



ST BOTOLPH'S CHURCH, CAMBRIDGE

TRUSTEES' ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2019

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Priest in Charge: Revd Stephen Anderson

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Our aims and purposes as a charity

The PCC is responsible for working with the Priest in Charge to further the mission of the church and especially in the promotion of the Gospel according to the doctrines and practices of the Church of England.

Our parish comprises a mix of residential and university properties and our parishioners therefore include Cambridge residents, undergraduate and graduate members of six colleges and a number of faculties. We have a largely gathered congregation from Cambridge and its surroundings who appreciate Prayer Book based services, sound preaching and good music, both choral and organ. We also host around 30,000 visitors to St Botolph's every year.

We seek to work in accordance with the Growth, Engage and Deepen strategy laid out by the Diocese of Ely to promote in these different communities the whole mission of the church, pastoral, social, evangelical and ecumenical. This includes the provision of financial support to those in need and to other organisations with similar objectives, such as The Prayer Book Society.

The care and maintenance of our church building and fabric enables us to further this mission as a place of prayer and worship and for congregation and community to meet. It is also a heritage site which gathers a large number of visitors to whom we can bear witness to the Christian life through the ages.

How we planned to achieve our charitable objectives

In pursuing our aims and purposes, the PCC has had due regard to the public benefit guidance published by the Charity Commission and, in particular, the specific guidance on "*charities for the advancement of religion*".

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, fully recognising its duty to have due regard to the House of Bishops' guidance on safeguarding children and vulnerable adults. The members of the PCC have attended the safeguarding training provided by the Diocese of Ely.

In 2018 we developed a plan to strengthen our achievement of our aims and purposes, following the Diocesan guidance for a Development Action Plan. This covered the following objectives and activities:

- To attract as many people as possible to worship at St Botolph's and to become part of our community
- To have a range of visiting preachers who provide sound preaching and a mix of styles and content
- To develop the musical life of the church to enrich our worship and to attract new congregation
- To develop the social life of the church, to strengthen our community and to welcome new congregation
- To improve the heating in the church so as to make it more accessible to those who are less able to tolerate the cold, especially the elderly and young children, and to make it feel more welcoming
- To encourage the use of the church by the wider community
- To maintain the fabric of the building as a heritage site in accordance with its Grade I listing.

These objectives have continued to guide us in 2019. In summary our focus has been to grow our congregation and to strengthen the place of St Botolph's as a Prayer Book Parish Church, and a place of prayer and witness to Christian life in Cambridge that is especially welcoming to all.

Review of the year: what we have done and how we have affected beneficiaries' lives

Attendance at church

At the heart of our public benefit are the various services we provide at which our congregation is able to worship. These are the early Holy Communion and morning service on Sundays and Holy Communion on Wednesday mornings. Our morning service at 11.00am each Sunday is either Sung Eucharist or Matins.

Our numbers attending services have been increasing steadily so that our average Sunday attendance, based on the two morning services, is now around 40. This is a third more than in 2018. Our aim is to bring this to over 50 over the next five years. Our peak attendances of about 90 were on the four occasions during the year when Bishop Rowan Williams preached. We promoted these heavily using traditional and social media and are delighted that some of those who first came to St Botolph's to hear Bishop Rowan have continued to attend services subsequently.

We are delighted to have had a stimulating programme of visiting preachers. In addition to Bishop Rowan Williams in 2019 this included the Bishop of Ely, the then Bishop of Huntingdon, Father Peter Huckle SSJE, Rev'd Canon Andrew Greany, Rev'd Patrick Cotton, Rev'd Dr Hannah Cleugh, Rev'd Ally Barrett, Rev'd Dr Alex Jensen, Rev'd Andrew Day, Rev'd Vivienne Lake, Rev'd Dr Jonathan Holmes together with Ben O'Neill and Dr the Hon Christopher Brightman ALM. We are very grateful to each of them.

Father Peter led a well-attended quiet day for Lent on the identity of Jesus, posed in the question at Caesaera Philippi. Sadly, Fr Peter passed away later in the year after a short, but aggressive illness. We pray for the repose of his soul.

Visitors

It is important to us and our 30,000 visitors that the church is, in ordinary times, open every day. The many comments in our visitors' books show how much visitors value St Botolph's as a place for prayer and quiet reflection.

"It's been a while since I was last in Cambridge, and longer still since I sang in this church as an undergraduate. Lovely to see it still open and it feels as calm and welcoming as it always did."

"A lovely quiet place to pray for our daughter."

"A wonderful church, full of the Spirit of God. Peaceful yet vibrant. Beautiful, much loved and well cared for. Thank you for being open"

Many of our visitors are also admirers of the Arts and Crafts decoration by George Bodley, our stained glass by Charles Kempe and Rachael Tancock, our striking Laudian font, our medieval rood screen and, although not visible, our set of pre-Reformation bells which are the only surviving

complete set in the region. We hope to create further connections with other buildings in Cambridge which share our Arts and Crafts heritage.

Music

In 2019 our choir and musical life went from strength to strength. As our first Director of Music (at least in recent memory), Adam McDonagh made a tremendous impact in building a choir from existing congregation and new friends and the choir has become an important part of the life of St Botolph's. Unfortunately, Adam left us in September to return to Ireland. Since then Tim Brown has done a wonderful job in maintaining the musical life of St Botolphs, alongside our organists Peter Harland, Andrew Morris and, from time to time, Brian Watkins.

Andrew Morris stood down at the end of Maundy Thursday 2019 and we are very grateful for all his support. He has since returned to play again on a couple of occasions.

We were delighted that the choir were able to premier Tim Brown's carol "*Dormi Jesu*" at our Epiphany carol service in January 2020, and we had an encouraging attendance for that service of just under 70.

"The Lamb of God"

At the end of the year there was much discussion around the possibility of St Botolph's becoming the home for a sculpture of "*The Lamb of God*" by Romanian sculptor Liviu Mocan. This was on display at Great St Mary's for much of 2019 as part of the "*Archetypes*" exhibition. We are delighted that, following the end of that exhibition in February 2020, the sculpture has now been installed at the Eastern End of the South Aisle, on the site of a former chapel. It is the centre piece of a dedicated prayer area, incorporating a prayer station, where intentions can be left and prayed for at the Altar on the following Sunday, together with a votive candle stand.

The sculpture is currently on loan to St Botolph's. We are hoping to be able to make it a permanent feature of St Botolph's and are seeking grant funding and private donations to achieve this.

Thefts and break-ins

In December 2019 and January 2020 St Botolph's suffered from serious damage to its fabric. In December the lead on the vestry roof was stolen and in January would-be thieves broke into the chancel through one of the Bodley windows, badly damaging it. They were unable to make further progress but managed also to damage the vestry door and the GodBox contactless unit. A few days later thieves attacked the new candle stand, badly damaging this and removing some money.

Amongst all this bad news we have been hugely comforted by the enormous and widespread support which St Botolph's received from many quarters. We received over 100 messages and emails of support:

"If any good is to come of this, then I hope we can show people how much St Botolph's is loved by many beyond its four walls."

"I have just heard about the appalling vandalism at St Botolph's. I still consider St Botolph's to be my church 30 years after leaving Cambridge."

"When I came for my Cambridge interviews, S. Botolph's provided a place to rest and pray between them. I know it must provide solace for countless others."

In addition, we received nearly 70 donations, including some from overseas. Overall nearly £8,500 has been raised from donations which will help us restore the damage. It is also now clear that we must take more protective steps and we have applied for funding to enable us to fit internal and external alarm systems, and some CCTV, which we hope will deter further vandalism.

Other events for our community

The church outing was to Southwell and Newstead Abbey on 18 May 2019.

In August, Fr Stephen took six members of the congregation to Walsingham for a day pilgrimage, where they joined a wider group.

In September several of the younger members of the congregation hosted a barbecue in the church garden. Not only was this very enjoyable and well-supported but it raised over £500 for the Cambridge Churches Homeless Trust.

Social media and communications

At the heart of our regular communications is our parish newsletter, delivered to all parishioners every month and available in the church. This contains a message from the Priest in Charge and important parish news and notices.

We have worked hard during the year to raise our profile and promote what we do in other ways. There are regular posts throughout the year on Twitter, both on the St Botolph's account but increasingly by members of the PCC, choir, congregation and visitors. We now have 270 Twitter followers, over 300 on Instagram and some on Facebook and we have a more extensive presence on A Church Near You and TripAdvisor. Social media have brought new people into the church, both for our regular services and for one-off events and have been key to the support we gathered following the break-in in January 2020.

We also improved our traditional poster and flyer advertising not just for visiting preachers, but for our regular services too with eye-catching formats on the noticeboards, both outside and inside the Church.

The Book of Common Prayer

Our services use the Book of Common Prayer and this is a distinctive feature of our worship in relation to other churches in Cambridge.

In June 2019 we were delighted to host an event called *"Old Wine – Using the Prayer Book"* under the chairmanship of Bishop Rowan Williams and in conjunction with The Prayer Book Society.

The event comprised Choral Evensong, a wonderful supper, panel presentations and discussion, rounded off with Compline. The speakers were mostly local clergy, with Andrew Morris delivering a presentation on Singing the Prayer Book.

About 100 people came from far and wide. A quarter of those attending emailed and tweeted afterwards to say how much the event had been enjoyed and appreciated. It was delivered seamlessly by upwards of twenty helpers, all from St Botolph's congregation and friends. It was heartening to see so many helpers working together and well for a common purpose and the event will be remembered by many in positive terms for a long time.

Heating

A major project in the autumn was the work to bring the electrics in the church to a safe, modern specification, to upgrade the heating system and to address some drainage and damp problems in the North and South aisles.

This meant closing the church for a while on weekdays and we are especially grateful to our patron, Queens, for hosting us in their college chapel for some weeks.

The work has now been completed and there have been many comments on the much improved heating and more comfortable temperature. There has also been a lively discussion about the look of the South Aisle now that the damaged plaster has been removed at the East end. We are considering how best to proceed with this.

Weddings, funerals, confirmations and baptisms

No weddings or funerals were held in 2019, but we had one Baptism and Confirmation at the Cathedral.

Use of the building by others

We had many requests to use the church for a variety of, usually musical, activities. In addition to the Old Wine event we hosted concerts by Vox Cantab and the choir of Sedbergh school.

Fundraising activity

Our principal fundraising activity during the year was our regular programme of second-hand book sales and refreshment days, culminating in our Advent Fayre. These contributed important amounts to support the day to day work of the church, helping us keep the church open for prayer and contemplation.

We are also grateful for donations received in memory of former members of the congregation.

Coronavirus

Although not a matter for 2019, everyone will be acutely aware of the impact which the coronavirus has had across the world. The shutdown in the UK has meant that St Botolph's is currently not permitted to open for services, or indeed at all.

It is a tribute to considerable effort and ingenuity by Father Stephen and Tim Brown that each week of closure we have had a full service, with music, made available to parishioners online, and followed by a Zoom call. Some of our Sunday services have taken place on Zoom. We have also taken advantage of Zoom to have Compline from time to time on Wednesday evenings.

It has been heartening to feel the church community pulling together and supporting one another at this time in many small acts of kindness.

Looking forward

2020 marks the 700th Anniversary of continuous worship in the present nave at St Botolph's. Our principal celebrations were to have been around the time of our patronal festival in June 2020 but the coronavirus has made this impossible. We have accordingly decided to recognise our anniversary instead in 2021 and are delighted that the Bishop of Ely will join us on 20 June 2021 at the culmination of several weeks of services and other activities.

The St Botolph's Charity (HMRC reference EW67924)

The St Botolph's Charity comprises funds left by John Lanham in 1657 and John Brewer in 1706 to be used by the trustees (the Priest-in-Charge and the churchwardens of St Botolph's) for the relief of poverty in the parish of St Botolph's. The funds held by the charity at 31 December 2019 amounted to approximately £59,000 and were deposited at Barclays Bank and with Churches, Charities & Local Authorities Investment Management Ltd. In addition, the charity owns about five acres of land at Toft.

The income of the charity in 2019 was £1,538. No money was distributed during the year as the trustees are considering how best to apply this income in future.

Structure, governance and management of the PCC

The PCC is a charity but is excepted from registering with the Charity Commission within the meaning of section 30 of the Charities Act 2011. Its governing document is the Parochial Church Councils (Powers) Measure 1956.

During the year the following served as members of the PCC:

Ex Officio members

The Reverend Stephen Anderson	Priest in Charge and Chairman
Mrs Sarah Eastwood	Churchwarden
Mrs. Katharine M. Horbury	Churchwarden (until March 2019). Deanery Synod Representative. <i>Resigned November 2019.</i>
Mr Andrew Hodson	Churchwarden elect. <i>Resigned June 2019.</i>

Elected members

Mrs. Jayne Blakemore	<i>Resigned September 2019.</i>
Mrs. Elaine Durham	<i>Resigned September 2019.</i>
Mr. David Eastwood	Treasurer (from 16 May 2019).
Dr. Erica C. D. Hunter	Treasurer (until 16 May 2019). <i>Resigned November 2019.</i>
Mrs. Alys Irvine	Secretary (until July 2019). <i>Resigned November 2019.</i>

	Mr. Andrew Morris	<i>Resigned March 2019.</i>
	Miss Jayne Ringrose	
	Mrs Tamara Sword	
<i>Co-Opted members</i>		
	Mr David Berry	From November 2019. Secretary (from July 2019).
	Mr Christopher Helps	From November 2019
	Mr Adam McDonagh	<i>Resigned November 2019.</i>
	Mrs Tamara Sword	Until elected November 2019.
<i>In attendance</i>		
	Mr David Berry	Until co-opted in November 2019.
	Mr Dan Jones	Deputy Churchwarden.
	Mr Colin Greenhalgh CBE DL	

Members of the PCC are either ex-officio, elected by the Annual Parochial Church Meeting (APCM) or co-opted in accordance with the Church Representation Rules. At the APCM on 17th March 2019 it was agreed that the number of elected members of the PCC should be increased by one. This will take effect from the date of the APCM in 2020.

Membership of the PCC had remained largely unchanged for some years, but a mixture of departures from the locality and resignations caused an unusual number of vacancies to occur during the course of the year. Accordingly, there was a need to increase co-options and persons in attendance until the position could be regularised by elections in 2020.

For those who have stepped down, we are grateful for the support they gave, sometimes over very many years. In particular, Mrs Katharine Horbury, who resigned in November, had been a member of the PCC (and held a variety of positions, including Churchwarden) for around 30 years. Such commitment and dedication is rarely seen now and the PCC owes a huge debt of gratitude to her for unstinting service over a quarter of a century. We wish her well.

PCC members are recruited when there is a gap in skills or a current member is standing down. PCC members are sought from church members who have the appropriate skills and training for the role and, where possible, significant relevant experience to contribute to the PCC. Church members are encouraged to stand for election to the PCC.

The PCC met seven times during the year, fulfilling its duty to monitor and advise on important aspects of the administration of the Parish and maintenance of the fabric. The chief items considered were the mission of the church, finances, the work on church electrics and heating, matters relating to the fabric of the church and to the Development Action Plan.

During the year the PCC adopted a Code of Conduct for the conduct of PCC meetings.

The PCC has two sub-committees as follows:

- **Standing Committee:** This is a statutory committee and has power to transact the business of the PCC between its meetings, subject to any directions given by the PCC. The churchwardens are ex-officio members. Due to the number of PCC meetings, there was no necessity for this Committee to meet.

- **Development Action Plan Committee:** The purpose of this committee is to create and manage the parish's Development Action Plan in accordance with the Diocesan strategy. This Committee met on a regular basis during the course of the year.

Church membership: At 31 December 2019 there were 39 names on the Electoral Roll.

Financial Review of the Year

The most significant financial event in 2019 was the project to upgrade the electrical capacity and heating in the church and to carry out important repairs to drainage. This cost about £73,000 excluding reclaimed VAT. The work was not complete at the end of the year and so there were significant accruals and bills outstanding at 31 December 2019 in comparison to 2018. These were partly matched by an amount due in respect of VAT charged on this work under the Listed Places of Worship Scheme.

Total income for the year was £48,900 (2018: £52,100), including £10,000 of VAT recovered through the Listed Places of Worship scheme. This is significantly less than has been the case for some years due to the loss of a generous few departing members. Total expenditure for the year was £114,000 (2018: £35,700).

In 2019 total expenditure was greater than total income by £64,900 reducing total accumulated funds to £62,600 as set out in detail in the Financial Report. This is the first time for some years that our outgoings have exceeded our income.

The largest item of recurring expenditure was the payment of the Ministry Share of £15,100. This amount is determined by the Deanery and is intended to cover the housing, stipend and pension costs of the stipendary clergy in the Diocese. The Diocese has not incurred any such costs in respect of St Botolph's directly for many years and we are grateful that, on appeal, the overhead allocation to us was reduced in 2019.

The PCC is particularly grateful for several substantial donations received during the year and these will be used in accordance with the donors' wishes.

Our policy on Reserves

The General Fund is used by the PCC to pay for everyday expenses. It is used at the discretion of the PCC for furthering the mission and ministry of the church. It is the PCC's policy to maintain a balance on the General Fund equating to approximately twelve months unrestricted payments - that is, about £30,000 - to cover emergency situations that may arise from time to time. At year-end the balance of the General Fund stood at £38,700 (2018: £38,000).

The Restricted Fund, restricted by donors for the upkeep of the fabric of the church, amounted to £12,100 (2018: £77,600).

The Designated Fund, designated by the PCC for the upkeep of the fabric of the church, amounted to £11,900 (2018: £11,900).

Given the significant reduction in reserves in 2019, and the continuing need for repairs and improvements to the fabric of the church, the PCC will be reviewing the approach to reserves during 2020.

Risk Management

Risk exposure and management, including health and safety, are reviewed regularly by the PCC. Procedures are in place to manage risk following guidance from the insurers. The Ecclesiastical Insurance Parishguard policy protects *inter alia* against: property damage and consequential loss, loss or theft of money, liabilities (including employer's liability), legal expenses and personal accident. Building and renovation works are planned under the supervision of the church architect and in co-operation with contractors. The health and safety policy is reviewed regularly with guidance from the insurers.

The principal financial risks identified by the PCC are:

- the uncertainties that surround the amount and timing of major capital expenditures necessary to maintain an ancient Grade 1 Listed building.
- In relation to 2020 the financial impact of the coronavirus and the closure of the church for services with the consequent loss of offertory and income from our normal fundraising activities.

Investment policy

The PCC's policy is that funds that are not required for the immediate day-to-day running of the church should be deposited in the CBF Church of England Deposit Fund. At 31 December 2019 £41,000 was held on deposit (2018: £80,100).

Trustees' responsibilities

The PCC members are responsible for preparing financial statements for each financial year, which give a true and fair view of the state of affairs of the PCC as at the end of the financial year and of the surplus or deficit of the PCC for that period. In preparing those financial statements, the PCC members are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Comply with applicable Accounting Standards, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the PCC will continue in business.

The PCC members are responsible for maintaining proper accounting records that disclose with reasonable accuracy at any time the financial position of the trust and to enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the PCC and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees' Annual Report was approved by the Parochial Church Council on 23 June 2020 and signed on their behalf by:

Revd Stephen Anderson (Priest in Charge and Chair of the PCC)

Mrs. Sarah Eastwood (Churchwarden)

**ST BOTOLPH'S CHURCH, CAMBRIDGE
INDEPENDENT EXAMINERS' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2019**

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

RESPONSIBILITIES AND BASIS OF REPORT

As the charity's trustees 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 charity's accounts carried out under section 145 of the 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 charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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.

Naomi Hedger BFP, CTA, FCA (Independent Examiner)

Chater Allan LLP
Chartered Accountants
Beech House
4a Newmarket Road
Cambridge
CB5 8DT

29 July 2020

ST BOTOLPH'S CHURCH, CAMBRIDGE
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2019

	Note	Unrestricted Fund £	Restricted Fund £	Designated Fund £	2019 £	2018 £
INCOME FROM:						
Donations and legacies	2a	24,982	17,179	-	42,161	39,751
Charitable activities	2b	3,876	-	-	3,876	4,451
Other trading activities	2c	1,828	-	-	1,828	7,078
Investments	2d	147	430	-	577	288
Other	3	423	-	-	423	498
Total income		31,255	17,609	-	48,865	52,067
EXPENDITURE ON:						
Raising funds	4	695	-	-	695	625
Charitable activities	5	30,187	83,159	-	113,347	35,113
Total expenditure		30,882	83,159	-	114,042	35,738
Gains on investments		308	-	-	308	(25)
Net income/(expenditure)		681	(65,550)	-	(64,869)	16,305
Transfers				-	-	-
Net movement in funds		681	(65,550)	-	(64,869)	16,305
Reconciliation of the funds:						
Total funds at 1 January 2019	11	37,970	77,600	11,886	127,457	111,153
Total funds at 31 December 2019		38,651	12,050	11,886	62,588	127,457

The attached notes form part of these accounts

ST BOTOLPH'S CHURCH, CAMBRIDGE
BALANCE SHEET
AS AT 31 DECEMBER 2019

	Note	2019 £	£	2018 £	£
Fixed Assets:					
Investments	7		40,989		80,104
Current Assets:					
Debtors	8	14,259		7,102	
Cash at bank		<u>48,013</u>		<u>43,389</u>	
		62,272		50,492	
Current liabilities:					
Creditors: amounts falling due within one year	9		<u>40,673</u>		<u>3,139</u>
Net current assets			21,599		47,353
Net assets			<u><u>62,588</u></u>		<u><u>127,457</u></u>
The funds of the charity:					
Unrestricted Fund	11		38,651		37,970
Restricted Fund	11		12,050		77,600
Designated Fund	11		11,886		11,886
Total Funds			<u><u>62,588</u></u>		<u><u>127,457</u></u>

Approved by the Parochial Church Council on 23 June 2020

Mr. David Eastwood (Treasurer)

Rev. Stephen Anderson (Incumbent)

The attached notes form part of these accounts

ST BOTOLPH'S CHURCH, CAMBRIDGE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

1 Accounting policies

(a) Basis of preparation

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

Going concern basis

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

Financial Reporting Standard 102 - Reduced disclosure exemptions

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

- the requirement of Section 7 Statement of Cash Flows.

(b) Funds

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

(c) Income

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

(d) Expenditure

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

(e) Fixed assets

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

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

(f) Investments

Investments are stated at market value. The PCC only has investments in the Central Board of Finance of the Church of England Investment Funds. Investment Funds are stated at market value.

**ST BOTOLPH'S CHURCH, CAMBRIDGE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

2. Income

	Unrestricted Fund £	Restricted Fund £	Designated Fund £	2019 £	2018 £
2a Donations and legacies					
Pledged Giving:					
Offertory including Gift Aid donations	11,431	-	-	11,431	19,246
Tax reclaimable	5,834	1,645	-	7,479	5,835
Standing orders and other donations	7,370	5,480	-	12,850	14,075
Wallboxes	347	-	-	347	595
LPWS grant	-	10,054	-	10,054	-
	<u>24,982</u>	<u>17,179</u>	<u>-</u>	<u>42,161</u>	<u>39,751</u>

2b Charitable activities

Church activities:					
Refreshments days	3,876	-	-	3,876	4,451
	<u>3,876</u>	<u>-</u>	<u>-</u>	<u>3,876</u>	<u>4,451</u>

2c Other trading activities

Fund raising events	1,543	-	-	1,543	785
Filming	-	-	-	-	6,000
Other	285	-	-	285	293
	<u>1,828</u>	<u>-</u>	<u>-</u>	<u>1,828</u>	<u>7,078</u>

2d Investments

Reinvested income	147	430	-	577	288
	<u>147</u>	<u>430</u>	<u>-</u>	<u>577</u>	<u>288</u>

3 Other

Fees	423	-	-	423	498
	<u>423</u>	<u>-</u>	<u>-</u>	<u>423</u>	<u>498</u>

ST BOTOLPH'S CHURCH, CAMBRIDGE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

	Unrestricted Fund £	Restricted Fund £	Designated Fund £	2019 £	2018 £
4. Raising funds					
Church outing	695	-	-	695	625
	695	-	-	695	625

5. Charitable Activities

Ministry share	15,117	-	-	15,117	20,556
Music	3,130	-	-	3,130	660
Church utilities and insurance	7,522	-	-	7,522	5,250
Church repairs and maintenance	1,475	-	-	1,475	714
Heating repairs	-	54,950	-	54,950	4,636
Roof repairs	-	2,853	-	2,853	1,617
Drainage repairs	-	14,600	-	14,600	350
Professional fees	-	10,756	-	10,756	114
Charitable giving	-	-	-	-	62
Printing	1,190	-	-	1,190	135
Church supplies	408	-	-	408	-
Church plate	265	-	-	265	-
Governance					
Independent examination	1,080	-	-	1,080	1,020
	30,187	83,159	-	113,347	35,113

6. Trustee Expenses

No members of the PCC received any remuneration for their work on the PCC.

No PCC members claimed expenses.

ST BOTOLPH'S CHURCH, CAMBRIDGE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

7. Investments

	2019	2018
	£	£
Balance at 1 January 2019	80,105	44,841
Additions	-	35,000
Disposals	(40,000)	-
Reinvested income	577	288
Revaluations	308	(25)
Balance at 31 December 2019	<u>40,989</u>	<u>80,105</u>
CBF Investment Funds at Valuation		
Deposit fund	39,034	78,457
Income shares	1,955	1,647
	<u>40,989</u>	<u>80,104</u>
Investments held by:		
Unrestricted Fund	14,018	13,563
Restricted and Designated Fund	26,971	66,541
	<u>40,989</u>	<u>80,104</u>

8. Debtors

	2019	2018
	£	£
Tax recoverable	4,205	5,814
Other debtors	10,054	1,288
	<u>14,259</u>	<u>7,102</u>

9. Creditors: amounts falling due within one year

	2019	2018
	£	£
Creditors	2,158	114
Accruals and deferred income	38,515	3,025
	<u>40,673</u>	<u>3,139</u>

**ST BOTOLPH'S CHURCH, CAMBRIDGE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

10. Funds

Unrestricted funds consists of the General Fund which meets the day to day running expenses of the church.

Restricted Fund consists of:

Restoration fund

Funds for the purpose of preserving and restoring the fabric of the church.

Designated Fund consists of:

Restoration fund

Funds designated for the purpose of preserving and restoring the fabric of the church.

11. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Fund £	Designated Fund £	Total £
Fund Balances as at 31 December 2019 are represented by:				
Investments	14,018	26,971	-	40,989
Current assets	31,186	19,200	11,886	62,272
Current liabilities	(6,553)	(34,121)	-	(40,673)
	<u>38,651</u>	<u>12,050</u>	<u>11,886</u>	<u>62,588</u>

ST BOTOLPH'S CHURCH, CAMBRIDGE
 NOTES TO THE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED 31 DECEMBER 2019

13. Comparatives for the Statement of Financial Activities

	Unrestricted Fund £	Restricted Fund £	Designated Fund £	2018 £
INCOME FROM:				
Donations and legacies	31,114	8,041	595	39,751
Charitable activities	-	4,451	-	4,451
Other trading activities	7,078	-	-	7,078
Investments	114	174	-	288
Other	498	-	-	498
Total income	38,805	12,666	595	52,067
EXPENDITURE ON:				
Raising funds	625	-	-	625
Charitable activities	28,510	6,602	-	35,113
Total expenditure	29,135	6,602	-	35,738
Gains on investments	(25)	-	-	(25)
Net income/(expenditure)	9,645	6,064	595	16,305
Transfers	(600)	600	-	-
Net movement in funds	9,645	6,064	595	16,305