



**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2023**

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST GABRIEL'S  
GREYSTONES, SHEFFIELD  
Charity Commission Registration Number 1205179**

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# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST GABRIEL'S GREYSTONES, SHEFFIELD (PCC)

## ANNUAL REPORT AND FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2023

#### 1. ANNUAL REPORT OF THE PCC FOR THE YEAR ENDED 31 DECEMBER 2023

##### 1.1 Administrative information

1.1.1 St Gabriel's Church is situated in Dobbin Hill, Greystones, Sheffield S11 7JB. It is part of the Diocese of Sheffield within the Church of England. The correspondence address is Dobbin Hill, Sheffield S11 7JB.

1.1.2 The Parochial Church Council (**PCC**) is a charity registered with the Charity Commission for England and Wales with registered number 1205179.

1.1.3 PCC members who have served from 1 January 2023 until the date on which this report was approved are:

Incumbent	The Revd Alistair Philip Stevenson	Chair
Assistant Curate	Peter Gaunt	From 12 July 2023
Readers	Stuart Charles Ibbotson	
	Peter Andrew Smithers	
Wardens	Howard Vaughan (Warden until 21 May 2023 and then elected PCC Member)	
	Martin Clow	
	Thomas Williams (from 21 May 2023)	
Representatives on the Deanery Synod	Linda Chambers (until 21 May 2023 and then elected PCC Member)	
	Stephen Thomas Dewey (from 21 May 2023)	
	Sarah Rhiannon Lawson (from 21 May 2023)	
Elected Members	Jacqui Bailey	
	Martha Dewey	

	Roger Kenneth Dyson - Treasurer	
	Timothy Elgar (until 20 September 2023)	
	Paula Mary Smithers - Secretary	
Co-Opted	Chiru Darby	From 21 May 2023
	Rachael Elizabeth Williams	From 21 May 2023

In addition, Helen Brown was a representative on the Deanery Synod until 21 May 2023.

## 1.2 **Structure, governance and management**

- 1.2.1 The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council (Powers) Measure 1956.
- 1.2.2 The method of appointment of PCC members is set out in the Church Representation Rules 2020 (as amended).
- 1.2.3 All church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.
- 1.2.4 The PCC is responsible for making decisions on all matters of general concern and importance to the parish, including decisions on how the funds of the PCC are to be spent.
- 1.2.5 On 31 December 2023, the PCC had the following Sub-Groups:
- 1.2.5.1 Children and Young People;
  - 1.2.5.2 Environmental and Social Justice;
  - 1.2.5.3 Finance and Property;
  - 1.2.5.4 Ministry Leadership Team;
  - 1.2.5.5 Mission Support;
  - 1.2.5.6 Pastoral, Prayer and Wholeness Ministry; and
  - 1.2.5.7 Services and Worship.

## 1.3 **Objectives and activities**

- 1.3.1 St Gabriel's PCC has the responsibility of cooperating with the incumbent, the Revd Alistair Stevenson, in promoting in the ecclesiastical parish the

whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the Church and Hall Buildings.

1.3.2 When planning its activities for the year, the PCC has considered the Charity Commission's Guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. Accordingly, the PCC tries to enable ordinary people to live out their faith as part of our parish community through:

1.3.2.1 Worship and Prayer;

1.3.2.2 Provision of pastoral care for people living in the parish and Church members;

1.3.2.3 Community engagement activities (including "Playmates" (a group for under-5s), Cuppa and Cake and the Bless Greystones initiative);

1.3.2.4 Use of the Church and Hall buildings by community groups; and

1.3.2.5 Mission and outreach work.

To facilitate this work, it is important that the PCC maintains the fabric of the building of St Gabriel's and the Church Hall.

#### 1.4 **Achievements and performance**

1.4.1 Church attendance

In 2023 there were 66 parishioners on the Church Electoral Roll, 31 of whom are resident within the parish. The average weekly "in person" attendance, counted during October 2023, was 57 adults and 19 children. In addition, the weekly service has also been streamed on Zoom, the average weekly attendance at which was 6 in October 2023.

1.4.2 Review of the year

The full PCC met six times during the year with an average level of attendance of 88%. In addition, the PCC met on two Saturday mornings.

1.4.3 At each meeting of the PCC, consideration was given to reports from the subgroups of the PCC (see paragraph 1.2.5) including, in particular on safeguarding and policies. In addition, specific topics discussed during the PCC meetings included:

1.4.3.1 The structure of the PCC and its Sub-Groups, in particular the establishment of a Ministry Leadership Team Sub-Group;

1.4.3.2 The co-option of two additional PCC Members;

1.4.3.3 Appointment of Deanery Synod Representatives;

- 1.4.3.4 Appointment of Electoral Roll Officer, Secretary, Treasurer and the members of a Standing Committee.
- 1.4.3.5 The 2023 APCM and reports to be produced to the APCM.
- 1.4.3.6 Reports from the PCC Sub-Groups – see paragraph 1.2.5;
- 1.4.3.7 Terms of Reference of the Sub-Groups;
- 1.4.3.8 Safeguarding and other policies;
- 1.4.3.9 The Living in Love and Faith process;
- 1.4.3.10 Neurodiversity;
- 1.4.3.11 Community engagement and the “At the Table” initiative;
- 1.4.3.12 Support and Pastoral Care for Alistair;
- 1.4.3.13 Eco-Church and what we need to do to qualify for a higher level of recognition;
- 1.4.3.14 Donations to be made by the PCC to charities; and
- 1.4.3.15 Youth and Children’s work.

## 1.5 **Financial review**

- 1.5.1 Full details of the financial activities in the year to 31 December 2023 can be found in the Financial Statements in paragraphs 3 and 4, together with the notes to the Financial Statements in paragraph 5 of this report.
- 1.5.2 Total income received in the year amounted to £138,164 of which unrestricted income received into the General Fund during the year was £134,164 and a further sum of £4,000 was received by way of restricted income.
- 1.5.3 Overall expenses totalled £124,643 of which £119,061 related to the General Fund.
- 1.5.4 There was therefore an overall surplus in the year of £13,521, including a surplus of £23,797 in respect of the General Fund.
- 1.5.5 Both income and expenditure for the year to 31 December 2023 show significant increases from the figures in 2022. The factors leading to these increases included:
  - 1.5.5.1 Continuing growth of the Church, reflected in increased attendance at services, the number of activities undertaken and increased donations to the funds of the Church.
  - 1.5.5.2 In particular, regular giving by members of the Church has increased during the period under review and the generosity

of the members of the Church to fund the growth of the Church is greatly appreciated.

1.5.5.3 Increased use of the halls for hire although there have been consequential increases in hall running costs, particularly in relation to electricity and gas prices where the fixed contract for gas has now expired and been replaced by one at significantly greater cost.

1.5.6 The PCC made a contribution to the Diocesan Common Fund (formerly called Quota) in accordance with the pledge made at the start of 2023. The amount contributed to the Common Fund was £70,000 (2022: £36,936). This significantly increased contribution was in accordance with the agreement between the PCC, the Diocese and All Saints Ecclesall (**ASE**) in relation to the termination of the financial aspects of the Mission Partnership Agreement between the PCC and ASE and revised arrangements for funding the costs of the Incumbent.

1.5.7 Details of the amounts held in Restricted and Designated Funds can be found in notes 2 to 7 to the Financial Statements in paragraphs 3, 4 and 5 of this Report.

## 1.6 Reserves Policy

1.6.1 It is PCC policy to maintain a balance of unrestricted funds that equates to three months of unrestricted payments to cover emergency situations that may arise from time to time. This is currently equivalent to £32,750.

1.6.2 The balance standing to the credit of the General Fund on 31 December 2023 in the sum of £48,121 exceeds the target reserves amount referred to in paragraph 1.6.1.

1.6.3 The PCC will continue to monitor the amount of the unrestricted balance of the General Fund to ensure that the target level of reserves can be maintained.

1.6.4 In addition, however, the PCC has resolved to keep a sum within the Legacy Fund available to ensure that the PCC is able to comply with its reserves policy even if the balance of the General Fund falls below the target reserves level.

## 1.7 Investment Policy

It is the PCC's policy to invest funds not immediately required for the day-to day operations of the PCC with the CBF Church of England Deposit Fund.

## 1.8 Donations in kind

The PCC did not receive any donations in kind during the year.

## 1.9 Connected Party Transactions

1.9.1 During 2023, the following transactions involved connected parties:

1.9.1.1 SIM

- (a) a grant of £3,000 (payable in monthly instalments of £250) was made directly to support David and Helen Smithers' work through SIM and a similar sum has been pledged to support this work during 2024. Please also refer to note 9 to the Financial Statements.
- (b) Peter Smithers and Paula Smithers (PCC Members) are the parents of David Smithers. However, neither was involved in any decision making relating to this grant and did not participate in the part of the PCC meeting where the possibility of making a donation to SIM to support the work of David and Helen Smithers was discussed.

1.9.1.2 Snowdrop Project

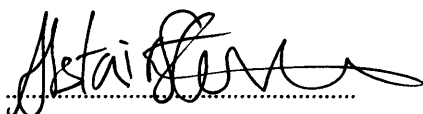
- (a) A donation of £500 was made by the PCC to the Snowdrop Project, a charity of which Timothy Elgar is a trustee.
- (b) However, Timothy Elgar was not involved in any decision making relating to this grant and did not participate in the part of the PCC meeting where the possibility of making a donation to the Snowdrop Project was discussed.

1.9.1.3 Christians and Sheffield Schools (**CaSS**)

- (a) A donation of £1,000 was made by the PCC to the CaSS, a charity of which Linda Chambers is a trustee.
- (b) However, Linda Chambers was not involved in any decision making relating to this grant and did not participate in the part of the PCC meeting where the possibility of making a donation to CaSS was discussed.

1.9.2 Save as set out in paragraphs 1.9.1, the PCC is not aware of any transactions which took place during the relevant period between the PCC and either a member of the PCC or a person connected to a member of the PCC.

**Approved by the PCC on 7 February 2024.**



On behalf of the PCC



## 2. INDEPENDENT EXAMINER'S REPORT TO THE PCC

I report to the trustees on my examination of the accounts of the PCC for the year ended 31 December 2023 set out on pages 8 to 16 following which show an overall surplus for the year ended on 31 December 2023 of £13,521 (2022: £1,668) and total funds on 31 December 2023 of £97,843 (2022: £84,332) (**Accounts**).

### RESPONSIBILITIES AND BASIS OF REPORT

The PCC is responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('**Act**') and the Church Accounting Regulations 2006 ("**Regulations**").

I report in respect of my examination of the PCC'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. The accounting records were not kept in respect of the PCC 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.



**STEPHEN THOMAS PENDLEBURY Bsc Soc Sci (Economics), ACA (retired and no longer on the formal list)**

**INDEPENDENT EXAMINER**

**9 Oakholme Mews**

**Sheffield**

**S10 3FX**

**17 March 2024**

### **3. RECEIPTS AND PAYMENTS ACCOUNT**

See pages 9 to 11 below.

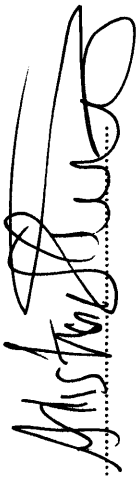
**RECEIPTS AND PAYMENTS ACCOUNT**

	<u>2023</u>						<u>2022</u>
	£	£	£	£	£	£	£
<b>Note</b>	<b>General Fund (Note 2)</b>	<b>Publicity Fund (Note 3)</b>	<b>Legacy Fund (Note 4)</b>	<b>Fabric Fund (Note 5)</b>	<b>Bless Greystones (Note 6)</b>	<b>Diocesan Grant Fund (Note 7)</b>	<b>Total 2023 Total 2022</b>
<b>Receipts</b>							
Regular Giving and Offerings	69172	0	0	0	0	0	48661
Income tax recovered	14700	0	0	0	0	0	9423
Donations	2195	0	0	0	0	0	6922
Grants Received	10050	0	0	0	0	4000	7200
Bank interest	3293	0	0	0	0	0	947
Hall Hire Fees	29868	0	0	0	0	0	25018
Service Fees Received	228	0	0	0	0	0	4
Other income	4658	0	0	0	0	0	3701
<b>Total income</b>	<b>134164</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4000</b>	<b>138164 101876</b>
<b>Payments</b>							
Donations to charities	9805	0	0	0	0	0	6389
Common Fund Contribution	70000	0	0	0	0	0	36936
Clergy Expenses	1971	0	0	0	40	2011	1530
Church running expenses	7229	0	4385	0	0	0	2877
Worship expenses	2241	0	0	0	88	2329	2231

**RECEIPTS AND PAYMENTS ACCOUNT**

	<u>2023</u>						<u>2022</u>	
	£	£	£	£	£	£	£	£
Note	General Fund (Note 2)	Publicity Fund (Note 3)	Legacy Fund (Note 4)	Fabric Fund (Note 5)	Bless Greystones (Note 6)	Diocesan Grant Fund (Note 7)	Total 2023	Total 2022
Hall running costs	13787	0	0	0	0	0	13787	9808
Major repairs	234	0	0	0	0	0	234	10172
Grants Made	0	0	0	0	0	0	0	1000
Mission costs and youth work	1935	0	0	0	1069	0	3004	1515
Church Administration (including employee and staff costs)	10057	0	0	0	0	0	10057	25650
Other Expenditure	1802	0	0	0	0	0	1802	2101
<b>Total expenditure</b>	<b>119061</b>	<b>0</b>	<b>4385</b>	<b>0</b>	<b>1197</b>	<b>0</b>	<b>124643</b>	<b>100208</b>
<b>Excess/Deficit of Expenditure</b>	<b>15103</b>	<b>0</b>	<b>-4385</b>	<b>0</b>	<b>-1197</b>	<b>4000</b>	<b>13521</b>	<b>1668</b>
Transfers between funds	8694	0	-3943	0	0	-4751	0	0
<b>Net surplus/(deficit) for the year</b>	<b>23797</b>	<b>0</b>	<b>-8328</b>	<b>0</b>	<b>-1197</b>	<b>-751</b>	<b>13521</b>	<b>1668</b>
Balance on 31.12.2022	24324	474	52750	0	3022	3752	84322	82653
<b>Balance at 31.12.2023</b>	<b>48121</b>	<b>474</b>	<b>44422</b>	<b>0</b>	<b>1825</b>	<b>3001</b>	<b>97843</b>	<b>84322</b>

Approved by the PCC on 7 February 2024.

A handwritten signature in black ink, appearing to read 'A. Stone', written over a dotted line.

On behalf of the PCC

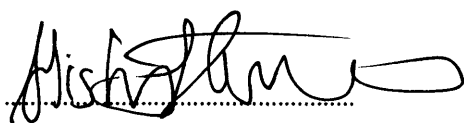
#### 4. STATEMENT OF ASSETS AND LIABILITIES

	Note	2023	<u>2022</u>
		£	£
<b><u>Bank Accounts and</u></b>			
<b><u>Cash/Undeposited Receipts</u></b>			
Cash		29	0
NatWest Bank Current Account		14978	11383
NatWest Bank Current Account No.2		6054	0
NatWest Reserve Account		0	0
CBF Deposit Account		76232	72939
Stripe		550	0
		<hr/> <b>97843</b> <hr/>	<hr/> <b>84322</b> <hr/>

#### **Represented by:**

General Fund – Unrestricted fund	2&3	48121	24324
Publicity Fund – Restricted fund	2&4	474	474
Legacy Fund – Designated Fund	2&5	44422	52750
Fabric Fund – Restricted Fund	2&6	0	0
Bless Greystones Fund –Restricted Fund	2&7	1825	3022
Diocesan Grant Fund - Restricted Fund	2&8	3001	3752
		<hr/> <b>97843</b> <hr/>	<hr/> <b>84322</b> <hr/>
Total Funds		<hr/> <b>97843</b> <hr/>	<hr/> <b>84322</b> <hr/>

**Approved by the PCC on 7 February 2024.**



On behalf of the PCC

## 5. NOTES TO THE FINANCIAL STATEMENTS

### Note

- 1 The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments Method.
- 2 Summary of Movement in Funds during period to 31 December 2023

	<u>31/12/22</u>	<u>Receipts</u>	<u>Payments</u>	<u>Transfers</u>	<u>31/12/23</u>
<b><u>RESTRICTED FUNDS</u></b>					
Publicity Fund	474	0	0	0	474
Fabric Fund	0	0	0	0	0
Bless Greystones Fund	3,022	0	-1,197	0	1,825
Diocesan Grant Fund	3,752	4,000	0	-4,751	3,001
<b>Total Restricted Funds</b>	<b>7,248</b>	<b>4,000</b>	<b>-1,197</b>	<b>-4,751</b>	<b>5,300</b>

### **UNRESTRICTED DESIGNATED FUNDS**

Legacy Fund	52,750	0	-4,385	-3,943	44,422
<b>Total Designated Funds</b>	<b>52,750</b>	<b>0</b>	<b>4,385</b>	<b>-3,943</b>	<b>44,422</b>

### **UNRESTRICTED GENERAL FUNDS**

	<b>24,324</b>	<b>134,164</b>	<b>-119,061</b>	<b>8,694</b>	<b>48,121</b>
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<b>TOTAL FUNDS</b>	<b>84,322</b>	<b>138,164</b>	<b>-124,643</b>	<b>0</b>	<b>97,843</b>
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- 3 General Fund - Unrestricted Fund

The General Fund is an unrestricted fund and is used by the PCC for the day-to-day financial management of the charity and for the usual financial operations of the PCC.

- 4 Publicity Fund

The Publicity Fund is a Restricted Fund, which was originally established in 2005 after receipt of a donation which was restricted for use in connection with promotion of the Church in the Greystones area and to provide funds in connection with the publicising of the Church and its mission.

## Note

### 5 Legacy Fund

The Legacy Fund is a designated fund.

The income for the year ended 31 December 2020 included 2 legacies generously bequeathed to the Church totalling £57,067. The PCC decided to transfer the legacies from the General Fund to the Legacy Fund.

The purpose of the Legacy Fund is to provide funds for specific projects in furtherance of the objectives of the Church including:

- Major repairs which cannot be easily funded out of the General Fund.
- Promoting the mission of the Church including the funding of specific posts to further the Church's mission.

The Legacy Fund also provides reserves in case any unexpected expenses arise which cannot be funded out of the General Fund, subject to the PCC agreeing to utilise such funds for that purpose.

During 2022 and 2023 the PCC has also agreed to use funds from the Legacy Fund to:

- Develop a memorial garden at the front of the Church.
- Fund part of the salary costs of the Ministry Assistant.

### 6 Fabric Fund

The Fabric Fund is a Restricted Fund. It was originally established many years ago to provide a fund for major repairs to the Church. Subsequently in approximately 1995, it was used as the fund to manage the major rebuilding project undertaken at that time. In the period leading up to the refurbishment of the kitchen in the Church Hall, it was used as the fund to collect donations and grants for that project and out of which to expend the costs of the refurbishment.

The Fabric Fund did not have a balance on 1 January 2023 and there were no movements in the fund during 2023.

The PCC has resolved to terminate the Fabric Fund with effect from 1 January 2024.

### 7 Bless Greystones

The Bless Greystones Fund is a Restricted Fund.

In November 2020, the Church launched a project for mission and outreach in the local area of Greystones under the title of the Fund. The fund received donations restricted to use in connection to the project.

### 8 Diocesan Grant and Grants received.



## Note

The following grants were received during the year were as follows:

1. A grant of £1050 was received from the Diocese of Sheffield to assist with energy costs.
2. A payment of £8,900 was made by ASE pursuant to the Mission Partnership Agreement – see paragraph 1.5.6 of the Annual Report above.
3. A grant of £4,000 was made by the Diocese of Sheffield from the Church in Action Fund. The grant was made to provide funding towards the cost of employing a Ministry Administrator and covers a period of 12 months from 1 October 2023.

This grant has been credited to the existing Restricted Fund called the “**Diocesan Grant Fund**” and transfers are made from this fund to contribute towards the cost of employing the Ministry Assistant.

9 Other income includes:

	£
Holiday Club Subscriptions	1160
Cuppa and Cake	358
Coffee Donations	289
Playmates	1626
Family Fun Day and Autumn Fair	692
Sundry Other Income	533
	<hr/> <b>4658</b>

10 The following donations to charities were made during the period to 31 December 2023:

<b>Charity Beneficiary</b>	<b>£</b>
SIM (David and Helen Smithers)	3000
People International	2000
Christians and Sheffield Schools (CaSS)	1000
Snowdrop Project	500
Christians Against Poverty	1000
Tearfund	1000

**Note**

Golddigger Trust	500
S6 Foodbank – being the proceeds of the Autumn Fair	692
Christian Aid Middle East Crisis Appeal - being 50% of the offerings made at the 2023 Christmas Eve service	113
Total	<u>9805</u>

- 11 The following transfer between funds of the PCC were undertaken during the year ended 31 December 2023 to cover the costs of employing the Ministry Administrator:

<b>From</b>	<b>To</b>	<b>Amount - £</b>
Diocesan Grant Fund	General Fund	4751
Legacy Fund	General Fund	3943

- 12 The PCC does not own any freehold or leasehold property nor any material fixed assets.