

# **CHRIST CHURCH CLIFTON**

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

**For the year ended 31 December 2019**

**Christ Church Clifton is a UK registered charity number 1130529**

**CHRIST CHURCH CLIFTON  
YEAR ENDED 31 DECEMBER 2019**

This is the annual report and the financial statements of the Parochial Church Council for Christ Church Clifton, for the year ended 31 December 2019. Christ Church Clifton is situated in Bristol and is part of the Diocese of Bristol within the Church of England.

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**CLERGY AND STAFF at 31st December 2019**

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**Emerging Generation Pastor**

Chris Whitwell  
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**Minister (self-supporting)**

Reverend Janet Lee\*\*  
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**CHRIST CHURCH CLIFTON  
YEAR ENDED 31 DECEMBER 2019**

## **Annual report of the PCC for the year ended 31<sup>st</sup> December 2019**

### **Aims and purposes**

The Christ Church Clifton Parochial Church Council (the PCC) is here to promote the whole mission of the Church in the ecclesiastical parish of Clifton and beyond. As followers of Jesus, we long to see ourselves, our community, our church and city transformed by the power of God.

### **Our Vision**

Our vision was launched at the Annual Meeting in 2018:-

#### **WHY are we here?**

We believe the Church exists to change the world – one person, one city, one nation at a time.

2,000 years ago, Jesus came to proclaim and demonstrate the Kingdom of God – heaven’s justice, mercy, goodness, healing, and restoration come to earth.

He left his people to continue his work by becoming like him and doing what he did – proclaiming and demonstrating the Kingdom until he returns.

#### **HOW will we do this?**

We believe that God has given us three key words to capture this great adventure and also to enable us to evaluate everything we do...

<b>CONNECT</b>	Meeting God   Finding Family
<b>GROW</b>	Restoring Identity   Releasing Purpose
<b>INFLUENCE</b>	Empowering People   Transforming Culture

#### **WHAT is our part?**

We know it’s impossible to achieve this ourselves and so we seek partnership with others who also look for the coming of God’s Kingdom.

Here at Christ Church, we believe God is calling us to play our part in changing the world over the coming years in three distinct ways, which we are calling ...

a **HEART** for the individual

a **HEART** for the city

a **HEART** for the nations

## What we did in 2019

This has been a busy and exciting year for Christ Church. We have grown as a church family in so many ways as we have sought to serve God and the community around us. This has spanned activities for the very young to those for our more senior members. A few of the activities we have taken part in include:

- Providing breakfasts every Saturday morning and joining other Christians at Christmas time to provide lunches for our homeless in Bristol.
- Providing regular lunches and fellowship for our seniors – a great opportunity for us to learn and serve the older members of our community.
- Expanding our youth team with two more volunteers and a youth intern.
- Sending a team of 17 young people and 5 leaders to the Soul Survivor Festival in August resulting in some coming to faith and many experiencing close fellowship and closeness to God. Another smaller group attended Soul Survivor Watford in January.
- Experiencing a wonderful time of connection and focus on God when 16 young people and 5 leaders went on a weekend away in March.
- Seeing our young people lead our 10 Gathering in February.
- Seeing our Tuesday Community for young adults moving from a weekly session in church to forming nine small communities meeting in homes with numbers expanding and groups multiplying.
- Seeing the amazing development of our Tuesday Community leaders as they learn to build and lead communities in our church, lead worship and preach and bring others to faith and baptism.
- Seeing our 29 small communities grow and develop in faith as they meet in each other's homes for study, prayer and worship.
- Seeing the development of fellowship between our small community leaders as we meet bi-monthly to share and learn from each other.
- Enjoying the excitement and close fellowship of monthly prayer gatherings as we pray for our world, our city, ourselves and our nation and experiencing the closeness of early morning prayers on Thursday and Saturday mornings.
- Experiencing the joy of baptisms, weddings and the bitter-sweet sadness of Remembrance gatherings as we say goodbye to old friends who have passed into His hands.
- Seeing the excitement of children from local schools and their teachers as they come across Christ, sometimes for the first time, or in a new way at our Easter and Christmas experiences.
- Experiencing the excited chaos of our expanding Thursday toddler group and their dedicated volunteer helpers.
- Held 3 lunches in the year to welcome the Internationals in Bristol where we have a speaker at each meal to share Christian understanding of welcome in the autumn, the Christmas message and the Easter message.
- Seeing how God is using The Spire Coffee Shop in ways we had not anticipated with the Memory Café, English language classes and coffee for Internationals, lots of Mums and pushchairs mixing with seniors knitting and drinking some of the best coffee in Clifton.
- Hosted the Press Red conference to educate, equip, and empower individuals, churches, and wider society to speak out against the violence suffered by women and girls worldwide.
- Seeing dozens of excited children having lots of fun at our Light Party as an alternative to the "trick and treat" of Halloween.
- Watching the vicar painting the church railings as dozens of us painted, scrubbed, cleaned and hoovered as part of the two Big Clean days in July and September
- There are lots of others memories from 2019; the over 50's football team every Monday night, the many hundreds of people attending the Christmas Market, the cream teas, the visitors just popping in to look at our beautiful Church building, the annual trip of church families to New Wine, and much much more...

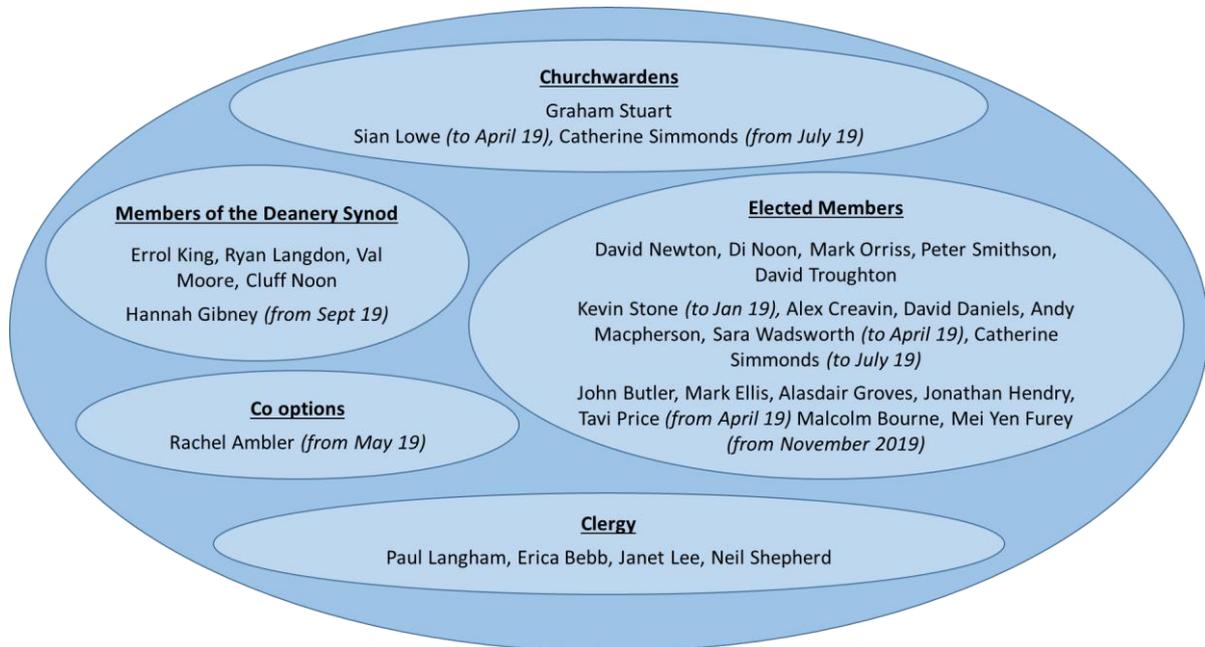
## Reporting on our Objectives for 2019

- **Our Small Communities** – *our vision is to see small communities become the heartbeat of Christ Church. During 2019 we:*
  - Developed formal teaching sessions for our small group leaders and studied the implications of Ephesians 4 and the philosophy of the fivefold APEST ministry from Ephesians ch 4.
  - Developed the small communities as a conduit for communication and shared teaching including the new series on generosity.
  - Saw specialist groups such as our “Men Behaving Dadly” toddler and dads group grow and develop.
  - Helped Tuesday Community transition to nine home-based groups and a student group with the development of skilled leaders
  - There are now 29 small communities meeting across the city.
- **Wholeness** – *we are committed to creating the optimum environment in which God can grow us. In 2019 we:*
  - Saw the development of our Kingdom Creatives group with art used to express worship in our gatherings.
  - Saw the continued development of our expert RENEW team leading the refurbishment of our Church Building and the introduction of our teaching series on generosity.
  - Saw the continued success of our Marriage Course and Marriage by Design Day with practical advice to strengthen and resource marriages.
  - Continued our link with the TearFund Kitgum project in Uganda including a visit to Kitgum by one of our church family and a cake day to raise money and awareness of the project.
- **Leadership Development** – *we recognise that good leadership is the key to healthy communities. During 2019 we:*
  - Continued to Invest in our small community leaders through bi-monthly training and resourcing evenings.
  - Looked at patterns for our small community meetings, and the shape of leadership for small communities.
  - Developed our safeguarding training for all church leaders and PCC members with regular training workshops.
  - Continued our leadership mentoring programme.
  - Led a series of teaching sessions on Discipleship.
- **Prayer** – *we recognised the need to reinvigorate our corporate prayer so in 2019 we:*
  - Continued our monthly prayer gatherings focussing on important topics as they affected our church family, city and the world. (on each first Monday of each month).
  - Continued our half-nights of prayer programme and introduced a whole night of prayer in April and June.
  - Started a Thursday morning prayer gathering with a ‘heart for the city’ focus to complement our Saturday morning ‘heart for the nations’ prayer gathering.
  - Developed corporate and free times of prayer into our Sunday gatherings.

## The PCC

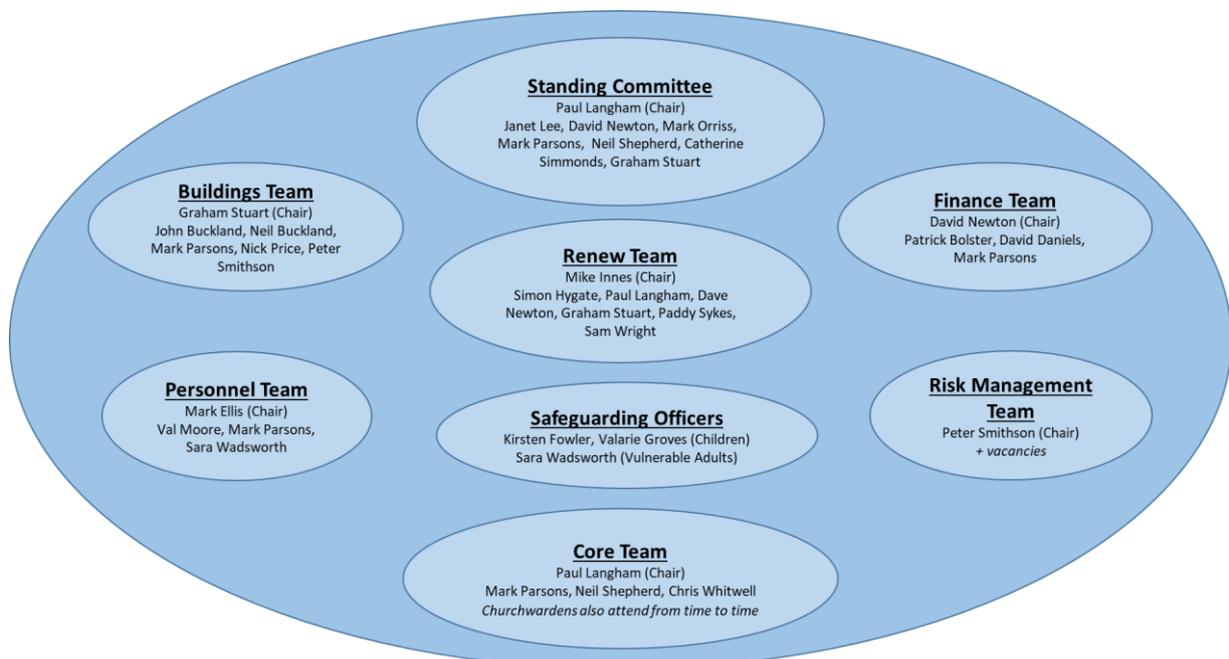
The PCC is a body corporate established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure along with relevant sections of the Synodical Government Measure and Charities Acts. All PCC members are trustees of the charity.

The following served as members of the PCC during 2019 and were PCC members at 31<sup>st</sup> December 2019 unless otherwise noted:



## Structure, governance and management

Each area of the church's life and ministry falls under the oversight of the vicar, staff team and the PCC. The PCC draws on the blessing of the skills of many members of our church family beyond the PCC members in order to help it achieve its responsibilities. A number of teams and subgroups comprise of PCC and other members of the church family. The key teams currently reporting to the PCC comprise:



### *Standing committee*

The only committee required by law and operates as the principal executive arm of the PCC. Its function is to advance the work of the PCC between meetings subject to specific guidelines agreed by the PCC in November 2013. Its membership is determined by the PCC and currently comprises the vicar, the two churchwardens and up to three elected PCC members. Other clergy licenced to the Parish and the operations manager also attend Standing Committee meetings as appropriate.

### *Buildings Team*

The PCC delegates responsibility to the Buildings Team for the care of the Church building and other buildings owed by the PCC, their fitments and fittings, and surrounding property; together with building cleaning and any caretaking service.

### *Renew Client Team*

The PCC delegates responsibility to the Renew Client Team all aspects of the development, promotion and implementation of Phase 2 of the Renew Project (the complete refurbishment of the Crypt including the new entrance extension and any enabling works needed in the main church).

### *Finance Team*

The PCC delegates responsibility to the Finance Team for providing advice, support and practical guidance to the Standing Committee and PCC in relation to budgets, stewardship and the financial position of Christ Church. It also supports the staff in their day to day operations of budgeting and financial matters, whilst also discerning what is on God's heart for His provision for the work of the Church. The Finance Team works in co-operation with and supports the role of the Treasurer.

### *Personnel Team*

The PCC delegates responsibility to the Personnel Team for providing policies and advice on recruitment practice, performance management, employment terms and conditions, employment law and policies, and issues that emerge in staffing and training and development so that the PCC meets its legal obligations and shows a duty of care to its staff.

### *Risk Management Team*

The PCC recognises and accepts its responsibility as an employer under duties prescribed by the Health and Safety at Work etc. Act 1974 and associated regulations. The PCC delegates responsibility for this to the Risk Management Team. This includes the duty to make and put into effect suitable arrangements for health, safety and welfare together with the funding and other resources necessary to carry them out. The PCC regards compliance with statutory requirements as a minimum standard and aspires to provide arrangements that will exceed the legal minimum in developing a culture where health and safety is always considered as a priority. Standards are based on good management principles.

### *Parish Safeguarding Officers*

Appointed by the PCC to act as the key link between the diocese and the parish, concerning safeguarding matters. They have an overview of all church activities involving children, young people and vulnerable adults and seek to ensure the implementation of safeguarding policy.

### *Core Team*

Establishment of a Core Leadership Team was agreed by the PCC in November 2017 to work with Paul Langham, Vicar, on developing the day to day strategic leadership and direction for Christ Church. Membership of the team is at the discretion of the Vicar.

## **Recruitment, induction, training and mix of PCC members**

It is an objective of the PCC to be broadly representative of the wider church family, in terms of gender, age, usual Sunday gathering attended and areas of ministry. Prior to the APCM, the congregation is informed of the forthcoming election to the PCC and the Deanery Synod. People are encouraged to stand for election and/or nominate others. The congregation is informed of resulting appointments immediately following the

election. Ongoing training is available to members of the PCC, particularly in areas of their responsibilities as trustees such as finance and child protection.

## The staff team

During 2019 there were four changes to the makeup of the employed staff team:

- **Nelly Davis** (Seniors' Minister) retired at the end of April. She was succeeded by **Rhean Fox** in the revised role of Pastor for Older People.
- **Helena Whitwell** (formerly Office Administrator) was appointed to the newly created role of PA to the Vicar in April. Her vacant position was filled by **Olivia Baker**, who started in September.
- **Hannah Parsons** stood down as Coffee Shop Manager in February. Her role was filled by **Mike McAllister**, who joined the team in June.
- **Hannah Horwood** stood down as Assistant Coffee Shop Manager at the end of August and was succeeded immediately by **Kamran Zahid**.

The employed staff team at 31<sup>st</sup> December was:

Mark Parsons (Operations Manager)	Helena Whitwell (PA to the Vicar – 53%)
Nick Carter (Administration Manager)	Olivia Baker (Office Administrator – 60%)
Chris Whitwell (Emerging Generations Pastor)	Rhean Fox (Pastor for Older People – 60%)
Ruthy Lillington (Children's Pastor – 70%)	Sophie & Elliot Mocharrafie (Youth Pastors – 100%)
Mike McAllister (Coffee Shop Manager – 75%)	Kamran Zahid (Asst. Coffee Shop Manager – 64%)

*(For part-time employees, hours worked is indicated as a percentage of a full working week)*

The key management personnel consist of the members of the PCC and the Operations Manager.

Although the church had no official interns during 2019 Sophie Brown continued in her role as a self-supporting assistant ministry leader. The work of the church office was also supported by Lisette Ogborn in a self-supporting capacity.

We owe a great deal to the dedicated work of all of our staff, both past and present.

## Renewal of our church

For several years we have been moving forward, slowly but surely, on **RENEW:CHRISTCHURCH**, a journey of renewal of our church – our family and our building. The church building has had new toilets installed downstairs and a fully accessible toilet installed at ground level in 2014, the Jacob's Well prayer room at the east end of church developed in 2015 and in 2016 the remaining pews were removed and the north side of the church developed as The Spire Coffee Shop. Since 2015 a scheme for the total renewal of the church building has been developed and in 2017 the PCC committed to a phased approach to the implementation of this scheme, starting with the renewal of the crypt.

During 2019, detailed plans were developed for the refurbishment of the crypt including a new extension and glazed entrance on the north side of the church. A formal planning application was submitted to Bristol City Council during the year and a number of detailed conversations were held with the council's planning and conservation officers and with various heritage bodies. Towards the end of the year, it became clear that there were still a number of heritage and conservation issues to resolve before planning for an extension could be agreed, so the PCC decided to focus on the internal refurbishment immediately while these conversations continued. Plans for this aspect of the scheme are almost finalised and it is expected that work will commence in July 2020.

## **Operations and Administration**

The operations and administration team at Christ Church serves the church family by co-ordinating the resources of the church, including people, finances and support functions. Running a church like Christ Church involves working alongside many people including our 11 employees, 4 clergy members and hundreds of volunteers.

The administration team consists of the Operations Manager, the Administration Team Leader, PA to the Vicar and two Administrators (one self-supporting). The new role of PA to the Vicar was created by the PCC in 2019 to handle all Paul's communications and diary bookings and to assist him with other admin tasks. The appointment is for two years and is funded from the Legacy Fund.

In addition to the paid staff, the admin team is served by a number of volunteers who give time each week in the church office in Linden Gate.

## **Safeguarding**

The PCC gives paramount importance to the nurture and care of children, young people and vulnerable adults in a safe and secure environment, and works to prevent harm to children and adults wherever possible. The PCC currently has three Parish Safeguarding Officers to oversee this area, two focusing on children and one on vulnerable adults (with a vacancy for a second officer in this area). All staff and volunteers who work with children, young people or vulnerable adults are recruited safely (including DBS checks where appropriate) and undertake Diocesan approved safeguarding training on a regular basis. During 2019, the PCC completely revised its Safeguarding Policy and Guidance Notes for staff and volunteers and these are available on the safeguarding page of the church's website.

## **Reserves Policy**

The PCC in 2014 adopted a Statement of Financial Principles. The reserves policy contained within these principles is to keep the general fund reserves in the range of £25,000 to £75,000, with the aim to achieve a balanced result on the general fund each year. The policy is to avoid both a substantial surplus and a substantial deficit each year. Any surplus in the general fund will be used to build up reserves within this range. Any deficit in the general fund will be funded from these reserves.

The PCC holds some reserves on the unrestricted general fund in line with accepted best practice in the stewardship of the finances of charities in general as well as for churches. This is in order to provide assurance to the PCC, and wider church family, that we can manage if there is an unexpected or unforeseen challenge. The reserves policy for the unrestricted general fund represents the equivalent of half to one and a half month's expenditure. The unrestricted church legacy fund represents the equivalent of seven month's expenditure. In total therefore unrestricted reserves represent the equivalent of approximately eight months' expenditure.

At the end of 2019 the unrestricted general fund reserves stood at £52,546; the unrestricted church legacies fund stood at £351,592.

## **Risk management**

The main risks and the way they are being managed are considered by the PCC to be as follows:

- Visionary thinking being insufficiently balanced by practical planning requirements – by seeking to recruit more “doers” onto the PCC, encouraging our visionaries to welcome and engage with pragmatic voices, and ensuring we have well-resourced plans for new ventures
- Over working our staff and certain key volunteers – by promoting wider participation in the life of the church amongst the church family and not seeking to do “too much”
- Looking inwards rather than outwards – regularly referring to and living out our vision
- Being divided - regularly referring to and living out our vision

- Reduction in unity amongst the church family over current contentious issues in the wider Church of England – by early and ongoing discussion amongst the PCC and wider church family on the issues and gaining agreement on the PCC position. By listening, acting and talking with the love of Jesus to all.
- Abuse of any young or otherwise vulnerable person in our care – safeguarding training for all persons involved in ministry and the whole PCC.

In 2017 the PCC established a Risk Management Team to oversee risk management on behalf of the PCC.

### **Grant making policy**

Each year the PCC sets a budget for global and local mission and ministry training. Recommendations for the allocation of this budget to individuals, mission partners and partner organisations are made by delegated authority.

### **Investment policy**

The only long term investments held are endowment funds managed by the Diocese as trustees. These are invested in CBF Investment Fund Shares in order to spread risk. Any short term funds are deposited with CAF Bank.

### **Fundraising policy**

Christ Church Clifton receives the vast majority of its donation income from its congregation. However, we occasionally approach other organisations and grant-makers to assist with special projects. The PCC are committed to maintaining the highest legal and ethical standards in the way the church undertakes its fundraising activities. All fundraising takes place in-house and the church does not use any professional fundraisers or commercial participators.

### **Church attendance and volunteer hours**

In 2019, the Church of England required every parish to completely renew their Electoral Roll – meaning that every name is removed, and those who wish to be members are invited to join afresh. This is done every 6 years. The new Roll was published in April 2019 and stood at 354 (a decrease of 86 compared with April 2018, when it was 440).

The combined average weekly Sunday attendance at Christ Church during October 2019 was 290 adults and 57 children (2018: 279 and 65 respectively).

The running of Christ Church relies on the commitment of a significant number of volunteers. The hours given in many and various ways are not quantifiable but there are currently 273 people on our combined volunteer list.

### **Financial report**

#### ***The church's funds***

The church's finances are split into four main funds:

- Unrestricted General Fund – for the day-to-day running of Christ Church
- Restricted Funds – for money given by people for a specific purpose (e.g. a specific mission partner)
- Designated Renew Fund – designated for capital investment in our church building
- Designated Legacy Fund – for special purposes

Most (80%) of the unrestricted General Fund income is from regular giving under the Provision scheme together with the Gift Aid reclaimed on these gifts; with most of the remaining income generated from rental income and investments. The main expenditure items in this fund are the "parish share" contribution,

supporting mission in our Diocese and paying for clergy, then staff related costs, other mission investments and maintaining and operating the church and its property and equipment.

### **Headlines for 2019 - Unrestricted General Fund**

#### *Income:*

- **Overall**, income increased by about £10k compared to 2018.
- **Provision (regular giving)** income was almost unchanged overall, down about £3k or 1%, however this disguises how our church family is continually changing. During the year, there were 30 new regular givers (either individuals or families) and 27 increases in giving from existing givers. There were also 5 decreases in giving and 38 givers who stopped. The overall number of unique regular givers (either individuals or families) at year-end stood at 207 (2018: 215).
- **Gift Aid** was unchanged from 2018.
- **Rental income** was up by about £14k. This was because in 2018 there had been periods where flats in Linden Gate were not being let, which was not the case in 2019.
- **Other sources of income** (one-off gifts, fees from weddings and funerals, and events) were down slightly by £1k. These kinds of income do tend to fluctuate from year to year.

#### *Expenditure:*

- **Overall**, expenditure increased by £23k compared to 2018.
- **Mission:** We gave about £3,000 more (about 3%) on mission, evangelism and giving outside the parish in 2019.
- **Parish Share:** This is to pay for our clergy and give towards ministry in disadvantaged areas of the Diocese as well as fund the development of future clergy. Our overall contribution was up by £4k to £214k in 2019, the additional £4k coming from the Legacy Fund.
- **Staff costs:** We spent about £11k more on staff salaries, expenses, training and the church office than in 2018. Most of this arose from a 2% inflationary increase awarded to staff in January 2019. There was also about £4k spent on recruitment activities associated with the posts of Associate Vicar, Pastor for Older People, PA to the Vicar and Coffee Shop Manager and Deputy.
- **Offices and services:** This was almost unchanged from 2018.
- **Church building:** We spent about £3k less compared to 2018. An increase in utilities costs was partially offset by savings in cleaning, repairs and maintenance.
- **Governance:** This was almost unchanged from 2018.

Expenditure exceeded income by about £5k, however with the transfer of £8k from the Legacy Fund (see below) there was a small overall surplus.

### **Headlines for 2019 - designated Legacy Fund**

Legacies received are set aside from the General Fund by the PCC, to keep them separate from the General Fund. During the year, £6,352 was received from the estate of Jill Garfitt and £2,000 from the estate of Frances Gowers.

The Legacy Fund was also used to fund the salary of the Vicar's PA (£8k), the operating costs of the Coffee Shop (£13k after sales income), and £4k of the Parish Share (as mentioned earlier). The overall fund reduction was about £17k.

In 2018, work to improve the protection of the spire from pigeons costing £7,871 had been funded from the Legacy Fund. However it was decided (too late for the 2018 accounts) that it would be more appropriate if this were capitalised. Therefore a new fixed asset worth this amount has been added to the "church equipment

and fittings on the balance sheet". The expenditure on repairs in the Legacy Fund has been reduced by this amount, and this amount transferred to the General Fund.

### ***Headlines for 2019 - designated Renew Fund***

In 2019 the designated Renew Fund was used to fund costs associated with the development of plans to renew the church building (£31k), and depreciation of items relating to the renewal of the church building (£13k). This was offset by about £1k of interest and investment income, giving an overall fund reduction for the year of £43k.

### ***Reserves***

The PCC's Statement of Financial Principles reserves policy is to keep the General Fund reserves in the range of £25k- £75k. In 2019 there was a small surplus in the General Fund, taking the fund balance at year end to £52,246k.

### ***2020 – Continuing to restore balanced income and expenditure***

The PCC has agreed two guiding principles for future years to help ensure a stable balance between our income and expenditure:

- we will set the amount we pay as Parish Share to 33% of the budgeted income; in 2020 this implies a reduction of about £13k, but this should recover as the level of our Provision income grows
- we will transition towards setting our mission giving outside the parish to 20% of our Provision income

Staff will receive a 1.5% inflationary pay rise (£5k impact on General Fund). Other costs will be held at current levels.

At the time we set our budget for 2020, based on current patterns of giving we were forecasting a General Fund deficit of about £11k. However given the increase in giving that we saw in late 2019, and with the appeal to be launched in March 2020 (see below), we anticipate that this deficit may well be avoided.

### ***2020 – RENEW: Crypt refurbishment appeal***

The costs of the refurbishment of the crypt are expected to be about £1.5m. We will be devoting the £624k in the Renew Fund to this work, and the PCC has agreed to allocate another £250k from the Legacy Fund. We are therefore appealing to the church family for about £500k in donations and pledges, assuming another £100k in Gift Aid. As these are internal renovations we are seeking funds from the church family. This appeal will start in March 2020. For later planned works to extend the crypt we will be approaching external trust funds and the wider community.

### ***Our future and objectives for 2020***

During the coming year the PCC will continue to focus on the priorities from our vision:

- **Small Communities:** Small communities are the heartbeat of Christ Church. We will commit time and resources to enable our small communities to become places where individuals find wholeness, and are inspired, equipped, empowered and released to reproduce the character and life of Jesus in their families, workplaces and communities and to become places of connection, growth and influence spread out across the city
- **Wholeness:** God wants us to thrive and every one of us is responsible for creating the optimum environment in which he can grow us. We will commit time and resources to our teaching, which is designed to resource this, both at our gatherings and in our small communities.
- **Leadership:** Good leadership is the key to healthy communities, in the church and beyond. We aim to nurture and develop leaders of leaders who have the confidence to connect, grow and influence wherever they live, work and serve.

- **Prayer:** We recognize that all this must be underpinned by a reinvigoration of our corporate prayer life. We've put together a small team to discern God's voice on this.

Alongside these priorities, the PCC will also focus on:

- Improving our communications and "branding"
- Developing discipleship at Christ Church
- Funding and implementation of the next phase of The RENEW project

## **Statement of Trustees' Responsibilities**

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed/constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the Parochial Church Council

*Paul Langham*

**Paul Langham**  
Vicar and Chair of the PCC  
23rd March 2020

*David Newton*

**David Newton**  
PCC Treasurer

# INDEPENDENT EXAMINER'S REPORT TO THE PCC MEMBERS OF CHRIST CHURCH, CLIFTON

YEAR ENDED 31 DECEMBER 2019

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I report to the trustees on my examination of the accounts of Christ Church, Clifton (the Charity) for the year ended 31 December 2019.

## Responsibilities and basis of report

As the charity trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts 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

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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 accounts do not accord with those records; or
3. the accounts 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.

*Ed Marsh*

Ed Marsh FCA DChA  
Burton Sweet Chartered Accountants  
The Clock Tower  
Farleigh Court  
Old Weston Road, Flax Bourton  
Bristol BS48 1UR

Date: *23<sup>rd</sup> March 2020*

**CHRIST CHURCH CLIFTON**  
**STATEMENT OF FINANCIAL ACTIVITIES (SoFA)**  
**YEAR ENDED 31 DECEMBER 2019**

		Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds 2019	Total Funds 2018
	Note	£	£	£	£	£
<b>Income from:</b>						
<i>Donations and legacies</i>						
Provision (regular giving)		405,882	-	-	405,882	408,730
Gift Aid		92,606	-	-	92,606	93,137
Restricted donations		-	38,605	-	38,605	52,734
Other giving		9,244	-	-	9,244	8,772
Grants and donations received		1,045	2,000	-	3,045	-
Legacies		8,352	-	-	8,352	6,139
<i>Charitable activities</i>						
Rental income		88,101	-	-	88,101	74,223
Fees from weddings and funerals		3,876	-	-	3,876	5,481
Events income		14,815	-	-	14,815	17,041
Spire coffee shop income		22,785	-	-	22,785	16,955
<i>Income from Investments</i>						
Investment income and interest		7,198	-	-	7,198	6,291
<i>Other income</i>						
<b>Total income</b>		<u>653,904</u>	<u>40,605</u>	<u>-</u>	<u>694,509</u>	<u>689,503</u>
<b>Expenditure on:</b>						
<i>Charitable activities</i>						
Mission	2	100,287	37,363	-	137,650	136,501
Renew expenditure		30,729	-	-	30,729	19,065
Parish share		214,200	-	-	214,200	210,000
Staff costs	3	213,186	2,250	-	215,436	232,318
Offices and services		33,201	87	-	33,288	31,446
Church building		72,924	-	-	72,924	91,974
Governance		11,171	-	-	11,171	10,617
Spire coffee shop		35,519	-	-	35,519	31,446
<b>Total expenditure</b>		<u>711,217</u>	<u>39,700</u>	<u>-</u>	<u>750,917</u>	<u>763,367</u>
<b>Transfers between funds</b>		-	-	-	-	-
<b>Gains on investments (unrealised)</b>		-	-	29,314	29,314	(2,416)
<b>Net income/(expenditure)</b>		<u>(57,313)</u>	<u>905</u>	<u>29,314</u>	<u>(27,094)</u>	<u>(76,280)</u>
<b>Reconciliation of funds:</b>						
<b>Total funds at 1 January</b>		1,660,785	20,970	157,293	1,839,048	1,915,328
<b>Total funds at 31 December</b>	11	<u>1,603,472</u>	<u>21,875</u>	<u>186,607</u>	<u>1,811,954</u>	<u>1,839,048</u>

Comparative fund movements are shown in note 5.

The Charity has no recognised gains or losses other than the results for the year as set out above.  
All of the activities of the charity are classed as continuing.

**The notes on pages 17 to 23 form part of these financial statements.**

# CHRIST CHURCH CLIFTON

## BALANCE SHEET

YEAR ENDED 31 DECEMBER 2019

	Note	2019 £	2018 £
<b>Fixed assets</b>			
Freehold property	7	472,047	472,047
Church equipment and fittings	7	62,329	53,277
Investment assets	8	186,607	157,293
		<u>720,983</u>	<u>682,617</u>
<b>Current assets</b>			
Debtors and prepayments	9	16,367	20,007
Cash at bank and in hand		1,086,596	1,142,925
		<u>1,102,963</u>	<u>1,162,932</u>
<b>Creditors : Amounts falling due within one year</b>			
Accruals and deferred income	10	11,992	6,501
Net Current Assets		<u>1,090,971</u>	<u>1,156,431</u>
<b>Net assets</b>		<u><u>1,811,954</u></u>	<u><u>1,839,048</u></u>
<b>Funds</b>			
<b>Unrestricted funds</b>			
General Reserves	11	52,246	49,702
Church legacies fund		351,592	368,548
Renew development fund		623,761	666,662
		<u>1,027,599</u>	<u>1,084,912</u>
Property fund		472,047	472,047
Equipment fund		103,826	103,826
		<u>1,603,472</u>	<u>1,660,785</u>
<b>Restricted funds</b>			
Mission funds	11	-	-
Other funds		21,875	20,970
		<u>21,875</u>	<u>20,970</u>
<b>Endowment fund</b>			
Investment asset fund	11	186,607	157,293
		<u>1,811,954</u>	<u>1,839,048</u>

**CHRIST CHURCH CLIFTON**  
**STATEMENT OF CASH FLOWS**  
**AS AT 31 DECEMBER 2019**

		2019 £	2018 £
<b>Net cash inflow from operating activities</b>	A	(25,681)	(52,492)
<b>Investing activities</b>			
Payments for tangible fixed assets		(37,846)	(1,163)
Investment income		7,198	6,291
		<u>(30,648)</u>	<u>5,128</u>
<b>Net cash inflow for the year</b>	B	<u>(56,329)</u>	<u>(47,364)</u>
<b>A Statement of financial activities: net movement in funds</b>		(27,094)	(76,280)
Unrealised investment gains		(29,314)	2,416
Depreciation		28,794	28,248
Decrease in creditors: current liabilities		5,491	2,603
Decrease / (increase) in debtors		3,640	(3,188)
Investment income		(7,198)	(6,291)
<b>Net cash inflow from operating activities</b>		<u>(25,681)</u>	<u>(52,492)</u>
<b>B Analysis of changes in cash during the year</b>			
Cash at bank and in hand			
End of Year		1,086,596	1,142,925
Start of Year		1,142,925	1,190,289
		<u>(56,329)</u>	<u>(47,364)</u>

These financial statements were approved by the Parochial Church Council on 23rd March 2020 and are signed on its behalf by:

*Paul Langham*

**Paul Langham**  
Vicar and Chair of the PCC

*David Newton*

**David Newton**  
PCC Treasurer

The notes on pages 17 to 23 form part of these financial statements.

**CHRIST CHURCH CLIFTON**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 DECEMBER 2019**

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**1 Accounting policies**

The financial statements have been prepared in accordance with applicable accounting standards and the current Statement of Recommended Practice (SORP): Accounting and Reporting by Charities preparing their accounts their accounts in accordance with the Financial Reporting Standard applicable in the UK and Ireland (FRS102) and the Charities Act 2011.

The financial statements have been prepared under the historical cost convention except for investment assets, which are shown at market value.

The trustees consider that there are no material uncertainties about the Church's ability to continue as a going concern because over 80% of its unrestricted income is made up of giving by standing order, which reflects an ongoing commitment to continue giving in future.

The PCC constitutes a public benefit entity as defined by FRS102.

**Funds**

General funds represent the funds of the church that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. These include funds designated for a particular purpose by the PCC.

Restricted funds are those derived from gifts which are restricted to a particular purpose.

The accounts include transactions, assets and liabilities for which the PCC can be held responsible. They do not include the accounts of church groups that owe an affiliation to another body nor those that are informal gatherings of church members.

**Income**

All income is recognised once the PCC has entitlement to the income, there is sufficient certainty of receipt and it is therefore probable that the income will be received, and the amount of income can be measured reliably.

***Income from gifts***

Planned giving receivable by standing order is recognised when received. Collections are recognised when received by or on behalf of the PCC. Gift aid is accrued on donations when there is a valid declaration from the donor, and accounted for in the year to which the giving relates. Any Gift Aid amount recovered on a donation is treated as an addition to the same fund as the initial donation unless the donor or terms of the appeal have stated otherwise.

***Grants***

Grants to the PCC are included in the SoFA when the PCC becomes entitled to the income, it is probable that the income will be received, and the amount can be measured reliably.

***Legacy income***

Legacy income is recognised when receipt is probable, that is, when there has been grant of probate, the executors have established there are sufficient net assets to pay the legacy, and any conditions attached have been met or are in the control of the church.

***Other income***

Income to cover the cost of certain church events is accounted for gross, rather than being netted off against related costs within reported expenditure. Rental income from the letting of the church owned properties is recognised when the rental is due. Dividends and interest are accounted for when receivable. Realised gains and losses are recognised when investments are sold. Unrealised losses are accounted for on the revaluation of investments at 31 December each year.

***Donated goods, facilities and services***

Donated goods, facilities and services are recognised as income with an equivalent amount recognised as an expense, except for the contribution of volunteers which it is considered impractical to reliably measure for accounting purposes. They are recognised on the basis of the value of the gift to the PCC which is the amount that the PCC would have been willing to pay to obtain such services or facilities of equivalent economic benefit on the open market.

***Interest receivable***

This is included in the accounts upon notification of the interest by the Bank.

**CHRIST CHURCH CLIFTON**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 DECEMBER 2019**

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**1 Accounting policies - continued**

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the PCC to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

**Grants and donations**

Where the PCC gives a grant with conditions for its payment being a specific level of service to be provided, such grants are only recognised in the SoFA once the recipient has provided the specified service. Where there are no conditions attached to a grant made by the PCC that enables them to realistically avoid the commitment, a liability for the full funding obligation is recognised.

**Diocesan parish share**

The diocesan parish share is accounted for in accordance with the agreed intention of the PCC.

**Governance**

Governance costs represent the expenditure related to statutory requirements such as audit or independent examination and legal advice. They have been included within support costs relating to charitable activities.

**Fixed Assets**

**Consecrated land and buildings and moveable church furnishings**

The PCC does not own and hold the church and vicarage. Legal custodianship of the church lands and vicarage lies with the diocesan authorities and the incumbent. Day to day custodianship is controlled by the incumbent and churchwardens. The churchwardens also have custodianship of the moveable items within the church on behalf of the people of the parish. The PCC supports the incumbent in the day to day care of the people of the parish. Expenditure incurred during the year on consecrated or beneficed buildings and moveable church fittings, whether maintenance or an improvement is normally written off as expenditure in the SoFA and is separately disclosed. Major new capital items are capitalised and depreciated over the greater of their estimated useful working lives. Chairs are depreciated at 10% per annum on a straight line basis, reflecting the manufacturer's guarantee period.

**Other fixtures, fittings and office equipment**

Fixtures, fittings and equipment including IT assets are valued at cost, and depreciated at 20% per annum on a straight line basis, reflecting the minimum expectation of useful life of the asset. Expenditure on individual assets costing over £500 that will have ongoing benefit for several years is capitalised.

**Investments**

Listed and unlisted investments are valued at their market value at 31 December.

**Current Assets**

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the PCC. Subsequently, they are measured at the level of cash or other consideration expected to be received.

**Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**Creditors and provisions**

Creditors and provisions are recognised when the PCC has a present obligation arising from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

Liabilities are measured on recognition at their historical cost and then subsequently at the best estimate of the amount required to settle the obligation at the reporting date.

**Pension scheme**

The church operates a defined contribution scheme for the benefit of its employees. Contributions payable are charged to the Statement of Financial Activities in the year they are payable.

**Realised gains and losses**

All gains and losses are taken to the SoFA as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or purchase value if purchased during the year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value.

**CHRIST CHURCH CLIFTON**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 DECEMBER 2019**

<b>2 Grants</b>	<b>2019</b>	<b>2018</b>
	£	£
Included in the unrestricted general fund mission expenditure are grants to the following organisations:		
<b>Heart for the individual:</b>		
Bursaries for Overseas Mission Trips	600	850
Christian unions	400	400
Other	1,250	1,150
	<u>2,250</u>	<u>2,400</u>
<b>Heart for the city:</b>		
InHope (formerly Crisis Centre Ministries)	4,000	4,000
Bristol Schools Connection	5,000	5,000
Easton Christian Family Centre	-	2,000
Falcon Camps	4,000	-
Diocese of Bristol Youth Visit to Uganda	-	2,000
	<u>13,000</u>	<u>13,000</u>
<b>Heart for the nations:</b>		
TearFund Connected Churches Project in Kitgum, Northern Uganda	10,000	10,000
Wycliffe Bible Translators, the work of Jock and Katy Hughes in Indonesia	10,000	10,000
Wycliffe Bible Translators, the work of Julian and Catherine Shelton in Russia	10,000	10,000
Ugandan Christian University Sponsored Students	9,721	9,686
Jews for Jesus, supporting the work of Stephen Pacht in Geneva	7,500	7,500
Bristol International Student Centre	4,500	4,500
Engineering Ministries International, supporting the work of David Burgess	3,000	3,000
Langham Scholars (overseas pastors studying in UK)	-	2,000
Archbishop Janani Luwum Theological College	1,166	-
Uganda Bishop's Visit 2019	700	-
Hodgkin House	500	500
Global Connections	300	300
Other	300	-
	<u>57,687</u>	<u>57,486</u>

All the grants listed above were made from the General Fund.

David Daniels, PCC member until April 2019, is also a trustee of Hodgkin House.

<b>3 Staff costs</b>	<b>2019</b>	<b>2018</b>
	£	£
Salaries (General Fund)	149,271	144,308
Salaries (Legacy Fund)	8,374	14,520
Salaries (Legacy Fund - Spire Coffee Shop)	24,688	22,483
Salaries (Renew Fund)	-	14,520
Employer's National Insurance contributions (General Fund)	10,205	11,275
Employer's pension contributions (General Fund)	15,518	18,172
Recruitment Costs (General Fund)	3,842	1,569
	<u>211,898</u>	<u>226,847</u>

No employee earned more than £60,000 during the year (2018: none).

During 2019, the average number of staff employed was 11, (2018: 12). The full time equivalent number of staff was 8 (2018: 8).

The total amount of salaries and benefits received by key management personnel was £32,852 (2018: £32,207).

<b>4 Net income/expenditure</b>	<b>2019</b>	<b>2018</b>
	£	£
Net income expenditure is stated after charging:		
Depreciation (General Fund)	15,692	15,147
Depreciation (Renew - Designated Fund)	13,102	13,102
Independent examiner's fee (General Fund)	1,700	1,672

**CHRIST CHURCH CLIFTON**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 DECEMBER 2019**

**5 Comparative fund movements (previous year - 2018)**

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds 2018
Note	£	£	£	£
<b>Income from:</b>				
<i>Donations and legacies</i>				
Provision (regular giving)	408,730	-	-	408,730
Gift Aid	93,137	-	-	93,137
Restricted donations	-	52,734	-	52,734
Other giving	8,772	-	-	8,772
Grants and donations received	-	-	-	-
Legacies	6,139	-	-	6,139
<i>Charitable activities</i>				
Rental income	74,223	-	-	74,223
Fees from weddings and funerals	5,481	-	-	5,481
Events Income	14,997	2,044	-	17,041
Coffee Shop Income	16,955	-	-	16,955
<i>Income from investments</i>				
Investment income and interest	6,291	-	-	6,291
<b>Total income</b>	<u>634,725</u>	<u>54,778</u>	<u>-</u>	<u>689,503</u>
<b>Expenditure on:</b>				
<i>Charitable activities</i>				
Mission	97,868	38,633	-	136,501
Renew expenditure	18,865	200	-	19,065
Parish share	210,000	-	-	210,000
Staff costs	222,318	10,000	-	232,318
Offices and services	31,320	126	-	31,446
Church building	91,974	-	-	91,974
Governance	10,617	-	-	10,617
Spire Coffee Shop	31,446	-	-	31,446
<b>Total expenditure</b>	<u>714,408</u>	<u>48,959</u>	<u>-</u>	<u>763,367</u>
<b>Gains on investments (unrealised)</b>	-	-	(2,416)	(2,416)
<b>Net income/(expenditure)</b>	<u>(79,683)</u>	<u>5,819</u>	<u>(2,416)</u>	<u>(76,280)</u>
<b>Reconciliation of funds:</b>				
<b>Total funds at 1 January 2018</b>	1,740,468	15,151	159,709	1,915,328
<b>Total funds at 31 December 2018</b>	<u>1,660,785</u>	<u>20,970</u>	<u>157,293</u>	<u>1,839,048</u>

**6 Related Party Transactions**

Two PCC members, Paul Langham and Neil Shepherd are remunerated by the Bristol Diocesan Board of Finance to which Parish Share is paid. PCC members who are also trustees of organisations which have received grants are disclosed in note 5. Christ Church Children and Families Trust operates the Christ Church Pre-school from the church building and paid £3,000 in rent in 2019 (2018: £9,000). Orriss Design, owned by PCC member Mark Orriss, provided graphic design services costing £250 (2018: none)

Other than disclosed above, no member of the PCC received any payment during the year.

During 2019 the income arising from the giving of PCC members and their close family members (spouses, parents, siblings, and children) was £61,239 (2018: £68,431). The change was largely a result of a significant change in PCC membership during the year.

**CHRIST CHURCH CLIFTON**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 DECEMBER 2019**

**7 Tangible fixed assets**

	Freehold property <i>(Property Fund)</i>	Fixtures, fittings & equipment <i>(General Fund)</i>	Chairs <i>(Renew - Desig Fund)</i>	Sound and projection systems <i>(General Fund)</i>	Church equipment <i>(General Fund)</i>	<b>Total</b>
	£	£	£	£	£	£
<b>Cost</b>						
At 1 January 2019	<b>472,047</b>	135,079	70,000	148,073	<b>353,152</b>	<b>825,199</b>
Additions	-	37,846	-	-	<b>37,846</b>	<b>37,846</b>
At 31 December 2019	<b>472,047</b>	<b>172,925</b>	<b>70,000</b>	<b>148,073</b>	<b>390,998</b>	<b>863,045</b>
<b>Depreciation</b>						
At 1 January 2019	-	103,376	49,087	147,412	<b>299,875</b>	<b>299,875</b>
Charge for the year	-	21,579	7,000	215	<b>28,794</b>	<b>28,794</b>
At 31 December 2019	-	<b>124,955</b>	<b>56,087</b>	<b>147,627</b>	<b>328,669</b>	<b>328,669</b>
<b>Net book value</b>						
At 31 December 2019	<b>472,047</b>	<b>47,970</b>	<b>13,913</b>	<b>446</b>	<b>62,329</b>	<b>534,376</b>
At 31 December 2018	<b>472,047</b>	<b>31,703</b>	<b>20,913</b>	<b>661</b>	<b>53,277</b>	<b>525,324</b>

**8 Investments**

	<b>2019</b> £	2018 £
9700 CBF investment fund shares at valuation, held in an endowment fund	<b>186,607</b>	<b>157,293</b>
Market value b/f 1 January 2019	157,293	159,709
Net gain on revaluation	29,314	<b>(2,416)</b>
Market value at 31 December 2019	<b>186,607</b>	<b>157,293</b>
Historical cost of investments	<b>8,586</b>	<b>8,586</b>

**9 Debtors**

	<b>2019</b> £	2018 £
Gift Aid recoverable	6,283	6,965
Prepayments	9,599	11,111
Accounts receivable	485	1,931
	<b>16,367</b>	<b>20,007</b>

**10 Creditors: amounts falling due within one year**

	<b>2019</b> £	2018 £
Credit Card balance	4,156	4,069
Trade creditors	-	832
Accruals	1,650	1,600
Deferred income	512	-
Accounts payable	5,674	-
	<b>11,992</b>	<b>6,501</b>

**CHRIST CHURCH CLIFTON**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 DECEMBER 2019**

<b>11 Funds</b>	<b>Balance b/f 01/01/2019</b>	<b>Income</b>	<b>Expenses</b>	<b>Transfers</b>	<b>Gains and losses</b>	<b>Balance c/f 31/12/2019</b>
Endowment fund	157,293	-	-	-	29,314	186,607
<u>Restricted funds</u>						
Homeless fund	383	205	(588)	-	-	-
Internal restricted funds	5,936	4,261	(2,973)	-	-	7,224
Mission funds	-	36,139	(36,139)	-	-	-
Renew restricted funds	14,651	-	-	-	-	14,651
<b>Total</b>	<b>20,970</b>	<b>40,605</b>	<b>(39,700)</b>	<b>-</b>	<b>-</b>	<b>21,875</b>
<u>Designated funds</u>						
Legacies fund (excluding Spire Coffee Shop)	401,523	8,352	(4,703)	(7,871)	-	397,301
Spire Coffee Shop	(32,975)	22,785	(35,519)	-	-	(45,709)
Equipment fund	103,826	-	-	-	-	103,826
Property fund	472,047	-	-	-	-	472,047
Renew fund	666,662	930	(43,831)	-	-	623,761
General fund	49,702	621,837	(627,164)	7,871	-	52,246
<b>Total</b>	<b>1,660,785</b>	<b>653,904</b>	<b>(711,217)</b>	<b>-</b>	<b>-</b>	<b>1,603,472</b>
<b>Total funds</b>	<b>1,839,048</b>	<b>694,509</b>	<b>(750,917)</b>	<b>-</b>	<b>29,314</b>	<b>1,811,954</b>

<b>Funds (Comparative year: 2018)</b>	<b>Balance b/f 01/01/2018</b>	<b>Income</b>	<b>Expenses</b>	<b>Transfers</b>	<b>Gains and losses</b>	<b>Balance c/f 31/12/2018</b>
Endowment fund	159,709	-	-	-	(2,416)	157,293
<u>Restricted funds</u>						
Homeless fund	-	483	(100)	-	-	383
Internal restricted funds	500	17,477	(12,041)	-	-	5,936
Mission funds	-	36,618	(36,618)	-	-	-
Renew restricted funds	14,651	200	(200)	-	-	14,651
<b>Total</b>	<b>15,151</b>	<b>54,778</b>	<b>(48,959)</b>	<b>-</b>	<b>-</b>	<b>20,970</b>
<u>Designated funds</u>						
Legacies fund (excluding Spire Coffee Shop)	427,775	6,139	(32,391)	-	-	401,523
Spire Coffee Shop	(18,485)	16,956	(31,513)	67	-	(32,975)
Equipment fund	103,826	-	-	-	-	103,826
Property fund	472,047	-	-	-	-	472,047
Renew fund	712,694	454	(46,486)	-	-	666,662
General fund	42,611	611,176	(604,018)	(67)	-	49,702
<b>Total</b>	<b>1,740,468</b>	<b>634,725</b>	<b>(714,408)</b>	<b>-</b>	<b>-</b>	<b>1,660,785</b>
<b>Total funds</b>	<b>1,915,328</b>	<b>689,503</b>	<b>(763,367)</b>	<b>-</b>	<b>(2,416)</b>	<b>1,839,048</b>

**Restricted Funds**

***Homeless Fund***

These funds have been given directly to the church's work with the homeless.

***Internal Restricted Funds***

These funds have been given directly to the church for specific restricted purposes within the church.

**CHRIST CHURCH CLIFTON**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 DECEMBER 2019**

**Mission Funds**

These funds are donated to various missionary organisations and activities outside the church.

**Renew Restricted Funds (including Disabled Toilet Fund)**

These funds are donated towards the costs of the renewal of the church building.

**Designated Funds**

**Church Legacies Fund**

Legacies received are set aside from the General Fund by the PCC, to keep them separate from the General Fund. During the year £6,352 was received from the estate of Jill Garfitt and £2,000 from the estate of Frances Gowers (2018: £5,000 was received from the estate of Joan Grigg, £1,000 from the estate of Rhona Beare and £139 from the estate of Joan Wreay).

The Legacies Fund is used to fund the work of The Spire Coffee Shop. During 2018 this cost £12,734 (2018: £14,491).

**Equipment Fund**

These funds represent those amounts set aside by the PCC to be used to purchase church equipment.

**Property Fund**

These funds were set aside by the PCC for the purchase of the corresponding properties:

Linden Gate	£ 100,000
60 Clifton Park Road	£ 372,047
	<u>£ 472,047</u>

£335,126 of the purchase cost of 60 Clifton Park Road was provided by The Church Hall Trust and the trustees thereof would have discretion over the reinvestment of 90% of the proceeds if the property was sold.

**Renew Development Fund**

These funds have been set aside by the PCC to cover costs of the renewal of the church building. A building was disposed of in 2013 in order to provide funds for this purpose.

**12 Analysis of net assets between funds**

	Unrestricted £	Restricted £	Endowment £	Total 2019 £
Fixed Assets	534,376	-	186,607	720,983
Current Assets	1,081,088	21,875	-	1,102,963
Current Liabilities	(11,992)	-	-	(11,992)
	<u>1,603,472</u>	<u>21,875</u>	<u>186,607</u>	<u>1,811,954</u>

**Analysis of net assets between funds  
(Comparative year: 2018)**

	Unrestricted £	Restricted £	Endowment £	Total 2018 £
Fixed Assets	525,324	-	157,293	682,617
Current Assets	1,141,962	20,970	-	1,162,932
Current Liabilities	(6,501)	-	-	(6,501)
	<u>1,660,785</u>	<u>20,970</u>	<u>157,293</u>	<u>1,839,048</u>

## CHRIST CHURCH CLIFTON

## APPENDIX TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2019

## Detailed Statement of Financial Activities by Fund

	Unrestricted funds			Total Unrestricted funds	Restricted Funds		Total Restricted Funds	Endowment Fund	Total Funds	Total Funds
	General Fund	Legacies Fund	Renew Fund		Mission funds	Other funds				
	2019 £	2019 £	2019 £	2019 £	2019 £	2019 £	2019 £	2019 £	2019 £	2018 £
<b>Donations and legacies</b>										
Provision (regular giving)	405,882	-	-	405,882	-	-	-	-	405,882	408,730
Gift Aid	92,606	-	-	92,606	-	-	-	-	92,606	93,137
Restricted donations	-	-	-	-	36,139	2,466	38,605	-	38,605	52,734
Other giving	9,244	-	-	9,244	-	-	-	-	9,244	8,772
Grants and donations received	1,045	-	-	1,045	-	2,000	2,000	-	3,045	0
Legacies	-	8,352	-	8,352	-	-	-	-	8,352	6,139
<b>Charitable activities</b>										
Rental income	88,101	-	-	88,101	-	-	-	-	88,101	74,223
Fees from weddings and funerals	3,876	-	-	3,876	-	-	-	-	3,876	5,481
Events Income	14,815	-	-	14,815	-	-	-	-	14,815	17,041
Spire coffee shop income	-	22,785	-	22,785	-	-	-	-	22,785	16,955
<b>Income from investments</b>										
Investment income and interest	6,268	-	930	7,198	-	-	-	-	7,198	6,291
<b>Other income</b>										
	-	-	-	-	-	-	-	-	-	-
<b>Total income</b>	<b>621,837</b>	<b>31,137</b>	<b>930</b>	<b>653,904</b>	<b>36,139</b>	<b>4,466</b>	<b>40,605</b>	<b>-</b>	<b>694,509</b>	<b>689,503</b>
<b>Expenditure on Charitable activities</b>										
Mission and evangelism	5,398	-	-	5,398	-	-	-	-	5,398	4,489
Students and young adults work	6,894	-	-	6,894	-	-	-	-	6,894	5,604
Youth work	3,924	-	-	3,924	-	-	-	-	3,924	6,508
Children's and schools' work	5,301	-	-	5,301	-	636	636	-	5,937	4,781
Creative arts ministries	1,010	-	-	1,010	-	-	-	-	1,010	1,133
Heart for the individual	2,350	-	-	2,350	-	-	-	-	2,350	2,400
Heart for the city	17,782	-	-	17,782	-	587	587	-	18,369	17,481
Heart for the nations	57,627	-	-	57,627	36,139	-	36,139	-	93,767	94,106
<b>Mission</b>	<b>100,287</b>	<b>-</b>	<b>-</b>	<b>100,287</b>	<b>36,139</b>	<b>1,224</b>	<b>37,363</b>	<b>-</b>	<b>137,650</b>	<b>136,501</b>
<b>Renew expenditure</b>	<b>-</b>	<b>-</b>	<b>30,729</b>	<b>30,729</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,729</b>	<b>19,065</b>
<b>Parish share</b>	<b>210,000</b>	<b>4,200</b>	<b>-</b>	<b>214,200</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>214,200</b>	<b>210,000</b>
Salaries and pension payments	178,887	8,374	-	187,261	-	-	-	-	187,261	204,363
Payroll expenses	936	-	-	936	-	-	-	-	936	936
Staff expenses	8,142	-	-	8,142	-	-	-	-	8,142	7,924
Staff training	5,639	-	-	5,639	-	2,250	2,250	-	7,889	3,556
House repairs and maintenance	3,796	-	-	3,796	-	-	-	-	3,796	5,988
Utilities (houses)	7,412	-	-	7,412	-	-	-	-	7,412	9,551
<b>Staff costs</b>	<b>204,812</b>	<b>8,374</b>	<b>-</b>	<b>213,186</b>	<b>-</b>	<b>2,250</b>	<b>2,250</b>	<b>-</b>	<b>215,436</b>	<b>232,318</b>
Music expenses and equipment	3,920	-	-	3,920	-	-	-	-	3,920	4,072
Sunday and other services	9,342	-	-	9,342	-	87	87	-	9,429	8,600
Pastoral	2,528	-	-	2,528	-	-	-	-	2,528	1,756
IT, internet and web costs	9,966	-	-	9,966	-	-	-	-	9,966	8,636
Stationery, postage and printing	6,580	-	-	6,580	-	-	-	-	6,580	7,305
Bank charges	530	-	-	530	-	-	-	-	530	559
Communications	336	-	-	336	-	-	-	-	336	519
<b>Offices and services</b>	<b>33,201</b>	<b>-</b>	<b>-</b>	<b>33,201</b>	<b>-</b>	<b>87</b>	<b>87</b>	<b>-</b>	<b>33,288</b>	<b>31,446</b>
Cleaning	11,864	-	-	11,864	-	-	-	-	11,864	14,238
Equipment, repairs and maintenance	17,970	(7,871)	-	10,099	-	-	-	-	10,099	28,671
Utilities	22,167	-	-	22,167	-	-	-	-	22,167	20,816
Depreciation	15,692	-	13,102	28,794	-	-	-	-	28,794	28,249
<b>Church building</b>	<b>67,693</b>	<b>(7,871)</b>	<b>13,102</b>	<b>72,924</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>72,924</b>	<b>91,974</b>
Independent examination fee	1,700	-	-	1,700	-	-	-	-	1,700	1,672
Insurance	8,701	-	-	8,701	-	-	-	-	8,701	8,730
PCC expenses and sundry costs	770	-	-	770	-	-	-	-	770	216
<b>Governance</b>	<b>11,171</b>	<b>-</b>	<b>-</b>	<b>11,171</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,171</b>	<b>10,617</b>
<b>Spire coffee shop</b>	<b>-</b>	<b>35,519</b>	<b>-</b>	<b>35,519</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>35,519</b>	<b>31,446</b>
<b>Total expenses</b>	<b>627,163</b>	<b>40,223</b>	<b>43,831</b>	<b>711,217</b>	<b>36,139</b>	<b>3,561</b>	<b>39,700</b>	<b>-</b>	<b>750,917</b>	<b>763,367</b>
Net income/(expenditure)	(5,327)	(9,086)	(42,900)	(57,313)	-	905	905	-	(56,408)	(73,864)
Transfers between funds	7,871	(7,871)	-	-	-	-	-	-	-	-
Unrealised gain on investments	-	-	-	-	-	-	-	29,314	29,314	(2,416)
Balances brought forward 1 January 2019	49,702	368,548	666,662	1,084,912	-	20,970	20,970	157,293	1,263,175	1,339,455
Balance b/f 1 January 2019 and c/f 31 December 2019										
Property fund	-	-	-	472,047	-	-	-	-	472,047	472,047
Equipment fund	-	-	-	103,826	-	-	-	-	103,826	103,826
Balances c/forward 31 December 2019	<b>52,246</b>	<b>351,592</b>	<b>623,762</b>	<b>1,603,473</b>	<b>-</b>	<b>21,875</b>	<b>21,875</b>	<b>186,607</b>	<b>1,811,955</b>	<b>1,839,048</b>

## CHRIST CHURCH CLIFTON

## APPENDIX TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2019

## Analysis of General Fund Actual 2019 against Budget 2019 and 2020

	General Fund <b>Budget</b>	General Fund <b>Actual</b>	General Fund <b>Budget</b>
	2019 £	2019 £	2020 £
<b>Donations and legacies</b>			
Provision (regular giving)	423,480	405,882	398,873
Gift Aid	85,130	92,606	86,045
Restricted donations	-	-	-
Other giving	14,000	9,244	10,000
Grants and donations received	-	1,045	-
Legacies	-	-	-
<b>Charitable activities</b>			
Rental income	82,220	88,101	86,150
Fees from weddings and funerals	4,600	3,876	5,000
Events Income	18,700	14,815	18,000
Spire coffee shop income	-	-	-
<b>Income from Investments</b>			
Investment income and interest	5,500	6,268	5,800
<b>Other income</b>			
	-	-	-
<b>Total income</b>	<b>633,630</b>	<b>621,837</b>	<b>609,868</b>
<b>Expenditure on Charitable activities</b>			
Mission and evangelism	7,000	5,398	4,800
Students and young adults work	7,750	6,894	8,700
Youth work	4,500	3,924	4,000
Children's and schools' work	4,000	5,301	4,200
Creative arts ministries	1,000	1,010	1,000
Heart for the individual	5,000	2,350	4,000
Heart for the city	19,000	17,782	16,500
Heart for the nations	64,000	57,627	52,000
<b>Mission</b>	<b>112,250</b>	<b>100,287</b>	<b>95,200</b>
<b>Renew expenditure</b>			
	-	-	-
<b>Parish share</b>			
	<b>210,000</b>	<b>210,000</b>	<b>201,000</b>
Salaries and pension payments	174,000	178,887	182,145
Payroll expenses	900	936	900
Staff expenses	7,250	8,142	6,900
Staff training	3,950	5,639	5,450
House repairs and maintenance	5,500	3,796	4,450
Utilities (houses)	8,000	7,412	8,000
<b>Staff costs</b>	<b>199,600</b>	<b>204,812</b>	<b>207,845</b>
Music expenses and equipment	5,000	3,920	4,600
Sunday and other services	8,500	9,342	9,500
Pastoral	4,500	2,528	3,700
IT, internet and web costs	11,000	9,966	10,600
Stationery, postage and printing	8,400	6,580	7,550
Bank charges	600	530	600
Communications	1,000	336	1,000
<b>Offices and services</b>	<b>39,000</b>	<b>33,201</b>	<b>37,550</b>
Cleaning	13,500	11,864	13,000
Equipment, repairs and maintenance	18,000	17,970	17,200
Utilities	20,500	22,167	22,000
Depreciation	17,000	15,692	16,000
<b>Church building</b>	<b>69,000</b>	<b>67,693</b>	<b>68,200</b>
Independent examination fee	1,750	1,700	1,750
Insurance	7,000	8,701	8,600
PCC expenses and sundry costs	500	770	500
<b>Governance</b>	<b>9,250</b>	<b>11,171</b>	<b>10,850</b>
<b>Total expenses</b>	<b>639,100</b>	<b>627,163</b>	<b>620,645</b>
Net income/(expenditure)	(5,470)	(5,327)	(10,777)
Deficit as a percentage of income	0.86%	0.86%	1.77%

## APPENDIX TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2019

## Analysis of Designated Legacies Fund Actual 2019 against Budget 2019 and 2020

	Legacies Fund Budget	Legacies Fund Actual	Legacies Fund Budget
	2019 £	2019 £	2020 £
<b>Donations and legacies</b>			
Legacies	-	8,352	-
<b>Charitable activities</b>			
Spire coffee shop income	25,000	22,785	28,000
<b>Total income</b>	<b>25,000</b>	<b>31,137</b>	<b>28,000</b>
<b>Expenditure on Charitable activities</b>			
Parish share	4,200	4,200	-
Salaries and pension payments	11,500	8,374	11,500
Equipment, repairs and maintenance	10,000	(7,871)	-
Spire coffee shop	30,000	35,519	40,000
<b>Total expenses</b>	<b>55,700</b>	<b>40,223</b>	<b>51,500</b>
Net income/(expenditure)	(30,700)	(9,086)	(23,500)

## Analysis of Designated Renew Fund Actual 2019 against Budget 2019 and 2020

	Renew Fund Budget	Renew Fund Actual	Renew Fund Budget
	2019 £	2019 £	2020 £
<b>Income from Investments</b>			
Investment Income and Interest	-	930	1,000
<b>Total income</b>	<b>-</b>	<b>930</b>	<b>1,000</b>
<b>Expenditure on Charitable activities</b>			
Renew expenditure	-	30,729	-
Depreciation	13,159	13,102	9,000
<b>Total expenses</b>	<b>13,159</b>	<b>43,831</b>	<b>9,000</b>
Net income/(expenditure)	(13,159)	(42,900)	(8,000)