

**The Parochial Church Council of the Ecclesiastical Parish of St Mary's Lutterworth**  
**Registered Charity 1134507**  
**Annual Report For the year ending 31 December 2019**



**Administrative information**

St. Mary's Church is in Church Street, Lutterworth and is part of the Diocese of Leicester within the Church of England. The correspondence address is St. Mary's Church, Church Gate, Lutterworth, Leicestershire, LE17 4AN

During the year, the following served as members and trustees of the PCC:-

<b>Rector</b>	The Rev'd C A M Styles		Vice Chair
<b>Curate</b>	The Rev'd T E Brown		Chairman
<b>Pastoral Assistant</b>	Mrs R Wagstaffe	from Oct '18 to Nov '19	
<b>Reader Ministers</b>	Mrs R Bilton	to Nov '19	
	Dr P Kent		
	Mr M Lowdon		
	Mrs R E Lowdon		
	Mrs L Turner		
<b>Church Wardens</b>	Mrs P C Dean	from Apr '17	
	Dr P Kent	from Apr '19	
	Mr V A Tuffen	to Apr '19	
<b>Representatives on Deanery Synod</b>	Mr D Eastwood	re-elected Apr '18	
	Mr V A Tuffen	to Apr '19	
<b>Elected Members</b>	Mrs M Belton	from Apr '17	
	Mr J A Collins	to Apr '19	Deputy Churchwarden
	Mr J Dargie	from Apr '19	Deputy Churchwarden
	Mr P W Gray	re-elected Apr '17	Treasurer
	Miss K Harper	from Apr '17	Children & Families Minister
	Mr M Lowdon	from Apr '19	
	Mrs R Lowdon	from Apr '19	
	Mr S Ray	from Apr '18	
	Mrs M Stannard	from Apr '17	
	Mrs C G Tew	re-elected Apr '19 to Nov '19	
	Mr G Thomas	re-elected Apr '19	College Chaplain
	Mrs C Topham	to Apr '19	
	Mrs L Turner	from Apr '19	

**Structure, governance and management**

The Parochial Church Council is a corporate body established by the Church of England. It operates under the Parochial Church Council Powers Measure and is Registered Charity, number 1134507. St. Mary's Lutterworth is part of a Benefice, which also includes St. Mary's Bitteswell and St. Mary's Cotesbach.

Members of the PCC are either ex-officio trustees (Rector, Curates, Pastoral Assistants and Reader ministers), or elected as trustees by the Annual Parochial Church Meeting (APCM), or co-opted to fill vacancies during the year in accordance with the Church Representation Rules.

The Church maintains an Electoral Roll of members, which stood in January 2019 at 181 and had decreased to 142 by December after the six-yearly renewal. All church attendees are encouraged to register on the Electoral Roll and are able to stand for election to the PCC. Trustees are initially provided with training material from the Charity Commission and thereafter are given on-the-job training by existing members or extra training by the Diocese. The full PCC met on nine occasions during the year.

The PCC **Standing Committee** (required by law) consists of the Rector, Churchwardens, PCC Treasurer, PCC Secretary and one other member elected by PCC, and has power to transact PCC

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business between meetings, subject to any directions given by PCC. Other sub-committees were structured as needed to address various aspects of the work and life of the Church.

**Objectives**

The PCC carries out religious activities and provides services, buildings, facilities and open space for the public. It has the responsibility in the object of promoting in the ecclesiastical parish the whole mission of the Church (pastoral, evangelistic, social and ecumenical). It has responsibility for the maintenance of St. Mary's Church, No.3 Poplar Avenue and the Church Gate Centre. In exercising their duties, the trustees have had due regard to the Charity Commission Guidance on public benefit.

**Activities, Achievements & Performance**

The PCC provided regular public worship with a range of Sunday and special services including traditional, contemporary, Communion, Prayer, Baptism, Marriage, Funeral, Civic, and celebratory services, together with smaller groups such as Alpha and Home Bible Study. The Church building is open on a daily basis for personal prayer and contemplation. The Church continued to teach and promote Christianity through meetings and events, and also carried out pastoral work including visiting the sick and bereaved. The whole mission of the Church is promoted by providing activities for senior citizens, adults, families and children and young people. Religious assemblies and other activities are provided in the local schools, and support is given to other charities. Social action in the community is undertaken through the provision of a Foodbank. The Church bells are rung regularly and traditional and contemporary forms of music are encouraged. Over 100 volunteers support activities and the regular worshipping community at December was 568. The facilities are hired out for a range of community groups and events, and the PCC appoints school governors.

The Church maintains an office, open 10 to 12 Monday to Friday, and during the year employed two part-time Church Administrators, a groundsman, a cleaner and a Children and Families Minister. In July the PCC employed a part-time Administrator on behalf of the nearby Avon Swift benefice. Two Ministry Trainees completed their year of training; no new Trainees were appointed to replace them. The Ministry Team included a Curate, a Pastoral Assistant, an Ordinand, a Chaplain to Lutterworth College and five licensed Reader Ministers, one of whom is also a Prison Chaplain

**Our Vision as a Church**

Following an Awayday in October 2019 the PCC committed the church to a long term vision based around five key themes:

- **Connect:** how can we share with everyone?
- **Explore:** How can we share the gospel?
- **Grow:** how can we help people grow as Christians?
- **Equip:** How can we train and support people to serve?
- **Support:** What do we need to enable the mission?

Our structure of meetings is now built around these five elements, with PCC agendas centring upon progress reports from the five teams that are focused upon each element of our vision. All aspects of church life are encompassed by this over-arching vision and all have been linked to one of the five teams.

We are confident that that the clarity of this structure will take us forward over the coming years and enable us to focus upon the elements that are central to our life and mission as a church.

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**Financial review**

Total receipts on unrestricted and restricted funds were £128,532 (down £6,899) and £115,336 (up £21,074) respectively, and are detailed in the financial statements. The freehold house at 3 Poplar Avenue and the field off Boneham's Lane continue to be let, and provided a gross income of £8,075 unrestricted. In 2019 the responses to Vision Sunday brought in £2,868 (down £370) restricted funds after tax recovery towards Buildings Improvement, upgrading AV equipment and employing Ministry Staff, and also £625 (up from £250) unrestricted funds, as well as pledges for regular giving. Planned giving (including payroll and regular web site giving) raised £81,966 unrestricted (up £9,486) and £32,467 restricted (up £3,462) after tax recovery. Other notable items (mostly restricted funds) are grants totalling £26,434 (up £2,674) in support of our work with under-18s, the Lutterworth and Villages foodbank, Outreach and Welcome events, Church management and Churchyard maintenance. In particular, grants for the foodbank increased by £6,182 to £15,672. £44,289 worth of food was donated for the Foodbank (up £9,498). Statutory fees due to the PCC at £10,549 decreased by £3,029. We did not receive any bequests in 2019. In 2018 we received £8,028 unrestricted for provision of a chaplain to a local prison; that income ended when the chaplain became a prison employee at the end of the year. In 2018 we received £5,901 unrestricted from those attending the Parish Weekend Away; we did not hold a weekend away in 2019. In 2019 we received £2,850 restricted from Avon Swift benefice to cover the costs of employing an administrator on their behalf.

Overall income increased by £14,175

£134,968 (down £5,998) was spent from unrestricted funds to provide the Christian ministry from St. Mary's Church. The diocesan parish gift, which largely provides stipends and housing for the clergy, was £46,300 (up £2,620). We spent £30,566 on Buildings Management (up £6,703); the increase is mainly due to costs related to the Quinquennial Inspection, a change of cleaning service, insurance premiums and purchase of a votive candle stand (covered by a donation). Personnel costs were £23,204 (down £1,365). Discipleship costs were £7,928 (down £13,155); the main reasons were not having a Parish Weekend Away, Ministry Trainees finishing in August, and reduced spending on service resources (in 2018 we bought some new hymn books). Regular support for overseas mission, through the Crosslinks organisation, continued at £6,000. Prison Chaplaincy costs were £170 (down from £3,041). Office costs were £6,580 (up £1,239 due to greater use of colour printing). In addition to the non-recurring expenses mentioned above, we paid £2,000 to replace some portable staging which was stolen while on loan to us.

£133,509 (up £23,664) was spent from restricted funds, on mission and charity, children youth and schools work, social action, administration, Churchyard maintenance and improvement, and buildings. Notable items here are £57,122 (up £4,624) on staff for children and families work, the Foodbank, the new Avon Swift administrator, and a contractor for the chaplaincy at Lutterworth College. Most of the increase was due to the addition of the administrator. The Foodbank issued £40,631 worth of food to clients and other charities (up £8,988); a stocktaking adjustment appears as an additional cost of £2,939. Its running costs were £15,311 (up £6,913); this included non-recurring grant-funded upgrades to equipment and the warehouse. £6,454 (down £640) was spent on Churchyard maintenance and improvement; beginning in March we employed a contractor as groundsman supported by grant aid from the Town Council, previously the council employed contractors directly. In 2018 we spent £1,207 on improvements at the Parsonage House; there was no expenditure in 2019.

Overall expenditure increased by £17,655

The deficit in unrestricted funds of £6,436 before transfers is mainly due to the increased spending on buildings management, much of which is non-recurrent, and to replacement of the staging. The deficit in restricted funds of £18,173 is mostly due to the deliberate draw down of the Chaplaincy fund by £14,760 and the foodbank stock adjustment.

The net results for the year, after various transfers between funds and gains or losses on investments (detailed in the financial statements), were a decrease of £11,549 unrestricted funds, a decrease of £10,059 restricted funds and an increase of £1,716 endowment funds. The balances

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carried forward (including tangible and investment fixed assets) were £221,111 of unrestricted funds, £331,422 of restricted funds and £12,376 of endowment funds.

The continued increases in both unrestricted and restricted planned giving were encouraging, though again not sufficient to prevent a deficit in funds after transfers. The PCC is continuing to take steps to improve its income and control costs, including emphasis on the need for increased regular giving from our members, and has actively sought grants mentioned above.

**Reserves policy**

The PCC holds a number of funds, balances and details of which are set out in notes 8e and 13 on pages 18, 19, 21 and 22 of the accounts. Restricted and endowment funds can by law only be applied to the purpose specified; unrestricted funds are available to the PCC to use for any purpose within its objects.

The PCC has adopted a policy to set aside from unrestricted funds a General Reserve fund. This fund is held in reserve to cover risks of: significant decline in income, theft of lead from the roof, unplanned repairs to the Church and other properties, unplanned work on trees in the Churchyard and other unplanned expenditure. The risks will be reviewed annually, and the reserve adjusted accordingly. The reserve stood at £56,589 at the beginning of the year; By 31 December the it wa £45,555, after accrual of interest and withdrawing £11.501 to cover the deficit in the general fund.

It is our policy to invest our funds balances with CBF Church of England Deposit Fund.

**Approved by the Parochial Church Council on 30 March 2020 and signed on its behalf by:**

***Rev'd Thomas Edward Brown, Curate, PCC chairman***

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**St Mary's Lutterworth PCC**  
**Statement of Financial Activities**  
**For the year ending 31 December 2019**

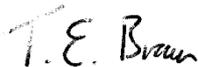
	Note	Unre- stricted Funds £	Re- stricted Funds £	Endow- ment Funds £	TOTAL FUNDS	
					2019 £	2018 £
<b>INCOMING RESOURCES</b>						
Voluntary income	2(a)	100,851	109,828	–	210,680	182,727
Activities for generating funds	2(b)	754	1,622	–	2,376	1,677
Investment income	2(c)	8,995	604	–	9,600	9,430
Church activities	2(d)	17,682	432	–	18,113	35,540
Other incoming resources	2(e)	249	2,850	–	3,099	320
<b>TOTAL INCOMING RESOURCES</b>		<b>128,532</b>	<b>115,336</b>	<b>–</b>	<b>243,868</b>	<b>229,693</b>
<b>RESOURCES EXPENDED</b>						
Costs of generating funds	3(a)	153	117	–	269	139
Church activities	3(b)	131,629	129,709	–	261,339	249,567
Governance costs	3(c)	658	–	–	658	735
Other resources expended	3(d)	2,528	3,683	–	6,211	370
<b>TOTAL RESOURCES EXPENDED</b>		<b>134,968</b>	<b>133,509</b>	<b>–</b>	<b>268,477</b>	<b>250,812</b>
<b>NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS</b>		<b>(6,436)</b>	<b>(18,173)</b>		<b>(24,609)</b>	<b>(21,119)</b>
<b>TRANSFERS BETWEEN FUNDS</b>						
Transfers from other funds	6(a)	16,884	5,504	–	22,388	13,234
Transfers to other funds	6(b)	21,998	390	–	22,388	13,234
<b>NET TRANSFERS FROM/(TO) OTHER FUNDS</b>		<b>(5,114)</b>	<b>5,114</b>	<b>–</b>	<b>–</b>	<b>–</b>
<b>NET INCOMING/(OUTGOING) RESOURCES GAINS (LOSSES) ON INVESTMENTS</b>		<b>(11,549)</b>	<b>(13,059)</b>	<b>–</b>	<b>(24,609)</b>	<b>(21,119)</b>
	7(b)	–	3,000	1,716	4,716	10,860
<b>NET MOVEMENT IN FUNDS</b>		<b>(11,549)</b>	<b>(10,059)</b>	<b>1,716</b>	<b>(19,893)</b>	<b>(10,258)</b>
<b>BALANCES BROUGHT FORWARD AT 1 JANUARY</b>		<b>232,661</b>	<b>341,481</b>	<b>10,660</b>	<b>584,802</b>	<b>595,060</b>
<b>BALANCES CARRIED FORWARD AT 31 DECEMBER</b>		<b>221,111</b>	<b>331,422</b>	<b>12,376</b>	<b>564,909</b>	<b>584,802</b>

**St Mary's Lutterworth PCC**  
**Balance Sheet at 31 December 2019**

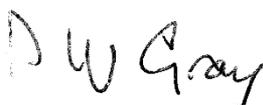
	Notes		2019 £	2018 £
<b>FIXED ASSETS</b>				
Tangible fixed assets	7(a), 8(a)		83,644	85,526
Investment assets	7(b), 8(b)		283,108	278,393
			<u>366,752</u>	<u>363,918</u>
<b>CURRENT ASSETS</b>	8(c)			
Debtors	9		23,099	26,629
Short term deposits			143,118	161,619
Cash at bank and in hand			25,424	31,464
Foodbank stock			14,845	14,126
			<u>206,485</u>	<u>233,839</u>
<b>LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	8(d),10		8,329	12,955
<b>NET CURRENT ASSETS</b>			<u>198,157</u>	<u>220,884</u>
<b>NET ASSETS</b>			<u>564,909</u>	<u>584,802</u>
<b>FUNDS</b>	8(e)			
Unrestricted			221,111	232,661
Restricted			331,422	341,481
Endowment			12,376	10,660
			<u>564,909</u>	<u>584,802</u>

Approved by the Parochial Church Council on 30 March 2020 and signed on its behalf by:

Rev'd Thomas Edward Brown, Curate, PCC chairman

x 

Mr. Peter William Gray (treasurer)

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The notes on pages 7 to 23 form part of these accounts

**St Mary's Lutterworth PCC**  
**Notes to the Financial Statements**  
**For the year ending 31 December 2019**

1 ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the SORP 2005

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value. 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.

All amounts shown in the financial statements are rounded to the nearest whole pound.

**Funds**

*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 upon the purpose for which the endowment was established.

*Restricted funds* represent (a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and (b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund.

*Unrestricted funds* are funds which can be used for PCC ordinary purposes. They include the General fund and funds designated by the PCC for specific purposes.

**Incoming resources**

Collections are recognised when received by or on behalf of the PCC. Planned giving receivable under Gift Aid 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.

Funds raised by fetes, garden parties and similar events are accounted for gross.

Sales of books and magazines from the church bookstall are accounted for gross.

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

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue. Tax recoverable on such income is recognised in the same accounting year.

Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are accounted for on revaluation of investments at 31 December.

**Resources used**

Grants and donations are accounted for when awarded, whether or not that creates a binding obligation on the PCC.

The parish gift is both accounted for and paid by instalments. Any parish gift unpaid at 31 December is provided for in these financial statements as an operational (though not a legal) liability and is shown as a creditor in the Balance Sheet. Any parish gift overpaid at 31 December is provided for in these financial statements as an asset and is shown as a debtor in the Balance Sheet

All other expenditure is generally recognised when incurred and is accounted for gross.

**Fixed assets**

***Consecrated property and movable church furnishings***

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

**St Mary's Lutterworth PCC**  
**Notes to the Financial Statements (continued)**  
**For the year ending 31 December 2019**

Movable church furnishings held by the Rector and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's Inventory which can be inspected (at any reasonable time). For inalienable property acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Items acquired since 1 January 2000 at a cost of £1,000 or more have been capitalised and depreciated in the financial statements over their currently anticipated useful economic life on a straight-line basis.

For Service Books, the anticipated life is 10 years.

All expenditure incurred in the year on consecrated or beneficed buildings, individual items under £1,000 or on the repair of movable church furnishings acquired before 1 January 2000 is written off.

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

Equipment used within the church premises is depreciated on a straight line basis over 5 years. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

**Investments**

Investments are valued at market value at 31 December.

**Current assets**

Amounts owing to the PCC at 31 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 either with the CBF Church of England Funds or at the bank.

**2 INCOMING RESOURCES**

	All incoming resources went to the General fund unless otherwise noted	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS	
					2019 £	2018 £
2(a)	Voluntary income					
	Planned giving					
	Gift aided planned giving					
	▪ General fund	48,890	–	–	48,890	40,792
	▪ Assistant Minister (R) fund	–	300	–	300	300
	▪ Buildings Improvement (R) fund	–	2,100	–	2,100	1,080
	▪ Foodbank (R) fund	–	928	–	928	976
	▪ Ministry Staff (R) fund	–	20,425	–	20,425	18,600
	▪ Mission and Charity (R) fund	–	39	–	39	47
	Income tax recoverable					
	▪ General fund	12,223	–	–	12,223	10,198
	▪ Assistant Minister (R) fund	–	75	–	75	75
	▪ Buildings Improvement (R) fund	–	525	–	525	270
	▪ Foodbank (R) fund	–	232	–	232	244
	▪ Ministry Staff (R) fund	–	5,106	–	5,106	4,650
	▪ Mission and Charity (R) fund	–	10	–	10	12
	Regular Web Giving					
	▪ General fund	1,950	–	–	1,950	300
	▪ Chaplaincy (R) fund	–	240	–	240	240
	▪ Foodbank (R) fund	–	404	–	404	378
	▪ Ministry Staff (R) fund	–	1,200	–	1,200	1,200
	Regular Web Tax recovered					
	▪ Foodbank (R) fund	–	49	–	49	38
	Payroll Giving					
	▪ General fund	7,990	–	–	7,990	8,075
	▪ Ministry Staff (R) fund	–	120	–	120	–

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	All incoming resources went to the General fund unless otherwise noted	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS	
					2019 £	2018 £
2(a)	Voluntary income (continued)					
	Planned giving (continued)					
	Other planned giving					
	▪ General fund	10,354	–	–	10,354	12,556
	▪ Foodbank (R) fund	–	715	–	715	655
	▪ Ministry Staff (R) fund	–	–	–	–	240
	Income tax (FWO not accrued)	559	–	–	559	559
	Web Site Giving					
	Donations					
	▪ Foodbank (R) fund	–	1,570	–	1,570	590
	Tax Recovered					
	▪ Foodbank (R) fund	–	270	–	270	61
	Gift days					
	Gift aided donations					
	▪ General fund	100	–	–	100	100
	▪ Buildings Improvement (R) fund	–	50	–	50	150
	▪ Information Technology (R) fund	–	2,000	–	2,000	–
	▪ Ministry Staff (R) fund	–	100	–	100	1,600
	Income tax recoverable					
	▪ General fund	25	–	–	25	25
	▪ Buildings Improvement (R) fund	–	13	–	13	38
	▪ Information Technology (R) fund	–	500	–	500	–
	▪ Ministry Staff (R) fund	–	25	–	25	400
	Other donations					
	▪ General fund	500	–	–	500	125
	▪ Buildings Improvement (R) fund	–	–	–	–	525
	▪ Ministry Staff (R) fund	–	180	–	180	525
	Collections (open plate)					
	▪ General fund	7,265	–	–	7,265	6,606
	▪ Events (D) fund	–	–	–	–	45
	▪ Foodbank (R) fund	–	–	–	–	172
	▪ Mission and Charity (R) fund	–	357	–	357	1,010
	Grants Received					
	▪ General fund	5,400	–	–	5,400	6,056
	▪ Chaplaincy (R) fund	–	–	–	–	1,500
	▪ Children and Families (R) fund	–	–	–	–	5,381
	▪ Churchyard Maintenance (R) fund	–	3,000	–	3,000	–
	▪ Foodbank (R) fund	–	15,672	–	15,672	9,490
	▪ Ministry Staff (R) fund	–	2,362	–	2,362	1,333
	Sundry donations and appeals					
	Gift aided donations					
	▪ General fund	3,493	–	–	3,493	2,190
	▪ Events (D) fund	–	–	–	–	122
	▪ Buildings Improvement (R) fund	–	–	–	–	1,078
	▪ Foodbank (R) fund	–	1,287	–	1,287	836
	▪ Information Technology (R) fund	–	–	–	–	1,000
	▪ Mission and Charity (R) fund	–	–	–	–	130
	▪ Parsonage (R) fund	–	–	–	–	500
	Income Tax Recoverable					
	▪ General fund	873	–	–	873	548
	▪ Events (D) fund	–	–	–	–	31
	▪ Buildings Improvement (R) fund	–	–	–	–	270
	▪ Foodbank (R) fund	–	322	–	322	209

**St Mary's Lutterworth PCC**  
**Notes to the Financial Statements (continued)**  
**For the year ending 31 December 2019**

	All incoming resources went to the General fund unless otherwise noted	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS	
					2019 £	2018 £
2(a)	Voluntary income (continued)					
	Sundry donations and appeals (continued)					
	Income Tax Recoverable (continued)					
	▪ Information Technology (R) fund	–	–	–	–	250
	▪ Mission and Charity (R) fund	–	–	–	–	33
	▪ Parsonage (R) fund	–	–	–	–	125
	Wall Box	700	–	–	700	454
	For Easter Lilies					
	▪ Flower (D) fund	306	–	–	306	345
	Mission Appeals					
	▪ Mission and Charity (R) fund	–	599	–	599	457
	Other Donations					
	▪ General fund	194	–	–	194	571
	▪ Events (D) fund	30	–	–	30	206
	▪ Buildings Improvement (R) fund	–	2,422	–	2,422	150
	▪ Churchyard Improvement (R) fund	–	–	–	–	15
	▪ Foodbank (R) fund	–	2,045	–	2,045	1,086
	▪ Hardship (R) fund	–	300	–	300	–
	▪ Mission and Charity (R) fund	–	–	–	–	115
	Gifts in Kind					
	▪ Foodbank (R) fund	–	44,289	–	44,289	34,791
		<u>100,851</u>	<u>109,828</u>	<u>–</u>	<u>210,680</u>	<u>182,727</u>
2(b)	Activities for generating funds					
	Functions and Events					
	▪ General fund	105	–	–	105	–
	▪ Buildings Improvement (R) fund	–	4	–	4	–
	▪ Foodbank (R) fund	–	1,618	–	1,618	492
	Hiring out rooms	500	–	–	500	850
	Charitable Trading Income	149	–	–	149	334
		<u>754</u>	<u>1,622</u>	<u>–</u>	<u>2,376</u>	<u>1,677</u>
2(c)	Investment income					
	Dividends on Investments					
	▪ Churchyard Trusts Revenue (R) fund		317		317	309
	Interest on Deposits					
	▪ General Reserve (D) fund	467	–	–	467	330
	▪ Ruth Gee Improvements (D) fund	329	–	–	329	216
	▪ Ruth Gee Ministry Support (D) fund	106	–	–	106	70
	▪ Assistant Minister (R) fund	–	67	–	67	42
	▪ Bell (R) fund	–	38	–	38	25
	▪ Churchyard Trusts Revenue (R) fund	–	32	–	32	20
	▪ Hardship (R) fund	–	51	–	51	33
	▪ Organ (R) fund	–	81	–	81	53
	▪ Other restricted funds	–	10	–	10	7
	Rents etc.					
	▪ General fund	5,675	–	–	5,675	5,797
	▪ Buildings (D) fund	2,400	–	–	2,400	2,400

**St Mary's Lutterworth PCC**  
**Notes to the Financial Statements (continued)**  
**For the year ending 31 December 2019**

	All incoming resources went to the General fund unless otherwise noted	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS	
					2019 £	2018 £
2(c)	Investment income (continued)					
	Interest on tax reclaimed					
	▪ General fund	17	–	–	17	85
	▪ Designated funds	0	–	–	0	2
	▪ Assistant Minister (R) fund	–	0	–	0	14
	▪ Chaplaincy (R) fund	–	–	–	–	11
	▪ Children and Families (R)	–	–	–	–	6
	▪ Ministry Staff (R) fund	–	6	–	6	6
	▪ Other restricted funds	–	3	–	3	2
		<u>8,995</u>	<u>604</u>	<u>–</u>	<u>9,600</u>	<u>9,430</u>
2(d)	Church activities					
	Discipleship					
	Courses	–	–	–	–	51
	Prayer Events	–	–	–	–	120
	Services	240	–	–	240	315
	Small groups	68	–	–	68	–
	Parish weekends					
	▪ Events (D) fund	–	–	–	–	5,901
	Fees due to the PCC (statutory)	10,549	–	–	10,549	13,578
	Fees due to the PCC (Locally set)					
	▪ General fund	655	–	–	655	319
	▪ Bell (R) fund	–	60	–	60	120
	Outreach and Welcome					
	▪ General fund	1,914	–	–	1,914	1,666
	▪ Events (D) fund	181	–	–	181	16
	▪ Buildings Improvement (R) fund	–	12	–	12	–
	Prayer and Pastoral					
	▪ General fund	–	–	–	–	140
	▪ Events (D) fund	–	–	–	–	940
	Social Action (Prison Chaplaincy)	–	–	–	–	8,028
	Under 18s work					
	with Children					
	▪ General fund	2,298	–	–	2,298	1,694
	▪ Events (D) fund	1,751	–	–	1,751	1,936
	▪ Mission and Charity (R) fund	–	360	–	360	–
	with Families	–	–	–	–	96
	Shared	–	–	–	–	365
	with Youth	26	–	–	26	254
		<u>17,682</u>	<u>432</u>	<u>–</u>	<u>18,113</u>	<u>35,540</u>
2(e)	Other incoming resources					
	Employment costs recovered					
	▪ Avon Swift Administrator (R) fund	–	2,850	–	2,850	–
	Insurance claims	249	–	–	249	–
	PCC Meetings etc. (Contributions)	–	–	–	–	20
	Sale of assets					
	▪ Foodbank (R) fund	–	–	–	–	300
		<u>249</u>	<u>2,850</u>	<u>–</u>	<u>3,099</u>	<u>320</u>
	<b>TOTAL INCOMING RESOURCES</b>	<u>128,532</u>	<u>115,336</u>	<u>–</u>	<u>243,868</u>	<u>229,693</u>

**St Mary's Lutterworth PCC**  
**Notes to the Financial Statements (continued)**  
**For the year ending 31 December 2019**

**3 RESOURCES EXPENDED**

	All resources expended came from the General fund unless otherwise noted	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS	
					2019 £	2018 £
3(a)	Costs of generating funds					
	Costs of generating voluntary income	143	–	–	143	139
	Charitable trading costs	–	–	–	–	–
	Costs of fundraising events					
	▪ General fund	10	–	–	10	–
	▪ Foodbank (R) fund	–	117	–	117	–
		<u>153</u>	<u>117</u>	<u>–</u>	<u>269</u>	<u>139</u>
3(b)	Church activities					
	New buildings or major works (CGC project)					
	▪ Buildings Improvement (R) fund	–	6,221	–	6,221	6,028
	Management - Buildings					
	Church Running Expenses	18,775	–	–	18,775	17,688
	Church Maintenance					
	▪ General fund	2,500	–	–	2,500	1,244
	▪ Buildings (D) fund	1,105	–	–	1,105	–
	▪ Organ (R) fund	–	275	–	275	153
	Church Improvements					
	▪ General fund	2,169	–	–	2,169	–
	▪ Ruth Gee Improvements (D) fund	501	–	–	501	501
	▪ Information Technology (R) fund	–	112	–	112	32
	Church Gate Centre Running Costs					
	▪ General fund	3,917	–	–	3,917	2,440
	▪ Buildings (D) fund	312	–	–	312	–
	▪ Unrestricted Property (D) fund	782	–	–	782	782
	▪ CGC Property (R) fund	–	218	–	218	218
	Upkeep of 3 Poplar Avenue					
	▪ Buildings (D) fund	504	–	–	504	878
	Parsonage house					
	▪ General fund	–	–	–	–	330
	▪ Parsonage (R) fund	–	–	–	–	1,207
	Management - Churchyard					
	▪ General fund	13	–	–	13	10
	▪ Churchyard Improvement (R) fund	–	–	–	–	3,662
	▪ Churchyard Maintenance (R) fund	–	6,454	–	6,454	3,433
	Management - Church Office					
	▪ General fund	6,580	–	–	6,580	5,341
	▪ Information Technology (R) fund	–	61	–	61	134
	Management - Communications	2,000	–	–	2,000	2,191
	Discipleship					
	Ministry Trainees	5,090	–	–	5,090	9,941
	Courses	74	–	–	74	29
	One to One	16	–	–	16	–
	Prayer Events	10	–	–	10	169
	Resources	101	–	–	101	1,339
	Services					
	▪ General fund	2,360	–	–	2,360	3,264
	▪ Flower (D) fund	202	–	–	202	269
	▪ Information Technology (R) fund	–	1,578	–	1,578	619
	Small groups	76	–	–	76	9
	Parish weekends					
	▪ Events (D) fund	–	–	–	–	6,065

**St Mary's Lutterworth PCC**  
**Notes to the Financial Statements (continued)**  
**For the year ending 31 December 2019**

	All resources expended came from the General fund unless otherwise noted	Unre- stricted Funds £	Re- stricted Funds £	Endow- ment Funds £	TOTAL FUNDS	
					2019 £	2018 £
3(b)	Church activities (continued)					
	Grants (see note 11 for policy and recipients)					
	Church overseas					
	Overseas Missions					
	▪ General fund	6,000	–	–	6,000	4,947
	▪ Mission Reserve (D) fund	–	–	–	–	928
	▪ Mission and Charity (R) fund	–	49	–	49	384
	Home Missions etc					
	▪ General fund	25	–	–	25	25
	▪ Events (D) fund	–	–	–	–	200
	▪ Mission and Charity (R) fund	–	333	–	333	549
	Secular Charities					
	▪ Mission and Charity (R) fund	–	983	–	983	871
	Individuals etc.					
	▪ Hardship (R) fund	–	363	–	363	–
	Outreach and Welcome					
	▪ General fund	4,100	–	–	4,100	4,344
	▪ Events (D) fund	183	–	–	183	154
	Prayer and Pastoral					
	▪ General fund	85	–	–	85	267
	▪ Events (D) fund	–	–	–	–	350
	Personnel					
	Gratuities etc.	178	–	–	178	42
	Honoraria					
	▪ General fund	300	–	–	300	20
	▪ Events (D) fund	–	–	–	–	170
	Staff costs					
	Employment costs					
	▪ General fund	17,774	–	–	17,774	17,555
	▪ Avon Swift Administrator (R) fund	–	2,850	–	2,850	–
	▪ Children and Families (R) fund	–	–	–	–	9,663
	▪ Foodbank (R) fund	–	8,836	–	8,836	7,964
	▪ Ministry Staff (R) fund	–	29,214	–	29,214	18,736
	Counselling & other support	420	–	–	420	160
	Recruitment	558	–	–	558	–
	Training					
	▪ General fund	602	–	–	602	2,667
	▪ Children and Families (R) fund	–	–	–	–	25
	▪ Ministry Staff (R) fund	–	324	–	324	289
	Working expenses					
	▪ General fund	3,372	–	–	3,372	3,841
	▪ Events (D) fund	–	–	–	–	114
	▪ Children and Families (R) fund	–	–	–	–	631
	▪ Ministry Staff (R) fund	–	898	–	898	191
	Parish Gift	46,300			46,300	43,680
	Social Action					
	Foodbank - in kind					
	▪ Foodbank (R) fund	–	40,631		40,631	31,644
	Foodbank - monetary					
	▪ Foodbank (R) fund	–	15,311		15,311	8,398
	Prison Chaplaincy	170			170	3,041

**St Mary's Lutterworth PCC**  
**Notes to the Financial Statements (continued)**  
**For the year ending 31 December 2019**

	All resources expended came from the General fund unless otherwise noted	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS	
					2019 £	2018 £
3(b)	Church activities (continued)					
	Under 18s work					
	with Children					
	▪ General fund	1,155	–	–	1,155	1,010
	▪ Events (D) fund	1,488	–	–	1,488	1,657
	with Families	222	–	–	222	308
	in Schools					
	▪ General fund	206	–	–	206	84
	▪ Chaplaincy (R) fund	–	15,000	–	15,000	15,000
	with Youth	648	–	–	648	554
	Shared	756	–	–	756	1,133
		<u>131,629</u>	<u>129,709</u>	<u>–</u>	<u>261,339</u>	<u>249,567</u>
3(c)	Governance costs					
	Independent examiner's fees	293	–	–	293	272
	Miscellaneous	35	–	–	35	40
	PCC Meetings etc.	330	–	–	330	423
		<u>658</u>	<u>–</u>	<u>–</u>	<u>658</u>	<u>735</u>
3(d)	Other resources expended					
	Bank charges etc.					
	▪ General Fund	63	–	–	63	83
	▪ Events (D) fund	42	–	–	42	49
	▪ Flower (D) fund	–	–	–	–	1
	▪ Foodbank (R) fund	–	4	–	4	2
	Debts written off					
	▪ Events (D) fund	423	–	–	423	221
	▪ Assistant Minister (R) fund	–	–	–	–	15
	▪ Buildings Improvement (R) fund	–	320	–	320	–
	Uninsured Losses					
	▪ General Fund <sup>1</sup>	2,000	–	–	2,000	–
	▪ Foodbank (R) fund <sup>2</sup>	–	420	–	420	–
	Stocktake Adjustment					
	▪ Foodbank (R) fund	–	2,939	–	2,939	–
		<u>2,528</u>	<u>3,683</u>	<u>–</u>	<u>6,211</u>	<u>370</u>
	<b>TOTAL RESOURCES EXPENDED</b>	<u>134,968</u>	<u>133,509</u>	<u>–</u>	<u>268,477</u>	<u>250,812</u>

<sup>1</sup> This was the cost to replace some portable staging which was stolen (along with a trailer) while on loan to the PCC.

<sup>2</sup> This was the cost to repair damage to a Foodbank volunteer's car door.

**St Mary's Lutterworth PCC**  
**Notes to the Financial Statements (continued)**  
**For the year ending 31 December 2019**

**4 STAFF COSTS**

				2019 £	2018 £
	Salaries, Wages, etc.			54,353	49,106
	Employer's National Insurance			2,365	3,337
	Employer's Pension Contribution			2,256	1,666
				<u>58,974</u>	<u>54,108</u>

During the year, the PCC employed church administrators (including one for the neighbouring Avon Swift benefice), a children and families minister, and a foodbank manager, none of whom earned £60,000 p.a. or more.

**5 TRANSACTIONS WITH RELATED PARTIES**

The following members of the PCC were paid during the year: Miss Katrina Harper, £25,695 as children and families minister; Mr Graham Thomas, £6,000 as Lutterworth College chaplain. There were no other disclosable transactions in respect of PCC members, persons closely connected with them or other related parties.

**6 TRANSFERS BETWEEN FUNDS**

		Unre- stricted Funds £	Re- stricted Funds £	Endow- ment Funds £	TOTAL FUNDS	
					2019 £	2018 £
6(a)	Transfers from other funds					
	From General fund					
	▪ to Events (D) fund, to cover deficit from Parish Weekends etc.	582	–	–	582	220
	▪ to Foodbank (D) fund, designation by PCC towards running costs	3,000	–	–	3,000	
	▪ to Churchyard Maintenance (R) fund, to make up shortfall in income compared to expenditure	–	3,106	–	3,106	3,105
	▪ to Parsonage (R) fund, annual designation by PCC	–	150	–	150	150
	From General Reserve (D) fund					
	▪ To General fund, to bring fund balance up to zero	11,501	–	–	11,501	7,215
	From Churchyard Trusts Revenue (R) fund					
	▪ to Churchyard Maintenance (R) fund, towards costs	–	348	–	348	328
	From Events (D) fund					
	▪ To General fund, surplus from events	241	–	–	241	457
	From Foodbank (D) fund					
	▪ to General fund, contribution for use of CGC	1,560	–	–	1,560	–
	From Foodbank (R) fund					
	▪ to General fund, contribution for use of CGC	–	–	–	–	1,560
	From Ministry Staff (R) fund					
	▪ to Children and Families (R) fund, to cover deficit and close the fund	–	42	–	42	–
	From Organ (R) fund					
	▪ to Ministry Staff (R) fund, by request of donor	–	–	–	–	200
	From Ruth Gee Ministry Support (D) fund					
	▪ to Chaplaincy (R) fund, to cover deficit	–	1,858	–	1,858	–
		<u>16,884</u>	<u>5,504</u>	<u>–</u>	<u>22,388</u>	<u>13,234</u>

**St Mary's Lutterworth PCC**  
**Notes to the Financial Statements (continued)**  
**For the year ending 31 December 2019**

		Unre- stricted Funds £	Re- stricted Funds £	Endow- ment Funds £	TOTAL FUNDS	
					2019 £	2018 £
6(b)	Transfers to other funds					
	To General Fund					
	▪ from General Reserve (D) fund	11,501	–	–	11,501	7,215
	▪ from Events (D) fund	241	–	–	241	457
	▪ from Foodbank (D) fund	1,560	–	–	1,560	
	▪ from Foodbank (R) fund	–	–	–	–	1,560
	To Chaplaincy (R) fund					
	▪ from Ruth Gee Ministry Support (D) fund	1,858	–	–	1,858	–
	To Children and Families (R) fund					
	▪ from Ministry Staff (R) fund	–	42	–	42	–
	To Churchyard Maintenance (R) fund					
	▪ from General fund	3,106	–	–	3,106	3,105
	▪ from Churchyard Trusts Revenue (R) fund	–	348	–	348	328
	To Foodbank (D) fund	3,000	–	–	3,000	–
	To Events (D) Fund	582	–	–	582	220
	To Ministry Staff (R) fund					
	▪ from Organ (R) fund	–	–	–	–	200
	To Parsonage (R) fund	150	–	–	150	150
		<u>21,998</u>	<u>390</u>	<u>–</u>	<u>22,388</u>	<u>13,234</u>
	<b>NET TRANSFERS FROM/(TO) OTHER FUNDS</b>	<u>(5,114)</u>	<u>5,114</u>	<u>–</u>	<u>–</u>	<u>–</u>

**7 FIXED ASSETS FOR USE BY THE PCC**

			Freehold Land and Buildings <sup>1</sup> £	Church Equipment <sup>2</sup> £	Total £
7(a)	Tangible fixed assets				
	ACTUAL/DEEMED COST	At 1 January	95,000	32,727	127,727
		Disposals	–	–	–
		Additions at cost	–	–	–
		At 31 December	<u>95,000</u>	<u>32,727</u>	<u>127,727</u>
	Tangible fixed assets	(continued)			
	DEPRECIATION	At 1 January	12,000	30,201	42,201
		Withdrawn on disposals	–	–	–
		Charge for the year	1,000	882	1,882
		At 31 December	<u>13,000</u>	<u>31,083</u>	<u>44,083</u>
	<b>NET BOOK VALUE</b>	At 31 December	<u>82,000</u>	<u>1,644</u>	<u>83,644</u>

<sup>1</sup> The tangible Freehold Land and Buildings comprises the Church Gate Centre, purchased in September 2006.

<sup>2</sup> The Church Equipment comprises Mission Praise hymnbooks purchased in 2004, radio microphones and computers purchased in 2007, a printer/copier and an electronic organ purchased in 2012, a projector purchased in 2014, a sound mixing desk with stage box purchased in 2016, and a projector screen purchased in 2018.

**St Mary's Lutterworth PCC**  
**Notes to the Financial Statements (continued)**  
**For the year ending 31 December 2019**

FIXED ASSETS FOR USE BY THE PCC (continued)

	Freehold Land and Buildings <sup>1</sup> £	CBF Investment Account <sup>2</sup> £	Other Securities <sup>3</sup> £	Total £
7(b) Investment fixed assets				
Market value – 1 January	269,200	9,173	20	278,393
Net gains (losses) on annual revaluation				
▪ Churchyard Trusts Capital (E) fund	–	1,716	–	1,716
▪ Poplar Avenue Property (R) fund	3,000	–	–	3,000
▪ Unrestricted Property (D) fund	–	–	–	–
Market value – 31 December	272,200	10,888	20	283,108

8 ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS	
				2019 £	2018 £
8(a) Tangible Fixed Assets					
▪ Ruth Gee Improvements (D) fund	501	–	–	501	1,002
▪ Unrestricted Property (D) fund	64,140	–	–	64,140	64,922
▪ CGC Property (R) fund	–	17,860	–	17,860	18,078
▪ Information Technology (R) fund	–	1,143	–	1,143	1,524
Total Tangible Fixed Assets	64,641	19,003	–	83,644	85,526
8(b) Investment Fixed Assets					
▪ Unrestricted Property (D) fund	46,200	–	–	46,200	46,200
▪ Poplar Avenue Property (R) fund	–	226,000	–	226,000	223,000
▪ Churchyard Trusts Capital (E) fund	–	–	10,908	10,908	9,193
Total Investment Fixed Assets	46,200	226,000	10,908	283,108	278,393
8(c) Current Assets					
▪ General fund	3,570	–	–	3,570	3,824
▪ General Reserve (D) fund	45,555	–	–	45,555	56,589
▪ Buildings (D) fund	6,576	–	–	6,576	6,097
▪ Events (D) fund	349	–	–	349	181
▪ Flower (D) fund	465	–	–	465	361
▪ Foodbank (D) fund	1,440	–	–	1,440	–
▪ Ruth Gee Improvements (D) fund	44,145	–	–	44,145	43,816
▪ Ruth Gee Ministry Support (D) fund	12,366	–	–	12,366	14,118
▪ Assistant Minister (R) fund	–	11,636	–	11,636	11,193
▪ Avon Swift Administrator (R) fund	–	233	–	233	–
▪ Bell (R) fund	–	5,217	–	5,217	5,119
▪ Buildings (R) fund	–	63	–	63	174
▪ Buildings Improvement (R) fund	–	(1,525)	–	(1,525)	(110)
▪ Chaplaincy (R) fund	–	–	–	–	13,402
▪ Children and Families (R)	–	–	–	–	(42)

<sup>1</sup> The investment freehold land and buildings comprise 3 Poplar Avenue, and a field off Boneham's Lane near Milords Farm. The values of the house at 1 January and 31 December are estimates obtained from the Zoopla property website. The field is valued at an estimate provided by the tenant of the current value of agricultural land in the locality.

<sup>2</sup> The holdings in CBF investment account are 568 shares. They are held by the diocese as custodian trustees of various Churchyard Trusts.

<sup>3</sup> The other securities are valued at nominal value. The CBF shares and other securities are held by the diocese as custodian trustees of various Churchyard Trusts.

**St Mary's Lutterworth PCC**  
**Notes to the Financial Statements (continued)**  
**For the year ending 31 December 2019**

		Unre- stricted Funds £	Re- stricted Funds £	Endow- ment Funds £	TOTAL FUNDS	
					2019 £	2018 £
8(c)	Current Assets (continued)					
	▪ Churchyard Improvement (R) fund	–	–	–	–	3,531
	▪ Churchyard Maintenance (R) fund	–	–	–	–	2,298
	▪ Churchyard Trusts Revenue (R) fund	–	1,797	–	1,797	1,796
	▪ Foodbank (R) fund	–	18,507	–	18,507	16,767
	▪ Freeman (R) fund	–	55	–	55	55
	▪ Hardship (R) fund	–	6,795	–	6,795	6,806
	▪ Information Technology (R) fund	–	1,879	–	1,879	(548)
	▪ Ministry Staff (R) fund	–	34,742	–	34,742	35,629
	▪ Mission and Charity (R) fund	–	54	–	54	65
	▪ Organ (R) fund	–	10,229	–	10,229	10,423
	▪ Parsonage (R) fund	–	870	–	870	828
	▪ Churchyard Trusts Capital (E) fund	–	–	1,468	1,468	1,468
	<b>Total current assets</b>	<b>114,465</b>	<b>90,552</b>	<b>1,468</b>	<b>206,485</b>	<b>233,839</b>
8(d)	Current Liabilities					
	▪ General fund	3,570	–	–	3,570	3,824
	▪ Buildings (D) fund	625	–	–	625	625
	▪ Avon Swift Administrator (R) fund	–	233	–	233	–
	▪ Chaplaincy (R) fund	–	–	–	–	500
	▪ Churchyard Improvement (R) fund	–	–	–	–	3,531
	▪ Churchyard Maintenance (R) fund	–	–	–	–	2,298
	▪ Foodbank (R) fund	–	1,030	–	1,030	431
	▪ Information Technology (R) fund	–	1,197	–	1,197	12
	▪ Ministry Staff (R) fund	–	1,620	–	1,620	1,552
	▪ Mission and Charity (R) fund	–	54	–	54	65
	▪ Parsonage (R) fund	–	–	–	–	116
	<b>Total Current Liabilities</b>	<b>4,195</b>	<b>4,134</b>	<b>–</b>	<b>8,329</b>	<b>12,955</b>
8(e)	Fund Balances					
	▪ General fund	–	–	–	–	–
	▪ General Reserve (D) fund	45,555	–	–	45,555	56,589
	▪ Buildings (D) fund	5,951	–	–	5,951	5,472
	▪ Events (D) fund	349	–	–	349	181
	▪ Flower (D) fund	465	–	–	465	361
	▪ Foodbank (D) fund	1,440	–	–	1,440	–
	▪ Mission Reserve (D) fund	–	–	–	–	–
	▪ Ruth Gee Improvements (D) fund	44,646	–	–	44,646	44,818
	▪ Ruth Gee Ministry Support (D) fund	12,366	–	–	12,366	14,118
	▪ Unrestricted Property (D) fund	110,340	–	–	110,340	111,122
	▪ Assistant Minister (R) fund	–	11,636	–	11,636	11,193
	▪ Avon Swift Administrator (R) fund	–	–	–	–	–
	▪ Bell (R) fund	–	5,217	–	5,217	5,119
	▪ Buildings (R) fund	–	63	–	63	174
	▪ Buildings Improvement (R) fund <sup>1</sup>	–	(1,525)	–	(1,525)	(110)
	▪ CGC Property (R) fund	–	17,860	–	17,860	18,078
	▪ Chaplaincy (R) fund	–	–	–	–	12,902

<sup>1</sup> The Buildings Improvement (R) fund was in deficit at the end of 2018. This was more than covered by income in 2019, but further expenditure on the CGC project again resulted in a deficit. This will be addressed during 2020.

**St Mary's Lutterworth PCC**  
**Notes to the Financial Statements (continued)**  
**For the year ending 31 December 2019**

		Unre- stricted Funds £	Re- stricted Funds £	Endow- ment Funds £	TOTAL FUNDS	
					2019 £	2018 £
8(e)	Fund Balances (continued)					
	▪ Children and Families (R) fund <sup>1</sup>	–	–	–	–	(42)
	▪ Churchyard Improvement (R) fund	–	–	–	–	–
	▪ Churchyard Maintenance (R) fund	–	–	–	–	–
	▪ Churchyard Trusts Revenue (R) fund	–	1,797	–	1,797	1,796
	▪ Foodbank (R) fund	–	17,477	–	17,477	16,336
	▪ Freeman (R) fund	–	55	–	55	55
	▪ Hardship (R) fund	–	6,795	–	6,795	6,806
	▪ Information Technology (R) fund	–	1,825	–	1,825	963
	▪ Ministry Staff (R) fund	–	33,122	–	33,122	34,077
	▪ Mission and Charity (R) fund	–	–	–	–	–
	▪ Organ (R) fund	–	10,229	–	10,229	10,423
	▪ Parsonage (R) fund	–	870	–	870	712
	▪ Poplar Avenue Property (R) fund	–	226,000	–	226,000	223,000
	▪ Youth (R) fund	–	–	–	–	–
	▪ Churchyard Trusts Capital (E) fund	–	–	12,376	12,376	10,660
	Total Fund Balances	221,111	331,422	12,376	564,909	584,802

**9 DEBTORS**

		2019 £	2018 £
	Income tax recoverable <sup>2</sup>	14,691	14,710
	Prepayments	2,606	1,230
	Other Debtors	5,801	10,688
		23,099	26,629

**10 LIABILITIES FALLING DUE WITHIN ONE YEAR**

		2019 £	2018 £
	Deferred income - Bond for 3 Poplar Ave.	625	625
	Creditors for goods and services	3,926	10,853
	Other Creditors	3,778	1,477
		8,329	12,955

<sup>1</sup> The Children and Families (R) fund was in deficit at the end of 2018. It was closed during 2019 after a transfer from the Ministry Staff (R) fund.

<sup>2</sup> Two tax claims (for the year 2018 and for the 2017 abseil) were made and received in 2019, with £15,557 recovered. One claim (for the year 2019) was made and received in 2020, with £14,910 recovered

**St Mary's Lutterworth PCC**  
**Notes to the Financial Statements (continued)**  
**For the year ending 31 December 2019**

**11 GRANTS POLICY AND RECIPIENTS**

The collections at certain services are announced as being for specific missions or charities. The PCC also occasionally receives donations earmarked for specific missions or charities. All such funds are sent to the specified recipient.

In 2018 the PCC started a 3-year commitment to support two missionary families in Africa and Spain, through the Crosslinks organisation.

From time to time the PCC organises or hosts events to raise funds for specific missions or charities.

From time to time the PCC makes grants to specific missions or charities, in response to requests for donations.

From time to time the PCC makes grants to individuals, to assist in cases of hardship, using funds given for that purpose.

Recipients are detailed below.

**Recipients**

			2019 £	2018 £
Adam Hggins' appeal for Rainbows Hospice			360	–
Bible Society			49	59
Bishop's Discretionary Fund			–	92
Cancer Research UK			–	441
Compassion			–	200
Crosslinks Milsom			3,000	3,000
Crosslinks Moody			3,000	3,000
DEC East Africa Cyclone Appeal			266	–
Leicester DG Bell Restoration Fund			25	25
New Wine Trust Ltd			–	200
Novus Cantores			67	60
Royal British Legion Poppy Appeal			290	370
The Children's Society			333	457
Individuals (Social Need)			363	–
			<u>7,752</u>	<u>7,903</u>

**12 SOCIAL ACTION**

As well as the charitable giving described above, the PCC operates a Foodbank affiliated with the Trussell Trust. Grants are paid to the national charity to assist with their work in providing the central support for this activity.

**Recipients**

			2019 £	2018 £
The Trussell Trust			360	360
			<u>360</u>	<u>360</u>

**St Mary's Lutterworth PCC**  
**Notes to the Financial Statements (continued)**  
**For the year ending 31 December 2019**

13 FUND DETAILS

**The restricted funds** comprise:-

The Assistant Minister (R) fund. This consists of funds given for the purpose of employing an Assistant Minister (this role replaced the Youth Minister). The Assistant Minister role is currently vacant.

The Avon Swift Administrator (R) fund. This consists of funds provided by the nearby Avon Swift benefice to cover the costs of our employing an administrator on their behalf.

The Bell (R) fund. This consists of funds given for the purpose of maintaining the Church Bells.

The Buildings (R) fund. This consists of old funds held for the purpose of maintaining the Church Properties (3 Poplar Avenue and the Church Gate Centre), and for maintaining and improving Church Facilities.

The Buildings Improvement (R) fund. This consists of funds raised for the purpose of major improvements to the Church and Church Gate Centre.

The CGC Property (R) fund. This represents that part of the value of the Church Gate Centre which was bought using funds released through the sale of the old Church Hall

The Chaplaincy (R) fund. This consists of funds received for the purpose of supporting the Chaplain in Lutterworth College.

The Children and Families (R) fund. This consists of funds given for the purpose of supporting the Church's children and families work, in particular the employment of a Children and Families Minister or Worker. Use of the fund was discontinued in 2018, the balance having been spent, and with no ongoing income. It was closed in 2019 when the final instalment of a grant from the diocese had been received

The Churchyard Improvement (R) fund. This consists of funds raised for the purpose of improving the churchyard according to a project initiated by the Lutterworth Improvement Partnership. It was closed in 2019 after the balance had been spent.

The Churchyard Maintenance (R) fund. This consists of funds received by grant and donation for the purpose of maintaining the churchyard

The Churchyard Trusts Revenue (R) fund. This consists of accumulated income from the Churchyard Trusts Capital (E) fund, to be used for maintenance of the churchyard.

The Foodbank (R) fund. This consists of funds raised for the purpose of setting up and running the Lutterworth and Villages Foodbank

The Freeman (R) fund. This consists of funds given for the purpose of re-gilding the letters and figures and heraldic arms on and generally maintaining in good order and condition the "Freeman" tablet in the chancel of the Church.

The Hardship (R) fund. This consists of funds given to assist in cases of hardship. It was formed in 2012 on the closure of two small local charities for the poor, and subsequently augmented by other donations.

The Information Technology (R) fund. This consists of funds given for the purpose of providing computing, communications and multimedia equipment for the Church.

The Ministry Staff (R) fund. This consists of funds raised for the purpose of employing paid staff in the Church's various ministries, including but not limited to Assistant, Children and Families, and Youth work. It replaces the Children and Families (R) fund, which was closed in 2019, and the Youth (R) fund, which was closed in 2018.

The Mission and Charity (R) fund. This consists of funds raised through collections at particular services, and by appeal or donation, specifically to be given to missions and charities.

The Organ (R) fund. This consists of funds given for the purpose of maintaining and restoring the Church Organ.

The Parsonage (R) fund. This consists of funds irrevocably designated by the PCC, and formerly augmented by the diocese, for the purpose of maintaining the decoration of the Parsonage House (Rectory). This fund was maintained for each parish by the Diocesan Parsonages Board, but during 2000 the fund was transferred to the parishes.

**St Mary's Lutterworth PCC**  
**Notes to the Financial Statements (continued)**  
**For the year ending 31 December 2019**

The Poplar Avenue Property (R) fund. This represents the value of 3 Poplar Avenue, since it was originally purchased as a Curate's House, using the proceeds of the sale of Havelock House, which had been given to the PCC as a Curate's House

The Youth (R) fund. This consists of funds given for the purpose of supporting the Church's youth work, in particular the employment of a Youth Minister or Worker. Use of the fund was discontinued in 2017, the balance having been spent, and with no ongoing income. It was closed in 2018 when tax recoverable had been claimed

**The endowment fund** comprises:-

The Churchyard Trusts Capital (E) fund. This is a collection of small trusts the income of which is to be used for the maintenance of the churchyard. This fund is held by the diocese, and the income from it is paid into the Churchyard Trusts Revenue (R) fund.

**The unrestricted funds** comprise the General fund, and the following **designated funds**:-

The General Reserve (D) fund. This consists of funds set aside by the PCC as a reserve to cover various contingencies as detailed in the Reserves Policy

The Buildings (D) fund. This consists of funds designated by the PCC from the General fund, for the upkeep of the various buildings.

The Events (D) fund. Some events organised by the PCC (such as Parish Weekends Away) involve significant income and expenditure, but are largely self-financing, or are for fund-raising purposes but have related costs.. Sometimes the income and expenditure may be in different years. This fund is used to separate such monies from routine income and expenditure, with any surplus or shortfall transferred to or from the general fund.

The Flower (D) fund. This consists of funds designated by the PCC from the General fund, for the purpose of buying flowers to decorate the Church, including donations for Easter Lilies

The Foodbank (D) fund. This consists of funds designated by the PCC from the General fund, towards the costs of running the Foodbank.

The Mission Reserve (D) fund. This consists of funds designated by the PCC from the General fund, to be given to missions and charities. Use of this fund was discontinued in 2018 after the balance was spent, and the fund is now closed.

The Ruth Gee Improvements (D) fund. This consists (initially) of half the legacy received from Ruth Gee, designated by the PCC for the purpose of improving facilities in the Church.

The Ruth Gee Ministry Support (D) fund. This consists (initially) of half the legacy received from Ruth Gee, designated by the PCC for the purpose of supporting the ministry of the Church.

The Unrestricted Property (D) fund. This represents the value of property which does not have restrictions on it. It currently includes that part of the value of the Church Gate Centre which was bought using the Ruth Gee Ministry Support (D) fund, and the field off Boneham's Lane.

**St Mary's Lutterworth PCC**  
**Notes to the Financial Statements (continued)**  
**For the year ending 31 December 2019**

**14 FUNDS HANDLED BY THE PCC AS AGENT FOR THIRD PARTIES**

Fees due to the Diocesan Board of Finance are received by the PCC, and forwarded to the DBF after deducting amounts claimed by Readers and non-stipendiary Clergy. From time to time, other fees are received by the PCC and passed on to other PCCs in the area (usually Bitteswell and Cotesbach), or to the organist, choir, etc. at weddings and funerals. Occasionally, the PCC acts as agent for other PCCs in the area, or for individuals, in the purchase of goods such as altar supplies and stationery. Although these funds do not come under the accounts of the PCC, they are recorded here for information.

	2019 £	2018 £
<b>INCOMING RESOURCES</b>		
Fees Due to DBF	9,640	10,119
Local Fees (not PCC)	4,313	3,601
Other Transit Fees	5,533	4,436
Other Transit receipts (not fees)	51	634
	<u>19,537</u>	<u>18,790</u>
<b>TOTAL INCOMING RESOURCES</b>	<b>19,537</b>	<b>18,790</b>
<b>RESOURCES EXPENDED</b>		
DBF fees claimed by Readers etc.	1,142	3,649
DBF fees to Diocese	8,498	6,470
Local Fees (not PCC)	4,313	3,601
Other Transit Fees	5,533	4,436
Other Transit Payments (not fees)	51	634
	<u>19,537</u>	<u>18,790</u>
<b>TOTAL RESOURCES EXPENDED</b>	<b>19,537</b>	<b>18,790</b>
<b>NET MOVEMENT IN FUNDS</b>	<b>-</b>	<b>-</b>
<b>BALANCE BROUGHT FORWARD AT 1 JANUARY</b>	<b>-</b>	<b>-</b>
	<u>-</u>	<u>-</u>
<b>BALANCE CARRIED FORWARD AT 31 DECEMBER</b>	<b>-</b>	<b>-</b>
	<u>-</u>	<u>-</u>
<b>CURRENT ASSETS</b>		
Debtors	1,243	1,443
Cash and Bank Accounts	(235)	(329)
	<u>1,008</u>	<u>1,114</u>
<b>LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>		
Creditors	1,008	1,114
	<u>1,008</u>	<u>1,114</u>
	<u>1,008</u>	<u>1,114</u>
<b>NET ASSETS</b>	<b>-</b>	<b>-</b>
	<u>-</u>	<u>-</u>

## **Independent Examiner's Report to the PCC of St. Mary's, Lutterworth**

This Report on the financial statements of the PCC for the year ended 31st December 2019, which are set out on pages 1 to 23, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ("the Regulations") and Section 132 of the Charities 2011 ("the Act").

### **Respective responsibilities of the PCC and the Examiner**

As members of the PCC you are responsible for the preparation of the financial statements; you consider that the audit requirements of the Regulations and Section 144(2) of the Act do not apply. It is my responsibility to issue this Report on those financial statements in accordance with the terms of Regulations.

### **Basis of Independent Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent Examiner's Statement**

In connection with my examination, no matters have come to my attention:

- (1) which give me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with Section 130 of the Act; and
  - to prepare financial statements, which accord with the accounting records and comply with the requirements of the Act and the Regulations have not been met; or
  
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Caroline Dexter BSc (Hons), FCA  
For And On Behalf of  
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Chartered Accountants and Statutory Auditors  
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22<sup>nd</sup> April 2020