# 2019

### Sheffield St. Mark Broomhill

(Registered charity number 1128758)

# Financial Statements of the Parochial Church Council of The Ecclesiastical Parish of St Mark's Broomhill, Sheffield

for the year ended 31 December 2019

#### **Incumbent:**

**Revd Sue Hammersley** 

#### **Honorary Treasurer:**

Mr David Armstrong

#### Bank:

HSBC Bank plc Broomhill

#### **Independent Examiner:**

Julie Holderness Roddis Taylor Robinson Chartered Accountants

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# Final

Sheffield St Mark Broomhill Final v3

#### Annual Financial Report of the Parochial Church Council for the year ended 31 December 2019

#### Administrative information

St Mark's Church is situated in Broomhill, Sheffield, next to the Royal Hallamshire Hospital. It is part of the Diocese of Sheffield within the Church of England. The correspondence address is the Vicarage. 4 St Mark's Crescent. Sheffield S10 2SG.

St Mark's Parochial Church Council ("PCC") is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure and is a Registered Charity (no. 1128758). Members of the PCC are either ex officio, elected by the Annual Parochial Church Meeting ("APCM") or co-opted. The last APCM was on 28 April 2019 ("APCM 198"). PCC members who have served at any time during 2019 until the date of this report are:

Clergy	Incumbent:	Assoc.Vicar	Assist. Priest	Curate
	Revd Sue Hammersley	Revd Sarah Colver	Revd Shan Rush	Revd Caitlin Thomson
Wardens:	Dr Philip Booth	Mrs Pat Hunt		

Representatives on the Deanery & Diocesan Synods:

Anne Padget Lu Skerratt

Elected members: 2018 PCC 2019 PCC

Mark Ansell **David Ryder** David Anson Anna Ryder **David Armstrong** Juliet Storey **David Armstrong** Hannah Speed **Rosie Hunt Briony Tayler** Rosie Hunt **Briony Tayler** Michael Waring Cath Williamson Diana Merrills Sandra Newton Sandra Newton Jonathan Williamson Jane Padget Jonathan Williamson Jane Padget Michael Willis Tanva Ralph Michael Willis Anna Ryder

Co-opted Jane Keeling (from 22.5.17)

Observers: Ms Kate Pinder The Beacon at Broomhill MC

Vacant St Andrews URC

#### Structure, governance and management

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

#### Objectives and activities

The PCC has the responsibility of cooperating with the Incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including how the funds of the PCC are to be spent

The PCC also operates through a number of committees that meet between full meetings of the PCC. These are: Standing (with the power to transact the business of the PCC between its meetings, subject to any directions given by the PCC), Finance and Fabric, Faith and Justice, International, Home Donations, Communications, Children, Young People and Students (CHYPS), Pastoral and Hospitality.

#### **Church Attendance**

The electoral roll was updated from scratch this year - this is done every 6 years. As expected this resulted in a reduction in numbers. At 28 April 2019 there were 179 on the Church Electoral Roll. Details of changes in the Roll during 2018/19 will be notified at the APCM on 28 April 2020. The average Sunday attendance during 2019 was 175, but this number increased at festivals.

#### Review of the year

The report on the activity of the PCC during the year together with reports from the clergy, wardens, the above mentioned PCC committees and other groups within the Church are given in the Annual Report for the year, published separately to this Annual Financial Report.

Reserves Policy Unrestricted cash & Reserves £ 390,371 (£365,971 2018)

Unrestricted cash and reserves at 31 December 2019 are shown above (with last years figure for comparison). These are funds in the HSBC current accountand General and Fabric deposit account.

The PCC has a policy to maintain sufficient cash reserves to cover at least three month's unrestricted payments are maintained. It is the PCC's policy to invest deposit fund balances with the CCLA Church of England Deposit Fund and the Sheffield Credit Union.

#### Payments to PCC members, persons closely related them or other related parties

PCC members receiving payments from the PCC during the year included the Vicar, Associate Vicar and Assistant Priest (see notes 5(c), 5(d) and 3(a) for details of their allowances and expenses). They did not participate in discussions concerning payments made to them. No payments or expenses were paid to any other PCC member, persons closely connected to them or other related parties.

#### Financial Review (from the 2019 Financial Statements)

#### Financial summary

-£1,143

In 2019 the General fund ran a modest deficit shown above. This was similar to 2018 and significantly better than feared part way through the year. These extra fundraising and genorisity in the second half of the year clealy made a significant difference.

Income was significantly higher than budget. This was mainly due to higher sundry donation over £6,000 over budget. However it was also very positive to see that regular giving increased.

Expenditure was also slightly higher than budget. This was mainly casued by electricity costs being significantly higher than the budget, most other costs reduced which helped to contain the overall increase.

#### Significant financial events of the year

During 2019 there were a number of actions taken that impacted the finances. Some of these were really started by changes made late in 2018 with the full impact becoming clear 2019. These events include:

- 1 The phone contract with BT was revised: this saves around £500 in a full year
- 2 The copier/printer was getting old and was upgraded to a newer machine. This is leased with both a rental cost and a cost per page printed. Both of these rates were lower with the new machine. This again is expect to save about £500 over a full year.
- 3 The excess on the Insurance policy was increased which decreases the premium. In any one year this could either increase or decrease insurance costs depending on what claims are made. The reduction in the rate was £449 pa. this will be the maximum saving. The excess was increased from £250 to £1,000 so for a large claim this could cost £750 for each major claim.
- 4 We have cancelled a maintenance contract with British Gas for boilers and general plumbing. This saves over £900 in a full year. It was agreed that this is no longer required as the new boiler being purchased comes with a maintenance agreement and we have contacts with other tradespeople that we can call on when needed.
- 5 In May we purchased a new boiler. This is significantly more efficient than the old one so should save on Gas.
- 6 In May we also received a far larger than expected electricity bill, £9,000 (more than double last year) this prompted a review of the budget to see if further savings could be made. A possible significant deficit was identified at this stage.
- 7 The electricity bill also included some errors in the rates and VAT. This was queried with Green Journey / supplier and refunds were received to correct both rates and VAT
- 8 As part of the financial review it was agreed to move our regular giving to the Parish Giving Scheme. This makes significant reductions to local admin and improves the cash flow as the tax refunds from HMRC are received each month rather than a few times a year. This is a major change for all regular givers and the transfer is still ongoing.
- 9 There was also a review of our investments, both who manages them and how they are invested. This is a long term process as the current investments are complex and not simple to change. This review will continue for some time with an expectation that we can make things simpler and easier to understand.
- 10 Our internet connection with Plus net upgraded to allow higher bandwidth that was required for the new heating controller. This allows the temperature in several parts of the church to be more accurately monitored and the impact of the heating better
- 11 We had Giving cards printed with details of text giving and the bank account for direct giving. The number of text donations is quite small but there have been a few over the year.
- 12 As part of the investment review I approached the diocese to discuss the rationalisation of our reserves. This was a step forwards with the Diocese needing to try to find details of our endowments.
- 13 The Monopoly moment (Bank error in your favour collect £200). The bank made some mistakes with how statements are printed and gave us £200 as compensation. The problem was not resolved at the first attempt and further compensation is expected.
- 14 To help to contain the deficit several events were organsised to try to raise some further funds.
- 15 A card reader was purchased to allow donations or purchases by card in addition to cash and cheque. This has not been widely used yet.

#### Trends

Both income and expenditure have increased by about the same amount. This has produced a small deficit similar to last year.

The increase in regular giving is very positive. The large amount of sundry donations is good for this year but might not be sustainable for future years.

The efforts to contain expenditure have been successful but rather overshadowed by the major increase in electricity, mainly used for heating

Using the income from the Home from Home house has had a significant positive impact.

There have been significant capital gains in 2019 whereas there was a small loss in 2018.

#### **Budget differences**

Overall both income and expenditure were close to budget. There were a few significant differences:

Donated income was higher in all areas especially sundry donations. Thank you.

Income from investments was significantly lower. These are being reviewed but this is a slow process as the current set of accounts is very complex and not easy to change.

Electricity costs were even higher than expected - this is nearly all heating. We have to negotiate contracts over several years so this is likey to continue for several years at least.

Printing and stationery costs are also high. This requires further investigation.

#### Transfers between funds.

It was agreed in the January PCC that the Mainland Bursary accounts are more accurately recorded as Designated accounts. This is because there is no legal trust which would be required if they were Endowment funds. The two accounts: Investment (£20,511) and Deposit (£6,818) have been transferred to the Designated portion of the accounts as at 31Dec19.

Legacies During 2019 we received four additional legacies. Two of these were further payments from existing legacies and two were new.

Margaret Lyons	£	6,157
Eileen Stamper	£	18,271
Graham Murray	£	5,000
Mavis Hewitt	£	10,000
TOTAL	£	39,428

All legacies and bequests received were unconditional as to their use and have been placed in the Designated Fund General Reserve whilst the PCC considers how they should be utilised.

Fixed Assets During 2019 funds were spent on a number of items that are classified as fixed assets and therefore depreciated over time. These were:

Carpet in lounge	£	2,065
ATAG 128C Combi Boiler	£	1,855
Cooker for kitchen	£	3,930
Heating controller for church	£	1,986
Lounge lighting	£	742
Lounge curtains	£	1,294
TOTAL	£	11,872

#### **Endowment funds**

These funds are invested with CCLA with the expectation of long term growth. However value of these funds changes over time and some years may show a decrease. The change in the last year is shown below The figues below show a reduction due to the transfer of the Mainland Bursary accounts. Before this transfer there was a gain of £14,293

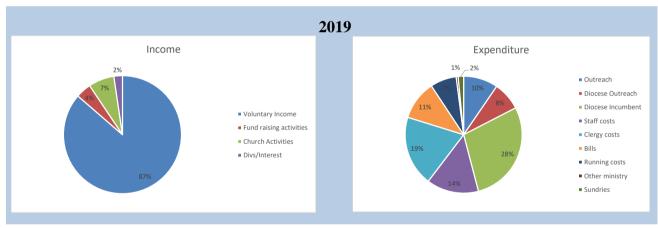
31-Dec-18 £	106,199
31-Dec-19 £	101,391
Difference -f.	4 808

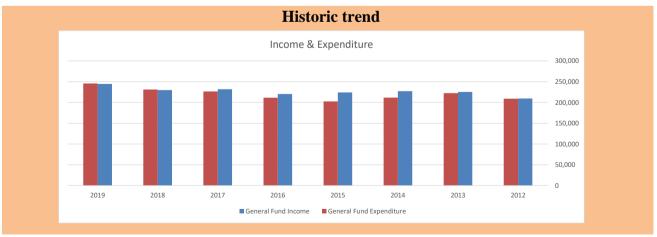
David Armstrong, PCC Honorary Treasurer September 2020

St Mark's PCC Accounts
For the year ended 31 December 2019
Annual Financial Report Summary

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General fund only		2019	2018	2017	2016	2015	2014	2013	2012	Movement 2019-2018	%
		2017	2010	2017	2010	2015	2014	2013	2012	2017-2010	70
General Fund Income		244,542	229,617	231,809	220,363	224,170	227,097	225,268	209,521	14,925	6%
General Fund Expenditure		245,685	231,163	226,479	211,418	202,492	211,545	222,391	208,993	14,522	6%
Surplus / (Defit)		-1,143	-1,546	5,330	8,945	21,678	15,552	2,877	528	403	
Surpius / (Dent)		-1,143	-1,540	3,330	0,743	21,070	13,332	2,077	328	403	
Income details											
Voluntary Income	2.a	211,209	198,373	202,933	191,098	205,655	202,464	205,036	191,880 >	12,836	6%
Fund raising activities	2.b	10,360	10,687	10,418	10,704	530	7,330	195	848	- 327	-3%
Church Activities	2.d	17,265	19,116	17,429	17,694	16,982	16,336	19,086	15,846	- 1,851	-10%
Divs/Interest	2.c	5,708	1,441	1,029	867	1,003	967	951	947	4,267	296%
		244,542	229,617	231,809	220,363	224,170	227,097	225,268	209,521	14,925	
Expenditure details											
Outreach	5.a	23,474	23,385						\	89	0%
Diocese Outreach		19,351	17,170						\	2,181	13%
Diocese Incumbent	5.b	70,000	70,000							-	0%
Staff costs	5.c	35,435	32,675						\	2,760	8%
Clergy costs	5.d	47,788	46,887						\	901	2%
Bills	5.e	26,791	16,476						\	10,315	63%
Running costs	5.f	17,809	18,259						/	- 450	-2%
Other ministry	5.g	1,345	1,284						\	61	5%
Sundries	5.h	3,692	5,027						/	- 1,335	-27%
		245,685	231,163							14,522	
		-									
Unrestricted Cash & Reserves											
General Reserves (Bank & deposit)		189,760	331,915	291,970	202,550	54,605	36,463	30,935	25,110	24,163	7%
Other reserves and accounts		166,318									
Unrestricted Fabric Reserv	/es	34,293	34,056	36,807	42,177	46,297	43,749	41,539	42,740	237	1%
		390,371	365,971	328,777	244,727	100,902	80,212	72,474	67,850	24,400	7%





# St Mark's PCC Accounts For the year ended 31 December 2019 Budget Compare - GENERAL FUND ONLY

**Budget Compare - GENERAL FUND ONLY** 2019 Budget 2019 Actual Difference %age Income Donated income 150,000 Planned giving 154,402 4,402 3% Income Tax recovered 37,800 39,013 1.213 3% 9,786 1,786 22% Collections at all services 8,000 **Sundry Donations** 2,000 8.009 6,009 300% Activities for generating funds 10,710 10,360 350 -3% Car park Income from investments 4,000 1,858 2,142 -54% Other Income 9,490 74 Church and room hire 9.564 1% PV Panel feed in tarif 3,800 3,810 10 0% 1,800 2 914 Fees 1.114 62% Magazine 1,000 977 23 -2% Home from Home income 3,850 3,850 TOTAL 228,600 244,543 15,943 Expenditure Donations International Donations 13,000 13,000 0% Home Donations 6,600 6,765 165 3% 1.000 709 291 -29% Soup Run CTBB grant 3,000 3,000 0% Ministry 89,351 0% Diocesan Common Fund 89,351 Vicarage Water / Sewage Charges 800 704 96 -12% Vicar's discretionary fund 400 400 0% Vicars expenses 3,070 2,260 810 -26% Assoc vicar - expenses 1,200 1,457 257 21% Assoc vicar - house rent 5,475 5,456 19 0% 36,378 0% Assoc vicar - stipend etc 36,357 21 Water / Sewage and alarm maintenance 520 505 15 -3% Curate costs 297 297 Assistant Priest Expenses 400 550 150 37% Visiting clergy and speakers 400 181 219 -55% Children and Youth work 750 457 293 -39% 500 322 178 Lay training and visits -36% Student and Young Adult work 500 46 455 -91% Pastoral Expenses Church conference/Parish weekend Running Costs Gas 2,000 1,644 356 -18% Electricity 15,000 17,892 2,892 19% 1,400 -40% Water & Sewage 837 563 Church repairs and maintenance 5,700 5,491 209 -4% 2,736 1.205 Post & Printing 1,531 127% Printing Licences 775 775 0 0% IT Support 420 517 97 23% Telephones & Broadband 1,200 829 371 -31% Copier 900 889 11 -1% 1,360 1,904 Grounds sundry expenses 544 40% Waste collection 410 306 104 -25% Insurance Premium 5 725 5,283 442 -8% Cleaning 6,500 6,619 119 2% Caretaker 7,200 6,619 -8% 581 14,872 Administrator Services 16,500 1,628 -10% 8,100 0% Director of Music (Payroll etc) 8,100 0 Organ / Piano Tuning and Repair 1.250 1.174 76 -6% Music Expenses 410 441 8% Organist / Organ Practice Fees 1,530 700 830 -54% Wine / Wafers / Candles 830 762 69 -8% Library books & Cards 150 130 20 -13% 461 Accounting Costs 1,600 1.139 -29% Sundry expenses 2,041 ,541 308% 500 380 Trips and Events 500 120 -76% Home from Home expenses 1,515 1,515 20 Depreciation 511 244,508 245,685 686

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## Sheffield St. Mark Broomhill

# Statement of Financial Activities For the year and all December 2010

For the year ended 31 December 2019		Current Year						Previous Year			
			icted Funds	Restricted	Endowment	Total Funds		cted Funds	Restricted	Endowment	Total Funds
	Note	General £	Designated £	Funds £	Funds £	2019 £	General £	Designated f.	Funds £	Funds £	2018 £
<b>Income and Endowments</b>	Note	T.	æ	æ	æ	£	1	Į.	r	ı.	r
Voluntary income	<u>2.a</u>	211,209	43,428	4,636	-	259,273	198,373	151,484	3,490	-	353,347
Activities for generating funds	<u>2.b</u>	10,360	-	-	-	10,360	10,687	-	-	-	10,687
Income from investments	<u>2.c</u>	5,708	584	1,687	1,410	9,389	1,441	194	1,575	1,354	4,564
Church activities	<u>2.d</u>	17,265	-	100	-	17,365	19,116	-	14,842	-	33,958
<b>Total Income</b>		244,542	44,012	6,423	1,410	296,387	229,617	151,678	19,907	1,354	402,556
Expenditure											
Church Activities	<u>3.a</u>	245,685	42,565	12,387	-	300,637	231,163	29,905	22,802	-	283,870
Raising funds	3.b	-	-	-	-	-	-	-	-	-	-
Total Expenditure		245,685	42,565	12,387		300,637	231,163	29,905	22,802		283,870
Net Income/(Expenditure)											
Before Investment Gains/(Losses)		(1,143)	1,447	(5,964)	1,410	(4,250)	(1,546)	121,773	(2,895)	1,354	118,686
Net Gains and Losses on Investments		-	-	-	14,293	14,293	-	-	-	(2,667)	(2,667)
Net Income /(Expenditure)		(1,143)	1,447	(5,964)	15,703	10,043	(1,546)	121,773	(2,895)	(1,313)	116,019
Transfers Between Funds											
							-	-	-	-	-
Transfer of Mainland Deposit Transfer of Mainland Investment		-	6,318 20,511	(6,318)	(20,511)	-	-	-	-	-	-
Transfer of Mannand Investment		-	20,511	-	(20,511)	-	-	-	-	-	-
<b>Net Movement in Funds</b>		(1,143)	28,276	(12,282)	(4,808)	10,043	(1,546)	121,773	(2,895)	(1,313)	116,019
Balances Brought Forward at 1 January 2019 (2018)		40,841	530,933	168,467	106,199	846,440	42,387	409,160	171,362	107,512	730,421
Balances Carried Forward at 31 December 2019 (2018)		39,698	559,209	156,185	101,391	856,483	40,841	530,933	168,467	106,199	846,440

## **Sheffield St. Mark Broomhill**

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#### **Balance Sheet at 31 December 2019**

Bulunce sheet at 51 Beechiser	_01/	20	2018		
	Note	£	£	£	£
Fixed Assets					
Tangible Fixed Assets	<u>7.a</u>				
Building and organ improvements		222,872		241,254	
Major redecoration		-		-	
Fixtures, fittings & equipment		12,716		6,903	
			235,588		248,157
Investments	<u>7.c</u>				
Parochial Church Council property		34,907		29,405	
Trust funds administered by the PCC		86,995		76,794	
Social house investment	<u>7.b</u>	70,326	·	73,382	
			192,228		179,581
Current Assets					
Monetary Assets and Debtors	<u>7.d</u>				
Cash at bank and in hand		28,433		36,984	
Deposit accounts		401,403		377,597	
Debtors and prepayments		6,958		11,147	
		436,793		425,728	
Liabilities: Amounts falling					
due within one year					
Accruals and deferred income	<u>7.e</u>	(8,127)		(7,026)	
Net Current Assets			428,667		418,702
Net Assets			856,483	- -	846,440
Represented by:				-	
Funds	<u>8</u>				
Unrestricted	_		598,907		571,774
Restricted			156,185		168,467
Endowment			101,391		106,199
			856,483	-	846,440

Approved by the Parochial Church Council on 23rd September 2020 and signed on its behalf by:

Revd Sue Hammersley (Vicar)

Mr David Armstrong (Honorary Treasurer)

The notes on pages 9 to 28 form part of these accounts