

SAINT  
**ANDREW'S**

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**Church**

THE PAROCHIAL CHURCH COUNCIL OF  
THE ECCLESIASTICAL PARISH OF  
ST ANDREW WITH ST ETHELDREDA,  
HISTON

**Annual Report and Financial Statements  
for the year ending 31st December 2016**

**Charity registration number: 1129167**

# The Parish of St Andrew with St Etheldreda, Histon

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# The Parish of St Andrew with St Etheldreda, Histon

## Report of the Parochial Church Council ('PCC')

The members of the PCC, who are the trustees of the charity for the purposes of the Charities Act 2011, present their Annual Report and the Financial Statements for the year ended 31 December 2016. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charities Act 2011 and 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 (FRS102) (effective 1 January 2015).

### Aims of the PCC

The PCC is a body elected by those eligible to vote at the Annual Parochial Church Meeting. The PCC (Powers) Measure 1956 states that the PCC is to co-operate with the minister in promoting in the parish the whole mission of the church, pastoral, evangelistic, social and ecumenical.

The PCC is also responsible for the operation (room lettings and Café) of the St Andrew's Centre (previously the 'Church Halls'). The Café, within the Centre, is managed as an independent legal entity with its own board of directors—wholly owned and overseen by the PCC.

### Administrative Information

|                         |   |
|-------------------------|---|
| <b>Parochial Name:</b>  | St Andrew with St Etheldreda, Histon  |
| <b>Church Location:</b> | Church Street, Histon, Cambridge CB24 9EP   |
| <b>Correspondence:</b>  | Church Office, Saint Andrew's Centre, School Hill, Histon, Cambridge CB24 9JP   |
| <b>Website:</b>         | <a href="http://www.standrewshiston.org">http://www.standrewshiston.org</a>   |
| <b>E-mail:</b>          | <a href="mailto:office@standrewshiston.org">office@standrewshiston.org</a>  |
| <b>Incumbent:</b>       | James Blandford-Baker   |
| <b>Churchwardens:</b>   | David Wilson, Ruth Davies   |
| <b>PCC Secretary:</b>   | Liz Crook   |
| <b>Treasurer:</b>       | Andrew Glover   |
| <b>Accountants:</b>     | Ian Shipley, Prentis & Co LLP, 115c Milton Road, Cambridge CB4 1XE  |
| <b>Banks:</b>           | Barclays Bank, 28 Chesterton Road, Cambridge CB4 3AZ<br>Unity Trust Bank, Nine Brindleyplace, Birmingham B1 2HB<br>Cambridge Building Society, 2 High Street, Histon, Cambridge CB24 9LG<br>CCLA Investment Management Ltd (The CBF Church of England Funds), 80 Cheapside, London EC2V 6DZ |

### Charitable Status

Registered with the Charity Commission as The Parochial Church Council of the Ecclesiastical Parish of St Andrew with St Etheldreda, Histon. Registered Charity Number 1129167

### Electoral Roll/Sunday Attendance

All are welcome to attend our regular services and at 31st December 2016 there were 228 people on the Electoral Roll (2015: 216). The figure for average Sunday attendance through October 2016 was 161 adults, 48 children (2015: 150 adults, 61 children).

# The Parish of St Andrew with St Etheldreda, Histon

## **Structure, Governance and Management**

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The method of appointment of PCC members is set out in the Church Representation Rules 2011. Those who regularly attend our church services or are members of the congregation are eligible to register on the Electoral Roll and stand for election to the PCC which comprises elected lay members plus other co-opted and ex-officio members. PCC members are appointed for a 3 year term, which can be renewed for a further term. On appointment PCC members are provided with guidelines on being a Trustee and information about the purpose and responsibility of the PCC. This is clarified in the first PCC meeting of each year.

As required by law, the PCC has a Standing Committee which has power to transact the business of the PCC between its meetings, subject to any directions given by the Council.

The PCC is the sole shareholder of St Andrew's Centre Café Limited and appoints its Directors. The Vicar, Churchwardens and Treasurer currently serve as Directors. Financial reports of the Café are provided to the PCC on a quarterly basis and management reports bi-annually.

The full list of PCC members having served in 2016 (at 31st December 2016) is as follows:

- \*James Blandford-Baker (Vicar)
- \*Kieran Douglass (Assistant Curate from 1/7/2016)
- \*Olivia Coles (Assistant Curate)
- \*David Wilson (Churchwarden)
- \*Ruth Davies (Churchwarden from 1/5/2016)
- \*Dennis Sadler (Deanery Synod)
- \*Colin Alexander (Deanery Synod)
- \*Andrew Glover (Treasurer)
- \*Liz Crook (Secretary)
- \*Chris Cox
- \*Louise Vincent
- \*Louise Walter
- \*Ruth Davies
- \*Tony Jorden
- \*Sarah Davie (from 25/4/2016)
- \*Stephen Tromans (from 25/4/2016)

Richard Kellow (Assistant Curate until 1/4/2016)  
Nicola Bradnam (Churchwarden until 1/5/2016)  
Nigel Evans (Secretary until 25/4/2016)  
Caroline Tromans (until 25/4/2016)

\*Trustees as of 31/12/2016

# The Parish of St Andrew with St Etheldreda, Histon

## Achievements and Performance

In 2016 the PCC has considered how we might continue to grow in the key attitudes identified in 2015, that is, *humility, hospitality, encouragement, prayerfulness, compassion and honesty* in the context of the *centrality of worshipping together, our commitment to mission and growing lay leadership* (which were developed in 2014). We have also sought to be *intergenerational* in as many ways as possible, a priority developed from listening to the voices of our young people. Over the past year we have supported the development of *Encounter* (a youth worship event) and sought to take into account the insights from the conference *Learning to Listen* attended by our Children's Minister in late 2015. This has led to the setting up of a Children's PCC.

Our *commitment to mission* has grown through two new initiatives, *EssenceXtra* (a space for women to explore and grow spiritually) and through a *Men's Football Group* as well as continuing to develop the missional outreach of the Café in accordance with the vision for the Saint Andrew's Centre. We have restarted *TableTalk* (a time in the Café where people can come together to discuss important questions of life and faith). The PCC supported the Children's Minister in taking a sabbatical in the latter half of 2016 as part of its commitment to *developing lay leadership*. We have agreed to support two local initiatives, the *Street Pastors* in Cambridge and the *Histon and Impington Mental Health Co-ordinator* as we have sought to grow in the values of *compassion and hospitality*. Several of our congregation are volunteers with *Street Pastors* and the *Mental Health Co-ordinator* has become a viable post with a clear remit through the active work and engagement of church members. Our commitment to the pastoral care of all in our village (a key mark of the ministry of a Church of England parish church) has been seen through the continuing work of the teams who take services and offer ministry in local care homes and through the development of a Pastoral Team under the leadership of the clergy with the aim of encouraging all in the church to reach out in *prayerful compassion* to those in need. The group that takes service in care homes published a booklet in 2016 where their experience and resources for worship in this challenging but rewarding context have been shared for the benefit of others.

The PCC has continued to resource the administration of the church through the development of the Church Office in the Saint Andrew's Centre where three new members of staff (a Church Manager and two assistants) began work in 2016. They have also jointly resourced (with the Deanery of North Stowe) a PA for the Vicar who began work in May 2016. Both these initiatives are the subject of regular review by the PCC. The PCC made use of the CPAS material *PCC Tonight* at an away day in November and are currently implementing what was learned then to improve our meetings and the fulfilment of our responsibilities in developing vision, agreeing policy and supporting the work of the church.

The ministry and outreach of the Saint Andrew's Centre has continued to grow and develop over the year and it has been a joy to welcome new contacts and new church members who have first found us through the work of the Café, the Church Office and the activities of Stepping Stones (playgroup, toddler group and baby club). The PCC has continued to work closely with Stepping Stones and there is now a much stronger sense of shared values and vision than in the past. The Saint Andrew's Centre has continued to be an important place where we value *prayerfulness*, especially through the daily lunchtime prayers and the *Meet the Nativity* event which was held for the second time in 2016.

## Plans for the Future

When planning activities for the year, the Vicar and the PCC have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion.

# The Parish of St Andrew with St Etheldreda, Histon

In 2017 the parish will continue to develop the link with a parish in the Diocese of Kigali in Rwanda, particularly through sharing life via a YouTube channel and the visit of one of our curates to our link parish in June. The PCC will continue to support the development of the next generation of church leaders through the training of curates and ordinands on placement.

In 2017 the PCC will continue to develop the use of the Saint Andrew's Centre, especially through the mission of the Café and a holding, over several days, of the *Bible Comes to Life* exhibition which is being run with the support of local schools. Further developments will involve the use of the Centre in support of our engagement with the Archbishop of Canterbury's *Thy Kingdom Come* prayer initiative in May/June 2017.

In 2017 the PCC will seek to work in partnership with the new *Histon and Impington Mental Health Coordinator* as well as supporting the work of the village *Older Persons' Coordinator*. Both of these roles will help us in our mission to the whole village and help generate vital contacts with those in need.

The three commitments developed in 2014 will continue to inform the PCCs activities and leadership of the church in 2017. These are: the *centrality of worshipping together*, our *commitment to mission* and *growing lay leadership*.

## **Financial Review**

The final contractors' payment for the snagging on the Saint Andrew's Centre has all been resolved and completed, and enhancements made to the air conditioning. We have now repaid 60% of the Diocesan loan, and sufficient funds for the 20% due this year have been identified. While more is still needed over the next 2 years the balance is considered to be a realistic target. The lettings of the Centre have continued to increase and exceeded budget projections, and the expenditure is well managed. The additional staffing to the office has made for a coordinated approach and cover.

The Café has achieved an operation profit and continues to show like for like monthly growth. The number of events catered for has increased and provides a welcome additional revenue stream.

Overall voluntary donations were down slightly on 2015, but overall income was higher than projections due to fee income. Expenditure was also higher than budgeted but largely due to one-off items, although clergy and office costs have increased. A surplus sufficient to enable £10,000 to be made available to the loan repayments was achieved.

The ongoing prospects for 2017 are in line with budget and projections, although cash flow may become tighter at the end of 2017 when this year's loan repayments have been made.

## **Grant-making Policy**

Each year the Council donates unrestricted income to a variety of charities fitting with the charitable aims of the PCC.

## **Reserves Policy**

It is the policy of the PCC not to maintain reserves other than sums necessary to meet identified future requirements. The target for reserves is to hold the equivalent of 3 months general running costs in unrestricted general funds. As at 31 December 2016, cash available in the general fund was below this target and the PCC brought this to the attention of the congregation during 2016.

## **Investment Policy**

The PCC does not intend to make long term investments out of incoming funds. Surplus funds are kept in deposit accounts. The ownership of Narrow Lane is seen as an operating resource to be used principally for the housing of staff workers rather than for the generation of rental income.

# The Parish of St Andrew with St Etheldreda, Histon

## **Risk Management**

The major risks to which the PCC is exposed have been reviewed and systems and procedures designed to manage those risk have been established.

## **Key management personnel remuneration**

All current members of the PCC are trustees and give of their time freely and no trustee remuneration was paid in the year. The Clergy are also trustees and are funded centrally by the Church of England and not directly by the charity. Details of trustee expenses and related party transactions are disclosed in note 10 to the accounts.

Trustees are required to disclose all relevant interests and register them with the PCC secretary and in accordance with the PCC's policy withdraw from decisions where a conflict of interest arises.

## **Statement of the PCC's Responsibilities**

Charity law requires the PCC to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the PCC and of the surplus or deficit of the PCC for that year.

In preparing those accounts, the PCC is required to:

- i. Select suitable accounting policies and apply them consistently.
- ii. Make judgements and estimates that are reasonable and prudent.
- iii. Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the PCC will continue operating.
- iv. State whether the policies adopted are in accordance with the Charities Act 2011 and with applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the financial statements.
- v. Observe the methods and principles of the Charities SORP.

The PCC is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time, the financial position of the PCC and to enable them to ensure that the financial statements comply with the Charities Act 2011.

They are also responsible for safeguarding the assets of the PCC and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**By order of the PCC**



**James Blandford-Baker, PCC Chair, 5 March 2017**

# The Parish of St Andrew with St Etheldreda, Histon

## **Independent Examiner's Report to the PCC**

This report on the financial statements of the PCC for the year ended 31st December 2016 is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ("the Regulations") and section 145 of the Charities Act 2011 ("the Act").

## **Respective responsibilities of the trustees and the examiner:**

As the members of the PCC you are responsible for the preparation of the financial statements. The PCC consider that an audit is not required for this year under the Regulations and section 144(2) of the Act, and that an independent examination is needed. The gross income of the PCC has exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountants.

It is my responsibility to:

- examine the financial statements under section 145 of the Act;
- examine the financial statements in accordance with the Church Accounting Regulations 2006;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Act); and
- to state whether particular matters have come to my attention.

## **Basis of independent examiner's report:**

My examination was carried out in accordance with the General Directions given by the Charity Commission and to be found in the *Church Guidance*, 2006 edition, issued by the Finance Division of the Archbishops' Council. An examination includes a review of the accounting records kept by the PCC and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from you as PCC members concerning 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 financial statements present a true and fair view and the report is limited to those matters set out in the statement below.

## **Independent Examiner's statement:**

In connection with my examination, no matter has come to my attention

- (1) which gives me reasonable cause to believe that in any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Act; and
  - to prepare financial statements which accord with the accounting records and to comply with the requirements of the Act, as also contained in the Church Accounting Regulations 2006 have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



Ian W Shipley FCCA, Independent Examiner,  
For and on behalf of,  
Prentis & Co LLP,  
115c Milton Road,  
Cambridge CB4 1XE

# The Parish of St Andrew with St Etheldreda, Histon

## Statement of Financial Activities

For the year ending 31 December 2016

|   | Notes | Unrestricted funds<br>2016<br>£ | Restricted funds<br>2016<br>£ | Total funds<br>2016<br>£ | Total funds<br>2015<br>£ |
|---|-------|---------------------------------|-------------------------------|--------------------------|--------------------------|
| <b>Income</b>   | 2     |                                 |                               |                          |                          |
| Donations and legacies                                    |       | 186,065                         | 89,024                        | 275,089                  | 237,948                  |
| Charitable activities                                     |       | 36,275                          | 0                             | 36,275                   | 30,539                   |
| Trading activities  |       | 149,509                         | 456                           | 149,965                  | 137,349                  |
| Investments   |       | 40                              | 345                           | 385                      | 213                      |
| Other income  |       | 3,208                           | 4,314                         | 7,523                    | 3,906                    |
| <b>Total income</b>                                       |       | <b>375,097</b>                  | <b>94,139</b>                 | <b>469,236</b>           | <b>409,955</b>           |
| <b>Expenditure</b>  | 3     |                                 |                               |                          |                          |
| Raising Funds   |       | 60                              | 212                           | 272                      | 58                       |
| Charitable activities                                     |       | 216,917                         | 21,031                        | 237,948                  | 226,160                  |
| Trading activities  |       | 134,356                         | 10,198                        | 144,554                  | 124,883                  |
| <b>Total expenditure</b>                                  |       | <b>351,334</b>                  | <b>31,441</b>                 | <b>382,774</b>           | <b>351,101</b>           |
| <b>Net income/(expenditure) and net movement in funds</b> |       | <b>23,764</b>                   | <b>62,698</b>                 | <b>86,462</b>            | <b>58,854</b>            |
| <b>Reconciliation of funds</b>                            |       |                                 |                               |                          |                          |
| Total funds brought forward                               |       | 350,523                         | 1,183,744                     | 1,534,266                | 1,475,412                |
| <b>Total funds carried forward</b>                        | 9     | <b>374,286</b>                  | <b>1,246,442</b>              | <b>1,620,728</b>         | <b>1,534,266</b>         |

The notes on pages 12 to 23 form part of these financial statements

# The Parish of St Andrew with St Etheldreda, Histon

## Balance Sheet 31 December 2016

|  |   | Consolidated     |                  | Parent           |                  |
|--|---|------------------|------------------|------------------|------------------|
|  |   | 2016             | 2015             | 2016             | 2015             |
|  |   | £                | £                | £                | £                |
| <b>Fixed assets</b>                          |   |                  |                  |                  |                  |
| Tangible fixed assets                        | 5 | 1,825,880        | 1,845,319        | 1,741,779        | 1,758,738        |
| Investments                                  |   | 0                | 0                | 90,000           | 90,000           |
| <b>Total Fixed assets</b>                    |   | <b>1,825,880</b> | <b>1,845,319</b> | <b>1,831,779</b> | <b>1,848,738</b> |
| <b>Current assets</b>                        |   |                  |                  |                  |                  |
| Stock  |   | 1,500            | 1,500            | 0                | 0                |
| Debtors                                      | 7 | 22,121           | 27,761           | 61,074           | 66,684           |
| Cash at bank and in hand                     |   | 92,420           | 107,843          | 74,042           | 92,431           |
| <b>Total Current assets</b>                  |   | <b>116,040</b>   | <b>137,104</b>   | <b>135,116</b>   | <b>159,115</b>   |
| <b>Liabilities</b>                           |   |                  |                  |                  |                  |
| Creditors - due in one year                  | 8 | 35,966           | 56,930           | 27,201           | 52,730           |
| <b>Net Current assets</b>                    |   | <b>80,075</b>    | <b>80,174</b>    | <b>107,915</b>   | <b>106,385</b>   |
| <b>Total assets less current liabilities</b> |   | <b>1,905,955</b> | <b>1,925,493</b> | <b>1,939,694</b> | <b>1,955,123</b> |
| <b>Creditors - due after one year</b>        | 8 | <b>285,227</b>   | <b>391,227</b>   | <b>285,227</b>   | <b>391,227</b>   |
| <b>Total Net Assets</b>                      |   | <b>1,620,728</b> | <b>1,534,266</b> | <b>1,654,467</b> | <b>1,563,896</b> |
| <b>Funds of the charity</b>                  |   |                  |                  |                  |                  |
| Restricted income funds                      | 9 | 1,246,442        | 1,183,744        | 1,252,341        | 1,187,163        |
| Unrestricted income funds - general          |   | 61,991           | 39,288           | 89,831           | 65,498           |
| Unrestricted income funds - designated       |   | 312,295          | 311,235          | 312,295          | 311,235          |
| <b>Total Charity Funds</b>                   |   | <b>1,620,728</b> | <b>1,534,266</b> | <b>1,654,467</b> | <b>1,563,896</b> |

The notes on pages 12 to 23 form part of these accounts.

Approved by the Parochial Church Council on 5 March 2017 and signed on its behalf by James Blandford-Baker (PCC Chair).



# The Parish of St Andrew with St Etheldreda, Histon

## Statement of Cashflows

For the year ending 31 December 2016

|  |    | <b>Consolidated</b> |                 | <b>Parent</b>   |                 |
|--|----|---------------------|-----------------|-----------------|-----------------|
|  |    | <b>2016</b>         | <b>2015</b>     | <b>2016</b>     | <b>2015</b>     |
|  |    | £                   | £               | £               | £               |
| <b>Cash provided by (used in) operating activities</b> | 11 | 98,693              | 84,670          | 92,840          | 79,367          |
| <b>Cash flows from investing activities</b>            |    |                     |                 |                 |                 |
| Interest income  |    | 385                 | 213             | 385             | 213             |
| Rental income  |    | 7,450               | 8,400           | 7,450           | 8,400           |
| Purchase of tangible fixed assets                      |    | -12,781             | -979            | -9,894          | -979            |
| <b>Cash provided by investing activities</b>           |    | <b>-4,947</b>       | <b>7,634</b>    | <b>-2,060</b>   | <b>7,634</b>    |
| <b>Cash flows from financing activities</b>            |    |                     |                 |                 |                 |
| Interest Paid  |    | -3,170              | -5,476          | -3,170          | -5,476          |
| Repayment of borrowing                                 |    | -106,000            | -106,000        | -106,000        | -106,000        |
| <b>Cash used in financing activities</b>               |    | <b>-109,170</b>     | <b>-111,476</b> | <b>-109,170</b> | <b>-111,476</b> |
| Cash at beginning of year                              |    | 107,843             | 127,015         | 92,431          | 116,906         |
| Decrease in cash in the year                           |    | -15,423             | -19,172         | -18,389         | -24,475         |
| Cash at end of year                                    |    | <b>92,420</b>       | <b>107,843</b>  | <b>74,042</b>   | <b>92,431</b>   |

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements

For the year ended 31 December 2016

### 1. Accounting Policies

#### **Basis of preparation and assessment of going concern.**

The financial statements have been prepared under the historical cost convention with items recognized at cost of transaction values unless otherwise stated in the relevant notes to these financial statements.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting of Charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) and the Charities Act 2011. The financial statements have also been prepared in accordance with the Church Accounting Regulations 2006 and modified as necessary.

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.

The Parish of St Andrew with St Etheldreda, Histon constitutes as a public benefit entity as defined by FRS 102.

The Council Members consider that there are no material uncertainties about the Parochial Church Council's ability to continue as a going concern. The most significant areas of uncertainty are in the availability of funds to repay the Diocese loan, although this is not considered an issue for 2017.

#### **Consolidation**

The financial statements of the PCC and its wholly owned trading subsidiary, Saint Andrew's Centre Café Limited, are consolidated on a line by line basis, eliminating all interim group transactions and balances, to produce the Group financial statements.

#### **Funds**

*Restricted funds* represent 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. *Unrestricted funds* are general funds which can be used for PCC ordinary purposes.

#### **Income**

Planned giving, collections and donations are recognized when received. Tax refunds are recognized 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. Interest is accrued. Rental income from letting of church premises is recognized when the rental is due. All other income is recognized when it is receivable. All incoming resources are accounted for gross.

#### **Expenditure**

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. All other expenditure is generally recognized when it is incurred and is accounted for gross.

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements

For the year ended 31 December 2016

All expenditure incurred on consecrated and benefice buildings and moveable church furnishings, whether maintenance or improvement is written off as expenditure in the Statement of Financial Activities.

### **Fixed assets**

Consecrated and benefice property is not included in the accounts in accordance with s.96(2)(a) of the Charities Act 2011.

Land and buildings used by the Council in undertaking its activities are included at a reasonable current value in use less depreciation.

Movable 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.

Equipment and Fixtures and Fittings used within the church premises and for the Café is depreciated on a straight-line basis over three years. Individual items of equipment with a purchase price of £500 or less are written off when the asset is acquired. Property is depreciated on a straight-line basis over 50 years.

### **Debtors**

Amounts owing to the PCC at 31 December in respect of fees, rents and other income are shown as debtors less provision for amounts that may prove uncollectable. The PCC does not consider that there is any risk of bad debts at present.

### **Creditors**

Amounts owed, or outstanding, by the PCC at 31 December are shown as liabilities. The PCC aims to pay all trade creditors on terms requested.

### **Stock**

The Café holds an amount of stock for catering purposes. This is assessed twice a year and treated as a balance sheet item rather than as a cost of goods at the time of purchase.

### **Pensions**

Employees of the charity are entitled to join a defined contribution "money purchase" scheme which is administered by NEST. The charity contributes 3% of eligible earnings and there were no outstanding contributions at the year end. There are no costs support or governance costs required for the scheme.

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements

For the year ended 31 December 2016

### 2. Incoming Resources

|                                    |    | Unrestricted<br>funds | Restricted<br>funds | Total funds    | Total funds    |
|------------------------------------|----|-----------------------|---------------------|----------------|----------------|
|                                    |    | 2016                  | 2016                | 2016           | 2015           |
|                                    |    | £                     | £                   | £              | £              |
| <b>2(a) Donations and legacies</b> |    |                       |                     |                |                |
| Gift Aid via bank                  |    | 128,755               | 63,550              | 192,305        | 171,661        |
| Tax recoverable                    |    | 33,668                | 22,904              | 56,572         | 36,500         |
| Sunday collection                  |    | 2,024                 |                     | 2,024          | 3,487          |
| Other Gift Aid donations           |    | 13,478                | 1,600               | 15,078         | 12,471         |
| Non Gift Aid donations             |    | 8,139                 | 970                 | 9,109          | 13,829         |
|                                    |    | <b>186,065</b>        | <b>89,024</b>       | <b>275,089</b> | <b>237,948</b> |
| <b>2(b) Charitable activities</b>  |    |                       |                     |                |                |
| Donations for Church Property      |    | 605                   |                     | 605            | 669            |
| Sundry                             |    | 3,160                 |                     | 3,160          | 3,173          |
| Fees                               |    | 16,696                |                     | 16,696         | 10,694         |
| Recovered costs                    |    | 9,018                 |                     | 9,018          | 8,111          |
| Network magazine and yearbook      |    | 6,796                 |                     | 6,796          | 6,899          |
| Grants                             |    | 0                     |                     | 0              | 993            |
|                                    |    | <b>36,275</b>         | <b>0</b>            | <b>36,275</b>  | <b>30,539</b>  |
| <b>2(c) Trading activities</b>     |    |                       |                     |                |                |
| Saint Andrew's Centre              | 12 | 41,798                |                     | 41,798         | 34,958         |
| Narrow Lane                        |    | 7,450                 |                     | 7,450          | 8,400          |
| Saint Andrew's Centre Café         | 13 | 100,214               |                     | 100,214        | 89,922         |
| Fundraising                        |    | 48                    | 456                 | 504            | 4,070          |
|                                    |    | <b>149,509</b>        | <b>456</b>          | <b>149,965</b> | <b>137,349</b> |
| <b>2(d) Investments</b>            |    |                       |                     |                |                |
| Bank interest                      |    | <b>40</b>             | <b>345</b>          | <b>385</b>     | <b>213</b>     |
| <b>2(e) Other income</b>           |    |                       |                     |                |                |
| Parish share rebate                |    | 1,527                 |                     | 1,527          | 1,531          |
| Sundry                             |    | 1,681                 | 4,314               | 5,996          | 2,375          |
|                                    |    | <b>3,208</b>          | <b>4,314</b>        | <b>7,523</b>   | <b>3,906</b>   |

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements

For the year ended 31 December 2016

### 3. Resources Expended

|                                   |    | Unrestricted<br>funds | Restricted<br>funds | Total funds    | Total funds    |
|-----------------------------------|----|-----------------------|---------------------|----------------|----------------|
|                                   |    | 2016                  | 2016                | 2016           | 2015           |
|                                   |    | £                     | £                   | £              | £              |
| <b>3(a) Charitable activities</b> |    |                       |                     |                |                |
| Church running and maintenance    |    | 16,333                |                     | 16,333         | 13,269         |
| Stable rooms                      |    | 7,596                 |                     | 7,596          | 4,699          |
| Church Supplies                   |    | 1,925                 |                     | 1,925          | 2,849          |
| Diocesan Parish Share             |    | 75,921                |                     | 75,921         | 75,158         |
| Clergy expenses                   |    | 6,163                 |                     | 6,163          | 6,179          |
| Mission giving                    |    | 6,807                 |                     | 6,807          | 9,168          |
| Staff costs                       |    | 49,350                |                     | 49,350         | 47,143         |
| Youth work                        |    | 4,063                 |                     | 4,063          | 3,842          |
| Children's work                   |    | 1,995                 |                     | 1,995          | 2,700          |
| Music                             |    | 1,568                 |                     | 1,568          | 934            |
| Community outreach                |    | 7,232                 |                     | 7,232          | 2,310          |
| Training                          |    | 456                   |                     | 456            | 1,022          |
| Church magazine                   |    | 5,360                 |                     | 5,360          | 4,908          |
| Fees                              |    | 6,724                 |                     | 6,724          | 8,073          |
| Depreciation                      |    | 5,822                 | 21,031              | 26,853         | 26,452         |
| Professional services             |    | 66                    |                     | 66             | 943            |
| Independent examiner fees         |    | 798                   |                     | 798            | 774            |
| Church office staff costs         |    | 12,683                |                     | 12,683         | 12,311         |
| Church office expenses            |    | 6,055                 |                     | 6,055          | 3,426          |
|                                   |    | <b>216,917</b>        | <b>21,031</b>       | <b>237,948</b> | <b>226,160</b> |
| <b>3(b) Trading activities</b>    |    |                       |                     |                |                |
| Saint Andrew's Centre Café        | 13 | 99,437                | 4,886               | 104,323        | 98,933         |
| Saint Andrew's Centre             | 12 | 33,174                | 5,311               | 38,485         | 23,623         |
| 31 Narrow Lane                    |    | 1,746                 |                     | 1,746          | 2,327          |
|                                   |    | <b>134,356</b>        | <b>10,198</b>       | <b>144,554</b> | <b>124,883</b> |
| <b>3(b) Raising Funds</b>         |    |                       |                     |                |                |
| Fundraising                       |    | 60                    | 212                 | 272            | 58             |

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements

For the year ended 31 December 2016

### 3.1 Staff costs

|                       | Unrestricted<br>funds<br>2016<br>£ | Restricted<br>funds<br>2016<br>£ | Total funds<br>2016<br>£ | Total funds<br>2015<br>£ |
|-----------------------|------------------------------------|----------------------------------|--------------------------|--------------------------|
| Wages and salaries    | 119,838                            | 0                                | 119,838                  | 101,290                  |
| National Insurance    | 3,621                              | 0                                | 3,621                    | 3,969                    |
| Pension contributions | 1,007                              | 0                                | 1,007                    | 0                        |
|                       | <b>124,465</b>                     | <b>0</b>                         | <b>124,465</b>           | <b>105,259</b>           |

During the year the PCC employed a Youth Minister, a Children's Minister, a Church Manager; two Church Administrators and a vicars PA. The Café employed a Café Manager, Deputy Manager and 5 part time Assistants on an ad-hoc basis. No employee had employee benefits in excess of £60,000 (2015: none).

A small immaterial portion of the expenses paid to the vicar and curate may have related to their services as chair and member of the PCC respectively.

Key personnel (Churchwardens, Treasurer) are trustees who do not get paid, and Vicar who is not paid directly by the Charity.

### 4. Transfers between funds

Transfers of funds during the year were as follows:

|  |        |  |
|--|--------|--|
| From: Unrestricted General funds         | -6,000 | Capital mortgage re-payments for<br>31 Narrow Lane |
| To: Unrestricted Designated (building)   | 6,000  |  |
| From: Unrestricted Designated (building) | -4,940 | Depreciation charges on building<br>assets         |
| To: Unrestricted General funds           | 4,940  |  |

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements

For the year ended 31 December 2016

### 5. Tangible Fixed Assets—Consolidated

|                        | Freehold<br>land and<br>buildings | Fixtures and<br>fittings | Computer<br>equipment | Total            |
|------------------------|-----------------------------------|--------------------------|-----------------------|------------------|
| <b>Cost:</b>           |                                   |                          |                       |                  |
| As at 1 January 2016   | 1,890,144                         | 33,464                   | 3,604                 | 1,927,211        |
| Additions              | 11,451                            | 827                      | 504                   | 12,781           |
| As at 31 December 2016 | <b>1,901,594</b>                  | <b>34,291</b>            | <b>4,108</b>          | <b>1,939,992</b> |
| <b>Depreciation</b>    |                                   |                          |                       |                  |
| As at 1 January 2016   | 71,715                            | 8,612                    | 1,564                 | 81,892           |
| Additions              | 25,198                            | 5,659                    | 1,363                 | 32,220           |
| As at 31 December 2016 | <b>96,913</b>                     | <b>14,272</b>            | <b>2,927</b>          | <b>114,112</b>   |
| <b>Net book value</b>  |                                   |                          |                       |                  |
| As at 1 January 2016   | 1,818,429                         | 24,851                   | 2,039                 | 1,845,319        |
| As at 31 December 2016 | <b>1,804,681</b>                  | <b>20,019</b>            | <b>1,181</b>          | <b>1,825,880</b> |

### Tangible Fixed Assets—Parent

|                        | Freehold<br>land and<br>buildings | Fixtures and<br>fittings | Computer<br>equipment | Total            |
|------------------------|-----------------------------------|--------------------------|-----------------------|------------------|
| <b>Cost:</b>           |                                   |                          |                       |                  |
| As at 1 January 2016   | 1,809,793                         | 21,460                   | 2,166                 | 1,833,419        |
| Additions              | 9,390                             | 0                        | 504                   | 9,894            |
| As at 31 December 2016 | <b>1,819,183</b>                  | <b>21,460</b>            | <b>2,670</b>          | <b>1,843,313</b> |
| <b>Depreciation</b>    |                                   |                          |                       |                  |
| As at 1 January 2016   | 70,108                            | 3,808                    | 765                   | 74,680           |
| Additions              | 23,550                            | 2,421                    | 882                   | 26,853           |
| As at 31 December 2016 | <b>93,658</b>                     | <b>6,229</b>             | <b>1,647</b>          | <b>101,534</b>   |
| <b>Net book value</b>  |                                   |                          |                       |                  |
| As at 1 January 2016   | 1,739,685                         | 17,652                   | 1,401                 | 1,758,738        |
| As at 31 December 2016 | <b>1,725,525</b>                  | <b>15,231</b>            | <b>1,023</b>          | <b>1,741,779</b> |

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements

For the year ended 31 December 2016

### 6. Investments

The PCC holds one £1 ordinary share in its wholly owned subsidiary company Saint Andrew's Centre Café Ltd (with a share premium of £89,999). The results of the subsidiary are summarised in Notes 12 & 13.

### 7. Debtors

|                                      | Consolidated  |               | Parent        |               |
|--------------------------------------|---------------|---------------|---------------|---------------|
|                                      | 2016          | 2015          | 2016          | 2015          |
|                                      | £             | £             |               |               |
| Tax on gift aid receivable           | 9,254         | 16,547        | 9,254         | 16,547        |
| Mad Hatters                          | 1,128         | 1,608         | 1,128         | 1,608         |
| Other prepayments and accrued income | 11,739        | 9,605         | 11,739        | 9,605         |
| Loan to (Café) subsidiary            | 0             | 0             | 38,954        | 38,924        |
|                                      | <b>22,121</b> | <b>27,761</b> | <b>61,074</b> | <b>66,684</b> |

### 8. Liabilities

|  | Consolidated  |               | Parent        |               |
|--|---------------|---------------|---------------|---------------|
|  | 2016          | 2015          | 2016          | 2015          |
|  | £             | £             |               |               |
| <b>Amounts falling due in one year</b> |               |               |               |               |
| Tax and national insurance             | -393          | 1,185         | -1,367        | 1,405         |
| VAT Liability                          | 3,864         | 3,315         | 0             | 0             |
| 31 Narrow Lane mortgage                | 6,000         | 6,000         | 6,000         | 6,000         |
| Accruals & deferred income             | 6,533         | 2,700         | 6,533         | 3,000         |
| StAC snagging retention                | 0             | 30,346        | 0             | 30,346        |
| Trade creditors                        | 9,570         | 5,349         | 6,076         | 3,945         |
| Advance receipts                       | 10,391        | 8,036         | 9,959         | 8,035         |
|  | <b>35,966</b> | <b>56,930</b> | <b>27,201</b> | <b>52,730</b> |

#### Amounts falling due after one year

|                          |                |                |                |                |
|--------------------------|----------------|----------------|----------------|----------------|
| 31 Narrow Lane mortgage  | 78,525         | 84,525         | 78,525         | 84,525         |
| St Andrew's Centre Loans | 206,702        | 306,702        | 206,702        | 306,702        |
|                          | <b>285,227</b> | <b>391,227</b> | <b>285,227</b> | <b>391,227</b> |

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements

For the year ended 31 December 2016

### 9. Funds

|                                      | Balances as at<br>1 January<br>2016 | Incoming<br>resources | Resources<br>expended | Transfers | Balances as<br>at 31<br>December<br>2016 |
|--------------------------------------|-------------------------------------|-----------------------|-----------------------|-----------|--|
|                                      | £                                   | £                     | £                     | £         | £  |
| <b>Unrestricted General Funds</b>    |                                     |                       |                       |           |  |
| General Fund                         | 39,288                              | 375,097               | 351,334               | -1,060    | 61,991                                   |
| <b>Unrestricted Designated Funds</b> |                                     |                       |                       |           |  |
| Buildings Fund                       | 311,235                             | 0                     | 0                     | 1,060     | 312,295                                  |
| <b>Restricted Funds</b>              |                                     |                       |                       |           |  |
| St Andrew's Centre Fund              | 1,182,060                           | 94,139                | 31,441                | 0         | 1,244,758                                |
| Houseparty Fund                      | 1,684                               | 0                     | 0                     | 0         | 1,684                                    |
| <b>Total funds</b>                   | <b>1,534,266</b>                    | <b>469,236</b>        | <b>382,774</b>        | <b>0</b>  | <b>1,620,728</b>                         |

#### Restricted funds:

St Andrew's Centre Fund—this fund was set up to redevelop and renew the Church Hall's site.

Houseparty Fund—this fund was set up to receive donations towards the cost of the Houseparty.

#### Designated funds:

This fund holds the value of the Stable Rooms and Narrow Lane properties. The funds can be used for general purposes.

#### Incumbent and church wardens' trust:

This is a special trust of the PCC which is held by the incumbent and churchwardens for the express purpose of assisting the PCC in the maintenance of the church and churchyard. It is vested in the Diocesan Board of Finance (DBF) as custodian trustee. A copy of the financial statements is available on request.

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements

For the year ended 31 December 2016

### 10. Transactions with related parties

| Name of the trustee or related party | Relationship to charity | Description of the transaction(s) | 2016  | 2015  |
|--------------------------------------|-------------------------|-----------------------------------|-------|-------|
|                                      |                         |                                   | £     | £     |
| Bridge Fibre                         | Andrew Glover           | Internet, Phones                  | 1,363 | 781   |
| Tabitha Jorden                       | Tony Jorden             | Mission support                   | 2,000 | 2,000 |

There are transactions between the parent (Church) and subsidiary (Café). These are included in notes 12-14 but excluded from the main consolidated accounts. The cross charges are £300pm from the Centre to Café for service charges, and £250pm from Café to Centre for cleaning. There is also a loan account for the Café which was originally used to assist with the setup, stocking and first years operational cost. This will be repaid over time from profits and currently stands at £38,954 (2015: £38,924).

A lease agreement exists between the Café and PCC for an initial 5 year term, with a monthly rental of £1,000. This has been waived by the Landlord (PCC) until such time as the Café is making a sustainable operational profit. This waiver is reviewed on an annual basis. A proportion of any profits from the Café will be paid to the PCC as dividend.

The Vicars and Wardens Trust made a contribution of £4,500 during the year (2015: £0) towards new churchyard gates and upkeep.

### 11. Net movement in Funds

Reconciliation of the net movement in funds to net cash flow from operating activities

|  | Consolidated  |               | Parent        |               |
|--|---------------|---------------|---------------|---------------|
|  | 2016          | 2015          | 2016          | 2015          |
|  | £             | £             | £             | £             |
| Net movement in Funds                                      | 86,462        | 58,854        | 90,571        | 67,866        |
| Add back depreciation charge                               | 32,220        | 31,600        | 26,853        | 26,452        |
| Deduct interest income shown in investing activities       | -385          | -213          | -385          | -213          |
| Deduct rental income shown in investing activities         | -7,450        | -8,400        | -7,450        | -8,400        |
| Add back interest paid shown in financing activities       | 3,170         | 5,476         | 3,170         | 5,476         |
| Change in debtors  | 5,640         | -7,859        | 5,610         | -20,007       |
| Change in creditors  | -20,964       | 5,212         | -25,529       | 8,193         |
| <b>Net cash provided by (used in) operating activities</b> | <b>98,693</b> | <b>84,670</b> | <b>92,840</b> | <b>79,367</b> |

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements

For the year ended 31 December 2016

### 12. Saint Andrew's Centre

The cross charge transactions between the Centre and Café are included in the service charge and utilities figures in order to show the true operating costs of the Centre.

|                      | 2016          | 2015          |
|----------------------|---------------|---------------|
| <b>Income</b>        |               |               |
| Net Lettings         | 37,507        | 34,738        |
| Service charges      | 4,291         | 4,320         |
|                      | <b>41,798</b> | <b>39,058</b> |
| <b>Expenditure</b>   |               |               |
| Cleaning             | 3,048         | 3,380         |
| Insurance            | 2,808         | 2,505         |
| Utilities            | 9,694         | 8,669         |
| Staffing             | 12,000        |               |
| Repairs, Maintenance | 3,373         | 1,594         |
| Management           | 404           | 1,547         |
| Consumables          | 785           | 661           |
|                      | <b>32,111</b> | <b>18,357</b> |
| <b>Profit</b>        | <b>9,686</b>  | <b>20,701</b> |

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements

For the year ended 31 December 2016

### 13. Saint Andrew's Centre Café—Profit & Loss

The cross charge transactions between the Centre and Café are included in the cleaning and utilities figures in order to show the true operating costs of the Café.

|                              | 2016 £         | 2015 £        |
|------------------------------|----------------|---------------|
| <b>Income</b>                |                |               |
| <b>Turnover</b>              |                |               |
| Cafe catering                | 99,403         | 88,815        |
| Charity Items                | 645            | 785           |
| Goods & Other                | 146            | 300           |
| Interest Received            | 19             | 22            |
|                              | <b>100,214</b> | <b>89,922</b> |
| <b>Cost of Goods</b>         |                |               |
| Catering                     | 25,521         | 25,012        |
| Charity Items                | 500            | 450           |
| Non food purchases           | 809            | 460           |
| Plant Hire                   | 2,227          | 2,627         |
|                              | <b>29,058</b>  | <b>28,549</b> |
| <b>Gross Margin</b>          | <b>71,156</b>  | <b>61,373</b> |
| <b>Expenditure</b>           |                |               |
| Bank Charges                 | 1,291          | 627           |
| Catering equipment           | 481            | 1,386         |
| Cleaning services            | 5,698          | 4,298         |
| Operational Depreciation     | 481            | 481           |
| Hardware                     | 435            | 264           |
| IT & Telephony               | 1,003          | 532           |
| Insurance                    | 1,258          | 1,197         |
| Marketing & Advertising      | 438            | 972           |
| Office Supplies              | 577            | 513           |
| Payroll Cost                 | 53,503         | 48,925        |
| Property Costs               | 0              | 1,336         |
| Utilities                    | 4,745          | 4,862         |
| Travel                       | 468            | -             |
| Training                     | -              | 325           |
|                              | <b>70,379</b>  | <b>65,717</b> |
| <b>Operating Profit/Loss</b> | <b>777</b>     | <b>-4,344</b> |
| Capital Depreciation         | 4,886          | 4,667         |
| <b>Total Profit/Loss</b>     | <b>-4,109</b>  | <b>-9,012</b> |

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements

For the year ended 31 December 2016

### 14. Saint Andrew's Centre Café—Balance Sheet

|                                 | 2016 £         | 2015 £         |
|---------------------------------|----------------|----------------|
| <b>Assets</b>                   |                |                |
| <b>Fixed Assets - Tangibles</b> |                |                |
| Commercial Buildings            | 79,156         | 78,744         |
| Computer Equipment              | 158            | 638            |
| Fixtures & Fittings             | 4,306          | 6,123          |
| Plant & Machinery               | 482            | 1,076          |
|                                 | <b>84,101</b>  | <b>86,581</b>  |
| <b>Current Assets</b>           |                |                |
| Stock                           | 1,500          | 1,500          |
| Bank accounts                   | 15,277         | 11,802         |
| Undeposited Funds               | 3,101          | 3,610          |
| Credit card processors          | -432           | -1             |
|                                 | <b>19,446</b>  | <b>16,911</b>  |
| <b>Total Assets</b>             | <b>103,547</b> | <b>103,492</b> |
| <b>Liabilities</b>              |                |                |
| <b>Accounts Payable</b>         |                |                |
| Accounts Payable                | 3,494          | 1,404          |
| Pre-pay Cards                   | 0              | -300           |
| <b>Liability - Current</b>      |                |                |
| Payroll Liabilities             | 974            | -220           |
| VAT Control                     | 3,864          | 3,315          |
| <b>Liability - Long term</b>    |                |                |
| St Andrew's PCC Loan            | 38,954         | 38,924         |
| <b>Total Liabilities</b>        | <b>47,286</b>  | <b>43,122</b>  |
| <b>Net Assets - Liabilities</b> | <b>56,261</b>  | <b>60,370</b>  |
| <b>Shareholder Funds</b>        |                |                |
| Called Up Share Capital         | 90,000         | 90,000         |
| Retained P&L                    | -29,630        | -20,618        |
| Profit & Loss                   | -4,109         | -9,012         |
| <b>Total Shareholder Funds</b>  | <b>56,261</b>  | <b>60,370</b>  |