

**AMERSHAM DEANERY TRUST**

**Company Limited by Guarantee**

**Registered Charity**

**REPORT AND FINANCIAL STATEMENTS**

**For the year ended**

**31 DECEMBER 2019**

Company registration number 8340139

Registered charity number 1153223

## **THE DIRECTORS REPORT**

The Directors, who are also the Trustees, present their report and independently examined financial statements for the year ended 31 December 2019. The financial statements have been prepared in accordance with the Charities Statement of Recommended Practice (Charities SORP), Financial Reporting Standard 102 (FRS 102), the Charities Act 2011 and the Companies Act 2006.

### **STRUCTURE, GOVERNANCE & MANAGEMENT**

#### **Governing document**

Amersham Deanery Trust ("ADT") is a charitable company limited by guarantee. It was registered as a company on 21 December 2012 and registered with the Charity Commission on 2 August 2013. It began operations on 1 January 2014 following the transfer of assets from Amersham Deanery Synod.

The governing documents comprise the Memorandum and Articles of Association. In the event of being wound up, members (who are the members of Amersham Deanery Synod) may be required to contribute an amount not exceeding £1 each. The charitable company is run by the Directors (who are the members of the Standing Committee of Amersham Deanery Synod).

#### **Recruitment, appointment and election of Directors**

The Directors are the members of the Standing Committee of Amersham Deanery Synod, and are ex-officio or are elected or appointed every three years following the election of each Synod, in accordance with the Church Representation Rules.

#### **Organisational Structure**

The Directors meet together four times each year as the Standing Committee of Amersham Deanery Synod, and as the board of Directors of ADT as necessary during those meetings.

#### **Related Parties**

ADT is an independent charitable company but it operates to serve the Church of England and therefore relates to the parishes in Amersham Deanery, Amersham Deanery Synod, the Diocese of Oxford and the wider Church of England and Anglican Communion.

**REFERENCE & ADMINISTRATIVE DETAILS**

**Charity name:** Amersham Deanery Trust (ADT)

**Company registration number:** 8340139

**Registered charity number:** 1153223

**Jurisdiction of registration:** England and Wales

**Trustees/Directors:** Mrs J P Dziegiel  
The Rev'd Canon T J L Harper  
The Rev'd C M B S Messervy  
Mr L J Tebboth  
The Rev'd M J Williams

**Registered office:** 239 Chartridge Lane  
Chesham  
Bucks  
HP5 2SF

**Independent examiner:** Mr M R Hardman  
Oak House  
Botley Road  
Chesham  
HP5 1XG

**Bankers:** Barclays Bank PLC  
Chesham Branch  
102 The Broadway  
Chesham  
HP5 1DY

**Governing deed:** Memorandum and Articles of Association

## **OBJECTIVES TO BENEFIT THE PUBLIC**

### **Purpose and aims**

The objects of ADT, as set out in the Articles of Association, are

“to benefit the public by furthering the work of the Church of England in the Deanery of Amersham in the diocese of Oxford.”

## **ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE**

During the year, ADT undertook the following activities to benefit the public, having regard to the Charity Commission’s guidance on public benefit:

The key function of the deanery team is to equip, enable, support and facilitate growth and renewal in the local church throughout the Amersham deanery.

The Deanery Team consists of:

Rev’d Canon Tim Harper and Rev’d Martin Williams as Co-Area Deans

Rev’d Cassa Messervy as Assistant Area Dean.

Mrs Julie Dziegiel as Treasurer

Mr Lawrence Tebboth as Lay Chair.

Mrs Dorothy Potter as Secretary.

Additional oversight of issues in the Deanery is provided by the Mission and Pastoral Committee. This committee consists of five members of the clergy including the Area Deans, and five members of the laity including the Lay Chair, and also meets four times a year.

### **Inspections and Pastoral Support**

Inspections of individual parishes are delegated by the Archdeacon of Buckingham to the Co-Area Deans and Lay Chair, supported by the Assistant Area Dean. The inspection as a minimum involves completion of a standard proforma based on provision of records by the Churchwardens. Inspections take place in the April to July time frame following Annual Parochial Church Meetings. Outstanding issues from the inspections are logged for later follow up. A key conversation item in the inspection is the status of the parish Mission Action Plan (MAP)

Inspections are planned to take place on a two year cycle so that continuity within parishes is maintained as wardens are generally replaced on a three year cycle. Parishes not inspected in the year are offered a pastoral visit from the Deanery Team.

### **Mission Action Planning**

Individual churches in the Deanery have MAPs that are typically reviewed on a four year cycle. An Amersham Deanery Plan is in course of preparation.

### **Speakers at Synod meetings**

Speakers at Synod meetings have been on a range of issues designed to assist and support churches across the Deanery.

The February Synod considered a number of initiatives that had taken place across the Deanery around the theme of "Leading your Church into growth". Presentations were made by parish representatives from Denham, Chesham (Emmanuel / Hope Church) and Chesham Bois.

June Synod was focussed around the theme of "Creatively Connecting church and school for the sake of the Gospel" with presentations from Beaconsfield Families worker and the Diocesan Education Advisor. A report was received on the Oxford Diocese Common Vision Day.

Diocesan representatives were welcomed at the September synod speaking on the "Working with Schools" and "Personal Discipleship Plans". Synod was also advised on the latest publications on Safeguarding Policy and Handbook. The Parish Planning Tool initiated by the Diocese was also introduced.

At the December Synod the Deanery Treasurer reported on the planned allocation of Parish share for the coming year. This was voted on and accepted by Synod. The advantages of both the Parish Giving Scheme and the use of cashless donation machines were explained. A video was shown produced by Steve Poulsen working with street children in Honduras. Synod agreed to send him a further donation in 2020. The Synod concluded with the showing of the Bishop of Oxford's Diocesan Synod Presidential address "How to pray for the General Election".

### **Diocesan Vision**

Several members of ADT continued to participate in consultations with Bishop Steven (Oxford) as he developed the Common Vision for the Diocese of Oxford. All of the Diocese are challenged to be Christ-Like Churches which are Contemplative, Compassionate and Courageous.

Reverend Tim Harper sits on the Diocesan Board of Education as the diocese and the deanery continue to seek to maximise their contribution to the life of church and non-church schools in the Diocese and Deanery.

### **Support of Parishes in the Deanery**

- During the year support to parishes took place in financial, pastoral and advisory capacities in small or larger ways depending on their need, including pastoral support and advice to clergy and lay people.
- During clergy vacancies advice was given in the running of the parish and an active part was played in any recruitment process. Two appointments were made: Rev'd Sharon Roberts was appointed in the Beaconsfield Team to have responsibility for St Michael's. The Rev'd Nnamdi Maduka and Rev'd Ian Jennings were welcomed to the Denham team. During the year Rev'd Captain Peter Simmonds retired from Penn St and Holmer Green, and the Rev'd Simon Cansdale left Great Chesham to take up an appointment in Winchester. Rev'd Sylvester Liyanage left Christ Church Waterside and St George Tylers Hill, Great Chesham to take up a position in Sweden. Gerrard Cross and Fulmer saw the departure of Rev'd Chris Lion to take up a role at Latimer Minster BMO, being replaced as curate by the Rev'd Ben Clarke. The Rev'd Simon Winn has been appointed as Interim Minister for Christ Church Waterside and St George Tylers Hill, Great Chesham.
- The Oxford Diocesan newspaper, "The Door" has been replaced by the new Pathways publication. This is delivered to all parishes in the deanery.

### **Parish Share allocations and voluntary donations to others**

Parishes were encouraged to pay their 2019 allocation of share to Oxford Diocese by the necessary deadlines and all deadlines were met, meaning share was paid in full, and enabling the 3% rebate to be received by ADT (£45,679) from Oxford Diocese. The meeting of the deadlines is facilitated by all parishes paying their Parish Share by Direct Debit, which also gains the parishes a 1% discount on their share.

In the autumn the parish share allocation for 2020 requested by the Oxford Diocese of Amersham Deanery was allocated to parishes within the deanery by agreed formula and presented to treasurers, the clergy Chapter and to the November meeting of Deanery Synod, and was approved.

## **FINANCIAL REVIEW**

### **Results to 31 December 2019**

During the year, all the parishes in the deanery were able to pay 100% of their allocated parish share to Oxford Diocese in 2019 (although the deanery supported one parish), and as all parishes also paid their shares by Direct Debit, the necessary deadlines were met and ADT qualified to receive a 3% rebate of parish share. Consequently £45,679 was received in December 2019. Interest was also received on the balance of ADT's CBF deposit account.

The administration of the Oxford Diocese direct debit scheme means that it continues to be most practical to pay a rebate to parishes in December, to enable the rebate to be taken into account when calculating the parish share direct debit payments for the following year. Consequently £37,000 was rebated to parishes in December 2019, to be credited against 2020 Parish Share payments. We are very grateful for the work in the parishes that enables the Parish Share to be paid, and for the sacrificial giving and fund raising efforts of the congregations.

There was a net surplus of £4,343 for the year in the general fund, enabling the amount budgeted of £2,500 to be added to the Deanery Development Fund; held to enable the deanery to provide small grants to parishes for development projects. After this transfer, the reserves are fractionally (and insignificantly) below the level of the reserves policy.

In designated funds, a grant of £1,500 from the Deanery Discretionary Fund was made to Penn Street & Holmer Green PCC, to cover legal fees to progress a long standing property situation.

ADT remains in a healthy financial position at the end of the year.

### **Principal funding sources**

The principal funding source for ADT is the rebate paid by Oxford Diocese if 100% of parish share is received by the required deadlines (see above). ADT also receives interest on monies held on deposit in a CBF account.

### **Reserves policy**

The income of ADT is entirely dependent on the parishes in the deanery being able to pay their allocated parish share amounts to Oxford Diocese by the necessary deadlines. As this is not easy at any time and particularly difficult for some parishes, the Directors of ADT have decided on a reserves policy of two years rebate. This level of reserves should enable ADT activities to be able to continue even if one or more parishes are unable to pay their parish share by the deadlines, and allows scope for ADT to support struggling parishes to pay parish share if this is appropriate.

## **FUTURE PLANS**

- To use the feedback from the consultation with PCCs on the consolidated MAP information to produce a Deanery wide plan.
- To consider a future Deanery event possibly similar to that run by Wycombe Deanery with Bishop Steven Croft to speak.
- To incorporate the opportunities offered by the Common Vision process in the Diocese into the parish churches.
- To respond to any training need identified from the Deanery MAP by either providing local courses or referring to other appropriate agencies.
- To provide speakers at meetings of Amersham Deanery Synod that are of interest to the churches and visitors and to request ideas for useful topics.
- To encourage parishes to pay their Parish Share to Oxford Diocese in full and to consider the use of funds within the deanery or to support the wider church.
- To support parishes through vacancies and illnesses, including assisting in the appointment processes.

## **STATEMENT OF DIRECTORS RESPONSIBILITIES**

The Directors are responsible for preparing the Directors report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Company law requires the Directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure of the charitable activities for that period. In preparing these financial statements, the Directors are required to:

- select suitable accounting policies and then apply them consistently
- follow the methods and principles of the Charities SORP,
- make judgements and estimates that are reasonable and prudent.
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Directors are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**BY ORDER OF THE BOARD**

**T J L Harper – Area Dean**

**J P Dziegiel – Treasurer**

**March 2020**



**Independent examiner's report to the trustees of Amersham Deanery Trust ('the Company')**

I report on the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2019.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

Signed:

March 2020

Michael Hardman FCA Oak House Botley Road Chesham Bucks HP5 1XG

AMERSHAM DEANERY TRUST  
Report and financial statements  
Year ended 31 December 2019

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

Year ended 31 December 2019

2018

	Note	General funds £	Designated funds £	Total funds £	General funds £	Designated funds £	Total funds £
Income from							
Donations	1c)						
Rebate from Oxford Diocese		45,679.32	-	45,679.32	45,516.45	0.00	43,721.10
Donations re training courses		-	-	-	-	-	-
Investments		690.25	-	690.25	438.55	0.00	570.40
Interest received							
<b>Total income</b>		<b>46,369.57</b>	<b>-</b>	<b>46,369.57</b>	<b>45,955.00</b>	<b>-</b>	<b>44,291.50</b>
Expenditure on							
Charitable activities	1d)						
Returned to parishes	2	40,000.00	-	40,000.00	40,000.00	-	40,000.00
Parish payment re Area Dean		-	-	-	-	-	-
Expenses, administration & printing		461.64	-	461.64	413.70	-	413.70
Secretarial		500.00	-	500.00	500.00	-	500.00
Sabbatical payments		-	-	-	500.00	-	500.00
Grant re legal fees		-	1,500.00	1,500.00	-	-	-
Delivery of 'The Door'		64.80	-	64.80	121.50	-	121.50
Speakers' expenses		-	-	-	61.64	-	61.64
Mission support		1,000.00	-	1,000.00	-	-	-
<b>Total expenditure</b>		<b>42,026.44</b>	<b>1,500.00</b>	<b>43,526.44</b>	<b>41,596.84</b>	<b>-</b>	<b>41,596.84</b>
<b>Net income (expenditure)</b>		<b>4,343.13</b>	<b>(1,500.00)</b>	<b>2,843.13</b>	<b>4,358.16</b>	<b>-</b>	<b>2,694.66</b>
Transfers between funds	6	(2,500.00)	2,500.00	-	(6,900.00)	6,900.00	-
<b>Net movement in funds</b>		<b>1,843.13</b>	<b>1,000.00</b>	<b>2,843.13</b>	<b>(2,541.84)</b>	<b>6,900.00</b>	<b>2,694.66</b>
Brought forward 1 January		88,944.42	6,900.00	95,844.42	91,486.26	-	91,486.26
<b>Funds carried forward</b>	6	<b>90,787.55</b>	<b>7,900.00</b>	<b>98,687.55</b>	<b>88,944.42</b>	<b>6,900.00</b>	<b>95,844.42</b>

**AMERSHAM DEANERY TRUST**  
**Report and financial statements**  
**Year ended 31 December 2019**

**BALANCE SHEET**

**As at 31 December 2019**

	Note	2019 £	2018 £
<b>Current Assets</b>			
Debtors	4	1,200.00	1,200.00
Cash		<u>97,487.55</u>	<u>94,644.42</u>
		<b>98,687.55</b>	<b>95,844.42</b>
Creditors: amounts falling due within one year		<u>-</u>	<u>-</u>
		<b>-</b>	<b>-</b>
<b>Net current assets</b>		<u><b>98,687.55</b></u>	<u><b>95,844.42</b></u>
<b>Net assets</b>		<u><b>98,687.55</b></u>	<u><b>95,844.42</b></u>
<b>Funds</b>			
<b>Unrestricted funds</b>			
General funds	6	90,787.55	88,944.42
Designated funds	6 & 7	<u>7,900.00</u>	<u>6,900.00</u>
<b>Total funds</b>		<u><b>98,687.55</b></u>	<u><b>95,844.42</b></u>

For the year ending 31 December 2019 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

No members have required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the Board:

J P Dziegiel	Director
T J L Harper	Director
M J Williams	Director
L J Tebboth	Director

Date

**AMERSHAM DEANERY TRUST**  
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**STATEMENT OF CASH FLOWS**

**For the year ended 31 December 2019**

	Note	2019 £	2018 £
<b>Cash flows from operating activities:</b>			
Net cash provided by (used in) operating activities	Below i	2,152.88	3,884.36
<b>Cash flows from investing activities:</b>			
Interest from investments		690.25	438.55
Net cash provided by (used in) investing activities		<u>690.25</u>	<u>438.55</u>
Change in cash and cash equivalents in the reporting period	Below ii	<u>2,843.13</u>	<u>4,322.91</u>
Cash and cash equivalents at 1 January		94,644.42	90,321.51
Cash and cash equivalents at 31 December	Below iii	97,487.55	94,644.42
Change in cash and cash equivalents	Above ii	<u>2,843.13</u>	<u>4,322.91</u>
<b>Reconciliation of net movements in funds to net cash flow from operating activities</b>			
Net movement in funds for the year ended 31 December		2,843.13	4,358.16
Adjustments for:			
Interest from investments		(690.25)	(438.55)
(Increase)/decrease in debtors		-	187.50
Increase/(decrease) in creditors		-	(222.75)
Net cash provided by (used in) operating activities	Above i	<u>2,152.88</u>	<u>3,884.36</u>
<b>Analysis of cash and cash equivalents</b>			
Cash at bank - current account		735.37	1,261.81
Cash in CBF deposit account		96,752.18	93,382.61
	Above iii	<u>97,487.55</u>	<u>94,644.42</u>

**AMERSHAM DEANERY TRUST**  
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**Year ended 31 December 2019**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31 December 2019**

**1 Accounting Policies**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year.

**a) Basis of accounting**

The financial statements have been prepared under the historical cost convention, and in accordance with the Companies Act 2006 and the Charities Statement of Recommended Practice (Charities SORP (FRS 102)), Financial Reporting Standard 102 (FRS 102), and the Charities Act 2011.

**b) Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of general objectives of the charity. Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

**c) Income**

All income is included in the statement of financial activities when the charity is entitled to, and virtually certain to receive, the income and the amount can be quantified with reasonable accuracy.

**d) Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

**e) Debtors**

Grants receivable and other debtors are included at the settlement amount due. Prepayments are valued at the amount prepaid.

**f) Creditors**

Creditors and provisions are recognised where the charity has a present obligation arising from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are recognised at their settlement amount.

**2 Expenditure on charitable activities**

	2019	2018
	£	£
Returned to Parishes:		
Parish Share paid on behalf of Seer Green & Jordans PCC	3,000.00	5,000.00
Rebated to all parishes in proportion to Parish Share paid 2018 (2018: 2017)	37 000.00	35 000.00
	<u>40 000.00</u>	<u>40 000.00</u>

**3 Trustee remuneration & related party transactions**

No Trustees received any remuneration. Expenses totalling £390.00 (2018: £242.22) were reimbursed to one (2018: two) trustees.

**AMERSHAM DEANERY TRUST**  
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**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 31 December 2019

**4 Debtors**

	2019 £	2018 £
Loan to Holmer Green parish re planning permission	1,200.00	1,200.00
	<u>1,200.00</u>	<u>1,200.00</u>

**5 Analysis of net assets between funds**

	<u>General funds</u> £	<u>Designated funds</u> £	<u>Total funds</u> £
Current assets	90,787.55	7,900.00	98,687.55
Current liabilities	-	-	-
	<u>90,787.55</u>	<u>7,900.00</u>	<u>98,687.55</u>

**6 Movement in funds**

	<u>At 1 January 2019</u> £	<u>Incoming resources</u> £	<u>Outgoing resources</u> £	<u>Transfers</u> £	<u>At 31 December 2019</u> £
<b>Unrestricted funds</b>					
Deanery Discretionary Fund	4,400.00		(1,500.00)	-	2,900.00
Development Fund	2,500.00			2,500.00	5,000.00
<b>Total designated funds</b>	<u>6,900.00</u>	-	<u>(1,500.00)</u>	<u>2,500.00</u>	<u>7,900.00</u>
<b>General fund</b>	<u>88,944.42</u>	<u>46,369.57</u>	<u>(42,026.44)</u>	<u>(2,500.00)</u>	<u>90,787.55</u>
	<u>95,844.42</u>	<u>46,369.57</u>	<u>(43,526.44)</u>	<u>-</u>	<u>98,687.55</u>

**7 Purpose of designated funds**

The Deanery Discretionary Fund is held to enable the deanery to support parishes in unusual circumstances requiring one-off support. The Development Fund enables the deanery to make small grants to parishes to enable or support mission opportunities.