

The Parish of St Luke with St Augustine, New Catton

in the Diocese of Norwich

Registered Charity number 1162755

Report for the 12 months ending 31 December 2017

**Parochial Church Council of St Luke's
with St Augustine's, New Catton, Norwich
Report of the Trustees
for the year ended 31 December 2017**

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**Parochial Church Council of St Luke's
with St Augustine's, New Catton, Norwich
Report of the Trustees
for the year ended 31 December 2017**

Report of the Trustees

The Trustees present their report with the financial statements of the charity for the year ended 31 December 2017.

REFERENCE AND ADMINISTRATIVE DETAILS

Church addresses

| | |
|------------------|----------------------------|
| St Luke's Church | St Augustine's Church Hall |
| 61 Aylsham Road | St Augustine's Street |
| Norwich | Norwich |
| NR3 2HF | NR3 1DS |

Members of the Parochial Church Council, April 2017-April 2018

| | | |
|------------------|--|--|
| Rev David Austin | Incumbent and Chair | St Luke and St Augustine |
| Howard Green | | St Augustine |
| Dot Lenton | - | St Augustine |
| Carrie Sant | Churchwarden | St Augustine and St Luke (From April 2017) |
| Phil Kerrison | - | St Augustine |
| Tim Lenton | - | St Augustine |
| Judy Reynolds | Assistant Church warden | St Augustine (Ass Warden from April 2017) |
| Tony Barton | Secretary, Parish Treasurer, Deanery Synod rep | St Luke (Treasurer from April 2017) |
| Martin Harris | - | St Luke |
| Andrew Partridge | Churchwarden | St Luke and St Augustine |
| Simon Snell | | St Luke (resigned as Treasurer April 2017) |
| Martin Smith | - | St Luke |
| Sam Pittam-Smith | Vice Chair | St Luke |

Independent examiner

Nik Vitkovitch, FloD

Bankers

Barclays plc, Norwich – current and deposit account (St Luke's)
TSB, Norwich – current account (St Augustine's, St Luke's TSB account was closed in 2017)
CBF Church of England deposit account (CCLA) (St Luke's)
Norwich Credit Union (St Luke's – loan guarantee fund)

**Parochial Church Council of St Luke's
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STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of Parochial Church Council (PCC) members

Vacancies and elections are advertised within each church, and any adult member is encouraged to apply.

The PCC seeks to be a body that balances appropriate skills with wisdom and a fair representation of the church. People with particular skills are approached where appropriate for sub-committees. For example, experience of managing building projects for the Fabric Sub-committee; finance and management for Creative Finance Sub-Committee.

The appointment of PCC members is governed by and set out in the Church Representation Rules 2017.

Payments to PCC Members

The incumbent receives a stipend from the Church of England and reasonable out-of-pocket expenses, and is ex-officio chair of the PCC and the two DCCs. No other members receive any payments except for reimbursement of out-of-pocket church-related expenses.

Period of service

Church Wardens are elected annually. All other members are elected for a three year period. Members can stand for re-election at the end of their period of service.

Meetings

The PCC normally meets four times each year.

Each DCC normally meets four times each year.

Additional meetings can be called by the Church Wardens or the Incumbent. A Standing Committee was reappointed in 2017 to make interim decisions between PCC meetings when necessary (comprising Vicar, Church Wardens, Tony Barton, Martin Harris and Martin Smith)

Induction and training

The Church prays for new members after their election, commissioning them for service. The Incumbent meets each new PCC member and describes the role. The Secretary provides electronic copies of the District Church Council (DCC) and PCC minutes of previous meetings. PCC members (and other people where appropriate) are encouraged to take appropriate training where needed and the PCC pays for this and pays travel expenses at the Diocesan rates. We also support our Deanery Synod member with travel expenses.

Structure

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measures. The PCC is listed in the Charity Commission register as The Parochial Church Council of the Ecclesiastical Parish of St Luke's with St Augustine's, New Catton, number 1162755.

The PCC is chaired by the Incumbent. It is the decision-making body of the Parish, and is accountable to the Diocese. Each Church has its own DCC. Each DCC is responsible and accountable to the PCC for the day-to-day operation of its church, and is chaired by the Incumbent. All members of each DCC are members of the PCC.

We pay a book-keeper to serve both churches, a hall bookings manager for St Augustine's, and a youth worker at St Luke's (via ENYP – ended in 2017), all as contractors, and St Luke's employs a cleaner.

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STRUCTURE, GOVERNANCE AND MANAGEMENT**

At the end of 2017, the DCCs comprised:

| | St Augustine | St Luke |
|-------------------------------|--------------|---------|
| Vicar | 1 (shared) | |
| Parish Wardens | 2 (shared) | |
| Assistant Parish Warden | 1 | 0 |
| Treasurer | 0 | 1 |
| Secretary | 0 | 1 |
| Deanery Synod representatives | 0 | 1 |
| Others | 5 | 3 |

St Augustine's paid a book-keeper Ollie Bliss, who from April 2017 also worked as book-keeper for St Luke's but resigned in December 2017. We appointed a new book-keeper for the parish in January 2018 who is not a member of the PCC. Currently the Secretary and Treasurer of the St Luke's DCC perform those roles for the PCC. PCC quorum is five (one third of its membership, including incumbent), with at least one member of each DCC present.

Sub-Committees

The DCCs have a number of sub-committees which comprise a member of the PCC and appropriate specialists within the church. Each sub-committee submits written reports to the DCC, and has a written section in the annual report of achievements and performance.

| DCC | Sub-committee | Purpose | Notes |
|------------|---|--|----------------------------|
| Both | Standing Committee | To take decisions for the PCC between meetings | |
| St Luke | Worship | To plan services | Set up in 2015 |
| St Luke | Children & Young people | To plan children's and young people's work | Over 10s & children's fund |
| St Luke | Creative Finance Group | Ideas for increasing income and reducing costs | Did not meet in 2017 |
| St Luke | Luncheon Club | Outreach and service to the elderly locally | Luncheon Club funds |
| St Luke | Ecochurch group | Working together on Ecochurch application | Met several times in 2017 |
| St Luke | Parish Pastoral and Prayer Group ("P3") | Meet to discuss pastoral needs of parishioners and church members and how to respond | Set up in 2017 |

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RISK MANAGEMENT

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. All Barclays accounts require two signatories for making payments to external accounts by cheque or online. The St Augustine's TSB account is in the process of being changed to two signatories.

The major risks to which the church is exposed, as identified by the PCC, are a standing item on the PCC agenda and are reviewed regularly. These include:

- Regulatory and Legal position
- Financial position
- Health and Safety including the buildings and their surroundings
- Risks arising from the activities of each Church, including risks to reputation.

Operational risk management activities such as hazard management and prevention, the protection of children and vulnerable adults, insurance and local risk assessment are delegated to the DCCs. DCCs are charged with having appropriate systems and processes in place, with appropriate review intervals, to manage those risks.

| | | |
|---------------------------------------|----------------------------|------------------------------|
| The Child protection Officers are: | St Luke's: Robbie Harris | St Augustine's: Dot Lenton |
| Vulnerable Adults Protection Officer: | St Luke's : Martin Forster | St Augustine's: Howard Green |

| | | |
|--|-------------------------------|--------------------------------|
| Health and Safety and hazard: | St Luke's: Church Wardens | St Augustine's: Church Wardens |
| Insurance, alarms and Fire Protection: | Treasurers and Church Wardens | |

**Parochial Church Council of St Luke's
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OBJECTIVES AND ACTIVITIES

Objectives and aims

The primary object is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England.

Vision

“We are a diverse and inclusive community that values compassion and personal transformation through Jesus Christ” (2015 Parish statement)

ACTIVITIES

Outreach

Community outreach centred on the two weekly luncheon clubs and two social clubs. Roy and Mary Hansell, organisers of the St Luke's Lunch Club for the past 31 years, retired on 31 December 2017. Thanks also go to Dick Robinson the retiring Chair of the Lunch Club and many other retiring volunteers. We were delighted and grateful for many new volunteers stepping up from the wider community who we hope will carry this very valuable service forward. Work to support vulnerable people through English+ takes place in St Luke's and there was a presentation during a service about their work. The Vicar co-ordinated “Christians in Pride” for Norwich LGBT pride 2017 with Diocesan financial backing and episcopal support. Martin Wyatt's St Gregory's Orchestra continued to bring musical entertainment to St Luke's, and we also hosted the Brundall Singers in 2017, providing opportunities to invite people to church.

Worship and spiritual expression

The decision was taken to end the C3 'Fresh Expression' community meetings because the people running it were no longer able to commit the time required. We hope to find new ways to express the values and style of worship and spirituality developed through C3. We also held a special All Souls service of remembrance for people bereaved in October 2017 which drew people who were not regular attendees at church.

Speaker programme

The speaker programme continued with speakers of international standing exploring the themes of contemplation and spiritual development, including Father Moses Korko and introductory Enneagram Workshops. The monthly Peace Meditation run by Denise Treissman continued.

Pastoral Care

A “P3” (Parish Pastoral and Prayer group) was set up in 2017 which meets to discuss pastoral needs of parishioners and church members and how to respond, coordinated by the Incumbent.

Ecochurch

In 2017 St Luke's held a series of eco-themed services during the Harvest period, an Ecochurch launch day on 1st October, plus a working group thinking about the five themes of an Ecochurch application. We were awarded a Bronze award in February 2018.

Community Engagement

The Incumbent was a trustee of the neighbouring Jubilee Centre while plans were being developed for the site. These proved unviable and the YMCA will now utilise the space. We have developed a good working relationship with the Bangladeshi Mosque who held a meeting at St Luke's regarding a new centre proposed for the old Edward VII pub, and received support in their consultation from St Luke's. In addition, local Muslims have attended a church service, and church members attended a Ramadan meal at the Rose Lane Mosque. The Vicar held activities for local primary school children at the church. Through the hall, hirers provide a range of musical, dance and creative activities to the local community.

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OBJECTIVES AND ACTIVITIES**

Safeguarding

Safeguarding training was undertaken by leaders of church activities and PCC members – with thanks to Robbie Harris who stands down after 10 years as Child Safeguarding Officer at St Luke's and we are in the process of identifying someone to replace her. Howard Green will also be the St Augustine's officer responsible for Disclosure and Barring Service (DBS) processing. All volunteers will need to complete declaration forms as part of our Safer Recruitment Practices and All PCC members to complete their DBS applications as Charity trustees.

Other activities

Sam Pittam-Smith led discussions between the churches to identify the commonalities and distinctive expressions of our congregations in readiness for preparation of the Parish Profile. The plans and activities of each church are described in more detail in the reports from each DCC.

The contribution of volunteers

Volunteers make a huge combination to the life of both churches. The PCC would like to thank every volunteer for their contribution and relies on them to function. Here is a snapshot of the organised volunteer activity across the Parish in a typically busy week; there is much more activity that is spontaneous. It shows where the activity is outward-focused, and available to and used by a large numbers of non-church-goers, or inward-focused where the activity is primarily about equipping the church for the promotion of the Gospel.

| Activity | Numbers of volunteers | Av. Est'd hours given/week | Focus |
|------------------------------------|------------------------------|-----------------------------------|--------------|
| Luncheon clubs | 10 (Mon) 10(Weds) | 40 | Outward |
| Musicians, sound and projector | 8 | 24 | Inward |
| Preaching and leading services | 6 | 6 | Inward |
| Children and Young church | 5 (+1 paid) | varies | Inward |
| Gardening | 2 | 3 | Both |
| Church maintenance + repairs | 2 | 5 | Both |
| Small group leading | 3 | 9 | Inward |
| The Monday Club & Saturday Strands | 2 | 8 | Outward |
| Treasurers and Secretaries | 2 (+1 paid) | 12 | Inward |
| Social events | 6 | 3 | Outward |
| Hall hire and security | 5 (+1 paid) | 5 | Outward |
| Refugees and people in need | 3 | 9 | Outward |

(run by a separate charity City Saints in Action)

PUBLIC BENEFIT

Any member of the public may take part in Church of England activities and services so benefits are available to the whole public. The PCC also provides, promotes or facilitates services available to groups of people including: children and young people, people on low incomes, elderly, refugees, homeless, people with mental illness, ethnic minority groups and others in need or considered vulnerable. There is also support or community outreach to local sheltered housing residents, local community centre, community residents' association, bail hostel, school assemblies, and both churches are available for hire by local community groups and charities.

The structure of the Church of England focuses each Parochial Church Council on a specific geographic area, the ecclesiastical parish. Religious services, which are open to all, take place in the parish churches and buildings, or by agreement in other local facilities. Within the parish, the Anglican church seeks to serve the whole community. However, not all funds will necessarily be spent on projects within that geographic area, as we will promote the whole mission of the church and may, for example, develop links with a community in another area or country. Certain of our activities, however, may from time to time provide benefits for particular groups, e.g. support for homeless people and other vulnerable groups generally within the parish.

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FINANCIAL REVIEW

Reserves policy

Most of St Luke's reserves are held in a Barclays account, attracting minimal interest. The only other significant investment, the Miss Pratt legacy, is held in units managed by CCLA in their general fund. CCLA's approach to social, environmental and ethical considerations can be found at <http://www.ccla.co.uk/>. Quarterly income from this investment is held in a Barclays deposit account. St Luke's also invested in the Norwich Credit Union to provide a loan guarantee fund for parishioners who may need urgent loans for household necessities.

St Luke's DCC aims to move towards holding a reserve of £24,000 against repairs and renewals of buildings and equipment, funds for specific purposes such as Lunch Club and children and youth work, and resources equivalent to three months' operations for general purposes, including salaries for the cleaner and ENYP youth worker. St Augustine's DCC opted not to have a reserves policy (DCC 16.1.17).

Income.

Regular giving and church collections fell slightly from £36,680 to £36,325. Hall hire for both churches showed a solid increase from £14,068 to £16,245 illustrating demand for our buildings which are well placed for the city and particularly with St Luke's helped by the availability of parking. Gift Aid was claimed up to mid-December for St Luke's and to April for St Augustine's (and there was a further gift aid claim for St Augustine's which will fall in 2018, plus full use of the Gift Aid Small Donations Scheme was made to March 2017. Overall, income increased from £72,669 to £86,116 although the figures included £9993 grant income and £2027 restricted giving for other charities from individual donations and church collections. Expenditure grew from £79,063 to £85,020. A small surplus was achieved at the end of the year of £1,096 which is a big improvement from last year's loss of £6,394. The Lunch Club once again transferred £2,000 of their surplus to St Luke's general funds.

St Luke's obtained a licence for use of the Diocese-owned car park and spaces are available for *ad-hoc* or regular use on a donation basis. This raised £600 in 2017, and we hope to expand this to new people.

Gifts and donations to other organisations

Each DCC has a commitment to make gifts and donations from any surplus once all invoices have been paid and the Parish Share has been paid. In addition, the churches occasionally hold activities to raise money for other charities and good causes. Each DCC is responsible for its own mission giving decisions.

Unrestricted Activity

We met with the Diocese at a Benefice Support Meeting in 2017 and they agreed a reduced parish share of £45,454 which we have paid in full, and we have further agreed a new parish share for 2018 of £46,500.

The Speaker Programme produced a surplus this year of £1,277 compared to £2,218 in 2016.

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FINANCIAL REVIEW

Funded Activity

St Augustine's Church supports the activities of Carrie Sant and City Saints in Action through helping to obtain and administer grants, allowing free use of the hall and providing financial backing for activities such as an open table lunch every Monday for 50-60 people and a social group (Strands) on Saturdays. In addition, there is (among other things) help for asylum seekers, a recovery camp on a farm outside Norwich and a food store. At St Luke's a successful Lunch Club runs every week for older people which contributes to the costs of the church. Roy and Mary Hansell, organisers of the Club for the past 31 years, retired on 31 December 2017 and new volunteers have been found to carry the work forward.

Restricted activity

St Luke's holds a sum of money as a restricted investment by CCLA (Miss Pratt deceased). Income from this investment is paid into a Barclays account (the TSB account was closed and the money placed in a new Deposit Account with Barclays in 2017) and is restricted as the Vicar and Churchwarden's discretionary fund – this has typically been used for parishioners in need. Money from this fund has been used to subsidise hall hire for English+ who work with people in need in the parish and beyond, including asylum seekers; to provide for an emergency loan fund for parishioners in need via Norwich Credit Union held in St Luke's name, and for small gifts for parishioners in need.

In addition, there were a number of collections for specific local and international charities and organisations which are also identified as restricted. These included City Saints in Action, Norwich Youth For Christ, International Nepal Fellowship, Christian Aid, Bishop's Lent Appeal, Fairtrade Foundation, A Rocha, Church Urban Fund, Christian Blind Mission, English+ and Mission Aviation Fellowship.

Inspection of the Accounts

The accounts were inspected by Mr N Vitkovitch, FloD.

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FUTURE DEVELOPMENTS**

Based on the conclusions of the Vision day, the St Luke's DCC agreed that the two priority areas for St Luke's were spiritual growth and development of work with children and families - for both existing church members and for 'spiritual seekers'. Implementation may include:

- Innovative and challenging services of Word and Sacrament.
- Speaker programme (include Diarmuid O'Murchu conference on 29/9/2018 and Enneagram Workshops) and home group activities.
- C3 – finding new ways of expression at its occasional services and workshops.
- A new weekly meditation group will be run at St Luke's on Fridays.
- Outreach events to the community – such as Praise in the Park and carol singing in Anglia Square.
- Promoting a spiritual focus through our literature, posters and social media.
- A further vision day with the PCC is planned in 2018.

We also plan to deepen relationships and engagement with individuals and organisations in the area such as Transforming Norwich, Bangladeshi Mosque, The Jubilee Centre development (now YMCA), the STAGE and St Augustine's Community Association. We hope to increase our income, through more effective use of buildings, car park and land. This may also include initiatives which focus on particular themes (e.g. environmental concerns such as continuing to develop ourselves as an Ecochurch and share our experience, Inclusive Church etc). We await with anticipation the development of Anglia Square and improved community infrastructure opportunities in the coming years. We also hope to expand our car parking scheme.

Building plans

St Luke's are planning a refurbishment programme of the upstairs kitchens, toilets, access slope, meeting space flooring, and upgrading the lighting to LED, supported by grant funding to be sought during 2018, plus explore renting roof space for solar panels. St Augustine's plans to refurbish kitchen equipment and cupboards, minimise damp in the hall and draught-proof the doors. The water leakage issue was resolved with Anglian Water in 2017. St Augustine's also plans to switch electricity provider to Ecotricity in 2018.

Other areas of work

To improve Health and Safety, Fire Evacuation, First Aid policy and procedures
To check and ensure compliance with Disability Discrimination Act and good practice
To ensuring DBS checks are obtained for relevant volunteers/paid staff.


Trustees' Report approved by order of the board of Trustees on 19 February 2018 and signed on its behalf by:



Rev David Austin,
Incumbent



Carrie Sant
Church Warden



Andrew Partridge
Churchwarden

**Parochial Church Council of St Luke's
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Independent Examiner's report to the Trustees of St Luke's with St Augustine's, New Catton

I report to the trustees on my examination of the accounts of St Luke's with St Augustine's, New Catton for the year ended 31 December 2017

Respective responsibilities of trustees and examiner

As the charity trustees of the Trust 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 Trust'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

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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.



Nik Vitkovitch, FIoD
43 The Avenues, Norwich
Date: 16 March 2018

**Parochial Church Council of St Luke's
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Report of the Trustees
for the year ended 31 December 2017**

| Financial Statement for the Year Ended 31 December 2017 - | | | | | | | |
|--|--------|------------------------|----------------------|----------------------|---------------------|------------------|------------------|
| Receipts and Payments Accounts - | | | | | | | |
| | Note - | Unrestricted Fund - | Designated Fund - | Restricted Fund - | Endowment Fund - | Total - 2,017 | Total - 2,016 |
| | | £ - | £ - | £ - | £ - | £ - | £ - |
| Receipts - | | | | | | | |
| Voluntary receipts: - | | | | | | | |
| Collections at Services - | 3 | 6,161 | - | - | - | 6,161 | 5,087 |
| Planned giving - | 3 | 30,164 | - | - | - | 30,164 | 31,592 |
| All other giving/voluntary receipts (includes gift days and sundry income) - | 3 | 3,972 | 458 | 2,027 | - | 6,457 | 4,424 |
| Grant Income - | 3 | - | - | 9,993 | - | 9,993 | - |
| Legacies Received (Capital Value) - | | - | - | - | - | - | - |
| Gift Aid recovered - | | 10,991 | - | 64 | - | 11,055 | 8,358 |
| | | 51,288 | 458 | 12,083 | - | 63,830 | 49,462 |
| Activities for generating funds - | 3 | 17,871 | 1,609 | 250 | - | 19,729 | 19,600 |
| Investment income - | | - | - | - | - | - | - |
| Church activities - | 3 | 1,271 | - | - | - | 1,271 | 164 |
| Other income - | 3 | 1,285 | - | - | - | 1,285 | 3,443 |
| Total receipts - | | 71,715 | 2,067 | 12,333 | - | 86,116 | 72,669 |
| Payments - | | | | | | | |
| Church activities: - | | | | | | | |
| Parish share - | | 45,454 | - | - | - | 45,454 | 48,097 |
| Clergy and Staffing costs - | 4 | 4,634 | - | - | - | 4,634 | 3,552 |
| Church running expenses - | 4 | 12,435 | 2,622 | - | - | 15,057 | 12,497 |
| Mission giving and donations - | 4 | 60 | - | 10,181 | - | 10,241 | 2,312 |
| Building work and repairs - | 4 | 3,897 | - | - | - | 3,897 | 5,181 |
| Administration Costs - | 4 | 4,375 | - | 1 | - | 4,376 | 3,820 |
| Other expenditure - | 4 | 236 | - | - | - | 236 | 59 |
| | | 71,091 | 2,622 | 10,182 | - | 83,895 | 75,517 |
| Cost of generating funds - | 4 | 1,125 | - | - | - | 1,125 | 3,546 |
| Total Payments - | | 72,216 | 2,622 | 10,182 | - | 85,020 | 79,063 |
| Excess of receipts over payments - | | (501) | (555) | 2,152 | - | 1,096 | (6,394) |
| Transfers between funds - | | (2,329) | 2,535 | (207) | - | - | - |
| | | (2,829) | 1,980 | 1,945 | - | 1,096 | (6,394) |
| Total Reserves at 1 Jan - | | 21,923 | 12,936 | 8,695 | - | 43,554 | 49,278 |
| Adjustment on change of basis - | | | - | - | - | - | |
| Total Reserves at 31 Dec - | | 19,093 | 14,917 | 10,640 | - | 44,651 | 43,554 |

**Parochial Church Council of St Luke's
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| Statement of Assets and Liabilities - | | | | | | | |
|--|--------|------------------------|----------------------|----------------------|---------------------|---------------|---------------|
| | Note - | Unrestricted Fund - | Designated Fund - | Restricted Fund - | Endowment Fund - | Total - | Total - |
| | | £ - | £ - | £ - | £ - | 2,017 | 2,016 |
| | | £ - | £ - | £ - | £ - | £ - | £ - |
| Cash Funds - | | | | | | | |
| Bank Current Account - | 5 | 19,093 | 14,917 | 2,540 | - | 36,550 | 34,859 |
| Bank Savings Account - | 6 | - | - | 1,494 | - | 1,494 | 3,088 |
| Deposit Fund - | - | - | - | - | - | - | - |
| | | 19,093 | 14,917 | 4,034 | - | 38,044 | 37,947 |
| | Note - | Unrestricted Fund - | Designated Fund - | Restricted Fund - | Endowment Fund - | Total - | Total - |
| | | £ - | £ - | £ - | £ - | 2,017 | 2,016 |
| | | £ - | £ - | £ - | £ - | £ - | £ - |
| Investment Assets at market value - | | | | | | | |
| CCLA Miss Pratt - | 7 | - | - | 6,148 | - | 6,148 | 5,608 |
| Norwich Credit Union (loan guarantee for parishioners) | 7 | - | - | 999 | - | 999 | - |
| Total Investments - | | - | - | 7,147 | - | 7,147 | 5,608 |

Notes to the Financial Statements

Note 1.

ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts & Payments basis. Investments which are included at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds are general funds, which are not subject to any restrictions regarding their use, and can be used for PCC ordinary purposes. Funds designated for a particular purpose by the PCC are also unrestricted.

Restricted funds represent (a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and (b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

Endowment funds are funds, the capital of which must be maintained; only income arising from investment of the endowment may be used either as restricted or unrestricted funds depending upon the purpose for which the endowment was established.

Fixed assets and investments

Consecrated and benefice property is not included in the accounts in accordance with s.96(2)(a) of the Charities Act 1993.

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| 2. The movement in designated and restricted funds during the year were: - | | | | | | | |
|---|---------------|---------------|---------------|----------------|--------------------------------|---------------|--|
| Unrestricted - | Bal b/fwd - | Receipts - | Payments - | Transfers - | - | Bal c/fwd - | |
| General Account - | 6,015 | 48,945 | 49,559 | (2,091) | - | 3,310 | |
| General (St Augustine's TSB) - | 15,907 | 22,770 | 22,657 | (237) | - | 15,784 | |
| | 21,923 | 71,715 | 72,216 | (2,329) | - | 19,093 | |
| Restricted - | Bal b/fwd - | Receipts - | Payments - | Transfers - | Increase in Investment Value - | Bal c/fwd - | |
| Restricted (St Luke's) gifts and collections - | - | 790 | 790 | - | - | 0 | |
| Miss Pratt income (parishioners in need) - | 3,088 | - | - | - | - | 3,088 | |
| Restricted (St Augustine's) gifts and collections - | - | 1,550 | 1,938 | 388 | - | - | |
| Restricted (CSIA grants) - | - | 9,993 | 7,453 | - | - | 2,540 | |
| CCLA Miss Pratt - | 5,608 | - | - | - | 540 | 6,148 | |
| Norwich Credit Union (loan guarantee for parishioners in need) - | - | - | 1 | 1,000 | - | 999 | |
| | 8,695 | 12,333 | 10,182 | 1,388 | 540 | 12,775 | |
| Designated - | Bal b/fwd - | Receipts - | Payments - | Transfers - | - | Bal c/fwd - | |
| Lunch club fund - | 4,093 | 2,037 | - | (2,000) | - | 4,130 | |
| Fabric fund - | 7,967 | - | 2,467 | 4,499 | - | 10,000 | |
| Youth fund - | 320 | 30 | 155 | 36 | - | 231 | |
| Equipment - | 529 | - | - | - | - | 529 | |
| Children's Work fund - | 27 | - | - | - | - | 27 | |
| | 12,936 | 2,067 | 2,622 | 2,535 | - | 14,917 | |
| Lunch club fund - Designated as income from the Lunch club and held in Barclays - | | | | | | | |
| Fabric fund - Held within the main church account (Barclays) - | | | | | | | |
| Youth fund - To be used for and by the young people of St Luke's includes money they have raised themselves (Barclays) - | | | | | | | |
| Equipment - Held within the main church account (Barclays) - | | | | | | | |
| Children's Work fund - Set up in 2016 for expenditure on children's work (Barclays) - | | | | | | | |
| Restricted (St Luke's) gifts and collections - These are monies raised for specific causes at the time of collection, or money donated for specific causes - therefore restricted (Barclays) - | | | | | | | |
| Miss Pratt income (parishioners in need) - Vicar and Churchwardens' discretionary fund (for their decision including parishioners in need). The TSB account holding the fund became obsolete, and was moved to a Barclays Deposit account in November 2017 - | | | | | | | |
| Restricted (St Augustine's) gifts and collections - These are monies raised for specific causes at the time of collection, or money donated for specific causes - therefore restricted - | | | | | | | |
| Restricted (CSIA grants) - - | | | | | | | |

**Parochial Church Council of St Luke's
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| 3. Receipts - | Unrestricted Fund - £ - | Designated Fund - £ - | Restricted Fund - £ - | Endowment Fund - £ - | Total - 2,017 £ - | Total - 2,016 £ - |
|---|-------------------------------|-----------------------------|-----------------------------|----------------------------|-------------------------|-------------------------|
| <u>COLLECTIONS AT SERVICES -</u> | | | | | | |
| C3 collection (non GA) - | 225 | - | - | - | 225 | 532 |
| End of service collection - | 538 | - | - | - | 538 | 612 |
| Small donations (GASDS) - | 2,110 | - | - | - | 2,110 | 503 |
| Sunday collection (non GA) - | 3,288 | - | - | - | 3,288 | 3,440 |
| | 6,161 | - | - | - | 6,161 | 5,087 |
| <u>PLANNED GIVING -</u> | | | | | | |
| C3 Regular Giving (GA) - | 40 | - | - | - | 40 | 260 |
| Regular envelopes (GA) - | 835 | - | - | - | 835 | 1,435 |
| Regular giving (GA) - | 27,063 | - | - | - | 27,063 | 26,650 |
| Regular giving (non GA) - | 2,226 | - | - | - | 2,226 | 3,247 |
| | 30,164 | - | - | - | 30,164 | 31,592 |
| <u>ALL OTHER GIVING/VOLUNTARY RECEIPTS -</u> | | | | | | |
| CAF & GAYE giving - | 100 | - | - | - | 100 | - |
| Gift Day donations (GA) - | 2,400 | - | - | - | 2,400 | 3,195 |
| Gift Day donations (non GA) - | 199 | - | - | - | 199 | 90 |
| One off donations (GA) - | 678 | - | 1,300 | - | 1,978 | 425 |
| One off donations (non GA) - | 595 | 458 | - | - | 1,054 | 215 |
| Charities - home (UK) (restricted) - | - | - | - | - | - | 342 |
| Charities - overseas (restricted) - | - | - | 727 | - | 727 | 157 |
| | 3,972 | 458 | 2,027 | - | 6,457 | 4,424 |
| <u>ACTIVITIES FOR GENERATING FUNDS -</u> | | | | | | |
| Magazine - | - | - | - | - | - | 10 |
| Other Fundraising - | 103 | - | - | - | 103 | 365 |
| Speaker programme income - | 1,773 | - | - | - | 1,773 | 5,157 |
| Hall Hire - | 15,995 | - | 250 | - | 16,245 | 14,068 |
| Lunch club income - | - | 1,609 | - | - | 1,609 | - |
| | 17,871 | 1,609 | 250 | - | 19,729 | 19,600 |
| <u>CHURCH ACTIVITIES -</u> | | | | | | |
| Fees - Statutory - | 646 | - | - | - | 646 | 164 |
| Social activities and events income - | 625 | - | - | - | 625 | - |
| | 1,271 | - | - | - | 1,271 | 164 |
| <u>GRANT INCOME -</u> | | | | | | |
| Non-Recurring Grants - | - | - | 9,993 | - | 9,993 | - |
| | - | - | 9,993 | - | 9,993 | - |
| <u>OTHER INCOME -</u> | | | | | | |
| Other income - | 329 | - | - | - | 329 | 138 |
| Insurance claims - | 320 | - | - | - | 320 | 3,294 |
| Online income - | 36 | - | - | - | 36 | 0 |
| Year end St Augustine's adjustment (income) - | - | - | - | - | - | 11 |
| Carpark donations (non GA) - | 600 | - | - | - | 600 | - |
| | 1,285 | - | - | - | 1,285 | 3,443 |

**Parochial Church Council of St Luke's
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| 4. Payments - | Unrestricted Fund - | Designated Fund - | Restricted Fund - | Endowment Fund - | Total - 2,017 | Total - 2,016 |
|--|--------------------------------|------------------------------|------------------------------|-----------------------------|--------------------------|--------------------------|
| | £ - | £ - | £ - | £ - | £ - | £ - |
| <u>CLERGY AND STAFFING COSTS -</u> | | | | | | |
| Sessional youth worker - | 134 | - | - | - | 134 | 210 |
| Cleaner (wages) - | 2,805 | - | - | - | 2,805 | 2,661 |
| Clergy travel - | 160 | - | - | - | 160 | 377 |
| Clergy IT - | 200 | - | - | - | 200 | 180 |
| Clergy entertaining - | 11 | - | - | - | 11 | 13 |
| Clergy stationery - | 38 | - | - | - | 38 | 80 |
| Clergy education - | 79 | - | - | - | 79 | - |
| Book keeping - | 1,167 | - | - | - | 1,167 | 530 |
| Clerk fees - | 40 | - | - | - | 40 | 30 |
| | 4,634 | - | - | - | 4,634 | 4,082 |
| <u>CHURCH RUNNING EXPENSES -</u> | | | | | | |
| Cleaning - | 1,260 | - | - | - | 1,260 | - |
| Gas and Electricity Bill - | 5,910 | - | - | - | 5,910 | 5,752 |
| Insurance - | 1,909 | - | - | - | 1,909 | 1,928 |
| Service Costs - | 391 | - | - | - | 391 | 377 |
| Maintenance - | 246 | 2,467 | - | - | 2,713 | 473 |
| Water Bill - | 1,266 | - | - | - | 1,266 | 2,526 |
| Small equipment purchases - | 100 | - | - | - | 100 | - |
| Cleaning materials - | 660 | - | - | - | 660 | 482 |
| Refreshments - | 232 | - | - | - | 232 | 223 |
| Youth expenses, activities and events - | 17 | 155 | - | - | 172 | 341 |
| Resources, education and training for parishioners - | 445 | - | - | - | 445 | 394 |
| | 12,435 | 2,622 | - | - | 15,057 | 12,497 |
| <u>MISSION GIVING AND DONATIONS -</u> | | | | | | |
| Charities - Home (UK) - | - | - | - | - | - | 1,784 |
| Charities - Overseas - | - | - | 790 | - | 790 | 528 |
| City Saints in Action donations - | - | - | 1,938 | - | 1,938 | - |
| Support to parishioners - | 60 | - | - | - | 60 | - |
| CSIA Lottery disbursement - | - | - | 7,453 | - | 7,453 | - |
| | 60 | - | 10,181 | - | 10,241 | 2,312 |
| <u>BUILDING WORK AND REPAIRS -</u> | | | | | | |
| Hall/Other Buildings - Major Repairs and Redecorations - | 3,577 | - | - | - | 3,577 | 4,681 |
| Solicitors fees - | 320 | - | - | - | 320 | 500 |
| | 3,897 | - | - | - | 3,897 | 5,181 |
| <u>COSTS OF GENERATING FUNDS -</u> | | | | | | |
| Magazine - | - | - | - | - | - | 354 |
| Speaker programme costs - | 496 | - | - | - | 496 | 2,939 |
| Social activities and events costs - | 629 | - | - | - | 629 | 254 |
| | 1,125 | - | - | - | 1,125 | 3,546 |

**Parochial Church Council of St Luke's
with St Augustine's, New Catton, Norwich
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| ADMINISTRATION COSTS - | | | | | | |
|---|----------------------------|--------------------------|--------------------------|-------------------------|----------------|----------------|
| Bank charges - | - | - | 1 | - | 1 | (100) |
| Printing - | 1,116 | - | - | - | 1,116 | 402 |
| Stationery - | 9 | - | - | - | 9 | 49 |
| Church broadband and telephone - | 317 | - | - | - | 317 | 423 |
| Accountancy and examination charges - | 1,224 | - | - | - | 1,224 | 612 |
| Licences and subscriptions - | 392 | - | - | - | 392 | 578 |
| Hall Bookings manager - | 952 | - | - | - | 952 | 943 |
| Publicity and promotion (online) - | 364 | - | - | - | 364 | 382 |
| | 4,375 | - | 1 | - | 4,376 | 3,290 |
| OTHER EXPENDITURE - | | | | | | |
| Mission and Evangelism Costs - | 236 | - | - | - | 236 | - |
| Transfer to St Augustines - | - | - | - | - | - | 48 |
| St Lukes annual adjustment - | - | - | - | - | - | 11 |
| | 236 | - | - | - | 236 | 59 |
| 5. Bank Current Account - | | | | | | |
| | Unrestricted Fund - | Designated Fund - | Restricted Fund - | Endowment Fund - | Total - | Total - |
| | £ - | £ - | £ - | £ - | £ - | £ - |
| General Account - | 3,310 | - | - | - | 3,310 | 6,015 |
| Lunch club fund - | - | 4,130 | - | - | 4,130 | 4,093 |
| Fabric fund - | - | 10,000 | - | - | 10,000 | 7,967 |
| Youth fund - | - | 231 | - | - | 231 | 320 |
| Equipment - | - | 529 | - | - | 529 | 529 |
| Children's Work fund - | - | 27 | - | - | 27 | 27 |
| Restricted (St Luke's) gifts and collections - | - | - | 0 | - | 0 | - |
| General (St Augustine's TSB) - | 15,784 | - | - | - | 15,784 | 15,907 |
| Restricted (CSIA grants) - | - | - | 2,540 | - | 2,540 | - |
| | 19,093 | 14,917 | 2,540 | - | 36,550 | 34,859 |
| 6. Bank Savings Account - | | | | | | |
| | Unrestricted Fund - | Designated Fund - | Restricted Fund - | Endowment Fund - | Total - | Total - |
| | £ - | £ - | £ - | £ - | £ - | £ - |
| Miss Pratt income-parishioners in need) - | - | - | 1,494 | - | 1,494 | 3,088 |
| | - | - | 1,494 | - | 1,494 | 3,088 |
| 7. Investments - | | | | | | |
| Further Details - | | | | | | |
| CCLA Miss Pratt (Restricted) - Endowment - capital not to be used - | | | | | | |
| Norwich Credit Union (loan guarantee for parishioners in need) (Restricted) - To be used for parishioners in need in the parish - emergency loan fund | | | | | | |

Approval

The financial statements were approved by PCC on 19 Feb 2018 and signed on its behalf by (two to sign):



Rev David Austin
Incumbent

Andrew Partridge
Churchwarden

Carrie Sant
Churchwarden



Tony Barton
Parish Treasurer