

### **Incoming Resources**

Planned giving, collections and donations are recognised when received or when the PCC becomes entitled to the resource and the monetary value can be measured with sufficient reliability. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and Legacies are accounted for when the PCC is legally entitled to the amounts due and the monetary value can be measured with sufficient reliability. Dividends are accounted for when receivable, interest is accrued. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

### **Resources Expended**

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. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is generally recognised when it is incurred and is accounted for gross.

### **Governance and Support Costs**

Support costs should be allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the PCC and its compliance with regulation and good practice.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources eg. by allocating staff costs by time spent and other costs by their usage.

### **Fixed Assets**

Consecrated and benefice property is not included in the accounts by s.10(2)(a)&(C) of the Charities Act 2011.

Moveable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the Church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is



insufficient cost information available and therefore such assets are not valued in the financial statements.

No depreciation is provided on buildings as the currently estimated residual value of the properties is not less than their carrying value and the remaining useful life of these assets exceeds 50 years, so that any depreciation charges would be immaterial.

Other tangible fixed assets are valued at cost. The depreciation rates and methods used are 50% each year

### **Investments**

Investments in quoted shares, traded bonds and similar investments are valued initially at cost and subsequently at market value at the year end. Investments held for re-sale are treated as current asset investments.

### **Debtors**

Debtors are measured on initial recognition at settlement amount. Subsequently they are measured as cash expected to be received

### **Creditors and Accruals**

Creditors are measured at settlement amounts less any trade discounts. Accruals are measured on best estimate of the amount required to settle the obligation at the reporting date.