



2017 Accounts

2017

The Dorcan Church



THE CHURCH
OF ENGLAND

The **Methodist** Church 

Tony Prichard

Treasurer

December 2017

Accounting policies

Basis of financial statements

The financial statements have been prepared under the Church Accounting Regulations 2006 in accordance with applicable accounting standards and the current Statement of Recommended Practice, Accounting and Reporting by Charities (FRS 102 SORP 2015).

The financial statements have been prepared under the historical cost convention. The financial statements include all transactions, assets and liabilities for which the Dorcan Ecumenical Church Council (ECC) 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.

The Receipts and Payments method has been used to present the accounts.

Fund accounting

Endowment Funds are funds, the capital of which must be retained either permanently or at the ECC's discretion; the income derived from the endowment is to be used either as restricted or unrestricted income funds depending upon the purpose for which the endowment was established in the first place.

Restricted Funds comprise (a) income from endowments which is to be expended only on the restricted purposes intended by the donor, and (b) revenue donations or grants for a specific ECC activity intended by the donor. Where these funds have unspent balances, interest on their pooled investment is apportioned to the individual funds on an average balance basis.

Unrestricted Funds are income funds, which are to be spent on the ECC's general purposes.

Designated funds are general funds set aside by the ECC for use in the future. Project funds are designated for particular projects for administration purposes only. Funds designated as invested in fixed assets for the ECC's own use are abated in line with those assets' annual depreciation charges in the SOFA. Designated funds remain unrestricted and the ECC will move any surplus to other general funds.

Incoming resources

Planned giving, collections and similar donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the ECC is entitled to the use of the resources, their ultimate receipt is considered reasonably certain and the amounts due are readily quantifiable. Dividends are accounted for when declared receivable, interest as and when accrued by the payer. All incoming resources are accounted for gross.

Resources expended

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the ECC. The Diocesan parish share and the Methodist quota are expected to be paid over and is accounted for when due. All other expenditure is generally recognised when it is incurred and is accounted for gross.

Reserves

Approximately three months operating costs above our normal turnover are held in the general account as a reserve. At 31st. December 2017 this amounts to £10,000.

Fixed assets

Consecrated, benefice and circuit property is not included in the accounts in accordance with s10 (2)(a) and (c) of the Charities Act 2011.

Movable church furnishings held by the ministers and churchwardens/stewards on special trust for the ECC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time).

Equipment used within the church premises is depreciated on a straight-line basis of 20% over five years. Individual items of equipment with a purchase price of £500 or less are written off when the asset is acquired.

There are no investments to be valued at 31 December.

Funds

General Fund

The General Fund represents the amounts available to the ECC to meet its ongoing obligations, based on the assumption that restricted funds are not available for general use. The ECC aims to hold several months operating costs in general funds. At 31st December 2017 the balance represents around three months' costs.

Mission Fund

To be distributed at the discretion of the ECC

Chair Fund

For the replacement of chairs in both St. Paul's and St. Timothy's. This fund has been closed on completion of the purchase of new chairs.

Holiday Club Fund

For the provision of a children's Holiday Club.

Parish Weekend Fund

To assist those of limited means to attend Parish Weekends.

St. Paul's Centre Maintenance Fund.

A fund derived from 25% of letting fees for the maintenance of the centre.

St. Paul's Fabric Fund

The Dorcan Church share of the proceeds from the sale of the vicarage. To be used for major repairs at the discretion of the ECC.

Tiny Tot's (St. Paul's)

Funds held for St. Paul's Tiny Tots to be used at their direction

Tiny Tot's (St. Tim's)

Funds held for St. Tim's Tiny Tots to be used at their direction

Card Class

Funds raised by the Card Class to be used at their direction.

in:School Book Fund

Used to fund books given to those children in our local primary schools when they transfer to secondary education.

St. Pauls Folding Screen

For the replacement of the folding screen between the hall and chapel. This fund has been closed on completion of the installation of the new screen.

Agency Collections

Funds collected on behalf of another charity or organisation, which do not form part of the income of the Dorcan Church.

Various collections are held on behalf of other organisations and these are paid over as soon as practical. In addition there were some collections around Christmas, Lent & Easter from which some donations were made and some is available to donate to other charities in 2017.

Comment

Building on recent year's financial work we have been able to continue working to a budget. This has made the work of the Finance Committee a lot easier as we are able to monitor progress throughout the year. We have consolidated both Methodist CFB Deposit accounts into one account since there was no longer a need to operate both accounts.

Gift aid continues to be claimed quarterly which maintains our cash flow such that both our Parish Share and Methodist Assessment have been paid as they became due. We have joined the Parish Giving Scheme whereby members can donate by direct debit. Donations and Tax recoverable from Gift Aid are received monthly reducing the work of the Treasurer and improving further our cash flow.

Church Fabric

In order to facilitate the work of the Church it is important that we maintain the fabric of both St. Timothy's and St. Paul's Church and Community Centre. Both are important to our work while bringing financial challenges. At St. Paul's this year has seen the replacement of the damaged parquet floor and the old dividing screen. At St. Timothy's several failed heating components have been replaced.

The Future

In 2018 we will be completing the cosmetic work around the new screen and heating pipes at St. Paul's. Maintenance at both centres continues to be a challenge.

Statement of Financial Activities

	Unrestricted	Designated	Restricted	Total	
				2017	2016
<i>Income and endowments from:</i>	£	£	£	£	£
Donations and legacies	92,697.21	-	2,337.00	95,034.21	79,016.53
Other trading activities	37,339.72	-	-	37,339.72	35,549.24
Investments	107.18	-	-	107.18	185.29
Income from charitable activities	4,987.40	-	-	4,987.40	4,548.12
Other income	-	-	-	-	-
Total income	135,131.51	-	2,337.00	137,468.51	119,299.18
Expenditure on:					
Raising funds	224.25	-	-	224.25	363.07
Expenditure on charitable activities	114,678.15	16,187.85	7,383.83	138,249.83	112,310.35
Governance costs	-	-	-	-	634.92
Total expenditure	114,902.40	16,187.85	7,383.83	138,474.08	113,308.34
Gains/Losses on investment assets	-	-	-	-	-
Net Income/(Expenditure) before Transfers	20,229.11	(16,187.85)	(5,046.83)	(1,005.57)	5,990.84
Transfers					
Gross transfers between funds - in	-	2,274.70	100.00	2,374.70	5,323.31
Gross transfers between funds - out	(1,590.00)	(484.70)	(300.00)	(2,374.70)	(5,323.31)
Net Movement in Funds	18,639.11	(14,397.85)	(5,246.83)	(1,005.57)	-
Reconciliation of funds					
Total Funds Brought Forward	21,425.89	26,212.89	7,522.80	55,161.58	49,170.74
Total Funds Carried Forward	40,065.00	11,815.04	2,275.97	54,156.01	55,161.58
Represented by					
Unrestricted Funds					
General Fund	40,065.00	-	-	40,065.00	21,425.89
Designated Funds					
Mission Fund	-	1,700.00	-	1,700.00	3,710.00
Parish Weekend Fund	-	499.00	-	499.00	499.00
St. Paul's Folding Screen Fund	-	-	-	-	182.87
Chair Fund	-	-	-	-	519.00
St. Paul's Fabric Fund	-	3,582.90	-	3,582.90	16,858.88
St. Paul's Centre Maintenance	-	6,033.14	-	6,033.14	4,443.14
Restricted					
Card Class	-	-	492.65	492.65	495.85
Holiday Club	-	-	510.40	510.40	510.40
St. Paul's Folding Screen Fund	-	-	-	-	5,270.00
Chair Fund	-	-	-	-	62.50
Tiny Tots - St. Paul's	-	-	208.91	208.91	399.29
Tiny Tots - St. Tim's	-	-	400.00	400.00	200.00
in:School Book Fund	-	-	664.01	664.01	584.76
Total Funds Carried Forward	40,065.00	11,815.04	2,275.97	54,156.01	55,161.58

Receipts and Payments Account

Income and Endowments

	Unrestricted	Designated	Restricted	Total	
	£	£	£	2017 £	2016 £
0101 Gift Aid - Bank - SO St.Paul's	24,415.00	-	200.00	24,615.00	24,959.00
0102 Gift Aid - Bank - SO St.Tim's	3,805.00	-	-	3,805.00	1,820.00
0110 Gift Aid - Envelopes - St. Paul's	6,133.50	-	-	6,133.50	5,947.08
0120 Gift Aid - Envelopes - St. Tim's	2,045.20	-	-	2,045.20	1,355.25
0201 Other planned giving - St. Paul's	14,450.79	-	-	14,450.79	14,028.18
0211 Other planned giving - St. Tim's	1,290.22	-	-	1,290.22	2,003.64
0301 Plate collections - St. Paul's	5,199.03	-	-	5,199.03	4,448.50
0311 Plate collections - St. Timothy's	1,328.36	-	-	1,328.36	1,401.70
0401 Regular gift days	-	-	-	-	62.00
0501 One-off Gift Aid gifts	2,720.00	-	-	2,720.00	2,026.70
0550 Donations appeals etc	2,992.71	-	2,137.00	5,129.71	6,071.04
0601 Tax recoverable on Gift Aid	12,817.83	-	-	12,817.83	10,891.44
0701 Legacies	10,000.00	-	-	10,000.00	-
08A1 Non-recurring one-off grants	5,000.00	-	-	5,000.00	4,000.00
0901 Other funds generated	499.57	-	-	499.57	2.00
Total	92,697.21	-	2,337.00	95,034.21	79,016.53

Incoming resources from generated funds - Activities for generating funds

	Unrestricted	Designated	Restricted	Total	
	£	£	£	2017 £	2016 £
0910 Fetes, Bazaars and Rummage sales etc	1,671.59	-	-	1,671.59	2,487.64
1240 Church hall lettings-fund raising - St.P	35,668.13	-	-	35,668.13	33,061.60
Total	37,339.72	-	-	37,339.72	35,549.24

Incoming resources from generated funds - Investment Income

	Unrestricted	Designated	Restricted	Total	
	£	£	£	2017 £	2016 £
1020 Bank and building society interest	107.18	-	-	107.18	185.29
Total	107.18	-	-	107.18	185.29

Incoming resources from charitable activities

	Unrestricted	Designated	Restricted	Total	
	£	£	£	2017 £	2016 £
1101 Fees for weddings, funerals etc.	2,575.00	-	-	2,575.00	2,412.00
1210 Bookstall sales to promote objectives	-	-	-	-	71.10
1230 Church hall lettings - objectives	207.00	-	-	207.00	360.00
1235 Church hall lettings-objectives - St.T	2,205.40	-	-	2,205.40	1,705.02
Total	4,987.40	-	-	4,987.40	4,548.12

Raising Funds Total

135,131.51	-	2,337.00	137,468.51	119,299.18
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Expenditure on charitable activities

	Unrestricted	Designated	Restricted	Total	
				2017	2016
	£	£	£	£	£
1720 Costs of stewardship campaign	95.09	-	-	95.09	129.31
1730 Costs of fetes & other events	129.16	-	-	129.16	233.76
Total	224.25	-	-	224.25	363.07

Expenditure on charitable activities

	Unrestricted	Designated	Restricted	Total	
				2017	2016
	£	£	£	£	£
1801 Giving to missionary societies	-	-	-	-	151.58
1830 Giving - relief and development agencies	-	-	-	-	434.00
1850 Mission & Evangelism	1,270.61	-	1,076.48	2,347.09	1,994.40
1855 Nominated Charities	1,857.87	2,010.00	-	3,867.87	670.00
1870 Secular charities	893.80	-	-	893.80	500.00
1901 Fees due to Diocesan Board of Finance	1,117.00	-	-	1,117.00	1,260.00
1910 Ministry parish share etc	47,100.00	-	-	47,100.00	44,100.00
1915 Methodist Assessment	18,450.00	-	-	18,450.00	17,453.25
2001 Assistant staff costs	476.85	-	-	476.85	177.64
2050 Staff wages	17,591.68	-	-	17,591.68	17,419.69
2101 Working expenses of ministers	1,242.97	-	-	1,242.97	772.85
2120 Council tax/Rates	446.38	-	-	446.38	407.54
2140 Water rates - St. Paul's	690.97	-	-	690.97	839.27
2150 Minister's telephone	240.98	-	-	240.98	258.90
2201 Training and mission	315.00	-	-	315.00	677.58
2301 Church running - insurance - St.P	1,308.30	-	-	1,308.30	1,341.47
2302 Church Running - Insurance - St.T	390.28	-	-	390.28	349.87
2310 Church office - telephone	241.27	-	-	241.27	285.60
2320 Organ / piano tuning	94.00	-	-	94.00	264.00
2330 Church maintenance - St. Paul's	834.89	-	-	834.89	402.63
2335 Church Maintenance - St. Tim's	54.00	-	-	54.00	656.00
2340 Upkeep of services-Adult	723.79	-	-	723.79	1,898.07
2341 Upkeep of services - Children & Youth	528.87	-	-	528.87	300.05
2342 Messy Church	830.23	-	-	830.23	1,229.02
2343 Sunday Club - St. Paul's	31.99	-	-	31.99	231.13
2350 Upkeep of churchyard	-	-	-	-	106.68
2360 Administration	2,517.23	-	-	2,517.23	1,750.79
2370 Hospitality - Visiting speakers / Locums	323.26	-	-	323.26	368.66
2375 Church Family - Acts of Kindness	794.71	-	-	794.71	397.21
2401 Church running - Electric - ST.P	346.64	-	-	346.64	232.32
2405 Church running - Electricity - ST.T	522.00	-	-	522.00	551.36
2410 Church running - gas - ST.P	437.80	-	-	437.80	820.31
2415 Church running - gas ST.T	701.76	-	-	701.76	504.29
2530 Hall running - electric - St.Pauls	1,536.16	-	-	1,536.16	1,316.53
2540 Hall running - gas - St.P	2,909.23	-	-	2,909.23	4,648.44
2560 Hall running - maintenance - ST.P	6,645.12	-	-	6,645.12	5,939.83
2565 Hall running - Maintenance - ST.T	927.90	-	-	927.90	228.32
2570 Hall running - telephone	284.61	-	-	284.61	234.95
2710 Church major repairs - installation	-	3,137.95	6,244.85	9,382.80	25.45
2720 Church interior and exterior decorating	-	-	-	-	54.67
2820 Hall + major repairs - installation SP	-	11,039.90	62.50	11,102.40	1,056.00
Total	114,678.15	16,187.85	7,383.83	138,249.83	112,310.35

Governance costs

	Unrestricted	Designated	Restricted	Total	
				2017	2016
	£	£	£	£	£
2601 Governance costs examination/audit fee	-	-	-	-	634.92
Total	-	-	-	-	634.92

Total Resources Used

114,902.40	16,187.85	7,383.83	138,474.08	113,308.34
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**Excess of Incoming Resources
Over Resources Used**

20,229.11	(16,187.85)	(5,046.83)	(1,005.57)	5,990.84
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Centre Accounts

St. Paul's Centre		2017	2016
		£	£
Income			
1230	Church Hall lettings - Objectives	207.00	360.00
1240	Church Hall - Fund raising - St. Paul's	35,668.13	33,061.60
Total for Income		35,875.13	33,421.60
Expenditure			
2050	Staff Wages	16,997.66	10,468.19
2120	Council Tax/Rates	446.38	407.54
2140	Water Rates - St. Paul's	690.97	839.27
2530	Hall Running - electric - St. Paul's	1,536.16	1,316.53
2540	Hall Running - gas - St. Paul's	2,909.23	4,648.44
2560	Hall Running - maintenance - St. Paul's	6,645.12	5,939.83
2570	Hall Running - telephone	284.61	234.95
Total for Expenditure		29,510.13	23,854.75
Total for St. Paul's Centre		6,365.00	9,566.85
St. Tim's			
		2017	2016
		£	£
Income			
1235	Church hall lettings- objectives - St. Tim's	2,205.40	1,705.32
Total for Income		2,205.40	1,705.32
Expenditure			
2050	Staff Wages	594.02	648.02
2335	Church maintenance - St. Tim's	54.00	656.00
2405	Church running - Electricity - St. Tim's	522.00	551.36
2415	Church running - Gas - St. Tim's	701.76	504.29
2565	Hall running - maintenance - St. Tim's	927.90	228.32
Total for Expenditure		2,799.68	2,587.99
Total for St. Tim's Centre		(594.28)	(882.67)

Statement of Assets and Liabilities

	Unrestricted	Designated	Restricted	Total	
	2017	2017	2017	2017	2016
	£	£	£	£	£
Cash at bank and in hand					
Bank Current Account - Co-operative Bank					
General Fund	14,075.69	-	-	14,075.69	9,019.74
Tiny Tots Fund - St.Paul's	-	-	161.46	161.46	151.84
Tiny Tots Fund - St. Tim's	-	-	400.00	400.00	200.00
Mission Fund	-	1,700.00	-	1,700.00	3,710.00
St. Paul's Centre Maintenance Fund	-	6,033.14	-	6,033.14	4,443.14
St. Paul's Fabric Fund	-	-	-	-	182.87
Chair Fund	-	-	-	-	519.00
St. Paul's Folding Screen Fund	-	-	-	-	5,270.00
Chair Fund	-	-	-	-	62.50
Card Class Fund	-	-	492.65	492.65	495.85
in:School Book Fund	-	-	664.01	664.01	584.76
	14,075.69	7,733.14	1,718.12	23,526.95	24,639.70
Methodist CFB Deposit Account					
General Fund	25,989.31	-	-	25,989.31	12,406.15
Tiny Tots - St. Paul's Fund	-	-	47.45	47.45	247.45
St. Paul's Fabric Fund	-	3,582.90	-	3,582.90	16,858.88
Holiday Club Fund	-	-	510.40	510.40	510.40
Parish Weekend Fund	-	499.00	-	499.00	499.00
	25,989.31	4,081.90	557.85	30,629.06	30,521.88
Total Cash at Bank and in Hand	40,065.00	11,815.04	2,275.97	54,156.01	55,161.58
Fixed Assets					
Photocopier	398.00	-	-	398.00	800.00
Total for Fixed Assets	398.00	-	-	398.00	800.00
Debtors (Foot Notes)					
Accounts Receivable					
General Fund	5,469.12	-	-	5,469.12	7,673.83
Community First Grant	-	-	-	-	5,000.00
Total for Debtors	5,469.12	-	-	5,469.12	12,673.83
Creditors (Foot Notes)					
Accounts Payable					
General Fund	2,249.34	-	-	2,249.34	2,237.54
Mission Fund	-	-	200.00	200.00	230.00
Total for Creditors	2,249.34	-	200.00	2,449.34	2,467.54

Foot Notes

	2017	2016	2015	
	£	£	£	
Debtors at 31st. December 2017				
Hall Rents - December	663.72	733.16	1,180.40	
WHCT Grant	-	-	4,000.00	
Breakfast with Santa	-	66.00	-	
Community First Grant	-	5,000.00	-	Restricted
Kingfisher - December Rent	532.69	532.69	507.32	
Key Time - December Rent	247.18	410.00	247.18	
Step Out Swindon	24.00	-	-	
HMRC - Gift Aid Tax recovered Q4 2016	2,692.53	3,157.27	2,385.57	
Parish Giving Scheme	665.00	-	-	
Business PAYE	384.00	-	-	
Jesus Reigns Ministries	260.00	225.00	-	
SBC Power Share	-	2,139.71	-	
Slimming World	-	410.00	-	
Total	5,469.12	12,673.83	8,320.47	

Creditors at 31st. December 2017

Swindon Youth for Christ	120.00	90.00	90.00	
in:School	-	139.20	-	
S Marshall - Christingle Oranges	37.62	-	94.88	
Hills Waste	195.05	171.91	117.41	
Daisy Communications - Dec. Hall Phone	18.17	24.01	28.02	
Daisy Communications - Dec. Broadband	25.80	-	-	
Diocese of Bristol – Dec. Fees	432.00	-	122.00	
Children's Society	200.00	230.00	290.00	
Action for Children – Formerly NCH	200.00	230.00	290.00	
British Gas – Electricity Bill (St. Paul's)	250.23	234.85	768.54	
British Gas – Gas (St. Paul's)	474.88	518.35	723.40	
British Gas - Gas (St. Tim's)	151.01	-	-	
Staff back pay for 2017	344.58	-	-	
SSE – Electricity (St. Tim's)	-	140.73	32.49	
Breakfast with Santa expenses	-	79.89	-	
Rev. A. Wigley - Jun. - Dec. expenses	-	441.46	-	
Rev. T. Wigley - December expenses	-	167.14	-	
Total	2,449.34	2,467.54	2,556.74	

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES/MEMBERS OF
DORCAN ECUMENICAL CHURCH COUNCIL
FOR THE YEAR ENDED 31 DECEMBER 2017**

I report to the trustees on my examination of the accounts of Dorcan Ecumenical Church Council (the ECC) for the year ended 31 December 2017.

Responsibilities and Basis of Report

As the charity trustees of the ECC 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 ECC'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 respect :

accounting records were not kept in respect of the ECC as required by section 130 of the Act ; or
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 respect in order to enable a proper understanding of the accounts to be reached.

P J Crowley FCA
Derrick Newman Limited
Chartered Accountants
29 Bath Road
Swindon
SN1 4AS

Date

DORCAN ECUMENICAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017

1) The financial statements of the ECC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.

2) The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities:

- Moveable church furnishings held by the churchwardens on special trust for the ECC and which require a faculty for disposal.
- Land and buildings held on behalf of the ECC.
- Other fixtures, fittings and office equipment where the ECC is free to dispose of such assets without faculty.

The following assets are recognised and a monetary value given as part of the description in the Statement of Assets and Liabilities:

- Amounts owing from the HM Revenue & Customs.
- Any other amounts owing to the ECC including church hall lettings.

Closing bank balances as shown in the receipts and payments account.

The following liabilities are recognised in the Statement of Assets and Liabilities:

- Any arrears of Diocesan Parish Share.
- Creditors for goods or services where the supply has been received and invoiced by 31 December.