



**St Robert of Knaresborough, Pannal  
Accounts of the PCC  
for the year ended 31<sup>st</sup> December 2017**

**Incumbent**

The Reverend John Smith  
St Robert's Vicarage  
21 Crimple Meadows  
Pannal  
Harrogate HG3 1EL

**Banks**

National Westminster Bank plc  
3 Cambridge Crescent  
Harrogate HG1 1PJ

CAF Bank Limited  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent ME19 4JQ

CCLA Investment Management Ltd  
The Central Board of Finance Church of England Funds  
80 Cheapside  
London EC2V 6DZ

**Independent Examiner**

Mr John Littlewood

**Treasurer**

Mrs Anita Hawker

## Statement of Financial Activities

For the year ended 31 December 2017

	Notes	Unrestricted Funds	Restricted Funds	Designated Funds	Total Funds	
					2017	2016
<b>Incoming resources</b>						
Voluntary income	2a	112311	19753		132064	115223
Activities for generating funds	2b	13086	810		13896	8218
Income from investment	2c	2			2	10
Income from church activities	2d	13174			13174	13000
<b>Total incoming resources</b>		<b>138573</b>	<b>20563</b>		<b>159136</b>	<b>136451</b>
<b>Resources expended</b>						
Church activities	3a	139212	14693	3778	157683	139002
Raising funds	3b	4486			4486	
<b>Total resources expended</b>		<b>143698</b>	<b>14693</b>	<b>3778</b>	<b>162169</b>	<b>139002</b>
<b>Net incoming/(outgoing) resources</b>						
		-5125	5870	-3778	-3033	-2551
Unrealised gain on investments	6	7519			7519	7820
Realised gain on investments	6					662
<b>Net movement in funds</b>		<b>2394</b>	<b>5870</b>	<b>-3778</b>	<b>4486</b>	<b>5931</b>
<b>Balances brought forward at 1 January</b>		<b>62989</b>	<b>800</b>	<b>3778</b>	<b>67567</b>	<b>61636</b>
<b>Transfer between funds</b>		<b>4000</b>	<b>-4000</b>			
<b>Balances carried forward at 31 December</b>	<b>11</b>	<b>69383</b>	<b>2670</b>	<b>0</b>	<b>72053</b>	<b>67567</b>

## Balance Sheet

At 31 December 2017

	Note	2017	2016
<b>Fixed assets</b>			
Investment assets	6	66385	58866
<b>Total fixed assets</b>		<b>66385</b>	<b>58866</b>
<b>Current assets</b>			
Debtors	7	3306	2669
Short term deposits	8	53	53
Cash at bank	8	5649	6575
<b>Total current assets</b>		<b>9008</b>	<b>9297</b>
<b>Liabilities</b>			
Creditors	9	226	596
Donations received in advance	9	3114	0
<b>Net current assets</b>		<b>5668</b>	<b>8701</b>
<b>Net assets</b>		<b>72053</b>	<b>67567</b>
<b>Funds</b>			
Unrestricted	11	69383	62989
Restricted	11	2670	800
Designated	11	0	3778
<b>Total funds</b>		<b>72053</b>	<b>67567</b>

The notes on the following pages form part of these accounts.

Approved by the Parochial Church Council on 14th March 2018 and signed on its behalf by

**Rev John Smith**  
Chairman

**Anita Hawker**  
Treasurer

## **1 Accounting policies**

### **Basis of preparation**

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the Regulations' "true and fair view" provisions, together with FRS102 (2016) as the applicable accounting standard and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)).

### **Funds**

*Unrestricted funds* represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC.

*Restricted funds* are those funds that are collected for a stated purpose, the use of which is restricted to that purpose.

*Designated funds* are general funds set aside by the PCC for use in the future. Designated funds remain unrestricted and the PCC will move any surplus to other general funds.

### **Incoming resources**

Planned giving, collections and similar donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is entitled to the use of the resources, their ultimate receipt is considered reasonably certain and the amounts due are reliably quantifiable. Dividends are accounted for when declared receivable, interest as and when accrued by the payer.

### **Resources expended**

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share expected to be paid over is accounted for when due.

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

### **Fixed assets**

Consecrated and benefice property is not included in the accounts in accordance with s.10(2)(a) and (c) of the Charities Act 2011.

Movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Subsequently no individual item has cost more than £1000 so all such expenditure has been written off when incurred. They are listed in the church's inventory which can be inspected at any reasonable time.

Equipment used within the church premises is depreciated on a straight line basis over 5 –10 years, as recommended by the Finance Sub-Committee. Individual items of equipment with a purchase price of less than £1000 are written off when the asset is acquired.

### **Investment assets**

Investments are stated at market value at 31 December.

### **Current assets**

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectable.

Short term deposits include cash held on deposit with the Church of England Central Board of Finance Funds.

## 2 Incoming resources

	Unrestricted funds	Restricted funds	Designated funds	Total funds		Difference
				2017	2016	
<b>2a Voluntary income</b>						
Planned giving						
Gift Aid donations	77115			77115	76897	218
Income tax recoverable	21051			21051	19767	1284
Collections (open plate) at services	6096			6096	4336	1760
Collections for restricted use	0			0	390	-390
Grants	0	14593		14593	10849	3744
Donations	7549	5160		12709	2984	9725
Legacy	500			500	0	500
<b>Total</b>	<b>112311</b>	<b>19753</b>		<b>132064</b>	<b>115223</b>	<b>16841</b>
<b>2b Activities for generating funds</b>						
Fundraising events (gross)	13086	810		13896	8218	5678
<b>Total</b>	<b>13086</b>	<b>810</b>		<b>13896</b>	<b>8218</b>	<b>5678</b>
<b>2c Income from investment</b>						
CBF and bank interest	2			2	10	-8
<b>Total</b>	<b>2</b>			<b>2</b>	<b>10</b>	<b>-8</b>
<b>2d Income from church activities</b>						
Fees (weddings and funerals)	5273			5273	5899	-626
Parish magazine	2425			2425	1508	917
Chapter House lettings	5476			5476	5593	-117
<b>Total</b>	<b>13174</b>			<b>13174</b>	<b>13000</b>	<b>174</b>
<b>Total incoming resources</b>	<b>138573</b>	<b>20563</b>		<b>159136</b>	<b>136451</b>	<b>22685</b>

### 3 Resources expended

	Unrestricted funds	Restricted funds	Designated funds	Total funds		Difference
				2017	2016	
<b>3a Church activities</b>						
Charitable giving (see note 5)	5100			5100	5340	-240
Ministry						
Diocesan parish share	102604			102604	97047	5557
Clergy expenses & costs	2206			2206	1280	926
Church running expenses						
Cleaner's wages and equipment	1644			1644	1896	-252
Heating and lighting	2879			2879	3442	-563
Insurance	2164			2164	2072	92
Church maintenance						
(incl minor repairs and replacements)	3893	1270		5163	2564	2599
Major repairs & replacements	3223	13423	3778	20424	8999	11425
Church services						
(incl books, wine, wafers, candles etc)	2962			2962	3436	-474
Equipment - additions	0			0	356	-356
Parish magazine	712			712	2102	-1390
Organists' payment for services (excl. fees)	3509			3509	2630	879
Office and administration costs	8316			8316	7838	478
<b>3b Raising Funds</b>						
Fundraising costs	4486			4486		
<b>Total resources expended</b>	<b>143698</b>	<b>14693</b>	<b>3778</b>	<b>162169</b>	<b>139002</b>	<b>18681</b>

### 4 Staff costs

During the year the PCC employed organists, an office administrator and a cleaner, whose combined payments amounted to £8500. Other roles within the church which might ordinarily attract payment are being undertaken on a voluntary basis.

## 5 Grants – charitable giving

<b>PCC CHARITIES FOR 2017</b>	
USPG	1000
Church Army	1000
Armley Mission Partners (CCACP Ltd)	1000
Compassion UK	500
Harrogate Homeless Project	500
Harrogate Town Pastors	400
The Harrogate Hub	500
Therapy Dogs Nationwide	200
<b>Total PCC charities</b>	<b>5100</b>
Agency collection - Children's Society	472

## 6 Fixed assets

### Investment assets

At 31<sup>st</sup> December 2016 the PCC held 1834.17 accumulation shares in the CBF Church of England Investment Fund at 3209.41 pence per share. As no shares were sold during the year, at 31 December 2017 the PCC still held 1834.17 shares, and the share price was 3619.35 pence per share, an increase of 12.8%.

	<b>2017</b>	<b>2016</b>
Market value at 1 January	58866	56384
Book value at disposal		-5338
Market value at 31 December	66385	58866
<b>Unrealised gain</b>	<b>7519</b>	<b>7820</b>

## 7 Debtors

	<b>2017</b>	<b>2016</b>
Tax reclaimable	2223	1810
Other debtors	1083	859
<b>Total</b>	<b>3306</b>	<b>2669</b>

## 8 Short term deposits & cash at bank

The PCC holds short term deposits with the CBF Church of England Deposit Fund which amounted to £53 at 31 December 2017.

The PCC has two bank accounts with the National Westminster Bank (General Account and Planned Giving Account) and one with CAF Bank (General Account). The balances in these accounts at 31 December 2017 were £579, £1193 and £3877 respectively, a total of £5649.

## 9 Creditors

There was one creditor at the year end for £226 which has since been paid. In addition, the clock appeal had raised £3114 in advance of being spent in 2018.

## 10 Gifts in kind & intangible income

The PCC receives, and gratefully acknowledges, substantial voluntary help. In accordance with s.8.48 of the CBF Church of England Guidance and Regulations this intangible benefit is not accounted for in the SOFA.

## 11 Analysis of net assets by fund

	Unrestricted Funds	Restricted Funds	Designated Funds	2017	2016
Investment assets	66385			66385	58866
Current assets	3224	5784		9008	9297
Current liabilities	-226	-3114		-3340	-596
<b>Fund balance</b>	<b>69383</b>	<b>2670</b>		<b>72053</b>	<b>67567</b>

## 12 Restricted fund details

	2017	2016
Flower Fund	672	662
Churchyard Fund	188	138
Altar Frontal	1000	0
Clock Restoration (Bridge Day)	810	0
<b>Total</b>	<b>2670</b>	<b>800</b>

In addition, the Diocesan Board of Finance holds a deposit fund on behalf of St Robert's for the following gift:

Churchyard maintenance           £500

The capital from this cannot be used but the interest is paid quarterly into St Robert's General Account.

The Diocese also holds an endowment fund of £7697.44 in trust for St Robert's. This capital sum cannot be used and the interest from it is paid into the Diocese Stipend Fund.



# Independent Examiner's report to the PCC of St Robert's, Pannal

I report on the accounts for the year ended 31st December 2017, which are set out on the preceding pages

## Respective responsibilities of the Trustees and Independent Examiner

As trustees of the charity, the members of the PCC are responsible for the preparation of the accounts. They 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 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 a 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

## Independent Examiner's Statement

In connection with my examination, no 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 the accounting records and comply with the accounting requirements of the 2011 Act 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.

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**Mr John Littlewood**

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Date