

AMERSHAM DEANERY TRUST

Company Limited by Guarantee

Registered Charity

REPORT AND FINANCIAL STATEMENTS

For the year ended

31 DECEMBER 2018

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 2018. 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 (From April 2018) 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 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. 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)

From 2018 onwards, 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 were 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 which sets out how the Deanery supports parishes is in course of preparation and due in 2019.

Speakers at Synod meetings

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

Ms Jennie Dziegiel was well received as she spoke at the February Synod on the theory and practice of Messy Church. Many of the Deanery churches run Messy Church, and the opportunity was taken for those involved to come and share practices and issues.

Ms Janna Holder spoke at May synod to describe her ministry via churches and schools in Seer Green.

The September Synod meeting featured a presentation by Dr Graeme Fletcher on mental health issues originally developed for Gerrards Cross pastoral team. Dr Fletcher's presentation is available on the Deanery Website.

In the November meeting the welcome return of Mr Steve Poulson, CMS mission partner in Guatemala, updated the meeting on his role. Synod members voted to make a suitable donation towards Steve's work. Also at the meeting Jonathon de Bernhardt-Wood presented the Parish Giving Scheme.

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 Martin Williams continues in the Diocesan working group for church planting and new congregations coordinated by the Archdeacon of Oxford. Reverend Tim Harper has also been sitting 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 Michael Johnson was appointed in the Beaconsfield Team to have responsibility for St Thomas Holtspur, and Rev'd David Whale was appointed as Priest in Charge of Chenies with Little Chalfont, Latimer and Flaunden.
- During the year, Rev'd Camilla Walton resigned, Bishop John Went retired, and Rev'd Hilary Wilson sadly died.
- Issues of The Door, the Oxford Diocesan newspaper, were delivered to parishes. The Door will be replaced by the new Pathways publication in 2019

Parish Share allocations and voluntary donations to others

Parishes were encouraged to pay their 2018 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 (£45,516) 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 2019 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 2018

During the year, all the parishes in the deanery were able to pay 100% of their allocated parish share to Oxford Diocese in 2018 (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 £45,516 was received in December 2018. 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 £35,000 was rebated to parishes in December 2018, to be credited against 2019 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.

The net surplus of £4,360 for the year in the general fund enabled the amount budgeted of £4,400 for use at the deanery's discretion to assist parishes in unusually difficult circumstances, which was unused during 2018, to be transferred in to a designated fund to be held for future use for the same purpose. Additionally, £2,500 was transferred in to a designated fund to enable the deanery to provide small grants to parishes for development projects. After these two transfers, the reserves are fractionally (and insignificantly) below the level of the reserves policy. 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 MAP.
- 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.

AMERSHAM DEANERY TRUST
Report and financial statements
Year ended 31 December 2018

- 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

M J Williams – Area Dean

L J Tebboth – Lay Chair

J P Dziegiel – Treasurer

March 2019

**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 2017.

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 2019

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

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

Year ended 31 December 2018

2017

	Note	General funds £	Designated funds £	Total funds £	General funds £	Designated funds £	Total funds £
Income from							
Donations							
Rebate from Oxford Diocese		45,516.45	-	45,516.45	43,724.88	-	43,724.88
Investments							
Interest received		438.55	-	438.55	283.62	-	283.62
Total income		<u>45,955.00</u>	<u>-</u>	<u>45,955.00</u>	<u>44,008.50</u>	<u>-</u>	<u>44,008.50</u>
Expenditure on							
Charitable activities	1d)						
Returned to parishes	2	40,000.00	-	40,000.00	37,500.00	-	37,500.00
Parish payment re Area Dean		-	-	-	5,720.00	-	5,720.00
Expenses, administration & printing		413.70	-	413.70	688.10	-	688.10
Secretarial		500.00	-	500.00	500.00	-	500.00
Sabbatical payments		500.00	-	500.00	-	-	-
Catering		-	-	-	-	-	-
Parish clergy support		-	-	-	500.00	-	500.00
Delivery of 'The Door'		121.50	-	121.50	222.75	-	222.75
Speakers' expenses		61.64	-	61.64	100.00	-	100.00
Mission support		-	-	-	3,500.00	-	3,500.00
Oberammagau pilgrimage		-	-	-	47.99	-	47.99
Outreach grants to parishes		-	-	-	-	7,078.79	7,078.79
Total expenditure		<u>41,596.84</u>	<u>-</u>	<u>41,596.84</u>	<u>48,778.84</u>	<u>7,078.79</u>	<u>55,857.63</u>
Net income (expenditure)		4,358.16	-	4,358.16	(4,770.34)	(7,078.79)	(11,849.13)
Transfers between funds	7	(6,900.00)	6,900.00	-	-	-	-
Net movement in funds		<u>(2,541.84)</u>	<u>6,900.00</u>	<u>4,358.16</u>	<u>(4,770.34)</u>	<u>(7,078.79)</u>	<u>(11,849.13)</u>
Brought forward 1 January 2017		91,486.26	-	91,486.26	96,256.60	7,078.79	103,335.39
Funds carried forward	7	<u>88,944.42</u>	<u>6,900.00</u>	<u>95,844.42</u>	<u>91,486.26</u>	<u>-</u>	<u>91,486.26</u>

BALANCE SHEET

As at 31 December 2018

	Note	2018 £	2017 £
Current Assets			
Debtors	4	1,200.00	1,387.50
Cash		<u>94,644.42</u>	<u>90,321.51</u>
		95,844.42	91,709.01
Creditors: amounts falling due within one year	5	<u>-</u>	<u>(222.75)</u>
		-	(222.75)
Net current assets		<u>95,844.42</u>	<u>91,486.26</u>
Net assets		<u><u>95,844.42</u></u>	<u><u>91,486.26</u></u>
Funds			
Unrestricted funds			
General funds	7	88,944.42	91,486.26
Designated funds	7	<u>6,900.00</u>	<u>-</u>
Total funds		<u><u>95,844.42</u></u>	<u><u>91,486.26</u></u>

For the year ending 31 December 2018 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

STATEMENT OF CASH FLOWS

For the year ended 31 December 2018

	Note	2018 £	2017 £
Cash flows from operating activities:			
Net cash provided by (used in) operating activities	Below i	3,884.36	(12,132.75)
Cash flows from investing activities:			
Interest from investments		438.55	283.62
Net cash provided by (used in) investing activities		<u>438.55</u>	<u>283.62</u>
Change in cash and cash equivalents in the reporting period	Below ii	<u>4,322.91</u>	<u>(11,849.13)</u>
Cash and cash equivalents at 1 January		90,321.51	102,170.64
Cash and cash equivalents at 31 December	Below iii	94,644.42	90,321.51
Change in cash and cash equivalents	Above ii	<u>4,322.91</u>	<u>(11,849.13)</u>
Reconciliation of net movements in funds to net cash flow from operating activities			
Net movement in funds for the year ended 31 December		4,358.16	(11,849.13)
Adjustments for:			
Interest from investments		(438.55)	(283.62)
(Increase)/decrease in debtors		187.50	
Increase/(decrease) in creditors		(222.75)	-
Net cash provided by (used in) operating activities	Above i	<u>3,884.36</u>	<u>(12,132.75)</u>
Analysis of cash and cash equivalents			
Cash at bank - current account		1,261.81	1,393.90
Cash in CBF deposit account		93,382.61	88,927.61
	Above iii	<u>94,644.42</u>	<u>90,321.51</u>

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2018

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

	2018	2017
	£	£
Returned to Parishes:		
Parish Share paid on behalf of Penn Street & Holmer Green	-	15,000.00
Parish Share paid on behalf of Seer Green & Jordans	5,000.00	-
Rebated to all parishes in proportion to Parish Share paid 2017 (2017: 2016)	<u>35,000.00</u>	<u>22,500.00</u>
	<u>40,000.00</u>	<u>37,500.00</u>

3 Trustee remuneration & related party transactions

No Trustees received any remuneration. Expenses totalling £161.94 (2017: £242.22) were reimbursed to two (2017: two) trustees and their related parties.

AMERSHAM DEANERY TRUST
Report and financial statements
Year ended 31 December 2018

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2018

4 Debtors

	2018	2017
	£	£
Loan to Holmer Green parish re planning permission	1,200.00	1,200.00
Gift Aid recoverable	-	187.50
	<u>1,200.00</u>	<u>1,387.50</u>

5 Creditors : Amounts falling due in less than one year

	2018	2017
	£	£
Delivery of 'The Door'	-	222.75
	<u>-</u>	<u>222.75</u>

6 Analysis of net assets between funds

	<u>General funds</u>	<u>Designated funds</u>	<u>Total funds</u>
	£	£	£
Current assets	88,944.42	6,900.00	95,844.42
Current liabilities	-	-	-
	<u>88,944.42</u>	<u>6,900.00</u>	<u>95,844.42</u>

7 Movement in funds

	<u>At 1 January 2018</u>	<u>Incoming resources</u>	<u>Outgoing resources</u>	<u>Transfers</u>	<u>At 31 December 2018</u>
	£	£	£	£	£
Unrestricted funds					
Deanery Discretionary fund	-	-	-	4,400.00	4,400.00
Development fund	-	-	-	2,500.00	2,500.00
Total designated funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>6,900.00</u>	<u>6,900.00</u>
General fund	91,486.26	45,955.00	(41,596.84)	(6,900.00)	88,944.42
	<u>91,486.26</u>	<u>45,955.00</u>	<u>(41,596.84)</u>	<u>-</u>	<u>95,844.42</u>

8 Purpose of designated funds

The Deanery Discretionary fund is set aside to enable the Deanery Standing Committee to provide assistance within the deanery when a small one-off payment is appropriate due to difficult circumstances.
The Development fund has been created to enable parishes in the deanery to apply for grants to develop aspects of their work.