

**THE PAROCHIAL CHURCH COUNCIL
OF THE ECCLESIASTICAL PARISH OF
DORCHESTER AND WEST STAFFORD**

REGISTERED CHARITY NO 1138023

**ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

The Team Ministry of
Dorchester
and the Winterbournes



PAROCHIAL CHURCH COUNCIL OF DORCHESTER AND WEST STAFFORD

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PAROCHIAL CHURCH COUNCIL OF DORCHESTER AND WEST STAFFORD

MEMBERS' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

The method of appointment of PCC members is set out in the Church Representation Rules. All congregations at the four churches are encouraged to register on the Electoral Roll, which totals 382, and to stand for election to the PCC.

EXAMINATION AND BANKING

Edwards and Keeping, Chartered Accountants, 34 High East Street, Dorchester are the examiners and Lloyds Bank plc, 1 High West Street, Dorchester, are the PCC's bankers.

OBJECTIVES AND ACTIVITIES

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

There are four churches in the parish, each with its own church committee: St George's Church, Fordington Green; St Mary's Church, Edward Road; Holy Trinity, St Peter and All Saints Church (commonly known as St Peter's), High West Street; and St Andrew's, West Stafford. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within the parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

The PCC has considered the Charity Commission's guidance on public benefit and in particular, the specific guidance on charities for the advancement of religion.

The PCC complied with its duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 by having due regard to the House of Bishops' guidance on safeguarding children and vulnerable adults within the parish. Safeguarding is an item on every PCC agenda, giving opportunities for the Safeguarding Group to report on a regular basis. We are also fully compliant by showing the relevant link on the front page of the website.

There was an Archdeacon's Visitation in July (the first for many years). Although there were no serious concerns about any of the churches there does need to be a follow up on a few matters.

The PCC met four times during the year. At each meeting there were reports, and opportunities for questions, from each of the four churches with reports from other groups being received in rotation.

At the time of signing this report there were no Licensed clergy in the PCC. Inevitably this has put a heavy burden on the retired clergy and we extend our extremely grateful thanks for the extra work that they are undertaking.

FINANCIAL REVIEW AND RESERVES

Income again exceeded expenditure in the unrestricted funds for 2019. There was considerable repair work carried out, with generous grants being given towards the costs. It is encouraging that all our churches are kept in good repair. The Diocesan share, of £155,329 has been paid in full.

The total value of investments this year has seen a considerable increase from £267,431 at the end of 2018, to £323,266 in 2019. The PCC's policy is to invest the major part of its endowment funds in CBF Church of England Investment Fund Income Shares to achieve a level of growth that at least outpaces inflation over the long term, with a modest level of income. The remainder of the PCC's funds are in CBF Church of England deposits and bank accounts.

PAROCHIAL CHURCH COUNCIL OF DORCHESTER AND WEST STAFFORD

MEMBERS' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

THE PCC AND THE CHURCH COUNCILS

The Parochial Church Council of the Ecclesiastical Parish of Dorchester and West Stafford (Dorchester and West Stafford PCC) is a body corporate under the PCC Powers Measure 1956 and Church Representation Rules 2006 and a registered charity, number 1138023.

In so far as the law allows, the authority for day-to-day work, management and outreach is delegated to the Church Committees of each of the four Parish Churches. They are responsible for the exercise of that authority, in co-operation with the Team Rector and clergy team, in the maintenance of their buildings, care of the congregations and development of worship and outreach. The PCC retains ultimate responsibility and its members are encouraged to undertake training through conferences and study days, the better to discharge their roles.

Approved by the PCC at its meeting on 11 March 2019

and signed on its behalf by:

Brian Hellin (Lay Vice Chair)

PAROCHIAL CHURCH COUNCIL OF DORCHESTER AND WEST STAFFORD

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF THE PCC

I report to the members on my examination of the accounts of the Parochial Church Council of the Ecclesiastical Parish of Dorchester and West Stafford for the year ended 31 December 2019.

Responsibilities and basis of report

As the PCC's members and also the charity's trustees, 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 PCC'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 PCC'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 a 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 other matters have come to my attention that giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the PCC as required by section 130 of the Act; or
2. the accounts do not accord with those records.
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

.....
Ian Carrington MA (Oxon), FCA
Edwards and Keeping
Chartered Accountants

.....
Date
Unity Chambers
34 High East Street
Dorchester
Dorset DT1 1HA

PAROCHIAL CHURCH COUNCIL OF DORCHESTER AND WEST STAFFORD

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2019

	Note	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds 2019 £	Total funds 2018 £
Income						
Donations and gifts	3(a)	257,591	152	5,128	262,871	306,250
Church activities	3(b)	49,830	525	-	50,355	53,947
Fundraising income	3(c)	6,790	-	-	6,790	11,579
Investment income	3(d)	2,719	8,231	-	10,950	10,064
Other income	3(e)	67	-	-	67	-
Total income		316,997	8,908	5,128	331,033	381,840
Expenditure						
Church activities	4(a)	311,267	564	-	311,831	343,528
Costs of raising funds	4(b)	354	-	-	354	1,252
Other expenditure	4(c)	2,663	-	-	2,663	2,400
Total expenditure		314,284	564	-	314,848	347,180
Net income before gains and losses on investments		2,713	8,344	5,128	16,185	34,660
Gains on revaluation of investment assets	5	-	-	50,707	50,707	(4,124)
Net income		2,713	8,344	55,835	66,892	30,536
Transfers between funds				-	-	-
Net movement in funds		2,713	8,344	55,835	66,892	30,536
Funds brought forward		589,046	46,927	270,031	906,004	875,468
Funds carried forward	8	591,759	55,271	325,866	972,896	906,004

PAROCHIAL CHURCH COUNCIL OF DORCHESTER AND WEST STAFFORD

BALANCE SHEET

AS AT 31 DECEMBER 2019

	Note	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds 2019 £	Total funds 2018 £
Fixed assets						
Investments	5	-	-	323,266	323,266	267,431
Current assets						
Debtors	6	15,588	-	-	15,588	5,049
CBF Deposit Fund		122,045	53,210	2,600	177,855	163,475
Cash at bank and in hand		458,883	2,061	-	460,944	472,586
		596,516	55,271	2,600	654,387	641,110
Liabilities						
Creditors falling due within one year	7	(4,757)	-	-	(4,757)	(2,537)
Net current assets		591,759	55,271	2,600	649,630	638,573
Net assets		591,759	55,271	325,866	972,896	906,004
Funds						
Unrestricted income funds		591,759	-	-	591,759	589,046
Restricted income funds		-	55,271	-	55,271	46,927
Endowment funds						
Expendable		-	-	146,835	146,835	123,698
Permanent		-	-	179,031	179,031	146,333
Total funds	8	591,759	55,271	325,866	972,896	906,004

Approved by the PCC at its meeting on 11 March 2019

and signed on its behalf by:

Brian Hellin (Lay Vice Chair)

PAROCHIAL CHURCH COUNCIL OF DORCHESTER AND WEST STAFFORD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

1 Accounting policies

(a) Basis of preparation

The PCC constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with the Church Accounting Regulations 2006, the Charities Act 2011, 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006* and UK Generally Accepted Accounting Practice.

The financial statements have been prepared to give a true and fair view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the 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 issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements have been prepared on a going concern basis under the historical cost convention modified to include investment assets at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £. 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.

(b) Funds

Unrestricted funds are general funds which can be used for PCC ordinary purposes. Unrestricted funds may include designated funds representing amounts set aside by the PCC for particular purposes.

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 year end must be carried forward as a balance on that fund.

Permanent endowment funds are funds, the capital of which must be maintained; only income arising from investment of the endowment may be used either as restricted or unrestricted funds depending on the purpose for which the endowment was established.

Expendable endowment funds are funds the capital and income of which may both be used.

(c) Income

All income is recognised once the charity has entitlement to the income, there is sufficient certainty of receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Planned giving, collections and donations are recognised when received and any income tax recoverable on gift aid donations is recognised when a claim is submitted to H M Revenue and Customs. Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement and the amount due. Dividends are accounted for when receivable, interest is accrued. All income is accounted for gross.

PAROCHIAL CHURCH COUNCIL OF DORCHESTER AND WEST STAFFORD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

(d) Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is accounted for on the accruals basis and gross of irrecoverable VAT.

Church activity costs form the majority of the PCC resources used including charitable giving, clergy and service expenses, running and maintaining church property, church admin and magazine costs. Fundraising activity costs are shown separately from income. Other expenditure represents amounts paid for the compilation and independent examination of the statutory accounts.

The diocesan parish share is accounted for when payable. Any 'share' unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the balance sheet.

(e) Investments

Investments are valued at mid market value at 31 December and the unrealised gain or loss on revaluation is shown in the statement of financial activities. Realised gains or losses on the disposal of investments are recognised in the statement of financial activities when investments are sold.

2 Staff costs, transactions with PCC members and independent examination

	2019 £	2018 £
Wages and salaries	23,343	25,816

During the year the Parish employed an administrator, St Andrew's an organist, St George's a vergers and an organist, St Mary's an organist and a vergers and St Peter's an organist. None of the above was paid at the rate of £60,000 pa or more.

Apart from payments of £9,199 (2018: £13,055) to members of the clergy in performance of their duties noted below, no other payments or expenses were paid to any other PCC member, persons connected with them or related parties.

The independent examiner's fees comprised an examination fee of £900 (2018: £900) and statutory accounts compilation work of £1,763 (2018: £1,500). This includes an underprovision of £191 relating to the preparation of the 2018 accounts.

PAROCHIAL CHURCH COUNCIL OF DORCHESTER AND WEST STAFFORD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

3 Income

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds 2019 £	Total funds 2018 £
(a) Donations and gifts					
Planned giving:					
Gift aid and non gift aid	128,786			128,786	127,174
Income tax recoverable on gift aid	30,538			30,538	42,658
Collections (open plate) at all services	30,606			30,606	32,087
Gift days	8,359			8,359	9,400
Sundry donations	15,040	152		15,192	18,817
Grants	23,262			23,262	40,358
Legacies	21,000		5,128	26,128	35,756
	<u>257,591</u>	<u>152</u>	<u>5,128</u>	<u>262,871</u>	<u>306,250</u>

In 2018 income from donations and gifts totalled £306,250 of which £306,218 was attributable to unrestricted funds and £32 was attributable to restricted funds.

(b) Church activities

Magazines	5,676			5,676	7,217
Church hall letting	30,341			30,341	30,633
Fees	12,887	525		13,412	14,074
Office services	926			926	2,023
	<u>49,830</u>	<u>525</u>	<u>-</u>	<u>50,355</u>	<u>53,947</u>

In 2018 income from church activities totalled £53,947 of which £53,587 was attributable to unrestricted funds and £360 was attributable to restricted funds.

(c) Fundraising income

Fetes, bazaars and other fundraising activities	6,790	-	-	6,790	11,579
	<u>6,790</u>	<u>-</u>	<u>-</u>	<u>6,790</u>	<u>11,579</u>

In 2018 income from fundraising totalled £11,579, all of which was attributable to unrestricted funds.

(d) Investment income

UK dividends and interest receivable	2,719	8,231	-	10,950	10,064
	<u>2,719</u>	<u>8,231</u>	<u>-</u>	<u>10,950</u>	<u>10,064</u>

In 2018 investment income totalled £10,064 of which £2,187 was attributable to unrestricted funds and £7,877 was attributable to restricted funds.

(e) Other income

VAT refund/insurance claims etc	67	-	-	67	-
	<u>67</u>	<u>-</u>	<u>-</u>	<u>67</u>	<u>-</u>

In 2018 other income totalled £Nil.

Total income	<u>316,997</u>	<u>8,908</u>	<u>5,128</u>	<u>331,033</u>	<u>381,840</u>
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PAROCHIAL CHURCH COUNCIL OF DORCHESTER AND WEST STAFFORD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

4 Expenditure

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds 2019 £	Total funds 2018 £
(a) Church activities					
Missionary and charitable giving	5,524			5,524	6,191
'Share'	155,329			155,329	154,466
Clergy expenses	9,199			9,199	13,055
Insurance	20,133			20,133	19,205
Church running expenses	24,531			24,531	15,757
Church maintenance	31,678			31,678	19,270
Youth and education	495			495	525
Upkeep of services	8,804			8,804	8,944
Major repairs and improvements	4,158			4,158	46,370
Church hall running costs	5,291			5,291	12,353
Salaries and honoraria	22,863	480		23,343	25,816
Parish magazine	5,395			5,395	5,134
Church administration	17,566	84		17,650	16,359
Other	301			301	83
	311,267	564	-	311,831	343,528
<p>In 2018 expenditure on church activities totalled £343,528 of which £343,125 was attributable to unrestricted funds and £403 was attributable to restricted funds.</p>					
(b) Costs of raising funds					
Fetes, bazaars and other fundraising activities	354			354	1,252
<p>In 2018 expenditure on fundraising totalled £1,252 all of which was attributable to unrestricted funds.</p>					
(c) Other expenditure					
Independent examiner's fees	2,663			2,663	2,400
<p>In 2018 other expenditure totalled £2,400, all of which was attributable to unrestricted funds.</p>					
Total expenditure	314,284	564	-	314,848	347,180

PAROCHIAL CHURCH COUNCIL OF DORCHESTER AND WEST STAFFORD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

5 Investments

		2019	2018
		£	£
At 1 January 2019		267,431	271,555
Additions		5,128	
Unrealised gains on revaluation		50,707	(4,124)
		<u>323,266</u>	<u>267,431</u>
At 31 December 2019		<u>323,266</u>	<u>267,431</u>
Represented by:	No	£	£
CBF Investment Fund income units	St George's - Timothy Bequest	6,396.00	122,606
	St George's - Puzey Bequest	7,660.00	146,835
	St George's - Jack Bradshaw	417.30	7,999
	St Mary's - Megisson Bequest	704.53	13,505
	St Mary's - Wynne Bequest	961.39	18,429
	St Mary's - Quibbell Bequest	318.00	6,096
	St Mary's -Trustee Account	317.53	6,087
CBF Fixed Interest Securities Fund	St George's - Timothy Bequest	482.00	790
	St Mary's - Quibbell Bequest	561.00	919
		<u>323,266</u>	<u>267,431</u>

6 Debtors

	2019	2018
	£	£
Other debtors	15,588	5,049
	<u>15,588</u>	<u>5,049</u>

7 Creditors

	2019	2018
	£	£
Accruals	2,539	2,281
Other creditors	2,218	256
	<u>4,757</u>	<u>2,537</u>

PAROCHIAL CHURCH COUNCIL OF DORCHESTER AND WEST STAFFORD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

8 Funds

	At 1 January 2019 £	Income £	Expenditure £	Fund transfers/ investment gains £	At 31 December 2019 £
Unrestricted funds					
St Andrew's general fund	27,133	15,646	(13,095)	(1,650)	28,034
St George's general fund	203,729	68,716	(74,541)	(10,450)	187,454
St Mary's general fund	124,353	106,800	(77,014)	(10,450)	143,689
St Peter's general fund	214,988	109,959	(102,789)	(117,868)	104,290
St Peter's choral scholars fund	6,151	392	(495)	-	6,048
St Peter's Development account	-	455	-	107,418	107,873
PCC general fund	12,692	15,029	(46,350)	33,000	14,371
Total unrestricted funds	589,046	316,997	(314,284)	-	591,759
Restricted funds					
St George's bellringers fund	1,946	679	(564)	-	2,061
St George's Puzey legacy fund	32,887	4,530	-	-	37,417
St George's Timothy bequest (income) fund	12,094	3,699	-	-	15,793
Total restricted funds	46,927	8,908	(564)	-	55,271
Endowment funds					
Expendable					
St George's Puzey legacy fund	123,698	-	-	23,137	146,835
Permanent (where the capital cannot be spent)					
St George's Jack Bradshaw fund	6,739	-	-	1,260	7,999
St George's Timothy bequest (capital) fund	104,058	-	-	19,338	123,396
St Mary's Quibell, Megisson and Wynne bequest funds	32,936	-	-	6,013	38,949
St Mary's Trustee Account	-	5,128	-	959	6,087
St Peter's Holy Trinity Institute fund	2,600	-	-	-	2,600
	146,333	5,128	-	27,570	179,031
Total endowment funds	270,031	5,128	-	50,707	325,866
Total funds	906,004	331,033	(314,848)	50,707	972,896

Sufficient resources are held to enable each fund to be applied in accordance with any restrictions.

Unrestricted funds

The St Peter's designated choral scholars fund represents sums earmarked by the council for choral scholars and St Peter's development fund represents funds earmarked for the development of the church.

All other unrestricted funds, whilst allocated to the parish or individual churches, can be used for ordinary PCC purposes.

PAROCHIAL CHURCH COUNCIL OF DORCHESTER AND WEST STAFFORD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2019

Restricted funds

Restricted funds represent amounts received via trust, bequest, donation or grant for specific purposes as provided in the terms of the trust, bequest or funding appeal. Such funds can only be expended on the specific object for which they were given. Where insufficient funds are held to complete a specific purpose, the PCC may approve a transfer from general funds to fund the deficit, which is repaid once funds become available.

Endowment funds

Expendable

The St George's Puzey Legacy Fund is an expendable endowment fund. Both income and capital is available for the general purposes of St George's. The fund is administered at the discretion of the vicar and churchwardens of St George's.

Permanent

The St George's Jack Bradshaw and Timothy Bequest Capital Fund, St Mary's Quibell, Megisson and Wynne Bequest Funds, St Mary Trustee's Account and St Peter's Holy Trinity Institute Fund are permanent endowment funds where the capital is held permanently and cannot be spent.

Income arising on the Jack Bradshaw fund is unrestricted and is paid into St George's general fund. Income arising on the Timothy Bequest is restricted for expenditure on the fabric of St George's. Income arising from the Quibell, Megisson and Wynne Bequest Funds is administered at the discretion of the churchwardens of St Mary's. Income arising on the St Peter's Holy Trinity Institute Fund is unrestricted and is paid into St Peter's general fund. Income arising from the St Mary Trustee Account is unrestricted and is paid into St Mary's general fund.

9 Kenneth O'Brien Legacy Trust

The late Kenneth O'Brien left the residue of his estate to be held in trust for the religious and charitable work of St George's Fordington. The Trust is registered as a charity (no 1149746). The PCC holds 14,424.32 CBF Church of England Investment Fund income shares as custodian trustee for the Trust, valued at £276,501 at 31 December 2019. This investment is held separately and is not included in the PCC accounts.