

St Nicolas Great Bookham PCC

Registered as the Parochial Church Council
of the Ecclesiastical Parish of Great Bookham
in the Diocese of Guildford

Trustees' Report and Financial Statements

For the year ended 31 December 2021

Report of the Trustees for the year ended 31 December 2021

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Report of the Trustees for the year ended 31 December 2021**Aims and Purposes**

St Nicolas Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, of St Nicolas, Great Bookham, the Reverend Alan Jenkins, in promoting in the ecclesiastical parish, the whole mission of the Church; pastoral, evangelistic, social and ecumenical.

The PCC is also specifically responsible for the maintenance of the church buildings.

Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at St Nicolas church and to become part of our parish community. Our services and worship put faith into practice through prayer, scripture, music and sacrament. We seek to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer, learning about the Gospel, and developing knowledge of and trust in Jesus Christ
- Provision of pastoral care for people living in the parish, including conducting weddings, baptisms and funerals
- Missionary and outreach work, including giving a proportion of our income to such work

To facilitate this work it is important that we maintain the fabric of St Nicolas church and its associated buildings.

Late in 2017, the incumbent and PCC attended a Vision planning day which led in February 2018 to creation of our 3 year Church Development Plan for 2018-2021. This identified four areas on which to focus activity: contact, nurture, commitment and growth; together with four areas for strengthening existing support: welcome, worship, prayer and buildings. The plan is being progressed by a number of small groups.

As a result of the Covid-19 pandemic the PCC agreed to extend the Church Development Plan period by an extra 12-months to 2018-2022.

Achievements and Performance*Worship and Prayer*

St Nicolas has continued to provide a range of worship services in different styles, catering for different needs and tastes. In normal times the principal Sunday service at 10am attracts the bulk of the weekly attendance. That changed with the onset of the pandemic and the establishment of a popular pre-recorded online service.

In-church services recommenced on Palm Sunday (28th March) but provision of the full online service continued until the end of June. After this time an excerpt of the service continues to be put online from a live recording of the service; this comprises the readings, sermon and intercessions with occasional additions, e.g. Living Faith interviews.

Report of the Trustees for the year ended 31 December 2021

The average in-church attendance during October was 108 (2020 : 38) whilst the average number of online views was 51 (actual views 41,51,53,50,60) in the same period. It is not possible to say how many of these views were by more than one person but it is entirely possible that the online congregation was of a similar size to the total attendance recorded in October 2019 or possibly even larger.

A number of groups also meet for prayer and Bible study at different times of the week. There are currently eight house groups with a total of 66 members.

There were 241 members on the Church Electoral Roll when it closed for re-application. Of these, 50 were not resident in the parish. During the year 8 members have died and 5 have moved away. The Covid-19 pandemic has sadly prevented us from holding services of Choral Evensong this year until October 2021 but since this time it has been held on the 3rd Sunday of the month. Our musicians have continued to be active during the pandemic by providing recorded hymns, songs and anthems for our online services, for which thanks are due to our Director of Music, Peter Lutton and the choir. Special mention is given to Helen Turner, Bill Hibbert and Chris Turner as without their musical and technical talents none of this would have been possible. Since we were able to return to more normal services, a smaller choir has been singing each Sunday. In addition, we are delighted that we have a small group of musicians to support our new Morning Praise service. This began on 5th September 2021 and is intended to provide a more contemporary style of service. It also provides greater flexibility than is possible with our regular service of Holy Communion.

St Nicolas took part in the National Heritage Open Days festival from 13th - 19th September. Displays, trails, historical talks, quizzes, an organ recital and a Choral Evensong encouraged the community to join in and celebrate the history of the church building, our Christian faith and life past present and looking to the future.

The wardens are so grateful to the people who agreed to join the team to open and close church each day. Our thanks go to John Adie, Joy Lord, Cathryn Jobson, Margaret New, Edmund Morgan Warren, Chris Holloway and Brian Barker, also John and Angela Stevens and Richard Scrase who are on the reserve list. During the Covid pandemic it has been so important that our church is open for people to come in for Private Prayer.

Families and Children's Ministry

The year 2021 can be divided into two parts. The first part of the year continued to be mainly online with St Nics for Tots videos and communication via Social media. The second part of the year was a new beginning for our ministry, we restarted Tots Alive (our toddler group) and Inspire and Create - a group for parents to bring their babies/toddlers, meet other parents and learn craft/ enjoy a creative space. We also started a Mums and babies support group that we had to close due to not having enough volunteers or attendees. We also restarted/rebranded our Sunday school provision. It is now called GLOW.

During Easter we organised an Easter trail around the village together with Bookham Baptist Church.

During the Summer we had some small events for families. These were invitation only as we had to restrict numbers.

We started having more requests from 2 local schools to visit them for assemblies and for them to come for special services in our church. Some of the themes have been Harvest, Remembrance, Christingles and Christmas.

During Christmas we also offered Crib services for the families of the community.

Report of the Trustees for the year ended 31 December 2021

Youth Ministry

The successful partnership between St Nicolas, Bookham Baptist Church, Eastwick Road Church and Leatherhead Youth Project (LYP) has continued during 2021, providing young people in Bookham with after-school drop ins (**BYouth Drop In**), mentoring in school, **Connect** – an opportunity for deeper discussion topics, **Explore** – faith-based discussions, **Next Level Worship Nights** – hosted in various churches, **Fish** – a Christian Union at the Howard of Effingham school, and **Residentials** – only one in 2021 due to Covid limitations. Jenny Coffin, the Bookham Youth Project Youth Worker is also actively engaged in discussions about the future provision of a youth centre as part of the **Bookham Youth and Community Association (BYCA)**.

Pastoral

The Ministry Team, the Pastoral Assistants and others continue to provide a wide range of pastoral support to people living in the parish. During lockdown, considerable pastoral support has been provided for the most vulnerable in our parish by the pastoral team sharing responsibilities. Their work has been supplemented by a few others with particular gifts for pastoral care. We are grateful to them all.

During the year two long serving pastoral assistants have retired but two more are training and have begun to share in the work.

The Ministry Team also continues to take a weddings, baptisms and funerals for residents in the village. The twice yearly Memorial service for those recently bereaved is well attended and particularly appreciated.

Mission and Evangelism

During 2021, the church supported the work of six nominated charities: Adventure +, Bible Society, Christians Against Poverty, Christian Solidarity Worldwide, Church Mission Society and LeatherHEAD START. Towards the end of 2021, donations were given to these charities totalling 10% of the regular giving receipts in the previous year, meeting our aspirational target. During 2021, the list of charities we support was revised for the next five year period, effective 2022.

The new list of nominated charities is: The British and Foreign Bible Society, Christians Against Poverty, Christian Solidarity Worldwide, Oasis Charitable Trust, Mission Aviation Fellowship, The Mission to Seafarers.

Covid-19 restrictions continued to prevent many groups from meeting together in person during 2021. As a church we made use of the Microsoft Teams and Zoom systems to help with collaboration, as well as offering worship service online.

For the first part of 2021, the **Barnabas Men's Fellowship** continued its 2020 Covid practice of providing a discussion topic by email and then inviting written responses. In the latter part of the year, it was good to be able to resume meeting in the Pastoral Centre under the leadership of its new coordinator, David King. Our grateful thanks, of course, to Tim Reeder who provided good leadership for many years.

Our housegroups have continued to meet. For some that has continued to be on Zoom whilst others have managed to meet in the same physical space, sometimes using church premises in order to provide greater social distancing. The Ministry Team continues to suggest themes for discussion although each group makes its final decision concerning what programme to follow.

At the end of June 2021, we made the decision to stop providing the opportunity to meet on Zoom following our morning service. Although this had proved very useful during the pandemic, increasing numbers were finding their way back to meeting in church. Meanwhile, the Ministry Team have

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supported groups and individuals by continuing to provide weekly questions to ponder and discuss based on the readings and sermon.

At the end of September, we were pleased to promote and support the visit of the Archbishop of Canterbury to Guildford Diocese. In particular, church members and invited friends were pleased to attend the main event on Friday evening and the local event at St John's, Leatherhead on Saturday. Following the weekend, we began running an Alpha course and, although not a large uptake, it has been very much appreciated by those attending.

A new initiative has been the introduction of coffee and cake after our Thursday service of Holy Communion. This has drawn in new attendees at the service as well as those who are simply pleased to have an opportunity to meet with others after the service.

Social

The pandemic and Government restrictions have prevented the Social Events committee providing occasions for church members and others to get together in an informal social setting. We hope that a range of events to support the mission of the church will resume in 2022.

A further casualty of the pandemic has been **Spiritual Cinema** - an opportunity for church members to watch a film and then discuss some key themes over refreshments. We'll monitor the Covid situation in 2022 and hopefully re-start this before too long.

Ecumenical Relationships

St Nicolas continues to work closely with the other churches in the village through 'Churches Together in Bookham'. Our directing principle is that we will work together where we can and where there is a heart to do so. Leaders from Churches from all denominations meet monthly.

We were constrained during 2021 by the pandemic restrictions from many activities but were successful in launching the Anna Chaplaincy in Bookham during September. This is ministry led by Churches together specifically to provide spiritual support and care to elderly folk who have become isolated through physical and cognitive frailty.

Deanery Synod

One of our four representatives stepped down since their appointment in September 2020, but no nominations were received to replace them at the 2021 APCM. The PCC was therefore represented by three people this year. The Deanery Synod provides the PCC with an important link between the parish and the wider structures of the church.

The Church Buildings

The ongoing task of maintaining the church, churchyard and Pastoral Centre has continued unabated in 2021. The annual maintenance survey for the church was carried out in the summer. This work includes a full inspection of the roof and gutters by Marshels roofing, a comprehensive check, by members of the fabric committee, of all the interior and exterior woodwork, locks, windows, gullies and drains and all found to be in good order. In addition, the walls both inside and out were checked for cracking staining etc and the lean on the south wall checked for movement (of which there was none).

- New water heaters have been fitted to both the church room and pastoral centre
- All the external lights to the pastoral centre have been checked and new PIR and dawn to dusk sensors fitted as required. A CCTV camera has also been fitted to the pastoral centre entrance. This followed a number of incidents involving broken fence panels

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- Two new fence panels have been fitted between the pastoral centre and the adjacent flats following some hooliganism
- Around a dozen of the main church paths pavior setts have been relaid over the year
- A number of minor fencing problems have also been rectified during the year
- Following a break-in to the church in November the fabric committee boarded up the broken leaded light window in church and the external choir vestry door

The PCC is very grateful to the volunteers who have overseen work undertaken on the church buildings and carried out the more routine annual tasks, particularly David Wall and the members of the Fabric Committee. Much of the work is unglamorous and unseen, but nevertheless vital. The PCC is thankful for the continued support of Mole Valley District Council for the maintenance of the churchyard.

During the year work continued on plans to improve the church building, to make it a more flexible, comfortable and accessible space that is much better suited to today's needs. The Plans include:

- Fitting a modern heating system with a gas boiler and radiators, built to the latest standards. This will enable us to maintain a comfortable temperature all year round; warm the building up much more quickly and be much more efficient and so greener
- Replacing our old Victorian pine pews with comfortable stackable chairs of a type that are used in many other churches and cathedrals. This will allow us to change the layout to suit the event. We'll be able to use the whole space for family and children's events; to accommodate a larger choir or orchestra; to have people gathered round tables for coffee or even a meal; and to layout part of the building as an exhibition space
- Installing ramps up to the chancel step and besides the organ going towards the choir vestry and the Church Room. Those in wheelchairs will be able to move around easily and we will no longer need to have people stationed by the chancel step on a Sunday morning to help people up the step or catch them before they fall
- Redecorating the church
- Making improvements to the AV system

All of this will be done in a way that respects and enhances the historic features to the benefit of both the regular worshipping congregation and the wider community.

We are grateful to Neil McDonald who took over from Simon Phillips as leader of the project team. The application for a faculty for the Building for the Future works was submitted to the Diocesan Advisory Committee in January 2021 and resulted in a response from the Chancellor in September which documented concerns by a range of groups. These concerns have, we believe, been largely addressed and some revisions to our plans have been proposed in our response which was sent on 4 January 2022. The main changes are:

- To retain the existing font base, less the lowest level of the plinth (to reduce its height to a safer level)
- To adjust the design of the chancel step extension and ramp so that it is completely removable and the monuments beneath it can be viewed through access hatches. This will avoid the need to modify the chancel step or the pulpit step in any way
- To dispense with the screens that were proposed for the nave pillars and the tower but retain the two that will be behind the chancel arch and to put wiring on the nave pillars so that we can rig up moveable screens quickly
- To accept a proposal to preserve the carved panels and older joinery in the pews near the font in shortened pews and pew fronts either side of the glass door between the tower and the nave

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We are extremely grateful to the following organisations for offering grants totalling £72,000 towards the Building for the Future work :

Friends of St Nicolas	£40,000
Marshalls Charity	£10,000
Allchurches Trust	£4,500
Garfield Weston Foundation	£10,000
Beatrice Laing Trust	£7,500

Additionally, we are looking to break the project into smaller pieces rather than have an overall project manager. We are also grateful to Cathy Liversage who has come forward to lead publicity/communications for the project and to Diana Greenman who is helping with grant applications, bringing her professional expertise in this area from leading a charity.

Financial Review

The financial statements for the year ended 31 December 2021 are set out in the following pages together with a report from our independent examiner, Aidan Crilly, Chartered Accountant. Where there are significant variations from the prior year, a note has been added on the relevant page.

It should be noted that, although the financial position of the church is satisfactory for the time being, when exceptional items are accounted for there was an underlying deficit of £8.5k in both 2020 and 2021. This means that in those two years the church was not covering its running costs out of its normal income. This was largely due to loss of income as a result of the pandemic and has been covered so far by the Gift Appeal held in 2020 which raised £17.7k. We cannot assume that income will necessarily recover to pre-pandemic levels: further action may be needed in the coming year. The current situation would not be sustainable beyond the end of 2022.

The General (Unrestricted) Fund income of £221.1k was £1.6k less than expenditure of £222.7k, versus a budget expectation of nearly £3k. Of this income, total planned giving, including associated gift aid tax recovery, amounted to £163k, which compared with £162k in the previous year. Income from online giving, including Gift Aid, was £5k versus £8.2k in 2020.

The PCC felt able, assisted by reducing the Fabric Fund contribution for 2021 to 2.5% of prior year regular giving (half our usual contribution), to make the full Outward Giving contributions to our six nominated charities, totalling £16,500, meeting our aspirational target level of 10% of the previous year's regular giving income.

Our Parish Share contribution of £110.3k (approximately 45% of total General Fund expenditure) was paid in full. The PCC once again did not feel it necessary to request pandemic support funds from the Diocese.

We have been fortunate in not having significant unbudgeted expenditure during the year.

Our Designated Fabric Fund showed expenditure of £4.8k. There were no major items of work undertaken in 2021.

During the year a number of transfers to and from the General and Other Funds were made and these are explained in Note 8 to the financial statements. At 31 December 2021 the General Fund balance of £65.1k exceeded our reserves policy requirement of three months of general fund expenditure (£55.7k for 2021).

Report of the Trustees for the year ended 31 December 2021**Public Benefit**

When planning our activities for the year, our incumbent and the PCC have considered the Charity Commission's guidance on public benefit and in particular the specific guidance on 'charities for the advancement of religion'

Reserves Policy

It is the policy of the PCC to aspire to maintain a balance on the General (Unrestricted) Fund which represents a minimum of three months of normal expenditure to cover emergency situations that may arise from time to time.

Investment Policy

Church funds may only be deposited with financial institutions which carry the explicit guarantee of the UK government (currently limited to £85,000) through the Financial Services Compensation Scheme. Funds held with any one institution are limited to this guaranteed level.

Risk Management

Major risks to which the church is exposed, as identified by the Trustees, have been reviewed and procedures have been established to manage these risks. The PCC maintains risk registers for all activities, both within the church and for external events.

Safeguarding

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, fully recognising its duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults.

Service

We would like to thank all who contribute their gifts to make our church the lively and vibrant community it is. This year, the work of our volunteers, whether in positions of responsibility or giving their time and talents in support of the work of St Nicolas, has been critical to allowing our presence in the community not only to continue but to thrive. We are very grateful to you all.

Structure, Governance and Management

The method of appointment of PCC members is set out in the Church Representation Rules. At St Nicolas the membership of the PCC consists of the incumbent, curates, churchwardens, members of Deanery Synod and members elected by those of the congregation on the electoral roll of the church. All those who attend our services are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the church are to be spent.

The full PCC met 6 times during the year with an average level of attendance of 85%.

Report of the Trustees for the year ended 31 December 2021**Administrative Information**

St Nicolas Church is situated in Lower Road, Great Bookham. It is part of the Diocese of Guildford within the Church of England. The correspondence address is the Parish Office, 2A Fife Way, Great Bookham, Leatherhead, Surrey KT23 3PH.

The PCC is registered with the Charity Commission (Charity Number 1127867) under the name of the Parochial Church Council of the Ecclesiastical Parish of St Nicolas Great Bookham in the Diocese of Guildford.

PCC members who have served from 1 January 2021 until the date of this report are:

Incumbent	Reverend Alan Jenkins	Chair
Honorary Assistant Minister	Reverend Barbara McDonald	
Churchwardens	Neil McDonald Carole Vaux Catherine Jager	Until May 2021 From May 2021
Deanery Synod	Chris Holloway Clare Curran Vicki Dixon Peter Lomax**	 Until May 2021
Elected Members	David Barnes Chris Bridges Valerie Goode Nick Garrett Claire Hoath Catherine Jager* Joy Lord Peter Leith Peter Lomax** Neil McDonald Brian Millard Simon Phillips Robert Searle Anne Shears Angela Stevens Chris Turner Sue White	 From May 2021 Until May 2021 From May 2021 Until May 2021 Until March 2021 From December 2021 Until May 2021
PCC Secretary	Chris Turner	
PCC Minutes Secretary	Barbara Holloway	

* Mrs Catherine Jager has been elected as Churchwarden whilst remaining an elected member of the laity to the Parochial Church Council.

** Mr Peter Lomax has been elected as a representative of the laity to the Deanery Synod whilst remaining an elected member of the laity to the Parochial Church Council.

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Other Church officials:

LLMs (Readers)	Chris Holloway	
Retired Ministers with Permission to Officiate	David Ireland Carolyn Headley	
Deputy Churchwardens	Carole Cotton Robert Searle	
Electoral Roll Officer	Catherine Clark	
Gift Aid Secretary	Anne Salmon	
Treasurer	Nick Garrett	
Assistant Treasurer	Keith Salmon	
Payroll Officer	Peter Lomax	
Parish Administrator	David Gatland	
Director of Music	Peter Lutton	
Youth Worker (Leatherhead Youth Project)	Jenny Coffin	
Children and Families Minister	Celeste Rios	
Safeguarding Officer	Barbara Holloway	
Principal Bankers	CAF Bank 25 Kings Hill Avenue Kings Hill, West Malling Kent, ME19 4LQ	Lloyds Bank High Street Dorking Surrey
Independent Examiner	Aidan Crilly, Chartered Accountant Wyvern House, 1 Church Road, Gt Bookham	

**Independent examiner's report
to the Parochial Church Council (PCC) of St Nicolas Great Bookham**

I report on the financial statements for the year ended 31 December 2021, which are set out on pages 11 to 19.

Respective responsibilities of the Trustees and Independent Examiner

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for the year under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. It is my responsibility to:

1. examine the financial statements under Section 145 of the 2011 Act;
2. follow the procedures laid down in the General Directive given by the Charity Commissioners in Section 145(5)(b) of the 2011 Act;
3. 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 Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the financial statements.

Independent Examiner's statement

In connection with my examination, no matter came to my attention:

1. which give me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with Section 130 of the 2011 Act, or to prepare financial statements which accord with the accounting records have not been met: or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Aidan Crilly BA, FCA
Wyvern House
1 Church Road
Great Bookham, Surrey
KT23 3PD



14 March 2022

**Statement of Financial Activities
for the year ended 31 December 2021**

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £	Prior year total funds £
Income from:						
Donations and legacies	2 a.					
Planned giving		133,558	-	-	133,558	132,909
Income tax recoverable		31,047	-	-	31,047	34,911
Collections and other giving		4,147	-	-	4,147	3,663
Other voluntary income		22,139	-	-	22,139	77,745
Activities for generating funds	2 b.	459	-	-	459	278
Church activities	2 c.	10,281	-	-	10,281	10,063
Income from investments	2 d.	19,473	-	-	19,473	20,129
Other income	2 e.	-	-	-	-	-
Total income		221,104	-	-	221,104	279,705
Expenditure on:						
Costs of generating funds	3 a.					
Costs of generating voluntary income		45	-	-	45	55
Costs of activities for generating funds		-	-	-	-	-
Investment management costs		268	-	-	268	217
Church activities	3 b.					
Ministry and service costs		177,500	-	-	177,500	194,530
Missionary and charitable giving	4	16,535	216	-	16,751	18,216
Upkeep of the church and other buildings		27,599	5,698	-	33,297	76,362
Governance costs	3 c.	600	-	-	600	600
Other costs		131	-	-	131	60
Total expenditure		222,678	5,914	-	228,592	290,041
Net income before transfers		(1,574)	(5,914)	-	(7,488)	(10,336)
Gross transfers between funds	8					
Gross transfers between funds - in		9,816	7,216	-	17,032	33,964
Gross transfers between funds -out		(7,216)	(9,816)	-	(17,032)	(33,964)
Net transfers		2,600	(2,600)	-	-	-
Net income before other recognised gains and losses		1,026	(8,514)	-	(7,488)	(10,336)
Other recognised gains						
Revaluation of property		-	-	-	-	-
Net movement in funds		1,026	(8,514)	-	(7,488)	(10,336)
Funds at 1 January 2021		64,094	799,061	-	863,155	873,492
Funds at 31 December 2021		65,120	790,548	-	855,668	863,155


Balance Sheet
at 31 December 2021


	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £	Prior year total funds £
Fixed assets						
Property - Curate's house	1	-	575,000	-	575,000	575,000
Current assets						
Debtors	6	11,139	-	-	11,139	9,063
Cash at bank and in hand		62,883	215,547	14,301	292,731	281,376
		74,022	215,547	14,301	303,870	290,439
Current liabilities						
Creditors	7	8,900	-	14,301	23,201	2,284
Total assets less current liabilities		65,122	790,547	-	855,669	863,155
Represented by						
Funds of the church		65,122	790,547	-	855,669	863,155

	8	Beginning of year £	Incoming Resources £	Resources Expended £	Property Valuation/ Transfers £	End of year £
Analysis of Funds						
Unrestricted funds						
General		64,094	221,104	(222,678)	2,600	65,120
Designated funds						
Property		575,000	-	-	-	575,000
Vision		81,909	-	(945)	-	80,964
Fabric		63,493	-	(4,752)	4,000	62,741
Legacy		65,286	-	-	3,000	68,286
Children & Families		9,816	-	-	(9,816)	-
Garden of Remembrance		3,333	-	-	-	3,333
Other		224	-	(216)	216	224
		799,061	-	(5,913)	(2,600)	790,548
Restricted funds						
Fabric		-	-	-	-	-
Legacy		-	-	-	-	-
Agency collection		-	-	-	-	-
Total funds		863,155	221,104	(228,591)	0	855,668

Note: Reserve balance of £65,122 is 116% of policy objective

Approved by the Parochial Church Council on 14 March 2022 and signed on its behalf by:


Rev Alan Jenkins Rector


Chris Turner, PCC Secretary

Notes to the financial statements for the year ended 31 December 2021**1. Accounting Policies**

The PCC is a public benefit entity within the meaning of FRS102. These financial statements have been prepared under the Charities Act 2011 and the Church Accounting Regulations 2006' in accordance with applicable accounting standards in accordance with the current Statement of Recommended Practice, Accounting and Reporting by Charities.

The financial statements have been prepared under the historical cost convention except for the curate's residence which is shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the financial statements of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

Funds

Unrestricted funds are general funds which can be used for PCC ordinary purposes

Designated funds are unrestricted funds which the PCC has, at its discretion, designated for particular purposes. The main designated funds are:

The *property* fund which represents an assessment of the current market value of the curate's house at 31 December 2018.

The *Vision* fund which was created in 2008 using the proceeds of the sale of church property and which is a resource being used to finance the church vision plan.

The *Fabric* fund is held to accumulate funds for future large items of fabric expenditure which need to be budgeted over several years, such as redecoration or Quinquennial repairs

The *legacy* fund was created following receipt of a legacy pending decisions as to what important projects should benefit from use of this money.

The *Garden of Remembrance Fund* was created in 2019 to hold surplus income from inscriptions on the memorial stones for the New Garden of Remembrance, for use when installing future stones.

The *Children and Families Fund* was created in 2019 to hold excess income from the rental of 19, the Lorne prior to employment of a Children and Families Minister. As this is now an active commitment and part of our annual expenditure, this fund is no longer required and the balance has been returned to the General Fund.

Restricted funds are funds where the PCC is constrained only to spend the funds as directed by the donor.

Income

Planned giving, collections and donations are recognised when received. Tax refunds on gift aided giving are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is entitled to the use of the resource, and their ultimate receipt is considered certain. All other incoming resources are recognised when receivable. All incoming resources are accounted for gross.

Notes to the financial statements for the year ended 31 December 2021**Expenditure**

Grants and donations are accounted for when paid over. The Diocesan parish share is accounted for when due. All other resources expended are recognised when incurred. All resources expended are accounted for gross.

Fixed assets

Consecrated and benefice property is not included in the financial statements in accordance with Section 10 (2) (a) and (c) of the Charities Act 2011.

Moveable church furnishings held by the Rector and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted for as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected at any reasonable time. All expenditure during the year on consecrated or beneficial buildings and moveable church furnishings, whether maintenance or improvement is written off as incurred.

The curate's house has been included at an assessment of the market value at 31 December 2018. This is intended to be revalued at three yearly intervals. The next revaluation will be carried out in 2022.

All expenditure on furniture, fittings and office equipment is written off when incurred.

Notes to the financial statements for the year ended 31 December 2021

2. Income from:	Unrestricted funds	Designated funds	Restricted funds	Total funds	Prior year total funds
	£	£	£	£	£
2 a. Donations and legacies					
<i>Planned giving</i>					
Gift aided	116,661	-	-	116,661	116,966
Envelopes gift aided	460	-	-	460	806
Not gift aided	14,523	-	-	14,523	13,536
Envelopes not gift aided	180	-	-	180	621
Other planned giving	1,734	-	-	1,734	980
	<u>133,558</u>	-	-	<u>133,558</u>	<u>132,910</u>
 <i>Income tax recoverable</i>	 31,047			 31,047	 34,911
 <i>Collections and other giving</i>					
Cash plate	2,384	-	-	2,384	1,755
Gift aid envelopes	1,108	-	-	1,108	469
At Sunday School and Tots Alive!	-	-	-	-	254
At baptisms, weddings and funerals	510	-	-	510	1,083
Other	145	-	-	145	100
	<u>4,147</u>	-	-	<u>4,147</u>	<u>3,663</u>
 <i>Other voluntary income</i>					
Donations	a 7,923	-	-	7,923	26,678
Legacies	3,000	-	-	3,000	25,000
Grants from Friends	-	-	-	-	3,500
Grants from other sources	b 11,216	-	-	11,216	22,567
	<u>22,139</u>	-	-	<u>22,139</u>	<u>77,745</u>
 2 b. Activities for generating funds					
Fundraising events	236	-	-	236	278
Social events	-	-	-	-	-
Other activities	223	-	-	223	-
	<u>459</u>	-	-	<u>459</u>	<u>278</u>
 2 c. Church activities					
Fees to PCC	4,967	-	-	4,967	5,385
Other fees	1,645	-	-	1,645	754
Outreach	290	-	-	290	-
Youth group	-	-	-	-	-
Magazine income	3,278	-	-	3,278	3,295
Trading activities	101	-	-	101	531
Refreshment sales	-	-	-	-	98
	<u>10,281</u>	-	-	<u>10,281</u>	<u>10,063</u>
 2 d. Income from investments					
Interest	590	-	-	590	1,183
Rent	18,883	-	-	18,883	18,946
	<u>19,473</u>	-	-	<u>19,473</u>	<u>20,129</u>
 2 e. Other income					
Insurance claims	-	-	-	-	-
 Total income	 <u>221,104</u>	 -	 -	 <u>221,104</u>	 <u>279,699</u>

a 2020 : Gift appeal £17,728

b (1) 2020 : Diocesan grant for J Heine £12,100

b (2) 2021 : Diocesan grant for J Heine £3,778. Furlough payments £1,428

Notes to the financial statements for the year ended 31 December 2021

3. Expenditure on:

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £	Prior year total funds £
3 a. Costs of generating funds					
<i>Costs of generating voluntary income</i>	45	-	-	45	55
<i>Costs of activities for generating funds</i>					
Fundraising events	-	-	-	-	-
Social events	-	-	-	-	-
	-	-	-	-	-
<i>Investment management costs</i>	268	-	-	268	217
	313	-	-	313	272
3 b. Church activities					
<i>Ministry and service costs</i>					
Parish share	110,270	-	-	110,270	110,276
Service costs	7,167	-	-	7,167	4,624
Administration	16,305	-	-	16,305	16,010
Youth and children	40,905	-	-	40,905	40,688
Ministry	588	-	-	588	2,304
Training	2,631	-	-	2,631	1,450
Magazine costs	779	-	-	779	146
Trading	-	-	-	-	515
Housing costs (J Heine). See also Note 2a.	c (1,145)	-	-	(1,145)	18,506
	177,500	-	-	177,500	194,530
<i>Missionary and charitable giving</i>					
Outward Giving	16,500	-	-	16,500	18,000
Other Giving	35	-	-	35	-
World Vision	-	216	-	216	216
	16,535	216	-	16,751	18,216
<i>Upkeep of the church and other buildings</i>					
Utilities and insurance	7,807	-	-	7,807	7,858
Repairs, maintenance and running costs	d 19,715	130	-	19,845	37,146
Major installations and alterations	e -	5,568	-	5,568	31,268
Health and safety	77	-	-	77	83
	27,599	5,698	-	33,297	76,362
3 c. Governance costs					
Production of Annual Report	-	-	-	-	-
Independent examiner	600	-	-	600	600
PCC Training and Education	-	-	-	-	-
Legal	-	-	-	-	-
	600	-	-	600	600
3 d. Other costs	131	-	-	131	60
Total expenditure	222,678	5,914	-	228,592	290,041

c 2020: Cost of J Heine housing £18,506, part refunded in 2021

d 2020 : Total includes £14.6k for works paid from designated funds (Fabric, Vision)

e 2020 : Total includes £29k in fees to architect and heating consultant for BftF

Notes to the financial statements for the year ended 31 December 2021**4. Missionary and charitable giving**

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £	Prior year total funds £
Charity					
Adventure +	2,750	-	-	2,750	3,000
Bible Society	2,750	-	-	2,750	3,000
Christians Against Poverty	2,750	-	-	2,750	3,000
Christian Solidarity Worldwide	2,750	-	-	2,750	3,000
Church Missionary Society	2,750	-	-	2,750	3,000
LeatherHEAD START	2,750	-	-	2,750	3,000
World Vision	-	216	-	216	216
Other giving	35	-	-	35	-
	16,535	216	-	16,751	18,216

5. Staff costs

	2021 £	2020 £
Wages and Salaries (net of statutory deductions)	37,212	37,228
HMRC payments (PAYE, National Insurance)	6,204	5,559
Employer's and employee's contributions to Pension and Life Assurance scheme	3,384	2,561
	46,800	45,348

Furlough payments of £1,430 for Celeste Rios are not included in this analysis and offset the 2021 costs.

The average employee headcount during the year was three and no employee earned in excess of £60,000 per annum

A total of £3,392 (2020: £3,779) was paid to seven (2020: six) members of the PCC or related parties as reimbursement of expenses they incurred on behalf of the PCC. This includes payments to the Rector and Curates

Notes to the financial statements for the year ended 31 December 2021**6. Debtors**

	Unrestricted funds	Designated funds	Restricted funds	Total funds	Prior year total funds
	£	£	£	£	£
Income tax recoverable	8,280	-	-	8,280	8,610
Other debtors and prepayments	2,859	-	-	2,859	453
	<u>11,139</u>	<u>-</u>	<u>-</u>	<u>11,139</u>	<u>9,063</u>

7. Creditors

	Unrestricted funds	Designated funds	Restricted funds	Total funds	Prior year total funds
	£	£	£	£	£
HMRC - income tax, NI and student loan	1,534	-	-	1,534	536
Fees assigned to Guildford Diocese and others	-	-	(199)	(199)	300
Other creditors and accruals	<i>f</i> 7,366	-	14,500	21,866	1,448
	<u>8,900</u>	<u>-</u>	<u>14,301</u>	<u>23,201</u>	<u>2,284</u>

8. Analysis of fund transfers

	Unrestricted funds	Designated funds	Restricted funds	Total funds	Prior year total funds
	£	£	£	£	£
Gross transfers between funds - in	9,816	7,216	-	17,032	34,856
Gross transfers between funds - out	(7,216)	(9,816)	-	(17,032)	(34,856)
Net transfers	<u>2,600</u>	<u>(2,600)</u>	<u>-</u>	<u>-</u>	<u>-</u>

The PCC agreed to make a transfer from the General Fund to the Designated Fabric Fund of 5% of regular giving including income tax recovery, subject to conforming with their reserves policy of maintaining three months expenditure within the General Fund. During 2021, as an exception approved by the PCC, only £4,000 (approx 2.5%) was transferred.

In 2021, £3,000 was transferred from the General Fund to the Legacy Fund, pending a decision on how these unrestricted donations should best be used, and a transfer of £216 was made to cover our subscription to World Vision as no Tots Alive collection was taken. Additionally, the balance in the Children and Families fund has been returned to the General Fund as these ministry costs are now embedded in our annual budget and there is no longer a case for maintaining a separate fund

f Grants totalling £14,500 have been received for BftF. This sum is held as Cash and accounted for under Creditors as we are not entitled to claim the income until we are able to go ahead with the project.

Notes to the financial statements for the year ended 31 December 2021**9. Analysis of prior year Statement of Financial Activities**

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £
Income from:				
Donations and legacies				
Planned giving	132,910	-	-	132,909
Income tax recoverable	34,911	-	-	34,911
Collections and other giving	3,663	-	-	3,663
Other voluntary income	69,529	8,217	-	77,745
Activities for generating funds	278	-	-	278
Church activities	9,729	335	-	10,063
Income from investments	20,129	-	-	20,129
Other income	-	-	-	-
Total income	271,152	8,552	-	279,705
Expenditure on:				
Costs of generating funds				
Costs of generating voluntary income	55	-	-	55
Costs of activities for generating funds	-	-	-	-
Investment management costs	217	-	-	217
Church activities				
Ministry and service costs	194,530	-	-	194,530
Missionary and charitable giving	18,000	216	-	18,216
In 2021, £3,000 was transferred from the General Fund to	29,521	46,840	-	76,362
Governance costs	600	-	-	600
Other costs	60	-	-	60
Total expenditure	242,984	47,056	-	290,041
Net income before transfers	28,168	(38,504)	-	(10,336)
Gross transfers between funds				
Gross transfers between funds - in	-	33,964	-	33,964
Gross transfers between funds -out	(33,964)	-	-	(33,964)
Net transfers	(33,964)	33,964	-	-
Net income before other recognised gains and losses	(5,796)	(4,540)	-	(10,336)
Other recognised gains				
Revaluation of property	-	-	-	-
Net movement in funds	(5,796)	(4,540)	-	(10,336)
Funds at 1 January 2020	69,890	803,599	-	873,492
Funds at 31 December 2020	64,094	799,061	-	863,155