



**Trustees Annual Report  
and Financial Statements of the PCC**

**Year Ended 31<sup>st</sup> December 2017**

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## Independent Examiner's Analysis for Trustees and Report

### Revisions:

R01 – 25.02.2018

R02 – 02.03.2018

R03 – 07.03.2018

## Administrative Information

This document is prepared by the Parochial Church Council of the Ecclesiastical Parish of Cranley otherwise Cranleigh.

### Rector and Advisers:

**Rector:** Reverend Roy Woodhams

**Registered Charity No.:** 1131701

**Bankers:** Lloyds Bank Plc, Bank Buildings, High Street, Cranleigh, Surrey, GU6 8BD  
The CBF Church of England Funds (CCLA Investment Management Limited),  
Senator House, 85 Queen Victoria Street, London, EC4V 4ET

**Independent Examiner:** Oakwood Business Consultants, The Old Forge, Smithbrook Barns, Horsham Road, Cranleigh, Surrey, GU6 8LH

St Nicolas Church Cranleigh is situated in The High Street, Cranleigh, Surrey. It is part of the Diocese of Guildford within the Church of England. The PCC was registered as a charity with the Charity Commission on 18<sup>th</sup> September 2009. Its registered name is 'The Parochial Church Council of the Ecclesiastical Parish of Cranley otherwise Cranleigh' hereafter referred to as 'PCC St Nicolas Church Cranleigh'.

The following have served on the Parochial Church Council (PCC) during the period from 1<sup>st</sup> January 2017 until the date this report was approved unless otherwise indicated. Additionally, all PCC members have served as a Trustee of the registered charity:

<b>Chairman:</b>	The Reverend Roy Woodhams (Rector)	
<b>Curate:</b>	The Reverend Ian Maslin	
<b>Non-Stipendiary Minister:</b>	The Reverend Myles Owen (licensed from July 30 <sup>th</sup> 2017)	
<b>Young People's Minister:</b>	Miss Gabrielle Clark (Co-opted with voting rights from September 2017)	
<b>Licensed Lay Minister:</b>	Mrs Judith Wedderspoon	
<b>Church Wardens:</b>	Mrs Katherine Tuck	from APCM 2015
	Mr Antony Garstone	from APCM 2016 to APCM 2017
	Mr Michael Roberts	from APCM 2017
<b>Hon. Secretary:</b>	Mr Robert Isherwood-Crook	from APCM 2015 (Co-opted without voting)
<b>Hon. Treasurer:</b>	Mr Jeffrey Wood	APCM 2013 to date
<b>Parish Administrator:</b>	Mrs Fiona Cantelo	without voting rights
<b>Deanery Synod:</b>	Mrs Sandra Keeping	APCM 2017 to date
	Mrs Joan Connolly	APCM 2017 to date
	Mrs Jan Goldsmith	APCM 2017 to date
	Miss Margie Nursey	APCM 2017 to date
<b>Elected Members:</b>	Mr Howard Cherry	from APCM 2015
	Mrs Susan Clarke	from APCM 2015
	Mr Paul Jenkins	from APCM 2015
	Mrs Linda King	from APCM 2015
	Mrs Rosemary Burt	from APCM 2016
	Mrs Jan Durrant	from APCM 2016
	Mr Roy Hislop	from APCM 2016
	Mrs Claire Oxborough	from APCM 2016
	Mrs Maria Poole	from APCM 2016
	Mr Antony Garstone	from APCM 2017
	Mrs Rosanna Kidd	from APCM 2017
	Mrs Susan Knight	from APCM 2017
	Mr Simon Smith	from APCM 2017
	Mr Colin Tilbury	from APCM 2017

## **Vision Statement**

At the PCC meeting held on 9<sup>th</sup> July 2014 the following was adopted as the guiding basis towards a 'Vision for the Way Ahead' for St Nicolas Church, Cranleigh:

**St Nicolas Cranleigh . . .**

***A Community Growing in Faith, Hope and Love  
Reaching into the heart of the local community  
Leading all to the liberating truth of Christ***

To achieve this, we will seek:

- To be an inclusive church, welcoming all in the love of Christ
- To be a light shining in the community
- To uphold Christian values
- To make a stand for truth and justice on issues local, national and international
- To respond to the changing culture of the 21<sup>st</sup> Century
- To deepen our faith and understanding of what it means to be Christian
- To encourage All Member Ministry
- To be a church representing the whole age and social profile of the community
- To encourage the building of Community Spirit within the Village
- To grow our current membership

At a local level this Vision seeks to support the 12 goals set out in the Diocese of Guildford's vision and mission strategy 'Transforming Church, Transforming Lives' -

1. Making disciples
2. Increasing believers
3. Growing youth and children's ministry
4. Developing lay leaders
5. Recruiting more clergy
6. Cultivating community partnerships
7. Reaching beyond borders
8. Nurturing education
9. Encouraging generous giving
10. Sharing expertise
11. Communicating effectively
12. Improving church buildings

More information can be found on the Diocese of Guildford website  
[www.cofeguildford.org.uk/about/transforming-church-transforming-lives](http://www.cofeguildford.org.uk/about/transforming-church-transforming-lives)

## **Public Benefit**

As the Parish Church for Cranleigh, St Nicolas is open to all denominations for Christian worship. The church is at the heart of our community and open every day. It is an active church with a wide age range, aiming to show the love of Christ through all we say and do. There is a rich variety of services to suit different ways of worshipping God ranging from Common Worship Holy Communion to informal Family Services, traditional 1662 Holy Communion and Evensong. Furthermore, St Nicolas appeals to young people and families with an increasing breadth of Christian fellowship, activities and events.

## **Structure, Governance and Management**

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Councils (Powers) Measure 1956 and is registered with the Charity Commission.

The day-to-day management of the PCC is vested in the Rector (the PCC Chairman) with support from the two Churchwardens.

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

Utilising the skills developed in outside careers and experience, the PCC assist in highlighting those individuals appropriate for selection to join the PCC at the Annual Parochial Church Meeting (APCM). A wide range of matters affect the parish, including compliance with Health and Safety, disability discrimination legislation, child protection, safeguarding and inclusion. Appropriate training through the Diocese on specialised subjects takes place. Those attending are able, and encouraged, to report back to the PCC. Training is also provided by parishioners compliant with topics in their day to day careers. Written resources and Information Technology (IT) are also utilised.

## **Statement of Trustees' Responsibilities**

The trustees are responsible for preparing the Trustees' Annual Report and the Financial Statements in accordance with applicable law, FRS 102 (Financial Reporting Standards) and SORP 2015 (Statement of Recommended Practice).

The law applicable to charities in England & Wales requires the trustees to prepare Financial Statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these Financial Statements, the trustees are required to:

- a) Select suitable accounting policies and apply them consistently.
- b) Observe the methods and principles in the current Charities Statement of Recommended Practice (SORP).
- c) Make judgments and estimates that are reasonable and prudent.
- d) State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the Financial Statements.
- e) Prepare the Financial Statements on an accruals basis.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the Financial Statements comply with the Charities Act, Charity Reporting and Accounting Guidance, and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The PCC are further responsible for employing staff to undertake key roles in the Church, mindful of the Parochial Church Councils (Powers) Measure 1956, statutory employment legislation and other current Church of England Guidelines. The Standing Committee will first prepare proposals regarding employment and remuneration before consultation with the whole PCC. St Nicolas Church employed the following in 2017:

- A Verger – Part Time
- A Church Administrator – Part Time
- A Young People's Minister – Full Time from September 2017

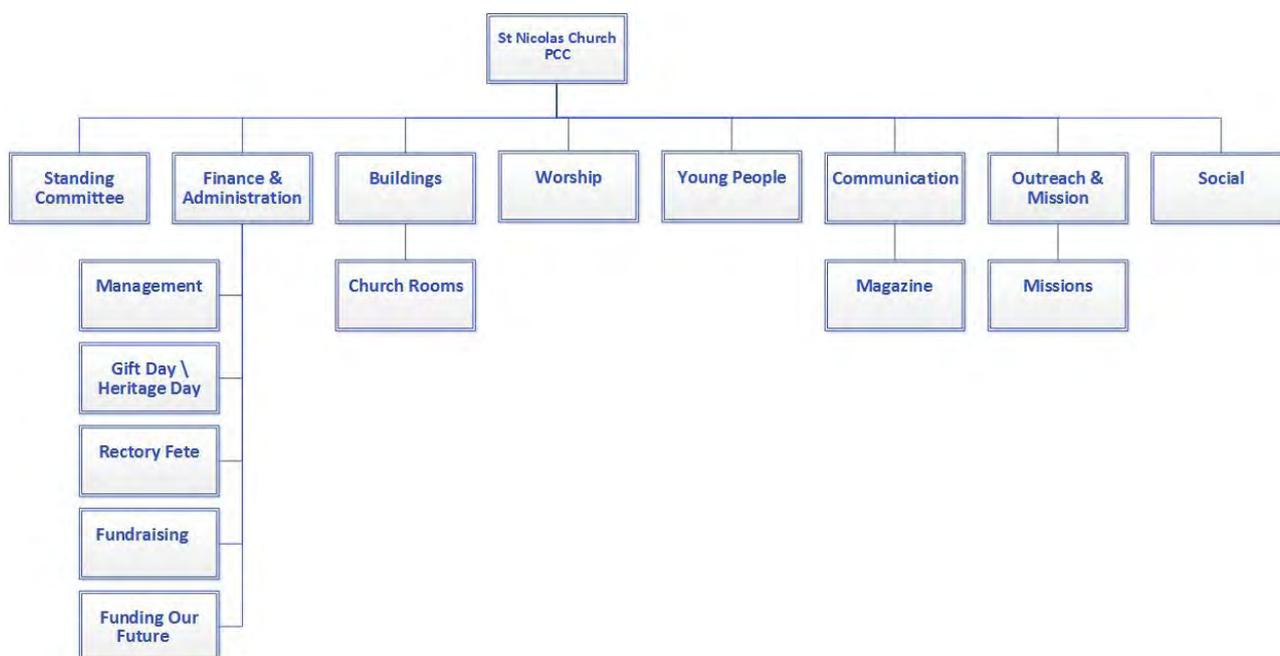
Remuneration is calculated and reviewed annually with reference to employee experience/qualifications, Retail Price Index, local comparators and performance, and is monitored through annual reviews conducted by the Rector.

## PCC Meetings

9 meetings excluding APCM with average 77% attendance

## Team Structure

It is intended that all PCC members serve on at least one of the 'teams', thus providing the means for the PCC to enquire upon any points raised within team meeting minutes presented to the PCC. It also allows the PCC to send thoughts/directives back to the teams. The team structure is organised as shown on the following diagram:



### Diagram to illustrate Team structure

- **Standing Committee**

This is the only committee required by law and must have not less than five members; the Rector, two Churchwardens and two others appointed by members of the PCC. In 2017 Katherine Tuck and Antony Garstone were the Churchwardens until the APCM of 2017. Thereafter Katherine Tuck and Michael Roberts were the Church Wardens with Paul Jenkins and Jeffrey Wood filling the other two places. The Standing Committee has the power to transact business of the Council between Council meetings, subject to any direction given by the Council.

- **Finance and Administration Team**

The Finance and Administration Team administers day to day management of Church funds and the central administration of the Church and office. It considers any proposed expenditure greater than £500 before submission to the PCC, and advises the PCC & all teams on financial matters. The Finance and Administration Team is also responsible for ensuring that regular attention is paid to financial planned giving and volunteering, promoting all forms of tax efficient giving, legacies and reviewing all finance and administration activities to ensure that best value for money is attained from procurement.

Meeting six times annually, the team records proceedings and reports significant and emerging issues to the PCC at the next PCC meeting.

Reporting to, and under the umbrella of, the Finance and Administration Team are the:

– **Management Team**

This Team ensures the smooth day-to-day running of the Church. It meets fortnightly to coordinate the range of upcoming Church services, notices/weekly sheet additions, administrative issues, and the Church opening and closing roster.

– **Gift Day Team**

The Gift Day Team convenes to coordinate the content of leaflets and their distribution throughout Cranleigh, and organises the people and material resources required for cash collections on our annual Gift Days. They, in conjunction with the Communications Team, seek to find different ways in which to engage with, and encourage, the wider Cranleigh community to contribute funds towards the upkeep of the Church as a principal village landmark of great heritage value.

– **Rectory Fete Team**

This group organises the annual fete, initiating ideas for stalls, entertainment and its publicity in alliance with the Communications Team. The team also coordinates the setting up and dismantling of stalls and equipment on the fete day.

• **Building and Resources Team**

This team focuses upon the maintenance of the Church, Churchyard, Church car park, and 22 Orchard Gardens Cranleigh. The Buildings Team has authority to carry out minor works not exceeding £500, and to make recommendations to the PCC via the Finance Team, where appropriate, for major repair or alterations including any matter involving a faculty or Archdeacon's certificate. Reporting to, and under the umbrella of, the Buildings and Resources Team is the:

– **Church Rooms Team**

Managing the maintenance, administration, rental, financial and accounting control of the Church Rooms on Church Lane, and its surrounding grounds. The Church Rooms Team is authorised to put in hand repair works not exceeding £500, and if major repairs or improvements are proposed, submit estimates of costs to the PCC via the Finance Team.

• **Worship Team**

This team manages all Pastoral and Ministry issues and the planning of services. The group includes Clergy, Licensed Lay Ministers, and Pastoral Assistants. It is intended that this group grow to include other members of the Church.

• **Young People's Team**

The Young People's team was formed in 2015 to act as support for the Youth Minister.

- **Communications Team (refined from what has previously been referred to as 'Marketing')**

The Communications Team promotes the Church, its activities and mission, by ensuring that all activities undertaken by St Nicolas Church are well advertised in advance and receive wide publicity. The Team meets regularly to review past events and arrange advertising and publicity for future ones. Members of the Team keep all the church notice boards up to date and looking attractive.

The team will employ all forms of communication, as appropriate, including local and national press, commercial publications, broadcast and the social media and will support the work of the Magazine Committee and supply information for the Parish Website.

Under the umbrella of the Communications Team is the:

- **Magazine Team**

Overseeing all matters concerning the Parish Magazine relating to editorial, advertising and financial management. The team advises and assists the PCC in matters concerning the bookstall, lending library and sales promotions including accountability for their financing. The team very sadly lost its longstanding leader Mr David Vale in the Autumn of 2017 after he passed away.

- **Outreach and Missions Team**

During the year a change came about by bringing the newly formed Outreach Team together with the long-established Mission Team. The team considers how links can be strengthened with the wider community within Cranleigh, and promotes the mission of the Church and those organisations and charities that we have engaged with and support through our themed Sundays and financial contributions. The team recommends to the PCC the allocation of such funds as are made available to those groups for that purpose.

- **Social Team**

Advises, initiates, promotes and assists in providing a wide range of social activities to appeal not only to the Church congregation but also to the wider community.

## **Risk Management**

The PCC has examined the principal areas of Risk Management of the Church operations and considered what risks may arise in each of these areas. In our opinion we are moving towards establishing resources and reviewing systems which in normal conditions should allow those risks identified to be mitigated to an acceptable level in day to day operations. Insurance prevails on major aspects and there is a Fire Risk Assessment and Health and Safety Report formally documented and regularly reviewed. The Church Policy statement for Child Protection and the Implementation Policy Document (implementing Diocesan policy) are both signed.

## **Child and Adult Safeguarding**

In May 2016, the PCC agreed to continue to adopt the Diocese Safeguarding Policy. Brian Boxall, the St Nicolas Church Child/Adult Protection Officer, addresses the PCC annually to introduce himself to new members and to remind existing members of the safeguarding duties and responsibilities of the PCC. An annual report is given later in this document.

## Objectives and Activities

The PCC of St Nicolas Church has the responsibility of co-operating with the Rector, the Reverend Roy Woodhams, in promoting the whole mission of the Church; pastoral, evangelistic, social and ecumenical. It has responsibility for the financial affairs, the maintenance and the appropriate insurance of the Church, Churchyard, Church Rooms, and 22 Orchard Gardens, Cranleigh; goods and ornaments thereof. The PCC meets regularly and is assisted by a considerable amount of team-work, which is essential in the smooth operation of St Nicolas Church.

### Main Objectives

- Increase admittance to the Church of England.
- Adopt an atmosphere conducive to welcoming new people to the Church.
- Provide appropriate and sympathetic worship in all areas of the parish.
- Encourage improvement in the knowledge of the gospels.
- Strive for a welcoming atmosphere for all.
- Organise regular social events to provide entertainment, and to encourage the wider community to attend.
- Improve, renovate and maintain all church property.
- Undertake an annual stewardship renewal programme to improve income and encourage Planned Giving.
- Promote Diocesan initiatives.
- Undertake Mission Sundays for chosen Missions and provide grants within ten percent of agreed income streams.

### Activities to Achieve Objectives

- Confirmation classes for all ages.
- Organisation of social evenings for newcomers.
- Provision of 'welcomers' at services, and after-service refreshments.
- Regular review of worship and music to ensure that content is appropriate to all our needs.
- Home communions.
- Services held at various venues in and around the village.
- Arrange home visits by clergy and pastoral assistants.
- Lent fellowship, and home study groups throughout the year.
- Monthly fellowship and weekly Lent lunches.
- Youth involvement through current groups, Church services and new activities generated by our Young People's Minister.
- Social events organised and run by the Social Committee.
- Annual fete held in July for all the village.
- Improvement of income stream through Gift Days.
- Carefully consider advice given at Diocesan meetings to increase giving, especially through the gift aid scheme.
- Highlight Mission Sundays through the Mission Committee.
- A programme of building maintenance through professional and voluntary means.
- A programme of concerts performed during the year.

### Parishioner and Church Member Involvement

The PCC is continuously indebted to all parishioners who give their time and talent to care for all aspects of Church life. Through the various teams, Church groups and individual volunteers, all aspects of worship, social activities, administration, teaching and maintenance are approached in a caring and meticulous fashion. It is an accepted fact that without this large number of faithful helpers, upkeep of the services we provide and the Church properties would not be viable. Instead, with the great efforts of many we have healthy and diverse fellowship, and a splendid Church in which to worship.

The Rector and the PCC welcome new ideas and offers of help, and there is always room to join Teams and other opportunities for people to get involved. There will continue to be a concerted drive to encourage as many of the congregation as possible to identify where they can offer their time and talents to best and satisfying use through the whole range of Church activities.

### **Mission Giving Policy**

Whenever possible, ten per cent of agreed income streams is donated. With recommendations set out by the Outreach and Missions Team the PCC approve the charities that are supported year on year. Where income improves the Outreach and Mission Team recommends either increasing amounts given to the agreed charities or alternatively making smaller grants to a number of requests received each year. Mission Giving policy is reviewed as and when appropriate to ensure sensible and responsible giving in light of the Church's current financial position.

## **Achievements and Performance**

### **Church attendance**

In 2017 there were 336 parishioners on the Electoral Roll. Of those 10 live outside the GU6 Post Code but are regular Church attendees. We had 9 new members.

We had 35 deletes (9 have died, 9 have moved away, 3 have moved into Nursing Homes and 14 have been deleted for not attending Church for 1 year+)

The average weekly attendance for October was 260 which is a decrease of 14 on 2016.

### **Review of the year**

True to tradition the year started with the annual New Year's Day walk, followed by lunch in the Churchrooms.

The Annual Lent Course was based on the 'I Am' sayings of Jesus, as found in John's Gospel, and the 6 sessions were led by various members of the Ministry Team.

In April we bade farewell to one Churchwarden and welcomed a new one; Antony Garstone was sad to retire after just one year in post due to ill health, and Michael Roberts was elected to take over Churchwarden responsibilities, shared with Katherine Tuck, now well into her second year.

On 1<sup>st</sup> July our Curate Ian Maslin was ordained Priest in Guildford Cathedral attended by a large group from St Nicolas Church. The next day Ian presided at the Eucharist for the first time. This was followed by a party for him and the whole church family in the church rooms.

From May until the end of the year we were treated to some marvelous concerts at St Nicolas Church as part of the summer concert season including 'Picnic in the Park' in the Rectory gardens, with an additional one to mark the end of the Christmas Tree Festival performed by 'Augmented 4<sup>th</sup>'; a small choir including Martha Woodhams and fellow university students studying at King's College London.

The Christmas Tree Festival is fast becoming a favourite and much looked-forward to event in the village calendar. In 2017 it attracted the most visitors we have had so far to the event, with participating schools, businesses and families spending considerable time and effort portraying wonderfully imaginative themes in lights and decorations.

The year was rounded-off with a full calendar of Christmas Church services, and St Nicolas Church hosting the annual 'Churches Together in Cranleigh' community Christmas lunch in the church rooms. Thanks to Sheila Smith and a large band of volunteers from the village, the lunch was enjoyed by over 70 people. The following is an edited summary of the activities of our various teams, giving more detail on the events and achievements of 2017:

- **Communications Team**

In the past year we have replaced two notice boards – the one by the Rectory gate and the other one on the wall of the Church Rooms facing the car park. The new boards are much more attractive than the old ones and are waterproof and lockable. We try to keep them (and the board on the corner of Church Lane which does not yet need to be replaced) looking fresh, with notices showing the church services for the month and appropriate posters advertising forthcoming events.

We are keen to support all the other teams and any individuals organising events under the auspices of the church. Any suggestions or requests should be sent to:

[communications@stnicolascranleigh.org.uk](mailto:communications@stnicolascranleigh.org.uk)

Michael Wild is to be thanked for setting up the Communications Team and serving as its first chairman. Michael has now stood down, and the current chairman is Paul Jenkins. The secretary is Jane Etherington.

- **Deanery Synod**

During the year there have been three meetings. In February there was a presentation on 'Transforming Church, transforming lives' by Jens Mankel, the Diocesan Church Planting and Fresh Expressions Adviser. This was followed in July by a very interesting presentation by the Dean of the Cathedral, Dianne Gwilliams on 'What's going on and how we might be more involved.' Finally, in November there was a talk by Reverend Nick Whitehead on mission giving with pictures of a homeless charity in Manchester which they support and visit, often holding specific events to support this charity.

- **Choir and Music**

Michael Clarke continued to lead the choir and the music group in providing musical support to the congregation and also for most weddings and some funerals, including singing many anthems, participating in ecumenical events, and once again enjoying an annual dinner. Music group members sang and played at twice-monthly Family/All-Age Services, occasional Praise Services (including a Deanery service at which the Bishop of Guildford preached) and the December Christingle and Crib Services.

The musical highlight of the year was a special communion service for All Souls, in which the choir, joined by other singers from within our congregation and the Methodist Church and by soloists Martha Woodhams and Matthew O'Keefe, performed Faure's Requiem as part of the liturgy. Our Rector provided expert organ accompaniment, and the service was attended by a large and appreciative congregation.

The end of the year was marked by Christine Kenison's retirement from the choir after an extraordinary 46 years' faithful service, the Rector presenting her with a certificate and cheque in the 10:00 service on 10<sup>th</sup> December.

- **Bell Ringers**

On the 24<sup>th</sup> of February 2017 we rang a quarter peal to celebrate the 100<sup>th</sup> Anniversary of the branch of the Mothers' Union here in Cranleigh. On the 23<sup>rd</sup> April 2017 we rang a quarter peal to celebrate the 60<sup>th</sup> birthday of our Rector Roy Woodhams and on the 4<sup>th</sup> July 2017 we rang a quarter peal to celebrate the Ordination of our Curate Ian Maslin.

We have rung a total of nine quarter peals since our last APCM report in 2016 and were able to ring for all the main church services in 2017.

- **Child and Adult Safeguarding**

In June 2017, the PCC agreed to continue to adopt the Diocese Safeguarding Policy. The Safeguarding Officer (Brian Boxall) attended the first PCC Meeting of the year, to introduce himself to new members and to remind all members of the safeguarding duties and responsibilities of the PCC.

The past year has seen no major incidents/ events in respect of either children or adult safeguarding.

The Safeguarding Officer is a member of the Young People's Team, and prior to Gabrielle's appointment they worked to ensure that individuals leading the various groups continue to be supported to ensure that their activities were safe.

There was a smaller number of individuals requiring DBS checking this year. This was due to there being no Holiday Club during the summer. We have a total of 40 individuals who have current DBS checks, enabling them to work with children and or adults.

2017 saw the introduction of the new national training programme. The Safeguarding Officer held one training event using the new programme (children and adult safeguarding awareness) in October 2017. This was well attended including a good number of some PCC members and it enabled us to consider safeguarding as part of the culture of St Nicolas. Other individuals have attended other levels of Dioceses training including adult safeguarding and leadership training.

Whilst we have the policies in place and individuals trained, we need to remember that it is the responsibility of us all to look out for the children, young people and vulnerable adults in our parish and to take positive action if we have concerns.

- **Children, Youth and Family Work [CYFW]**

#### **Young People's Minister**

Our previous young people's minister, Georgie stepped down from her role in January 2017, and Gabrielle Clarke was appointed during the Summer of 2017, beginning her role in September. The Young People's Team has also continued meeting monthly to support Gabrielle.

#### **Regular Activities:**

##### **Messy Church**

Every second Sunday of the month Messy Church has been running in the Church rooms from 4-6pm. This has included crafts, activities, creative worship and a meal together for all ages. Alison Hendy led Messy Church during the interim period prior to Gabrielle joining us and taking over in the latter part of the year. The Rikkyo school has begun attending Messy Church in the last few months, and alongside other families, there are around 40 people coming along each time.

### **Little Nic's Toddlers**

Our St. Nicolas Church toddler group has been running every Friday morning during term time in the church rooms, at 10-11:30am. They had a terrific Christmas party in September.

The Toddler group continues to prove very popular with parents and toddlers, averaging about 20-25 children each week. Each week we enjoy free playtime, a craft, snack and end the morning with a simple Bible story, singing and our Goodbye song. During the year we had visits from the residents of the Cedar Court care home who enjoyed watching the children and joining in with the songs at circle time. The children have planted bulbs under the Mulberry tree, have hunted for eggs in the church and we enjoyed a Christmas party with a special visitor. Muriel Taylor, who had helped in the kitchen for many years, retired and due to her generosity we now all have very smart matching tee shirts for our dedicated team of helpers.

### **Kids of Faith**

Every 2<sup>nd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Sunday of the month, during the 10am service, 'Kids of faith' is available for children, learning about the bible in a fun and interactive way. The volunteers have also begun to open this up to toddlers as well.

### **All Age Services**

Every 1<sup>st</sup> and 3<sup>rd</sup> Sunday of the month, our 10am services are designed to be for people of all ages, so we can enjoy worship and fellowship together, young and young at heart. Every third Sunday, crafts are available for the children in Baynard's Chapel.

### **Ignite Youth Group (11-14s)**

A youth group for 11-14s has been running on Wednesday afternoons in Baynard's Chapel in the church at 3:30-5pm, with fun, games, nibbles and looking at bits of the bible. We have had a core group of 4 young people attending since September.

### **Acts Youth Group (14-18s)**

Acts ceased to run at the end of 2016 due to insufficient numbers.

### **Tea and Toast**

Every Tuesday morning during term time at 8:30-10am in the church rooms we have been running a free drop in, providing tea and toast.

- **Cranleigh Mothers' Union**

With average numbers at the Wednesday morning meeting of 43 having a varied programme of subjects and the Evening meeting numbers also up, our Mothers' Union branch is thriving. We continue to have our monthly Friday morning Communion in Church, also Prayer and Bible study groups. Our members are very involved with all aspects of Church life, not only in its everyday running and jobs within the Church, but also with activities like Tea & Toast, Messy Church, and Open the Book. We go to Knowle Park and Cedar Court monthly to sing and join in their Communion services.

We attended the Diocesan Lady Day service in the Cathedral, and also held an extra Indoor Members Day Service at Cedar Court which was taken by Team members and open to all. Members attended both M.U. Retreats at Ladywell and three members travelled to Edinburgh for the M.U. General Meeting and Cathedral service. We hosted a Day of Refreshment and Renewal to which our World-wide President Lynne Temby came.

Our newly formed Sowing and Knitting group made fidget blankets and muffs for our local Care homes, and our outing took us to the Lavender fields.

- **Rectory Fete**

Another year, and another successful Rectory Fete for St Nicolas Church, raising over £6,000 after expenses to go toward essential church maintenance. The sun shone and a fantastic time was had by all. Takings were slightly down year on year for certain stalls – books and bric-a-brac for instance - but then others were up including the barbecue, plants and beer tent. Gate numbers exceeded 1000 which was also slightly up on last year, demonstrating that the fete remains as popular as ever with the parishioners of Cranleigh.

- **Social Events**

The Social Committee has had a busy year, organising five successful events. As well as raising £1,637 for Church funds, it has been our aim to bring our church family together, to reach out to the wider village community and encourage young families to be involved in our church life.

Our bingo evening in February was enjoyed again and Picnic in the Park in the Rectory Garden was once again very popular with a variety of people on a warm and fine July evening, with music from The Side Winder Band.

In May we hosted a BBQ lunch in the Rectory Garden following the family service and were pleased that many members of our congregation, including a number of families, were able to enjoy games and lunch together on a lovely sunny day. We plan to repeat this event in June 2018.

A Quiz Evening in September brought together teams from our various church teams/committees, testing our brains and having an enjoyable time.

It was decided to have a Harvest Lunch instead of a Supper following on from the Harvest Festival Service. This proved to be very successful, as we were able to make it available to families with children and hence a wider age range. We plan to repeat the Harvest Lunch in 2018, as well as the BBQ, Picnic in the Park and Quiz events, and have already planned a curling Evening for 10<sup>th</sup> March 2018.

- **Annual Mission Giving**

During the year a change came about by bringing the newly formed Outreach Team together with the long-established Mission Team.

The plan for Outreach was, and remains, to recognise the opportunity that the new housing developments would bring significant additional people and families into the village over the next few years. Therefore, how could we best prepare and make contact as and when new houses were being occupied?

Two steps were developed. Firstly, to create some guideline notes for the church family to choose to use for personal morning and evening prayer, in this way encouraging and the strengthening the call to Christians to share their faith when new people attend Church. Secondly, to produce a new welcome pack that could be taken to newly occupied homes, offering a few words of welcome.

In the case of the support for Mission and Charitable organisations, the St Nicolas' Church Family have been long committed to many well-known causes such as the Bible Society, USPG and the Mission to Seafarers. Other more local causes recently added to the list have been Guildford YMCA, Happy child International and A Rocha UK. Calculated from total church income for the year, except that income designated for a cause, payments have been evenly spread amounting to over £1600 for each cause. However, a review of the causes supported going forward has reduced the number of to eight, as in this area of church giving getting the financial balance right in terms of need is not easy.

A sequence of speakers on designated Sundays will continue to be a feature of the Sunday morning programme for 2018.

- **1170 (Formerly known as the “Friends of St Nicolas Church Working Group”)**

Having changed the organisation name at the end of 2016 to avoid presumptions which would inhibit fundraising activities and engagement with the wider community, the preparatory work for the heritage charity continued during 2017. The group explored what type of event would be most appropriate and finding the remaining trustees. A small group drove to Priddy Folk Festival after the Rectory Fete, spending Saturday evening and Sunday exploring the site layout, event structure and management, talking with stewards and some of the organisation team there. Priddy is a 2 day folk festival now in its 27<sup>th</sup> year. It is of similar size and structure to any event which 1170 would organise. Throughout the year, the Priddy event management team have been most helpful and provided considerable information, documentation and advice. The group also finalised the list of trustees during the year with 2 trustees appointed by the Church PCC and 3 drawn from senior leaders at well-known Cranleigh organisations. 1170 will therefore look to legally form itself during February\March 2018.

- **Church Rooms**

The Church rooms continue to provide much needed facilities for the Church and the local community (clubs, groups and families) the rooms being used most days of the week. We have again transferred monies to Church funds in excess of £10,000.

The committee chairman has been reporting to the Buildings committee during the last 12 months as a result of changes made by the PCC. It has been agreed that the Church Treasurer will take over the finances of the rooms from 2018 and following the retirement of Brian Bagot as booking organiser the Parish Administrator became responsible for booking the Church rooms from September 2017. Charlotte Wildman as Treasurer for 2017 and Brian Bagot for bookings January to September 2017 have done a wonderful job and I would like to thank them for all the time and hard work they have put in on behalf of the Church over a number of years. A special thanks again goes to Tom Worsfold our maintenance genius.

As the rooms responsibility will now become part of the Buildings Committee brief I would like to take this opportunity of thanking everybody who has served on the Church Rooms Committee and helped provide much needed funds for the Church and a valuable facility for both the Church and the local community over so many years.

- **Parish Magazine**

This has been a year of transition, with the sad loss of our editor-in-chief and chairman, David Vale, who kept everything running so smoothly. After discussion with our Rector, Roy, Peter Bond has agreed to take over David's role, with the expressed intention to do the best he can to maintain the high standards that David achieved.

The magazine continues to be published monthly, thanks to the efforts of the team of editors – Peter Bond, Roy Hislop, Margie Nursey and Andy Shepherd. Particular thanks to Margie, who edited both the December 2017 and January 2018 magazines under difficult circumstances. I am pleased to say that Fiona Cantelo has expressed an interest in becoming an editor in the coming year: she will be a welcome addition to the team. The team are also delighted that Jackie Vale has agreed to continue as magazine treasurer.

Thank you to all those who submit articles for publication - please keep them coming! Articles are always considered - preferably sent electronically to the address on the back cover of the magazine. We particularly thank our Rector and other clergy for the monthly letter. It cannot be easy having to write it so far in advance, but it always seems so appropriate.

We have continued to subscribe to the Parish Pump website which provides us with a very useful source of additional material each month, including the children's page.

Our Distribution Manager, Gordon Cheesman, continues to do a splendid job in supervising the monthly distribution of the magazine. We are also grateful to our faithful team of distributors who deliver the magazines to our readers each month and collect the annual subscriptions. If you would like to have a copy delivered, or to assist us with the monthly deliveries, then please let Gordon know. His contact details are on the back page of the magazine.

The magazine made a small financial loss last year, mainly because the new colour format resulted in a reduction in the number of pages available for advertisements, together with increased costs due to colour printing and use of higher quality paper. However, we anticipate a profit in the coming year.

We thank the advertisers who support the magazine. If you use the services of any advertisers, please tell them that you saw them in our magazine. We are always on the lookout for new advertisers, so if you are aware of any possibilities please speak to Elise Whittington, our new Advertising Manager, in the Church Office.

- **Church Buildings**

The Committee met 7 times over the year and oversaw several projects:

Principal among these was the replacement of the roof to the South Aisle. This roof had deteriorated seriously and there was a danger, not only of leaks but also of stones falling off. A specialist contractor was employed to strip and replace the Horsham Stone roof. A second major work concerned the lychgate. The two end walls were found to be moving apart with the resultant potential risk of parts falling onto passers-by. Work was undertaken to tie the two ends together and, at the same time, the floor was adjusted to provide a gentle slope in place of the step up. This has made the access more wheelchair friendly.

Steps are now in hand to repair the roof to the choir vestry. A small leak has been apparent for some time and the opportunity has been taken to renew the roof covering and repair the broken tiles.

Handrails have also been installed in the South porch to provide assistance to disabled and elderly people, and new notice boards have been installed at the end of the Rectory drive and on the Church Rooms wall. A number of minor repairs and renewals have been undertaken, and work continues on repairs to the fire alarm system. The next major item for consideration is the Church lighting.

- **Gift and Heritage Days**

As part of the national heritage weekend, the Church staged an Heritage event on Saturday 9th September that showed off the extensive history contained in the church of St Nicolas and the surrounding churchyard. Displayed were a selection of the records that dated back several centuries to the mid fifteen hundreds borrowed back from the County Records' Office. This provided for some to carry out research into their family history. Brian Bagot produced a pictorial account of the history of St Nicolas' Church across the ages, and local historian Michael Miller laid out a comprehensive display of Cranleigh's life and times.

Furthermore, there were opportunities to follow guided trails both inside and outside that revealed the stories of our notable forebears who had connections with Cranleigh. Some of the family names are still with us today. NADFAS members led by Brian Bagot generously gave their time to produce the internal guides which remain available for on-going use.

This heritage event gave us all the chance to appreciate some of the history of Cranleigh, almost 850 years of which are tied to St Nicolas Church.

## Financial Review

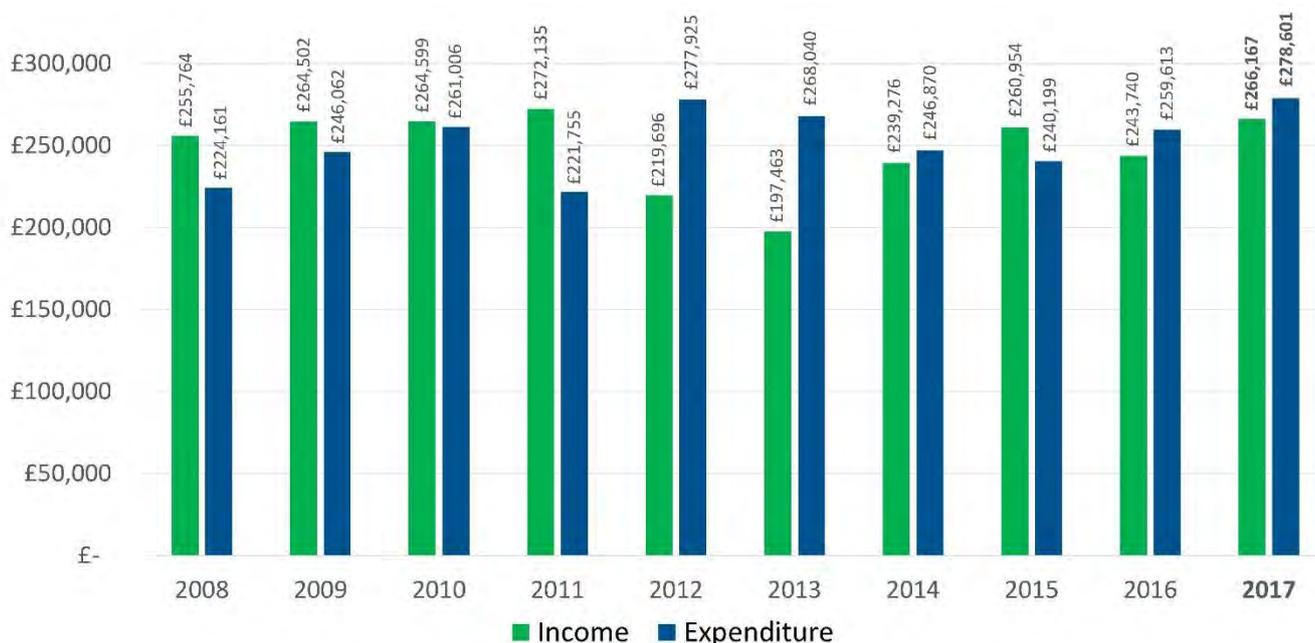
### Summary

Total Income for the year: £266,167. An increase of £22,427 from 2016.

Total Expenditure for the year: £278,601. An increase of £18,988 from 2016.

Assets at 1<sup>st</sup> January 2017: £87,756

Assets at 31<sup>st</sup> December 2017: £70,843



### Graph Illustrating 10-Year Income / Expenditure Trend

#### Income:

In 2017 expenditure exceeded income by approximately 4.46% (£12,434). Increased income was largely attributable to the Funding our Future campaign earlier in the year, pledges towards funding a new Youth Minister, and donations given specifically to contribute to building projects. An unexpected £5000 legacy received in December greatly helped reduce the deficit below the £16,510 projected in the 2017 budget. Fee income from weddings and funerals also increased (£9,629 in 2017 compared to £7,670 in 2016).

#### \* Note:

Current assets include funds banked in the Lloyds Bank Treasurer Account, St Nicolas Church Rooms Account, Lloyds Bank Term Deposit(s), CCLA/CBF Church of England Deposit Funds, and funds held as petty cash. It also includes creditor and debtor liabilities. **Please also refer to the later section 'Reserves Policy'.**

### - Voluntary Giving

Income from voluntary giving increased by £20,431 in the year. £5,000 was received through legacy, £4,000 more than last year. Income from Standing Orders (including the Parish Giving Scheme) increased from £73,504 in 2016 to £84,474 in 2017. Income received through Gift Aid envelopes decreased for the third year in a row; in 2017 by £1,000. Collection plate income for the year increased by £3,038. Sundry donations (restricted and unrestricted) amounted to £15,741, an increase of £5,041 compared to the previous year. Total tax recovered through Gift Aid (including the Parish Giving Scheme) was £36,228, up £1,440 on 2016.

Gift Day donations (envelopes and street collections) amounted to £9,197, a decrease of £3,026 on the 2016 total of £12,223.

### - Fund Raising Activities

Fund raising activities provided income of £14,736 before expenses compared to £19,961 in 2016. A before-expenses breakdown is as follows:

Rectory Fete	£7,254
Christmas Tree Festival (including concert)	£1,478
Concerts (including 'Picnic in the Park')	£3,088
Morning/Evening After-service Coffee	£932
'Pop-up' Tea Room	£510
Quiz Night	£306
Cook Book Sales	£35
Harvest Lunch	£623
Easyfundraising	£90
Children, Youth & Family Worker activities	£420

Total expenses for all fund-raising activities amounted to £1,726 compared with £3,731 in 2016.

### - Charitable Activity Income (Bookstall, Parish Magazine, Fees and Church Rooms)

Income from other Church activities amounted to £31,966, an increase of £2,026 over the previous year due principally to higher fee income (weddings and funerals; an increase of £1,959), and improved Church Rooms income, tentatively up by £1,338.01 subject to the receipt of an overdue rental payment. Income from the Parish Magazine was down on 2016 by £258.

Bookstall income marginally improved from £171 in 2016 to £178 in 2017.

### - Investment Income

Investment income for 2017 came entirely from bank interest (combining interest from term deposits and CCLA CBF deposit accounts) and amounted to £299, a decrease of £248 compared with 2017. This decline in income reflects continued poor interest rates and, more importantly, the dwindling amounts available to invest. Interest rates for reinvested Lloyds Bank Term Deposits dipped further in 2017, for one six-month term providing returns of only 0.36%. Funds deposited in the CBF Church of England Deposit Fund returned interest at 0.49% in 2017. The Finance Committee will continue to seek options for the best returns available on investments.

### - Legacy Income

A single legacy for £5,000 was thankfully received very late in the year, considerably softening the annual deficit blow.

### - Grants Received

Two grants amounting in total to £4,760 were awarded to Cranleigh PCC in 2017 but not yet received by 31<sup>st</sup> December. The expected funds have therefore been accrued as 2017 income. These grants were awarded towards the Horsham Roof repairs and Cranleigh PCC are most grateful for the generosity of the Surrey Churches Preservation Trust and the Surrey Historic Buildings Trust. In addition to the grants £4,170 has been claimed through the Department for Culture Media and Sport Listed Places of Worship Grant Scheme. This had not been received by 31<sup>st</sup> December but has also been accrued as income for 2017.

### Expenditure:

In 2017 total expenditure was £18,988 higher than 2016. This is despite Guildford Diocesan Board of Finance (GDBF) freezing our Parish Share contributions at 2016 rates. The increase was primarily due to the costs incurred with repairing the Lychgate and Horsham Stone roof. It must be noted, however, that most of the costs associated with the Lychgate were covered through the generosity of one of our parishioners.

### - New Build Projects, Major Repairs, Church Maintenance and Church Yard

The main buildings-related projects completed during the year included:

• Lychgate repairs and re-paving (funded by donation)	£9,968
• Horsham Stone roof repairs (including quoin replacement)	£34,598
• New notice boards	£2,347
• Church boiler repairs	£1,321
• New handrail in Church porch (funded by donation)	£913
• Church lightning conductor repair	£354

Other maintenance costs of £5,459 included:

• Internal and external lamp repair/replacement	£771
• Car park drainage repairs	£1,400
• Church gas boiler servicing/repairs	£361
• Church cleaning (including altar curtain)	£195
• Inspection and testing of lightning conductors	£216
• Organ tuning	£748
• New ladder	£245
• Fire protection (extinguishers + alarm servicing)	£670
• Church fire alarm reset call-out	£175
• Plants for the Churchyard	£18

Additional Church and Churchyard maintenance items and supplies cost £660.

### - PCC Property Costs (22 Orchard Gardens)

Costs relating to the upkeep of 22 Orchard Gardens amounted to £461, itemised as follows:

- |   |      |
|---|------|
| • Insurance                                 | £259 |
| • Replacement front door lock and door keys | £202 |

### - Consultant/Statutory Fees

A total of £10,684 was spent on consultant and statutory fees in 2017. A large proportion of this was related to the building works to the Lychgate and Horsham Stone roof repairs.

- |                             |        |
|-----------------------------|--------|
| • Planning application fees | £492   |
| • Architect fees            | £5,677 |
| • Structural Engineer fees  | £1,151 |
| • Tree survey               | £980   |
| • Chartered Surveyor fee    | £800   |
| • Other fees                | £1,584 |

### - Parish Share

Thankfully our Parish share did not increase but remained the same as 2016 at £126,345. This worked-out at monthly payments of £10,529. In December 2017 Diocese of Guildford confirmed that these payments will remain the same for 2018.

Parish Share remains by far the single largest expense for St Nicolas and most other Parishes. While it strains our finances the share is essential in helping parish ministry grow, preparing for ministry, involvement with social need, looking after worship spaces, buildings and heritage as well as paying for the stipends and housing for Clergy.

In summary, the Parish Share is made up of two main parts – ‘Ministry Costs’ (including Clergy salaries, national insurance, council tax and pension contributions) and ‘Shared Costs’. The Ministry Cost for St Nicolas Church is currently £48,057 and the Shared Cost is £69,330. The shared costs element is subject to assessment by a three-year rolling average attendance (taken from October counts determining the average adult attendance for the main Sunday service) and a prosperity factor between 0.5 and 2.0 based on the council tax bandings of electoral roll members. The three-year rolling attendance for St Nicolas Church is 209 and the prosperity factor has been calculated as 1.5. The balance of £8,958 is added in accordance with Diocese of Guildford’s Capping and Flooring calculations. The Parish Share system currently caps growth at 4%, and has a floor of 0% meaning that no parish’s total share reduces in cash terms. St Nicolas Church’s overall percentage change for 2017 was 0.0%.

The Diocese of Guildford’s Parish Share system is changing from 2019 and more news on this will be reported to the PCC when available.

### - Mission Giving

Following the Missions Team Meeting in October 2017, and subsequent agreement to their allocation proposals by the PCC, St Nicolas gave £15,443 in support of fourteen charities and organisations named in note 12 of the Financial Statements. £1,985 of this was collected at special Sunday and other Church services, and St Nicolas continues to be an active supporter of Churches Together in Cranleigh towards which an annual participation subscription of £100 is made.

### - Church Running Expenses (e.g. insurance, water rates, gas and electricity)

The cost of insuring the Church increased slightly by £68 to £3,223, and gas and electricity expenses decreased by £192 to £5,267. Water rates remained the same as 2016 costing £130 over the year. Total Church running expenses amounted to £9,161 which is £417 more than reported in 2016. This increase is attributable to having paid £542 for emergency heating when the boiler broke down over the winter period.

2017 was the first full year after joining 'The Energy Basket', a facility provided by The Church of England and Church in Wales 'Parish Buying' Scheme. St Nicolas Church is not realising the savings anticipated by joining the scheme and investigations proposed for early 2018 will be carried out to establish why this is the case.

### - Salaries

Honoraria/salaries (including tax, National Insurance, and pension contributions) amounted to £21,200 in 2017, considerably less than 2016 due to St Nicolas Church being without a full-time Young People's Minister for 8 months of the year.

St Nicolas benefitted again from HMRC's continued 'Employment Allowance' saving £3,000/annum in the amount of National Insurance Contributions paid for our employees.

### - Administration

Administrative expenses of £7,751 were £171 higher than the previous year. Further detail on the breakdown of costs compared with 2016 can be found in Note 15 of the Financial Statements section of this report.

### - Revaluations

Revaluations of Church property assets relating to the Church Rooms and 22 Orchard Gardens were carried out for the preparation of the 2017 accounts; the assets were valued at open market value in order to comply with United Kingdom Generally Accepted Accounting Principles (GAAP). Accordingly, the Church Rooms and associated office space is now valued at £735,000 and 22 Orchard Gardens at £525,000. This represents a combined increase in value of £150,000 since the last revaluation presented in the 2014 Financial Statements.

### - Current Assets and Reserves policy

At year-end 2017 the 'liquid' assets of St Nicolas Church were banked, or accounted for, as follows:

	<b>2017</b>	2016	2015
– Lloyds Bank Current Account	<b>£4,750</b>	£11,308	£12,883
– Lloyds Bank Church Rooms Account	<b>£1,000</b>	£2,227	£5,773
– CCLA Central Board of Finance (CBF) Deposit Accounts	<b>£18,846</b>	£11,538	£15,490
– Lloyds Bank Term Deposits	<b>£25,000</b>	£60,000	£65,000
– Debtors (after creditor liabilities)	<b>£21,093</b>	£2,494	£4,284
– Petty Cash	<b>£154</b>	£189	£200
	-----	-----	-----
<b>TOTAL</b>	<b>£70,843</b>	£87,756	£103,630

Each year we endeavour to save funds to designated deposit accounts in an attempt to cover larger payments for planned renewal or replacement of plant (mechanical and electrical) and Church building repairs and improvements. Additionally, we strive to maintain a policy whereby we have at least six months of funds available to cover situations as they may arise from time to time; these are effectively 'reserves'.

For the third consecutive year, with funds now totalling £70,843 at the end of 2017, the reserve funds have further fallen short of the reserves policy, this year by approximately £68,458 on the basis of 2017 expenditure figures.

Primary reserve funds are banked as Term Deposits. These funds are tied-up over 6-monthly maturity periods so cannot be relied upon to cover emergencies. That contingency is covered with the CCLA (CBF) funds which can be made available with a few days written notice. The Lloyds Bank Current Account is used when paying 'day-to-day' payments not taken by Direct Debit. Although considered 'reserve funds' in this Financial Review the Lloyds Bank Current Account balance varies considerably each month and it is if, and when, this balance drops below a level whereby immediate payments cannot be made that the 'true' reserves are relied upon; first the CCLA funds and then the Term Deposits. Delving into the Term Deposit reserves is to be avoided except as a final resort. However, in recent years we had to do this, notably in 2012, 2013, 2014, 2016 and now 2017 to overcome considerable cashflow pressures. Funds will be partially replenished in the first quarter of 2018 with the receipt of debtor funds but a concerted effort must be made to build these reserves to a responsible level. This is further explained in the next section 'Performance Against Budget and Plans for 2018'.

It is Cranleigh PCC practice to invest as much as possible in either the Lloyds Bank 'Fixed Term Deposit' or the CBF Church of England Deposit account. This way we can glean interest on the savings and, thus far, have managed to receive exemption from paying bank charges. A few years ago St Nicolas PCC were offered exemption from paying bank charges with Lloyds Bank as long as £100,000 was retained in Lloyds Bank Term Deposits. Over the last five years funds available for reinvestment in Term Deposits have decreased well below the £100,000 threshold. However, Lloyds Bank have yet to levy bank charges on the basis that we are still investing funds with them.

### **Performance Against Budget and Plans for 2018**

At the APCM in 2017 it was reported that we could expect a £16,510 deficit over the course of the year; a forecast made principally on the basis of the need for essential building works to the Horsham Stone roof, and a continued decline in planned giving income. The deficit was actually £12,434 at the end of the year, somewhat less than anticipated due to the £5,000 legacy received in December. Expenditure at £13,751 higher than expected was softened with income £17,827 higher than expected. Higher expenditure largely reflected added complexity/scope to the building works, while higher income resulted from redoubling stewardship efforts and the congregation's generosity through a 'Funding our Future' campaign and pledge-drive for funding our new Young People's Minister.

In view of the above and dwindling reserve funds position the Finance Committee have had no alternative but to recommend that the PCC, as Trustees, should agree a budget (and ensure a result for 2018) which, at worse, is breakeven:

- We firmly believe that as a charity, we must have the aim of being in existence in perpetuity; that we cannot allow our reserves to fall any further which at present are substantially below the six months expenditure threshold recommended as the normal minimum guideline.
- As a result the Finance Committee have separated out major work on the building, both on the income (Gift Day, specific bequests, grants etc) and the expenditure side. The Finance Committee has recommended that no major work should be carried out unless there are sufficient monies saved in the designated building fund. The PCC have already agreed to work on the choir vestry roof and fire alarm. Unless the programme for these works changes, for accounting purposes they will be a first charge on the 2018 gift day monies.

- The Finance Committee have also recommended that any legacies received, unless restricted, should for the time being be used to increase the reserve funds towards recommended levels. It would be imprudent to use them for current expenditure.
- A budget breakeven position can be achieved by adjusting the planned level of mission giving. Therefore, a budget will be prepared that reflects reduced mission giving, a position that will be reviewed in September 2018 when a prediction of the annual financial position can be made. At that time there will also be a review of the formula used previously in the calculation, including what expenses should be offset.
- For the first year the Finance Committee will be proposing the inclusion of 'contingency' expenditure funds within the budget, only to be expended in exceptional/unforeseen circumstances.

### **Blue Envelopes - Increase the value of your donations by 25%**

Please remember that if you are a UK tax payer a cash or cheque donation of, for instance, £10 is boosted by 25% to £12.50 by filling in the details on the back of a blue Gift Aid envelope and placing your donation inside. Had this been done for the £1,000 cash collected over the Christmas period and, for the sake of this example, assuming that all the donors paid UK tax, the amount would have become £1,250 with Gift Aid. We are incredibly grateful for all donations, and respectfully ask that if you are a UK tax payer, please help us to make the most of your generosity with the gift aid allowance; over a year it makes a tremendous difference.



**Approved by the Parochial Church Council on 13th March 2018 and signed on its behalf by:**

*Roy Woodhams*

**Reverend Roy Woodhams (PCC Chairman)**

*13 March 2018*

**Date**

**Statement of Financial Activities (SOFA)  
 For the Year Ended 31st December 2017**

	Notes	Unrestricted Funds	Restricted Funds	Total 2017	Total 2016
<b>Incoming Resources</b>					
Voluntary income	(1a)	194386	14725	209111	188680
Activities for generating funds	(1b)	14736		14736	19961
Investment income	(1c)	299		299	3664
Incoming resources from charitable activities	(1d)	31966		31966	29940
Other incoming resources (incl. Grants)		9469	586	10055	1495
<b>Total Incoming resources</b>		<b>250856</b>	<b>15311</b>	<b>266167</b>	243740
<b>Resources Expended</b>					
Costs of generating voluntary inc.	(2a)	359		359	378
Fund raising trading	(2b)	1726		1726	3731
Charitable activities	(2c)	15443		15443	14288
Church activities	(2d)	259065		259065	239297
Governance	(2e)	2008		2008	1920
<b>Total resources expended</b>		<b>278601</b>		<b>278601</b>	259613
<b>Net (outgoing)/incoming resources before other recognized gains and losses</b>		<b>(27745)</b>	<b>15311</b>	<b>(12434)</b>	(15874)
<b>Gains/(losses) on investment assets:</b>					
on - property	3	-	150000	150000	-
on - investments		-	-	-	-
<b>Net transfers</b>	8	-	-	-	-
<b>Net movement in funds</b>		<b>(27745)</b>	<b>165311</b>	<b>137566</b>	(15874)
Balances brought forward 1st January 2017		116842	1080914	1197756	1213630
<b>Balances carried forward 31st December 2017</b>		<b>89097</b>	<b>1246225</b>	<b>1335322</b>	1197756

**Balance Sheet at 31st December 2017**

	Notes	2017	2016
<b>Fixed assets</b>			
Tangible Investment	3	1264479	1110000
		<b>1264479</b>	1110000
<b>Current assets</b>			
Debtors	4	27972	10842
Short term deposits	5	43846	71538
Cash in bank and in hand	5	5904	13725
		<b>77722</b>	96105
<b>Current liabilities</b>			
Creditors - amounts falling due within one year	6	<b>6879</b>	8348
<b>Net current assets less current liabilities</b>		<b>70843</b>	87756
<b>Total assets less current liabilities</b>	6 & 7	<b>1335322</b>	1197756
<b>Capital and Reserves</b>			
Unrestricted funds	8	89285	116842
Restricted funds	8	1096037	1080914
Revaluation reserve	8 & 3	150000	
<b>Total funds</b>		<b>1335322</b>	1197756

**Please note:**

The notes on pages 24 to 31 form part of these accounts

Approved by the Parochial Church Council on 13th March 2018 and signed on its behalf by:

*R. Woodhams*

Reverend Roy Woodhams (PCC Chairman)

*13 March 2018*

Date

## Notes to Financial Statements

### Accounting policies

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with the relevant requirements of FRS102 (Financial Reporting Standards); the recommendations of the SORP 2015 (Statement of Recommended Practice) and the selection of appropriate accounting policies that comply with FRS102 and the SORP (2015).

The financial statements have been prepared under the historical cost convention. Valuation of investment assets and freehold buildings 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.

**Restricted funds** represent **a)** income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest and **b)** donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

**Unrestricted funds** are general funds, which can be used for PCC ordinary purposes.

### Incoming resources

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Dividends are accounted for when receivable and interest is accrued. All other income is recognised when it is receivable and, in respect of contractual income, the related goods or services have been delivered. All incoming resources are accounted for gross.

### Resources expended

Grants and donations are accounted for when paid over or when awarded if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when due. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is generally recognised when it is incurred and is accounted for gross.

### Fixed assets

Consecrated and benefice property are not included in the accounts. Moveable church furnishings held by the Rector and Churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the Church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Subsequently no individual item has a cost of more than £1000 so all such expenditure has been written off when incurred. Equipment with a purchase price of £1000 or more being used within the church premises is capitalised and depreciated on a straight line basis over consecutive years. Please refer to note 3 for specific rates of depreciation.

The Church Rooms, adjoining office and Hazelwood Room (valued together) and 22 Orchard Gardens are included at open market plus land values as revalued by Oxborough Chartered Surveyors during the winter 2017-2018.

### Investments

These are valued at market value as at 31 December 2017.

### Current assets

Amounts owing to the PCC at 31 December 2017 in respect of fees, rent or other income are shown as debtors less provision for amounts that may prove uncollectible.

**Notes to Financial Statements (continued)**

<b>Note 1</b>	<b>Incoming resources</b>	<b>Notes</b>	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2017</b>	<b>2016</b>
(1a)	<b>Voluntary giving</b>					
Planned giving	:Gift aid donations	9	109561	3915	113476	102641
	:GASDS		2427		2427	2164
	:Tax recoverable		33801		33801	32624
	:Other		16223	200	16423	17319
	Collections (open plate)		13046		13046	10008
	Gift days		810	8387	9197	12223
	Donations, appeals etc		13518	2223	15741	10700
	Legacies		5000		5000	1000
			<b>194386</b>	<b>14725</b>	<b>209111</b>	<b>188680</b>
(1b)	<b>Activities for generating funds</b>					
	Fund raising		14736		14736	19961
			<b>14736</b>		<b>14736</b>	<b>19961</b>
(1c)	<b>Investment income</b>					
	Interest		299		299	548
	Rent (22 Orchard Gardens)					3116
			<b>299</b>		<b>299</b>	<b>3664</b>
(1d)	<b>Income from church activities</b>					
	Bookstall		178		178	171
	Magazine	10	5827		5827	6085
	Church rooms	11	16332		16332	14994
	Fees		9629		9629	7670
	Fellowship/Christmas Lunch			586	586	1019
			<b>31966</b>	<b>586</b>	<b>32552</b>	<b>29940</b>
	<b>Other incoming resources (incl. Grants)</b>		<b>9469</b>		<b>9469</b>	<b>1495</b>
	<b>Total incoming resources:</b>		<b>250856</b>	<b>15311</b>	<b>266167</b>	<b>243740</b>

## Notes to Financial Statements (continued)

Note 2	Resources expended	Notes	Unrestricted funds	Restricted funds	2017	2016
(2a)	<b>Costs of generating voluntary income</b>		359		359	378
(2b)	<b>Fundraising trading cost</b>		1726		1726	3731
(2c)	<b>Charitable activities</b>					
	Mission giving	12	15443		15443	13688
	Christmas Lunch					600
	<b>Sub-total Charitable activities:</b>		<b>15443</b>		<b>15443</b>	<b>14288</b>
(2d)	<b>Church activities</b>					
	Diocesan parish share		126345		126345	126345
	Ministry costs		9479		9479	8632
	Church running expenses		9161		9161	8744
	Church maintenance		3617		3617	7200
	Upkeep of services		1737		1737	4837
	Churchyard upkeep		1842		1842	3742
	Honoraria/salaries (incl. NI & Pension)	13	21200		21200	35441
	Bookstall		208		208	209
	Magazine	10	5930		5930	4600
	Training		958		958	832
	Church rooms running costs	11	9445		9445	9523
	PCC property costs		461		461	10988
	Repair/replace/new build	14	49501		49501	5799
	Administration	15	7751		7751	7580
	Consultant fees		10684		10684	4823
	Depreciation	3	746		746	
	<b>Sub-total Church activities:</b>		<b>259065</b>		<b>259065</b>	<b>239297</b>
2(e)	<b>Governance</b>					
	Consultant Fees (this is now included in 2(d) above)					3339
	Audit (incl. Inspection Fees and any Bank Fees)		2008		2008	1902
	<b>Sub-total Governance:</b>		<b>2008</b>		<b>2008</b>	<b>5241</b>
	<b>Total resources used:</b>		<b>278601</b>		<b>278601</b>	<b>262935</b>

## Notes to Financial Statements (continued)

Note 3	Fixed assets	Freehold land & buildings at valuation	Equipment*	Total
	<b>Balance as at 1st January 2017</b>	1110000	-	1110000
	Additions during the year		5225	5225
	Property revaluation	150000		150000
	<b>Balance as at 31st December 2017</b>	<b>1260000</b>	<b>5225</b>	<b>1265225</b>
	<b>Depreciation</b>			
	<b>Balance as at 1st January 2017</b>		-	-
	Charge for the year		(746)	(746)
	<b>Balance as at 31st December 2017</b>		<b>4479</b>	
	<b>Net book value as at 31st December 2017</b>	<b>1260000</b>	<b>4479</b>	<b>1264479</b>

The freehold land and buildings comprise 22 Orchard Gardens, Cranleigh and The Church Rooms, Church Lane, Cranleigh.

The values are based on professional independent revaluation carried out in January 2018 (for end of year accounts 2017).

The next revaluation is due November 2021 for inclusion in 2021 end of year accounts. Both properties are held for charitable purposes.

\* Note: Equipment purchased in the year included 2No. laptop computers (combined purchase value £959.96) and arefurbished Yamaha U3 upright piano, stool and cover costing £4265.00. Annual devaluation of 33.3% is applied to the computers, and 10% for the piano in the first year (5% per annum thereafter).

Note 4	Current assets	2017 Unrestricted	2017 Restricted	2017 Total	2016 Total
	Redemption 2.5% Consolidated Stock				219
	Church Rooms Outstanding Letting Fees 2016	369		369	369
	Q4 Fees	169		169	2050
	Gift Aid due on covenants	15796		15796	7225
	GASDS due on small donations	1487		1487	630
	Church Rooms accrued lettings2017	852		852	
	Grant from Surrey Historic Buildings Trust	2760		2760	
	Grant from Surrey Churches Preservation Trust	2000		2000	
	DCMS VAT rebate	4170		4170	
	Unbanked Envelopes and donations	369		369	
	Contribution for Napper Memorial renovation				300
	Interest on investments				49
	<b>Total debtors:</b>	<b>27972</b>		<b>27972</b>	<b>10842</b>

### Note 5 Cash at bank, on deposit and in hand

	2017	2016
<b>Cash in Bank and in hand</b>		
Lloyds No.1 Account	4750	11308
Lloyds Church Rooms	1000	2228
Petty Cash	154	189
<b>Total:</b>	<b>5904</b>	<b>13725</b>
<b>Short Term Deposits</b>		
Lloyds TSB Plc Term Deposit	25000	60000
Central Board of Finance	18846	11538
<b>Total:</b>	<b>43846</b>	<b>71538</b>
<b>Total Cash at bank, on deposit and in hand:</b>	<b>49750</b>	<b>85263</b>

## Notes to Financial Statements (continued)

### Note 6 Creditors

	2017 Unrestricted	2017 Restricted	2017 Total	2016 Total
Accounts Examination Fee	2008		2008	1950
Office cleaning	48		48	
Prepayment for Magazine Adverts	2392		2392	2404
Church Running costs (utilities)	425		425	1375
Church Rooms costs (utilities + expenses)	614		614	
Handyman's Hardware Supplies	54		54	
Boiler repair	211		211	1632
Agency Funds (collected on behalf of others)		(161)	(161)	796
PAYE/NI due to HMRC	488		488	
Lloyds Bank credit error				191
Property revaluation fee	800		800	
	<b>7040</b>	<b>(161)</b>	<b>6879</b>	<b>8348</b>

### Note 7 Analysis of net assets by fund as at 31 December 2017

	2017 Unrestricted	2017 Restricted	2017 Total	2016 Total
Tangible fixed assets		1264479	1264479	1110000
Investments				
Current assets	26962	22788	49750	96105
Current liabilities (Debtors)	27753	219	27972	(8348)
	<b>54715</b>	<b>1287486</b>	<b>1342201</b>	<b>1197756</b>

### Note 8 Movement analysis of funds during 2017

	Balances 01/01/17	Income	Expense	Transfers out	Transfers in	Capital gains/ (losses)	Balances 31/12/17
<b>Unrestricted funds</b>							
General unrestricted	5368	216737	(225479)				(3374)
Building	72984	9930	(44566)				38348
Car park	1559						1559
Projects	450						450
Church rooms	36162	21701	(8954)				48909
Equipment	(277)	277					
MU window	26						26
Christmas Day Lunch	571	586					1157
Quoins		2210					2210
<b>Total Unrestricted Funds:</b>	<b>116843</b>	<b>251441</b>	<b>(278999)</b>				<b>89285</b>
<b>Restricted funds</b>							
Agency collection			466				466
General restricted	2138	278					2416
Altar cloths	1019						1019
Bishop's Lent appeal	86						86
Church building	2059	8387					10446
Church Property	1074937					150000	1224937
Investment	607						607
Sound System	1						1
Youth Minister		6059					6059
<b>Total Restricted Funds:</b>	<b>1080847</b>	<b>14724</b>	<b>466</b>			<b>150000</b>	<b>1246037</b>
<b>Total Unrestricted and Restricted Funds:</b>	<b>1197690</b>	<b>266165</b>	<b>(278533)</b>			<b>150000</b>	<b>1335322</b>

## Notes to Financial Statements (continued)

### Note 8 Movement analysis of funds during 2017 (cont'd.)

#### Fund purposes

Name	Purpose
General	Unrestricted/undesigned funds available for any PCC purpose
Building	Funds allocated for repairs/renewals to property for which PCC is responsible
Car park	Funds allocated for future repairs to car park
Projects	Special projects / events
Church rooms	Maintenance and general day to day running of the Church Rooms
Equipment	Funds to replace equipment as it becomes redundant
MU window	Separation of funds designated by PCC for a memorial window to the MU
Christmas Day Lunch	Funds collected for hosting Christmas Day lunch at St Nicolas
Quoins	Funds received specifically for quoin (building cornerstone) replacement
General restricted	Special service collections allocated to charities and restricted donations
Altar cloths	Donations received towards the purchase of replacement altar cloths
Bishop's Lent appeal	Funds received for the Bishop of Guildford's annual Lent appeal
Church building	Funds received and paid away for works to property for which PCC is responsible
Church Property	Current value of the Church Rooms and 22 Orchard Gardens
Investment	Covers government stock portfolio
Sound System	This fund was formed during fund raising for the current sound system
Youth Minister	Funds to support Youth Ministry (including Youth Minister salary)

### Note 9 Planned giving

	At start 2017	2016
Number of Gift Aid covenanters	193	214
Number of non-Gift Aid covenanters	8	6
	<b>201</b>	<b>220</b>

### Note 10 Magazine

	2017	2016
Subscriptions	2411	2151
Advertisements	3020	3601
Cash sales	396	333
<b>Total income:</b>	<b>5827</b>	<b>6085</b>
Printing & other costs	(5930)	(4600)
<b>Total expenses:</b>	<b>(5930)</b>	<b>(4600)</b>

### Note 11 Church Rooms

	2017	2016
Letting income	16302	14754
Donations	30	240
	<b>16332</b>	<b>14994</b>
Normal running expenses	(9445)	(9523)
<b>Church Rooms income after expenses:</b>	<b>6887</b>	<b>5471</b>

**Notes to Financial Statements (continued)**

**Note 12 Grants payable**

	2017 Special *	2017 Grants	2017 Total	2016
A Rocha	244		244	245
Bible Society	161	1515	1676	1300
Children's Society	805	871	1676	2353
Church Missionary Society (CMS)	95	1581	1676	1300
Churches together in Cranleigh	100		100	
CLAAS				245
Earl Haig Fund (RBL Poppy Appeal)	291		291	
Guildford YMCA (Downslink)		1676	1676	1300
Happy Child International		1676	1676	1300
Holy Trinity Church Aldershot		1000	1000	1500
Surrey Clergy Relief		200	200	245
The Mission to Seafarers		1676	1676	1300
Vision Romania (Previously TFR)		1676	1676	1300
US(PG)	288	1388	1676	1300
Cof E School Prayer Shed	200		200	
	<b>2184</b>	<b>13259</b>	<b>15443</b>	<b>13688</b>

\* Special includes Mission Sundays, local ecumenical causes and one-off charitable donations

**Note 13 Honoraria and salaries**

	2017	2016
Salaries including NI contributions	17246	31524
Employer Pension Contributions	86	677
Honoraria	3868	3240
	<b>21200</b>	<b>35441</b>

During the year the PCC employed an organist, office administrator and verger, on a part time basis. A Children, Youth and Family Worker is employed full-time. £9,575 of expenses for items such as mileage, telephone, broadband, training, publications, stationery and supplies were reimbursed to 6 Trustees in the normal course of their ministries or duties. No other payment or expenses were paid to other persons closely connected to the Trustees or other related parties.

## Notes to Financial Statements (continued)

<b>Note 14</b>	<b>Repairs and New Build Projects</b>	<b>2017</b>	2016
	Church lead glass repair - materials & labour		220
	Repairs to Chancel window (south side)		2970
	Mausoleum fencing (materials)		509
	Fencing around Mausoleum (labour)		210
	Repair 3No. Bell ropes		306
	New lamp post in churchyard		1584
	Church boiler repairs	1321	
	Lightning conductor repair	354	
	Lych Gate repairs and re-paving	9968	
	Horsham Stone roof repairs (incl. quoin replacement)	34598	
	New handrails in Church porch	913	
	New notice boards	2347	
		<b>49501</b>	<b>5799</b>

<b>Note 15</b>	<b>Administration costs</b>	<b>2017</b>	2016
	Fees/memberships/subscriptions	227	243
	Photocopier	1848	2028
	Postage	192	110
	Stationery/Office supplies/Equipment	1119	1776
	Telephone and Broadband	1286	1230
	Technical support (Incl. licences & Web site)	365	421
	Sundry (Maintenance supplies, services & accessories)	133	26
	Professional & Trade fees	1310 *	342
	Receptions (incl. PCC 'Away Day') and gifts	80	678
	Prayer Books, Bibles and Cards	179	
	Church Office Cleaning	306	276
	Outsourced Poster/Banner Printing	468	286
	New office equipment/furniture/clothing (T-shirts etc.)	525	159
	Miscellaneous charges	35	4
	Accounts adjustments	(322)	
		<b>7751</b>	<b>7580</b>

\* - includes £910.00 job advertising fee for Youth Minister

### Note 16 Disclosures

In accordance with the requirements of the SORP, there have been no related party transactions in the reporting period that require disclosure

# Independent examiner's report on the accounts



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

**Section A**

**Independent Examiner's Report**

Report to the trustees/  
members of

Parochial Church Council of St Nicolas

On accounts for the year  
ended

31 December 2017

Charity no  
(if any)

1131701

Set out on pages

**Respective responsibilities of trustees and 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 of the Charities Act 2011 ("the Charities 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 [~~named body~~]. ~~Delete [ ] if not applicable.~~ CPAA.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, 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 general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the 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.

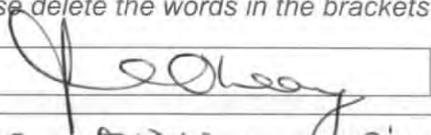
**Independent  
examiner's statement**

In connection with my examination, no material matters have come to my attention (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 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.

\* Please delete the words in the brackets if they do not apply.

Signed:  Date: 28/2/18

Name: JANE AUDREY O'LEARY

Relevant professional qualification(s) or body (if any):

ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS.

Address: THE OLD FORGE,  
SMITHBROOK BARNES, HORSHAM ROAD  
CRANLEIGH GUB 8UH.

**Section B Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

