**Annual Report and Financial Statements of the Parochial Church Council of XXXX**

**For the year ended 31st December 2018**

***Charity registration number: 1234567 (Delete row if an Excepted Charity ie not registered with the Charity Commission)***



**The Parochial Church Council of XXXX**

**Trustees’ Annual Report for the year ended 31st December 2018**

***Charity registration number (if applicable): 1234567***

**Objectives and Activities** *Summary of the purposes of the charity as set out in its governing document. Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.*

The trustees of the PCC are aware of the Charity Commission’s guidance on public benefit in The Advancement of Religion for the Public Benefit and have had regard to it in their administration of the Charity. The trustees believe that, by promoting the work of the Church of England in the Ecclesiastical Parish of xxxxxxxx it helps to promote the whole mission of the Church (pastoral, evangelistic, social and ecumenical) more effectively, within the Ecclesiastical Parish, and that in doing so it provides a benefit to the public by:

* Providing facilities for public worship, pastoral care and spiritual, moral and intellectual development, both for its members and for anyone who wishes to benefit from what the Church offers; and
* Promoting Christian values and service by members of the Church in and to their communities, to the benefit of individuals and society as a whole.

*You may choose to include further statements where relevant about:*

* *Policy on grant making*
* *Policy on social investment including program related investment*
* *Contribution made by volunteers*

**Achievements and Performance** *Summary of the main achievements of the charity, identifying the difference the charity’s work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole*.  *You may choose to include further statements where relevant about:*

* *Achievements against objectives set*
* *Performance of fundraising activities against objectives set*
* *Investment performance against objectives*
* *Consider using headings such as:*
  + *Worship and Prayer*
  + *Deanery Synod*
  + *Church Fabric*
  + *Mission and Evangelism*
  + *Youth Work*
  + *Church Hall*
  + *Other Activities*

**Financial Review**

* *Review of the charity’s financial position at the end of the period.*
* *Explanation of any uncertainties about the charity continuing as a going concern, if applicable*

*You may choose to include further statements where relevant about:*

* *The charity’s principal sources of funds (including any fundraising)*
* *Investment policy and objectives including any social investment policy adopted*
* *A description of the principal risks facing the charity and a Risk Policy*

**Reserves Policy**

* *Statement explaining the policy for holding reserves stating why they are held*
* *Amount of reserves held*
* *Reasons for holding zero reserves, if applicable*
* *Details of funds materially in deficit, if applicable*

It is PCC policy to try to maintain a balance on free reserves (net current assets) which equates to at least three months unrestricted payments. This is equivalent to £39,000. It is held to smooth out fluctuations in cash flow and to meet emergencies. The balance of the free reserves at the year end was £45,885 which is marginally higher than this target.

The balance of £7,775 in the restricted fund is retained towards meeting the upkeep of the Church Hall.

It is our policy to invest the short term investment fund balances with the CCLA Church of England Deposit Fund and the remainder in the CCLA Church of England Investment Fund.

**Safeguarding**

The PCC believe they have fulfilled their duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops’ guidance on safeguarding children and vulnerable adults).

**Fundraising** (optional if not require an audit but good practice for all)

The PCC takes it fundraising responsibilities seriously and is very grateful to all donors – whether regular or occasional – for their support of the church and church events. PCC supporters are never taken for granted. The PCC take full responsibility for fundraising and do not use commercial organisations or professional fundraisers. All money raised is either by donations, fundraising events, special appeals or legacies for which the PCC are most grateful.

**Volunteers** (optional)

The members of the PCC would like to thank all the volunteers who work so hard to make our Church a lively and vibrant community. Our especial thanks go to our church wardens, Mrs Cartwright and Mr Jones, who have worked so tirelessly on our behalf and Mrs Nunn, who has helped us all understand the church’s accounts and its finances.

**Review of the Year** (optional)

*James Colossae, the Incumbent writes:*

*A review of the year*

**Future Plans** (optional)

*Provide details of plans for the future (this will be current year ie 2019 at the time the report is presented), including key objectives and activities planned to support them. These will form the basis of the objectives and activities section of the next report.*

**Risk Management** (optional where income is less than £500k but best practice for all PCCs)

*PCCs should be aware of their major risks and it is strongly recommended that all PCCs have a risk-management policy*. *Best practice to include “a description of the principal risks and uncertainties facing the charity and its subsidiary undertakings, as identified by the PCC members, together with a summary of their plans and strategies for managing those risks” as well as “any factors that are likely to affect the financial performance or position going forward”. See Charity Commission Guide CC26.*

**Structure, Governance and Management**

The PCC is a Body Corporate established by the Church of England (PCC Powers Measure 1956, and the Church Representation Rules 2006) and is a Charity [excepted from registration OR registered] with the Charity Commission. The PCC is governed by the Parochial Church Council Powers Measure (1956) as amended that came into effect on 2nd January 1957, and the Church Representation Rules.

The method of appointment of the PCC members is set out in the Church Representation Rules. The Council comprises the Incumbent, the Churchwardens, a representative of the Readers, those elected to the Deanery Synod, and other members who are elected at the Annual Parochial Church Meeting, by those on the Electoral Roll. The PCC members receive training from courses run by the Diocese. Members of the congregation are always urged to join the Electoral Roll, and to stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance in the parish, and for all financial matters. The PCC meet xx times a year. [Given its responsibilities, the PCC has a number of sub committees, each dealing with a particular aspect of parish life. These include Worship, Mission and Outreach, Buildings and Finance and Youth Work. Each reports back to the PCC with the minutes of their meetings.]

*You may choose to include further statements where relevant about:*

* *Policies and procedures adopted for the induction and training of trustees*
* *The charity’s organisational structure and any wider network with which the charity works*

**Related Parties** *(Optional for R&P but best practice)*

* *Relationship with any related parties*

Donations from related parties (PCC members) included £7,250 for the Renewal Project.

**Reference and Administrative details**

The Church is situated in The Green, Ambridge, BR1 3FG and is part of the Deanery of Wessex, in the Diocese of Lichfield. The correspondence address is the Vicarage, Church Street, Ambridge. BR1 3FG. Registered charity number 1234567. Our website address is: [www.stledgerschurch.or](http://www.stledgerschurch.or)g.uk

PCC members who have served from 1st January 2018 until the date this report was approved were**:**

**Ex Officio Members**

**The Incumbent** The Reverend xxxx (Chairman)

**Reader** xxxx

**Churchwardens** xxxx

xxxx (Vice Chairman)

**Deanery Synod Reps** xxxx

xxxx

**Elected Members** xxxx From xxth April 2018

xxxx

xxxx (Secretary)

xxxx

xxxx (Treasurer)

Xxxx

**Names and addresses of advisers** *(Optional)*

**Bank** xxxx

Xxxx

**Investment** CCLA

**Managers** xxxx

**Independent** xxxx

**Examiner** xxxx

Approved by the PCC on DD MMM 2019 and signed on its behalf by:

………………………………. ……………………………….

Reverend XXXX (Chairman) XXXX (Vice Chairman/Secretary etc)