

**Parochial Church Council
of Abbeydale and Millhouses
Trustees' Annual Report
and
Unaudited Financial Statements
for the year ending 31 December 2019**

Charity Registration Number: 1142485

Hebblethwaites
Chartered Accountants
2 Westbrook Court
Sharrow Vale Road
Sheffield
S11 8YZ

Reference and Administrative Details

Charity Registration Name:
Parochial Church Council of Abbeydale and Millhouses
Charity Registration Number: 1142485
Principal Office: The Vicarage
80 Millhouses Lane
Sheffield
S7 2HB

Trustees: Revd. Canon P Ingram
Revd. Dr A Lauener
Revd. S G Sturgeon
Mrs V C Boddye
Mr D E Crosby
Mr D Cunnington
Mrs J Davis
Mr I Downing
Mrs E Frost
Mrs P Gregory
Mr N Harwood
Mrs J E Haigh
Mr I Hunter
Mrs V Ledbetter
Mrs P Marshall
Mr M Morton-Thorpe
Mrs M Minns
Ms J Nelson
Ms R Nixon
Mrs J Paddock
Mrs G Quarrell
Ms J Rowson
Ms A Smedley
Mrs L Tulley
Mrs K Webster
Mr B Wrigley
Mrs J Young

Accountants: Hebblethwaites
Chartered Accountants
2 Westbrook Court
Sharrow Vale Road
Sheffield
S11 8YZ

Mission and Purposes

The Mission of the Parish of Abbeydale and Millhouses is to Love God, Value People, Care for His World.

We believe we should fulfil the Love of God in whose image everyone is made. All are welcome to our worship, activities and employment regardless of race, colour, national or ethnic origins, age, gender or gender assignment, sexual orientation, marital status, pregnancy, disability, politics, religion, belief or non-belief.

Parish employment may justifiably be subject to conditions regarding religion and faith that are a necessary requirement of the post.

The Parish with a population of 10,700 lies in the attractive residential suburbs of Bradway, Totley Rise and Abbeydale in Dore Village and Millhouses in South-West Sheffield, is bounded by the River Sheaf and includes the open spaces of Bradway Village Green, Beauchief Gardens, Millhouses Park, Poynton and Ecclesall Woods and an area of Sheffield Green Belt.

Abbeydale and Millhouses Parochial Church Council (PCC) is responsible for cooperating with the Reverend Canon Peter Ingram in promoting in the Parish the whole Mission of the Church for the advancement of religion for public benefit. The Parish Mission includes responsibility for the management and maintenance of St. John the Evangelist, Abbeydale church building and hall and Holy Trinity, Millhouses church building Listed Grade 2, hall and Parish Centre.

Objectives and Activities

We are committed to welcoming all residents of the Parish to become part of our worshipping community and in our duty to promote the advancement of religion for public benefit we provide worship, prayer and study, pastoral care, outreach, social activities and facilities for the communities of Abbeydale and Millhouses. The Parish takes its financial responsibility to the Diocesan Common Fund and Charitable Giving seriously. Our Mission requires the management and maintenance of all five parish buildings to a high standard.

The Mission Action Plan (MAP) for 2019 included developing worship, study and outreach, reviewing our Diocesan Common Fund pledge and Charitable Giving, developing the Children and Families Mission Partnership including working towards becoming a 'Child Friendly Church' and developing our role in the 'Community of the Cross of Nails'. New three-year contracts were to be agreed with our two Directors of Music and the salary of the Children and Families Worker was to be revised for the period September 2019-August 2021 in accordance with her contract of employment. The MAP also included implementing the 'Energy Opportunity' recommendations of consultants 'Green Journey', repairing and making improvements to the church halls and Parish Centre, resurfacing St. John's car park and developing plans for and reordering St. John's church building to provide greater access to the wider community and church.

Governance

The Parochial Church Council

The PCC is a corporate body established by the Church of England in the Diocese of Sheffield and operates under the Parochial Church Councils (Powers) Measure 1956, as amended, to undertake *ecclesiastical purposes* and the Church Representation Rules. The PCC is a Registered Charity and ensures that its Mission serves the public benefit. All members

of the PCC are trustees of the Charity and a copy of the Charity Commission Guidance, 'The essential trustee: what you need to know', was given to every trustee. The PCC approves and submits its Trustees' Annual Report and Financial Statements to the Annual Parochial Church Meeting, Sheffield Diocese and the Charity Commission.

The PCC comprises ex-officio; the incumbent, an associate priest and deacon, licensed lay readers and workers, PCC officers, up to twelve members elected by those on the electoral roll of the parish and members co-opted by the PCC. Each year at the Annual Parochial Church Meeting one third of the elected members retire and all members of the Parish on the electoral roll are encouraged to stand for election to office and membership of the PCC.

PCC members who have served from 1st January 2019 until the date of this report are:

Ex-Officio members:

Incumbent: Revd. Canon Peter Ingram (Chairman)
 Associate Priest: Revd. Dr. Angie Lauener
 Deacon: Revd. Gerrie Sturgeon
 Lay Readers: Michael Morton-Thorpe
 Christopher Saunders (until June 2019)
 Wardens: Vanessa Boddye
 Gail Crosby (until April 2019)
 Elizabeth Frost (from April 2019)
 Juanita Haigh
 Valerie Ledbetter (from April 2019)
 Pastoral Workers: Pat Gregory
 Carol Hunt (until November 2019)
 Ann Smedley
 Safeguarding Officer Gill Quarrell
 Deanery Synod: Kath Webster
 Deanery and Diocesan Synods:
 Ian Downing
 Brian Wrigley

Elected members:

Until 2019 Pat Jackson (until April 2019)
 Maurice Justice (Deputy Warden until April 2019)
 Richard Marshall (until April 2019)
 Until 2020 Juliet Rowson (Deputy Warden)
 David Cunnington
 Janet Nelson
 Nick Simmonite (until April 2019)
 Janet Young (Secretary)
 Until 2021 Joan Davis
 Ian Hunter
 Until 2021 David Hutchesson (until April 2019)
 Margaret Minns
 Jenny Paddock
 Until 2022 Nigel Harwood (Deputy Warden from April 2019)
 Pat Marshall (from April 2019)
 Rosie Nixon (Deputy Warden until April 2019)
 Lynda Tulley (Deputy Warden from April 2019)
 Co-opted member: David Crosby (Assistant Treasurer)

The PCC appoints and is supported in its Mission by several committees: Standing Committee, Finance Committee, Charitable Giving Committee, Fabric Committees at St. John's and Holy Trinity, Church Hall Committees at St. John's and Holy Trinity, Parish Centre Committee and Trio Magazine Committee. Committee reports are considered by the Standing Committee and reported to and relevant issues considered by the PCC. Summary notes and Minutes of the PCC and Committees are available in each church for our congregations' information.

The PCC met five times to promote the Parish Mission; develop Parish worship provision, prayer and study opportunities, outreach ministry, plan parish activities, decide and monitor the budget, agree the Common Fund pledge and charitable giving allocation, allocate funds to committees, approve financial expenditure and financial reserves and plan the annual stewardship campaign. PCC members attended the Deanery Conference on 22 June at St. Oswald's to hear and ask questions on the Diocesan Strategy to 2025 and attended the Diocesan Development Day at the Philadelphia Campus. The PCC approved the submission of the preliminary plans for reordering St. John's church to the Diocesan Advisory Committee.

The PCC held a special meeting on 1 July to discuss and respond to the Diocesan consultation document 'Towards a generous and flourishing Diocese of Sheffield in 2025'.

The PCC response to the draft Diocesan Strategy, sent to the Bishop, was 'critical of the structure of the document, the lack of proposals for growth of the Church, cuts to clergy training and an unrealistic expectation for self-supporting ministers and lay leadership. It was doubtful that a pattern of new diverse congregations would maintain funding, especially the Common Fund. How are responsibilities such as safeguarding to be undertaken? The proposed reliance upon Deaneries to implement any strategy is unrealistic bearing in mind the lack of past performance in synodical governance and halving the number of deaneries will make matters worse. How are resources to be shared across the new larger deaneries in a manner that would ease the administrative burden on parishes? The PCC suggested a deanery pilot study should be undertaken. The PCC was concerned that the broad range of churchmanship could be lost. The strategy appears to be wish list without clear proposals for delivering growth.'

The PCC recognised that caretaking and cleaning of our Parish buildings can no longer be expected to be undertaken by volunteers and agreed to consider the appointment of employed caretaking staff. The PCC also agreed to examine the appointment of a new full-time Associate Priest to increase the Outreach Ministry of the Parish.

Electoral Roll

The Parish Electoral Roll, fully revised this year, has 159 members of whom 78 are not resident within the Parish.

Sidespersons

16 members at St. John's and 32 members at Holy Trinity were elected as sidespersons to aid the Church Wardens in their roles as welcomers and assistants at services.

Parish Training

The Church Wardens attended the Diocesan Admission of Wardens at Sheffield Cathedral and a study day at Church House. Intercessor training was led by Bishop Tim Ellis in March. Safeguarding training was attended by various members of the PCC. Deacon Revd. Gerrie Sturgeon completed her training as a Curate. Six members of the Parish attended the Diocesan Development Day at the Philadelphia Campus and remarked on the inspiring presentations on Prayer by Rt. Revd. Emma Ineson Bishop of Penrith and the Bishop of Blackburn Rt. Revd. Philip North.

Parish Safeguarding Policy

The PCC approved a resolution to refer any serious incident to the Diocese through our Safeguarding Officer, Gill Quarrell. The PCC adopted

the Diocesan Statements on 'Domestic Abuse' and 'Recruiting of Ex-Offenders'. The PCC approved and reported the Parish Audit and Safeguarding Action Plan to the Diocese.

Risk Assessment

Risk Assessment policies are in preparation.

General Data Protection Regulations May 2018

The new Policy is on the church web site. A continuing audit of personal data collected is undertaken.

Parish Administration

Our Parish Administrator, Bev Ramsey, worked in the Parish Office each weekday morning on behalf of the Vicar and made bookings for both church buildings, church halls and Parish Centre hire. The PCC thanks Bev for her continuing support. The four Wardens maintained the Church Terriers, Logbooks and PCC policy documents. Both churches had a Diocesan Visitation carried out by the Area Dean, Revd. Toby Hole. The Assistant Treasurer, David Crosby, managed the General Fund supported by David Cunnington and advised the PCC on the budget and budget forecast. Peter Quarrell managed the Trio and the Parish Centre Funds and Jenny Paddock managed the combined Church Halls Fund. Neil Bridgwater continued as Stewardship Secretary. Chartered Accountants Hebblethwaites provided accountancy services and helped prepare the Annual Financial Statements for independent examination. Hebblethwaites were appointed as Independent Examiners.

Deanery Synod

Kath Webster, Ian Downing and Brian Wrigley are elected by the PCC to the Ecclesall Deanery Synod which meets twice a year in different churches in the Deanery. This provides an opportunity for representatives to discuss the Deanery ministry and visit different churches to hear what they are doing.

The meeting at St James' Norton on 13 February welcomed Revd Beth Keith, newly appointed Associate Vicar of All Saints Ecclesall. There was a presentation by Michael Collyer on the Church Army ministry, Revd. Gerrie Sturgeon spoke on the Ministry to the Ageing and dementia and Revd. John March spoke about setting up 'Knit and Natter' groups of older people, meeting to talk and assist loneliness.

There was a 'Thy Kingdom Come' pilgrimage by Bishop Pete to the Deanery on 6 June and a Deanery Day was also held by Bishop Pete on 22 June at St. Oswald's to hear about the Diocesan Strategy. The Deanery Confirmation was held on 24 June at St. James', Norton where one of our members was confirmed.

The second meeting was held at St. Paul's Norton Lees in October. The Vicar of St Paul's said their church was on a 'knife edge' as their morning service was attended by very few people. There was a report on the General Synods in February and July and a presentation by John Hibberd on Focal Ministry. The system is being piloted in Loughton Deanery in Sheffield Diocese. The Vicar of St James Norton Revd. Geoffrey White has retired and Revd. Toby Hole will be licensed as Priest-in-Charge. SSM Revd. Ali Creasy has stepped down from ministry at Dore to focus on Totley. Andy Cribb will be on the Diocesan Synod.

Diocesan Synod

Ian Downing and Brian Wrigley were elected by the Deanery Synod to the Diocesan Synod for three years. The latest Diocesan Synod in November heard an address from Bishop Pete about the aim to Refresh, Renew and Rejuvenate the Church in the Diocese until 2025. However, the Diocese is in financial deficit; the Common Fund has reduced, the Church Commissioners' financial support is being reduced and the Diocese is facing a loss of about 25 stipendiary clergy. The Church of England's Report on Abuse, very critical of the Church's response and procedures, was presented to the Synod. The Bishop expressed his wish to propose two women candidates to the roles of Bishop of Doncaster and Archdeacon of Doncaster. The Revd. Canon Sophie Jelley has been announced as the new Bishop of Doncaster.

Achievements and Performance

Worship

A diverse programme of worship was provided each week intended to fulfil the spiritual needs of our Parish. The Vicar was supported in leading worship by our Associate Priest, SSM Revd. Dr. Angie Lauener, retired priests Revd. Brian Cranwell and Revd. Canon Ian Draffan, Bishop Rt. Revd. Tim Ellis, Vicar of St. Peter and St. Oswald Revd. Anesia Cook, SSM Revd. Catherine Staziker and Assistant Curate SSM Deacon Revd. Gerrie Sturgeon. Worship was also supported by our licensed lay readers; Michael Morton-Thorpe and Christopher Saunders. The PCC thanked Chris for his considerable term of office as he retired as a licensed lay reader. The four Church Wardens, three Deputy Wardens, sacristans, servers, lay communion administrators, intercessors, Directors of Music, choirs and musicians, sidespersons, vergers and sound assistants undertook regular and valued duties in supporting our services throughout the year:

- **Morning Prayer** is said on weekdays in both churches.
- **Holy Communion Sunday 8.00am** was said on the second and fourth Sundays of the month at Holy Trinity and first and third Sundays of the month at St. John's using the Book of Common Prayer.
- **Parish Communion Sunday 10.00am** was held in both churches. Joint services were held once a month, alternating between St. John's and Holy Trinity, alternating weekly during August. We used specially prepared service books based on Common Worship, supplemented by weekly pew sheets. Large print versions of service orders and music settings were available. Separate forms of liturgy were used for occasions such as Mothering Sunday, Holy Week, Easter, Pentecost, Harvest, Advent, Christingle and Christmas. Children were invited to join our creche and Sunday Groups at the beginning of the service and Sunday Groups proceeded to the church halls for separate study and worship, welcomed back into the service for Administration of Communion. Children are prepared to receive communion by the Vicar. A robed choir and organ at St. John's and Holy Trinity accompanied the singing. Occasionally the Handbell Team played during communion administration. Everyone was invited to refreshments in the church halls after Sunday morning services and, on occasion, members celebrated birthdays and significant anniversaries with shared cake and wine.
- **All-Age Services on Sunday 10.00am** were held once a month in both churches where we especially welcomed families to a more relaxed form of worship, using a nave altar and with a Music Group at Holy Trinity. Families were

welcomed to Parish Communion for Baptisms. Uniformed groups of Beavers, Cubs, Scouts, Explorers, Rainbows and Brownies attended Parish Communion on St. George's Day, Remembrance Sunday, Harvest and Christingle services.

- **Services of the Word on Sunday at 10.00am** were held on two occasions at St. John's.
- **Café Church, Sunday 4.00pm;** An informal form of worship for young families was held monthly in Holy Trinity church hall and new families are attending. On 20 October Godparents were invited, to give thanks for their role.
- **Sundays 6.30pm** a range of diverse worship was provided; Sung Evensong at St. John's, some services were based on more informal worship, including services with Taize music held at St. John's, Holy Trinity and Millhouses Methodist Church where the PCC hopes that newcomers may be attracted to worship at these less-formal services. A Memorial Service was held on All Souls Day at Holy Trinity.
- **Weekday Holy Communion** was celebrated every Wednesday at 10.00am at Holy Trinity and at 10.15am with the Mothers' Union on the first Wednesday in the month at St. John's. The sermon often reflected on the life and witness of Saints of the Church on their anniversaries.
- **St John's Luncheon Club Communion;** led by Revd. Gerrie Sturgeon in the 94 Room, monthly.
- **Holy Week;** there were special services including a Healing Service and Celtic Eucharist. On Maundy Thursday we held a Eucharistic re-enactment of the Passover Meal in Holy Trinity church hall and the liturgy of 'stripping the altar' in church followed by a silent vigil. Good Friday was marked by a Devotion for Choir and Congregation at St. John's with a joint and augmented choir.
- **Harvest:** The Trinity Tots harvest services were held at Holy Trinity.
- **Christmas;** Christingle services were held in both churches in December. Many families attended the Nativity Service at Holy Trinity, involving a presentation largely enacted by the children. There was the Advent Carol Service at St. John's with a joint and augmented choir, Christmas Carol Service at Holy Trinity supported, in a new venture, by a Community Choir and the Christmas Eve Midnight Services at both churches. Crib figures formed tableaux under the altars to help focus worship on the Christmas and Epiphany Story. Community Carol Services for Whirlow Hall Farm Trust including Eccelsall School Choir and Dobcroft Primary School were hosted at Holy Trinity and for the Sheffield and District Cambrian Society at St. John's.
- **Music;** we are grateful for the high standard of music maintained by our professional Directors of Music, Mary Cobbold and Alan Eost and all our dedicated musicians. New singers are welcome to join Choir Practices on Fridays at 7.30pm at St. John's and Sundays at 9.20am at Holy Trinity. New musicians are invited to join the Music Group at Holy Trinity on the first Sunday of the month. The Handbell Team welcomes new members to practice at St. John's on Wednesdays. Stan Nuttall was thanked for his leadership of the handbell team as he handed over to the new co-ordinator, Margaret Ibbetson.
- **Public address and hearing loop systems** were operated by members at each church and TV screens were occasionally used to supplement presentations at Holy Trinity.
- **Displays of flowers** each week were co-ordinated by Margaret Minns and Pat Gregory and at the Harvest and

Christmas Festivals additional volunteers helped with seasonal decoration at both church buildings. A large Christmas tree with lights added to the atmosphere of celebration in both churches.

- **Seasonal wall hangings** were prepared by a small creative group for the east wall and banners at Holy Trinity.

Church Attendance

The average weekly combined church attendance, counted in October, was 200 including Café Church, Luncheon Club and Tots' Harvest Services attendances. The numbers increased considerably at festivals and special services throughout the year: the Nativity service at Holy Trinity welcomed 250 people and the Nativity Services and Christingle Services welcomed 300 people in both churches.

Life Events: Baptism, Marriages and Funerals

A new Parish leaflet promotes these Occasional services as an important part of our Ministry. This year we welcomed many parishioners, families and friends to thank God and celebrate important Life Events in 6 baptisms and 4 marriages. Twenty funeral services were held in church and/or at the crematorium that provided support to families and friends in their bereavement and thanksgiving for lives lived in God's Love. The interment of Ashes was available in memorial gardens at both churchyards. Memorial tablets are also available for inscription at Holy Trinity. Baptism, Marriage and Funeral services were supported by our Directors of Music, choirs, vergers and rotas of sound assistants.

Ecumenical Relationships

The Parish continues its strong relationship with Millhouses Methodist Church and our congregations joined the annual Covenant Service at the Methodist Church in January and members of the Methodist Church attended Services at St. John's and Holy Trinity. Millhouses Methodist Church also contributed regular page of editorial material to 'Trio' magazine.

The Week of Prayer for Christian Unity in January included services at Carterknowle and Millhouses Methodist churches and Mother of God church. On Good Friday the 'Walk of Witness' took place from Holy Trinity Church to the Mother of God Roman Catholic Church along Abbeydale Road. The Walk concluded with a short service including 'Stations of the Cross' attended by about 100 members of our Parish, St. Peter and St. Oswald's Parish, Millhouses and Carterknowle Methodist Churches and the Roman Catholic congregation.

'Community of the Cross of Nails'

The Cross of Nails is displayed in each church on alternate months. The 'Cross of Nails Litany' was said by groups of members led by the Vicar or Revd. Dr. Angie Lauener or Michael Morton-Thorpe outside St. John's Church on Abbeydale Road South regularly throughout the year. We celebrated the 'Community of the Cross of Nails Sunday' at a joint service at Holy Trinity on 22 September.

Bible Study, Prayer and Study Courses

The Bible Study Group continued to meet on alternate Mondays, moving on this year from Paul's epistles to John's Gospel - very different in content, style and purpose from the other three gospels, with its seven "signs", episodes which occur nowhere else and a radically different account of the Last Supper. The aim is to read a complete text (not just the well-known bits) in the context of such questions as 'Who wrote it?'

When? Why was it written? and for Whom?' This is a small friendly (and certainly not over-solemn) house group which would welcome any new member. Bible Reading Fellowship's 'Guidelines', organised by John Shortland, were available three times a year by subscription for members of the congregations

The Prayer Group met twice a month in a member's home. The Parish also provided a full programme of prayer and meditation during the 'Ten Days of Prayer' between Ascension Day and Pentecost entitled 'Thy Kingdom Come'. During Advent, prayer stations were arranged in both churches and several books were recommended for members' study.

The Parish undertook study courses, during Lent at Holy Trinity and St. John's based on the USPG Study Guide 'All Things are Possible'. Revd. Gerrie Sturgeon organised study at three house groups on 'New Testament Characters'. A Parish weekend away was held in June at the Nightingale Centre in Great Hucklow attended and enjoyed by 40 members where Revd. Canon Dr. Sarah Hills led the programme of prayer, study and worship entitled 'Go in Peace to Love and Serve the Lord'. Those who attended particularly appreciated the opportunity to get to know members from the other congregation. Study sessions were held in October at Holy Trinity entitled 'Grave Talk - Let's Talk about Dying, Death and Funerals' and 'Finding out about Baptism' especially for young families.

St. John's Mothers' Union

Margaret Minns, the Branch coordinator, was pleased to report an increase in numbers. Two new members were enrolled, a previous member returned and a member transferred from Scarborough were welcomed. There are now 20 branch members plus occasional visits from previous members of Holy Trinity and St Paul's Norton Lees who are usually Diocesan members. Members continue as always to be involved in supporting many Church activities.

Meetings continue in the usual format, communion at 10.15am on the first Wednesday of the month and 2.15pm on the third Wednesday when there is a discussion, a speaker or a social occasion. A highlight was when Agnes Mkoko, a Mother's Union worker from Malawi was welcomed. Over 50 members and friends from the Deanery attended the meeting that was combined with a Strawberry Tea. From the proceeds a donation was made to Agnes towards her work overseas and our own A.F.I.A. fund which provides local disadvantaged families with a holiday.

During the year, as outreach, the 'Clewer Initiative' was supported by providing emergency bags for people who are victims of Modern-Day Slavery, filled shoe boxes for Samaritan Purse and collected items for the local Womens' Refuge.

Pastoral Ministry

Members of our Parish unable to attend Church in the long or short term because of infirmity or illness were visited and communion was arranged by the Vicar or one of the Pastoral Team. We can help with a phone call so that those members for whom we have a concern can be contacted on a regular basis. In past years a number of members have moved out of the Parish into care homes or assisted-living flats outside the Parish which means at least nine members were visited regularly in Pitsmoor, Chapeltown, Hathersage, Holmesfield, Crosspool and Nether Edge. Most members in care homes receive the Blessed Sacrament from the Parish Church nearest to them. We are occasionally asked to visit individuals who are not directly connected to the Church, through links with St. John's Luncheon Club or requests from members of the Church family. Carol Hunt resigned from the Team and was thanked by the PCC for her work.

Families of baptised children were visited on their first four anniversaries and 52 cards delivered with verses and prayers for the child, as we believe it is important to keep in touch with these families to make them part of the Church family.

Carbon Footprint

The report on our five buildings, carried out by the Diocesan-approved consultant 'Green Journey' in 2018, made recommendations to improve energy efficiency, reducing costs and our carbon footprint. As part of our Mission to Care for God's World proposals are being undertaken in each building on an incremental basis, as appropriate, to reduce our energy use. Over 80% of our electricity is produced by renewable and non-fossil sources.

Support for deprived communities

Holy Trinity and St John's are **Fairtrade** Churches, agreeing to purchase fair-trade goods for Parish events whenever possible, promote fair-trade and hold a **Traidcraft** stall in the churches every 6 weeks. We are grateful to Paul and Bev Ramsey for organising the stall which this year sold over £1400 of goods. Together with 16 other churches in Sheffield we continued to support the **Grace Food Bank**, which operates from the Low Edges Estate, with donations of food in our church buildings. We are grateful for the generous gifts of food and Chris Wrigley's organisation of the collections. £1,007 is deposited with the **Sheffield Credit Union** to support families with low-cost affordable loans. A **'Baby and Toddlers Clothes Bank'** has been started in the Parish and clothes are collected and distributed outside the Parish using third party charities.

Charitable Giving

The PCC has a policy of allocating 10% of planned voluntary income to charitable giving. The PCC allocated £10,200 and made *seasonal* and other appeals for various charities; the Lent Appeal this year was for **'Embrace the Middle East'**, the Harvest Appeal was for **Toilet Twinning** and donations of food and other requisites were delivered to the **Cathedral Archer Project** for homeless people in Sheffield. The Advent Appeal, commencing with our well-attended Christingle Services was, as usual, for the **Children's Society**. £1,000 was allocated and an appeal was made for the **DEC Cyclone Idai Disaster**. Donations at the Spring Fair raised £611.94 for **The Whirlow Hall Farm Trust**. The Parish raised £125 towards the **Quetta Appeal** for potential help for relatives of one of our families under threat in Pakistan. The Parish joined with Millhouses Methodist Church in **Christian Aid** street and other collections which raised about £880.

Charitable Giving 2019

	£
Lent Appeal: Embrace the Middle East	2,037.50
Whirlow Hall Farm Trust	611.94
Disaster Appeal: DEC Cyclone Idai Appeal	1,037.50
Christian Aid: in addition to street collections of £880	139.00
Macmillan Cancer Support: in memory of Myra Wilkes	92.50
Goboka Rwanda Trust	78.00
Harvest: Toilet Twinning (45 Toilets)	2,725.16
Grace Food Bank	6.25
Fill Your Plate for Polio	6.25
Advent Appeal: Childrens' Society	2,415.93
Alzheimers Society	500.00
Childrens' Hospital Helipad	500.00
Open Doors	500.00
Transport 17	500.00
Roundabout	500.00
SAYIT	500.00
Anglican Society for the Welfare of Animals	300.00
Ben's Centre	500.00
Sheffield Samaritans	500.00
Sheffield Royal Society for the Blind (Cairn House)	500.00
Shelter (Sheffield)	500.00
The Lost Chord	500.00
Bluebell Wood Hospice	400.00
TOTAL including gift aid tax	15,350.03

Children and Families Outreach Mission

- Children and Families Worker:** Our Mission Partnership with St. Peter and St. Oswald's Parish aims to '*Share God's Love and to support younger children and their families' social and spiritual welfare across the parishes*'. Philippa Dand, our full-time Children and Families Worker, supervised by the Vicar and Revd. Anesia Cook, reported to both PCCs. She continued to work with the Diocesan Central Mission Partnership for Children and Families and undertook an increasing programme of work in the three parish churches, liaising with local primary schools, toddler groups and Croft Corner Day Nursery. We supported Philippa in this demanding and developing role in our prayers.
- Toddlers' Groups:** Trinity Tots met in Holy Trinity Church Hall on Wednesdays and Thursdays, where parents, carers and young children shared fellowship, fun and refreshment under the supervision of parish volunteers. Trinity Tots enjoyed their parties with Santa and 'Godly Play' in church on the 18th and 19th December. A well-attended parent and toddlers' group met weekly at St. John's church hall and Church volunteers helped by serving refreshments.
- 'Croft Corner Forest Nursery':** In the Parish Centre we supported the 63-place day-nursery, rated 'Good' by Ofsted, providing pre-school education which is much appreciated by local parents.
- 'Soulroots',** the Church-sponsored youth project in Sheffield S17, is underwritten by the PCC in partnership with the other churches in Sheffield S17, although individual church members contributed the majority of the cost of the youth workers. The project provides young people access to traditional forms of Christianity, supporting them pastorally and encouraging them to explore claims for Christian faith for themselves, helping

churches to understand the spiritual needs of young people and the nature of Christian outreach to young people. The AGM heard about JAM, the Christian Union group at King Ecgbert School and Fresh & Fish.com Sunday evening groups sharing social/games sessions. Philippa Dand is our voluntary Parish representative and Chair of the Board of Trustees.

- Church-sponsored uniformed groups:** Beavers, Cubs, Scouts and Explorers met weekly in the Parish Centre. Rainbows and Brownies met in St. John's hall weekly. Rainbows, sponsored by the Mother of God Church, met in the Parish Centre.

Community Outreach Mission

- Open Church Ministry:** the church buildings are accessible to members of the community daily for private prayer and meditation.
- Community Support:** we welcomed regular meetings of adult and children's groups and family parties including performances of the popular amateur dramatic group, TOADS, to our church halls and the Parish Centre. The St. John's Hall, Holy Trinity Hall and Parish Centre Committees supported these groups and managed the facilities and maintenance of the three buildings to a high standard.
- St. John's Luncheon Club** was hosted weekly by a rota of volunteers in the church hall attended by 31 elderly members of the local community for fellowship and a good meal. Revd. Gerie Sturgeon, who acts as their chaplain, visits and supports members as well as leading a time of prayer and a monthly Holy Communion before the meal. New volunteers are invited to help with the meal.

- **Spring Fair Community Event 'A Time to Get Together in memory of Jo Cox'**, with bouncy castle, soft ball play area, face painting, charity stalls, prayer and craft areas, music and refreshments was hosted at Holy Trinity church in May and was attended by a good number of the local community. Donations raised over £611 for the Whirlow Hall Farm Trust.
- **'Christmas is Coming' Community Event** was held at Holy Trinity on the last Saturday in November. Children and parents of Holy Trinity Tots and St. John's Toddlers groups came for play, refreshments and singing in the hall and 'Santa' distributed toys to 70 children throughout the day. Refreshments for all continued in the hall whilst children's activities, Mothers' Union, tombola, craft and gift stalls took place in the church. Traidcraft, Christian Books, Bluebell Wood Children's Hospice, Weston Park Cancer Charity and Chemobyl Child-Line stalls raised money for their charities. The event welcomed over 200 visitors and raised £2,122 for the charities and the Parish Mission.
- **Parish Social Events** were held throughout the year to which all parishioners were invited, including a 'Candlelight Supper', Harvest Lunch, 'Pancake and Pizza Night' at St. John's and 'Pancake Night' at Holy Trinity on Shrove Tuesday when our Lent Appeal was launched, a 'Frugal Lunch' on Good Friday following the 'Walk of Witness' and a 'Salmon and Strawberries' meal at Holy Trinity and a 'Quiz Night' and 'Beetle Drive' at St. John's. Coffee Mornings were hosted alternately on Mondays and Tuesdays fortnightly in members' homes and the 94 Room. 'Bring and Share' lunches were held during February and August at Holy Trinity. The Badminton, Snooker and Bowls Clubs continued throughout the year in St. John's Hall.
- **Choirs, orchestras and other music performances** were hosted at Holy Trinity and St. John's. Of particular note were the Sheffield Teachers' Choir, the Escafeld Chorale, the St. Petersburg Resurrection Choir and Dore Gilbert and Sullivan Society at Holy Trinity. Audiences from the parish and wider afield were welcomed to enjoy the hospitality, beauty and acoustic qualities of Holy Trinity church. We are grateful to our Verger, Eric Lacey, supporting the concerts at Holy Trinity. At St. John's two well-attended concerts were successfully performed by the combined Church and augmented choirs including the Norton Community Choir in the Summer.
- **Trio**; the magazine of Holy Trinity was distributed free to all homes in Millhouses. The A4-format, 28page full-colour publication, is attractively designed to provide information to church members and the community. Advertisements, limited to one third of the publication as a matter of policy, cover the cost of production. Volunteers edited, bundled and delivered over 1800 copies each quarter. As a further step in coming together as one Church the PCC approved the distribution of the magazine across the entire Parish as the 'Parish Magazine of Abbeydale and Millhouses' commencing with the Christmas edition. A survey of members voted overwhelmingly to retain 'Trio' as the name of the magazine. 4,800 copies were distributed in December.
- **St. John's Newsletter** was published for the first three quarters of the year and volunteers distributed it free to all 2,700 homes in the former St. John's parish area. The full colour A4 folded format newsletter carried information on all the parish services and activities and the outreach in the area has been marked by a greater awareness of the Parish Church and a modest increase in church attendance. The PCC was very

grateful for the generous donations from church members to cover the cost of the Newsletter. The PCC thanked Vanessa Boddye for designing, publishing and coordinating the delivery of the Newsletter.

- **Weekly pew sheets** were published for church members and visitors providing supplementary worship and service material, weekly readings, notices of Parish events and objects for private prayer. The pew sheet is jointly produced for both churches by a rota of volunteers.
- **Notice Boards** inside and outside the churches, halls and Parish Centre, provided information about services and activities in the parish.
- **A display of leaflets** publicising Parish and Diocesan news, appropriate charities, concerts and events is maintained in both churches, halls and Parish Centre.
- **A new Parish leaflet** agreed by the PCC incorporating information on the Mission of the Church as a '*Place for worship and prayer, A Place for life events, A Place for everyone and a Place for the Community*', is now available in our churches for visitors wanting to know more about our Mission.
- **www.amchurchsheffield.co.uk**; The Parish website was regularly updated and provided information on the Parish Mission, including worship, activities and forthcoming events.

Parish Volunteers

This Annual Report demonstrates the scope and scale of our Parish Mission and the PCC is grateful for the diligent work of the Committees and the considerable support of all our members who volunteer their time and talents in so many ways. This represents many hours of impressive effort by church members without whom the whole Parish Mission could not be undertaken.

Financial Review

Budget and Budget Forecast

The PCC approved the 2020 Financial Budget of £477,226 including £8,000 for the potential appointment of Caretakers and £25,000 for an 'Associate Priest'. Provision was made for an estimated capital expenditure of £208,234 for reordering works and fees at St. John's church (including anticipated grant aid). The PCC approved a Budget Forecast for a five-year period to 2025 to ensure the ongoing viability of the Parish Mission.

Financial Statements

Income for 2019 exceeded £250,000 and in accordance with Church of England regulations and the Charities Act 2011 our Financial Statements are prepared using the accrual method.

General Fund

Of the total receipts of £262,259 planned giving donations were £97,295 which were tax efficient. The PCC expressed its gratitude for the overall increase generous giving of our congregations. Gift-Aid Tax of £35,008 was reclaimed, about a third relating to donations in 2018. However, we need to increase our planned giving annually to meet price inflation of Parish as well as Diocesan Ministry costs. The PCC decided to increase our pledge to £72,800 in 2020 in response to the Diocese Common Fund request for a greater-than-inflation contribution whilst maintaining the sum at approximately 56% of planned-giving plus gift aid tax recovered. The

sum meets the Ministry costs for our Parish and contributes to other parishes in the Diocese.

Income was also received in open-plate collections, one-off donations, special appeals, several bequests, Parish events, investment interest and dividends, hire of Holy Trinity Church and the lease of space in St. John's car park to Royal Mail. Contributions from St. Peter and St. Oswald's PCC were received for their share of the Children and Families Mission Partnership. VAT was reclaimed under the Listed Places of Worship Grant Scheme on the cost of repairs undertaken to the electrical installation at Holy Trinity in 2018. The cost of repairs to the roof damage caused by the theft of lead at John's was partly covered by an insurance claim.

General Fund unrestricted expenditure of £140,278 supported the Parish Mission which included paying £70,008 to the Diocesan Common Fund for Ministry. (The Vicar, assistant clergy, Wardens and Assistant Treasurer attended a buffet supper at Bishopcroft, invited by Bishop Pete to thank the parish for the 'extraordinary generosity of our contribution to the Fund'). Expenditure also included the PCC allocation of £10,200 to charitable giving, based on 10% of our estimated planned giving and a further £5,150 including gift aid tax, raised by special appeals, was added for several charities. £250 was contributed to the gift for the retiring Bishop of Doncaster, The Rt. Reverend Peter Burrows.

The PCC agreed the Children and Families Worker's salary increases for years four and five of her employment, reflecting salary levels for similar workers across the Diocese. A report was made to the Sheffield Church Burgesses Trust on progress made in the Abbeydale Churches Mission Partnership, thanking them for their start-up grant of £21,000. We are able to securely maintain our Parish contribution to the salary of the Children and Families Worker from CBF Investment Fund dividends. The Parish Administrator's salary was increased in-line with inflation and the PCC agreed an increase in hours reflecting a greater workload for administering St. John's hall bookings. We paid the Directors of Music and organists' revised fees based on the Royal School of Church Music's guidance.

Expenses were incurred by the Vicar, Associate Clergy, Deacon, pastoral workers and the Children and Families Worker, including paying Voluntary Action Sheffield (VAS) to provide payroll services. A new agreement was made with VAS on behalf of the PCC to continue their services.

Holy Trinity and St. John's Fabric Committees expended £5,458 on routine maintenance and repair of church buildings and grounds including repairs undertaken under insurance to St John's church roof following theft of lead. Our Architect supervised repairs requiring Diocesan Faculty Approval at both church buildings. General Fund expenditure also included £9,773 on church insurance, upkeep of services, music, printing, stationery and licences. Resurfacing the car park at St. John's was postponed to next year.

St. John's Fabric Committee commissioned our Architect to revise preliminary designs for re-ordering the church building that were displayed for consultation in the church and approved by the PCC for DAC preliminary approval. The first instalment of the architect's fees was paid. Grant aid is anticipated for up to half the costs of the project.

Designated Funds

The PCC has earmarked £60,000 in the CBF Investment Fund to increase its value towards the proposed reordering works at St. John's church. The balance of the Fund is designated to raise dividends towards the salary of the Children and Families Worker and a potential new Associate Priest.

Restricted Funds

The Iris Kippax Music Fund of £869, the Children and Families Fund of £3,118, comprising the balance of the Sheffield Church Burgesses' grant and expenses, the Vicar's Discretionary Fund of £500 and the Quetta Appeal Fund of £1,201 are held in the General Fund. The rent deposit of £2,495 for the Croft Corner Forest Nursery is held in the CBF Investment Fund in order to maintain its value.

Trio Magazine Fund

The Trio Magazine Fund received income of £3,594 from advertisers and £4,119 was spent on printing and supply of four editions of the magazine including increasing the circulation in the fourth quarter of the year. Advertising income is to be increased to cover publication costs.

Church Halls Fund

Our two church halls received hire charges from regular and one-off hirers totalling £37,593. The cost of maintenance and repair to both hall buildings to a high standard was £32,633 including insurance, utilities, cleaning, repairs to roof tiling and installation of new lighting at Holy Trinity and asphalt roof repairs and separating the electricity supply from the church building at St. John's.

Parish Centre Fund

The Parish Centre received rent/license and service charges from the Croft Corner Forest Nursery and hire charges from regular and one-off hirers totalling £25,593. The cost of maintaining the building and grounds to a high standard including, insurance, utilities, cleaning, building and grounds maintenance, external painting and the main hall floor refurbishment was £21,020.

Financial Balances

We ended the year with a balance of £652,450. Current account balances are £83,792 and the balance of debtors and creditors amounted to net creditor of £1,477. £5,595 is held in the Church Board of Finance Deposit Fund, £563,533 is invested in the Church Board of Finance Investment Fund and £1,007 is deposited with the Sheffield Credit Union.

Risk Assessment

The assessed risks to the operation of the Parish Mission are mitigated as follows:

- **Fund Raising:** 57% dependant on church members' voluntary donations, is maintained by an annual stewardship campaign, appealing to church members to review and renew their planned-giving pledges. We claim gift aid tax relief on gift-aided planned giving, collections, general and charitable appeal donations and on cash donations of £30 or less up to £8,000 for each church building (increased from £20 to £30 from April this year). Changes in taxation law affecting Gift Aid are monitored. 24% of income is raised through hire of buildings and is maintained by an annual review of hire charges. 8% is raised through managed investments and St. John's car park lease to Royal Mail. 11% is raised through activities, grants, PCC fees and 'Trio' magazine advertising. Grants are required to support St. John's reordering next year.
- **Ethical Investments:** The CBF Deposit and Investment Funds are managed by CCLA on behalf of the Church of England's Board of Finance. The CBF Investment Fund is designed to provide long-term capital growth and increasing dividend income. Both funds and the Church Workers Pension Fund are advised by the Church of England's Ethical Investment Advisory Group (EIAG).
- **Bank Deposit Safeguards:** The current account bank balances of the General Fund, other Parish Funds and the Sheffield Credit Union deposit are each safeguarded up to £85,000 by the Financial Services Compensation Scheme.
- **Finance Controls:** Cheque payments, bank and fund mandates require two approved signatories and cash is banked weekly.
- **Procurement Controls:** The PCC requires goods and works to be subject to competitive quotations and works over £1,000 are subject to PCC approval. Our church buildings' and halls' energy contracts are procured on the advice of our energy broker, Annex Solutions Ltd. in order to obtain beneficial tariffs.
- **Employer Safeguards:** The PCC acts as employer of the Children and Families worker on behalf of the Abbeydale Churches Mission Partnership. The risks of employing the Children and Families Worker are limited by a fixed-term contract of employment and shared financial contributions agreed with St. Peter and St. Oswald's PCC. Our investment in the Church of England Investment Fund ensures a secure income to support our contribution to the salary of the Children and Families Worker. The payroll service provided by Voluntary Action Sheffield includes advice on employer's responsibilities. The Children and Families Worker is a member of the contributory Church Workers Pension Fund and both PCCs contribute 4% of her salary and, as a condition of the Fund, pay 0.5% of her salary for life insurance. There is a small financial risk if the Pension Fund was to go into deficit but the Pension Fund reported in 2016 that the Fund was in surplus. The Pensions Regulator confirmed in January 2018 that a declaration of compliance under the Pensions Act 2008 for Automatic Enrolment (AE) was completed on behalf of the PCC. The PCC complies with the statutory changes in AE minimum contributions that commenced in April 2019.
- **Safeguarding:** The Children and Families Worker and other employees and volunteers employed with children and vulnerable people are DBS checked and monitored under the

supervision of the Diocesan and Parish Safeguarding Officers. All members of the PCC are DBS checked in accordance with Diocesan guidance.

- **Buildings:** Both church buildings are supervised by the Church Wardens, surveyed by our appointed architect every five years and recommended repairs undertaken. (Quinquennial reports are due for both church buildings in 2020). Works requiring a Faculty and other major works are supervised by our architect. The church halls and Parish Centre are inspected regularly by the relevant Committees and qualified professional advice is obtained if substantial repair or maintenance works are required.
- **Health and Safety:** Maintenance, repair and new works on parish buildings are managed in accordance with the Construction Design and Management Regulations 2015. The PCC is aware of its duty to provide adequate information under Health and Safety Regulations when appointing professional advisors or contractors for building works.
- **Insurance:** The five parish buildings are separately fully insured against all normal risks and the PCC is insured against employer's and public and products liability including trustee indemnity by Ecclesiastical Insurance PLC. The PCC reviewed its trustee indemnity in 2018 and concluded the cover was adequate.
- **Financial Reserves:** Adequate financial reserves are maintained in accordance with PCC policies.

Reserves Policies

The PCC has a policy of maintaining an unrestricted reserve equivalent to three months 'at risk' expenditure currently estimated at £32,350. The unrestricted general reserves were £51,601, providing for adequate cash-flow and emergency expenditure to be met.

Signed:

Revd. Canon Peter Ingram-Chairman and trustee.....

Mrs V Boddye-Church Warden and trustee.....

Parochial Church Council of Abbeydale and Millhouses

Independent Examiner's Report to the Trustees of Parochial Church Council of Abbeydale and Millhouses

Year ended 31 December 2019

I report to the trustees on my examination of the financial statements of Parochial Church Council of Abbeydale and Millhouses ('the charity') for the year ended 31 December 2019.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

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

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

Hebblethwaites
Independent Examiner

2 Westbrook Court
Sharrow Vale Road
Sheffield
S11 8YZ

Parochial Church Council of Abbeydale and Millhouses

Statement of Financial Activities

Year ended 31 December 2019

		2019		2018	
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Income					
Donations and legacies	4	154,389	13,259	167,648	146,807
Charitable activities	5	78,586	–	78,586	78,263
Investment income	6	16,119	306	16,425	14,808
Total income		<u>249,094</u>	<u>13,565</u>	<u>262,659</u>	<u>239,878</u>
Expenditure					
Expenditure on raising funds:					
Ministry expenses	7	(140,278)	(5,036)	(145,314)	(155,657)
Expenditure on charitable activities	8,9	(76,280)	(7,876)	(84,156)	(83,033)
Total expenditure		<u>(216,558)</u>	<u>(12,912)</u>	<u>(229,470)</u>	<u>(238,690)</u>
Net gains/(losses) on investments	10	88,800	–	88,800	(9,864)
Net income/(expenditure) and net movement in funds		<u>121,336</u>	<u>653</u>	<u>121,989</u>	<u>(8,676)</u>
Reconciliation of funds					
Total funds brought forward		<u>522,931</u>	<u>7,530</u>	<u>530,461</u>	<u>539,137</u>
Total funds carried forward		<u>644,267</u>	<u>8,183</u>	<u>652,450</u>	<u>530,461</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 14 to 24 form part of these financial statements.

Parochial Church Council of Abbeydale and Millhouses

Statement of Financial Position

31 December 2019

	Note	2019 £	2018 £
Current assets			
Debtors	14	3,903	12,018
Investments	15	570,135	481,333
Cash at bank and in hand		83,792	46,923
		<u>657,830</u>	<u>540,274</u>
Creditors: amounts falling due within one year	16	<u>5,380</u>	<u>9,813</u>
Net current assets		<u>652,450</u>	<u>530,461</u>
Total assets less current liabilities		<u>652,450</u>	<u>530,461</u>
Net assets		<u>652,450</u>	<u>530,461</u>
Funds of the charity			
Restricted funds		8,183	7,530
Unrestricted funds		644,267	522,931
Total charity funds	17	<u>652,450</u>	<u>530,461</u>

These financial statements were approved by the board of trustees and authorised for issue on, and are signed on behalf of the board by:

Revd. Canon Peter Ingram
Chairman and Trustee

Mrs. V C Boddye
Church Warden and Trustee

The notes on pages 14 to 24 form part of these financial statements.

Parochial Church Council of Abbeydale and Millhouses

Statement of Cash Flows

Year ended 31 December 2019

	2019 £	2018 £
Cash flows from operating activities		
Net income/(expenditure)	121,989	(8,676)
<i>Adjustments for:</i>		
Net (gains)/losses on investments	(88,800)	9,864
Other interest receivable and similar income	(16,425)	(14,808)
Accrued (income)/expenses	(4,433)	4,280
<i>Changes in:</i>		
Prepayments and accrued income	8,115	2,081
Cash generated from operations	<u>20,446</u>	<u>(7,259)</u>
Interest received	16,425	14,808
Net cash from operating activities	<u>36,871</u>	<u>7,549</u>
Cash flows from investing activities		
Movements on investments	(88,802)	(40,138)
Net gains/(losses) on investments	<u>88,800</u>	<u>(9,864)</u>
Net cash used in investing activities	<u>(2)</u>	<u>(50,002)</u>
Net increase/(decrease) in cash and cash equivalents	36,869	(42,453)
Cash and cash equivalents at beginning of year	<u>46,923</u>	<u>89,376</u>
Cash and cash equivalents at end of year	<u>83,792</u>	<u>46,923</u>

The notes on pages 14 to 24 form part of these financial statements.

Parochial Church Council of Abbeydale and Millhouses

Notes to the Financial Statements

Year ended 31 December 2019

1. General information

The charity is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principal office is The Vicarage, 80 Millhouses Lane, Sheffield, S7 2HB.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)), the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires the trustees to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. In the opinion of the trustees, there are no areas of judgement or key sources of estimation uncertainty that have a significant effect on the financial statements, other than the policies shown below.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Parochial Church Council of Abbeydale and Millhouses

Notes to the Financial Statements *(continued)*

Year ended 31 December 2019

3. Accounting policies *(continued)*

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Financial instruments

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Parochial Church Council of Abbeydale and Millhouses

Notes to the Financial Statements *(continued)*

Year ended 31 December 2019

3. Accounting policies *(continued)*

Financial instruments *(continued)*

Debt instruments are subsequently measured at amortised cost.

Where investments in shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment.

Other financial instruments, including derivatives, are initially recognised at fair value, unless payment for an asset is deferred beyond normal business terms or financed at a rate of interest that is not a market rate, in which case the asset is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Other financial instruments are subsequently measured at fair value, with any changes recognised in the statement of financial activities, with the exception of hedging instruments in a designated hedging relationship.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

For all equity instruments regardless of significance, and other financial assets that are individually significant, these are assessed individually for impairment. Other financial assets are either assessed individually or grouped on the basis of similar credit risk characteristics.

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

Parochial Church Council of Abbeydale and Millhouses

Notes to the Financial Statements *(continued)*

Year ended 31 December 2019

Pension contributions

Abbeydale and Millhouses PCC (PB 2014) participates in the Pension Builder Scheme section of CWPF for lay staff. The Scheme is administered by the Church of England Pensions Board, which holds the assets of the schemes separately from those of the Employer and the other participating employers.

The Church Workers Pension Fund has a section known as the Defined Benefits Scheme, a deferred annuity section known as Pension Builder Classic and a cash balance section known as Pension Builder 2014.

Pension Builder Scheme

The Pension Builder Scheme of the Church Workers Pension Fund is made up of two sections, Pension Builder Classic and Pension Builder 2014, both of which are classed as defined benefit schemes.

Pension Builder Classic provides a pension for members for payment from retirement, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Discretionary increases may also be added, depending on investment returns and other factors.

Pension Builder 2014 is a cash balance scheme that provides a lump sum that members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. This account may have bonuses added by the Board before retirement. The bonuses depend on investment experience and other factors. There is no requirement for the Board to grant any bonuses. The account, plus any bonuses declared, is payable from members' Normal Pension Age.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

The scheme is a multi-employer scheme as described in Section 28 of FRS 102 as it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers. This means that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are contributions payable (2019: £1,911, 2018: £1,849).

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent was carried out as at 31 December 2016.

For the Pension Builder Classic section, the valuation revealed a deficit of £14.2m on the ongoing assumptions used. At the most recent annual review, the Board chose not to grant a discretionary bonus, which will have acted to improve the funding position. There is no requirement for deficit payments at the current time.

For the Pension Builder 2014 section, the valuation revealed a surplus of £1.8m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.

The legal structure of the scheme is such that if another employer fails, the Parochial Church Council of Abbeydale and Millhouses could become responsible for paying a share of that employer's pension liabilities.

Parochial Church Council of Abbeydale and Millhouses

Notes to the Financial Statements *(continued)*

Year ended 31 December 2019

3. Accounting policies *(continued)*

Tangible fixed assets

Consecrated and benefice property is excluded from the accounts by s.10(2)(a) of the Charities Act 2011.

4. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Donations			
Planned giving	97,295	–	97,295
Collections - ordinary	4,263	–	4,263
Collections - charity	–	5,255	5,255
Gift Aid recoverable	26,076	–	26,076
Other donations and legacies			
Bequests and donations in memory	14,000	–	14,000
Other donations and income	3,657	–	3,657
Grants receivable	586	8,004	8,590
Church activities	8,512	–	8,512
	<u>154,389</u>	<u>13,259</u>	<u>167,648</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Donations			
Planned giving	97,768	–	97,768
Collections - ordinary	3,660	–	3,660
Collections - charity	–	5,260	5,260
Gift Aid recoverable	21,886	–	21,886
Other donations and legacies			
Bequests and donations in memory	1,000	–	1,000
Other donations and income	2,841	220	3,061
Grants receivable	2,251	7,332	9,583
Church activities	4,589	–	4,589
	<u>133,995</u>	<u>12,812</u>	<u>146,807</u>

Parochial Church Council of Abbeydale and Millhouses

Notes to the Financial Statements *(continued)*

Year ended 31 December 2019

5. Charitable activities

	Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
Parish ministry (including PCC fees)	8,336	8,336	8,191	8,191
Church car park and hire income	3,470	3,470	3,452	3,452
Parish Centre - Lettings income	25,593	25,593	23,498	23,498
Church Halls - Lettings income	37,593	37,593	39,559	39,559
TRIO - Advertising revenue	3,594	3,594	3,563	3,563
	<u>78,586</u>	<u>78,586</u>	<u>78,263</u>	<u>78,263</u>

6. Investment income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Interest receivable	44	–	44
Dividends on CBF investment Fund - income shares	16,075	306	16,381
	<u>16,119</u>	<u>306</u>	<u>16,425</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Interest receivable	24	–	24
Dividends on CBF investment Fund - income shares	14,714	70	14,784
	<u>14,738</u>	<u>70</u>	<u>14,808</u>

7. Ministry expenses

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Parish office and secretarial expenses	7,028	–	7,028
Payments to Diocese Common Fund	70,008	–	70,008
Ministry expenses	6,486	–	6,486
Diocesan fees	3,484	–	3,484
Lighting and heating	7,594	–	7,594
Insurance	4,976	–	4,976
Repairs and maintenance	5,458	–	5,458
Architects Fees – St Johns reordering	2,918	–	2,918
Music Directors, Organists and Music	10,357	–	10,357
Upkeep of Services	2,617	–	2,617
Donations to Charities	10,314	5,036	15,350
Other expenses	9,038	–	9,038
	<u>140,278</u>	<u>5,036</u>	<u>145,314</u>

Parochial Church Council of Abbeydale and Millhouses

Notes to the Financial Statements *(continued)*

Year ended 31 December 2019

7. Ministry expenses *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Parish office and secretarial expenses	6,660	–	6,660
Payments to Diocese Common Fund	78,000	–	78,000
Ministry expenses	5,932	–	5,932
Diocesan fees	4,013	–	4,013
Lighting and heating	7,748	–	7,748
Insurance	4,850	–	4,850
Repairs and maintenance	18,009	–	18,009
Architects Fees – St Johns reordering	–	–	–
Music Directors, Organists and Music	8,485	–	8,485
Upkeep of Services	2,712	–	2,712
Donations to Charities	8,280	4,778	13,058
Other expenses	6,190	–	6,190
	<u>150,879</u>	<u>4,778</u>	<u>155,657</u>

8. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Parish Centre expenditure	21,020	–	21,020
Church Halls expenditure	32,633	–	32,633
TRIO expenses	4,119	–	4,119
Children and Youth Work	15,928	7,876	23,804
Independent examination	2,580	–	2,580
	<u>76,280</u>	<u>7,876</u>	<u>84,156</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Parish Centre expenditure	17,910	–	17,910
Church Halls expenditure	36,243	–	36,243
TRIO expenses	3,580	–	3,580
Children and Youth Work	12,776	10,244	23,020
Independent examination	2,280	–	2,280
	<u>72,789</u>	<u>10,244</u>	<u>83,033</u>

Parochial Church Council of Abbeydale and Millhouses

Notes to the Financial Statements *(continued)*

Year ended 31 December 2019

9. Expenditure on charitable activities by activity type

	Activities undertaken directly	Support costs	Total funds 2019	Total fund 2018
	£	£	£	£
Parish Centre expenditure	21,020	–	21,020	17,910
Church Halls expenditure	32,633	–	32,633	36,243
TRIO expenses	4,119	–	4,119	3,580
Children and Youth Work	23,804	–	23,804	23,020
Independent examination	–	2,580	2,580	2,280
	<u>81,576</u>	<u>2,580</u>	<u>84,156</u>	<u>83,033</u>

10. Net gains/(losses) on investments

	Unrestricted Funds	Total Funds 2019	Unrestricted Funds	Total Funds 2018
	£	£	£	£
Gains/(losses) on revaluation of investment assets	<u>88,800</u>	<u>88,800</u>	<u>(9,864)</u>	<u>(9,864)</u>

11. Independent examination fees

	2019 £	2018 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>2,580</u>	<u>2,280</u>

12. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2019 £	2018 £
Wages and salaries	28,835	27,424
Other pension costs	<u>1,911</u>	<u>1,849</u>

The average head count of employees during the year was 2 (2018: 2).

No employee received employee benefits of more than £60,000 during the year (2018: Nil).

13. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity were received by the trustees.

14. Debtors

	2019 £	2018 £
Prepayments and accrued income	<u>3,903</u>	<u>12,018</u>

Parochial Church Council of Abbeydale and Millhouses

Notes to the Financial Statements *(continued)*

Year ended 31 December 2019

15. Investments

	2019	2018
	£	£
The CBF Church of England Investment Fund - Income Shares	563,533	474,733
The CBF Church of England Deposit Fund	5,595	5,595
Sheffield Credit Union	1,007	1,005
	<u>570,135</u>	<u>481,333</u>

Movements during the year:

	2019
	£
At 1 January 2019	481,333
Additions at cost	2
Net gains	<u>88,800</u>
At 31 December 2019	<u>570,135</u>

16. Creditors: amounts falling due within one year

	2019	2018
	£	£
Accruals and deferred income	<u>5,380</u>	<u>9,813</u>

17. Analysis of charitable funds

Unrestricted funds

	At 1 Jan 2019	Income	Expenditure	Gains and losses	At 31 Dec 2019
	£	£	£	£	£
General funds	21,640	183,142	(158,181)	–	51,601
Designated Funds	<u>501,291</u>	<u>65,952</u>	<u>(58,377)</u>	<u>88,800</u>	<u>592,666</u>
	<u>522,931</u>	<u>249,094</u>	<u>(216,558)</u>	<u>88,800</u>	<u>644,267</u>

	At 1 Jan 2018	Income	Expenditure	Gains and losses	At 31 Dec 2018
	£	£	£	£	£
General funds	56,256	161,052	(166,168)	(29,500)	21,640
Designated Funds	<u>473,211</u>	<u>65,944</u>	<u>(57,500)</u>	<u>19,636</u>	<u>501,291</u>
	<u>529,467</u>	<u>226,996</u>	<u>(223,668)</u>	<u>(9,864)</u>	<u>522,931</u>

Parochial Church Council of Abbeydale and Millhouses

Notes to the Financial Statements *(continued)*

Year ended 31 December 2019

17. Analysis of charitable funds *(continued)*

Designated Funds comprise:

	At 1 Jan 2019	Net Movement	At 31 Dec 2019
	£	£	£
Church Halls	14,427	4,355	18,782
Parish Centre	4,825	(1,257)	3,568
TRIO	706	(525)	181
Investments	481,333	88,802	570,135
	<u>501,291</u>	<u>91,375</u>	<u>592,666</u>

Restricted funds

	At 1 Jan 2019	Income	Expenditure	Gains and losses	At 31 Dec 2019
	£	£	£	£	£
Restricted Funds	<u>7,530</u>	<u>13,565</u>	<u>(12,912)</u>	<u>—</u>	<u>8,183</u>

	At 1 Jan 2018	Income	Expenditure	Gains and losses	At 31 Dec 2018
	£	£	£	£	£
Restricted Funds	<u>9,670</u>	<u>12,882</u>	<u>(15,022)</u>	<u>—</u>	<u>7,530</u>

Restricted Funds comprise:

	At 1 Jan 2019	Net Movement	At 31 Dec 2019
	£	£	£
Children & Youth Work	2,990	128	3,118
Rent Deposit	2,189	306	2,495
Iris Kippax Fund	869	—	869
Vicar's Discretionary Fund	500	—	500
Quetta Appeal	982	219	1,201
	<u>7,530</u>	<u>653</u>	<u>8,183</u>

Parochial Church Council of Abbeydale and Millhouses

Notes to the Financial Statements *(continued)*

Year ended 31 December 2019

18. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Current assets	649,647	8,183	657,830
Creditors less than 1 year	(5,380)	—	(5,380)
Net assets	<u>644,267</u>	<u>8,183</u>	<u>652,450</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Current assets	532,744	7,530	540,274
Creditors less than 1 year	(9,813)	—	(9,813)
Net assets	<u>522,931</u>	<u>7,530</u>	<u>530,461</u>