



STOCKPORT PARISH CHURCH
[St Mary's in the Marketplace]

Treasurer's Report 2014

as prepared for the Rector, Churchwardens & Parochial Church Council of St Mary's Stockport

Accounts officially received at the PCC meeting on the 13th April

Copies produced for the Annual Parochial Church Meeting on the 19th April 2015

by Susan M Heap FCIS MBCS

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Introduction



I am again delighted to be able to prepare the Treasurer's Report for Stockport Parish Church (St Mary's in the Marketplace) for the financial year ending 31st December 2014

My thanks are given to the Rector, Churchwardens and Parochial Church Council of St Mary's for their continued support during the last financial year and to our Deputy Treasurer for his input into preparing the year-end financial statements. Special thanks once again to George Booth and his team from Haskell Woolfe Accountants for their assistance in the checking of our accounts for 2014 and for the issue of the Accountants Report.

Sue Heap FCIS MBCS

Member of: Association of Church Accountants & Treasurers / Association of Church Editors
& UK Church Administrator Network

1. Overview

1.1 As financial years go in the life of St Mary's we have continued to hold our own on everyday expenses and there have been no sleepless nights wondering how to make ends meet. Cash flow has been manageable and it has been possible to hold a reasonable "working balance" throughout the year. This would not however have been the case had all bills and outstanding debts been paid in full and on time! A substantial amount remains outstanding to British Gas throughout the year, payments being made on monthly direct debit, and the Parish Share remains an item of concern (reported upon later in this document). In addition there is a large amount of expenditure that could not be authorised at this time, that those responsible for the finances and fabric of St Mary's/St Andrew's (the PCC) should be aware.

1.2 Readers of this report are reminded (or informed if you are new to church finances) that St Mary's Parochial Church Council (PCC) is an "exempted" charity (not at this time registered with the Charities Commission) and as such is required to report clearly and fully on all money received and spent.

1.3 Our year end accounts are completed using the "Accruals" method where all financially valuable resources and their movements are shown.

1.4 Our accounts remain subject to external scrutiny and we continue to have the services of Haskell Woolfe, Accountants, as appointed at the last Annual Parochial Church Meeting.

1.6 VAT registration. The income from those areas which would normally be subject to VAT remain below the VAT threshold for 2014

1.5 A full copy of our accounts are held electronically with a shorter version available on hand copy format. Areas showing personal details will always be deleted before general viewing is allowed for the purposes of confidentiality and data protection.

1.6 The main areas identified in this report relate to the "business end" of running St Mary's, with an explanation of monies held for "Specific Purposes" and Investments held and controlled by the PCC.

**Copy of the Accountants Report
completed by George Booth – Haskell Woolfe Accountants**

11th March 2015 (original document on hard-copy file)

ST MARY'S PARISH CHURCH
STOCKPORT PAROCHIAL CHURCH COUNCIL
ACCOUNTANTS REPORT

This report on the accounts of the Stockport PCC for the year ended 31st December 2014 is in respect of an examination carried out under Regulation 3(3) of the Church Accounting Regulations 1997 and section 43 of the Charities Act 1993.

Respective Responsibilities of trustees and the accountant

As the members of the Stockport PCC, you are responsible for the preparation of the account; you consider that the audit requirements of Regulation 3(3) of the Church Accounting Regulations 1997 and section 43(2) of the Charities Act 1993 (the act) does not apply. It is my responsibility to insure this report on those accounts in accordance with the terms of Regulation 25 of the Church Accounting Regulations 1997 and Regulation 7 of the Charities (Accounting and Reporting) Regulations 1995.

Basis of independent accountants report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act and to be in the guidance from the CBF. That examination includes a review of the accounting records kept by the Stockport PCC and the 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 I do not express an audit opinion of the view given by the accounts.

Independent accountants' statement

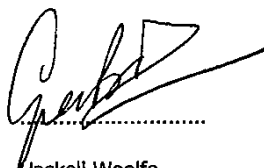
In connection with my examinations, no matter has come to my attention:-

Which gives me any reasonable cause to believe that in any material respect the requirements?

- To keep accounting records in accordance with section 41 of the Act: and
- To prepare accounts which accord with the accounting records and to comply with the accounting Requirements of the Act, as also contained in the Church Accounting Regulation 1997

Have not been met: or

To which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Haskell Woolfe
Accountants
255 Monton Road
Eccles
Manchester

11th March 2015

2. The Accounts:

Balance Sheet at 31st December 2014

| | ----- £ | 2014 £ | ----- £ |
|----------------------------|------------|------------------|-----------------------|
| CURRENT ASSETS | | | |
| 2014 Debtors Accruals | 390.00 | | |
| Cash at bank | 13,552.47 | | |
| 2013 invoices written off | - | | |
| | | <hr/> | |
| Total current assets | | 13,942.47 | |
| CURRENT LIABILITIES | | | |
| 2014 Creditors Accruals | 8,204.95 | | |
| | | <hr/> | |
| Total current liabilities | | 8,204.95 | |
| NET ASSETS | | | <hr/> 5,737.52 |
| PARISH FUNDS | | | |
| Unrestricted | | | 5,737.52 |
| Restricted | | | - |
| Endowment | | | - |
| | | | <hr/> 5,737.52 |

Note: Excludes Investments held and accounts specific to the Conservation and Restoration of St Mary's or other Restricted Funds (see separate statements)

3. Statement of Activity (excluding all restricted funds)

| INCOME | 2014 | 2013 |
|--|---------------------|--------------------|
| Planned Giving | £ 13,023.50 | £ 12,464.45 |
| Donations | £ 14,102.01 | £ 18,120.94 |
| Church Plate Collection | £ 3,880.70 | £ 4,221.06 |
| Commercial | £ 7,235.92 | £ 9,192.11 |
| Nave Café Income | £ 19,953.97 | £ 9,127.40 |
| Fees | £ 4,200.60 | £ 3,162.50 |
| Bequests & Donations | £ - | £ 1,400.00 |
| St Andrews Income | £ 7,465.00 | £ 9,812.00 |
| | £ 69,861.70 | £ 67,500.46 |
| | | |
| EXPENDITURE | | |
| Donations to other organisations | £ 2,212.00 | £ 1,002.30 |
| Payments Outside the Parish | £ 23,730.73 | £ 22,199.29 |
| St Mary's Parish Church (premises and associated costs) | £ 26,222.26 | £ 20,317.08 |
| Nave Café Costs | £ 12,316.73 | £ 5,936.81 |
| St Andrews Costs | £ 4,351.46 | £ 7,477.01 |
| Ordinary Payments | £ 2,970.36 | £ 1,553.04 |
| Appeal | £ 2,262.41 | £ 2,030.81 |
| | £ 74,065.95 | £ 60,516.34 |
| | | |
| NET GAINS / (LOSSES) | £ (4,204.25) | £ 6,984.12 |
| | | |
| BALANCE BROUGHT FORWARD 1 JANUARY | £ 9,941.77 | £ 2,957.65 |
| | | |
| BALANCE CARRIED FORWARD 31 DECEMBER | £ 5,737.52 | £ 9,941.77 |
| | | |
| Opening Balance | £ 11,613.37 | |
| Reversals | £ 1,685.10 | |
| 2014 Receipts | £ 86,093.10 | |
| 2015 Payments | -£ 72,540.63 | |
| Accruals | -£ 7,814.95 | |
| Write Offs | £ - | |
| Final Balance @ 30/12/2013 | £ 7,422.62 | |

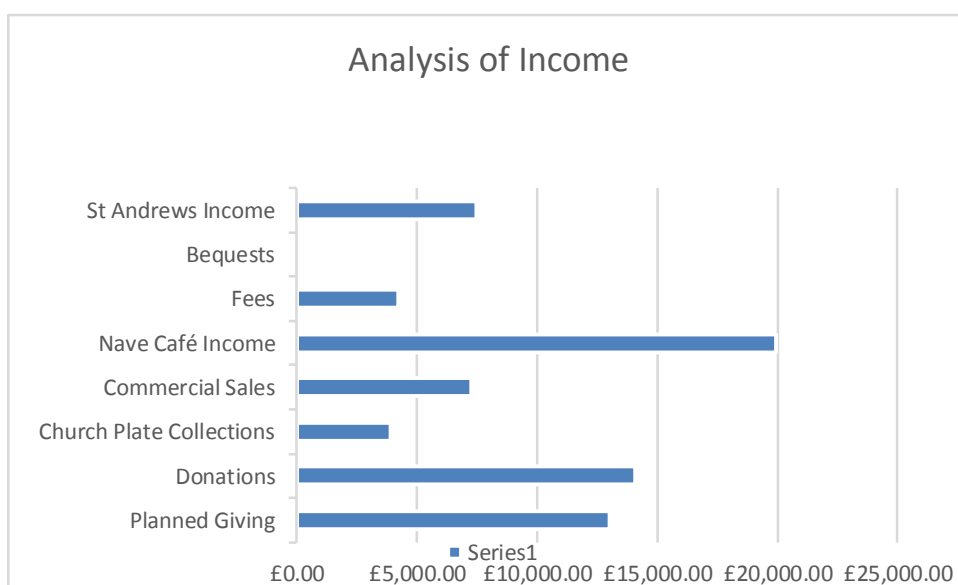
From our Statement of Financial Activity

It can be seen that our income for 2014 amounted to £69,861.70 with an expenditure of £74,065.95 leaving a net loss of £4,204.25. However we held an opening balance of £9,941.77. The balance in the Nat West Business Account on the 31st December 2014 being £5,737.52

| | | |
|------------------|-------------------|-------------------|
| Opening balance | £9,941.77 | |
| Income | <u>£69,861.70</u> | £79,803.47 |
| Less Expenditure | | <u>£74,065.95</u> |
| Closing Balance | | <u>£5,737.52</u> |

Income

| | |
|--------------------------|------------|
| Planned Giving | £13,023.50 |
| Donations | £14,102.01 |
| Church Plate Collections | £3,880.70 |
| Commercial Sales | £7,235.92 |
| Nave Café Income | £19,953.97 |
| Fees | £4,200.60 |
| Bequests | |
| St Andrews Income | £7,465.00 |
| | £69,861.70 |



Planned Giving

Amounts received from those giving through the weekly “brown” envelope scheme or by direct payment to the Nat West Business Account.

Donations

Amounts received for general use – cash deposited in the “Donations Box” or cheque received etc. These receipts are separate to amounts received for “restricted use” – the Appeal Accounts

Church Plate Collections

Most collections taken at services are for the ministry and mission of St Mary’s in the Marketplace. However some are designated as “specific” where these are for specific charities etc.

Nave Café Income

The main source of income now comes from the Nave Café – however expenditure needs to be taken into consideration [see statement re Nave Café]

Fees

Relate to “Assigned Fees” – those which are fixed by the Church of England. As prescribed some of these must be paid to the Chester Diocesan Board of Finance, the balance retained by the PCC [see statement for Assigned Fees]. There are also elements during 2014 that refer to Insurance Claims.

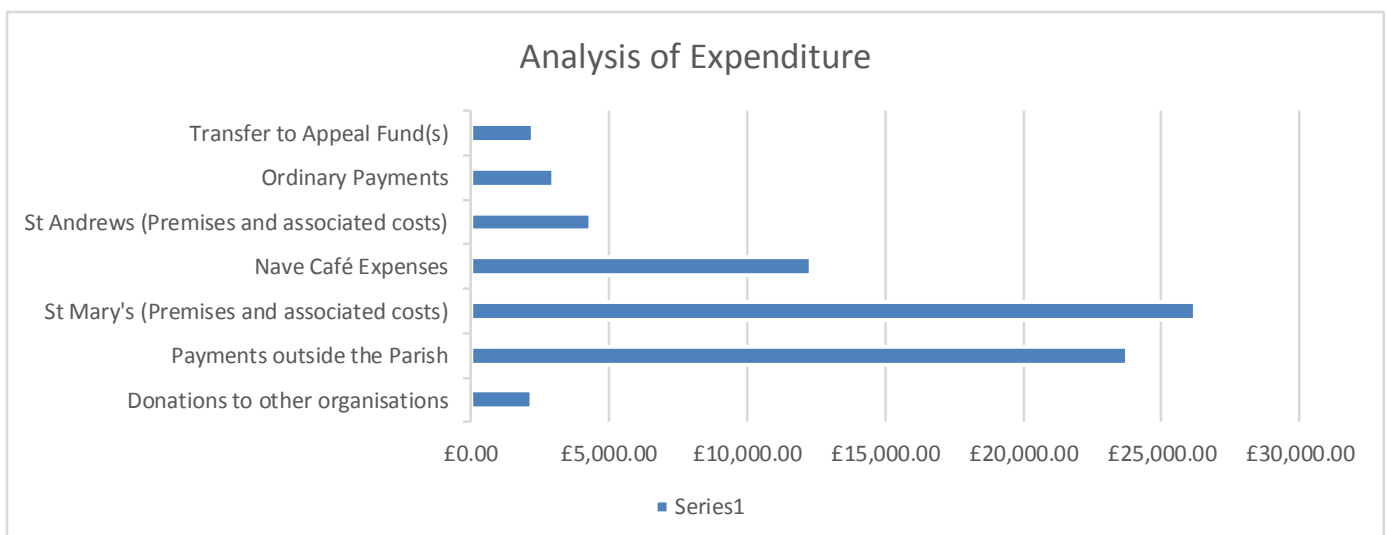
Bequests

None received

St Andrews Income

Monies received from the hire of St Andrews Community Hall [See statement for St Andrews]

Expenditure



| | |
|--|------------|
| Donations to other organisations | £2,212.00 |
| Payments outside the Parish | £23,730.73 |
| St Mary's (Premises and associated costs) | £26,222.26 |
| Nave Café Expenses | £12,316.73 |
| St Andrews (Premises and associated costs) | £4,351.46 |
| Ordinary Payments | £2,970.36 |
| Transfer to Appeal Fund(s) | £2,262.41 |
| | £74,065.95 |

Donations to other organisations

Amounts paid to (or due to be paid to) following specific collections (including plate collections taken during the Christmas Programme) and collection boxes held by individuals.

| | | |
|---|---|--------|
| Children's Society (collection boxes) | £ | 227.00 |
| Shopmobility | £ | 68.00 |
| Mayor of Stockport Charity | £ | 89.00 |
| Age UK | £ | 65.00 |
| Leprosy Mission (collection boxes) | £ | 120.00 |
| Christian Aid (Super Soup Lunches) | £ | 40.00 |
| Wellspring | £ | 68.00 |
| Mary's Meals | £ | 40.00 |
| National Churches | £ | 25.00 |
| Archdeacons Visitation | £ | 976.00 |
| Stockport Without Abuse | £ | 50.00 |
| Royal Manchester Childrens Hospital (Special collection at Baptism service) | £ | 322.00 |
| MENCAP | £ | 35.00 |
| Banks Lane | £ | 87.00 |

Payments outside the Parish

| | | |
|--|---|-----------|
| Diocesan Quota (Parish Share)* | £ | 18,000.00 |
| Assigned Fees | £ | 2,664.00 |
| Deanery Exp | £ | 50.00 |
| Audit Fees | £ | 240.00 |
| Fees & Charges (professional fees including those for an organist) | £ | 1,427.54 |
| Rectory - Council Tax | £ | 1,271.25 |
| Rectory - Water Services | £ | 77.94 |

***Parish Share**

As we enter into a new financial year we are informed by the Diocese that the amount of our Parish Share arrears amounts to £117,564.97. We are paying at the present time just 41% of the annual amount due, which is clearly an unsatisfactory situation to be in. We can expect the arrears to increase by approximately £2,118.00 per month.

St Mary's (Premises and associated costs) include:

| | |
|---------------------------------|-------------|
| Gas | £ 11,015.04 |
| Electricity | £ 2,578.64 |
| Water | £ 415.55 |
| Insurance | £ 6,115.27 |
| Telephone | £ 474.09 |
| Contracted Services | £ 444.29 |
| Furniture, Fittings & Equipment | £ 1,312.80 |
| Repairs & Maintenance | £ 2,325.76 |
| Boiler Maintenance | £ 1,540.82 |

Nave Café Expenses

Refers to the cost of food and some supplementary consumable supplies. It does NOT include the cost of electricity, water services etc. which are paid as part of the overall cost of running St Mary's. [see statement re Nave Café]

St Andrews (Premises and associated costs)

| | |
|---------------------|------------|
| Gas | £ 1,632.00 |
| Electricity | £ 437.00 |
| Water | £ 516.80 |
| Insurance | £ 792.71 |
| Grounds Maint | £ 251.60 |
| Servicing Contracts | £ 663.58 |
| Cleaning | £ 57.77 |

[See statement for St Andrews]

Ordinary Payments

| | |
|--|------------|
| Stationery (inc postage) | £ 1,921.08 |
| Photocopier | £ 219.60 |
| Printing - external supplier | £ 150.00 |
| Chester Diocesan News | £ 85.35 |
| Candles | -£ 257.80 |
| CARDS etc for resale | £ 122.05 |
| Flowers & Wreaths | £ 424.74 |
| Items to Heritage Centre for resale (Commercial Sales) | £ 305.34 |

Transfer to Appeal Fund(s)

Personal donations received through the Business Accounts and amounts collected at specific fund raising events.

Notes regarding the Nave Café, St Andrews and Assigned Fees

Nave Café

| | |
|--------------------------------|-------------------|
| Nave Café Income | £19,953.97 |
| Less Nave Café Costs | <u>£12,316.73</u> |
| <u>Income over Expenditure</u> | <u>£7,637.24</u> |

Average weekly profit of £146.87 (excluding items remaining in stock)

St Andrews

2013

| | | |
|--------------------------------|------------------|--------------------|
| St Andrews Income | £7,465.00 | [£9,812.11] |
| Less St Andrews Expenditure | <u>£4,351.46</u> | <u>[£7,477.01]</u> |
| <u>Income over Expenditure</u> | <u>£3,113.54</u> | <u>[£2,335.10]</u> |

A loss of income in the region of £1,560.00 pa is due to the Affinity Show Choir no longer meeting at St Andrews. Action will need to be taken to look for another long-term hirer for a Thursday evening. Maintenance is undertaken as required (there is no long-term maintenance plan) and there are a few minor issues to be resolved – replacement of electrical fittings and floor tiles. The tables are in urgent need of replacement, the window blinds in need of repair/replacement.

As the finances for St Andrews are accounted for as part of St Mary's, it would be advisable (where possible) to transfer profits into the "Ada Hallworth" account [restricted for use at St Andrews].

Assigned Fees

| | |
|-----------------------------------|------------------|
| Income received | £3,095.00 |
| Payments | <u>£2,664.00</u> |
| <u>Amount retained by the PCC</u> | <u>£1,560.00</u> |

Planned Giving

Number of individuals within the planned giving scheme for 2014: 21

| | |
|-------------------------|---|
| £0.00 to £4.00 weekly | 2 |
| £4.01 to £5.00 weekly | 8 |
| £5.01 to £10.00 weekly | 5 |
| £10.01 to £15.00 weekly | 1 |
| £15.01 to £20.00 weekly | 3 |
| £20.01 to £30.00 weekly | 1 |
| £30.01 to £40.00 weekly | 1 |
| £40.01 to £50.00 weekly | |
| Over £50.00 | |

4. A word of caution:

It should be noted that there are significant issues that MUST be addressed in particular regarding the fabric of St Mary's. These were largely identified in the Quinquennial Inspection Report of January 2013.

However (more importantly) those **items as listed in the "Risk Management Report" issued by Ecclesiastical (our Insurers) need to be urgently addressed** AND will be costly.

There are no monies readily available to arrange for the necessary inspections or to undertake any of the works required.

Following discussion with our Architect, it is recommended that we take action to obtain a full electrical survey and address these issues as parts of the electrics are starting to fail and could be a potential fire hazard. Secondly, repairs to the porch roof are also essential.

Building maintenance issues that are presently OUTSTANDING due to funding pressures:

Identified in the Insurance Report – May 2014

- **The ringing chamber plasterwork to be repaired (deadline August 2014)**
- **An overall electrical survey to be undertaken to establish a clear picture of the condition of the installation and which elements require urgent work (deadline November 2014)**
- **A survey from a small cherry picker of all the masonry that remains to be repaired so that a more accurate assessment of the risk can be tabled (deadline November 2014)**
- **An overall asbestos survey of the church that would identify the extent of any problem (deadline November 2014)**
- **Specific Risk Improvements:**
 - * **Tower access – consideration to be given to the installation of a handrail within the tower coupled with the provision of bulkhead lighting** in order to reduce the potential for injury posed by the exposed lamp holders presently in place. Also **attention to uneven steps** which pose a tripping hazard.
 - * **Boiler Room access – steps leading down to the boiler room require treatment to minimise the slipping risk. In addition, consideration should be given to re-siting the lock position to improve access.**
 - * **Gutters – a system of routine clearance should be implemented at intervals not exceeding twelve months.**

At Appendix 1 – Reminder of the Quinquennial Inspection Report – January 2013

5. Conservation and Restoration

NatWest Account (Phase 6)

| | | | |
|------------|-----------------------|------------|--------------------------------------|
| 2014 | Opening Balance | | £19,832.72 |
| 28/01/2014 | Lloyds Evans Prichard | £13,349.26 | £6,483.46 |
| 07/02/2014 | T Sumner Smith | £3,222.23 | £3,261.23 |
| 26/02/2014 | Donation | £25.00 | £3,286.23 |
| 12/03/2014 | Events income | £785.78 | £4,072.01 |
| 18/03/2014 | Heritage Lottery Fund | £8,480.00 | £12,552.01 |
| 14/04/2014 | Donation | £1,000.00 | £13,552.01 |
| 16/05/2014 | Lloyds Evans Prichard | £6,337.36 | £7,214.65 |
| 29/05/2014 | T Sumner Smith | £805.56 | £6,409.09 |
| 23/06/2014 | Events income | £832.44 | £7,241.53 |
| 27/06/2014 | Heritage Lottery Fund | £2,120.00 | £9,361.53 |
| 15/07/2014 | National churches | £50.00 | £9,311.53 |
| 08/10/2014 | cheque 119 | £5,937.96 | £3,373.57 |
| 14/10/2014 | | £13,000.00 | £16,373.57 |
| 28/10/2014 | | £11,627.00 | £28,000.57 |
| 13/11/2014 | Lottery Funding | £89,800.00 | £117,800.57 |
| 18/11/2014 | Donation | £57.50 | £117,858.07 |
| 25/11/2014 | Donation | £3,000.00 | £120,858.07 |
| 15/12/2014 | DCMS Scheme | £989.66 | £121,847.73 |
| 23/12/2014 | DCMS Scheme | £989.66 | £122,837.39 |
| 15/12/2014 | Donations | £50.00 | £122,887.39 |
| 29/12/2014 | Donations | £130.00 | £123,017.39 |
| BACS | Donation | £1,000.00 | £124,017.39 |
| | | | £124,017.39 Year End Closing Balance |

NatWest Account (Interior)

| | | | |
|------|-----------------------|-----------|-----------|
| 2014 | Opening Balance | | £5,929.03 |
| | Transfer Business A/C | | £500.00 |
| | Lambert Walker | £6,304.27 | £124.76 |

The retention sum was due for payment to Lambert Walker 12 months after completion of the work to the interior. The sum of £500 was transferred from the business account to ensure sufficient funds held to pay this amount and to ensure a balance was left to keep the account open and ready for the next phase of work involving the interior of the church.

6. Other Banking Accounts / Investments:

| | | | |
|---|------------|------------------------------|------------|
| Nat West Appeal Account (Business Reserve) | £125.65 | Appeal Account | |
| <u>CCLA Investment Management</u> | | | |
| St Marys Appeal | £663.67 | | Restricted |
| Ada Hallworth | £1,716.78 | | Restricted |
| Stipend Fund | £2,700.00 | | Restricted |
| <u>Lloyds /TSB</u> | | | |
| Curacy Fund | £2,539.53 | | Restricted |
| Service Account | £952.00 | obsolete account (to update) | |
| 60 Day Notice | £365.24 | obsolete account (to update) | |
| <u>Stocks and Shares - valuation</u> | | | |
| CBF (4761) | £7,800.00 | SALE PENDING | |
| 4% Consolidated Stock (1650) | £1,650.00 | redemption February 2015 | |
| 3.5 War Stock (1100) | £1,100.00 | redemption March 2015 | |
| | £19,612.87 | | |

NB: Sale of assets agreed by the Parochial Church Council for use towards: Conservation and Restoration Project (Phase 6)

Reminder of the Quinquennial Inspection Report – January 2013

- Requiring urgent attention: Detailed assessment of masonry and roofs to the Vestries and Oratory [Phase 6] majority of works completed - some items removed due to funding issues
- Renewal of electrical installation
- Other items identified as requiring urgent attention:
 - Leaning finial to Chancel gable
 - Leaning pinnacle to Nave gable
 - Loose merlon to Nave gable
 - Eroded finials to south Aisle
 - Detailed investigation of all parapets, pinnacles and finials to the main body of the church (which may lead to a further programme of urgent remedial works)
 - Detailed assessment of cracked plaster ribs to Nave/Aisle ceilings.
 - Renewal of asphalt roofs to the north and south Porches
 - Movement monitoring to crack to Chancel arch
- Items which should have be completed by July 2014
 - Detailed investigation of water saturation to north east Chancel walls
 - Checking and unblocking of all rain water outlets and gutters
 - Reappraisal of rainwater run off
 - Repair of stone guarding to disabled ramp
- Repairs which should be carried out during the Quinquennium
 - Re-pointing and associated repairs to boundary walls
 - Upgrading of window guards
 - Detailed assessment of the rainwater drainage system with replacement of defective pipe work.
 - Making good of damaged plaster and decorations
- Desirable repairs but which could be postponed to a future quinquennium
 - Replacement of damaged glazing