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

**For the year ended 31st December 2024**

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

****

**Trustees’ Annual Report for the year ended 31st December 2024**

|  |  |
| --- | --- |
| **PCC name:** |  |

|  |  |
| --- | --- |
| **Charity Commission registration number:**  *(if applicable)* |  |

**Objectives and Activities**

|  |  |
| --- | --- |
| Summary of the purposes of the PCC as set out in its governing document | The Parochial Church Council of XXXX (the PCC) has the responsibility of co-operating with the incumbent, the Reverend XXXX, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelical, social and ecumenical. The PCC is also spiritually responsible for the maintenance of the church. |
| 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 PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at XXXXX. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer, scripture, music and sacrament. Also, through non sacramental activities of hospitality and fellowship we aim to reach non churched members of the community. |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | 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. |

**Additional information** *(optional)*

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 | 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, who have worked so tirelessly on our behalf and our treasurer, who has helped us all understand the church’s accounts and its finances. |
| Other |  |

**Achievements and Performance**

|  |  |
| --- | --- |
| Summary of the main achievements of the PCC, identifying the difference the PCC’s work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. |  |

**Additional information** *(optional)*

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 |  |
| Other |  |

**Financial Review**

|  |  |
| --- | --- |
| Review of the PCC’s financial position at the end of the period |  |
| Statement explaining the policy for holding reserves stating why they are held | *Suggested wording:* 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 £XXXX. It is held to smooth out fluctuations in cash flow and to meet emergencies. |
| Amount of reserves held | *Suggested wording:* The balance of the free reserves at the year-end was £XXXX which is marginally/significantly higher/lower than this target. *Add an explanation of what the PCC is doing about any low reserves held.* |
| Reasons for holding zero reserves, if applicable |  |
| Details of fund materially in deficit, if applicable |  |
| Explanation of any uncertainties about the PCC continuing as a going concern |  |

**Additional information (optional)**

You may choose to include further statements where relevant about:

|  |  |
| --- | --- |
| The PCC’s principal sources of funds (including any fundraising) | Regular planned giving, collections and donations are the main sources of fund raising along with tax recoverable. |
| Investment policy and objectives including any social investment policy adopted | *Suggested wording if using CCLA:* The charity is granted power to invest in suitable investments under the PCC Powers Measure 1956 and the Trustees Act 2000. As a charity, the trustees have a duty of care to take such advice as is appropriate before investments are undertaken. This advice is sought from the Central Board of Finance (CCLA) in London.  The charity’s investment policies are based on two key principles: -   * Ethical Investment – this includes ensuring that investments are held in companies which have high standards of corporate governance and act in a responsible way towards stakeholders. * Long-term responsibilities – the trustees are aware of their long-term responsibilities in respect of the Restricted and Unrestricted reserves and as a result follow a prudent approach to investment decisions.   Investment policy for long-term funds is aimed primarily at generating a sustainable income, with due regard to the need for the preservation of capital value, and the possible need to realise investments to meet operational needs.  Due to the nature of the charity, an ethical investment policy is taken into consideration when investments are made. The charity follows the Ethical Investment Advisory Group policy as recommended by the Lichfield Diocese which includes the following:  “We aim to invest in companies that:   * will develop their business in the interests of shareholders; * demonstrate responsible employment practices; * are conscientious concerning issues of corporate governance, the environment and human rights * are sensitive to the community in which they operate.” |
| A description of the principal risks facing the PCC | The Church Wardens carry out regular Health and Safety Reviews and regularly inspect premises for potential hazards. We have safeguarding policies in place for child protection and for work with vulnerable adults, including rigorous DBS checking of staff and volunteers. Our insurances are reviewed annually to ensure adequate cover. An informal review of any new risks which may impact the work of the Church in the Parish is ongoing. |
| Other |  |

**Safeguarding**

|  |  |
| --- | --- |
| House of Bishops safeguarding guidance: | 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). |

**Structure, Governance and Management**

|  |  |
| --- | --- |
| Type of governing document | 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 (contained in Schedule 3 to the Synodical Government Measure 1969 as amended). |
| How is the PCC constituted? | The PCC is a Body Corporate established by the Church of England and is a Charity [excepted from registration OR registered] with the Charity Commission. |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | 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. Members of the congregation are always urged to join the Electoral Roll, and to stand for election to the PCC. |

**Additional information (optional)**

You may choose to include further statements where relevant about:

|  |  |
| --- | --- |
| Policies and procedures adopted for the induction and training of trustees | The PCC members receive training from courses run by the Diocese. |
| The PCC’s organisational structure and any wider network with which the PCC works | 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. *Optional additional wording (amend as necessary)*: 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. |
| Relationship with any related parties  *“related parties” are members of the PCC their partners, children, siblings, parents, grandparents, business interest/controlling interest* | **Donations from Related Parties**  Donations from related parties during the year totalled £xxxx (2022: £XXX). All these donations were received without conditions. *(Examples of “conditions” that make the donation a transaction that must be disclosed include: requiring the PCC to purchase goods or services from a specified supplier; making an interest bearing loan to the PCC; or requiring that payments be made to a specified third party)*  **Remuneration paid to Trustees**  None of the trustees have been paid any remuneration or received any other benefits from employment with the PCC or  One or more of the trustees has been paid remuneration or has received other benefits from an employment with the PCC.  *If one or more of the trustees have received remuneration, then you need to add, for each individual trustee: Their name, Why remunerated (ie as PCC Secretary), Amount of remuneration, Amount pension contributions paid by the PCC and Amount of any other benefit (private health, provision of car, termination benefits).*  **Expenses paid to Trustees**  *Trustee expenses includes costs incurred by the trustee in fulfilling their duties eg mileage/travel, overnight accommodation, subsistence. Trustee expenses do NOT include reimbursement of out-of-pocket expenses ie where the trustee buys goods on behalf of the PCC.*  No trustee expenses have been incurred during the year *or*  [*State Number of trustees*] trustee(s) were reimbursed £xxx (2022: £XXX) for travel and subsistence [add additional nature of expenses] during the year. |
| Other |  |

**Reference and Administrative details**

|  |  |
| --- | --- |
| PCC name: |  |
| Other name the PCC uses: |  |
| Charity Commission registration number *(if applicable)* |  |
| PCC’s principal address: |  |
| PCC’s website address: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Names of the PCC members (trustees) who manage the PCC from 1st January 2023 until**  **the date this report was approved were:** | | | | |
|  | **Trustee name** | **Office (if any)** | **Dates acted if not for whole year** | |  |
|  | **Ex Officio** |  |  | |  |
|  |  | Incumbent (Chair) |  | |  |
|  |  | Church Warden |  | |  |
|  |  | Reader |  | |  |
|  |  | Church Warden |  | |  |
|  |  | Deanery Synod Rep |  | |  |
|  |  | Deanery Synod Rep |  | |  |
|  |  |  |  | |  |
|  |  |  |  | |  |
|  | **Elected Members** |  |  | |  |
|  |  | PCC Secretary |  | |  |
|  |  | PCC Treasurer |  | |  |
|  |  |  |  | |  |
|  |  |  |  | |  |
|  |  |  |  | |  |
|  |  |  |  | |  |
|  |  |  |  | |  |
|  |  |  |  | |  |
|  |  |  |  | |  |
|  |  |  |  | |  |
|  |  |  |  | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Names and addresses of advisers** *(optional)* | | | | |
| **Type of adviser** | **Name** | **Address** |
| **Bank** |  |  |
| **Independent Examiner** |  |  |
| **Investment Managers** | CCLA | 1 Angel Lane, London EC4R 3AB |
|  |  |  |

**Other optional information**

|  |
| --- |
|  |

**Declarations**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **The trustees declare that they have approved the trustees’ annual report above.**  **Signedon behalf of the PCC members** | | | | | | | |
| **Signature(s)** |  |  | |
|  | | | |
| **Full name(s)** |  |  | |
|  | | | |
| **Position (eg Secretary, Chair, etc)** | | |  |  |
|  | | | | |
| **Date** | |  |  | | | |