

CHARITY REGISTRATION NUMBER: 1142485

**Parochial Church Council of Abbeydale and Millhouses
Trustees' Annual Report and Unaudited Financial Statements
for the year ending 31 December 2018**

HEBBLETHWAITES

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

Parochial Church Council of Abbeydale and Millhouses
Trustees' Annual Report and Unaudited Financial Statements
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Parochial Church Council of Abbeydale and Millhouses

Trustees' Annual Report

Year ending 31 December 2018

Reference and administrative details

Charity registration name: Parochial Church Council
of the Ecclesiastical Parish of Abbeydale and Millhouses
Charity registration number: 1142485
Principal Office: The Vicarage
80 Millhouses Lane
Sheffield
S7 2HB

The trustees:

Revd. Canon P Ingram
Revd. Dr A Lauener
Revd. S G Sturgeon
Mr M Morton-Thorpe
Mr C Saunders
Mrs V C Boddye
Mr D E Crosby
Mrs G Crosby
Mr D Cunnington
Mrs J Davis
Mr I Downing
Mrs P Gregory
Mrs J E Haigh
Ms C Hunt
Mr I Hunter
Mr D Hutchesson
Ms P Jackson
Mr M Justice
Mr R Marshall
Mrs M Minns
Ms J Nelson
Ms R Nixon
Mrs J Paddock
Mrs G Quarrell
Ms J Rowson
Mr N Simmonite
Ms A Smedley
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 His People and Care for His World*** and is inclusive; ***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.***

Abbeydale and Millhouses Parochial Church Council (PCC) is responsible for cooperating with the Reverend Canon Peter Ingram by promoting in the Parish the whole Mission of the Church; worship, prayer and study, pastoral, evangelical and ecumenical and 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

The Parish, with a population of 10,700, lies in the attractive South-West of Sheffield City and includes the residential suburbs of Millhouses, Bradway and the southern part of Dore Village, the River Sheaf and the open spaces of Millhouses Park, Beauchief Gardens and part of Ecclesall Woods and Sheffield Green Belt.

The PCC is committed to welcoming all residents of the Parish to become part of our worshipping community. In its duty to promote the advancement of religion for public benefit the PCC provides worship, prayer and study, pastoral care, outreach and social activities and facilities for the communities of Abbeydale and Millhouses. The PCC takes its financial responsibility to the Diocesan Common Fund and charitable giving seriously and reviews its giving annually. Our Mission requires the management and maintenance of all five parish buildings to a high standard.

The Mission Action Plan (MAP) for 2018 included; reviewing worship and developing outreach, renewing our Diocesan Common Fund pledge and charitable giving, developing the Children and Families Mission Partnership including working towards becoming a 'Child Friendly Church' and becoming a Partner of the 'Community of the Cross of Nails'. The MAP also included implementing 'Energy Opportunity' recommendations of consultants 'Green Journey', undertaking repairs to St John's and Holy Trinity church buildings identified in the Quinquennial Reports, making improvements to the church halls and developing plans for the reordering of St John's church building to provide greater access to the wider community and church members. New three-year contracts will be negotiated with our two Directors of Music in 2019.

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 as amended. 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. The PCC comprises the incumbent, an associate priest and deacon, licensed lay readers, ex-officio 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.

The PCC met five times to promote the Parish Mission; review its worship provision and prayer and study opportunities, develop outreach, plan parish activities, decide and monitor the budget, agree the Common Fund pledge and charitable giving allocation, allocate funds to committees, approve financial reserves and plan the annual stewardship campaign. 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 relevant issues reported to and considered by the PCC. The PCC approves and submits its Trustees' Annual Report and Financial Statements to the Annual Parochial Church Meeting, Sheffield Diocese and the Charity Commission. Summary notes and Minutes of the PCC and Committees are available in each church to inform our congregations.

PCC members who have served from 1st January 2018 until the date of this report are:

Ex-Officio members:

Incumbent: Reverend Canon Peter Ingram (Chairman)
Associate Priest: Revd. Dr. Angie Lauener
Deacon: Revd. Gerrie Sturgeon
Lay Readers: Michael Morton-Thorpe
Christopher Saunders
Wardens: Vanessa Boddy
Gail Crosby
Juanita Haigh
Pat Marshall (until April)
Pastoral Workers: Pat Gregory
Carol Hunt
Ann Smedley
Safeguarding Officer: Gill Quarrell
Deanery Synod: Kath Webster
Diocesan Synod: Ian Downing
Brian Wrigley

Elected members:

Until 2018 Astrid Logan (until April)
John Savournin (Deputy Warden until April)
Until 2019 Pat Jackson
Richard Marshall
Juliet Rowson (Deputy Warden)
Until 2020 David Cunnington
Rosie Nixon (Deputy Warden)
Janet Nelson
Nick Simmonite
Maurice Justice (Deputy Warden)
Janet Young (Secretary)
Until 2021 Joan Davis
Ian Hunter
David Hutchesson
Margaret Minns
Jenny Paddock
Co-opted member: David Crosby (Assistant Treasurer)

Electoral Roll

There are 229 members on the Parish Electoral Roll of whom 118 are not resident within the parish. 86 are on the Roll at St John's and 143 are on the Roll at Holy Trinity. Next year the Electoral Roll is to be completely revised.

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

Church Wardens attended the Diocesan Admission of Wardens at Sheffield Cathedral and a study day at Church House. Gill Quarrell and Philippa Wilson undertook safeguarding training. Philippa completed her C2 safeguarding training, 'Train the Trainer' enabling her to *deliver* safeguarding training and level 2 Food and Safety and Hygiene Training. Philippa also attended a conference at Swanwick, Derbyshire. In November the Red Cross delivered training for members of the Parish. Revd. Gerrie Sturgeon attended Curates' Training in Sheffield and Mirfield and completed a Graduate Diploma from Durham University in

Theology Ministry and Mission with Merit. Gerrie also attended a National Conference for Distinctive Deacons and safeguarding training at level 3. Revd. Dr Angie Lauener attended a conference at Coventry Cathedral on the 'Partnership of the Community of the Cross of Nails'. The clergy, lay readers, pastoral workers and Children and Families Worker held an away-day conference at the Nightingale Centre in Great Hucklow in September. The Vicar and two members attended the 'Real Life - Real Buildings' conference at Sheffield Cathedral and several members attended the Common Fund Roadshow at Sheffield United Platinum Suite. A programme entitled 'Faith Pictures' was led by Revd. Gerrie Sturgeon to encourage church members to talk about our faith in every-day circumstances. The PCC has booked the Nightingale Centre at Great Hucklow for a Parish Weekend Event in June 2019 to be led by Revd. Dr. Sarah Hills.

Parish Safeguarding Policy

The PCC reviewed and revised the Parish Safeguarding Policy supervision standards and retention of records requirements in accordance with the latest Diocesan Advice.

Parish Health and Safety Policy

The PCC approved a new Parish Health and Safety Policy based on a model published by Ecclesiastical Insurance Ltd.

Parish Equality and Diversity Policy

The PCC approved a revised Equality and Diversity Policy.

Parish Disability Policy

The PCC approved a revised Disability Policy. The new hearing loop at Holy Trinity church hall and proposals for a disabled wc and improved access at St John's church will help meet our obligations under this policy.

General Data Protection Regulations May 2018

The PCC approved a Privacy Policy and is examining further compliance measures.

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 churches, church halls and Parish Centre hire. The PCC thanks Bev for her continuing support. The three Wardens maintained the Church Terriers, Log Books and PCC policy documents. 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. The PCC thanked Hebblethwaites' accountant, Robert Millard, who has retired, for his support over the past three years.

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 on 8th March was welcomed by Revd. Anesia Cook at St Oswald's where there was a presentation by Imogen Clout, Warden of Readers, about Lay Ministers' duties and how to become a Lay Minister. Details were given of the ten days of prayer – 'Thy Kingdom Come'.

The meeting on 16 October was held at Holy Trinity Church and welcomed by Revd. Canon Peter Ingram. A discussion was held on the Diocesan Strategy and the Common Fund.

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 deficit, the Church Commissioner's financial support is being reduced and the Diocese is facing a loss of about 25 stipendiary clergy.

Achievements and Performance

Worship

A diverse programme of worship was provided each week throughout the year that was intended to fulfil the spiritual needs of our Parish. The Vicar was supported by our Associate Priest; SSM Revd. Dr Angie Lauener, retired priests, Revd. Brian Cranwell, Revd. Hildred Crowther, Revd. Canon Ian Draffan and Assistant Curate, Deacon Revd. Gerrie Sturgeon who maintained Eucharistic and other worship in both churches. Revd. Helen Blackburn officiated at a funeral at St John's. Worship has also been supported by our licensed lay readers; Michael Morton-Thorpe and Christopher Saunders. The three Church Wardens, three Deputy Wardens, sacristans, servers, lay communion administrators, intercessors, Directors of Music, choirs and musicians, forty-eight sidespersons, vergers and sound assistants undertook regular and valued duties in supporting our services throughout the year:

- **Open Church:** Both church buildings were open daily for Morning Prayer, private prayer and meditation.
- **Holy Communion Sunday 8.00am** was celebrated 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** in both churches was based on Common Worship. A joint Parish Communion service was held once a month, alternating between St John's and Holy Trinity and alternating weekly during August. 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. The children were welcomed back into the service to join the congregation for Administration of Communion. Preparation of children to receive communion is undertaken by the Vicar. The Sunday services had a robed choir and organ at St John's and Holy Trinity to accompany the singing and occasionally the Handbell Team played during communion administration. We used specially prepared service books supplemented by weekly pew sheets. Separate forms of liturgy were designed, printed and used for occasions such as Mothering Sunday, Holy Week, Easter, Pentecost, Harvest, Advent, Christingle and Christmas. Large print versions of service orders and music settings were available. Everyone was invited to refreshments in the church halls after Sunday morning services and, on occasion, members celebrated birthdays and wedding 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 a Music Group at Holy Trinity. Families were welcomed to Sunday Holy Communion for Baptisms. The uniformed groups of Beavers, Cubs, Scouts, Explorers, Rainbows and Brownies attended Sunday Parish Communion services on St George's Day, Remembrance Sunday, Harvest and Christingle services.
- **Café Church, Sunday 4.00pm** was launched in September. A new informal form of worship for young families was held monthly in Holy Trinity church hall and new families are attending.
- **Sundays 6.30pm** a range of diverse worship was provided; Choral Evensong, at Pentecost the Sheffield Cathedral choir sung evensong at 4pm at Holy Trinity. On Advent Sunday there were carols and readings with a joint augmented choir. On the Fourth Sunday in Advent there was a well-attended service of Nine Lessons and Carols at St John's. Some Sunday evenings, services were based on more informal worship, including a 'Summer Songs of Praise' and a Memorial Service on All Souls Day at Holy Trinity. Evening Services with Taize music were held at St John's, Holy Trinity and Millhouses Methodist Church and the PCC hopes that newcomers may be attracted to worship at these less formal services.
- **Weekday Holy Communion** was celebrated every Wednesday at 10.00am at Holy Trinity and at 10.15am on the first Wednesday in the month at St John's. The sermon reflected on the life and witness of Saints of the Church on their anniversaries.

- **A Memorial Service** was held at Holy Trinity in February, for Sunila James, the sister of one of our members, who died in a violent armed attack on the church in Quetta, Pakistan during a Christmas celebration. A reception in the church hall was attended by family, friends and congregation.
- **Holy Week;** there were special services including a Healing Service and Celtic Eucharist. This year Passion Sunday and Good Friday were marked by Passion-tide music at St John's and Holy Trinity with a joint and augmented choir. 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.
- **Christmas;** Christingle services were held in both churches in December. Many families attended the Candle-lit Nativity Service at Holy Trinity, involving a presentation largely enacted by the children. There were good attendances at both churches for the Carol Services and the Christmas Eve Midnight Services. Crib figures formed a tableau 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 Infant 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 two 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. The Handbell Team welcomes new members to practice at St John's on Wednesdays.
- **Public address and hearing loop systems** were operated by members at each church and TV screens were occasionally used to supplement presentations at services 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 decorated both church buildings. A large Christmas tree with decorations 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 126, but this number increased considerably at festivals throughout the year. The Family Nativity service at Holy Trinity welcomed 330 people and the Service and Nine Lessons and Carols and Christingle Service at St John's welcomed 300 people. Hosted Community Christmas Services welcomed over 500 people.

Baptism, Marriages and Funerals

This year parishioners were able to thank God and celebrate important milestones in their lives in 5 baptisms and 3 Marriages. Twenty-five funeral services were held in church and/or at the crematorium that provided bereavement support to families and friends in their grief and thanksgiving for lives lived in God's Love. The interment of Ashes was available in memorial gardens at both churchyards. Memorial stones 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

Abbeydale and Millhouses Parish has been a member of 'Churches Together in Abbeydale' but the organisation was wound up this year.

The Parish has continued 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 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'

Prayers of reconciliation and the 'Cross of Nails Litany' were said by small groups of members led by Revd. Angie Lauener outside St John's Church on Abbeydale Road South several times during the year. Revd. Canon Dr. Sarah Hills led us in the 'Liturgy for Receiving a Cross of Nails' at Holy Trinity and St John's on 8 December.

Bible Study and Prayer Groups

The Bible Study Group continued to meet fortnightly, completing the study of Matthew's gospel in the first half of the year before moving on to Paul's letters to the Churches in Galatia and Colossae. 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 a new member.

The Prayer Group met weekly in a member's home. The Parish undertook study courses, during Lent at Holy Trinity and St John's based on the USPG Study Guide 'All Things are Possible'. The Parish 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 study. POSADA, a re-enactment of the Holy Family's travels, was circulated in the Parish up to Christmas Eve. Bible Reading Fellowship's 'Guidelines', organised by John Shortland, were available three times a year by subscription for members of the congregations. A short course of study, 'Faith Pictures', enabling and encouraging Church members to be more confident in sharing their faith, was commenced by Rev. Gerrie Sturgeon in December.

St John's Mothers' Union

Margaret Minns, the Branch coordinator, reported that this year has followed the usual format with a current membership of 16 continuing to meet twice a month with an average attendance of 10 members, with visitors from time to time reflecting items on the programme. Our biggest gathering was in February when Jean Morton and Michael Morton-Thorpe related their experiences from a Pilgrimage to the Holy Land. We also had talks about Angels given by Canon Gordon Taylor, our MU Chaplain and the History of Christmas Carols given by Ann Clark. Before Christmas we filled shoe boxes for Samaritan Purse. We enjoyed an Annual Lunch and outing to Dronfield Barn and a Strawberry Tea was held on a sunny afternoon where £120 was raised for the MU Summer Appeal.

The Deanery Lady Day Service was hosted by the Branch and Rev. Gerrie Sturgeon spoke about how Mary's role would be perceived today. Members continue to be active in Church, including Choir, Lunch Club and participating in many rotas required to enable the Church to be run smoothly

Pastoral Work

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. Sometimes we can be helpful with a phone call, so that a number of people for whom we have a concern can be contacted on a regular basis. In past years a number of members have moved from the Parish into care homes or assisted-living flats which means at least nine people outside the Parish are visited regularly in Pitsmoor, Chapeltown, Hathersage, Holmesfield, Crosspool and Nether Edge. Most members 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.

Families of baptised children were visited on their first four anniversaries and 54 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.

Charitable Giving

The PCC has a policy of allocating 10% of planned voluntary income for charitable giving and allocated £8,550 to several charities. The PCC also made *seasonal* appeals for various charities; the Lent Appeal this year was for the Goboka Rwanda Trust that also raised additional sums of £116 on Shrove Tuesday, £115 at a presentation to the Mothers' Union and £72 at the Lady Day Service. In November the Trust updated us on the use of our donation that had enabled the church building to be completed. The Harvest Appeal was for Village Aid, a charity based in Derbyshire, which 'empowers disadvantaged people in

Africa improve their own lives' and collections of food for the Cathedral Archer Project for homeless people in Sheffield. An appeal was made for the DEC Indonesia Tsunami disaster. The Advent Appeal, involving our well attended Christingle Services was, as usual, for the Children's Society;

Charitable Giving 2018	£
Lent Appeal: Goboka Rwanda Trust	2424.00
Asylum seeker:	1000.00
DEC Indonesia Tsunami Appeal	1112.50
Harvest Appeal: Village Aid	1373.13
Cathedral Archer Project	62.50
Red Cross	100.00
Royal British Legion	105.94
Sheffield Churches Council	500.00
Salvation Army	500.00
Sheffield Young Carers Project	600.00
Papyrus	300.00
Lost Chord	500.00
Childrens' Hospital Helipad	600.00
City of Sanctuary	500.00
Sheffield Royal Society for the Blind	500.00
Sheffield Samaritans	450.00
Advent Appeal: Children's Society	2700.24
TOTAL including gift aid tax	13,328.31

Holy Trinity and St John's are **Fairtrade** Churches (St John's was approved this year) agreeing to purchase fair-trade goods for Parish events whenever possible, promote fair-trade and hold a **Traidcraft** stall in our churches every 6 weeks. We are grateful to Paul and Bev Ramsey for organising the stall which this year sold £866 of goods. Together with 16 other churches in Sheffield we continued to support the **Grace Food Bank**, which operates from the Low Edges Estate, by collecting donations of food in our church buildings for the benefit of deprived families. We are grateful for the generous gifts of food and Chris Wrigley's organisation of the collections. £1,004 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.

The Parish joined with Millhouses Methodist Church in **Christian Aid** street and other collections which raised £1050 including £342 raised from the Spring Fair. £500 was donated for legal fees to obtain bail from detention centre and £500 donated towards the air fare for Donia Maria, one of our members who was an **asylum seeker**. Donia thanked the Parish for the support she had received at a time of personal distress whilst seeking asylum and at a joint communion service, we prayed for her safe future. She voluntarily returned to Pakistan in August. The Parish has raised £982.05 towards the **Quetta Appeal** for potential aid to relatives of one of our families, under threat in Pakistan. In addition to our allocated donation of £300, £156.50 was collected towards an appeal for **'Papyrus'**, £56.60 was raised by a sale of cards at Holy Trinity in aid of **'Goodwill Children's Homes in South India'**, £427.50 was raised for **'Eilish Jennings Cancer Treatment Fund'** by sponsoring Claire Rimmer's half-marathon and over £520 was raised at a Quiz Night in October for **'Aqua Box'**.

Children and Families Outreach

- **Children and Families Worker:** Our Mission Partnership with St Peter and St Oswald's PCC is to *'Share God's Love and to support younger children and their families' social and spiritual welfare across the parishes*. Philippa Wilson, the full-time Children and Families Worker, is supervised by the Vicar and Revd. Anesia Cook and 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 and liaising with local primary schools, toddler groups and Croft Corner Day Nursery. A monthly 'Mission Academy Live' series of days was piloted for young people between the age of

11-18 years and in June members of our congregations were invited to hear and share some of our teenagers' experiences of the Gospel. We support Philippa, especially in our prayers, in this demanding and developing role.

- **Toddlers' Groups:** Trinity Tots met in Holy Trinity Church Hall on Wednesdays and Thursdays, where mothers, fathers, carers and young children of both groups 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 12th and 13th December. A well-attended parent and toddlers' group met weekly at St John's church hall. Church member volunteers helped with serving refreshments.
- **'Croft Corner Forest Nursery'** a 63-place day-nursery rated 'Good' by Ofsted, with 20 staff serving over 100 children is supported by the Parish in the Parish Centre and is much appreciated by local parents.
- **Godparents' Sunday:** on the 23 September godparents of children baptised in the past five years were invited to a special joint communion service at Holy Trinity and a celebration cake was shared in the hall after the service.
- **'Soulroots'**, a Church-sponsored youth project, is underwritten by the PCC in partnership with other churches in Sheffield S17. Members of the congregations contributed the majority of the cost of the youth workers. Church members attended the AGM at Christ Church, Dore with Philippa Wilson who is the 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 Johns weekly. The Brownies and Rainbows, sponsored by the Mother of God Church, met in the Parish Centre and Holy Trinity church hall respectively.

Community Outreach

- **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. Gerrie Sturgeon was asked to lead a time of prayer before the meal. New volunteers are invited to help with the meal.
- **'Spring Fair Family Event'** with free entry face painting, charity stalls, prayer and craft areas, music and refreshments was hosted at Holy Trinity church in May and attended by a good number of the local community. The event raised over £300 for Christian Aid.
- **Muslim Welfare Centre;** We responded to the generous gift of a cake from the Muslim Welfare Centre with a similar gift at Harvest to promote interfaith relations.
- **'Christmas is Coming'** community event with free entry was held at Holy Trinity in November. Children and parents of Holy Trinity Tots and St John's Toddlers groups came for play, singing and refreshments in the hall and 'Santa' distributed toys to 60 children throughout the day. Refreshments continued in the hall whilst children's activities, Mothers' Union and gift stalls and the Ballet School performance took place in the church. Traidcraft, Brownies, Christian Books, Bluebell Wood Children's Hospice and Chernobyl Children operated stalls to raise money for their charities. The event welcomed some 200 visitors and raised over £1680 for the charities and Parish Mission.
- **Parish Social Events** were held throughout the year to which all parishioners were invited, including a 'Candlelight Supper', 'Pancake and Pizza Night' at St John's and 'Pancake Night' and at Holy Trinity on Shrove Tuesday, when our Lent Appeal was launched, a 'Frugal Lunch' on Good Friday following the 'Walk of Witness', a 'Salmon and Strawberries' meal, a joint 'Harvest Lunch' at St John's, two 'Quiz Nights' and a 'Beetle Drive'. Coffee Mornings were hosted alternately on Mondays and Tuesdays fortnightly in members' homes and a 'bring and share' lunch was held during August at Holy Trinity. The Badminton, Snooker and Bowls Clubs continued throughout the year in St. John's Hall. In October the Parish Outing, arranged by Maurice Justice and Rosie Nixon, enjoyed a visit to a pie shop in Melton Mowbray and to Leicester Cathedral where the group were expertly guided round the cathedral to hear especially about the life, death and internment of Richard III. The visit was followed by tea in St Martin's House and Evening Prayer led by one of the Cathedral Clergy.
- **Community Support:** we welcomed regular meetings of several adult and children's groups and family parties to both 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.
- **Choirs, orchestras and other music performances** were hosted at Holy Trinity and St Johns this year and of particular note were Sheffield Teachers' and B-Vox Community choirs. 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 voluntary Verger, Eric Lacey, for his considerable work supporting the concerts at Holy Trinity. Two well-attended concerts, in

Summer joined by the Norton Community Choir, were successfully performed by the combined Church and augmented choirs at St John's church.

- **'Lest We Forget', World War 1 Commemoration;** A well-attended and moving event, including organ and piano performances, songs and readings was held at 3.00pm at Holy Trinity on the Centenary of the Armistice on 11 November 2018. The PCC thanked Revd. Canon Ian Draffan for the organisation of the programme.
- **Trio Magazine:** the quarterly magazine of Holy Trinity was distributed free to all homes in Millhouses. The A4-format, 28page full-colour publication, is attractively designed to provide Parish information to all church members and the community. Advertisements, limited to one third of the publication as a matter of policy, covers the cost of production. Volunteers edited, bundled and delivered over 1,800 copies each quarter. The Trio Committee suggested that Trio be distributed throughout the whole Parish, replacing the St John's Newsletter, and the PCC agreed to examine the feasibility of the proposal.
- **St John's Newsletter** was also published quarterly and 25 volunteers distributed it free to 2,500 homes in the former St John's parish area. The full colour A4 folded format newsletter carries information on all the parish services and activities and the outreach in the area has been marked by increased church attendance. The cost of the Newsletter was covered by generous donations from church members.
- **Weekly pew sheets** were published for church members and visitors to provide service information, weekly readings, notices of Parish events and objects for private prayer. The pew sheet, prepared by a rota of volunteers, is jointly produced for both churches.
- **Notice Boards** inside and outside the churches, halls and Parish Centre, provided information about services and activities in the parish. A 'wayside pulpit' poster series was displayed throughout the year on the Holy Trinity Millhouses Lane notice board.
- **A display of leaflets** publicising Parish and Diocesan news, appropriate charities, concerts and events is maintained in both churches and halls.
- **The Parish website (www.amchurchsheffield.co.uk)** was regularly updated and provided information on the Parish Mission, including worship, activities and forthcoming events.

Parish Volunteers

This Annual Report demonstrates how active we are as a Parish and the PCC is grateful for the diligent work of the Committees and the willing support of all our members who volunteer their time and talents in so many ways. This represents many hours of impressive effort of church members without whom the whole Parish Mission could not be undertaken.

Financial Review

Budget and Budget Forecast

The PCC approved the Financial Budget for 2019 and agreed a budget forecast for a five-year period to ensure the ongoing viability of the Parish Mission including estimated expenditure of £183,000 (including up to 50% grant) for reordering works at St John's church.

Financial Statements

Income, including our capital growth of our Church Board of Finance Investment Fund, exceeded £250,000 last year and in accordance with Church of England and Charity Commission law our financial statements are prepared using the accrual method.

General Fund

Total receipts were £177,695. Planned voluntary donations were £97,768 and the PCC expressed their gratitude for the generous giving of our congregations. The remaining income was received in open plate collections, one-off donations, special appeals, bequests, parish events, hire of Holy Trinity Church, investment income and the lease of spaces in St John's car park to Royal Mail. Gift-Aid Tax of £12,493 was reclaimed. Contributions from St Peter and St Oswald's PCC were received towards their share in the Children and Families Mission. The final tranche of £1000 grant aid (of a total of £21,000 over three years) was gratefully received from the Sheffield Church Burgesses Trust towards the employment of the Children and Families Worker. The grant supported the start-up of the full-time Partnership Mission and we are now able to securely continue to maintain our Parish contribution to the salary of the Children and Families Worker as we benefit from CBF Investment Fund dividends.

We spent £166,131 to support the Parish Mission including paying our Common Fund pledge of £78,000 to the Diocese for Ministry that included a contribution of £16,000 to other parishes in the Diocese. The Archdeacons gratefully acknowledged our generous pledge. However, planned giving is falling well below the level required to meet inflationary increases in Parish costs *and* the Diocesan Common Fund, that has been increased to include the 'Future Ministry Fund' of £8,000. The PCC reviewed our Common Fund Pledge for 2019 and decided on £70,000 to maintain the sum at approximately 56% of planned giving plus gift aid tax recovered and which also meets the revised minimum Diocesan Ministry Costs for our parish. The PCC included the proviso that if our circumstances improved we would increase the pledge accordingly.

Expenditure also included the PCC allocation to charitable giving which was reduced this year from our norm of 10% of planned giving, to £8550 to reflect the additional funding to support the asylum seeker last year. A further £4,778 including gift aid tax, raised by special appeals, was added to the PCC allocation for several charities.

The Children and Families Worker's and Parish Administrator's salaries and Directors of Music and organists' fees were paid. Expenses incurred by the Vicar, Associate Clergy, Deacon, lay readers, pastoral workers and the Children and Families Worker, including paying Voluntary Action Sheffield (VAS) to provide payroll services were paid. A new agreement was made with VAS on behalf of the PCC to continue their services. The salary of the Children and Families Worker requires a review next year.

Holy Trinity and St John's Fabric Committees expended £7,156 on routine maintenance and repair of church buildings and grounds that was in excess of the planned budget because of additional costs incurred in the five-year electrical installation tests and consequent repairs. St John's Fabric Committee supervised repairs to damaged stained glass under insurance cover and Quinquennial repairs including pointing the external stonework costing £5070. Holy Trinity's Fabric Committee supervised the installation of a further speaker to the sound system costing £240 and Quinquennial repair works to the tower costing £5321. VAT was reclaimed on the repairs to the tower at Holy Trinity under the Listed Places of Worship Grant Scheme. Our Architect supervised repairs requiring Diocesan Faculty Approval at both church buildings.

St John's Fabric Committee commissioned initial design work by our Architect for the reordering of the church building. A preliminary meeting with the Diocesan Advisory Committee on 6 March was helpful in providing advice on a possible scheme estimated at £183,000. £50,000 was transferred from the General Fund to the CBF Investment Fund to increase dividend and

share growth towards this project. Grant aid is anticipated for up to half the costs of the project. Resurfacing the car park, estimated at £20,000, is also planned for 2019.

A survey of our five buildings was carried out by the Diocesan-approved consultant 'Green Journey' who made recommendations for improving energy efficiency and reducing our carbon footprint. Proposals are being undertaken in each building on a phased basis as appropriate to reduce our energy use. A recommendation to use green energy was postponed pending a review of our current fixed-term energy contracts.

Restricted Funds

The Iris Kippax Music Fund of £869, the Children and Families Fund of £2,990 comprising the balance of the Sheffield Church Burgesses grant and expenses, the Vicar's Discretionary Fund of £500 and the Quetta Appeal of £982 are held in the General Fund. The rent deposit of £2,189 for the Croft Corner Forest Nursery is held in the CBF Investment Fund in order to maintain its value.

Designated Fund

£50,000 has been transferred to the Church of England Investment Fund in order to increase its value towards the potential reordering works at St John's Church.

Trio Magazine Fund

The Trio Magazine Fund received income of £3,563 from advertisers and £3,580 was spent on printing and supply of four editions of the magazine.

Church Halls Fund

Our two church halls received hire charges from regular and one-off hirers totalling £39,599. At Holy Trinity church hall a hearing loop system was installed. At St John's hall the kitchen cupboard doors were replaced and the refurbishment of the toilets completed. A full test of the electrical installation at St John's hall (and church) revealed a number of faults that required repair before a certificate of safety was issued.

The cost of maintenance and repair to both hall buildings was £36,243 including, insurance, utilities, cleaning, hearing loop system installation, kitchen cupboard door replacement, toilet refurbishment, and electricity installation repairs. The PCC accepted a quotation for reorganising the electricity supply to St John's church hall next year, subject to Faculty approval.

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 £23,498. The cost of maintaining the building and grounds to a high standard including insurance, utilities, cleaning, building and grounds maintenance was £17,910.

Financial Balances

We ended the year with a balance of £530,461. Our current account balances are £46,923 and the balance of debtors and creditors amounted to a net debtor of £2,205. £5,595 is held in the Church Board of Finance Deposit Fund and £474,733 is invested in the Church Board of Finance Investment Fund. The Investment Fund reduced in value by 2% due to fluctuations in the stock market, especially in the last quarter of 2018, due to global economic and political impacts. £1,005 is on deposit with the Sheffield Credit Union.

Risk Assessment

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

- Fund Raising; 60% dependant on church members' donations, is maintained by an annual stewardship campaign amongst church members; renewing planned giving pledges with the majority being gift-aided. Gift aid tax is claimed on gift-aided and non-gift-aided planned giving, collections, general and charitable giving donations, including on cash donations of £20 or less up to £8,000 for each church building. Changes in taxation law affecting gift aid are monitored.

22% is raised through hire of buildings and is maintained by an annual review of hire charges. 7% is raised through managed investments.

- The CBF Deposit and CBF Investment Funds are managed by CCLA on behalf of the Church Board of Finance. The Investment Fund is designed to provide long-term capital growth and increasing dividend income. Both funds are advised by the Church of England's Ethical Advisory Group.
- The Sheffield Credit Union is regulated by the Financial Conduct Authority guaranteeing our deposit.
- The current account bank balances of the General and other Funds, up to £85,000, are each safeguarded by the Financial Services Compensation Scheme.
- Cheque payments require two approved signatories and cash is banked weekly.
- All contracts over £1000 are subject to competitive quotations and to PCC approval. Our church buildings and halls' energy contracts are advised by our energy broker, Annex Solutions Ltd. in order to obtain long-term tariff benefits.
- The risks of employing the Children and Families Worker are mitigated 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 also currently ensures a secure and increasing 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 Church Workers Pension Fund and the 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's 2016 report indicated the fund was in surplus. The Pension Fund is advised by the Church of England's Ethical Investments Advisory Group. The Pensions Regulator confirmed in January 2018 that a declaration of compliance under the Pensions Act 2008 for Automatic Enrolment (AE) had been completed on behalf of the PCC. The PCC complies with the proposed statutory changes in AE minimum contributions due in April 2019.
- The Children and Families Worker, 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 as trustees are DBS checked in accordance with Diocesan guidance.
- Both church buildings are inspected by the Church Wardens annually and surveyed by our appointed architect every five years and recommended repairs undertaken. Works requiring a Faculty are supervised by our architect. The church halls and Parish Centre are inspected annually by the relevant Committees and qualified professional advice is obtained if substantial repair or maintenance works are required.
- 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 duties to provide adequate information under Health and Safety Regulations when appointing professional advisors or contractors for building works.
- 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.
- Adequate 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 £31,894, that is held in the current bank accounts of the General Fund, Trio Magazine Fund, Church Halls Fund, Parish Centre Fund and CBF Deposit Fund. The unrestricted reserves, excluding investments, were £41,598 of which £12,018 is included in debtors, providing for adequate cash-flow and emergency expenditure to be met. The PCC has also agreed a policy of holding reserves for *Restricted Funds* and a *Designated Fund* for the Reordering Work at St John's in the Church of England Investment Fund.

Signed:

Revd. Canon Peter Ingram - Chairman**Juanita Haigh - Church Warden**

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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 2018

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 2018.

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

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.

RICHARD MURDOCH BA (HONS) FCA
Independent Examiner

HEBBLETHWAITES
2 Westbrook Court
Sharrow Vale Road
Sheffield
S11 8YZ

Date.....

Parochial Church Council of Abbeydale and Millhouses

Statement of Financial Activities

Year ended 31 December 2018

		Unrestricted funds £	2018 Restricted funds £	Total funds £	2017 Total funds £
Income	Note				
Donations and legacies	4	137,447	12,812	150,259	175,741
Charitable activities	5	74,811	–	74,811	61,802
Investment income	6	14,738	70	14,808	14,120
Total income		<u>226,996</u>	<u>12,882</u>	<u>239,878</u>	<u>251,663</u>
Expenditure					
Expenditure on raising funds:					
Ministry expenses	7	(150,880)	(4,778)	(155,657)	(174,990)
Expenditure on charitable activities	8,9	(72,788)	(10,244)	(83,033)	(80,579)
Total expenditure		<u>(223,668)</u>	<u>(15,022)</u>	<u>(238,690)</u>	<u>(255,569)</u>
Net (losses)/gains on investments	10	(9,864)	–	(9,864)	35,983
Net (expenditure)/income and net movement in funds		<u>(6,536)</u>	<u>(2,140)</u>	<u>(8,676)</u>	<u>32,077</u>
Reconciliation of funds					
Total funds brought forward		<u>529,467</u>	<u>9,670</u>	<u>539,137</u>	<u>507,060</u>
Total funds carried forward		<u>522,931</u>	<u>7,530</u>	<u>530,461</u>	<u>539,137</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 20 to 28 form part of these financial statements.

Parochial Church Council of Abbeydale and Millhouses

Statement of Financial Position

31 December 2018

	Note	2018 £	2017 £
Current assets			
Debtors	14	12,018	14,099
Investments	15	481,333	441,195
Cash at bank and in hand		46,923	89,376
		<u>540,274</u>	<u>544,670</u>
Creditors: amounts falling due within one year	16	<u>9,813</u>	<u>5,533</u>
Net current assets		<u>530,461</u>	<u>539,137</u>
Total assets less current liabilities		<u>530,461</u>	<u>539,137</u>
Net assets		<u>530,461</u>	<u>539,137</u>
Funds of the charity			
Restricted funds		7,530	9,670
Unrestricted funds		522,931	529,467
Total charity funds	17	<u>530,461</u>	<u>539,137</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 J E Haigh
Church Warden and Trustee

The notes on pages 20 to 28 form part of these financial statements.

Parochial Church Council of Abbeydale and Millhouses

Statement of Cash Flows

Year ended 31 December 2018

	2018 £	2017 £
Cash flows from operating activities		
Net (expenditure)/income	(8,676)	32,077
<i>Adjustments for:</i>		
Net losses/(gains) on investments	9,864	(35,983)
Other interest receivable and similar income	(14,808)	(14,120)
Accrued expenses	4,280	2,665
<i>Changes in:</i>		
Prepayments and accrued income	2,081	23,672
Cash generated from operations	(7,259)	8,311
Interest received	14,808	14,120
Net cash from operating activities	<u>7,549</u>	<u>22,431</u>
Cash flows from investing activities		
Movements on investments	(40,138)	(36,986)
Net gains/(losses) on investments	(9,864)	35,983
Net cash used in investing activities	<u>(50,002)</u>	<u>(1,003)</u>
Net (decrease)/increase in cash and cash equivalents	(42,453)	21,428
Cash and cash equivalents at beginning of year	<u>89,376</u>	<u>67,948</u>
Cash and cash equivalents at end of year	<u>46,923</u>	<u>89,376</u>

The notes on pages 20 to 28 form part of these financial statements.

Parochial Church Council of Abbeydale and Millhouses

Notes to the Financial Statements

Year ended 31 December 2018

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 2018

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 2018

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 2018

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 (2018: £1,849, 2017: £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 2018

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 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	6,293	220	6,513
Grants receivable	2,251	7,332	9,583
Church activities	4,589	–	4,589
	<u>137,447</u>	<u>12,812</u>	<u>150,259</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £
Donations			
Planned giving	98,104	–	98,104
Collections - ordinary	4,429	–	4,429
Collections - charity	–	3,668	3,668
Gift Aid recoverable	29,226	–	29,226
Other donations and legacies			
Bequests and donations in memory	13,624	–	13,624
Other donations and income	7,338	1,000	8,338
Grants receivable	2,231	11,336	13,567
Church activities	4,785	–	4,785
	<u>159,737</u>	<u>16,004</u>	<u>175,741</u>

5. Charitable activities

	Unrestricted Funds £	Total Funds 2018 £	Unrestricted Funds £	Total Funds 2017 £
Parish ministry (including PCC fees)	8,191	8,191	5,608	5,608
Parish Centre - Lettings income	23,498	23,498	19,038	19,038
Church Halls - Lettings income	39,559	39,559	33,815	33,815
TRIO - Advertising revenue	3,563	3,563	3,341	3,341
	<u>74,811</u>	<u>74,811</u>	<u>61,802</u>	<u>61,802</u>

Parochial Church Council of Abbeydale and Millhouses

Notes to the Financial Statements *(continued)*

Year ended 31 December 2018

6. Investment income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Interest on CBF Deposit Fund	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>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £
Interest on CBF Deposit Fund	17	–	17
Dividends on CBF investment Fund - income shares	14,033	70	14,103
	<u>14,050</u>	<u>70</u>	<u>14,120</u>

7. Ministry expenses

	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
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	6,191	–	6,190
	<u>150,880</u>	<u>4,778</u>	<u>155,657</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £
Parish office and secretarial expenses	6,540	–	6,540
Payments to Diocese Common Fund	83,004	–	83,004
Ministry expenses	5,851	–	5,851
Diocesan fees	2,229	–	2,229
Lighting and heating	7,303	–	7,303
Insurance	4,536	–	4,536
Repairs and maintenance	29,556	–	29,556
Music Directors, Organists and Music	9,023	–	9,023
Upkeep of Services	2,351	–	2,351
Donations to Charities	15,118	3,668	18,786
Other expenses	5,811	–	5,811
	<u>171,322</u>	<u>3,668</u>	<u>174,990</u>

Parochial Church Council of Abbeydale and Millhouses

Notes to the Financial Statements *(continued)*

Year ended 31 December 2018

8. Expenditure on charitable activities by fund type

	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	12,775	10,244	23,020
Independent examination	2,280	–	2,280
	<u>72,788</u>	<u>10,244</u>	<u>83,033</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £
Parish Centre expenditure	14,503	–	14,503
Church Halls expenditure	38,371	–	38,371
TRIO expenses	3,520	–	3,520
Children and Youth Work	8,152	14,101	22,253
Independent examination	1,932	–	1,932
	<u>66,478</u>	<u>14,101</u>	<u>80,579</u>

9. Expenditure on charitable activities by activity type

	Activities undertaken directly	Support costs	Total funds 2018 £	Total fund 2017 £
Parish Centre expenditure	17,910	–	17,910	14,503
Church Halls expenditure	36,243	–	36,243	38,371
TRIO expenses	3,580	–	3,580	3,520
Children and Youth Work	23,020	–	23,020	22,253
Independent examination	–	2,280	2,280	1,932
	<u>80,753</u>	<u>2,280</u>	<u>83,033</u>	<u>80,579</u>

10. Net (losses)/gains on investments

	Unrestricted Funds £	Total Funds 2018 £	Unrestricted Funds £	Total Funds 2017 £
(Losses)/gains on revaluation of investment assets	<u>(9,864)</u>	<u>(9,864)</u>	<u>35,983</u>	<u>35,983</u>

11. Independent examination fees

	2018 £	2017 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>2,280</u>	<u>1,932</u>

Parochial Church Council of Abbeydale and Millhouses

Notes to the Financial Statements *(continued)*

Year ended 31 December 2018

12. Staff costs

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

	2018	2017
	£	£
Wages and salaries	27,424	26,507
Other pension costs	<u>1,849</u>	<u>1,849</u>

The average head count of employees during the year was 2 (2017: 2).

No employee received employee benefits of more than £60,000 during the year (2017: Nil).

13. Trustee remuneration and expenses

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

14. Debtors

	2018	2017
	£	£
Prepayments and accrued income	<u>12,018</u>	<u>14,099</u>

15. Investments

	2018	2017
	£	£
The CBF Church of England Investment Fund - Income Shares	474,733	434,597
The CBF Church of England Deposit Fund	5,595	5,595
Sheffield Credit Union	<u>1,005</u>	<u>1,003</u>
	<u>481,333</u>	<u>441,195</u>

Movements during the year:

	2018
	£
At 1 January 2018	441,195
Additions at cost	50,002
Net (losses)/gains	<u>(9,864)</u>
At 31 December 2018	<u>481,333</u>

16. Creditors: amounts falling due within one year

	2018	2017
	£	£
Accruals and deferred income	<u>9,813</u>	<u>5,533</u>

Parochial Church Council of Abbeydale and Millhouses

Notes to the Financial Statements *(continued)*

Year ended 31 December 2018

17. Analysis of charitable funds

Unrestricted funds

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

Designated Funds comprise:

	At 1 January 2018	Net Movement	At 31 December 2018
	£	£	£
Church Halls	21,879	(7,452)	14,427
Parish Centre	9,414	(4,589)	4,825
TRIO	723	(17)	706
Investments	441,195	40,138	481,333
	<u>473,211</u>	<u>28,080</u>	<u>501,291</u>

Restricted funds

	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 January 2018	Net Movement	At 31 December 2018
	£	£	£
Children & Youth Work	5,902	(2,912)	2,990
Rent Deposit	2,119	70	2,189
Iris Kippax Fund	649	220	869
Vicar's Discretionary Fund	1,000	(500)	500
Quetta Appeal	-	982	982
	<u>9,670</u>	<u>(2,140)</u>	<u>7,530</u>

18. Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	Total Funds 2018	Total Funds 2017
	£	£	£	£
Current assets	532,744	7,530	540,274	544,670
Creditors less than 1 year	(9,813)	-	(9,813)	(5,533)
Net assets	<u>522,931</u>	<u>7,530</u>	<u>530,461</u>	<u>539,137</u>