

**PAROCHIAL CHURCH COUNCIL OF  
ST ANDREW SOHAM**

**TRUSTEES' REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED**

**31 DECEMBER 2016**

**PAROCHIAL CHURCH COUNCIL OF ST ANDREW SOHAM  
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FOR THE YEAR ENDED 31 DECEMBER 2016**

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**PAROCHIAL CHURCH COUNCIL OF ST ANDREW SOHAM  
PAROCHIAL CHURCH COUNCIL'S ANNUAL REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2016**

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**Reference and Administrative details**

*Ex Officio – Clergy*

Eleanor Whalley (from 14 November 2016)

*Ex Officio – Wardens*

Margaret Fisher

Christopher Palmer

*Ex Officio - Synods*

Jo Sturgeon

Delia Tickner

*Ex Officio – Other*

Ruth Dennigan (Licensed Lay Minister)

*Elected members who finished their term on 7 April 2016*

John Cole

Pam Cole

Linda Logan

*Elected members from 7 April 2016 with a three-year term (year of election in brackets)*

David Tickner (2014)

Fiona Hefferan (2014)

Philip Logan (2014)

Mark Campbell (2014)

Alison Evans (2015)

Peter Scott (2015)

Simon Wright (2015)

Tony Brown (deceased) (2015) Casual vacancy not filled

John Cole (2016)

Pam Cole (2016)

Linda Logan (2016)

Joy Martin (2016)

*Elected/appointed officers of the PCC*

Vice-chair: Margaret Fisher

Treasurer: Simon Wright

Secretary: David Tickner

Parish Administrator: Margaret Fisher

Electoral Roll Officer: Lynne Webb

Safeguarding Officer: Claudia Stein-Carr

Gift Aid Officer: Daphne Laycock

**Administrative Information**

Church Name: St Andrew's, Soham

Address: Fountain Lane, Soham, Cambridgeshire, CB7 5XT

Priest in Charge: The Rev'd Eleanor Whalley

Bankers: Barclays Bank PLC, 54 High Street, Soham, Ely, CB7 5HE

Inspecting Architect: Jane Kennedy, Purcell Miller Tritton LLP

Independent Examiner: Graham Day, Chater Allan LLP

**PAROCHIAL CHURCH COUNCIL OF ST ANDREW SOHAM  
PAROCHIAL CHURCH COUNCIL'S ANNUAL REPORT  
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**Objectives and Activities**

We aim prayerfully to serve our communities - working together in practical ways, helping people to experience the love of God and grow as disciples of Jesus. We enjoy each others' company as we celebrate God's hope, life and beauty of his creation.

**Financial Review**

The total amount of everyday income, which excludes restricted funds, for the year fell from £63k in 2015 to £56k in 2016, a drop of £7k in one year, hence the need to call on reserves. The total amount of everyday expenditure fell from £74k in 2015 to £72k in 2016. The everyday, or unrestricted, deficit for the year was £16k (2015: £11k) Given that it is fairly difficult to reduce our costs as they are almost entirely fixed, we need to find a way to raise an additional £16k through general giving and fundraising in 2017. To put that into perspective, general giving and fundraising raised just over £26k in 2016, so that would need to increase to around £42k, or an extra £1,250 per month during 2017. The overall deficit, including restricted and endowment funds, was only £3k (2015: £8k) thanks to the unrealised gains on the investments £9k (2015: £1k).

The 2016 Parish Share of £46,268 was eventually paid in full, but not until the end of January 2017. In order to make the regular and final Parish Share payment for 2016, the Charity had to call on unrestricted funds during the year, which is not a sustainable position. If we are unable to increase our income, we cannot sell shares as these were all gifted to the Church as either restricted or endowment funds.

Church members are urged to review their general giving for 2017 and consider whether they might want to make provision for future congregations by leaving lasting bequests or gifting through their wills. As a congregation, we currently benefit from various bequests and gifts that were left by Basil Slack, Grace Norman, Mrs Jill Clark and Arthur Lyon, in addition to the Cowell and Peacock bequests which were substantial for their time and have been particularly important in allowing us to fund general Church ministry, the youth ministry, and repairs related to the roof, bells and tower.

The financial outlook is very concerning, but we can all help in our own way, and by the grace of God we have a chance to support both the current and future ministry of this Church to both its own members and the wider community.

*Principal funding sources*

The regular sources of funds for normal operations are charitable donations from Church members, fund raising activities which bring in contributions from the wider community, statutory fees due from weddings and funerals, and interest and dividends from our investment holdings. Additional sources of income come from Soham United Charities and an annual grant from Pembroke College towards the cost of our insurance premiums in respect of the Chancel.

*Investment policy*

St Andrew's reserves are invested with the CBF Church of England Funds, and in deposit accounts operated by the Diocese, which are reviewed regularly.

*Reserves policy*

The level of reserves that will be maintained will be sufficient to ensure the Church continues to function throughout the ensuing year. Unusual income, such as bequests and occasional unrestricted lump sums, for use in funding non-regular needs, are held in reserve as designated funds. The Charity aims to hold in excess of one year's worth of running costs (around £70,000). At the year end the total funds held were £108,262, of which £25,054 were restricted funds and £94,418 were endowment funds leaving a deficit on free reserves of £11,210.

**PAROCHIAL CHURCH COUNCIL OF ST ANDREW SOHAM  
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*Principal risks and uncertainties*

The upcoming quinquennial inspection, is likely to recommend considerable work be undertaken on both the roof and masonry of the Church. We have several areas of the roof which already leak, therefore it is reasonable to expect that we will need to undertake some serious fund raising activities to fund any recommended works.

*Volunteers*

The Church relies on volunteers throughout the year and it is not possible to quantify their efforts but they are greatly appreciated.

**Public benefit**

The trustees, in setting their objectives, have had due regard to the public benefit guidance issued by the Charity Commission.

**Plans for future periods**

We look forward to the coming year to continue with our plans for an extended programme of educational and study events. Future plans include:

- Developing the spiritual and pastoral life of the Church.
- Developing the programme of education and study events.
- Developing our ministry to children and young people.
- Developing the activities of the choirs and fund raising for new hymn books.
- Fund raising to carry out the key recommendations of the quinquennial inspection.

**PAROCHIAL CHURCH COUNCIL OF ST ANDREW SOHAM  
PAROCHIAL CHURCH COUNCIL'S ANNUAL REPORT  
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**Statement of Trustees' Responsibilities**

The Trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust Deed require 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 incoming resources and application of resources, including the income and expenditure, of the Charity for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to 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. 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.

Approved by the Parochial Church Council on ..... and signed on their behalf by:

.....  
The Revd Eleanor Whalley (Chair)

.....  
Simon Wright (Treasurer)

**PAROCHIAL CHURCH COUNCIL OF ST ANDREW SOHAM  
INDEPENDENT EXAMINERS' REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2016**

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The Parochial Church Council is responsible for the preparation of the annual financial statements and for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the PCC. It is also responsible for safeguarding the assets of the PCC and thereby taking reasonable steps to ensure the prevention and detection of fraud and other irregularities.

**Independent Examiner's Report to the Parochial Church Council of St Andrew Soham**

I report on the accounts for the year ended 31 December 2016, which are set out on pages 6 to 13.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed and the charity's income for the year was below £250,000.

It is my responsibility to state, on the basis of procedures laid down in the general Directions given by the Charity Commissioners (under Section 145(5)(b) of the 2011 Act), whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 the accounts, and seeking explanations from you as 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 view given by the accounts.

**Independent examiner's statement**

In connection with 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 in accordance with Section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

GMD Day FCA DChA  
Chater Allan LLP  
Beech House  
4a Newmarket Road  
Cambridge

CB5 8DT

**PAROCHIAL CHURCH COUNCIL OF ST ANDREW SOHAM**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2016**

	<b>Note</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Endowment Funds</b>	<b>2016 £</b>	<b>2015 £</b>
<b>INCOME FROM:</b>						
Donations and legacies	2a	41,249	1,360	-	42,609	43,907
Charitable activities	2b	10,042	-	-	10,042	13,326
Other trading activities	2c	3,925	-	-	3,925	6,552
Investments	2d	967	1,900	-	2,867	3,421
<b>Total income</b>		<b>56,183</b>	<b>3,260</b>	<b>-</b>	<b>59,443</b>	<b>67,206</b>
<b>EXPENDITURE ON:</b>						
Raising funds	3	450	-	-	450	630
Charitable activities	4	71,547	330	-	71,877	76,591
<b>Total expenditure</b>		<b>71,997</b>	<b>330</b>	<b>-</b>	<b>72,327</b>	<b>77,221</b>
Gains on investments		-	-	9,434	9,434	1,141
<b>Net income/(expenditure)</b>		<b>(15,814)</b>	<b>2,930</b>	<b>9,434</b>	<b>(3,450)</b>	<b>(8,874)</b>
Transfers		-	-	-	-	-
<b>Net movement in funds</b>		<b>(15,814)</b>	<b>2,930</b>	<b>9,434</b>	<b>(3,450)</b>	<b>(8,874)</b>
<b>Reconciliation of funds:</b>						
Total funds at 1 January 2016		4,604	22,124	84,984	111,712	120,586
<b>Total funds at 31 December 2016</b>		<b>(11,210)</b>	<b>25,054</b>	<b>94,418</b>	<b>108,262</b>	<b>111,712</b>

The attached notes form part of these accounts



**PAROCHIAL CHURCH COUNCIL OF ST ANDREW SOHAM  
BALANCE SHEET  
AS AT 31 DECEMBER 2016**

	Note	2016		2015	
		£	£	£	£
<b>Fixed Assets:</b>					
Investments	6		105,489		102,560
			<u>105,489</u>		<u>102,560</u>
<b>Current Assets:</b>					
Debtors	7	1,860		1,310	
Cash at bank		<u>9,777</u>		<u>13,980</u>	
		11,637		15,290	
<b>Current liabilities:</b>					
Creditors: amounts falling due within one year	8	<u>8,864</u>		<u>6,138</u>	
<b>Net current assets</b>			2,773		9,152
<b>Total net assets</b>			<u><u>108,262</u></u>		<u><u>111,712</u></u>
<b>The funds of the charity:</b>					
Unrestricted Funds			(11,210)		4,604
Restricted Funds	10		25,054		17,098
Endowment Funds	9		94,418		90,010
<b>Total Funds</b>	11		<u><u>108,262</u></u>		<u><u>111,712</u></u>

Approved by the Parochial Church Council on 27 April 2017

.....  
The Revd Eleanor Whalley (Chair)

.....  
Simon Wright (Treasurer)

The attached notes form part of these accounts

**PAROCHIAL CHURCH COUNCIL OF ST ANDREW SOHAM  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2016**

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**1 Accounting policies**

**(a) Basis of preparation**

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Charities Act 2011.

**Going concern basis**

The trustees consider that the going concern basis is appropriate as they consider the reserves levels to be sufficient to ensure that the trustees can meet their financial obligations for the next 12 to 18 months and on that basis the Charity is a going concern.

**Financial Reporting Standard 102 - Reduced disclosure exemptions**

The trustees have taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102:

- the requirement of Section 7 Statement of Cash Flows.

**(b) Funds**

Unrestricted funds represent the funds of the PCC that are not subject to any restrictions regarding their use and which are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also treated as funds which have been given for a particular purpose and which are therefore not available for the general purposes of the PCC, but only for this particular purpose.

**(c) Income**

Income from planned giving and collections are recognised as received. Income tax recoverable on covenants or gift aid donations is recognised when the related income is recognised. Grants and legacies are recognised when the amount falls due. Rents and investment income are recognised when receivable.

**(d) Expenditure**

Expenditure is recorded when payable, and where unpaid at the year end are included as creditors.

**(e) Fixed assets**

Consecrated property is not included in the accounts in accordance with s.10(2)(a) and (c) of the Charities Act 2011. Assets listed in the Church inventory, which require a faculty for disposal, are inalienable property and not included in the accounts. For inalienable property acquired prior to 2015 there is insufficient cost information available and therefore such assets are not valued in the accounts.

Items acquired since January 2015 will be capitalised and depreciated in the accounts over their currently anticipated useful economic life where the cost is deemed sufficiently material.

**(f) Investments**

Investments are stated at market value.

**(g) Transition to FRS 102**

No restatement of opening fund balances at 1st January 2015, the date of transition, has been required.

**PAROCHIAL CHURCH COUNCIL OF ST ANDREW SOHAM**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2016**

**2. Income**

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2016 £	2015 £
<b>2a Donations and legacies</b>					
Pledged Giving:					
Offertory including Gift Aid donations	21,228	-	-	21,228	23,346
Tax reclaimable	4,876	-	-	4,876	5,654
Collections	7,568	-	-	7,568	7,725
Special collections	2,377	-	-	2,377	2,945
Other donations, grants and legacies	5,200	1,360	-	6,560	4,237
	<u>41,249</u>	<u>1,360</u>	<u>-</u>	<u>42,609</u>	<u>43,907</u>
<b>2b Charitable activities</b>					
Church activities:					
Wedding and funeral fees	8,759	-	-	8,759	12,285
Parish magazine	1,283	-	-	1,283	1,041
	<u>10,042</u>	<u>-</u>	<u>-</u>	<u>10,042</u>	<u>13,326</u>
<b>2c Other trading activities</b>					
Fund raising events	3,925	-	-	3,925	6,552
	<u>3,925</u>	<u>-</u>	<u>-</u>	<u>3,925</u>	<u>6,552</u>
<b>2d Investments</b>					
Interest	56	56	-	112	174
Dividends	911	1,844	-	2,755	3,247
	<u>967</u>	<u>1,900</u>	<u>-</u>	<u>2,867</u>	<u>3,421</u>

**PAROCHIAL CHURCH COUNCIL OF ST ANDREW SOHAM**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2016**

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2016 £	2015 £
<b>3. Raising funds</b>					
100 Club prizes	450	-	-	450	450
Flower festival	-	-	-	-	180
	450	-	-	450	630
<b>4. Charitable Activities</b>					
Ministry share	46,268	-	-	46,268	44,491
Vicar and curate allowances	52	-	-	52	2,334
Church utilities	7,390	-	-	7,390	7,500
Church insurance	5,967	-	-	5,967	5,862
Church repairs and maintenance	788	-	-	788	1,937
Tower repairs	-	-	-	-	2,968
Upkeep of services	2,742	-	-	2,742	1,905
Parish magazine	1,465	-	-	1,465	586
Flowers	-	-	-	-	230
Admin	1,289	-	-	1,289	2,308
Junior church	1,594	-	-	1,594	2,003
Honoraria	3,000	-	-	3,000	3,000
Charitable giving	327	-	-	327	726
Sundry expenses	665	330	-	995	741
	71,547	330	-	71,877	76,591

**5. Trustee Expenses**

No members of the PCC received any remuneration. No PCC members claimed expenses.

**PAROCHIAL CHURCH COUNCIL OF ST ANDREW SOHAM**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2016**

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total £
<b>6. Investments</b>				
At 1 January 2016	-	17,577	84,984	102,561
Additions	-	-	-	-
Disposals	-	(8,026)	-	(8,026)
Interest and dividends	-	1,520	-	1,520
Revaluations	-	-	9,434	9,434
At 31 December 2016	-	11,071	94,418	105,489
Invested in:				
CBF Investment Funds	-	-	94,418	94,418
CBF Deposit Funds	-	11,071	-	11,071
	-	11,071	-	11,071
Investments held by:				
General Fund	-	-	31,262	31,262
Fabric Fund	-	-	13,067	13,067
Sunday School Fund	-	3,770	21,278	25,048
Bells and Tower Maintenance Fund	-	7,301	28,811	36,112
	-	11,071	94,418	105,489

**7. Debtors**

	2016 £	2015 £
Tax recoverable	1,523	1,010
Other debtors	337	300
	1,860	1,310

**8. Creditors: amounts falling due within one year**

	2016 £	2015 £
Bank current account	-	3,655
Trade creditors	8,048	1,500
Other creditors	816	983
	8,864	6,138

**PAROCHIAL CHURCH COUNCIL OF ST ANDREW SOHAM  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2016**

**9. Endowment Funds**

	<b>Balance at 1 January 2016</b>	<b>Unrealised Gains</b>	<b>Balance at 31 December 2016</b>
General Fund	28,138	3,124	31,262
Sunday School Fund	19,151	2,127	21,278
Bells and Tower Fund	25,932	2,878	28,810
Fabric Fund	11,763	1,305	13,068
	<b>84,984</b>	<b>9,434</b>	<b>94,418</b>

Endowment Funds consist of:

*General Fund - Cowell bequest the income from which can be used for general purposes and is taken directly to unrestricted income.*

*Sunday School Fund - Peacock and Lyon bequests the income from which is to be used for the Sunday School and is each year included in the Sunday School restricted fund.*

*Bells and Tower Fund - Peacock bequest the income from which is to be used on the church bells and tower and is each year included in the Bells and Tower restricted fund.*

*Fabric Fund - Basil Slack Trust and Grace Norman bequest the income from which is to be used for the upkeep and repair of the church fabric and is each year included in the Fabric restricted fund.*

**10. Restricted Funds**

	<b>Balance at 1 January 2016</b>	<b>Donations and Grant Income</b>	<b>Investment Income</b>	<b>Expenditure</b>	<b>Balance at 31 December 2016</b>
	£	£	£	£	£
Flower Fund	2,017	-	-	-	2,017
Sunday School Fund	8,201	-	649	-	8,850
Bells and Tower Fund	6,430	-	871	-	7,301
Fabric Fund	5,476	-	380	-	5,856
Youth Work Fund	-	960	-	330	630
Elderly & People with disabilities Fund	-	400	-	-	400
	<b>22,124</b>	<b>1,360</b>	<b>1,900</b>	<b>330</b>	<b>25,054</b>

Restricted Funds consists of:

*Flower Fund - donations and fundraising for the cost of flowers.*

*Sunday School Fund - donations and endowment fund income for the Sunday School.*

*Bells and Tower Fund - donations and endowment fund income for the maintenance and repair of the bells and tower.*

*Fabric Fund - donations and endowment fund income for the upkeep and repair of the church fabric.*

*Youth Work Fund - Council grant for youth work.*

*Elderly & People with disabilities Fund - donation from the Mrs Jill Clark fund for use with the elderly and people with disabilities.*

**PAROCHIAL CHURCH COUNCIL OF ST ANDREW SOHAM**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2016**

**11. Analysis of net assets between funds**

	<b>Unrestricted Fund £</b>	<b>Restricted Funds £</b>	<b>Endowment Funds £</b>	<b>Total £</b>
Fund Balances as at 31 December 2016 are represented by:				
Investments	-	11,071	94,418	105,489
Current assets	(2,346)	13,983	-	11,637
Current liabilities	(8,864)	-	-	(8,864)
	<u>(11,210)</u>	<u>25,054</u>	<u>94,418</u>	<u>108,262</u>

**12. Comparatives for the Statement of Financial Activities**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Endowment Funds</b>	<b>2015 £</b>
<b>INCOME FROM:</b>				
Donations and legacies	43,907	-	-	43,907
Charitable activities	12,285	-	-	12,285
Other trading activities	6,173	1,420	-	7,593
Investments	1,145	2,276	-	3,421
<b>Total income</b>	<u>63,510</u>	<u>3,696</u>	<u>-</u>	<u>67,206</u>
<b>EXPENDITURE ON:</b>				
Raising funds	450	180	-	630
Charitable activities	73,605	2,986	-	76,591
<b>Total expenditure</b>	<u>74,055</u>	<u>3,166</u>	<u>-</u>	<u>77,221</u>
Gains on investments	-	-	1,141	1,141
<b>Net income/(expenditure)</b>	<u>(10,545)</u>	<u>530</u>	<u>1,141</u>	<u>(8,874)</u>
Transfers	-	-	-	-
<b>Net movement in funds</b>	<u>(10,545)</u>	<u>530</u>	<u>1,141</u>	<u>(8,874)</u>

**13. Trust Funds**

The PCC acts as trustee for the Mrs Jill Clark and Train Explosion funds, with a value of £1,777 and £630 respectively, which have charitable aims different to those of the PCC and are not therefore included in these accounts.