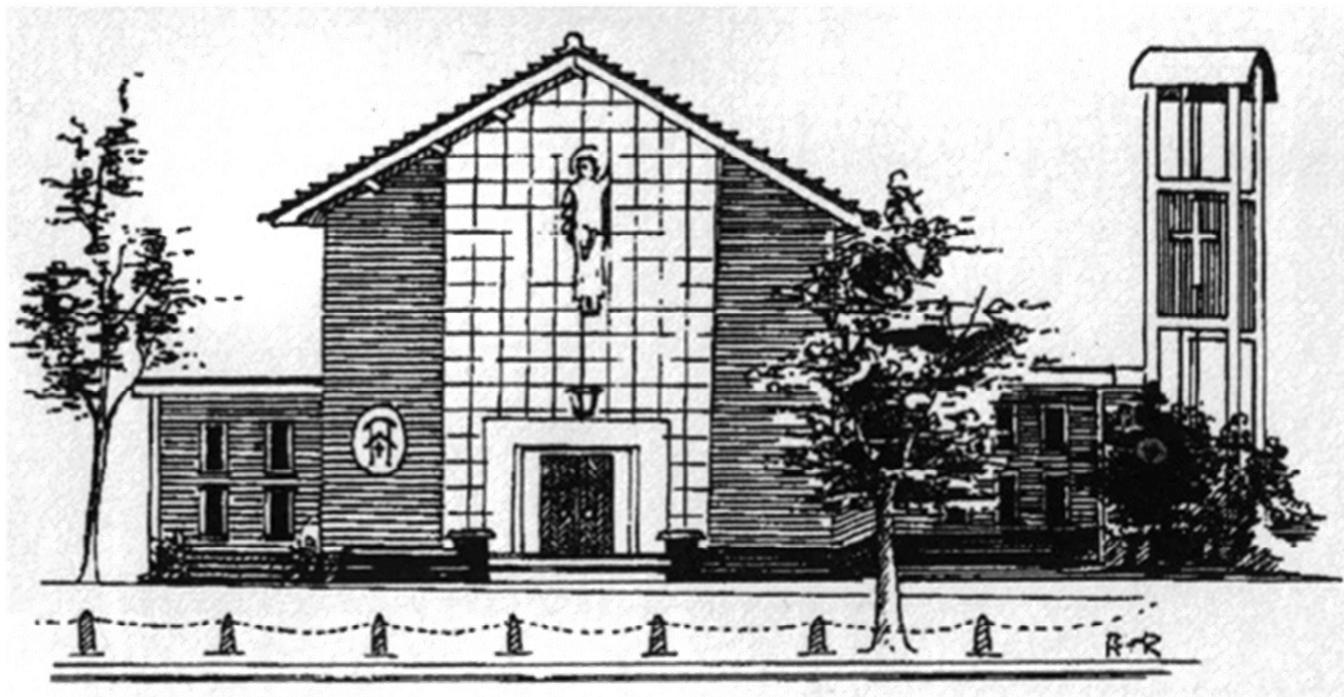


**St. Andrew's Church in the Westlands,
Newcastle-under-Lyme**
in the Diocese of Lichfield



www.churchinthewestlands.org.uk

**ANNUAL REPORT AND ACCOUNTS OF THE
PAROCHIAL CHURCH COUNCIL**

CHARITY COMMISSION REFERENCE 1132163

ANNUAL ACCOUNTS 2017

(Incorporating the Annual Accounts of the Lichfield
Diocesan Trust no 1439 St Andrew the Westlands)

Incumbent:

Revd Andrew Dawswell
The Vicarage
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Newcastle-under-Lyme
ST5 3PU

Bank:

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CONTENTS

1. Welcome
Administrative Information
2. Trustees
3. Structure, Governance and Management
4. Objectives and Activities
Public Benefit
Mission Action Plan
5. Mission Action Plan continued
6. Volunteer input
Achievements and Performance
7. Achievements and Performance continued
8. Achievements and Performance continued
9. Achievements and Performance continued
Fabric Report
10. Fabric Report continued
Financial Review
11. Financial Review continued
12. Financial Review continued
13. Reserves Policy
14. Reserves Policy continued
15. Independent Examiners Report
16. Statement of Financial Activities
17. *Statement of Financial Activities (2016 comparison)*
18. Balance Sheet
19. Notes to the Accounts

“What is more, he was chosen by the churches to accompany us as we carry the offering, which we administer in order to honour the Lord himself and to show our eagerness to help. We want to avoid any criticism of the way we administer this liberal gift. For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of men.”

2 Corinthians 8:19-21 (NIV)

Welcome

Welcome to the Annual Report and Accounts of St. Andrew's Church, Westlands and welcome to our Church, whether you are a regular or a newcomer just paying us a visit. Please come back soon!



A special welcome to any who have joined us for the first time this year, it is good to have new people with us as we try and grow together as part of God's Church here in the Westlands.

The Annual Report should provide you with all the legally required information, but hopefully it will also provide you with a flavour of what has taken place at St. Andrews over the last 15 months or so.

This will also be supplemented by a number of other detailed reports to be presented at the Annual Parochial

Church Meeting (APCM) on Sunday 22nd April (set in the context of worship at 6.30 p.m.), please feel free to join us then if you can.

If you would like to know more about our work then please ask the Vicar, Churchwardens or any other members of the Parochial Church Council (PCC).

Administrative Information

St. Andrew's is situated at the top of Pilkington Avenue in the heart of the Westlands, across the road from its ecumenical partner – St. Peter's Methodist Church – with whom it forms *the Church in the Westlands*.

St. Andrews is registered as a Charity with the Charity Commission, reference 1132163, as *The Parochial Church Council of the Ecclesiastical Parish of St Andrew, the Westlands*. Its working name is *St. Andrew's PCC, Westlands* and further details of our registration can be found on the Charity Commission website, along with Annual Reports from previous years, which can also be found on the Church website.



The Correspondence address for the Charity is that of the Vicarage:
50, Kingsway West, Newcastle-under-Lyme,
Staffordshire, ST5 3PU

Trustees

The Trustees of the Charity are the members of the PCC of St. Andrews Church in the Westlands. Members of the PCC are either ex officio or elected by the APCM in accordance with the Church Representation Rules. The Representative of St. Peter's Methodist Church Council maintains a "watching brief" and is not a trustee.

PCC members who have served from 1 January 2017 until the date this report was approved are as follows:

<i>Incumbent:</i>	Revd Andrew Dawswell	Chairman
<i>Churchwardens:</i>	Mr David Morgan Mrs Helen Dodds	Vice Chairman
<i>Curate:</i>	Rev Leslie Siu	
<i>Representatives to Deanery Synod:</i>	Mrs Glenys Gill Mrs Irene Hardacre Mrs Tracey Holland Mrs Helen McGarry Mrs Lyn Shufflebotham Mrs Helen Swanborough	(from 9 April 2017) (to 31 May 2017) (to 31 May 2017) (from 9 April 2017)
<i>Elected members:</i>	Mr Bob Baker Mrs Jenny Boston Mr Trevor Boston Mrs Helen Collins Mrs Diana Cotes Mrs Sara Frogatt Mr John Glover Mrs Tracey Holland Mrs Margaret Hollins Mr Sam Jones Mrs Helen McGarry Miss Gillian Moss Mrs Zillah Roberts Mr Stuart Rushton Mr Chris Spicer Mr Alan Swanborough Mrs Susan Tattersall Mr John Whieldon	(to 9 April 2017) (to 9 April 2017) Secretary (from 9 April 2017) (from 9 April 2017) (to 9 April 2017) (from 9 April 2017) (to 9 April 2017) (to 9 April 2017)
<i>Representative of St. Peter's Methodist Church Council:</i>	Miss Carol Reddish	
<i>Member of General Synod:</i>	Mr Chris Gill	(to 18 March 2018) Treasurer

Structure, governance and management

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure (1956), as amended, and the Church Representation Rules.

As well as having oversight of the general finances of the Church, the PCC are also Managing Trustees of the Lichfield Diocesan Trust no 1439 St Andrew the Westlands (a separate charity with registration number 203230). The capital element of this trust is invested so as to provide an income stream for the Church, the capital element being held as restricted funds and the interest or income being paid over to the main charity to be utilised by the PCC for the work of the Church generally. A separate report and accounts are produced for the Trust, but the finances are also incorporated within the financial statements that follow.

Although there are no formal policies and procedures for the recruitment, induction and training of PCC members, information is made available to newly elected PCC members and in 2017 new PCC members were provided with copies of:

- *“Trusteeship – an introduction for PCC members”* (updated June 2016), and
- *“A brief outline of what every PCC member needs to know about church finances”*

In previous years PCC members have been provided with a briefing note on their role as Trustees and three websites have been recommended as a source of considerable information to assist in their role as a Trustee

- The Parish Resources website <http://www.parishresources.org.uk/>
- The Charity Commission website www.charitycommission.gov.uk
- Ecclesiastical Insurance <http://www.ecclesiastical.com/churchmatters/index.aspx>

The PCC has ultimate responsibility for a wide range of matters affecting the Parish and endeavours to keep itself abreast of current information on such issues as Health and Safety, Disability Discrimination legislation and Child Protection either through “local” guidance or through wider Diocesan advice, or often a mixture of both.

Apart from the Standing Committee of the PCC, the Church has three main committees to consider its important areas of work – Worship, Mission (formerly Mission & Pastoral) and Business. PCC members each serve on at least one committee along with others who have a keen interest in the particular area covered by the committee. These committees will bring recommendations to the PCC for consideration. Each has a delegated authority to spend up to £200. Non-routine expenditure above this sum requires two quotations and Standing Committee authorisation.

Sub-committees have also been established to look specifically at Health and Safety Issues, future use of the Hall and other Buildings and Accessibility.

As much of our work is undertaken as part of the Church in the Westlands Local Ecumenical Partnership, there are also a series of committees to steer our work together from the Ecumenical Executive to the Youth and Children’s Worker Committee, Joint Youth Council and others. The Child Protection Policy is shared and monitored by both Churches.

Objectives and Activities

The primary objective of the PCC is to promote the Gospel of our Lord Jesus Christ and in accordance with the Parochial Church Council Powers Measure (1956), as amended, it co-operates with the minister in promoting within the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

As the Church in the Westlands we are committed in the power of the Holy Spirit that our worship, service and witness will demonstrate to everyone the love of Jesus Christ.

Public Benefit

The trustees of the Charity are aware of the Charity Commission's guidance on public benefit in The Advancement of Religion for the Public Benefit and have had regard to it in their administration of the Charity.

The trustees believe that, by promoting the work of the Church of England in the Ecclesiastical Parish of Saint Andrew, the Westlands, it helps to promote the whole mission of the Church (pastoral, evangelistic, social and ecumenical) more effectively, within the Ecclesiastical Parish, and that in doing so it provides a benefit to the public by:

- Providing facilities for public worship, pastoral care and spiritual, moral and intellectual development, both for its members and for anyone who wishes to benefit from what the Church offers; and
- Promoting Christian values, and service by members of the Church in and to their communities, to the benefit of individuals and society as a whole.

Mission Action Plan

Mission Action Plans (MAPs) are part of the Diocesan strategy of Going for Growth and their primary purpose is to enable parishes to set a clear strategy for growth and to assess its progress. Our MAP has a few simple aims for the further development of the work of the Parish, which can be monitored and adjusted as necessary. In general, we need to aim at excellence in all that we do and we need to fully involve our Ecumenical Partners in our discussions.

Plans were produced in 2012, 2014 and 2016, with the coming year's PCC scheduled to produce a new plan. Comments on our progress with the 2016 plan below

Growing as a church which is sharing our faith

- Offering training courses to encourage church members to be better equipped to share our faith – *2017 Lent course on 'Contagious Christianity' run; also July/Aug sermon series covering similar ground*
- Set up group to plan special events, and to review the offer of introductory courses such as Identity/Alpha/Christianity explored – *This group, led by Leslie Siu, has met several times, has run a beetle drive and ladies craft evening, and is planning to host a Riding lights performance on Sat 16th June*

Meeting social need in our area

- Planning & launching ministry for older people to follow on from luncheon club – *Afternoon tea launched in 2016 and is continuing to meet a real need*

- Set up group to investigate possibilities for a new project of this kind (Ideas to be considered to include: Debt advice project, General advice days, support for refugees, support for families in crisis, greater involvement in foodbank, Dementia ministry/support, Computer teaching/access.
 - *The Forget me not cafe, for bereaved people, launched in November '16 and most months nearly fills the parish room with both church members and others – all obviously appreciating the space provided.*
 - *We are working with other churches in the North Staffs area to try and launch a Christian against Poverty Debt Service locally.*

Reaching new generations

- Supporting and partnering our youth & children's outreach worker to enable further development of his ministry. *Since Johnny left, volunteers have worked well to continue and develop most areas of our work with young people. Though we are have not so far been successful in appointing a replacement, this has encouraged us to reconsider what areas of work would benefit most from a worker's support, and we are now advertising for a Children & Families' worker*
- Continuing development of messy church (possibly in time with Café Church alternate months). *The team have experimented with a number of adjustments to the sessions. Apart from the trial of Sunday mornings, most of the developments have been felt to be worth continuing.*

Discipleship, leadership & prayer development

- Encouragement to grow leaders at all levels, aiming to result in a wide participation in a variety of different types of training and learning, both in existing home groups and through additional courses.
 - *2016/7: 'Fruitfulness on the Frontline' studied in home groups; central study of 'Dig deeper' looking at tools for biblical study; also training and theological reflection on accessibility and disability issues.*
 - *2017/8: 4 individuals are participating in the North West Partnership's Bible Training Course which the vicar is now assisting in running; and 11 people have attended a 4-week listening skills course*
- Promotion of volunteering needs and opportunities within our church family, inviting responses. *There was some response when this was done in May 2017, although not as much as had been hoped*
- Invite diocesan lay development officer to speak to promote lay readership. *Lindsay Hall diocesan director of vocations preached in June 2016. As well as one person considering training for reader ministry, since Jan 2018 the diocese are now encouraging other routes to a regular preaching ministry as well, which the PCC will consider later in the year*
- Continuing active promotion of the monthly prayer meeting with a view to encouraging more people come along to see what happens. *This has borne some fruit in the number of attendees, including some new faces*

Also...

- Building committee to continue to investigate the feasibility of the options for replacement of our current ageing [hall] space to provide an appropriate base for mission for this & future generations'. *A report produced by the building development committee in mid-2016 led to the PCC deciding to commit £10,000 to engaging professional advice to explore further the feasibility and costings of replacing our current hall with a new hall connected to the church. The findings were communicated to the PCC and then the congregation, and a decision on whether to proceed with this is to be taken shortly.*

Volunteer Input

In all of this, we are immensely grateful for all those who willingly give of their time to contribute to the charitable activities of the PCC or in providing funds. The extensive nature of all our volunteers is such that it would be almost impossible to quantify the contribution in terms of hours or an indicative value of this contribution.

Many of those on our Electoral Roll are willing volunteers in one form or another and the work undertaken in meeting our objectives simply could not happen without the considerable contribution of many people within the Parish and beyond.

Achievements and Performance

Members of our congregation work selflessly and enthusiastically, often in unseen ways to enable St Andrews to be such an active church. We thank the Lord for all those who enable Gods love to be shown within our church and wider community, so that people may come to know and love the Lord Jesus.

The Worship Committee this year has continued to review our regular worship:

- a new seating arrangement was tried last year and been adopted. Some rear pews have been removed to bring the congregation closer together and to create more space at the back of the church to give people space to talk and look at the books and information available.
- the use of the screen is currently being tried at the 10.30 Morning Prayer service. Books are available for those who wish to use them but the whole of the service is shown on the screen.

Mission giving and links; local, national and international:

- financially we continue to support: Kieran and Ashley McKnight in the United Arab Emirates, Bible Society, Scripture Union, Staffordshire Gideons, Tearfund and UCCF (Universities & Colleges Christian Fellowship).
- we have invited a number of speakers: Kieran and Ashley McKnight in July to Day One, Helen Dobbins of the Bible Society in July and John Marshall from Scripture Union in November.
- members of the Mission Partners Committee have changed the display at the rear of church over the year to provide information about the different groups. Intercessory prayers will include these groups along with Younger Minds.
- the Tearfund Open Café was held in May to raise £950.24 for the ZOE project for orphans in Zimbabwe. Many thanks for the team of helpers who made this event possible.
- The Church in the Westlands once again distributed and collected envelopes for Christian Aid Week, with members taking part in a sponsored walk; jointly raising £1639.50
- in June the Archdeacon met with the Standing Committee to discuss St Andrew's Mission Action Plan.
- there was a Stewardship appeal for members of the congregation to offer their services of time and skills.
- we welcomed representatives of Arch in December to our Toy Service, who were able to take the donations of toys and toiletries and meet with the congregation.
- collections for local Food Bank and also for Operation Christmas Child continue.

- over recent months the PCC, alongside other local churches, has supported investigations to establish a local Christians Against Poverty centre/service. This provides debt advice for anybody who is having financial difficulties, along with an introduction to the work of their local church.
- Becky Loo spoke at Day One about the 'Catch the Dream Project' that she has been involved with establishing; to help, support and educate some of the poorest people in Sierra Leone.

There are a number of activities to which non church members are particularly invited, either personally or through Link. Some relatively new initiatives like the 'Forget me not Café' and Afternoon Tea have quickly become established in the regular church calendar. There have been additional opportunities to invite people along to social events.

- Link and the Church in the Westlands website continue to be a good way of sharing information about these church activities.
- The 'Forget me not café' started in November 2016 and is clearly meeting a need within the local community. Some folks have been recently bereaved, others were bereaved some time ago but they all seem to enjoy the opportunity to meet with each other and chat over their refreshments. The numbers fluctuate month by month but the group generally averages 20 per month; overall about 40 people have benefited from the group, members leave when they feel that they no longer need the support of the group. The first birthday was marked in November 2017, (which incidentally had a bumper attendance), with a birthday cake; mince pies were enjoyed in December and hot cross buns in Lent. Early in 2017 a "Pause for Thought" was introduced and this seems to go down well and leaves folks with something to reflect upon. The Annual Memorial Service continues each autumn.
- The Afternoon Tea regularly has around 40 people attending each time. Our thanks to the team of people who provide the tea and refreshments, as well as those who arrange and provide transport, without which many would not be able to attend.
- In April 2017 the coach trip to the Cotswolds proved to be a popular day out with interesting visits.
- Wimbledon Men's final was shown on the big screen.
- Hot Pot and Beetle Drive in October saw a wide range of people attending and enjoying time together.
- Ladies Christmas Craft evening in November was quickly sold out with a number of people who did not have regular contact with the church enjoying the evening of craft and testimony.
- Board games evening in December was a fun time, with another planned for March 2018.
- St Andrew's church is now open during the day in school term time so that anyone can come into the church to use it for reflection and prayer. Our thanks to the group of people who have agreed to lock up the church each day.
- During October-November 2017, 11 people, plus Andrew and Irene, took part in "Just Listen" , the course was run over 4 sessions, with the focus on being more attentive listeners. The group learnt to pay attention to individual preferred style of listening, some examples - distracted listening, pretending to listen, impatient listening, switched-off listening, fix-it listening. This helped people to realise that listening to someone attentively and focused is not easy or passive but we can all sharpen up our listening skills. One thing we were all reminded of is that people felt frustrated when someone didn't listen to them and how if we don't listen to someone it can be disrespectful.

We continue to have strong links with local schools and a variety of children's ministries on the church premises, both on a Sunday and during the week.

- In April we were sorry to say goodbye to Johnny Milton as Youth and Children's worker as he and his wife Esther moved to Scotland. We are thankful for the work that Johnny has done over the years with children and young people for The Church in the Westlands. We are very grateful for the team of volunteers who have been able to keep the majority of the work both on the church premises and in schools to continue.
- The Youth and Children's Worker Management Committee (joint with St Peters) has been working hard to find a suitable person for the post, by taking advice and placing a variety of adverts. Although there has been some interest in the position and interviews have been held, the right person has not yet been found. As a result, with support of both Church Councils, it was agreed at the start of 2018 to change the job to 'Children and Families Worker'.
- Amongst the regular groups on church premises are: Blaze for 11-14's; and TMNC for 14-18's as well as Sunday morning groups.
- Glo for 7-11's was suspended in July 2017 as some children would be leaving the group it did not seem viable to continue. We are grateful to Bob, Irene, Rex, Marie and Emma for their support in running this group over a number of years.
- Good Friday Easter fun day was popular with a number of children attending from Church in the Westlands, Messy Church and visiting families.
- Each week a small team lead bible-based assemblies in Langdale and Westlands primary schools, with termly visits to Seabridge. Langdale is also the location for Rock Solid and Stepping Stones after schools clubs for 7-11s and 5-7s. Schools also feel able to ask for specific support, for example the clergy conducting a demonstration of a marriage ceremony for Infant children.
- In 2017 the idea of Messy Sunday was tried. Although on some occasions (for example when there was a baptism) there were a number of new people it was felt that those who came did not necessarily use the opportunity to come into the main church service. It was therefore decided to concentrate on more Saturdays and have some events in 2018 that the wider congregation would be invited to.
- Local schools have visited church for both Harvest and Christmas celebrations. Westlands Beavers and Cubs held a Carol Service.
- Little Sparklers, a time of toddler worship, became a weekly Tuesday morning activity in September 2016. Although numbers had sometimes been low there were a committed group of members and leaders. This group has now grown and there are a number of new carers with their children, including a number of babies.
- A group of 10 young people (both members of the church and visitors) went to Shallowford House in September 2017 for an activity day. There was Bible teaching, seminars, crafts, adventurous activities, music and BBQ, as well as the opportunity to meet with other Christians of a similar age.

There have been a number of special services and events over the past year:

- In April the Confirmation Service saw two adults affirm their faith
- St Peter's and St Andrew's celebrated the 44th anniversary of our partnership with a united service on in May.
- We celebrated Harvest with a lunch in St Andrews hall, monetary gifts to ZOE project for orphans in Zimbabwe.
- Members of our congregation have attended the Men's and Keswick Conventions.
- Each week four members of our congregation have been taking part in The North West Partnership Bible Ministry Course run initially by Justin Mote.
- St Andrews was the venue for Exclaimed and Proclaimed (formerly the Keele Biblical Assembly)
- The Puppet ministries team, as well as taking part in services in St Andrews were also invited to return to St Chad's in Bagnall.

Many other regular church groups and activities continue:

- Monthly prayer meetings
- Church in the Westlands: Knit Wits, Monday Group and Vintage Time.
- Joint House Groups: we are very grateful to both leaders and hosts for enabling these groups to continue. 1 Peter was studied in the summer, then Hosea in Autumn 2017.
- Group for men of working age, with breakfasts, walks and pub meal.

Fabric report

The responsibility for the above and for the grounds fall onto the Business Committee and this has been yet another busy year. There have been 5 business meetings this year viz; 5th May, 7th July, 15th September, 17th November, 2017 and 9th March 2018.

The following tasks have been carried out or are in the process of being carried out.

1. The repair of the lobby floor in the church.
2. The redecoration of the vicar's vestry and a new carpet fitted.
3. New taps for the wash basin in the lobby toilet.
4. The completion of the church hall escape landing and steps from the kitchen with its posts.
5. Repairs to the roof of the church hall.
6. New boiler control system.
7. The faulty water heater under the sink in the church hall has been replaced.
8. The church logo at the front of the church and the small plaque to the left of the door have been repaired and painted.
9. The tap in the church hall toilets has been repaired.
10. The hot water pump on the radiator system had to be replaced due to its total failure which left the church without heating for over a week

Electrical works completed have been; lights in choir vestry, hall rear emergency light and pull cords on ceiling lights in the parish room.

Because the church is open now during the day, the wireless microphone receivers are now housed in a lockable wooden cupboard.

The insulation of the organ loft has been postponed due to a lack of a contractor and also inconclusive evidence that it will help to prolong the life of the organ.

Current key holders' lists have been reviewed and there are now two lists available. One lists persons holding keys to particular rooms and from the other way around, by rooms denoting who holds that particular key. So you could look up either the person or the room. Both ways should show the same information.

Church Grounds

Thanks are given to Alan Swanborough, Simon Wright and Russell Wood for the cutting of the lawns. We have had three gardening days viz; May 5th, August 15th and November 10th 2017 at which considerable progress was made. The turnout was very good [up to 10 people] and the large compost heap was removed and grassed over, hedges cut and bushes and borders done. A skip was hired to remove all rubbish and in addition a private contractor was engaged to do the thinning of the trees around the oil tank. This was done very well and the area looks much better.

Damage to the building

I am pleased to relate we have had to replace only one window this year at a cost of about £100. Last year the cost was about £300.

Lettings

There have been two lettings of the church once for each of the Ceramic City Choir [1/4/17] and the Barbara Walton Singers [20/5/17] for which we received £618. The WEA are using the parish room for musical appreciation.

Regarding the Church Hall; there have been 21 occasional lettings and five new regular bookings. Viz; Slimming World and Bowls: the latter three times a week. This has increased our income from the hall and a rough estimate would be about £4000 this year.

Thanks are due to Chris Spicer for his work in the church hall lettings and to Bob Baker for the church lettings. Many thanks are also due to Bob for his work in chairing the business committee. His devotion to the smooth running of the church in this area has been outstanding and exemplary.

David Morgan, retiring Churchwarden adds *"My personal thanks go to those friends and colleagues who have supported me over these last four years and in particular thanks are due to Gillian and Helen, fellow wardens with whom it has been a pleasure to work."*

Financial Review

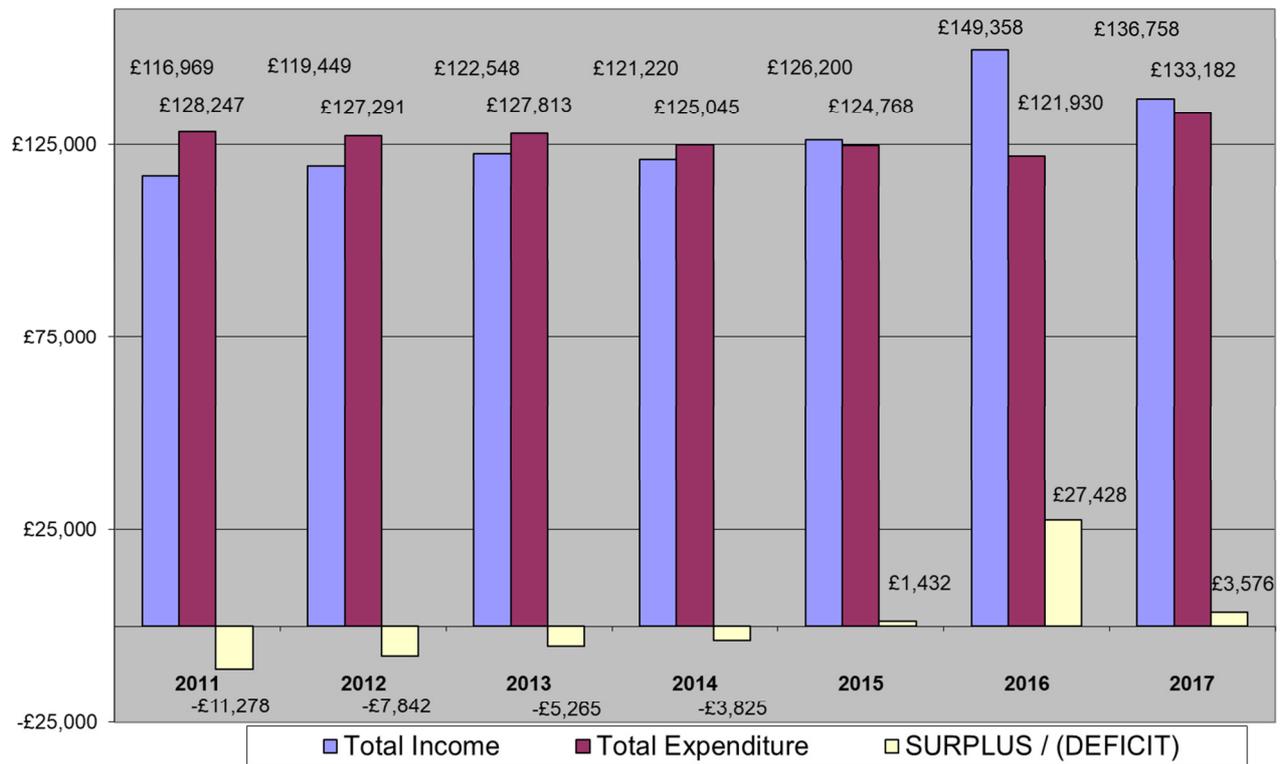
The financial accounts for 2017 are set out in their required form in the following pages.

Certain of the Church's income and funds have been received for a specific object, for example the employment of the Youth and Children's Worker. Accordingly these amounts are categorised as *restricted funds* and may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund and cannot be used for the Church's general use, unless agreed to in writing by the original donors. All other income and funds are categorised as *unrestricted funds* and are available for general use.

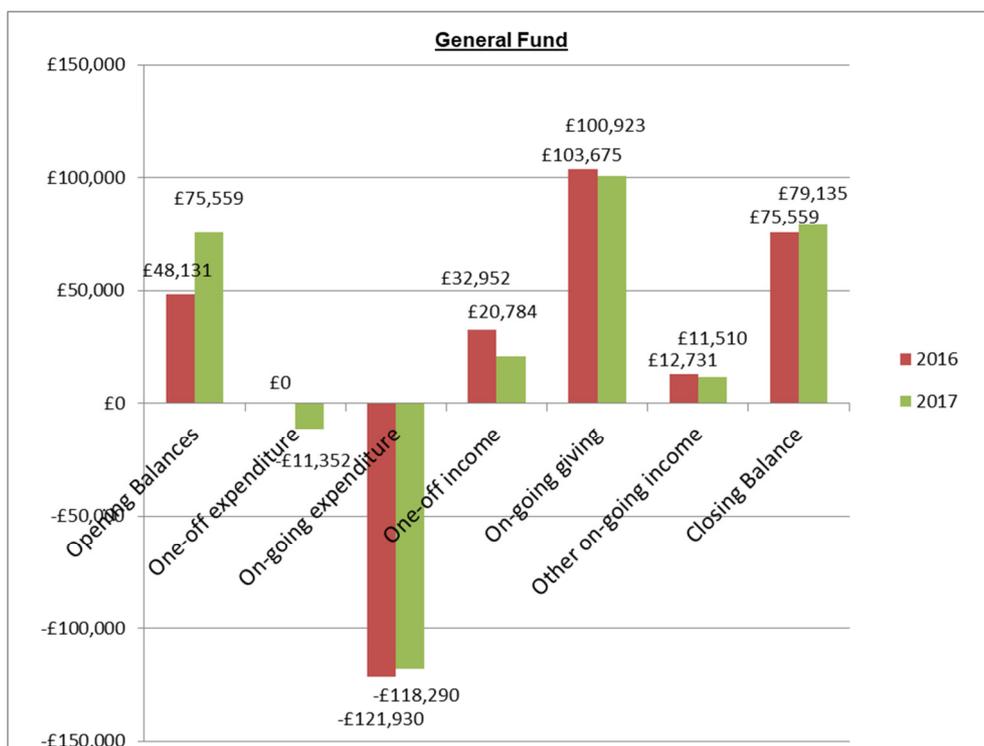
The accounts for the year show the PCC's income and endowments exceeded expenditure by £3,576 in respect of unrestricted funds (a surplus), and that, before adjusting for the Gains on investment assets, restricted funds income and endowments exceeded expenditure by £11,739 (again a surplus). Unrestricted reserves at the 31st December amount to £79,135.

The graph at the top of the next page shows the trend of our unrestricted fund income and expenditure over recent years.

Unrestricted (General) Funds Income and Expenditure



However, in the last two years the financial picture has been particularly influenced by one-off items of income and expenditure. Consequently, during the last year the PCC has become accustomed to seeing financial updates for Unrestricted Funds with income and expenditure split between one-off and on-going elements, in order to provide an indication of likely future finances as well as of the position in the current year. Throughout the year the PCC has seen comparisons of the actual position against that anticipated for the same period at the beginning of the year. The graph below is similar to that received by the PCC during the year, but compares the actual position for 2017 with that for 2016.



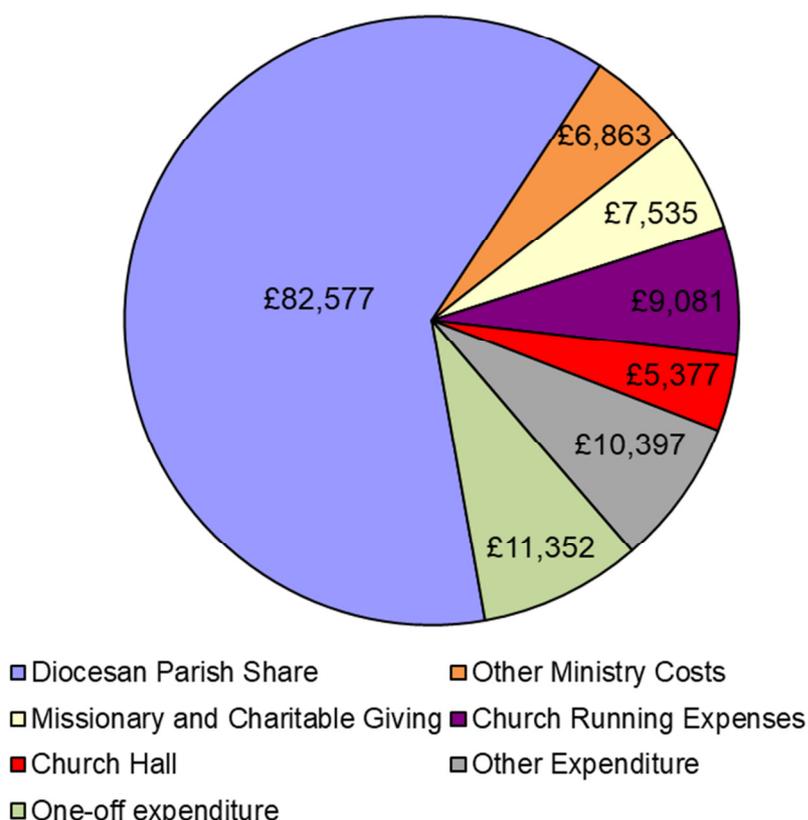
It is recognised that one person’s definition of “one-off” could be different to another’s and that there has not been a thorough re-working of the 2016 position, which means the comparison may not be as robust as it could be for this year, but it is believed that this graph presents a more helpful presentation of financial activity over the two years.

Without legacies and one off donations amounting to £20,784 in 2017 there would have been a deficit of £17,208. However, this also included planned one-off expenditure of £11,352 within unrestricted funds, such that the “on-going” financial position shows a deficit in year of £5,856, with a continuation of the difficulties whereby the Church has to rely on one-off income and reserves to maintain current expenditure.

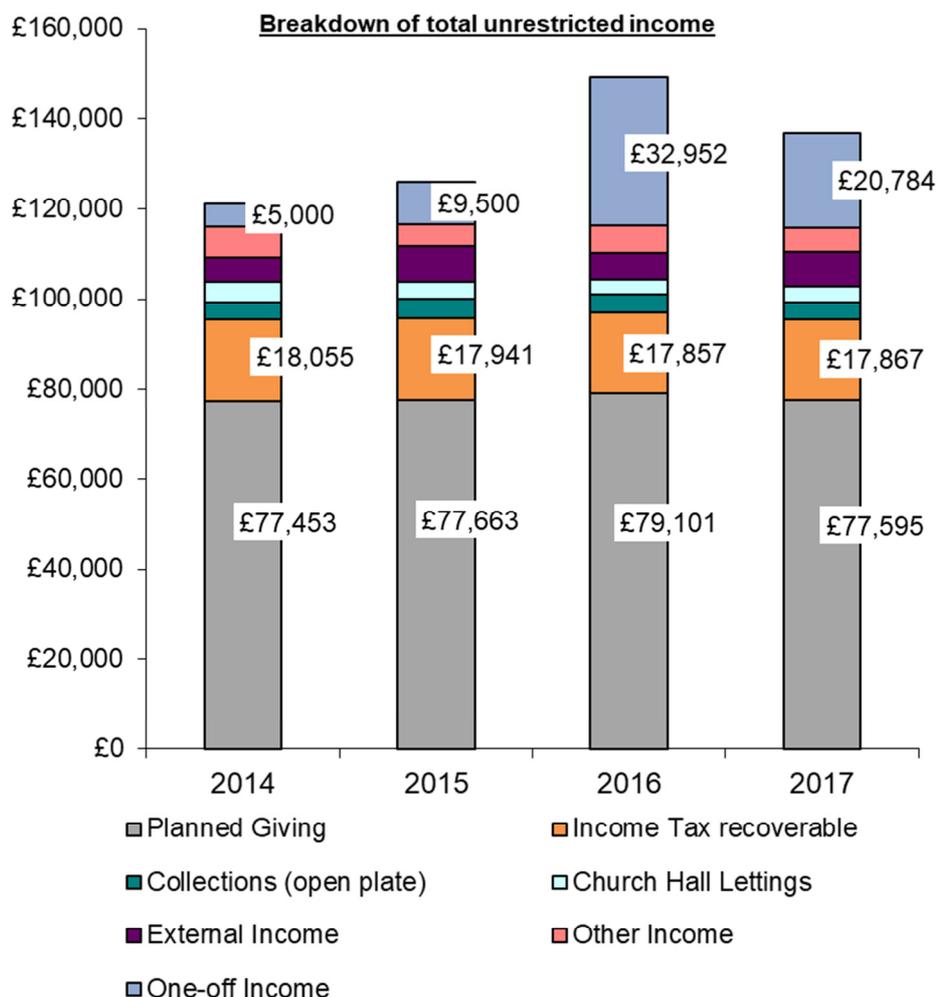
However, with one off income, exceeding one-off expenditure reserves have continued to rise to £79,135.

The pie chart below shows the breakdown of the unrestricted expenditure in 2017, which in total amounts to £133,182. £11,352 of this amount relates to one-off expenditure, most of which is in respect of the professional fees for considering the development of the Churches buildings. Other areas of expenditure are broadly similar to the previous year.

2017 Unrestricted Expenditure analysis



The bar chart on the next page provides an analysis of the unrestricted income over the last four years, with the 2017 income totalling £136,758. Of this sum £20,784 relates to one-off income. Without the one-off income there are very few differences between the levels of income over the last four years.



The restricted funds at the end of 2017 now amount to £79,538 of which £56,837 relates to the Trust Fund from the sale of the former curate's house. The increase in the Trust Fund has arisen from the revaluation of the investment that has enabled this fund to be "topped up" by £4,706 at the end of the year.

Of the remaining restricted funds, the major element is the fund held in respect of the Joint Youth Outreach Worker project, which amounted to £19,407 at the end of 2017. Since then the Management Committee for the Youth and Children's Worker have, with the support of both Church Councils, decided to re-focus the role again and to look instead for someone to fulfil the role of a Children and Families Worker, focussing on children up to primary school age and their families. The change in focus represents a change in purpose from that originally intended and, as the Youth Outreach Worker Fund holds a sizeable balance, charity regulations require that the funding should be returned or written agreement obtained to transfer the funds. The balance has accumulated since the beginning of 2017 and it is hoped that those who have given since then will feel able to support the new initiative, but this cannot be taken for granted and their written permission will be sought before it is used for a new fund for a Children and Families Worker.

Reserves Policy

The Charity Commission requires trustees of each Charity to:

- develop a reserves policy that:
 - fully justifies and clearly explains keeping or not keeping reserves
 - identifies and plans for the maintenance of essential services for beneficiaries

- reflects the risks of unplanned closure associated with the charity's business model, spending commitments, potential liabilities and financial forecasts
- helps to address the risks of unplanned closure on their beneficiaries (in particular, vulnerable beneficiaries), staff and volunteers
- publish the reserves policy (even if not required to by law) and ensure it is tailored to the charity's circumstances – it should not be just a standard form of wording. It should explain to funders, beneficiaries, the public and the commission exactly what reserves are kept (or not kept) for and when they are to be used
- make sure that their reserves policy is put in place and operated
- regularly monitor and review the effectiveness of the policy in the light of the changing funding and financial climate and other risks

The PCC briefly reviewed its reserves policy on 19 March. Though it plans a more thoroughgoing consideration of the issues in the coming months when hopefully we will have found a person to serve as treasurer, in the meantime the meeting on 19th March decided to work within the policy that Chris Gill had proposed:

- The first element of Unrestricted Reserves be set aside to cover two months of day to day routine expenditure (£20,000) to cover any unforeseen expenditure or loss of income
- The second element of Unrestricted Reserves be set aside to provide a contribution of £5,000 for each year since the last quinquennial survey to meet any consequent repairs from the next inspection (£10,000)
- A third element of Unrestricted Funds to provide for the fact that the Church continues to have a deficit in its on-going or day to day finances. To provide long term stability as a going concern, 5 years of the £6,900 on-going deficit projected for 2018 would be £34,500
- Consideration be given to using the remaining element of unrestricted reserves at 31 December 2017 (£14,635) for developing the work of the Church
- That consideration and the overall position be reviewed during 2018 as it is anticipated that further one off income will be received during the year and £5,196 of the £14,635 has already been committed to one-off expenditure

Going Concern

The PCC has considered its current financial circumstances and by adopting this Reserves Policy believes that the Church's position can be considered as a going concern for the medium term. However, it may be at risk from changes in giving levels and the PCC will need to continue to monitor this closely.

The Church's position may also be at risk if it embarks on any development of its buildings without ensuring that sufficient finance is in place. The PCC has already spent £10,000 on professional advice considering the options for the future and will be asked to commit a further £15,000 to secure planning permission once it receives further one-off income expected in 2018. When planning permission is secure, the Church will need to ensure that adequate funding is in place before it commits to the anticipated net cost of £350,000.

Report approved by the Parochial Church Council at its meeting on 19 March 2018 and signed on its behalf by Revd Andrew Dawswell (PCC Chairman)

Andrew Dawswell

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We are awaiting our examiners report - expected format shown below:

Independent Examiner's report to the trustees of St. Andrew's in the Westlands Parochial Church Council

I report on the accounts of St. Andrew's Church in the Westlands for the year ended 31st December 2017, which are set out on pages 16 to 27.

Respective responsibilities of trustees and 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 report

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 matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave 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.

Peter Walley FCA
Willow Lodge,
190 Seabridge Lane,
Newcastle-under-Lyme,
Staffordshire,
ST5 3LS

th March 2018

ST ANDREWS IN THE WESTLANDS PAROCHIAL CHURCH COUNCIL

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2017

		Unrestricted Funds	Restricted Funds	TOTAL FUNDS 2017	2016
	Note	£	£	£	£
Income and Endowments					
Voluntary Income	2a	123,472	21,617	145,089	159,204
Activities for Generating Funds	2b	-	1,027	1,027	1,248
Income from Investments	2c	2,321	-	2,321	1,713
Church Activities	2d	10,965	960	11,925	9,701
Other incoming resources	2e	-	-	-	-
Total Income		<u>136,758</u>	<u>23,604</u>	<u>160,362</u>	<u>171,866</u>
Expenditure					
Costs of generating voluntary income	3b	255	-	255	213
Fund-raising trading costs	3c	-	-	-	41
Church Activities	3a	132,927	11,865	144,792	153,149
Total Expenditure		<u>133,182</u>	<u>11,865</u>	<u>145,047</u>	<u>153,403</u>
Net Income / (Expenditure)		3,576	11,739	15,315	18,463
Gains/(Losses) on investment assets	5b	-	4,706	4,706	5,209
Net Movement in Funds		3,576	16,445	20,021	23,672
Balances Brought Forward at 1 January		75,559	63,093	138,652	114,980
Balances Carried Forward at 31 December		<u>79,135</u>	<u>79,538</u>	<u>158,673</u>	<u>138,652</u>

The comparable Statement of Financial Activities for the year ended 31 December 2016, split between type of Fund, is set out on page 17 and this together with the notes on pages 19 to 27 form part of this account

ST ANDREWS IN THE WESTLANDS PAROCHIAL CHURCH COUNCIL

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2016

	Unrestricted Funds £	Restricted Funds £	TOTAL 2016 £
Income and Endowments			
Voluntary Income	138,079	21,125	159,204
Activities for Generating Funds	-	1,248	1,248
Income from Investments	1,713	-	1,713
Church Activities	9,566	135	9,701
Other incoming resources	-	-	-
Total Income	<u>149,358</u>	<u>22,508</u>	<u>171,866</u>
Expenditure			
Costs of generating voluntary income	213	-	213
Fund-raising trading costs	-	41	41
Church Activities	121,717	31,432	153,149
Total Expenditure	<u>121,930</u>	<u>31,473</u>	<u>153,403</u>
Net Income / (Expenditure)	27,428	(8,965)	18,463
Gains/(Losses) on investment assets	-	5,209	5,209
Net Movement in Funds	27,428	(3,756)	23,672
Balances Brought Forward at 1 January	48,131	66,849	114,980
Balances Carried Forward at 31 December	<u><u>75,559</u></u>	<u><u>63,093</u></u>	<u><u>138,652</u></u>

BALANCE SHEET AS AT 31 DECEMBER 2017

		Unrestricted	Restricted	TOTAL FUNDS	
		Funds	Funds	2017	2016
	Note	£	£	£	£
Fixed Assets					
Tangible	5a	-	-	-	-
Investments	5b	-	56,837	56,837	52,131
		<hr/>	<hr/>	<hr/>	<hr/>
		-	56,837	56,837	52,131
Current Assets					
Debtors	6	5,466	701	6,167	5,175
Short Term Deposits		27,231	22,769	50,000	50,000
Cash at Bank and in Hand		49,998	-	49,998	34,736
		<hr/>	<hr/>	<hr/>	<hr/>
		82,695	23,470	106,165	89,911
Liabilities					
Creditors - amounts falling due in one year	7	3,560	769	4,329	3,390
		<hr/>	<hr/>	<hr/>	<hr/>
Net Current Assets / (Liabilities)		79,135	22,701	101,836	86,521
		<hr/>	<hr/>	<hr/>	<hr/>
Total assets less current liabilities		79,135	79,538	158,673	138,652
Creditors - amounts falling due after one year		-	-	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
Total net assets		79,135	79,538	158,673	138,652
		<hr/>	<hr/>	<hr/>	<hr/>
Parish Funds					
Unrestricted	9	79,135	-	79,135	75,559
Restricted	8	-	79,538	79,538	63,093
		<hr/>	<hr/>	<hr/>	<hr/>
		79,135	79,538	158,673	138,652

Approved by the Parochial Church Council on 19 March 2018 and signed on its behalf by Revd Andrew Dawswell (PCC Chairman)

Andrew Dawswell

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The notes on pages 17 and 19 to 27 form part of these accounts

ST ANDREWS IN THE WESTLANDS PAROCHIAL CHURCH COUNCIL
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2017

1 ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Statement of Recommended Practice for Charities (SORP) and applicable accounting standards (FRS102)

The financial statements have been prepared under the historical cost convention. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of Church members.

Cashflow Statement

The Charity has taken advantage of the exemption in FRS102 from the requirement to produce a Cash flow statement on the grounds that the income does not exceed £500,000.

Funds

Restricted funds represent (a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and (b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not invest separately for each fund and because of its materiality and difficulty in undertaking the exercise interest is not apportioned to each individual fund.

Unrestricted funds are income funds which are to be used for PCC general purposes

Income and Endowments

Planned giving, collections and 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 legally entitled to the amounts due. *Interest* is accrued. All *other income* is recognised when it is receivable. All incoming resources are accounted for gross, with the exception of income shared with St. Peter's Church, our ecumenical partner, where only the element relating to St. Andrew's is recorded.

Expenditure

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. *The diocesan parish share* is accounted for when due. Amounts received specifically for *mission* are dealt with as restricted funds, as are amounts received specifically to fund the *Youth Outreach Worker*. All *other expenditure* is generally recognised when it is incurred and is accounted for gross with the exception of expenditure shared with St. Peter's Church, our ecumenical partner, where only the element relating to St. Andrew's is recorded.

Fixed Assets

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

Moveable 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). All inalienable property assets are not valued in the financial statements and as such expenditure on any acquisitions are written off when incurred.

Individual items of *equipment* used within the church premises are also written off when the asset is acquired.

Investments are valued at market value at 31 December

ST ANDREWS IN THE WESTLANDS PAROCHIAL CHURCH COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2017

	Unrestricted Funds	Restricted Funds	TOTAL FUNDS		
Note	£	£	2017 £	2016 £	
2 INCOME AND ENDOWMENTS					
2a Voluntary Income					
Planned giving:					
Eligible for Gift Aid	10	68,214	11,450	79,664	80,453
Tax recoverable	10	17,867	2,863	20,730	20,065
Other	10	9,381	5,415	14,796	12,619
Collections (open plate)	11	3,932	617	4,549	4,484
Grants	12	1,765	-	1,765	2,202
Gift Day		-	-	-	-
Other Donations, appeals etc.	13	9,190	1,272	10,462	16,429
Legacies		13,123	-	13,123	22,952
		<u>123,472</u>	<u>21,617</u>	<u>145,089</u>	<u>159,204</u>
2b Activities for Generating Funds					
Fund-raising (coffee mornings etc.)	14	-	1,027	1,027	1,248
Sale of pens, cards etc		-	-	-	-
		<u>-</u>	<u>1,027</u>	<u>1,027</u>	<u>1,248</u>
2c Income from Investments					
Interest from CBF Investment Account		1,844	-	1,844	1,518
Interest from CBF Deposit Account		-	-	-	-
Interest from Bank Accounts		477	-	477	195
		<u>2,321</u>	<u>-</u>	<u>2,321</u>	<u>1,713</u>
2d Income from Church Activities					
Church Hall Lettings		3,541	-	3,541	3,308
PCC Fees	15	4,571	920	5,491	3,207
Photocopier & Telephone Refund	16	-	-	-	-
Training, Development & Nurture	17	2,072	40	2,112	1,742
Use of Church & Parish Room		736	-	736	1,364
Other income		45	-	45	80
		<u>10,965</u>	<u>960</u>	<u>11,925</u>	<u>9,701</u>
2e Other income					
		-	-	-	-
Total Income and Endowments		<u>136,758</u>	<u>23,604</u>	<u>160,362</u>	<u>171,866</u>

ST ANDREWS IN THE WESTLANDS PAROCHIAL CHURCH COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2017

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2017 £	2016 £
3 EXPENDITURE					
3a Church Activities					
Missionary and charitable giving:	18				
Church overseas:					
Missionary societies		3,900	32	3,932	4,062
Relief and development agencies		700	1,050	1,750	2,062
Home missions and other Church Societies		2,935	60	2,995	2,776
Secular Charities		-	386	386	425
		<u>7,535</u>	<u>1,528</u>	<u>9,063</u>	<u>9,325</u>
Ministry					
Diocesan Parish Share		82,577	-	82,577	81,507
Other Ministry Costs	19	6,863	-	6,863	6,959
Church Running Expenses	20	9,081	685	9,766	9,564
Church Maintenance	21	13,255	634	13,889	5,800
Upkeep of services	22	4,135	-	4,135	4,711
Upkeep of church grounds		465	-	465	588
Expenditure on Link		850	-	850	850
Training, development & nurture	17	1,233	9,018	10,251	27,282
Church Hall		5,377	-	5,377	4,973
Printing, stationery and office expenses		1,556	-	1,556	1,590
		<u>132,927</u>	<u>11,865</u>	<u>144,792</u>	<u>153,149</u>
3b Generation of voluntary income					
Cost of Stewardship		255	-	255	213
		<u>255</u>	<u>-</u>	<u>255</u>	<u>213</u>
3c Fund-raising costs		-	-	-	41
Total Expenditure		<u>133,182</u>	<u>11,865</u>	<u>145,047</u>	<u>153,403</u>

ST ANDREWS IN THE WESTLANDS PAROCHIAL CHURCH COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2017

	Unrestricted Funds	Restricted Funds	TOTAL FUNDS	
Note	£	£	2017 £	2016 £
4a STAFF COSTS				
Gross Wages and salaries	6,608	6,298	12,906	26,462
National Insurance Costs	-	495	495	1,663
Pension Costs	150	252	402	954
	<u>6,758</u>	<u>7,045</u>	<u>13,803</u>	<u>29,079</u>

During the year the PCC employed a secretary and church cleaner (both part-time) and the PCC also paid the Church in the Westlands Childrens and Youth Worker from a Restricted Fund. The cost of the cleaner is divided equally between the Church and the Church Hall.

4b PAYMENTS TO PCC MEMBERS

There were no payments to PCC members during 2017, other than for the reimbursement of purchases made on behalf of the Church. No PCC member, persons closely connected to them or related parties received remuneration, benefit or reimbursement of travelling or other expenses .

	Unrestricted Funds	Restricted Funds	TOTAL FUNDS	
Note	£	£	2017 £	2016 £
5 FIXED ASSETS				
5a Tangible	None	None	None	None
5b Investments				
Market value - 1 January	-	52,131	52,131	46,922
Disposal at carrying value	-	-	-	-
Purchases at cost	-	-	-	-
Gain / (loss) on annual revaluation	-	4,706	4,706	5,209
	<u>-</u>	<u>56,837</u>	<u>56,837</u>	<u>52,131</u>

The holding at 31 December 2017 was 3466.86 units in the Church of England's Central Board of Finance Investment Fund

ST ANDREWS IN THE WESTLANDS PAROCHIAL CHURCH COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2017

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2017 £	2016 £
6 DEBTORS					
Income tax recoverable		5,007	701	5,708	5,140
Interest		459	-	459	35
Owed by others		-	-	-	-
Payments in advance		-	-	-	-
		5,466	701	6,167	5,175
7 SUNDRY CREDITORS					
Organist		1,686	330	2,016	2,079
Choir		-	439	439	398
Owed to Diocese re Payroll		-	-	-	228
Owed to St. Peter's		-	-	-	52
Other		1,874	-	1,874	633
		3,560	769	4,329	3,390
		Opening Balance £	Income £	Expenditure £	Transfers £
					Closing Balance £
8 RESTRICTED FUNDS					
Missionary & Charitable Giving	-	1,744	1,528	-	216
The Puppet Ministry	41	70	-	-	111
Youth Outreach Worker	8,026	20,122	8,741	-	19,407
Flower Fund	2,135	708	685	-	2,158
Church Fabric	181	-	-	-	181
Organ Fund	-	920	634	-	286
Messy Church	320	40	277	-	83
Blaze Equipment	259	-	-	-	259
Trust Fund	52,131	4,706	-	-	56,837
		63,093	28,310	11,865	-
					79,538

The Trust Fund restricted fund is the capital element from the sale of a former curate's house, which can only be utilised by the PCC if permission is granted by the Diocesan Trustees. This is currently invested in the Church of England's Central Board of Finance Investment Fund and the income / interest from the investment (as opposed to the gain / loss on valuation, which is shown as income / expenditure above) is unrestricted funds and as such is paid directly into the Church's bank account and utilised by the PCC for general purposes.

ST ANDREWS IN THE WESTLANDS PAROCHIAL CHURCH COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2017

9 UNRESTRICTED FUNDS

Up to £2,000 of the Unrestricted fund balances were earmarked for further professional fees to progress the development of the Church premises; £1,258 has already been spent on urgent boiler repairs and a further £1,596 is earmarked for further works - £1,000 for Internal brickwork and £596 for a new control panel. In total £4,854 of unrestricted fund balances are already committed to forward works.

10 PLANNED GIVING

The restricted element relates to planned giving in respect of the Youth Outreach Worker

11 PLATE COLLECTIONS

£

The restricted element comprises the following:

Remembrance Sunday to Service Charities	300
Christingle Offering	36
Confirmation Service Offering	65
Cubs & Scouts District Carol Service	216

617

12 GRANTS

The unrestricted grant income of £1,765 represents contributions from the Gift Aid Small Donation Scheme

13 DONATIONS, APPEALS ETC.

£

The restricted element comprises the following:

Missionary and Charitable Giving	100
Puppet Ministry	70
Flower Fund	707
Messy Church	-
Youth Outreach Worker	395

1,272

These include the Tax recoverable on Gift Aid donations where relevant

14 FUND RAISING

£

These comprise the following:

Tearfund - Open Cafe etc.	941
Action Aid	86

1,027

ST ANDREWS IN THE WESTLANDS PAROCHIAL CHURCH COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2017

15 PCC FEES

PCC Fees for Weddings and Funerals etc. do not include those fees paid to the Diocese (to help pay Clergy Stipends) or to the Organist and Verger as the Church only acts as agent in collecting and passing on these fees.

16 PHOTOCOPIER AND TELEPHONE REFUND

The PCC pays part of the cost of its photocopying to the Church in the Westlands Ecumenical Photocopier account as with any other organisation using that facility. In the past both churches have benefitted from a refund if the Ecumenical Executive believes the balance in the photocopying account is too high and this is recorded as income in the accounts.

17 TRAINING, DEVELOPMENT AND NURTURE

This comprises the following:

	Incoming Resources Resources	Expended
	£	£
Youth Outreach Worker		8,741
Work with Children and Young People	-	293
Bereavement Care	-	-
Messy Church (inc. Teddy Bear's Picnic)	40	277
Materials for Groups	297	377
Rememberance Book	90	77
Refreshments	1,542	221
Moving up Books for Schools & Gifts	-	165
External Training of Volunteers	-	(50)
Pastoral Work	-	10
Outreach work	143	140
	<u>2,112</u>	<u>10,251</u>

	Unrestricted Funds	Restricted Funds	TOTAL FUNDS	
Note	£	£	2017 £	2016 £

18 MISSIONARY AND CHARITABLE GIVING

Church Overseas - Missionary Societies

Bible Society	700	700	820
Church Missionary Society		-	42
Open Doors		32	-
The McKnights Mission Partners	3,200	3,200	3,200
	<u>3,900</u>	<u>32</u>	<u>3,932</u> <u>4,062</u>

ST ANDREWS IN THE WESTLANDS PAROCHIAL CHURCH COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2017

	Unrestricted Funds	Restricted Funds	TOTAL FUNDS	
Note	£	£	2017 £	2016 £
18 MISSIONARY AND CHARITABLE GIVING continued				
Church Overseas - Relief and Development Agencies				
Tearfund	700	1,041	1,741	2,055
Samaritan's Purse		9	9	7
	700	1,050	1,750	2,062
Home Missions and Other Church Societies				
Childrens' Society		19	19	7
Action for Children		9	9	7
Christians Against Poverty	600		600	-
Gideons International	700		700	820
Churches Together in Newcastle Town	35		35	35
Deanery Synod			-	-
Explained and Proclaimed			-	25
Simeons Trustees	100		100	100
Scripture Union	700		700	820
UCCF	700		700	820
Bishop's Ordination Candidates Fund		32	32	42
Vicar's Discretionary Fund	100		100	100
	2,935	60	2,995	2,776
Secular Charities				
Action Aid		86	86	95
Poppy Fund Appeal		100	100	110
SSAFA		100	100	110
Combatt Stress		100	100	110
	-	386	386	425
Total Missionary and Charitable Giving	7,535	1,528	9,063	9,325
The following has also passed through the Church's books, by virtue of the Church acting as agent and this is not reflected in the Church accounts.				
Bishop's Lent Appeal	-	65	65	115
	-	65	65	115

ST ANDREWS IN THE WESTLANDS PAROCHIAL CHURCH COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2017

	Unrestricted Funds	Restricted Funds	TOTAL FUNDS	
Note	£	£	2017 £	2016 £
19 OTHER MINISTRY COSTS				
Visiting Clergy Expenses	34	-	34	341
Vicarage costs	250	-	250	250
Vicar's secretary	3,898	-	3,898	3,840
Working expenses of incumbent	1,790	-	1,790	1,243
Working Expenses of curate	891	-	891	1,050
External Training of Staff	-	-	-	235
	6,863	-	6,863	6,959
<p>The £250 in respect of the Vicarage represents a contribution to the Diocesan Redecoration fund and as such does not necessarily mean that work is undertaken during the year.</p>				
20 CHURCH RUNNING EXPENSES				
These comprise the following:				
Electricity	1,358	-	1,358	1,387
Heating Oil	4,336	-	4,336	4,357
Water	112	-	112	109
Cleaner	1,430	-	1,430	1,301
Cleaning Materials	81	-	81	84
Insurance	1,764	-	1,764	1,756
Flowers	-	685	685	570
	9,081	685	9,766	9,564
21 CHURCH MAINTENANCE				
Routine Maintenance	1,609	-	1,609	1,134
Major Maintenance				
Quinquennial Repairs & Survey	-	-	-	3,130
Organ Repairs & Tuning	-	634	634	886
Bolier Repairs	156	-	156	239
Window Repairs	138	-	138	411
Buildings Development	10,475	-	10,475	-
Other Improvements	877	-	877	-
	13,255	634	13,889	5,800
22 UPKEEP OF SERVICES				
Organist	3,295	-	3,295	3,268
Christian Copyright Licence	309	-	309	651
Music / Choir	-	-	-	-
Sound System Consumables	27	-	27	398
Communion	300	-	300	231
Service Books / Prayer Resources	-	-	-	-
Other	204	-	204	163
	4,135	-	4,135	4,711