

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF THE BOURNE

England & Wales · Charity number 1127825

Details

Other names	PCC OF ST THOMAS-ON-THE BOURNE
Status	Registered
Legal form	Previously excepted
Registered	2009-02-02
Register	View on the Charity Commission register

Contact

Address	St. Thomas on the Bourne Frensham Road Farnham GU9 8HA
Phone	01252715505
Email	theparishoffice@thebourne.org.uk
Website	http://www.thebourne.org.uk

Activities

Objects: Promoting in the ecclesiastical parish the whole mission of the Church.

Activities: The PCC of the Parish of the Bourne is a Church of England Parish in the town of Farnham, Surrey and the Diocese of Guildford. Its activities are to support and develop the presence and mission of the Church of England in its parish.

Classification

- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Services
- **What:** Religious Activities
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE LOCAL
- Surrey

Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£329,945	£375,062	-	-
2024-12-31	£353,440	£386,954	-	-
2023-12-31	£363,746	£406,011	-	-
2022-12-31	£315,169	£308,878	-	-
2021-12-31	£331,714	£321,254	-	-
2020-12-31	£287,092	£329,904	-	-

Trustees

Name	Role	Appointed
Rev Sandra Lea CLARKE	Chair	2019-07-01
Andrea Sari Victoria Smith		2024-05-19
Caroline Woodington		2026-05-17
Deborah WILDE		2021-05-23
Dr Keith William NEWMAN		2014-04-22
Frances Lorna GARLAND		2019-04-28
Hilary NEWMAN		2022-05-22
James Patrick Howard HARRISON		2023-05-21
Jane QUICKE		2022-05-22
Jennifer GRANT		2021-05-23
Martin William QUICKE		2018-04-15
Michele Joan ENGLAND		2017-04-23
Nigel Andrew LEWIS		2014-04-22
Peter Jonathan NEUKOM		2026-05-17
Philip Raymond Ward		2026-05-17
Philip William Phillips		2025-05-18
Robert HORTON		2022-05-22
Thomas Gray		2026-05-17

Linked charities

- THE BOURNE YOUTH TRUST (1127825-1)

Accounts

Charity Registration Number: 1127825

Also including linked Charity
Registration Number 1127825-1

THE PARISH OF THE BOURNE

ANNUAL REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31ST DECEMBER 2025

THE PARISH OF THE BOURNE

**INDEX TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2025**

PCC Information	Page 1
Council Members' Report	Pages 2 to 11
Independent Examiner's Report	Page 12
Consolidated Statement of Financial Activities	Page 13
Balance Sheet	Page 14
Notes to the Financial Statements	Pages 15 to 22

THE PARISH OF THE BOURNE

Page 1

PCC INFORMATION

Principal Address	The Parish of The Bourne Parish Office St Thomas' Church Frensham Road Farnham Surrey GU9 8HA	
Parochial Church Council Members	Members of the PCC are either ex-officio, co-opted or elected by the Annual Parochial Church Meeting in accordance with the Church Representative Rules. Elected members serve for a period of three years. A new member must be proposed and seconded to be able to serve on the council and must be registered on the electoral roll of the parish. The number of people on the electoral roll in May 2025 was 196. PCC members are replaced as they retire. Ex-officio members of the PCC include deanery and diocesan synod members, churchwardens and clergy and lay ministers. The PCC may co-opt up to 2 members. During the year the following served as members of the PCC:	
Ex - officio members: Clergy	The Revd Sandy Clarke, Vicar and PCC chair The Revd Rachel Sturt, Associate Priest	
Licensed Lay Ministers	Frances Garland Jane Quicke	
Deanery Synod Representatives	Yvonne Bryant Richard Oswald Luke Price	(elected during the year) (resigned during the year)
Churchwardens	Hilary Newman	
Elected PCC Representatives: PCC Representatives :	Nigel Cuthbert Michèle England Jenny Grant James Harrison Geoff Hooker Robert Horton Nigel Lewis (Treasurer) Keith Newman Philip Phillips Martin Quicke Sari Smith Janet Stephen Deborah Wilde	(resigned during the year) (elected during the year) (resigned during the year) (elected during the year) (elected during the year) (elected during the year) (elected during the year) (elected during the year) (resigned during the year)
Co-opted:	Claire Levens	(resigned during the year)
Safeguarding Officer:	Peter Neukom	
PCC Secretary :	Keith Newman	
Bankers:	CCIA Investment Management Limited The CBF Church of England Funds 1 Angel Lane London EC4R 3AB Lloyds Bank PLC	
Legal Advisers:	LBMW 1, The Sanctuary Westminster London SW1P 3JT	
Independent Examiners:	Shaw Gibbs (Audit) Limited Statutory Auditors Wey Court West Union Road Farnham, Surrey GU9 7PT	

1. ADMINISTRATIVE INFORMATION

Legal Status

The Parish of The Bourne Parochial Church Council (PCC) is registered with the Charity Commission, charity number 1127825, and forms part of the Diocese of Guildford. The PCC report also includes, with effect from 2014, the linked charity The Bourne Youth Trust, charity number 1127825-1. The PCC members are trustees of The Bourne Youth Trust.

2. AIMS AND PURPOSES OF THE PCC

The PCC has the responsibility of co-operating with the Incumbent in promoting, in the ecclesiastical parish, the whole mission of the church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the churches of St. Thomas-on-The-Bourne, St. Martin by the Green and Brambleton Hall. The parish vision is: 'Radiating love: seeking to transform lives and communities'. The PCC believes that reaching out to those in its community – whether churchgoers or not – is essential to its underlying mission. The many activities listed in this report are open to all who wish to participate and the PCC believes that this fulfils the Charity Commission requirement to operate in the public benefit.

3. AIMS AND PURPOSES OF THE BOURNE YOUTH TRUST

The Bourne Youth Trust (BYT) has a range of objectives to serve the needs of children and young people within the area including youthwork, youth clubs, education and training. Bourne Youth Trust funds are invested, and interest and dividends earned during the year are transferred to the Bourne Parish Youthwork fund to enable the parish to support a range of activities with families, children and young people. This is in line with the BYT's objectives and is for the public benefit.

4. STRUCTURE, GOVERNANCE AND MANAGEMENT OF THE PCC

The PCC meets every two months to oversee the financial affairs of the parish, the maintenance of its assets and to promote the mission of the church. A Standing Committee is responsible for and devolved decision-making between meetings; its members are Revd Sandy Clarke (chair) Hilary Newman (churchwarden), Nigel Lewis (treasurer) and Keith Newman (PCC secretary).

To widen participation and effectiveness the PCC uses a number of working groups to oversee day-to-day running of the parish's activities; Buildings & Grounds, Communications, Finance Stewardship & Administration. Recommendations from the working groups requiring PCC approval are highlighted in reports sent to the PCC members prior to each PCC meeting.

5. SAFEGUARDING

The PCC regards the safeguarding of children & vulnerable adults as a priority and pays due regard to guidance issued by the House of Bishops relating to it. No person included in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006) or convicted of an offence mentioned in Schedule 1 to the Children and Young Persons Act 1933 is allowed to serve as a member of the PCC, its Secretary or its Treasurer. Furthermore, the following is PCC policy:

- **Clergy**

- All clergy with authority to officiate will have to participate in diocese-approved arrangements for training in matters relating to the safeguarding of children and vulnerable adults.
- Clergy must be satisfied that a member of the clergy from another parish is of good standing before they are allowed to perform in the parish.
- All clergy with authority to officiate are required to participate in diocese-approved arrangements for training in matters relating to the safeguarding of children and vulnerable adults.
- Clergy who are prohibited or suspended under the Clergy Discipline Measure will not be permitted to robe during divine service.

- **PCC Members**

- PCC members are required to obtain clearance from the Disclosure and Barring Service, and to renew this at intervals specified by the Diocese, currently every three years.
- PCC members are required to carry out safeguarding training in accordance with Diocesan policy. Currently the requirement is to complete Basic and Foundation courses, together with Raising Awareness of Domestic Abuse. This training is to be repeated every three years.

- **Other Parishioners**

- Parishioners who undertake roles in the church involving working with children or with vulnerable adults are required to obtain appropriate clearance from the Disclosure and Barring Service, and to renew this at intervals specified by the Diocese, currently every three years.
- Safeguarding training is provided for parishioners whose roles in the Church involve working with children or with vulnerable adults, as may be appropriate for their roles. Currently this applies to:
 - ❖ Choir personnel
 - ❖ Pastoral Assistants/ Pastoral Workers
 - ❖ LLMs
 - ❖ Churchwardens
 - ❖ Junior Church personnel
 - ❖ Parish Safeguarding Officer
 - This is to be renewed every three years while the individual continues to fulfil the role.
- Online safeguarding training is freely available to any interested parishioner. Details are available from the Parish Safeguarding Officer.

The PCC believes it has complied with its duty to have due regard for the House of Bishops' guidance on safeguarding children and vulnerable adults under section 5 of the Safeguarding and Clergy Discipline Measure 2016. The parish's safeguarding policy is available on the parish website and complies with Church of England arrangements introduced or modified in 2017 and 2018.

The PCC is grateful for the work of Peter Neukom, Parish Safeguarding Officer and the support of the Diocesan Safeguarding Adviser.

6. PARISH ACHIEVEMENTS AND PERFORMANCE IN 2025

In the 2024 report the specific objectives of the parish for 2025 were specified as below. The outcomes are indicated by the bullet points beneath each objective.

- **Extend provision for serving and fostering families to grow younger as a church**
 - We have appointed a Families' Minister with a focus on outreach to families not yet attending church
 - We have appointed a choir chaplain who also acts as a Families' Minister for families currently attending our churches, especially those with links to our choristers
 - The Families' Ministers have created opportunities for families to meet each other and build connections with the rest of church community
 - We continue to offer worship which attracts families e.g. we continue with Intergenerational Worship and good Junior Church provision.
- **Extending our community and outreach**
 - We have focussed on outreach potential at our Brambleton Hall and St Martin's sites
 - We have established a partnership with Brightwells Gostrey at Brambleton Hall– an organisation which shares our ethos to serve the community. Brightwells Gostrey provides 'meals on wheels' each weekday for about 80 people. In addition each weekday Monday through Thursday they provide meals, support and activities in the hall for the elderly, including those with dementia.
This has involved a significant modification of Brambleton Hall- funded by Brightwells Gostrey. We have agreed supportive rental charges and mode of operation with Brightwells Gostrey.
 - We have continued with our outreach ministry including:
 - ❖ Other People Group which continues to extend our awareness of the needs of our greater community
 - ❖ Christian Aid Concerts and Lent Lunches
 - ❖ Community Fridge and Warehouse
 - ❖ Tuesday morning coffee at St Thomas
 - ❖ Wednesday morning coffee at St Martins
- **Growing deeper in faith by**
 - Honouring vocations of all kinds providing opportunities and training e.g. The Local Ministry Programme, Safeguarding Workshop, Volunteers' Month as part of stewardship

- Growing ministry team by actively training from within and offering placements to those in need of a parish
- Providing learning and worship opportunities for a broad range of needs and readiness.
- This year we are focussing on scripture with our Lent Course reading the gospel of Luke
- We have initiated an intensive Old Testament learning programme.
- We have continued to reflect and improve our Holy Week and Christmas offerings.
- To broaden our range of spirituality and teaching we have supported a performance of The Devil's Passion that was well attended.
- For the first time in many years, we organised a Passover Meal that again was very well supported by the congregation.
- **Use our resources**
 - The Buildings and Grounds working group have continued with regular inspections of our places of worship and address, particularly the recommendations of the quinquennial reports.
 - We have increased the use of all of our places of worship with great emphasis on our outreach activities. The balance is understood between the need to increase the use of our facilities and the need to cover our operational costs.

PCC decisions and resolutions in 2025

In 2025 the PCC held meetings in January, March, May, July, September and November. The key decisions made and resolutions passed at each meeting are given below.

- **January PCC**
 - Passed a resolution - 'The PCC of The Bourne Parish supports the Vicar, the Revd Sandy Clarke, in her request that Mrs Frances Garland's Permission to Officiate be renewed to enable her to continue her ministry as a Lay Minister (Reader) in this parish for a further 2 years.'
 - The PCC agreed with the decision, by the Communications Working Group, to withdraw from Twitter/X. This followed Diocesan guidance.
 - The PCC noted that Viv Picken retired as an LLM and thanked her for her service.
 - It was agreed that the pattern of services at St Martins was to change. The congregation at St Martins had agreed that they would go to All Saints in Tilford on the fourth Sunday of each month.
- **March PCC**
 - Several safeguarding actions were agreed:-
 - ❖ Action 1 – The PCC to review and approve the Safeguarding Action plan.
 - ❖ Action 2 – The PCC to review and authorise the Church activities list.
 - ❖ Action 3 – the PCC to review and approve the safeguarding response process.
 - ❖ Action 4 – the PSO to verify and declare to the PCC that the church activities comply with the CoFE document 'Safer Environment and Activities'.
 - It was agreed that safeguarding was an important area for all parishioners and as such should be on the APCM agenda
 - It was agreed that an Easter card was to be distributed across the parish

- The PCC were in favour of Brightwells Gostrey using Brambleton hall. The few concerns raised were addressed in the subsequent letting agreement.
- The PCC members viewed the wooden statue being offered on loan to the parish by Bishop Christopher and agreed to accept the generous offer.
- The PCC approved the resolution – ‘The PCC of The Bourne Parish supports the Vicar, Revd Sandy Clarke, in her request that the LLM Licence of Jane Quicke be renewed on 30/06/25, followed by the granting of Permission to Officiate for a further period of three years.’
- The PCC agreed that the notice boards in the corridor by the centenary rooms can be taken down and the area used for the display of pictures.
- It was noted that Brian White was to retire from his longstanding service at St Martin’s at Easter and the PCC thanked him for his dedicated service over many years.
- The PCC agreed by a majority decision to the scheduling of the Devils Passion play in Holy Week.

- **May PCC**

- A safeguarding workshop was approved and scheduled for September
- A survey of what to do with St Martin’s had a poor response in terms of numbers but the overwhelming response was ‘do not get rid of the church’.
- Sarah Herbert provides freelance support to the financial administration of the parish
- The PCC approved the financial report included in the APCM annual report and adopted the financial statements.
- In discussion it was stressed that In implementing our vision, as defined in the church development plan (CDP), we are being limited by our resources. We must team with others e.g. Brightwells Gostrey
- Those retiring from the PCC and new members joining were indicated:
 - ❖ Geoff Hooker, Nigel Cuthbert and Janet Stephen to retire after serving 3 years.
 - ❖ Keith Newman, Rob Horton and Michele England are to extend their membership for a further 3 years.
 - ❖ Sari Smith and Phil Phillips have agreed to join the PCC.
 - ❖ Luke Price will be leaving and will resign as a Deanery Synod rep.

- **July PCC**

- The CDP was circulated and discussion held on the key three goals of reaching out to families with young children; broader outreach to our local community; and deepening our faith as a church family.
- The PCC agreed to the terms of the formal license agreement with Brightwells Gostrey for the use of Brambleton Hall
- The PCC approved the request that ‘Sarah Herbert be given access to the parish’s Stripe, Sumup, Go-Cardless and Square accounts.’

- **September PCC**

- The PCC requested that the Parish Safeguarding Officer (PSO) should review the current list of Choir Chaperones

- The PSO requested the PCC to review the current list of non-Church activities. They agreed the list should be Farnham Boxing Club, Strictly Showtime, Brightwells Gostrey, the Ranger guides activity at St Martins and RSCM (who hold examinations each year at St Thomas).
 - It was confirmed that the Safeguarding workshop was to be held on 20th September and would involve Dean Else a representative of the diocese.
 - Anastasia Reeves began work as part-time Families Minister, funded by the Bourne Parish Youthwork fund.
 - Rosie Freeman started as Choir Chaplain and Families Minister, also funded by the Bourne Parish Youthwork fund.
 - The Archdeacon visited the parish to undertake a visitation and was very complimentary about the parish operation.
 - The PCC approved The Health and Safety Policy and Complaints Policy.
 - Concerns were raised over the income from hall use. A forecast of the income from Brambleton Hall was provided and the PCC were pleased that for 49 weeks we will have a combined income of £23,000 from Brightwells Gostrey and the Farnham Boxing Club.
 - It was agreed that the next and subsequent PCC meetings would start at 7.30 pm.
 - The PCC agreed to write off the loan made to Luke Price for redecorating of his rented flat in the parish. The amount was £500.
- **November PCC**
 - It was noted that Sunday 16th November was designated as 'Safeguarding Sunday' and that the Parish Safeguarding Officer would be explaining his role and the importance/relevance of safeguarding to all.
 - Marjorie Carrington had been appointed as choir chaplain.
 - The PCC agreed to the purchase of new hymn books for St Thomas, subject to a funding plan
 - The PCC adopted the Clergy Well Being Covenant
 - The PCC agreed that the welcome team should have badges, so they are easily recognized.
 - The PCC adopted the diocesan Racial Justice Covenant.
 - It was noted that agreements had been signed with Brightwells Gostrey and the Atomic Boxing Club for the use of Brambleton Hall
 - The PCC noted that on Saturday 18th October there would be a Brambleton hall event that was supported by a delivery of an explanatory leaflet to local houses. The purpose was to tell the congregation and the local community what happens at Brambleton Hall
 - The PCC agreed to give surplus Parish escrow funds from prior years to Wycliffe Bible translators with the request that it be used where possible to support Catherine Crawford, a longstanding member of our parish
 - In a discussion on Parish Share, the PCC agreed to delay the clearing of the deficit until more was known on the proposed 2026 parish share

7. OBJECTIVES AND ACTIVITIES FOR 2026

As a church all of our objectives and priorities must be a natural outworking of our vision, 'radiating love, seeking to transform lives and communities.' This year our objectives have been developed in the context of our Parish Church Development Plan (CDP). In the text below the objectives are a combination of the priority areas and goal from the Parish CDP; the bullet points under each objective are the outcomes as defined in the Parish CDP.

- **Diversity. Seeking to transform lives, where all families are at home in our wider church; participating in more than Sunday worship, making friends with a broad range of the congregation and growing in faith, hope and love. As a result we hope that:-**
 - Choir families will participate in church activities that are not only choir-centric
 - Families will be found in discussion in fellowship time with a wide cross section of the congregation
 - Junior Church and Youth group numbers will grow
 - Leadership across the church will be age diverse
 - Church will grow in number and new givers will help support the parish financially
- **Community. Seeking to transform communities, so that the boundaries between church and community are blurred; a church that partners with the wider community where we share a common vision. As a result we hope that:-**
 - All three centres will increase in partners and usage.
 - The Church community will engage with and support all our external partners
 - Church will grow in number
- **Discipleship. Radiating love, as an inclusive church, where people feel able to express and share their faith and have the tools necessary to take their love into their daily lives; people who know, support and love each other, who work gracefully together and flourish. As a result we hope that:**
 - People will talk more about their faith
 - There is growth in the number and strength of the Ministry team
 - New lay readers will come forward. More people will volunteer to serve the parish as servers, sacristans, communion assistants and intercessors.

8. DEANERY SYNOD ACTIVITIES

The Deanery Synod met twice during 2025 – April and October. The two representatives for the year from the parish were Richard Oswald and Yvonne Bryant. Luke Price was a deanery synod representative but resigned during the year as he was leaving the parish. No representatives were able to attend the Deanery Synod meetings.

The Deanery had a parish development day in March. Discussion at synod meetings has focussed on Discipleship; Families and Children; Community Engagement.

9. FINANCIAL REVIEW 2025

Summary 2025

The financial statements continue to paint a picture of a parish which, whilst pursuing a wide range of activities beneficial to the whole community, is having to deplete its general reserves to fund its day-to-day activities. In the last three years this has been exacerbated by substantial repair costs to all three parish buildings, with more required in the next 2 years.

Against a backdrop of static giving and donations received, the underlying costs of employment and utilities have grown substantially, as has our Parish Share payable to the Diocese which now accounts for 42% of general fund expenditure. We are challenging the Diocese of Guildford to review the very high levels of shared costs in the Parish Share allocation to The Bourne.

Parishioners and supporters have generously supported specific campaigns, for example to repair the organ and stained-glass windows at St Thomas's church. They have also raised large amounts for external charities. But we also need to raise the underlying level of tax-efficient giving and attract new legacies to enable the work of the parish to continue to thrive medium-term.

Incoming resources 2025 (all figures rounded to the nearest £1,000)

Total incoming resources in 2025 were slightly lower than 2024 at £330,000. By major category the results show:-

- Total income from giving to support the parish's day-to day activities totalled £192,000, £8,000 lower than in 2024. Donations to support other initiatives, notably our outreach funds and the Stained-Glass repair fund, totalled £20,000 - a similar level to 2024.
- Interest received and investment income was £17,000 - a similar level to 2024
- Income from donations for use of the parish rooms and hall plus rental on the flat at St Thomas' was £46,000, again similar to 2024
- Contributions towards the cost of the choir tour were £26,000 and funds raised or collected on behalf of other organisations (escrow funds) were £21,000
- Gross Income from other sources totalled £29,000, slightly below last year's level

Resources Expended in 2025

Resources expended, at £375,100 were £12,000 lower than in 2024, resulting in net outgoing resources of (£54,800). This includes a depreciation charge of £28,000, and investment value reductions of £9,100 so the overall cash outflow was £17,700.

Major elements of expenditure are as follows:-

- Parish share increased by £6,500 to £118,700
- Salaries and monies paid for cleaners increased by £5,100 to £66,000. Overall, these costs have increased by 20% in the last two years, reflecting increases in salaries, hiring a freelance administrator, increases in National Insurance and increased cleaning costs. In addition, in 2025 we

funded Families Ministry salaries of £7,700 plus NI and pensions for part of the year. Salary costs for Families Ministry are covered by the Bourne Parish Youthwork fund.

- Utility costs increased dramatically by 55% -£10,600- to £29,800, less a £1,400 contribution towards the costs incurred at Brambleton Hall by Brightwells Gostrey in the final 3 months of 2025
- Buildings and grounds costs, including major projects, totalled £36,00 in 2025, below the very high levels of recent years but still putting pressure on our finances

Net incoming resources, cash flow and reserves 2025

The net outgoing resources in 2025 were £54,800 including a non-cash depreciation charge of £28,000 and investment losses of £9,100. As a result, the year end fund balances remained at a level which supports the continuing work of the parish but has limited scope for undertaking further major buildings repair projects without significant additional fund-raising.

At year end:-

- The **general fund** balance (excluding property fund) was £82,000, (£101,000 at the start of the year) equivalent to 3.3 months' expenditure in the general and major projects and repairs funds and therefore below the PCC's reserves guideline of 4 months expenditure.
- The **major projects and repairs fund** had a balance of £0 at year end (£8,700 at the start of the year)
- The **stained-glass windows fund** had a balance of £27,200, an increase of £8,700 from the start of the year as a result of several fund-raising events and activities.
- The **choir and organ scholar funds** had combined balances of £34,000 at year end. A grant for £5,000 received in 2023 and erroneously allocated to the choir scholar fund was transferred to the general fund in 2025.
- The **Bourne Parish Youthwork fund** has a balance of £67,000; this balance is now decreasing as we are employing two part-time Families Ministers
- The small fund for the refurbishment of the toilet and vestry at St Martin's has a balance of £4,400 – unchanged from 2024.
- The **legacies fund** balance was £34,000 at year end

Debtors

During the year £1,300 of unpaid invoices relating to prior financial years was written off. Current debtors are now well monitored, and we do not anticipate any significant write-offs in 2026

The Bourne Youth Trust (BYT)

In 2024, following external legal (LBMW) and financial (Shaw Gibbs) advice the BYT was re-structured into two funds:-

Bourne Youth Trust – trust for investment valued at £210,600. This fund must be maintained at this level by the trustees and income from it continues to be available to fund Bourne families and youth ministry.

Bourne Youth Trust – unapplied income fund valued at £78,100, down from £87,200 at the start of the year. This fund may be used at the discretion of the trustees provided that any use conforms to the original objectives of the trust. Any variations in the value of the underlying investments are taken in this fund

The underlying investments are:-

The CBF Church of England Investment Fund – a diversified fund (£241,700 at year end)

The CBF Church of England Property Fund – (£47,000 at year end)

These investments are held by the Guildford Diocesan Board of Finance as custodian trustee. The CBF Investment Fund performed poorly during 2025 in absolute terms and also relative to benchmarks which showed 10% increases. The finance committee has received an update from the Fund Manager – CCLA – and will be tracking relative performance in 2026 to assess whether any changes are required.

Significant Challenges remain: Repairs and improvements to parish buildings

In 2026, Phase 2 of the stained-glass window repairs should take place – this is estimated to cost between £27,000 and £30,000. Thanks to fundraising efforts we have £27,200 in the Stained-Glass Windows fund at year end. At some stage the parish will need to find funds to repair and refurbish the gutters and downpipes at St Thomas'. In the next few years, the parish will probably need to replace 3 existing gas boilers as they near the end of their economic life. In addition, already in 2026, we have had to incur further maintenance costs including an expensive repair of the Brambleton Hall roof.

Thanks

Thanks are due to the many volunteers who enable the work of the PCC to thrive in our community. Special thanks to those who contribute to the financial administration and support of the parish, including Caz Cullum, Sarah Herbert (finance admin and Gift Aid), Nigel Cuthbert (finance and IT), Tim Devis (committed giving) and David Ingram (Finance working group).

Signed
The Revd Sandy Clarke
Vicar

Date:

30-04-2026

REPORT OF THE INDEPENDENT EXAMINER TO THE COUNCIL MEMBERS OF
THE PARISH OF THE BOURNE

Independent examiner's report to the PCC of the Parish of the Bourne

I report to the members of the PCC on the accounts of the charity for the year ended 31 December 2025.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

This has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

Respective responsibilities of the PCC and the examiner

The members of the PCC are responsible for the preparation of the accounts. The members consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The PCC's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales (ICAEW).

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioner under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioner. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as members concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

1. accounting records were not kept in respect of the charity as required by section 130 of the 2011 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.



Stephen Morgan
Shaw Gibbs (Audit) Limited
Wey Court West
Union Road
Farnham
Surrey
GU9 7PT

Dated: 5th May 2026

THE PARISH OF THE BOURNE

Page 13

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31ST DECEMBER 2025

	Notes	2025 Restricted Funds £	2025 Unrestricted Funds £	2025 BYT Funds £	2025 Total Funds £	2024 Total Funds £
Income from:						
Donations and legacies	2	20,265	192,604	-	212,869	221,564
Charitable activities	3	-	16,378	-	16,378	14,325
Other trading activities	4	5,501	61,429	-	66,930	84,049
Investment income	6	11,959	5,133	-	17,092	17,666
Other income	5	-	16,676	-	16,676	15,836
TOTAL INCOMING RESOURCES		37,725	292,220	-	329,945	353,440
Expenditure from:						
Charitable activities	7	56,972	318,090	-	375,062	386,954
TOTAL EXPENDITURE		56,972	318,090	-	375,062	386,954
Unrealised Gains / (Losses) on Investments	13	-	-	(9,702)	(9,702)	6,603
NET (OUTGOING)/INCOMING RESOURCES		(19,247)	(25,870)	(9,702)	(54,819)	(26,911)
Transfers between funds		(17,410)	17,410	-	-	-
NET MOVEMENT IN FUNDS		(36,657)	(8,460)	(9,702)	(54,819)	(26,911)
Reconciliation of funds:	17					
Total funds brought forward		563,983	936,241	-	1,500,224	1,527,135
Total funds carried forward		527,326	927,781	(9,702)	1,445,405	1,500,224

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.

THE PARISH OF THE BOURNE

Page 14

BALANCE SHEET
YEAR ENDED 31ST DECEMBER 2025

	Notes	2025	2024
		£	£
Fixed Assets			
Tangible Assets-PCC	12	915,403	943,331
Investments	13	304,871	314,573
Total Fixed Assets		1,220,274	1,257,904
Current Assets			
Debtors	14	4,264	14,724
CBF Deposits		100,000	100,000
CBF Deposits-BPY		45,000	45,000
CBF Deposits-Choir		10,000	10,000
Cash at Bank		40,104	56,759
Cash at Bank-BPY		29,045	25,744
Cash at Bank-Choir		9,870	1,045
Total Current Assets		238,283	253,272
Liabilities			
Creditors: amounts falling due within one year	15	13,152	10,952
Net Current Assets		225,131	242,320
Total Net Assets		1,445,405	1,500,224
The funds of the PCC:			
Restricted Funds			
Balance as at 1st January 2025		563,983	495,453
Net movement in funds in year		(46,359)	68,530
Balance as at 31st December 2025	17	517,624	563,983
Unrestricted Funds			
Balance as at 1st January 2025		936,241	1,031,682
Net movement in funds in year		(8,460)	(95,441)
Balance as at 31st December 2025		927,781	936,241
Total PCC funds	18	1,445,405	1,500,224

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

Signed
The Revd Sandy Clarke
Vicar

Date: 30-04-2026

Signed
Nigel Lewis
Treasurer

Date: 30-04-2026

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2025**

1. Accounting Policies**a) Basis of preparation**

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The PCC constitutes a public benefit entity as defined by FRS 102.

b) Linked Charity

The statement of financial activities and the balance sheet include the assets, liabilities, income and expenditure of the charity and its linked charity Bourne Youth Trust.

c) Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. These include funds designated for a particular purpose by the PCC.

Details of the nature and purpose of restricted funds are shown in note 17 to the accounts, including the separate funds held by the linked charity.

d) Incoming Resources

Income is recognised when the charity has entitlement to the fund, any performance conditions attached to the item(s) of income have been met, it is probable the income will be received and the amount can be measured reliably.

Donations, Legacies and Similar Resources

- i) Collections are included in the financial statements when received by or on behalf of the PCC.
- ii) Planned giving receivable under covenant is included in the financial statements only when received by the PCC.
- iii) Income tax recoverable on covenanted and gift aid donations is included in the financial statements when the donation is received.
- iv) Legacy income is accounted for when receivable.
- v) Grant income is accounted for when receivable.

Income from investments, including interest received, is accounted for when due.

e) Resources expended

Costs of generated funds and governance costs are accounted for when payable.

f) Fixed Assets

Depreciation is charged in accordance with accounting standards and is calculated on a straight line basis for the following categories of fixed assets:

Freehold Property	- Over 50 years
Freehold Property (Extension)	- Over 20 years
Computer Equipment	- Over 3 years

g) Investments

Investments are valued at their closing mid-market value at the Balance Sheet date. Any gains or loss on revaluation is taken to the Statement of Financial Activities.

h) Taxation

As a qualifying charity, the PCC is not liable to UK taxation.

i) Operating leases - the PCC as lessee

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2025

2 Donations and legacies

	Restricted £	2025 Unrestricted £	BYT £	2025 Total £
Planned giving - tax efficient	-	28,818	-	28,818
Tax refunds via Gift Aid	-	29,696	-	29,696
Planned giving - non tax efficient	-	2,020	-	2,020
Collections (open plate)	-	14,675	-	14,675
Parish giving scheme	-	74,702	-	74,702
All other giving	20,265	25,494	-	45,759
Donations and appeals	-	17,199	-	17,199
Legacies	-	-	-	-
	20,265	192,604	-	212,869

	Restricted £	2024 Unrestricted £	BYT £	2024 Total £
Planned giving - tax efficient	-	32,307	-	32,307
Tax refunds via Gift Aid	-	34,040	-	34,040
Planned giving - non tax efficient	-	840	-	840
Collections (open plate)	-	15,093	-	15,093
Parish giving scheme	-	77,959	-	77,959
All other giving	19,272	11,512	-	30,784
Donations and appeals	1,071	26,970	-	28,041
Legacies	-	2,500	-	2,500
	20,343	201,221	-	221,564

3 Charitable activities

	Restricted £	2025 Unrestricted £	BYT £	2025 Total £
PCC Fees	-	16,378	-	16,378
	-	16,378	-	16,378

	Restricted £	2024 Unrestricted £	BYT £	2024 Total £
PCC Fees	-	14,325	-	14,325
	-	14,325	-	14,325

4 Other trading activities

	Restricted £	2025 Unrestricted £	BYT £	2025 Total £
Hall rent	-	33,162	-	33,162
Fund raising events	5,501	15,286	-	20,787
Flat rent	-	12,981	-	12,981
	5,501	61,429	-	66,930

	Restricted £	2024 Unrestricted £	BYT £	2024 Total £
Hall rent	-	33,686	-	33,686
Fund raising events	12,060	26,135	-	38,195
Flat rent	-	12,168	-	12,168
	12,060	71,989	-	84,049

THE PARISH OF THE BOURNE

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2025

Page 17

5 Other income

	Restricted £	2025 Unrestricted £	BYT £	2025 Total £
Grants Received	-	7,050	-	7,050
Other income	-	9,626	-	9,626
	-	16,676	-	16,676

	Restricted £	2024 Unrestricted £	BYT £	2024 Total £
Grants Received	-	6,850	-	6,850
Other income	55	8,931	-	8,986
	55	15,781	-	15,836

6 Investment income

	Restricted £	2025 Unrestricted £	BYT £	2025 Total £
Interest from deposits & trusts	11,959	5,133	-	17,092

	Restricted £	2024 Unrestricted £	BYT £	2024 Total £
Interest from deposits & trusts	11,663	6,003	-	17,666

7 Charitable activities

	Restricted £	2025 Unrestricted £	BYT £	2025 Total £
Grants to charities (see note 8)	26	84	-	110
Activities directly relating to church activities (see note 9)	17,939	256,789	-	274,728
Church management & administration (see note 10)	39,007	61,217	-	100,224
	56,972	318,090	-	375,062

	Restricted £	2024 Unrestricted £	BYT £	2024 Total £
Grants to charities (see note 8)	2,651	994	-	3,645
Activities directly relating to church activities (see note 9)	42,583	257,208	-	299,791
Church management & administration (see note 10)	28,019	55,499	-	83,518
	73,253	313,701	-	386,954

THE PARISH OF THE BOURNE

Page 18

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2025

Grants to charities

	Restricted £	2025 Unrestricted £	BYT £	2025 Total £
The Grassroots Trust	-	84	-	84
Urban Saints	-	-	-	-
Choral and organ scholarships	26	-	-	26
Christian Aid Donation	-	-	-	-
Sandy fund transfer to Tilford	-	-	-	-
	26	84	-	110
	Restricted £	2024 Unrestricted £	BYT £	2024 Total £
The Grassroots Trust	-	84	-	84
Urban Saints	147	-	-	147
Choral and organ scholarships	2,504	-	-	2,504
Christian Aid Donation	-	51	-	51
Sandy fund transfer to Tilford	-	859	-	859
	2,651	994	-	3,645

Activities directly relating to church activities

	Restricted £	2025 Unrestricted £	BYT £	2025 Total £
Parish share	-	118,700	-	118,700
PCC fees payable to the diocese	-	5,912	-	5,912
Ministry - clergy expenses	-	57	-	57
Ministry - clergy property costs	-	500	-	500
Church running expenses	-	42,633	-	42,633
Church maintenance	-	34,441	-	34,441
Church Events & Activities	-	4,874	-	4,874
Upkeep of services	-	5,551	-	5,551
Upkeep of the churchyard	-	2,149	-	2,149
Expenditure on Parish magazine	-	1,323	-	1,323
St Thomas Flat expenses	-	626	-	626
Music	521	26,869	-	27,390
BPY expenses	-	-	-	-
Choir Tour Expenses	17,418	-	-	17,418
Outreach programmes	-	12,209	-	12,209
Christmas Fair Expenses	-	945	-	945
	17,939	256,789	-	274,728
	Restricted £	2024 Unrestricted £	BYT £	2024 Total £
Parish share	-	112,165	-	112,165
PCC fees payable to the diocese	-	8,722	-	8,722
Ministry - clergy property costs	-	414	-	414
Church running expenses	-	31,249	-	31,249
Church maintenance	10,927	53,528	-	64,455
Church Events & Activities	-	1,894	-	1,894
Upkeep of services	-	4,534	-	4,534
Upkeep of the churchyard	-	2,351	-	2,351
St Thomas Flat expenses	-	529	-	529
Music	-	25,889	-	25,889
BPY expenses	119	-	-	119
Choir Tour Expenses	31,537	-	-	31,537
Outreach programmes	-	9,897	-	9,897
Choir Tour Expenses	-	-	-	-
Christmas Fair Expenses	-	6,036	-	6,036
	42,583	257,208	-	299,791

THE PARISH OF THE BOURNE

Page 19

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2025

10. Church management & administration

	Restricted £	2025 Unrestricted £	BYT £	2025 Total £
Accountancy fees	-	5,286	-	5,286
Bank Charges	-	158	-	158
Depreciation on Freehold Property and Office Equipment	27,928	-	-	27,928
General administration expenses	-	7,018	-	7,018
Insurance	-	6,515	-	6,515
Legal and professional fees	-	5,369	-	5,369
Office equipment & supplies	-	6,541	-	6,541
Provision for doubtful debts	-	1,327	-	1,327
Staff costs	11,079	28,453	-	39,532
Staff Training	-	550	-	550
	39,007	61,217	-	100,224

Included within Church Management & Administration:

Independent examiner's fees for year ended 31 December 2025

	-	2,161	-	2,161
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	Restricted £	2024 Unrestricted £	BYT £	2024 Total £
Accountancy fees	600	2,540	-	3,140
Bank Charges	-	695	-	695
Depreciation on Freehold Property and Office Equipment	27,419	486	-	27,905
General administration expenses	-	6,781	-	6,781
Insurance	-	6,337	-	6,337
Legal and professional fees	-	2,351	-	2,351
Office equipment & supplies	-	5,933	-	5,933
Provision for doubtful debts	-	737	-	737
Staff costs	-	29,279	-	29,279
Staff Training	-	360	-	360
	28,019	55,499	-	83,518

Included within Church Management & Administration:

Independent examiner's fees for year ended 31 December 2024

	-	2,532	-	2,532
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11. Staff Costs

	Restricted £	2025 Unrestricted £	BYT £	2025 Total £
Wages and salaries	9,869	28,418	-	38,287
Social security costs	1,090	-	-	1,090
Other pension costs	120	35	-	155
	11,079	28,453	-	39,532

	2025 Total
Average staff numbers (full time equivalent):	
Administrative staff	4

	Restricted £	2024 Unrestricted £	BYT £	2024 Total £
Wages and salaries	-	28,713	-	28,713
Social security costs	-	-	-	-
Other pension costs	-	566	-	566
	-	29,279	-	29,279

	2024 Total
Average staff numbers (full time equivalent):	
Administrative staff	3

During the year expenses totalling £8,460 (2024: £15,380) were reimbursed to 9 (2024: 9) members and no remuneration was paid to members of the PCC in either year.

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2025

12. Tangible Fixed Assets

	Freehold Property £	Office Equipment £	BPV Equipment £	Total £
<u>Cost</u>				
Cost as at 1st January 2025	1,328,070	31,455	12,210	1,371,735
Additions	-	-	-	-
Cost as at 31st December 2025	1,328,070	31,455	12,210	1,371,735
<u>Depreciation</u>				
Depreciation as at 1st January 2025	384,739	31,455	12,210	428,404
Charge for the year	27,928	-	-	27,928
Depreciation as at 31st December 2025	412,667	31,455	12,210	456,332
<u>Net Book Value</u>				
As at 31st December 2025	915,403	-	-	915,403
As at 31st December 2024	943,331	-	-	943,331

13. Investments

	2025 £
<u>Market Value</u>	
At 1 January 2024	314,573
Additions	-
Disposals	-
	314,573
Change in Market Value	(9,702)
	304,871
Historic cost	172,934

A summary of investments held by funds is as follows:

	Market Value 2025 £
The CBF Church of England Investment Fund – income shares	241,568
The CBF Church of England Investment Fund (choir)	15,560
The CBF Church of England Property Fund – income shares	47,743
	304,871

Excluding the CBF Church of England Investment Fund (Choir) – Income Shares shown above, investments are otherwise held in the name of the Bourne Youth Trust.

THE PARISH OF THE BOURNE

Page 21

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2025

14. Debtors

	2025		2025
	PCC	BYT	Total
	£	£	£
Income tax recoverable	377	-	377
Other debtors	3,887	-	3,887
Prepayments	-	-	-
	4,264	-	4,264

	2024		2024
	PCC	BYT	Total
	£	£	£
Income tax recoverable	6,406	-	6,406
Other debtors	7,818	-	7,818
Prepayments	500	-	500
	14,724	-	14,724

15. Creditors

	2025		2025
	PCC	BYT	Total
	£	£	£
PAYE & NIC	3,323	-	3,323
Accounts payable	5,819	-	5,819
Other creditors	-	-	-
Accruals	4,010	-	4,010
Deferred income	-	-	-
	13,152	-	13,152

	2024		2024
	PCC	BYT	Total
	£	£	£
PAYE & NIC	-	-	-
Accounts payable	5,509	-	5,509
Other creditors	2,903	-	2,903
Accruals	2,540	-	2,540
Deferred income	-	-	-
	10,952	-	10,952

16. Operating lease commitments

On 22 September 2023, The Parish of the Bourne entered into a lease agreement with Waverley Borough Council and The Guildford Diocesan Board of Finance. The lease is for twenty years and will end on 21 September 2043. This lease is in respect of the land adjoining Brambleton Hall, Upper Way, Farnham. Upon demand, the annual sum of one peppercorn shall be paid by the Parish of the Bourne.

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2025**

17. Reserves

	Balance as at 1st January 2025 £	Incoming resources £	Resources expended £	Unrealised gains on fixed asset investments £	Transfers £	Balance as at 31st December 2025 £
Restricted funds						
Masindi	7,223	-	-	-	-	7,223
Brambleton Development fund	-	-	-	-	-	-
BYT	-	-	-	(9,054)	9,054	-
Bourne Youth Trust - trust for Investment	210,577	-	-	-	-	210,577
Bourne Youth Trust - unapplied income fund	87,188	-	-	-	(9,054)	78,134
BPY	66,512	11,514	(11,079)	-	-	66,947
Organ Scholar fund	21,947	-	(26)	-	-	21,921
Choir Scholar fund	18,647	445	(521)	(648)	(5,400)	12,523
Choir Tour	431	25,766	(17,418)	-	400	9,179
St Martins	12,410	-	-	-	12,410	-
Other (incl property)	139,048	-	(27,928)	-	-	111,120
Total Restricted funds	563,983	37,725	(56,972)	(9,702)	(17,410)	517,624
General Unrestricted Fund	872,345	264,627	(279,599)	-	977	858,350
Legacies	36,525	-	-	-	(2,500)	34,025
Christmas Fair	-	775	(945)	-	170	-
Major Projects & Repairs Designated Fund	8,606	-	(22,459)	-	13,853	-
St Thomas's Glass window	18,497	11,628	(2,878)	-	-	27,247
Outreach designated fund	268	15,165	(12,209)	-	-	3,224
St Martin's Cleaning fund	-	25	-	-	510	535
St Martin's disabled toilet	-	-	-	-	4,400	4,400
Total Unrestricted funds	936,241	292,220	(318,090)	-	17,410	927,781
	1,500,224	329,945	(375,062)	(9,702)	-	1,445,405

The BPY reserve funds are for the Bourne Parish youth work initiative, supporting work with children, young people and their families.

The BYT is the Bourne Youth Trust, initially established as a separate trust on 22nd February 2014 from funds relating to the net proceeds of the sale of the Bourne Hall.

As mentioned in the report, during 2024 the PCC members, as trustees of the BYT, adopted a 'total return' approach to the BYT funds. As a consequence of this the balances of the BYT funds were transferred to two new funds shown above - Bourne Youth Trust - trust for Investment and Bourne Youth Trust - unapplied income fund.

In 2023 the parish received a grant of £5,000 from the Cathedral Music Trust. This was to support a broad range of musical activities and was wrongly allocated to the Choir Scholar Fund. We therefore transferred £5,000 from the Choir Scholar Fund to the General Fund in 2025, so that it can be used as originally intended, supervised by our Director of Music.

18. Analysis of Net Assets between Funds

	2025		
	Restricted £	Unrestricted Funds £	Total £
Tangible fixed assets	915,403	-	915,403
Fixed asset investments	304,871	-	304,871
Current assets	(702,650)	940,933	238,283
Creditors due within one year		(13,152)	(13,152)
	517,624	927,781	1,445,405
	2024		
	Restricted £	Unrestricted Funds £	Total £
Tangible fixed assets	943,331	-	943,331
Fixed asset investments	314,573	-	314,573
Current assets	(693,921)	947,193	253,272
Creditors due within one year	-	(10,952)	(10,952)
	563,983	936,241	1,500,224

Accounts

Charity Registration Number: 1127825

Also including linked Charity
Registration Number 1127825-1

THE PARISH OF THE BOURNE

ANNUAL REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31ST DECEMBER 2024

THE PARISH OF THE BOURNE

**INDEX TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2024**

PCC Information	Page 1
Council Members' Report	Pages 2 to 12
Independent Examiner's Report	Page 13
Consolidated Statement of Financial Activities	Page 14
Balance Sheet	Page 15
Notes to the Financial Statements	Pages 16 to 23

THE PARISH OF THE BOURNE

Page 1

PCC INFORMATION

Principal Address	The Parish of The Bourne Parish Office St Thomas' Church Frensham Road Farnham Surrey GU9 8HA	
Parochial Church Council Members	Members of the PCC are either ex-officio, co-opted or elected by the Annual Parochial Church Meeting in accordance with the Church Representative Rules. Elected members serve for a period of three years. A new member must be proposed and seconded to be able to serve on the council and must be registered on the electoral roll of the parish. The number of people on the electoral roll in May 2024 was 243. PCC members are replaced as they retire. Ex-officio members of the PCC include deanery and diocesan synod members, churchwardens and clergy and lay ministers. The PCC may co-opt up to 2 members. During the year the following served as members of the PCC:	
Ex - officio members: Clergy	The Revd Sandy Clarke, Vicar and PCC chair The Revd Rachel Sturt, Associate Priest	
Licensed Lay Ministers	Geraldine Molony Frances Garland Viv Picken Jane Quicke	(retired during the year) (retired during the year)
Deanery Synod Representatives	Yvonne Bryant Richard Oswald Luke Price	 (appointed during the year)
Churchwardens	Hilary Newman Patricia Goode	 (resigned during the year)
Elected PCC Representatives: PCC Representatives :	Nigel Cuthbert Michael Cock Michèle England Jenny Grant James Harrison Geoff Hooker Robert Horton Janet Hughes Nigel Lewis (Treasurer) Keith Newman Martin Quicke Janet Stephen Deborah Wilde	 (resigned during the year) (appointed during the year) (appointed during the year) (appointed during the year)
Co-opted:	Sari Smith Claire Levens	
Safeguarding Officer:	Peter Neukom	
PCC Secretary :	Keith Newman	
Bankers:	CCLA Investment Management Limited The CBF Church of England Funds 1 Angel Lane London EC4R 3AB Lloyds Bank PLC	
Legal Advisers:	LBMW 1, The Sanctuary Westminster London SW1P 3JT	
Independent Examiners:	Shaw Gibbs (Audit) Limited Statutory Auditors Wey Court West Union Road Farnham, Surrey GU9 7PT	

1. ADMINISTRATIVE INFORMATION

Legal Status

The Parish of The Bourne Parochial Church Council is registered with the Charity Commission, charity number 1127825, and forms part of the Diocese of Guildford. The PCC report also includes, with effect from 2014, the linked charity The Bourne Youth Trust, charity number 1127825-1. The PCC members are trustees of The Bourne Youth Trust.

2. AIMS AND PURPOSES OF THE PCC

The PCC has the responsibility of co-operating with the Incumbent in promoting, in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the churches of St. Thomas-on-The-Bourne and St. Martin by the Green and Brambleton Hall. The parish vision is: 'Radiating God's love: transforming lives and communities'. The PCC believe that reaching out to those in its community – whether churchgoers or not – is essential to its underlying mission. The many activities listed in this report are open to all who wish to participate and the PCC believes that this fulfils the Charity Commission requirement to operate in the public benefit.

3. AIMS AND PURPOSES OF THE BOURNE YOUTH TRUST

The Bourne Youth Trust (BYT) has a range of objectives to serve the needs of children and young people within the area including youthwork, youth clubs, education and training. Bourne Youth Trust funds are invested, and interest and dividends earned during the year are transferred to the Bourne Parish Youthwork fund to enable the parish to support a range of activities with children and young people. This is in line with the BYT's objectives and is in the public benefit.

4. STRUCTURE, GOVERNANCE AND MANAGEMENT OF THE PCC

The PCC meets every two months to oversee the financial affairs of the parish, the maintenance of its assets and to promote the mission of the church. A Standing Committee is responsible for devolved decision-making between meetings; its members are Revd Sandy Clarke (chair) Hilary Newman (churchwarden), Nigel Lewis (treasurer) and Keith Newman (PCC secretary).

To widen participation and effectiveness the PCC uses a number of Working Groups to oversee day-to-day running of the parish's activities; Buildings & Grounds, Communications, Finance Stewardship & Administration. Recommendations from the Working Groups requiring PCC approval are highlighted in reports sent to the PCC members prior to each PCC meeting.

Safeguarding

The PCC regards the safeguarding of children & vulnerable adults as a priority and pays due regard to guidance issued by the House of Bishops relating to it. No person included in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006) or convicted of an offence mentioned in Schedule 1 to the

Children and Young Persons Act 1933 is allowed to serve as a member of the PCC, its Secretary or its Treasurer. Furthermore, it is PCC policy that:

- All clergy with authority to officiate will have to participate in diocese approved arrangements for training in matters relating to the safeguarding of children and vulnerable adults.
- Safeguarding training will be provided for PCC members and other parishioners.
- All clergy with authority to officiate, Youth Ministers, Pastoral Assistants and all PCC Members will have to participate in diocese approved arrangements for training in matters relating to the safeguarding of children and vulnerable adults.
- Safeguarding training will be provided for other parishioners as may be appropriate for any roles they undertake in the Church, or for general interest.
- Clergy must be satisfied that a person from another parish is of good standing before they are allowed to perform in the parish.
- Clergy who are prohibited or suspended under the Clergy Discipline Measure will not be permitted to robe during divine service.

The PCC believes it has complied with its duty to have due regard for the House of Bishops' guidance on safeguarding children and vulnerable adults under section 5 of the Safeguarding and Clergy Discipline Measure 2016. The parish's safeguarding policy is available on the parish website and complies with Church of England arrangements introduced or modified in 2017 and 2018.

5. GENERAL OBJECTIVES AND ACTIVITIES OF THE PARISH

The general objectives and activities of the PCC and the linked charity The Bourne Youth Trust are outlined below and serve the public interest through providing a broad range of services and activities to those in our local community: -

- **Maintaining places of worship**
 - We provide an opportunity for all in the community to attend regular services. These include conducting baptisms, marriages and funerals and also services celebrating the major religious festivals
- **Supporting the spiritual development of the congregation**
 - This objective is met by various approaches, including:-
 - Training those who wish to enter ministry in the Church of England, ranging from full-time stipendiary clergy to lay ministers.
 - Providing a broad range of styles of service, from formal and traditional to informal and free, to ensure the parish provides appropriately for a wide range of worship opportunities.
 - Helping all who wish to grow their spiritual awareness and understanding through providing teaching, courses and specially formulated acts of worship as well as helping to prepare people for baptism, confirmation and marriage.
 - During 2024 other activities to support spiritual development of the congregation and wider community included:
 - ❖ Establishment of Lent groups which were well attended.

- ❖ Establishment of foyer groups that linked members across the parish.
- ❖ A continuation of Bible study groups.
- ❖ The parish gave a bible to each of the leavers at Waverley Abbey CofE school in Tilford
- **Providing space and services for community activities serving many age groups. In 2024 this included the following activities: -**
 - The weekly 'Babes and Tots' group at St Thomas's for young children and their parents and with regular bible stories for the children from members of the ministry team is as popular as ever
 - We continued the 'Babes and Tots' group at Brambleton Hall.
 - Regular coffee mornings (at St Thomas's and St Martins) for members of the church and local community have been very well attended.
 - We continued to provide a venue for local and national election polling stations and other community groups including the Women's Institute, Slimming World, Pilates and a local Guides group.
 - Providing accommodation for social and community groups, notably a weekly Community Fridge and distribution centre for free furniture and a Boxing Club at Brambleton Hall. The Community Fridge is now a core part of the parish's outreach, supported by many parishioners and providing practical support to those in need in our community.
 - Home alone Sunday lunch group and Brambleton Hall Sunday teas continue to prove popular.
 - Maintaining and increasing ongoing outreach via visits and assemblies at our local schools.
- **Providing facilities for local musical and cultural groups to perform to the public.**
 - In 2024 this included: -
 - Concerts by our own choir and other local choral and orchestral groups.
 - Continued development of a large choir including adult male and younger boy and girl choristers to be one of the best Parish choirs in the country.
 - ❖ The aim is for the choir to enhance our worship and enable the church to reach out to those in the community who wish to develop their choral and musical ability, and to their families.
 - Continued parish support for a chamber choir.
- **Assisting other charities to raise funds, in addition to fund-raising on behalf of the PCC.**
 - In 2024 this included: -
 - Several fund-raising activities on behalf of the parish
 - A series of lunchtime concerts in aid of Christian Aid.
 - Raising funds for the Phyllis Tuckwell hospice in Farnham
 - The parish donated the proceeds of the annual Remembrance Day service to the British Legion
 - Through its payment of Parish Share to the Diocese of Guildford, the PCC contributes around £40,000 a year towards diocesan activities and to support parishes in the diocese and beyond which face challenging social and economic circumstances.
- **Communicating with all who wish to know more about the parish and its activities**
 - In 2024 this included

- Distributing cards free to all residents of The Bourne parish twice a year with details of Advent, Christmas and Holy Week and Easter services.
- The regular weekly electronic newsletter to all who wish to receive more frequent updates on parish activities is now well established with some new volunteers coming forward to help with its editing and an expanding circulation list.
- Maintaining a well-designed and easy to access website, and a Facebook page for existing and potential members to learn about current and planned activities.

The PCC believes that reaching out to those in its community – whether regular churchgoers or not – is essential to its underlying mission. The many activities outlined above are open to all who wish to participate. The work of the PCC is made possible by the participation and commitment of many volunteers.

6. PARISH ACHIEVEMENTS AND PERFORMANCE IN 2024

In the 2023 report the specific objectives of the parish for 2024 were specified as below. The outcomes are indicated beneath each objectives.

- a. To define a 5-year plan for the parish, including deployment of resources, mission activities and efforts to reach out to families with young children
 - This is an ongoing activity into 2025 and is yet to be complete
 - The objectives defined for 2025 (see below) emphasise the need for a plan to engage with younger elements and the wider community
 - A good step forward was the Parish strategy day held in September
 - A number of workshops have been identified for 2025
 - The 'choir on tour' achieved a good interaction with other churches
- b. To continue to build fellowship between the congregations
 - A greater interchange between the Brambleton Hall and St Thomas congregation has been achieved
 - There is also a regular interaction with All Saints in Tilford
 - Various groups have been established to encourage the mixing of the congregations, and these will be continued in subsequent years
- c. To improve the operation of the Working Groups in supporting the PCC
 - The PCC meeting agenda always has an item where Working Groups can raise issues that need consideration by the PCC
 - A timetable has been defined for presentations from working groups to the PCC to explain activities and define needs
- d. To recruit a Youth and Families Minister
 - In 2024 we failed to recruit a Youth and Families minister
 - The PCC support this need and have discussed the recruitment problem on a number of occasions
 - It has been agreed that any recruitment offer should include an accommodation allowance
- e. To complete the most urgent maintenance requirements from the Quinquennial review
 - The most urgent requirements have been addressed:

- ❖ The repair of the stained-glass windows at St Thomas
- ❖ The repair of St Martin's roof
- f. To get funding for and award contracts for the repair of the stained-glass windows at St Thomas'
 - Phase 1 of this work was fully funded through donations and fund raising including two grants received
 - The phase 1 work is complete - the windows repaired and reinstalled
 - The phase 2 work is defined but funding from donations, grant applications and fund raising continues
- g. To fund and complete the vestry/toilet improvement at St Martin's
 - Cost estimates for this work were far greater than expected so fund raising and grant applications continue.
 - Work will begin when funds are available.
- h. Complete the Brambleton Hall development project
 - The project was completed and the Development Fund closed
 - The Mayor of Farnham led a celebration event on 14th September to formally open the renovated hall. Local dignitaries and the local community were invited.
 - Newsletters 1-8 were issued to detail the progress of the developments and renovations

PCC decisions and resolutions in 2024

In 2024 the PCC had meetings in January, March, May, June, July, September and November. The June meeting was a zoom meeting. The key decisions made and resolutions passed at each meeting are given below.

- **January PCC**
 - Approved an offer of a further 12 months' tenancy to the tenant of the church flat
 - Considered that an offer to a Families Minister should include an allowance for accommodation as Farnham was a very expensive place in which to live
 - Approved the following appointments
 - ❖ That Keith Newman operates as the PCC secretary from 18th January
 - ❖ Nigel Lewis to assume the role of Treasurer once a handover from Michael Cock is complete.
 - Passed a resolution – 'That the following people are approved as signatories of the parish bank account – Nigel Lewis, the Revd Sandy Clarke, and Hilary Newman.'
- **March PCC**
 - After receiving advice from its legal advisers (LBMW) and financial advisers (Shaw Gibbs), the PCC, meeting as trustees of The Bourne Youth Trust, adopted a 'total return' basis for the underlying investment funds of the trust.
 - The PCC passed two resolutions to allow the transfer of funds from the Bourne Youth Trust (BYT) to the parish to cover the purchase and installation of a boxing shed at Brambleton Hall
 - ❖ Resolution 104A of the Charities Act 2011 which relates to the adoption of a Total Return Basis for the funds accumulated by The Bourne Youth Trust
 - ❖ Resolution for transfer of £35,000 to the parish from BYT funds after sale of the underlying investments
 - The PCC agreed the list of church activities to be considered as a focus for safeguarding

- The PCC approved an art exhibition of photographs to be held in St Thomas.
- **May PCC**
 - Agreed that the safeguarding procedures defined in the PSO report be formally adopted for the Parish
 - Accepted a formal quote for £14k from Charterhouse for repair of St Martin's roof and guttering
 - In consideration of finance issues the PCC approved:
 - ❖ the closure of the Credit Union account
 - ❖ The closure of the Birch Gift account
 - ❖ The closure of the Garden of Remembrance restricted fund
 - The PCC agreed the objectives (repeated in the annual report for the year to December 31st 2023) for 2024 as
 - ❖ To define a 5-year plan for the parish, including deployment of resources, mission activities and efforts to reach out to families with young children
 - ❖ To continue to build fellowship between the congregations
 - ❖ To improve the operation of the Working Groups in supporting the PCC
 - ❖ To recruit a Youth and Families Minister
 - ❖ To complete the most urgent maintenance requirements from the Quinquennial review
 - ❖ To get funding for and award contracts for the repair of the stained-glass windows at St Thomas'
 - ❖ To fund and complete the vestry/toilet improvement at St Martin's
 - ❖ Complete the Brambleton Hall development project.
 - The PCC agreed that the Brambleton Congregation be permitted to adopt St Anne as their patron saint.
- **June PCC**
 - This was a zoom meeting focused on the consideration of new chairs for St Thomas.
 - The PCC agreed with two resolutions:
 - ❖ The Bourne PCC agrees to the disposal of the existing wooden chairs in the main part of St Thomas'.
 - ❖ The Bourne PCC agrees to the acquisition of pre-owned chairs from St Mary's Church, Walton on Thames for a donation not exceeding £200.
- **July PCC**
 - The PCC noted that at the APCM:
 - new members of the PCC were agreed as – Martin Quicke, James Harrison, Nigel Lewis and Jenny Grant
 - Hilary Newman was elected as Churchwarden.
 - Yvonne Bryant and Richard Oswald were appointed as Deanery Synod representatives. Subsequently Luke Price was also appointed as a Deanery Representative.
 - At this meeting, the first after the APCM, the PCC agreed:
 - Hilary Newman be appointed as vice-chair of the PCC.
 - Nigel Lewis be appointed as Treasurer.
 - Peter Neukom be appointed as the Parish Safeguarding Officer.
 - Keith Newman be appointed as PCC secretary
 - Nigel Cuthbert be appointed as the Electoral Roll Officer.
 - A list of sidesmen/sideswomen for St Thomas. St Martins and Brambleton Hall.

- The co-option of Claire Levens and Sari Smith as members of the PCC.
- The Brambleton project was reviewed, and the PCC were invited to a celebration event on 14th September.
- The PCC agreed that the curtains removed from the wall by the font should not be put back and a disposal order be raised if required.
- The PCC agreed with a Parish strategy day scheduled for September 21st.
- **September PCC**
 - On safeguarding the PCC approved
 - ❖ the safeguarding policy as defined by the PSO
 - ❖ the declarations made by the vicar and the PSO regarding the safeguarding procedures
 - ❖ the list of non-church activities
 - Regarding finance, the PCC passed the following resolutions
 - ❖ The transfer of £8,000 from the legacy fund to the Brambleton Development Fund to enable the Brambleton Development Fund to be closed with a zero balance.
 - ❖ The transfer of £15,000 from the legacy fund to complete repair of St Martin's roof
 - ❖ The replacement of the heat pump at St Thomas with a cost not to exceed £6,000.
 - ❖ To defer the guttering work at St Thomas until FY 2025.
 - Approved the location of a commemorative bench, for Helen Sale, in the parish garden, with the associated faculty submission.
 - Agreed with the Communications Working Group producing a 16-page document to detail the work of the church.
 - Approved the location of a carpet (donated through Brambleton Hall warehouse) under the organ loft.
- **November PCC**
 - The PCC adopted the safeguarding report in which the PSO addressed the safeguarding policies for non-church groups, rationalisation of the safeguarding information on the parish website, and a failed investigation of whether a 'caring for dementia' course could be found.
 - Regarding the payment of our Parish Share in 2025 the PCC agreed a 2.9% increase in Ministry costs and a 0% increase in shared costs
 - The PCC agreed to a salary increase for staff of 3% and budgets for the Choir, the Building and Ground Working Group, the Communications Working Group, the Parish Administration and the Worship and Church Service.
 - The issue of a debit card for the Vicar and Churchwarden was agreed.
 - A commemorative bench, for John Turnbull, to be in the Garden of Remembrance, with the associated faculty submission, was agreed.

7. OBJECTIVES AND ACTIVITIES FOR 2025

As a church all our objectives and priorities must be a natural outworking of our vision, 'radiating love, transforming lives and communities.' This year our objectives have been developed through a strategy workshop day in September 2024 and a series of strategy sessions to create our Church Development Plan.

- **Extend provision for serving and fostering families to grow younger as a church**
 - Leadership needed. We hope to appoint a Families' Minister this year

- Create opportunities for families to meet each other and grow deeper into the rest of church
- Offer worship that attracts families – continue with Intergenerational Worship and good Junior Church provision.
- **Extending our community and outreach**
 - Focus on Brambleton Hall and St Martin's outreach potential
 - As we are at capacity for providing community support, seek partnerships with organisations or groups who share our ethos and make relationships, eg. Brightwells Gostrey, The Maltings
 - Continue the excellent outreach ministry
 - ❖ Other People Group will continue to extend our awareness of the needs of our greater community
 - ❖ Christian Aid Concerts and Lent Lunches
 - ❖ Community Fridge and Warehouse
 - ❖ Tuesday and Wednesday morning coffee
- **Growing deeper in faith by**
 - Honouring vocations of all kinds providing opportunities and training eg. The Local Ministry Programme, Safeguarding Workshop, Volunteers' Month as part of stewardship
 - Growing ministry team as practitioners retire by actively training from within and offering placements to those in need of a parish
 - Providing learning and worship opportunities for a broad range of need and readiness. This year we are focussing on scripture with our Lent Course reading Luke and the introduction of our intensive Old Testament learning programme.
 - Continually reflecting on our Holy Week and Christmas offerings. The Devil's Passion and The Passover Meal are new additions to include a wider range of spirituality and teaching.
- **In addition, we must continue to**
 - Maintain our places of worship.
 - Use our facilities and resources wisely

8. DEANERY SYNOD ACTIVITIES

The deanery synod met twice during 2024.

In the October meeting we were given a presentation of reducing our carbon footprint. As a result we became one of the parishes who will receive an in-depth energy audit and a £3,000 grant to make an important change. We will be using this to complete our lighting project at St Thomas-on-The Bourne.

9. FINANCIAL REVIEW

Incoming resources 2024 (all figures rounded to the nearest £100)

Total incoming resources in 2024 were £10,300 lower than 2023 at £353,440. By major category the results show:-

- Total income from giving to support the parish's day-to day activities totalled £198,700, £5,900 lower than in 2023. This excludes legacy income received in 2024 of £2,500 and additional donations towards restricted funds – Brambleton Hall Development Fund and St Thomas's stained-glass windows fund which amounted to £20,300
- Interest received and investment income was £17,700, slightly higher than in 2023 as interest rates increased
- Income from donations for use of the parish rooms and hall plus rental on the flat at St Thomas' was £45,800, £4,300 higher than in 2023 reflecting higher occupancy and room rates
- Income (before deducting costs) from fundraising events was £38,200, £14,100 higher than in 2023 reflecting the impact of significant fundraising efforts to repair the stained-glass windows at St Thomas's church and to complete the Brambleton Hall project
- Gross Income from other sources totalled £30,100 - well below 2023 (£56,400) –because of lower PCC fees and significantly lower grants received.

Resources Expended in 2024

Resources expended, at £387,000, were £19,000 lower than in 2023, resulting in a deficit of £33,500. This is after charging depreciation on fixed assets of £27,900.

Major elements of expenditure are as follows:-

- Parish share increased by £3,700 to £112,200
- Salaries and monies paid for cleaners increased by £6,900 to £60,900
- Utility costs increased by £2,500 to £19,200
- Buildings and grounds costs, including major projects, totalled £90,600 (£121,500 in 2023) – see below for more details.

Repairs and improvements to parish buildings

The last two years have seen significant expenditure on the fabric of the churches and halls. In 2023 this included £58,900 on the refurbishment of St Thomas's organ and £39,800 on Brambleton Hall, plus a further £36,000 of expenditure relating to the new wooden building installation which was capitalised and will be depreciated over 20 years.

In 2024 major expenditure included £35,300 on Brambleton Hall (where the major works are now completed). Of this amount, £24,400 was capitalised. In addition, £19,800 was spent on repairs to St Martin's roof as well as £14,200 on phase 1 of repairs to the stained-glass windows at St Thomas'.

After consulting with solicitors LBMW and independent examiners Shaw Gibbs, the PCC members, acting as trustees of The Bourne Youth Trust, passed resolutions at the March PCC meeting to adopt a Total Return Approach for the investments in the Bourne Youth Trust. This enabled the trustees to sell £35,000 of investments to complete the Brambleton Hall works. The PCC also used monies from legacy funds to alleviate the impact of costs associated with the Brambleton Hall project and the roof repairs at St Martin's. The cost of the stained-glass windows repairs at St Thomas's were entirely covered by fund-raising and generous donations.

In 2025, Phase 2 of the stained-glass window repairs should take place – this is estimated to cost £26,600 and will require at least £5,000 of further fund-raising, and at some stage the parish will need to find funds to repair and refurbish the gutters and downpipes at St Thomas'. In the next 5 years the parish will probably need to replace 3 existing gas boilers as they near the end of their economic life.

Net incoming resources, cash flow and reserves 2024

The net deficit in 2024, after taking into account unrealised gains on investments, was £26,900 including a non-cash depreciation charge of £27,900 and after the sale and use of £35,000 of investment funds. As a result, the year end fund balances remained at a level which supports the continuing work of the parish but has limited scope for undertaking further major buildings repair projects without significant additional fund-raising.

At year end:-

- Excluding fixed assets, the general fund balance was £108,000, equivalent to 4-5 months' expenditure in the general fund and therefore within the PCC's reserves guideline
- The major projects and repairs fund had a modest balance of £8,600, most of which was already earmarked for the replacement of the central heating pumps at St Thomas' in January 2025
- The stained-glass windows fund has a balance of £18,500 requiring further fund-raising in 2025 to complete phase 2 of this project (estimated cost £26,600)
- The choir and organ scholar funds have combined balances of £40,500 (mainly from grants received in prior years)
- The Bourne Parish Youthwork fund has a balance of £66,500; this has increased as we have not employed a youth minister for the last few years and investment returns have accumulated
- The small fund for the refurbishment of the toilet and vestry at St Martin's has a balance of £4,400 – and a further £5,000 from legacy funds is allocated for this purpose
- The legacies fund balance is £36,500

Debtors

During the year £1,700 of unpaid invoices relating to prior financial years was written off. A campaign to recover monies owed in 2024 yielded some payments, although further effort is required on this.

The Bourne Youth Trust (BYT)

In 2024, following external legal (LBMW) and financial (Shaw Gibbs) advice the BYT was re-structured into two funds:-

Bourne Youth Trust – trust for investment valued at £210,600. This fund must be maintained at this level by the trustees and income from it continues to be available to fund Bourne families and youth ministry.

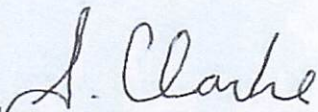
Bourne Youth Trust – unapplied income fund valued at £87,200. This fund may be used at the discretion of the trustees provided that any use conforms to the original objectives of the trust.

The underlying investments are:-

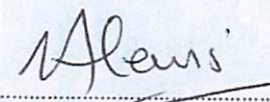
The CBF Church of England Investment Fund – a diversified fund (£251,600 at year end)

The CBF Church of England Property Fund – (£46,200 at year end)

These investments are held by the Guildford Diocesan Board of Finance as custodian trustee.

Signed 
Revd Sandy Clarke
(Vicar)

Date 22. 04. 2025

Signed 
Nigel Lewis
(Treasurer)

Date 22. 04. 2025

**REPORT OF THE INDEPENDENT EXAMINER TO THE COUNCIL MEMBERS OF
THE PARISH OF THE BOURNE**

Independent examiner's report to the PCC of the Parish of the Bourne

I report to the members of the PCC on the accounts of the charity for the year ended 31 December 2024.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

This has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on the after 1 January 2015.

Respective responsibilities of the PCC and the examiner

The members of the PCC are responsible for the preparation of the accounts. The members consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The PCC's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales (ICAEW).

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioner under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioner. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as members concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

1. accounting records were not kept in respect of the charity as required by section 130 of the 2011 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.



Stephen Morgan
Shaw Gibbs (Audit) Limited
Wey Court West
Union Road
Farnham
Surrey
GU9 7PT

Dated : 23RD April 2025

THE PARISH OF THE BOURNE

Page 14

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31ST DECEMBER 2024

	Notes	2024 Restricted Funds £	2024 Unrestricted Funds £	2024 BYT Funds £	2024 Total Funds £	2023 Total Funds £
Income from:						
Donations and legacies	2	20,343	201,221	-	221,564	219,946
Charitable activities	3	-	14,325	-	14,325	20,722
Other trading activities	4	12,060	71,989	-	84,049	65,635
Investment income	6	11,663	6,003	-	17,666	21,731
Other income	5	55	15,781	-	15,836	35,712
TOTAL INCOMING RESOURCES		44,121	309,319	-	353,440	363,746
Expenditure from:						
Charitable activities	7	72,653	313,701	600	386,954	406,011
TOTAL EXPENDITURE		72,653	313,701	600	386,954	406,011
Unrealised Gains / (Losses) on Investments	13	363	-	6,240	6,603	23,427
NET (OUTGOING)/INCOMING RESOURCES		(28,169)	(4,382)	5,640	(26,911)	(18,838)
Transfers between funds		91,059	(91,059)	-	-	-
NET MOVEMENT IN FUNDS		62,890	(95,441)	5,640	(26,911)	(18,838)
Reconciliation of funds:	17					
Total funds brought forward		168,328	1,031,682	327,125	1,527,135	1,545,973
Total funds carried forward		231,218	936,241	332,765	1,500,224	1,527,135

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.

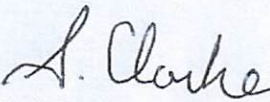
THE PARISH OF THE BOURNE

Page 15

BALANCE SHEET
YEAR ENDED 31ST DECEMBER 2024

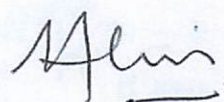
	Notes	2024	2023
		£	£
Fixed Assets			
Tangible Assets-PCC	12	943,331	946,808
Investments	13	314,573	342,970
Total Fixed Assets		1,257,904	1,289,778
Current Assets			
Debtors	14	14,724	11,070
CBF Deposits		100,000	100,300
CBF Deposits-BPY		45,000	25,000
CBF Deposits-Choir		10,000	10,000
Cash at Bank		56,759	61,405
Cash at Bank-BPY		25,744	34,733
Cash at Bank-Choir		1,045	9,557
Total Current Assets		253,272	252,065
Liabilities			
Creditors: amounts falling due within one year	15	10,952	14,709
Net Current Assets		242,320	237,356
Total Net Assets		1,500,224	1,527,135
The funds of the PCC:			
Restricted Funds			
Balance as at 1st January 2024		495,453	494,930
Net movement in funds in year		68,530	523
Balance as at 31st December 2024	17	563,983	495,453
Unrestricted Funds			
Balance as at 1st January 2024		1,031,682	1,051,043
Net movement in funds in year		(95,441)	(19,361)
Balance as at 31st December 2024		936,241	1,031,682
Total PCC funds	18	1,500,224	1,527,135

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



Signed
The Revd Sandy Clarke
Vicar

Date: 22.04.2025



Signed
Nigel Lewis
Treasurer

Date: 22.04.2025

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2024**

1. Accounting Policies**a) Basis of preparation**

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The PCC constitutes a public benefit entity as defined by FRS 102.

b) Linked Charity

The statement of financial activities and the balance sheet include the assets, liabilities, income and expenditure of the charity and its linked charity Bourne Youth Trust.

c) Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. These include funds designated for a particular purpose by the PCC.

Details of the nature and purpose of restricted funds are shown in note 17 to the accounts, including the separate funds held by the linked charity.

d) Incoming Resources

Income is recognised when the charity has entitlement to the fund, any performance conditions attached to the item(s) of income have been met, it is probable the income will be received and the amount can be measured reliably.

Donations, Legacies and Similar Resources

- i) Collections are included in the financial statements when received by or on behalf of the PCC.
- ii) Planned giving receivable under covenant is included in the financial statements only when received by the PCC.
- iii) Income tax recoverable on covenanted and gift aid donations is included in the financial statements when the donation is received.
- iv) Legacy income is accounted for when receivable.
- v) Grant income is accounted for when receivable.

Income from investments, including interest received, is accounted for when due.

e) Resources expended

Costs of generated funds and governance costs are accounted for when payable.

f) Fixed Assets

Depreciation is charged in accordance with accounting standards and is calculated on a straight line basis for the following categories of fixed assets:

Freehold Property	- Over 50 years
Freehold Property (Extension)	- Over 20 years
Computer Equipment	- Over 3 years

g) Investments

Investments are valued at their closing mid-market value at the Balance Sheet date. Any gains or loss on revaluation is taken to the Statement of Financial Activities.

h) Taxation

As a qualifying charity, the PCC is not liable to UK taxation.

i) Operating leases - the PCC as lessee

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2024

2. Donations and legacies

	Restricted £	2024 Unrestricted £	BYT £	2024 Total £
Planned giving - tax efficient	-	32,307	-	32,307
Tax refunds via Gift Aid	-	34,040	-	34,040
Planned giving - non tax efficient	-	840	-	840
Collections (open plate)	-	15,093	-	15,093
Parish giving scheme	-	77,959	-	77,959
All other giving	19,272	11,512	-	30,784
Donations and appeals	1,071	26,970	-	28,041
Legacies	-	2,500	-	2,500
	20,343	201,221	-	221,564

	Restricted £	2023 Unrestricted £	BYT £	2023 Total £
Planned giving - tax efficient	45	35,991	-	36,036
Tax refunds via Gift Aid	-	47,503	-	47,503
Planned giving - non tax efficient	-	840	-	840
Collections (open plate)	-	13,182	-	13,182
Parish giving scheme	-	85,967	-	85,967
All other giving	14,107	5,066	-	19,173
Donations and appeals	1,163	16,076	-	17,239
Legacies	-	6	-	6
	15,315	204,631	-	219,946

3. Charitable activities

	Restricted £	2024 Unrestricted £	BYT £	2024 Total £
PCC Fees	-	14,325	-	14,325
	-	14,325	-	14,325

	Restricted £	2023 Unrestricted £	BYT £	2023 Total £
PCC Fees	-	20,722	-	20,722
	-	20,722	-	20,722

4. Other trading activities

	Restricted £	2024 Unrestricted £	BYT £	2024 Total £
Hall rent	-	33,686	-	33,686
Fund raising events	12,060	26,135	-	38,195
Fiat rent	-	12,168	-	12,168
	12,060	71,989	-	84,049

	Restricted £	2023 Unrestricted £	BYT £	2023 Total £
Hall rent	-	29,438	-	29,438
Fund raising events	6,641	17,430	-	24,071
Fiat rent	-	12,126	-	12,126
	6,641	58,994	-	65,635

THE PARISH OF THE BOURNE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2024

Page 18

5. Other income

	Restricted £	2024 Unrestricted £	BYT £	2024 Total £
Grants Received	-	6,850	-	6,850
Other income	55	8,931	-	8,986
	55	15,781	-	15,836

	Restricted £	2023 Unrestricted £	BYT £	2023 Total £
Grants Received	21,200	8,450	-	29,650
Other income	-	6,062	-	6,062
	21,200	14,512	-	35,712

6. Investment income

	Restricted £	2024 Unrestricted £	BYT £	2024 Total £
Interest from deposits & trusts	11,663	6,003	-	17,666

	Restricted £	2023 Unrestricted £	BYT £	2023 Total £
Interest from deposits & trusts	17,295	4,436	-	21,731

7. Charitable activities

	Restricted £	2024 Unrestricted £	BYT £	2024 Total £
Grants to charities (see note 8)	2,651	994	-	3,645
Activities directly relating to church activities (see note 9)	42,583	257,208	-	299,791
Church management & administration (see note 10)	28,019	55,499	-	83,518
	73,253	313,701	-	386,954

	Restricted £	2023 Unrestricted £	BYT £	2023 Total £
Grants to charities (see note 8)	252	84	-	336
Activities directly relating to church activities (see note 9)	14,575	204,317	-	218,892
Church management & administration (see note 10)	17,740	71,910	-	89,650
	32,567	276,311	-	308,878

THE PARISH OF THE BOURNE

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2024

Page 19

8. Grants to charities

	Restricted £	2024 Unrestricted £	BYT £	2024 Total £
The Grassroots Trust	-	84	-	84
Urban Saints	147	-	-	147
Choral and organ scholarships	2,504	-	-	2,504
Christian Aid Donation	-	51	-	51
Sandy fund transfer to Tilford	-	859	-	859
	2,651	994	-	3,645

	Restricted £	2023 Unrestricted £	BYT £	2023 Total £
The Grassroots Trust	-	84	-	84
Urban Saints	252	-	-	252
Choral and organ scholarships	250	-	-	250
St Cuthbert's Hospice	-	19	-	19
MacMillan cancer support	-	200	-	200
Farnham foodbank	-	100	-	100
	502	403	-	905

9. Activities directly relating to church activities

	Restricted £	2024 Unrestricted £	BYT £	2024 Total £
Parish share	-	112,165	-	112,165
PCC fees payable to the diocese	-	8,722	-	8,722
Ministry - clergy property costs	-	414	-	414
Church running expenses	-	31,249	-	31,249
Church maintenance	10,927	53,528	-	64,455
Church Events & Activities	-	1,894	-	1,894
Upkeep of services	-	4,534	-	4,534
Upkeep of the churchyard	-	2,351	-	2,351
St Thomas Flat expenses	-	529	-	529
Music	-	25,889	-	25,889
BPY expenses	119	-	-	119
Choir Tour Expenses	31,537	-	-	31,537
Outreach programmes	-	9,897	-	9,897
Christmas Fair Expenses	-	6,036	-	6,036
	42,583	257,208	-	299,791

	Restricted £	2023 Unrestricted £	BYT £	2023 Total £
Parish share	-	108,516	-	108,516
PCC fees payable to the diocese	-	12,604	-	12,604
Ministry - clergy property costs	-	420	-	420
Church running expenses	-	28,107	-	28,107
Church maintenance	41,882	75,637	-	117,519
Church Events & Activities	-	2,931	-	2,931
Upkeep of services	-	3,798	-	3,798
Upkeep of the churchyard	-	3,126	-	3,126
St Thomas Flat expenses	-	438	-	438
Music	-	24,876	-	24,876
BPY expenses	193	-	-	193
Choir Tour Expenses	-	-	-	-
Outreach programmes	-	7,046	-	7,046
Church tour expenses	17,847	-	-	17,847
	59,922	267,499	-	327,421

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2024

10. Church management & administration

	Restricted £	2024 Unrestricted £	BYT £	2024 Total £
Accountancy fees	600	2,540	-	3,140
Bank Charges	-	695	-	695
Depreciation on Freehold Property and Office Equipment	27,419	486	-	27,905
General administration expenses	-	6,781	-	6,781
Insurance	-	6,337	-	6,337
Legal and professional fees	-	2,351	-	2,351
Office equipment & supplies	-	5,933	-	5,933
Provision for doubtful debts	-	737	-	737
Staff costs	-	29,279	-	29,279
Staff Training	-	360	-	360
	28,019	55,499	-	83,518

Included within Church Management & Administration:
Independent examiner's fees for year ended 31 December 2024

	-	2,540	-	2,540
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	Restricted £	2023 Unrestricted £	BYT £	2023 Total £
Accountancy fees	-	2,420	-	2,420
Bank Charges	-	-	-	-
Depreciation on Freehold Property and Office Equipment	22,931	3,318	-	26,249
General administration expenses	-	4,595	-	4,595
Insurance	-	6,352	-	6,352
Legal and professional fees	-	5,235	-	5,235
Office equipment & supplies	-	4,915	-	4,915
Provision for doubtful debts	-	750	-	750
Staff costs	-	26,627	-	26,627
Staff Training	-	542	-	542
	22,931	54,754	-	77,685

Included within Church Management & Administration:
Independent examiner's fees for year ended 31 December 2024

	-	2,532	-	2,532
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11. Staff Costs

	Restricted £	2024 Unrestricted £	BYT £	2024 Total £
Wages and salaries	-	28,713	-	28,713
Social security costs	-	-	-	-
Other pension costs	-	566	-	566
	-	29,279	-	29,279

	2024	Total
Average staff numbers (full time equivalent):		
Administrative staff	3	3

	Restricted £	2023 Unrestricted £	BYT £	2023 Total £
Wages and salaries	-	25,747	-	25,747
Social security costs	-	-	-	-
Other pension costs	-	880	-	880
	-	26,627	-	26,627

	2023	Total
Average staff numbers (full time equivalent):		
Administrative staff	3	3

During the year expenses totalling £15,380 (2023: £11,300) were reimbursed to 9 (2023: 12) members and no remuneration was paid to members of the PCC in either year.

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2024

12. Tangible Fixed Assets

	Freehold Property £	Office Equipment £	BPY Equipment £	Total £
<u>Cost</u>				
Cost as at 1st January 2024	1,303,643	31,455	12,210	1,347,308
Additions	24,427	-	-	24,427
Cost as at 31st December 2024	1,328,070	31,455	12,210	1,371,735
<u>Depreciation</u>				
Depreciation as at 1st January 2024	357,321	30,969	12,210	400,500
Charge for the year	27,418	486	-	27,904
Depreciation as at 31st December 2024	384,739	31,455	12,210	428,404
<u>Net Book Value</u>				
As at 31st December 2024	943,331	-	-	943,331
As at 31st December 2023	946,322	486	-	946,808

13. Investments

	2024 £
<u>Market Value</u>	
At 1 January 2023	342,970
Additions	-
Disposals	(35,000)
	307,970
Change in Market Value	6,603
	314,573
Historic cost	172,934

A summary of investments held by funds is as follows:

	Market Value 2024 £
The CBF Church of England Investment Fund – income shares	251,628
The CBF Church of England Investment Fund (choir)	16,208
The CBF Church of England Property Fund – income shares	46,737
	314,573

Excluding the CBF Church of England Investment Fund (Choir) – Income Shares shown above, investments are otherwise held in the name of the Bourne Youth Trust.

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 202414. Debtors

	2024		2024
	PCC	BYT	Total
	£	£	£
Income tax recoverable	6,406	-	6,406
Other debtors	8,318	-	8,318
Prepayments	-	-	-
	<u>14,724</u>	<u>-</u>	<u>14,724</u>

	2023		2023
	PCC	BYT	Total
	£	£	£
Income tax recoverable	907	-	907
Other debtors	10,163	-	10,163
Prepayments	-	-	-
	<u>11,070</u>	<u>-</u>	<u>11,070</u>

15. Creditors

	2024		2024
	PCC	BYT	Total
	£	£	£
PAYE & NIC	-	-	-
Other creditors	2,903	-	2,903
Accruals	8,049	-	8,049
Deferred income	-	-	-
	<u>10,952</u>	<u>-</u>	<u>10,952</u>

	2023		2023
	PCC	BYT	Total
	£	£	£
PAYE & NIC	-	-	-
Other creditors	6,196	-	6,196
Accruals	8,513	-	8,513
Deferred income	-	-	-
	<u>14,709</u>	<u>-</u>	<u>14,709</u>

16. Operating lease commitments

On 22 September 2023, The Parish of the Bourne entered into a lease agreement with Waverley Borough Council and The Guildford Diocesan Board of Finance. The lease is for twenty years and will end on 21 September 2043. This lease is in respect of the land adjoining Brambleton Hall, Upper Way, Farnham. Upon demand, the annual sum of one peppercorn shall be paid by the Parish of the Bourne.

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2024

17. Reserves

	Balance as at 1st January 2024 £	Incoming resources £	Resources expended £	Unrealised gains on fixed asset investments £	Transfers £	Balance as at 31st December 2024 £
Restricted funds						
Masindi	7,223	-	-	-	-	7,223
Brambleton Development fund	15,964	10,592	(15,833)	-	(10,723)	-
BYT	327,125	-	(600)	6,240	(332,765)	-
Bourne Youth Trust - trust for Investment	-	-	-	-	210,577	210,577
Bourne Youth Trust - unapplied income fund	-	-	-	-	87,188	87,188
BPY	55,485	11,293	(266)	-	-	66,512
Organ Scholar fund	21,953	50	(56)	-	-	21,947
Choir Scholar fund	21,661	521	(2,448)	363	(1,450)	18,647
Choir Tour	9,113	21,405	(31,537)	-	1,450	431
Garden of remembrance	599	-	-	-	(599)	-
St Martins	7,750	260	-	-	4,400	12,410
Other (incl property)	28,580	-	(22,513)	-	132,981	139,048
Total Restricted funds	495,453	44,121	(73,253)	6,603	91,059	563,983
General Unrestricted Fund	1,014,573	259,405	(256,887)	-	(144,746)	872,345
Legacies	-	2,500	-	-	34,025	36,525
Christmas Fair	-	11,265	(6,036)	-	(5,229)	-
Major Projects & Repairs Designated Fund	8,231	25	(26,650)	-	27,000	8,606
Organ Maintenance Designated Fund	7,338	-	-	-	(7,338)	-
St Thomas's Glass window	-	27,499	(14,231)	-	5,229	18,497
Outreach designated fund	1,540	8,625	(9,897)	-	-	268
Total Unrestricted funds	1,031,682	309,319	(313,701)	-	(91,059)	936,241
	1,527,135	353,440	(386,954)	6,603	-	1,500,224

The BPY reserve funds are for the Bourne Parish youth work initiative, supporting work with children, young people and their families.

The BYT is the Bourne Youth Trust, initially established as a separate trust on 22nd February 2014 from funds relating to the net proceeds of the sale of the Bourne Hall.

As mentioned in the report, during 2024 the PCC members, as trustees of the BYT, adopted a 'total return' approach to the BYT funds. As a consequence of this the balances of the BYT funds were transferred to two new funds shown above - Bourne Youth Trust - trust for investment and Bourne Youth Trust - unapplied income fund.

The choir scholar fund includes a historic grant from The Cathedrals Music Trust for £5,000.

During 2024 the Garden of Remembrance and Organ maintenance funds were closed as these projects were completed. The Brambleton Development Fund was also closed during the year on the completion of the major repair works and extension at the Brambleton Hall site.

New funds were set up to hold monies from Legacies (previously held in the general fund) and St Thomas's stained glass windows fund to hold funds raised for this repair initiative.

18. Analysis of Net Assets between Funds

	Restricted £	2024 Unrestricted Funds £	Total £
Tangible fixed assets	943,331	-	943,331
Fixed asset investments	314,573	-	314,573
Current assets	(693,921)	947,193	253,272
Creditors due within one year	-	(10,952)	(10,952)
	563,983	936,241	1,500,224
	Restricted £	2023 Unrestricted Funds £	Total £
Tangible fixed assets	866,313	80,495	946,808
Fixed asset investments	342,970	-	342,970
Current assets	-	965,896	252,066
Creditors due within one year	-	(14,709)	(14,709)
	495,453	1,031,682	1,527,135

Accounts

Charity Registration Number: 1127825

Also including linked Charity
Registration Number 1127825-1

THE PARISH OF THE BOURNE

ANNUAL REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31ST DECEMBER 2023

THE PARISH OF THE BOURNE

**INDEX TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2023**

PCC Information	Page 1
Council Members' Report	Pages 2 to 11
Independent Examiner's Report	Page 12
Consolidated Statement of Financial Activities	Page 13
Balance Sheet	Page 14
Notes to the Financial Statements	Pages 15 to 21

THE PARISH OF THE BOURNE

Page 1

PCC INFORMATION

Principal Address	The Parish of The Bourne Parish Office St Thomas' Church Frensham Road Farnham Surrey GU9 8HA	
Parochial Church Council Members	Members of the PCC are either ex-officio, co-opted or elected by the Annual Parochial Church Meeting in accordance with the Church Representative Rules. Elected members serve for a period of three years. A new member must be proposed and seconded to be able to serve on the council and must be registered on the electoral roll of the parish. The number of people on the electoral roll in May 2023 was 232 (235 in May 2022). PCC members are replaced as they retire. Ex-officio members of the PCC include deanery and diocesan synod members, churchwardens and clergy and lay ministers. The PCC may co-opt up to 2 members. During the year the following served as members of the PCC:	
Ex - officio members:		
Clergy	The Revd Sandy Clarke, Vicar and PCC chair	
Licensed Lay Minister	Geraldine Molony Frances Garland Viv Picken Jane Quicke	
Deanery Synod Representatives	Yvonne Bryant	
	Janet Stephen	(resigned during the year)
	Deborah Wilde	(resigned during the year)
	Richard Oswald	(appointed during the year)
Churchwardens	Patricia Goode	(appointed during the year)
	Peter Neukom	(resigned during the year)
	Hilary Newman	(appointed during the year)
Elected PCC Representatives:		
PCC Representatives :	Michael Cock (Treasurer) Keith Newman Martin Quicke Ann Williams (resigned during the year) Jenny Grant Nigel Lewis Robert Horton Geoff Hooker Nigel Cuthbert Michèle England Janet Stephen (appointed during the year) James Harrison (appointed during the year) Janet Hughes (appointed during the year) Deborah Wilde (appointed during the year)	
Co-opted:	Ruth Moore	(Safeguarding Officer)
	James Harrison	
PCC Secretary :	Nigel Lewis	
Bankers:	CCLA Investment Management Limited The CBF Church of England Funds 80 Cheapside London EC2V 6DZ Lloyds TSB Bank PLC 75 Castle Street Farnham Surrey GU9 7LT	
Legal Advisers:	Charles Russell LLP Buryfields House Bury Fields Guildford GU2 4AZ	
Independent Examiners:	Shaw Gibbs (Audit) Limited Statutory Auditors Wey Court West Union Road Farnham, Surrey GU9 7PT	

THE PARISH OF THE BOURNE
COUNCIL MEMBERS' REPORT
YEAR ENDED 31 DECEMBER 2023

1. LEGAL STATUS

The Parish of The Bourne Parochial Church Council is registered with the Charity Commission, charity number 1127825, and forms part of the Diocese of Guildford. The PCC report also includes, with effect from 2014, the linked charity The Bourne Youth Trust, charity number 1127825-1. The PCC members are trustees of The Bourne Youth Trust.

2. AIMS AND PURPOSES OF THE PCC

The PCC has the responsibility of co-operating with the Incumbent in promoting, in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the churches of St. Thomas-on-The-Bourne and St. Martin by the Green and Brambleton Hall. The parish vision is: 'Radiating God's love: transforming lives and communities'. The PCC believe that reaching out to those in its community – whether churchgoers or not – is essential to its underlying mission. The many activities listed in this report are open to all who wish to participate and the PCC believes that this fulfils the Charity Commission requirement to operate in the public benefit.

3. AIMS AND PURPOSES OF THE BOURNE YOUTH TRUST

The Bourne Youth Trust (BYT) has a range of objectives to serve the needs of children and young people within the area including youthwork, youth clubs, education and training. Bourne Youth Trust funds are invested, and interest and dividends earned during the year are transferred to the Bourne Parish Youthwork fund to enable the parish to support a range of activities with children and young people. This is in line with the BYT's objectives and is in the public benefit.

4. STRUCTURE, GOVERNANCE AND MANAGEMENT

The PCC meets every two months to oversee the financial affairs of the parish, the maintenance of its assets and to promote the mission of the church. A Standing Committee is responsible for and devolved decision-making between meetings; its members are Revd Sandy Clarke (chair) Hilary Newman and Patricia Goode (churchwardens), Michael Cock (treasurer) and Nigel Lewis (PCC secretary).

To widen participation and effectiveness the PCC has established a number of Working Groups to oversee day-to-day running of the parish's activities; Buildings & Grounds, Children & Youth, Communications, Finance Stewardship & Administration, Environmental, and Worship and Spiritual Growth. Recommendations from the Working Groups requiring PCC approval are highlighted in reports sent to the PCC members prior to each PCC meeting.

THE PARISH OF THE BOURNE
COUNCIL MEMBERS' REPORT
YEAR ENDED 31 DECEMBER 2023

Safeguarding

The PCC regards the safeguarding of children & vulnerable adults as a priority and pays due regard to guidance issued by the House of Bishops relating to it. No person included in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006) or convicted of an offence mentioned in Schedule 1 to the Children and Young Persons Act 1933 is allowed to serve as a member of the PCC, its Secretary or its Treasurer. Furthermore it is PCC policy that:

- All clergy with authority to officiate will have to participate in diocese approved arrangements for training in matters relating to the safeguarding of children and vulnerable adults.
- Safeguarding training will be provided for PCC members and other parishioners.
- All clergy with authority to officiate, Youth Ministers, Pastoral Assistants and all PCC Members will have to participate in diocese approved arrangements for training in matters relating to the safeguarding of children and vulnerable adults.
- Safeguarding training will be provided for other parishioners as may be appropriate for any roles they undertake in the Church, or for general interest.
- Clergy must be satisfied that a person from another parish is of good standing before they are allowed to perform in the parish.
- Clergy who are prohibited or suspended under the Clergy Discipline Measure will not be permitted to robe during divine service.

The PCC believes it has complied with its duty to have due regard for the House of Bishops' guidance on safeguarding children and vulnerable adults under section 5 of the Safeguarding and Clergy Discipline Measure 2016. The parish's safeguarding policy is available on the parish website and complies with Church of England arrangements introduced or modified in 2017 and 2018.

5. OBJECTIVES AND ACTIVITIES

The key objectives and activities of the PCC and the linked charity The Bourne Youth Trust are outlined below and serve the public interest through providing a broad range of services and activities to those in our local community:-

- **Maintaining places of worship which provide an opportunity for all in the community to attend regular services. These include conducting baptisms, marriages and funerals and also services celebrating the major religious festivals.**
- **Supporting the spiritual development of our parishioners, by various approaches, including:-**
 - Training those who wish to enter ministry in the Church of England, ranging from full-time stipendiary clergy to lay ministers.
 - Providing a broad range of styles of service, from formal and traditional to informal and free, to ensure the parish provides appropriately for a wide range of worship opportunities.

THE PARISH OF THE BOURNE

COUNCIL MEMBERS' REPORT YEAR ENDED 31 DECEMBER 2023

- Helping all who wish to grow their spiritual awareness and understanding through providing teaching, courses and specially-formulated acts of worship as well as helping to prepare people for baptism, confirmation and marriage.

During 2023 several activities in support of our mission and ministry continued in various forms.

- *Lent groups were well attended.*
- *Foyer groups were established, linking members across the parish.*
- *Bible study groups flourished.*
- *The parish gave a bible to each of the leavers at Waverley Abbey COfE school in Tilford.*
- **Providing space and services for community activities serving many age groups. In 2023 this included the following activities: -**
 - *The weekly 'Babes and Tots' group at St Thomas's for young children and their parents and with regular bible stories for the children from members of the ministry team is as popular as ever; we have also continued the babes and tots group at Brambleton Hall.*
 - *Regular coffee mornings (at St Thomas's and St Martins) for members of the church and local community have been very well attended.*
 - *We continued to provide a venue for local and national election polling stations and other community groups including the Women's Institute, Slimming World, Pilates and a local Guides group.*
 - *Providing accommodation for social and community groups, notably a weekly Community Fridge and distribution centre for free furniture and a Boxing Club at Brambleton Hall. The Community Fridge is now a core part of the parish's outreach, supported by many parishioners and providing practical support to those in need in our community.*
 - *Maintaining and increasing ongoing outreach via visits and assemblies at our local schools.*
- **Providing facilities for local musical and cultural groups to perform to the public. In 2022 this included:-**
 - *Concerts by our own choir and other local choral and orchestral groups.*
- **Continue to develop a large choir including adult male and younger boy and girl choristers to be one of the best Parish choirs in the country. The aim is for the choir to enhance our worship, and enable the church to reach out to those in the community who wish to develop their choral and musical ability, and to their families. The parish also has a chamber choir.**

In 2023:-

 - *The PCC funded employment of a part-time director of music, organist and assistant organist. Jordan Theis, our Director of Music developed our choirs to new levels, providing excellent unpaid musical training to many young people.*

THE PARISH OF THE BOURNE

COUNCIL MEMBERS' REPORT YEAR ENDED 31 DECEMBER 2023

- *With the organ out of action for refurbishment during mid-2023, the choir led three 'travelling' evensongs at local churches – St Joan's Farnham, St James's Rowledge and St Peter's Wrecclesham. These were all well attended.*
- *The choirs performed regularly at St Thomas's, and also at other venues. The organists held recitals to raise funds for external charities.*
- *The choirs went on tour to Germany.*
- *Choristers continued to achieve success in the RSCM examinations.*
- **Assisting other charities to raise funds, in addition to fund-raising on behalf of the PCC. In 2023 this included:-**
 - *Several fund-raising activities on behalf of the parish*
 - *A series of lunchtime concerts in aid of Christian Aid.*
 - *Raising funds for the Phyllis Tuckwell hospice in Farnham and the church*
 - *The parish donated the proceeds of the annual Remembrance Day service to the British Legion*
 - *Through its payment of Parish Share to the Diocese of Guildford of £108,516, from this the PCC indirectly contributes around £40,000 a year towards diocesan activities and to support parishes in the diocese and beyond which face challenging social and economic circumstances.*
- **Communicating with all who wish to know more about the parish and its activities:-**
 - *Distributing cards free to all residents of The Bourne parish twice a year with details of Advent, Christmas and Holy Week and Easter services.*
 - *The regular weekly electronic newsletter to all who wish to receive more frequent updates on parish activities is now well established with some new volunteers coming forward to help with its editing and an expanding circulation list.*
 - *Maintaining a well-designed and easy to access website, and a Facebook page for existing and potential members to learn about current and planned activities.*

The PCC believes that reaching out to those in its community – whether regular churchgoers or not – is essential to its underlying mission. The many activities outlined above are open to all who wish to participate. The work of the PCC is made possible by the participation and commitment of many volunteers.

6. ACHIEVEMENTS AND PERFORMANCE IN 2023

In the 2022 report the specific objectives of the parish for 2023 were specified as: *outcomes are indicated in italics.*

- a. To enable members of our congregations to get to know one another better through setting up local fellowship groups. *A number of foyer groups were set up, linking parishioners who might not have known one another well, leading to improved fellowship.*

THE PARISH OF THE BOURNE

COUNCIL MEMBERS' REPORT YEAR ENDED 31 DECEMBER 2023

- b. To recruit a new local Youth Minister to develop Junior Church and other activities for children and young people. *This objective proved very challenging as the cost of accommodation in Farnham is a significant deterrent to applications. The parish did provide an opportunity for an unpaid intern – Luke Price – in the second half of the year and his contributions towards worship and parish life have been much appreciated.*
- c. To appoint a new churchwarden to succeed Peter Neukom who has served with such dedication over the past 4 years. *Hilary Newman, a longstanding and experienced member of our congregation, took up this role.*
- d. To boost regular giving via the Parish Giving Scheme in order to rebuild the parish's general reserves. *General reserves were back to target levels (3 months' cash flows of the general fund) by year end, thanks especially to retrospective Gift Aid claims which had been impacted by the Covid crisis.*
- e. To build up funding to repair the flat roof at St Thomas's church. *Quotations were received during the year for short-term and long-term work and the short-term work was completed in December 2023.*
- f. To finally achieve the handover of the land at Brambleton from the council and start work on fencing it and converting it to a play area. To complete the other planned repairs and expansions planned for Brambleton Hall. *A long lease on additional land adjacent to Brambleton Hall was signed with Waverley Brough Council and the refurbishment of the Hall and addition of new facilities to support the boxing club was advanced significantly.*
- g. To complete the refurbishment of St Martin's vestry / toilet. *Despite fund raising and legacy funds being available, the project budget escalated significantly, and the work is yet to begin, but remains a priority for 2024.*

The PCC was particularly pleased with the following additional outcomes:

- A continued focus on Health and Safety continued by churchwarden Ticia Goode. First Aid training sessions have been held.
- The ongoing safeguarding training by all members of the PCC.
- The continued development and extending reach of our communications – especially via the weekly e-newsletters and parish website.
- The attendance at small group activities, in particular the foyer groups in 2023.
- The continued expansion of community-based activities at Brambleton Hall, with the weekly Community Fridge proving to be very successful.
- Planning permission was received in March 2023 for the installation of a wooden building to house the boxing club at the Brambleton Hall site.
- The architect's environmental report on options to reduce the parish's carbon footprint was received and a net zero plan for St Thomas's (and actions needed for other parish buildings) was completed and sent to the diocese of Guildford.

THE PARISH OF THE BOURNE
COUNCIL MEMBERS' REPORT
YEAR ENDED 31 DECEMBER 2023

7. PCC decisions 2023

During 2023 the PCC had several meetings two of which were held using zoom. The major decisions made during the year are shown below:

In January the PCC passed 3 resolutions.

- to set aside £1,000 for the vicar to use as a discretionary fund.
- To increase staff salaries by 7.5% from January 2023
- To adopt the overall budget for 2023, including the individual working group budgets.

The PCC agreed that an annual stewardship campaign would start on 12th February.

In March, The PCC passed a resolution to approve the process 'Responding Promptly to Every Safeguarding Concern or Allegation'. The PCC also approved the project to refurbish the organ at St Thomas's using Nicholson & Co of Malvern. The budget of £65,000 to be met by the allocation of £30,000 from legacy funds and a programme of fund-raising which has been taking place for several years.

The PCC agreed that an online ROSPA course should be mandated for all working on ladders or scaffolding.

May PCC via zoom

Our independent examiners - Wise and Co - had been taken over by a larger firm – Shaw Gibbs

- The PCC recommended that they be appointed independent examiners.
- The PCC adopted the Financial Statements for 2022

June PCC

- Resolutions were passed, summarised as follows:-
 - Vivienne Picken and Frances Garland to be requested Permission to Officiate to enable them to continue their ministry as a Lay Ministers (Readers) in this parish for a further 2 years.
- The PCC voted (via an online poll) to approve the diocesan curate housing policy.
- The PCC members, meeting as trustees of The Bourne Youth Trust (linked charity number 1127825-1) were made aware of, and approved a proposal to seek to release some investment funds from The Bourne Youth trust to part-fund the new developments at Brambleton Hall.

July PCC

- The PCC passed a resolution to offer Luke Price a 3-term unpaid internship.
- To fully support the need for a curate, the PCC voted in favour of the diocesan housing policy.

September PCC

- In relation to the lease of land at Brambleton Hall it was agreed that any two members of the PCC (including either or both Churchwardens) be authorised to execute the new 20 year peppercorn lease of an area of land adjoining Brambleton Hall at a nil premium, the parties to which are

THE PARISH OF THE BOURNE

COUNCIL MEMBERS' REPORT YEAR ENDED 31 DECEMBER 2023

Waverley Borough Council (1), The Guildford Diocesan Board of Finance (2) and the PCC (3) on the PCC's behalf.

- The faculty applications to accept several gifts were approved:
 - To accept the gift of a cope
 - To accept the gift of a pyx
 - To accept the gift of a table
- Support was given to the proposal for a pilgrimage to the Holy Land in 2025.
- To increase fellowship amongst the congregation it was confirmed that 41 people had signed up and been allocated to 7 Foyer groups.
- It was agreed that Brian White should be given the title of 'lay leader for St Martin's'.

October PCC via zoom

- The PCC agreed the following a resolution:
 - To contribute towards the parish interns' expenses for accommodation at the level of £100 a month from October 2023 to August 31st 2024. To provide a loan of £500 to Luke Price for the purposes of enabling him to provide a deposit of £500 to the landlord to cover any dilapidations caused by him during the tenancy. To document this loan including the understanding that when Luke receives the deposit back from the landlord at the end of the tenancy, he will repay the £500 loan in full to the PCC.

November PCC

- Easthope Stained Glass Studios was selected (quote £12,050) for the initial phase of stained-glass window repairs. The likely cost of all repairs was expected to be around £56,000. The intention is to apply for grants to fund much of this work.
- Repairs to Centenary Rooms Roof was agreed at a cost of £6,825 to carry out initial repairs (by Charterhouse roofing).
- It was agreed that, if possible, the parish should celebrate the completion of work at Brambleton Hall in line with the 65th anniversary of Brambleton Hall.

8. Objectives for 2024

The PCC has identified the following objectives for 2024 (not in order of importance or priority)

- a. To define a 5-year plan for the parish, including deployment of resources, mission activities and efforts to reach out to families with young children.
- b. To continue to build fellowship between the congregations.
- c. To improve the operation of the Working Groups in supporting the PCC.
- d. To recruit a Youth and Families Minister.
- e. To complete the most urgent maintenance requirements from the Quinquennial review.

THE PARISH OF THE BOURNE
COUNCIL MEMBERS' REPORT
YEAR ENDED 31 DECEMBER 2023

- f. To get funding for and award contracts for the repair of the stained-glass windows at St Thomas'.
- g. To fund and complete the vestry/toilet improvement at St Martin's.
- h. Complete the Brambleton Hall development project.

9. Deanery Synod.

Farnham Deanery Synod meets several times a year. The Synod strives to bring together the views of parishes in the deanery on common opportunities and problems so that they may work together to promote the mission of the Church. The Synod also considers the business of the Diocesan Synod and makes common concerns and views known to this wider body. The Deanery Synod is an opportunity to meet with other local Christians, to worship together, learn from each other and share experiences.

Farnham Deanery Synod met twice in 2023, in May at St Luke's Church in Grayshott and in October at St Peter's Church in Wrecclesham. Both meetings started with a short act of worship and a reflection from the incumbent on the context of ministry in the parish.

The first meeting introduced the new Deanery Leadership Team and introduced the implementation of the new vocations training for laity across our diocese. The second meeting focussed on the work of Frontline, a Christian organisation that helps by giving financial advice to those in need. Frontline operates in Haslemere and in Farnham taking referrals from those we meet at the Community Fridge and Warehouse.

10. FINANCIAL REVIEW 2023

Incoming resources 2023

Total incoming resources for 2023 rose by £48,577 (15%) compared with 2022 to a total of £363,746. This was due to increased income from investments and grants received which helped to offset a decline in fund raising activities:

- Gift Aid refunds from HMRC increased by £18,128 (62%) as the backlog from previous years was cleared.
- Grants received increased by £26,350 (798%), due to concerted efforts to tap funding sources for capital work at Brambleton Hall (£21k) and extra training costs for the Choir.
- Investment income increased by £10,214 (89%) due to successive rate increases during the year.
- Fundraising income dropped by £10,698 (31%) as enough had been raised to refurbish the organ at St Thomas' in 2022.

Resources Expended in 2023

Total resources expended rose by £97,133 to £406,011 in 2023, an increase of over 31% vs 2022. Resources expended include a substantial depreciation charge on fixed assets (mainly property) of £26,249 in 2023.

THE PARISH OF THE BOURNE
COUNCIL MEMBERS' REPORT
YEAR ENDED 31 DECEMBER 2023

Expenditure in 2023 was inflated by costs arising from two major projects:

- The refurbishment of the organ at St Thomas' which cost £59k
- Phase 2 developments at Brambleton Hall which cost £76k during the year. £34k was treated as a capital expense and transferred to fixed assets.

General expenditure was otherwise lower than in 2022, dropping by £12,602 (5%) to £263,709. Curate housing costs fell by £14k after the new vicar moved into the vicarage.

Net incoming resources and cash flow 2023

Excluding investments, both income and costs increased in 2023, resulting in a net deficit of £42,265, compared to a surplus of £6,291 in 2022. Excluding the major projects - which funds had been raised for – there was actually a surplus of £58,564 in 2022.

The Bourne Youth Trust (BYT) 2023

BYT funds are shown separately in the statement of financial activities and in the statement of restricted reserves shown in note 17. Income from interest and dividends amounted to £17,295 in 2023.

Taking into account income, transfers, costs and unrealised capital gains on investments, the value of the BYT funds at year end were £327,125 – an increase of 7.2% over the year.

Since January 2018, 75% of trust funds have been invested in shares in the CBF Church of England Investment Fund. This is a diversified portfolio which yielded 2.7% in 2023.

The remaining funds remain invested in the CBF Church of England Property Fund. In 2023, the fund's yield was 5.4%.

Changes to fixed assets

Renovation costs & architects fees relating to the erection of an extension for the boxing club at Brambleton Hall were capitalised in 2023. Other Hall renovation costs were treated as overdue maintenance work to be covered by current expenditure.

Reserves

The parish currently holds monies on deposit to cover working capital and unexpected expenditure. The policy of the parish is to hold at least 3 months' cashflow in reserve and current levels conform to this policy. In December 2023, reserves excluding legacies were equal to just under 2 month's cashflow, almost exactly the same as the previous year. Fundraising to restore reserves to at least the 3-month minimum level remains the priority for 2024.

THE PARISH OF THE BOURNE
COUNCIL MEMBERS' REPORT
YEAR ENDED 31 DECEMBER 2023

Investments

The Bourne Youth Trust holds investments as outlined in the report above. These are held in custodian accounts by the Diocese of Guildford. Income is used to help fund the Bourne Parish Youthwork (BPY) initiative.

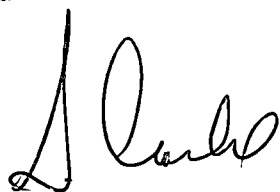
General

The financial statements comply with current statutory requirements, the requirements of the Statement of Recommended Practice and the Charity's governing document.

Thanks

Thanks are due to all the many volunteers who enable the work of the PCC to continue to thrive in our community. Special thanks in this report are due to those who contribute towards the financial administration and support of the parish, including Caz Cullum (accounts administrator), Tim Devis and Sarah Herbert (committed giving and Gift Aid administration), Ruth Moore (insurance), Nigel Cuthbert (Finance Group Chair) & Keith Newman (Finance Group Secretary).

Signed



Revd Sandy Clarke

Vicar

Dated:

Signed



Nigel Lewis

Treasurer

Dated:

16.05.2024

**REPORT OF THE INDEPENDENT EXAMINER TO THE COUNCIL MEMBERS OF
THE PARISH OF THE BOURNE**

Independent examiner's report to the PCC of the Parish of the Bourne

I report to the members of the PCC on the accounts of the charity for the year ended 31 December 2023.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

This has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on the after 1 January 2015.

Respective responsibilities of the PCC and the examiner

The members of the PCC are responsible for the preparation of the accounts. The members consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The PCC's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales (ICAEW).

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioner under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioner. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as members concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

1. accounting records were not kept in respect of the charity as required by section 130 of the 2011 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.



Stephen Morgan
Shaw Gibbs (Audit) Limited
Wey Court West
Union Road
Farnham
Surrey
GU9 7PT

Dated : 5th JUNE 2024

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31ST DECEMBER 2023

	Notes	2023 Restricted Funds £	2023 Unrestricted Funds £	2023 BYT Funds £	2023 Total Funds £	2022 Total Funds £
Income from:						
Donations and legacies	2	15,315	204,631	-	219,946	203,841
Charitable activities	3	-	20,722	-	20,722	20,902
Other trading activities	4	6,641	58,994	-	65,635	72,478
Investment income	6	17,295	4,436	-	21,731	11,517
Other income	5	21,200	14,512	-	35,712	6,431
TOTAL INCOMING RESOURCES		60,451	303,295	-	363,746	315,169
Expenditure from:						
Charitable activities	7	83,355	322,656	-	406,011	308,878
TOTAL EXPENDITURE		83,355	322,656	-	406,011	308,878
Unrealised Gains / (Losses) on Investments	13	1,373	-	22,054	23,427	(42,428)
NET (OUTGOING)/INCOMING RESOURCES		(21,531)	(19,361)	22,054	(18,838)	(36,137)
Transfers between funds		-	-	-	-	-
NET MOVEMENT IN FUNDS		(21,531)	(19,361)	22,054	(18,838)	(36,137)
Reconciliation of funds:	17					
Total funds brought forward		189,859	1,051,043	305,071	1,545,973	1,582,108
Total funds carried forward		168,328	1,031,682	327,125	1,527,135	1,545,973

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.

BALANCE SHEET
YEAR ENDED 31ST DECEMBER 2023

	Notes	2023	2022
		£	£
Fixed Assets			
Tangible Assets-PCC	<u>12</u>	946,808	939,188
Investments	<u>13</u>	342,970	319,543
Total Fixed Assets		1,289,778	1,258,731
Current Assets			
Debtors	<u>14</u>	11,070	30,601
CBF Deposits		100,300	100,300
CBF Deposits-BPY		25,000	25,000
CBF Deposits-Choir		10,000	10,000
Cash at Bank		61,405	103,977
Cash at Bank-BPY		34,733	20,711
Cash at Bank-Choir		9,557	9,287
Total Current Assets		252,065	299,876
Liabilities			
Creditors: amounts falling due within one year	<u>15</u>	<u>14,709</u>	<u>12,634</u>
Net Current Assets		237,356	287,242
Total Net Assets		1,527,135	1,545,973
The funds of the PCC:			
Restricted Funds			
Balance as at 1st January 2023		494,930	520,532
Net movement in funds in year		523	(25,602)
Balance as at 31st December 2023	<u>17</u>	<u>495,453</u>	<u>494,930</u>
Unrestricted Funds			
Balance as at 1st January 2023		1,051,043	1,061,576
Net movement in funds in year		(19,361)	(10,533)
Balance as at 31st December 2023		<u>1,031,682</u>	<u>1,051,043</u>
Total PCC funds	<u>18</u>	<u>1,527,135</u>	<u>1,545,973</u>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

Signed
The Revd Sandy Clarke
Vicar



Date:

Signed
Nigel Lewis
Treasurer



Date:

16.05.2024

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2023**

1. Accounting Policies**a) Basis of preparation**

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - [Charities SORP (FRS 102)], the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The PCC constitutes a public benefit entity as defined by FRS 102.

b) Linked Charity

The statement of financial activities and the balance sheet include the assets, liabilities, income and expenditure of the charity and its linked charity Bourne Youth Trust.

c) Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. These include funds designated for a particular purpose by the PCC.

Details of the nature and purpose of restricted funds are shown in note 17 to the accounts, including the separate funds held by the linked charity.

d) Incoming Resources

Income is recognised when the charity has entitlement to the fund, any performance conditions attached to the item(s) of income have been met, it is probable the income will be received and the amount can be measured reliably.

Donations, Legacies and Similar Resources

- i) Collections are included in the financial statements when received by or on behalf of the PCC.
- ii) Planned giving receivable under covenant is included in the financial statements only when received by the PCC
- iii) Income tax recoverable on covenanted and gift aid donations is included in the financial statements when the donation is received
- iv) Legacy income is accounted for when receivable.
- v) Grant income is accounted for when receivable.

Income from investments, including interest received, is accounted for when due

e) Resources expended

Costs of generated funds and governance costs are accounted for when payable.

f) Fixed Assets

Depreciation is charged in accordance with accounting standards and is calculated on a straight line basis for the following categories of fixed assets:

Freehold Property	- Over 50 years
Computer Equipment	- Over 3 years

g) Investments

Investments are valued at their closing mid-market value at the Balance Sheet date. Any gains or loss on revaluation is taken to the Statement of Financial Activities.

h) Taxation

As a qualifying charity, the PCC is not liable to UK taxation.

i) Operating leases - the PCC as lessee

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2023

2. Donations and legacies

	Restricted £	2023 Unrestricted £	BYT £	2023 Total £
Planned giving - tax efficient	45	35,991	-	36,036
Tax refunds via Gift Aid	-	47,503	-	47,503
Planned giving - non tax efficient	-	840	-	840
Collections (open plate)	-	13,182	-	13,182
Parish giving scheme	-	85,967	-	85,967
All other giving	14,107	5,066	-	19,173
Donations and appeals	1,163	16,076	-	17,239
Legacies	-	6	-	6
	15,315	204,631	-	219,946

	Restricted £	2022 Unrestricted £	BYT £	2022 Total £
Planned giving - tax efficient	180	38,588	-	38,768
Tax refunds via Gift Aid	-	29,375	-	29,375
Planned giving - non tax efficient	-	840	-	840
Collections (open plate)	-	15,160	-	15,160
Parish giving scheme	-	82,322	-	82,322
All other giving	12,545	7,544	-	20,089
Donations and appeals	756	16,531	-	17,287
Legacies	-	-	-	-
	13,481	190,360	-	203,841

3. Charitable activities

	Restricted £	2023 Unrestricted £	BYT £	2023 Total £
PCC Fees	-	20,722	-	20,722
	-	20,722	-	20,722

	Restricted £	2022 Unrestricted £	BYT £	2022 Total £
PCC Fees	-	20,902	-	20,902
	-	20,902	-	20,902

4. Other trading activities

	Restricted £	2023 Unrestricted £	BYT £	2023 Total £
Hall rent	-	29,498	-	29,498
Fund raising events	6,641	17,490	-	24,071
Flat rent	-	12,126	-	12,126
	6,641	58,994	-	65,635

	Restricted £	2022 Unrestricted £	BYT £	2022 Total £
Hall rent	-	25,208	-	25,208
Fund raising events	22,118	12,651	-	34,769
Flat rent	-	12,501	-	12,501
	22,118	50,360	-	72,478

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 20235. Other income

	Restricted £	2023 Unrestricted £	BYT £	2023 Total £
Grants Received	21,200	8,450	-	29,650
Other income	-	6,062	-	6,062
	<u>21,200</u>	<u>14,512</u>	<u>-</u>	<u>35,712</u>

	Restricted £	2022 Unrestricted £	BYT £	2022 Total £
Grants Received	-	3,300	-	3,300
Other income	228	2,903	-	3,131
	<u>228</u>	<u>6,203</u>	<u>-</u>	<u>6,431</u>

6. Investment income

	Restricted £	2023 Unrestricted £	BYT £	2023 Total £
Interest from deposits & trusts	17,295	4,436	-	21,731

	Restricted £	2022 Unrestricted £	BYT £	2022 Total £
Interest from deposits & trusts	10,764	753	-	11,517

7. Charitable activities

	Restricted £	2023 Unrestricted £	BYT £	2023 Total £
Grants to charities (see note 8)	502	403	-	905
Activities directly relating to church activities (see note 9)	59,922	267,499	-	327,421
Church management & administration (see note 10)	22,931	54,754	-	77,685
	<u>83,955</u>	<u>322,656</u>	<u>-</u>	<u>406,611</u>

	Restricted £	2022 Unrestricted £	BYT £	2022 Total £
Grants to charities (see note 8)	252	84	-	336
Activities directly relating to church activities (see note 9)	14,575	204,317	-	218,892
Church management & administration (see note 10)	17,740	71,910	-	89,650
	<u>32,567</u>	<u>276,311</u>	<u>-</u>	<u>308,878</u>

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2023

8. Grants to charities

	Restricted £	2023 Unrestricted £	BYT £	2023 Total £
The Grassroots Trust	-	84	-	84
Urban Saints	252	-	-	252
Choral and organ scholarships	250	-	-	250
St Cuthbert's Hospice	-	19	-	19
MacMillan cancer support	-	200	-	200
Farnham foodbank	-	100	-	100
	502	403	-	905
	Restricted £	2022 Unrestricted £	BYT £	2022 Total £
The Grassroots Trust	-	84	-	84
Urban Saints	252	-	-	252
Choral and organ scholarships	-	-	-	-
	252	84	-	336

9. Activities directly relating to church activities

	Restricted £	2023 Unrestricted £	BYT £	2023 Total £
Parish share	-	108,516	-	108,516
PCC fees payable to the diocese	-	12,604	-	12,604
Ministry - clergy property costs	-	420	-	420
Church running expenses	-	28,107	-	28,107
Church maintenance	41,882	75,637	-	117,519
Church Events & Activities	-	2,931	-	2,931
Upkeep of services	-	3,798	-	3,798
Upkeep of the churchyard	-	3,126	-	3,126
St Thomas Flat expenses	-	438	-	438
Music	-	24,876	-	24,876
BPY expenses	193	-	-	193
Outreach programmes	-	7,046	-	7,046
Church tour expenses	17,847	-	-	17,847
	59,922	267,499	-	327,421
	Restricted £	2022 Unrestricted £	BYT £	2022 Total £
Parish share	-	108,852	-	108,852
PCC fees payable to the diocese	-	10,353	-	10,353
Ministry - clergy expenses	-	288	-	288
Ministry - clergy property costs	-	14,375	-	14,375
Church running expenses	-	20,865	-	20,865
Church maintenance	1,281	17,039	-	18,320
Church Events & Activities	-	661	-	661
Upkeep of services	-	3,618	-	3,618
Upkeep of the churchyard	-	1,791	-	1,791
St Thomas Flat expenses	-	365	-	365
Music	-	24,860	-	24,860
BPY expenses	331	-	-	331
Choir Tour Expenses	12,963	-	-	12,963
Outreach programmes	-	1,250	-	1,250
	14,575	204,317	-	218,892

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2023**10. Church management & administration**

	Restricted £	2023 Unrestricted £	BYT £	2023 Total £
Accountancy fees	-	2,420	-	2,420
Bank Charges	-	-	-	-
Depreciation on Freehold Property and Office Equipment	22,931	3,318	-	26,249
General administration expenses	-	4,595	-	4,595
Insurance	-	6,352	-	6,352
Legal and professional fees	-	5,235	-	5,235
Office equipment & supplies	-	4,915	-	4,915
Provision for doubtful debts	-	750	-	750
Staff costs	-	26,627	-	26,627
Staff Recruitment Costs	-	-	-	-
Staff Training	-	542	-	542
	22,931	54,754	-	77,685

Included within Church Management & Administration:
Independent examiner's fees for year ended 31 December 2022

	-	2,532	-	2,532
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	Restricted £	2022 Unrestricted £	BYT £	2022 Total £
Accountancy fees	-	2,296	-	2,296
Bank Charges	-	1,176	-	1,176
Depreciation on Freehold Property and Office Equipment	20	28,874	-	28,894
General administration expenses	-	2,746	-	2,746
Insurance	-	6,021	-	6,021
Legal and professional fees	-	-	-	-
Office equipment & supplies	-	4,103	-	4,103
Provision for doubtful debts	-	796	-	796
Staff costs	17,720	25,975	-	43,695
Staff Recruitment Costs	-	1,165	-	1,165
Staff Training	-	350	-	350
	17,740	71,910	-	89,650

Included within Church Management & Administration:
Independent examiner's fees for year ended 31 December 2021

	-	2,250	-	2,250
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11. Staff Costs

	Restricted £	2023 Unrestricted £	BYT £	2023 Total £
Wages and salaries	-	25,747	-	25,747
Social security costs	-	-	-	-
Other pension costs	-	880	-	880
	-	26,627	-	26,627

	2023 Total
Average staff numbers (full time equivalent): Administrative staff	3

	Restricted £	2022 Unrestricted £	BYT £	2022 Total £
Wages and salaries	17,340	43,267	-	60,607
Social security costs	-	251	-	251
Other pension costs	380	1,206	-	1,586
	17,720	44,724	-	62,444

	2021 Total
Average staff numbers (full time equivalent): Administrative staff	4

During the year expenses totalling £11,300 (2022: £Nil) were reimbursed to 12 (2022: Nil) members and no remuneration was paid to members of the PCC in either year.

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2023

12. Tangible Fixed Assets

	Freehold Property £	Office Equipment £	BPV Equipment £	Total £
<u>Cost</u>				
Cost as at 1st January 2023	1,269,775	31,455	12,210	1,313,440
Additions	33,869	-	-	33,869
Cost as at 31st December 2023	1,303,644	31,455	12,210	1,347,309
<u>Depreciation</u>				
Depreciation as at 1st January 2023	331,892	30,150	12,210	374,252
Charge for the year	25,431	818	-	26,249
Depreciation as at 31st December 2023	357,323	30,968	12,210	400,501
<u>Net Book Value</u>				
As at 31st December 2023	946,321	487	-	946,808
As at 31st December 2022	937,883	1,305	-	939,188

13. Investments

	2023 £
<u>Market Value</u>	
At 1 January 2023	319,543
Additions	-
Disposals	-
	319,543
Change in Market Value	23,427
	342,970
Historic cost	172,934

A summary of investments held by funds is as follows:

	Market Value 2023 £
The CBF Church of England Investment Fund – income shares	280,646
The CBF Church of England Investment Fund (choir)	15,845
The CBF Church of England Property Fund – income shares	46,479
	342,970

Excluding the CBF Church of England Investment Fund (Choir) – Income Shares shown above, investments are otherwise held in the name of the Bourne Youth Trust.

14. Debtors

	2023 PCC £	BYT £	2023 Total £
Income tax recoverable	907	-	907
Other debtors	10,163	-	10,163
Prepayments	-	-	-
	11,070	-	11,070

	2022 PCC £	BYT £	2022 Total £
Income tax recoverable	11,850	-	11,850
Other debtors	9,231	-	9,231
Prepayments	9,520	-	9,520
	30,601	-	30,601

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2023

15. Creditors

	2023		2023
	PCC	BYT	Total
	£	£	£
PAYE & NIC	-	-	-
Other creditors	6,196	-	6,196
Accruals	8,513	-	8,513
Deferred income	-	-	-
	<u>14,709</u>	<u>-</u>	<u>14,709</u>
	2022		2022
	PCC	BYT	Total
	£	£	£
PAYE & NIC	1,805	-	1,805
Other creditors	6,297	-	6,297
Accruals	3,132	-	3,132
Deferred income	1,400	-	1,400
	<u>12,634</u>	<u>-</u>	<u>12,634</u>

16. Operating lease commitments

On 22 September 2023, The Parish of the Bourne entered into a lease agreement with Waverley Borough Council and The Guildford Diocesan Board of Finance. The lease is for twenty years and will end on 21 September 2043. This lease is in respect of the land adjoining Brambleton Hall, Upper Way, Farnham. Upon demand, the annual sum of one peppercorn shall be paid by the Parish of the Bourne.

17. Reserves

	Balance as at 1st January 2023	Incoming resources	Resources expended	Unrealised gains on fixed asset investments	Transfers	Balance as at 31st December 2023
	£	£	£	£	£	£
Restricted funds						
Masindi	7,178	45	-	-	-	7,223
Brambleton Development fund	33,621	24,643	(42,300)	-	-	15,964
BYT	305,071	-	-	22,054	-	327,125
BPY	44,737	11,193	(445)	-	-	55,485
Organ Scholar fund	21,371	832	(250)	-	-	21,953
Choir Scholar fund	14,472	5,816	-	1,373	-	21,661
Choir Tour	9,288	17,672	(17,847)	-	-	9,113
Garden of remembrance	599	-	-	-	-	599
St Martins	7,500	250	-	-	-	7,750
Other (incl property)	51,093	-	(22,513)	-	-	28,580
Total Restricted funds	494,930	60,451	(83,355)	23,427	-	495,453
General Unrestricted Fund	989,017	284,157	(252,600)	-	-	1,014,574
Major Projects & Repairs Designated Fund	2,461	9,669	(3,899)	-	-	8,231
Organ Maintenance Designated Fund	65,344	1,105	(59,111)	-	-	7,338
Outreach designated fund	222	8,364	(7,046)	-	-	1,540
Total Unrestricted funds	1,051,043	303,295	(322,656)	-	-	1,031,682
	<u>1,545,973</u>	<u>363,746</u>	<u>(406,011)</u>	<u>23,427</u>	<u>-</u>	<u>1,527,135</u>

The BPY reserve funds are for The Bourne Parish Youth work initiative.

The BYT is for The Bourne Youth Trust, this was formed on 22 February 2014 to hold the net sale proceeds from the sale of Bourne Hall separately from the church funds - net income from this fund is for the use of youth projects and activities in the church

The Choir Scholar Fund balance was invested in the CBF Church of England Investment Fund as only the interest from investing the capital can be disbursed. This includes a grant from the Cathedral Music Trust for £5,000.

Other restricted reserves relates to funds which have been received for a purpose specified by the donor in the church and the community.

The Restricted Fund mostly comprises fixed assets in the War Memorial, Brambleton Hall & Centenary Expansion funds.

18. Analysis of Net Assets between Funds

	Restricted	2023 Unrestricted Funds	Total
	£	£	£
Tangible fixed assets	866,313	80,435	946,808
Fixed asset investments	342,970	-	342,970
Current assets	(713,830)	965,896	252,066
Creditors due within one year	-	(14,709)	(14,709)
	<u>495,453</u>	<u>1,031,682</u>	<u>1,527,135</u>
	Restricted	2022 Unrestricted Funds	Total
	£	£	£
Tangible fixed assets	58,940	880,248	939,188
Fixed asset investments	319,543	-	319,543
Current assets	116,447	183,429	299,876
Creditors due within one year	-	(12,634)	(12,634)
	<u>494,930</u>	<u>1,051,043</u>	<u>1,545,973</u>

Accounts

Charity Registration Number: 1127825

Also including linked Charity
Registration Number 1127825-1

THE PARISH OF THE BOURNE

ANNUAL REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31ST DECEMBER 2022

THE PARISH OF THE BOURNE

**INDEX TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2022**

PCC Information	Page 1
Council Members' Report	Pages 2 to 11
Independent Examiner's Report	Page 12
Consolidated Statement of Financial Activities	Page 13
Balance Sheet	Page 14
Notes to the Financial Statements	Pages 15 to 21

THE PARISH OF THE BOURNE

Page 1

PCC INFORMATION

Principal Address	The Parish of The Bourne Parish Office St Thomas' Church Frensham Road Farnham Surrey GU9 8HA	
Parochial Church Council Members	Members of the PCC are either ex-officio, co-opted or elected by the Annual Parochial Church Meeting in accordance with the Church Representative Rules Elected members serve for a period of three years. A new member must be proposed and seconded to be able to serve on the council and must be registered on the electoral roll of the parish. The number of people on the electoral roll in May 2022 was 235 (231 in May 2021). PCC members are replaced as they retire. Ex-officio members of the PCC include deanery and diocesan synod members churchwardens and clergy and lay ministers. The PCC may co-opt up to 2 members. During the year the following served as members of the PCC:	
Ex - officio members: Clergy	The Revd John Morris, Vicar & PCC chair (retired May 2022) The Revd Sandy Clarke, Curate and PCC chair (appointed as chair December 2022) The Revd Liz Lane, Curate (retired February 2022)	
Licensed Lay Minister	Geraldine Molony Frances Garland Viv Picken Jane Quicke	
Deanery Synod Representatives	Yvonne Bryant Janet Stephen Debs Wilde	(resigned during the year)
Churchwardens	Michele England Patricia Goode Peter Neukom	(resigned during the year) (appointed during the year)
Elected PCC Representatives: PCC Representatives :	Mike Barter David Brown Michael Cock (Treasurer) Stewart Davidson Frances Garland Keith Newman Martin Quicke Jacqui Sellers Brian White Ann Williams Jenny Grant Nigel Lewis Robert Horton Geoff Hooker Hilary Newman Nigel Cuthbert Viv Picken Michele England Janet Stephen Jane Quicke	(resigned during the year) (resigned during the year) (resigned during the year) (resigned during the year) (resigned during the year) (resigned during the year) (appointed during the year) (appointed during the year) (appointed during the year) (appointed during the year) (appointed during the year) (appointed during the year) (appointed during the year) (appointed during the year)
Co-opted: PCC Secretary :	Ruth Moore Nigel Lewis	
Bankers:	CCLA Investment Management Limited The CBF Church of England Funds 80 Cheapside London EC2V 6DZ Lloyds TSB Bank PLC 75 Castle Street Farnham Surrey GU9 7LT	
Legal Advisers:	Charles Russell LLP Buryfields House Bury Fields Guildford GU2 4AZ	
Independent Examiners:	Shaw Gibbs (Audit) Limited Statutory Auditors Wey Court West Union Road Farnham, Surrey GU9 7PT	

THE PARISH OF THE BOURNE
COUNCIL MEMBERS REPORT
YEAR ENDED 31st DECEMBER 2022

1. LEGAL STATUS

The Parish of The Bourne Parochial Church Council is registered with the Charity Commission, charity number 1127825, and forms part of the Diocese of Guildford. The PCC report also includes, with effect from 2014, the linked charity The Bourne Youth Trust, charity number 1127825-1. The PCC members are trustees of The Bourne Youth Trust.

2. AIMS AND PURPOSES OF THE PCC

The PCC has the responsibility of co-operating with the Incumbent in promoting, in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the churches of St. Thomas-on-The-Bourne and St. Martin by the Green and Brambleton Hall. The parish vision is: 'Radiating God's love: transforming lives and communities'. The PCC believe that reaching out to those in its community – whether churchgoers or not – is essential to its underlying mission. The many activities listed in this report are open to all who wish to participate and the PCC believes that this fulfils the Charity Commission requirement to operate in the public benefit.

3. AIMS AND PURPOSES OF THE BOURNE YOUTH TRUST

The Bourne Youth Trust (BYT) has a range of objectives to serve the needs of children and young people within the area including youthwork, youth clubs, education and training. Bourne Youth Trust funds are invested, and interest and dividends earned during the year are transferred to the Bourne Parish Youthwork fund to enable the parish to support a range of activities with children and young people. This is in line with the BYT's objectives and is in the public benefit.

4. STRUCTURE, GOVERNANCE AND MANAGEMENT

The PCC meets every two months to oversee the financial affairs of the parish, the maintenance of its assets and to promote the mission of the church. A Standing Committee is responsible for and devolved decision-making between meetings; its members are Revd Sandy Clarke (chair) Peter Neukom and Patricia Goode (churchwardens), Michael Cock (treasurer) and Nigel Lewis (PCC secretary).

To widen participation and effectiveness the PCC has established a number of Working Groups to oversee day-to-day running of the parish's activities; Buildings & Grounds, Children & Youth, Communications, Finance Stewardship & Administration, Environmental, and Worship and Spiritual Growth. Recommendations from the Working Groups requiring PCC approval are highlighted in reports sent to the PCC members prior to each PCC meeting.

THE PARISH OF THE BOURNE
COUNCIL MEMBERS REPORT
YEAR ENDED 31ST DECEMBER 2022

Safeguarding

The PCC regards the safeguarding of children & vulnerable adults as a priority and pays due regard to guidance issued by the House of Bishops relating to it. No person included in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006) or convicted of an offence mentioned in Schedule 1 to the Children and Young Persons Act 1933 is allowed to serve as a member of the PCC, its Secretary or its Treasurer. Furthermore it is PCC policy that:

- All clergy with authority to officiate will have to participate in diocese approved arrangements for training in matters relating to the safeguarding of children and vulnerable adults.
- Safeguarding training will be provided for PCC members and other parishioners.
- All clergy with authority to officiate, Youth Ministers, Pastoral Assistants and all PCC Members will have to participate in diocese approved arrangements for training in matters relating to the safeguarding of children and vulnerable adults.
- Safeguarding training will be provided for other parishioners as may be appropriate for any roles they undertake in the Church, or for general interest.
- Clergy must be satisfied that a person from another parish is of good standing before they are allowed to perform in the parish.
- Clergy who are prohibited or suspended under the Clergy Discipline Measure will not be permitted to robe during divine service.

The PCC believes it has complied with its duty to have due regard for the House of Bishops' guidance on safeguarding children and vulnerable adults under section 5 of the Safeguarding and Clergy Discipline Measure 2016. The parish's safeguarding policy is available on the parish website and complies with Church of England arrangements introduced or modified in 2017 and 2018.

5. OBJECTIVES AND ACTIVITIES

The key objectives and activities of the PCC and the linked charity The Bourne Youth Trust are outlined below and serve the public interest through providing a broad range of services and activities to those in our local community:-

- **Maintaining places of worship which provide an opportunity for all in the community to attend regular services. These include conducting baptisms, marriages and funerals and also services celebrating the major religious festivals**
- **Supporting the spiritual development of our parishioners, by various approaches, including:-**
 - Training those who wish to enter ministry in the Church of England, ranging from full-time stipendiary clergy to lay ministers.
 - Providing a broad range of styles of service, from formal and traditional to informal and free, to ensure the parish provides appropriately for a wide range of worship opportunities.

THE PARISH OF THE BOURNE
COUNCIL MEMBERS REPORT
YEAR ENDED 31st DECEMBER 2022

- Helping all who wish to grow their spiritual awareness and understanding through providing teaching, courses and specially-formulated acts of worship as well as helping to prepare people for baptism, confirmation and marriage.

During 2022 several activities in support of our mission and ministry continued in various forms.

- *Lent groups were well attended and followed 'The Chosen' a series of films and discussions.*
- *Bible study groups flourished.*
- **Providing space and services for community activities serving many age groups. In 2022 this included the following activities: -**
 - *The weekly 'Babes and Tots' group at St Thomas's for young children and their parents and with regular bible stories for the children from members of the ministry team is as popular as ever; we have also continued the babes and tots group at Brambleton Hall.*
 - *Regular coffee mornings (at St Thomas's and St Martins) for members of the church and local community have been very well attended.*
 - *We continued to provide a venue for local and national election polling stations and other community groups including the Women's Institute, Slimming World, Pilates and a local Guides group.*
 - *Providing accommodation for social and community groups, notably a weekly Community Fridge and distribution centre for free furniture and a Boxing Club at Brambleton Hall. The Community Fridge is now a core part of the parish's outreach, supported by many parishioners and providing practical support to those in need in our community.*
 - *Home alone Sunday lunch group and Brambleton Hall Sunday teas continue to prove popular.*
 - *Maintaining and increasing ongoing outreach via visits and assemblies at our local schools.*
- **Providing facilities for local musical and cultural groups to perform to the public. In 2022 this included:-**
 - *Concerts by our own choir and other local choral and orchestral groups.*
- **Continue to develop a large choir including adult male and younger boy and girl choristers to be one of the best Parish choirs in the country. The aim is for the choir to enhance our worship, and enable the church to reach out to those in the community who wish to develop their choral and musical ability, and to their families. The parish also has a chamber choir.**

THE PARISH OF THE BOURNE
COUNCIL MEMBERS REPORT
YEAR ENDED 31ST DECEMBER 2022

In 2022:-

- *The PCC funded employment of a part-time director of music, organist and assistant organist. In January 2022 we welcomed Jordan Theis, our new Director of Music.*
- *The choirs performed regularly at St Thomas's, and also at other venues. The organists held recitals to raise funds for external charities.*
- *The choirs went on tour to Pembrokeshire.*
- *Choristers continued to achieve success in the RSCM examinations.*
- **Assisting other charities to raise funds, in addition to fund-raising on behalf of the PCC.**
In 2022 this included:-
 - *Several fund-raising activities on behalf of the parish, especially in support of the organ refurbishment fund.*
 - *A series of lunchtime concerts in aid of Christian Aid.*
 - *Raising funds for the Phyllis Tuckwell hospice in Farnham and the church through a very successful 'Scarecrow festival' led by members of our congregations.*
 - *The parish donated the proceeds of the annual Remembrance Day service to the British Legion*
 - *Through its payment of Parish Share to the Diocese of Guildford, the PCC contributes around £40,000 a year towards diocesan activities and to support parishes in the diocese and beyond which face challenging social and economic circumstances.*
- **Communicating with all who wish to know more about the parish and its activities**
 - *Distributing cards free to all residents of The Bourne parish twice a year with details of Advent, Christmas and Holy Week and Easter services.*
 - *The regular weekly electronic newsletter to all who wish to receive more frequent updates on parish activities is now well established with some new volunteers coming forward to help with its editing and an expanding circulation list.*
 - *Maintaining a well-designed and easy to access website, and a Facebook page for existing and potential members to learn about current and planned activities.*

The PCC believes that reaching out to those in its community – whether regular churchgoers or not – is essential to its underlying mission. The many activities outlined above are open to all who wish to participate. The work of the PCC is made possible by the participation and commitment of many volunteers.

6. ACHIEVEMENTS AND PERFORMANCE IN 2022

In 2022, specific objectives of the parish are listed below:

- a) To rebuild the congregations at all our centres of worship following the ending of Covid 19 restrictions.
- b) To rebuild the parish activities that had to be suspended during the Covid 19 pandemic, especially the choirs at St Thomas's

THE PARISH OF THE BOURNE
COUNCIL MEMBERS REPORT
YEAR ENDED 31st DECEMBER 2022

- c) To complete fundraising for a refurbishment of the organ at St Thomas's scheduled for 2023.
- d) To finally achieve the handover of the land at Brambleton from the council and start work on fencing it and converting it to a play area.
- e) To develop the outreach of the parish via the internet and refine the live streaming of services
- f) To appoint a new incumbent for the parish (and that of Tilford)
- g) To ensure that all PCC members had completed the mandatory safeguarding training modules

The PCC was particularly pleased with the following outcomes:

- The successful appointment of a new vicar – Revd Sandy Clarke, our former curate, in December 2022 following an eight-month vacancy.
- The successful navigation of the vacancy period thanks to the outstanding leadership of the churchwardens and clergy.
- The rebuilding of the boys', girls' and adults' choir following the ending of Covid-19 restrictions. Despite a number of retirements, the choirs are now in a strong position following recruitment efforts led by our energetic and talented Director of Music, Jordan Theis.
- The successful planning and delivery of a 'Scarecrow festival' in St Thomas's grounds. Led by parishioners, it prompted participation from many local organisations and raised substantial funds for the parish and the Phyllis Tuckwell hospice.
- The completion of a very successful fund-raising campaign, led by Mike Barter, to support the organ refurbishment at St Thomas's.
- A renewed focus on Health and Safety led by churchwarden Tricia Goode. First Aid training sessions have been held and the parish's second defibrillator installed at St Thomas's church.
- The completion of safeguarding training (3 modules) by all members of the PCC.
- The continued development and extending reach of our communications – especially via the weekly e-newsletters and parish website.
- The attendance at small group activities, in particular the Lent course in 2022.
- The continued expansion of community-based activities at Brambleton Hall, with the weekly Community Fridge proving to be very successful.

The PCC was disappointed at the very slow pace of progress in the discussions with Waverley Borough Council on the transfer under a long-term lease of a small strip of land adjacent to Brambleton Hall. WBC staffing issues have severely limited progress.

The major decisions made by the PCC during 2022 are listed below:

- Adopted the Parish Safeguarding Arrangements for 2022-23.
- Adopted the Financial Statements for 2021.
- Approved expenditure to repair the rendering on the East wall of St Thomas's.
- Approved the signature of a contract with Nicholson and Co to refurbish the organ at St Thomas's, following the allocation of some legacy funds towards this project and a very successful fundraising campaign.
- Approved the transfer of around £6,000 from the parish's general funds to cover past shortfalls on spending in the Brambleton Development Fund.

THE PARISH OF THE BOURNE
COUNCIL MEMBERS REPORT
YEAR ENDED 31ST DECEMBER 2022

- Approved the appointment of Clyde and Co solicitors to act on a pro bono basis on behalf of the PCC in seeking the agreement of a long-term land lease from Waverley Borough Council (WBC) for a strip of land adjacent to the Brambleton Hall site.
- Allocated up to £30,000 from legacy funds for the purchase and installation of a demountable wooden building to be installed on the Brambleton Hall site, subject to various conditions. The building will initially be used by the Boxing Club, freeing up the main hall for more local outreach activities.
- Approved an application for a faculty to refurbish the vestry at St Martin's church, including provision for a disabled toilet.
- Approved a governance policy for the PCC.
- Approved expenditure on an environmental review of our buildings by the parish architect, to be carried out in conjunction with the mandatory Quinquennial review of properties.

Ministry update

- Revd John Morris, our vicar was sadly forced to resign in early 2022 due to paralysis of one of his vocal cords and the possibility of his losing his voice.
- Revd Sandy Clarke, our former curate, was appointed as our new vicar in December 2022.

7. Objectives for 2023

The PCC has identified the following priorities for in 2023

- To enable members of our congregations to get to know one another better through setting up local fellowship groups.
- To recruit a new local Youth Minister to develop Junior Church and other activities for children and young people.
- To appoint a new churchwarden to succeed Peter Neukom who has served with such dedication over the past 4 years.
- To boost regular giving via the Parish Giving Scheme in order to rebuild the parish's general reserves.
- To build up funding to repair the flat roof at St Thomas's church.
- To finally achieve the handover of the land at Brambleton from the council and start work on fencing it and converting it to a play area. To complete the other planned repairs and expansions planned for Brambleton Hall.
- To complete the refurbishment of St Martin's vestry / toilet.

8. Report on the deanery synod 2022

Farnham Deanery Synod held five meetings in 2022 and brief details of each follow.

The first meeting of the year was held on Tuesday 8 February at St James' Church in Rowledge. The first agenda item was a review of how parishes and congregations continued to deal with, and be challenged by, the COVID pandemic. Many of the issues mentioned at the final meeting in 2022 were still affecting attendance. Parishes were:

THE PARISH OF THE BOURNE
COUNCIL MEMBERS REPORT
YEAR ENDED 31st DECEMBER 2022

- making arrangements to manage seating and spacing;
- distributing information and service sheets, in hard copy or electronically to those unable to attend or still unsure about attending in person;
- continuing with on-line participation options.

The second topic was the Deanery Strategy document and the formation of a leadership team. Development of the draft Work Programme for 2022-2023 issued at the previous meeting was paused because of the launch of the Parish Needs Process (PNP) and the resignation of the Area Dean. Work on the Deanery website was similarly paused.

The meeting closed with a presentation to the Revd Jane Walker, Vicar of Frensham, and Area Dean for the past six years.

The second meeting took place at All Saints' Church in Crondall on Wednesday 27 April. The Archdeacon of Surrey, the Ven Paul Davies, attended on this occasion, as the first item on the agenda was the licensing of the Revd Richard Bodle, Vicar of Hindhead and Churt, as the new Area Dean. The second topic was the forthcoming Diocesan Mission Enabler Team event in July (see below).

The third agenda item was the Archdeacon's talk on the structure and purpose of Deanery Synods as a leadership resource and knowledge base between the Diocese and parishes. He mentioned: new housing developments and opportunities for mission; challenges facing small rural parishes; collaborative efforts amongst parishes to generate an effective outcome that would be difficult, if not impossible, if undertaken in isolation; and mutual support. This was followed by group discussion

The third meeting was due to take place on Saturday 16 July but, because of a 'Growing in Partnership' event already planned for the Deanery at Hindhead on Tuesday 5 July, this meeting was cancelled. On 5 July, the Rt Revd Dr Jo Bailey Wells, Bishop of Dorking, introduced the revised Transforming Church, Transforming Lives (TCTL) framework and the Diocesan Mission Enabler Team then outlined the PNP as a mechanism for embedding TCTL in the parishes. Various speakers then highlighted particular aspects of TCTL and how parishes could implement them in their local settings by adjusting and refining their Church Development Plans (CDPs).

The Deanery PNP Vision/Strategy Day was due to take place on Saturday 10 September at Bordon, but it was cancelled because of the death of Her Late Majesty The Queen. It was then rearranged for Tuesday 27 September at St Mark's Church in Upper Hale. The Diocesan Mission Enabler Team facilitated small group discussions to review CDPs and identify strengths and omissions in delivering TCTL.

The final meeting of the year took place at the Church of St John the Evangelist in Churt on Thursday 10 November. The only topic on the agenda was further reflection on the benefits of PNP and progress by parishes on the preparation needed to achieve the milestones on the Deanery timeline into the first quarter of 2023.

The three-year term of the present Deanery Synod comes to an end at the next round of Annual Parochial Church Meetings, which have to be held by 31 May 2023. Parishes are encouraged to fill their allocation of members as detailed in the Deanery Synod Handbook (page 8). Future meeting dates would be announced once the first evolution of PNP in the Deanery had been completed.

THE PARISH OF THE BOURNE
COUNCIL MEMBERS REPORT
YEAR ENDED 31ST DECEMBER 2022

9. FINANCIAL REVIEW 2022

Incoming resources 2022

Total incoming resources for 2022 fell by £16,545 (5%) compared with 2021 to a total of £315,169. This was due to concerted fundraising campaigns for both specific projects and general funds in the previous year which had helped to offset declines in unplanned giving, charitable and trading activities caused by the COVID-19 pandemic.

- Donations via the Parish Giving Scheme (PGS) increased by £4,536 (6%), due to a continuing campaign to persuade casual donors to give regularly. All other forms of giving (excluding Gift Aid & Donations and Appeals) dropped slightly by £2,244 (3%) to £74,857.

Resources Expended in 2022

Total resources expended fell by £12,376 to £308,878 in 2022, a decrease of 4% vs 2021. Resources expended include a substantial depreciation charge on fixed assets (mainly property) of £28,894 in 2022.

Expenditure in 2021 was inflated by the imposition of a Community Infrastructure Levy (£32,865). Discounting this, general expenditure rose by £20k (7%) as the effects of the pandemic receded and parish activities started to resume. Restricted expenditure was boosted by the first choir tour for 3 years (£13k) and 9 months of salary costs for the Youth Minister, compared to 4 months in 2021.

Net incoming resources and cash flow 2022

Excluding investments, both income and costs decreased in 2022, resulting in a net surplus of £6,291; a decline of £4,169 compared to 2021. Excluding depreciation - mainly for buildings – there was actually a surplus of £31,185 in 2022.

The Bourne Youth Trust (BYT) 2022

BYT funds are shown separately in the statement of financial activities and in the statement of restricted reserves shown in note 17. Income from interest and dividends amounted to £10,590 in 2022.

Taking into account income, transfers, costs and unrealised capital losses on investments, the value of the BYT funds at year end were £305,071 – a decrease of 11.7% over the year.

Since January 2018, 75% of trust funds have been invested in shares in the CBF Church of England Investment Fund. This is a diversified portfolio which yielded 3.0% in 2022.

The remaining funds remain invested in the CBF Church of England Property Fund. In 2022, the fund's yield was 5.1%.

Changes to fixed assets

A laptop for the Youth Minister and defibrillator installed at St Thomas's were added to the Fixed Asset Register during the year.

THE PARISH OF THE BOURNE
COUNCIL MEMBERS REPORT
YEAR ENDED 31ST DECEMBER 2022

Reserves

The parish currently holds monies on deposit to cover working capital and unexpected expenditure. The policy of the parish is to hold at least 3 months' cashflow in reserve and current levels do not conform to this policy. In December 2022, reserves excluding legacies were equal to just 1.6 month's cashflow, almost exactly the same as the previous year. Fundraising to restore reserves to at least the 3-month minimum level remains the priority for 2023.

Investments

The Bourne Youth Trust holds investments as outlined in the report above. These are held in custodian accounts by the Diocese of Guildford. Income is used to help fund the Bourne Parish Youthwork (BPY) initiative.

General

The financial statements comply with current statutory requirements, the requirements of the Statement of Recommended Practice and the Charity's governing document.

Thanks

Thanks are due to all the many volunteers who enable the work of the PCC to continue to thrive in our community. Special thanks in this report are due to those who contribute towards the financial administration and support of the parish, including Caz Cullum (accounts administrator), Tim Devis and Sarah Herbert (committed giving and Gift Aid administration), Ruth Moore (insurance), Nigel Cuthbert (Finance Group Chair) & Keith Newman (Finance Group Secretary).

10. COUNCIL MEMBERS' RESPONSIBILITIES

The council members are required to prepare for each financial year, financial statements which give a true and fair view of the state of the PCC and of the results for the period. In preparing the financial statement the council members are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements in accordance with the methods and principles set out in the Statement of Recommended Practice Accounting and Reporting by Charities and to state whether the accounts have been prepared in accordance with that statement and applicable accounting standards; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the church will continue in operation.

The council members are responsible for ensuring proper accounting records are kept which disclose, with reasonable accuracy at any time, the financial position of the PCC. They are also responsible for safeguarding the assets of the PCC and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

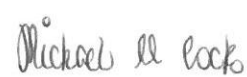
THE PARISH OF THE BOURNE
COUNCIL MEMBERS REPORT
YEAR ENDED 31ST DECEMBER 2022

Signed 

Revd Sandy Clarke

Vicar

Dated: 21 May 2023

Signed 

Michael Cock ACMA

Treasurer

Dated: 21ST May 2023

**REPORT OF THE INDEPENDENT EXAMINER TO THE COUNCIL MEMBERS OF
THE PARISH OF THE BOURNE**

Independent examiner's report to the PCC of the Parish of the Bourne

I report to the members of the PCC on the accounts of the charity for the year ended 31 December 2022.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

This has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on the after 1 January 2015.

Respective responsibilities of the PCC and the examiner

The members of the PCC are responsible for the preparation of the accounts. The members consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The PCC's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales (ICAEW).

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioner under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioner. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as members concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

1. accounting records were not kept in respect of the charity as required by section 130 of the 2011 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.

S G Morgan FCA
Shaw Gibbs (Audit) Limited
Statutory Auditors
Wey Court West
Union Road
Farnham
Surrey
GU9 7PT

Dated :

THE PARISH OF THE BOURNE

Page 13

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31ST DECEMBER 2022

	Notes	2022 Restricted Funds £	2022 Unrestricted Funds £	2022 BYT Funds £	2022 Total Funds £	2021 Total Funds £
Income from:						
Donations and legacies	<u>2</u>	13,481	190,360	-	203,841	261,292
Charitable activities	<u>3</u>	-	20,902	-	20,902	11,972
Other trading activities	<u>4</u>	22,118	50,360	-	72,478	40,719
Investment income	<u>6</u>	10,764	753	-	11,517	10,140
Other income	<u>5</u>	228	6,203	-	6,431	7,591
TOTAL INCOMING RESOURCES		46,591	268,578	-	315,169	331,714
Expenditure from:						
Charitable activities	<u>7</u>	32,567	276,311	-	308,878	321,254
TOTAL EXPENDITURE		32,567	276,311	-	308,878	321,254
Unrealised Gains / (Losses) on Investments	<u>13</u>	(1,921)	-	(40,507)	(42,428)	44,787
NET (OUTGOING)/INCOMING RESOURCES		12,103	(7,733)	(40,507)	(36,137)	55,247
Transfers between funds		2,800	-	2,800	-	-
NET MOVEMENT IN FUNDS		14,903	(10,533)	(40,507)	(36,137)	55,247
Reconciliation of funds:	<u>17</u>					
Total funds brought forward		174,956	1,061,576	345,578	1,582,108	1,526,861
Total funds carried forward		189,859	1,051,043	305,071	1,545,973	1,582,108

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.

THE PARISH OF THE BOURNE

Page 14

BALANCE SHEET
YEAR ENDED 31ST DECEMBER 2022

	Notes	2022	2021
		£	£
Fixed Assets			
Tangible Assets-PCC	<u>12</u>	939,188	966,378
Investments	<u>13</u>	319,543	361,971
Total Fixed Assets		1,258,731	1,328,349
Current Assets			
Debtors	<u>14</u>	30,601	22,365
CBF Deposits		100,300	100,300
CBF Deposits-BPY		25,000	25,000
CBF Deposits-Choir		10,000	10,000
Cash at Bank		103,977	69,392
Cash at Bank-BPY		20,711	25,892
Cash at Bank-Choir		9,287	8,851
Total Current Assets		299,876	261,800
Liabilities			
Creditors: amounts falling due within one year	<u>15</u>	12,634	8,041
Net Current Assets		287,242	253,759
Total Net Assets		1,545,973	1,582,108
The funds of the PCC:			
Restricted Funds			
Balance as at 1st January 2022		520,532	429,938
Net movement in funds in year		(25,602)	90,594
Balance as at 31st December 2022	<u>17</u>	494,930	520,532
Unrestricted Funds			
Balance as at 1st January 2022		1,061,576	1,096,923
Net movement in funds in year		(10,533)	(35,347)
Balance as at 31st December 2022		1,051,043	1,061,576
Total PCC funds	<u>18</u>	1,545,973	1,582,108

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

Signed 
The Revd Sandy Clarke
Vicar

Date: 21-5-23

Signed
Michael Cock ACMA
Treasurer

Date: 21/05/23

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2022

1. Accounting Policies**a) Basis of preparation**

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The PCC constitutes a public benefit entity as defined by FRS 102.

b) Linked Charity

The statement of financial activities and the balance sheet include the assets, liabilities, income and expenditure of the charity and its linked charity Bourne Youth Trust.

c) Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. These include funds designated for a particular purpose by the PCC.

Details of the nature and purpose of restricted funds are shown in note 17 to the accounts, including the separate funds held by the linked charity.

d) Incoming Resources

Income is recognised when the charity has entitlement to the fund, any performance conditions attached to the item(s) of income have been met, it is probable the income will be received and the amount can be measured reliably.

Donations, Legacies and Similar Resources

- i) Collections are included in the financial statements when received by or on behalf of the PCC.
- ii) Planned giving receivable under covenant is included in the financial statements only when received by the PCC.
- iii) Income tax recoverable on covenanted and gift aid donations is included in the financial statements when the donation is received.
- iv) Legacy income is accounted for when receivable.
- v) Grant income is accounted for when receivable.

Income from investments, including interest received, is accounted for when due.

e) Resources expended

Costs of generated funds and governance costs are accounted for when payable.

f) Fixed Assets

Depreciation is charged in accordance with accounting standards and is calculated on a straight line basis for the following categories of fixed assets:

Freehold Property	- Over 50 years
Computer Equipment	- Over 3 years

g) Investments

Investments are valued at their closing mid-market value at the Balance Sheet date. Any gains or loss on revaluation is taken to the Statement of Financial Activities.

h) Taxation

As a qualifying charity, the PCC is not liable to UK taxation.

i) Operating leases - the PCC as lessee

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2022

2. Donations and legacies

	Restricted £	2022 Unrestricted £	BYT £	2022 Total £
Planned giving - tax efficient	180	38,588	-	38,768
Tax refunds via Gift Aid	-	29,375	-	29,375
Planned giving - non tax efficient	-	840	-	840
Collections (open plate)	-	15,160	-	15,160
Parish giving scheme	-	82,322	-	82,322
All other giving	12,545	7,544	-	20,089
Donations and appeals	756	16,531	-	17,287
Legacies	-	-	-	-
	13,481	190,360	-	203,841

	Restricted £	2021 Unrestricted £	BYT £	2021 Total £
Planned giving - tax efficient	180	39,294	-	39,474
Tax refunds via Gift Aid	3,000	39,034	-	42,034
Planned giving - non tax efficient	-	840	-	840
Collections (open plate)	-	11,084	-	11,084
Parish giving scheme	-	77,786	-	77,786
All other giving	560	25,143	-	25,703
Donations and appeals	17,176	33,563	-	50,739
Legacies	5,000	8,632	-	13,632
	25,916	235,376	-	261,292

3. Charitable activities

	Restricted £	2022 Unrestricted £	BYT £	2022 Total £
Magazines	-	-	-	-
PCC Fees	-	20,902	-	20,902
	-	20,902	-	20,902

	Restricted £	2021 Unrestricted £	BYT £	2021 Total £
Magazines	-	1,860	-	1,860
PCC Fees	-	10,112	-	10,112
	-	11,972	-	11,972

4. Other trading activities

	Restricted £	2022 Unrestricted £	BYT £	2022 Total £
Hall rent	-	25,208	-	25,208
Fund raising events	22,118	12,651	-	34,769
Flat rent	-	12,501	-	12,501
	22,118	50,360	-	72,478

	Restricted £	2021 Unrestricted £	BYT £	2021 Total £
Hall rent	-	11,498	-	11,498
Fund raising events	14,152	7,237	-	21,389
Flat rent	-	7,832	-	7,832
	14,152	26,567	-	40,719

THE PARISH OF THE BOURNE

Page 17

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2022

5. Other income

	Restricted £	2022 Unrestricted £	BYT £	2022 Total £
Grants Received	-	3,300	-	3,300
Other income	228	2,903	-	3,131
	228.00	6,203	-	6,431

	Restricted £	2021 Unrestricted £	BYT £	2021 Total £
Grants Received	-	700	-	700
Government Grants	-	6,211	-	6,211
Other income	-	680	-	680
	-	7,591	-	7,591

6. Investment income

	Restricted £	2022 Unrestricted £	BYT £	2022 Total £
Interest from deposits & trusts	10,764	753	-	11,517

	Restricted £	2021 Unrestricted £	BYT £	2021 Total £
Interest from deposits & trusts	10,059	81	-	10,140

7. Charitable activities

	Restricted £	2022 Unrestricted £	BYT £	2022 Total £
Grants to charities (see note 8)	252	84	-	336
Activities directly relating to church activities (see note 9)	14,575	204,317	-	218,892
Church management & administration (see note 10)	17,740	71,910	-	89,650
	32,567	276,311	-	308,878

	Restricted £	2021 Unrestricted £	BYT £	2021 Total £
Grants to charities (see note 8)	1,752	84	-	1,836
Activities directly relating to church activities (see note 9)	2,877	225,641	-	228,518
Church management & administration (see note 10)	8,447	82,453	-	90,900
	13,076	308,178	0	321,254

THE PARISH OF THE BOURNE

Page 18

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2022

8. Grants to charities

	Restricted £	2022 Unrestricted £	BYT £	2022 Total £
The Grassroots Trust	-	84	-	84
Urban Saints	252	-	-	252
	252	84	-	336

	Restricted £	2021 Unrestricted £	BYT £	2021 Total £
The Grassroots Trust	-	84	-	84
Urban Saints	252	-	-	252
Choral and organ scholarships	1,500	-	-	1,500
	1,752	84	-	1,836

9. Activities directly relating to church activities

	Restricted £	2022 Unrestricted £	BYT £	2022 Total £
Parish share	-	108,852	-	108,852
PCC fees payable to the diocese	-	10,353	-	10,353
Ministry - clergy expenses	-	288	-	288
Ministry - clergy property costs	-	14,375	-	14,375
Church running expenses	-	20,865	-	20,865
Church maintenance	1,281	17,039	-	18,320
Church Events & Activities	-	661	-	661
Upkeep of services	-	3,618	-	3,618
Upkeep of the churchyard	-	1,791	-	1,791
St Thomas Flat expenses	-	365	-	365
Music	-	24,860	-	24,860
BPY expenses	331	-	-	331
Choir Tour Expenses	12,963	-	-	12,963
Outreach programmes	-	1,250	-	1,250
	14,575	204,317	-	218,892

	Restricted £	2021 Unrestricted £	BYT £	2021 Total £
Parish share	-	108,350	-	108,350
PCC fees payable to the diocese	-	7,460	-	7,460
Ministry - clergy expenses	-	900	-	900
Ministry - clergy property costs	-	15,000	-	15,000
Church running expenses	-	15,992	-	15,992
Church maintenance	990	12,126	-	13,116
Church Events & Activities	-	87	-	87
Upkeep of services	-	1,611	-	1,611
Upkeep of the churchyard	432	2,360	-	2,792
Expenditure on Parish magazine	-	1,735	-	1,735
St Thomas Flat expenses	-	34,432	-	34,432
Music	300	23,775	-	24,075
BPY expenses	405	-	-	405
Choir Tour Expenses	750	-	-	750
Year of Music Events	-	855	-	855
Outreach programmes	-	958	-	958
	2,877	225,641	-	228,518

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2022

10. Church management & administration

	Restricted £	2022 Unrestricted £	BYT £	2022 Total £
Accountancy fees	-	2,296	-	2,296
Bank Charges	-	1,176	-	1,176
Depreciation on Freehold Property and Office Equipment	20	28,874	-	28,894
General administration expenses	-	2,746	-	2,746
Insurance	-	6,021	-	6,021
Office equipment & supplies	-	4,103	-	4,103
Provision for doubtful debts	-	796	-	796
Staff costs	17,720	25,975	-	43,695
Staff Recruitment Costs	-	1,165	-	1,165
Staff Training	-	350	-	350
	17,740	71,910	-	89,650

Included within Church Management & Administration:
Independent examiner's fees for year ended 31 December 2022

	-	2,250	-	2,250
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	Restricted £	2021 Unrestricted £	BYT £	2021 Total £
Accountancy fees	-	2,074	-	2,074
Bank Charges	-	979	-	979
Depreciation on Freehold Property and Office Equipment	20	28,311	-	28,331
General administration expenses	-	5,403	-	5,403
Insurance	-	5,747	-	5,747
Legal and professional fees	-	-	-	-
Office equipment & supplies	-	3,666	-	3,666
Provision for doubtful debts	-	7,380	-	7,380
Staff costs	8,427	27,779	-	36,206
Staff Recruitment Costs	-	1,114	-	1,114
	8,447	82,453	-	90,900

Included within Church Management & Administration:
Independent examiner's fees for year ended 31 December 2021

	-	2,300	-	2,300
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11. Staff Costs

	Restricted £	2022 Unrestricted £	BYT £	2022 Total £
Wages and salaries	17,340	43,267	-	60,607
Social security costs	-	251	-	251
Other pension costs	380	1,206	-	1,586
	17,720	44,724	-	62,444

	2022	Total
Average staff numbers (full time equivalent):		
Administrative staff	4	4

	Restricted £	2021 Unrestricted £	BYT £	2021 Total £
Wages and salaries	8,333	41,482	-	49,815
Social security costs	-	24	-	24
Other pension costs	94	787	-	881
	8,427	42,293	-	50,720

	2021	Total
Average staff numbers (full time equivalent):		
Administrative staff	3	3

During the year expenses totalling £Nil (2021: £972) were reimbursed to no (2021: 4) members and no remuneration was paid to members of the PCC in either year.

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2022

12. Tangible Fixed Assets

	Freehold Property £	Office Equipment £	BPY Equipment £	Total £
<u>Cost</u>				
Cost as at 1st January 2022	1,269,775	29,751	12,210	1,311,736
Additions	-	1,704	-	1,704
Cost as at 31st December 2022	1,269,775	31,455	12,210	1,313,440
<u>Depreciation</u>				
Depreciation as at 1st January 2022	306,879	26,269	12,210	345,358
Charge for the year	25,013	3,881	-	28,894
Depreciation as at 31st December 2022	331,892	30,150	12,210	374,252
<u>Net Book Value</u>				
As at 31st December 2022	937,883	1,305	-	939,188
As at 31st December 2021	962,896	3,482	-	966,378

13. Investments

	2022 £
<u>Market Value</u>	
At 1 January 2022	361,971
Additions	-
Disposals	-
	361,971
Change in Market Value	(42,428)
	319,543
Historic cost	172,934

A summary of investments held by funds is as follows:

	Market Value 2022 £
The CBF Church of England Investment Fund – income shares	256,319
The CBF Church of England Investment Fund (choir) – income shares	14,472
The CBF Church of England Property Fund – income shares	48,752
	319,543

Excluding the CBF Church of England Investment Fund (Choir) – Income Shares shown above, investments are otherwise held in the name of the Bourne Youth Trust.

14. Debtors

	PCC £	2022 BYT £	2022 Total £
Income tax recoverable		11,850	11,850
Other debtors		9,231	9,231
Prepayments		9,520	9,520
		30,601	30,601

	PCC £	2021 BYT £	2021 Total £
Income tax recoverable		9,000	9,000
Other debtors		13,365	13,365
		22,365	22,365

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2022

15. Creditors

	2022 PCC £	BYT £	2022 Total £
PAYE & NIC	1,805	-	1,805
Other creditors	6,297	-	6,297
Accruals	3,132	-	3,132
Deferred income	1,400	-	1,400
	<u>12,634</u>	<u>-</u>	<u>12,634</u>
	2021 PCC £	BYT £	2021 Total £
Other creditors	995	-	995
Accruals	6,214	-	6,214
Deferred income	832	-	832
	<u>8,041</u>	<u>-</u>	<u>8,041</u>

16. Operating lease commitments

At 31 December 2022 the PCC had future minimum lease payments under non-cancellable operating leases as follows:

	2022 £	2021 £
Not later than 1 year	-	-

17. Reserves

	Balance as at 1st January 2022 £	Incoming resources £	Resources expended £	Unrealised gains on fixed asset investments £	Transfers £	Balance as at 31st December 2022 £
Restricted funds						
Masindi	6,995	183	-	-	-	7,178
Brambleton Development fund	13,162	21,740	(1,281)	-	-	33,621
BYT	345,578	-	-	(40,507)	-	305,071
BPY	52,450	10,590	(18,303)	-	-	44,737
Organ Scholar fund	20,393	547	-	-	431	21,371
Choir Scholar fund	16,393	431	-	(1,921)	(431)	14,472
Choir Tour	8,851	13,100	(12,963)	-	300	9,288
Garden of remembrance	599	-	-	-	-	599
St Martins	5,000	-	-	-	2,500	7,500
Other (incl property)	51,113	-	(20)	-	-	51,093
Total Restricted funds	520,533	46,591	(32,567)	(42,428)	2,800	494,930
General Unrestricted Fund	999,276	258,035	(265,494)	-	(8,800)	983,017
Major Projects & Repairs Designated Fund	6,000	-	(9,539)	-	6,000	2,461
Organ Repair & Maintenance Designated Fund	56,229	9,143	(28)	-	-	65,344
Year of Music designated fund	-	-	-	-	-	-
Outreach designated fund	72	1,400	(1,250)	-	-	222
Total Unrestricted funds	1,061,576	268,578	(276,311)	-	2,800	1,051,043
	<u>1,582,108</u>	<u>315,169</u>	<u>(308,878)</u>	<u>(42,428)</u>	<u>-</u>	<u>1,545,973</u>

The BPY reserve funds are for The Bourne Parish Youth work initiative.

The BYT is for The Bourne Youth Trust, this was formed on 22 February 2014 to hold the net sale proceeds from the sale of Bourne Hall separately from the church funds - net income from this fund is for the use of youth projects and activities in the church.

The Choir Scholar Fund balance was invested in the CBF Church of England Investment Fund as only the interest from investing the capital can be disbursed.

Other restricted reserves relates to funds which have been received for a purpose specified by the donor in the church and the community.

The General Unrestricted Fund mostly comprises fixed assets in the War Memorial & Centenary Expansion funds.

18. Analysis of Net Assets between Funds

	Restricted £	2022 Unrestricted Funds £	Total £
Tangible fixed assets	58,940	880,248	939,188
Fixed asset investments	319,543	-	319,543
Current assets	116,447	183,429	299,876
Creditors due within one year	-	(12,634)	(12,634)
	<u>494,930</u>	<u>1,051,043</u>	<u>1,545,973</u>
	Restricted £	2021 Unrestricted Funds £	Total £
Tangible fixed assets	58,960	907,418	966,378
Fixed asset investments	361,971	-	361,971
Current assets	99,602	162,199	261,800
Creditors due within one year	-	(8,041)	(8,041)
	<u>520,533</u>	<u>1,061,576</u>	<u>1,582,108</u>

Accounts

Charity Registration Number: 1127825

Also including linked Charity
Registration Number 1127825-1

THE PARISH OF THE BOURNE

ANNUAL REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31ST DECEMBER 2021

THE PARISH OF THE BOURNE

**INDEX TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2021**

PCC Information	Page 1
Council Members' Report	Pages 2 to 9
Independent Examiner's Report	Page 10
Consolidated Statement of Financial Activities	Page 11
Balance Sheet	Page 12
Notes to the Financial Statements	Pages 13 to 19

PCC INFORMATION

Principal Address	The Parish of The Bourne Parish Office St Thomas' Church Frensham Road Farnham Surrey GU9 8HA
Parochial Church Council Members	Members of the PCC are either ex-officio, co-opted or elected by the Annual Parochial Church Meeting in accordance with the Church Representative Rules. Elected members serve for a period of three years. A new member must be proposed and seconded to be able to serve on the council and must be registered on the electoral roll of the parish. The number of people on the electoral roll in April 2021 was 231. (227 in April 2020). PCC members are replaced as they retire. Ex-officio members of the PCC include deanery and diocesan synod members, churchwardens and clergy and lay ministers. The PCC may co-opt up to 2 members. During the year the following served as members of the PCC:
Ex - officio members: Clergy	The Revd John Morris, Vicar and PCC chair The Revd Liz Lane, Curate The Revd Sandy Clarke, Curate
Licensed Lay Minister	Geraldine Molony Frances Garland Viv Picken Jane Quicke
Deanery Synod Representatives	Yvonne Bryant Janet Stephen Debs Wilde (elected during the year) Gail Kyle (elected and resigned during the year)
Churchwardens	Michèle England Peter Neukom
Elected PCC Representatives: PCC Representatives :	Mike Barter David Brown Michael Cock (Treasurer) Stewart Davidson Frances Garland Keith Newman Martin Quicke Jacqui Sellers Brian White Ann Williams Jenny Grant (elected during the year) Nigel Lewis (elected during the year)
Co-opted:	Ruth Moore
PCC Secretary :	Nigel Lewis
Bankers:	CCLA Investment Management Limited The CBF Church of England Funds 80 Cheapside London EC2V 6DZ Lloyds TSB Bank PLC 75 Castle Street Farnham Surrey GU9 7LT
Legal Advisers:	Charles Russell LLP Buryfields House Bury Fields Guildford GU2 4AZ
Independent Examiners:	Wise & Co. Chartered Accountants & Statutory Auditors Wey Court West Union Road Farnham Surrey GU9 7PT

**THE PARISH OF THE BOURNE
COUNCIL MEMBERS REPORT
YEAR ENDED 31ST DECEMBER 2021**

1. LEGAL STATUS

The Parish of The Bourne Parochial Church Council is registered with the Charity Commission, charity number 1127825, and forms part of the Diocese of Guildford. The PCC report also includes, with effect from 2014, the linked charity The Bourne Youth Trust, charity number 1127825-1. The PCC members are trustees of The Bourne Youth Trust.

2. AIMS AND PURPOSES OF THE PCC

The PCC has the responsibility of co-operating with the Incumbent in promoting, in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the churches of St. Thomas-on-The-Bourne and St. Martin by the Green and Brambleton Hall. The parish vision is: 'Radiating God's love: transforming lives and communities'. The PCC believe that reaching out to those in its community – whether churchgoers or not – is essential to its underlying mission. The many activities listed in this report are open to all who wish to participate and the PCC believes that this fulfils the Charity Commission requirement to operate in the public benefit.

3. AIMS AND PURPOSES OF THE BOURNE YOUTH TRUST

The Bourne Youth Trust (BYT) has a range of objectives to serve the needs of children and young people within the area including youthwork, youth clubs, education and training. Bourne Youth Trust funds are invested, and interest and dividends earned during the year are transferred to Bourne Parish Youthwork to enable the parish to support a range of activities with children and young people. This is in line with the BYT's objectives and is in the public benefit.

4. STRUCTURE, GOVERNANCE AND MANAGEMENT

The PCC meets every two months to oversee the financial affairs of the parish, the maintenance of its assets and to promote the mission of the church. A Standing Committee is responsible for decision-making between meetings; its members are Revd John Morris (chair) Peter Neukom, Michèle England, Michael Cock, Nigel Lewis, Revd Liz Lane and Revd Sandy Clarke.

To widen participation and effectiveness the PCC has established a number of Working Groups to oversee day-to-day running of the parish's activities; Buildings & Grounds, Children & Youth, Communications, Finance Stewardship & Administration, Environmental and Worship and Spiritual Growth. Recommendations from the Working Groups requiring PCC approval are highlighted in reports sent to the PCC members prior to each PCC meeting.

Safeguarding

The PCC regards the safeguarding of children & vulnerable adults as a priority and pays due regard to guidance issued by the House of Bishops relating to it. No person included in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006) or convicted of an offence mentioned in Schedule 1 to the Children and Young Persons Act 1933 is allowed to serve as a member of the PCC, its Secretary or its Treasurer. Furthermore, it is PCC policy that:

- All clergy with authority to officiate will have to participate in diocese approved arrangements for training in matters relating to the safeguarding of children and vulnerable adults.
- Safeguarding training will be provided for PCC members and other parishioners.
- All clergy with authority to officiate, Youth Ministers, Pastoral Assistants and all PCC Members will have to participate in diocese approved arrangements for training in matters relating to the safeguarding of children and vulnerable adults.
- Safeguarding training will be provided for other parishioners as may be appropriate for any roles they undertake in the Church, or for general interest.
- Clergy must be satisfied that a person from another parish is of good standing before they are allowed to perform in the parish.

**THE PARISH OF THE BOURNE
COUNCIL MEMBERS REPORT
YEAR ENDED 31ST DECEMBER 2021**

- Clergy who are prohibited or suspended under the Clergy Discipline Measure will not be permitted to robe during divine service.

The PCC believes it has complied with its duty to have due regard for the House of Bishops' guidance on safeguarding children and vulnerable adults under section 5 of the Safeguarding and Clergy Discipline Measure 2016. The parish's safeguarding policy is available on the parish website and complies with Church of England arrangements introduced or modified in 2017 and 2018.

5. OBJECTIVES AND ACTIVITIES

The key objectives and activities of the PCC and the linked charity The Bourne Youth Trust are outlined below and serve the public interest through providing a broad range of services and activities to those in our local community:-

- **Maintaining places of worship which provide an opportunity for all in the community to attend regular services. These include conducting baptisms, marriages and funerals and also services celebrating the major religious festivals**
- **Supporting the spiritual development of our parishioners, by various approaches, including:-**
 - Training those who wish to enter ministry in the Church of England, ranging from full-time stipendiary clergy to lay ministers.
 - Providing a broad range of styles of service, from formal and traditional to informal and free, to ensure the parish provides appropriately for a wide range of worship opportunities.
 - Helping all who wish to grow their spiritual awareness and understanding through providing teaching, courses and specially formulated acts of worship as well as helping to prepare people for baptism, confirmation and marriage.

For much of 2021 our activities were constrained by the Covid 19 pandemic but many activities in support of our mission and ministry continued in various forms.

- During the several periods when churches had to closed due to the pandemic services continued online. They were either pre-recorded or streamed live.
 - Lent groups continued online with the subject of the Church of England's debate on 'Living in Love and Faith'
 - The number of Bible study groups increased with people meeting online via Zoom.
- **Providing space and services for community activities serving many age groups. In 2021 this included the following activities: -**
 - We are delighted to be able to report that the weekly 'Babes and Tots' group at St Thomas's for young children and their parents and with regular bible stories for the children from members of the ministry team has now resumed and is as popular as ever; we have also started a new babes and tots' group at Brambleton Hall.
 - Regular coffee mornings (at St Thomas's and St Martins) for members of the church and local community have also resumed with plans to move outside again during the summer months as meeting outside in the church grounds proved to be so popular with those who attended
 - We continued to provide a venue for local and national election polling stations
 - Providing accommodation for social and community groups, notably a weekly Community Fridge and distribution centre for free furniture and a Boxing Club at Brambleton Hall.
 - Maintaining and increasing ongoing outreach via visits and Zoom or pre-videoed assemblies to our local schools

**THE PARISH OF THE BOURNE
COUNCIL MEMBERS REPORT
YEAR ENDED 31ST DECEMBER 2021**

- **Providing facilities for local musical and cultural groups to perform to the public. In 2021 this included:-**
 - Concerts by our own choir and other local choral and orchestral groups.
- **Continue to develop a large choir including adult male and younger boy and girl choristers to be one of the best Parish choirs in the country. The aim is for the choir to enhance our worship and enable the church to reach out to those in the community who wish to develop their choral and musical ability, and to their families. The parish also has a chamber choir.**
In 2021:-
 - The PCC funded employment and recruited a new part-time director of music and organist.
 - The choirs performed regularly at St Thomas's, and also at other venues
- **Assisting other charities to raise funds, in addition to fund-raising on behalf of the PCC. In 2021 this included:-**
 - Several fund-raising activities on behalf of the parish.
 - Sadly, Covid restrictions prevented the normal round of concerts in aid of Christian Aid. The parish donated half of the proceeds of the annual Remembrance Day service to the British Legion
- **Communicating with all who wish to know more about the parish and its activities**
 - Producing and distributing a high-quality church and community magazine free to all residents of The Bourne parish three times a year.
 - The regular electronic newsletter to all who wish to receive more frequent updates on parish activities is now well established with some new volunteers coming forward to help with its editing.
 - Maintaining a well-designed and easy to access website, and a Facebook page for existing and potential members to learn about current and planned activities.

The PCC believes that reaching out to those in its community – whether regular churchgoers or not – is essential to its underlying mission. The many activities outlined above are open to all who wish to participate. The work of the PCC is made possible by the participation and commitment of many volunteers.

6. ACHIEVEMENTS AND PERFORMANCE IN 2021

In 2021, specific objectives of the parish are listed below:

- a) Safeguarding. A safeguarding audit is to be carried out by the Vicar and Churchwardens
- b) Recruitment of a new Youth Minister
- c) Agreement with Waverley Borough Council to allow parish use of the land behind Brambleton Hall for a new play area
- d) Parish Vision Day and church development plan renewal
- e) To renew the electoral roll and complete the compliance process for church members to consent to receiving communications from the parish, in line with data protection regulations (GDPR).
- f) New process for annual financial stewardship including a Gift Day
- g) Enhancement of the communications within the parish, both internally and externally
- h) A wholesale review of administration and office operation followed by the implementation of processes, tools and training to support and maintain the growth of the parish.
- i) The consolidation of the extension to the Garden of Remembrance

Despite the Covid pandemic and the restrictions placed on church and other activities, most objectives were met in 2021. Due to the suspension of services and consequent loss of income from collections and income from hiring out of facilities, the parish recorded a cash loss and further details can be found in the financial report.

**THE PARISH OF THE BOURNE
COUNCIL MEMBERS REPORT
YEAR ENDED 31ST DECEMBER 2021**

The PCC was particularly pleased with the following outcomes:

- Despite the restrictions, attendance levels at parish services in the various churches were almost as strong as permitted. Pre-recorded online services proved to be very popular when our churches were forced to close with large numbers attending services over the Christmas period and a good attendance on Remembrance Sunday for an 'outdoors only' service.
- Sadly, the Youth Minister we had recruited moved on to another position in London but a new Youth and Children's Minister was recruited for September 2021.
- Maintaining a consistently high standard of choral music and through this, fostering connections with many local families proved to be extremely challenging during the pandemic. Some excellent recorded music was offered as part of the pre-recorded services, but choir activities for the most part were forced to be suspended.
- The high level of support from volunteers enabled the communications to be enhanced with weekly eNewsletters and timely online updates.
- Office administration and oversight of the introduction of new office systems has been led by Dr Keith Newman.
- A safeguarding audit was achieved highlighting training needs amongst several PCC members and key stakeholders and volunteers in the parish.

The major decisions made by the PCC during 2021 are listed below:

- Adoption of the Parish Safeguarding Arrangements for 2021-22
- Approval of proposals to place some staff on furlough because of Covid, subject to a provision that the PCC will continue to ensure that salaries are 'topped up' to at least 90% of full salary.
- Decision to reduce one administrative role in the parish office
- Approval of a proposal to market St Thomas's parish rooms as a wedding venue in collaboration with a local wedding planner
- Decision to register as a fairtrade parish on behalf of its three centres of worship and adopt the fairtrade approach 'as far as is reasonable'
- The parish was requested by the diocese to act as an eco-champion parish for the Farnham deanery. This involves taking a lead on environmental matters and setting up a deanery WhatsApp group. The PCC approved this initiative.
- The PCC approved the payment of almost £33,000 to Waverley Borough Council in relation to a Community Infrastructure Levy due as a result of the letting of the flat at St Thomas's.
- Approval of the allocation of £30,000 from legacy funds to the organ refurbishment fund at St Thomas's
- Approved the appointment of a new Children and Youth Minister
- Approved the process to appoint a new Director of Music from January 2022
- Approved a number of new gas supply contracts (from 2022) covering the parish's premises
- Approved a series of payments towards Phase 1 of the Brambleton Hall development project

Ministry update

- Revd John Morris, our vicar was sadly forced to resign in early 2022 due to paralysis of one of his vocal cords and the possibility of his losing his voice.
- Revd Liz Lane left our parish to move closer to London for easy access for her husband's work.
- Revd Sandy Clarke, our curate, continues to bring significant benefits to the parish with her ministry, gifts and skills.
- Frances Garland and Viv Picken both took up permission to officiate (PTO) in the parish.

Buildings and Grounds

Brambleton Hall

- Refurbishment of the hall continued. The district council approved in principle the leasing of an area of land behind the hall to enable a new outdoor play area to be built, releasing land to the side of the hall currently used as an outdoor play area to be used for the building of a new boxing gymnasium. As the previous planning approval had expired, a fresh planning application was necessary and was received. We are now waiting for all the paperwork to be approved to enable us to start work on planning and funding the new boxing gym.

**THE PARISH OF THE BOURNE
COUNCIL MEMBERS REPORT
YEAR ENDED 31ST DECEMBER 2021**

St Thomas's and St Martins

- The planning application for change of use of the flat at St Thomas's was finally approved.

Other decisions

- Due to the pandemic, the monthly eNewsletter became a weekly eNewsletter. Due to the pandemic, the Parish magazine moved to an 'online' edition.
- The parish's adopted software (Church Suite, Expense Plus and Microsoft 365) continued to be implemented.
- The PCC exploration of the potential deconsecration and sale of a small segment of the Old Churchyard to a neighbour has not progressed

Objectives for 2022

The PCC has identified the following priorities for in 2022

- To rebuild the congregations at all our centres of worship following the ending of Covid 19 restrictions.
- To rebuild the parish activities that had to be suspended during the Covid 19 pandemic.
- To finally achieve the handover of the land at Brambleton from the council and start work on fencing it and converting it to a play area.
- To develop the outreach of the parish via the internet and refine the live streaming of services
- To appoint a new incumbent for the parish (and that of Tilford)

7. REPORT ON THE DEANERY SYNOD 2021

Farnham Deanery Synod had planned to meet on four occasions in 2021 (January, April, July and November), but the pandemic continued to disrupt normal routines and only the third and fourth meetings actually took place.

The first meeting of the year was held at the Area Dean's church (St Mary's in Frensham) on Saturday 24 July, preceded by a socially distanced communion service, led by the Area Dean. Looking outwards at the wider church, the meeting noted:

- The recent Diocesan Synod elections;
- The imminent General Synod elections, and
- The forthcoming visit of the Archbishop of Canterbury.

Looking internally, the meeting discussed the Deanery website and the Deanery Leadership Team:

- Work had continued on designing and populating the website but delayed for obvious reasons.
- The Deanery Leadership Team had been renamed the Deanery Strategy Team (DST), with a more pro-active role. This may extend to resource allocation in due course, but at present the Synod does not have such powers or functions.

But the most important topic for discussion was the impact of the pandemic on the parishes. Synod members from the various benefices described the negative and positive (yes, there were positive) effects on their congregations and communities:

- How they had coped (or not) with closed churches and worried parishioners.
- How technology (if available) had enabled the clergy to keep in touch with existing members and reach out to new communities of the faithful, sometimes on the other side of the world.
- How congregations and communities had worked cooperatively to help the lonely and the vulnerable.
- How some parishioners remained worried about attending church.
- How finances had suffered.

One question that emerged was what to do for on-line contacts once normality returns.

The second meeting was held at St Alban's Church in Hindhead on Thursday 4 November. The first topic was the Archbishop of Canterbury's visit to the Diocese in September, with a series of events planned to cover different angles and appeal to different audiences. The Archbishop used fresh material each time but was not able to cover all the questions raised.

**THE PARISH OF THE BOURNE
COUNCIL MEMBERS REPORT
YEAR ENDED 31ST DECEMBER 2021**

Then the Synod discussed the pandemic and various members gave an update on its continuing impact on parish life:

- Many parishes had become more adaptable, responsive and more technologically aware.
- On-line parish groups and discussion forums had proved popular and enduring.
- Some parishioners were still hesitant about returning to church services.
- Parishes were reluctant to switch off their on-line offering but wondered how long they could continue to offer blended Sunday services.
- Some parish activities were suffering from a lack of physical congregation to do routine tasks.
- Some multi-church benefices had noted improved congregational mixing through on-line contacts.

The meeting was informed that the new Deanery website was now sufficiently advanced to be useful and a link would be provided to all the parishes. A draft strategy framework had been prepared by the Deanery Strategy Team and was circulated to the synod members. It covers the 2022-23 timeframe.

Looking forward, a full programme of four meeting, with dates selected to match Diocesan Synod meetings, was announced.

8. FINANCIAL REVIEW 2021

Incoming resources 2021

Total incoming resources for 2021 fell slightly by £1,620 (0.5%) compared with 2020 to a total of £331,714. This was due to concerted fundraising campaigns for both specific projects and general funds which helped to offset the continued declines in unplanned giving, charitable and trading activities caused by the COVID-19 pandemic.

- Donations via the Parish Giving Scheme (PGS) increased by £6,268 (9%), due to a campaign to persuade casual donors to give regularly. All other forms of giving (excluding Gift Aid & Donations and Appeals) increased by £14,781 (24%) to £77,101. Plate collections continued to suffer due to the suspension of services during lockdowns and from restricted congregation sizes at other times. However, the decline was probably not as bad as it appeared as donations were made through other channels.
- Online giving continued to grow. One-off donations rose by 10% to £3,599 in 2021. Monthly credit card payments via Stripe & Go-Cardless were behind the 13% increase in regular giving outside of the PGS.
- Tax refunds received through Gift Aid rose by 17% (£6k) compared to the previous year, due to the increase in regular giving through PGS and online payments.
- Parish fees for baptisms, marriages & funerals improved by £1,558 (18%) to £10,112 as some social gatherings began to take place as the parish emerged from the shadow of COVID-19.
- Donations and fees received for the use of church buildings fell by £9k (43%) in 2021 to £11,498. No hire income was received until July for the Centenary Rooms. Regular income from Pilates classes & Slimming World only resumed in September. Apart from election fees, the only rent for Brambleton Hall came from Atomic Boxing Club (£4k).
- Flat rental income recovered in 2021 as a new tenant assumed possession in May. Receipts rose by £5,342 to £7832. It had been vacant for just over a year.
- Fundraising income was £11k higher than the previous year. This was due to fundraising activities for the next phase of development at Brambleton Hall (£14k) and the St Thomas Organ Fund (£4k).
- All staff were part-furloughed on full pay at various times until August. The parish claimed £6,211 in grants from the Job Retention Scheme to avoid further redundancies.
- Investment Income increased slightly to £10,140 despite the global disruption caused by the pandemic and the fall in deposit account interest during the year.

Resources Expended in 2021

Total resources expended rose by £28,599 to £321,254 in 2021, an increase of just under 10% vs 2020. If the Community Infrastructure Levy (CIL) is excluded, expenditure actually fell by £4,266 (1.5%). Resources expended include a substantial depreciation charge on fixed assets (mainly property) of £28,331 in 2021.

The main cause of the underlying drop in expenditure was the pandemic. It continued to have far-reaching effects on all parish activities, particularly in the first half of the year.

**THE PARISH OF THE BOURNE
COUNCIL MEMBERS REPORT
YEAR ENDED 31ST DECEMBER 2021**

- The Bourne's Parish Share of Diocese funding returned to its pre-Covid level of £108,350. It had been £10k lower in 2020 due to a COVID-19 support refund offered by the diocese.
- Employment costs were £9,527 lower at £50,720. The Youth Minister post was vacant until September, reducing costs by £7,613 compared to 2020. One employee was made redundant in January, which accounted for the remaining difference.
- Church running expenses were cut by £2,641 (14%) to £15,992 as services, social and in-person pastoral activities were suspended or curtailed for the first half of the year.
- Church maintenance costs were £2.5k higher than 2020 because of essential work to the boiler at St Thomas' in December.
- Flat expenses were inflated by the imposition of a £32,865 levy by Waverley Borough Council as it was rented commercially and no longer being used for charitable purposes.

Net incoming resources and cash flow 2021

Excluding legacies, both income and costs increased significantly in 2021, resulting in a net deficit of £3,172; an improvement of £4,279 compared to 2020. Excluding depreciation - mainly for buildings – there was actually a surplus of £25,159 in 2021. This was £4,341 (21%) higher than a year earlier.

Excluding both depreciation & legacies, general funds had a net deficit of £11,892. The surplus noted above was due to fundraising for both the Organ at St Thomas' & continuing renovations at Brambleton Hall.

The Bourne Youth Trust (BYT) 2021

BYT funds are shown separately in the statement of financial activities and in the statement of restricted reserves shown in note 17. Income from interest and dividends amounted to £9,799 in 2021.

Taking into account income, transfers, costs and unrealised capital losses on investments, the value of the BYT funds at year end were £345,578 – an increase of 14.4% over the year.

Since January 2018, 75% of trust funds have been invested in shares in the CBF Church of England Investment Fund. This is a diversified portfolio which yielded 2.5% in 2021.

The remaining funds remain invested in the CBF Church of England Property Fund. In 2021, the fund's yield was 4.4%.

Changes to fixed assets

There were no changes to fixed assets during the year.

Reserves

The parish currently holds monies on deposit to cover working capital and unexpected expenditure. The policy of the parish is to hold at least 3 months' cashflow in reserve and current levels conform to this policy. In December 2021, reserves excluding legacies were equal to just 1.5 month's cashflow. Fundraising to restore reserves to at least the 3-month minimum level is the priority for 2022.

Investments

The Bourne Youth Trust holds investments as outlined in the report above. These are held in custodian accounts by the Diocese of Guildford. Income is used to help fund the Bourne Parish Youthwork (BPY) initiative.

General

The financial statements comply with current statutory requirements, the requirements of the Statement of Recommended Practice and the Charity's governing document.

**THE PARISH OF THE BOURNE
COUNCIL MEMBERS REPORT
YEAR ENDED 31ST DECEMBER 2021**

Thanks

Thanks are due to all the many volunteers who enable the work of the PCC to continue to thrive in our community. Special thanks in this report are due to those who contribute towards the financial administration and support of the parish, including Caz Cullum (Office Administrator), Tim Devis and Liz Witham (committed giving and Gift Aid administration), Ruth Moore (insurance), Nigel Cuthbert (office systems & utilities), Keith Newman (Finance Group Secretary) & Mike Barter and Brian and Yvonne Williams (banking).

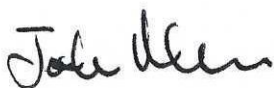
9. COUNCIL MEMBERS' RESPONSIBILITIES

The council members are required to prepare for each financial year, financial statements which give a true and fair view of the state of the PCC and of the results for the period. In preparing the financial statement the council members are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements in accordance with the methods and principles set out in the Statement of Recommended Practice Accounting and Reporting by Charities and to state whether the accounts have been prepared in accordance with that statement and applicable accounting standards; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the church will continue in operation.

The council members are responsible for ensuring proper accounting records are kept which disclose, with reasonable accuracy at any time, the financial position of the PCC. They are also responsible for safeguarding the assets of the PCC and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

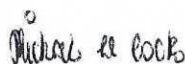
Signed



Revd John Morris

Vicar

Signed



Michael Cock ACMA

Treasurer

Dated: **22** May 2022

Dated: **22nd** May 2022

**REPORT OF THE INDEPENDENT EXAMINER TO THE COUNCIL MEMBERS OF
THE PARISH OF THE BOURNE**

Independent examiner's report to the PCC of the Parish of the Bourne

I report to the members of the PCC on the accounts of the charity for the year ended 31 December 2021.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

This has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

Respective responsibilities of the PCC and the examiner

The members of the PCC are responsible for the preparation of the accounts. The members consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The PCC's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales (ICAEW).

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioner under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

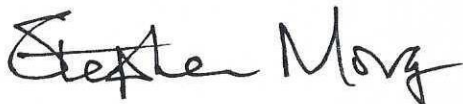
My examination was carried out in accordance with the General Directions given by the Charity Commissioner. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as members concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

1. accounting records were not kept in respect of the charity as required by section 130 of the 2011 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.



S G Morgan FCA
Wise & Co
Chartered Accountants & Statutory Auditors
Wey Court West
Union Road
Farnham
Surrey
GU9 7PT

Dated: 8th JUNE 2022

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31ST DECEMBER 2021

	Notes	2021 Restricted Funds £	2021 Unrestricted Funds £	2021 BYT Funds £	2021 Total Funds £	2020 Total Funds £
Income from:						
Donations and legacies	<u>2</u>	25,916	235,376	-	261,292	262,543
Charitable activities	<u>3</u>	-	11,972	-	11,972	9,882
Other trading activities	<u>4</u>	14,152	26,567	-	40,719	33,411
Investment income	<u>6</u>	10,059	81	-	10,140	10,099
Other income	<u>5</u>	-	7,591	-	7,591	17,399
TOTAL INCOMING RESOURCES		50,127	281,587	-	331,714	333,334
Expenditure from:						
Charitable activities	<u>7</u>	13,076	308,178	-	321,254	292,655
TOTAL EXPENDITURE		13,076	308,178	-	321,254	292,655
Unrealised Gains / (Losses) on Investments	<u>13</u>	-	-	44,787	44,787	13,870
NET (OUTGOING)/INCOMING RESOURCES		37,051	(26,591)	44,787	55,247	54,549
Transfers between funds		8,756	(8,756)	-	-	-
NET MOVEMENT IN FUNDS		45,807	(35,347)	44,787	55,247	54,549
Reconciliation of funds:	<u>17</u>					
Total funds brought forward		127,754	1,096,923	302,184	1,526,861	1,472,312
Total funds carried forward		173,561	1,061,576	346,971	1,582,108	1,526,861

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.

BALANCE SHEET
YEAR ENDED 31ST DECEMBER 2021

	Notes	2021	2020
		£	£
Fixed Assets			
Tangible Assets-PCC	<u>12</u>	966,378	994,709
Investments	<u>13</u>	361,971	302,184
Total Fixed Assets		1,328,349	1,296,893
Current Assets			
Debtors	<u>14</u>	22,365	9,299
CBF Deposits		100,300	77,750
CBF Deposits-BPY		25,000	25,000
CBF Deposits-Choir		10,000	25,000
Cash at Bank		69,392	79,211
Cash at Bank-BPY		25,892	17,629
Cash at Bank-Choir		8,851	9,383
Total Current Assets		261,800	243,271
Liabilities			
Creditors: amounts falling due within one year	<u>15</u>	8,041	13,303
Net Current Assets		253,759	229,968
Total Net Assets		1,582,108	1,526,861
The funds of the PCC:			
Restricted Funds			
Balance as at 1st January 2021		429,938	400,892
Net movement in funds in year		90,594	29,046
Balance as at 31st December 2021	<u>17</u>	520,532	429,938
Unrestricted Funds			
Balance as at 1st January 2021		1,096,923	1,071,420
Net movement in funds in year		(35,347)	25,503
Balance as at 31st December 2021		1,061,576	1,096,923
Total PCC funds	<u>18</u>	1,582,108	1,526,861

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

Signed
Rev'd John Morris
Vicar

Date:

John Morris

22 05 22

Signed
Michael Cock ACMA
Treasurer

Date:

Michael Cock

22/05/22

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2021

1. Accounting Policies

a) **Basis of preparation**

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The PCC constitutes a public benefit entity as defined by FRS 102.

b) **Linked Charity**

The statement of financial activities and the balance sheet include the assets, liabilities, income and expenditure of the charity and its linked charity Bourne Youth Trust.

c) **Funds**

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. These include funds designated for a particular purpose by the PCC.

Details of the nature and purpose of restricted funds are shown in note 17 to the accounts, including the separate funds held by the linked charity.

d) **Incoming Resources**

Income is recognised when the charity has entitlement to the fund, any performance conditions attached to the item(s) of income have been met, it is probable the income will be received and the amount can be measured reliably.

Donations, Legacies and Similar Resources

- i) Collections are included in the financial statements when received by or on behalf of the PCC.
- ii) Planned giving receivable under covenant is included in the financial statements only when received by the PCC.
- iii) Income tax recoverable on covenanted and gift aid donations is included in the financial statements when the donation is received.
- iv) Legacy income is accounted for when receivable.
- v) Grant income is accounted for when receivable.

Income from investments, including interest received, is accounted for when due.

e) **Resources expended**

Costs of generated funds and governance costs are accounted for when payable.

f) **Fixed Assets**

Depreciation is charged in accordance with accounting standards and is calculated on a straight line basis for the following categories of fixed assets:

Freehold Property	- Over 50 years
Computer Equipment	- Over 3 years

g) **Investments**

Investments are valued at their closing mid-market value at the Balance Sheet date. Any gains or loss on revaluation is taken to the Statement of Financial Activities.

h) **Taxation**

As a qualifying charity, the PCC is not liable to UK taxation.

i) **Operating leases - the PCC as lessee**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2021

2. Donations and legacies

	Restricted £	2021 Unrestricted £	BYT £	2021 Total £
Planned giving - tax efficient	180	39,294	-	39,474
Tax refunds via Gift Aid	3,000	39,034	-	42,034
Planned giving - non tax efficient	-	840	-	840
Collections (open plate)	-	11,084	-	11,084
Parish giving scheme	-	77,786	-	77,786
All other giving	560	25,143	-	25,703
Donations and appeals	17,176	33,563	-	50,739
Legacies	5,000	8,632	-	13,632
	25,816	235,376	-	261,292

	Restricted £	2020 Unrestricted £	BYT £	2020 Total £
Planned giving - tax efficient	180	34,826	-	35,006
Tax refunds via Gift Aid	3,000	32,988	-	35,988
Planned giving - non tax efficient	-	900	-	900
Collections (open plate)	-	17,468	-	17,468
Parish giving scheme	-	71,518	-	71,518
All other giving	2,274	6,672	-	8,946
Donations and appeals	20,071	10,596	-	30,667
Legacies	-	62,050	-	62,050
	25,525	237,018	-	262,543

3. Charitable activities

	Restricted £	2021 Unrestricted £	BYT £	2021 Total £
Magazines	-	1,860	-	1,860
PCC Fees	-	10,112	-	10,112
	-	11,972	-	11,972

	Restricted £	2020 Unrestricted £	BYT £	2020 Total £
Magazines	-	1,328	-	1,328
PCC Fees	-	8,554	-	8,554
	-	9,882	-	9,882

4. Other trading activities

	Restricted £	2021 Unrestricted £	BYT £	2021 Total £
Hall rent	-	11,498	-	11,498
Fund raising events	14,152	7,237	-	21,389
Flat rent	-	7,832	-	7,832
	14,152	26,567	-	40,719

	Restricted £	2020 Unrestricted £	BYT £	2020 Total £
Hall rent	-	20,191	-	20,191
Fund raising events	2,357	8,373	-	10,730
Flat rent	-	2,490	-	2,490
	2,357	31,054	-	33,411

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2021

5. Other income

	Restricted £	2021 Unrestricted £	BYT £	2021 Total £
Grants Received	-	700	-	700
Government Grants	-	6,211	-	6,211
Other income	-	680	-	680
	-	7,591	-	7,591

	Restricted £	2020 Unrestricted £	BYT £	2020 Total £
Grants Received	100	-	-	100
Government Grants	4,303	11,918	-	16,221
Other income	-	1,078	-	1,078
	4,403	12,996	-	17,399

6. Investment income

	Restricted £	2021 Unrestricted £	BYT £	2021 Total £
Interest from deposits & trusts	10,059	81	-	10,140

	Restricted £	2020 Unrestricted £	BYT £	2020 Total £
Interest from deposits & trusts	9,815	284	-	10,099

7. Charitable activities

	Restricted £	2021 Unrestricted £	BYT £	2021 Total £
Grants to charities (see note 8)	1,752	84	-	1,836
Activities directly relating to church activities (see note 9)	2,877	225,641	-	228,518
Church management & administration (see note 10)	8,447	82,453	-	90,900
	13,076	308,178	-	321,254

	Restricted £	2020 Unrestricted £	BYT £	2020 Total £
Grants to charities (see note 8)	1,430	84	-	1,514
Mission activities	-	-	-	-
Activities directly relating to church activities (see note 9)	9,344	186,831	-	196,175
Church management & administration (see note 10)	16,150	78,816	-	94,966
	26,924	265,731	-	292,655

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2021

8. Grants to charities

	Restricted £	2021 Unrestricted £	BYT £	2021 Total £
The Grassroots Trust	-	84	-	84
Urban Saints	252	-	-	252
Choral and organ scholarships	1,500	-	-	1,500
	<u>1,752</u>	<u>84</u>	<u>-</u>	<u>1,836</u>

	Restricted £	2020 Unrestricted £	BYT £	2020 Total £
The Grassroots Trust	-	84	-	84
Urban Saints	249	-	-	249
Choral and organ scholarships	1,181	-	-	1,181
	<u>1,430</u>	<u>84</u>	<u>-</u>	<u>1,514</u>

9. Activities directly relating to church activities

	Restricted £	2021 Unrestricted £	BYT £	2021 Total £
Parish share	-	108,350	-	108,350
PCC fees payable to the diocese	-	7,460	-	7,460
Ministry - clergy expenses	-	900	-	900
Ministry - clergy property costs	-	15,000	-	15,000
Church running expenses	-	15,992	-	15,992
Church maintenance	990	12,126	-	13,116
Church Events & Activities	-	87	-	87
Upkeep of services	-	1,611	-	1,611
Upkeep of the churchyard	432	2,360	-	2,792
Expenditure on Parish magazine	-	1,735	-	1,735
St Thomas Flat expenses	-	34,432	-	34,432
Music	300	23,775	-	24,075
BPY expenses	405	-	-	405
Choir Tour Expenses	750	-	-	750
Year of Music Events	-	855	-	855
Outreach programmes	-	958	-	958
	<u>2,877</u>	<u>225,641</u>	<u>-</u>	<u>228,518</u>

	Restricted £	2020 Unrestricted £	BYT £	2020 Total £
Parish share	-	98,350	-	98,350
PCC fees payable to the diocese	-	7,096	-	7,096
Ministry - clergy expenses	-	1,349	-	1,349
Ministry - clergy property costs	-	15,090	-	15,090
Church running expenses	-	18,633	-	18,633
Church maintenance	-	10,662	-	10,662
Church Events & Activities	-	395	-	395
Upkeep of services	-	1,677	-	1,677
Upkeep of the churchyard	-	2,508	-	2,508
Expenditure on Parish magazine	-	1,595	-	1,595
St Thomas Flat expenses	-	3,384	-	3,384
Church and Hall repairs	7,333	-	-	7,333
Music	-	23,363	-	23,363
BPY expenses	463	-	-	463
Choir Tour Expenses	1,548	-	-	1,548
Year of Music Events	-	2,729	-	2,729
	<u>9,344</u>	<u>185,831</u>	<u>-</u>	<u>196,175</u>

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2021

10. Church management & administration

	Restricted £	2021 Unrestricted £	BYT £	2021 Total £
Accountancy fees	-	2,074	-	2,074
Bank Charges	-	979	-	979
Depreciation on Freehold Property and Office Equipment	20	28,311	-	28,331
General administration expenses	-	5,403	-	5,403
Insurance	-	5,747	-	5,747
Legal and professional fees	-	-	-	-
Office equipment & supplies	-	3,666	-	3,666
Provision for doubtful debts	-	7,380	-	7,380
Staff costs	8,427	27,779	-	36,206
Staff Recruitment Costs	-	1,114	-	1,114
	8,447	82,453	-	90,900

Included within Church Management & Administration:
Independent examiner's fees for year ended 31 December 2021

	-	2,300	-	2,300
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	Restricted £	2020 Unrestricted £	BYT £	2020 Total £
Accountancy fees	-	2,235	-	2,235
Bank Charges	-	760	-	760
Depreciation on Freehold Property and Office Equipment	20	28,249	-	28,269
General administration expenses	90	6,268	-	6,358
Insurance	-	5,670	-	5,670
Legal and professional fees	-	78	-	78
Office equipment & supplies	-	6,900	-	6,900
Staff costs	16,040	27,602	-	43,642
Staff Recruitment Costs	-	590	-	590
Staff Training	-	464	-	464
	16,150	78,816	-	94,966

Included within Church Management & Administration:
Independent examiner's fees for year ended 31 December 2020

	-	2,500	-	2,500
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11. Staff Costs

	Restricted £	2021 Unrestricted £	BYT £	2021 Total £
Wages and salaries	8,333	41,482	-	49,815
Social security costs	-	24	-	24
Other pension costs	94	787	-	881
	8,427	42,293	-	50,720

	2021	Total
Average staff numbers (full time equivalent):		
Administrative staff	3	3

	Restricted £	2020 Unrestricted £	BYT £	2020 Total £
Wages and salaries	10,545	38,970	-	49,515
Social security costs	4,865	4,792	-	9,657
Other pension costs	630	445	-	1,075
	16,040	44,207	-	60,247

	2020	Total
Average staff numbers (full time equivalent):		
Administrative staff	5	5

During the year expenses totalling £972 (2020: £860) were reimbursed to 4 (2020: 3) members and no remuneration was paid to members of the PCC in either year.
The amounts include the payment of expenses to the Vicar (chairman of the PCC) and to our Readers who are reimbursed in accordance with Church of England guidelines.

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2021

12. Tangible Fixed Assets

	Freehold Property £	Office Equipment £	BPY Equipment £	Total £
<u>Cost</u>				
Cost as at 1st January 2021	1,269,775	29,751	12,210	1,311,736
Additions	-	-	-	-
Cost as at 31st December 2021	1,269,775	29,751	12,210	1,311,736
<u>Depreciation</u>				
Depreciation as at 1st January 2021	281,866	22,951	12,210	317,027
Charge for the year	25,013	3,318	-	28,331
Depreciation as at 31st December 2021	306,879	26,269	12,210	345,358
<u>Net Book Value</u>				
As at 31st December 2021	962,896	3,482	-	966,378
As at 31st December 2020	987,909	6,800	-	994,709

13. Investments

	2021 £
<u>Market Value</u>	
At 1 January 2021	302,184
Additions	15,000
Disposals	-
	317,184
Change in Market Value	44,787
	361,971
Historic cost	172,934

A summary of investments held by funds is as follows:

	Market Value 2021 £
The CBF Church of England Investment Fund – income shares	290,346
The CBF Church of England Investment Fund (choir) – income shares	16,393
The CBF Church of England Property Fund – income shares	55,232
	361,971

Excluding the CBF Church of England Investment Fund (Choir) – Income Shares shown above, investments are otherwise held in the name of the Bourne Youth Trust.

14. Debtors

	2021 PCC £	BYT £	2021 Total £
Income tax recoverable	9,000	-	9,000
Other debtors	13,365	-	13,365
	22,365	-	22,365

	2020 PCC £	BYT £	2020 Total £
Income tax recoverable	1,821	-	1,821
Other debtors	7,478	-	7,478
	9,299	-	9,299

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2021

15. Creditors

	2021 PCC £	BYT £	2021 Total £
Other creditors	995	-	995
Accruals	6,214	-	6,214
Deferred income	832	-	832
	<u>8,041</u>	<u>-</u>	<u>8,041</u>
	2020 PCC £	BYT £	2020 Total £
PAYE & NIC	1,455	-	1,455
Other creditors	9,348	-	9,348
Accruals	2,500	-	2,500
	<u>13,303</u>	<u>-</u>	<u>13,303</u>

16. Operating lease commitments

At 31 December 2021 the PCC had future minimum lease payments under non-cancellable operating leases as follows:

	2021 £	2020 £
Not later than 1 year	-	1,124

17. Reserves

	Balance as at 1st January 2021 £	Incoming resources £	Resources expended £	Unrealised gains on fixed asset investments £	Transfers £	Balance as at 31st December 2021 £
Restricted funds						
Masindi	6,815	180	-	-	-	6,995
Brambleton Development fund	(6,199)	14,152	(990)	-	6,199	13,162
BYT	302,184	-	-	43,394	-	345,578
BPY	36,614	24,920	(9,084)	-	-	52,450
Organ Scholar fund	13,841	5,781	(1,800)	-	2,571	20,393
Choir Scholar fund	15,000	14	-	1,393	(14)	16,393
Choir Tour	9,521	80	(750)	-	-	8,851
Garden of remembrance	1,031	-	(432)	-	-	599
St Martins	-	5,000	-	-	-	5,000
Other (incl property)	51,133	-	(20)	-	-	51,113
Total Restricted funds	429,938	50,127	(13,076)	44,787	8,756	520,533
General Unrestricted Fund	1,085,539	253,092	(305,714)	-	(33,641)	999,276
Major Projects & Repairs Designated Fund	6,000	-	-	-	-	6,000
Organ Repair & Maintenance Designated Fund	1,300	25,580	(651)	-	30,000	56,229
Year of Music designated fund	4,085	1,885	(855)	-	(5,115)	-
Outreach designated fund	-	1,030	(958)	-	-	72
Total Unrestricted funds	1,096,923	281,587	(308,178)	-	(8,756)	1,061,576
	<u>1,526,861</u>	<u>331,714</u>	<u>(321,254)</u>	<u>44,787</u>	<u>-</u>	<u>1,582,108</u>

The BPY reserve funds are for The Bourne Parish Youth work initiative.

The BYT is for The Bourne Youth Trust, this was formed on 22 February 2014 to hold the net sale proceeds from the sale of Bourne Hall separately from the church funds - net income from this fund is for the use of youth projects and activities in the church.

The Choir Scholar Fund balance was invested in the CBF Church of England Investment Fund as only the interest from investing the capital can be disbursed.

Other restricted reserves relates to funds which have been received for a purpose specified by the donor in the church and the community.

The General Unrestricted Fund mostly comprises fixed assets in the War Memorial & Centenary Expansion funds.

18. Analysis of Net Assets between Funds

	Restricted £	2021 Unrestricted Funds £	Total £
Tangible fixed assets	58,960	907,418	966,378
Fixed asset investments	361,971	-	361,971
Current assets	99,602	162,199	261,800
Creditors due within one year	-	(8,041)	(8,041)
	<u>520,533</u>	<u>1,061,576</u>	<u>1,582,108</u>
	Restricted £	2020 Unrestricted Funds £	Total £
Tangible fixed assets	58,960	935,749	994,709
Fixed asset investments	302,184	-	302,184
Current assets	68,784	174,477	243,271
Creditors due within one year	-	(13,303)	(13,303)
	<u>429,938</u>	<u>1,096,923</u>	<u>1,526,861</u>

Accounts

Charity Registration Number: 1127825

Also including linked Charity
Registration Number 1127825-1

THE PARISH OF THE BOURNE

ANNUAL REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31ST DECEMBER 2020

THE PARISH OF THE BOURNE

INDEX TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2020

PCC Information	Page 1
Council Members' Report	Pages 2 to 6
Independent Examiner's Report	Page 7
Consolidated Statement of Financial Activities	Page 8
Balance Sheets	Page 9
Notes to the Financial Statements	Pages 10 to 16

PCC INFORMATION

Principal Address

The Parish of The Bourne
 Parish Office
 St Thomas' Church
 Frensham Road
 Farnham
 Surrey
 GU9 8HA

Parochial Church Council Members

Members of the PCC are either ex-officio, co-opted or elected by the Annual Parochial Church Meeting in accordance with the Church Representative Rules.

Elected members serve for a period of three years. A new member must be proposed and seconded to be able to serve on the council and must be registered on the electoral roll of the parish. The number of people on the electoral roll in April 2020 was 227 (210 in April 2019). PCC members are replaced as they retire.

Ex-officio members of the PCC include deanery and diocesan synod members, churchwardens and clergy and lay ministers.

The PCC may co-opt up to 2 members.

During the year the following served as members of the PCC:

Ex - officio members:**Clergy**

The Revd John Morris, Vicar and PCC chair
 The Revd Liz Lane, Curate
 The Revd Elaine Collins, Assistant Curate (resigned during the year)
 The Revd Sandy Clarke, Curate

Licensed Lay Minister

Geraldine Molony

Deanery Synod Representatives

Yvonne Bryant (elected during the year)
 Janet Stephen (elected during the year)

Churchwardens

Michèle England
 Peter Neukom

Elected PCC Representatives:**PCC Representatives :**

Mike Barter (elected during the year)
 David Brown
 Michael Cock (Treasurer)
 Stewart Davidson
 Frances Garland
 Geoff Hooker (resigned during the year)
 Keith Newman
 Martin Quicke
 Jacqui Sellers
 Pamela Wagerfield (resigned during the year)
 Brian White (elected during the year)
 Ann Williams (elected during the year)

Co-opted:

Anne Williams
 Ruth Moore

PCC Secretary :

Nigel Lewis

Bankers:

CCLA Investment Management Limited
 The CBF Church of England Funds
 80 Cheapside
 London
 EC2V 6DZ

Lloyds TSB Bank PLC
 75 Castle Street
 Farnham
 Surrey
 GU9 7LT

Lloyds TSB Bank PLC
 75 Castle Street
 Farnham
 Surrey
 GU9 7LT

Legal Advisers:

Charles Russell LLP
 Buryfields House
 Bury Fields
 Guildford
 GU2 4AZ

Independent Examiners:

Wise & Co.
 Chartered Accountants & Statutory Auditors
 Way Court West
 Union Road
 Farnham
 Surrey
 GU9 7PT

**COUNCIL MEMBERS REPORT
YEAR ENDED 31ST DECEMBER 2020**

1. Legal Status

Parish of The Bourne Parochial Church Council is registered with the Charity Commission, charity number 1127825 and forms part of the Diocese of Guildford. The PCC report also includes, with effect from 2014, the linked charity The Bourne Youth Trust, charity number 11227825-1.

The PCC members are trustees of the Bourne Youth Trust.

2. Aims and purpose of the PCC

The PCC has the responsibility of co-operating with the Incumbent in promoting, in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the churches of St. Thomas-on-The-Bourne and St. Martin by the Green and Brambleton Hall. The parish vision is: 'Radiating God's love: transforming lives and communities'. The PCC believe that reaching out to those in its community – whether churchgoers or not – is essential to its underlying mission. The many activities listed in this report are open to all who wish to participate and the PCC believes that this fulfils the Charity Commission requirement to operate in the public benefit.

3. Aims and purpose of The Bourne Youth Trust

The Bourne Youth Trust (BYT) has a range of objectives to serve the needs of children and young people within the area including youthwork, youth clubs, education and training. Bourne Youth Trust funds are invested, and interest and dividends earned during the year are transferred to Bourne Parish Youthwork to enable the parish to support a range of activities with children and young people. This is in line with the BYT's objectives and is in the public benefit.

4. Structure, governance and management

The PCC meets every two months to oversee the financial affairs of the parish, the maintenance of its assets and to promote the mission of the church. A Standing Committee is responsible for decision-making between meetings; its members are Revd John Morris (chair) Peter Neukom, Michèle England, Michael Cock, Nigel Lewis, Revd Liz Lane and Revd Sandy Clarke.

To widen participation and effectiveness the PCC has established a number of Working Groups to oversee day-to-day running of the parish's activities; Buildings & Grounds, Children & Youth, Communications, Finance Stewardship & Administration, Environmental and Worship and Spiritual Growth. Recommendations from the Working Groups requiring PCC approval are highlighted in reports sent to the PCC members prior to each PCC meeting.

Safeguarding

The PCC regards the safeguarding of children & vulnerable adults as a priority and pays due regard to guidance issued by the House of Bishops relating to it. No person included in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006) or convicted of an offence mentioned in Schedule 1 to the Children and Young Persons Act 1933 can serve as a member of the PCC, its Secretary or its Treasurer. Furthermore, it is PCC policy that:

- All clergy with authority to officiate will have to participate in diocese approved arrangements for training in matters relating to the safeguarding of children and vulnerable adults.
- Safeguarding training will be provided for PCC members and other parishioners.
- Clergy must be satisfied that that person from another parish is of good standing before they can perform in the parish.
- Clergy who are prohibited or suspended under the Clergy Discipline Measure will not be permitted to robe during divine service.

The PCC believes it has complied with its duty to have due regard for the House of Bishops' guidance on safeguarding children and vulnerable adults under section 5 of the Safeguarding and Clergy Discipline Measure 2016. The parish's safeguarding policy is available on the parish website and complies with Church of England arrangements introduced or modified in 2017 and 2018.

5. Objectives and activities

The key objectives and activities of the PCC and the linked charity The Bourne Youth Trust are outlined below and serve the public interest through providing a broad range of services and activities to those in our local community:-

- Maintaining places of worship which provide an opportunity for all in the community to attend regular services. These include conducting baptisms, marriages and funerals and also services celebrating the major religious festivals
 - Supporting the spiritual development of our parishioners, by various approaches, including:-
 - o Training those who wish to enter ministry in the Church of England, ranging from full-time stipendiary clergy to lay ministers.
 - o Providing a broad range of styles of service, from formal and traditional to informal and free, to ensure the parish provides appropriately for a wide range of worship opportunities.
 - o Helping all who wish to grow their spiritual awareness and understanding through providing teaching, courses and specially-formulated acts of worship as well as helping to prepare people for baptism, confirmation and marriage.
- For much of 2020 our activities were constrained by the Covid 19 pandemic but many activities in support of our mission and ministry continued in various forms.
- o During the several periods when churches had to closed due to the pandemic services continued online. They were either pre-recorded or streamed live.
 - o Lent groups continued online with the subject of the Church of England's debate on 'Living in Love and Faith'
 - o The number of Bible study groups increased with people meeting online via Zoom.
 - Providing space and services for community activities serving many age groups. In 2020 this included the following activities:-
 - o Sadly, the weekly 'Babes and Tots' group for young children and their parents and with regular bible stories for the children from members of the ministry team had to be suspended for most of the year.
 - o Regular coffee mornings (at St Thomas's and St Martins) for members of the church and local community were maintained for most of the year but to comply with government restrictions were held in the grounds of St Thomas in the open air.
 - o We continued to provide a venue for local and national election polling stations.
 - o Providing accommodation for social and community groups, notably a Boxing Club at Brambleton Hall. Sadly, the nursery business ceased to trade.
 - o Maintaining and increasing ongoing outreach via visits and Zoom or pre-recorded assemblies to our local schools.
 - Providing facilities for local musical and cultural groups to perform to the public. In 2020 this included:-
 - o A series of lunchtime concerts at St Thomas's.
 - o Concerts by our own choir and other local choral and orchestral groups.

**COUNCIL MEMBERS REPORT
YEAR ENDED 31ST DECEMBER 2020**

5. Objectives and activities (continued)

- **Continue to develop a large choir including adult male and younger boy and girl choristers to be one of the best Parish choirs in the country. The aim is for the choir to enhance our worship, and enable the church to reach out to those in the community who wish to develop their choral and musical ability, and to their families. The parish also has a chamber choir.**
 - In 2020:-
 - o The PCC funded employment of a part-time director of music and organist.
 - o The choirs were unable to perform for most of 2020 due to Covid restrictions.
- **Assisting other charities to raise funds, in addition to fund-raising on behalf of the PCC. In 2020 this included:-**
 - o Several fund-raising activities on behalf of the parish.
 - o The covid pandemic meant that the various events and other activities in support of Christian Aid and the Christmas Fair in support of the local Phyllis Tuckwell hospice were not able to take place. The parish did support various online charities, including donating the proceeds of the annual Remembrance Day service to the British Legion.
- **Communicating with all who wish to know more about the parish and its activities**
 - o Producing and distributing a high quality church and community magazine free to all residents of The Bourne parish three times a year.
 - o Initiating a regular electronic newsletter to all who wish to receive more frequent updates on parish activities
 - o Maintaining a well-designed and easy to access website, and a Facebook page for existing and potential members to learn about current and planned activities.

The PCC believes that reaching out to those in its community – whether regular churchgoers or not – is essential to its underlying mission. The many activities outlined above are open to all who wish to participate. The work of the PCC is made possible by the participation and commitment of many volunteers.

6. Achievements and performance in 2020

In 2020, specific objectives of the parish are listed below:

- a) Safeguarding. A safeguarding audit is to be carried out by the Vicar and Churchwardens
- b) Induction of the new curate
- c) Agreement with Waverley Borough Council to allow parish use of the land behind Brambleton Hall for a new play area
- d) Parish Vision Day and church development plan renewal
- e) To renew the electoral roll and complete the compliance process for church members to consent to receiving communications from the parish, in line with data protection regulations (GDPR)
- f) New process for annual financial stewardship including a Gift Day
- g) Enhancement of the communications within the parish, both internally and externally
- h) A wholesale review of administration and office operation followed by the implementation of processes, tools and training to support and maintain the growth of the parish
- i) The consolidation of the extension to the Garden of Remembrance

Despite the Covid pandemic and the restrictions placed on church and other activities, most objectives were met in 2020. Due to the suspension of services and consequent loss of income from collections and income from hiring out of facilities, the parish recorded a cash deficit and further details can be found in the financial report.

The PCC was particularly pleased with the following outcomes:

- Despite the restrictions, attendance levels at parish services in the various churches were almost as strong as permitted. Pre-recorded online services proved to be very popular when our churches were forced to close with large numbers attending services over the Christmas period and a good attendance on Remembrance Sunday for an 'outdoors only' service. The PCC is very grateful for the work of Gordon Tyerman in recording and live-streaming services from St Thomas's throughout the lockdown.
- Sadly, the Youth Minister we had recruited moved on to another position in London.
- The Sunday afternoon congregation at gather@4 in Brambleton Hall grew slightly.
- Maintaining a consistently high standard of choral music and through this, fostering connections with many local families proved to be extremely challenging during the pandemic. Some excellent recorded music was offered as part of the pre-recorded services, but choir activities for the most part were forced to be suspended.
- The high level of support from volunteers enabled the communications to be enhanced with weekly eNewsletters and timely online updates. The PCC is extremely grateful for the work of the Communications team led by Vanessa Horne and Janet Windeatt in making the weekly newsletters such an important aspect of outreach during the pandemic.
- Office administration and oversight of the introduction of new office systems has been led by Dr Keith Newman.
- A safeguarding audit was achieved highlighting training needs amongst several PCC members and key stakeholders and volunteers in the parish.
- The Parish launched a dedicated helpline for those needing assistance with shopping or collecting prescriptions during the pandemic. This was widely used and valued during 2020 and the PCC is grateful to those parishioners who co-ordinated this activity – led by Nigel Cuthbert and Peter Neukom - and manned the helpline.
- The clergy team made sure that those living alone and other vulnerable adults received regular phone calls with offers of assistance.

The major decisions made by the PCC during 2020 are listed below:

- Adoption of the Parish Safeguarding Arrangements for 2020
- Approval of the sale of a small strip of land in the old churchyard to a neighbour, subject to certain conditions including no costs incurred by the parish.
- Approval of expenditure on video equipment to enable livestreaming and recording of services from St Thomas's during lockdown
- Approval of various arrangements for furloughing of staff during lockdown, all subject to a provision that the PCC will continue to ensure that salaries are 'topped up' to at least 90% of full salary.
- Some decisions relating to potential expenditure on church infrastructure and adoption of a new outward giving policy were deferred until the recovery of the vicar following his operation and the ending of lockdown restrictions.
- PCC thanked Revd Elaine Collins for her inspiring ministry to the parish over 11 years

Ministry update

- Revd Elaine Collins left the parish to continue her ministry in Haslemere.
- Revd Sandy Clarke, our curate, was ordained priest in October 2020. Sandy continues to bring significant benefits to the parish with her ministry, gifts and skills.
- Jane Quicke completed her training and was licenced as an LLM.
- Frances Garland took up PTO in the parish.

Safeguarding

- The Parish Safeguarding Arrangements were adopted by the PCC and most PCC members and key workers have now completed their safeguarding training.

Buildings and Grounds**Brambleton Hall**

- Refurbishment of the hall continued. The district council approved in principle the leasing of an area of land behind the hall to enable a new outdoor play area to be built, releasing land to the side of the hall currently used as an outdoor play area to be used for the building of a new boxing gymnasium. As the previous planning approval had expired, a fresh planning application was necessary and we are now waiting for all the paperwork to be approved to enable us to start work on the new boxing gym.

**COUNCIL MEMBERS REPORT
YEAR ENDED 31ST DECEMBER 2020**

St Thomas's and St Martins

- The planning application for change of use of the flat at St Thomas's was finally approved.

The PCC is particularly grateful to John Atkinson for his timely and diligent work on our buildings throughout the year.

Other decisions

- Due to the pandemic, the monthly eNewsletter became a weekly eNewsletter. Due to the pandemic, the Parish magazine moved to an 'online' edition.
- The parish's adopted software (Church Suite, Expense Plus and Microsoft 365) continued to be implemented.
- The Year of Music initiative for 2020 had to be cancelled due to the Covid 19 pandemic.
- The PCC approved a proposal to explore the potential deconsecration and sale of a small segment of the Old Churchyard to a neighbour.

Objectives for 2021

The PCC has identified the following priorities in 2021:-

- To rebuild the congregations at all our centres of worship following the ending of Covid 19 restrictions.
- To rebuild the parish activities that had to be suspended during the Covid 19 pandemic.
- To finally achieve the handover of the land at Brambleton from the council and start work on fencing it and converting it to a play area.
- To recruit a new Youth Minister.
- To recruit a temporary Assistant Director of Music to assist Rob Lewis in training probationer choristers.
- To develop the outreach of the parish via the internet and refine the live streaming of services.

7. Deanery Report 2020

Farnham Deanery Synod planned to meet on four occasions in 2020, repeating the rhythm established in 2019 of three evening meetings and one Saturday morning meeting.

The first meeting was held at St Mark's Shared Church in Bordon in January. Churchwardens had also been invited to attend and it was preceded by a Deanery communion service. The first topic was an update on the Deanery communications plan. The draft Deanery website was displayed and it will eventually include links to: (1) parish websites; (2) parish skills and resources; and (3) policies and templates of proven worth that may be adapted by other parishes, thus avoiding duplication of effort. Parishes were also reminded that the Church of England website 'A Church Near You' (www.achurchnearyou.com) was more likely to be consulted by the general public than a particular parish website, so it was important that the information on each page was up to date.

The second topic was the recent reorganisation at Church House, and more specifically the implementation of the Parish Needs-Based Process, which represented a shift from a hierarchical diocesan structure to a Central Team that supported the parishes. Mission Enablers had been appointed to work with parishes to update their Church Development and Transforming Church Transforming Lives (TCTL) plans.

Finally, parishes were reminded that the triennial elections to Deanery Synod were to take place at the Annual Parochial Church Meetings (APCMs) in 2020.

Then the pandemic struck and the resulting lockdowns and extended periods of restrictions meant that the meetings planned for March, June and October had to be cancelled.

A second meeting was held in November (using Zoom) to take stock of how the parishes in the Deanery, and the Central Team, had been impacted by the pandemic. At the Deanery level, the two major developments planned for 2020 – launching the Deanery website and discussing the implementation of the Deanery Handbook issued at the start of the year – had had to be postponed. For the Central Team, the Parish Needs-Based Process had also been halted. The pandemic had affected church finances at all levels. Although committed to supporting clergy and parishes throughout the pandemic, difficult decisions would have to be made and the Central Team had launched a Health and Viability Review of all parishes across the Diocese. Such a move was perfectly understandable in the circumstances but had caused some disquiet.

The Area Dean had already decided to implement one aspect of the Deanery Handbook – renaming and refocusing of the Standing Committee (with additional membership) as the Deanery Leadership Team (DLT). It now has the triple responsibility of: (1) leading the Deanery; (2) acting as the Deanery Mission and Pastoral Committee; whilst (3) remaining as the Standing (or Business) Committee. The benefits of this initiative would not be apparent until (some form of) normality returned in 2021.

During the meeting, initial reactions to the Deanery Handbook were canvassed and some reservations were expressed – excessive 'management speak' and a lack of spiritual input and Scriptural foundations; Anglican-centric and no reference to existing ecumenical structures; previous experience of resistance to sharing beyond parish boundaries and structures; and overly ambitious in scope with insufficient resources for a forum that meets infrequently. The Area Dean closed the meeting by exhorting the clergy to attend future Deanery Synod and Clergy Chapter meetings in these uncertain and challenging times.

The three representatives on Deanery Synod were re-elected at the APCM in October, leaving one vacancy against the allocation (Deanery Handbook p 8).

8. Financial review 2020**Incoming resources 2020**

Total incoming resources for 2020 rose significantly by £46,242 (16%) compared with 2019 to a total of £333,334. This was due to the unexpected receipt of 2 legacies (£62k) which more than offset the precipitous declines in unplanned giving, charitable and trading activities caused by the COVID-19 pandemic.

- Although donations via the Parish Giving Scheme only decreased by 3%, all other forms of giving (excluding Gift Aid & Donations and Appeals) fell by £18,321 (23%) to £62,320. Plate collections suffered badly due to the suspension of services during lockdowns and from restricted congregation sizes at other times.
- One positive consequence of lockdown was the uptake in online giving. Parishioners embraced this method for the first time, donating £3,277 in 2020.
- Tax refunds received through Gift Aid rose slightly (£1k) compared to the previous year, but this was inflated by the inclusion of refunds relating to the last two months of 2019.
- Parish fees for baptisms, marriages & funerals fell by £12,343 (59%) to £8,554 as most social gatherings were suspended during the lockdowns.

COUNCIL MEMBERS REPORT
YEAR ENDED 31ST DECEMBER 2020

Incoming resources 2020 continued

- Donations and fees received for the use of Church buildings fell by £14k (40%) in 2020 to £20,191. The nursery operating out of Brambleton Hall closed down at the start of lockdown, causing a £8k loss in income. Boxing & slimming club meetings were also suspended for 8 months, which accounted for the remaining decrease.
- Flat rental income fell by 57% (£3k) in 2020. Tenants moved out at the start of lockdown and it has since remained vacant.
- Fundraising income was £5k higher than the previous year. Only a small proportion of the scheduled "Year Of Music" events were held due to the pandemic, but they still raised £3,454 to be split between general & choir funds.
- Most staff were furloughed on full pay from April. The parish claimed £16,221 in grants from the Job Retention Scheme to avoid redundancies.
- Investment Income only decreased by 2% to £10,099 despite the global disruption caused by the pandemic. This was due to the 0.25% fall in deposit account interest during the year.

Resources Expended in 2020

Total resources expended fell by £37,249 to £292,655 in 2020, a decrease of over 11% vs 2019. Resources expended include a substantial depreciation charge on fixed assets (mainly property) of £28,269 in 2020.

The underlying cause of the drop in expenditure was the pandemic. It had far reaching effects on all parish activities from March onwards, particularly in the following areas: -

- The Bourne's Parish Share of Diocese funding fell by £10k to £98,350, due to a COVID-19 support refund offered by the Diocese. It had been scheduled to remain the same as 2019.
- Employment costs were £9,231 lower at £60,247. The Youth Minister post was vacant from July, reducing costs by £2,406 compared to 2019. Overtime payments were curtailed as most staff were furloughed during lockdowns.
- Church running expenses were cut by £11,909 (39%) to £18,633 as services, social and in-person pastoral activities were suspended for much of the year.
- Church grounds costs were £6k lower than the previous year because of work on the Garden of Remembrance extension in 2019.
- Diocesan fees for baptisms, marriages & funerals declined by £2k to £7,096 due to the lockdowns.
- However, Clergy property costs rose by £7,363 to £15,090 in 2020; reflecting a full year's accommodation costs for the curate.

Net incoming resources and cash flow 2020

Excluding legacies, both income and costs decreased significantly in 2020, resulting in a net deficit of (£7,451); only £718 worse than 2019. Excluding depreciation - mainly for buildings - there was actually a surplus of £20,818 in 2020. This was £2,538 (14%) higher than a year earlier.

Including legacies, the net surplus was £54,549. However, due to their unpredictability, it is the PCC's policy to set bequests aside for use in major projects where extra fundraising would be required.

The Bourne Youth Trust (BYT) 2020

BYT funds are shown separately in the statement of financial activities and in the statement of restricted reserves shown in note 17. Income from interest and dividends amounted to £9,815 in 2020.

Taking into account income, transfers, costs and unrealised capital losses on investments, the value of the BYT funds at year end were £302,184 - an increase of 4.8% over the year.

Since January 2018, 75% of trust funds have been invested in shares in the CBF Church of England Investment Fund. This is a diversified portfolio which yielded 2.8% in 2020.

The remaining funds remain invested in the CBF Church of England Property Fund. In 2020, the fund's yield was 5.1%.

Changes to fixed assets

There were no changes to fixed assets during the year

9. Reserves

The parish currently holds monies on deposit to cover working capital and unexpected expenditure. The policy of the parish is to hold at least 3 months' cashflow in reserve and current levels conform to this policy. In December 2020, reserves excluding legacies were equal to just under 4 month's cashflow.

10. Investments

The Bourne Youth Trust holds investments as outlined in the report above. These are held in custodian accounts by the Diocese of Guildford. Income from BYT investments is used to help fund the Bourne Parish Youthwork (BPY) initiative.

11. Risks

The major risks to which the PCC is exposed, as identified by the PCC members, have been reviewed and systems have been established to mitigate those risks.

12. General

The financial statements comply with current statutory requirements, the requirements of the Statement of Recommended Practice and the Charity's governing document.

COUNCIL MEMBERS REPORT
YEAR ENDED 31ST DECEMBER 2020

13. Thanks

Thanks are due to all the many volunteers who enable the work of the PCC to continue to thrive in our community. Special thanks in this report are due to those who contribute towards the financial administration and support of the parish, including Caz Cullum (accounts administrator), Tim Devis and Liz Witham (committed giving and Gift Aid administration), Ruth Moore (insurance), Nigel Cuthbert (office systems & utilities), Keith Newman (Finance Group Secretary) & Mike Barter and Brian and Yvonne Williams (banking). Lastly, a heartfelt thank you to Hugh Batchelor, who finally retired from his financial duties after many years of service.

14. Members Appointments and New Members Proceedings

Members of the Parochial Church Council are elected each year at the Annual Parochial Church Meeting. Each member is elected for a period of three years. A new member must be proposed and seconded to be able to serve on the council. Members are replaced as they retire. Ex-officio members of the PCC include deanery and diocesan synod members, churchwardens and clergy.

15. Council Members Responsibilities

The council members are required to prepare for each financial year, financial statements which give a true and fair view of the state of affairs of the PCC and of the results for the period. In preparing the financial statement the council members are required to:

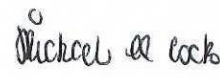
- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements in accordance with the methods and principles set out in the Statement of Recommended Practice Accounting and Reporting by Charities and to state whether the accounts have been prepared in accordance with that statement and applicable accounting standards; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the church will continue in operation.

The council members are responsible for ensuring proper accounting records are kept which disclose, with reasonable accuracy at any time, the financial position of the PCC. They are also responsible for safeguarding the assets of the PCC and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed
Rev'd John Morris
Vicar
Dated :


12 07 21

Signed
Michael Cock ACMA
Treasurer
Dated :


31/05/21

**REPORT OF THE INDEPENDENT EXAMINER TO THE COUNCIL MEMBERS OF
THE PARISH OF THE BOURNE**

Independent examiner's report to the PCC of the Parish of the Bourne

This report on the accounts of the PCC for the year ended 31 December 2020 which are set out on pages 7 to 15, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 (the Regulations) and s130 of the Charities Act 2011 (the 2011 Act).

The financial statements have been prepared in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

This has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

Respective responsibilities of the PCC and the examiner

The members of the PCC are responsible for the preparation of the accounts. The members consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The PCC's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales (ICAEW).

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioner under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioner. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as members concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- which gives me reasonable cause to believe that, in any material respect, the requirements:
 - (a) to keep accounting records in accordance with section 130 of the 2011 Act; and
 - (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



S G Morgan FCA
Wise & Co
Chartered Accountants &
Statutory Auditors
Wey Court West
Union Road
Farnham
Surrey
GU9 7PT

Dated: 14th July 2021

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31ST DECEMBER 2020

	Notes	2020 Restricted Funds £	2020 Unrestricted Funds £	2020 BYT Funds £	2020 Total Funds £	2019 Total Funds £
Income from:						
Donations and legacies	2	25,525	237,018	-	262,543	204,537
Charitable activities	3	-	9,882	-	9,882	24,365
Other trading activities	4	2,357	31,054	-	33,411	45,839
Investment income	6	9,815	284	-	10,099	10,316
Other income	5	4,403	12,996	-	17,399	2,034
TOTAL INCOMING RESOURCES		42,100	291,234	-	333,334	287,092
Expenditure from:						
Charitable activities	7	26,924	265,731	-	292,655	329,904
TOTAL EXPENDITURE		26,924	265,731	-	292,655	329,904
Unrealised Gains / (Losses) on Investments	13	-	-	13,870	13,870	36,079
NET (OUTGOING)/INCOMING RESOURCES		15,176	25,503	13,870	54,549	(6,733)
Transfers between funds		-	-	-	-	-
NET MOVEMENT IN FUNDS		15,176	25,503	13,870	54,549	(6,733)
Reconciliation of funds:	17					
Total funds brought forward		112,578	1,071,420	288,314	1,472,312	1,479,046
Total funds carried forward		127,754	1,096,923	302,184	1,526,861	1,472,312

The statement of financial activities includes all gains and losses recognised in the year:

All income and expenditure derives from continuing activities.

BALANCE SHEET
YEAR ENDED 31ST DECEMBER 2020

	Notes	2020	2019
		£	£
Fixed Assets			
Tangible Assets-PCC	<u>12</u>	994,709	1,022,226
Investments	<u>13</u>	302,184	288,314
Total Fixed Assets		<u>1,296,893</u>	<u>1,310,540</u>
Current Assets			
Debtors	<u>14</u>	9,299	14,935
CBF Deposits		77,750	67,750
CBF Deposits-BPY		25,000	10,000
CBF Deposits-Choir		25,000	-
Cash at Bank		79,211	57,551
Cash at Bank-BPY		17,629	14,015
Cash at Bank-Choir		9,383	-
Total Current Assets		<u>243,271</u>	<u>164,251</u>
Liabilities			
Creditors: amounts falling due within one year	<u>15</u>	<u>13,303</u>	<u>2,479</u>
Net Current Assets		<u>229,968</u>	<u>161,772</u>
Total Net Assets		<u><u>1,526,861</u></u>	<u><u>1,472,312</u></u>
The funds of the PCC:			
Restricted Funds			
Balance as at 1st January 2020		400,892	358,778
Net movement in funds in year		29,046	42,114
Balance as at 31st December 2020	<u>17</u>	<u>429,938</u>	<u>400,892</u>
Unrestricted Funds			
Balance as at 1st January 2020		1,071,420	1,120,269
Net movement in funds in year		25,503	(48,849)
Balance as at 31st December 2020		<u>1,096,923</u>	<u>1,071,420</u>
Total PCC funds	<u>18</u>	<u><u>1,526,861</u></u>	<u><u>1,472,312</u></u>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

Signed
Rev'd John Morris
Vicar

John Morris

Date:

12 07 21

Signed
Michael Cock ACMA
Treasurer

Michael Cock

Date:

31/05/21

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2020

1. Accounting Policies**a) Basis of preparation**

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The PCC constitutes a public benefit entity as defined by FRS 102.

b) Linked Charity

The statement of financial activities and the balance sheet include the assets, liabilities, income and expenditure of the charity and its linked charity Bourne Youth Trust.

c) Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. These include funds designated for a particular purpose by the PCC.

Details of the nature and purpose of restricted funds are shown in note 17 to the accounts, including the separate funds held by the linked charity.

d) Incoming Resources

Income is recognised when the charity has entitlement to the fund, any performance conditions attached to the item(s) of income have been met, it is probable the income will be received and the amount can be measured reliably.

Donations, Legacies and Similar Resources

- i) Collections are included in the financial statements when received by or on behalf of the PCC.
- ii) Planned giving receivable under covenant is included in the financial statements only when received by the PCC.
- iii) Income tax recoverable on covenanted and gift aid donations is included in the financial statements when the donation is received.
- iv) Legacy income is accounted for when receivable.
- v) Grant income is accounted for when receivable.

Income from investments, including interest received, is accounted for when due.

e) Resources expended

Costs of generated funds and governance costs are accounted for when payable.

f) Fixed Assets

Depreciation is charged in accordance with accounting standards and is calculated on a straight line basis for the following categories of fixed assets:

Freehold Property	- Over 50 years
Computer Equipment	- Over 3 years

g) Investments

Investments are valued at their closing mid-market value at the Balance Sheet date. Any gains or loss on revaluation is taken to the Statement of Financial Activities.

h) Taxation

As a qualifying charity, the PCC is not liable to UK taxation.

i) Operating leases - the PCC as lessee

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2020

2 Donations and legacies

	Restricted £	2020 Unrestricted £	BYT £	2020 Total £
Planned giving - tax efficient	180	34,826	-	35,006
Tax refunds via Gift Aid	3,000	32,988	-	35,988
Planned giving - non tax efficient	-	900	-	900
Collections (open plate)	-	17,468	-	17,468
Parish giving scheme	-	71,518	-	71,518
All other giving	2,274	6,672	-	8,946
Donations and appeals	20,071	10,596	-	30,667
Legacies	-	62,050	-	62,050
	25,525	237,018	-	262,543

	Restricted £	2019 Unrestricted £	BYT £	2019 Total £
Planned giving - tax efficient	528	57,431	-	57,959
Tax refunds via Gift Aid	-	32,079	-	32,079
Planned giving - non tax efficient	-	1,173	-	1,173
Collections (open plate)	-	15,409	-	15,409
Parish giving scheme	-	73,913	-	73,913
All other giving	600	5,500	-	6,100
Donations and appeals	2,994	4,971	-	7,905
Legacies	-	10,000	-	10,000
	4,062	200,475	-	204,537

3 Charitable activities

	Restricted £	2020 Unrestricted £	BYT £	2020 Total £
Magazines	-	1,328	-	1,328
PCC Fees	-	8,554	-	8,554
	-	9,882	-	9,882

	Restricted £	2019 Unrestricted £	BYT £	2019 Total £
Magazines	-	3,468	-	3,468
PCC Fees	-	20,897	-	20,897
	-	24,365	-	24,365

4 Other trading activities

	Restricted £	2020 Unrestricted £	BYT £	2020 Total £
Hall rent	-	20,191	-	20,191
Fund raising events	2,357	8,373	-	10,730
Flat rent	-	2,490	-	2,490
	2,357	31,054	-	33,411

	Restricted £	2019 Unrestricted £	BYT £	2019 Total £
Hall rent	-	34,021	-	34,021
Fund raising events	400	5,607	-	6,007
Flat rent	-	5,810	-	5,810
	400	45,439	-	45,838

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2020**5. Other income**

	Restricted £	2020 Unrestricted £	BYT £	2020 Total £
Grants Received		100	-	100
Government Grants	4,303	11,918	-	16,221
Other income	-	1,078	-	1,078
	<u>4,403</u>	<u>12,996</u>	<u>-</u>	<u>17,399</u>

	Restricted £	2019 Unrestricted £	BYT £	2019 Total £
Other income	-	2,034	-	2,034
	<u>-</u>	<u>2,034</u>	<u>-</u>	<u>2,034</u>

6. Investment income

	Restricted £	2020 Unrestricted £	BYT £	2020 Total £
Interest from deposits & trusts	9,815	284	-	10,099

	Restricted £	2019 Unrestricted £	BYT £	2019 Total £
Interest from deposits & trusts	9,810	507	-	10,316

7. Charitable activities

	Restricted £	2020 Unrestricted £	BYT £	2020 Total £
Grants to charities (see note 8)	1,430	84	-	1,514
Mission activities	-	-	-	-
Activities directly relating to church activities (see note 9)	9,344	186,831	-	196,175
Church management & administration (see note 10)	16,150	78,816	-	94,966
	<u>26,924</u>	<u>265,731</u>	<u>-</u>	<u>292,655</u>

	Restricted £	2019 Unrestricted £	BYT £	2019 Total £
Grants to charities (see note 8)	-	839	-	839
Mission activities	-	1,064	-	1,064
Activities directly relating to church activities (see note 9)	19,454	206,040	-	225,493
Church management & administration (see note 10)	13,645	88,862	-	102,508
	<u>33,099</u>	<u>296,805</u>	<u>-</u>	<u>329,904</u>

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2020

8. Grants to charities

	Restricted £	2020 Unrestricted £	BYT £	2020 Total £
The Grassroots Trust	-	84	-	84
Urban Saints	249	-	-	249
Choral and organ scholarships	1,181	-	-	1,181
	1,430	84	-	1,514
	Restricted £	2019 Unrestricted £	BYT £	2019 Total £
The Grassroots Trust	-	84	-	84
St. Thomas' Choir Fund	-	335	-	335
The Bishop of Guildford's Communities Fund	-	353	-	353
Carver Funeral Collection	-	67	-	67
	-	839	-	839

9. Activities directly relating to church activities

	Restricted £	2020 Unrestricted £	BYT £	2020 Total £
Parish share	-	98,350	-	98,350
PCC fees payable to the diocese	-	7,096	-	7,096
Ministry - clergy expenses	-	1,349	-	1,349
Ministry - clergy property costs	-	15,090	-	15,090
Church running expenses	-	18,633	-	18,633
Church maintenance	-	10,662	-	10,662
Church Events & Activities	-	395	-	395
Upkeep of services	-	1,677	-	1,677
Upkeep of the churchyard	-	2,508	-	2,508
Expenditure on Parish magazine	-	1,595	-	1,595
St Thomas Flat expenses	-	3,384	-	3,384
Church and Hall repairs	7,333	-	-	7,333
Music	-	23,363	-	23,363
BPY expenses	463	-	-	463
Choir Tour Expenses	1,548	-	-	1,548
Year of Music Events	-	2,729	-	2,729
	9,344	186,831	-	196,175
	Restricted £	2019 Unrestricted £	BYT £	2019 Total £
Parish share	-	108,349	-	108,349
PCC fees payable to the diocese	-	9,216	-	9,216
Ministry - clergy expenses	-	1,261	-	1,261
Ministry - clergy property costs	-	7,727	-	7,727
Church running expenses	281	30,261	-	30,542
Church maintenance	-	8,604	-	8,604
Upkeep of services	-	2,165	-	2,165
Upkeep of the churchyard	7,690	1,641	-	9,331
St Thomas Flat expenses	-	3,878	-	3,878
Church and Hall repairs	9,458	-	-	9,458
Music	796	23,368	-	24,164
BPY expenses	1,062	164	-	1,226
Vicar expenses	-	2,913	-	2,913
	19,454	206,040	-	225,492

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2020**10. Church management & administration**

	Restricted £	2020 Unrestricted £	BYT £	2020 Total £
Accountancy fees	-	2,235	-	2,235
Bank Charges	-	760	-	760
Depreciation on Freehold Property and Office Equipment	20	28,249	-	28,269
General administration expenses	90	6,268	-	6,358
Insurance	-	5,670	-	5,670
Legal and professional fees	-	78	-	78
Office equipment & supplies	-	6,900	-	6,900
Staff costs	16,040	27,602	-	43,642
Staff Recruitment Costs	-	590	-	590
Staff Training	-	464	-	464
	16,150	78,816	-	94,966
Included within Church Management & Administration: Independent examiner's fees for year ended 31 December 2020	-	2,500	-	2,500
	16,150	81,316	-	97,466
	Restricted £	2019 Unrestricted £	BYT £	2019 Total £
Office equipment & supplies	-	6,440	-	6,440
General administration expenses	694	16,893	-	17,587
Staff costs	12,951	38,630	-	51,581
Depreciation on Freehold Property and Office Equipment	-	25,013	-	25,013
	13,645	86,975	-	100,620
Included within Church Management & Administration: Independent examiner's fees for year ended 31 December 2019	-	2,130	-	2,130
	13,645	89,105	-	102,750

11. Staff Costs

	Restricted £	2020 Unrestricted £	BYT £	2020 Total £
Wages and salaries	10,545	38,970	-	49,515
Social security costs	4,865	4,792	-	9,657
Other pension costs	630	445	-	1,075
	16,040	44,207	-	60,247
Average staff numbers (full time equivalent): Administrative staff			2020 5	Total 5
	Restricted £	2019 Unrestricted £	BYT £	2019 Total £
Wages and salaries	12,951	50,428	-	63,379
Social security costs	-	4,881	-	4,881
Other pension costs	-	1,218	-	1,218
	12,951	56,527	-	69,478
Average staff numbers: Administrative staff			2019 5	Total 5

During the year expenses totalling £860 (2019: £7,364) were reimbursed to 3 (2019: 13) members and no remuneration was paid to members of the PCC in either year.
The amounts include the payment of expenses to the Vicar (chairman of the PCC) and to our Readers who are reimbursed in accordance with Church of England guidelines.

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2020

12. Tangible Fixed Assets

	Freehold Property £	Office Equipment £	BPY Equipment £	Total £
<u>Cost</u>				
Cost as at 1st January 2020	1,269,775	29,001	12,210	1,310,986
Additions	-	750	-	750
Cost as at 31st December 2020	1,269,775	29,751	12,210	1,311,736
<u>Depreciation</u>				
Depreciation as at 1st January 2020	256,853	19,695	12,210	288,758
Charge for the year	25,013	3,256	-	28,269
Depreciation as at 31st December 2020	281,866	22,951	12,210	317,027
<u>Net Book Value</u>				
As at 31st December 2020	987,909	6,800	-	994,709
As at 31st December 2019	1,012,921	9,305	-	1,022,226

13. Investments

	2020 £
<u>Market Value</u>	
At 1 January 2020	288,314
Additions	-
Disposals	-
	288,314
Change in Market Value	13,870
	302,184
Historic cost	157,934

A summary of investments held by funds is as follows:

	Market Value 2020 £
The CBF Church of England Investment Fund – income shares	253,846
The CBF Church of England Property Fund – income shares	48,338
	302,184

The investments are held in the name of the Bourne Youth Trust.

14. Debtors

	PCC £	2020 BYT £	2020 Total £
Income tax recoverable		1,821	1,821
Other debtors		7,478	7,478
		9,299	9,299

	PCC £	2019 BYT £	2019 Total £
Income tax recoverable		5,374	5,374
Other debtors		9,561	9,561
		14,935	14,935

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2020**15. Creditors**

	2020		2020
	PCC £	BYT £	Total £
PAYE & NIC	1,455	-	1,455
Other creditors	9,348	-	9,348
Accruals	2,500	-	2,500
	13,303	-	13,303

	2019		2019
	PCC £	BYT £	Total £
Other creditors	325	-	325
Accruals	2,154	-	2,154
	2,479	-	2,479

16. Operating lease commitments

At 31 December 2020 the PCC had future minimum lease payments under non-cancellable operating leases as follows:

	2020 £	2019 £
Not later than 1 year	1,124	1,498
Later than 1 year and no later than 5 years	-	1,124
	1,124	2,622

17. Reserves

	Balance as at 1st January 2020 £	Incoming resources £	Resources expended £	Unrealised gains on fixed asset investments £	Transfers £	Balance as at 31st December 2020 £
Restricted funds:						
Masindi	6,499	316	-	-	-	6,815
Brambleton Development fund	-	1,134	(7,333)	-	-	(6,199)
BYT	288,314	-	-	13,870	-	302,184
BPY	24,015	29,441	(16,842)	-	-	36,614
Organ Scholar fund	14,882	70	(1,181)	-	70	13,841
Choir Scholar fund	15,000	70	-	-	(70)	15,000
Choir Tour	-	11,069	(1,548)	-	-	9,521
Garden of remembrance	1,031	-	-	-	-	1,031
Other (incl property)	51,153	-	(20)	-	-	51,133
Total Restricted funds	400,892	42,100	(26,924)	13,870	-	429,938
General Unrestricted Fund	1,070,800	284,941	(263,002)	-	(7,200)	1,085,539
Major Projects & Repairs Designated Fund	-	-	-	-	6,000	6,000
Organ Repair & Maintenance Designated Fund	-	100	-	-	1,200	1,300
Year of Music designated fund	621	6,193	(2,729)	-	-	4,085
Total Unrestricted funds	1,071,420	291,234	(265,731)	-	-	1,096,923
	1,472,312	333,334	(292,655)	13,870	-	1,526,861

The BPY reserve funds are for The Bourne Parish Youthwork Initiative.

The BYT is for The Bourne Youth Trust, this was formed on 22 February 2014 to hold the net sale proceeds from the sale of Bourne Hall separately from the church funds - net income from this fund is for the use of youth projects and activities in the church.

Other restricted reserves relates to funds which have been received for a purpose specified by the donor in the church and the community. This figure is mostly made up of the War Memorial and Centenary Expansion funds

18. Analysis of Net Assets between Funds

	Restricted £	2020 Unrestricted Funds £	Total £
Tangible fixed assets	58,960	935,749	994,709
Fixed asset investments	302,184	-	302,184
Current assets	68,794	174,477	243,271
Creditors due within one year	-	(13,303)	(13,303)
	429,938	1,096,923	1,526,861

	Restricted £	2019 Unrestricted £	Total £
Tangible fixed assets	58,960	963,266	1,022,226
Fixed asset investments	288,314	-	288,314
Current assets	53,618	110,633	164,251
Creditors due within one year	-	(2,479)	(2,479)
	400,892	1,071,420	1,472,312