

SAINT
ANDREW'S

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 2017**

Charity registration number: 1129167

The Parish of St Andrew with St Etheldreda, Histon

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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 2017. 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 has taken regard of the Charity Commission's guidance related to public benefit and they believe the PCC's activities are in accordance with those guidelines.

The PCC is also responsible for the operation (room lettings and Café) of the Saint Andrew's Centre (previously the 'Church Halls') and Stepping Stones, which runs a playgroup, baby club and toddler group. 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

Parochial Name:	St Andrew with St Etheldreda, Histon
Church Location:	Church Street, Histon, Cambridge CB24 9EP
Correspondence:	Church Office, Saint Andrew's Centre, School Hill, Histon, Cambridge CB24 9JP
Website:	http://www.standrewshiston.org
E-mail:	office@standrewshiston.org
Incumbent:	Canon James Blandford-Baker
Churchwardens:	David Wilson (to 1/5/2017), Ruth Davies, Mark Strivens (from 1/5/2017)
PCC Secretary:	Liz Crook (to 3/4/2017), Louise Vincent (from 3/4/2017)
Treasurer:	Andrew Glover
Accountants:	Ian Shipley, Prentis & Co LLP, 115c Milton Road, Cambridge CB4 1XE
Banks:	Barclays Bank, 28 Chesterton Road, Cambridge CB4 3AZ Unity Trust Bank, Nine Brindleyplace, Birmingham B1 2HB Cambridge Building Society, 2 High Street, Histon, Cambridge CB24 9LG 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 2017 there were 225 people on the Electoral Roll (2016: 228). The figure for average Sunday attendance through October 2017 was 174 adults, 44 children (2016: 161 adults, 48 children).

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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 2017. Those who regularly attend our church services or are resident in the parish 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, Ruth Davies (Churchwarden), Treasurer and David Wilson (former Churchwarden) 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 2017 (at 31st December 2017) is as follows:

- *James Blandford-Baker (Vicar)
- *Kieran Douglass (Assistant Curate)
- *Olivia Coles (Assistant Curate)
- *Mark Strivens (Churchwarden from 1/5/2017)
- *Ruth Davies (Churchwarden)
- *Dennis Sadler (Deanery Synod)
- *Colin Alexander (Deanery Synod)
- *Andrew Glover (Treasurer)
- *Chris Cox
- *Louise Vincent (Secretary from 3/4/2017)
- *Tony Jordan
- *Sarah Davie
- *Stephen Tromans

David Wilson (Churchwarden to 1/5/2017)
Liz Crook (Secretary to 3/4/2017)
Louise Walter (until 3/4/2017)

- *Trustees as of 31/12/2017

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Achievements and Performance

In 2017 the PCC has continued to consider how we might 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).

To enable us to develop our capacity to exercise effective leadership and governance, the PCC undertook the CPAS training package *PCC Tonight* in late 2016; this has been implemented in 2017. It has led to the restructuring of meetings, improvements in preparation of papers and agendas prior to meetings, greater accountability for actions between meetings and more accessible and consistent minute taking. We have also appointed a non-PCC member to take the minutes thus freeing the Secretary to manage the secretarial task more effectively.

In 2017 the PCC has continued to grow in our commitment to becoming more *intergenerational* as a church community by setting up a Youth PCC. We have also responded to a request from the Children's PCC (set up in 2016) that 'church should be family' by planning a church weekend away (in February 2018) which they felt was a particularly effective expression of that desire. The PCC engaged with a presentation on the culture of 'millennials' and continues to consider how this (and other) age-related sub-cultures can be valued and included in our life together. In the context of the *centrality of worshipping together* the PCC agreed to develop our *intergenerational* worship by setting up MOSAIC, a worship service for all ages held in the Saint Andrew's Centre on four occasions through the year. This has had the two immediately obvious effects of attracting new families to worship and encouraging a higher level of attendance by adults than our all age services held in the church building. Anecdotal reports indicate that people attending these services find them accessible, with a 'family' feel and this is evidenced by how many stay afterwards for fellowship and refreshments. In 2017 we supported (for the second year running) the Archbishop of Canterbury's initiative *Thy Kingdom Come*. This prayer event between Ascension Day and Pentecost was run ecumenically in Histon and Impington, bringing together Christians of all backgrounds to pray for the mission of the churches as well as expressing our *commitment to mission* through a village-wide offer of prayer for personal needs.

Our aim of *growing lay leadership* has borne fruit in two new lay preachers joining the Sunday rota and one member beginning to train as a Licensed Lay Minister on the Diocese of Ely's scheme. Following a review of our children's and youth work we developed the role of our Children's Minister into that of a Youth and Children's Team Leader. We have been unable to replace our Youth Minister (who left in July 2017) but have appointed a new Youth Minister who will start work in June 2018. Following the resignation of the leaders of our ministry to care homes in the parish we have appointed new leadership and expanded the team.

Our *commitment to mission* and our values of *compassion* and *hospitality* have been expressed in the ministry of the Church Office and the development of the Café in the Saint Andrew's Centre. *TableTalk* continues to provide a key space where people can discuss the important questions of life and faith. In 2017 we held *Godparents' Sunday* for the first time, inviting those who had become godparents at St Andrew's and those who took up the responsibility elsewhere to celebrate their role in mission to children and encourage them to help their godchildren develop as disciples of Jesus Christ. Our links with the parish of Kicukiro in the Diocese of Kigali have been strengthened this year through the visit of the Bishop of Kigali to our Harvest MOSAIC Service, the setting up of our YouTube channel and the establishment of a lively social media link with the Pastor of Kicukiro via WhatsApp. These initiatives have led to a greater sense of mutual prayer and support between the two parishes. We have continued to support several local charities which operate in line with our values. These include Cambridge *Street Pastors* (where several members serve as volunteers) and the *Histon and Impington Mental Health Co-ordinator* (employed by the HICOM charity who have developed the role in 2018 and made a new appointment).

The PCC has continued to support the administration of the church through the development of the Church Office in the Saint Andrew's Centre with the introduction of *ChurchSuite*, a software tool for

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managing contacts, rotas, ministries and groups etc and the upgrading of hardware resources. This has led to efficiency savings in terms of staff time which we will review in 2018.

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.

In 2018 the PCC will finalize its Development Action Plan (DAP) for presentation at the Annual Parochial Church Meeting (APCM). The DAP is a tool offered by the Diocese of Ely in line with their Ely2025 strategy. This identifies five 'levers of change' and encourages PCCs to consider how the mission and ministry of the parish can be developed by making use of these levers. The expectation is that the DAP is both reported on in retrospect and presented in prospect at the APCM each year.

While the DAP is still in development prior to the APCM in 2018 some plans for 2018 are already firmly established. We will be running an initiative called Starting Rite aimed at developing faith in young children and their parents. With a significant number of newcomers to St Andrew's (many of whom are in the early stages of Christian faith) we are considering running a course for adult enquirers. The PCC is also reviewing the running of our Small Groups with a view to enhancing their capacity to reach out in mission, serve the church and grow disciples of Jesus Christ.

Financial Review

We have now repaid 80% of the Diocesan loan and, following Pledge Sunday, sufficient funds for the 20% due this year have been received or identified, such that the PCC is confident that all loans will be cleared in the coming year.

A number of significant one-off donations, including a couple of legacies, were made during the year which boosted the overall level of voluntary donations. The underlying regular donations were as projected. Expenditure was also on budget, with any additional items balanced by the underspend on anticipated salaries.

The lettings of the Centre have continued to increase and exceeded budget projections, and the expenditure is well managed. It therefore continues to be a source of reliable income.

The Café has achieved an operational 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.

The ongoing prospects for 2018 are in line with budget and projections.

A three year budget and forecast was established this year in order to provide greater foresight and to enable longer term planning. With the burden of the loan having been cleared, it becomes possible to focus on missional development and ensuring good maintenance of the church buildings. To this end the PCC has established a new set of policies.

Policy 1 – The General Fund should, at least, break even every year. [*i.e. everyday running costs should be covered by normal income.*]

Policy 2 – Aim to hold 20% of general expenditure costs in reserve. [*It is the policy of the PCC not to maintain reserves other than sums necessary to meet identified future requirements. As at 31 December 2017, cash available in the general fund was below the 20% target and the PCC brought this to the attention of the congregation during 2017 and will aim to put part of any annual surplus aside until the reserves are at the required level.*]

Policy 3 – Establish a capital maintenance budget/fund. [*This year has been the first for a while when we have done any significant work on the church. Over the coming years this cannot be ignored, with likely expenditure needed on the stonework, heating and decorations.*]

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Policy 4 – Establish a missional development fund. [*This would be for projects or initiatives beyond the normal running expenditure. It could be used for grants, bursaries both internally or externally where an injection of money would enable a project to be established.*]

Grant-making Policy

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

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.

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 those who are stipendiary 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

Canon James Blandford-Baker, PCC Chair, 5 March 2018

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Independent Examiner's Report to the PCC

This report on the financial statements of the PCC for the year ended 31st December 2017 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

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Statement of Financial Activities

For the year ending 31 December 2017

	Notes	Unrestricted funds	Restricted funds	Total funds	Total funds Restated
		2017	2017	2017	2016
		£	£	£	£
Income	2				
Donations and legacies		309,660	13,933	323,593	275,089
Charitable activities		29,433	0	29,433	36,275
Trading activities		191,661	0	191,661	172,079
Investments		0	18	18	385
Other income		3,138	0	3,138	7,523
Total income		533,891	13,951	547,842	491,350
Expenditure	3				
Raising Funds		0	0	0	272
Charitable activities		212,711	28,081	240,792	237,948
Trading activities		175,358	6,518	181,877	169,201
Total expenditure		388,070	34,600	422,669	407,421
Net income/(expenditure) and net movement in funds		145,822	-20,648	125,173	83,929
Reconciliation of funds					
Total funds brought forward		380,135	1,249,680	1,629,815	1,545,886
Total funds carried forward	9	525,957	1,229,032	1,754,988	1,629,815

The notes on pages 12 to 25 form part of these financial statements

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Balance Sheet

31 December 2017

		Consolidated		Parent	
		2017	2016	2017	2016
		Restated		Restated	
		£	£	£	£
Fixed assets					
Tangible fixed assets	5	1,802,353	1,825,880	1,718,014	1,741,779
Investments		0	0	90,000	90,000
Total Fixed assets		1,802,353	1,825,880	1,808,014	1,831,779
Current assets					
Stock		1,500	1,500	0	0
Debtors	7	46,858	21,759	86,678	61,145
Cash at bank and in hand		118,402	101,260	102,549	82,882
Total Current assets		166,760	124,519	189,227	144,027
Liabilities					
Creditors - due in one year	8	37,898	35,358	30,430	27,025
Net Current assets		128,862	89,162	158,797	117,002
Total assets less current liabilities		1,931,215	1,915,042	1,966,811	1,948,781
Creditors - due after one year					
	8	176,227	285,227	176,227	285,227
Total Net Assets		1,754,988	1,629,815	1,790,584	1,663,554
Funds of the charity					
Restricted income funds	9	1,229,032	1,249,680	1,234,692	1,255,579
Unrestricted income funds - general		201,639	58,845	231,574	86,685
Unrestricted income funds - designated		324,318	321,290	324,318	321,290
Total Charity Funds		1,754,988	1,629,815	1,790,584	1,663,554

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

Approved by the Parochial Church Council on 5 March 2018 and signed on its behalf by Canon James Blandford-Baker (PCC Chair).

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Statement of Cashflows

For the year ending 31 December 2017

		Consolidated		Parent	
		2017	2016	2017	2016
			Restated		Restated
		£	£	£	£
Cash provided by (used in) operating activities	11	133,583	96,161	131,468	90,308
Cash flows from investing activities					
Interest income		18	385	18	385
Rental income		1,915	7,450	1,915	7,450
Purchase of tangible fixed assets		-6,671	-12,781	-2,031	-9,894
Cash provided by investing activities		-4,738	-4,947	-97	-2,060
Cash flows from financing activities					
Interest Paid		-2,704	-3,170	-2,704	-3,170
Repayment of borrowing		-109,000	-106,000	-109,000	-106,000
Cash used in financing activities		-111,704	-109,170	-111,704	-109,170
Cash at beginning of year		101,260	119,216	82,882	103,804
Increase in cash in the year		17,142	-17,956	19,667	-20,922
Cash at end of year		118,402	101,260	102,549	82,882

The Parish of St Andrew with St Etheldreda, Histon

Notes to the Financial Statements

For the year ended 31 December 2017

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 diocesan 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.

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.

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Notes to the Financial Statements

For the year ended 31 December 2017

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, fixtures and fittings used within the church premises and for the Café are depreciated on a straight-line basis over three years. Individual items of equipment with a purchase price of £300 or less are written off when the asset is acquired. Property is depreciated on a straight-line basis over 50 (or, in the case of the Saint Andrew's Centre, 80) 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 support or governance costs required for the scheme.

Restated

The Balance Sheet and SOFA for 2016 have been restated to include the Stepping Stones account as 2017 is the first year that the PCC have included them in the full church annual accounts.

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Notes to the Financial Statements

For the year ended 31 December 2017

2. Incoming Resources

		Unrestricted funds	Restricted funds	Total funds	Total funds
		2017	2017	2017	2016
		£	£	£	£
2(a) Donations and legacies					
Gift Aid via bank		213,146	8,056	221,202	192,305
Tax recoverable		55,681	1,966	57,647	56,572
Sunday collection		2,872		2,872	2,024
Other Gift Aid donations		11,638	2,800	14,438	15,078
Non Gift Aid donations		26,322	1,111	27,433	9,109
		309,660	13,933	323,593	275,089
2(b) Charitable activities					
Donations for Church Property		825		825	605
Sundry		2,924		2,924	3,160
Fees		10,001		10,001	16,696
Recovered costs		9,413		9,413	9,018
Network magazine and Yearbook		6,270		6,270	6,796
Grants		0		0	0
		29,433	0	29,433	36,275
2(c) Trading activities					
Saint Andrew's Centre	12	47,357		47,357	41,798
Saint Andrew's Centre Café	13	116,014		116,014	100,214
Stepping Stones ¹	15	26,234		26,234	22,114
Narrow Lane		1,915		1,915	7,450
Fundraising		142	0	142	504
		191,661	0	191,661	172,079
2(d) Investments					
Bank interest		0	18	18	385
2(e) Other income					
Parish share rebate		1,223		1,223	1,527
Sundry		1,915	0	1,915	5,996
		3,138	0	3,138	7,523

¹ Included for 2017, and 2016 for comparative purposes

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Notes to the Financial Statements

For the year ended 31 December 2017

3. Resources Expended

		Unrestricted funds	Restricted funds	Total funds	Total funds
		2017	2017	2017	2016
		£	£	£	£
3(a) Charitable activities					
Church running and maintenance		24,250		24,250	16,333
Stable rooms		4,699		4,699	7,596
Church Supplies		1,399		1,399	1,925
Diocesan Parish Share		77,762		77,762	75,921
Clergy expenses		5,910		5,910	6,163
Mission giving		7,156		7,156	6,807
Staff costs		39,983		39,983	49,350
Youth work		3,456		3,456	4,063
Children's work		1,780		1,780	1,995
Music		101		101	1,568
Community outreach		9,066	1,684	10,750	7,232
Training		45		45	456
Church magazine		5,361		5,361	5,360
Fees		7,477		7,477	6,724
Depreciation		158	26,397	26,555	26,853
Professional services		580		580	66
Independent examiner fees		798		798	798
Church office staff costs		19,742		19,742	12,683
Church office expenses		2,988		2,988	6,055
		212,711	28,081	240,792	237,948
3(b) Trading activities					
Saint Andrew's Centre	12	33,499	2,704	36,203	38,485
Saint Andrew's Centre Café	13	114,056	3,814	117,870	104,323
Stepping Stones ²	15	24,266		24,266	24,647
31 Narrow Lane		3,537		3,537	1,746
		175,358	6,518	181,877	169,201
3(b) Raising Funds					
Fundraising		0	0	0	272

² Included for 2017, and 2016 for comparative purposes

The Parish of St Andrew with St Etheldreda, Histon

Notes to the Financial Statements

For the year ended 31 December 2017

3.1 Staff costs

	Unrestricted funds 2017 £	Restricted funds 2017 £	Total funds 2017 £	Total funds Restated 2016 £
Wages and salaries	147,386	0	147,386	142,065
National Insurance	1,738	0	1,738	3,622
Pension contributions	2,452	0	2,452	1,007
	151,576	0	151,576	146,695

During the year the PCC employed a Youth Minister, a Children's Minister, a Church Manager; two Church Administrators and a Vicar's PA. The Café employed a Café Manager, Deputy Manager and 7 part time Assistants on an ad-hoc basis. Stepping Stones employed 4 staff. No employee had employee benefits in excess of £60,000 (2016: none).

A small immaterial portion of the expenses paid to the vicar and curates may have related to their services as chair and members 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 31 Narrow Lane
To: Unrestricted Designated (building)	6,000	
From: Unrestricted Designated (building)	-4,940	Depreciation charges on building assets
To: Unrestricted General funds	4,940	
	0	

The Parish of St Andrew with St Etheldreda, Histon

Notes to the Financial Statements

For the year ended 31 December 2017

5. Tangible Fixed Assets—Consolidated

	Freehold land and buildings	Fixtures and fittings	Computer equipment	Total
Cost:				
As at 1 January 2017	1,901,594	34,291	4,108	1,939,992
Additions	0	4,640	2,031	6,671
As at 31 December 2017	1,901,594	38,931	6,138	1,946,663

Depreciation

As at 1 January 2017	96,913	14,272	2,927	114,112
Additions	25,318	4,801	79	30,198
As at 31 December 2017	122,231	19,073	3,006	144,310

Net book value

As at 1 January 2017	1,804,681	20,019	1,181	1,825,880
As at 31 December 2017	1,779,363	19,858	3,132	1,802,353

Tangible Fixed Assets—Parent

	Freehold land and buildings	Fixtures and fittings	Computer equipment	Total
Cost:				
As at 1 January 2017	1,819,183	21,460	2,670	1,843,313
Additions	0	0	2,031	2,031
As at 31 December 2017	1,819,183	21,460	4,700	1,845,344

Depreciation

As at 1 January 2017	93,658	6,229	1,647	101,534
Additions	23,670	2,205	-79	25,796
As at 31 December 2017	117,328	8,433	1,568	127,330

Net book value

As at 1 January 2017	1,725,525	15,231	1,023	1,741,779
As at 31 December 2017	1,701,855	13,026	3,132	1,718,014

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Notes to the Financial Statements

For the year ended 31 December 2017

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	
	2017	2016 Restated	2017	2016 Restated
	£	£	£	£
Tax on gift aid receivable	36,849	9,254	36,849	9,254
Mad Hatters	0	1,128	0	1,128
Other prepayments and accrued income	10,008	11,377	10,440	11,809
Loan to (café) subsidiary	0	0	39,389	38,954
	46,858	21,759	86,678	61,145

8. Liabilities

	Consolidated		Parent	
	2017	2016 Restated	2017	2016 Restated
	£	£	£	£
Amounts falling due in one year				
Tax and national insurance	3,736	-477	2,662	-1,452
VAT Liability	4,039	3,864	0	0
31 Narrow Lane mortgage	6,000	6,000	6,000	6,000
Credit Cards	487	0	487	0
Accruals & deferred income	5,340	6,533	5,340	6,533
Trade creditors	8,987	9,570	6,631	6,076
Advance receipts	9,310	9,868	9,310	9,868
	37,898	35,358	30,430	27,025
Amounts falling due after one year				
31 Narrow Lane mortgage	72,525	78,525	72,525	78,525
St Andrew's Centre Loans	103,702	206,702	103,702	206,702
	176,227	285,227	176,227	285,227

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Notes to the Financial Statements

For the year ended 31 December 2017

9. Funds

	Balances as at 1 January 2017	Incoming resources	Resources expended	Transfers	Balances as at 31 December 2017
	£	£	£	£	£
Unrestricted General Funds					
General Fund	58,845	507,658	363,804	-1,060	201,639
Unrestricted Designated Funds					
Buildings Fund	312,295	0	0	1,060	313,355
Stepping Stones ³	8,995	26,234	24,266	0	10,963
Restricted Funds					
St Andrew's Centre Fund	1,247,996	13,951	32,916	0	1,229,032
Houseparty Fund	1,684	0	1,684	0	0
Total funds	1,629,815	547,842	422,669	0	1,754,988

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.

Vicar and Churchwardens' 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.

³ Included in 2017 so adjusted for 1st Jan 2017

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Notes to the Financial Statements

For the year ended 31 December 2017

10. Transactions with related parties

Name of the trustee or related party	Relationship to charity	Description of the transaction(s)	2017 £	2016 £
Bridge Fibre	Andrew Glover	Internet, Phones	1,685	1,363
Tabitha Jordan	Tony Jordan	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: £38,954).

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 Vicar and Churchwardens' Trust made no contribution during the year (2015: £4,500).

11. Net movement in Funds

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

	Consolidated		Parent	
	2017 £	2016 Restated £	2017 £	2016 Restated £
Net movement in Funds	125,173	83,929	127,030	88,038
Add back depreciation charge	30,198	32,220	25,796	26,853
Deduct interest income shown in investing activities	-18	-385	-18	-385
Deduct rental income shown in investing activities	-1,915	-7,450	-1,915	-7,450
Add back interest paid shown in financing activities	2,704	3,170	2,704	3,170
Change in debtors	-25,099	5,640	-25,534	5,610
Change in creditors	2,540	-20,964	3,405	-25,529
Net cash provided by (used in) operating activities	133,583	96,161	131,468	90,308

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Notes to the Financial Statements

For the year ended 31 December 2017

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.

	2017	2016
Income		
Net Lettings	43,686	37,507
Service charges	3,671	4,291
	47,357	41,798
Expenditure		
Cleaning	3,419	3,048
Insurance	2,898	2,808
Utilities	10,712	9,694
Staffing	12,000	12,000
Repairs, Maintenance	2,869	3,373
Management	682	404
Consumables	920	785
	33,499	32,111
Profit	13,857	9,686

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Notes to the Financial Statements

For the year ended 31 December 2017

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.

	<u>2017 £</u>	<u>2016 £</u>
Income		
Turnover		
Cafe catering	115,301	99,403
Charity Items	704	645
Goods & Other	0	146
Interest Received	9	19
	116,014	100,214
Cost of Goods		
Catering	32,937	25,521
Charity Items	654	500
Non-food purchases	1,127	809
Plant Hire	799	2,227
	35,517	29,058
Gross Margin	80,496	71,156
Expenses		
Bank Charges	1,320	1,291
Catering equipment	1,190	481
Cleaning services	5,108	5,698
Operational Depreciation	588	481
Hardware	1,389	435
IT & Telephony	1,513	1,003
Insurance	1,295	1,258
Marketing & Advertising	553	438
Office Supplies	1,112	577
Payroll Cost	58,819	53,503
Maintenance	233	0
Utilities	4,702	4,745
Travel	636	468
Training	80	0
	78,538	70,379
Operating Profit/Loss	1,958	777
Capital Depreciation	3,814	4,886
Total Profit/Loss	-1,856	-4,109

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Notes to the Financial Statements

For the year ended 31 December 2017

14. Saint Andrew's Centre Café—Balance Sheet

	2017 £	2016 £
Assets		
Fixed Assets - Tangibles		
Commercial Buildings	77,507	79,156
Computer Equipment	0	158
Fixtures & Fittings	2,225	4,306
Plant & Machinery	4,606	482
	84,339	84,101
Current Assets		
Stock	1,500	1,500
Bank accounts	12,756	15,277
Undeposited Funds	3,097	3,101
Credit card processors	-432	-432
	16,921	19,446
Total Assets	101,260	103,547
Liabilities		
Accounts Payable		
Accounts Payable	2,355	3,494
Liability - Current		
Payroll Liabilities	1,074	974
VAT Control	4,039	3,864
Liability - Long term		
St Andrew's PCC Loan	39,389	38,954
Total Liabilities	46,856	47,286
Net Assets - Liabilities	54,404	56,261
Shareholder Funds		
Called Up Share Capital	90,000	90,000
Retained P&L	-33,739	-29,630
Profit & Loss	-1,856	-4,109
Total Shareholder Funds	54,404	56,261

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Notes to the Financial Statements

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15. Saint Andrew's Stepping Stones—Profit & Loss

The cross charge transactions between the Centre and Stepping Stones are included in the rental figures in order to show the true operating costs of Stepping Stones.

	2017	2016
Income	£	£
Fees		
Baby Club	418	355
Toddlers	4,381	3,731
Playgroup	14,230	10,756
Lunches	1,061	252
Total Fees	20,090	15,094
Grants	5,012	5,848
Donations	175	61
Fundraising	956	1,111
Total Income	26,234	22,114
Expenses		
Operational Costs		
Insurance	345	393
Materials	151	572
Ofsted	35	35
Playgroup	844	270
Rent	730	621
Software	243	90
Training	235	176
Website	20	0
Total Operational Costs	2,602	2,158
Admin & Management	111	33
Payroll Cost	21,031	22,369
Fundraising	521	87
Total Expenses	24,266	24,647
Surplus/Deficit	1,968	-2,533

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Notes to the Financial Statements

For the year ended 31 December 2017

16. Saint Andrew's Stepping Stones—Balance Sheet

	2017	2016
Assets	£	£
Bank accounts	9,354	8,840
Debtors	1,752	71
	11,106	8,911
Liabilities		
Payroll Liabilities	143	-84
Creditors	0	0
	143	-84
Net Assets - Liabilities	10,963	8,995
Funds		
Retained P&L	8,995	11,528
Surplus(Deficit) for year	1,968	-2,533
Balance c/f	10,963	8,995