

**St. Catherine's Church**  
**Report and Financial Statements**  
**for the year ended 31 December 2011**

# St. Catherine's Church

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# St. Catherine's Church

## Parish Church Councils' Annual Report for the year ended 31 December 2011

The Parish Church Council (PCC) present their report together with the financial statements of the church for the year ended 31 December 2011. The financial statements have been prepared in accordance with the accounting policies set out on pages 7 and 8.

### Members of the Parish Church Council

The members of the Parish Church Council who served the church during the year were:

Edward Marcus Green (Vicar & Chair resigned during 2011)  
Rev Gill Tuck (Interim Chair during Interregnum)  
Lesley Wilson (Vicar's warden)  
David Carver (Vicar's sub warden)  
Julie Davies (People's warden)  
Rhian Satherley (People's sub warden)  
Pat Williams (All Saints sub warden)  
David Tazzini-Lloyd (Treasurer)  
Sam Trask (Health & Safety co-opted at PCC meeting 23rd May 2011)  
Ian Masson (Secretary)

Ex-Officio members of the Parish Church Council

Rev Anne Swann (St. Caths Plus Worker)  
Trish Tazzini-Lloyd (St. Catz Kidz Children's Worker)

Elected at ACM 2009 (due for re-election 2012)

Elsbeth James  
Jane Lewis  
Derek Phillips  
Rona Satherley (Child Protection Officer)

Elected at ACM 2010 (due for re-election 2013)

Liz Isingrini  
Colin Knowles  
Ian Masson (Secretary)  
Ashley Price  
Joyce Stephens  
Sandra Thomas

Elected at ACM 2011 (due for re-election 2014)

Val Booth  
Mark Broadway  
Stewart Franklin  
Philip Miles  
Sharon Morris  
Mary Williams

## St. Catherine's Church

### Parish Church Councils' Annual Report for the year ended 31 December 2011

#### **Structure, Governance and Management**

St. Catherine's Church is part of The Church in Wales.

The Church in Wales is split into six dioceses. St. Catherine's Church is part of the Llandaff diocese.

St Catherine's Church is run by the Parochial Church Council (PCC). The PCC is currently made up of 22 members and one observer, of which the chairperson is customarily the Vicar. The PCC is comprised of the chairman, the 2 parish wardens, the 2 St Catherine's sub-wardens, the sub warden from All Saints, the treasurer (at present, pending the next congregational meeting this is the assistant treasurer), the two ex-officio full-time lay workers, one co-opted member, and presently 12 out of a possible 18 elected members. The Revd Gill Tuck also attends as an observer, being part of the management committee in her role as Pastoral Visitor, but as a retired cleric she is ineligible to be a full member of the PCC under Church in Wales rules.

#### **Appointment of Council Members, Induction and Training**

The election of the members of the PCC takes place once a year. There is no official induction or training policy, but new members are given all the help and support required from the Chair person and long standing members.

#### **Objectives and Aims of the Church**

The Church's aims and objectives are governed by the objectives of the diocese of Llandaff.

The mission statement of the diocese is "to develop the ministry and discipleship of all God's people throughout the Diocese so that, transformed ourselves, we might play our part in transforming God's world."

As part of the diocesan mission statement, St Catherine's has always held as its mission statement the core values of worship, evangelism and compassion. During 2010 the PCC prepared a full development of our mission statement which can be read at

*<http://www.gdpj.co.uk/stc/Resources/mission%20statement.pdf>*

and which is summed up in the sentence:

"We at St Catherine's are called to love God and our neighbour in worship, through evangelism and with compassion."

#### **Review of the Year**

Financially, 2011 has been both a challenging and an exciting year for us at St. Catherine's.

Throughout the year, as well as managing our day to day financial commitments, there has been the continuing challenge of paying off the arrears on our gas bill. While this has been quite difficult, the good news is that, well before the end of the next financial year, all of these payments will have been made.

The breakdown of the boiler just before Christmas was also a big financial challenge but again, with the generosity of many people, and with good financial management by our treasurer, this problem has been solved.

## St. Catherine's Church

### Parish Church Councils' Annual Report for the year ended 31 December 2011

The really exciting financial news this last year has been the granting of funds for our hall project. After six years in the planning, building work is due to start at the beginning of 2012. When it's been completed, we'll be so much better equipped to continue our community projects as we reach out to try to help to make people's lives better. Our thanks go to Marcus who had the vision for the work and to Esther who, over the last few years has spent so many hours applying for the grants. Our thanks go to Anne as well, who, over the last few months has spent so much time over the practical work of getting the actual building work started.

The breakdown of the boiler just before Christmas was also a big financial challenge but again, with the generosity of many people, and with good financial management by our treasurer, this problem has been solved.

So, 2011 has been a year of challenge and excitement. We are so thankful that while there has never been much money in our accounts, still, when we've needed to pay our bills, sufficient money has always been found.

For the year to come, although there will certainly be more financial challenges ahead, we look forward to another exciting year. With the arrival of our new vicar Peter, there are bound to be changes in the emphases in our financial affair - changes that we look forward to embracing.

And so, at the end of another financial year, we thank all of the people who've supported, financially, our work at St. Catherine's and we look forward to being able to introduce even more people to the joys of giving.

And we give our thanks to David our treasurer who has put so much time and effort into managing our financial affairs so well, and we look forward to the financial year that lies ahead.

#### **Financial Review**

These accounts are made up off the Statement of Financial Activities (SOFA) as shown on page 6, the Church Balance Sheet (BS) as shown in page 7 and all relevant accounting policies and notes shown on pages 8 to 16

The SOFA shows what money has been raised by the Church during the year, and what the Church does, and how much this activity costs. It also shows what money the Church has received that is unrestricted, being money that can be spent by the Church within the scope of its aims and objectives, or restricted money which is money received for a specific purpose.

Income resources as shown on the SOFA and further broken down on note 2 of the accounts shows incoming resources have increased to £105,578. There was a considerable increase in the cash donations received by the Church, together with improving success with money raised for the Church.

The Church also benefited from restricted grants from the Big Lottery Fund of £33,705 and £2,800 received from Mr. Willats' Charity. These grants were received to support the Home Mission - St. Catz Kidz and St. Caths Plus.

The Church is very grateful for all the support and fundraising that has been done on the Church's behalf from all funders big and small.

The SOFA also details what the Church does, and how much these activities have cost. There is a further breakdown of these costs in note 4 Total Resources expended on page 12 of the accounts.

## St. Catherine's Church

### Parish Church Councils' Annual Report for the year ended 31 December 2011

There has been an increase in spending for all services provided by the Church. £6,040 of the spending on the Home Mission projects was funded from resources received in 2010 and brought forward into 2011. Further details of this can be seen in note 11 Restricted & Designated Funds on pages 15 and 16.

Note 4 shows that there were significant increases in wages and water, light and heat costs this year compared to last year.

Wages increased as the Church had 2 full time employees operating on Home Mission projects. These costs were met by grants from the Big Lottery Grant and Mr. Willats' Charity, and we are very grateful for their support of our Home Mission projects.

The Water, Light and Heat costs increased this year as there had been a significant under estimate of heating costs in previous years which were now being paid for.

As a result of the income and expenditure of the Church this year there is £48,173 of restricted reserves being carried forward into next year. These reserves are almost entirely made up of fixed assets with only £128 of cash being carried forward into next year.

Unrestricted reserves improved this year by £65, and there is £18,696 of cash reserves being carried forward into next year. Further details can be seen in note 10 Analysis of Net Assets between Funds.

#### **Staff and Volunteers**

The Vicar's remuneration is paid for by the Representative Body of the Church in Wales. In 2011 the parish employed a full time children's worker for the whole year. The parish also employed a full time St Caths Plus worker.

The Church does benefit immensely from the kind work of volunteers. No value has been estimated for the purpose of these accounts, but the Parish Church Council would like to take this opportunity to thank everybody for their hard work and kindness throughout the year.

#### **Reserve Policy and Risk Management**

The PCC has evaluated the risk of a dramatic drop in income for the Church, and the likely expenditure that the Church would need to continue funding in this event. It is considered that the reserves currently held by the Church are sufficient to meet the Church's responsibilities. A Careful monitoring of this situation is carried out by the PCC.

This report was approved by the Parochial Church Council on the 28 March 2012 and signed on its behalf by:

.....  
Rev Gill Tuck (Interim Chair during Interregnum)

**Independent Examiner's Report on the Unaudited Accounts to St. Catherine's Church**

**Report to the Parish Church Council of St. Catherine's Church on the accounts for the year ended  
31 December 2011 set out on pages 1 to 15.**

**Respective responsibilities of trustees and examiner**

The Church's Council consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to

- 1) examine the accounts (under section 43 of the Act),
- 2) to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act), and
- 3) to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in these accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

**Independent examiner's statement**

In the course of my examination, no matter has come to my attention

- 1) Which gives me reasonable cause to believe that in, any material respect the requirements

- to keep accounting records are kept in accordance with section 41 of the Act; and

- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act;

have not been met; or

- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....  
Richard Jones FCCA  
28 March 2012

**St. Catherine's Church**

**Statement of Financial Activities  
for the year to 31 December 2011**

	Notes	Unrestricted	Restricted & Designated	Total year to 31/12/11	Total year to 31/12/10
		£	£	£	£
<b>Incoming Resources</b>					
Voluntary income:					
-incoming resources from donors	2	61,641	-	61,641	45,585
-incoming resources for Council objects	2	-	-	-	384
-money raising for St Catherine's	2	6,306	-	6,306	2,475
Income from grants and legacies	2	-	36,505	36,505	600
Investment income	2	186	-	186	725
Other income:	2	940	-	940	7,928
<b>Total Incoming Resources</b>		69,073	36,505	105,578	57,697
<b>Resources Expended</b>					
Ministry and services	4	45,345	-	45,345	41,926
Home mission	4	6,750	42,545	49,295	35,474
World mission	4	1,995	-	1,995	1,791
Church and Hall property costs	4	14,918	6,563	21,481	17,469
<b>Total Resources Expended</b>		69,008	49,108	118,116	96,660
<b>Movement in total funds for the year:</b>					
<b>Net Incoming (Outgoing) resources before transfers</b>	3	65	(12,603)	(12,538)	(38,963)
<b>Total Funds brought forward</b>		40,807	60,776	101,583	106,431
<b>Total Funds carried forward</b>		40,872	48,173	89,045	67,468

The statement of financial activities includes all gains and losses recognised in the year.  
All incoming resources and resources expended derive from continuing activities.

**St. Catherine's Church**

**Balance sheet  
as at 31 December 2011**

		<b>2011</b>		<b>2010</b>	
	<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Fixed Assets</b>					
Tangible assets	<b>6</b>		70,221		59,145
<b>Current Assets</b>					
Debtors	<b>7</b>		-	1,275	
Investments	<b>8</b>	3,004		3,187	
Cash at bank and in hand		21,455		37,976	
			<u>24,459</u>	<u>42,438</u>	
<b>Creditors: amounts falling due within one year</b>	<b>9</b>	<u>(5,635)</u>		<u>-</u>	
<b>Net Current assets</b>			<u>18,824</u>		<u>42,438</u>
<b>Total Assets Less Current Liabilities</b>			<u>89,045</u>		<u>101,583</u>
<b>Funds</b>					
Unrestricted Funds	<b>11</b>		4,367		40,807
Restricted & Designated Funds	<b>11</b>		48,173		60,776
			<u>52,540</u>		<u>101,583</u>

The note on pages 8 - 16 form part of these accounts.

The financial statements were approved by the Parish Church Council on 28 March 2012 and signed on its behalf by

.....  
Rev Gill Tuck (Interim Chair during Interregnum)

.....  
David Tazzini-Lloyd (Treasurer)

**Notes to the financial statements  
for the year ended 31 December 2011**

**1. Accounting policies**

**1.1. Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2005) issued in March 2005, applicable UK Accounting Standards and the Charities Act 1993. The Charity has also taken advantage of the Financial Reporting Standards for Smaller Entities (effective April 2008).

**1.2. Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the church is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- a. Voluntary income is received by way of donations, gifts and unconditional grants and are included in full in the Statement of Financial Activities when receivable.
- b. Where relevant, donated services and assets are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- c. Investment income is included when receivable.

**1.3. Fund Accounting**

The unrestricted funds of the Church comprise those monies which are available to be used towards the meeting of the charitable objectives of the Church at the discretion of the PCC.

The restricted funds are monies raised or received for a specific purpose and accounted for in accordance with the donors imposed conditions.

**1.4. Volunteers**

The value of services provided by volunteers is not incorporated into these financial statements.

# St. Catherine's Church

## Notes to the financial statements for the year ended 31 December 2011

..... continued

### 1.5. Resources expended

Expenditure is recognised on a payment and receipts basis

All expenditure is accounted for on a payments basis and has been classified under headings that aggregate all costs related to the category.

Charitable activities expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

Ministry and services expenses represent the costs incurred by the church for the running of the parish.

Home mission costs are incurred by the church to help provide compassion for the local economy. By doing this the church spreads the word of God through word and deed in the local community.

World mission costs are incurred by the church to help fund evangelism abroad. The money represents donations to relevant organisations in order to carry this out.

Church and hall property costs represent the costs incurred for the maintenance and upkeep of properties placed in the Church's trust. Costs relating towards the renovation of the Church are capitalised and shown in fixed assets.

### 1.6. Tangible fixed assets and depreciation

Depreciation is provided on equipment at various rates on a reducing balance basis calculated to write off the cost less residual value of each asset over its expected useful life.

Restoration of property - 2% to 10% Reducing Balance Basis.

Actual work done on the property is being depreciated between 2% and 10% on a reducing balance basis depending upon the expenditure.

Professional fees incurred connected with the major restoration project are being depreciated at 10% per annum on a reducing balance basis. This rate will be reviewed by the Trustees when the actual building work commences.

Equipment & furniture - 25% & 10% Reducing Balance Basis.

### 1.7. Investments

Current asset investments are stated in the financial statement at the market value at the year end.

St. Catherine's Church

Notes to the financial statements  
for the year ended 31 December 2011

..... continued

2. Incoming Resources	Total 2011 £	Total 2010 £
Included within Incoming Resources for the year are:		
<b>Incoming Resources from Donors</b>		
<b>Direct Giving</b>		
Cash	14,781	2,000
Envelopes	13,194	13,537
SO's & Payroll	23,806	19,840
<b>Indirect Giving</b>		
Other Donation	-	976
Easter Collection	-	573
Gift Aid	9,860	8,659
	<u>61,641</u>	<u>45,585</u>
<b>Incoming resources for Council objects</b>		
World Church - special collections	-	384
	<u>-</u>	<u>384</u>
<b>Money raising for St Catherine's</b>		
Money raising for St Catherine's	4,633	1,012
Weddings	1,673	1,463
	<u>6,306</u>	<u>2,475</u>
<b>Income from Grants and Legacies</b>		
Restricted Grant Income:		
- Big Lottery	33,705	16,540
- Diocesan Mission Fund	-	12,000
- Mr Willats' Charity	2,800	4,375
- St Teilo's Trust	-	1,200
Total Restricted Grant Income	<u>36,505</u>	<u>34,115</u>
Unrestricted Grant Income:		
- Diocese of Llandaff Mission Fund	-	600
	<u>36,505</u>	<u>34,715</u>

St. Catherine's Church

Notes to the financial statements  
for the year ended 31 December 2011

..... continued

	<b>Total 2011 £</b>	<b>Total 2010 £</b>
<b>Investment Income</b>		
Bank interest received	38	83
Dividend income	331	445
Increase in value of investments	(183)	197
	<u>186</u>	<u>725</u>
<b>Other Income</b>		
All Saints	-	1,565
Insurance received	940	6,243
Robbery Compensation	-	120
	<u>940</u>	<u>7,928</u>

**3. Net Incoming (Outgoing)/Resources**

This is stated after charging/(crediting):

Depreciation	<u>7,994</u>	<u>6,887</u>
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St. Catherine's Church

Notes to the financial statements  
for the year ended 31 December 2011

..... continued

4. Total resources expended	Basis of Allocation	Ministry & services	Home mission	World mission	Church and Hall property costs	Total year to 31/12/11	Total year to 31/12/10
		£	£	£	£	£	£
<b>Costs directly allocated to activities</b>							
Services	Direct	683	-	-	-	683	1,157
Quota	Direct	39,810	-	-	-	39,810	37,903
Wages	Direct	-	43,335	-	-	43,335	31,112
Contributions and donations	Direct	221	363	1,995	-	2,579	1,783
Property maintenance	Direct	-	-	-	835	835	2,774
Water, light and heat	Direct	-	-	-	11,999	11,999	3,565
Equipment & consumables	Direct	-	3,499	-	-	3,499	-
Property insurance	Direct	-	-	-	2,433	2,433	3,217
Other charitable costs	Direct	-	405	-	-	405	2,085
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Costs directly allocated to activities		40,714	47,602	1,995	15,267	105,578	83,596
<b>Support costs allocated to activities</b>							
Vicar expenses	Costs	730	852	-	419	2,001	2,370
Office costs	Costs	198	231	-	114	543	1,499
Vehicle and travel expenses	Costs	-	-	-	-	-	604
Training and conference	Costs	-	-	-	-	-	118
Legal and professional costs	Costs	245	285	-	140	670	471
Subscriptions and donations	Costs	545	-	-	-	545	875
Other	Costs	300	325	-	160	785	240
Depreciation	Direct	2,613	-	-	5,381	7,994	6,887
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Support costs</b>		4,631	1,693	-	6,214	12,538	13,064
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total resources expended</b>		<u>45,345</u>	<u>49,295</u>	<u>1,995</u>	<u>21,481</u>	<u>118,116</u>	<u>96,660</u>

**St. Catherine's Church**

**Notes to the financial statements  
for the year ended 31 December 2011**

..... continued

**5. Staff and Trustee Costs**

The Vicar's remuneration is paid for by the Representative Body of the Church in Wales.

In 2011 The Church employed a full time children's worker, and a full time St. Cath Plus worker.

The PCC received no other remuneration or benefit in connection with the performance of their duties.

No employee was paid £60,000 or more during the year.(2010 :nil)

The Church benefits enormously from the time and effort of volunteers. Although no value has been placed on their efforts in these accounts, the Church could not function without them.

**6. Tangible fixed assets**

	<b>Restoration Property £</b>	<b>Equipment £</b>	<b>Total £</b>
<b>Cost</b>			
31 December 2010	46,564	33,737	80,301
Additions	19,070	-	19,070
At 31 December 2011	65,634	33,737	99,371
<b>Depreciation</b>			
31 December 2010	5,052	16,104	21,156
Charge for the year	5,381	2,613	7,994
At 31 December 2011	10,433	18,717	29,150
<b>Net book values</b>			
At 31 December 2011	55,201	15,020	70,221
At 31 December 2010	41,512	17,633	59,145

**7. Debtors**

	<b>2011 £</b>	<b>2010 £</b>
Prepayments and accrued income	-	1,275
	-	1,275

St. Catherine's Church

Notes to the financial statements  
for the year ended 31 December 2011

..... continued

<b>8.</b>	<b>Current asset investments</b>	<b>2011</b>	<b>2010</b>	
		<b>£</b>	<b>£</b>	
	Value at start of year	3,187	2,990	
	Movement in the year	(183)	197	
	Value at end of year	<u>3,004</u>	<u>3,187</u>	
<b>9.</b>	<b>Creditors: amounts falling due within one year</b>	<b>2011</b>	<b>2010</b>	
		<b>£</b>	<b>£</b>	
	Accruals and deferred income	<u>5,635</u>	<u>-</u>	
<b>10.</b>	<b>Analysis of Net Assets between Funds</b>	<b>Unrestricted</b>	<b>Restricted &amp; Designated</b>	<b>Total</b>
		<b>£</b>	<b>£</b>	<b>£</b>
	Tangible Fixed Assets	22,176	48,045	70,221
	Current Assets	24,331	128	24,459
	Current Liabilities	(5,635)	-	(5,635)
		<u>40,872</u>	<u>48,173</u>	<u>89,045</u>

**St. Catherine's Church**

**Notes to the financial statements  
for the year ended 31 December 2011**

..... continued

**11. Restricted & Designated Funds**

	<b>1 January 2010</b>	<b>Incoming Resources</b>	<b>Outgoing Resources/ Transfers</b>	<b>31st December 2011</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Home Mission - St. Catz Kidz/St. Caths Plus	6,040	36,505	(42,545)	-
Building maintenance and restoration	6,530	-	(1,219)	5,311
Piano	498	-	(223)	275
Digital Equipment	1,657	-	(382)	1,275
<b>Restricted Funds</b>	<b>14,725</b>	<b>36,505</b>	<b>(44,369)</b>	<b>6,861</b>
Designated Fund - Heather MacGregor Legacy	46,051	-	(4,739)	41,312
<b>Total Restricted &amp; Designated Funds</b>	<b>60,776</b>	<b>36,505</b>	<b>(49,108)</b>	<b>48,173</b>

Restricted funds are funds received by the Church that have to be spent by the Church according to the donor's wishes.

Designated funds are funds received by the Church that although the donor has placed no restriction on how the funds should be spent, the Church has decided to earmark for a specific purpose.

**Home Mission - St. Catz Kidz/St. Caths Plus**

The Home Mission projects fund two employees, together with relevant costs. The project this year has been financed by Restricted Grants from Big Lottery and Mr Willats' Charity

The St. Catz Kidz project encompasses Children's Church and Creche, Mini Kidz, KidzZone, Youth Group and Holiday Clubs.

The St. Caths Plus project is set up to help provide services and assistance to the elderly community.

**Building maintenance and restoration**

The Building maintenance and restoration project is for money specifically donated for the up keep and renovation of the Church. This money has now been spent and the value being carried forward into next year is the net book value of this work. This fund is depreciated in line with the depreciation policy.

**Piano**

The Piano project is where money has been specifically donated to the Church for a new piano. The piano was purchased for £869 and had been capitalised in previous years accounts. The fund is slowly being written down by the depreciation charge attracted to the piano.

**Digital Equipment**

This details money received from the Archbishop of Wales Fund for Children to supply digital equipment. The equipment was purchased in previous years, and the value brought forward and being carried forward into next year is the net book value of this work and some unspent capital. This fund will be depreciated in line with the depreciation policy.

**St. Catherine's Church**

**Notes to the financial statements  
for the year ended 31 December 2011**

..... continued

**Designated Fund - Heather MacGregor Legacy**

The £50,000 kindly received from the Heather MacGregor's legacy has been designated to be spent on the building. The costs incurred relate to the relevant depreciation costs incurred on professional fees regarding the restoration. This fund has now been fully spent, and the value being brought forward the capitalised element of the professional fees, and is being depreciated in line with the depreciation policy.