



**The Blackburn Diocesan Board of Finance  
Limited**

**Annual report and financial statements**

**Company limited by guarantee (no 225457)**

**Registered charity (no 247647)**

**Date: 31 December 2019**

# The Blackburn Diocesan Board of Finance Limited

Annual Report and Financial Statements  
For the year ended 31 December 2019

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## **VISION STATEMENT**

### **'Healthy Churches Transforming Communities'**

We desire to make the Good News about Jesus Christ more widely known, because we believe:

- He is the One who brings 'life in all its fullness'
- Healthy church communities have a positive and transformative impact on our society.

We will work together to achieve this by:

#### **Making disciples of Jesus Christ**

- Knowing the Scriptures better through reading, teaching, preaching and study
- Praying with greater depth and urgency for the Kingdom of God to come
- Giving generously of our time, talents and money to the cause of Christ

#### **Being witnesses to Jesus Christ**

- Sharing the Gospel of salvation with confidence
- Holding regular enquirers courses in as many local churches as possible
- Showing God's love in action through projects that meet a local human need
- Offering thorough and accessible Baptism preparation and follow-up
- Planting or renewing 50 new strategic congregations by 2026

#### **Growing leaders for Jesus Christ**

- Supporting and equipping the current leadership for today's context
- Enabling missional leadership in every Christian community
- Liberating lay leadership for greater participation
- Creating the varied patterns of Sunday and weekday worship necessary to welcome all kinds of people, especially the newcomer

#### **Prioritising work among children, young people and schools to raise up a new generation for Christ**

#### **The Diocesan Vision Prayer**

Heavenly Father, we embrace Your call for us to make disciples, to be witnesses and to grow leaders. Give us eyes to see Your vision, ears to hear the prompting of Your Spirit and courage to follow in the footsteps of your Son, our Lord and Saviour Jesus Christ. Amen

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The Directors of the Blackburn Diocesan Board of Finance Limited (BDBF), who are the Trustees for the purpose of charity law, present their annual report, together with the audited financial statements, for the year ended 31 December 2019.

The directors and trustees are one and the same and in signing as trustees they are also signing the strategic report sections in their capacity as directors.

This combined report satisfies the legal requirement for:  
Directors' Report of a charitable company  
Strategic Report under the Companies Act 2006 and  
Trustees Annual Report under the Charities Act 2011

### **LEGAL OBJECTS**

The BDBF's principal objective is to promote, assist and advance the work of the of the Church of England, primarily but not exclusively in the Diocese of Blackburn, by acting as the financial executive of the Blackburn Diocesan Synod.

The BDBF has the following statutory functions:

- The BDBF has responsibility for the management of glebe property and investments to generate income to support the cost of stipends.
- It is the Diocesan Authority for parochial and other trusts and incorporates the functions and responsibilities of the Diocesan Parsonages Board.
- The BDBF is custodian trustee in relation to PCC property.

### **STRATEGIC REPORT**

#### **STRATEGIC AIMS AND OBJECTIVES FOR THE YEAR**

The main role of the BDBF is to identify and manage the financial aspect of the provision of the ministry within the Diocese, so as to provide appropriate personnel and financial resources to assist the Diocesan Synod, Bishop's Council, deaneries and parishes to further the mission and strategic priorities in the Diocese.

In March 2015, the Diocesan Synod agreed the vision statement and strategic priorities for the following ten years.

We will continue to have specific focus for the next two years on the following contexts:

- Presence and Engagement parishes (the Church of England's national programme equipping Christians for mission and ministry in a multi-faith society)
- Cathedral (its role within the town and Diocese)
- Outer estates (deprived urban areas with significant social housing)
- Parish support programme (parishes where there has been decline in attendance and finances, but where there is an active willingness to change)
- The Preston Resourcing Church

The Directors are aware of the Charity Commission's published guidance on the public benefit requirement in general and, more particularly, in 'The Advancement of Religion for the Public Benefit' and have had regard to it in their administration of the BDBF.

The Directors believe that, by carrying out these objectives and in promoting the work of the Church of England in the Diocese of Blackburn, the BDBF helps to promote the whole mission of the Church (pastoral, evangelistic, social and ecumenical) more effectively, both in the Diocese as a whole and in its individual parishes, and that in doing so it provides a benefit to the public by:

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- providing facilities for public worship, pastoral care and spiritual, moral and intellectual development, both for its members and for anyone who wishes to benefit from what the Church offers; and
- promoting Christian values, and service by members of the Church in and to their communities, for the benefit of individuals and society as a whole.

### ACTIVITIES AND ACHIEVEMENTS IN THE YEAR

The key activities may be summarised as:

- mission and ministry in parishes (includes clergy training, housing, stipends, pension and all other expenditure required to support parish-based ministry)
- supporting and encouraging the strategic priorities of Vision 2026
- grant funding to Blackburn Diocesan Board of Education Ltd for work with children and young people
- specific diocesan projects
- contributions to the National Church Institutions (mainly by grant support)
- provision of the Diocesan Conference and Retreat House (Whalley Abbey)

In 2019 we planned to support the diocesan commitment to:

#### **Making Disciples** of Jesus Christ and we:

- delivered a Festival of Baptism at Blackburn Cathedral
- delivered 5 clergy study days on Generosity Gift and Grace, with a particular emphasis on giving
- distributed 10,000 Knowing the Scriptures Better booklets
- held 5 Pathways to Prayer events with 200 people attending and trained 20 workshop leaders
- continued the Routes to Faith course
- following a restructure, a Director of Discipleship has joined the team
- adopted a new vision for Whalley Abbey

#### **Being Witnesses** to Jesus Christ and we:

- facilitated the ecumenical launch event for Thy Kingdom Come
- launched the Preston Resource Church project
- reviewed the work of our social responsibility work
- provided the BBC service for Pentecost from St Cuthbert's Fulwood
- identified new roles for future development of the team to deliver the vision goals

#### **Growing Leaders** for Jesus Christ and we:

- established a series of Prayer and Fasting days
- significantly increased the number of people exploring licensed, commissioned and ordained ministries to around 60 by the end of 2019
- first Mpower cohort completed training with 2 exploring ordination and 2 Church Army ministry and 12 people have joined the 2<sup>nd</sup> Mpower cohort
- vocations for all pilot parishes have identified new leaders
- supported 14 people on the Occasional Preacher's course, 7 people on Small Group Leadership course and 44 undertook Resourcing Pastoral Carers course
- 72 people on lay training places of which 36 were for new areas of ministry

**Children and Young people**, in and through our parishes, via a grant to the Diocesan Board of Education. Full details of the activities carried out are contained within their Trustee Report.

During 2019 the BDBF has also:

- met existing commitments to support the ministry of the Diocese of Blackburn, within a managed agreed deficit budget, and other restricted funds, and subject to reserve constraints, responded to any new need as they arose. We continued to encourage parishes struggling to meet their Parish

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Share requests to meet DBF Directors, Archdeacons and DBF Officers to discuss their challenges, constraints on their ability to contribute the Parish Share requested, and initiatives for ministry in a constructive and collaborative atmosphere. Where this group was satisfied that there was a clear commitment by the parishes to strengthen their discipleship, stewardship and vision planning, and to meet an adjusted share contribution request, it was able to reduce Share requests for 43 parishes from the parish support fund, by a total of £401,349 (54.2% of the Fund)

- supported parishes in their mission aspirations with grant funding from the Parish Vision Grant and Loan Fund, which are available to support appropriate Vision-based projects. Following applications for financial assistance 20 parishes have been supported in a variety of projects
- the continued roll out of the extensive safeguarding training programme for clergy and parish officers has resulted in 4,509 people completing training, as appropriate, across the 6 modules and 2 workshops
- completed the review of the Parish Share system, including the formula, communication, culture, training and consequences. We also agreed how to use the National Churches Low Income Communities Fund grant to provide more transparency and effectiveness for the applicable parishes which was introduced through the 2020 budget
- delivered Treasurer training for 30 people from parishes facilitated by ACAT and 50 people attended joint Safeguarding and HR evenings.
- appointed a new Vision Co-ordinator

The actions outlined above were enabled through a range of administrative and legal functions ensuring that the priorities identified within Vision 2026 were facilitated whilst maintaining good governance.

### Related parties

- General Synod, Church Commissioners, Archbishops' Council and Church of England Pensions Board

The BDBF must comply with Measures passed by the General Synod of the Church of England. It pays a donation based on an apportionment system for funding national training of ordinands and the activities of the various national boards and councils, as well as General Synod. The BDBF receives a grant from funds managed by the Church Commissioners. The BDBF pays for clergy stipends through the Church Commissioners. The stipends of the Diocesan and Suffragan Bishops are borne by the Church Commissioners.

The BDBF pays retirement contributions for stipendiary clergy and some employees to the Church of England Pensions Board.

- Parochial Church Councils (PCCs)

The BDBF is required by Measure to be custodian trustee in relation to PCC property, but the Company has no control over PCCs, which are independent charities. The accounts of PCCs and deaneries do not form part of these financial statements.

PCCs can influence decision-making within the BDBF and at Diocesan Synod level through representations to those bodies and through the input of Deanery Synods.

- Blackburn Cathedral who lease part of Church House to the BDBF.
- Blackburn Diocesan Board of Education is a registered charity, which has responsibility for 186 Church schools across the Diocese and is responsible for the largest number of voluntary aided schools in the country. It provides pastoral and professional support to all its schools and has particular commitment to enhancing the quality of provision for religious education, collective worship and the spiritual, moral, social, and cultural development of all pupils.

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- Cidari Multi-Academy Trust is the Trust that has been established to act as a sponsor for underperforming church schools in the Diocese and to welcome and support converter schools wishing to join the Cidari family of academies.
- All Saints Centre for Mission and Ministry provides training courses for Ordained and accredited Lay Ministry. There are two Directors in common with the BDBF, Rt Revd P J North and Ms J M Stamper. The BDBF is a member of the All Saints Centre.
- Together Lancashire is an ecumenical partnership of Anglicans, Methodists and other Christians supported by the Church Urban Fund, its purpose being to help church leaders, congregations and community activists to tackle the effects of poverty. There is one Director in common with the BDBF.

### FUTURE PLANS

We will continue to support the Diocesan commitment to **Making Disciples of Jesus Christ** by equipping people for whole life discipleship, by encouraging initiatives in prayer, bible reading and spirituality; resourcing people and churches through the work of Christian stewardship via the 'in house' course entitled Generosity, Gift and Grace - provided to all parishes with encouragement for it to be used from 2019. We also engaged with the national initiative to encourage Stewardship and began to explore the Parish Giving Scheme for donations and also promote 'contactless' giving.

We will continue to support the Diocesan commitment to **Being Witnesses to Jesus Christ** by developing and increasing the range of resources to support outreach and evangelism in the local church, resourcing work on outer estates, working towards our 2026 goal of 10 strategic church plants and 200 new congregations. We will actively be supporting social responsibility through advice, training, resources and local projects; actively encouraging and resourcing Church Planting and Fresh Expressions of Church. This will be underpinned by the continuing development of effective internal and external communication through a wide variety of media and the provision of communication resources and training.

We intend to support the Diocesan commitment to **Growing Leaders for Jesus Christ** by further developing ministerial training and resources, with emphasis on creating opportunities for ministry and training in challenging contexts; actively promoting vocations to a breadth of ministries and encouraging younger vocations; offering support and resources to those involved in leadership roles and facilitating effective and efficient ministry in local contexts. We plan to introduce a MPower scheme for Blackpool, by adapting the existing model in East Lancashire. We will continue the clergy study days, next on the theme of Vocations and relicence our LLMs (Locally Licenced Ministers, formerly Readers)

We intend to support parishes through Treasurer, Church Warden and Clergy training events delivered by Ecclesiastical Insurance, CCLA, Board members and Diocesan staff.

We will recommission Parish Vision Champions after their first 3-year term of office and review and update our strategic plan for Vision 2026.

### COVID 19 IMPACT POST YEAR END

#### Impact of the pandemic

The Retreat House at Whalley Abbey was closed fully on the 23 March with the house staff furloughed. The staff based at the Clayton House were phased into home working as staff received the necessary equipment to work. The final decision to move all operations, where possible to home working occurred on the 23 March. Apart from Whalley Abbey all aspects of charity are still operational. Additional staff whose work has significantly reduced were furloughed on the 1 May. Support for parishes has increased with daily briefings being issued with guidance on a range of issues affecting parishes with the closure of churches. With the closure of churches Parochial Church Council's donations to the BDBF have reduced. The Church commissioners have put some support in the way of loans in place and is working with BDBF's to develop additional support.

#### Management and operations after the year-end

The Directors approved the setting up of a Standing Committee of seven directors to make the business decisions required in the pandemic to be quickly acted on. Staff furloughing has been carefully considered to ensure the operations of the charity are not compromised.

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Consideration of the year end positions under different scenarios of income contributions from Parochial Church Councils have been modelled.

### FINANCIAL REVIEW

#### Financial performance

The financial performance of the Charity in 2019 was considered satisfactory.

Parish share, the money given by Parishes to the BDBF to fund the mission and ministry of the Diocese, was again the principal sources of funding in 2019. This increased by £0.182m to £7.59m (2018: £7.40m). The Directors thank parishes for their contributions during the year, and especially to those parishes able to pay in full and those that make their parish share payments by monthly instalments.

The provision for outstanding parish share at the year end is £6.61m (2018: £6.60m).

Total income (including parish share) before revaluation adjustments totalled £13.25m (2018: £12.39m), an increase of £0.856m. Included in these figures are gains on the disposal of fixed assets of £0.8m (2018: £0.9m) and realised gains on investments and investment land of £0.04m ((2018: £nil).

Expenditure amounted to £12.56m (2018: £11.53m), an increase of £1.028m. Included in these figures are losses on disposal of fixed assets of £70,000 (2018: £13,000) and loss on sale of investment land of £8,000.

The Statement of Financial Activities (SOFA) for the year shows net income of £0.69m (2018: £0.85m) before net gains and losses on the revaluation of investments. This is a reduction of £0.166m on the previous year.

After revaluation adjustments, the net movement in total funds amounted to a £6.04m increase (2018: £0.95m), which results in a total fund balance of £66.89m (2018: £60.84m). The net movement in unrestricted funds is £2.84m (2018: £0.12m), which results in a general fund balance of £7.21m (2018: £4.41m) and designated fund balance of £2.54m (2018: 2.51m)

#### Balance Sheet Position

While the net assets on the balance sheet total £66.89m (2018: £60.84m), included in this total are freehold land and buildings which are primarily used for ministry totalling £39.29m (2018: £39.50m). Much of the remainder is held in restricted or endowment funds. The defined benefit pension deficit of £1.17m (2018: £3.32m) is shown against general funds.

#### Significant Property Transactions

During the year we purchased four curate and associate vicar houses totalling £1.057m. Sale proceeds were received for three parsonages of £1.097m and four other houses of £0.756m.

#### Investment Performance

The charity does not receive its donations evenly throughout the year. Some donations or funding grants received are held for a period prior to them being required for expenditure. The charity utilises NatWest reserve accounts and CCLA for cash investments.

The Board requests a member of CCLA to annually attend a meeting of the Investment Committee to update them on the Board's investment position. The Investment Committee meets at least four times a year to review policy and performance. The Board invests in the CCLA Deposit, Investment and Property Funds which again performed satisfactorily over the year.

The total value of investments and deposits (excluding cash and investment property) at 31 December 2019 was £23.51m (2018: £22.47m) and the return on investment was 3.1% (2018: 3.0%). (Income divided by average capital value).

The total value of investment property at 31 December 2019 was £2.80m (2018: £2.19m) and the return on investment was 1.2% (2018: 1.6%). (Net rental income divided by average capital value).

Sales proceeds received from the sale of glebe land amounted to £0.414m which were mainly invested in the CCLA property fund to increase the yield.

#### Investment Policies

The BDBF's investment policies are based on two key policies:



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Ethical investment – the BDBF seeks to pursue an investment policy consistent with the values of the Christian faith. This is achieved by investing in CCLA who follow the policies of the Church of England's ethical investment advisory group which are kept under review by the Investment Committee.

Long-term responsibilities – the Directors are aware of their long-term responsibilities in respect of endowed funds and as a result follow a correspondingly prudent approach to investment decisions.

Investment policy for long-term funds is aimed primarily at generating a sustainable income with due regard to the need for preservation of capital value and the possible need to realise investments to meet operational needs. The glebe investments are held for the purpose of raising income to achieve the maximum contribution possible towards clergy stipends on an ongoing basis. Unrestricted and restricted funds are invested to balance income, liquidity and the reimbursement of capital.

### Reserves Policy

The Directors have reviewed the charity's needs for reserves in line with the guidance issued by the Charity Commission. The BDBF has considerable responsibilities, including the remuneration and housing of on average 173 parochial stipendiary clergy and is reliant on the contributions from the parishes of the Diocese. The BDBF aims to maintain a level of free reserves for income risk of 4% of three years forecast budgeted parish share, DBF fees and rental income and at least three months' Parish Share budgeted expenditure as working capital. This will be held within the unrestricted funds (excluding fixed assets and clergy pension deficit). This is considered sufficient to cover short-term cash outflows, cushion non-receipt of Parish Share and any reduction of income from DBF Fees and rental income. The level of free reserves required for this policy is £4.5m.

This policy has proved advantageous in helping the DBF manage the current Covid-19 pandemic. This policy is reviewed annually considering the future plans of the BDBF in its setting.

The level of free reserves at 31 December 2019 was £5.865m; this is in excess of the policy by £1.365m. This excess was to be used to fund the budgeted deficit in 2020, but will now be used to help manage the financial impact of the Covid-19 pandemic. Reserves during 2020 are expected to be drop below the policy set in these accounts. Restructuring of the operations will be considered in 2020 to ensure the future going concern of the organisation.

There are a number of designated funds totalling £2.544m and the material ones are listed in note 25 on pages 41 and 42. These funds are, in the main, held to fund future opportunities for the BDBF. They are reviewed regularly for the appropriateness and levels.

The BDBF also administers a number of restricted and endowment funds that are held in specific trusts under charity law and are not available for general purposes. As at 31 December 2019 restricted funds totalled £11.466m and endowment funds totalled £45.667m. A description of each reserve, together with the intended use of the fund is set out in notes 26 and 27 of the financial statements on pages 42 to 44.

### Grant making policy

Grants are made to the National Church to cover a proportion of its central costs and the cost of training for ministry (see note 10 to the financial statements). Grants are paid to other connected charities and to other charitable projects which appear to the Board to support the furtherance of the BDBF's objectives (see note 17 to the financial statements).

### Fundraising

Most of the funds raised by the BDBF are from other charities. We provide support and advice to parishes with their fundraising and raise some funds for other charities as part of the Bishop's Harvest appeal or from the congregation at Visitations. At Ordination services funds raised for the BDBF are restricted to support those undergoing ordination training. We encourage on line giving by the use of give.net. There is minimal fundraising from the public by the BDBF and this is normally at church services, not by direct marketing or using external fundraisers. We have not received any complaints from the public in relation to our fundraising activities.

## PRINCIPAL RISKS AND UNCERTAINTIES

The directors of the charitable company have overall responsibility for ensuring that the charity has an appropriate system of controls, financial and otherwise. The systems of internal control are designed to provide reasonable, but not absolute, assurance against material misstatement or loss. They include:

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- an annual budget approved by the directors
- regular consideration of financial results and cash flows
- regular review of internal controls
- delegation of authority and segregation of duties
- regular review and update of risk assessments

The directors will continue to develop the risk management process to assess and document business risks and implement risk management strategies. This involves assessing the types of risks the charity faces, prioritising them in terms of potential impact and likelihood of occurrence, and identifying means of mitigating the risks. This process draws on ongoing consideration of business risk, which already forms a significant aspect of the directors' duties, scrutiny by the Audit, Risk and Governance Committee (ARG) and of the annual management review by the Auditors, to discuss financial and internal control issues. There is no internal audit function as it is not considered an efficient use of the resources of the charity. The risk register is reviewed on a six-monthly basis by the ARG and material changes are notified to the directors.

### Key Risks

The key risks, which may impact on the charitable company, include:

1. A decline in the payment of Parish Share – the risk is that the BDBF is unable to meet its objectives due to financial constraints.  
Existing Controls
  - regular monitoring and meetings with those parishes who need help to meeting their assessment
  - provision for the shortfall built into the budget
  - pastoral reorganisation to ensure affordability
  - focus on stewardship
  - free reserves policy
2. A continuing reduction in regular weekly attendance – the risk is that parishes will become increasingly unable to pay parish share due to a reduced number of parishioners contributing to their finances ;the BDBF is therefore unable to meet its objectives due to financial constraints. A key aim of Vision 2026 is to grow the number of people regularly attending their parish church. Teaching with an emphasis on Christian Discipleship was given in 2019. The new Vision Co-ordinator is assessing the impact of the Vision during 2020 to develop further strategic initiatives for growth to occur.
3. Safeguarding, impact of historic cases – the BDBF follows National Guidelines and during 2020 is undertaking a further past case review. All case files are being reviewed and parishes are asked to forward any cases they have to the BDBF.
4. Declining stipendiary clergy numbers means that the BDBF is unable to resource the local parish - with the new Director of Vocations in post the numbers exploring vocations has increased significantly. Curate numbers are being increased with National Church providing some support funding for those above the normal numbers for the BDBF.

### Covid 19 Impact on risk and risk management

The key risks above are the possibility of a reduction in parish share income and reduction in regular weekly attenders in parishes. The effect of Covid 19 is to cause both of these risks to become certain with the closure of churches for a period. The mitigation of these risks will rely on the free reserves level.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### SUMMARY INFORMATION ABOUT THE STRUCTURE OF THE CHURCH OF ENGLAND

The Church of England is the established church with HM The Queen as the Supreme Governor.

It is organised into two provinces each led by an archbishop (Canterbury for the Southern Province and York for the Northern) and 42 dioceses. Each diocese is a See under the care of a Bishop who is charged with the cure of souls of all the people within that geographical area.

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A diocese is divided into archdeaconries, deaneries, benefices and parishes. Benefices may comprise single or multiple parishes and are overseen by a parish priest (usually called a vicar, rector or priest-in-charge). The parish priests are responsible for the 'cure of souls' in their parish.

The Church of England is governed nationally by General Synod as its legislative and deliberative body. It comprises ex-officio and elected representatives from each diocese and it agrees and lays before Parliament measures for the governance of the church's affairs, which, if enacted by Parliament, have the force of statute law. Blackburn Diocese currently has 5 elected clergy members and 6 elected lay members of General Synod. They were elected in 2015 for a period of five years.

In addition to the General Synod, the Archbishops' Council has a coordinating role for the work authorised by the Synod; the Church Commissioners manage the historic assets of the Church of England; and the Church of England Pensions Board administers the pension schemes for clergy and some lay workers.

Within each diocese, overall leadership lies with the Diocesan Bishop, who exercises that leadership as Bishop in the Diocesan Synod which is the statutory governing body of the Diocese.

Whilst each Diocese is a separate legal entity, with a clear responsibility for a specific geographical area, being part of the Church of England requires and enables each Diocese to seek support from and application for partnership with neighbouring Dioceses.

The Diocese of Blackburn was created in 1926. It has an area of 988 square miles and encompasses Lancashire with a few parishes in Wigan Metropolitan Borough. The overall population is approximately 1.3 million within urban and rural areas.

The Diocese of Blackburn has two archdeaconries (Blackburn and Lancaster), each the responsibility of an archdeacon. Each archdeaconry has seven deaneries with a number of benefices/parishes grouped geographically. An area dean has oversight of the deanery and each deanery has its own synod. Within each parish there is a body called the parochial church council which is made up of parish priest as chair, the churchwardens, curate and Readers if applicable, and a number of elected members. Each parochial church council is a separate charity.

The Cathedral is the mother church of the Diocese and is legally constituted as a separate charity. Copies of its trustees' report and financial statements may be obtained from the Cathedral Offices, Cathedral Close, Blackburn BB1 5AA.

### ORGANISATIONAL STRUCTURE

The BDBF, was formed to manage the financial affairs and hold the assets of the Diocese. It was incorporated on 29 October 1927 as a charitable company limited by membership guarantees (No 225457) and its governing documents are the Memorandum and Articles of Association. The BDBF is registered with the Charity Commission (No 247647). The charity is a limited company and statutory accounts are filed annually with Companies House.

The members of the company comprise the Diocesan Bishop, each member for the time being of the Blackburn Diocesan Synod, including sufficient co-opted lay members in order to ensure that there is a majority by one of lay membership. Many of Diocesan Synod's responsibilities have been delegated to the Bishop's Council and standing committee.

The members of Bishop's Council are the Board of Trustees for the charity and in company law the Directors.

The Directors comprise six ex-officio members; the Diocesan Bishop, the Suffragan Bishops, the two Archdeacons, the Dean of Blackburn Cathedral. Four ex-officio elected positions; the Chairs and Vice Chairs of the Houses of Clergy and Laity of Diocesan Synod. Three ex-officio appointed positions; the Chair and Vice Chair of the Board of Finance and the Chair of the Property Committee. The elected members are 4 clergy, 2 from each archdeaconry, elected by the House of Clergy and 8 lay members, 4 from each archdeaconry, elected by the House of Laity. Two members may be co-opted with the approval of the directors. Elections took place in 2018 with directors, both elected and co-opted, taking up post on 1 January 2019 for a term of three years.

Governance and policy of the BDBF is the responsibility of the directors.

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Corporate priorities and the overall financial strategy for the BDBF, in its primary object to promote, assist and advance the work of the Church of England within the Diocese of Blackburn, are agreed by the Directors and confirmed by Diocesan Synod.

The responsibility for ensuring that these priorities and strategies are delivered were delegated to the Department Leaders.

The members of the company meet once a year in the general meeting to receive the annual report and financial statements. The Diocesan Synod each year receives and agrees the parish share budget, prepared and approved by the Directors. The Directors meet during the year to formulate and coordinate policies on mission, ministry and finance.

The role name of one Department Leader incorporates the title 'Director' but, for the purposes of company law, is not a director of the company.

Diocesan Synod has delegated the following functions to the Directors of the BDBF:

- transacting the business of the Diocesan Synod when not in session
- management of the funds and property of the Diocese
- preparation of the annual Parish Share Budget
- advising on action needed to raise the income necessary to finance expenditure
- oversight of expenditure by bodies in receipt of Diocesan Synod's funds against estimates of expenditure approved by Diocesan Synod
- advising Diocesan Synod of the financial aspects of its policy and on any other matters referred to it; and
- carrying out any other functions delegated by Diocesan Synod.

### Statutory ecclesiastical boards and committees:

**The Diocesan Mission and Pastoral Committee** is responsible for the task of approving pastoral reorganisation, taking account of available clergy numbers and making use of new patterns of ministry. It is also responsible for finding appropriate alternative uses for churches which are closed for public worship.

**The Diocesan Advisory Committee** advises on matters affecting churches and places of worship such as architecture, archaeology, art and the history of places of worship, the use and care of places of worship and their contents and the care of churchyards.

**The Parsonages Board:** the BDBF is designated as the Parsonages Board for the Diocese for the purpose of exercising the Parsonages Board's functions under the Repair of Benefice Buildings Measure 1972.

**The Blackburn Diocesan Board of Patronage,** constituted under the provisions of the Patronage (Benefices) Measure 1986, is sole or joint patron of a number of benefices.

### Non-statutory committees:

**The Finance Committee** is responsible for the transaction of some of the business of the BDBF. Within delegated limits it can approve grants and other support and makes recommendations to the Directors in other cases. The membership of the Committee consists of the Chair and Vice Chair of the Board of Finance, the Diocesan Bishop and the two Archdeacons. Bishop's Council can co-opt up to six members on the basis of their expertise, of whom a minimum of 3 must be members of Bishop's Council and Directors of the BDBF.

**The Property Committee** is responsible for making major decisions concerning the management of parsonage and other houses owned by the BDBF, including setting the policy for their purchase, sale, repair and maintenance. The committee has delegated authority to authorise repairs within an agreed budget and to buy and sell property and land vested in the Board of Finance for diocesan purposes. It is also responsible for determining policy and making major decisions concerning the management of glebe property and investments for the benefit of the Blackburn Diocesan Stipends Fund.

## The Blackburn Diocesan Board of Finance Limited

Annual Report and Financial Statements  
For the year ended 31 December 2019

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**The Investment Committee** meets on a regular basis to consider diocesan investments, to adjust the portfolio within parameters agreed by the Directors and to make recommendations to the Directors.

**The Audit, Governance and Risk Committee** is responsible for assisting the Directors in the discharge of their responsibilities for accounting policies, risk management, internal control and financial reporting, including liaison with the auditors.

**The HR Committee** deals with sensitive and other matters in relation to employed staff which cannot be considered by the full Board, partly because of their confidential nature and partly because of time pressures and includes two members co-opted for their HR expertise.

**The Budget Scrutiny Committee** was established in 2019 to assist the Bishop's Budget team in drawing up the annual draft budgets for approval by the Directors prior to submission to Diocesan Synod.

**The Financial Assistance Group** considers all applications for financial assistance from the Diocesan Vision Grant and Loan Funds. It makes recommendations for support to the Finance Committee for applications in excess of this amount.

### Directors' induction

Directors are given an induction file when first appointed. Explanations are given in Directors' meetings to provide continuing training and Directors are encouraged to ask questions in order to develop their understanding of the charity. If additional information is required, it is brought to the attention of directors and the directors' induction file updated accordingly. In 2019 a training session was arranged to inform the Directors of their governance responsibilities.

### Remuneration of key management personnel

The salary scale of the Diocesan Secretary is determined by the Chair of the BDBF, but any annual award is in line with the other employed staff salary increase.

The salary levels of other key management personnel and all further posts are set by a job evaluation system. Annual pay increases are determined by the HR Committee within a maximum set by the budgeting process. The members of the HR Committee are the Archdeacon of Lancaster, a clergy director, a lay director and two members co-opted for their HR expertise.

### Funds held as custodian trustee

The BDBF is custodian trustee of assets held on permanent trust by virtue of the Parochial Church Councils (Powers) Measure 1956 and the Incumbents and Churchwardens (Trusts) Measure 1964 where the managing trustees are parochial church councils and others. These assets are not aggregated in the financial statements as the BDBF does not control them and these assets are held separately to those of the BDBF.

PCC trust investment assets held by the BDBF had a market value of £15.6m at 31 December 2019 (2018: £13.0m). Detailed certificates of holdings were sent to parishes (c. 1,500 accounts) and other managing trustees of the respective charities as requested at that date. Details of these investments are summarised in note 30.

## DIRECTORS' RESPONSIBILITIES

The Directors, who are also the Trustees, are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the Directors to prepare financial statements for each financial year. Under that law the Directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of the affairs of the BDBF and of the surplus or deficit of the BDBF for that period. In preparing these financial statements the Directors are required to:

## The Blackburn Diocesan Board of Finance Limited

Annual Report and Financial Statements  
For the year ended 31 December 2019

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- Select suitable accounting policies and apply them consistently
- Observe methods and principles in 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 assume that the company will continue in operation

The Directors are also responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the BDBF and enable them to ensure that the financial statements comply with the Companies Act 2011. They are also responsible for safeguarding the assets of the BDBF and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Directors are responsible for the maintenance and integrity of the corporate and financial information included in the BDBF's website. Legislation in England/Wales governing the preparation and dissemination of financial statements and other information included in Annual Reports may differ from legislation in other jurisdictions.

### STATEMENT OF DISCLOSURE TO THE AUDITORS

So far as the Directors are aware:

- a. there is no relevant audit information of which the charitable company's auditors are unaware, and
- b. we have taken all the steps that we ought to have taken as Directors in order to make ourselves aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

### APPOINTMENT OF AUDITOR

The re-appointment of Haysmacintyre LLP as auditors to the BDBF will be proposed at the Annual General Meeting.

## The Blackburn Diocesan Board of Finance Limited

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For the year ended 31 December 2019

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### ADMINISTRATIVE DETAILS

**Registered Address** Diocesan Offices, Clayton House, Walker Office Park, Blackburn  
BB1 2QE

#### Trustees/Directors

**Ex-Officio** Rt Revd J T Henderson  
Rt Revd P J North  
Rt Revd J L C Duff  
Very Revd P Howell-Jones  
Ven M J Everitt (resigned 21 September 2019)  
Ven M C Ireland

**Ex-Officio elected position** Revd Canon Dr S J Cox  
Revd I Enticott  
Mr R J Collins  
Mr T D Cox

**Ex-Officio appointed** Mr D Barlow  
Mr N P Aves  
Revd Canon A G Sage

**Co-opted** Mr D J Wilkinson

**Elected Clergy** Revd Canon A Holliday  
Revd P A Lillicrap  
Revd J Nash  
Revd L Senior

**Elected Lay Persons** Mr G D Burrows  
Mrs P Chadwick (resigned 13 May 2020)  
Dr A Carter  
Professor R Carter  
Canon M L Chew  
Mr M Gardner  
Ms J M Stamper

**Appointed after end of year but prior to signing of the financial statements** Ven D Picken (appointed 2 February 2020)

#### Key management personnel and advisers

**Diocesan Secretary,  
Company Secretary** Canon G Pollard

**Head of Finance, Deputy  
Diocesan Secretary** Mrs R McGaughey

## The Blackburn Diocesan Board of Finance Limited

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For the year ended 31 December 2019

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<b>Solicitors</b>	Napthens LLP, Darwen House, Walker Office Park, Blackburn BB1 2QE
<b>Insurers</b>	Ecclesiastical Insurance Office, Beaufort House, Brunswick Road, Gloucester GL1 1JZ
<b>Bankers</b>	National Westminster Bank, 35 King William St, Blackburn BB1 7DJ
<b>Investment Managers</b>	CCLA Investment Management Ltd, Senator House, 85 Queen Victoria St, London EC4V 4ET
<b>Registered Auditor</b>	Haysmacintyre LLP, 10 Queen Street Place, London EC4R 1AG
<b>Glebe and Land Agent</b>	Lea Hough & Co LLP, Phoenix Park, Blackburn BB1 5RW
<b>Whalley Abbey Architect</b>	Mr I Wilson, Ivan Wilson Architects Ltd, Waterloo Mill, Waterloo Rd, Clitheroe, Lancashire BB7 1LR

### ATTENDANCE OF DIRECTORS AT MEETINGS IN 2019

		<b>Total</b>	
<b>Ex officio</b>	Mr N P Aves	5/6	
	Mr D Barlow	6/6	
	Mr R J Collins	5/6	
	Revd Canon Dr S J Cox	6/6	
	Mr T D Cox	5/6	
	Rt Revd J L C Duff	3/6	
	Revd Ian Enticott	4/6	
	Ven M Everitt	3/3	(resigned 21 September 2019)
	Rt Revd J T Henderson	6/6	
	Very Revd P Howell-Jones	4/6	
	Ven M C Ireland	5/6	
	Rt Revd P J North	3/6	
	Revd Canon A G Sage	4/6	
<b>Co-opted</b>	Mr D J Wilkinson	5/6	
<b>Elected Clergy</b>	Revd Canon A Holliday	6/6	
	Revd P A Lillicrap	3/6	
	Revd James Nash	3/6	
	Revd Lisa Senior	6/6	
<b>Elected Lay Persons</b>	Mr G D Burrows	5/6	
	Mrs Patricia Chadwick	5/6	
	Dr A Carter	5/6	
	Professor R Carter	5/6	
	Canon M L Chew	5/6	
	Mr Melvyn Gardner	5/6	
	Ms J M Stamper	5/6	



**The Blackburn Diocesan Board of Finance Limited**

Annual Report and Financial Statements  
For the year ended 31 December 2019

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By order of the Board approving both the Directors' Report and Strategic Report



**Mr David Barlow**  
*Chair of the Board of Finance*  
13 June 2020



**Mr N P Aves**  
*Vice-chair of the Board of Finance*  
13 June 2020

## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE BLACKBURN DIOCESAN BOARD OF FINANCE LIMITED**

### **Opinion**

We have audited the financial statements of The Blackburn Diocesan Board of Finance Limited for the year ended 31 December 2019 which comprise the Statement of Financial Activities, the Income and Expenditure Account, the Balance Sheet, the Cash Flow Statement, and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2019 and of the charitable company's net movement in funds, including the income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Responsibilities of trustees for the financial statements**

As explained more fully in the trustees' responsibilities statement set out on page 12, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

### **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or

## The Blackburn Diocesan Board of Finance Limited

Annual Report and Financial Statements  
For the year ended 31 December 2019

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- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

### Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Annual Report (which includes the strategic report and the directors' report prepared for the purposes of company law) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the strategic report and the directors' report included within the Annual Report have been prepared in accordance with applicable legal requirements.

### Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Annual Report (which incorporates the strategic report and the directors' report).

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept by the charitable company, or returns adequate for our audit have not been received from branches not visited by us; or
- the charitable company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

### Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Adam Halsey (Senior Statutory Auditor)  
For and on behalf of haysmacintyre, Statutory Auditors  
23 June 2020

10 Queen Street Place  
London  
EC4R 1AG

## The Blackburn Diocesan Board of Finance Limited

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For the year ended 31 December 2019

### STATEMENT OF FINANCIAL ACTIVITIES

for the year ended 31 December 2019

		Unrestricted funds		Restricted funds	Endowment funds	Total funds	Total funds
	Note	General £000	Desig- nated £000	£000	£000	2019 £000	2018 £000
<b>Income and endowments from:</b>							
<b>Donations and legacies</b>							
Parish contributions	2	7,585	-	-	-	7,585	7,403
Archbishops' Council and Church commissioners	3	30	-	2,436	-	2,466	1,554
Other	4	16	144	199	19	378	424
<b>Charitable activities:</b> statutory fees, chaplaincy and other income	5	171	-	559	-	730	793
<b>Other trading activities</b>	6	229	-	127	150	506	574
<b>Investments</b>	7	232	12	460	29	733	704
<b>Other</b>	8	7	1	798	43	849	939
<b>Total Income and endowments</b>		<b>8,270</b>	<b>157</b>	<b>4,579</b>	<b>241</b>	<b>13,247</b>	<b>12,391</b>
<b>Expenditure on:</b>							
<b>Raising funds</b>	9	255	-	11	25	291	276
<b>Charitable activities</b>	10	3,048	127	7,974	1,097	12,246	11,263
<b>Other</b>		-	-	-	24	24	-
<b>Total Expenditure</b>	11	<b>3,303</b>	<b>127</b>	<b>7,985</b>	<b>1,146</b>	<b>12,561</b>	<b>11,539</b>
<b>Net income/(expenditure) before investments</b>		<b>4,967</b>	<b>30</b>	<b>(3,406)</b>	<b>(905)</b>	<b>686</b>	<b>852</b>
Net (loss)/gains on investments	19	790	59	(8)	1,808	2,649	(146)
<b>Net income/(expenditure) before transfers</b>		<b>5,757</b>	<b>89</b>	<b>(3,414)</b>	<b>903</b>	<b>3,335</b>	<b>706</b>
<b>Transfers between funds</b>	13	<b>(4,675)</b>	<b>(51)</b>	<b>6,922</b>	<b>(2,196)</b>	<b>-</b>	<b>-</b>
<b>Net income/(expenditure) before other recognised gains and losses</b>		<b>1,082</b>	<b>38</b>	<b>3,508</b>	<b>(1,293)</b>	<b>3,335</b>	<b>706</b>
<b>Other recognised gains/(losses)</b>							
Gain/(loss) on revaluation of fixed assets	19	-	-	-	988	988	293
Gain/(loss) on defined benefit pension schemes		1,719	-	-	-	1,719	(46)
<b>Net movement in funds</b>		<b>2,801</b>	<b>38</b>	<b>3,508</b>	<b>(305)</b>	<b>6,042</b>	<b>953</b>
<b>Reconciliation of funds</b>							
Total funds at 1 January 2019		4,408	2,506	7,958	45,972	60,844	59,891
<b>Total funds at 31 December 2019</b>	24	<b>7,209</b>	<b>2,544</b>	<b>11,466</b>	<b>45,667</b>	<b>66,886</b>	<b>60,844</b>

All activities derive from continuing activities. The notes on pages 23 to 52 form part of the financial statements.

Details of comparative figures (2018) for the Statement of Financial Activities by fund are disclosed in note 31.

## The Blackburn Diocesan Board of Finance Limited

Annual Report and Financial Statements  
For the year ended 31 December 2019

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### INCOME AND EXPENDITURE ACCOUNT

for the year ended 31 December 2019

	<b>2019</b>	2018
	<b>£000</b>	£000
<b>Total income</b>	<b>13,006</b>	11,244
<b>Total expenditure</b>	<b>(11,415)</b>	(10,187)
	<hr/>	<hr/>
<b>Operating surplus/(deficit) for the year</b>	<b>1,591</b>	1,057
Net gains on investments	<b>841</b>	(35)
	<hr/>	<hr/>
<b>Net income for the year</b>	<b>2,432</b>	1,022
<b>Other comprehensive income:</b>		
Net assets transferred to endowments	<b>2,196</b>	(1,279)
Actuarial (losses)/gains on defined benefit pension schemes	<b>1,719</b>	(46)
	<hr/>	<hr/>
<b>Total comprehensive (expenditure)/income</b>	<b>6,347</b>	(303)
	<hr/> <hr/>	<hr/> <hr/>

The income and expenditure account is derived from the Statement of Financial Activities with movements in endowment funds excluded to comply with company law. All income and expenditure is derived from continuing activities.

## The Blackburn Diocesan Board of Finance Limited

Annual Report and Financial Statements  
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### BALANCE SHEET

at 31 December 2019

	Note	2019		2018	
		£000	£000	£000	£000
<b>Fixed Assets</b>					
Tangible Assets	18	39,454		39,659	
Investments	19	20,528		17,568	
Investment Property	19	2,798		2,189	
			<b>62,780</b>		59,416
<b>Current assets</b>					
Stocks		4		6	
Debtors (amounts receivable after more than one year: £452,000 (2018:£452,000))	20	901		847	
Deposits and Cash at bank and in hand		5,525		5,776	
<b>Creditors: amounts falling due within one year</b>	21	<b>6,430</b>		6,629	
		<b>(569)</b>		<b>(1,177)</b>	
			<b>5,861</b>		5,452
<b>Creditors: amounts falling due after more than one year</b>	21	<b>(707)</b>		(707)	
<b>Provisions for liabilities: Pensions and similar obligations</b>	21	<b>(1,048)</b>		(3,317)	
			<b>(1,755)</b>		(4,024)
<b>Net Assets</b>	24		<b>66,886</b>		60,844
<b>Capital and Reserves</b>					
Endowment funds (Including investment revaluation reserve of £8,694,000 (2018: £6,299,000))	27		45,667		45,972
Restricted funds (Including investment revaluation reserve of £22,000 (2018: £29,000))	26		11,466		7,958
Unrestricted funds (Including investment revaluation reserve of £3,123,000 (2018: £2,334,000))	25		7,209		4,408
Designated funds (Including investment revaluation reserve of £187,000 (2018: £128,000))	25		2,544		2,506
			<b>66,886</b>		60,844

The notes on pages 23 to 52 form part of the financial statements.

These financial statements were approved by the Directors and were signed on their behalf on 13 June 2020 by:



**Mr D Barlow**  
Chair of the Board of Finance



**Mr N P Aves**  
Vice-chair of the Board of Finance

The Blackburn Diocesan Board of Finance Ltd is a company limited by guarantee registered in England and Wales (no. 225457)

## The Blackburn Diocesan Board of Finance Limited

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### CASH FLOW STATEMENT

for the year ended 31 December 2019

	2019 £000	2019 £000	2018 £000	2018 £000
<b>Net income before other recognised gains and losses</b>	<b>686</b>		852	
(Gains)/Losses on disposal of fixed assets	(733)		(918)	
(Gains)/Losses on disposal of investments	(35)		-	
Depreciation	100		100	
Decrease/(increase) in stock	2		-	
(Increase)/decrease in debtors	(75)		54	
(Decrease)/increase in creditors current liabilities	(730)		720	
Movement in pension commitment	(427)		(500)	
	<hr/>		<hr/>	
<b>Cash (outflow)/ inflow from operating activities</b>		<b>(1,212)</b>		308
<b>Net income from investing activities</b>				
Purchase of tangible fixed assets	(1,131)		(1,345)	
Proceeds of sale of fixed assets	1,969		1,168	
Purchase of investments	(314)		(278)	
Proceeds of sale of investments	416		-	
	<hr/>		<hr/>	
Net cash inflow/(outflow) from investing activities		<b>940</b>		(455)
<b>Net cash inflow/(outflow) from financing activities</b>				
Loan repayments received	21		5	
New loans made	-		(83)	
	<hr/>		<hr/>	
Net cash inflow/(outflow) from financing activities		<b>21</b>		(78)
		<hr/>		<hr/>
<b>(Decrease)/increase in cash in the year</b>		<b>(251)</b>		(225)
		<hr/> <hr/>		<hr/> <hr/>
<b>Cash and cash equivalents at the beginning of the year</b>		<b>5,776</b>		6,001
		<hr/> <hr/>		<hr/> <hr/>
<b>Cash and cash equivalents at the end of the year</b>		<b>5,525</b>		5,776
		<hr/> <hr/>		<hr/> <hr/>
<b>Analysis of cash and cash equivalents</b>				
		<b>2019 £000</b>		2018 £000
Cash in hand and at bank		<b>2,550</b>		874
Short term deposits		<b>2,975</b>		4,902
		<hr/>		<hr/>
		<b>5,525</b>		5,776
		<hr/> <hr/>		<hr/> <hr/>

The notes on pages 23 to 52 form part of the financial statements.

## **NOTES TO THE FINANCIAL STATEMENTS**

*(forming part of the financial statements)*

### **1. Accounting policies**

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charitable company's financial statements.

#### ***Basis of preparation***

The financial statements have been prepared in accordance with the Companies Act 2006, the Charities SORP (2015) and applicable accounting standards FRS102, and under the historical cost convention adjusted for the revaluation of certain fixed assets.

The Directors are satisfied that there are no material uncertainties about the charitable company's ability to continue in operational existence for the foreseeable future. The Trustees have taken into account the effect of the Covid 19 pandemic on its operations. The Trustees believe they have sufficient reserves to allow time to adjust the operations of the charitable company to meet the changed circumstances. Accordingly, they continue to adopt the going concern basis in preparing the Trustees' annual report and financial statements.

The Directors believe that the charitable company is a public benefit entity.

#### ***Critical accounting judgements and key sources of estimation uncertainty***

In the application of the accounting policies, trustees are required to make judgement, estimates, and assumptions about the carrying value of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affected current and future periods.

Judgements made by the trustees, in the application of these accounting policies that have significant effect on the financial statements and estimates with a significant risk of material adjustment in the next year are deemed to be in relation to the depreciation rates of tangible fixed assets and the assumptions used in determining the value of the pension scheme deficit.

In the view of the trustees, no assumptions concerning the future or estimation uncertainty affecting assets or liabilities at the balance sheet date are likely to result in a material adjustment to their carrying amounts in the next financial year.

#### ***Fixed assets and depreciation***

Assets with a value in excess of £500 are capitalised. Freehold land is not depreciated. Depreciation is provided for on the jointly owned Diocesan Offices. No other depreciation is provided on the charitable company's freehold buildings including parsonage houses (explanation regarding parsonage houses is included in note 18) as the depreciation charge is immaterial.

As it is the charitable company's policy to maintain houses to a high standard, in accordance with a planned approach to repair and maintenance, such properties maintain residual disposal values in aggregate at least equal to their book values.

The charitable company will perform annual impairment testing of assets on which depreciation is not provided to determine whether residual values of housing properties in aggregate continue to exceed carrying value.

The company holds all Heritage assets at an accurate valuation wherever possible. Where not possible they are held at depreciated value.



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Depreciation is provided to write off the cost less the estimated residual value of other tangible fixed assets by equal instalments over their estimated useful economic lives as follows:

Leasehold property	30 years or, if shorter, the remainder of the lease term
Diocesan Offices	50 years on property 20 years on remodelling
Whalley Abbey Retreat and Conference House	15 years to a residual value of £500,000
Fixtures, fittings and office equipment	4-10 years
Heritage asset	15 years

### ***Fixed asset investments***

Fixed asset investments are stated at market value at the balance sheet date. Movements in market value arising during the year are shown as unrealised gains or losses on fixed asset investments in the Statement of Financial Activities.

### ***Investment properties***

Investment properties are included at their fair value.

Glebe land is recognised as held for investment purposes when it is held to rent out or there is a signed developers agreement.

### ***Stocks***

Stocks are stated at the lower of cost and net realisable value.

### ***Income***

#### ***Parish contributions***

Income includes amounts received from Parochial Church Councils in respect of parish share for general, stipends fund and parsonage house fund assessments. Parish share is recognised in the accounts when there is evidence of entitlement, receipt is probable and its amount can be measured reliably.

#### ***Income from Archbishops' Council and Church Commissioners***

Money from National Church Institutions is recognised when entitlement is probable.

#### ***Other donations, grants, legacies and similar income***

Grants and donations receivable towards the cost of additions or improvements to freehold buildings are credited to income in the period to which they relate. Other grants are recorded as income when entitlement is probable. Other donations are recorded as income when received.

#### ***Other trading activities***

The income from these sources is recognised on an accruals basis

#### ***Investment income***

Investment income is recognised on an accruals basis.

## **Expenditure**

Expenditure has been charged to the Statement of Financial Activities on an accruals basis. Expenditure relating directly to the objectives of the charity is shown as direct charitable expenditure.

### **Grants payable**

Grants payable are debited to expenditure when the charitable company has a constructive obligation to pay.

### **Ministry in Parishes**

Ministry in Parishes includes the stipends, NI, pensions, housing costs and any direct expenses paid by the charitable company for stipendiary ministers located in parishes.

### **Ministry Support**

Ministry Support includes the costs of the charitable company that provide either a direct service to the parishes or to the community of the parish. It also includes the National Training costs paid to National Church for the training of Ordinands and the costs of Whalley Abbey the retreat house of the Diocese.

### **Support and Governance Costs**

Governance costs includes audit fee, trustee meeting expenses, Diocesan Synod expenses, Bishop's Council expenses and an allocation of costs based on estimated time spent preparing statutory information and for governance/ strategic issues, by the Finance Department, Diocesan Secretary and Head of Support Services.

Support includes the costs of the finance department and general management not included under Governance costs. Support costs have been allocated based on an estimate of time spent in each area.

### **Taxation**

The Blackburn Diocesan Board of Finance Limited (by guarantee) is considered to pass the tests set out in paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK Corporation Tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part II Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

### **Pensions**

The charitable company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charitable company in independently administered funds. The amount charged in the Statement of Financial Activities represents the contributions payable to the scheme in respect of the accounting period.

The charitable company also participates in the Church Workers Pension Fund and the Church of England Funded Pension Scheme (see note 16). The assets of the defined benefit pension schemes are held separately from the charitable company in independently administered funds. The pension costs charged as expenditure represent the BDBF's contributions paid in respect of the accounting period, in accordance with FRS102. Deficit funding for the pension schemes to which the BDBF participates is accrued at current value.

### **Fund accounting**

Funds held by the charitable company are either:

*Unrestricted funds* – these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

*Designated funds* – these are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

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*Restricted funds* – these are funds that can only be used for particular restricted purposes within the objects of the charitable company. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

*Endowment funds* - this is capital, held in perpetuity to create income for specified purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Where a grant or donation is received to fund a capital item or where an asset is donated, if there is an obligation relating to the future use or retention of the relevant asset, the balance relating to that asset is held within restricted funds as long as that restriction exists. Where there is no such restriction, the income relating to the purchase of capital items is transferred to unrestricted funds in the Statement of Financial Activities.

### 2. Parish contributions

	Unrestricted fund		Restricted	Endowment	Total	Total
	General	Designated	funds	Funds	funds	funds
	£000	£000	£000	£000	2019	2018
					£000	£000
Parish share						
Current year's allocation	8,554	-	-	-	8,554	8,314
Agreed reductions to share	(401)	-	-	-	(401)	(409)
Shortfall in contribution	(568)	-	-	-	(568)	(502)
	<u>7,585</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,585</u>	<u>7,403</u>
	<u><u>7,585</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>7,585</u></u>	<u><u>7,403</u></u>

### 3. Archbishops' Council and Church Commissioners

	Unrestricted fund		Restricted	Endowment	Total	Total
	General	Designated	funds	Funds	funds	funds
	£000	£000	£000	£000	2019	2018
					£000	£000
Lowest Income Communities						
Funding	-	-	1,284	-	1,284	1,244
Resourcing Ministerial Education						
Block Grant	-	-	217	-	217	133
Mixed-mode ordinands grant	-	-	-	-	-	12
Strategic Capacity Funding	-	-	42	-	42	32
Strategic Development Funding	30	-	893	-	923	133
	<u>30</u>	<u>-</u>	<u>2,436</u>	<u>-</u>	<u>2,466</u>	<u>1,554</u>
	<u><u>30</u></u>	<u><u>-</u></u>	<u><u>2,436</u></u>	<u><u>-</u></u>	<u><u>2,466</u></u>	<u><u>1,554</u></u>

### 4. Other donations

	Unrestricted Funds		Restricted	Endowment	Total	Total
	General	Designated	Funds	Funds	funds	funds
	£000	£000	£000	£000	2019	2018
					£000	£000
Allchurches Trust	-	139	35	-	174	130
Donations	16	5	75	-	95	145
Other Grants	--	-	90	19	109	149
	<u>16</u>	<u>144</u>	<u>199</u>	<u>19</u>	<u>378</u>	<u>424</u>
	<u><u>16</u></u>	<u><u>144</u></u>	<u><u>199</u></u>	<u><u>19</u></u>	<u><u>378</u></u>	<u><u>424</u></u>

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### 5. Charitable activities

	Unrestricted Funds		Restricted Funds £000	Endowment Funds £000	Total funds 2019 £000	Total funds 2018 £000
	General	Designated				
	£000	£000				
Statutory fees; chaplaincy income	-	-	523	-	523	549
Church Commissioners - Guaranteed annuities	-	-	2	-	2	3
Recharge of staff costs	-	-	18	-	18	47
Whalley Abbey Conference House	92	-	-	-	92	92
Social Responsibility projects fees	-	-	-	-	-	17
Sale of publications	20	-	-	-	20	21
Income for training courses	26	-	-	-	26	21
Other fees/sales	33	-	16	-	49	42
	<u>171</u>	<u>-</u>	<u>559</u>	<u>-</u>	<u>730</u>	<u>793</u>

### 6. Other trading activities

	Unrestricted funds		Restricted Funds £000	Endowment Funds £000	Total funds 2019 £000	Total funds 2018 £000
	General	Designated				
	£000	£000				
Rental Income	86	-	127	150	363	364
Whalley Abbey Conference House	94	-	-	-	94	153
Accounting and Legal services	45	-	-	-	45	49
Other fees/sales	4	-	-	-	4	8
	<u>229</u>	<u>-</u>	<u>127</u>	<u>150</u>	<u>506</u>	<u>574</u>

### 7. Investment income

	Unrestricted funds		Restricted Funds £000	Endowment Funds £000	Total funds 2019 £000	Total funds 2018 £000
	General	Designated				
	£000	£000				
Dividends receivable	222	11	415	29	677	648
Interest receivable	10	1	15	-	26	21
Rents receivable	-	-	30	-	30	35
	<u>232</u>	<u>12</u>	<u>460</u>	<u>29</u>	<u>733</u>	<u>704</u>

### 8. Other income

	Unrestricted funds		Restricted Funds £000	Endowment Funds £000	Total funds 2019 £000	Total funds 2018 £000
	General	Designated				
	£000	£000				
Gains on disposal of fixed assets	-	-	798	-	798	932
Gains on disposal of investments	-	-	-	43	43	-
Loan interest	7	1	-	-	8	7
	<u>7</u>	<u>1</u>	<u>798</u>	<u>43</u>	<u>849</u>	<u>939</u>

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### 9. Cost of raising funds

	Unrestricted funds		Restricted Funds	Endowment Funds	Total funds 2019 £000	Total funds 2018 £000
	General £000	Designated £000				
Project Management	14	-	-	-	14	-
Parish share						
Secretariat	8	-	-	-	8	7
Archdeacons	-	-	5	-	5	6
Bishop's Harvest Appeal	-	-	1	-	1	1
Investment Management Costs	5	-	2	-	7	11
Rents	9	-	3	25	37	6
Fundraising Trading Whalley Abbey	185	-	-	-	185	245
Fundraising Trading other	34	-	-	-	34	-
	<u>255</u>	<u>-</u>	<u>11</u>	<u>25</u>	<u>291</u>	<u>276</u>

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### 10. Expenditure on charitable activities

	Unrestricted funds		Restricted	Endowment	Total funds	Total funds
	General	Designated	Funds	Funds	2019	2018
	£000	£000	£000	£000	£000	£000
<b>Contributions to Archbishops' Council</b>						
Training for ministry	302	-	-	-	302	294
National Church responsibilities	240	-	-	-	240	234
Grants and provisions	26	-	-	-	26	26
Mission Agency pension contributions	3	-	-	-	3	3
Retired clergy housing costs (CHARM)	103	-	-	-	103	99
Pooling of ordinand candidates costs	29	-	-	-	29	30
General Synod expenses	14	-	-	-	14	12
	<u>717</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>717</u>	<u>698</u>
<b>Parish ministry</b>						
Stipends & National Insurance	-	-	4,468	-	4,468	4,411
Pension contributions	62	-	1,103	-	1,165	1,093
Housing costs	43	12	333	1,097	1,485	1,871
Removal, resettlement and other grants	-	-	273	-	273	206
Other expenses	-	4	39	-	43	20
	<u>105</u>	<u>16</u>	<u>6,216</u>	<u>1,097</u>	<u>7,434</u>	<u>7,601</u>
Support for ministry	1,450	38	173	-	1,661	1,748
Whalley Abbey Conference House	239	-	-	-	239	205
Whalley Abbey House Renovation	-	-	54	-	54	57
Redundant churches	-	-	67	-	67	57
Strategic Development Fund Projects	-	47	1,010	-	1,057	218
Social Responsibility Projects	-	-	28	-	28	40
Grants to Parishes, individuals and other charities	149	26	426	-	601	206
Sale of Publications	25	-	-	-	25	25
Miscellaneous Expenses	-	-	-	-	-	8
	<u>1,863</u>	<u>111</u>	<u>1,758</u>	<u>-</u>	<u>3,732</u>	<u>2,564</u>
<b>Expenditure on education</b>						
Grants for the work of the Board	363	-	-	-	363	400
	<u>363</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>363</u>	<u>400</u>
<b>Charitable activities</b>	<u><u>3,0148</u></u>	<u><u>127</u></u>	<u><u>7,974</u></u>	<u><u>1,097</u></u>	<u><u>12,246</u></u>	<u><u>11,263</u></u>

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### 11. Analysis of expenditure including allocation of support costs

	Activities undertaken directly £000	Grant funding of Activities £000	Manage- ment Admin Support £000	Total 2019 £000	Total 2018 £000
Fundraising Trading Whalley Abbey	185	-	-	185	245
Cost of raising funds	79	-	27	106	31
Contributions to Archbishops' Council	-	717	-	717	698
Resourcing ministry and mission	9,785	601	780	11,166	10,165
Education	-	363	-	363	400
Other	24	-	-	24	-
	<u>10,073</u>	<u>1,681</u>	<u>807</u>	<u>12,561</u>	<u>11,539</u>

### 12. Analysis of support costs

	Unrestricted funds		Restricted Funds £000	Endowment Funds £000	Total funds 2019 £000	Total funds 2018 £000
	General £000	Designated £000				
Raising Funds	22	-	5	-	27	19
Central Administration	397	-	-	179	576	553
Governance costs						
Secretariat	51	-	-	-	51	50
Accounting and Finance Office	37	-	-	-	37	36
Audit & accountancy fees	21	-	-	-	21	18
Diocesan Synod costs	12	-	-	-	12	12
DBF Executive and Bishop's Council Meetings	10	-	-	-	10	11
Chancellor and Registrar Fees	73	-	-	-	73	70
	<u>623</u>	<u>-</u>	<u>5</u>	<u>179</u>	<u>807</u>	<u>769</u>

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### 13. Analysis of transfers between funds

	Unrestricted funds		Restricted Funds	Endowment Funds	Total 2019
	General	Designated			
	£000	£000	£000	£000	£000
From general fund to stipends income fund (restricted) and parsonages fund (expendable endowment), to cover the deficits on net expenditure of those funds	(4,821)	-	3,914	907	-
From Parsonages Fund to Pastoral Fund – transfer book value of parsonages sold	-	-	378	(378)	-
From Parsonages Fund to Pastoral Fund – book value of parsonages transferred to the BDBF for disposal by pastoral schemes	-	-	2,742	(2,742)	-
From general funds designated to cover expenditure on Parsonages repairs as agreed by the Directors	(110)	110	-	-	-
From Extra Mission and Ministry fund (designated) to general fund as per budgeted allocation	110	(110)	-	-	-
From Bishop's Ordination Fund to general fund for ordinands grants	9	-	(9)	-	-
From Stipends Income Fund to general fund for HR support cost relating to time spent on clergy HR matters	37	-	(37)	-	-
From Bishop's ministry support fund to general fund for safeguarding cost of additional training for clergy	18	-	(18)	-	-
From Church Commissioners Grant (restricted) and Vision 2026 fund (designated) to general fund for the Vision Coordinator post	43	(1)	(42)	-	-
From general fund to designated pension fund for budgeted allocation towards pension deficits	(20)	20	-	-	-
From Diocesan Vision 2026 Strategic Development fund to general fund and Parsonages fund to cover loss of income from houses used for projects	22	(39)	-	17	-
From designated funds for office building to general fund for building retention	31	(31)	-	-	-
From Readers restricted fund to general fund to meet current year expenditure	5	-	(5)	-	-
From Freestate Link Diocese restricted fund to general fund to meet current year expenditure	1	-	(1)	-	-
	<u>(4,675)</u>	<u>(51)</u>	<u>6,922</u>	<u>(2,196)</u>	<u>-</u>

The funds that have been transferred have been used in line with any applicable restrictions and have been transferred to make the presentation of the expenditure more transparent. The spending of the funds has extinguished any restrictions.



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### 14. Net income for the year

<i>These are stated after charging:</i>	<b>2019</b> <b>£000</b>	2018 £000
Fees payable to the auditor for audit services	<b>18</b>	17
Fees payable to the auditor for non audit services	<b>3</b>	1
Whalley Abbey Conference House Trading Deficit	<b>183</b>	136
	<u><u>          </u></u>	<u><u>          </u></u>

### 15. Staff numbers and costs

The average number of people employed during the year was 49.0 (2018: 54.0) of this 3.0 (2018: 4.0) were sessional workers employed at Whalley Abbey and in Social Responsibility Projects.

The full-time equivalent employees during the year, including sessional workers, has been analysed by department.

	<b>2019</b>	2018
Enablers and Obligations	<b>19.6</b>	19.2
Whalley Abbey Conference House	<b>9.0</b>	10.2
Vision 2026 Coordinator	<b>1.3</b>	1.0
Suffragan Bishops' Secretaries	<b>-</b>	0.3
Growing Leaders	<b>4.2</b>	3.7
Making Disciples	<b>2.5</b>	1.7
Being Witnesses including Social Responsibility Projects	<b>1.2</b>	1.4
Urban Evangelists	<b>1.8</b>	0.6
	<u><u>39.6</u></u>	<u><u>38.1</u></u>

Certain of the costs with reference to the staff numbers analysis by department above, are recovered from DBE Services Ltd (0.4) and Blackburn Diocesan Board of Education (1.0), Strategic Development Funding (1.8).

The aggregate payroll costs of all employees were as follows:

	<b>2019</b> <b>£000</b>	2018 £000
Wages and salaries	<b>1,230</b>	1,179
Redundancy and settlement payments	<b>39</b>	-
Social security costs	<b>111</b>	107
Other pension costs	<b>196</b>	200
	<u><u>1,576</u></u>	<u><u>1,486</u></u>

There was one employee whose salary was in excess of £60,000 in the band £70,000 to £80,000 (2018: one employee in the band £60,000 to £70,000). Pension contributions in respect of this employee were £30,034 (2018: £27,538).

#### **Remuneration of key management personnel**

Key management personnel are deemed to be those having authority and responsibility, delegated to them by the trustees, for planning, directing and controlling the activities of the Diocese. During 2019 they were:

Diocesan Secretary and Company Secretary:	Canon Graeme Pollard
Head of Finance and Deputy Diocesan Secretary	Mrs Ruth McGaughey

Remuneration, pensions and expenses for these 2 employees amounted to £198,524 (2018: £274,008 for 5 employees of whom 2 left the BDBF during 2018 and one resigned as Deputy Diocesan Secretary in January 2019).

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In addition to the foregoing numbers of persons employed by the charitable company in 2019 there were 161.2 (2018: 160.8) full time equivalent stipendiary clergy in post in the Diocese. These may be analysed as follows:

	2019	2018
Archdeacons	1.7	2.0
Incumbents	134.3	133.2
Assistant Curates	24.2	24.6
Lay Workers	1.0	1.0
	<u>161.2</u>	<u>160.8</u>

The average number of stipendiary clergy in post during 2019 was 173 (2018: 172.5).

Although not employed by the charitable company the payroll costs of the above persons are met by the charitable company and are included in the financial statements. The aggregate payroll costs of the above persons are as follows:

	2019 £000	2018 £000
Stipend	4,151	4,085
Redundancy and settlement payments	26	-
Social security costs	327	323
Apprenticeship Levy	19	19
Pension costs - current year	1,103	1,076
- interest costs	62	47
	<u>5,688</u>	<u>5,550</u>

### Trustees' emoluments

	Average number of directors	
	2019	2018
Directors	<u>24.5</u>	<u>23.5</u>

No trustee received any remuneration for services as Trustee. The Trustees received travelling and out of pocket expenses, totalling £14,602 (2018 - £16,658) in respect of General Synod duties, duties as archdeacon or area dean, and other duties as Trustees.

Trustees who are also licensed stipendiary clergy and archdeacons in the Diocese were in receipt of a stipend and housing provided by the BDBF during the year. The BDBF is also responsible for the provision of housing for the Suffragan Bishop but excluding the Diocesan Bishop and cathedral staff.

## 16. Pension schemes

### Church of England Funded Pension Scheme

The BDBF participates in the Church of England Funded Pensions Scheme for stipendiary clergy. This scheme is administered by the Church of England Pensions Board, which holds the assets of the schemes separately from those of the Employer and the other participating employers.

Each participating employer in the scheme pays contributions at a common contribution rate applied to pensionable stipends.

The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This means it is not possible to attribute the Scheme's assets and liabilities to specific employers and that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are contributions payable towards benefits and expenses accrued in that year, plus any impact of deficit contributions (see below).

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A valuation of the Scheme is carried out once every three years. The most recent Scheme valuation completed was carried out at 31 December 2018. The 2018 valuation revealed a deficit of £50m, based on assets of £1,818m and a funding target of £1,868m, assessed using the following assumptions:

- An average discount rate of 3.2% p.a.;
- RPI inflation of 3.4% p.a. (and pension increases consistent with this);
- Increase in pensionable stipends of 3.4% p.a.;
- Mortality in accordance with 95% if the S3NA\_VL tables, with allowance for improvement in mortality rates in line with the CMI2018 extended model with a long term annual rate of improvement of 1.5%, a smoothing parameter of 7 and an initial addition to mortality improvements of 0.5% p.a.

Following the 31 December 2018 valuation, a recovery plan was put in place until 31 December 2022 and the deficit recovery contribution (as a percentage of pensionable stipends) are as set out in the table below.

% of pensionable stipends	January 2018 to December 2020	January 2021 to December 2022
Deficit repair contributions	11.9%	7.1%

As at 31 December 2017 and 31 December 2018 the deficit recovery contributions under the recovery plan in force at that time were 11.9% of pensionable stipends until December 2025.

As at 31 December 2019 the deficit recovery contributions under the recovery plan in force were as set out in the above table.

For senior office holders, pensionable stipends are adjusted in the calculations by a multiple, as set out in the Scheme's rules.

Section 28.11A of FRS 102 requires agreed deficit recovery payments to be recognised as a liability. The movement in the balance sheet liability is set out in the table below.

	2019 £'000	2018 £'000
Balance sheet liability at 1 January	3,169	3,598
Deficit contribution paid	(463)	(459)
Interest cost (recognised in SoFA)	62	47
Remaining change to the balance sheet liability* (recognised in SoFA)	(1,720)	(17)
Balance sheet liability at 31 December	1,048	3,169

\* Comprises change in agreed deficit recovery plan and change in discount rate between year-ends.

This liability represents the present value of the deficit contributions agreed as at the accounting date and has been valued using the following assumptions set by reference to the duration of the deficit recovery payments:

	December 2019	December 2018	December 2017
Discount rate	1.1% pa	2.1% pa	1.4% pa
Price inflation	2.8% pa	3.1% pa	3.0% pa
Increase to total pensionable payroll	1.3% pa	1.6% pa	1.5% pa

The legal structure of the scheme is such that if another employer fails, the employer could become responsible for paying a share of that employer's pension liabilities.

### **Group Personal Pension Plan**

The BDBF participates in a defined contribution pension scheme. The assets of the pension scheme are held separately from those of the BDBF in an independently administered fund. The pension cost charge for the year represents contributions payable by the BDBF to the fund.

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### Church Workers Pension Fund

The BDBF (DBS) participates in the Defined Benefits Scheme section of the CWPF for lay staff. The Scheme is administered by the Church of England Pensions Board, which holds the assets of the schemes separately from those of the Employer and the other participating employers.

The Church Workers Pension Fund has a section known as the Defined Benefits Scheme, a deferred annuity section known as Pension Builder Classic and a cash balance section known as Pension Builder 2014.

The Defined Benefits Scheme ("DBS") section of the Church Workers Pension Fund provides benefits for lay staff based on final pensionable salaries.

For funding purposes, the DBS is divided into sub-pools in respect of each participating employer as well as a further sub-pool, known as the Life Risk Pool. The Life Risk Pool exists to share certain risks between employers, including those relating to mortality and post-retirement investment returns.

The division of the DBS into sub-pools is notional and is for the purpose of calculating ongoing contributions. They do not alter the fact that the assets of the DBS are held as a single trust fund out of which all the benefits are to be provided. From time to time, a notional premium is transferred from employers' sub-pools to the Life Risk Pool and all pensions and death benefits are paid from the Life Risk Pool.

It is not possible to attribute the scheme's assets and liabilities to specific employers, since each employer, through the Life Risk Pool, is exposed to actuarial risks associated with the current and former employees of other entities participating in the DBS. The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102 and as such contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are contributions payable towards benefits and expenses accrued in that year (2019: £68,006, 2018: £63,688), plus any impact of deficit contributions (2019: £-, 2018: £63,178).

If, following an actuarial valuation of the Life Risk Pool, there is a surplus or deficit in the pool and the Actuary so recommends, further transfers may be made from the Life Risk Pool to the employers' sub-pools, or vice versa. The amounts to be transferred (and their allocation between the sub-pools) will be settled by the Church of England Pensions Board on the advice of the Actuary.

A valuation of the DBS is carried out once every three years, the most recent having been carried out as at 31 December 2016. In this valuation, the Life Risk Section was shown to be in deficit by £2.6m and £2.6m was notionally transferred from the employers' sub-pools to the Life Risk Pool. This increased the Employer contributions that would otherwise have been payable. The overall deficit in the DBS was £26.2m.

Following the valuation, the Employer has entered into an agreement with the Church Workers Pension Fund to pay a contribution rate of 41.2% of pensionable salary and expenses of £2,900 per year.

The BDBF and the Blackburn Diocesan Board of Education (BDBE) are jointly in the scheme and the Directors will agree a split of the liability.

Section 28.11A of FRS 102 requires agreed deficit recovery payments to be recognised as a liability. The joint movement in the provision is set out below:

Joint Movement	2019 £'000	2018 £'000
Balance sheet liability at 1 January	-	-
Deficit contribution paid	-	(63)
Interest cost (recognised in SoFA)	-	-
Remaining change to the balance sheet liability*(recognised in SoFA)	-	63
Balance sheet liability at 31 December	-	-

\* Comprises change in agreed deficit recovery plan and change in discount rate between year-ends.

This liability represents the present value of the deficit contributions agreed as at the accounting date and has been valued using the following assumptions, set by reference to the duration of the deficit recovery payments:

	December 2019	December 2018	December 2017
Discount rate	0.00%	0.00%	0.00%

The legal structure of the scheme is such that if another employer fails, the employer could become responsible for paying a share of that employer's pension liabilities.

The next valuation of the scheme is being carried out as at December 2019.

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### **Parsonages Board Retirement Benefit Schemes**

The Parsonages Board Retirement Benefit Schemes contains one scheme with one member. It is a defined benefit scheme with the Ecclesiastical Insurance Group.

The scheme is not considered material within the assets of the Blackburn Diocesan Board of Finance and due to the cost to the charity of obtain information on the scheme the Blackburn Diocesan Board of Finance have not complied in full with the requirements of FRS102.

The deficit was recognised at 1 January 2014 based on the triannual valuation (2013) of £94,200. The SOFA has been charged with the future service contribution rate with the past service deficit reducing the balance sheet liability in the intervening years. The balance sheet deficit has been adjusted on receipt of the latest triannual valuation report (June 2019). The deficit recognised at 31 December 2019 is £121,500.

### 17. Analysis of grants made

	Nbr	Grants to Individuals	Grants to Institutions	2019 Total	2018 Total
<b>From Unrestricted Funds for national Church responsibilities</b>					
Contributions to Archbishops Council	5	-	401	<b>401</b>	392
Training	1	-	302	<b>302</b>	294
General Synod Expenses	10	6	8	<b>14</b>	12
<b>From Unrestricted Funds to</b>					
Grants to Ordinands	13	139	-	<b>139</b>	132
Grant to Board of Education	1	-	363	<b>363</b>	400
Charities nominated at Archdeacons Visitations	1	-	3	<b>3</b>	4
Churches Together In Lancashire	1	-	6	<b>6</b>	6
<b>From Designated Funds to</b>					
Parishes from Allchurches fund	7	-	26	<b>26</b>	50
<b>From Restricted Funds to</b>					
Parishes from Vision Grant Fund	16	-	98	<b>98</b>	73
Inter Diocesan Counselling Service from Stipends Fund	1	-	5	<b>5</b>	1
Ordinands from RME fund	17	22	-	<b>22</b>	17
Retired Clergy and Clergy Widows	198	56	-	<b>56</b>	47
Charities nominated at Bishops Harvest Appeal	2	-	22	<b>22</b>	24
Parishes from Lower Income Communities	64	-	112	<b>112</b>	-
Other Grants to Parishes	3	-	109	<b>109</b>	-
Other Grants to Clergy	2	3	-	<b>3</b>	-
Total Grants Payable	339	226	1,455	<b>1,681</b>	1,452

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### 18. Tangible fixed assets

	<i>Parsonages</i> £000	<i>Non Parsonages/ Land</i> £000	<b>Total Freehold land and buildings</b> £000	<b>Long leasehold buildings</b> £000	<b>Fixtures, fittings and office equipment</b> £000	<b>Total</b> £000
<b>Cost or valuation</b>						
At beginning of year	29,038	11,293	<b>40,331</b>	316	207	<b>40,854</b>
Additions	-	1,088	<b>1,088</b>	-	43	<b>1,131</b>
Disposals	(378)	(858)	<b>(1,236)</b>	-	(27)	<b>(1,263)</b>
Transfers	(2,664)	2,664	-	-	-	-
<b>At end of year</b>	<b>25,996</b>	<b>14,187</b>	<b>40,183</b>	<b>316</b>	<b>223</b>	<b>40,722</b>
<b>Depreciation</b>						
At beginning of year	-	829	<b>829</b>	255	111	<b>1,195</b>
Charge for year	-	67	<b>67</b>	10	23	<b>100</b>
Disposals	-	-	-	-	(27)	<b>(27)</b>
<b>At end of year</b>	<b>-</b>	<b>896</b>	<b>896</b>	<b>265</b>	<b>107</b>	<b>1,268</b>
<b>Net book value</b>						
<b>At 31 December 2019</b>	<b>25,996</b>	<b>13,291</b>	<b>39,287</b>	<b>51</b>	<b>116</b>	<b>39,454</b>
At 31 December 2018	29,038	10,464	39,502	61	96	39,659

Parsonage houses are legally vested in the incumbent (an "ecclesiastical corporation sole") as freeholder during his incumbency. Three features of the incumbent's freehold have significantly influenced the accounting treatment adopted in these financial statements. Firstly, the freeholder is not free to dispose of the house for personal benefit and is not responsible for maintaining the house. Secondly, proceeds of any sale, following a pastoral reorganisation which makes the house surplus, normally revert to the Diocesan Pastoral Account or Diocesan Stipends Fund. Thirdly, the Diocese is responsible for repair and maintenance, a responsibility which is currently carried out by the Diocesan Property Committee. The Diocese therefore carries both the benefits and obligations of ownership, and accordingly the financial statements include the parsonage houses together with other Diocesan land and buildings.

Parsonage houses and other Diocesan residential houses have been included in tangible fixed assets at cost, or valuation where cost was not available for houses purchased prior to 1998. The valuation attributed to each house was the mid-point (low point for the top two bands) of the council tax valuation banding applied to the house. The aggregate value of the houses valued in this way amounted to £21,006,000 (2018: £21,384,000).

### Heritage Asset

Whalley Abbey was bought from the Diocese of Manchester in 1926. It comprises substantial remains of a Cistercian Abbey founded in 1296 and dissolved in 1537.

The Abbey of St Mary the Virgin, also known as Locus Benedictus de Whalley was founded by Henry de Lacy, third Earl of Lincoln on the 4th April 1296. The Abbey had moved from the unfavourable site of Stanlaw into the Parsonage and other temporary buildings at Whalley in 1283, when there were 20 monks.

Excavation has uncovered the outlines of the church, surviving as foundations, as does the eastern claustral range and the polygonal Chapter House.

### The standing Abbey buildings and Conference House

The following notes are extracted from the Conservation Plan prepared in 2002.

The Conservation Plan was compiled under the direction of John Prichard (Lloyd Evans Prichard), architect accredited in building conservation, with architectural history advice from James Anderson and Clare Hartwell (Architectural History Practice), and archaeological advice from Jason Wood (Heritage Consultancy Services).

### North-East Gatehouse

The North-East Gatehouse dates to circa 1480, and was constructed to provide an impressive entrance to the Abbot's Lodging and *Clausum*, the sacred precinct. It echoes the earlier North-West Gatehouse with its two entrance ways, but is embellished with diagonal buttresses, crenellation, and a statue niche.

### Courtyard North Range

The Courtyard North Range may include some medieval content, but the present structures are principally seventeenth century, with nineteenth-century additions, and substantial late twentieth-century alterations to create the tea room, kitchen, and exhibition room. It is excluded from the scheduling.

### The Conference House

The Conference House is excluded from the scheduling, but it deserves its Grade I status and is of national significance. The individual components are considered below, and elements of significance discussed.

The central block includes original medieval fabric, such as the arch adjacent to the chapel, as well as medieval stonework which has probably been re-used from demolished structures, such as the window between the Dining Room and the kitchen. The nineteenth century interiors are a very good example of Gothic Revival/Arts and Crafts work; particularly noteworthy is the roof and fireplace in the Great Hall and the staircase decorated windows.

### The East Wing

The East Wing extends south from the chapel and comprises inter alia the Paslew Suite and the Peter of Chester room on the ground floor, and seven bedrooms on the first floor. The Paslew Suite and Peter of Chester room may incorporate medieval material, but they, and the bedrooms immediately above, were substantially rebuilt in the late sixteenth century, as evidenced by the mullioned windows in the east wall, the date stone (not always a true indicator and the dating of Forrest Historic by English Heritage during the 21stC refurbishment works. An extension was added in the mid-nineteenth century, with bedrooms above.

### The West Wing

The West Range was added in the 1860s, and was well designed externally to blend with the late seventeenth-century gabled north extension, and the remains of the Abbot's Kitchen and Long Gallery Range on the west.

The BDBF recognises its responsibility to preserve the heritage asset and is currently looking to raise funds to be able to undertake work on the ruins. It does not intend to acquire other heritage assets. Whalley Abbey grounds are open to the public to view the ruins but access is restricted to the buildings on the site.

The current asset value for Whalley Abbey is £0.9m after a major refurbishment of the house in 2004. The asset is being depreciated over 15 years to £0.5m. The depreciated value represents the value in the accounts of the whole site and is based on an indication made by a local surveyor. It is difficult to obtain an accurate valuation for the site as the ruins represent a continued liability for their maintenance and upkeep which considerably reduces the value of the asset if sold in its entirety.

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### 19. Investments and investment property

	Investment Property	Unlisted CBF investments	Others investments	Total investments
	£000	£000	£000	£000
<i>At valuation</i>				
At beginning of year	2,189	17,553	15	19,757
Additions	-	314	-	314
Disposals	(379)	(2)	-	(381)
Increase (decrease) in market value	988	2,648	-	3,636
	<hr/>	<hr/>	<hr/>	<hr/>
<b>At end of year</b>	<b>2,798</b>	<b>20,513</b>	<b>15</b>	<b>23,326</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<i>At historic cost</i>	579	10,706	15	11,300

Investment property is Diocesan glebe land vested in the DBF under the Endowments and Glebe Measure 1976 that is held for the purposes of producing income for clergy stipends. The glebe land is measured at fair value at the year end by an independent RICS registered valuer. The valuation has been undertaken in accordance with International and RICS Valuation Standards and has been based upon the valuer's experience in the valuation of agricultural, institutional and amenity land within the Lancashire and wider north-west region.

Unlisted investments are made up of Central Board of Finance investments in Church of England Investment Fund shares, Property Fund shares and Fixed Interest Securities. Other investments are made up of government treasury stock with various maturity dates.

### 20. Debtors

	<b>2019</b>	2018
	<b>£000</b>	£000
<b><i>Amounts receivable within one year</i></b>		
Prepayments and accrued income	<b>251</b>	227
Other debtors	<b>42</b>	56
Amount owed by related parties (Cidari Education)	<b>1</b>	1
Loans to parishes	<b>38</b>	18
Loans to individuals	<b>-</b>	3
	<hr/>	<hr/>
	<b>332</b>	305
	<hr/> <hr/>	<hr/> <hr/>
	<b>£000</b>	£000
<b><i>Amounts receivable after more than one year</i></b>		
Loans to parishes	<b>548</b>	516
Amount owed by related parties (Cidari Education)	<b>21</b>	26
	<hr/>	<hr/>
	<b>569</b>	542
	<hr/> <hr/>	<hr/> <hr/>



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### 21. Creditors

	2019 £000	2018 £000
<b>Amounts falling due within one year</b>		
Due to Churches Conservation Trust	-	45
Trade creditors	162	81
Other creditors (taxation and social security)	41	43
Other creditors	182	839
Accruals	147	147
Amounts owed to related parties (BDBE)	37	22
	<hr/>	<hr/>
	<b>569</b>	<b>1,177</b>
	<hr/> <hr/>	<hr/> <hr/>
	2019 £000	2018 £000
<b>Amounts falling due after more than one year</b>		
CCLA loans	550	550
Due to Churches Conservation Trust	157	157
Provisions for liabilities: Pension deficit	1,048	3,317
	<hr/>	<hr/>
	<b>1,755</b>	<b>4,024</b>
	<hr/> <hr/>	<hr/> <hr/>

The long term loans from CCLA are flexible loan facilities subject to a maximum repayment term of 10 years. There are no current plans to make any payments in the next 12 months.

The amount owed to Churches Conservation Trust is due on disposal of five redundant church buildings.

### 22. Commitments

Commitments at 31 December 2019, for which no provision has been made in these accounts, were as follows:

	2019 £000	2018 £000
Authorised, but not contracted:		
Parish Vision Grant Fund	228	186
Allchurches Grant Fund	18	63
Pastoral and Stipends Capital Fund	-	92
Clergy Housing Fund	139	193
Office Assets Fund	-	30
	<hr/>	<hr/>
	<b>385</b>	<b>564</b>
	<hr/> <hr/>	<hr/> <hr/>

### 23. Called up share capital

The charitable company is limited by guarantee, registered in England and does not have an authorised or allotted share capital.

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### 24. Net assets analysed by fund

	Tangible Fixed Assets	Fixed Asset Investment	Net Current Assets	Long term Creditor	Net assets as at 31 December 2019
	£000	£000	£000	£000	£000
General Fund	2,392	6,056	227	(1,466)	7,209
Designated Funds	-	480	2,064	-	2,544
<b>Total Unrestricted Funds</b>	<b>2,392</b>	<b>6,536</b>	<b>2,291</b>	<b>(1,466)</b>	<b>9,753</b>
Pastoral Account	9,280	-	820	(289)	9,811
Other Restricted Funds	-	272	1,383	-	1,655
<b>Total Restricted Funds</b>	<b>9,280</b>	<b>272</b>	<b>2,203</b>	<b>(289)</b>	<b>11,466</b>
Parsonage Houses Fund	25,996	970	-	-	26,966
Stipends Capital / Housing Fund	1,786	11,345	1,362	-	14,493
Other Endowment Funds	-	4,203	5	-	4,208
<b>Total Endowment Funds</b>	<b>27,782</b>	<b>16,518</b>	<b>1,367</b>	<b>-</b>	<b>45,667</b>
<b>Total</b>	<b>39,454</b>	<b>23,326</b>	<b>5,861</b>	<b>(1,755)</b>	<b>66,886</b>

### 25. Unrestricted funds

Unrestricted funds comprise those funds which are available for application for the general purposes of the charity as set out in its governing document. Movements on this fund are as follows:

	At 1 January 2019	Income	Expenditure	Gains and losses	Transfers	At 31 December 2019
	£000	£000	£000	£000	£000	£000
General Fund	4,408	8,270	(3,303)	2,509	(4,675)	7,209
Designated Funds						
Office Assets Fund	328	11	-	59	(31)	367
Parsonages Fund	229	-	(12)	-	110	327
Parish Vision 2026 Fund	419	1	-	-	-	420
Diocesan Vision Strategic Development Fund	729	-	-	-	(39)	690
Diocesan Vision 2026 Fund	369	75	(47)	-	(1)	396
Allchurches Trust Grant Fund	201	69	(29)	-	-	241
Other Designated Funds	231	1	(39)	-	(90)	103
	<b>2,506</b>	<b>157</b>	<b>(127)</b>	<b>59</b>	<b>(51)</b>	<b>2,544</b>

#### General Fund

The general reserve represents those assets held by the Board for carrying out its general activities. It provides the assets and liquidity for the Board to carry out its objectives, including statutory compliance, administration of funds and some housing. The Board's policy is to maintain sufficient levels of cash and liquid assets to cover short term fluctuations in incoming resources. The Board were satisfied that the general reserves at the year end were within acceptable levels compared to this policy.

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### Designated Funds

Fund	Application/purpose
Income for specific purposes Office Assets Fund	Designated to provide income to specific purposes in the parish share budget Designated for repairs, renovation or for buying a new building in the future.
Parsonages Fund	For repairs and disability adaptation on parsonages in excess of parish share budget
Parish Vision 2026 Loan Fund	Designated to provide some of the loans to parishes to continue their mission projects
Diocesan Vision Strategic Development Fund	Designated to provide match funding necessary for Strategic Development Funding applications
Diocesan Vision 2026 Fund	Designated to contingencies for the development of the diocesan vision
Allchurches Trust Grant Fund	The fund assists with funding the cost of diocesan projects, building administration costs, education, parish mission projects and major building works.

### 26. Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations, grants and investment income held on trust to be applied for specific purposes:

	At 1 January 2019 £000	Income £000	Expenditure £000	Gains and losses £000	Transfers £000	At 31 December 2019 £000
Diocesan Pastoral Account	6,330	645	(315)	-	3,152	9,812
Diocesan Stipends Fund Income Account	-	1,046	(6,094)	-	5,048	-
Social Responsibility Projects	156	18	(28)	-	-	146
Parish Vision 2026 Grant Fund	320	28	(98)	-	-	250
Bishops Clergy Widows Fund	592	74	(59)	8	-	599
Bishops Ordination Fund	144	16	(2)	-	(8)	150
Resourcing Ministerial Education (RME) Fund	10	216	(186)	-	-	41
Bishop's Harvest Appeal	21	23	(23)	-	-	21
Bishop's Clergy in Need Fund	37	-	(2)	-	-	35
SDF Funded Projects	10	981	(1,057)	-	-	(66)
Lower Income Communities Funding	-	1,284	(112)	-	(1,172)	-
Parish Pastoral Fund	189	159	-	-	(31)	316
Other Restricted Funds	149	89	(10)	-	(66)	172
	<u>7,958</u>	<u>4,579</u>	<u>(7,985)</u>	<u>(8)</u>	<u>6,922</u>	<u>11,466</u>

The specific purposes for which the funds are to be applied are as follows:

Fund	Application/purpose
Diocesan Pastoral Account	<p>Purposes are laid down in Section 78 of the Pastoral Measure 1983, the main purposes being:</p> <ul style="list-style-type: none"> <li>• Costs incurred for the purposes of the Measure or any scheme or order made by the measure except for salaries of regular diocesan employees</li> <li>• Costs of disposing of or maintaining houses or churches vested in the DBF or Commissioners</li> <li>• For the benefit of another diocese</li> <li>• Transfer to the DSF Capital or Income Funds</li> </ul>
Diocesan Stipends Fund Income Account	<p>Subject to any charges imposed by the scheme or order the fund shall be applied to:</p> <ul style="list-style-type: none"> <li>• Provide or augment stipends of incumbents, assistant curates and others engaged in the cure of souls in the Diocese</li> <li>• Meet expenses incurred in repairing and maintaining parsonage houses</li> </ul>

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	<ul style="list-style-type: none"><li>• Paying secondary Class 1 contributions in respect of ministers not employed under a contract of service</li><li>• Defray sequestrators' expenses</li></ul>
Social Responsibility Projects	The Social Responsibility section of the Parish Mission Support Department receives funding for specific projects and for its general costs relating to those projects. Project funding is restricted to the project it has been requested for and approved expenditure is applied against the funding in accordance with the funders rules. The individual funders usually monitor the expenditure of these projects. Donations are occasionally received which are for project work but not restricted to a specific project. These are applied against the central costs of the project work.
Parish Vision 2026 Grant Fund	The Grant Fund exists to enable parishes to fulfil mission opportunities, normally through the appointment of lay workers.
Bishops Clergy Widows Fund	The Bishop's Clergy Widows Fund is used to help clergy widows and retired clergy in cases of financial hardship, particularly with housing costs. It funds the cost of social events and the cost of the Diocesan Officer and Bishop's visitors.
Bishops Ordination Fund	The Ordination Fund is used to assist with meeting the costs of Ordinands in training.
Bishop's Harvest Appeal	Each year the Bishop selects a charity to benefit from his Harvest Appeal. Parishes, Schools and individuals within the Diocese collect money in support of this charity and the monies are distributed by the Diocese in accordance with the appeal.
Bishop's Clergy Fund	The fund was established by transfer of some of the Extra Mission and Ministry funds received from the Archbishops' Council 2008 – 2010. Grants from the fund are awarded at the discretion of the Bishop, to serving clergy in the Diocese.
Resourcing Ministerial Education (RME) Fund	Specific funding for Ordinands in training from National Church.
Strategic Development Fund, Funded Projects	Specific funding for the Outer Estates project and Preston Resourcing parish from National Church
Lower Income Communities Fund	Funding to promote the growth of churches in Lower Income Communities
Parish Pastoral Fund	This fund reflects monies ring fenced from the sale of a vicarage in a parish where no scheme for pastoral re-organisation is currently in place. The monies must be held until either a vicarage is purchased, or a scheme is put in place.

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### 27. Endowment funds

The endowment funds are held on trust to be retained for the benefit of the charity as a capital fund. Where the whole of the fund must be permanently maintained it is known as permanent endowment. Where there is power of discretion to convert endowed funds into income, the fund is classified as expendable endowment.

	At 1 January 2019 £000	Income £000	Expenditure £000	Gains and losses £000	Transfers £000	At 31 December 2019 £000
<b>Expendable endowment</b>						
Diocesan Stipends Fund Capital Account	12,534	43	(24)	2,018	(78)	14,493
Parsonage Houses Fund	29,856	198	(1,122)	152	(2,118)	26,966
	<u>42,390</u>	<u>241</u>	<u>(1,146)</u>	<u>2,170</u>	<u>(2,196)</u>	<u>41,459</u>
<b>Permanent endowment</b>						
Bishops Clergy Widows Fund	1,767	-	-	330	-	2,097
Maintenance of the Ministry	245	-	-	46	-	291
General purposes	298	-	-	64	-	362
Whalley Abbey	134	-	-	25	-	159
Other endowments	87	-	-	8	-	95
Stipends	1,051	-	-	153	-	1,204
	<u>3,582</u>	<u>-</u>	<u>-</u>	<u>626</u>	<u>-</u>	<u>4,208</u>
	<u>45,972</u>	<u>241</u>	<u>(1,146)</u>	<u>2,796</u>	<u>(2,196)</u>	<u>45,667</u>

#### **Expendable endowments**

##### **The Diocesan Stipends Fund Capital Account**

This fund represents the value of glebe property and investments at the balance sheet date.

The account is governed by the Diocesan Stipends Fund Measure 1953 as amended by the Endowments and Glebe Measure 1976, the National Institutions Measure 1998, and the Miscellaneous Provisions Measure 1992.

Income arises from the sale of glebe assets, the transfer of parsonage sale money, transfers from the DSF Income account, as well as gifts, bequests and donations.

The main function of the fund is to produce income for the stipends, but it may also be used for other purposes including: acquiring glebe property, investing in a subsidiary, developing and protecting glebe amenities, investment, discharging loans and levies on glebe, improving parsonage houses and discharging any loans made by the Church Commissioners under the Endowments and Glebe Measure 1976.

##### **Parsonages Houses fund**

This fund represents the value of benefice houses at the balance sheet date, together with the Parsonages Building Fund held by the Church Commissioners and investments held by the Parsonages Board. The houses are used to provide accommodation for the parochial clergy.

The Diocese is not free to dispose of the houses except in accordance with the appropriate measure. There is provision for the net proceeds of sale to be applied to either the Diocesan Pastoral Account or Diocesan Stipends Fund Capital once a disposal has been effected.

#### **Permanent endowments**

The permanent endowments are established under a variety of trust deeds and documents which require the funds to be held in perpetuity. The income of the funds is to be applied to the Bishops Clergy Widows fund, Maintenance of the Ministry fund, General purposes fund, Diocesan Stipends Income fund, Whalley Abbey fund and other smaller endowment funds.

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### 28. Related parties' transactions

During the year the company shared office space with the Blackburn Diocesan Board of Education, Cidari Education Ltd and Blackburn Cathedral. Shared expenditure has been recharged at cost.

	2019 Recharges (excl. VAT)	2019 Grants made to related parties	2018 Recharges (excl. VAT)	2018 Grants made to related parties
	£	£	£	£
Blackburn Diocesan Board of Education	23,678	365,001	30,405	400,099
Cidari Education Ltd	10,776	-	10,051	-
Blackburn Cathedral	-	22,500	-	30,000

During the year £102,277 has been paid to the All Saints Centre for Mission and Ministry for training of readers and ordinands (2018: £60,709). The BDBF has also received £20,643 from the All Saints Centre for Mission and Ministry for the seconded tutor (2018: £17,973).

At the year end the balances due from related parties were as follows:

	Outstanding Trade Balances at 31/12/2019	Outstanding Loan Balances at 31/12/2019	Outstanding Trade Balances at 31/12/2018	Outstanding Loan Balances at 31/12/2018
	£	£	£	£
Cidari Education Ltd	21,949	-	28,054	-
Blackburn Cathedral	-	425,340	-	425,340

At 31 December 2019 there was a balance due to the Blackburn Diocesan Board of Education of £37,694 (2018: £21,673).

During the year donations received from trustees amounted to £3,980 (2018: £2,840). No donations have been received from key management personnel (2018: £1,200).

### 29. Financial instruments

	2019 £000	2018 £000
Financial assets measured at fair value	23,326	19,757
Financial assets measured at amortised cost	6,426	6,623
Financial liabilities measured at amortised cost	2,167	4,999
Financial liabilities measured at fair value	157	202

Financial assets measured at fair value comprise investments.

Financial assets measured at amortised cost comprise cash, trade debtors, other debtors and receivables and parish loans.

Financial liabilities measured at amortised cost comprise accruals, other creditors, the Clergy Pension Scheme liability and amounts held for other bodies.

Financial liabilities measured at fair value comprise value linked loans.

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### 30. Funds held as custodian trustee

The BDBF is custodian trustee of assets held on permanent trust by virtue of the Parochial Church Councils (Powers) Measure 1956 and the Incumbents and Churchwardens (Trusts) Measure 1964 where the managing trustees are parochial church councils and others. PCC trust investment assets held by the BDBF have been summarised below at market value:

	2019 £000	2018 £000
CBF Church of England Deposit fund	5,341	4,031
CBF Church of England Investment fund	9,784	8,519
CBF Church of England Fixed Interest fund	370	362
CBF Church of England Property fund	64	66
Other	44	44
Cash at bank	3	3
Total assets held as custodian trustee	<u>15,606</u>	<u>13,025</u>

The BDBF also acts as custodian trustee in relation to Parochial Church Council (PCC) property. These assets are held separately to those of the BDBF.

### 31. Effect of COVID 19 on Investments, investment property and debtors

	Investment Property £000	Unlisted CBF investments £000	Others investments £000	Total investments £000
<i>At valuation</i>				
At end of year	2,798	20,513	15	23,326
Decrease in market value				
As at 12 May 2020	-	(936)	-	(936)
<b>At end of year</b>	<u>2,798</u>	<u>19,577</u>	<u>15</u>	<u>22,390</u>

The investment of the company have suffered a post balance sheet reduction in value of £936,000 following the Covid 19 pandemics initial effect on the economy.

The Directors do not consider that the debtors have any less recoverability due to the pandemic.

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### 32. Prior year comparative Statement of Financial Activities

	Unrestricted funds		Restricted funds £000	Endowment funds £000	Total funds
	General £000	Designated £000			2018 £000
Income and endowments from:					
Donations and legacies					
Parish contributions	7,403	-	-	-	7,403
Archbishops' Council and Church commissioners	-	-	1,554	-	1,554
Other	46	138	220	20	424
Charitable activities: statutory fees, chaplaincy and other income	164	22	607	-	793
Other trading activities	297	-	55	222	574
Investments	163	21	491	29	704
Other	6	1	56	876	939
<b>Total Income and endowments</b>	<b>8,079</b>	<b>182</b>	<b>2,983</b>	<b>1,147</b>	<b>12,391</b>
Expenditure on:					
Raising funds	262	-	8	6	276
Charitable activities	3,015	179	6,723	1,346	11,263
<b>Total Expenditure</b>	<b>3,277</b>	<b>179</b>	<b>6,731</b>	<b>1,352</b>	<b>11,539</b>
Net income/(expenditure) before investments	4,802	3	(3,748)	(205)	852
Net (loss)/gains on investments	(22)	(21)	8	(111)	(146)
Net income/(expenditure) before transfers	4,780	(18)	(3,740)	(316)	706
Transfers between funds	(3,235)	(1,358)	3,314	1,279	-
Net income/(expenditure) before other recognised gains and losses	1,545	(1,376)	(426)	963	706
Other recognised gains/(losses)					
Gain/(loss) on revaluation of fixed assets	-	-	-	293	293
Loss on defined benefit pension schemes	(46)	-	-	-	(46)
Net movement in funds	1,499	(1,376)	(426)	1,256	953
Reconciliation of funds					
Total funds at 1 January 2018	2,909	3,882	8,384	44,716	59,891
Total funds at 31 December 2018	4,408	2,506	7,958	45,972	60,844

### 33. Prior year comparative Parish contributions

	Unrestricted funds		Restricted funds £000	Endowment Funds £000	Total funds
	General £000	Designated £000			2018 £000
Parish share					
Current year's allocation	8,314	-	-	-	8,314
Provision for Share Support Fund	(911)	-	-	-	(911)
	<b>7,403</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,403</b>



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### 34. Prior year comparative Archbishops' Council and Church Commissioners

	Unrestricted Funds		Restricted Funds £000	Endowment Funds £000	Total funds 2018 £000
	General	Designated			
	£000	£000			
Lowest Income Communities Funding	-	-	1,244	-	1,244
Resourcing Ministerial Education Block Grant	-	-	133	-	133
Mixed-mode ordinands grant	-	-	12	-	12
Strategic Capacity Funding	-	-	32	-	32
Strategic Development Funding	-	-	133	-	133
	<u>-</u>	<u>-</u>	<u>1,554</u>	<u>-</u>	<u>1,554</u>
	<u>-</u>	<u>-</u>	<u>1,554</u>	<u>-</u>	<u>1,554</u>

### 35. Prior year comparative Other donations

	Unrestricted Funds		Restricted Funds £000	Endowment Funds £000	Total funds 2018 £000
	General	Designated			
	£000	£000			
Allchurches Trust	-	130	-	-	130
Donations	32	8	89	16	145
Legacies	-	-	-	-	-
Other Grants	14	-	131	4	149
	<u>46</u>	<u>138</u>	<u>220</u>	<u>20</u>	<u>424</u>
	<u>46</u>	<u>138</u>	<u>220</u>	<u>20</u>	<u>424</u>

### 36. Prior year comparative Charitable activities

	Unrestricted Funds		Restricted Funds £000	Endowment Funds £000	Total funds 2018 £000
	General	Designated			
	£000	£000			
Statutory fees; chaplaincy income	-	-	549	-	549
Church Commissioners -Guaranteed annuities	-	-	3	-	3
Recharge of staff costs	10	-	37	-	47
Whalley Abbey Conference House	92	-	-	-	92
Social Responsibility projects fees	-	-	17	-	17
Sale of publications	-	21	-	-	21
Income for training courses	21	-	-	-	21
Other fees/sales	41	1	1	-	42
	<u>164</u>	<u>22</u>	<u>607</u>	<u>-</u>	<u>793</u>
	<u>164</u>	<u>22</u>	<u>607</u>	<u>-</u>	<u>793</u>

### 37. Prior year comparative Other trading activities

	Unrestricted funds		Restricted Funds £000	Endowment Funds £000	Total funds 2018 £000
	General	Designated			
	£000	£000			
Rental Income	88	-	55	221	364
Whalley Abbey Conference House	153	-	-	-	153
Accounting and Legal services	49	-	-	-	49
Other fees/sales	7	-	-	1	8
	<u>297</u>	<u>-</u>	<u>55</u>	<u>222</u>	<u>574</u>
	<u>297</u>	<u>-</u>	<u>55</u>	<u>222</u>	<u>574</u>

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### 38. Prior year comparative Investment Income

	Unrestricted funds		Restricted	Endowment	Total funds
	General	Designated	Funds	Funds	2018
	£000	£000	£000	£000	£000
Dividends receivable	152	20	447	29	648
Interest receivable	11	1	9	-	21
Rents receivable	-	-	35	-	35
	<u>163</u>	<u>21</u>	<u>491</u>	<u>29</u>	<u>704</u>

### 39. Prior year comparative Other income

	Unrestricted funds		Restricted	Endowment	Total funds
	General	Designated	Funds	Funds	2018
	£000	£000	£000	£000	£000
Gains on disposal of fixed assets	-	-	56	876	932
Whalley Abbey Insurance Claim	-	-	-	-	-
Loan interest	6	1	-	-	7
	<u>6</u>	<u>1</u>	<u>56</u>	<u>876</u>	<u>939</u>

### 40. Prior year comparative Cost of raising funds

	Unrestricted funds		Restricted	Endowment	Total funds
	General	Designated	Funds	Funds	2018
	£000	£000	£000	£000	£000
Social Responsibility Team	-	-	-	-	-
Parish share					
Secretariat	7	-	-	-	7
Archdeacons	-	-	6	-	6
Bishop's Harvest Appeal	-	-	1	-	1
Investment Management Costs	4	-	1	6	11
Whalley Abbey Rents	6	-	-	-	6
Fundraising Trading Whalley Abbey	245	-	-	-	245
	<u>262</u>	<u>-</u>	<u>8</u>	<u>6</u>	<u>276</u>

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### 41. Prior year comparative Expenditure on charitable activities

	Unrestricted funds		Restricted	Endowment	Total funds
	General	Designated	Funds	Funds	2018
	£000	£000	£000	£000	£000
<b>Contributions to Archbishops' Council</b>					
Training for ministry	294	-	-	-	294
National Church responsibilities	234	-	-	-	234
Grants and provisions	26	-	-	-	26
Mission Agency pension contributions	3	-	-	-	3
Retired clergy housing costs (CHARM)	99	-	-	-	99
Pooling of ordinand candidates costs	30	-	-	-	30
General Synod expenses	12	-	-	-	12
	<u>698</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>698</u>
<b>Parish ministry</b>					
Stipends & National Insurance	-	-	4,411	-	4,411
Pension contributions	47	-	1,046	-	1,093
Housing costs	77	10	438	1,346	1,871
Community Centre Impairment	-	-	-	-	-
Removal, resettlement and other grants	-	-	206	-	206
Other expenses	-	1	19	-	20
	<u>124</u>	<u>11</u>	<u>6,120</u>	<u>1,346</u>	<u>7,601</u>
Support for ministry	1,577	36	135	-	1,748
Whalley Abbey Conference House	205	-	-	-	205
Whalley Abbey House Renovation	-	-	57	-	57
Redundant churches	-	-	57	-	57
SDF Outer Estates Project	-	57	161	-	218
Social Responsibility Projects	-	-	40	-	40
Grants to Parishes, individuals and other charities	11	50	145	-	206
Sale of Publications	-	25	-	-	25
Miscellaneous Expenses	-	-	8	-	8
	<u>1,793</u>	<u>168</u>	<u>603</u>	<u>-</u>	<u>2,564</u>
<b>Expenditure on education</b>					
Grants for the work of the Board	400	-	-	-	400
	<u>400</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>400</u>
<b>Charitable activities</b>	<u><u>3,015</u></u>	<u><u>179</u></u>	<u><u>6,723</u></u>	<u><u>1,346</u></u>	<u><u>11,263</u></u>

### 42. Prior year comparative Analysis of expenditure including allocation of support costs

	Activities	Grant	Management	Total
	undertaken	funding of	Admin	
	directly	Activities	Support	2018
	£000	£000	£000	£000
Fundraising Trading Whalley Abbey	245	-	-	245
Cost of raising funds	12	-	19	31
Contributions to Archbishops' Council	-	698	-	698
Resourcing ministry and mission	9,209	206	750	10,165
Education	-	400	-	400
	<u>9,466</u>	<u>1,304</u>	<u>769</u>	<u>11,539</u>

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### 43. Prior year comparative Analysis of support costs

	Unrestricted funds		Restricted	Endowment	Total funds
	General	Designated	Funds	Funds	2018
	£000	£000	£000	£000	£000
Raising Funds	7	-	6	6	19
Central Administration	393	-	-	160	553
Governance costs					
Secretariat	50	-	-	-	50
Accounting and Finance Office	36	-	-	-	36
Audit & accountancy fees	18	-	-	-	18
Diocesan Synod costs	12	-	-	-	12
DBF Executive and Bishop's Council Meetings	11	-	-	-	11
Chancellor and Registrar Fees	70	-	-	-	70
	<u>597</u>	<u>-</u>	<u>6</u>	<u>166</u>	<u>769</u>

### 44. Prior year comparative Net assets analysed by fund

	Tangible	Fixed Asset	Net Current	Long term	Net assets as at
	Fixed Assets	Investment	Assets	Creditor	31 December
	£000	£000	£000	£000	2018
					£000
General Fund	2,366	5,268	509	(3,735)	4,408
Designated Funds	-	410	2,096	-	2,506
<b>Total Unrestricted Funds</b>	<u>2,366</u>	<u>5,678</u>	<u>2,605</u>	<u>(3,735)</u>	<u>6,914</u>
Pastoral Account	6,391	-	228	(289)	6,330
Other Restricted Funds	-	280	1,348	-	1,628
<b>Total Restricted Funds</b>	<u>6,391</u>	<u>280</u>	<u>1,576</u>	<u>(289)</u>	<u>7,958</u>
Parsonage Houses Fund	29,038	817	1	-	39,856
Stipends Capital / Housing Fund	1,864	9,404	1,266	-	12,534
Other Endowment Funds	-	3,578	4	-	3,582
<b>Total Endowment Funds</b>	<u>31,902</u>	<u>13,799</u>	<u>1,271</u>	<u>-</u>	<u>45,972</u>
<b>Total</b>	<u><b>39,659</b></u>	<u><b>19,757</b></u>	<u><b>5,452</b></u>	<u><b>(4,024)</b></u>	<u><b>60,844</b></u>

### 45. Prior year comparative Unrestricted funds

	At 1 January	Income	Expenditure	Gains and losses	Transfers	At 31
	2018					December
	£000	£000	£000	£000	£000	2018
						£000
<b>General Fund</b>	<u>2,909</u>	<u>8,079</u>	<u>(3,277)</u>	<u>(68)</u>	<u>(3,235)</u>	<u>4,408</u>
<b>Designated Funds</b>						
Income for specific purposes	1,085	-	-	(16)	(1,069)	-
Office Assets Fund	340	10	(3)	(5)	(14)	328
Parsonages Fund	295	3	(10)	-	(59)	229
Parish Vision 2026 Fund	319	-	-	-	100	419
Diocesan Vision Strategic Development Fund	756	-	-	-	(27)	729
Diocesan Vision 2026 Fund	357	75	(57)	-	(6)	369
Allchurches Trust Grant Fund	300	65	(64)	-	(100)	201
Other Designated Funds	430	29	(45)	-	(183)	231
	<u>3,882</u>	<u>182</u>	<u>(179)</u>	<u>(21)</u>	<u>(1,358)</u>	<u>2,506</u>

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### 46. Prior year comparative Restricted funds

	At 1 January 2018 £000	Income £000	Expenditure £000	Gains and losses £000	Transfers £000	At 31 December 2018 £000
<b>Restricted Funds</b>						
Social Responsibility Projects	177	20	(41)	-	-	156
Diocesan Pastoral Account	6,824	66	(373)	-	(187)	6,330
Diocesan Stipends Fund				-		
Income Account	-	2,299	(5,872)		3,573	-
Parish Vision 2026 Grant Fund	366	27	(73)	-	-	320
Bishops Clergy Widows Fund	565	72	(53)	8	-	592
Bishops Ordination Fund	137	37	(2)	-	(28)	144
Resourcing Ministerial Education (RME) Fund	1	133	(124)	-	-	10
Bishop's Harvest Appeal	23	22	(24)	-	-	21
Bishop's Clergy in Need Fund	37	-	-	-	-	37
Parish Pastoral Fund	188	1	-	-	-	189
Other Restricted Funds	66	306	(169)	-	(44)	159
	<u>8,384</u>	<u>2,983</u>	<u>(6,731)</u>	<u>8</u>	<u>3,314</u>	<u>7,958</u>

### 47. Prior year comparative Endowment funds

	At 1 January 2018 £000	Income £000	Expenditure £000	Gains and losses £000	Transfers £000	At 31 December 2018 £000
<b>Endowment Funds</b>						
<i>Expendable endowment</i>						
Diocesan Stipends Fund						
Capital Account	11,423	876	(5)	240	-	12,534
Parsonage Houses Fund	29,681	255	(1,347)	(12)	1,279	29,856
	<u>41,104</u>	<u>1,131</u>	<u>(1,352)</u>	<u>228</u>	<u>1,279</u>	<u>42,390</u>
<i>Permanent endowment</i>						
Bishops Clergy Widows Fund	1,794	-	-	(27)	-	1,767
Maintenance of the Ministry	249	-	-	(4)	-	245
General purposes	300	-	-	(2)	-	298
Whalley Abbey	136	-	-	(2)	-	134
Other endowments	74	16	-	(3)	-	87
Stipends	1,059	-	-	(8)	-	1,051
	<u>3,612</u>	<u>16</u>	<u>-</u>	<u>(46)</u>	<u>-</u>	<u>3,582</u>
	<u>44,716</u>	<u>1,147</u>	<u>(1,352)</u>	<u>182</u>	<u>1,279</u>	<u>45,972</u>