

Arborfield and Barkham Parish Churches Trust

Charity No: 1056400

Annual Report and Accounts

1 January 2022 to 31 December 2022

Church Office,
The Rectory,
Church Lane,
Arborfield,
RG2 9HZ

Arborfield and Barkham Parish Churches Trust

Trustees Annual Report for the year ended 31 December 2022

Reference and Administrative Information

The Trustees present the report and accounts of Arborfield and Barkham Parish Churches Trust ("the Trust" or "Charity") for the year ended 31 December 2022. The accounts have been prepared in accordance with the Charities SORP (FRS102) [*Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)*].

The Trust is a registered charity (number 1056400) whose principal address is:

c/o The Church Office, The Rectory, Church Lane, Arborfield, Reading, Berkshire, RG2 9HZ.

Structure, Governance and Management

The Trust was originally established so that Arborfield and Barkham Parish Churches could jointly employ workers to assist in the mission of the Church. Since then Christ Church Wokingham has been established as an integral part of the group supporting the work of the Trust (*Christ Church Wokingham* was formerly known as *Church at the White House School*), and in 2017 a new church known as *Church at the Green* (CTG) was established as a plant from both Arborfield and Barkham churches.

The Charity's governing document is a Trust Deed dated 5 June 1996. The Trust is constituted as an unincorporated association. The Trust seeks to maintain at least six trustees to be representative of all the churches. New trustees are considered through discussion between the Chairman, the Trustees and the respective churchwardens, prior to the nominees being approached.

During the year the Trustees, representing the congregations of all the churches, were:

Ms Adedayo Ajibola	Arborfield	
Mr Andrew Bateman	Christ Church	Resigned 17 th January; Secretary until then
Rev'd Piers Bickersteth	CTG	
Mr Michael Byrne	Barkham	Treasurer
Mr Edward Clark	CTG	Chairman
Mrs Ellen Sofie Richardson	Christ Church	Acting Secretary (appointed 3 rd March)

The Trust Deed requires that the Trustees meet at least once in the calendar year. During 2022, the Trustees met on 3rd March, 3rd April and 30th June for routine business and at other times for specific confidential matters. Minutes of routine meetings are available on request to the parochial church councils (PCCs) of Arborfield, Barkham and Christ Church, Wokingham. The report and accounts are also available for viewing on the Charity Commission website after lodgement.

Arborfield and Barkham Parish Churches Trust

Trustees Annual Report for the year ended 31 December 2022

Objectives and Activities

The objects of the charity as set out in the Trust Deed are:

- To advance the Christian faith
- To relieve the distress of people in need, hardship or sickness and
- Other charitable purposes

During the year, employees of the Trust were as follows:

Rev Julian Bidgood	- Minister of Barkham Church
David Horrocks	- Leader of Barkham evening congregation
Rev Andy Kearns	- Associate Minister at Arborfield Church
Elizabeth Kent	- Church Office Administrator
Rev Joel Knight	- Minister of Christ Church Wokingham (from 1 st April)
Isobel Manning	- Administrator – maternity cover (from 7 th March)
Phil Rowlandson	- Ministry Trainee at CTG (until 31 st August)
Mellissa Tuthill	- Children's and Youth Worker

Trust staff employed in ministry look to assist all members of the various congregations in developing their knowledge of and trust in Jesus through biblical teaching and worship, the provision of pastoral care to church members and parish residents and a wide variety of outreach activities.

The Trust is a public benefit entity. The Trustees confirm that they have given due regard to the public benefit guidance published by the Charity Commission. This guidance requires that the charity has identifiable benefits and that these be of benefit to the public or a section of it. The objectives, activities, achievements and performance are required to be summarised in the annual report.

Our normal regular activities are a monthly meeting for older people (CAMEO), weekly groups for pre/younger teens (Friday Club), and assemblies at two local primary schools. The annual Holiday Bible Club has not run for the last 3 years, primarily because of the Covid 19 pandemic, and the churches are now reviewing whether this is still a viable and worthwhile activity.

Achievements and Performance

The Trust has continued to advance the Christian faith through the employment of 4 full-time ministers as well as a children's and youth worker, a ministry trainee (until August 2022) and administrative staff. Ministers are regularly involved in taking assemblies at local primary schools.

CAMEO has largely resumed operation following the Covid-19 pandemic, subject to the occasional need for members to maintain social distancing, and leaders have been in touch regularly by phone and help has been offered where appropriate. Friday Club has resumed operating as normal, meeting in Barkham Village Hall.

The Trust has continued to manage the finances of the CTG church plant through the restricted fund established for this purpose. Through CTG the Trust has contributed to community events at the Arborfield Green Community. It is envisaged that the Trust will continue to manage the finances for CTG for a few more years until the church is sufficiently established to become a separate charity with its own bank account.

Arborfield and Barkham Parish Churches Trust

Trustees Annual Report for the year ended 31 December 2022

Financial Review

Most of the Trust's income derives from the individual parochial church councils (PCCs) and the members of CTG. The PCCs in turn are funded by the donations of their church members. Donations from the members of CTG are put into the Trust's CTG restricted fund. Both the Arborfield and Barkham PCCs have underwritten the costs of CTG; in 2022 Barkham PCC has continued to make monthly transfers to the Trust's CTG fund.

The CTG reserves stood at £24,775 at the end of the year (2021 £19,898). This increase was mainly due to an external one-off donation. These reserves will give a good measure of financial security when CTG is in a position to be established as a separate charity in its own right with its own bank account.

The Trust prepares a budget for the year covering staff costs and Church office costs, and the costs of running CTG as well. Ministerial staff work primarily within a particular parish and the appropriate PCC pays monthly contributions to the Trust to cover their employment costs. Each PCC also makes monthly contributions to the Trust to cover the costs of administrative staff and running the Church office. CTG is included in the apportionment of these central costs, and the CTG apportionment is taken out of the CTG restricted fund.

In 2022 the Trust incurred significant and unusual expenditure on legal advice and in providing additional support to fulfil the Trust's obligations as an employer. The trustees are very grateful for a generous donation which more than covered this extra expenditure. Whilst the Trust does not expect such expenditure at anything like that level in subsequent years, it seems prudent to budget for a moderate amount of employee support each year.

The Holiday Bible Club (HBC) reserves stand unchanged at £2,875. The designated HBC reserve fund has been held to provide for any significant capital spend required in the following year and to enable any advance costs incurred to be covered in the event that HBC had to be cancelled or to cover any shortfall if bookings were significantly fewer than expected. With the future of HBC now under review, depending on the outcome, the trustees may need to consider reassigning these reserves.

The Trust does not seek to accumulate reserves and uses the resources at its disposal to further its objectives in the medium term. Each PCC takes prime responsibility for maintaining adequate reserves for continued employment of the staff serving their churches, and the Trust does not seek to duplicate cover with reserves of its own for this purpose. The Trust seeks to maintain unallocated (i.e. excluding restricted and designated funds) of between £15,000 and £30,000 in order to be able to manage cash flow and to fulfil its obligations under leasing and rental agreements. At the end of the year such unallocated reserves stood at £27,269 (2021 £22,172).

There are no funds materially in deficit.

Declaration

The Trustees declare that they have approved the Trustees report above.

Signed on behalf of the charity's Trustees by:



Ed Clark, Chairman



Ellen Sofie Richardson, Acting Secretary

Date of signature 02/03/2023

Arborfield and Barkham Parish Churches Trust

Statement of Financial Activities for the year ended 31 December 2022

	Notes	Un-restricted £	Restricted (Church at The Green) £	Restricted (Barkham Minister Housing) £	Restricted (Other) £	Total 2022 £	Total 2021 £
Income							
Income from PCCs		246,069	12,000	24,587	0	282,656	305,397
Income from personal donors		8,360	69,187		807	78,354	45,021
CTG external income			0			0	5,000
Tax recovered		2,090	13,904		139	16,133	10,668
Holiday Bible Club		0				0	0
PCC Events		708				708	0
Other event income		884	2,803			3,686	585
Sale of goods and services		0	0			0	0
Interest on savings/investments		171				171	3
Total income		258,282	97,893	24,587	946	381,708	366,673
Expenditure							
Charitable donations		0			946	946	500
Mission and training		0	1,025			1,025	1,000
Staff salaries etc	4	160,328	19,146			179,473	193,633
Staff housing etc	4	75,315				75,315	59,198
Property (5 Somerville Close)	4			6,040		6,040	6,443
Employee support		1,930				1,930	0
Diocesan Ministry Contribution			55,579			55,579	55,295
Staff expenses		704	973			1,677	1,193
CTG Running Costs			10,936			10,936	10,535
Holiday Bible Club		0				0	920
Other regular activities		995	19			1,014	284
Church events		708	2,973			3,681	279
Joint events		818	156			974	0
Shared resources		1,682	292			1,974	694
Office maintenance & equipment		680	297			977	326
IT		1,609	326			1,935	3,859
Electricity		898	392			1,291	986
Office supplies		475	208			683	887
Photocopier/Printer		654	286			940	820
Telephone		288	126			414	401
Insurance		1,419	270			1,689	1,720
Purchase of goods for sale		0	0			0	(0)
Bank charges		68	13			81	96
Governance		4,818				4,818	975
Other office costs		0				0	0
Total expenditure		253,389	93,016	6,040	946	353,392	340,045
Net income		4,892	4,877	18,547	0	28,316	26,628
Transfer between funds	13	0	0	0	0	0	0
Total funds brought forward		28,990	19,898	287,376	0	336,264	309,636
Total funds carried forward		33,882	24,775	305,923	0	364,581	336,264

There are no gains or losses other than those recognised in the Statement of Financial Activities and all activities are classed as continuing.

Arborfield and Barkham Parish Churches Trust

Balance Sheet as at 31 December 2022

	Notes	2022 £	2021 £
Fixed Assets			
Tangible Assets	5	422,911	422,911
Current Assets			
Debtors	6	12,897	11,229
Cash at bank		73,804	66,441
		86,701	77,671
Creditors: due within 1 year	7	47,483	47,139
Net Current (Liabilities)/Assets		39,218	30,532
Total Assets less current liabilities		462,129	453,443
Creditors: due after more than 1 year	8	97,548	117,179
Provisions for liabilities		0	0
Net assets		364,581	336,264
Represented by:			
Restricted Funds	9,10	330,699	307,274
Unrestricted Funds (designated and general)	10	33,882	28,990
		364,581	336,264

Arborfield and Barkham Parish Churches Trust

Statement of Cash Flows for the year ended 31 December 2022

	Notes	Unrestricted £	Restricted £	Total 2022 £	Total 2021 £
Cash flows from operating activities:					
<i>Net cash provided by (used in) operating activities</i>	11	2,485	23,424	25,910	34,175
Cash flows from financing activities:					
Repayments of borrowing		0	(18,547)	(18,547)	(17,687)
Cash inflows from new borrowing		0	0	0	0
<i>Net cash provided by (used in) financing activities</i>		0	(18,547)	(18,547)	(17,687)
Cash and cash equivalents brought forward		46,543	19,898	66,441	49,953
Cash and cash equivalents carried forward		49,029	24,775	73,804	66,441

The notes numbered 1 to 13 form part of these accounts.

Signed on behalf of the charity's Trustees by

M.R. Byrne

Michael Byrne, Treasurer

Ellen Sofie Richardson

Ellen Sofie Richardson, Acting Secretary

Date accounts approved by Trustees 02/03/2023

Arborfield and Barkham Parish Churches Trust

Notes to the Accounts for the year ended 31 December 2022

1. Basis of preparation

Basis of accounting

These accounts have been prepared on an accruals basis in accordance with:

- the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)
- the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102)
- and applicable charity law.

Change in basis of accounting

There has been no change to the basis of accounting since last year.

Changes to previous accounts

No changes have been made to accounts for previous years.

2. Accounting Policies

The following policies have been used in the preparation of these accounts:

Incoming Resources

All incoming resources are included in the accounts when the Trust is legally entitled to the income and the amount can be quantified with reasonable accuracy. Income is recognised in the period to which it relates.

Expenditure

All expenditure is accounted for inclusive of VAT, which cannot be recovered, on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Tangible Fixed Assets

The fixed asset (5 Somerville Close) shown on the Balance Sheet is shown at cost. The property is depreciated over 50 years only to the extent that the cost of the building materially exceeds residual value. Interest payments in respect of the mortgage on this property are included as an expense in the Statement of Financial Activities as they are incurred. An analysis reconciling the opening and closing carrying amounts of this fixed asset is provided at Note 5 below.

Operating Leases

Rentals payable under operating leases are included as an expense in the Statement of Financial Activities as they are incurred.

Debtors

Debtors are measured at their recoverable amounts.

Liabilities

Liabilities are measured at their settlement amount.

Concessionary Loans

Concessionary Loans are recognised and measured at the amount received or paid, with the carrying amount adjusted in subsequent years to reflect repayments and any accrued interest and adjusted if necessary for any impairment.

Staff Costs paid directly by PCCs

Some staff housing costs are paid directly by one or other of the PCCs. Such amounts are included in these accounts as both income ("Income from PCCs") and expenditure ("Staff housing etc").

Arborfield and Barkham Parish Churches Trust

Notes to the Accounts for the year ended 31 December 2022

3. Disclosures

There are no material uncertainties about the Trust's ability to continue.

The Trust is a public benefit entity.

Disclosure of Trustees' remuneration and benefits

In the reporting period none of the Trustees have been paid any remuneration or received any other benefits from an employment with the Trust or a related entity.

Disclosure of Trustees' expenses

In the reporting period no expenses have been incurred by Trustees in fulfilling their duties.

Disclosure of related party transactions

There are no related party transactions in the reporting period requiring disclosure.

Disclosure of audit, independent examination and other financial service fees

An independent examination fee of £1,050 has been included in these accounts.

Disclosure of staff costs and employee benefits

See Note 4 below.

Arborfield and Barkham Parish Churches Trust

Notes to the Accounts for the year ended 31 December 2022

4. Paid employees

	Notes	2022 £	2021 £
Staff costs consist of:			
Gross wages, salaries and benefits in kind		148,058	159,871
Employer's National Insurance costs		8,178	9,711
Pension:			
Pension contributions paid in the year		23,238	28,051
Pension deficit contribution paid (CEFPS)	12	0	(1,000)
Interest cost on pension deficit (CEFPS)	12	0	0
Remaining change to pension liability (CEFPS)	12	0	(3,000)
		179,473	193,633

The Trust also provides housing and pays council tax for staff employed as "ministers of religion" for whom this is recognised by HMRC as a non-taxable benefit.

	Notes	2022 £	2021 £
Housing costs consist of:			
Rental and water rates on rented property		66,975	50,929
Council tax		8,340	8,270
Mortgage interest, water rates and insurance on owned property		6,040	6,443
		81,355	65,642

The average number of employees in the year was 7.2 (2021: 6.7).

The average number of full-time equivalent employees in the year was 6.2 (2021: 6.2).

No member of staff was paid in excess of £60,000 during the year (2021: none).

5. Tangible Assets

	Freehold Land & Buildings £	Total £
Cost or Valuation		
At 01 January 2022	422,911	422,911
Additions	-	-
At 31 December 2022	<u>422,911</u>	<u>422,911</u>
Net Book Value 31 December 2022	<u>422,911</u>	<u>422,911</u>

Arborfield and Barkham Parish Churches Trust

Notes to the Accounts for the year ended 31 December 2022

6. Debtors

		2022	2021
	Notes	£	£
Trade debtors		0	0
Amounts owed by associated undertakings		431	379
Prepayments and accrued income		8,809	9,501
Other debtors		3,657	1,350
		12,897	11,229

7. Creditors: due within one year

		2022	2021
	Notes	£	£
Taxation and social security		2,008	2,400
Trade creditors		1,288	2,233
Amounts owed to associated undertakings		0	0
Accruals and deferred income		0	0
Other creditors (excluding loans/mortgage)		24,748	24,150
Mortgage	5	19,440	18,356
		47,483	47,139

8. Creditors: due after more than one year

		2022	2021
	Notes	£	£
Mortgage repayable from 1 to 5 years	5	89,342	80,689
Mortgage repayable after 5 years	5	8,206	36,489
		97,548	117,179

Arborfield and Barkham Parish Churches Trust

Notes to the Accounts for the year ended 31 December 2022

9. Fund Movements

Fund	Type	Notes	Balance 1st Jan 2022	Transfers	Income	Expenditure	Balance 31st Dec 2022
			£				£
Barkham Minister Housing	Restricted		287,376	0	24,587	6,040	305,923
Church at the Green (CTG)	Restricted		19,898	0	97,893	93,016	24,775
Specific Collections	Restricted		0	0	946	946	0
Holiday Bible Club	Designated		2,875	0	0	0	2,875
Friday Club	Designated		93	0	884	896	81
General	Unrestricted		26,022	0	257,398	252,493	30,926
Total	Restricted		307,274	0	123,427	100,002	330,699
Total	Unrestricted		28,990	0	258,282	253,389	33,882
	Total		336,264	0	381,708	353,392	364,581

Arborfield and Barkham Parish Churches Trust

Notes to the Accounts for the year ended 31 December 2022

10. Analysis of Net Assets between Funds

	Notes	Tangible Fixed Assets £	Current Assets £	Current Liabilities £	Loans Due after 1 year £	Total £
Restricted Funds						
Barkham Minister Housing		422,911		(19,440)	(97,548)	305,923
Church at the Green (CTG)			24,775			24,775
Special Collections			0			0
General Funds			61,926	(28,044)	0	33,882
		422,911	86,701	(47,483)	(97,548)	364,581

11. Reconciliation of net income/(expenditure) to net cash flow from operating activities

	Notes	Unrestricted £	Restricted £	Total 2022 £	Total 2021 £
Net income/(expenditure) for the reporting period (as per the Statement of Financial Activities)		4,892	23,424	28,316	26,628
Adjustments for:					
(Increase)/decrease in debtors		(1,668)		(1,668)	1,835
Increase/(decrease) in creditors		(739)		(739)	9,713
Transfers between funds		0	0	0	0
Non cash movement in pension fund (CEFPS)	12	0		0	(4,000)
Net cash provided by (used in) operating activities		2,485	23,424	25,910	34,175

12. Church of England Funded Pensions Scheme

The Disclosure Notice relating to the 2021 figures can be found in the 2021 Trust accounts.

In previous years Arborfield & Barkham Parish Churches Trust have participated in the Church of England Funded Pensions Scheme for stipendiary clergy, a defined benefit pension scheme, and in recent annual accounts have been required to include a Disclosure Notice related to a deficit in that scheme. However, by 31st December 2021 the deficit had been cleared and the Trust's liability had been reduced to zero as reflected in the 2021 Trust accounts. So there is no Disclosure Notice required for 2022, but this Note is provided as these (2022) accounts show figures for 2021 relating to this deficit.

13. Transfers between Funds

No transfers were made between funds in 2022.

**Independent examiner's report on the accounts to the Trustees of
Arborfield and Barkham Parish Churches Trust (charity number
1056400)
for the year ending 31 December 2022**

Responsibilities and basis of report

As the charity's Trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act. In carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Trust's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of both the ACCA and ACIE, both of which are listed bodies.

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

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed



Date: 4 March 2023

Name Jason Foxwell FCCA FCIE

Relevant professional qualification(s) or body

Chartered Certified Accountant
Fellow of the Association of Charity Independent Examiners

Address 39 Enfield Road
Poole
BH15 3LJ