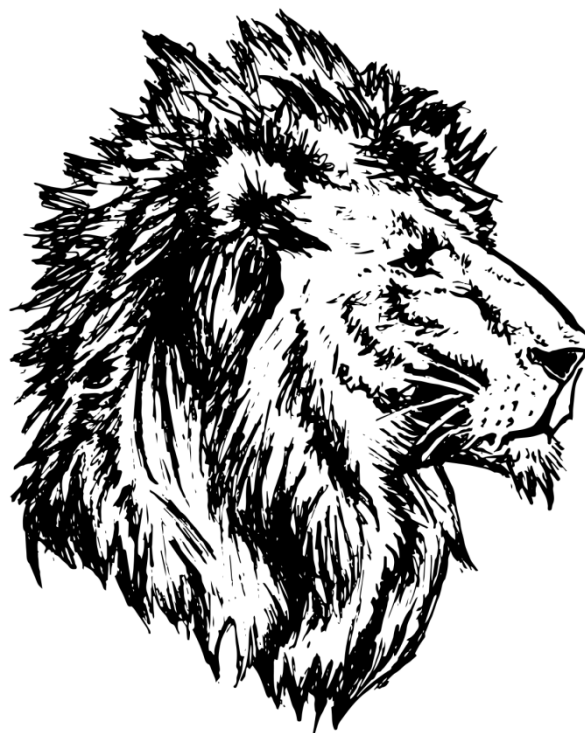


# **St Leonard's Church Chesham Bois**

## **ANNUAL GENERAL MEETING to include Vestry meeting and Annual Parochial Church Meeting 2019**

**Monday 29<sup>th</sup> April 2019 8:00pm**

**The Parish Centre  
Glebe Way, Chesham Bois, HP6 5ND**



## **TRUSTEES' ANNUAL REPORT & ACCOUNTS**

**For the Year Ended 31<sup>st</sup> December 2018**

**Registered Charity Number 1134113**



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**ST. LEONARD'S CHURCH, CHESHAM BOIS**  
**TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED**  
**31<sup>st</sup> DECEMBER 2018**  
**REGISTERED CHARITY 1134113**

**OBJECTIVES & ACTIVITIES**

The primary object of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England.

The PCC has the responsibility of co-operating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic and social.

We focus on Jesus because he defines our identity. The Father shows us what to do, we trust him in all circumstances and we expect to see the Kingdom manifest.

Quinquennial inspection repairs have continued to be addressed along with other items including ongoing maintenance items.

The PCC also has ongoing maintenance responsibility for the Parish Centre and 37 Milton Lawns and 19 Stubbs End Close.

**CHURCH ACTIVITIES**

Sunday	8.00am	BCP Holy Communion (Church Building)
	10.00am	Family Worship (Church Building)
	10.30am	Family Celebration (Beacon School)
Monthly		Encounter
		Sanctuary Time of Prayer

A large variety of other meetings and youth and children's activities take place during the week including other services, fellowship groups and young people's and children's meetings as below.

Maryland Pre-School Nursery Youth and Children's activities Home groups Prayer groups Regular teaching evenings including Living in Freedom 1 and Living in Freedom 2
---

We rely very heavily upon and are indebted to the voluntary effort and resources of our membership, particularly those who support the youth minister and part-time children's minister to run all the activities on Sundays as well as during the week. We are grateful for the voluntary effort of the teams that look after the cleaning, flowers, welcome teams and sidesmen and all those others who perform many and varied tasks in and around the parish.



## **PUBLIC BENEFIT**

The PCC has referred to the guidance in the Charity Commission's General Guidance on Public Benefit when reviewing its aims and objectives and in planning its future activities. In particular the PCC considers how planned activities will contribute to the aims and objectives it has set.

The Church of St. Leonard's Chesham Bois has a public duty and charge to the 'cure of souls' for the associated ecclesiastical parish. The overall ministry and work of the PCC, the clergy and staff routinely embraces this charge. All services and the majority of activities are accessible and open to our local and wider community. As an Anglican Church we serve parishioners through arranging baptism, funeral, and wedding ceremonies which includes wedding preparation. We recognise that in following Jesus it is possible to live in a community that not only builds up and strengthens our members but can also be a blessing to the wider community in which we live. Specific activities that demonstrate these commitments are the increased involvement and integration with Chesham Bois CE School, including curriculum support and church visits. These have also been taken up by Heatherton House and Elangeni schools as well as local scout groups. Some of the local guide and brownie groups attend parade services as part of our main Sunday services. At Christmas we run services open to the wider community and facilitate civic responsibilities to the wider community on Remembrance Sunday. Maryland Pre-School serves the community directly as do the Children's Fun Days and Seniors Holiday Club. The Parish Centre is used widely by a number of organisations for a range of activities, and is the central village hall in Chesham Bois.

## **ACHIEVEMENTS & PERFORMANCE**

A new Electoral Roll was prepared in April 2018 and recorded 189 members.

In 2018 there were:-

2 Baptisms 3 Weddings 11 Funerals
---

Our understanding is that as Christians, our life together is expressed in community and this is most readily realised in smaller group meetings beyond Sunday services. These groups are committed to realising in practice the values of the church. We have approximately 106 members spread across 10 adult branch groups. There are also 2 youth and 1 children's groups.



## **STAFF AND LEADERSHIP**

The staff and leadership teams comprise:

Laurie Clow	Rector
Chris Clare	Associate Minister
Vicky Burton	Assistant Pastor
Ruth Leach	Office Manager
Debbie Horridge	Rector's PA and Events Coordinator
Daniel Sutcliffe	Youth Minister / Office Administration
Denise Kolb	Children's Work Co-ordinator
Jonny Somervell	Worship Pastor (Aug-Dec)
Jackie Lambert	Licensed Lay Minister
Peter Flory	Licensed Lay Minister
Margaret Ibison	Licensed Lay Minister (Jan-Jun)
Peter Ibison	Licensed Lay Minister (Jan-Jun)
Owen Melville-Thomas	Intern (Sep-Dec)
Rachel Otterson	Intern (Sep-Dec)

## **PCC**

The PCC met 7 times during the year. The average level of attendance was 78%. Additional PCC Committees met between meetings and reports were received by the PCC and/or discussed and approved where necessary. Matters considered during the year are tabulated below.

Budgets and expenditure  
 GDPR, Health and Safety and risk assessments  
 Financial matters including CCT property rentals, staff costs  
 Maryland – intake numbers, staff ratios, staff and children's well being  
 Transforming Lives for Good(TLG)  
 Mission and our Mission Partners including visits from Bishop Seth, Stuart Lees, Pete Portal and Graham Wakeman  
 Property Maintenance including church quinquennial  
 Staff Matters including Assistant Pastor, Interns and Worship Leader  
 Living in Freedom and School of Prophetic (2019)  
 The Chrisom child and other church assets  
 Celebrate Weekend at Restore Hope; St. Leonard's Fun Day (2019)  
 PCC Committees  
 Parish Centre redevelopment



## MISSION & TRAINING

The church membership were involved with the following activities during the course of the year:-

Living in Freedom conference in Fulham and at home  
Children's Holiday Club with other churches in Amersham  
Seniors' Holiday Club  
Soul Survivor Summer conference  
Outreach to various schools, rest homes and organisations in the Parish  
Freedom Prayer team training  
Alpha  
Wedding Preparation

Other activities are fully reported in the APCM Annual Report Booklet.



## **FINANCIAL REVIEW**

The PCC accounts for the year 2018 are attached and have been duly examined and approved.

The accounts indicate a decrease in the level of income in 2018 over 2017 and an increase in the expenditure of the Council in 2018 over 2017.

The overall normal income is greater than normal expenditure and the surplus is shown in the general funds.

The ongoing financial commitments of the PCC are related to the continued ministry of the church, its members and payment of employed staff that support them and to the maintenance and fabric of the buildings.

The Youth Minister is housed in 37 Milton Lawns.

From August 2018, two Youth Interns and the Worship Pastor were housed in 19 Stubbs End Close. Expenses and council tax for 19 Stubbs End Close are met by the PCC. Until July 2018 other christian young adults including an intern from Amersham Free Church occupied and rented rooms.

These properties are occupied by annual licences from the Chiltern Christian Trust.

The PCC paid the Parish Share in full in 2018.

## **RESERVES POLICY**

The reserves policy as set in June 2010 is that the PCC will aim to hold in reserve a minimum of £25,000. This is set at a suitable amount to cover general operational expenditure for two months excluding the Parish Share.

At the end of the year the general unrestricted funds available to the PCC amounted to £124,360.30.

## **STRUCTURE, GOVERNANCE & MANAGEMENT**

The Parochial Church Council (PCC) is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC became a registered charity with the Charity Commission on the 5<sup>th</sup> February 2010.

Members of the PCC are either ex-officio, elected by the Annual Parochial Church Meeting (APCM) or co-opted in accordance with the Church Representation Rules.

Policies and procedures for Health & Safety, Disability Discrimination legislation and Safeguarding are regularly reviewed. The PCC applies the Diocese of Oxford Safeguarding Policy and the Safeguarding Representative is Chris Clare.

A review of the major risks and a risk register with action plan exists and is held by the Office Manager.





The PCC operated with eight main committees in 2018.

<b>Standing Committee</b> <i>Chair: Rector</i>	<p>Standing committee is the executive committee of the PCC. It has power to transact the business of the PCC between PCC meetings, subject to any parameters set by the Council including spending up to £400. Standing committee shapes the agenda for PCC meetings.</p>
<b>Mission Committee</b> <i>Chair: Chris Clare</i>	<p>This committee oversees the mission support function of the Church, supporting individuals, societies and projects at home and overseas. It recommends the allocation of funds to the PCC and is responsible for the distribution of these monies.</p>
<b>Fabric Committee</b> <i>Chair: Rector</i>	<p>This committee oversees the repair and maintenance of all the church properties advising and making recommendations to the PCC.</p>
<b>Personnel Committee</b> <i>Chair: Karen Willcox</i>	<p>This committee oversees appointment and support of all staff and regulates appraisal and training.</p>
<b>Safeguarding Committee</b> <i>Chair: Chris Clare</i>	<p>This committee oversees the safeguarding of all activities within the church and ensures it adheres to Diocesan policy and the law.</p>
<b>Finance Committee</b> <i>Chair: Katie Flory</i>	<p>This committee is responsible for supporting the Treasurer in the financial management and policies of the church, it advises and recommends best charity practice and processes to the PCC.</p>
<b>Parish Centre Redevelopment Committee</b> <i>Chair: Rector</i>	<p>This committee oversees the project for the redevelopment of the existing Parish Centre/Rectory site and oversees three sub-committees</p> <p>Parish Centre Redevelopment Committees:</p> <ul style="list-style-type: none"> <li>i) Warrior Prayer/Revelation – Chair: Rector</li> <li>ii) Strategy – Chair: Chris Clare</li> <li>iii) Implementation – Chair: David Clare</li> </ul>
<b>Maryland Committee</b> <i>Chair: Andrea Hayers</i>	<p>This committee oversees the operational running of the Maryland Pre-School.</p>

## REFERENCE & ADMINISTRATIVE DETAILS

<b>Full Name</b>	The Parochial Church Council of St. Leonard's Chesham Bois
<b>Church Address</b>	High Bois Lane, Chesham Bois, Amersham, Buckinghamshire, HP6 6DG
<b>Correspondence Address</b>	The Church Office, Parish Centre, Glebe Way, Chesham Bois, Amersham, Buckinghamshire, HP6 5ND
<b>Bank Address</b>	TSB Bank PLC, Amersham on the Hill Branch, 8 Sycamore Road, Amersham, Buckinghamshire, HP6 5DU
<b>Independent Examiner</b>	Nicola Anderson FCA FCIE, 189 Baldwins Lane, Croxley Green, Rickmansworth, Herts. WD3 3LL
<b>Rector</b>	Revd Laurie Clow



## MEMBERSHIP OF THE PAROCHIAL CHURCH COUNCIL DURING 2018

<b>Rector (Chairman)</b>	Revd Laurie Clow			
<b>Self-Supporting Minister</b>	Revd Chris Clare			
<b>Licensed Lay Ministers</b>	Jackie Lambert		Peter Flory	
<b>Churchwardens</b>	Jonathan Coutts		Maggi Kenzie ¥ Choi van Rest ∞	
<b>PCC Secretary</b>	Choi van Rest ¥ / Adrian Dunn ∞			
<b>PCC Treasurer</b>	Katie Flory			
<b>Deanery Representatives</b>	Noel Meredith		Monica Bartlett	Peter Flory
<b>Lay Representatives</b>	<b>Elected</b>			
	<b>2016</b>	Adrian Dunn Choi van Rest	Yvette Speakman	Andrew Silley
	<b>2017</b>	Katie Flory Toby Price	Jenny Robinson Karen Willcox	Noel Meredith
	<b>2018</b>	Monica Bartlett Alison Greenhalgh	Stuart McLachlan Josh Wilson	Malcolm Hafner
¥ Until Annual Parochial Church Meeting 24 <sup>th</sup> April 2018				
∞ From Annual Parochial Church Meeting 24 <sup>th</sup> April 2018				

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

The members of the Parochial Church Council are required to prepare financial statements each year. These give a true and fair view of the Parochial Church Council's financial activities during the year and of its financial position at year end. In preparing financial statements giving a true and fair view, the members should follow best practice and:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Parochial Church Council will continue in operation.

The members of the Parochial Church Council are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the Parochial Church Council and which enable them to ascertain the financial position of the Parochial Church Council and ensure that the financial statements comply with the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014. They are also responsible for safeguarding the assets of the Parochial Church Council and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



## **RELATED PARTY TRANSACTIONS AND TRUSTEES' REMUNERATIONS**

Statements and details of related transactions can be found in Note 9 of the accounts.

Approved by the Parochial Church Council 11<sup>h</sup> March 2019 signed on their behalf.

Jonathan Coutts  
Churchwarden



## INDEPENDENT EXAMINER'S REPORT

I report to the Trustees on my examination of the accounts of St Leonard's Church (charity no. 1134113) for the year ended 31 December 2018.

### Responsibilities and basis of report

As the charity trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. The accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Nicola Anderson FCA FCIE

dated:

189 Baldwins Lane  
Croxley Green  
Rickmansworth  
Hertfordshire  
WD3 3LL

**ST. LEONARD'S CHURCH, CHESHAM BOIS**  
**TRUSTEES' REPORT & ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2018**



## STATEMENT OF FINANCIAL ACTIVITIES

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds 2018 £	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds 2017 £
<b><i>Income from:</i></b>									
<i>Incoming resources from donors</i>	<b>2(a)</b>	312,988.52	3,250.00	1,749.09	317,987.61	279,728.30	173,626.25	1,021.27	454,375.82
<i>Other voluntary incoming resources</i>	<b>2(b)</b>	1,358.05	0.00	8,619.85	9,977.90	1,325.80	281.90	7,759.82	9,367.52
<i>Income from charitable and ancillary trading</i>	<b>2(c)</b>	4,136.88	102,696.77	0.00	106,833.65	4,822.59	92,894.68	0.00	97,717.27
<i>Other ordinary incoming resources</i>	<b>2(d)</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<i>Income from investments</i>	<b>2(e)</b>	1,612.86	0.00	0.00	1,612.86	716.63	0.00	0.00	716.63
<b>Total Income from:</b>		<b><u>320,096.31</u></b>	<b><u>105,946.77</u></b>	<b><u>10,368.94</u></b>	<b><u>436,412.02</u></b>	<b><u>286,593.32</u></b>	<b><u>266,802.83</u></b>	<b><u>8,781.09</u></b>	<b><u>562,177.24</u></b>
<b><i>Expenditure on:</i></b>									
<i>Grants</i>	<b>3(a)</b>	20.00	26,491.35	10,413.94	36,925.29	468.40	45,220.75	8,794.76	54,483.91
<i>Activities directly relating to the work of the church</i>	<b>3(b)</b>	251,698.70	91,113.83	150.00	342,962.53	233,773.46	38,454.80	40.00	272,268.26
<i>Costs of generating funds</i>	<b>3(c)</b>	837.42	97,696.75	0.00	98,534.17	1,839.10	89,780.00	0.00	91,619.10
<b>Total Expenditure on:</b>		<b><u>252,556.12</u></b>	<b><u>215,301.93</u></b>	<b><u>10,563.94</u></b>	<b><u>478,421.99</u></b>	<b><u>236,080.96</u></b>	<b><u>173,455.55</u></b>	<b><u>8,834.76</u></b>	<b><u>418,371.27</u></b>
<b>Net Income/ (Expenditure) Resources before Transfer</b>		67,540.19	-109,355.16	-195.00	-42,009.97	50,512.36	93,347.28	-53.67	143,805.97
<b><i>Transfers</i></b>									
Gross Transfer between Funds - In		250.00	227,880.35	45.00	228,175.35	0.00	63,391.44	0.00	63,391.44
Gross Transfer between Funds - Out		-31,420.98	-196,754.37	0.00	-228,175.35	-29,087.34	-34,304.10	0.00	-63,391.44
<b>Net movement in Funds</b>		<b><u>36,369.21</u></b>	<b><u>-78,229.18</u></b>	<b><u>-150.00</u></b>	<b><u>-42,009.97</u></b>	<b><u>21,425.02</u></b>	<b><u>122,434.62</u></b>	<b><u>-53.67</u></b>	<b><u>143,805.97</u></b>
<b><i>Reconciliation of Funds</i></b>									
<b>Total Funds Brought Forward</b>		87,991.09	280,488.22	270.33	368,749.64	66,566.07	158,053.60	324.00	224,943.67
<b>Total Funds Carried Forward</b>		<b><u>124,360.30</u></b>	<b><u>202,259.04</u></b>	<b><u>120.33</u></b>	<b><u>326,739.67</u></b>	<b><u>87,991.09</u></b>	<b><u>280,488.22</u></b>	<b><u>270.33</u></b>	<b><u>368,749.64</u></b>

**ST. LEONARD'S CHURCH, CHESHAM BOIS**  
**TRUSTEES' REPORT & ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2018**



## BALANCE SHEET

	Note	Unrestricted £	Designated £	Restricted £	2018 £	2017 £
<b>Current assets</b>						
Debtors		7,891.58	1,861.88	50.00	9,803.46	15,335.10
Cash at bank and in hand		<u>120,000.74</u>	<u>213,902.10</u>	<u>2,450.33</u>	<u>336,353.17</u>	<u>359,625.80</u>
		<b>127,892.32</b>	<b>215,763.98</b>	<b>2,500.33</b>	<b>346,156.63</b>	<b>374,960.90</b>
<b>Liabilities</b>						
Creditors: Amounts falling due in one year		<u>3,532.02</u>	<u>13,504.94</u>	<u>2,380.00</u>	<u>19,416.96</u>	<u>6,211.26</u>
		<b>3,532.02</b>	<b>13,504.94</b>	<b>2,380.00</b>	<b>19,416.96</b>	<b>6,211.26</b>
<b>Net current assets less current liabilities</b>		<u><b>124,360.30</b></u>	<u><b>202,259.04</b></u>	<u><b>120.33</b></u>	<u><b>326,739.67</b></u>	<u><b>368,749.64</b></u>
<b>Total net assets less liabilities</b>		<u><b>124,360.30</b></u>	<u><b>202,259.04</b></u>	<u><b>120.33</b></u>	<u><b>326,739.67</b></u>	<u><b>368,749.64</b></u>
<b>Represented by</b>						
<b>Unrestricted</b>						
General fund		124,360.30	0.00	0.00	124,360.30	87,991.09
<b>Designated</b>						
General Reserve for Future Activities Fund		0.00	31,006.71	0.00	31,006.71	221,526.08
Mission Fund		0.00	6,229.47	0.00	6,229.47	1,469.84
PCC Maryland Fund		0.00	2,269.23	0.00	2,269.23	1,771.29
PCC Parish Centre Fund		0.00	49,439.09	0.00	49,439.09	44,937.01
Parish Centre Redevelopment Project Fund		0.00	113,314.54	0.00	113,314.54	10,784.00
<b>Restricted</b>						
Gifts Specified by Donor		0.00	0.00	0.00	0.00	0.00
Church Room Charity		0.00	0.00	120.33	120.33	270.33
<b>Funds of the church</b>	<b>7</b>	<u><b>124,360.30</b></u>	<u><b>202,259.04</b></u>	<u><b>120.33</b></u>	<u><b>326,739.67</b></u>	<u><b>368,749.64</b></u>

These accounts have been approved by the PCC on 11th March 2019  
and are signed on their behalf by:

Katie Flory  
**Treasurer**



## NOTES TO THE ACCOUNTS

### 1 ACCOUNTING POLICIES

#### **Basis of Preparation**

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity has taken advantage of the exemption not to prepare a cash flow statement.

The charity constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

#### **Funds**

General Funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application to the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted. The restricted funds are those which are given for specific purposes.

The accounts 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.

#### **Income from:**

##### *Income from Donors*

Collections are recognised when banked by or on behalf of the PCC.

Planned giving is recognised only when received.

Income tax recoverable on Gift Aid donations is recognised when the income is recognised.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably certain.

##### *Income from charitable and ancillary trading*

Rental income from the letting of church premises is recognised when the rental is received.

##### *Income from investments*

Bank interest entitlements are accounted for as they are received.



### **Expenditure on:**

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

#### *Grants*

Grants and donations are accounted for when paid over, and when allocated by the PCC.

#### *Activities directly relating to the work of the church*

The Diocesan parish share is accounted for when paid.

### **Fixed Assets**

#### *Parish Centre*

The Parish Centre is held by the Oxford Diocesan Board of Finance for the beneficial ownership of the Rector and Churchwardens. No value is included in the PCC accounts for this asset. In the absence of carrying out a valuation it is not possible to accurately establish the current value of this asset.

#### *Consecrated property and moveable church furnishings*

Consecrated and beneficed property is excluded from the accounts by s.10(2)(a)&(c) of the Charities Act 2011. No value is placed on moveable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be unalienable property. All expenditure incurred during the year on consecrated or benefice buildings or moveable church furnishings, whether maintenance or improvement, is written off as expenditure in the SOFA.

#### *Other fixtures, fittings and office equipment*

Equipment used within the premises, parish centre or other aspects of the church's work is capitalised where this cost is more than £2,000.

### **Current Assets**

Amounts owing to the PCC at 31st 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 bank.



**ST. LEONARD'S CHURCH, CHESHAM BOIS**  
**TRUSTEES' REPORT & ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2018**



	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds	
				2018 £	2017 £
<b>2 Income From:</b>					
<b>2(a) Incoming resources from donors</b>					
Income from Individuals					
Bankers Orders	193,785.68			193,785.68	175,141.24
Envelopes	9,150.00			9,150.00	11,715.00
Cheques	35,161.66	2,500.00		37,661.66	25,546.17
Collections	6,929.02		1,089.09	8,018.11	7,574.83
Gift Aid Refund	47,568.88	750.00	660.00	48,978.88	45,167.49
GASDS	1,758.28			1,758.28	2,121.59
Property Rent	8,300.00			8,300.00	8,550.00
Parish Weekend Contributions				0.00	26,253.00
Income from Organisations & Trusts	10,335.00			10,335.00	152,306.50
	<b>312,988.52</b>	<b>3,250.00</b>	<b>1,749.09</b>	<b>317,987.61</b>	<b>454,375.82</b>
<b>2(b) Other voluntary incoming resources</b>					
Specified Giving	45.00		6,905.06	6,950.06	6,773.30
Special Collections			1,714.79	1,714.79	986.52
Sundry Income				0.00	85.31
Donations	1,313.05			1,313.05	1,240.49
800th Anniversary				0.00	281.90
	<b>1,358.05</b>	<b>0.00</b>	<b>8,619.85</b>	<b>9,977.90</b>	<b>9,367.52</b>
<b>2(c) Income from charitable and ancillary trading</b>					
Maryland		88,517.96		88,517.96	79,155.21
Parish Centre		14,178.81		14,178.81	13,739.47
Bookstall	158.88			158.88	492.59
Wedding Fees	2,281.00			2,281.00	117.00
Funeral Fees	1,697.00			1,697.00	4,213.00
	<b>4,136.88</b>	<b>102,696.77</b>	<b>0.00</b>	<b>106,833.65</b>	<b>97,717.27</b>
<b>2(d) Other ordinary incoming resources</b>					
Legacies				0.00	0.00
	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>2(e) Income from investments</b>					
Bank Interest	1,612.86			1,612.86	716.63
	<b>1,612.86</b>	<b>0.00</b>	<b>0.00</b>	<b>1,612.86</b>	<b>716.63</b>
<b>Total Income from:</b>	<b>320,096.31</b>	<b>105,946.77</b>	<b>10,368.94</b>	<b>436,412.02</b>	<b>562,177.24</b>

**ST. LEONARD'S CHURCH, CHESHAM BOIS**  
**TRUSTEES' REPORT & ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2018**



	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds	
				2018 £	2017 £
<b>3 Expenditure on:</b>					
<b>3(a) Grants</b>					
Frontiers - Project 1		4,031.00	449.00	4,480.00	4,980.00
Frontiers - Project 2		6,000.00		6,000.00	7,500.00
Church Missionary Society - Coopers		3,000.00		3,000.00	3,500.00
Church Missionary Society - Steve Poulson		3,300.00	383.39	3,683.39	5,550.00
Matana Diocese				0.00	1,000.00
Lunchbowl Network		3,000.00	197.70	3,197.70	5,020.00
Burundi Projects		2,450.00		2,450.00	5,314.25
Tree of Life/Portals		2,250.00		2,250.00	0.00
Bible Society				0.00	2,076.50
Tear Fund		500.00	637.60	1,137.60	5,429.98
Christian Aid		500.00		500.00	500.00
British Legion Poppy Appeal	20.00		268.21	288.21	180.43
Specified Gifts - Non Mission			8,478.04	8,478.04	7,914.35
Gifts to Individuals		1,460.35		1,460.35	3,550.00
Mission Giving - General				0.00	1,500.00
Mission Expenses				0.00	468.40
	<b>20.00</b>	<b>26,491.35</b>	<b>10,413.94</b>	<b>36,925.29</b>	<b>54,483.91</b>

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds	
				2018 £	2017 £
<b>3(b) Activities directly relating to the work of the church</b>					
Churches Together in Amersham	-82.44			-82.44	50.00
Parish Share	83,415.29			83,415.29	81,935.04
Insurance	4,923.63			4,923.63	4,657.89
Speaker Fees	300.00			300.00	100.00
Church Building - Water Rates	102.18			102.18	104.40
Church Building - Gas	3,294.00			3,294.00	1,892.64
Church Building - Electricity	444.21			444.21	351.75
Church Building - Telephone & Broadband	438.50			438.50	312.00
Church Building - Maintenance	693.93			693.93	2,687.49
Church Building - Miscellaneous	198.96			198.96	255.87
Church Audio Visual Systems	442.54			442.54	247.61
Churchyard Maintenance	1,355.00			1,355.00	1,220.00
Church Field	500.00			500.00	600.00
Wine, Bread & Wafers	21.11			21.11	78.91
10:00 Worship Ministry	326.88			326.88	660.23
Chapel - Rent & Electricity			50.00	50.00	40.00
Beacon - Rent	15,818.28			15,818.28	18,217.67
Beacon - Hospitality	287.95			287.95	438.85
Beacon - Equipment	268.91			268.91	135.36
Beacon - Miscellaneous	54.18			54.18	173.26
Beacon - Worship Ministry	771.22			771.22	878.75
House Group Materials	15.00			15.00	0.00
Staff Salaries	85,520.97			85,520.97	67,611.74
Staff Training	3,257.65			3,257.65	2,555.00
LLM Costs				0.00	170.00
Youth Ministry	3,074.32			3,074.32	1,667.84
Children's Ministry	547.14			547.14	819.94
Seniors' Ministry	368.70			368.70	197.85
Youth Mission				0.00	2,626.59

**ST. LEONARD'S CHURCH, CHESHAM BOIS**  
**TRUSTEES' REPORT & ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2018**



	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds	
				2018 £	2017 £
Safeguarding	285.85			285.85	0.00
Alpha	224.65			224.65	46.19
Baptisms	152.06			152.06	551.70
Weddings	1,486.82			1,486.82	0.00
Funerals	1,265.00			1,265.00	3,466.06
Chesham Bois School	722.56			722.56	294.58
Rector's Discretionary Account	200.00			200.00	1,000.00
Lay Training	446.85			446.85	297.68
Outreach	589.22			589.22	618.33
Living in Freedom/School of the Prophetic	218.22			218.22	491.15
Housing - 19 Stubbs End Close	18,015.97			18,015.97	17,691.06
Housing - 37 Milton Lawns	7,356.00			7,356.00	8,706.53
Rector - Expenses	2,070.93			2,070.93	2,400.47
Assistant Pastor - Expenses	54.30			54.30	0.00
Office Manager - Expenses	84.06			84.06	0.00
Rector's PA - Expenses	14.00			14.00	0.00
Youth Minister - Expenses	98.40			98.40	0.00
Children's Minister - Expenses				0.00	1,715.25
Worship Pastor - Expenses	197.88			197.88	0.00
Youth Interns - Expenses	101.00			101.00	0.00
General Staff Costs	2,566.77			2,566.77	1,372.02
Office Costs	5,380.84			5,380.84	3,851.47
IT Hardware, Software & Website	377.14			377.14	1,471.25
Subscriptions & Affiliations	190.00			190.00	150.00
Recruitment	172.60			172.60	0.00
Professional Fees	780.00			780.00	0.00
Independent Examination Fee	800.00			800.00	800.00
Publicity	193.70			193.70	49.00
Unchained Newsheet	417.79		100.00	517.79	325.58
General Miscellaneous	584.60			584.60	349.95
General Catering	124.04			124.04	111.70
Collaborative Ministries	169.34			169.34	0.00
800th Anniversary				0.00	454.49
Parish Weekend				0.00	31,876.12
Parish Centre Project Fees		91,113.83		91,113.83	3,491.00
	<b>251,698.70</b>	<b>91,113.83</b>	<b>150.00</b>	<b>342,962.53</b>	<b>272,268.26</b>

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds	
				2018 £	2017 £
<b>3(c) Costs of generating funds</b>					
Maryland		82,035.02		82,035.02	73,636.87
Parish Centre		15,661.73		15,661.73	16,116.24
Bookstall	139.11			139.11	1,028.31
Bank Charges	698.31			698.31	837.68
	<b>837.42</b>	<b>97,696.75</b>	<b>0.00</b>	<b>98,534.17</b>	<b>91,619.10</b>
<b>Total Expenditure on:</b>	<b>252,556.12</b>	<b>215,301.93</b>	<b>10,563.94</b>	<b>478,421.99</b>	<b>418,371.27</b>



#### **Categorisation of Grants (3a)**

6 grants totalling £21,863.39 were made to Overseas Mission  
 1 grant totalling £1,000.00 were made to Home Mission  
 3 grants totalling £4,835.30 were made to Relief & Development Agencies  
 3 grants totalling £1,621.84 were made to other charities  
 8 grants totalling £7,604.76 were made to individuals

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
<b>4 STAFF COSTS (including Maryland)</b>		
Salaries	159,761.48	136,214.32
Social security costs	4,080.82	2,619.59
Pension costs	1,114.58	535.42
	<u><b>164,956.88</b></u>	<u><b>139,369.33</b></u>
Administrative Staff	2.4	2.4
Management Staff	3.6	3.6
Operational Staff	3	4
Youth Interns	2	1
Maryland Play Assistants	8	7
	<u><b>19</b></u>	<u><b>18</b></u>

#### **5 FIXED ASSETS FOR USE BY THE PCC**

The PCC does not hold any land or buildings.

Diocesan House holds conveyance documents for the Parish Centre dated 8th September 1938 which shows that the title is held in trust by the Oxford Diocesan Board of Finance for the beneficial ownership of the Rector and Churchwardens.

In August 2018, the PCC renewed the licence to occupy 37 Milton Lawns for a further 12 months at a rent of £600 per month.

In September 2018, the PCC renewed a licence to occupy 19 Stubbs End Close for 12 months at a rent of £1,000 per month.

#### **6 CAPITAL COMMITMENTS**

In 2017 the PCC authorised the following expenditure which was unspent at the year end:

£4,000 for a new sound system in the church building. Of this, none was spent by 31<sup>st</sup> December 2018, £0 had been contracted for leaving £4,000 authorised, but not contracted.

**ST. LEONARD'S CHURCH, CHESHAM BOIS**  
**TRUSTEES' REPORT & ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2018**



## 7 FUNDS

### 7a FUND DETAILS 2018

	Opening Balances £	Income £	Expenditure £	Transfers £	Closing Balances £
<b>Restricted Funds</b>					
Specified Giving	0.00	10,368.94	10,413.94	45.00	0.00
Church Room Charity Fund	270.33	0.00	150.00	0.00	120.33
	<b>270.33</b>	<b>10,368.94</b>	<b>10,563.94</b>	<b>45.00</b>	<b>120.33</b>
<b>Unrestricted Funds</b>					
Designated					
Mission Fund	1,469.84	125.00	26,491.35	31,125.98	6,229.47
General Reserve for Future Activities	221,526.08	0.00	0.00	-190,519.37	31,006.71
PCC Maryland Fund	1,771.29	88,517.96	82,035.02	-5,985.00	2,269.23
PCC Parish Centre Fund	44,937.01	14,178.81	15,661.73	5,985.00	49,439.09
Parish Centre Redevelopment Project Fund	10,784.00	3,125.00	91,113.83	190,519.37	113,314.54
General	87,991.09	320,096.31	252,556.12	-31,170.98	124,360.30
	<b>368,479.31</b>	<b>426,043.08</b>	<b>467,858.05</b>	<b>-45.00</b>	<b>326,619.34</b>
	<b>368,749.64</b>	<b>436,412.02</b>	<b>478,421.99</b>	<b>0.00</b>	<b>326,739.67</b>

### 7b FUND DETAILS 2017

	Opening Balances £	Income £	Expenditure £	Transfers £	Closing Balances £
<b>Restricted Funds</b>					
Specified Giving	13.67	8,781.09	8,794.76	0.00	0.00
Church Room Charity Fund	310.33	0.00	40.00	0.00	270.33
	<b>324.00</b>	<b>8,781.09</b>	<b>8,834.76</b>	<b>0.00</b>	<b>270.33</b>
<b>Unrestricted Funds</b>					
Designated					
Mission Fund	3,678.41	0.00	45,247.64	43,039.07	1,469.84
General Reserve for Future Activities	108,001.08	142,000.00	0.00	-28,475.00	221,526.08
PCC Maryland Fund	2,080.45	79,155.21	73,636.87	-5,827.50	1,771.29
PCC Parish Centre Fund	41,492.88	13,739.47	16,122.84	5,827.50	44,937.01
Parish Centre Redevelopment Project Fund	0.00	0.00	3,491.00	14,275.00	10,784.00
Events	172.59	31,908.15	32,330.61	249.87	0.00
Youth Mission	2,628.19	0.00	2,626.59	-1.60	0.00
General	66,566.07	286,593.32	236,080.96	-29,087.34	87,991.09
	<b>224,619.67</b>	<b>553,396.15</b>	<b>409,536.51</b>	<b>0.00</b>	<b>368,479.31</b>
	<b>224,943.67</b>	<b>562,177.24</b>	<b>418,371.27</b>	<b>0.00</b>	<b>368,749.64</b>



## 7 FUNDS (Cont'd)

### Restricted Funds

Specified Giving is money given to St Leonard's to pass on to individuals or other charities or for specific purposes. The Church Room Charity Fund is for work in the Moor area of our parish.

### Unrestricted - Designated Funds

The Mission Fund is the money tithed by St Leonard's for mission activities. The Mission Committee handles its distribution.

The General Reserve for future activities was created to hold funds for long term projects.

The PCC Maryland Fund was created to hold designated grants received by the pre-school as well as rolling profits or losses.

The PCC Parish Centre Fund was created to hold the operational rolling profits or losses as well as to build up funds to do repairs and major works as may be needed given the age of the building.

The Events Fund was created to facilitate management of Parish Events.

The Parish Centre Redevelopment Project Fund was created to facilitate management of the funds required for the Parish Centre site redevelopment.

The General Fund holds the operating monies of the PCC.

## 8 PARISH CENTRE DEVELOPMENT FUND

	2018 £	2017 £
<b>Opening Balance</b>	<b>10,784.00</b>	<b>0.00</b>
<b>Income</b>		
Transfer From General Reserve for Future Activities Fund	190,519.37	14,275.00
Gifts	2,500.00	0.00
Gift Aid	625.00	0.00
	<b>193,644.37</b>	<b>14,275.00</b>
<b>Expenditure</b>		
Specialist Consultants	14,415.60	500.00
Planning Consultants	5,392.20	300.00
Project Management	34,187.58	2,691.00
Architect	37,080.00	0.00
Other	38.45	0.00
	<b>91,113.83</b>	<b>3,491.00</b>
<b>Fund Balance</b>	<b>113,314.54</b>	<b>10,784.00</b>

## 9 RELATED PARTY TRANSACTIONS AND TRUSTEES REMUNERATIONS

	2018 £	2017 £
No PCC members were paid mileage expenses	0.00	0.00
1 PCC member was paid for the book-keeping of Maryland Pre-School	1,120.00	1,021.00
Total giving of PCC members and their spouses	48,390.00	69,749.50

All related parties have signed "Interested Party Declarations" which are on file with the PCC Secretary.