

St Paul's Church, Dorking

Annual Report and Financial Statement of the Parochial Church Council for the year ended 31st December 2017

Including the APCM Agenda for 26th April 2018
and Minutes of last year's APCM.

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**St Paul Dorking
Annual Meeting of Parishioners
and
Annual Parochial Church Meeting (APCM)**

**Thursday 26th April 2018, 8pm
at St Paul's Church**

APCM Agenda

- 1 Opening Prayer
- 2 Election of Churchwardens
- 3 Apologies for Absence
- 4 Minutes of the 2017 Meeting and Matters Arising
- 5 Elections
 - a. Elected members of the PCC
 - b. Sidespeople
 - c. Independent Examiners for the accounts
- 6 Church Reports
 - a. Annual report and financial statement of the PCC (see written report)
 - b. Numbers on the electoral roll
 - c. Safeguarding
- 7 Mission Action Plan Report
- 8 Your Questions
- 9 Closing Prayer and Blessing

NB. Parochial Church Council membership consists of:

Clergy,
Licensed Lay Ministers,
2 Churchwardens,
Deanery Synod members (up to 3),
Other elected members (up to 15),
Co-opted members, as agreed by the PCC

**St Paul's Church
St Paul's Road West
Dorking RH4 2HT**

**Annual Report and Financial Statement
of the Parochial Church Council
for the year ended 31st December 2017**

Staff Ministry Team

Incumbent Vicar:	Rev Ruth Bushyager MSci, MA
Curate:	Rev Peter Nevins BRE, MA, MA
Assistant Minister (retired)	Rev Jeff Yelland CEng, DipHE, STETS
Assistant Minister:	Rev Jenny Firth B Mus, PGCE, DipHE, DipMin
Children's and Youth Minister:	Steve Henwood BA(Ed)
Worship Pastor and Ordinand	Tom Hill BA

Bank

(1) HSBC Bank plc 67 West Street, Dorking RH4 1BW	(2) CAF Bank Kings Hill, West Malling ME19 4TA
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Independent Examiner

Philip Longstaff FCA
Ellis Atkins, Chartered Accountants
1 Paper Mews, 330 High Street, Dorking, RH4 2TU

Architect

Michael Staff RIBA AABC
Nye Saunders Ltd, 3 Church Street, Godalming, Surrey. GU7 1EQ

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Structure, Governance and Management

Constitution of the Parochial Church Council (PCC)

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure and was officially registered with the Charity Commission as “The Parochial Church Council of the Ecclesiastical Parish of St Paul Dorking” in January 2010. Copies of the Annual Report and Financial Statement are held by the Secretary of the Diocesan Board of Finance and are also available upon written request to the PCC Secretary.

Statement of PCC members’ responsibilities

Law applicable to charities in England and Wales requires the PCC members, who are trustees of the charity for the purposes of charity law, to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the church and of its financial activities 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the church will continue in operation.

The members of the PCC are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the church and which enable them to ensure that the financial statements comply with applicable law. The members of the PCC are also responsible for safeguarding the assets of the church and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Day-to-day management

The day-to-day management of the parish is the responsibility of the Incumbent, although various functions are delegated to other individuals, including other members of the Staff Ministry Team, the Church Operations Manager and the Wardens.

Officers of the PCC

<i>Chairman:</i>	Rev Ruth Bushyager
<i>Vice-chairman:</i>	Jon Ruddock
<i>Secretary:</i>	Megan Hill (until April), Alison Everness (from May)
<i>Treasurer:</i>	Chris Ellis
<i>Electoral Roll Officer:</i>	Judith Ellis

Recruitment, induction and training

Current PCC members and other members of the church are asked prayerfully to consider suitable candidates to join the PCC, preferably some time in advance of the APCM. Elected members of the PCC are appointed for a 3-year term, with one third completing their term of office each year. The PCC supports any new member or officer who wants to attend training run by the Diocese.

Membership of the PCC

Members of the PCC are ex-officio, elected by the Annual Parochial Church Meeting (APCM) or co-opted by the PCC in accordance with the Church Representation Rules. During the year (from 1st January to 31st December 2017) the following served as members of the PCC:-

Incumbent Vicar	Rev Ruth Bushyager
Curate	Rev Peter Nevins
Assistant Minister	Rev Jenny Firth
Wardens	Jon Ruddock (since 2015), Sue Swain-Fossey (until Apr 2017), Ian Poole (since Apr 2017)
Representatives on the Deanery Synod	Graham Everness, Diana Pledge (until Apr 2017 APCM), Sylvia Yelland (until Apr 2017 APCM), Maggie Hill (after Apr 2017 APCM), John Arnold (after Apr 2017 APCM)
Elected Members (up to APCM 2017)	Peter Harris, Maggie Hill, Megan Hill, Michael Doe
Elected Members (throughout 2017)	Alex Birch [2018], Oliver Fricker [2018], Juliette Lister [2018], Amanda Tucker [2018 resigned Dec 2017]
[Term in brackets]	Chris Ellis [2019], Steve Goddard [2019], Ros Mulholland [2019 re-elected], Laura Parker [2019], Jonathan Papworth [2019]
Elected Members (from APCM 2017)	Malcolm Boother [2020], Alison Everness [2020], Simon Feraday [2020], Dawn Lucas [2020], Katie Mackay [2020]
Co-opted	Steve Henwood, Jeff Yelland

Organisation and use of Committees

PCC Executive Team ('PCC Exec')

The PCC Exec incorporates the function of a Standing Committee, which is required by Church law. This executive group, comprising the vicar, wardens and up to three further members, is empowered to execute on all matters that are required for the effective implementation of the PCC's mandate.

The PCC Exec meets regularly between PCC meetings and its principal functions are to ensure the effective, timely and wise stewardship, direction, decision making and leadership of all the vision, ministry and activity of the church. Throughout 2017 the PCC Exec continued to pursue the goal of prayerfully providing connectivity, support, resourcing and prophetic insight to the PCC and the wider leadership group.

It is intended that by using a rolling agenda, PCC Exec will review, encourage and provide direction to all those serving in leadership of our different teams and ministries to ensure the wide and varied tasks of vision implementation are being carried out in line with our Mission Action Plan.

PCC Exec Members:

Ruth Bushyager, Chris Ellis, Peter Nevins, Jon Ruddock, Sue Swain-Fossey (until April 2017), Ian Poole (from April 2017), Alison Everness (from April 2017), Megan Hill (until April 2017)

Other Committees/Teams and Activities reporting to the PCC during 2017

- **Fabric Team** – providing support, guidance and recommendations to the PCC on the appropriate maintenance and management of premises for which the PCC is responsible.
Team leader: Jon Ruddock
- **Finance Team** – responsible for the day to day management of income, expenditure and

payroll as well as ensuring compliance with financial regulatory procedures.

Team leader: Chris Ellis

- **Health & Safety Group** – responsible for actively monitoring Health and Safety matters.

Team leader: Sue Swain-Fossey (until April 2017), Ian Poole (from April 2017)

- **Nursery Management Committee** – managing the St Paul's Church Nursery School.

Team leader: Laura Parker

- **Social Justice Ministries (SJM) Team** – encouraging, promoting and coordinating participation in the network of social justice ministries in our local area.

Team leader: John Arnold

- **World Church Team (WCT)** – responsible for promoting the church's involvement with God's work beyond the parish and making recommendations for the PCC's outward giving.

Team leader: Jonathan Papworth

Aim and Purpose

St Paul's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Ruth Bushyager, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church Centre complex of St Paul's, Dorking.

Objectives and Activities

The PCC carries out a mixture of spiritual, legal, financial, pastoral and missionary functions. The PCC shares the privileges and responsibilities of making certain decisions with the Incumbent and it co-operates with the Incumbent (or churchwardens during a vacancy) in the Church's whole mission.

The PCC provides overall governance of all that goes on at St. Paul's Church, providing a check and a balance to all matters as the elected members represent the breadth and variety of the congregation. Our goal is for the PCC to become more prayerful and supportive of all the activities concerned with implementing our vision. This is achieved by commissioning individuals and teams to focus on and implement key expressions of the St. Paul's vision. Steered by the PCC Exec, the PCC will receive regular reports and updates on the progress of all key aspects of our vision, ministry and activity to provide care, counsel, insight, direction and formal decision making.

When planning our 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.

Objectives for 2017 (as identified in the 2016 Annual Report)

- To align our Mission Action Plan with the Diocesan aims
- To change the Mission Action Plan development cycle to align with budget planning
- Build on progress from 2016 by embedding new changes and beginning some new initiatives, specifically including some of the following
 - Re-running the serving teams marketplace, and exploring running a homegroup marketplace
 - Developing discipleship and lay leadership through a new Lent theology course
 - Launching new vocations groups for adults and teens
 - Run a new home group leaders course
 - Run our own Willow Creek Leadership event enabling many more to attend and for it to be more cost-effective
 - Begin a new ministry to young fathers and toddlers
 - Hold a 24/7 weekend of prayer
 - Host a 'Vocations Fair' in the Spring
 - Develop men's fellowship with a cycling retreat

- Begin a new ministry to strengthen marriages and support parents aiming to disciple their children
- Investing in a new-look template for our website”

Church Activities

Services are held in the Church each Sunday morning at 9:00am and 10:30am. These are varied in style including Morning Prayer, Holy Communion, Morning Worship, services of baptism and, on the first Sunday of each month, a more informal “Café Church” format. On Sunday evenings “The Six Thirty”, is a time of prayer, worship and an opportunity to go deeper with God. We continue to hold a mid-week service, “Worship on Wednesdays”, and a spoken service of Morning Prayer on Monday morning. Services are also led in local residential homes for the elderly.

Saltmine is the ministry for children up to the age of 14. The Saltmine groups meet regularly on Sunday mornings, and the ministry also extends to mid-week groups, special events and a holiday club. **Wednesday Youth** is a midweek discipleship group for those aged 14-18. The Children’s and Youth Ministry is coordinated by Steve Henwood

During the week a network of **Small Groups** meets, mostly in homes, some during the day and others in the evening. These groups generally follow the same termly teaching programme used in the morning services. The Small Groups are coordinated by Sylvia Yelland.

A team of 12 qualified **Lay Pastoral Assistants** works with the staff ministry team to provide confidential pastoral support. The team is coordinated by Ruth Cornish.

The **Church Office** provides administrative, secretarial and communications support, oversight of church buildings and liaison with the various church user groups. Throughout 2017 Penny Barker managed the Church Operations and Nicola Glass was the Communications Co-ordinator. Rowena Birch was appointed as Parish Administrator in March. During 2017 Nigel Catterall served as Verger and Caretaker, retiring from the Caretaker role in December. Paul Studley served as our Properties Manager until March 2017. A team of receptionists, organised by Ali Studley, was on hand each weekday morning from 8:45am to 1pm to welcome visitors.

There are many other activities and groups which serve under the umbrella of the Church, of which the following are examples:

- **Alpha** – A series of interactive sessions exploring the basics of the Christian faith
Leaders: Peter & Caroline Harris
- **Dementia Care support group** - providing a forum for sharing and support for those concerned about a friend or relative.
Leader: Maggie White
- **Early Bird Café** – A meeting point for parents, guardians, pre-school children and others
Coordinator: Rowena Birch
- **Finance** – Managing budgets, Gift Aid, Planned Giving, income and expenditure
Leader: Chris Ellis
- **Floral Decorations** – Preparing floral arrangements to decorate the church and centre
Coordinator: Ruth Paine
- **Kitchen & Catering** – Managing use and operation of the kitchen, ensuring compliance with environmental health standards and coordinating catering for major church activities
Catering Manager: Jayne Mockler;
Kitchen Manager: Michelle Robinson
- **Little Notes** – Live music for babies, toddlers and carers
Leader: Lou Bradbury
- **Marriage Preparation** – For couples preparing for marriage to explore together some topics to help build a strong foundation for a lasting relationship
Leaders: Jeff and Sylvia Yelland
- **Momentum** - events for men
Leader: Paul Studley
- **New Wine (Summer)** – Connecting around the New Wine summer national gatherings for

worship, teaching and ministry as a group from St Paul's as part of the wider UK church
Coordinator: Steve Lister

- **Nursery School** – Weekday early years provision
Head teacher: Tanya King
- **Parenting Teenagers** - A group for parents/carers to explore the challenges and delights of raising teenagers from a Christian perspective
Leader: Catherine Barker
- **Prayer** – Provision of weekly prayer ministry and encouraging prayer through regular, seasonal and occasional prayer events, initiatives and training.
Leader: Lawrence Comber
- **Sound & Visual Support** – Providing technical support for worship, services and events
Leader: Tom Hill
- **SPOT** – A group for carers and under three year-olds on Wednesdays
Leader: Joan Darling
- **Uniformed Organisations** – Guides, Brownies, Rainbows
Leader: Alison Cotterill
- **Wednesday Youth** - Midweek discipleship group for 14-18 year olds
Leader: Peter Nevins
- **Welcome** – Ensuring that everyone is welcomed, has access to information and opportunities for connecting with others, with a special focus on those new to St Paul's
Leader: Ian Poole
- **Work Out** – Midweek monthly meeting and network connecting faith with the world of work including those who work from home, or are in between work
Leader: Simon Gardner
- **Worship Team and Choir** – Groups leading and supporting sung worship in a variety of styles. Preparing and seeking God's heart to grow His worship ministry at St Paul's
Leaders: Tom Hill (worship team) and Helena Twentymen (choir)
- **XL** – A mid-week discipleship group for 8-14 year olds
Leader: Steve Henwood
- **Young at Heart** – A caring social meeting, held monthly on Sunday afternoons
Leader: Maggie Hill

In addition we have designated link individuals for our active participation in Dorking Beatitudes (Rachel Studholme), Besom (Duncan Cumming), Street Pastors (Maggie White) and Churches Together in Dorking (Anne Draper).

Although some of the people who lead and help with the above activities are paid, the majority are not. Therefore the Church relies heavily on the contributions of volunteers in carrying out its ministry and without such contributions would have to curtail a substantial proportion of its work.

Policy on Outward Giving

The PCC has a policy on Outward Giving from the Church's resources which was last reviewed in 2011. 'Outward Giving' is defined as giving beyond St. Paul's Church, and as such includes within its scope and framework considerations of support for local initiatives beyond the immediate ministry of St. Paul's Church such as the Priory School Chaplaincy as well as activity overseas. A budget for Outward Giving will be set each year. The World Church Team is responsible for making recommendations to the PCC on the use of this money. The Social Justice Ministries Team also participate in the process of making recommendations to the PCC.

Review of 2017

Church Membership and Attendance

The number of Church members on the Electoral Roll at the Annual Parochial Church Meeting in April 2017 was 255 (compared with 253 at April 2016). During 2017, excluding Easter and Christmas Day, the average total recorded attendance at all services on a given Sunday was 310 people (compared with 280 in 2016, 271 in 2015 and 256 in 2014). We give great thanks to God for these years of sustained growth. The total recorded attendance for all services on Easter Sunday was 456 (compared with 352 in 2016, 456 in 2015 and 402 in 2014). The total recorded attendance for all services on Christmas Eve and Christmas Day was 1037 (compared with 845 in 2016, 862 in 2015 and 808 in 2014).

We saw a growth in the number of people who are members of our worshipping community - from 454 in 2015 to 513 in 2016 and then to 533 in 2017. 21 adults and 24 children joined the church, while 13 adults and 12 children left the church, an overall growth of 8 adults and 12 children as members.

In 2017, 18 people were baptised (2 of them as infants) at St Paul's compared with 19 in 2016. The Clergy team led 7 weddings and 10 funerals.

With our vision in 2018 and beyond to take the next steps as a Resource Church, we will be planting a new congregation that will begin monthly outside of our parish, with a view to another similar endeavour at the end of the year. Our vision is to grow as a church, but not simply numerical growth at St Paul's - we pray we will be able to be a blessing and a partner to other local churches to help growth across the Deanery.

Annual Report of the Parochial Church Council (PCC)

The PCC held bi-monthly meetings during 2017 with its agenda focused on business matters. At the business meetings during 2017, the PCC received regular reports from the World Church Team, the Fabric Team, the Deanery Synod representatives, the Treasurer, the Safeguarding Advisory Committee, the Nursery and the PCC Exec.

Major items for information and discussion at meetings included

- Visiting the Nursery and reviewing the Nursery constitution
- Discussion and input to the new MAP, including an awayday in May and culminating in its launch in September 2017
- Safeguarding Annual Update
- Report from the heads of Social Justice Ministries and the World Church Team
- Review of Health and Safety Policy
- Review of Lettings Policy
- Report on progress towards earning an Eco-Church award

These reports helped to ensure that PCC members remain informed about what is happening within the various ministries, initiatives and operations of St Paul's Church, and therefore are able to provide better support for those serving in these areas.

Alison Everness (PCC Secretary)

Report on Goods, Fabric and Ornaments

It has been a busy year looking after the 6 buildings St. Paul's PCC has some responsibility for. Several volunteers have put in many hours work each week to undertake minor repairs and employ contractors to carry out more serious tasks. Currently, there are over thirty repairs or projects in progress. The majority of the works recommended by the Quinquennial Report are now completed, including major repairs to the church spire and the rose window. Replacement of the lead roof above the office next to the vestry, gutter repair and other minor works are to be completed by summer 2018. The next quinquennial inspection takes place in 2019, and an annual sum is now being budgeted by the PCC to allow for works arising from this.

All light bulbs in the main church have been replaced by LEDs, cutting our carbon footprint and costs over the next two decades considerably. A host of other electrical and electronic work has been coordinated by Philip Ellis, saving us thousands of pounds. Gas and electrical safety across all properties continue to be assured. Glazing work has been completed in the School House Flat, and there is precautionary work required to ensure the safety of the bathroom extension to 6 Falkland Road, which is due to be completed during spring 2018.

In 2017 Paul Studley stepped down from the APCM from his role as Properties Manager after many years of dedicated service. To continue this work, the part-time post of Facilities Manager has been created and recruited to. This role is to ensure that as a church we are fully aware of and carrying out our obligations concerning property management, safety, and the law. In terms of governance, the Facilities Manager reports into the Churchwarden responsible for Fabric issues.

Andrew Ruddy has continued to put in many hours to garden and lead volunteers to ensure the maintenance of the church grounds, including work resulting from the relocation of the nursery garden.

Some of our building and repair projects over the last few years have exceeded the budget initially we set for them, partly due to the need for clear parameters for authorisation of spending. During 2017, the PCC agreed the following scheme of delegated authority:

- For works amounting to less than £200, any member of the Fabric Team (the signatory may be the Treasurer) can authorise 'on the spot' (emergency works)
- For works likely to cost greater than £200 but less than £1000, 2 members of Fabric Team (one signatory may be the Treasurer) are required to commit budget
- For amounts likely to exceed £1000, 3 written quotes are required (as was done recently for replacement of the windows within the Falkland Road property). These works will also require a formal contract with the company undertaking the repair.

Our key aim for 2018 is to ensure that we have the budget, staffing and expertise structure in place to plan and manage whatever arises with our buildings in the coming few years.

Jon Ruddock (Churchwarden)

Dorking Deanery Synod: report for 2017

There are now 14 churches in the Dorking Deanery. At the end of December 2017 the parish of Ockley, Okewood and Forest Green was split up, with Ockley combining with Capel, and Okewood and Forest Green being joined with Ewhurst in the Cranleigh Deanery.

St Paul's has three lay representatives on the Synod (John Arnold, Maggie Hill and Graham Everness) whose current three-year term of office began in 2017.

There were four Synod meetings during the calendar year:

- **22 February:** We were welcomed into the newly-built hall at St John's North Holmwood for a presentation by the Diocese of Guildford's Community Engagement Team and subsequent discussion on the ways in which we as churches can reach out to our surrounding communities and meet neighbourhood needs. Peter Nevins also gave a brief resume of his work in providing short-term accommodation for adult refugees.
- **25 April.** The main focus of the evening was financial stewardship, with a presentation by Juliet Evans (the Diocesan Stewardship Adviser). This was followed by considering what resources we can share and how we can best encourage and learn from one another. A concluding challenge was that when thinking about these matters we view ourselves as 'coworkers' and not 'competitors'.
- **26 June.** This was an 'open' meeting with over 40 attendees at which the Bishop of Dorking, Jo Wells, spoke on the theme of 'Renewal and Reform'. She drew on lessons from the Acts of the Apostles to encourage us to be courageous, outward-looking and compassionate towards the weak and vulnerable. The 'glory days' for the Church will be in the future (not the past), as we focus firmly on God and point people towards Him.
- **26 September.** The Priory School hosted an evening at which Synod members were joined by head-teachers and Governors from several local church schools. The Diocese's Michael Hall and the Priory School's Lorraine Abbott gave presentations on 'how churches and schools can work effectively together' and on 'the place of faith at the Priory School'. Group discussions then took place to share thoughts on what was valuable about church/school relationships and what each party could do to increase its support for the other party.

During the year, the Synod started a practice under which at each meeting three churches give short presentations on their 'church development plans'. This sharing exercise is a valuable way in which we can all learn more about what is happening in the other churches and therefore support and pray for one another more effectively.

Graham Everness

Report on Safeguarding of Children & Vulnerable Adults

There are currently 60 volunteers within St Paul's Church who are DBS cleared to work with children and/or vulnerable adults. There have been no issues of concern raised on any person by the DBS checks undertaken in 2017.

During the past year, the following issues have been addressed:

- PCC Safeguarding Statement has been updated for 2018 and is to be approved by the PCC.
- The website has safeguarding links to a 'concern' form for people to fill in if they have a 'niggle' and need some advice; edited from 'serious concern' form to ensure people are not put off as any concern is important to follow up with advice.
- We currently don't have a representative for Vulnerable Adults but it is being collectively covered by the Safeguarding team. We are still hoping someone will step forward to take on the role.
- Core0 Foundation Training and Core One Foundation Safeguarding Training was given to 27 members of the PCC and leadership team in October 2017; Anna Mercer and Steve Henwood has a register of attendees and will advise when re-training is necessary.
- All documentation for our church-run groups now includes the St Paul's Safeguarding Statement in order that all attendees are aware of points of contact in the event of any concerns. Outside agencies hiring the church facilities also provide our office administrators with their own Safeguarding Statement.

Matters in progress include:

St Martin's Monthly Service, Worship Band and Wednesday Evening Youth Group:

'Light touch' training has been / will be given to all leaders involved in these events/groups. Peter Nevins and Steve Henwood will do training and give Anna Mercer a register of those involved.

Concerns raised:

There are currently no 'active' concerns. Three concern forms have been raised since the last APCM; they have been logged and addressed with no further action required. Anna Mercer is awaiting advice from the Guildford Diocese concerning dormant cases and how long data is kept.

Anna Mercer
Parish Safeguarding Officer

Financial review

PCC Treasurer's Report

Summary

Total income for the year was £461k (2016: £411k). This was split between unrestricted funds £448k (2016: £364k) and restricted funds £13k (2016: £47k).

Unrestricted funds, of which the General Fund is the major part, recorded a surplus of £94k for the year. A substantial part of this is attributable to a legacy of £56,452 received towards the end of the year.

During 2017 it has been possible to resume the practice of making medium term provision for expenditure in the areas of Quinquennial Inspection repairs and equipment renewal. These designated funds, along with the ongoing designated support for employing our Worship Pastor and a £4k designation towards the costs of establishing a new 4pm congregation at St Martin's Church, leave a balance in the General Fund of £82k.

To manage our financial resources to best effect the PCC operates an annual budget. The day to day management of parts of the budget are delegated to specific members of the church who are closely associated with the area of ministry that the budget is intended to support. Further information about budget management and spending money on behalf of the church is given below and is available on the website.

As noted above, towards the end of the year we received a legacy gift of over £56k. We thank God for this significant financial gift. We thank God too for a man who was faithful in his stewardship of the resources entrusted to him both during his life and in his will. Recognising the fruit still being borne from the large and small financial contributions of Christians who have gone before us during more than 160 years of worship and ministry through the parish of St Paul's, we encourage today's members of our church family to consider leaving a gift in their will to the ongoing mission of St Paul's Church.

The PCC has started to consider its stewardship of this specific legacy bearing in mind the known areas of interest of the donor and the opportunities and projects in which this can be invested. Pending the outcome of this current consideration, these funds are being held in a designated "Legacy Projects" fund.

As with all matters of church finance, further information or confidential discussion is available from our Treasurer.

General Fund

- Income

General Fund income for the year was significantly greater than budgeted due to the receipt of the legacy and a number of separate one-off donations. Wherever possible we recover the Gift Aid on donations. In conjunction with the tax efficiency of donations made via Charity Accounts this adds around £50k per year.

- Expenditure

With the higher level of income than budgeted, we were able to increase General Fund expenditure for 2017 to around £12k greater than was budgeted at the start of the year, but still well within our increased income level. Increased expenditure relates mainly to staffing and building maintenance costs. As anticipated, 2017 saw the full annual costs of employing our Worship Pastor and having a Curate, compared with only a few months during 2016. We also employed an additional Parish Administrator for the first time. During 2017 we caught up on some of the backlog of maintenance work on the buildings for which we are responsible, particularly the Church, 6 Falkland Road and the School House Flat.

Grants. During the year we made grants of just over £30k. This budgeted figure from the General Fund corresponds to around 9% of our voluntary income for the previous year

(2016). In addition, a number of specific appeals were made during the year to which the church family donated.

Quinquennial Repairs. Expenditure on the church buildings in response to the 2014 Quinquennial Inspection report, including the remaining work on the bell fleche, resulted in further transfers to the designated Quinquennial Fund. The balance of the outstanding work is expected to be completed in 2018. Also, as highlighted last year, significant maintenance at a cost of around £17k was undertaken on 6 Falkland Road during 2017.

Other Operational Costs. Aside from the planned increased cost of employing a larger Church Office support team, expenditure on utilities increased in 2017. Gas for heating, electricity for lighting, equipment and the kitchen, and water consumption all increased. In response, towards the end of the year we installed energy efficient LED lighting in the church and following a review of the utilities market we have initiated a switch to a cheaper (and more environmentally friendly) energy supplier. However, the cost benefit of these will first be seen in 2018 and beyond. After an abnormally low expenditure on cleaning in 2016, arising from the unavailability of cleaning contractors, the level of expenditure on cleaning our Church and Centre reverted to nearer the previous level.

Building Fund

During 2017 we were able to repay one of the two outstanding loans from church family members which were received in 2014 to enable us to complete the building of the Church Centre. This leaves a single loan of £10k outstanding.

Funds

Total unrestricted funds increased by £93.8k, influenced significantly by the £56.5k legacy received towards the end of the year.

The restricted Building Fund reduced by £9.2k (2016: £41.1k increase) mainly due to the repayment of an outstanding loan, although this fund is now represented by a building rather than cash.

Chris Ellis (PCC Treasurer)

Managing our Finances at St Paul's Church

At St Paul's Church we have an annual budget of around £360,000 to support the various areas of ministry with which we are engaged here in Dorking and further afield. The budget is set each year by the PCC to help us fulfil our God given calling in this season. The Treasurer and Finance Team manage the overall finances of the church on behalf of the PCC.

- The budget setting process

To help manage our finances and to empower those leading the different ministries and activities of the church, the PCC delegates its authority to spend money to several individuals. A benefit of devolved budget responsibility is that the budget holders should be best placed to know the link between what we're spending and their particular areas of ministry. During the autumn, in consultation with their teams, these budget holders consider the resources they need to realise and develop their ministries in conjunction with our Mission Action Plan. After individual budget requests are combined, the PCC reviews the whole picture and prayerfully sets priorities for the year ahead.

- Day to day budget management

Once the budget has been set by the PCC, budget holders are authorised to spend up to a given amount for specific purposes. We are grateful to the team of budget holders because the work they do approving and monitoring expenditure has a direct impact on our ability to use our resources wisely and effectively.

- Who can spend the Church's money?

The PCC is accountable to The Charity Commission for how the church's money is used. Nobody may spend the church's money without first being authorised by the PCC, a responsibility which may be delegated to the PCC Exec team or in turn to the Treasurer. In accordance with good practice, all payments by cheque or via the BACS system require two authorised signatories to approve them.

- What do I do if I need to buy something for the Church?

If you need to spend money on behalf of the church please obtain approval beforehand. To help with knowing who can give this approval a list of budget holders is available on the website, from the Church Office or from the Finance Team. Please contact the relevant budget holder in advance.

To reclaim money that has been spent on behalf of the church, please complete the expense claim form and return to the Finance Team at the address on the form accompanied with relevant receipts and the appropriate approval from the budget holder. Payments can be made via BACS direct to a bank account if bank details are provided.

Reserves policy

The PCC, as a body which should fundamentally operate through faith in God's provision, does not consider it appropriate stewardship to hold large reserves without any specific plans as to what they would be used for. However, it does consider it prudent to retain a reserve to meet sudden extra costs (such as an unanticipated repair bill) and/or to smooth out short-term differences between income and expenditure.

Therefore, in addition to holding designated funds for specific purposes such as the major quinquennial maintenance review, the PCC's objective is to retain a General Fund reserve of a minimum of £25,000. If the General Fund reserve exceeds £50,000, the PCC will consider how it will use the excess. If the General Fund reserve is below £25,000, the PCC will consider how to manage this shortfall.

During 2017 our General Fund reduced from its 2016 level due to the designation of some specific expenditure, although this is still about 35% above the upper level of reserves in the policy.

Risk policy

In setting an annual budget, the PCC has considered financial risks in relation to its ongoing income and its expenditure commitments. The risk to income is managed through a regular focus on financial giving to the church as part of the stewardship of its members in conjunction with ongoing publicity about operational costs, budgets and funding opportunities for new initiatives. Risks in relation to expenditure are managed through budgetary control and accountability, with regular review of costs and the operation of procurement procedures to secure best value. The PCC Policy on Remuneration & Payments ensures that we use volunteers wherever possible, thus limiting the number and associated cost of employed staff. Performance against both income and expenditure budgets is reviewed monthly with further investigation or action taken where necessary.

In addition, in 2017 the Finance Team, on behalf of the PCC, undertook an assessment of internal financial controls against the best practice guidance advised by the Charity Commission (CC8). The recommendations from this have been considered by the PCC and actions taken where necessary to tighten processes in line with the guidance.

Review of 2017 objectives

In the first term of 2017 we came to the end of the life of our previous Mission Action Plan, which was fruitful in helping us fulfill our vision to be “**a growing community of grace.**” Whilst the detail changes, our core vision remains the same and consists of

1. **GROWING in numbers and in depth of discipleship**
2. **Being authentic COMMUNITY:** not a religious social club
3. **Having the gospel of GRACE at the heart of all we do**

We spent the second term praying as a church, as Home Groups, and individually, for discernment for the next Mission Action Plan. Our Sunday teaching considered the prayers of the early church in the book of Acts, and how God is calling us to pray and respond today.

An away day with Bishop Andrew and the PCC and leadership team was deeply inspiring and productive, and resulted in the launch of the new Mission Action Plan in the early autumn of 2017. The summary is found in the visuals below, as we discerned that for this season God was calling us to be ‘increasingly courageous for Christ’.

ST PAUL'S
DORKING

a growing community of grace

“increasingly courageous for Christ”



We will focus on:

- **inspiring all to discover faith in Christ (Believing)**
- **enabling all towards personal responsibility for growing in Christ (Becoming)**
- **resourcing our youth and children's ministry for growth**
- **being a Resource Church for Dorking and beyond**

Please prayerfully consider joining our giving scheme, or increasing your giving, to help us put our vision into action. Pledge Sunday will be on 1st October, harvest festival.

Increasingly courageous for Christ				
	Believing	Becoming	Young People	Resource Church
Small groups	<ul style="list-style-type: none"> deeper commitment among all church members to pray for people to come to faith in Christ 	<ul style="list-style-type: none"> a discipleship plan for each member deeper culture of spiritual disciplines of prayer, scripture, fasting, sacrificial giving 		
Sunday services	<ul style="list-style-type: none"> more evangelistic teaching and ministry greater culture of testimonies of God at work in our lives home visits to newcomers greater culture of invitation 	<ul style="list-style-type: none"> trial monthly Sam Adult 'Café Church' more interactive style termly seminar menu on Sundays increased profile of social justice & world church ministries 	<ul style="list-style-type: none"> more involvement and visibility for the younger members of our church termly church holiday-club format 	<ul style="list-style-type: none"> increased clergy & lay ministry support for deanery churches
Frontline outreach	<ul style="list-style-type: none"> increasing the missional effectiveness of EBC & SPOT greater clergy focus on baptism and wedding preparation 	<ul style="list-style-type: none"> World Church mission trips new team of Parish Visitors to serve alongside PAs 	<ul style="list-style-type: none"> St Paul's School – deepening our Christian distinctiveness & evangelistic fruitfulness 	
New initiatives	<ul style="list-style-type: none"> Dad's Saturday Gathering pre-Alpha course for seekers & sceptics new Mum's Alpha new seniors outreach evangelism training & in practice on the streets 	<ul style="list-style-type: none"> leadership development enabling pop-up groups mentoring programme giving scheme mobile app 'Count Me In' dinner Bible in 1 Year from 2018 for all Parenting support 	<ul style="list-style-type: none"> appoint additional Youth Minister new weekly group for 14-18s parents of Teens Network 	<ul style="list-style-type: none"> launch new monthly congregation at St Martin's in partnership with St John's (in Jan 2018) assist St John's with a new monthly congregation at St John's (end of 2018)

Therefore as we put our plan into action in the autumn, among many encouraging changes and highlights over the course of the year, we

- Began a new older youth ministry on Wednesday night
- Reframed the evening service to focus on unhindered worship, prayer and encounter
- Launched a new men's ministry, 'Momentum' which held numerous very well attended social and discipleship events
- Ran a School of Theology Lent Course with St Mellitus Theological College
- Hosted several Welcome Lunches and Teas and continued to work at our integration of newcomers into the family of faith
- Appointed a Parish Administrator to join the office team
- Saw a large number of young people and adults baptised and confirmed
- Ran a cycling retreat to Lee Abbey
- Held a 24/7 prayer room with Thy Kingdom Come initiative, including a day of interactive prayer for 420 school children in the church
- Raised our level of giving in response to our vision to become a Resource Church
- Began a new group for those parenting teenagers
- Held our first 'Forever Reign' ecumenical town worship event
- Gathered a team in preparation for planting a new congregation at St Martin's church.
- Ran a parenting course at St Martin's school
- Partnered with other churches for Gala Night street witness
- Appointed a new Youth Pastor to begin in January 2018

In 2017 we integrated the Diocesan Vision with our own Mission Action Plan, so that our goals were aligned with the wider vision. These goals are

Goal 1: Making **disciples**

Goal 2: Increasing **believers**

Goal 3: Growing **youth and children's ministry**

Goal 4: Developing **lay ministers**

Goal 5: Recruiting **more clergy**

Goal 6: Cultivating **community partnerships**

Goal 7: Reaching **beyond borders**

Goal 8: Nurturing **education**

Goal 9: Encouraging **generous giving**

Goal 10: Sharing **expertise**

Goal 11: **Communicating** effectively

Goal 12: Improving **church buildings**

Objectives for 2018

Our objectives for 2018 are summarised in our Mission Action Plan and include-

- Investing in a fresh new-look template so that we have a modernised website
- Developing discipleship and lay leadership through a new Lent theology course
- Supporting a growing number of people exploring vocation to licensed ministries
- Growing in partnerships as a Resource Church
- Continue to invest in younger leaders and develop them in a range of ministry areas
- Focus on helping all to become like Christ through Sunday teaching, homegroups, and lent course, with a growing culture of members taking personal responsibility for growing in faith
- Helping members to be courageous for Christ by joining one of many overseas mission trips
- Run a new Mum's Alpha as well as evening and youth Alpha
- Appoint a Facilities Manager in early 2018 and a Worship Intern to join us in Sept 2018
- Build on the success of Holiday Club with termly Holiday Club reunion Sundays
- Trial a new style of interactive worship for adults monthly at 9am
- Focus in the autumn on our evangelistic calling and our culture of invitation.

Financial Statements

Statement of Financial Activities for the year ended 31 December 2017

	Note	Unrestricted Funds £	Restricted Funds £	2017 Total £	2016 Total £
Incoming resources					
Incoming resources generated from funds					
Voluntary income	2a	409,145	13,060	422,205	363,611
Investment income	2b	14,447	5	14,452	13,266
Incoming resources from charitable activities	2c	14,532	-	14,532	23,496
Other incoming resources - lettings	2d	9,398	-	9,398	7,847
Other incoming resources - Nursery School	3	-	233	233	2,979
Total incoming resources		447,522	13,298	460,820	411,199
Resources expended					
Charitable activities					
Grants	4	30,225	-	30,225	29,874
Activities directly related to church work	5	229,086	-	229,086	186,209
Church management and administration	6	57,869	60	57,929	48,697
Expenditure on the church	7	33,590	22,530	56,120	77,654
Governance costs		2,870	-	2,870	1,470
Total resources expended		353,640	22,590	376,230	343,904
Net incoming/(outgoing) resources before transfers		93,881	(9,292)	84,589	67,295
Transfers between funds	2e	(47)	47	-	-
Net movement in funds		93,835	(9,245)	84,589	67,295
Reconciliation of funds					
Balances brought forward		101,984	2,152,850	2,254,834	2,187,539
Net incoming resources		93,835	(9,245)	84,589	67,295
Agency		-	-	-	-
Balances carried forward		195,819	2,143,605	2,339,423	2,254,834

Balance Sheet for the year ended 31 December 2017

	Note	2017	2016
		£	£
Fixed assets	9		
Church equipment		6,438	9,054
Church centre		2,131,416	2,153,947
Property		148,500	148,500
Total fixed assets		2,286,354	2,311,501
Current assets			
Debtors and prepayments	10	15,675	17,703
Cash at bank and in hand		211,542	120,110
Total current assets		227,217	137,813
Creditors: Amounts falling due within one year	11a		
Other current liabilities		15,647	19,980
Total current liabilities		15,647	19,980
Net current assets		211,570	117,833
Total assets less current liabilities		2,497,924	2,429,334
Creditors: Amounts falling due after more than one year	11b		
Loans		10,000	26,000
Church Commissioners		148,500	148,500
		158,500	174,500
Total Net Assets	12	2,339,424	2,254,834
Represented by Funds	12		
Unrestricted funds:			
General fund		82,111	81,704
Designated funds:			
Quinquennial fund		20,000	4,862
Worship Pastor		17,005	15,418
Congregation Plant		4,000	
Equipment Renewal		16,250	
Legacy Projects		56,452	
Restricted funds			
Buildings		2,118,362	2,127,840
Nursery		25,014	24,781
Agency		229	229
Total funds		2,339,424	2,254,834

Approved by the Parochial Church Council on 12th March 2018, and signed on its behalf by:

Ruth Bushyager (Chair)

Chris Ellis (Hon. Treasurer)

The notes on pages 20 to 28 form part of these accounts.

Notes to the financial statements for the year ended 31 December 2017

1. Accounting policies

The PCC is a public benefit entity within the meaning of FRS 102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the Regulations, 'true and fair view' provisions, together with FRS 102 (2017) as the applicable accounting standards and the 2017 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP [FRS 102]). The financial statements have been prepared under the historical cost convention.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body or those that are informal gatherings of church members.

Funds

- **General funds** represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC.
- Funds **designated** for a particular purpose by the PCC are also unrestricted.
- **Restricted** funds are those that were given for a specific purpose, and cannot be used for any other purpose without specific permission from the donor.

Incoming resources

- Collections are recognised when received by the PCC.
- Planned giving receivable under Gift Aid is recognised only when received.
- Income tax recoverable is recognised in the year in which the related income is received.
- Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement and the amount due.
- Dividends are accounted for when due and payable.
- Investment entitlements are accounted for as they accrue.
- Rental income from letting of church premises is recognised when the rental is due.

Resources used

- Grants and donations are accounted for when paid over, or when awarded if that award creates a binding obligation on the PCC.
- The diocesan parish share is accounted for when paid.

Fixed assets

- Consecrated and beneficed property of any kind is excluded from the accounts by the Charities Act 2011.
- Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property unless consecrated. There is insufficient cost information available to show their value in these accounts.
- All expenditure incurred in the year on consecrated or beneficed buildings, on individual items under £1,000, or on the repair of movable church furnishings is written off.
- Equipment used within the church premises is depreciated on a straight line basis over 4 years. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.
- The church centre is depreciated on a straight line basis over 100 years. Kitchen equipment is depreciated on a straight line basis over 10 years.

Current assets

- Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectable.
- Short term deposits include cash held on deposit either with the CBF Church of England Funds or at the bank.

2. Incoming resources

	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
2a) Voluntary income				
Tax efficient donations (including Give As You Earn, CAF and donations under Gift Aid)	239,027	11,755	250,782	243,509
Tax recovery	60,019	1,305	61,324	63,851
Church collections and sundry donations	48,992	-	48,992	57,731
Envelopes under Gift Aid	4,635	-	4,635	6,347
Envelopes not under Gift Aid	20	-	20	20
Legacies	56,452	-	56,452	-
	409,145	13,060	422,205	371,458

2b) Investment income

Rent	13,796	-	13,796	12,673
Dividends	598	-	598	288
Interest received	53	5	58	305
	14,447	5	14,452	13,266

2c) Income resources from charitable activities

Fees	1,500	-	1,500	1,884
Events	5,072	-	5,072	5,919
Early Bird café	2,492	-	2,492	1,994
Children & Youth Ministry income	5,467	-	5,467	5,852
	14,532	-	14,532	15,649

2d) Other Income Resources

Lettings	9,398	-	9,398	7,847
	9,398	-	9,398	7,847

2e) Transfers between funds

	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
From General Fund to Building Fund for the repayment of loans	(47)	47	-	-
	(47)	47	-	-

3. St Paul's Church Nursery School

The financial results of St Paul's Church Nursery School are consolidated into the statement of financial activities for the church, and are shown separately below.

Statement of Financial Activities

Income

	2017 £	2016 £
Fees	14,098	14,703
Subsidised Fees	-	535
Early Years Funding Entitlement	61,198	50,124
Deposits Reclaimed	100	-
Fundraising Profits	881	651
Workforce Development Fund Grant	-	936
SCC Inclusion Grant	429	-
Donations	65	10
Other	120	-
Bank Interest	9	9

	76,900	66,968
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Expenditure

Staff Costs	55,963	55,115
Training & Recruitment	793	1,030
- From Workforce Development Fund	-	936
General Maintenance Costs	-	222
Contribution towards use of Church room	4,196	3,572
Classroom resources	2,497	1,557
Stationery & Administration	1,186	633
Costs to develop outside garden	11,287	519
Insurance	509	-
Subsidised Places Provision	-	1,426
Other	473	-

	76,904	65,009
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Net income/(resources used) for Nursery stand-alone accounts

	(4)	1,959
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Transfer from General Fund to Subsidised Places Fund	-	1,426
Subsidised Places Fund used	-	-535
Income from Early Years Pupil Premium	237	129

Net income/(resources used) for consolidated accounts

	233	2,979
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Balance Sheet

Assets

	2017 £	2016 £
Bank current accounts and cash	24,904	25,080
Fee debtors	566	573
Other debtors	320	438
Total assets	25,790	26,091

Liabilities

Fee deposit creditors	400	1,110
SCC creditor	-	-
HMRC creditor	-	-
Other creditors	377	200
Total liabilities	777	1,310

Net Assets

	25,013	24,781
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Represented by funds:

General fund	21,698	21,702
Subsidised Places fund	2,691	2,691
Early Years Pupil Premium fund	625	388
Total funds	25,014	24,781

4. Grants

Amounts were given as follows:

	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
Outreach support				
Potter's Youth Ministry (Kenya)	3,480	-	3,480	3,000
Juan Carlos & Penny Marces (Peru)	3,500	-	3,500	3,000
Stuart & Jenny O	3,500	-	3,500	3,000
Jeremy & Kate Ellis (WEC)	-	-	-	3,000
Hand in Hand (New Hope Orphanage, Kenya)	3,500	-	3500	3,000
Beatitudes (Dorking)	1,000	-	1,000	1,000
Besom (Dorking)	2,000	-	2,000	1,000
Tearfund	3,500	-	3,500	4,750
France Mission Trust	3,500	-	3,500	-
CAP (Mole Valley)	2,000	-	2,000	-
Alex & Jane Cacouris (CMS)	4,000	-	4,000	4,000
Priory School Chaplaincy	225	-	225	680
Student Bursary	-	-	-	3,424
Bank charges incurred for transfers	20	-	20	20
Total grants	30,225	-	30,225	29,874

5. Activities directly related to church work

	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
Ministry costs				
Parish share	110,799	-	110,799	106,537
Vicar's expenses	1,681	-	1,681	1,407
Vicarage running costs	3,364	-	3,364	1,476
Curate expenses	261	-	261	20
Curate Housing	16,162	-	16,162	6,534
Children & Youth Minister salary+expenses	24,859	-	24,859	24,824
Children & Youth Minister pension costs	734	-	734	719
6 Falkland Road house costs	17,289	-	17,289	1,324
6 Falkland Road mortgage interest	10,269	-	10,269	10,019
Children & Youth Minister council tax	2,084	-	2,084	1,515
Worship Pastor salary+expenses	14,484	-	14,484	4,028
Worship Pastor pension costs	262	-	262	90
Non-Stipendiary Minister expenses	575	-	575	1,790
Ordained Local Minister expenses	150	-	150	156
	202,973	-	202,973	160,439
Worship and Services				
Visiting speaker expenses	125	-	125	97
Regular service resources	474	-	474	694
Café church	639	-	639	851
Other special service resources	1,153	-	1,153	1,524
Community outreach resources	628	-	628	417
Technical resources for worship	-	-	-	1,442
Music, including musicians' pay	6,975	-	6,975	5,340
	9,994	-	9,994	10,365
Training and discipleship				
Subscriptions	996	-	996	670
Books	47	-	47	291
Children's & Youth Ministry	5,804	-	5,804	5,660
Alpha	370	-	370	614
Gifts	302	-	302	404
Soul Survivor	2,009	-	2,009	797
Training and development	1,761	-	1,761	2,858
Other Events	4,724	-	4,724	4,058
Worship Team	107	-	107	53
	16,120	-	16,120	15,405
Total activities related to church work	229,086	-	229,086	186,209

6. Church management and administration

	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
6a) Central services				
Office staff pay and expenses	21,239	-	21,239	17,098
Office staff pension costs	385	-	385	377
Church utilities	15,491	-	15,491	12,948
Church & Centre cleaning	4,002	-	4,002	2,529
Verger	1,808	-	1,808	1,536
Photocopier costs	2,509	-	2,509	2,475
IT support including website	1,712	-	1,712	1,774
Telephone	919	-	919	1,729
Stationery & Office materials	531	-	531	466
Postage	29	-	29	6
Tea & Coffee	2,280	-	2,280	2,140
Early Bird café expenditure	152	-	152	0
Cleaning Materials	1,086	-	1,086	995
Costs of School House flat	1,779	-	1,779	598
	53,921	-	53,921	44,671
6b) Other operational costs				
Church insurance	3,842	-	3,842	3,951
Bank interest and charges paid	106	60	166	75
	3,948	60	4,008	4,026
Total management and administration	57,869	60	57,929	48,697

During the year, the PCC employed Steve Henwood (a co-opted member of the PCC) as Children's & Youth Minister, Penny Barker as Church Operations Manager (part time), and Nicola Glass as Communications Coordinator (part time), Rowena Birch as Parish Administrator (part time) and Tom Hill (whose wife was a PCC member until April 2017) as Worship Pastor (part time).

In addition, the PCC made payments for the services of a verger, a choir director, some other musicians and cleaners.

There were no employees whose emoluments amounted to over £60,000 in the year.

There were no other disclosable transactions in respect of PCC members, persons closely connected with them, or other related parties.

7. Expenditure on the church

	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
Repairs and routine maintenance	7,937	-	7,937	11,851
Quinquennial Repairs	14,354	-	14,354	39,953
Equipment	8,682	-	8,682	1,136
Depreciation	2,616	22,530	25,146	24,714
	33,590	22,530	56,120	77,654

8. Governance costs

	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
Independent examination fee	2,870	-	2,870	1,470

9. Fixed Assets

		Church Centre £	Equipment £	Property £	Total £
Cost	At 1 Jan 2017	2,206,518	149,872	148,500	2,504,889
	Additions	-	-	-	-
	As 31 Dec 2017	2,206,518	149,872	148,500	2,504,890
Depreciation	At 1 Jan 2017	52,571	140,818	-	193,388
	Additions	22,530	2,616	-	25,146
	As 31 Dec 2017	75,100	143,434	-	218,534
Net book value	At 1 Jan 2017	2,153,947	9,054	148,500	2,311,501
	As 31 Dec 2017	2,131,417	6,438	148,500	2,286,357

'Property' is the house at 6 Falkland Road (from May 2010 occupied by the Children's and Youth Minister). This was purchased on 16 August 1989 with a loan from the Church Commissioners, shown under "Creditors: amounts falling due after more than one year". All income and expenditure is accounted for in the Statement of Financial Activities.

Equipment includes a photocopier and enhancements to the sound and projection systems and projection systems which are fully depreciated. In 2016 new sound equipment and office computers were purchased to be depreciated over 4 years.

10. Debtors & Prepayments

	2017 £	2016 £
Sundry debtors	160	367
Gift Aid recoverable	14,629	16,326
Nursery debtors	886	1,010
Prepayments	-	-
	15,675	17,703

11. Liabilities

	2017 £	2016 £
11a) Amounts falling due within one year		
Pension contributions	114	300
Audit fee	3,000	4,870
Nursery creditors	777	1,310
Agency collections	2,714	1,328
Accruals	9,042	7,722
Church centre retention	-	4,450
	15,647	19,980
11b) Amounts falling due after more than one year		
Church Commissioners	148,500	148,500
Other loans	10,000	26,000
	158,500	174,500

The long term loan from the Church Commissioners is the mortgage secured on 6 Falkland Road. The other loans are unsecured. One was repaid in 2017, the other for £10,000 is repayable in 2024.

12. Analysis of Net Assets by Fund

The fund balances are as follows:

	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
Fixed assets	154,938	2,131,417	2,286,355	2,311,501
Current assets	201,625	25,592	227,217	137,813
Liabilities	(160,744)	(13,403)	(174,147)	(194,480)
Fund balance	195,818	2,143,606	2,339,424	2,254,834

The movements and balances on the unrestricted funds, General and Designated, are as follows:

	1 Jan 2017 £	Incoming £	Outgoing £	31 Dec 2017 £
General Fund	81,703	324,995	(324,587)	82,111
Quinquennial	4,862	29,492	(14,354)	20,000
Worship Pastor	15,418	16,333	(14,746)	17,005
Congregation Plant	-	4,000	-	4,000
Equipment Renewal	-	16,250	-	16,250
Legacy Projects	-	56,452	-	56,452
Total unrestricted	101,984	447,522	(353,687)	195,818

The movements and balances on the restricted funds are as follows:

	1 Jan 2017 £	Incoming £	Outgoing £	31 Dec 2017 £
Nursery	24,780	234	-	25,014
Building Fund	2,127,840	13,112	(22,590)	2,118,362
Agency	229	-	-	229
Total restricted	2,152,849	13,346	(22,590)	2,143,605

13 Associated Charities

13a) Field Legacy

John William Field, who died in 1914, bequeathed to the church a sum of money which today is invested in 463 CBF (Central Board of Finance) Investment Fund shares valued on 31/12/2017 at £7,572 (2016: £6,924, an increase during the year of £648). The dividends from these shares are held in a CBF Church of England deposit account and may be applied at the discretion of the Churchwardens to any of the following:

- the maintenance and repair of the fabric of the church;
- the expenses of the Services therein; and
- the support and maintenance of the church's Sunday School.

Name of Charity	St Paul's Churchwardens Field Legacy Account
Trustees	The Churchwardens
Bank	Central Board of Finance
Income received	2017: £246 (2016: £205).

13b) Hyde Bequest

In his will of October 1974, Mr A R Hyde bequeathed the income from £500 for the "general purposes of the Parish Church of St Paul." Currently the capital is invested in 658 CBF Investment Fund Units valued at 31/12/2017 at £10,761 (2016: £9,840, an increase during the year of £921) held by Guildford Diocesan Board of Finance. The income is paid into the main church bank account and is applied by the PCC. The bequest requires that the PCC maintains permanently in good and seemly condition the grave Number 1607 in Plot 29 in the Reigate Road Cemetery at Dorking including the surrounds thereof and renovates from time to time and in good time all lettering thereon.

Name of Charity	Hyde Bequest
Income received	2017: £350 (2016: £288)

Independent Examiner's report to the Members of the Parochial Church Council of the Ecclesiastical Parish of St. Paul's Dorking

I report on the accounts of the Parochial Church Council of the Ecclesiastical Parish of St Paul's Dorking for the year ended 31st December 2017, which are set out on pages 18 to 28.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is required. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the ICAEW.

It is my responsibility to:-

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's report

In the course of my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act
- have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**P D LONGSTAFF FCA
PARTNER**

Date 2018

Appendix - Minutes of the APCM, April 2017

St Paul Dorking Annual Meeting of Parishioners and Annual Parochial Church Meeting (APCM)

**Thursday 27th April 2017, 8pm
at St Paul's Church**

1. Opening Worship and Prayer.

2. Election of Churchwardens

Sue Swain-Fossey was thanked for her service as she is stepping down at this APCM. Ian Poole was nominated as the second churchwarden. Both he and Jon Ruddock were nominated to serve as Churchwardens for the coming year and were duly elected.

3. Apologies for Absence

Apologies for absence were received from 15 people.

4. Minutes of the 2016 Meeting and Matters Arising

It was proposed by Sue Swain-Fossey and seconded by Pam Poole that the minutes of the Annual Parochial Church Meeting held on 26th April 2016 were a correct record. This was carried without objection. There were no matters arising from these minutes.

5. Elections

Ruth thanked all the outgoing members of the PCC: Peter Harris, Michael Doe, Maggie Hill, Ros Mulholland. This year sees the elections for Deanery Synod representatives and Sylvia Yelland, Diana Pledge and Graham Everness were thanked for their service. Sylvia has been on PCC for 10 years and Diana for 20 years and they will be stepping down at this APCM. Megan Hill is stepping down from her role as PCC Secretary and was thanked for her service. Sue Swain-Fossey stepped down from the role of churchwarden and was thanked for the years of service through a significant period in the life of the church.

- a. Deanery Synod representatives: Three nominations were received for Graham Everness, Maggie Hill and John Arnold. These were approved without objection.
- b. Elected members of the PCC: six nominations were received for the seven vacancies. These were for Alison Everness, Simon Feraday, Malcolm Bother, Katie Mackay, Ros Mulholland, Dawn Lucas. Accordingly they were duly elected. Allocation of individual new members to the various lengths of terms of office will be agreed before the PCC meeting in May. Ruth thanked these members for their prayerful consideration of these roles.
- c. Sidespeople: The following list of people willing to serve as Sidespeople was submitted by the wardens and approved without objections: Peter Bamber, Sue Beckett, Jane Blackadder, Jonathan Bilson, David Cape, David & Felicity Charles, Chris Elsey, Steve & Heather Goddard, Janet Greenhorn, Jane Hall, Sue Higham, Sylvia Melchonne, Tim McEntire, David Osborne, Christine Riley, Coleen Risness, Andrew Rutty, Lawrence Will. The reserves are: John Firth, Susan Froy, Irene Packham. These were approved unanimously.

- d. Independent Examiners for the accounts: Chris Ellis informed the meeting that we have used Ellis Atkins as independent examiners and auditors of the church's accounts and financial statement for several years. Chris proposed that this arrangement continues, and this was seconded by Maggie Hill, and approved without objection.

6. Church Reports

- a. Annual report and financial statement of the PCC: Chris Ellis referred the meeting to the Annual Report and the Financial Statement. He highlighted outward giving to Besom, Beatitudes, an African orphanage and an anti-trafficking charity. Within St Paul's, part of our expenditure has involved supporting CYM through people, premises and resources. The upkeep of the building has required significant expenditure on the bell tower and the Rose Window. Regular expenditure is on the heating, water electricity and the result is that we can invite in over 4000 people at Christmas, hundreds more throughout the week, those who meet with Pastoral Assistants, Receptionists, and so many varied groups. The numbers are about lives touched and lives changed. We can also look back and see God's faithfulness as money is given to the church to enable spending across all areas of the church. We saw an incredible milestone last year where we repaid the Diocese loan and also paid £20,000 of the church loans. We have £26,000 left to pay back. There were no legacy gifts in 2016 whereas we have seen these in previous years. Funding was guaranteed for the part-time Worship Pastor. Whilst there are plenty of numbers for us to look at, the main focus should be on the faithfulness of God to bring funds forward when the church is in need. The PCC felt it wouldn't be right to cut the budget this year but also they felt confident in God's faithfulness to bridge the gap between the anticipated income and expenditure. The budget has been set at £325,000 for this year and in the first quarter of this year we can see that unexpected and one off gifts have exceeded the first quarter budget. Chris was thanked by Ruth for the hours of work and skill in service in his role as Treasurer. Chris thanked Alison Everness, Judith Ellis, Colin Taylor for their roles on the finance team.
- b. Numbers on the electoral roll: The Electoral Roll Officer, Judith Ellis, reported that there are now 255 people on the roll (up from 253 last year).

7. Vicar's Address:

- a. Ruth highlighted the following three areas as a way of looking back as a wonderful year in the life of the church:
 - i. Data: At Christmas we saw many thousands of people through the doors. At Easter this year we saw over 100 more people worshipping with us this year. Church members increased from 454 to 513. In 2016 19 people were baptised in the church across all age ranges and 11 were confirmed.
 - ii. The Mission Action Plan sets a vision to be a growing community of grace through three core areas. We needed to be better at integrating people into the life of the church so we held the serving marketplace back in the Autumn, set up the weekly evening service, invested in communications, hosted welcome lunches. We still have some work on building and developing home groups however this year we created the small group clusters, huddles and pastorate leaders, investing in individuals. Inspiring more intentional relationship with Jesus, publishing faith stories, launched a men's ministry, new Head of Prayer and Head of Social Justice Ministry, home grown prayer. The everyday ministry of this church is enormous and there are individuals from all areas of society.

- iii. Stories: The Alpha training night at the vicarage involved mentoring disciple making disciples of Christ. There was significant partnership with other churches and people-of-peace in our outreach to refugees this year through giving of clothes to be sent abroad, raising money for the Syrian Ambulance, sending people to mission in Calais. On day one of the holiday club in 2015 a family turned up who were in the midst of crisis, and the journey for their child through the week saw her find love, joy, Jesus, family, safety. Pat Goode's lunch back in the summer saw us celebrate Pat's all-of-life vocation to build the church and glorify God. A new couple moved in next door to the vicarage and got married last year and this year the husband has done the Alpha course and then asked to be baptised. All these snapshots are a glimpse into the joy and privilege of being part of St Paul's.
 - iv. Ruth invited the meeting to discuss with the person next to them what their one moment of the year was.
 - b. Looking ahead Ruth asked what we might want to be celebrating next year. Over the next term we will be focussing on what the God-given vision for the health and growth of the church over the next year will be. Paul says in his letter to the Corinthians that we should present 'everyone complete in Christ'. There is a huge amount of potential in this church and we will put a lot of time and resource into our Mission Action Plan. We want to know God's plan and have the courage to put the plan into place. The emerging questions that Ruth posed are:
 - i. we need to discern the role that we will play as a resource church. We are far bigger than the average Church of England church - what more can we do to support and resource other churches to help them grow.
 - ii. How can we better equip people in a relevant way for where they are at in their current stage of life. For example how we support parents in discipling their children, the 50/60s who are supporting their children at university but also their elderly parents, the 18-30s and the pressures they face.
 - iii. How do we look to prioritise evangelism and what can we do to address the reasons that people in Dorking are not coming to faith.
 - c. Finally Ruth thanked the many volunteers who support the needs of the church and all who support her family in practical ways. Chris Ellis thanked Ruth for her compassion, her passion and for everything she puts in in time and energy and spiritual leadership.
8. Your Questions: No questions or comments were raised.
9. Closing Prayer and Blessing: The meeting closed at 21.20 with a time of prayer:- laying on hands and commissioning newly elected leaders, and prayer for our mission.