

**SAINT ANDREW'S CHURCH, CASTLE COMBE**

Financial Information  
for  
the year ended  
31<sup>st</sup> December 2018

# **SAINT ANDREW'S CHURCH, CASTLE COMBE**

## **Financial Information for the year ended 31<sup>st</sup> December 2018**

### **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 31<sup>st</sup> December 2018 (the "Financial Information").

Those activities consisted of:

- the day to day running of St Andrew's Church; and
- the one-off project, carried out in 2017 and 2018 and completed in 2018, 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 were carried out during 2016.

The Financial Information 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  
Basis of Presentation of the Financial Information  
Time freely given and uncosted  
The Amenities Project and Make History Appeal

### **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 just over 300 inhabitants in north west Wiltshire. The Church has an impressive 14<sup>th</sup> century tower with other sections also dating from the 1300s and elegant stained glass in the Victorian nave.

**St Andrew's Church is a registered charity**

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 from throughout the UK.

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**

The purpose of the PCC is to execute the mission agreed for St Andrew's 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.

Members and officers of the Parochial Church Council during 2018 were as follows;

<i>Team Priest in Charge:</i>	Rev. Marc Terry (from June 2018: in vacancy from Aug 2016)
<i>Team Vicar:</i>	In Vacancy.
<i>Churchwarden:</i>	Mrs Sally Constable ( <i>Deanery Synod Representative</i> )
<i>Elected Members:</i>	Mr Michael Constable ( <i>Treasurer &amp; Covenant Secretary</i> )
	Mrs Di Brown ( <i>Secretary</i> )
	Mrs Julie Hare
	Mrs Karen Munnings ( <i>Electoral Roll Officer</i> )
	Mr Mike Roberts
	Mrs Sue Wiles-Teoh
<i>Independent Examiner:</i>	Mrs Hermina Fleming

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

## **Funding of the activities and of the maintenance 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 and loans.

## **Basis of Presentation of the Financial Information**

The Financial Information for the year ended 31<sup>st</sup> December 2018 is presented as follows;

- Summary of Cash Movements on Bank Accounts
- Current Account
- Day to Day Running Receipts and Payments
- The Amenities Project and Make History Appeal, including a Summary of Total Receipts and Payments for the project
- Large Repairs Account
- Herbert Memorial Fund Account
- The Organ Fund Account
- Dividends and Interest

This presentation 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.

The Current Account was previously described as the Day to Day Running Account because it was used principally for day to day expenses and receipts. During 2018, and for ease of operation, this account was used both for day to day running and for payments and grant and loan receipts relating to the Amenities Project and the Make History Appeal.

Accordingly, in the Financial Information set out below the Current Account is analysed into those receipts and payments relating to Day to Day Running (shown in note 2) and those relating to the Amenities Project and Make History Appeal (shown in note 3).

### **Time freely given and uncosted**

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 and Make History Appeal**

The Amenities Project (building work) was successfully completed in 2018 with the bringing into use of a new small extension on the north side of the Church housing a kitchen, a washroom accessible to the disabled, and a new more efficient boiler. St Andrew's Church had, historically, lacked these basic modern amenities to support the aim of the PCC to make the Church accessible and welcoming for all. The new structure, worked on in 2017 and 2018, is accessed through the north wall and has involved re-working an old, semi-subterranean external boiler room.

Before the project could be 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.

As well as providing much needed facilities, the extension has enabled the re-housing of the vestry. It was, hitherto, 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. It has now been re-opened to reveal these windows and a glorious carved screen to a wider public and to provide a calm place for private prayer.

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 Church services. The amenities also now offer opportunities for more events to be held in the heart of the village.

With the completion of the Amenities Project during 2018, the Total Project Costs and Total Funding of the project and the Make History Appeal since inception are set out in Note 3 of the Financial Information.

The PCC, on behalf of everybody connected in any way to St Andrew's, take this opportunity to thank;

- the Grant Bodies who have supported the Amenities Project. There is a detailed list in note 3
- individuals who have given monies so generously
- the community in Castle Combe in helping raise funds by supporting the many and varied fund-raising events
- the Bristol Diocesan Board of Finance who agreed to facilitate an increased loan arrangement when we incurred additional costs to the project.

those who have shared their expertise, wisdom and knowledge to help us and whose skill and craftsmanship has helped us in the various aspects of restoration and construction;

- the clergy who have supported us especially The Venerable Christine Froude, Archdeacon of Malmesbury (now retired)
- contractors - Newman's Conservation Bath and Roland Newman
- architects – Chedburn Dudley, Limpley Stoke Bath and Angela Dudley and George Chedburn
- restoration of the Medieval Screen - F.E.Stacey & Co of Seend, Wiltshire and Francis Stacey

and those living near the church for their patience and support throughout the upheaval of the building works.

Michael Constable

TREASURER

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

## Financial Information for the years ended 31<sup>st</sup> December 2018 and 2017

<b>2018</b>		Current	Amenities Project	Large Repairs	Herbert Memorial	Organ Fund
	Notes	1	3	4	5	6
Net Receipts on Day to Day Running	2	15925				
Grants	3	66500				
Donations		9000				
Funds Transferred		104000	-104000			
Amenities Project Costs	3	-276971				
Vat reclaimed	3	47149				
Loan Received	3	90000				
Loan Repaid	3	-41500				
Interest on Loan	3	-437				
		13666	-104000			
Dividend/Interest	7	3497	110	10	25	1
Excess of Receipts over payments		17163	-103890	10	25	1
Bank and Cash Balances 1/1/2018		13710	104659	<b>1923</b>	<b>6852</b>	<b>43</b>
<b>Bank and Cash Balances 31/12/18</b>		<b>30873</b>	<b>769</b>	<b>1933</b>	<b>6877</b>	<b>44</b>
<b>2017</b>		Current	Amenities Project	Large Repairs	Herbert Memorial	Organ Fund
	Notes	1	3	4	5	6
Net Receipts on Day to Day Running	2	11096				
Grants	3	28000				
Donations and Legacy		34582				
Funds Transferred		-32782	32358	424		
Amenities Project Costs and Fees	3	-35541				
		5355	32358	424		
Dividend/Interest	7	3423	255	5	19	
Excess of Receipts over payments		8778	32613	429	19	
Bank and Cash Balances 1/1/2017		4932	72047	1494	6833	43
<b>Bank and Cash Balances 31/12/17</b>		<b>13710</b>	<b>104659</b>	<b>1923</b>	<b>6852</b>	<b>43</b>

During 2018, the Church has used one account, known as the Current 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 Current Account

Transactions in the Current Account relating to the day to day running of the Church are shown in note 2 "Day to Day Running" below. Transactions in the Current Account relating to the Amenities Project are shown in note 3 "Amenities Project" below.

In Day to Day Running , 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 considered to be received and given with specific instructions or intentions for their application.

Amounts received through the Current 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.

## 2 Day to Day Running

Day to Day Running							
	Notes	2018	2018	2018	2017	2017	2017
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
		£	£	£	£	£	£
<b>Receipts</b>							
Statutory Fees	(i)		2616	2616	2403	2403	4806
Collections	(ii)	12629	8612	21241	12131	2466	14597
Donations	(iii)	6594	513	7107	5749	1183	6932
Sale of Cards/Booklets/Books		9097	3000	12097	9622	2750	12372
Fund Raising for projects			3235	3235		8153	8153
Other receipts	(iv)	250	1410	1660	1070	1110	2180
<b>Total Receipts</b>		<b>28570</b>	<b>19386</b>	<b>47956</b>	<b>30975</b>	<b>18065</b>	<b>49040</b>
<b>Church Expenses</b>							
Cost of Services	(v)	915		915	714		714
Churchrunning expenses		6674		6674	6297		6297
Churchyard Maintenance		1531		1531	3269		3269
Minor repairs to Church		1009		1009	3415		3415
Publications		3910		3910	4425		4425
Adminstration		840		840	1010		1010
<b>Expenses</b>		<b>14879</b>		<b>14879</b>	<b>19130</b>		<b>19130</b>
<b>Receipts less Running Expenses</b>		<b>13691</b>	<b>19386</b>	<b>33077</b>	<b>11845</b>	<b>18065</b>	<b>29910</b>
<b>Subventions and Donations</b>							
Diocesan Quota	(vi)	13200		13200	12720		12720
Benefice Contribution	(vii)	1958	242	2200	1400	2403	3803
Charities and relief agencies	(viii)	366	1386	1752	446	1845	2291
		15524	1628	17152	14566	4248	18814
<b>Net Receipts over Payments</b>		<b>-1833</b>	<b>17758</b>	<b>15925</b>	<b>-2721</b>	<b>13817</b>	<b>11096</b>

### Notes to Day to Day Running

(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 now shown in as Restricted.

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

	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	2018	2018	2018	2017	2017	2107
Non-Gift Aided Collections	2384	2087	4471	3374	1645	5019
Gifted Aided Collections	6120	2400	8520	6431	200	6631
Related Tax Reclaimed	4125	4125	8250	2326	621	2947
	12629	8612	21241	12131	2466	14597

The amount of £8612 shown as Restricted in 2018 relates to collections in Church specifically for charities and “Make History” notified at the beginning of the relevant Church service or event and appropriate tax reclaimed. The Tax reclaim relates to the time of receipt which is arranged twice a year.

(iii) Donations are amounts contributed by visitors to the Church generally and for the up-keep of the 14<sup>th</sup> Century Clock.

	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	2018	2018	2018	2017	2017	2107
General	5549		5549	5749		5749
Clock		513	513		1183	1183
Specific Donations	1045		1045			0
	6594	513	7107	5749	1183	6932

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

	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	2018	2018	2018	2017	2017	2017
Heating		410	410	670		670
Video	250		250	400		400
Verger Fees		840	840		950	950
Wedding Deposits 2019		160	160		160	160
	250	1410	1660	1070	1110	2180

Verger fees amounting to £840 payable for the organisation of certain celebration services in the church were donated to be used for specific projects by those receiving the fees.

(v) Costs of services are as follows:-

	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	2018	2018	2018	2017	2017	2017
Visiting Clergy	194		194			
Organists	570		570	640		640
Service Requirements	151		151	74		74
	915		915	714		714

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

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

	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	2018	2018	2018	2017	2017	2107
Pledges	1958		1958	1400		1400
Share of Statutory Fees		1308	1308		2403	2403
Rebate in respect of prior yr		-1066	-1066			
	1958	242	2200	1400	2403	3803

(viii) Charities and Relief Agencies

	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	2018	2018	2018	2017	2017	2107
Action Against Hunger		272	272			
Archdeacons Farewell Charity	100		100			
Biblelands	216		216	216		216
Children's Society		250	250			
Christian Aid		260	260		310	310
Christian Aid Asia Flood					250	250
Dorothy House					227	227
Honeycomb				30		30
National Churches Trust	50		50	50		50
Prostate Cancer RUH Bath					207	207
Royal British Legion		604	604		401	401
Slaughterford PCC			0		450	450
Wiltshire Historic Churches				150		150
	366	1386	1752	446	1845	2291

In 2017, 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.

### 3 The Amenities Project and "Make History" Appeal

Summaries of total receipts and total project costs on the one-off Amenities Project are set out below.

#### Total Receipts

	Total	Grants	Donations	"Make History"	Legacy	Loan
2018	173500	66500	9000	8000		90000
2017	66582	28000	12847	4000	21735	
2016	13000		6000	7000		
2015	42000		16000	26000		
Total	295082	94500	43847	45000	21735	90000

## Grants

	Restricted	Total	Restricted	Total
<b>Grants Received</b>	2018	2018	2017	2017
Wilts Historic Churches Trust	2500	2500		
National Churches Trust	10000	10000		
HB Allen Trust	50000	50000		
Headley Trust	4000	4000		
Garfield Weston			5000	5000
All Churches Trust			3000	3000
Wilts Council Community Grant			20000	20000
	66500	66500	28000	28000

## Make History

The receipts shown under “Make History” represent totals of smaller amounts of donations made and funds raised routinely for the Amenities Project. As such they are included in Net Receipts on Day to Day Running in the Financial Information. They are shown in Total Receipts in this note for memorandum purposes and completeness.

## Loan

The loan of £90,000 was received on 4<sup>th</sup> April 2018 from the Diocese of Bristol to enable completion of the Amenities Project. It is unsecured, bears interest at CBF rate + 0.5% and is repayable in monthly instalments over five years.

£30,000 of the loan was repaid early and without penalty in November 2018 on receipt of the grant of £50,000 from H.B.Allen Trust, included in Grants above. After monthly repayments the amount of the loan outstanding at 31<sup>st</sup> December 2018 is £48,500.

Before the repayment of £30,000 in November 2018, the loan was repayable at £1,500 per month. Following that repayment, the monthly repayment instalments amount to approximately £1,000.

Fund raising continues to repay the balance of the loan and build up our reserves again.

## Total Project Costs

<b>Project Costs (Including VAT)</b>						
	Total	Newmans	Chedburn	Wessex	Other Fees	others
	Vat Incl.	Builders	Architects	Archaeology	CDM etc.	
2018	276971	201145	10859	51056	3516	10395
2017	35541	7270	7655	20098		518
2016	9280		9280			
<b>Total</b>	<b>321792</b>	<b>208415</b>	<b>27794</b>	<b>71154</b>	<b>3516</b>	<b>10913</b>

VAT is included in amounts shown above. Of that VAT, £47,149 has been recovered, from the Listed Places of Worship Scheme, at a rate of approximately 93.5% of total VAT incurred.

As at 31<sup>st</sup> December 2018, Total Receipts exceeded Total Project Costs by £26,758. Of that amount, £5967 represents amounts held under retentions in respect of building works. Those amounts are expected to be paid in the first half of 2019,

The Balance of £20,791 will be used for further remedial works attendant on the Amenities Project.

#### **4 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 2018 or 2017.

#### **5 Herbert Memorial Fund Account**

The Herbert Memorial Fund Account is used to hold amounts given by Mr Herbert to take care of his grave and the churchyard.

General churchyard expenses in 2018 and 2017, 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 and, accordingly, there were no payments from this account in 2018 or 2017.

#### **6 The Organ Fund Account**

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

There were no payments from this account in 2018 or 2017.

#### **7 Dividends and Interest**

Dividends and Interest represents:

- for the Current 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**  
**31<sup>st</sup> December 2018**

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 31<sup>st</sup> December 2018

Signed: Hermina Fleming

Mrs Hermina Fleming

Independent Examiner

Dated: 14/03/19