

**Report of the Trustees and  
Audited Financial Statements for the Year Ended 31 December 2017  
for**

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF STOKE GIFFORD**

Haines Watts Bristol Limited  
Chartered Accountants and Statutory Auditors  
Bath House  
6-8 Bath Street  
Bristol  
BS1 6HL

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF STOKE GIFFORD**

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FOR THE YEAR ENDED 31 DECEMBER 2017**

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# **THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF STOKE GIFFORD**

## **Report of the Trustees FOR THE YEAR ENDED 31 DECEMBER 2017**

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The Trustees present their report with the financial statements of the charity for the year ended 31 December 2017. The Trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

### **OBJECTIVES AND ACTIVITIES**

#### **Objectives and aims**

The primary object of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. The Trustees confirm that they have complied with their duty of the Charities Act 2011 in having due regard to the Charity Commission's guidance on Public Benefit when planning and reviewing the aims and objectives of St Michael's Church.

#### **Vision**

The vision of St Michael's Church is 'Living to make a difference' by being 'A Christian Heart at the Centre of the Community'. The strategic components of realising that vision are defined as (i) Discipleship (ii) Outreach and (iii) Serving the community.

We seek to maintain a balance between the Anglican liturgy that is at the heart of all Church of England worship, and the freedom to experiment and change which maintains life and freshness.

#### **Significant activities**

In 2017, St Michael's Church fulfilled its charitable objectives by undertaking a number of activities, including:

- Links with the many schools in the Parish, including the provision of assembly services and extra R.E. lessons
- Pre-school and Nursery which are flourishing and virtually at capacity
- The Old School Rooms Coffee Shop
- Messy Church - held monthly for over 100 children and adults
- Youth clubs held weekly on Thursday evenings
- Involvement in a number of uniformed groups
- Providing a ministry for men with social and spiritual input
- Expanding services for the over 65's and a place to meet and build community
- Community use of our premises
- Working with other local churches
- Pastoral care, formal and informal
- Work environment - supporting the spiritual dimension of people in the workplace

#### **Giving**

St Michael's aims to set aside 10% of the voluntary planned giving, to be given to mission partners in the UK and overseas. New mission partners are reviewed by the Mission Action Group (MAG) in accordance with agreed procedures.

#### **Volunteers**

There are a number of volunteers at St Michael's Church and they assist in numerous ways, including serving at the coffee shop, children's work, facilities decorating and maintenance and running the audio visual equipment at Church services. The PCC would like to offer their grateful thanks to all staff and volunteers who lead and support the activities and ministries of St Michael's Church.

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF STOKE GIFFORD**

**Report of the Trustees  
FOR THE YEAR ENDED 31 DECEMBER 2017**

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**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

**Church attendance and electoral roll**

Attendances based on averages throughout the year, have been:

	2013	2014	2015	2016	2017
Adult Attendance	289	315	337	355	390
Child Attendance	92	111	114	131	91
Electoral Roll	313	320	359	376	381

**Baptisms, confirmations, wedding and funerals**

The numbers of services at each church have been:

	2013	2014	2015	2016	2017
Baptisms 12 and under	26	21	18	8	26
Baptisms 12 and over	8	6	12	3	1
Confirmations	11	10	3	5	2
Weddings	10	8	6	9	5
Blessings	0	0	0	1	1
Funerals	4	6	6	6	13

**St Michael's Church**

Licensed Ministry continues to play a key role in the Parish. A member of our congregation was recently appointed as a Licensed Lay Minister, whilst a Lay Minister from the Diocese of Winchester moved to Bristol and has had their licence transferred. There are currently five Licensed Lay Ministers serving at St Michael's Church

**1. Outreach in the community:**

St Michael's Church runs the internationally known Alpha course. It also runs Marriage courses and Marriage Preparation courses. There are regular events for young people from the local secondary schools and the residential care home next door to the new Church Centre benefits from a number of regular visits from clergy and volunteers. There is also a monthly service at the Beaufort Grange Nursing Home in Cheswick.

**2. Serving the community:**

At St Michael's the youth work continues to flourish with Joel Preston leading the Youth Ministry and Karen Needham leading the Children's Ministry. We have enjoyed training two Assistant Youth Ministers throughout 2017. The monthly Messy Church which is held on the first Wednesday of the month after school and regularly attracts over 100 people, whilst the Sunday clubs provided by Karen and a fantastic team of volunteers provides Christian input to children from the very young to teenagers.

The St Michael's Coffee Shop continues to be very popular with the local community and is seen as an integral part of the ministry of St Michael's Church, where people find a warm welcome into the community. A new initiative launched this year is the 'Here to Listen', where visitors to the coffee shop are given the opportunity to talk and pray with trained volunteers.

# **THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF STOKE GIFFORD**

## **Report of the Trustees FOR THE YEAR ENDED 31 DECEMBER 2017**

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### **ACHIEVEMENT AND PERFORMANCE**

#### **Charitable activities**

St Michael's Church Pre-School and Nursery is now in its tenth year of operation. It continues to be very popular and we have an excellent team of people to deliver the vision for quality childcare in the area. During 2017, members of the congregation helped out at the Pre-School and Nursery to maintain the buildings in excellent working order, providing more opportunities for serving the community. We are pleased to report that the venture delivered a small financial surplus during 2017 and is expected to do so for the foreseeable future. This surplus is re-invested into the facilities at the nursery and in other charitable activities. We are delighted that in 2015, Ofsted accredited the St Michael's Pre-School and Nursery with the rating of "Good", which is much sought after. The Pre-School and Nursery is in a sound financial position and is debt-free.

#### **3. Discipleship:**

There continues to be a focus on discipleship, primarily through Life-Group membership. At St Michael's, Life Groups are the central mechanism through which pastoral care and life-on-life bible exploration is being delivered.

Prayer Triplets and T.I.E (Three Is Enough) groups are also becoming more numerous and offer greater intimacy and accountability in the lives of the people who choose to be in a Triplet and are seeking to go deeper with God.

The three-fold strategy of Discipleship, Outreach and Serving the Community are fundamental precursors of a growing church and are an essential element to the new Church and Community Centre, and the wider Heart of the Community project.

### **FINANCIAL REVIEW**

#### **Financial position**

Total income for the year was £1,077,424 (compared with £994,916 in 2016). Total income exceeded expenditure by £49,137 (in 2016, income exceeded expenditure by £38,372).

#### **Principal funding sources**

The Principal funding sources are the generous giving of the congregation, gift aid reclamations, the community support of the Pre-School and Nursery, and the serving of refreshments via the Coffee Shop. The SMCC also provides some restricted funding to contribute towards the salaries of staff members who are involved in SMCC work.

The expenditure has satisfied the charitable objectives by supporting the advancement of the Christian faith, extensive children and youth work, elderly people's ministry and a wide range of community services, such as the Coffee Shop, and Pre-School and Nursery. The Church did not receive any money from the Diocese of Bristol in 2017 and is a net contributor to the Diocese of Bristol.

#### **Investment policy**

St Michael's Church invests funds in excess of short term requirements with the CBF Church of England Deposit Fund and Lloyds Bank Special Reserve accounts. There are no investment conditions which have been placed upon these funds.

#### **Reserves policy**

The PCC have sought to build up free reserves to a level, both to support the operations of the Church during any temporary reduction in income and also to enable a controlled rundown of activities, if it became no longer feasible to continue the operations of the Church. The trustees are therefore working towards holding reserves of approximately three months core expenditure, which equates to £170,000. These reserves will ensure that staff will continue to be paid throughout their notice period, in the event that St Michael's ceases to be a going concern. It will also ensure that contributions can be made to the Bristol Diocese.

At the end of 2017, St Michael's total reserves were £435,830 as at 31 December 2017 (£386,693 in 2016). Of these reserves, St Michael's considers that £229,634 are free reserves (£219,786 in 2016).

# **THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF STOKE GIFFORD**

## **Report of the Trustees FOR THE YEAR ENDED 31 DECEMBER 2017**

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### **FINANCIAL REVIEW**

#### **Grant making policy**

The Trustees aim to set aside 10% of the voluntary planned giving, and continue to work closely with existing mission partners, both in the UK and overseas. New mission partners are reviewed by the Mission Action Group (MAG) in accordance with agreed procedures.

### **FUTURE PLANS**

St Michael's Church continues to grow. A key verse of scripture for the church is:

"Enlarge the place of your tent, stretch your tent curtains wide, do not hold back; lengthen your cords, strengthen your stakes. For you will spread out to the right and to the left; your descendants will dispossess nations and settle in their desolate cities". Isaiah 54: 2-3

In 2018 and beyond, we continue to focus our attention on a strategy of

- Discipleship (helping attendees' lives to make a difference)
- Outreach (sharing the good news of Jesus in words and action)
- Service (producing good works for the benefit of the community.)

Specifically,

1. We will be starting five more small groups in the life of the Church.
2. Developing creative approaches to communication of the good news of Jesus.
3. Changing the operating model of the Coffee Shop.
4. Considering options for serving those less fortunate than ourselves.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing document**

The PCC is governed by two pieces of Church of England legislation, called Measures. These are the Parochial Church Council (Powers) Measure 1956 and the Church Representation Rules (contained in Schedule 3 to the Synodical Government Measure 1969 as amended). The charity constitutes an unincorporated charity.

#### **Charity constitution**

The PCC is a Body Corporate established by the Church of England and operates under the Parochial Church Council Powers Measure. It meets monthly, plus occasional extra meetings.

#### **Recruitment, appointment, induction and training of new trustees**

Members of the PCC (Trustees) are appointed ex-officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules or are co-opted onto the PCC due to the role they undertake. All Trustees are given the Charity Commission publication CC3 'The Essential Trustee - What You Need to Know' to assist in the induction process and to allow all new trustees to be aware of their legal responsibilities. The Diocese of Bristol provides PCC (membership, trustee) training and new PCC members are strongly encouraged to attend.

#### **Organisational structure**

The Parochial Church Council of the Ecclesiastical Parish of Stoke Gifford (Stoke Gifford PCC) serves a district of the ecclesiastical parish of Stoke Gifford within the Kingswood and South Gloucestershire Deanery of the Bristol Diocese of the Church of England.

# **THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF STOKE GIFFORD**

## **Report of the Trustees FOR THE YEAR ENDED 31 DECEMBER 2017**

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### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Decision making**

The day to day management is carried out by staff teams, committees and action groups which keep the PCCs informed of their work. Each group provides a short report for their Annual Parochial Church Meeting (APCM).

Committees appointed by the PCC are:

- Standing
- Staff Team
- Pre-School & Nursery
- Finance Committee
- Fabric Committee
- Mission Action Group (MAG)

There are many other groups which deal with aspects of church strategy of Discipleship, Outreach and Serving the Community, including Alpha, Life-groups, Pastoral Care, Prayer, Social, Worship, Youth and Children's work. The work of these is reported in the Annual Report.

Most church business is conducted at PCC meetings, including the approval of accounts, setting of wedding fees and approval of candidates wishing to become lay ministers. Appropriate training, procedures and policies have been adopted in relation to such matters as health and safety, disability discrimination legislation and safeguarding.

#### **Related parties**

St Michael's PCC is a related party of SMCC the new entity St Michael's Church Centre Limited.

St Michael's Church Centre Ltd (SMCC) is responsible for the construction and operation of the St Michael's Church Centre. The Centre is the continuing expression of the vision of St Michael's of "Living to make a difference, by being a Christian heart at the centre of the community". The SMCC and St Michael's Church PCC have two Trustees in common.

In order to deliver the new centre, SMCC has had to take out low-interest loans from individuals, the Bristol Diocese, and CAF Bank. CAF Bank have requested, (and the PCC of St Michael's has supplied) a "letter of comfort" to signify our support of the SMCC operations. At a PCC Meeting held on 14th July 2014 it was resolved that: "the Directors of St Michael's Church Centre Limited be supported to undertake a loan of up to £800,000 from CAF Bank (including the initial loan of £150,000) and that the St Michael's PCC should stand behind the Directors of St Michael's Church Centre Limited and offer a "letter of comfort" to CAF Bank in support of that loan, in regard to honouring the capital and interest repayments on that loan if required.

In 2014, the Bristol Diocese provided a loan of £375,000 and an additional loan of £250,000 was provided in 2015. The purpose of these loans was to support the building of the new church centre and this loan has been re-loaned to SMCC for that purpose. The PCC pay interest on these loans and levy the same rate of interest to the SMCC who are the beneficiaries of these loans. Interest payments on those loans will be the liability of SMCC, and will be paid from SMCC funds.

At the year end, the total loan outstanding, and was recoverable from SMCC, was £515,625 (2016: £578,125).

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF STOKE GIFFORD**

**Report of the Trustees  
FOR THE YEAR ENDED 31 DECEMBER 2017**

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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Corporate Governance**

Internal controls over all forms of commitment and expenditure continue to be refined to improve effectiveness. Processes are in place to ensure that performance is monitored and that appropriate management information is prepared and reviewed regularly the PCC.

The systems of internal control are designed to provide reasonable but not absolute assurance against material misstatement or loss. They include:

- an annual budget approved by the PCC
- regular consideration by the PCC of financial results and variances from budgets;
- delegation of day to day management authority and segregation of duties; and
- identification and management of risks.

**Risk management**

The Trustees have a risk management process. This involves identifying the types of risks the Charity faces, prioritising them in terms of potential impact and likelihood of occurrence, and identifying means of managing or mitigating the risks. The Trustees confirm that the major risks to which the charity is exposed, as identified by them, have been reviewed in the period and systems have been established and maintained to manage those risks.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**

1134709

**Principal address**

St Michael's Church Centre  
North Road  
Stoke Gifford  
Bristol  
BS34 8PE



**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF STOKE GIFFORD**

**Report of the Trustees  
FOR THE YEAR ENDED 31 DECEMBER 2017**

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**REFERENCE AND ADMINISTRATIVE DETAILS**

**Trustees**

S Jones	Rector	
J Bradley	Associate Minister	
M Hepburn	Licenced Lay Minister (ex officio)	
J Hobbs	Licenced Lay Minister (ex officio)	- appointed 13.11.17
J Spens	Licenced Lay Minister (ex officio)	- appointed 13.11.17
R Willerton	Licenced Lay Minister (ex officio)	
A Clothier	Church Warden	- resigned 19.4.17
A Clare	Church Warden	
I Osborne	Church Warden	
D Adams	Deanery Synod Representative	
M Watkins	Deanery Synod Representative	
W Amos	Diocesan Synod Representative	- appointed 19.4.17
L Thomas	Diocesan Synod Representative	- appointed 19.4.17
K Needham	Co-opted (Children's Minister)	- resigned 19.4.17
I Taylor	Co-opted (Operations Manager)	- appointed 4.1.17
A Volkmer	Co-opted	- appointed 19.4.17
A Volkmer	Co-opted (acting Operations Manager)	- resigned 4.1.17
J Allchorne	Elected member	
C Bradley	Elected member	- resigned 19.4.17
M Cottrell	Elected member	- resigned 19.4.17
A Emsley	Elected member	- appointed 19.4.17
R Farrell	Elected member	- appointed 19.4.17
P Hallett Allen	Elected member	
A Ho	Elected member	- appointed 19.4.17
		- resigned 11.9.17
		- resigned 19.4.17
T McGregor	Elected member	
J Peacey	Elected member	
M Peacey	Elected member	
H Williams	Elected member	

**Auditors**

Haines Watts Bristol Limited  
Chartered Accountants and Statutory Auditors  
Bath House  
6-8 Bath Street  
Bristol  
BS1 6HL

**Web addresses**

[www.stmichaelsbristol.org](http://www.stmichaelsbristol.org)

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF STOKE GIFFORD**

**Report of the Trustees  
FOR THE YEAR ENDED 31 DECEMBER 2017**

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**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The PCC is responsible for all parish finance, its management and control, including the appointment of a treasurer. While it may delegate some of its duties, this does not remove its legal responsibilities.

Charity law requires the PCC as trustees of the Church to prepare an annual report and financial statements for each financial year that give a true and fair view of the Church's financial activities during the year and of its financial position at the end of the year. The PCC is also required to ensure that these are subjected to an annual independent examination or audit and to present these to the APCM in accordance with the Church Representation Rules.

In preparing these financial statements, the PCC is required to:

- Select suitable accounting policies and them apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Church and enable them to ensure that the financial statements comply with the Charities Act 2011 and applicable accounting standards. They are also responsible for safeguarding the assets of the Church and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the board of trustees on ..... and signed on its behalf by:

.....  
S Jones - Trustee

### **Opinion**

We have audited the financial statements of The Parochial Church Council of the Ecclesiastical Parish of Stoke Gifford (the 'charity') for the year ended 31 December 2017 on pages eleven to thirty two. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2017 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland'; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

### **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**Report of the Independent Auditors to the Trustees of  
THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF STOKE GIFFORD**

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**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements ; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

**Responsibilities of trustees**

As explained more fully in the Statement of Trustees Responsibilities set out on page eight, the trustees are responsible for the preparation of the financial statements which give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

**Our responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Independent Auditors.

Haines Watts Bristol Limited  
Chartered Accountants and Statutory Auditors  
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006  
Bath House  
6-8 Bath Street  
Bristol  
BS1 6HL

Date: .....

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF STOKE GIFFORD**

**Statement of Financial Activities  
FOR THE YEAR ENDED 31 DECEMBER 2017**

		Unrestricted funds £	Restricted funds £	Total 2017 funds £	Total 2016 funds £
	Notes				
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	372,101	25,907	398,008	365,283
<b>Charitable activities</b>	4				
Ministry and mission		21,697	20,933	42,630	31,475
Coffee Shop		78,162	-	78,162	74,164
Pre-school and Nursery		377,654	108,380	486,034	452,716
Investment income	3	277	3	280	1,002
Other income	5	-	72,310	72,310	70,276
<b>Total</b>		<b>849,891</b>	<b>227,533</b>	<b>1,077,424</b>	<b>994,916</b>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>	6				
Ministry and mission		267,839	232,721	500,560	435,493
Coffee Shop		78,349	-	78,349	74,594
Pre-school and Nursery		449,378	-	449,378	446,457
<b>Total</b>		<b>795,566</b>	<b>232,721</b>	<b>1,028,287</b>	<b>956,544</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>54,325</b>	<b>(5,188)</b>	<b>49,137</b>	<b>38,372</b>
<b>Transfers between funds</b>	22	<b>(5,887)</b>	<b>5,887</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>48,438</b>	<b>699</b>	<b>49,137</b>	<b>38,372</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>367,279</b>	<b>19,414</b>	<b>386,693</b>	<b>348,321</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>415,717</b>	<b>20,113</b>	<b>435,830</b>	<b>386,693</b>

**CONTINUING OPERATIONS**

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF STOKE GIFFORD**

**Balance Sheet  
AT 31 DECEMBER 2017**

		Unrestricted funds £	Restricted funds £	Total 2017 funds £	Total 2016 funds £
	Notes				
<b>CURRENT ASSETS</b>					
Stocks	16	1,284	-	1,284	1,845
Debtors: amounts falling due within one year	17	113,850	15,084	128,934	94,390
Debtors: amounts falling due after more than one year	17	453,125	-	453,125	515,625
Cash at bank and in hand		<u>423,011</u>	<u>5,029</u>	<u>428,040</u>	<u>395,575</u>
		991,270	20,113	1,011,383	1,007,435
<b>CREDITORS</b>					
Amounts falling due within one year	18	(122,428)	-	(122,428)	(105,117)
		<u>868,842</u>	<u>20,113</u>	<u>888,955</u>	<u>902,318</u>
<b>NET CURRENT ASSETS</b>					
		<u>868,842</u>	<u>20,113</u>	<u>888,955</u>	<u>902,318</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		868,842	20,113	888,955	902,318
<b>CREDITORS</b>					
Amounts falling due after more than one year	19	(453,125)	-	(453,125)	(515,625)
		<u>415,717</u>	<u>20,113</u>	<u>435,830</u>	<u>386,693</u>
<b>NET ASSETS</b>					
		<u>415,717</u>	<u>20,113</u>	<u>435,830</u>	<u>386,693</u>
<b>FUNDS</b>					
Unrestricted funds	22			415,717	367,279
Restricted funds				<u>20,113</u>	<u>19,414</u>
<b>TOTAL FUNDS</b>					
				<u>435,830</u>	<u>386,693</u>

The notes form part of these financial statements

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF STOKE GIFFORD**

**Balance Sheet - continued  
AT 31 DECEMBER 2017**

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The financial statements were approved by the Board of Trustees on ..... and were signed on its behalf by:

.....  
S Jones -Trustee

.....  
I Osborne -Trustee

.....  
A Clare -Trustee

The notes form part of these financial statements

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**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF STOKE GIFFORD**

**Cash Flow Statement  
FOR THE YEAR ENDED 31 DECEMBER 2017**

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	Notes	2017 £	2016 £
<b>Cash flows from operating activities:</b>			
Cash generated from operations	1	<u>94,685</u>	<u>51,048</u>
<b>Net cash provided by (used in) operating activities</b>		<u>94,685</u>	<u>51,048</u>
<b>Cash flows from investing activities:</b>			
Interest received		<u>280</u>	<u>1,002</u>
<b>Net cash provided by (used in) investing activities</b>		<u>280</u>	<u>1,002</u>
<b>Cash flows from financing activities:</b>			
Loan repayments in year		<u>(62,500)</u>	<u>(46,875)</u>
<b>Net cash provided by (used in) financing activities</b>		<u>(62,500)</u>	<u>(46,875)</u>
		<hr/>	<hr/>
<b>Change in cash and cash equivalents in the reporting period</b>		<b>32,465</b>	<b>5,175</b>
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u><b>395,575</b></u>	<u><b>390,400</b></u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<u><u><b>428,040</b></u></u>	<u><u><b>395,575</b></u></u>

The notes form part of these financial statements



**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF STOKE GIFFORD**

**Notes to the Cash Flow Statement  
FOR THE YEAR ENDED 31 DECEMBER 2017**

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**1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM  
OPERATING ACTIVITIES**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
<b>Net income/(expenditure) for the reporting period (as per the statement of financial activities)</b>	<b>49,137</b>	<b>38,372</b>
<b>Adjustments for:</b>		
Interest received	<b>(280)</b>	<b>(1,002)</b>
Decrease in stocks	<b>561</b>	<b>570</b>
Decrease in debtors	<b>27,956</b>	<b>40,204</b>
Increase/(decrease) in creditors	<b><u>17,311</u></b>	<b><u>(27,096)</u></b>
<b>Net cash provided by (used in) operating activities</b>	<b><u>94,685</u></b>	<b><u>51,048</u></b>

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF STOKE GIFFORD**

**Notes to the Financial Statements  
FOR THE YEAR ENDED 31 DECEMBER 2017**

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**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements have been prepared on a going concern basis after consideration by the Trustees of the commitments provided to St Michael's Church Centre Ltd in connection with the funding for the construction of the new Church Centre building. As discussed in note 24 to the financial statements, the Charity took loans of £375,000 and £250,000 from the Diocese of Bristol, the funds from which have been passed to St Michael's Church Centre Ltd. To date, repayments of £109,375 have been made. In addition, the Charity has provided a letter of comfort to CAF Bank recognising the moral obligation the Charity has in respect of an £800,000 loan provided to St Michael's Church Centre Ltd in the event of any default.

The Trustees have considered the potential impact on the Charity in the event of default on either or both of these debts by St Michael's Church Centre Ltd, and believe that the Charity would be able to continue to meet its current obligations for at least a period of one year should this happen, due to the continued support of the Diocese of Bristol and the security the freehold property of the new Church Centre would provide. Current cash resources within the Charity would enable on-going operation of the Charity to continue for the foreseeable future whilst any issues on default of the loans were managed. Although this is only an uncertainty, the Trustees have had due regard to the situation, and have decided that no adjustment to the figures, which would be required if the charity was not a going concern, is required.

**Income**

Collections are recognised when received by or on behalf of the PCC. Planned giving receivable under gift aid is recognised only when received. Income tax recoverable on gift aid donations is recognised when the related income is recognised. Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement and the amount due. Rental income from the letting of church premises is recognised when the rental is due. Other income is recognised on a receipts basis. The value of services provided by volunteers has not been included. Coffee Shop income is accounted for on a cash received basis. Pre-school and Nursery income is accounted for on an accrual basis.

**Grants**

Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable, where all conditions associated with the grant have been met. Where conditions exist which remain unsatisfied, the grant is treated as a liability until the conditions have been substantially met.

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF STOKE GIFFORD**

**Notes to the Financial Statements - continued  
FOR THE YEAR ENDED 31 DECEMBER 2017**

---

**1. ACCOUNTING POLICIES - continued**

**Expenditure**

Liabilities are recognised when goods or services have been supplied or provided to the charity, and where services relate to the accounting period but are provided subsequently.

Where expenditure does not fall entirely within one cost category, it is apportioned between categories so as to reflect an appropriate division of costs. VAT on expenditure is irrecoverable and costs reported in the financial statements include such VAT.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

**Tangible fixed assets**

Consecrated and beneficed property is excluded from the accounts by the Charities Act 2011. 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 beneficed buildings and movable church furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities. Capital expenditure on the St Michael's Pre-School and Nursery has been capitalised.

**Depreciation**

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Leasehold property improvements - 6 years, straight line

**Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

**Taxation**

The charity is exempt from tax on its charitable activities.

**Debtors**

Debtors are measured on initial recognition at settlement amount after any amounts advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

**Cash and short term investments**

Cash at bank is held to meet short-term cash commitments as they fall due rather than for investment purposes and includes all cash equivalents held in the form of short-term highly liquid investments. Cash equivalents are short-term, highly liquid investments that are readily convertible to known amounts of cash and that are subject to an insignificant risk of changes in value.

**Creditors**

The charity has creditors which are measured at settlement amounts.

**Financial Instruments**

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF STOKE GIFFORD**

**Notes to the Financial Statements - continued  
FOR THE YEAR ENDED 31 DECEMBER 2017**

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**1. ACCOUNTING POLICIES - continued**

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

**Pension costs and other post-retirement benefits**

The charity participates in the Pension Builder Scheme section of Church Workers Pension Fund (CWPF) for lay staff. The Scheme is administered by the Church of England Pensions Board, which holds the assets of the schemes separately from those of the Employer and the other participating employers.

The Church Workers Pension Fund has a section known as the Defined Benefits Scheme, a deferred annuity section known as Pension Builder Classic and a cash balance section known as Pension Builder 2014.

Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate. The charity has no liability beyond making its contributions and paying across the deductions for the employee's contributions. There were contributions of £2,719 (2016 - £2,658) outstanding at the year-end.

**Donated goods, services and facilities**

Donated goods, services or facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. On receipt, donated services and facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

**2. DONATIONS AND LEGACIES**

	2017	2016
	£	£
Standing orders	240,566	230,000
Weekly offering scheme	792	538
Other planned giving	79,118	56,943
Church collections	6,212	5,532
Sundry donations	2,563	3,046
Gift aid tax refunds	68,757	69,224
	<u>398,008</u>	<u>365,283</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF STOKE GIFFORD**

**Notes to the Financial Statements - continued  
FOR THE YEAR ENDED 31 DECEMBER 2017**

**3. INVESTMENT INCOME**

	2017	2016
	£	£
Deposit account interest	<u>280</u>	<u>1,002</u>

**4. INCOME FROM CHARITABLE ACTIVITIES**

	2017	2016
	£	£
Church lettings	-	1,000
Wedding and funeral fees	9,781	10,543
Ministries	4,825	1,652
Youth work	6,254	11,964
Grants	1,600	1,000
Parish weekend	2,800	2,910
Other charitable activities	1,519	2,406
Uganda mission	15,851	-
Coffee Shop takings	78,162	74,164
Grants	108,380	103,268
Pre-school and Nursery fees	<u>377,654</u>	<u>349,448</u>
	<u>606,826</u>	<u>558,355</u>

Grants received, included in the above, are as follows:

	2017	2016
	£	£
National Education Grants	108,380	103,268
All Churches Trust	-	1,000
Deanery Grant	<u>1,600</u>	<u>-</u>
	<u>109,980</u>	<u>104,268</u>

**5. OTHER INCOME**

	2017	2016
	£	£
SMCC contribution to facilities	30,465	25,044
SMCC contribution to administration	41,845	36,548
Other income	<u>-</u>	<u>8,684</u>
	<u>72,310</u>	<u>70,276</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF STOKE GIFFORD**

**Notes to the Financial Statements - continued  
FOR THE YEAR ENDED 31 DECEMBER 2017**

**6. CHARITABLE ACTIVITIES COSTS**

	Direct costs (See note 7)	Grant funding of activities (See note 8)	Support costs (See note 9)	Totals
	£	£	£	£
Ministry and mission	438,242	57,158	5,160	500,560
Coffee Shop	78,349	-	-	78,349
Pre-school and Nursery	446,804	2,574	-	449,378
	<u>963,395</u>	<u>59,732</u>	<u>5,160</u>	<u>1,028,287</u>

**7. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	2017 £	2016 £
Staff costs	452,621	442,336
Other operating leases	28,762	26,433
Ministry	24,531	21,498
Youth and student work	22,131	20,936
Administration- general	14,251	9,999
Parish share	144,000	144,000
SMCC Contribution	66,000	48,000
Property costs	598	17,960
Employment costs - other	78,016	60,367
Uganda youth trip costs	19,738	-
Pre-school - catering	30,021	29,169
Pre-school - property costs	11,188	21,868
Pre-school - other	41,652	27,209
Library direct costs	560	-
Coffee Shop - direct costs	23,957	23,462
Coffee Shop - other	5,369	5,422
	<u>963,395</u>	<u>898,659</u>

**8. GRANTS PAYABLE**

	2017 £	2016 £
Ministry and mission	57,158	46,415
Pre-school and Nursery	2,574	3,550
	<u>59,732</u>	<u>49,965</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF STOKE GIFFORD**

**Notes to the Financial Statements - continued  
FOR THE YEAR ENDED 31 DECEMBER 2017**

**8. GRANTS PAYABLE - continued**

The total grants paid to institutions during the year was as follows:

	2017	2016
	£	£
SIITA Nest Children's Home - Uganda	21,318	9,425
Family Impact - Zimbabwe	2,640	2,640
Network Counselling	2,670	2,620
Faith Home for Children - India	2,200	2,500
Crisis Centre	2,120	2,120
Eurovangelism	4,440	3,960
Peace and Hope Trust - Nicaragua	2,040	2,540
Univida - Brazil	2,840	2,400
Emmaus	2,020	1,920
Other	1,750	4,150
Axe Valley Christian Trust	1,200	1,200
Bridges for Communities	1,590	1,440
	<u>46,828</u>	<u>36,915</u>

Individuals experiencing difficulties are assisted through friendship and also in monetary form as appropriate. During the year, grants of £12,904 (2016 - £13,050) were paid to individuals. Where monetary support removes duplication of effort or where the charity does not have sufficient resources to be effective on its own, the charity shares the light and love of God through its monetary support of other churches and charities working within Bristol and the surrounding area.

**9. SUPPORT COSTS**

	<b>Governance costs</b>
	<b>£</b>
Ministry and mission	<u><b>5,160</b></u>

Support costs, included in the above, are as follows:

**Governance costs**

	2017	2016
	Ministry and mission	Total activities
	£	£
Auditors' remuneration	2,800	2,800
Accounts preparation	2,000	2,000
Consultancy	<u>360</u>	<u>3,120</u>
	<u><b>5,160</b></u>	<u><b>7,920</b></u>

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF STOKE GIFFORD**

**Notes to the Financial Statements - continued  
FOR THE YEAR ENDED 31 DECEMBER 2017**

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**10. AUDITORS' REMUNERATION**

	<b>2017</b>	2016
	<b>£</b>	£
Fees payable to the charity's auditors for the audit of the charity's financial statements	<b><u>2,800</u></b>	<u>2,800</u>
Total audit fees	<b><u>2,800</u></b>	<u>2,800</u>
Accounts preparation	<b><u>2,000</u></b>	<u>2,000</u>
Total non-audit fees	<b><u>2,000</u></b>	<u>2,000</u>
Total fees payable	<b><u>4,800</u></b>	<u>4,800</u>

**11. TRUSTEES' REMUNERATION AND BENEFITS**

The trustees all give freely of their time and expertise.

During 2017, payment was made under an employment contract to A Volkmer, in her role as Financial Controller. A Volkmer was a co-opted trustee by virtue of her position as Financial Controller and received total employee benefits of £16,767 and pension contributions of £684.

Payment was also made during the year under an employment contract to I Taylor, in his role as Operations Director. I Taylor was a co-opted trustee by virtue of his position as Operations Director and received total employee benefits of £35,622 and pension contributions of £1,453.

In addition, payment was made under an employment contract during the year to L Thomas, in her role as Church Administrator. L Thomas was a Diocesan Synod Representative and received total employee benefits of £24,424 and pension contributions of £1,010.

**Trustees' expenses**

During the year 8 trustees (2016: 2) had their expenses met by the PCC. Expenses of £3,219 (2016 - £2,104) were paid for travel, subsistence, phone services and hospitality.



**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF STOKE GIFFORD**

**Notes to the Financial Statements - continued  
FOR THE YEAR ENDED 31 DECEMBER 2017**

**12. STAFF COSTS**

	2017 £	2016 £
Wages and salaries	411,776	401,998
Social security costs	24,662	25,790
Other pension costs	16,183	14,548
	<u>452,621</u>	<u>442,336</u>

The average monthly number of employees during the year was as follows:

	2017	2016
Pre-school and Nursery	26	27
Coffee Shop	5	4
Church administration	3	2
Youth	1	1
Facilities	1	1
	<u>36</u>	<u>35</u>

No employees received emoluments in excess of £60,000.

In addition to the above, other employment costs of £72,310 (2016 - £60,367) were incurred by the PCC for staff who are employed by the PCC but working for SMCC. Contributions have been made by SMCC and are included in other income.

**13. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES (2016)**

	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	351,365	13,918	365,283
<b>Charitable activities</b>			
Ministry and mission	27,310	4,165	31,475
Coffee Shop	74,164	-	74,164
Pre-school and Nursery	349,448	103,268	452,716
Investment income	996	6	1,002
Other income	70,276	-	70,276
<b>Total</b>	873,559	121,357	994,916

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF STOKE GIFFORD**

**Notes to the Financial Statements - continued  
FOR THE YEAR ENDED 31 DECEMBER 2017**

**13. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES (2016) - continued**

	Unrestricted funds £	Restricted funds £	Total funds £
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Ministry and mission	421,033	14,460	435,493
Coffee Shop	74,594	-	74,594
Pre-school and Nursery	343,189	103,268	446,457
<b>Total</b>	<b>838,816</b>	<b>117,728</b>	<b>956,544</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>34,743</b>	<b>3,629</b>	<b>38,372</b>
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	<b>332,536</b>	<b>15,785</b>	<b>348,321</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>367,279</b>	<b>19,414</b>	<b>386,693</b>

**14. DONATED GOODS, SERVICES AND FACILITIES**

During the year, the Church has benefitted from numerous services provided by volunteers covering areas such as children's and youth work, coffee shop, and all areas of ministry. Further services have been provided in the form of assistance with maintenance, finance and administration. It is not possible to measure the financial benefit of such services in the accounts.

During the year, a number of supplies have been donated to further the ministry of the Church. It has not been possible to value the goods donated and the trustees do not believe the total value is material to the financial statements.

During the year, the charity has recognised the value of the provision of facilities in the Church Centre and made a payment of £66,000 (2016 - £48,000) to St Michael's Church Centre Limited accordingly.

Similarly, SMCC Limited has recognised the work carried out for administration and building maintenance of Church Centre by staff employed by the PCC. Contributions of £30,465 and £41,845 have been made in relation to administration and building maintenance respectively and are included in other income in the financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF STOKE GIFFORD**

**Notes to the Financial Statements - continued  
FOR THE YEAR ENDED 31 DECEMBER 2017**

**15. TANGIBLE FIXED ASSETS**

	<b>Improvements to property £</b>
<b>COST</b>	
At 1 January 2017 and 31 December 2017	<u><b>86,916</b></u>
<b>DEPRECIATION</b>	
At 1 January 2017 and 31 December 2017	<u><b>86,916</b></u>
<b>NET BOOK VALUE</b>	
At 31 December 2017	<u><u>-</u></u>
At 31 December 2016	<u><u>-</u></u>

**16. STOCKS**

	<b>2017 £</b>	<b>2016 £</b>
Stocks	<u><b>1,284</b></u>	<u><b>1,845</b></u>

**17. DEBTORS**

	<b>2017 £</b>	<b>2016 £</b>
Amounts falling due within one year:		
Tax refunds	<b>54,520</b>	25,176
Pre-school fees owing	<b>7,949</b>	3,749
St Michael's Church Centre Ltd	<b>939</b>	-
Other debtors	<b>3,026</b>	2,965
Loan to St Michael's Church Centre Ltd	<u><b>62,500</b></u>	<u>62,500</u>
	<u><b>128,934</b></u>	<u>94,390</u>
Amounts falling due after more than one year:		
Loan to St Michael's Church Centre Ltd	<u><b>453,125</b></u>	<u>515,625</u>
Aggregate amounts	<u><b>582,059</b></u>	<u>610,015</u>

The loan of £140,625 is to be repaid by April 2020, and the loan of £375,000 is to be repaid by 30th June 2024. See related parties (note 24) for more details of the loan.

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF STOKE GIFFORD**

**Notes to the Financial Statements - continued  
FOR THE YEAR ENDED 31 DECEMBER 2017**

**18. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2017	2016
	£	£
Other loans (see note 20)	<b>62,500</b>	62,500
Social security and other taxes	-	14
Pension contributions payable	<b>2,719</b>	2,658
Other creditors	<b>216</b>	386
Pre-school deposits held	<b>8,900</b>	9,150
Area Dean costs	-	2,749
SMCC Ltd	-	1,950
Accrued expenses	<b>10,392</b>	9,415
Pre-school fees received in advance	<b>16,010</b>	16,295
National Education Grants received in advance	<b>21,691</b>	-
	<b><u>122,428</u></b>	<b><u>105,117</u></b>

**19. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

	2017	2016
	£	£
Other loans (see note 20)	<b><u>453,125</u></b>	<b><u>515,625</u></b>

The loan of £140,625 is to be repaid by April 2020, and the loan of £375,000 is to be repaid by 30th June 2024. See related parties (note 24) for more details of the loan.

**20. LOANS**

An analysis of the maturity of loans is given below:

	2017	2016
	£	£
Amounts falling due within one year on demand:		
Loan from Diocese of Bristol	<b><u>62,500</u></b>	<b><u>62,500</u></b>
Amounts falling between one and two years:		
Loan from Diocese of Bristol	<b><u>62,500</u></b>	<b><u>62,500</u></b>
Amounts falling due between two and five years:		
Loan from Diocese of Bristol	<b><u>161,458</u></b>	<b><u>182,292</u></b>
Amounts falling due in more than five years:		
Repayable by instalments:		
Loan from Diocese of Bristol	<b><u>229,167</u></b>	<b><u>270,833</u></b>

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF STOKE GIFFORD**

**Notes to the Financial Statements - continued  
FOR THE YEAR ENDED 31 DECEMBER 2017**

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**21. LEASING AGREEMENTS**

The following operating lease payments are committed to be paid as follows:

	Land and buildings		Other operating leases	
	2017	2016	2017	2016
	£	£	£	£
Expiring:				
Within one year	29,333	27,334	1,184	1,431
Between one and five years	120,000	119,333	4,261	119
In more than five years	<u>40,000</u>	<u>70,000</u>	<u>-</u>	<u>-</u>
	<u>189,333</u>	<u>216,667</u>	<u>5,445</u>	<u>1,550</u>

It was agreed with the Bristol Diocese that the rent for the Old Vicarage for use by the pre-school and nursery should be £20,000 p.a. from 2015 rising up to £30,000 p.a in 2018, with rent review in 2018 for the residue of the lease.

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF STOKE GIFFORD**

**Notes to the Financial Statements - continued  
FOR THE YEAR ENDED 31 DECEMBER 2017**

**22. MOVEMENT IN FUNDS**

	At 1.1.17 £	Net movement in funds £	Transfers between funds £	At 31.12.17 £
<b>Unrestricted funds</b>				
General fund	85,769	49,501	(49,022)	86,248
Windfall fund	109,359	277	10,551	120,187
Brimble fund	14,650	-	-	14,650
Service fund	1,353	30	-	1,383
Missionary Bursaries fund	5,092	(32,421)	32,993	5,664
Fabric fund	2,066	(598)	3,000	4,468
Library fund	8,655	67	-	8,722
Vicarage redecoration fund	4,329	-	-	4,329
Computer fund	560	-	(560)	-
Contemplative prayer fund	218	-	(218)	-
Coffee Shop fund	(7,920)	813	7,920	813
Pre-school and Nursery fund	128,539	48,447	(37,896)	139,090
Pre-school and Nursery Repairs fund	9,574	(9,217)	25,000	25,357
Pre-school and Nursery Mission Hardship fund	5,035	(2,574)	2,345	4,806
	<u>367,279</u>	<u>54,325</u>	<u>(5,887)</u>	<u>415,717</u>
<b>Restricted funds</b>				
Sharing fund	4,875	1,942	-	6,817
Fabric HOTC grant fund	12,000	-	-	12,000
Rowe Trust fund	1,051	(574)	-	477
Parish Weekend fund	1,469	(673)	-	796
SIITA fund	5	(3,600)	3,600	5
Children's Ministry	14	4	-	18
Uganda fund- youth mission	-	(2,287)	2,287	-
	<u>19,414</u>	<u>(5,188)</u>	<u>5,887</u>	<u>20,113</u>
<b>TOTAL FUNDS</b>	<u><u>386,693</u></u>	<u><u>49,137</u></u>	<u><u>-</u></u>	<u><u>435,830</u></u>

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF STOKE GIFFORD**

**Notes to the Financial Statements - continued  
FOR THE YEAR ENDED 31 DECEMBER 2017**

**22. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	386,517	(337,016)	49,501
Windfall fund	277	-	277
Service fund	5,654	(5,624)	30
Missionary Bursaries fund	-	(32,421)	(32,421)
Fabric fund	-	(598)	(598)
Library fund	627	(560)	67
Coffee Shop fund	79,162	(78,349)	813
Pre-school and Nursery fund	377,654	(329,207)	48,447
Pre-school and Nursery Repairs fund	-	(9,217)	(9,217)
Pre-school and Nursery Mission Hardship fund	-	(2,574)	(2,574)
	<b>849,891</b>	<b>(795,566)</b>	<b>54,325</b>
<b>Restricted funds</b>			
Sharing fund	5,871	(3,929)	1,942
Rowe Trust fund	3	(577)	(574)
Parish Weekend fund	2,800	(3,473)	(673)
SIITA fund	17,718	(21,318)	(3,600)
Nursery Education Grants fund	108,380	(108,380)	-
Children's Ministry	3,000	(2,996)	4
Uganda fund- youth mission	17,451	(19,738)	(2,287)
SMCC salary contribution	72,310	(72,310)	-
	<b>227,533</b>	<b>(232,721)</b>	<b>(5,188)</b>
<b>TOTAL FUNDS</b>	<b><u>1,077,424</u></b>	<b><u>(1,028,287)</u></b>	<b><u>49,137</u></b>

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF STOKE GIFFORD**

**Notes to the Financial Statements - continued  
FOR THE YEAR ENDED 31 DECEMBER 2017**

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**22. MOVEMENT IN FUNDS - continued**

**General fund (unrestricted)**

The fund represents the day to day operation of the Ministry and Mission of St Michael's Church.

During the year, £36,593 was transferred to the Missionary Bursaries fund in accordance with St Michael's grant making policy of setting aside 10 percent of voluntary planned giving for mission partners both in the UK and overseas. £3,000 was transferred to the Fabric fund as a provision for future costs. £2,287 was transferred to the Uganda fund. A transfer of £7,920 was made to the Coffee Shop fund to clear the opening deficit.

**Windfall fund (unrestricted)**

To provide a "reserve account" as a back-up to cover any deficits or special expenditure on the General Fund for the church. During the year £10,551 was transferred from the Preschool and Nursery Fund.

**Brimble fund (unrestricted)**

To set aside legacy monies as a back-up to cover any deficits or special expenditure on the General Fund for the church

**Missionary Bursaries fund (designated)**

The fund represents amounts set aside for the support of missionaries both at home and abroad. During the year, £36,593 was transferred from general funds.

**Fabric fund (designated)**

Created to set aside a fund for current and future provision for maintaining the fabric of St Michael's Church. During the year, £3,000 was transferred from the general fund.

**Library fund (designated)**

Created to identify and make easy the administration of the income and expenditure associated with buying and selling books and cards for the church.

**Vicarage Redecoration fund (designated)**

Created to set aside a fund for current and future provision for maintaining the fabric of the current vicarage.

**Coffee Shop fund (designated)**

The fund represents the operating of the St Michael's Coffee Shop. A transfer of £7,920 was made from the general fund to clear the opening deficit.

**Pre-school and Nursery fund (designated)**

The fund represents the operation of the St Michael's Church Pre-School and Nursery.

During the year, a transfer of £25,000 was made to the Preschool and Nursery Repairs fund as a provision for future repairs. A transfer of £2,345 was made to the Preschool and Nursery Hardship fund being 10 percent of profits for the year. A further £10,551 was transferred to St Michael's Windfall fund in accordance with the PCC policy of releasing 50 percent of the surplus for general purposes.

**Sharing fund (restricted)**

The fund represents donations given specifically for the purpose of alleviating financial hardship of individuals that are in need.

**Fabric HOTC grant fund (restricted)**

The fund represents a grant received specifically for the church fabric under the HOTC project remit.



**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF STOKE GIFFORD**

**Notes to the Financial Statements - continued  
FOR THE YEAR ENDED 31 DECEMBER 2017**

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**22. MOVEMENT IN FUNDS - continued**

**Uganda fund- youth mission (restricted)**

This fund represents income for young people and their leaders to engage in mission work in Uganda. During the year, £2,287 was transferred from the Missionary Bursaries fund in order to assist with this project.

**SMCC salary contribution (restricted)**

The fund represents the recharge of salaries to the PCC from SMCC, where employees are on the payroll of the PCC for administrative purposes.

**Nursery Education Grants fund (restricted)**

The fund represents grants received from South Gloucestershire Council. The level of NEG's received is conditional upon the numbers of eligible children in the Pre-School and Nursery.

**23. PENSION COMMITMENTS**

St Michael's PCC (Stoke Gifford) (PB 2014) participates in the Pension Builder Scheme section of CWPf for lay staff. The Scheme is administered by the Church of England Pensions Board, which holds the assets of the schemes separately from those of the Employer and the other participating employers. The Church Workers Pension Fund has a section known as the Defined Benefits Scheme, a deferred annuity section known as Pension Builder Classic and a cash balance section known as Pension Builder 2014.

**Pension Builder Scheme**

The Pension Builder Scheme of the Church Workers Pension Fund is made up of two sections, Pension Builder Classic and Pension Builder 2014, both of which are classed as defined benefit schemes.

Pension Builder Classic provides a pension for members for payment from retirement, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Bonuses may also be declared, depending upon the investment returns and other factors.

Pension Builder 2014 is a cash balance scheme that provides a lump sum that members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. This account may have bonuses added by the Board before retirement. The bonuses depend on investment experience and other factors. There is no requirement for the Board to grant any bonuses. The account, plus any bonuses declared, is payable from members' Normal Pension Age.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are contributions payable (2017: £15,327, 2016: £14,458).

A valuation of the scheme is carried out once every three years. The most recent scheme valuation completed was carried out as at 31 December 2013. This revealed, on the ongoing assumptions used, a surplus of £0.5m. There is no requirement for deficit payments at the current time.

Pension Builder 2014 will be valued in relation to the lump sum payable to members at normal pension age. There are no annual pension benefits. Pension Builder 2014 commenced in February 2014 so the first full valuation of that section will be carried out at the next CWPf valuation date, 31 December 2017.

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF STOKE GIFFORD**

**Notes to the Financial Statements - continued  
FOR THE YEAR ENDED 31 DECEMBER 2017**

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**24. RELATED PARTY DISCLOSURES**

On 30th June 2014, St Michael's Church PCC received a loan from the Diocese of Bristol in support of the construction of the new St Michael's Church and Community Centre. This loan was at an interest rate of 0.55% over the CCLA base rate (currently 0.5%), and it is required to be repaid by 30th June 2024 as funds allow. On 16th July 2014, these monies were onward loaned to SMCC on the same basis as St Michael's DCC received the loan from the Diocese.

During April and May of 2015, St Michael's Church PCC received an additional loan of £250,000 from the Diocese of Bristol in support of the construction of the new St Michael's Church Centre. This loan was at an interest rate of 0.55% over the CCLA base rate (currently 0.5%), and increasing by 0.5% each year until repaid by 2020. It is required to be repaid by May 2020 as funds allow. During April and May 2015, these monies were onward loaned to SMCC on the same basis as St Michael's DCC received the loan from the Diocese.

At the year end, the Diocese loans outstanding were £515,625 (2016 - £578,125)

It has also been agreed that the St Michael's PCC should stand behind the Directors of St Michael's Church Centre Limited (SMCC) and offer a "letter of comfort" to CAF Bank in support of that loan of £800,000, in regard to honouring the capital and interest repayments on that loan if required. Whilst this letter of comfort does not form a legal guarantee, it does represent the commitment of the DCC to support the charitable purpose of the SMCC.

During the year, a contribution of £66,000 (2016 - £48,000) was paid to St Michael's Church Centre Limited from the ordinary fund in recognition of the use of the Church Centre and Old School Rooms for Church activities. A further contribution of £1,200 (2016 - £1,200) was paid to St Michael's Church Centre Limited from the Coffee Shop fund in recognition of the use of the Old School Rooms building for the provision of a coffee shop.

Contributions of £41,845 (2016: £36,548) and £30,465 (2016: £25,044) have been received from SMCC in recognition of work carried out by employees of the PCC for administration and building maintenance of the Church Centre respectively and are included in other income in the financial statements.

**Donations from trustees and related parties**

The aggregate donations received from trustees were £67,896 (2016 - £110,586)

**Other related party transactions**

An allowance of £2,400 (2016 - £800) was paid to M Hepburn, a trustee, for hosting an intern.

An allowance of £4,000 (2016 - £1,400) was paid to S Jones, a trustee, for hosting interns.