

## AGENDA ITEM 6.1

<b>2019 Accounts</b>	<b>Action Required</b> <b>For Discussion and Adoption</b>
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Both the accounts and parish returns have been prepared this year in the accruals format as opposed to accruals for the accounts and cash for the returns. This was agreed with the Diocese and accruals based returns is the format the Diocese is wishing to convert all parishes to. The Diocese is presently working on reformatting the returns to accommodate the accruals format, principally return 4 to include the in year movement of working balances to prepare what is in effect a cash flow statement.

### **2019 Income**

The core parish income of offertories, donations and stole fees/stipends came in a little (2%) above budget. This is in line with the report by the Diocese at the Finance Day that across the Diocese offertories remained fairly static.

Christmas and Easter offertories were slightly up. A pleasing development this Christmas was the advance publicity in the bulletins the offertory could be gift aided and around £800 was on an offertory of circa £7,000. Gift aiding by envelope could be a growth area for us if we provide envelopes and pens in containers on the end of pews up the aisle and keep the advertising going in the bulletins. There is routinely over £1,500 a week in notes in the plate which would be good to have Gift Aided.

As previously reported we had the first £75,000 distribution of a legacy. The final distribution is of an unknown sum and of unknown timing.

After four years of wrangling and negotiations the 2 Hills Road lease was finalised in 2019 and the arrears of rent were collected. The final agreement with collection of arrears within ongoing rental receipts was different to the budget set and is reflected in the favourable variance of £21k.

Candle income came in below budget, this was due to the lighting works when scaffolding blocked off access to the wallboxes. In some weeks the income dropped as low as £150 from normal levels of over £250.

Other income has a significant favourable variance. The budget of £5k was for printing and the Church Fund and was on target. The unbudgeted surplus was mainly £5k of DCMS grants which are equivalent to the Vat incurred on building projects, and £32k of chaplaincy income. The £32k is also in debtors in the balance sheet, it was invoiced in late November following the final agreement of the contract with CUHT but not paid until January. It included £23k of arrears for 2016-2018. Invoices will be sent monthly in the future and if CUHT meet the payment clause in the contract

should be paid within 30 days. There were smaller unplanned sums for confirmation class income, Fr Justin's air fare, subsistence for the seminarian and a one off DIT distribution from the Diocese. Expenditure on the air fare is within Travel expenditure.

## **2019 Expenditure**

The favourable variance in income arose largely as a result of not budgeting for income which whilst hoped for, had no certainty of timing. Variances in expenditure which are under more control of the parish need careful consideration especially because the Diocese is planning to require parishes to submit their annual budget and will review them, initially to ensure sufficient budget is allowed for to meet quinquennial expenditure. It is probable the Diocese will be more proactive in the future in monitoring parish performance against budget.

Travel is £7k over budget, due to and £840 air fare for Fr Justin and £5k car loan for Fr Paul. The placing of the latter in expenditure rather than short and long term debtors was agreed with the Diocese on the grounds of de minimis.

Staff salaries overspent wholly due to agency costs of cover whilst Bo was off work with an injury.

Computing saw an unexpected revival in 2019. Expenditure was £624 in 2018 and £7,845 in 2019. An annual contract was signed up to with Fenstar IT £1k and Office 365 was put on all machines with a monthly subscription of circa £80. The upgrade triggered the requirement for new PCs and 2 laptops were purchased in the year.

Equipment overspent by £1.5k, the result of decisions to spend additional sums on the Soundcraft Organ with some dummy pipes, additional carving of gothic tracery and a folding ramp.

Management fees for Hills Rd overspent from an £8k bill from Cheffins for finalising the contract. The arrears were also received upon which Brown applied their fees.

Church Maintenance and Repairs overspent by £236k, £183k of which was the lighting project not included in the budget as costs were not known at the time, although funding was certainly in place within the legacy account reserves. There were a number of substantial sums agreed during the year such as work to the stained glass windows and pigeon netting to the windows not budgeted for at the start of the year, the sound/loop system was £10k more than budget, against which we had delays to the organ refurbishment so we had £25k of underspent budget in year. In the case of the organ refurbishment we still have £35k in our organ reserve account to meet that expenditure in 2020. We also agreed in year to clean the tower wall painting as we had scaffolding available and incurred £15k unplanned costs in year. We have received a donation to match this sum in 2020.

We planned to run an overspend in 2019 and use our reserves on the significant projects, we met as a Finance Committee six times and monitored and agreed our expenditure and income through the year.

## **Balance Sheet**

We have an uncomplicated balance sheet at 31.12.2019 which is mainly £540k of cash in the bank. There will be a need in 2020 when the big projects are completed to reconcile costs with the bank

accounts from which bills were paid, and transfer funds from the legacy account to our main account which is now £47k but started the year at £140k.

Debtors were £42k at year end all currently assessed as good. The 32K Chaplaincy invoices have been paid. We do however have two old £550 invoices outstanding with the Perse and Cambridge Summer Music for hire of the church. These funds when paid are passed over to the music Fund and will not be a parish debt if not paid.

Prepayments are the RISO quarterly bills collected by DD in advance on 29.12.19.

Accruals of £35k fall neatly into four items. £10k for lighting project, £8k for gas and electricity, £15k for painting restoration and £2k of December Barclaycard activity. A further £2k of sundry stationery, cleaning etc. invoices received and accounted for in January but for December services.

<b>OUR LADY &amp; THE ENGLISH MARTYRS</b>					
<b>Balance Sheet as at 31st December 2019</b>					
<b>Assets</b>				<b>£</b>	<b>£</b>
	<b>Bank and Cash in Hand</b>				
	Lloyds Main Account			10,591	
	Designated Funds Account			2,168	
	Diocesan Main Account			47,040	
	Organ appeal Diocese Account			61	
	Organ Reserve Account			35,037	
	Legacies Account			441,144	
	Birzeit Diocese Account			1,692	
	CAFOD Bank Account			2,249	
	Petty Cash			320	540,303
	Debtors & Accrued Income				41,495
	Prepayments				2,841
<b>Liabilities</b>	Net Wages			0	
	PAYE/NIC			2,450	
	Trade Creditors			35,693	
	Accrued Expenditure			35,727	
	Restricted Funds not yet paid over			6,869	
	<b>Total Net Assets</b>				<b>503,900</b>
<b>Represented by:</b>					
	Parish Funds at 31st December 2018				774,621
	Net Unrestricted to 31st December 2019				-262,963
	Net Restricted to 31st December 2019				-7,758
					<b>503,900</b>

Month 12 Financial Position								Budget	Actuals	Variance
								Month 12	Month 12	+Favourable
								31.12.19	31.12.19	-Adverse
Income								£	£	£
Offertory								104,448	106,584	2,136
Standing Orders & GA Envelopes								102,960	96,137	-6,823
Tax rebates on gift aid/covenants								25,658	22,583	-3,075
Donations								14,840	25,843	11,003
Stole Fees/Stipends								13,327	14,876	1,549
								261,233	266,023	4,790
Christmas & Easter								12,200	13,227	1,027
Legacies								2,500	75,000	72,500
Rent 2 Hills Road								104,800	126,250	21,450
OLEM Parish Hall								14,167	15,680	1,513
OLEM Car Park								9,870	9,640	-230
OLEM Rent Polish Community								4,035	3,900	-135
Repository & CTS Booklets								900	1,004	104
Candles/Flowers								15,200	14,025	-1,175
Diocesan Interest								3,175	79	-3,096
Other								4,560	48,286	43,726
	Total Income							432,640	573,114	140,474
Expenditure										
Clergy	Clergy salaries							20,952	20,146	806
	Housekeeping							12,000	16,206	-4,206
	Travel							3,780	10,988	-7,208
	Christmas & Easter							12,200	13,227	-1,027
Admin	Staff Salaries							126,050	128,668	-2,618
	Postage, Stationery & Printing							6,180	5,867	313
	Riso Rental & Usage							11,266	9,928	1,338
	Telephones							6,798	7,845	-1,047
	Computer Contracts/Parts incl. Broadband, Internet, PCs							565	7,284	-6,719
	Payroll							756	749	7
	Equipment							4,000	5,485	-1,485
	Bank Charges							1,600	1,526	74
	Other							1,806	11,077	-9,271
Property - Buildings Repairs and Maintenance								219,094	405,474	-186,380
	Management Fees, 2 Hills Rd and Ditton							6,600	15,975	-9,375
	Utilities							37,166	32,740	4,426
	Council Tax, Rent, Rates and Insurance							18,972	18,605	367
Liturgical	Votive Candles							5,580	5,292	288
	Candles & Flowers							6,150	5,888	262
	Pilgrimages & Outings							4,730	6,289	-1,559
	Altar Wine							2,000	2,937	-937
	Music							7,135	5,875	1,260
	Repository, Newspapers & Magazines							890	979	-89
	Other							7,410	13,568	-6,158
Diocesan Levies								85,542	83,461	2,081
	Total Expenditure							609,222	836,077	-226,855
Surplus+/-Deficit-								-176,582	-262,963	-86,381

		Budget	Actuals	Variance	
		£	£	£	
<b>Income</b>	<b>Repository &amp; CTS Booklets</b>				
4330 Other-Repository		900	726	-174	
4340 Other-CTS Booklets (Bookstall)		0	278	278	
		900	1,004	104	
		Budget	Actuals	Variance	
		£	£	£	
<b>Income - Other</b>					
4310 Other-Printing		3,360	3,440	80	Shroud Exhibition printing costs refund
4430 Other-Catechists		0	460	460	
4440 Chaplaincy		0	32,131	32,131	
4450 Other-Refunds&Insurance Claims		0	90	90	2018 Printing W/O paid
4520 Church Fund Wallbox		1,200	1,616	416	
4900 Unrestricted-Other income		0	1,941	1,941	Flights Fr Justin O & DIT distribution
		4,560	48,286	43,726	
		Budget	Actuals	Variance	
		£	£	£	
<b>Clergy salaries</b>					
6000 Priests Salaries		19,452	19,746	-294	
6050 Deacons Honorarium		1,500	400	1,100	
		20,952	20,146	806	
		Budget	Actuals	Variance	
		£	£	£	
<b>Housekeeping and Travel</b>					
6011 Housekeeping-Food shopping etc		12,000	16,206	-4,206	
6030 Car Expenses		3,780	10,988	-7,208	Includes £875 flight Fr Justin O - £5000 loan for Fr.Pa
		15,780	27,194	-11,414	
		Budget	Actuals	Variance	
		£	£	£	
<b>Admin - Equipment</b>					
7605 Other-Equipment-Computers/Printers/Copiers etc		4,000	5,485	-1,485	Soundcraft Organ £5,485
		Budget	Actuals	Variance	
		£	£	£	
<b>Admin - Other</b>					
7310 Other Expenses-Ditton		0	300	-300	
7405 Machine Maintenance		630	849	-219	Duplo and folding machine repairs
7400 Advertising		330	0	330	
7406 Admin- Other		600	9,443	-8,843	Legal Fees Hills Rd Lease £4,524
7408 Sage		216	238	-22	
7451 Other-Tea, Coffee, Parish Centre (Cafod)		360	0	360	
		2,136	10,830	-8,694	
		Budget	Actuals	Variance	
		£	£	£	
<b>Property - Buildings Repairs and Maintenance</b>					
7014 Church Maintenance & Repairs-OLEM		111,944	347,855	-235,911	Lighting project £183k
7016 OLEM Church Cleaning		1,303	1,425	-122	
7020 Church Maintenance & Repairs-Ditton		20,900	17,596	3,304	
7035 Parish Hall Maintenance & Repairs-OLEM		10,650	12,159	-1,509	£2,244 Dishwasher. £907 relamping.
7036 Parish Hall Cleaning-OLEM		9,184	8,507	677	
7045 Presbytery Maintenance & Repairs-OLEM		63,032	15,517	47,515	£40k kitchen/Bedroom budget unused
7046 Presbytery Cleaning		1,032	967	65	
7083 Ditton House-Maintenance		1,049	1,448	-399	
		219,094	405,474	-186,380	

OUR LADY & THE ENGLISH MARTYRS & OUR LADY of LOURDES										
Note 1.										
Property Costs			OLEM Church	OLEM Presbytery	OLEM Parish Hall	Ditton Church	Ditton House	Bar Hill	2 Hills Rd	Total
			£	£	£	£	£	£	£	£
Building Repairs & Maintenance			347,855	15,517	12,159	17,596	1,448		0	394,575
Building Reps & Maint. - Cleaning			1,425	967	8,507					10,899
Utilities - Electricity			7,214	4,154	2,034	406	479			14,288
Utilities - Gas			7,271	7,728	643		743			16,385
Utilities - Water			68	957	874	-222	390			2,067
Rates and Insurance - Council Tax				3,606			1,108			4,714
Rates and Insurance - Business Rates					252					252
Rates and Insurance - Rent								3,900		3,900
Rates and Insurance - Insurance			9,739	0	0	0	0			9,739
Management Fees							0		15,975	15,975
			373,572	32,929	24,470	17,781	4,167	3,900	15,975	472,794
Note 2.										
Levies										
Diocesan General			17,241.00							
Schools			43,104.00							
Clergy Pension			17,642.00							
Priests Training			2,155.00							
National Catholic Fund			3,319.00							
			83,461.00							

Restricted Income & Expenditure				Period	1st January 2019 to 31st December 2019					
Receipts					Payments					
		Bal B/F	Year	Total			Year	Bal C/F	Total	
		£	£	£			£	£	£	
Diocesan 2nd Collections			7,577	7,577	Diocesan 2nd Collections		7,577	0	7,577	
Lenten Alms			420	420	Lenten Alms		420	0	420	
2nd Collections for use by Parish			0	0	2nd Collections for use by Parish			0	0	
<i>Collections for Others</i>					<i>Collections for Others</i>					
Foodbank		90	0	90	Foodbank		90	0	90	
SVP			911	911	SVP		911	0	911	
CAFOD			5,545	5,545	CAFOD		5,545	0	5,545	
Birzeit		2,205	2,487	4,692	Birzeit		4,692	0	4,692	
Poor Box		6,124	2,789	8,913	Poor Box		6,710	2,204	8,913	
Crib		108	348	456	Crib		440	15	456	
Mass Stipends & Holy Souls			9,303	9,303	Mass Stipends & Holy Souls			9,303	0	9,303
<i>Other</i>					<i>Other</i>					
Alive in Faith			0	0	Alive in Faith		0	0	0	
Music Fund		550	1,100	1,650	Music Fund		1,650	0	1,650	
Other			0	0	Other		0	0	0	
Legacy for SVP/Poor		4,500		4,500			900	3,600	4,500	
		13,577	31,259	44,836			39,017	5,819	44,836	
					Surplus/Deficit for Year		-7,758.12			

**Members are asked to approve the accounts and the submission of the annual returns to the Diocese**