



St Leonard's Church

Chesham Bois

Annual General Meeting

To include Vestry meeting and
Annual Parochial Church Meeting 2017

Monday 24th April 2017, 8.00pm

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



Trustees' Annual Report & Accounts

For the Year Ended 31st December 2016

Rev'd Laurie Clow
Jonathan Coutts – Maggi Kenzie - Choi van Rest - Katie Flory

Contents

Trustees' Annual Report	Pages 1-7
Independent Examiner's Report	Page 8
Statement of Financial Activities	Pages 9-20

ST. LEONARD'S CHURCH, CHESHAM BOIS
TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED
31st DECEMBER 2016
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)
Since Advent 2016	7.00pm	Encounter
		Times of Prayer and Fasting

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 2 x Living In Freedom
--

We rely very heavily upon and are indebted to the voluntary effort and resources of our membership, particularly those who support the youth ministry 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 2016 and recorded 191 members.

In 2016 there were:-

5 Baptisms 4 Weddings 9 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 practise the values of the church. We have approximately 126 members spread across 7 adult, 3 youth and 1 children's groups.

STAFF AND LEADERSHIP

The staff and leadership teams comprise:

Rector	Laurie Clow
Associate Minister	Chris Clare
Administration	Debbie Horridge
Youth	Daniel Sutcliffe
Children and Families	Vicky Burton
Worship	Jonty Lees
LLMs	Jackie Lambert, Peter Flory, Margaret Ibison, Peter Ibison



PCC

The PCC met 8 times during the year. The average level of attendance was 81%. 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 Safeguarding Policy annual ratification Financial matters generally including negotiating Beacon hire Maryland – intake numbers, staff, new logo and forward plans Mission and our Mission Partners Transform 16 Youth Mission trip Property Maintenance Staff Matters including Youth Minister, Worship Pastor, Youth Intern 800 th Anniversary photo book Living in Freedom Course dates Finding suitable storage for Chrism child and other church assets

MISSION & TRAINING

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

Living in Freedom conference in Loughton and at home Children's Holiday Club with 'Churches together in Amersham' Seniors' Holiday Club Transform 16 fundraising activities Soul Survivor Summer conference Outreach to various schools, rest homes and organisations in the Parish Support at 2016 Chesham Bois Summer Fete Freedom Prayer team training
--



FINANCIAL REVIEW

The PCC accounts for the year 2016 are attached and have been duly examined and approved.

The accounts indicate an increase in the level of income in 2016 over 2015 and a small decrease in the expenditure of the Council in 2016 over 2015.

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.

There is no housing requirement in respect of the part-time children's worker.

The Youth Minister is housed in 37 Milton Lawns. A Youth Intern is housed in 19 Stubbs End Close. These properties are occupied by annual licences. Expenses and council tax for 19 Stubbs End Close are met by the PCC and CYP contributes to the rent in return for housing for 2 interns.

The PCC paid the Parish Share in full in 2016.

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 amount to £66,566.07.

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 5th 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 Administrator.

ST. LEONARD'S CHURCH, CHESHAM BOIS
TRUSTEES' REPORT & ACCOUNTS FOR THE YEAR ENDED 31st DECEMBER 2016



The PCC operated with eight main committees in 2015.

Standing Committee <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 to £400. Standing committee shapes the agenda for PCC meetings.</p>
Mission Committee <i>Chair: Andrew Maclay</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>
Property Committee <i>Chair: James Worthington</i>	<p>This committee oversees the repair and maintenance of all the church properties advising and making recommendations to the PCC.</p>
Personnel Committee <i>Chair: Rector</i>	<p>This committee oversees appointment and support of all staff and regulates appraisal and training.</p>
Maryland Committee <i>Chair: Andrea Hayers</i>	<p>This committee oversees the running of the Maryland Pre-School.</p>
Finance Committee <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>
10 am Steering Group <i>Chair: Jackie Lambert</i>	<p>This has oversight of this congregation and meets to discuss and expedite the pastoral care of the congregation based at the church.</p>
Beacon Steering Group <i>Chair: Adrian Dunn</i>	<p>This has oversight of this congregation and meets to discuss and expedite the pastoral care of the congregation based at the Beacon.</p>

REFERENCE & ADMINISTRATIVE DETAILS

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



MEMBERSHIP OF THE PAROCHIAL CHURCH COUNCIL DURING 2016

Rector (Chairman)	Revd Laurie Clow		
Self-Supporting Minister	Revd Chris Clare		
Licenced Lay Minister	Jackie Lambert	Peter Flory [∞]	
Representatives			
Churchwardens	James Worthington [¥]	Jonathan Coutts	Maggie Kenzie [∞]
Honorary PCC Secretary	Choi van Rest		
Honorary PCC Treasurer	Katie Flory		
Deanery Representatives	Peter Bright	Monica Bartlett	Peter Flory [∞]
	Fred Clayton [¥]		
	2014 Peter Ibison [§]	Noel Meredith	Toby Price
	Karen Willcox		
	2015 Peter Bright	Monica Bartlett	Ian Barnetson [≠]
	Stephen Pimenta		
	2016 Adrian Dunn [∞]	Yvette Speakman [∞]	Andrew Silley [∞]
	Ben Smith [∞]	Choi van Rest [∞]	Henry Anning [¥] (co-opted for one year)
	Co-opted Katie Flory [∞]		
	[¥] Until Annual Parochial Church Meeting 25 th April 2016		
	[∞] From Annual Parochial Church Meeting 25 th April 2016		
	[≠] Until 21 st March 2016		
	[§] Until 12 th November 2016		

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 20th March 2017 signed on their behalf.

Jonathan Coutts
Churchwarden

Maggie Kenzie
Churchwarden



INDEPENDENT EXAMINER'S REPORT

I report on the accounts of the charity for the year ended 31st December 2016 set out on pages 9 to 20.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND INDEPENDENT EXAMINER

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

The Charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

Having satisfied myself that the charity is not subject to audit under charity law and is eligible for independent examination, it is my responsibility to:

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

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

INDEPENDENT EXAMINER'S STATEMENT

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

(1) which gives me reasonable cause to believe that in any material respect the trustees have not met the requirements to ensure that:

- proper accounting records are kept (in accordance with section 130 of the Charities Act 2011); and
- accounts are prepared which agree with the accounting records, comply with the accounting requirements of the Charities Act 2011 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities; or

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

Nicola Anderson FCA FCIE
189 Baldwins Lane
Croxley Green
Rickmansworth
Herts. WD3 3LL

Dated 18/04/2017



STATEMENT OF FINANCIAL ACTIVITIES

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds	
					2016 £	2015 £
Income from:						
<i>Incoming resources from donors</i>	2(a)	242,711.54	88,825.93	109.67	331,647.14	272,000.75
<i>Other voluntary incoming resources</i>	2(b)	2,209.42	37,558.85	4,956.82	44,725.09	17,336.43
<i>Income from charitable and ancillary trading</i>	2(c)	5,689.00	98,156.68	0.00	103,845.68	117,795.42
<i>Other ordinary incoming resources</i>	2(d)	0.00	0.00	0.00	0.00	18,874.57
<i>Income from investments</i>	2(e)	649.40	0.00	0.00	649.40	329.69
Total Income from:		251,259.36	224,541.46	5,066.49	480,867.31	426,336.86
Expenditure on:						
<i>Grants</i>	3(a)	50.00	36,961.07	5,052.82	42,063.89	34,635.95
<i>Activities directly relating to the work of the church</i>	3(b)	216,293.78	40,444.29	40.00	256,778.07	256,364.95
<i>Costs of generating funds</i>	3(c)	1,050.55	99,284.82	0.00	100,335.37	109,027.78
Total Expenditure on:		217,394.33	176,690.18	5,092.82	399,177.33	400,028.68
Net Income/ (Expenditure) Resources before Transfer		33,865.03	47,851.28	-26.33	81,689.98	26,308.18
Transfers						
Gross Transfer between Funds - In		856.19	44,044.65	0.00	44,900.84	44,747.80
Gross Transfer between Funds - Out		-23,373.22	-21,527.62	0.00	-44,900.84	-44,747.80
Net movement in Funds		11,348.00	70,368.31	-26.33	81,689.98	26,308.18
Reconciliation of Funds						
Total Funds Brought Forward		55,218.07	87,685.29	350.33	143,253.69	116,945.51
Total Funds Carried Forward		66,566.07	158,053.60	324.00	224,943.67	143,253.69

ST. LEONARD'S CHURCH, CHESHAM BOIS
TRUSTEES' REPORT & ACCOUNTS FOR THE YEAR ENDED 31st DECEMBER 2016



BALANCE SHEET

	Note	Unrestricted £	Designated £	Restricted £	2016 £	2015 £
Current assets						
Debtors		16,478.25	6,792.50	0.00	23,270.75	15,452.50
Cash at bank and in hand		55,471.18	151,596.88	1,947.82	209,015.88	136,394.11
		71,949.43	158,389.38	1,947.82	232,286.63	151,846.61
Liabilities						
Creditors: Amounts falling due in one year	6	5,383.36	335.78	1,623.82	7,342.96	8,592.92
		5,383.36	335.78	1,623.82	7,342.96	8,592.92
Net current assets less current liabilities	7	66,566.07	158,053.60	324.00	224,943.67	143,253.69
Total net assets less liabilities		66,566.07	158,053.60	324.00	224,943.67	143,253.69
Represented by						
Unrestricted						
General fund		66,566.07	0.00	0.00	66,566.07	55,218.07
Designated						
Youth Mission		0.00	2,628.19	0.00	2,628.19	300.00
General Reserve for Future Activities Fund		0.00	108,001.08	0.00	108,001.08	31,006.71
Mission Fund		0.00	3,678.41	0.00	3,678.41	9,688.92
PCC Maryland Fund		0.00	2,080.45	0.00	2,080.45	6,490.44
PCC Parish Centre Fund		0.00	41,492.88	0.00	41,492.88	38,211.03
Parish Events		0.00	172.59	0.00	172.59	124.59
Burundi Youth		0.00	0.00	0.00	0.00	1,863.60
Restricted						
Gifts Specified by Donor		0.00	0.00	13.67	13.67	0.00
Church Room Charity		0.00	0.00	310.33	310.33	350.33
Funds of the church	8	66,566.07	158,053.60	324.00	224,943.67	143,253.69

These accounts have been approved by the PCC on 20th March 2017
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 account 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 31st DECEMBER 2016



	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds	
				2016 £	2015 £
2 Income from:					
2(a) Incoming resources from donors					
Bankers Orders	169,130.24			169,130.24	155,706.36
Envelopes	12,865.00			12,865.00	18,503.80
Cheques	11,101.68	68,439.30		79,540.98	35,732.61
Collections	8,837.58			8,837.58	13,418.10
Gift Aid - Tax Refund	37,752.62	20,386.63	109.67	58,248.92	44,974.50
GASDS	1,774.42			1,774.42	3,665.38
Property Rent	1,250.00			1,250.00	0.00
	242,711.54	88,825.93	109.67	331,647.14	272,000.75
2(b) Other voluntary incoming resources					
Specified Giving			3,796.75	3,796.75	4,021.83
Special Collections			1,160.07	1,160.07	1,615.53
Sundry Income	93.44			93.44	255.00
Donations	2,115.98			2,115.98	2,839.98
800th Anniversary		962.80		962.80	7,704.09
Youth Mission Fund Raising		36,596.05		36,596.05	900.00
	2,209.42	37,558.85	4,956.82	44,725.09	17,336.43
2(c) Income from charitable and ancillary trading					
Maryland		85,487.36		85,487.36	94,293.91
Parish Centre		12,669.32		12,669.32	15,808.56
Bookstall	144.00			144.00	185.95
Wedding Fees	3,791.00			3,791.00	6,958.00
Funeral Fees	1,754.00			1,754.00	549.00
	5,689.00	98,156.68	0.00	103,845.68	117,795.42
2(d) Other ordinary incoming resources					
Gift Week				0.00	17,874.57
Legacy				0.00	1,000.00
	0.00	0.00	0.00	0.00	18,874.57
2(e) Income from investments					
Bank Interest	649.40			649.40	329.69
	649.40	0.00	0.00	649.40	329.69
Total Income from:	251,259.36	224,541.46	5,066.49	480,867.31	426,336.86

ST. LEONARD'S CHURCH, CHESHAM BOIS
TRUSTEES' REPORT & ACCOUNTS FOR THE YEAR ENDED 31st DECEMBER 2016



	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds	
				2016 £	2015 £
3 Expenditure on:					
3(a) Grants					
Toybox		1,500.00		1,500.00	3,120.00
Frontiers - Project 1		4,480.00		4,480.00	3,480.00
Church Missionary Society - Coopers		3,000.00		3,000.00	3,000.00
Church Missionary Society - Steve Poulson		5,000.00		5,000.00	0.00
Matana Diocese		1,000.00		1,000.00	0.00
Lunchbowl Network	50.00	4,500.00	325.00	4,875.00	0.00
Burundi Projects		4,466.07		4,466.07	5,452.86
Frontiers - Project 2		6,000.00		6,000.00	8,750.00
Tear Fund		1,500.00	778.31	2,278.31	1,825.00
Christian Aid		500.00		500.00	500.00
Outlook		2,000.00		2,000.00	3,000.00
Earl Haig Fund			272.13	272.13	312.48
Specified Gifts - Non Mission		2,015.00	3,677.38	5,692.38	4,567.61
Gifts to Individuals		1,000.00		1,000.00	600.00
Mission Expenses				0.00	28.00
	50.00	36,961.07	5,052.82	42,063.89	34,635.95
3(b) Activities directly relating to the work of the church					
Churches Together in Amersham	50.00			50.00	100.00
Parish Share	93,168.00			93,168.00	127,075.76
LLM Training Costs	257.00			257.00	1,144.35
Speaker Fees				0.00	270.00
Rectory	228.00			228.00	1,776.05
Church Building - Water Rates	153.89			153.89	149.34
Church Building - Gas	1,167.24			1,167.24	1,255.83
Church Building - Electricity	304.99			304.99	335.00
Church Building - Telephone	228.00			228.00	330.00
Church Building - Maintenance	807.46			807.46	3,038.79
Church Building - Projects	7,238.20			7,238.20	11,195.00
Churchyard Maintenance	1,505.00			1,505.00	2,214.71
Staff Training	268.70			268.70	432.70
Wine, Bread & Wafers	17.27			17.27	109.61
10:00 Worship Ministry	84.99			84.99	403.03
Church Building - Miscellaneous	286.97			286.97	343.21
Chapel - Rent & Electricity			40.00	40.00	40.00
Beacon - Rent	17,575.92			17,575.92	16,593.12
Beacon - Hospitality	380.27			380.27	485.22
Beacon - Equipment	1,902.68			1,902.68	1,049.36
Beacon - Miscellaneous	92.63			92.63	16.99
Beacon - Worship Ministry	244.80			244.80	440.50
Beacon Worship Leader	3,958.52			3,958.52	1,039.98
Housegroup Materials	10.05			10.05	0.00
Church Audio Visual Systems	182.41			182.41	1,367.90
Pay - Youth Interns	1,409.61			1,409.61	8,190.00
Salary - Youth Minister	12,001.10			12,001.10	2,570.92

ST. LEONARD'S CHURCH, CHESHAM BOIS
TRUSTEES' REPORT & ACCOUNTS FOR THE YEAR ENDED 31st DECEMBER 2016



	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds	
				2016 £	2015 £
Salary - Children's Minister	11,515.01			11,515.01	11,562.41
Salary - Administrators	21,465.80			21,465.80	17,431.37
Pension Payments	137.37			137.37	0.00
Youth Ministry	969.52			969.52	671.62
Holiday Club	1,200.00			1,200.00	0.00
Children's Ministry	442.49			442.49	435.19
Fun Days	146.90			146.90	-59.64
Open The Book	188.92			188.92	191.84
Youth Mission		39,529.49		39,529.49	800.00
Safeguarding	172.00			172.00	241.50
Alpha				0.00	27.99
Baptisms	93.73			93.73	55.74
Weddings	1,349.78			1,349.78	5,855.00
Funerals	1,475.00			1,475.00	925.00
Pastoral Ministry				0.00	5.00
Chesham Bois School	530.28			530.28	472.15
Church Field	450.00			450.00	2,750.00
Rector's Discretionary Account	850.00			850.00	0.00
Lay Training				0.00	160.00
Seniors' Holiday Club	-115.55			-115.55	-139.34
Outreach	500.00			500.00	330.00
Living in Freedom/Growing Leaders Course	478.28			478.28	0.00
19 Stubbs End Close - Rent & Rates	2,302.00			2,302.00	0.00
19 Stubbs End Close - Repairs & Maintenance	695.26			695.26	0.00
19 Stubbs End Close - Utilities	609.89			609.89	0.00
37 Milton Lawns - Rent & Rates	6,730.15			6,730.15	7,843.32
37 Milton Lawns - Repairs & Maintenance	2,459.28			2,459.28	1,645.34
37 Milton Lawns - Utilities	1,058.39			1,058.39	1,468.51
Rector - Expenses	1,435.14			1,435.14	793.93
Youth Interns - Expenses	515.50			515.50	0.00
Office Phones & Broadband	755.55			755.55	405.19
General Office Expenses				0.00	24.48
Photocopier	2,561.04			2,561.04	2,797.35
Office Equipment	82.99			82.99	139.20
Stationery	635.29			635.29	507.50
Subscriptions & Affiliations	150.00			150.00	150.00
Postage	33.00			33.00	47.54
Recruitment				0.00	1,165.21
Publicity	202.89			202.89	215.29
General Miscellaneous	175.15			175.15	498.29
General Catering	41.73			41.73	65.89
Insurance	4,652.79			4,652.79	4,152.46
General Staff Costs	703.51			703.51	90.00
IT Hardware, Software & Website	898.13			898.13	1,196.12
Payroll Bureau	840.80			840.80	628.30
Equipment General	115.32			115.32	0.00
Children's Minister - Expenses				0.00	29.45
Youth Minister - Expenses	345.60			345.60	0.00

ST. LEONARD'S CHURCH, CHESHAM BOIS
TRUSTEES' REPORT & ACCOUNTS FOR THE YEAR ENDED 31st DECEMBER 2016



Unchained Newsheet	768.54		768.54	0.00
Professional Fees	963.00		963.00	0.00
Ladies' Events			0.00	235.20
Marriage Course			0.00	83.68
Other Parish Socials	269.61	10.00	279.61	0.00
800th Anniversary		904.80	904.80	7,579.50
Levies	120.00		120.00	120.00
Independent Examination Fee	800.00		800.00	800.00
	216,293.78	40,444.29	40.00	256,778.07
				256,364.95

Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds	
			2016 £	2015 £

3(c) Costs of generating funds

Maryland		84,069.85	84,069.85	90,580.39
Parish Centre Costs		15,214.97	15,214.97	17,061.65
Bookstall	38.61		38.61	205.81
Bank Charges	1,011.94		1,011.94	1,179.93
	1,050.55	99,284.82	100,335.37	109,027.78

Total Expenditure on:

	217,394.33	176,690.18	5,092.82	399,177.33	400,028.68
--	-------------------	-------------------	-----------------	-------------------	-------------------

Categorisation of Grants (3a)

8 grants totalling £27,461.07 were made to Overseas Mission
3 grants totalling £3,062.50 were made to Home Mission and other Church Societies
3 grants totalling £7,653.31 were made to Relief & Development Agencies
4 grants totalling £2,084.27 was made to other charities
3 grants totalling £1,802.74 were to made to individuals

4 STAFF COSTS (including Maryland)

	2016 £	2015 £
Salaries	128,321.98	126,439.15
Social security costs	1,252.11	1,881.21
Pension costs	237.76	0.00
	129,811.85	128,320.36

Administrative Staff	1.4	1
Management Staff	4.6	4
Operational Staff	3	3
Youth Interns	1	3
Maryland Play Assistants	8	8
	18	19



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 2016, the PCC renewed the licence to occupy 37 Milton Lawns for a further 12 months at a rent of £600 per month.

In September 2016, the PCC started a licence to occupy 19 Stubbs End Close for 12 months at a rent of £1,000 per month.

6 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016	2015
	£	£
Creditors for Goods and Services	3,433.59	7,393.51
Other Creditors	1,125.38	368.99
Accruals	2,783.99	830.42
	<u>7,342.96</u>	<u>8,592.92</u>

7 ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds	
	£	£	£	2016	2015
				£	£
Current Assets	71,949.43	158,389.38	1,947.82	232,286.63	151,846.61
Current Liabilities	5,383.36	335.78	1,623.82	7,342.96	8,592.92
FUND BALANCE	<u>66,566.07</u>	<u>158,053.60</u>	<u>324.00</u>	<u>224,943.67</u>	<u>143,253.69</u>



8 FUND DETAILS

	Opening Balances £	Income £	Expenditure £	Transfers £	Closing Balances £
Restricted Funds					
Specified Giving	0.00	5,066.49	5,052.82	0.00	13.67
Church Room Charity Fund	350.33	0.00	40.00	0.00	310.33
	350.33	5,066.49	5,092.82	0.00	324.00
Unrestricted Funds					
Designated					
Mission Fund	9,688.92	1,711.00	33,082.47	25,360.96	3,678.41
Burundi Youth Fund	1,863.60	0.00	1,863.60	0.00	0.00
General Reserve for Future Activities	31,006.71	83,838.30	0.00	-6,843.93	108,001.08
PCC Maryland Fund	6,490.44	85,487.36	84,069.85	-5,827.50	2,080.45
PCC Parish Centre Fund	38,211.03	12,669.32	15,214.97	5,827.50	41,492.88
Events	124.59	962.80	914.80	0.00	172.59
Youth Mission	300.00	39,872.68	41,544.49	4,000.00	2,628.19
General	55,218.07	251,259.36	217,394.33	-22,517.03	66,566.07
	142,903.36	475,800.82	394,084.51	0.00	224,619.67
	143,253.69	480,867.31	399,177.33	0.00	224,943.67

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 Fund holds the operating reserve of the PCC.

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 Burundi Youth Fund was set up to facilitate management of the funds for the Burundi Youth Trip and ongoing relationship with the church in Burundi.



9 RELATED PARTY TRANSACTIONS AND TRUSTEES REMUNERATIONS

Trustees and related Parties	2016	2015
	£	£
1 PCC member was paid mileage expenses	257.00	1,078.13
1 PCC member was paid for the book-keeping of Maryland Pre-School	1,079.50	823.53
Total giving of PCC members and their spouses	67,820.00	70,729.77

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

ST. LEONARD'S CHURCH, CHESHAM BOIS
TRUSTEES' REPORT & ACCOUNTS FOR THE YEAR ENDED 31st DECEMBER 2016



10 SOFA COMPARATIVE FIGURES

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds 2016 £	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds 2015 £
Income from:									
<i>Incoming resources from donors</i>	2(a)	242,711.54	88,825.93	109.67	331,647.14	271,380.65	200.00	420.10	272,000.75
<i>Other voluntary incoming resources</i>	2(b)	2,209.42	37,558.85	4,956.82	44,725.09	3,208.28	8,823.04	5,305.11	17,336.43
<i>Income from charitable and ancillary trading</i>	2(c)	5,689.00	98,156.68	0.00	103,845.68	7,692.95	110,102.47	0.00	117,795.42
<i>Other ordinary incoming resources</i>	2(d)	0.00	0.00	0.00	0.00	18,874.57	0.00	0.00	18,874.57
<i>Income from investments</i>	2(e)	649.40	0.00	0.00	649.40	329.69	0.00	0.00	329.69
Total Income from:		251,259.36	224,541.46	5,066.49	480,867.31	301,486.14	119,125.51	5,725.21	426,336.86
Expenditure on:									
<i>Grants</i>	3(a)	50.00	36,961.07	5,052.82	42,063.89	533.30	29,410.86	4,691.79	34,635.95
<i>Activities directly relating to the work of the church</i>	3(b)	216,293.78	40,444.29	40.00	256,778.07	243,800.45	12,524.50	40.00	256,364.95
<i>Costs of generating funds</i>	3(c)	1,050.55	99,284.82	0.00	100,335.37	1,352.32	107,642.04	33.42	109,027.78
Total Expenditure on:		217,394.33	176,690.18	5,092.82	399,177.33	245,686.07	149,577.40	4,765.21	400,028.68
Net Income/ (Expenditure) Resources before Transfer		33,865.03	47,851.28	-26.33	81,689.98	55,800.07	-30,451.89	960.00	26,308.18
Transfers									
Gross Transfer between Funds - In		856.19	44,044.65	0.00	44,900.84	4,482.90	40,264.90	0.00	44,747.80
Gross Transfer between Funds - Out		-23,373.22	-21,527.62	0.00	-44,900.84	-30,064.90	-13,682.90	-1,000.00	-44,747.80
Net movement in Funds		11,348.00	70,368.31	-26.33	81,689.98	30,218.07	-3,869.89	-40.00	26,308.18
Reconciliation of Funds									
Total Funds Brought Forward		55,218.07	87,685.29	350.33	143,253.69	25,000.00	91,555.18	390.33	116,945.51
Total Funds Carried Forward		66,566.07	158,053.60	324.00	224,943.67	55,218.07	87,685.29	350.33	143,253.69