

SAINT ANDREW'S CHURCH, CASTLE COMBE

Financial Information
for
the year ended
31st December 2017

SAINT ANDREW'S CHURCH, CASTLE COMBE

Financial Information for the year ended 31st December 2017

Purpose and contents of this document

This document has been prepared on behalf of the Parochial Church Council of St. Andrew's Church, Castle Combe, Wiltshire. It sets out Financial Information for activities relating to St Andrew's Church for the year ended 31st December 2017.

Those activities in 2017 consisted of:

- the day to day running of St Andrew's Church; and
- the project to construct a small extension from the north transept of the Church to house basic modern catering and washroom facilities and a relocated vestry (the "Amenities Project" and the subject of the "Make History" appeal).

As a pre-requisite for the Amenities Project and necessary of themselves, repairs to the roof of the north transept of the Church had been carried out during 2016.

The Financial Information in this document is prefaced by information about St Andrew's Church, its Parochial Church Council, its funding and its activities as follows;

Purpose and contents of this document

St Andrew's Church, Castle Combe (the "Church")

The Parochial Church Council (the "PCC")

Funding of the activities of St Andrew's Church

Time uncosted and freely given

The Amenities Project

Financial Information for the year ended 31st December 2017

- Summary of Cash Movements on Bank Accounts
- the Day to Day Running Account of St Andrew's Church (with detailed Notes)
- the Amenities Project Account (including the total estimated costs of the Project)
- The Herbert Memorial Account
- The Organ Account
- Dividends and Interest

This presentation of Financial Information has been chosen to;

- to show on a cash basis, by analysis of all bank accounts held, all receipts and payments for each facet of the PCC's work at St. Andrew's Church; and
- to allow the costs of running the Church on a day to day basis, (including contributions to the Diocese of Bristol, the Bybrook Benefice and to charities and relief agencies), to be readily distinguishable from the cost of maintaining the fabric of the Church and making improvements to its facilities and related funding sources.

St Andrew's Church, Castle Combe

The magnificent Grade 1 listed church of St Andrew is at the heart of Castle Combe, a small village of approximately 320 inhabitants in north west Wiltshire. The Church has an impressive 14th century tower with other sections also dating from the 1300s and elegant stained glass in the Victorian nave.

The size of the Church reflects medieval times when the village was a busy regional market place and much larger. Now, as a tourist destination on the southern edge of the Cotswolds, the village attracts, annually, thousands of visitors from around the world as well as locally.

The Church has a regular congregation for its twice or three times monthly services and, because of its size and location, hosts up to 200 people for festivals, concerts and weddings. Both the acoustics and setting make the Church a memorable venue and attract a wide audience.

The Parochial Church Council

Members and officers of the Parochial Church Council during 2017 were as follows;

<i>Team Priest in Charge:</i>	In Vacancy
<i>Team Vicar:</i>	In Vacancy. Revd Sarah Evans (until January 2017)
<i>Churchwarden:</i>	Mrs Sally Constable (<i>Deanery Synod Representative</i>)
<i>Elected Members:</i>	Mr Michael Constable (<i>Treasurer & Covenant Secretary</i>)
	Mrs Di Brown (<i>Secretary</i>)
	Mrs Julie Hare
	Mrs Karen Munnings
	Mr Mike Roberts
	Mr Gerald Ruggles (<i>Electoral Roll Officer</i>) (until Dec. 2017)
	Mrs Sue Wiles-Teoh
<i>Independent Examiner:</i>	Mrs Hermina Fleming

The purpose of the PCC is to execute its agreed mission for St Andrews Church. Full details of that mission are in the PCC's Annual Report to the Diocese of Bristol.

The PCC's attendant aim is for St. Andrew's to be an accessible and welcoming place to visit and spend time for all who wish to do so as well as a place in which to worship.

PCC meetings are held four times a year with an Annual General Meeting in April.

Funding of the activities of St Andrew's Church

There are no guaranteed sources of income for St Andrew's Church.

Open every day of the year, the maintenance costs of this significant Church are high, both in order to keep the building looking glorious and to secure its existence for generations to come.

Each year, to meet all running, maintenance and enhancement costs, revenue must be generated from collections at services, donations, legacies, shares of special service fees, sales of cards and books in the Church, fund raising events and, when available, grants.

Time uncosted and freely given

In common with many similar organisations, the activities of St Andrew's Church are carried out by the members of the PCC and by other volunteers, parishioners and otherwise.

Without such contribution the day to day running of the Church and its projects for the improvement of its amenities would not be possible.

Such volunteers do not charge for the time they contribute and, accordingly, there is no cost in the Financial Information for the work carried out.

The Amenities Project

The Amenities Project has been undertaken to build a small extension on the north side of the Church housing a small kitchen, a washroom accessible to the disabled, and a new more efficient boiler. St Andrew's Church has, historically, lacked these basic modern amenities to support the aim of the PCC to make the Church accessible and welcoming for all.

The vestry will also be re-housed in the new structure. It is currently located in the Knight's Chapel, an area closed to the public for decades. The Chapel contains a beautiful stained glass window and family memorials. Its re-opening will reveal these windows

and a glorious carved screen to a wider public and provide a calm place for private prayer.

The new structure will be accessed through the north wall, and involves re-working an old, semi-subterranean external boiler room. Planning permission was sought and granted for the new structure and, as at 31st December 2017, the project is well underway.

The new facilities will be of lasting benefit to the Castle Combe village community and to all people attending festivals and celebrations in St. Andrew's as well as for all the Church services. The amenities will also offer opportunities for more events to be held in the heart of the village.

The cost of the Amenities Project is detailed in Note 2 of the Financial Information. The aim of the Make History Appeal is to raise further funding for the project.

Before the project was started, a complete repair of the roof of the north transept of the church was required. This need had been identified in the Quinquennial Report of 2008, following which fund-raising had begun. Having raised funds by donations and grants in 2015 and 2016, the Roof Repairs were carried out and completed in 2016.

The PCC are grateful to all the grants bodies listed in Notes 2 and 3 to the Financial Information as well as all those people locally who have contributed and helped with fund raising to make the Roof Repairs and the start of the Amenities Project possible.

On behalf of everybody connected in any way to the Church, the PCC would also like to thank:

- for repairs to the roof of the north transept;
 - Contractors - West Country Tiling of Frome and Mr Toby Pitt
 - Architect - Mr Jonathan Saunders of Caroe and Partners.

- for work on the Amenities Project:
 - Contractors - Newman's Conservation, Bath and Roland Newman
 - Architects – Chedburn.Dudley, Limpley Stoke, Bath.

Michael Constable
TREASURER

on behalf of the Parochial Church Council of St Andrew's Church, Castle Combe

St Andrews Church is a registered charity

Financial Information for the year ended 31st December 2017 and 2016

Summary of Cash Movements on Bank Accounts						
2016		Day to Day Running	Amenities Project	Large Repairs	Herbert Memorial	Organ Fund
	Notes	1	2	3	4	5
Net Receipts on Day to Day Running Account		11207				
Amounts Transferred in 2016		-12985	12985			
Amounts to be Transferred in 2017		630	-206	-424		
Grants in 2016				37100		
Cost of Repairs and Fees				-90438		
Fees			-9280	-5208		
VAT & Gift Aid reclaimed			2500	15970		
		-1148	6000	-43000		
Dividend/Interest	6	2819	277	77	32	
Excess of Receipts over payments		1670	6277	-42923	32	
Bank and Cash Balances 1/1/2016		3262	65770	44417	6801	43
Bank and Cash Balances 31/12/16		4932	72047	1494	6833	43
2017		Day to Day Running	Amenities Project	Large Repairs	Herbert Memorial	Organ Fund
	Notes	1	2	3	4	5
Net Receipts on Day to Day Running Account		73678				
Funds Transferred in 2017		-32782	32358	424		
Amenities Project Costs and Fees		-35541				
		5355	32358	429		
Dividend/Interest	6	3423	255	5	19	
Excess of Receipts over payments		8778	32613	435	19	
Bank and Cash Balances 1/1/2017		4932	72047	1494	6833	43
Bank and Cash Balances 31/12/17		13710	104659	1929	6852	43

The Church uses one account, known as the Day to Day Running Account, for transactions. In addition, it has four deposit accounts - the Amenities Project Account, the Large Repairs Account, the Herbert Memorial Account and the Organ Fund Account.

1. Day to Day Running Account

In the Day to Day Running Account, receipts are shown as either “Unrestricted” or “Restricted”. Unrestricted amounts are amounts received for the purposes of the general activities of St Andrew’s. Restricted amounts are amounts received and given with specific instructions or intentions for their application. Amounts received through the

Day to Day Operating Account relating to either the Amenities Project or to specific Large Repairs are shown as “Restricted”.

The analysis between Unrestricted and Restricted enables the Bristol Diocese to assess what is a reasonable level of subvention payment to request from St Andrew’s annually.

Day to Day Running Account							
	Notes	2017	2017	2017	2016	2016	2016
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
Receipts		£	£	£	£	£	£
Statutory Fees	(i)	2403	2403	4806	1716	1716	3432
Collections	(ii)	12131	2466	14597	11269	650	11919
Donations and Legacies	(iii)	5749	35765	41514	7741	5506	13247
Grants	(iv)		28000	28000			
Sale of Cards/Booklets/Books		9622	2750	12372	10212	2500	12712
Fund Raising for projects			8153	8153		4429	4429
Other receipts	(v)	1070	1110	2180	685	550	1235
Total Receipts		30975	80647	111622	31623	15351	46975
Church Expenses							
Cost of Services	(vi)	714		714	1062		1062
Churchrunning expenses		6297		6297	5841		5841
Churchyard Maintenance		3269		3269	3614		3614
Minor repairs to Church		3415		3415	1057		1057
Publications		4425		4425	6134		6134
Adminstration		1010		1010	1806		1806
Expenses		19130		19130	19515		19515
Receipts less Running Expenses		11845	80647	92492	12109	15351	27460
Subventions and Donations							
Diocesan Quota	(vii)	12720		12720	12360		12360
Benefice Contribution	(viii)	1400	2403	3803	711	1716	2427
Charities and relief agencies	(ix)	446	1845	2291	816	650	1466
		14566	4248	18814	13887	2366	16253
Net Receipts over Payments		-2721	76399	73678	-1778	12985	11207

Notes to Day to Day Running Account

(i) Statutory Fees are fees generated by St Andrews’s Church for weddings, funerals and placing monuments. Half of such fees are withheld by the Bybrook Benefice to cover administrative costs. Those fees are treated in this analysis as being received and then paid to the Benefice and, accordingly, are shown in as Restricted.

(ii) Collections are amounts collected during services as follows:

	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	2017	2017	2107	2016	2016	2016
Non-Gift Aided Collections	3374	1645	5019	3333	650	3983
Gifted Aided Collections	6431	200	6631	4097		4097
Related Tax Reclaimed	2326	621	2947	3839		3839
	12131	2466	14597	11269	650	11919

The amount of £2466 shown as Restricted in 2017 relates to collections in Church specifically for charities notified at the beginning of the relevant Church service.

(iii) Donations are amounts contributed by visitors to the Church generally and for the up-keep of the 14th Century Clock. Legacies represent amounts donated to the Church for specific purposes.

	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	2017	2017	2107	2016	2016	2016
General	5749	4000	9749	6924	3500	10424
Clock		1183	1183	817		817
Specific Donations		8847	8847		2006	2006
Legacies		21735	21735			
	5749	35765	41514	7741	5506	13247

(iv) Grants are amounts received for the “Make History” Appeal (2016:£nil)

	Unrestricted	Restricted	Total		
	2017	2017	2107		
Grants Received					
Garfield Weston Trusts		5000	5000		
All Churches Trust		3000	3000		
Wiltshire Council Community Grant		20000	20000		
		28000	28000		
Grants Confirmed and to be Received					
Wiltshire Historic Churches Trust		2500	2500		
National Churches Trust		10000	10000		
		12500	12500		

(v) Other receipts represents payments for heating at weddings and funeral, video recording at weddings and verger fees.

	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	2017	2017	2107	2016	2016	2016
Heating	670		670	535		535
Video	400		400	150		150
Vergers Fees		950	950		550	550
Wedding Deposits 2018		160	160			
	1070	1110	2180	685	550	1235

Vergers fees amounting to £950 payable for the organisation of certain celebration services in the church were donated to be used for specific projects by those receiving the fees.

(vi) Costs of services are as follows:-

	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	2017	2017	2107	2016	2016	2016
Visiting Clergy				360		360
Organists	640		640	630		630
Service Requirements	74		74	72		72
	714		714	1062		1062

(vii) Diocesan Quota is the amount transferred under pledge to the Diocese of Bristol.

(viii) Contribution to the Bybrook Benefice Team is as follows:-

	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	2017	2017	2107	2016	2016	2016
Pledges	1400		1400	1400		1400
Share of Statutory Fees		2403	2403		1716	1716
Rebate in respect of prior yr				-689		-689
	1400	2403	3803	711	1716	2427

(ix) Charities and Relief Agencies

	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	2017	2017	2107	2016	2016	2016
Bat Conservation Trust				150		150
Biblelands	216		216	216		216
Christian Aid		310	310			
Christian Aid Asia Flood		250	250			
Dorothy House		227	227			
Honeycomb	30		30			
National Churches Trust	50		50			
Prostate Cancer RUH Bath		207	207			
Royal British Legion		401	401		350	350
Slaughterford PCC		450	450			
Springboard Chippenham				400		400
Wiltshire Historic Churches	150		150	50		50
World Vision Refugees					300	300
	446	1845	2291	816	650	1466

A donation of £450 was made to Slaughterford Parochial Church Council for general Slaughterford parochial purposes to meet a need for funds there caused by their principal fund raising event being severely adversely affected by bad weather. Slaughterford Church is part of the Bybrook Benefice.

2. The Amenities Project Account

The Amenities Project Account is for funds for the project of building a small extension on the north side of the Church to house helpful modern amenities and a relocated vestry and then reveal to the public the most historic part of the church in the Knight's Chapel.

During 2017, £32,358 (2016; £12,985) was transferred from Restricted Funds in the Day to Day Running Account to the Amenities Project Account and placed on deposit, making a total amount of £104,659 (2016: £72047) on deposit in this account.

Set out below is a current estimate of the total cost of the project together with how the costs will be funded.

In summary total estimated costs as at 31st December 2017 were £283,480 (2016: £215,340) with known funding of £228,095 (2016: £121,280) reducing, during 2017, the funding gap required to meet total estimated cost by £38,675 to £55,385

As at 31st December 2017, £35,541 had been spent on the project. This amount includes VAT, a significant portion of which can and will be reclaimed.

Estimated Project Cost as at 31st December 2016				
			£	
Main Contractor tender Price			170000	
Architects Fees			24500	
Architects Fees prior to main contract			9280	
Structural Engineer			780	
CDM fees			780	
Archeaology estimate			10000	
				215340
Adjustments in 2017				
Wessex Water			1640	
Bat & Asbestos surveys			1000	
Medieval Screen			2500	
Archeaology additional costs			53000	
Decorations to North Aisle			2000	
Lighting & Sound			8000	
				68140
Estimated Project Cost as at 31st December 2017				283480
Funding as at 31st December 2016				
Fundraising			9280	
Appeal Fund			72000	
Legacy			25000	
Garfield Weston			5000	
National Church Trust			10000	
				121280
Additional Funds during 2017				
Legacy value adjustment			-4000	
Funds from donation boxes and card sales, verger donations and Gift Aid refunds			8321	
Fund Raising events during 2017			8148	
Donations received from individuals			8846	
All Churches Trust			3000	
Wiltshire Council Council Community Grant			20000	
Wiltshire Historic Churches			2500	
Loan from Bristol Diocese			60000	
				106815
Funding Position as at 31st December 2017				228095
The Funding gap to be filled as at 31st December 2017 is £55,385 (2016 was £94,060)				

- (i) Bristol Diocese has confirmed the availability of a loan facility of £60,000 available for five years at minimum interest rates (currently 1.0%). The loan does not require security or guarantors.

Discussions are in progress with a number of grant bodies and further fundraising events for 2018 are being planned.

Funds paid to date for work done as at 31st December					
		£		£	
		2017		2016	
Main Contractor		7270			
Architects Fees		7655		9280	
Other Fees		518			
Archaeology Costs		20098			
Total paid out VAT inclusive		35541		9280	
A significant part of the VAT can be reclaimed from Listed Places of Worship Grant Fund					

3. Large Repairs Account

The Large Repairs Account is used for receipts and payments relating to significant repair work to the existing fabric of the Church.

There were no payments from this account in 2017. An amount of £424 due to be transferred from the Day to Day Running Account as at 31st December 2016, was transferred into the account during 2017. There were no other receipts in 2017.

All receipts and payments in 2016 related to the repair of the roof of the north transept which was started in April 2016 and completed in December 2016.

Grants for the repair of the roof received during the 2016 amounted to £37,100 being from Listed Places of Worship Roof Scheme £32,100; National Church Trust £2,500; and Wiltshire Historic Church Trust £2,500. VAT recovered in 2016 amounted in total to £15,970. The grants received and VAT recovered in 2016 together with grants received in 2015 of £24,000 from Listed Places of Worship Roof Scheme and funds raised by and from local donors over past years to 2015 of £19,000 were used to meet total expenses of the roof repair of £96,373 (incurred in 2016 £95,646 and in 2015 £727).

4. Herbert Memorial Account

The Herbert Memorial Fund Account has been used to hold amounts given by Mr Herbert to take care of his grave and the churchyard. General churchyard expenses in 2017 and 2016, which represented grass cutting and included care of Mr Herbert's grave, were paid for as part of Churchyard Maintenance out of the Day to Day Running Account.

5. The Organ Fund Account

The Organ Fund Account (formerly the Flower Fund) will be used for future receipts and payments for maintenance of the Church organ.

6. Dividends and Interest

Dividends and Interest represents:

- for the Day to Day Running Account, dividends from the Diocese of Bristol in respect of CCLA Church of England Funds. The amounts received are designated for the general activities of St Andrew's Church.; and
- for other accounts, interest on Deposits.

SAINT ANDREW'S CHURCH, CASTLE COMBE

Financial Statement for the year ended

31st December 2017

I have reviewed the relevant accounts and can confirm that they represent to my satisfaction a materially correct record of the transactions for the year ended 31st December 2017

Signed: 

Mrs Hermina Fleming

Independent Examiner

Dated: 17/03/18