

Arborfield and Barkham Parish Churches Trust

Charity No: 1056400

Annual Report and Accounts

1 January 2023 to 31 December 2023

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

Arborfield and Barkham Parish Churches Trust

Trustees Annual Report for the year ended 31 December 2023

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 2023. 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	resigned 31 st March 2023
Rev'd Piers Bickersteth	CTG	
Mr Michael Byrne	Barkham	Treasurer
Mr Edward Clark	CTG	Chairman
Mrs Ellen Sofie Richardson	Christ Church	Acting Secretary

The Trust Deed requires that the Trustees meet at least once in the calendar year. During 2023, the Trustees met on 7th January, 2nd March, 19th June, 25th September, 30th October and 27th November. Approved Minutes of meetings, redacted as necessary, are made available 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.

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Trustees Annual Report for the year ended 31 December 2023

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:

Associate Minister at Arborfield Church
Minister of Barkham Church
Leader of Barkham evening congregation
Minister of Christ Church Wokingham
Children's and Youth Worker (until 12th November)
Church Office Administrator

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.

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 (until November 2023) and administrative staff. Ministers are regularly involved in taking assemblies at local primary schools.

Both CAMEO and Friday Club have a good number of members and sufficient leaders to make these groups viable and worthwhile.

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.

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Trustees Annual Report for the year ended 31 December 2023

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 2023 Barkham PCC has continued to make monthly transfers to the Trust's CTG fund.

The CTG reserves stood at £26,697 at the end of the year (2022 £24,775), i.e. showing a modest increase over the year. 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 2023 the Trust incurred significant and unusual expenditure on legal advice and in providing additional support to fulfil the Trust's obligations as an employer, which expenditure the PCCs and CTG elders agreed to be shared across the churches. The associated income from PCCs is included in the PCC income figures in these accounts, and the trustees are very grateful for the churches' willingness to cover 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.

At the end of the year, the trustees decided to transfer the outstanding balance of £2,875 in the Holiday Bible Club (HBC) designated reserve fund to the General Fund as there seems to be no prospect of resurrecting HBC, or anything of a similar nature requiring that level of reserve funding in the foreseeable future.

The Trust does not seek to accumulate large reserves and uses the resources at its disposal to further its objectives in the medium term. Historically, each PCC has taken prime responsibility for maintaining adequate reserves for continued employment of the staff serving their churches, and the Trust has not sought to duplicate cover with reserves of its own for this purpose. However, the Trust is in on-going discussions with the PCCs over whether it would be better for the Trust to hold reserves to cover the employment of staff rather than these being held by the PCCs. For this reason the Trust has allowed unallocated reserves (i.e. excluding restricted and designated funds) to rise above the range of between £15,000 and £30,000 that was set in previous years. This range was set in order to be able to manage cash flow and to fulfil the Trust's obligations under leasing and rental agreements. At the end of the year such unallocated reserves stood at £35,099 (2022 £27,269).

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 24/03/2024

Arborfield and Barkham Parish Churches Trust

Statement of Financial Activities for the year ended 31 December 2023

	Notes	Un-restricted £	Restricted (Church at The Green) £	Restricted (Barkham Minister Housing) £	Restricted (Other) £	Total 2023 £	Total 2022 £
Income							
Income from PCCs		271,841	11,500	27,399	0	310,741	282,656
Income from personal donors		360	50,449		1,059	51,868	78,354
CTG external income			0			0	0
Tax recovered		90	10,774		216	11,080	16,133
PCC Events		682				682	708
Other event income		1,190	1,107			2,297	3,686
Sale of goods and services		0	20			20	0
Interest on savings/investments		765				765	171
Total income		274,928	73,850	27,399	1,275	377,453	381,708
Expenditure							
Charitable donations		0			1,275	1,275	946
Mission and training		0	0			0	1,025
Staff salaries etc	4	167,011	2,776			169,787	179,473
Staff housing etc	4	67,895				67,895	75,315
Property (5 Somerville Close)	4			7,967		7,967	6,040
Employee support		185				185	1,930
Parish Share Contributions		11,224	52,892			64,116	55,579
Staff expenses		448	807			1,254	1,677
CTG Running Costs			9,933			9,933	10,936
Other regular activities		247	0			247	1,014
Church events		682	869			1,551	3,681
Joint events		1,432	20			1,453	974
Shared resources		186	119			304	1,974
Office maintenance & equipment		182	46			228	977
IT		1,522	271			1,792	1,935
Electricity		1,320	330			1,650	1,291
Office supplies		874	219			1,093	683
Photocopier/Printer		853	213			1,066	940
Telephone		336	84			420	414
Insurance		1,546	258			1,804	1,689
Purchase of goods for sale		0	0			0	0
Bank charges		51	9			60	81
Governance		13,637	3,084			16,721	4,818
Other office costs		0				0	0
Total expenditure		269,630	71,928	7,967	1,275	350,801	353,392
Net income		5,298	1,922	19,433	0	26,652	28,316
Transfer between funds	13	0	0	0	0	0	0
Total funds brought forward		33,882	24,775	305,923	0	364,581	336,264
Total funds carried forward		39,180	26,697	325,356	0	391,233	364,581

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 2023

	Notes	2023 £	2022 £
Fixed Assets			
Tangible Assets	5	422,911	422,911
Current Assets			
Debtors	6	31,267	12,897
Cash at bank		54,857	73,804
		86,124	86,701
Creditors: due within 1 year	7	40,838	47,483
Net Current (Liabilities)/Assets		45,286	39,218
Total Assets less current liabilities		468,197	462,129
Creditors: due after more than 1 year	8	76,964	97,548
Provisions for liabilities		0	0
Net assets		391,233	364,581
Represented by:			
Restricted Funds	9,10	352,053	330,699
Unrestricted Funds (designated and general)	10	39,180	33,882
		391,233	364,581

Arborfield and Barkham Parish Churches Trust

Statement of Cash Flows for the year ended 31 December 2023

	Notes	Unrestricted £	Restricted £	Total 2023 £	<i>Total 2022 £</i>
Cash flows from operating activities:					
<i>Net cash provided by (used in) operating activities</i>	11	(20,869)	21,354	485	<i>25,910</i>
Cash flows from financing activities:					
Repayments of borrowing		0	(19,433)	(19,433)	<i>(18,547)</i>
Cash inflows from new borrowing		0	0	0	<i>0</i>
<i>Net cash provided by (used in) financing activities</i>		0	(19,433)	(19,433)	<i>(18,547)</i>
Cash and cash equivalents brought forward		49,029	24,775	73,804	<i>66,441</i>
Cash and cash equivalents carried forward		28,160	26,697	54,857	<i>73,804</i>

The notes numbered 1 to 12 form part of these accounts.

Signed on behalf of the charity's Trustees by

M.R. Byrne

Ellen Sofie Richardson

Michael Byrne, Treasurer

Ellen Sofie Richardson, Acting Secretary

Date accounts approved by Trustees 24/03/2024

Arborfield and Barkham Parish Churches Trust

Notes to the Accounts for the year ended 31 December 2023

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").

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Notes to the Accounts for the year ended 31 December 2023

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 2023

4. Paid employees

	Notes	2023 £	2022 £
Staff costs consist of:			
Gross wages, salaries and benefits in kind		142,430	148,058
Employer's National Insurance costs		6,385	8,178
Pension:			
Pension contributions paid in the year		20,973	23,238
		169,787	179,473

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	2023 £	2022 £
Housing costs consist of:			
Rental and water rates on rented property		57,679	66,975
Council tax		10,216	8,340
Mortgage interest, water rates and insurance on owned property		7,967	6,040
		75,862	81,355

The average number of employees in the year was 7.2 (2022: 6.7).

The average number of full-time equivalent employees in the year was 6.2 (2022: 6.2).

No member of staff was paid in excess of £60,000 during the year (2022: none).

5. Tangible Assets

	Freehold Land & Buildings £	Total £
Cost or Valuation		
At 01 January 2023	422,911	422,911
Additions	-	-
At 31 December 2023	422,911	422,911
Net Book Value 31 December 2023	422,911	422,911

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Notes to the Accounts for the year ended 31 December 2023

6. Debtors

		2023	2022
	Notes	£	£
Trade debtors		0	0
Amounts owed by associated undertakings		20,132	431
Prepayments and accrued income		7,478	8,809
Other debtors		3,657	3,657
		31,267	12,897

7. Creditors: due within one year

		2023	2022
	Notes	£	£
Taxation and social security		2,401	2,008
Trade creditors		8,441	1,288
Amounts owed to associated undertakings		0	0
Accruals and deferred income		0	0
Other creditors (excluding loans/mortgage)		9,405	24,748
Mortgage	5	20,591	19,440
		40,838	47,483

8. Creditors: due after more than one year

		2023	2022
	Notes	£	£
Mortgage repayable from 1 to 5 years	5	76,964	89,342
Mortgage repayable after 5 years	5	0	8,206
		76,964	97,548

Arborfield and Barkham Parish Churches Trust

Notes to the Accounts for the year ended 31 December 2023

9. Fund Movements

Fund	Type	Notes	Balance 1st Jan 2023	Transfers	Income	Expenditure	Balance 31st Dec 2023
			£				£
Barkham Minister Housing	Restricted		305,923	0	27,399	7,967	325,356
Church at the Green (CTG)	Restricted		24,775	0	73,850	71,928	26,697
Specific Collections	Restricted		0	0	1,275	1,275	0
Holiday Bible Club	Designated		2,875	(2,875)	0	0	0
Friday Club	Designated		81	0	590	247	424
General	Unrestricted		30,926	2,875	274,338	269,383	38,756
Total Restricted			330,699	0	102,525	81,171	352,053
Total Unrestricted			33,882	0	274,928	269,630	39,180
Total			364,581	0	377,453	350,801	391,233

Arborfield and Barkham Parish Churches Trust

Notes to the Accounts for the year ended 31 December 2023

10. Analysis of Net Assets between Funds

	Note	Tangible Fixed Assets	Current Assets	Current Liabilities	Loans Due after 1 year	Total
	s	£	£	£	£	£
Restricted Funds						
Barkham Minister						
Housing		422,911		(20,591)	(76,964)	325,356
Church at the Green (CTG)			26,697			26,697
Special Collections			0			0
General Funds			59,427	(20,247)	0	39,180
		422,911	86,124	(40,838)	(76,964)	391,233

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

	Notes	Unrestricted £	Restricted £	Total 2023 £	Total 2022 £
Net income/(expenditure) for the reporting period (as per the Statement of Financial Activities)		5,298	21,354	26,652	28,316
Adjustments for:					
(Increase)/decrease in debtors		(18,370)		(18,370)	(1,668)
Increase/(decrease) in creditors		(7,796)		(7,796)	(739)
Transfers between funds		0	0	0	0
Net cash provided by (used in) operating activities		(20,869)	21,354	485	25,910

12. Transfers between Funds

No transfers were made between restricted funds, or between unrestricted and restricted funds, in 2023.

**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 2023**

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: 28 March 2024

Name

Jason Foxwell FCCA FCIE

Relevant professional qualification(s) or body

Chartered Certified Accountant

Fellow of the Association of Charity Independent Examiners

Address

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