

This is Staines Parish 2013



Annual Report & Accounts

Year ending 31st December 2012

The Parochial Church Council
of the Ecclesiastical Parish of Staines
(Registered Charity No. 1132534)
Annual Report & Accounts
for the year ending 31st December 2012

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ANNUAL REPORT OF THE PCC

A. Reference and administrative information

The Parochial Church Council of the Ecclesiastical Parish of Staines is responsible for the three churches of St Mary, St Peter and Christ Church in the town of Staines-upon-Thames, within the Kensington Episcopal Area of the Church of England Diocese of London, and the Spelthorne Deanery. The parish office, to which all correspondence should be addressed, is located at St Peter's Church Hall, Laleham Road, Staines-upon-Thames, Middlesex TW18 2DX.

A map showing the three churches and the area within the parish boundary can be viewed at: http://maps.google.co.uk/maps?q=http://www.achurchnearyou.com/kml/parish/parish_230275.kml. Further contact information is available on the parish website (www.stainesparish.org.uk).

St Mary's Church is located on a site that has been used as a place of Christian worship since AD 675 and the present church dates from 1828, having replaced an earlier building that had been built circa 1630. The church is situated on a spur of the River Thames within a square formed by Wraysbury Road, Church Street, Lammas Park and Vicarage Road.

St Peter's Church is located adjacent to the River Thames immediately to the south of Staines town centre on Laleham Road. The church was built in the 1890s and is largely unchanged since this time. On the same site are a large church hall, the parish office, a two-bedroom flat that is currently rented out, and the vicarage which adjoins Peterhouse, the former curate's accommodation now partly used for Office administration and also housing the administrative offices of a local Christian charity.

Christ Church was built in 1962, and is situated about one mile from the town centre on the Kingston Road; the site includes a church hall and a four-bedroom parsonage house.

The Parish of Staines is a united benefice, with a single Parochial Church Council (PCC) chaired by the incumbent or, during a vacancy in the benefice, a Minister-in-Charge appointed to the Parish, or the elected Vice Chairman. Day-to-day management of the parish is delegated to the incumbent, supported by the parish ministry team and a standing committee.

B. Objectives and activities

The primary object of the Parish of Staines is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. The functions of the PCC include co-operating with the incumbent (until 10 February 2013 the Rev'd Rod Cosh) and his successors in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical; and for other matters relating to the Church of England and its Diocesan and Deanery Synods, as established under the Parochial Church Council (Powers) Measure 1956. The PCC has determined in its Mission Statement that we are 'Together, building a community for Christ'.

In planning its activities for the year, the PCC takes into account its responsibility as a registered charity to provide a public benefit, in accordance with guidance issued by the Charity Commission to charities for the advancement of religion. In particular, the PCC seeks to promote, maintain, practice and increase belief in Jesus Christ, according to the doctrines and practices of the Church of England, within the Parish of Staines. It does this through providing services to all who seek them, including: worship and prayer; preaching and teaching; pastoral care and the relief of poverty; and missionary and outreach work.

To facilitate this, the PCC has responsibility for the financial affairs of the churches of St Mary, St Peter and Christ Church, including the collection and administration of all moneys raised for church purposes and the keeping of accounts in relation to such affairs and moneys; the care, maintenance, preservation and insurance of the fabric of those churches and the goods and ornaments thereof; and the care and maintenance of St Mary's churchyard.

The PCC also has responsibility for the management and maintenance of:

- St Peter's Church Hall, adjacent to St Peter's Church;
- Christ Church Hall, adjacent to Christ Church;
- the former St Mary's Church Hall at 20 Bridge Street, Staines-upon-Thames;
- Peterhouse, previously a curate's house adjacent to St Peter's Vicarage, which is a parsonage house under the responsibility of the Diocese of London, but continues as a back office for printing and other office administration, and for which the PCC pays a share of the utility and maintenance costs.

In May 2011, the PCC adopted a revised *Mission Action Plan* which aims to deepen the expression of faith within the parish through the development of worship, fellowship and outreach, pastoral care and education. The parish report to the APCM sets out in detail the activities that have been adopted to enable the PCC to achieve these objectives, including the diversity of worship services in the three

churches, pastoral and social groups, Christian education programmes, and in 2012 the establishment of a local food bank service. The Mission Action Plan has been further revised during the interregnum.

The Parish of Staines relies significantly on the help and support of volunteers who give up their time to support the mission and ministry of the Church, and the administration and maintenance of the three churches in this parish. This includes all Churchwardens and elected members of the PCC; volunteers who help in the Parish Office alongside the paid parish staff, many of whom who also give voluntarily of their time; in each of the three churches, those who act as eucharistic ministers, sidesmen, servers, coffee makers, bellringers, flower arrangers, fundraisers and cleaners; and those who run a wide variety of parish organisations. In 2012, parish volunteers also provided book-keeping, accounts payable and payroll services on a voluntary basis, to the value of approximately £2,500.

As well as raising funds for its own purposes, the PCC sets aside a budget for mission grants for needs in the local community and worldwide. Decisions on the allocation of these funds are made by the PCC with the agreement of the parish ministry team. The PCC and its parish organisations also co-ordinate fundraising activities and appeals for other church and charitable causes; decisions on the causes supported by these activities are made by the Church leadership teams or leaders of parish organisations, in consultation with members of the parish ministry team.

C. Achievements and performance

Parish mission and ministry

2012 was a year for reevaluating how our current programmes might be strengthened, expanded and augmented to reflect staffing changes. We have also reevaluated our mission action plan to see what goals have been met and which ones have not. 2013 will be a year of carrying the facets of our MAP out as well as working through an interregnum before the appointment of a new incumbent.

In January the ministry team offered its revised baptism course to 11 families for the second time. The course is more compact, interactive and user friendly than its predecessor in that it encourages more focused discussion amongst the families as well as the different instructors. The administration of booking baptisms has also been removed from the teaching aspect of the course so there is more time for instruction, reflection and discussion.

There were four adults and five younger confirmands in the July Confirmation at St Hilda's, Ashford. The feedback from the couples attending our wedding preparation course has been overwhelmingly positive.

To date we have run two courses of 'Christianity Explored'. Our first course, held at Christ Church, was successful in drawing people from the parish as well as beyond. That session ended with a retreat. The second session has been introduced at our Heaven@11 services at St Peter's, where our faithful lay ministers have become adroit facilitators.

In the spring, we organised a six session course on prayer entitled, "Talking to, and Hearing God", funded by the Low Trust, which featured guest speakers such as the Rev'd Bruce Batstone, Mr Julian Maddock and the Rev'd Paul Davies. The response was very positive and each session was well attended. 'Talking to, and Hearing, God Part 2' was delivered in 2013.

"Sunday Light" services at Christ Church have developed and are scheduled every month. The next phase of the development of "Sunday Light" will be to specialise Candlemas / Christingle, Mothering Sunday, Pentecost, Harvest and Christ the King in a similar vein to Sunday Light, but make them more liturgically innovative communion services that offer more fully active participation. The success of the Crib Service, which got all members of the congregation involved in the liturgical choreography has been a factor in our desire to make these instances of Sunday Light more inventive.

Christ Church has successfully launched a prayer chain that has been in operation for over eighteen months. St Peter's and St Mary's are following suit. As well, regular prayers for healing have been offered at Christ Church after the 9.30 Eucharist, in the chapel.

Our ministry to children includes leading assemblies at local schools, building up 'Messy Church', and supporting St Mary's Wednesday Carer & Toddler group and Tuesday's "Make and Do" at Christ Church.

Bridge Teas and the newly instituted Scrabble Teas at Christ Church are proving to be successful forms of outreach that go far beyond our congregations. Christ Church's Thursday Lunch Club is proving to be an excellent outreach and fundraising experience. In addition to having a choice of delicious dishes, a host of guest speakers ranging from clerics to retired meteorologists are booked. The fellowship and discussion that follows is highly enjoyable.

Moor Teas began two years ago and continues to be an indispensable link between Moor House and St Mary's. As well, people have come in off the street and have come to know the church through these Wednesday events.

After a brief hiatus our parish magazine, Impact, was relaunched as 'Cornerstone', containing news of the parish as well as other interesting bits of information. A new website for the entire Parish is being designed in 2013.

Activities of the PCC

The PCC has generally continued to meet bi-monthly, with a special meeting in December to prepare for the impending interregnum. Consequently the PCC met 7 times during 2012. Meetings have generally been well attended and all meetings were quorate.

Following the PCC's agreement, the year began with members of the parish taking part in a questionnaire about child protection compiled jointly by the NSPCC and the Diocese of London. Our results were forwarded to the NSPCC for inclusion in the national responses.

Records and registers held in the parish were reviewed and many were sorted and sent to be archived in the London Metropolitan Archive. There is going to be a further smaller sort out in 2013 to complete this.

October saw the official opening of the Manna food bank project providing emergency food parcels for the needy in Spelthorne. This is an ecumenical project supported by local churches and people in the local community.

The new policy of circulating reports prior to PCC meetings works well when reports are received in time. Circulating reports in advance allows people time to read and digest the contents in advance of the meeting and bring any relevant questions to the meeting. This also frees up more time at the PCC meetings to discuss wider issues such as mission and outreach. The PCC aims to be as "paperless" as possible and it is so much more efficient and helps us to keep down our carbon footprint as a parish if documentation can be circulated electronically.

Activities at St Mary's Church

At St Mary's, we continued to strengthen our links with Moor House care home with Moor Teas, complementing the weekly Eucharist offered to residents of the Home.

The Open Day in September was once more a great success. A steady flow of visitors – especially to the bell tower – enjoyed the refreshments on offer. Again, the vast majority of visitors were not Parish people, so it is hoped that they have spread the word.

Our vibrant Sunday School continues to thrive. On any given Sunday, there are some 6 or 7 young people getting to know Jesus and his message. Likewise, the Wednesday Carer and Toddler group also continue their valuable outreach where a veritable host of children of all sizes may be encountered busily engaged in a number of activities.

St Mary's also hosted an evening of Flanders and Swann to celebrate the Queen's Diamond Jubilee. The event was organised by Staines Rotary Club who also donated several hundred pounds to the parish.

Our Home Group continues its important supportive work and it is also good that events at St Mary's are featured on the website of '[achurchnearyou](#)' and we also have a [Facebook page](#).

Activities at St Peter's Church

At St Peter's, in addition to the usual services, the church continues to attract a wide range of religious and musical events. Christianity Explored for the Heaven@11 service, Talking to and Hearing God, and talks on the Old Testament all proved to be popular. The concert season started off with a full house for The People's Proms, and was followed by several different groups, including Spelthorne Choral, Spelthorne Young Voices, and Staines Brass Band. The year concluded with several schools' carol services as well as our own Festival of Carols and midnight mass, both services attracting large congregations.

This year the Parish Gift Service supported the Salvation Army with gifts of toys, with financial contributions being donated to Christ Church in Istanbul.

Whilst numbers at the regular Sunday Eucharist have remained fairly steady during the year, we experienced a sharp drop in numbers at the Heaven@11 service in the autumn, but since then numbers have recovered. We are now managing to get some of the younger children more involved in helping with the services, a role they appear to welcome and enjoy.

Activities at Christ Church

At Christ Church, the Party on the Patio (aka The Big Event) was held in June with bouncy castle, stalls, Pimms, and "Don't Look Now" live band. We also enjoyed a Zumba demonstration, by a small but enthusiastic team, who came straight to us after performing at the Laleham C of E School Fair.

More recently we held our Christingle Service in aid of the Children's Society and earlier in the year saw us celebrating the Queen's Diamond Jubilee with a Sunday service sporting Union Jacks, a red-white-and-blue clothing theme, and patriotic singing.

A highlight was the celebration of Christ Church's 50th Anniversary, which we combined with our patronal meal for the Parish and entertained the Mayor and his wife, and many old friends.

D. Financial review

Overview

While the accounts below show that 2012 was a reasonably successful year for the Parish financially, it was not always an easy year in the management of the Parish finances. We are grateful to David Marsh for his work as Treasurer in the early part of the year, and we were sorry to see him leave in July.

Since then, the burden of responsibilities in maintaining the day-to-day finances of the Parish has been shared between a small group of volunteers through the Finance Committee, and the PCC appointed James Fraser as Treasurer from November to oversee this work. We must record our thanks to those who help with financial management of a charitable organisation which now has a turnover just over **£300,000** a year.

The accounts (on page 11) show that the Parish's gross income in 2012 increased to **£302,416**, and gross expenditure increased to **£281,080**. In part, this reflects the impact of the start-up of our Manna Food Bank during the year, which received **£11,429** in grants and donations, while spending **£6,482** on set-up and running costs. Additionally we have benefited from rental income related to the installation of a telecommunications mast at Christ Church.

Regular giving through envelopes and banker's orders dipped slightly by 4% from 2011 to 2012. This was caused mainly by adverse changes to donors' finances and was not unexpected in the current financial climate. We undertook a Planned Giving renewal program in the autumn to address this, which resulted in new and increased pledges of **£8,500 pa**. More detail is given in the Financial Statements in Note 5.1.1 below.

At the year end, the General Fund (from which we pay all Parish expenses which cannot be allocated to other specific funds) held a balance of **£25,297**, representing almost **£15,000** more than at the start of the year. This will form a good basis from which to begin to build up a prudent General Fund Reserve, which the Parish has not managed to do successfully in recent years because of a series of unplanned large repair costs.

Designated Funds also provide a reserve pool, where expenditure needs to be ring-fenced for specific purposes, such as planned repairs and maintenance. The PCC has set a budget for the 2013 year which will also help manage the allocation of unrestricted funds to expected costs. At the year end, an additional **£6,667** was held in reserve in designated funds. At the start of the year, there was a nominal shortfall in these funds of around **£4,500** – driven primarily by the outstanding balance on a bill paid for major repairs in 2010.

Restricted Funds represent income received where the donor has specified that they are to be used for a particular purpose. This can include grant money for Parish projects (such as Manna), as well as donation income from appeals for specific purposes or causes. These also include legacy income where the donor has specified that the money is for a particular church, rather than the Parish as a whole – although in these cases, the funds are available to be used for general expenditure in those churches, and need not be reserved for special projects. At the year end, **£93,968** was held in restricted funds, of which **£14,848** was in investments held in permanent endowment funds.

Endowment Funds are restricted funds from which the capital invested cannot be spent. The Parish of Staines has two of these: the St Mary's Chancel Fund, and the Low Trust. However, all income from these endowments is available to spend on the funds' specified purposes, just like any other restricted fund. From this year, the 'restricted' and 'endowment' elements of these funds are being reported more clearly, so that the PCC can be more aware of the funds available for use when they are required.

None of the PCC's funds were in deficit at the year end.

Until a sufficient reserve has been built up, and is at a sustainable level, fund balances are held in the Church's main current and deposit accounts. Endowment funds, and the deposit income arising from them, are held with the Church of England Deposit Fund, which maintains ethical investment policies in line with our Christian ethos. Significant amounts held in restricted funds are held in interest-earning deposit accounts.

This year's Balance Sheet also shows a number of additional 'assets' which were not previously recorded in the financial statements. This includes the value of stock held for trading purposes; cash held by co-ordinators of Parish organisations, even where this is not held in Parish bank accounts; and the other

financial instruments from which the Parish receives an identifiable benefit. Among these are a very small investment in UK Government War Stock, and a part-share with the Spelthorne Deanery in a charitable investment bond to support development in deprived countries.

St Peter's Church

St Peter's continued to experience regular maintenance challenges. During the wet weather, water managed to find its way through the roof over the organ; the lightning conductor failed its annual inspection, and as a result we had to make an additional earthing point; and over the years soil has built up at the east end of the Church bridging the damp proof contributing to dampness in the vestry. After many years of talking about it and fundraising, we received a faculty from the Diocese and grants from Spelthorne and Surrey councils, and now have a ramp for disabled access into St Peter's. This was officially opened and blessed at a service on 14th October 2012.

We received a £5,000 grant from the diocese towards the cost of repairing part of the flat area on the roof of St Peter's Hall. At the same time Daybreak offered to pay for replacing the floor in the kitchen, while we replaced part of the floor and the ceiling damaged by water in the ladies toilet. We used this opportunity to repaint the whole of the toilet area. The water heater in the kitchen failed and a new one has now been installed. St Peter's Nursery School (registered charity no. 1060058) has, by agreement, taken over the responsibility of looking after the garden, known as the curate's plot, at the side of the hall, which they share with the tenants in the flat. This will enable them to have a safe area for the children to play and enjoy. We have retained most of our regular hall users and both halls are attracting groups who attract a few new occasional users. We made a start on re-painting the outside of the building but a lot remains to be done. A "Big Orange" bin for unwanted shoes and clothing continues to be well used, frequently needing additional emptying. It has raised nearly £500 for the Parish since it was set up late 2011.

Christ Church

Christ Church's 1935 boiler has finally expired, and has made way for 6 new radiant heaters. The re-lamping of the 'Apostles' lights last year was not altogether successful, and required further work. We also replaced all of the strip lighting in Christ Church Hall, giving it a much brighter, and more welcoming appearance. Two of its back rooms have been refurbished, and the flooring in the upper toilet lobby has also been replaced. Unfortunately, we have also had to replace a very large window that got broken by forces unknown. But, we are also pleased to report that our regular bookings are increasing, adding much needed revenue.

Diocese of London Common Fund Payments

At the start of 2012, the Parish had committed to paying £100,000 to the Common Fund of the Diocese of London, and to begin to pay down an outstanding balance of £15,000 from 2010. The income from the telecommunications mast at Christ Church was earmarked to support this. At the year end, we had met our full 2012 Common Fund commitment, and the full £15,000 was repaid before the start of the Interregnum in February 2013.

In a period when the Parish's future mission, structure and resourcing is being considered as part of the Interregnum process, the PCC will need keep in mind the questions of financial sustainability which all Parishes face. Taken together, these accounts demonstrate a relatively strong financial position at the end of 2012, and an optimistic base from which to plan and manage the Parish's financial needs in 2013 and beyond.

Reserves policy

In recent years the PCC has sought to build up a reserve in unrestricted funds which reflects 2 months expenditure on normal activities, not including Common Fund payments – broadly equivalent to £25,000. However, with gross expenditure now approaching £300,000, a reserve of up to £50,000 would be prudent. At the end of 2012, the surplus of net income over net expenditure of £15,496, and a balance in unrestricted funds of £31,958, means that the PCC has made a significant step towards this aim for the first time in a number of years. The PCC has set a budget for 2013 which will allow for the reserve to be maintained and increased during the year if no significant unforeseen expenses arise. In future years, this General Fund Reserve will be reported as a designated fund in these accounts.

E. Structure, governance and management

The PCC is a body corporate established by the Church of England under the Parochial Church Council (Powers) Measure 1956. The PCC is a charity registered with the Charity Commission for England and Wales (no. 1132534). The PCC is also an Environmental Body registered with ENTRUST (Enrolment Number EB 826108) in order to receive money from the Landfill Communities Fund.

The trustees of the charity are the members of the PCC. The appointment of PCC members is governed by and set out in the Church Representation Rules, with the substitution of locally established practices for Rule 10(1)(b). In accordance with Rule 14, the Parish has determined that the PCC shall consist of 15 elected lay members (5 from each Church) and no more than 3 co-opted members at any one time, and all Readers licensed to the parish.

The parish has 6 Churchwardens, two appointed for each of the three churches; the appointment of Churchwardens is governed by and set out in the *Churchwardens Measure 2001*. Churchwardens Emeriti are welcome to attend any meeting of the PCC, but are not members of the Council unless otherwise appointed or elected to it.

Names of those who have served as trustees from the start of the financial year to the date of approval of these financial statements, and the capacity in which they were appointed, are listed below.

Trustees and Members of the PCC 2012-13

<u>Ministry team</u>	The Rev'd Rod Cosh (Incumbent, Chairman) <i>until 10 Feb 2013</i> The Rev'd George Rogers (Associate Vicar) The Rev'd Sue Wood (Curate)
<u>Reader</u>	Mrs Rosalyn Young <i>also Deanery Synod Representative</i>
<u>Churchwardens</u>	Mr Colin Verge (St Mary) Mrs Betty Sanders (St Mary) ... <i>also Deanery Synod Representative</i> Mrs Jane Bental (St Peter) <i>until 10 June 2012</i> Mr Michael Moulton (St Peter) Mrs Christine Bannister (St Peter) <i>from 25 March 2012</i> Mrs Carole Bartlett (Christ Church) Mr Dave Woodruff (Christ Church)
<u>Deanery Synod Representatives</u>	Mrs Sue Elliott (St Mary) Mrs Meg Noon (St Peter) Mrs Rikki Rance (Christ Church) <i>in addition to those already listed</i>
<u>Elected Lay Members:</u>	Miss Sarah Davies (St Mary) <i>from 17 March 2013</i> Mr Colin Davis (St Mary) <i>to 22 Feb 2013</i> Mrs Katie Flanagan (St Mary) Mrs Carole George (St Mary) Mrs Beth Scott (St Mary) <i>Deputy Churchwarden</i> Mrs Christine Topple (St Mary) Mr Michael Bannister (St Peter) <i>Vice Chairman</i> Mrs Geraldine Forster (St Peter) Mr Barry Purdon (St Peter) <i>Assistant Treasurer</i> Mr Reuben Simha (St Peter) Mr Colin Squire (St Peter) Mr Aisan Baird (Christ Church) Mrs Jo-Anne Lander (Christ Church) <i>from 25 March 2012</i> Mrs Linda Masterson (Christ Church) <i>from 17 March 2013</i> Mr Andrew Parsons (Christ Church) <i>until 16 July 2013</i> Mrs Ellen Wakhani (Christ Church) <i>until 17 March 2013</i> Mrs Jean Woodruff (Christ Church) <i>from 25 March 2012</i>
<u>Co-opted Members</u>	<i>appointed annually, until the following APCM:</i> Dr Jenifer Raub Fraser ... <i>Director of Music, from 19th January 2012</i> Mr David Marsh <i>Treasurer, until 31 July 2012</i> Mr Ross Leach (St Mary) . <i>Assistant Treasurer, until 17 March 2013</i> Mrs Wendy Ransom (Manna Food Bank) <i>from 17 March 2013</i>

Officers of and professional advisers to the PCC

As Incumbent of the Parish, **the Rev'd Rod Cosh** was Chairman of the PCC until his resignation as Incumbent on 10th February 2013.

The PCC elected **Mr Michael Bannister** as Vice Chairman in 2011, and throughout the period of this report. He also acts as Chairman during the vacancy of the benefice from 11th February 2013.

The PCC has appointed **Mrs Carole George**, one of its members, as Secretary to the Council.

Mr David Marsh, a member of the PCC, was appointed as Treasurer until July 2012. **Mr James Fraser** was appointed as Treasurer from 15 November 2012. In the intervening period, this office was discharged by **Mr Michael Moulton**, a Churchwarden who is also a member of the PCC and Finance Committee.

In 2012, the Annual Parochial Church Meeting re-appointed **Mrs Sarah Parker** of Fulwell's, Epic House, 128 Fulwell Road, Teddington as Independent Examiner of its accounts for that year.

As at 31 December 2012, the main parish bank accounts were held with HSBC Bank plc in Pall Mall, London. Restricted funds (other than endowments) were held in four accounts with Barclays Bank plc. There were a further three bank accounts from the days when there were three separate Parishes, held with HSBC Bank plc (St Mary), Santander (UK) plc (St Peter) and Barclays Bank plc (Christ Church). There were two endowment funds held with CCLA Investment Management Limited, and managed by the London Diocesan Fund as Custodian Trustee.

Committees

The PCC has two sub-committees, and is supported by local Leadership Teams.

- The **Standing Committee** consists of the Incumbent and the six Churchwardens (*ex officio*), and two members re-appointed annually by the PCC after the APCM: the Vice Chairman (Mr Michael Bannister) and PCC Secretary (Mrs Carole George); other members of the Ministry Team and the Treasurer also attend the Standing Committee as required; it supports the Incumbent in the day-to-day management of the parish, and has power to transact the business of the PCC between its meetings, subject to directions given by the PCC.
- The **Finance Committee** consists of a Chairman appointed by the PCC, the Incumbent or his representative, the Treasurer, one PCC member for each of the three churches acting as Assistant Treasurer, a Churchwarden designated by the PCC and a co-opted member; it manages the overall financial strategy for the parish, oversees the administration of the parish finances and the implementation of financial management policies agreed by the PCC, and reports to each meeting of the PCC, which retains overall responsibility. Membership of the Finance Committee is under review in 2013.
- Each church has a local **Leadership Team**, constituted informally but with membership of each including the Incumbent or his representative, and the Churchwardens for that Church. Membership of the Leadership Teams is ratified annually by the APCM. The Leadership Teams do not have a formal constitution, nor any delegated financial responsibilities. Each Church may appoint Deputy Churchwardens, who are not Members of the PCC unless otherwise appointed or elected.

Related trusts and charities

The two permanent endowment funds are operated as Restricted Funds of the PCC. Further detail is given in Note 3.2.6 below:

- **St Mary's Chancel Fund** was established in 1936 for the upkeep of St Mary Staines Chancel, including payment of a fire insurance premium;
- the **Low Trust** was established in 1955 and amended in 2001; the income is first for the payment of visiting preachers and speakers, and second for general purposes in the Parish.

The Incumbent and members of the PCC are also trustees of a number of other local independent charities.

- The Incumbent of the Parish (*ex officio*) and the Churchwardens of St Mary's (*ex officio*) are the Trustees of the **George Pearce Trust**, a small fund established in 1849 for the benefit of the poor in the parish of Staines.
- The **Staines Parochial Charity**, a registered charity (no. 211653), was established in 1962 to administer a number of historic trusts for the benefit of the poor in the urban district of Staines. The Incumbent of the Parish of Staines (*ex officio*) and Mrs Christine Bannister, a member of the PCC, are among its 7 Trustees.
- The **Staines Parish Community Care Trust** is a registered charity (no. 1131827) known as 'Daybreak'. The Incumbent of the Parish of Staines is its Chairman (*ex officio*) and Mrs Geraldine Forster, a Member of the PCC, is another of its 7 Trustees. It was set up by the PCC in 2008 to

provide day respite care for the infirm, and established as an independent charity in 2010. Daybreak pays rent for the use of the parish hall at St Peter's Church for two days each week, and contributes towards the repair and maintenance costs of that hall. The PCC continues to support Daybreak through periodic grants, and through the reduction of rental charges for their Monday sessions.

- **Spelthorne Young Voices**, a registered charity (no. 1127726), was established in 2009 to study, rehearse and perform choral music in order to encourage and inspire young singers, whilst helping them to develop musical habits, discipline and musicianship, and to foster public musical awareness and appreciation. Mr Michael Moulton and Mr Colin Squire, two members of the PCC, are among its 4 Trustees. Spelthorne Young Voices rehearses and performs at St Peter's Church without charge, and makes periodic donations to the parish from its concert income.
- **Faith Awareness in Children Trust (FACT)** is a local charity (registration no. 1055843) which aims to advance the Christian religion, in particular through the education of children and adults. The Rev'd Sue Wood, a member of the PCC, is one of its Trustees. FACT pays rent to the PCC for the use of premises for its administrative offices (*see Note 5.3.4 below*).

INDEPENDENT EXAMINER'S REPORT

to the PCC of The Parish of Staines

I report on the accounts for the year ended 31st December 2012 which are set out on pages 11 to 36.

Respective responsibilities of the Trustees and Independent Examiner

The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

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

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In connection with my examination, no matters have come to my attention:

1. which give me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with s.130 of the 2011 Act; or
 - to prepare accounts which accord with these accounting records
 - have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

S. Parker.

Mrs Sarah Parker FCCA
Fulwells
Epic House
128 Fulwell Road
Teddington
Middlesex TW11 0RO

18th July 2013

Date

STATEMENT OF FINANCIAL ACTIVITIES**for the year ending 31 December 2012**

	Note	Unrestricted funds £	Restricted funds £	Endowment funds £	Total 2012 £	Total 2011 £
Incoming resources						
Incoming resources from generated funds	5.1					
Voluntary income	5.1.1	136,783	8,089	—	144,872	140,686
Activities for generating funds	5.1.2	13,646	3,490	—	17,136	16,636
Investment income	5.1.3	137	1,282	—	1,420	1,366
Legacies	5.2	—	3,500	—	3,500	10,000
Income from operating activities of the Church	5.3.1	7,015	—	—	7,015	9,340
Weddings	5.3.2	16,430	—	—	16,430	12,344
Church Hall lettings	5.3.3	45,932	—	—	45,932	46,606
Rent from PCC owned property	5.3.4	53,311	—	—	53,311	31,420
Recovered costs – Insurance claim		50	—	—	50	6,061
Grants	5.4	5,400	7,350	—	12,750	—
Total incoming resources		278,705	23,711	—	302,416	274,459
Resources used						
Costs of generating funds						
Cost of generating voluntary income	6.1.1	320	—	—	320	357
Fundraising, trading cost of goods sold, and other costs	6.1.2	3,726	1,245	—	4,970	3,040
Investment management costs	6.1.3	—	—	—	—	33
Charitable activities	6.2	2,412	—	—	2,412	1,311
Church Activities	6.3.1	136,721	6,662	585	143,969	137,490
Clergy Expenses	6.3.2	7,766	—	—	7,766	9,359
Church running costs	6.3.3	23,183	—	—	23,183	21,264
Church maintenance	6.3.4	12,382	18,881	—	31,263	18,312
Church Hall Running costs	6.3.5	43,812	223	—	44,034	45,854
Office Management and Administration	6.3.6	21,543	—	—	21,543	25,635
Governance costs	6.4	1,620	—	—	1,620	1,620
Total resources used		253,484	27,010	585	281,080	264,275
Net incoming / outgoing resources before transfer		25,221	(3,299)	(585)	21,336	10,184
Transfers						
Gross transfers between funds - in	7	9,696	18,508	0	28,205	—
Gross transfers between funds - out		(9,344)	(100)	(18,761)	(28,205)	—
Net incoming / outgoing before other gains / losses		25,574	15,109	(19,346)	21,336	10,184
Other recognised gains / losses						
Gains / losses on investment assets	4.1.3	—	—	1,342	1,342	(828)
Gains on revaluation, fixed assets, charity's own use		350	—	—	350	—
Net movement in funds		25,924	15,109	(18,005)	23,027	9,355
Total funds brought forward		6,041	64,011	32,853	102,905	93,550
Total funds carried forward		31,965	79,120	14,848	125,933	102,905

The notes on pages 13 to 36 form part of these accounts

BALANCE SHEET

at 31 December 2012

Description	Note	2012 £	2011 £
Fixed assets			
Investment Assets	4.1	14,848	13,507
Own Use		350	—
Total Fixed assets		15,198	13,506
Current assets			
Cash at bank and in hand	4.2	24,270	19,836
Deposit accounts		90,278	89,959
Debtors		13,320	5,971
Stock		452	—
Total Current assets		128,320	115,766
Liabilities			
Creditors – Amounts falling due in one year	4.3	17,585	26,368
Total Net Assets		125,933	102,905
Reserves			
Starting balances		102,905	103,733
Gains and losses on investments	4.1.3	1,342	(828)
Gains and losses own use	4.1.3	350	—
Total Reserves		125,933	102,905
Represented by funds			
Unrestricted	3.1	31,965	6,041
Restricted	3.2	79,120	64,011
Endowment	3.2.6	14,848	32,853
Total funds		125,933	102,905

The notes on pages 13 to 36 form part of these accounts

Approved by the PCC on 18 July 2013 and signed on their behalf by:


 MICHAEL BANNISTER 18/7/13.
 Acting Chairman


 THE REV'D GEORGE ROGERS 18/7/13
 Associate Vicar

NOTES TO THE FINANCIAL STATEMENTS

Note 1 Accounting Policies

1.1 Basis of financial statements

The financial statements have been prepared under the Church Accounting Regulations 2006 in accordance with applicable accounting standards and the current *Accounting and Reporting By Charities: Statement Of Recommended Practice* (SORP 2005). The financial statements have been prepared under the historical cost convention except for investment assets, which are shown at market value.

The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law with the exception of the following parish organisations and funds:

- SPAN Carer & Toddler Group;
- 'Make & Do' Children's Group;
- St Peter's Christmas Tree Decorations Fund;
- Christ Church Flower Fund;
- Christ Church 100 Club;
- Parish Office Petty Cash;
- Cash Float for Weddings.

Although the income and expenditure associated with these organisations would not have a material effect on the overall position of the PCC, further investigation is currently being made and a decision on including these activities will be made in 2013.

The financial statements do not include the accounts of church groups that owe their affiliation to another body, nor those that are informal gatherings of church members.

1.2 Incoming resources

Recognition of incoming resources: incoming resources are included in the Statement of Financial Activities (SOFA) when:

- the PCC becomes legally entitled to the benefit of use of the resources;
- their ultimate receipt is virtually certain; and
- the monetary value can be measured with sufficient reliability.

Fundraising costs: funds raised from events, trading activities and management of investments are reported gross in the SOFA, before any related costs are deducted from the gross proceeds, with the exception of the following activities which are reported net:

- maintenance and management charges for the St Peter's Hall Flat;
- Christ Church Lunch Club;
- Christ Church Teas;
- Christ Church 100 Club;

and other informal fundraising activities where it is not be practicable to report the resources gross because the event is not under the control of the PCC, which is merely a passive beneficiary of the net proceeds raised.

Grants and donations are included in the SOFA when any preconditions preventing their use by the PCC have been met; for collections and planned giving this is when the funds are received.

Gift Aid Tax claims on cash donations and other tax claims are included in the SOFA in the same year as the cash donations to which they relate.

Gifts in kind are accounted for at a reasonable estimate of their value at the time of gift to the PCC; where this is not feasible, those given for sale to fund the PCC are recognised when sold at the amount actually realised from their disposal; gifts in kind for the PCC's own use are included in the SOFA as incoming resources when receivable, and expensed as and when consumed in use. Gifts of fixed assets, if material, are included in the balance sheet and expensed over the asset's useful economic life.

Donated goods for distribution by the Manna Food Bank project are deemed not to have a value for the purpose of these accounts. 4,800 items were held in stock ready for distribution as at 31 December 2012.

Donated services and facilities are included in incoming resources (and at the same time in resources expended) at the estimated value to the PCC of the service or facility received, where it is feasible to

make such an estimate; the value of any voluntary help received is not included in the accounts but is described in the annual report.

Rental income from the letting of PCC property or church buildings under the control of the PCC is recognised when the rental is due.

Investment income is included in the accounts when receivable.

Investment gains and losses includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

1.3 Expenditure and Liabilities

Resources expended are accounted for on an accruals basis and accounted for gross.

Liabilities are recognised as soon as the legal or constructive obligation arises.

Governance costs include costs of the preparation and examination of statutory accounts, any costs of trustee meetings and legal advice to trustees on governance or constitutional matters.

Grants payable without performance conditions are recognised in the accounts when a commitment has been made externally and there are no pre-conditions still to be met for entitlement to the grant which remain within the control of the PCC.

Church Activities: parish contributions to the Diocesan Common Fund, and any other fees, are accounted for in the year they become due. Any Parish obligation unpaid at the year end is provided for as an operational liability, and shown as accounts payable on the balance sheet.

1.4 Assets

Consecrated and benefice property of any kind is excluded from the financial statements by virtue of Section 10(2)(a) and (c) of the Charities Act 2011.

Movable church furnishings are capitalised at cost and depreciated over their useful economic life other than where insufficient cost information is available. In this case the item is not capitalised, but all items are included in the Church's inventory.

Moveable church furnishings held by the Vicar and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted for as inalienable property unless consecrated. They are listed in the church inventory which can be inspected at each individual church. For inalienable property acquired prior to 2004 there is insufficient cost information available and therefore such assets are not valued in the accounts. Individual items acquired since 2004 are capitalised at cost and depreciated over their useful economic lifetime (see below), other than where insufficient cost information is available.

Tangible fixed assets for use by the PCC are capitalised if they can be used for more than one year, and cost at least £1,500. They are valued at cost or else, for gifts-in-kind, at a reasonable estimate of their open market value on receipt. All items on consecrated and beneficed buildings and individual items costing less than £1,500 are written off in the year they are received.

Depreciation is calculated to write off fixed assets over their estimated useful lives as follows:

- Fixtures & Fittings: 25% straight line
- Computers: 30% straight line

* No depreciation is provided on buildings as the currently estimated residual value of the properties (discounted for monetary inflation since their capitalisation) is not less than their carrying value and the remaining useful life of these assets currently exceeds 50 years, so that any depreciation charges would be immaterial. If the carrying value of the buildings looks greater than their current value on this basis, an impairment review would be carried out and any resultant loss included in expenditure for the year. It is the PCC's policy to maintain these assets in a continual state of sound repair. Church buildings are subject to regular inspection through Quinquennial reports.

Investments quoted on a recognised stock exchange or whose value derives from them are valued at market value at the year end. Other investment assets are included at the PCC's best estimate of market value.

Trading Stocks are valued at the lower of cost or market value.

Current Assets include cash held on deposit either with CCLA Investment Management Limited or at a bank, as well as cash in hand held by parish organisations at the year end where this has been reported to the PCC.

Amounts owing to the PCC at the year end in respect of rents or other income are shown as accounts receivable less any provision for amounts that may prove uncollectable.

1.5 Funds

Unrestricted Funds represent the income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use or for spending on a future project, and which are therefore not included in its 'free reserves' (see *Note 3.1 below*).

Restricted Funds are income funds that must be spent on restricted purposes; details of the funds held and restrictions provided are shown in Note 3.2 below.

Endowment Funds are restricted funds that must be retained as trust capital either permanently or subject to a discretionary power to spend capital as income, and where the use of any income or other benefit derived from the capital may be restricted or unrestricted. Full details of their restrictions are shown in Note 3.2.6 below.

Note 2 Statutory disclosures

2.1 Charitable commitments

Charity appeals: At the year end, the PCC was holding **£1,824** in designated funds which had been collected over previous years for specific appeals on behalf of the following charities:

- Christ Church - Istanbul.....£212
- Church of England Children's Society£774
- Farm Africa Charity.....£54
- Heathrow Special Needs Farm Charity£76
- Horn of Africa Appeal£519
- One-to-one Charity£189

During 2013, these amounts are being reconciled to related payments from the General Fund, and amounts held in and paid from the designated 'Mission Fund', to ensure that all commitments to these charities are discharged in full. In April 2013, **£2,730** was paid over to 7 charities or charitable funds to discharge the majority of these commitments. Details will be given in the 2013 accounts.

Repair and maintenance: the PCC is obliged to maintain and repair benefice and consecrated property in the parish, as set out in the Annual Report (see *Section B above*). At the year end, no outstanding major works had been identified, but in early 2013 it was assessed that the boiler and heating system at St Peter's will need to be replaced. Quinquennial inspections will be completed in 2013 and 2014 on each of the Church buildings to identify any other immediate works needing completion.

2.2 Other commitments

The PCC holds an operating lease on one item of operating equipment: a 5-year lease with Deacon Finance Company Ltd on a printing machine, which runs to March 2013. At the year end, remaining commitments under this lease were expected to total **£645**.

2.3 Contingent liabilities

£3,250 held in the **Christ Church Stained Glass Windows – Ivy May Dickinson** restricted fund was given on the basis that it would go towards the cost of completing a stained-glass window in Christ Church, and subsequently agreed with the donors to put towards the cost of a stained-glass window in a new hall (see *Note 3.2.5 below*). If plans for redevelopment of the hall site at Christ Church are not instituted, or do not provide for such a window, these funds will need to be returned to the donors.

The PCC benefits from a **financial guarantee** towards the repayment of the costs of electrical works at 20 Bridge Street (see *Note 2.7 below*). Should the tenant of the property not be able to maintain its commitment to repay these costs in full, and the guarantor(s) are unable or unwilling to fund the shortfall, the PCC would become liable for the remaining amount (**£6,439** at 31 December 2012).

2.4 Grants payable

	2012	2011
	£	£
Church of England Children's Society	242	39
Farm Africa	82	70
Christ Church Istanbul	600	605
Princess Alice Hospice	136	–
Churches Together in Staines and Laleham	150	150
TOTAL	1,210	864

During the course of the year, the PCC made grants totalling **£1,210** from its General Fund, or from special collections treated as PCC income.

In addition, activities and appeals in the parish raised funds directly to support other charities during the year, some of which are mentioned in the Annual Report (see *Section C above*), but which are not recognised as PCC resources.

2.5 Trustees' expenses

All members of the PCC are Trustees. Trustees are not remunerated for their role as Trustee. However, members of the ministry team, who are *ex officio* members of the PCC, and employees who are elected or co-opted as members of the PCC, may claim expenses for that other work. A small, but immaterial, amount of time spent by employees, and of expenses claimed by ministers or employees, may have related to their services as officers or members of the PCC.

2.6 Employee emoluments

	2012	2011
	£	£
Net wages and salaries	28,809	27,978
Total tax and national insurance contributions	6,698	4,431
TOTAL STAFF COSTS	35,508	32,409

The PCC employed 6 part-time staff during the year: the Director of Music, 3 office administrators, the Church Hall Caretaker and his relief cover for holiday periods. In addition to these amounts, the PCC paid professional fees to visiting musicians and performers for services, concerts and fundraising events (see *Note 6.1.2 below*), and casual payments to staff covering holidays and other absences, totalling **£3,607**.

2.7 Independent examiner's remuneration

See Note 6.4 below.

2.8 Transactions with members of the PCC and related parties

During the year, the following payments were made to PCC members and persons or organisations closely connected to them:

- **Dr Jenifer Fraser** is appointed as the Director of Music for the Parish, and co-opted as a member of the PCC; she received gross salary, wages and professional fees (including Employer's National Insurance Contributions) totalling **£12,067** during 2012. She did not claim any expenses.
- **Mr James Fraser** is not remunerated for his role as Treasurer; he is married to Dr Jenifer Fraser.
- **Mrs Carole George** is employed as one of the Office Administrators and the Vicar's personal assistant. She received gross salary and wages totalling **£3,359** during 2012. She did not claim any personal expenses. She is also an elected member of the PCC and appointed as PCC Secretary, for which she receives no remuneration.
- **The Succulent Pork Co-operative** is a local business supplying meat products. It is operated by the Rev'd Rod Cosh, Mrs Carole George, and Mrs Viv Dover (one of the parish employees). During 2012, the Succulent Pork Co-operative supplied meat products for two parish social events, and received £195 in reimbursement for part of the costs of that supply. The PCC is grateful to them for donating the remaining costs.

In 2009, one or more members of the PCC provided a financial guarantee towards the costs of **emergency major works** to the electrical installation at 20 Bridge Street (see *Note 3.1.2 below*). At 31st December 2012 the remaining value of this guarantee, which reduces as repayments are made monthly by the tenant, stood at **£6,439**, and it is expected to be reduced to nil during early 2015. This guarantee has been provided under an assurance of confidentiality.

The PCC is committed to reimbursing the expenses of parochial clergy in full in accordance with guidance issued by the Church of England (see *Note 6.3.2 below*). The properly reimbursable parochial expenses of clergy include: postage; stationery; telephone; administrative assistance; maintenance of robes; hospitality; provision of locum; travelling, including related subsistence expenses; and in certain circumstances books, repair/replacement of carpets, chairs and other furnishings, and in-service training. In practice, many of these costs (including administrative assistance, provision of locum, and training), are borne directly by the PCC where required. During the year, three members of the PCC – **the Rev'd Rod Cosh, the Rev'd George Rogers and the Rev'd Sue Wood** – claimed personal expenses under these headings, totalling **£7,561**.

2.9 Ex gratia payments

	2012	2011
	£	£
Ordination gift for the Rev'd Pamela Barrie	213	–
2011 leaving and appreciation gifts		742
Voluntary donations received	(204)	(226)
TOTAL	9	516

During the course of the year, the PCC made *ex gratia* payments from its funds to purchase gifts for employees and volunteers who resigned or left their appointments during the year. The PCC also received voluntary donations to offset most of these costs.

2.10 Support costs

'Support costs' are those incurred in undertaking an activity which, while necessary to deliver an activity, do not themselves produce or constitute the output of the charitable activity. Similarly, costs will be incurred in supporting income generating activities such as fundraising, and in supporting the governance of the charity. They include generic costs such as payroll administration, accounting costs and computer maintenance.

Support costs are reported as **Office management and administration** (see *Note 6.3.6 below*) where they cannot be split between specific activities.

2.11 Quinquennial reports on assets

It is the PCC's policy to maintain the building assets for which it is responsible in a continual state of sound repair. The Church buildings are subject to regular inspection through Quinquennial reports, the most recent of which were completed in 2008 for St Peter's Church and 2006 for St Mary's and Christ Church; all of these buildings will be subject to an inspection during 2013 or 2014.

2.12 Presentation of the accounts to the Annual Meeting

At the date of the Annual Parochial Church Meeting, on 17th March 2013, preparation of this Annual Report & Accounts had not been completed. The scale and complexities of the Parish organisation make it almost impossible to complete all the necessary stages when the APCM is held so early in the year.

In accordance with the Church representation Rules, the APCM has the right to receive from the PCC a copy of the financial statements for the year ending on 31st December of the previous year, with the report of the Independent Examiner, and for them to have been posted in each of the Churches for 7 days before the meeting. While it is possible to hold an APCM at any time up to 30th April each year, the PCC has preferred to hold these meetings prior to Holy Week and hence in March in recent years. This is now the fourth consecutive year in which it has not been possible to present completed financial accounts to the APCM, and during 2013 the PCC is considering how to make this possible in future years.

Note 3 Funds and fund movements

3.1 Unrestricted Funds

	<i>Note</i>	2012	2011
		£	£
Unrestricted funds	3.1.1	25,297	10,477
Designated Funds – repairs & maintenance	3.1.2	3,257	(7,340)
Designated funds – mission activities	3.1.3	3,410	2,906
Total		31,964	6,043

The parish holds unrestricted funds for its general expenditure, and from these the PCC is able to designate funds to specific purposes. The parish currently operates designated funds for specified mission activities, and for fabric repairs and maintenance to its various buildings.

From 2013, any surplus of income over expenditure at the year end is available for transfer to a designated General Fund Reserve. Designated funds can be returned to the general fund, or designated to other purposes, by a decision of the PCC.

3.1.1 Unrestricted funds

	31 Dec 2011	Incoming resources	Outgoing resources	Transfers	Gains / Losses	31 Dec 2012
	£	£	£	£	£	£
General Fund	10,477	255,414	232,214	(8,430)	50	25,297

All parish unrestricted funds are held in the single General Fund. The increase of £15,000 in the balance over the course of the year was designated to a General Fund Reserve at the start of 2013.

3.1.2 Designated funds – repairs and maintenance

	31 Dec 2011	Incoming resources	Outgoing resources	Transfers	Gains / Losses	31 Dec 2012
	£	£	£	£	£	£
Emergency Major Works	(9,439)	12,439	3,000	—	—	—
Office refurbishment	(126)	—	—	126	—	—
St Mary's Fabric Fund	745	3,538	4,967	3,658	—	2,973
St Peter's Fabric Fund	—	—	4,948	5,000	—	52
St Peters Hall	1,962	5,000	6,730	—	—	232
Christ Church Hall	(482)	968	486	—	—	—
Total	(7,340)	21,945	20,131	8,784	—	3,257

Emergency Major Works Fund was opened in 2009, with a negative balance of **£15,439**, following the need for much updating of electrical work at the parish property at 20 Bridge Street (see Note 5.3.4). This cost was far greater than the tenant was able to cover, so it was agreed to use Church funds, with a guarantee, to pay for the work, which is recovered by an additional **£250** monthly charge on the rent, reducing the deficit on this fund. From 2012, the value of the financial guarantee (reducing monthly in line with the regular income to the fund) is also shown as a debtor on this fund, such that the net balance is nil.

Office Refurbishment Fund was holding a deficit at the start of the year, representing an excess of expenditure charged to this fund in previous years. **£126** was transferred from the General Fund at the year end, and this fund is now closed.

St Peter's Fabric Fund and **St Mary's Fabric Fund**: the Parish received a legacy from the estate of the late Cynthia Wilmshurst for the sum of **£10,000** in 2011, to be split equally between St Mary's Church and St Peter's Church. **£1,081** of this was spent on major refurbishment of the St Mary's Organ in 2011, with the remainder of the funds designated in 2012 to funds for the repair and maintenance of the fabric of each church. This year St Mary's also received generous donations to this fund of: **£2,000** from Staines Town Society (including £262 subsequently transferred to the St Mary's Clock Fund); **£1,162** from St Mary's bellringers and others towards the repair of the tower stairs; and **£100** from Mrs Marion Driver on the 40th anniversary of the Papa India Air Crash.

St Peters Hall – roof & curtains fund contained unspent funds from ongoing refurbishment works since 2009. The parish received a grant of **£5,000** in 2012 from the London Diocesan Fund towards the cost roof repairs in this year.

Christ Church Hall Refurbishments Fund was holding a deficit at the start of the year, representing an excess of expenditure charged to this fund in previous years. In 2012 a grant of **£300** was received from Surrey County Council towards the cost of kitchen refurbishments, along with other income from donations and fundraising activities at Christ Church. **£410** was spent on a new cooker and extractor fan.

3.1.3 Designated Funds – mission activities

	31 Dec 2011	Incoming resources	Outgoing resources	Transfers	Gains / Losses	31 Dec 2012
	£	£	£	£	£	£
Mission Fund	1,251	234	216	14	300	1,583
Christ Church Istanbul	434	379	600	—	—	213
Chile Earthquake Appeal	18	—	—	(18)	—	—
Church of England Children's Society	391	626	242	—	—	775
Farm Africa Charity	83	54	82	—	—	54
Haiti earthquake appeal	(10)	—	—	10	—	—
Heathrow Special Needs Farm	12	54	—	11	—	76
Horn of Africa Appeal	520	—	—	—	—	520
One-to-one Charity	189	—	—	—	—	189
Pakistan Flood Relief Appeal	6	—	—	(6)	—	—
Underprivileged Children	12	—	—	(12)	—	—
Total	2,906	1,347	1,140	—	300	3,410

As well as the general **Mission fund**, the parish has also established specific designated funds for individual charity appeals. These funds are being rationalised in 2013.

The parish **Mission Fund** has held money designated for two purposes: the resourcing of mission activities within the parish, and money designated for giving grants to other charitable bodies whose aims are consistent with the objects of the PCC.

Mission fund balances at 31 December	2012	2011
	£	£
Unallocated donations (general fund)	129	—
Messy Church	457	253
Bible Society	37	37
Bishop of Kensington's Discretionary Fund	209	209
Bishop of London's Lent Appeal	458	458
Christ Church Istanbul	(10)	(10)
Christian Aid	10	10
Church of England Children's Society	200	200
Haiti earthquake appeal (DEC)	10	10
Princess Alice Hospice	72	72
Underprivileged Children Appeal	11	11
Total	1,583	1,251

These balances have been combined with those on the other Designated Funds for specific charity grants, and reconciled with receipts and payments for these identified causes on the General Fund, to determine grants due for payment in 2013. Details will be given in the 2013 financial statement.

From 2013, the parish has designated a single fund for all Mission Grants, and a separate fund for its own Mission Resources. All other Designated Funds for mission activities will be closed after payment of any grants due.

3.2 Restricted funds

	Note	2012	2011
		£	£
Parish mission funds	3.2.1	6,887	2,029
St Mary's restricted funds	3.2.2	2,788	1,983
St Peter's fabric funds	3.2.3	26,136	30,506
Christ Church – general funds	3.2.4	19,418	24,505
Christ Church – fabric funds	3.2.5	4,845	4,986
Restricted income from endowment funds	3.2.6	19,047	—
Total		79,120	64,009

Restricted funds can only be used for the purposes for which they were given to the parish. Legacies and donations given to a particular church without any further restriction are available for general purposes but restricted to that church.

3.2.1 Parish mission funds

Parish mission funds	31 Dec 2011	Incoming resources	Outgoing resources	Transfers	Gains / Losses	31 Dec 2012
	£	£	£	£	£	£
Manna Food Bank	—	11,430	6,482	—	—	4,948
Christ Church Youth Project	1,929	10	—	—	—	1,939
Arcubus Charitable Bond	100	—	—	(100)	—	—
Total	2,029	11,440	6,482	(100)	—	6,887

Manna Food Bank was established in mid-2012 in partnership with other local churches and community organisations, to provide food and other essential domestic items to those in need. A full report on the Manna Project is included at 9.3 below.

Christ Church Youth Project closed in 2008, funded mainly by a grant from the London Diocesan Fund. It has now been agreed with the donor that the residual funds can be applied to ongoing youth mission activities within the parish. From 2013 this will be known as the **Parish Youth Mission Fund**.

Arcubus Charitable Bond represents a sum allocated to a fund in 2011 when a contribution was made to an investment by the Spelthorne Deanery. This is now recognised as a fixed asset in the designated Mission Fund, rather than a separate charitable fund (see Note 4.1 below). The transfer of £100 back to the General Fund represents an accounting adjustment for the correct representation of this investment (see Note 7 below).

3.2.2 St Mary's restricted funds

St Mary's restricted funds	31 Dec 2011	Incoming resources	Outgoing resources	Transfers	Gains / Losses	31 Dec 2012
	£	£	£	£	£	£
St Mary's – Doris Young Legacy	1,177	10	—	—	—	1,187
St Mary's Organ Fund	1,068	533	—	—	—	1,601
St Mary's Clock	(262)	—	—	262	—	—
Total	1,983	543	—	262	—	2,788

The **Doris Young Legacy Fund** mainly holds money received in 2007 from the estate of the late Doris Eleanor Young. It has also received other donations given in memory of deceased parishioners in 2008 and 2009 (totalling **£547**), and small grants towards work on the fabric of St Mary's in 2009 (**£320**). In 2009 this fund was used to pay for a new noticeboard and materials for repainting inside the church. In 2010, it was used to fund the start of the refurbishment of the Lady Chapel, and the remaining balance (**£1,187**) is available for future expenditure at St Mary's.

St Mary's Organ Fund receives income from the regular concerts in memory of Donald Macleod, a former organist of St Mary's Church, and collections taken at the annual memorial service for victims of the Papa India Air Crash. In 2012, it also received a number of donations in memory of the late Norman Masters. There was no expenditure from this fund in 2012.

St Mary's Clock Fund held a deficit of £262 at the start of the year, representing a shortfall in donations and grants received after major repairs to the clock in 2008. Part of a grant received from the Staines Town Society (see Note 3.1.2 above) has now been allocated to this fund which has allowed it to be closed.

3.2.3 St Peter's fabric funds

St Peter's fabric funds	31 Dec 2011	Incoming resources	Outgoing resources	Transfers	Gains / Losses	31 Dec 2012
	£	£	£	£	£	£
St Peter's Organ fund	19,905	2,946	1,105	—	—	21,746
St Peter's Stained Glass	2,457	15	—	—	—	2,472
St Peter's AV System	1,398	10	—	—	—	1,408
St Peter's Disabled Ramp	6,747	3,274	9,511	—	—	510
Total	30,506	6,245	10,616	—	—	26,136

St Peter's Organ Fund receives income from the proceeds of the annual 'People's Prom' at St Peter's Church. Fundraising costs for this concert are also charged to this fund, including payments to musicians and performers (**£1,105** in 2012). Major organ repair and refurbishment works were commissioned in 2013.

St Peter's Stained Glass Window Fund contains unspent income from an appeal for the repair of windows completed in 2007. This balance on this fund (**£2,472**) is maintained as a resource for future window repair costs.

St Peter's AV System Fund holds the remaining funds raised from an appeal in 2007 to purchase and enhance the audio-visual equipment at St Peter's Church. The unspent funds (**£1,408**) are retained for any future maintenance and replacement costs.

St Peter's Disabled Ramp Appeal was started in 2008 to raise money through fundraising, grants and donations to build an access ramp on the north side of St Peter's Church for those in wheelchairs and for parents with very young children. By early 2012, the parish had finally achieved the necessary planning consents and Diocesan faculty approval, and the remaining funds were received including generous grants from Surrey County Council and Spelthorne Borough Council (see Note 5.4 below). The new ramp has been constructed at a cost of **£9,510** and officially opened and blessed at a service on 14th October 2012. The remaining funds will be used to complete some works to provide exterior lighting and designated parking space.

3.2.4 Christ Church general funds

Christ Church – general funds	31 Dec 2011	Incoming resources	Outgoing resources	Transfers	Gains / Losses	31 Dec 2012
	£	£	£	£	£	£
Nikon Cooper Fund	9,947	731	7,128	—	—	3,550
Irene May Pitman Legacy	13,091	130	120	—	—	13,101
Small Legacies Fund	1,467	1,500	200	—	—	2,767
Total	24,505	2,361	7,448	—	—	19,418

The **Nikon Cooper Fund** contains gifts and bequests given in memory of the Rev'd Nikon Cooper, a former Vicar of Christ Church, including a major bequest from his estate in 2005. The collection from a memorial service in 2012 was added to this fund, to support the expenditure of **£5,880** on a new electrical heating system. **£1,248** was also spent from this fund on completing the refurbishment of the 'Apostles' lamps at Christ Church.

The **Irene May Pitman Legacy** was received in 2008 from the widow of Ken Pitman, a former organist of Christ Church; it has previously been held for expenditure on enhancing the music at Christ Church and it was used to provide additional professional singers for a major parish event at Christ Church in 2012 (**£120**); research has now determined that it is available for general purposes at Christ Church.

The **Christ Church Small Legacies Fund** contains other legacies received for general purposes at Christ Church; it received **£1,500** from the estate of the late Doreen Brewer in 2012, and a donation in memory of the late Bob Langley; **£200** from this fund was used for expenditure on flowers and a vase in memory of Doreen Brewer.

3.2.5 Christ Church fabric funds

Christ Church – fabric funds	31 Dec 2011	Incoming resources	Outgoing resources	Transfers	Gains / Losses	31 Dec 2012
	£	£	£	£	£	£
Christ Church Fabric Fund	1,234	2,292	2,242	—	—	1,285
Christ Church Stained Glass	3,352	30	—	—	—	3,382
Christ Church New Church Hall	400	—	223	—	—	178
Total	4,986	2,322	2,465	—	—	4,845

Christ Church Fabric Fund receives legacies and donations for the maintenance of the fabric of Christ Church and its properties. In 2012 it received **£2,000** from the estate of the late Frances Marjorie Bradley and **£250** in memory of the late Bob Langley. **£2,242** was spent from this fund on repairs, maintenance and decorations at Christ Church.

Christ Church New Church Hall Fund mainly represents annual income received between 2006 and 2011 from the former Christ Church Dramatic Society for their hire of the existing Church Hall at Christ Church for plays and performances, when it was expected that plans would be brought forward for the construction of a new Church Hall on the site. Since a decision was taken in 2008 not to take those plans forward, the fund has been used for repairs and refurbishment of the existing hall. **£223** was spent from this fund in 2012, and the fund will be closed once the remaining balance has been transferred to the designated **Christ Church Hall Refurbishments Fund** (see Note 3.1.2 above) in 2013.

Christ Church Stained Glass Window Fund represents donations received in 2007 in memory of the late **Ivy May Dickenson**. Originally this donation was given on the basis that the funds would go towards the cost of completing the stained-glass window in Christ Church but when it was explained to the donors that this would not be possible due to problems with the spire and mullions they agreed that it would be acceptable to them if the money was put towards the cost of a stained-glass window in a new Church Hall, if and when it is built. If plans for redevelopment of the church and hall site at Christ Church are not instituted, or do not provide for such a window, these funds will need to be returned to the donors (see Note 2.3 above).

3.2.6 Restricted income from endowment funds

	31 Dec 2011	Incoming resources	Outgoing resources	Transfers	Gains / Losses	31 Dec 2012
	£	£	£	£	£	£
St Mary's Chancel Fund – income	—	166	—	3,785	—	3,951
St Mary's Low Trust – income	—	634	—	14,461	—	15,096
Total	—	800	—	18,246	—	19,047

Following a change in accounting policy in 2012, the accrued income from these permanent endowment funds, which is held in separate deposit accounts, has been transferred from the original endowment fund into separate restricted income funds, to make it clearer which expendable resources are available to then parish. Details of these two endowment funds are given in Note 3.3 below.

3.3 Endowment funds

	31 Dec 2011	Incoming resources	Outgoing resources	Transfers	Gains / Losses	31 Dec 2012
	£	£	£	£	£	£
St Mary's Chancel Fund (Note 3.3.1)	6,594	—	—	(3,785)	279	3,088
St Mary's Low Trust (Note 3.3.2)	26,259	—	585	(14,976)	1,062	11,760
Total	32,853	—	(585)	(18,761)	1,341	14,848

Permanent endowments are a particular type of restricted fund where the capital, in accordance with the explicit requirements of the founding donor, must be held permanently. However, any income return generated by the invested endowment is available to spend in accordance with the terms of the endowment. The parish has two of these endowment funds.

Following a change in accounting policy in 2012, the accrued income from these permanent endowment funds, which is held in separate deposit accounts, has been transferred from the original endowment fund into separate restricted income funds, to make it clearer which expendable resources are available to the parish (see Note 3.2.6 above).

3.3.1 St Mary's Chancel Fund

This fund was established under the Tithe Act 1936 for the upkeep of St Mary Staines Chancel. The capital is not expendable, but the income is first for payment of fire insurance premium on the Chancel, and then for Chancel repairs. This fund received investment income and interest totalling **£166** in 2012, and there was no expenditure. During the year, **£3,785** of accrued income was transferred to the associated Restricted income fund (see Note 3.2.6 above).

3.3.2 William Ralph Low Endowment

This endowment – known as the 'Low Trust' – was established in 1955 by Mrs Mary Low in memory of her husband, the late William Ralph Low, Architect and Surveyor, Citizen and Merchant Taylor, who lived in the Parish of St Mary Staines for more than sixty years, during which period he was for many years Vicar's warden of the Parish; the trust was originally "to support the promotion of the spiritual teaching of the Church of England in the Parish of St. Mary Staines", but amended in 2001; the capital is not expendable but the income is now first to be applied by the PCC in payment of preachers other than the Incumbent and or speakers to deliver sermons and or give lectures in St Mary's Church or at such other venue as the Incumbent of the Parish shall determine; and second, at the discretion of the PCC, for the furtherance of ecclesiastical purposes in the Parish. This fund received investment income and interest totalling **£634** in 2012, and the parish spent **£1,100** on running the first series of 'Talking to and hearing God'. During the year, **£14,461** of accrued income was transferred to the associated Restricted income fund (see Note 3.2.6 above).

Note 4 Statement of assets and liabilities

	Note	2012	2011
		£	£
Fixed Assets	4.1	15,198	13,506
Current Assets	4.2	128,320	115,766
Liabilities	4.3	(17,585)	(26,368)
Total		125,933	102,905

4.1 Fixed assets

	Note	31 Dec 2012	31 Dec 2011
		£	£
Investment Assets	4.1.1		
St Mary's – Low Trust Endowment Fund		11,760	10,698
St Mary's Chancel Fund Endowment		3,088	2,809
Fixed Assets, own use	4.1.2		
3½% War Stock		50	—
Arcubus Charitable Bond		300	—
Total		15,198	13,506

4.1.1 Investment assets

The two endowment funds are held in CBF Investment Fund shares with CCLA Investment Management Limited, with the London Diocesan Fund as managing trustee (see Note 3.3 above).

4.1.2 Fixed assets, own use

The parish holds a **£50** investment in **UK Government 3½% War Stock**, issued during the First World War, producing income of £1.75 a year. This investment is being sold during 2013 and the capital returned to the General Fund. Prior to 2012, this was not recognised as an asset of the PCC.

Arcubus Charitable Bond represents a **£300** contribution (£100 from each Church) made towards the Deanery of Spelthorne's investment in a charitable bond issued by *Citylife Limited* and promoted by the Diocese of London in 2011. Of the total invested, approximately 80% is loaned at a commercial rate to a registered provider of social housing with the remaining 20% after costs given as a grant to *Arcubus*, a charitable company in the City of London for the relief of poverty through supporting microfinance initiatives in Africa. After 5 years, the social housing provider is due to repay the loan with interest, which restores the fund to its original level and enables investors in the bond to be repaid in full. The PCC therefore expects to receive **£300** from the return of this investment in 2016, at which point the cash realised from the asset currently allocated to the designated 'Mission Fund' will be returned to the General Fund. Prior to 2012, this was not recognised as an asset of the PCC.

4.1.3 Recognised gains and losses on fixed assets

	2011 Value £	2012 Value £	Gains / Losses £
Investment Assets			
St Mary's Chancel Fund Endowment	2,809	3,088	279
St Mary's Low Trust Endowment Fund	10,698	11,760	1,062
Sub-total	13,506	14,848	1,341
Fixed assets, own use			
3½% War Stock	—	50	50
Arcubus Charitable Bond	—	300	300
Sub-total		350	350
Total gains/losses	13,506	15,198	1,691

4.2 **Current assets**

	2012 £	2011 £
Cash at bank and in hand		
HSBC Current Account	22,597	18,856
HSBC Staines - St Mary's Church	277	976
Santander Staines - St Peter's Church	1	4
Barclays Staines - Christ Church	—	—
Parish Organisations Cash in Hand	1,396	—
Sub-total	24,270	19,836
Deposit Accounts		
HSBC Community Saver	2,024	2,023
Barclays Premium - Special Projects	48,072	47,643
Barclays Premium - SP Organ Fund	21,022	20,834
Barclays Premium - Reserve	106	105
Barclays Premium - Legacies	8	8
St Mary's Low Trust CCLA Income Account	15,096	15,561
St Mary's Chancel Fund CCLA Income Account	3,951	3,785
Sub-total	90,278	89,959
Debtors		
Accounts receivable	6,881	5,971
Other debtors	6,439	—
Sub-total	13,320	5,971
Stock		
Parish trading stock	452	—
Total for Current assets	128,320	115,766

The PCC operates 11 bank accounts for its current assets. Efforts are being made to rationalise this during 2013. The main parish **current account** is held with HSBC, and is linked to a Community Saver account, which now produces a very low rate of interest. Three current accounts remain from the former parishes of St Mary's, St Peter's and Christ Church. Each of these receives small amounts of residual income, from sources which have not been transferred to the main parish bank account. At the end of 2012, the remaining funds in the Christ Church account had been transferred to the main current account, and steps were in hand to do the same for the other two accounts. All three will be closed during 2013.

Parish Organisations Cash in Hand represents sums of money held either in cash pots or in personal or dedicated bank accounts not under the control of the PCC, by the organisers of parish activities who collect income and pay their costs from it (see *Notes 8 and 9 below*); a number of parish organisations remain excluded from these accounts in 2012, but are subject to review in 2013.

Four **deposit accounts** are held at Barclays in Staines, following the transfer of accounts from Standard Life in May 2012. Only two of these are actively in use, and these accounts will be rationalised to maximise the rate of interest on all funds held on deposit in them. Expendable income from endowment funds is held in deposit accounts with CCLA Investment Management Limited, linked to the endowment investments from which they draw income (see Note 3.2.6 above).

Debtors include accounts receivable at the year end, and the remaining value of the financial guarantee given against emergency major works at 20 Bridge Street in 2009 (see Note 3.1.2 above). Prior to 2012, this guarantee was not recognised as a financial asset of the PCC. Its value at 1 January 2012 was **£9,439**, reducing by £3,000 over the course of the year.

Parish trading stock represents the purchase price of goods for parish trading activities (see Note 9 below) held in stock at 31st December 2012.

4.3 Liabilities

	2012 £	2011 £
Accounts Payable	16,256	24,668
Wedding deposits held	1,300	1,700
Agency collections	29	—
Total	17,585	26,368

Wedding deposits are taken at the time of booking, often in the year before the wedding itself. They are non-returnable in most cases, but represent a pre-payment for services not yet provided. They are shown as liabilities at the year end, until either the full wedding fees are paid, or a cancellation charge is made.

Agency collections are those sums of money which are collected by the PCC on behalf of an independent third party organisation. They do not form part of the PCC's resources, but are held in the parish bank accounts or cash funds, until they can be paid over to their intended recipient. This can include:

- charitable collections on behalf of other charities;
- statutory fees due to the Diocese of London;
- fees collected for disbursement to musicians, performers and other individuals or groups providing services at parish events who are not paid from PCC funds.

Note 5 Analysis of income

5.1 Incoming resources from generated funds

5.1.1 Voluntary income

	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2012 £	Total 2011 £
Planned giving					
St Mary's	4,878	—	—	4,878	4,740
St Peter's	7,378	—	—	7,378	8,264
Christ Church	9,790	—	—	9,790	9,996
Standing Orders	62,773	—	—	62,773	60,859
Payroll Giving	3,916	—	—	3,916	4,755
Sub-total	88,735	—	—	88,734	88,614
Loose cash collections					
St Mary's	2,811	—	—	2,811	2,800
St Peter's	5,990	62	—	6,052	6,330
Christ Church	850	107	—	957	1,074
Occasional services	5,678	719	934	7,332	5,678
Sub-total	15,329	888	934	17,151	15,882
Donations					
General Donations	6,436	2,143	32	8,612	5,982
Specific purpose donations	150	1,672	6,413	8,235	5,938
Sub-total	6,586	3,815	6,445	16,847	11,920
Other voluntary income					
Gift Aid Tax Reclaims	20,952	478	709	22,140	24,269
Total	131,602	5,181	8,089	144,872	140,686

Overall, planned giving and Gift Aid donations remained at similar levels to 2011. However, excluding one-off additional donations from regular givers, regular giving through envelopes and banker's orders dipped slightly by 4% from **£92,000** in 2011 to **£88,000** in 2012 (once the Gift Aid income is added in). This was caused mainly by adverse changes to donors' finances and was not unexpected in the current financial climate. We undertook a Planned Giving renewal program in the autumn to address this, which resulted in new and increased pledges of **£8,500 pa**. The 4% dip has to be offset against this and comparison of the monthly figures for December 2012 with December 2011 shows an annualised net increase of **£3,120**. Tax recovered under Gift Aid on regular and one-off donations was broadly unchanged, reflecting an earlier promotion of the scheme to ensure that all planned donors had signed up if appropriate.

Loose cash collections increased by 8%, although the reduction in loose cash giving at regular services is a result of the increases in planned giving commitments. **General donations** increased significantly by 44%, including a one-off donation of £2,000 from the Staines Town Society in memory of the late Grace Collins.

Specific appeals during the year attracted donations for:

- St Peter's disabled ramp (see Note 3.2.3 above);
- Manna Food Bank project (see 9.3 below);
- St Mary's tower stairs (see Note 3.1.2 above);
- Mission grants to specific charities (see Note 6.2 below);
- and other smaller purposes.

5.1.2 Activities for generating funds

	Unrestricted funds	Designated funds	Restricted funds	Total 2012	Total 2011
	£	£	£	£	£
Fundraising Activities	9,143	173	3,490	12,806	16,036
Baptism admin costs	1,000	—	—	1,000	600
Parish trading income	3,330	—	—	3,330	—
Total	13,473	173	3,490	17,136	16,636

Fundraising income was 20% lower than in 2011, reflecting a lower level of fundraising activity during the year. The Restricted funds for **St Peter's Organ** (see Note 3.2.3 above) and **Manna Food Bank** (see 9.3 below) benefited from specific fundraising efforts.

Baptism admin costs represent the £25 charge made by the parish for 40 baptisms during the year. These charges are used to defray part of the costs of parish administration, provision of baptism candles and certificates, and fees for an organist. The remainder of these costs are borne from general funds. No charge is made for the baptism ceremony itself or use of the church and its facilities.

Details of **Parish trading income** are given in Note 9 below.

5.1.3 Investment income

	Unrestricted funds	Designated funds	Restricted funds	Total 2012	Total 2011
	£	£	£	£	£
Bank Interest	137	—	648	784	588
Income from Investments	1	—	635	635	778
Total	137	—	1,282	1,420	1,366

Details of the PCC's investment assets and interest-bearing bank accounts are given in Note 4 above.

5.2 Legacies

	Unrestricted funds	Designated funds	Restricted funds	Total 2012	Total 2011
	£	£	£	£	£
2011 Legacies	—	—	—	—	10,000
Marjorie Bradley	—	—	2,000	2,000	—
Doreen Brewer	—	—	1,500	1,500	—
Total	—	—	3,500	3,500	10,000

The PCC was grateful to received two significant legacies during the year:

- **£1,500** from the estate of the late **Doreen Brewer**, to be used for general purposes at Christ Church (see Note 3.2.4 above).

- **£2,000** from the estate of the late **Marjorie Bradley** “to be used for the purposes of the Fabric of Christ Church” (see Note 3.2.5 above);

From the first of these, **£200** was used to purchase a vase and flowers for Christ Church, with the remainder held in the restricted funds for Christ Church, pending a future decision on its use; the second has been used to defray some of the costs of fabric repairs and improvements at Christ Church during 2012.

5.3 Income from operating activities of the Church

5.3.1 General operating activities

	Unrestricted funds	Designated funds	Restricted funds	Total 2012	Total 2011
	£	£	£	£	£
Statutory fees - PCC and Diocese	4,040	—	—	4,040	5,663
Parish Organisations income	291	79	—	371	—
Magazine/Bookstall/Booklet Income	101	—	—	101	73
Printing Sales	909	—	—	909	1,517
Flowers/Tea/Coffee income	1,248	118	—	1,366	1,534
Sundry Income	229	—	—	229	553
Total	6,817	197	—	7,015	9,340

Statutory Fees are set by the Church of England under the *Ecclesiastical Fees Measure 1986*, as amended by the *Ecclesiastical Fees (Amendment) Measure 2011*. In these financial statements, income from Statutory fees includes all parochial fees (statutory and optional) charged for funerals, as well as statutory charges for providing other services, except weddings (see Note 5.3.2 below).

The level of statutory fees is reviewed regularly by the Church of England, and the parish reviews its charges annually. The statutory basis for charging fees is subject to changes from 1st January 2013.

Statutory fees collected on behalf of the Diocese of London, and disbursements collected on behalf of musicians, bellringers and vergers (where these people are not employed by the parish) do not properly form part of the PCC's resources, and will be treated as 'agency collections' from 2013.

Printing sales includes: charges made to third parties for preparing and providing Orders of Service; income from the sale of advertising space in parish publications; and *ad hoc* income from the sale of printed items to the parish congregations.

Sundry income includes donations towards the cost of retirement and leaving gifts (see Note 2.9 above).

Detail of income from **parish organisations** is given in Note 8 below

5.3.2 Weddings

	Unrestricted funds	Designated funds	Restricted funds	Total 2012	Total 2011
	£	£	£	£	£
Wedding deposits	2,800	—	—	2,800	2,236
Wedding income	13,630	—	—	13,630	10,108
Total	16,430	—	—	16,430	12,344

During 2012, 24 deposits of £100 were taken for weddings, 11 of which were for weddings to be held in future years.

24 marriages or blessings of civil marriages were conducted during 2012 across all three churches, 5 more than in 2011. Income from weddings includes: statutory fees; charges for parish resources; and charges for providing additional services requested by those being married.

The level of statutory fees is reviewed regularly by the Church of England, and the parish reviews its charges annually. The statutory basis for charging wedding fees is subject to changes from 1 January 2013.

Statutory fees collected on behalf of the Diocese of London, and disbursements collected on behalf of musicians, bellringers and vergers (where these people are not employed by the parish) do not properly form part of the PCC's resources, and will be treated as 'agency collections' from 2013.

5.3.3 Church Hall lettings

	Unrestricted funds	Designated funds	Restricted funds	Total 2012	Total 2011
	£	£	£	£	£
Hall lettings - St Mary's	2,558	—	—	2,558	2,011
Hall lettings - St Peter's	36,349	—	—	36,349	38,999
Hall letting - Christ Church	7,024	—	—	7,024	5,596
Total	45,932	—	—	45,932	46,606

All three churches hire out their halls to provide a regular source of income. Rates across all three sites are reviewed regularly to reflect the increasing costs of running the sites on a day-to-day basis.

Income from the letting of **St Mary's Hall** mainly comes from one single user, as it can only be used by groups known directly to the Parish. However, we continue to see annual increases in income, this year of over 27%.

Income from **St Peter's Hall** remains by far the largest with a 1.5% fall in income received during 2012. Refurbishment continues on a gradual basis and we have undertaken major roof repairs during the year (see Note 3.1.2 above).

Net income from **Christ Church Hall** has increased by over 25% this year. Ongoing refurbishments included works to the kitchen, and the refurbishment of two of the back rooms.

5.3.4 Rent from PCC owned property

	Unrestricted funds	Designated funds	Restricted funds	Total 2012	Total 2011
	£	£	£	£	£
20 Bridge Street	19,132	12,439	—	31,571	21,600
St Peter's Hall Flat	7,438	—	—	7,438	8,020
Peterhouse	3,672	—	—	3,672	1,800
Communication mast (Christ Church)	10,630	—	—	10,630	—
Total	40,872	12,439	—	53,311	31,420

20 Bridge Street, Staines is the former St Mary's Church Hall, let since the end of 2006 to a Chinese restaurant called the 'China Star' under a self-maintenance lease. The current tenants have significantly refurbished the property to a higher standard. Rental income continues at rates agreed in December 2009. The parish also pays the property insurance, which is recovered from the tenant with the rent. The tenant is also repaying the cost of major electrical works completed in 2009 (see Note 3.1.2 above). Designated fund income in 2012 includes the value of the financial guarantee (see Note 4.2 above) being brought into the financial statement as a debtor from this year.

The former **Caretaker's Flat** above the parish office at St Peter's Hall is a two-bedroom residential flat rented on a commercial basis through a management agent. Monthly rental charges have remained fixed since 2011, but the reduced net annual income in 2012 reflects higher service and maintenance charges deducted by the managing agent. From 2013, these income and expenditure elements will be shown separately.

Peterhouse is a diocesan parsonage property adjoining St Peter's Vicarage, formerly used as a curate's house. In return for the payment of a share of the utility bills, the Diocese of London allows the parish to use the ground floor for office administration and to retain the rent from the upper floor, which is let to FACT (see Section E above).

In 2011, the parish entered into a commercial arrangement with *New Edge Telecommunications* to install a mobile telephony **communications mast at Christ Church** for a fixed monthly rent, income from which has been received quarterly from March 2012.

The Diocese of London also owns another residential property in the Parish at **22 Kestrel Avenue**. This was originally used by the parish as a curate's house but is now let out by the Diocese on a commercial basis. The PCC continues to pay for the monthly service contract on a security alarm at this property, which is recovered in full from the Diocese retrospectively. Full responsibility for this service contract will be transferred to the Diocese in 2013.

5.4 Grants received

	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2012 £	Total 2011 £
St Peter's Disabled Ramp					
Spelthorne Borough Council	—	—	500	500	—
Surrey County Council	—	—	2,000	2,000	—
Manna Food Bank					
Spelthorne Borough Council	—	—	1,850	1,850	—
Surrey County Council	—	—	3,000	3,000	—
St Peter's Hall Roof					
London Diocesan Fund	—	5,000	—	5,000	—
Christ Church Hall Kitchen					
Surrey County Council	—	300	—	300	—
Other grants					
Spelthorne Borough Council	100	—	—	100	—
Total	100	5,300	7,350	12,750	—

The PCC is grateful to grant-awarding bodies for the donations it has received towards:

- **St Peter's Disabled Access Ramp** (see Note 3.2.3 above);
- **Manna Food Bank** (see 9.3 below);
- **St Peter's Church Hall Roof** (see Section D above);
- **Christ Church Hall Kitchen** (see Note 3.1.2 above);

These grants do not include £2,000 from the Staines Town Society which was treated as a general donation (see Note 5.1.1 above).

Note 6 Analysis of expenditure

6.1 Cost of generating funds

6.1.1 Cost of generating voluntary income

	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2012 £	Total 2011 £
Cost of Stewardship	320	—	—	320	357

These costs represent resources expended on materials and software to support the management of the parish planned giving and gift aid processes, including costs associated with the delivery of a stewardship campaign within the parish in autumn 2012.

6.1.2 Fundraising, trading, cost of goods sold and other costs

	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2012 £	Total 2011 £
Fundraising costs	2,119	—	1,245	3,364	3,040
Parish trading expenditure	1,607	—	—	1,607	—
Total	3,726	—	1,245	4,970	3,040

Fundraising costs charged to Restricted funds include payment for musicians and performers and other expenses associated with the 'People's Prom' concert (£1,105 – see Note 3.2.3 above), and the cost of purchasing collecting tins for the Manna Food Bank Project (£140 – see 9.3 below).

Other **fundraising costs** include gross expenditure (where reported) for regular, occasional and one-off parish fundraising activities, including parish organisations with a primarily fundraising purpose (see Note 8 below), which were not included prior to 2012.

Parish trading expenditure represents the gross resources expended on trading activities (see Note 9 below), which were not included prior to 2012.

6.1.3 Investment management costs

	Unrestricted funds	Designated funds	Restricted funds	Total 2012	Total 2011
	£	£	£	£	£
St Peter's Hall Flat	—	—	—	—	33

The former Caretaker's Flat above St Peter's Church Hall is rented on a commercial basis to generate funds (see Note 5.3.4). Costs shown in 2011 represent fees and charges for the maintenance and management of this investment property. In 2012, net income from this property is shown after these charges have been deducted by the managing agent. From 2013, all such expenditure will be shown separately.

6.2 Charitable activities

	Unrestricted funds	Designated funds	Total 2012	Total 2011
	£	£	£	£
Mission grants				
Children's Society	—	242	242	39
Christ Church Istanbul	—	600	600	—
Farm Africa	—	82	82	70
Princess Alice Hospice	—	136	136	—
Barnado's	30	—	30	—
Canaan Ministries	150	—	150	70
Daybreak	47	—	47	—
FACT	540	—	540	—
Churches Together in Staines & Laleham	150	—	150	150
Spelthorne Deanery Synod fees	—	—	—	30
Spelthorne Deanery Arcubus Bond	—	—	—	300
Parish mission resources				
Messy Church Resources	—	—	—	116
Christ Church Carer & Toddler Group	—	—	—	495
St Mary's Play group	400	—	400	—
Other Parish activities	34	—	34	41
Total	1,352	1,060	2,412	1,311

Resources expended on charitable activities include grants to other charities whose aims are consistent with the objects of the PCC (see Section B above). Prior to 2013, a number of parish organisations were treated as if they were outside the financial responsibility of the PCC, with expenditure reported as 'charitable activities'. From 2013, following a review of organisations, a clearer distinction will be made between grants given to third party charities as Mission Grants, and resources expended by the PCC on its own activities as Mission Resources (see Note 6.3.1).

6.3 Church Activities

6.3.1 General Church Activities

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total 2012	Total 2011
	£	£	£	£	£	£
Common fund - Diocese of London	100,000	—	—	—	100,000	100,000
Statutory fees to Diocese of London	5,397	—	—	—	5,397	4,359
Clergy House costs	622	—	—	—	622	1,011
Mission Resources (including Manna)	1,009	79	6,342	—	7,431	841
Parish organisations (Note 8)	159	—	—	—	159	—
Special Projects - Church repairs	—	—	—	—	—	2,090
Musicians Fees & Salary	15,722	—	120	—	15,842	9,967
Music Resources - inc Choir/Organ	2,327	—	—	—	2,327	4,198
Upkeep of services	2,451	—	—	—	2,451	3,449
Expenses for services	489	—	—	—	489	587
Flowers - St Mary's	207	—	—	—	207	—
Flowers - St Peter's	511	—	—	—	511	721
Flowers - Christ Church	—	—	200	—	200	—
Function and Events Costs	—	—	—	585	585	1,282
Wedding fees paid	5,445	—	—	—	5,445	6,747
Insurance - PCC Property	2,304	—	—	—	2,304	2,238
Total	136,642	79	6,662	585	143,969	137,490

Diocese of London **Common Fund** payments are agreed annually between parishes and the Diocese. The Common Fund is used to support clergy stipends, pensions, housing and training, as well as other Diocesan administrative costs. Parish contributions are assessed according to the number of stipendiary clergy and clergy houses allocated to the parish, and the financial resources available. In 2012, the parish's Common Fund contribution remained the same as in 2011 (**£100,000**), with a commitment also to begin paying down a deficit of £15,000 outstanding from 2010. **£5,000** of this deficit was remaining at 31st December 2012.

Statutory fees due to the Diocese of London are collected alongside other Statutory Fees due to the PCC for weddings, funerals and various other statutory functions of the Church of England. Diocesan fees do not properly form a part of the PCC's resources, and will be treated as 'agency collections' from 2013.

Mission resources includes expenditure on materials (including books, teaching materials etc.) to support Church activities within the parish. Details of the Manna Food Bank Project, established in 2012 as a Restricted Fund, are given in 9.3 below.

Function and event costs includes speakers' payments, travel and hospitality for the first series of 'Talking to and hearing God', funded from the Low Trust (**£585**). This is shown as an expenditure from the Low Trust endowment, as it was incurred prior to the re-classification of the expendable Restricted income fund (see Note 3.3.2 above).

Wedding fees paid includes both expenditure on resources (such as flowers) to provide for weddings in the parish, as well as disbursements of fees collected for musicians, bellringers and vergers. Where these people are not employed by the parish, these fees do not properly form part of the PCC's resources, and will be accounted for as 'agency collections' from 2013.

Insurance – PCC Property reflects the costs of building insurance for 20 Bridge Street, which is recovered from the tenant with monthly rental payments (see Note 5.3.4).

6.3.2 Clergy Expenses

	Unrestricted funds	Designated funds	Restricted funds	Total 2012	Total 2011
	£	£	£	£	£
Clergy Expenses	7,561	—	—	7,561	9,359
Fees and Expenses - Relief Clergy	15	—	—	15	—
Ministerial Recruitment & Training	190	—	—	190	—
Total	7,766	—	—	7,766	9,359

The Parish is committed to meeting in full all expenses of office incurred by the Ministry team, in accordance with Church of England guidelines. Parochial expenses include all those running costs which the parish clergy and the PCC agree are necessary for clergy to fulfil the duties of their posts, including:

- stationery and postage;
- telephone rental charges and official calls (including answering machine or voicemail service);
- maintenance of robes;
- reasonable hospitality costs when clergy have to entertain visiting clergy, officers of the church, or members of the church on official occasions;
- travelling on official journeys (or those whose primary purpose is official), including related subsistence expenses.

In addition to these, the following expenses, which would otherwise be claimable by the clergy, are paid direct by the PCC:

- administrative assistance;
- provision of locum.

The PCC has also agreed to reimburse the following items, under certain conditions:

- mobile telephony, broadband internet access and personal call charges;
- in-service training course, seminars and retreats, where not provided for by the Diocese;
- books considered necessary to assist the clergy in their pastoral and teaching ministries;
- repair/replacement of furnishings in part of a parsonage house used for official purposes;
- security alarm contract charges for parsonage houses.

Clergy expenses reported here do not include any amounts borne by the clergy from their own pockets (unreimbursed) or amounts which have been claimed from or reimbursed by another body (such as the Diocese of London).

6.3.3 Church Running Costs

	Unrestricted funds	Designated funds	Restricted funds	Total 2012	Total 2011
	£	£	£	£	£
Utilities					
St Mary's Church	3,070	—	—	3,070	2,636
St Peter's Church	6,732	—	—	6,732	5,543
Christ Church	577	—	—	577	1,494
Sub-total for Utilities	10,379	—	—	10,379	9,673
Insurance					
St Mary's Church	3,868	—	—	3,868	2,924
St Peter's Church	5,677	—	—	5,677	5,467
Christ Church	3,260	—	—	3,260	3,200
Sub-total for Insurance	12,805	—	—	12,805	11,591
Total	23,183	—	—	23,183	21,264

Utilities bills increased as expected at St Mary's and St Peter's. The reduction in utilities costs at Christ Church reflects the ending of reliance on heating oil for the boiler following the installation of new electrical heating in summer 2012.

Because both the Church and Church Hall at Christ Church draw their supply from the same electricity meter, the additional costs of heating and lighting the church building are included as 'Church Hall Running Costs' (see Note 6.3.5 below).

Insurance costs remained broadly the same as in 2011 at St Peter's and Christ Church, but increased by 32% at St Mary's.

6.3.4 Church Maintenance

	Unrestricted funds	Designated funds	Restricted funds	Total 2012	Total 2011
	£	£	£	£	£
Repairs & Maintenance					
St Mary's Church	515	3,711	—	4,227	3,030
St Peter's Church	295	4,921	—	5,216	3,966
Christ Church	1,684	—	9,370	11,054	11,315
New Church building projects	—	—	7,711	7,711	—
Major repairs and redecoration	—	1,255	1,800	3,055	—
Total	2,494	9,887	18,881	31,263	18,312

Costs of repairs and maintenance work to **St Mary's Church** in 2012 include repairs to the heating and plumbing system and to guttering, and major repairs to the Tower Stairs (£1,255).

St Mary's Churchyard has been closed to new burials for many years, though space has been set aside for the interment of cremated remains. Under a long-standing arrangement under Section 215 of the Local Government Act 1972, the PCC has requested that Spelthorne Borough Council take over the maintenance of this closed churchyard and its boundary walls. The PCC therefore bears no financial responsibility for its future maintenance.

At **St Peter's Church**, the construction of a new disabled access ramp (£7,711) also involved the major refurbishment of one exterior door (£1,800), both paid for from the Restricted Fund for the Disabled Ramp Appeal. General repairs and maintenance costs included ongoing boiler repairs, repairs to the roof and lightning conductor, and gutter clearance. It has recently been assessed that the boiler and other parts of the heating system will need to be replaced in 2013.

Christ Church installed a new electrical heating system in summer 2012 (£5,880) and completed work on the 'Apostles' lamps (£1,248). Work was also started on major redecoration of the exterior paintwork (£1,684) in time for the celebration of the 50th Anniversary of the Church building, with further work continuing in 2013. Regular maintenance includes £1,800 for tree care on the Christ Church site.

6.3.5 Church Hall Running Costs

	Unrestricted funds	Designated funds	Restricted funds	Total 2012	Total 2011
	£	£	£	£	£
St Peter's Hall					
Maintenance	2,199	27	—	2,226	3,814
Utilities	8,094	—	—	8,094	6,786

	Unrestricted funds	Designated funds	Restricted funds	Total 2012	Total 2011
	£	£	£	£	£
Insurance	2,453	—	—	2,453	2,120
Sub-total	12,746	27	—	12,773	12,720
Christ Church Hall					
Maintenance	821	485	222	1,528	13,459
Utilities	4,256	—	—	4,256	3,166
Insurance	1,459	—	—	1,459	1,484
Sub-total	6,536	485	222	7,243	18,109
Other Church Hall running costs					
Caretaker's salary	11,883	—	—	11,883	12,418
Church Hall cleaning materials	2,404	—	—	2,404	2,608
Major repairs and redecoration	—	9,730	—	9,730	—
Sub-total	14,287	9,730	—	24,017	15,026
Total	33,569	10,243	222	44,034	45,855

Running costs at **St Peter's Hall** remained broadly at 2011 levels, with maintenance costs reducing by 42%, but utilities and insurance increasing by 15-20%. Maintenance this year included replacement flooring (£250) and half of the cost of a new water heater (£690), jointly funded with Daybreak. Major repairs (£6,730) were undertaken to the roofing in 2012.

Running costs at **Christ Church Hall** reduced significantly following the major kitchen refurbishment undertaken in 2011. A new cooker and extractor fan (£400) was purchased to complete that work in 2012, and other significant repairs included replacement flooring (£450) and a fibreglass roof membrane (£240). Utilities and insurance costs remained broadly the same for the Hall, although the charge for electricity now includes the costs of heating the Church (see Note 6.3.3 above).

Costs for 'Major repairs and redecoration' include £3,000 for the reduction in value of the financial guarantee on the emergency major works to the electrical installation at 20 Bridge Street, the former **St Mary's Church Hall** (see Note 3.1.2 above). These costs are offset by the additional monthly income for this property.

Small purchases for church hall maintenance which are paid from parish office petty cash are currently reported with 'Office Management and Administration' (see Note 6.3.6 below).

6.3.6 Office Management and Administration

	Unrestricted funds	Designated funds	Restricted funds	Total 2012	Total 2011
	£	£	£	£	£
Office admin costs	2,112	—	—	2,112	3,260
Printing resources	6,459	—	—	6,459	8,051
Office salaries	11,390	—	—	11,390	10,863
Peterhouse maintenance and utilities	1,359	—	—	1,359	2,908
Sundry Costs	223	—	—	223	553
Total	21,543	—	—	21,543	25,635

Overall management and administration costs have reduced by over 12% since 2011.

Office admin costs reduced in 2012, after a need for significant computer repairs in 2011. These costs currently include all items paid from parish office petty cash, including small items for church hall maintenance.

Printing resources also reduced, with no major equipment repairs in 2012.

Peterhouse maintenance and utilities in 2011 included the cost of repairs and maintenance to this building which is used for office administration.

Sundry costs include *ex gratia* payments for appreciation, retirement and leaving gifts for employees and volunteers, where these have not been allocated to specific areas of expenditure (see Note 2.9 above).

6.4 Governance costs

	Unrestricted funds	Designated funds	Restricted funds	Total 2012	Total 2011
	£	£	£	£	£
Independent examiner's fees	1,620	—	—	1,620	1,620

Governance costs can include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters. The PCC has only incurred costs in this category for the independent examination of its accounts, which remain fixed at 2011 levels.

Note 7 Transfers between funds

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total 2012
	£	£	£	£	£
Low Trust income account	—	—	14,461	(14,461)	—
St Mary's Chancel Fund income	—	—	3,785	(3,785)	—
Wilmshurst Legacy for St Mary's	(3,919)	3,919	—	—	—
Wilmshurst Legacy for St Peter's	(5,000)	5,000	—	—	—
Low Trust – Lecture series	515	—	—	(515)	—
St Mary's Clock Fund	—	(262)	262	—	—
Arcubus Bond accounting adjustment	100	—	(100)	—	—
Transfers to close fund balances	(127)	126	1	—	—
Total	(8,431)	8,784	18,408	(18,761)	—

A number of transfers between funds were made at the end of 2012, mainly to effect accounting adjustments to bring balances to nil on funds which have now been closed. These include:

- **£262** transferred to the St Mary's Clock Fund, representing a final donation towards the previous clock repair received from the Staines Town Society, as part of a larger grant towards fabric improvements at St Mary's (see Notes 3.2.2 and 5.1.1 above);
- **£127** transferred from the General Fund to close smaller Designated and Restricted funds, including **£126** to cover a previous overspend from the office refurbishment fund (see Note 3.1.2 above);
- **£100** previously allocated to an 'Arcubus Bond' fund, now recognised as a fixed asset investment in the designated Mission Fund (see Note 4.1 above).

Accrued income from the two endowment funds – the **Low Trust** and the **St Mary's Chancel Fund** – is now accounted for in separate Restricted Funds related to each of the endowments (see Notes 0 and 3.3.2 above).

Unspent income from the estate of the late **Cynthia Wilmshurst** has been transferred to the designated Fabric Funds for St Mary's (**£3,919**) and St Peter's (**£5,000**) (see Note 3.1.2 above).

£515 was transferred from the Low Trust to the General Fund to cover the costs of hospitality and facilities for the first series of 'Talking to and hearing God' (see Note 3.3.2 above), after the payment of speakers' fees and expenses (**£585**) from the £1,100 drawn down from the Trust during the year (see Note 6.3.1 above).

Note 8 Parish organisations

8.1 Review of parish organisations

It is the responsibility of the PCC to account in full for its incoming resources and for the way those resources are expended, identifying and including in these financial statements any resources which, under ecclesiastical or trust law, it controls and can benefit from.

As in many parishes, it is not always easy to identify which activities within the parish the PCC is legally responsible for. In late 2012, the PCC began a review, for accounting purposes, of the list of all organisations within the parish for which it may be expected to take responsibility. That review is continuing in 2013.

To date, the following Parish organisations have been identified which are reported in the PCC's Annual Report, and hold cash funds not currently included in the financial statements. Subject to the outcome of the current review, these will be included in the accounts from 2013:

- SPAN Carer & Toddler Group (St Mary's);
- St Peter's Christmas Tree Decorations Fund;
- 'Make & Do' Children's Group (Christ Church);
- Christ Church Flower Fund;
- Christ Church 100 Club.

8.2 Parish organisations included in the financial statements

	Funds held 31 Dec 2011	Income 2012	Expenditure 2012	Transfers to PCC account	Funds held 31 Dec 2012
	£	£	£	£	£
Messy Church	—	79	—	(79)	—
Moor Teas	150	141	(159)	—	132
Men's dinners	—	987	(860)	(127)	—
Christ Church Lunch Club;	—	150	—	(150)	—
Christ Church BridgeTeas;	—	1,047	(49)	(998)	—
Christ Church Scrabble Teas;	—	361	—	(361)	—
Christ Church 100 Club	—	600	—	(600)	—
Total	150	3,365	(1,068)	2,315	132

Messy Church income is primarily used to defray costs of Messy Church events. Additional costs are met from parish mission resources. From 2013, gross income and expenditure will be reported in these accounts.

Income from **Moor Teas** is held in a cash pot by the organisers, and from 2012 reconciled at year end for inclusion in these accounts.

The concept behind the **Men's Dinners** is that it should be a social event aimed at any men who are interested in coming along hopefully to enjoy good food, wine and a warm welcome. It was never intended to be a Parish fundraising activity. However if there were any profits then they should be given to the Parish general funds. Two dinners were held in 2012, raising a net total of **£127**. Income from dining fees was **£987**, and expenditure (on food and gifts for speakers) was **£860**. It seems that finding time and suitable locations for the men of Staines remains a challenge, and we only managed to hold two Men's Dinners during the year (as in 2011). For our first meeting we returned again to *The Bells*; after a hearty meal, the Rev'd Dave McDougal gave us a very interesting talk on his experiences in setting up a Food Bank in Sunbury. This was very appropriate as we were still finalising how the Parish of Staines should respond to the increasing needs to help people who were experiencing difficulties in feeding and looking after their families. He was able to answer lots of our questions and set minds at rest. For our second meeting we went for the first time to *The Two Rivers* where a full house listened to Dom Andrew telling us about how he became a member of Alton Abbey and the many visits he makes to groups around the country.

Net proceeds are also reported for **Christ Church Lunch Club**, **Christ Church 100 Club**, and **Christ Church Scrabble Teas**. **Christ Church Bridge Teas** shows net income, and additional catering expenditure. Where appropriate, and subject to the 2013 review of parish organisations (see Note 8.1 above), these will report gross income and expenditure from 2013, and any cash balances held at the year end.

Note 9 Trading activities

	31 Dec 2011	Incoming resources	Outgoing resources	Transfers	Gains / Losses	31 Dec 2012
	£	£	£	£	£	£
Parish Bar	663	1,902	(1,033)	—	(8)	1,524
Fairtrade stalls	300	1,307	(1,215)	—	—	392
'Big orange' textiles recycling bin	—	310	—	(310)	—	—
Total	963	3,519	(2,248)	(310)	(8)	1,916

The PCC carries on a variety of trading activities which are considered to assist with its charitable objects (see Section B above). These include: letting church premises; selling books, magazines etc; serving teas and coffees after services and at parish events; running a parish bar; selling fairtrade goods; and collecting clothes for recycling.

Trading which is part of the PCC's charitable objects to further the work of the church (such as income from letting of premises) is included in the financial statements as part of the core activities of the parish. The trading activities shown here are those which primarily have a fundraising objective.

9.1 Parish Bar

	31 Dec 2011	Incoming resources	Outgoing resources	Transfers	Gains / Losses	31 Dec 2012
	£	£	£	£	£	£
Cash-in-hand						
2011 trading surplus retained	311	—	—	—	—	311
2012 stock purchases	—	—	(985)	—	—	(985)
2012 income – parish events	—	1,426	—	—	—	1,426
2012 income – non-parish events	—	466	—	—	—	466
2012 Donations received	—	11	—	—	—	11
Grant to Daybreak	—	—	(47)	—	—	(47)
Transfer to PCC account	—	—	—	—	—	—
Parish Bar Trading Stock	352	985	(986)	—	(8)	343
Bar funds held in Current Account	—	—	—	—	—	—
Total	663	1,902	(1,033)	—	(8)	1,524

During the last year the Parish Bar has operated successfully and been involved in 12 fundraising events and 6 non-profit-making Parish days. We would like to thank our small but keen band of helpers who have been kept busy during many of these events. On two occasions our guests almost managed to drink the bar dry!

Financially we started off the year well, and have managed to stay in credit throughout, ending up with a healthy balance. Much of this profit (£681) was transferred to Parish funds in early 2013, with the smaller donation made to Daybreak (£47) at the end of December.

At the year end we were holding stock which, at cost price, was valued at £343. For the first time we had to write-off some stock as it fell out of date. Now with more experience the stock is being carefully monitored.

The Rev'd Rod Cosh was the Personal Licence holder under whose authority we have been able to sell alcohol at our many fundraising events. He was also the Designated Premises Supervisor. Following his departure all of this needs to be changed in 2013.

9.2 Fairtrade Stalls

	31 Dec 2011	Incoming resources	Outgoing resources	Transfers	Gains / Losses	31 Dec 2012
	£	£	£	£	£	£
Cash-in-hand						
St Mary's sale & purchase of stock	—	666	(612)	—	—	54
St Mary's donations received	—	29	—	—	—	29
Trading Stock						
St Mary's	100	612	(603)	—	—	109
St Peter's	100	—	—	—	—	100
Christ Church	100	—	—	—	—	100
Funds held in Current Account	—	—	—	—	—	—
Total	300	1,307	(1,215)	—	—	392

We are a Fairtrade parish, and part of a Fairtrade Diocese, which means that we use fairly traded products whenever possible and should encourage all our parish groups and hall users to do the same. The representatives for each church hold regular Fairtrade stalls, selling a wide range of goods and raising awareness of Fairtrade. We also had a stall at the parish Christmas fair. *Big Brew* was celebrated in February with an Open Day and Evening at Stephen Tully's, a local Fairtrade supplier. Jane Bental attended the London Diocese Fairtrade Conference in January. She heard an interesting talk from a speaker from Shared Interest which is "the world's only 100% fair trade money lender".

When the Fairtrade stalls were established, the parish gave £100 to the representatives in each church to purchase initial stock for sale. The stall at **St Mary's** is now run on a profit-making basis, using the discounts on stock purchases available from the supplier. The intention is to designate the profits to making grants to international development charities. In 2012, St Mary's sold over £650 worth of products, as well as raising money for Traidcraft, a charity which supports and encourages Fairtrade, from donations given over and above the sale price of goods.

At **St Peter's** and **Christ Church**, goods are sold at cost price, and the income is used to purchase further stock. The net balance of stock and cash-in-hand therefore remains at **£100** at all times. The trading activity, and the exact split between cash and stock, are not currently reported, so the figures above assume that all of it is held in current stock at year end.

9.3 'Big orange' textiles recycling bin

In late 2011, the PCC entered into a commercial arrangement with **ECO Friendships**, a non-profit-making registered Community Interest Company, set up by individuals who wanted to give something back to the community by direct financial help to local community projects and providing local employment. They provide a Clothing and Shoe Bank bin, and donate 20% of the profits from the sale of textiles collected back to the parish.

The "Big Orange" bin on the corner of the St Peter's Church Hall site continues to be well used, frequently needing additional emptying. It raised **£310** for the parish in 2012, and a total of nearly £500 by early 2013.

Note 10 Manna Food Bank Project

	31 Dec 2011	Incoming resources	Outgoing resources	Transfers	Gains / Losses	31 Dec 2012
	£	£	£	£	£	£
Grants & Donations						
Local authority grants	—	4,850	—	—	—	4,850
Local churches	—	1,750	—	—	—	1,750
Local clubs and associations	—	101	—	—	—	101
Miscellaneous donations	—	808	—	—	—	808
Fundraising						
Collecting tins	—	2,335	—	—	—	2,335
Fundraising events	—	1,181	—	—	—	1,181
Gift aid claims	—	404	—	—	—	404
Start-up expenditure						
Preparation of premises	—	—	(5,387)	—	—	(5,387)
Equipment	—	—	(685)	—	—	(685)
Fundraising (tins and banners)	—	—	(410)	—	—	(410)
Running costs						
	—	—	—	—	—	—
Total	—	11,429	(6,482)	—	—	4,947

Manna, the Food Bank in Staines, started serving clients in October 2012 and was formally opened by the Mayor of Spelthorne, Cllr Robin Sider, and the Bishop of Kensington, the Rt Rev'd Paul Williams, on 26 November 2012. At the formal launch, the Bishop stressed how amazed he was that so much has been achieved in a short period.

Manna is a project run by the Parish of Staines in partnership with Churches Together in Staines and Laleham. It is operated as a Restricted Fund of the PCC, such that all incoming resources (including grants, donations, fundraising and donated goods) can only be used for the purposes of the Manna project.

Manna takes referrals from organisations across the Borough, including Social Services, CAB, Home Start, schools and clergy. It provides local families and individuals with emergency food and essential supplies at a time when they need them most, by covering the time before other parts of the social care infrastructure can come into play. Manna's parcels are delivered to people's homes by volunteers who are trained to assess any further needs of those receiving the provisions.

In the three months we were open in 2012 we provided parcels to 35 individuals/families. We also provided ten local clergy with items which they could give out as needed. We hope in 2013 we will be able to help more needy families and extend the range of foods we provide in our food parcels.

Initial start-up costs were covered by generous grants from the Borough of Spelthorne (**£1,850**), Surrey County Council (**£3,000**), and the donation of a laptop from Waitrose via its Community Matters Programme. Several local churches also generously donated a total of **£2,200**. Numerous individuals also donated via our Manna Tin Drive, in which we raised **£2,039**, and other individual donations totalling **£808**. The Parish of Staines and other local organisations donated the proceeds of various fundraising events, totalling **£1,181**. Since the launch, various other organisations have enquired how they can make monetary donations.

Donations of food have been received from all local churches, local schools harvest festival donations and from two very successful food drives at Waitrose in Staines where customers bought extra items to donate on the day. At the year end, 4,800 items were held in stock ready for distribution.

