

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 2023

Registered Charity Number 1127867

Report of the Trustees for the year ended 31 December 2023

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Report of the Trustees for the year ended 31 December 2023

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 and churchyard.

Objectives and Activities

Our Mission statement is 'Building Faith in the Community'. As such, the PCC is committed to enabling as many people as possible to worship at St Nicolas Church and to become part of our church 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 church 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 supporting other mission organisations.

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

During 2023 we have continued to focus on the Church Development Plan (CDP) for 2022 to 2024 which was developed in the previous year. This CDP identified four priority areas on which to focus activity: a church family confident in witness and service; maximising the value of recent changes in our church building to the benefit of all; a growing and diverse families and children ministry; building effective communications which underpin all of our relationships. The remainder of this report demonstrates the progress made in relation to these priorities.

Achievements and Performance

Worship and Prayer

Worship at St Nicolas meets the needs of the congregation and visitors through our regular services; and the needs of the community at large through our occasional offices (baptism, marriage, funerals and twice-yearly memorial service) and our special services around Easter, Harvest, Remembrance and Christmas. Worship was led by a ministry team of six comprising the Rector, two retired clergy (one of whom moved away at the very end of 2023), two ordained local ministers, and one Lay Minister (Reader) with permission to officiate.

Local schools, supported by our Families and Children's Minister, particularly enjoyed celebrating Harvest and Christingle at St Nicolas which attracted 564 parents and 838 school children. The uniformed organisations also joined us for Remembrance Day services. The special Christmas Services (Nine Lessons and Carols, Children's Crib Service, two Family Carol services and Midnight Communion) were particularly well attended.

Report of the Trustees for the year ended 31 December 2023

Typical attendance at our regular Sunday services based on the October Count is: 14 at said Holy Communion at 8am; 90 at 10am Holy Communion (or 73 at Morning Praise on the first Sunday); 24 at quarterly 6:30pm Sung Evensong. The same data shows that attendance at Thursday morning Holy Communion is 11. During school term time, provision was made for primary school aged children at our Sunday 10am services.

In September 2023 we upgraded our AV System to support the increased flexibility of the church building. The AV Team and the schools using the church have adapted well to this new technology. The new AV System has also enabled much better support for our musicians and singers during the less formal Morning Praise services (our other services are supported typically by organ and choir).

Public prayer on Mondays, Wednesdays and most Saturdays continues to be conducted online, with the exception of prayers for our CDP which are held in person on the first Saturday of each month. Prayer requests may be posted on our website, placed in the Prayer Box or on the Prayer Tree in Church, which remains open during daylight hours throughout the week. During 2023, there has been a noticeable increase in the use of the Prayer Tree by people using the church during the week.

The prayer life of the church was encouraged by the placement of prayer-stations around the building, the content of which was changed with the liturgical seasons by a small, dedicated team. Prayer was also informed by a cycle of prayer published in our monthly magazine and weekly bulletins. Intercessions during public worship were led by a team of 16 members of the fellowship.

House-groups, of which there are now nine (with one added in 2023), add to the prayer life of the church, and provide prayer support for their members. In 2023 an additional group ran throughout Lent.

There were 232 members on the Church Electoral Roll at 31 December 2023.

Families and Children's Ministry

2023 was an amazing year for our ministry to families and children. Some of the highlights are set out below.

Tots Alive. We have seen this group grow during the year. Parents and carers appreciate this space where they can meet others, have fun and learn about the gospel.

Glow. Our children's church has grown too, in numbers and knowledge about God. We have explored themes such as the armour of God, the early church and books of the bible.

Out into the community. We have organised several events this year including Easter family fun and Summer fun activities in the local parks. These were great opportunities to meet new people, offer a range of activities and share the gospel with our community. We have taken part in community events such as Village Day and Spirit of Christmas. Our Families' and Children's Minister has continued to offer Rhyme Time at the library fortnightly. This is very well received by the families with young children in our wider community.

Schools. Each year we have increased our involvement with the local schools; they have come to the church for visits, special occasions like Harvest and Christingles, and we have gone into the schools for assemblies. We even had a year group come to the church to hear a talk about the Anglo-Saxon times. We are expecting to have a lot more involvement in 2024.

Uniformed groups. We have also had visits from Scouts and Guide groups. They enjoyed the activities we provided, especially the scavenger hunts inside our church building and our garden.

Report of the Trustees for the year ended 31 December 2023

We are very thankful to the wonderful team of helpers who make all these activities possible.

Youth Ministry

The successful partnership between St Nicolas Church, Bookham Baptist Church, Eastwick Road Church and Leatherhead Youth Project (LYP) continued during 2023. 107 young people accessed the BYouth after school drop-ins this year. During the year LYP also provided young people in Bookham with Counselling and Emotional Wellbeing Support in Schools, Connect and Explore projects and Residential trips. Faith based groups also included Next Level Worship Nights hosted in various churches and Fish, a Christian Union at the Howard of Effingham School.

Pastoral

The Ministry Team, Pastoral Team and Bereavement visitors provide a wide range of pastoral support to people living in the parish, including visiting those housebound, those in hospital and care homes, those who have been bereaved or are unwell and those experiencing problems and difficulties of many kinds. Pastoral Team members also provide weekly social coffee mornings and regular Friendship Lunches for those living alone. Some are also involved with the local Anna Chaplaincy activities referred to in later sections. Some take home communion to several housebound individuals and to a small group at Southey Court. The Ministry Team takes weddings, baptisms and funerals for those in the village or connected with the parish. There is a well-attended twice-yearly Memorial Service for those bereaved.

Mission and Evangelism

During 2023, the church supported the work of six nominated charities: The British and Foreign Bible Society, Christians Against Poverty, Christian Solidarity Worldwide, Oasis Charitable Trust, Mission Aviation Fellowship and The Mission to Seafarers. Speakers from each charity visit St Nicolas over the course of two years to explain more about their work.

The Barnabas Men's Fellowship continued to meet monthly where possible in the Pastoral Centre. The Bloom Ladies' Group met three times in 2023 offering a Saturday morning breakfast and speaker and including a Christmas event.

Parts of our Sunday 10am service are made available online later on Sundays; these are accessible to all through the church website and YouTube.

We were pleased to run the Alpha course from February to March 2023 with the group meeting in church members' homes.

We have two midweek coffee events open to all. On Tuesday mornings there is an opportunity to meet and chat in the Pastoral Centre and this is advertised in the village. Another regular group meet for coffee and fellowship on Thursday mornings after our service of Holy Communion; both those attending the service and others who appreciate the time to meet with friends enjoy this provision.

To celebrate the completion of the re-ordering works in the church, a week of community events was organised in April, including well-attended concerts, a cream tea afternoon, a family fun event and a celebration service.

Easter eggs were given out on the village high street on Easter Saturday along with publicity inviting people to come and see the church improvements and to attend the Family Fun Event.

The 'Spirit of Christmas' community event saw hundreds of local people visit the church to see the nativity set display and nearly a thousand local people came to our Christmas services.

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Eco Church

The Eco Church program encourages churches to integrate sustainable practices into worship, buildings, land management, community engagement, and individual lifestyles. Having gained the bronze award in 2019 and the silver award in 2022, the Eco team at St Nicolas has worked hard in 2023, aiming for gold.

Working with a local councillor, we staged two popular 'Reduce, Re-use, Recycle' fashion shows with clothes from local charity shops. The team also ran a successful Green Fair with stalls promoting green products and tips for low carbon living, as well as a Fairtrade coffee morning.

The team did a lot of work in the Pastoral Centre garden, clearing an area as a wildlife corner to include a home-made bug hotel, hedgehog house and bird bath. Two swift boxes were erected in the church eaves.

Ecumenical Relationships

The relationship between local churches continued strongly in 2023. The ministers continued to meet (almost) monthly as a fraternal, whilst a broader cross-section of representatives met as members of *Churches Together in Bookham*. Our approach is one of seeking to work together where this brings clear benefits whilst honouring the contribution of individual churches where this makes more sense.

As in previous years, we promoted the *Week of Prayer for Christian Unity* throughout the churches, taking it in turns to host a half hour prayer meeting each day during the week. Numbers were typically 15-20, with each church leading in their own distinctive way.

In 2023 we communicated across the churches via *Team Spirit* – a three or four times a year publication made available in each of the churches as well as online. We also took out a shared advertisement in the magazine of the *Bookham Residents Association* – a cost and distribution-effective means of making our Christmas services known.

We contributed to the annual village day in June through the provision of staffing and financial support for two new initiatives – *Last Man Standing* and *Bucking Bronco*. We hope to support these again in 2024 along with the return of the *Adventure Plus* climbing wall which was unavailable in 2023. On behalf of the local churches, St Nicolas hosted an event to mark the Coronation – tea, cakes and a livestream of the service itself.

Following on from the success, but eventual closure, of *Late Night Opening*, on behalf of the local churches, St Nicolas was available for the *Spirit of Christmas* event in early Advent for refreshments and children's activities. A new and warmly received addition at this year's event was the display of a real variety of crib scenes loaned to the church.

Through *The Meeting Place*, the charity established by the local churches, we continue to provide coffee mornings three times a week – a great opportunity for friends to meet and new friendships to be established; the *Community Fridge* – unused food which would otherwise find its way to landfill made available to any who collect; and *Hearing Champions* – a surgery for hearing aids, which includes cleaning and changing batteries. It is through *The Meeting Place* that we continue to be able to employ an *Anna Chaplain* – someone whose brief it is to work with the older members of the community, particularly those who are isolated and possibly who have no connection with the church. As in 2022, the *Anna Chaplain* organised a *Holiday at Home* event in the summer, and a dementia-friendly carol service during Advent.

Finally, three of the local churches continued to work together to fund a youth worker for Bookham through the *Leatherhead Youth Project*. The report of the *Bookham Youth Project* youth worker who leads this work is available as a separate report. Needless to say, we regard this as a significant

Report of the Trustees for the year ended 31 December 2023

contribution to the local community, particularly at a time when Local Authority funding is so squeezed.

Deanery Synod

The PCC was represented by four people until the APCM in May 2023, when fresh elections were held and four members elected for the new term of three years. The Deanery Synod provides the PCC with an important link between the parish and the wider structures of the church.

The Church Buildings

Having undertaken and completed major reordering works during 2022, it was appropriate to redecorate the entire church interior. This was carried out over several weeks in February 2023, during which time we continued to hold Sunday services in the church, with some imaginative use of the available space each week.

Later in the year a series of improvements to the AV system was made, including the installation of a new wooden cabinet to house the controls, as well as three strategically placed monitors for use by the Ministry team, choir and servers during worship.

Other works of note:

- Replacing the disintegrating window blinds in the church room roof with new, electrically operated ones
- Replacing the temporary step at the South door with a purpose made oak timber one in keeping with the other new fittings and furniture
- Replacing a section of badly leaning brick wall in the Pastoral Centre with fencing and buttressing the remaining section
- With the Archdeacon's permission, erecting two swift boxes to the north elevation church eaves
- Cleaning of the War Memorial in the churchyard (paid for by the Bookham Residents Association), work for which a faculty was obtained

In 2023 we also considered as a PCC and Fabric Committee various projects for 2024:

- The retiling and insulating of the new boiler house roof (previously known as the Sexton's shed)
- Re-roofing of the leaking gardeners shed
- The installation of a new oak cash donation box in the tower
- upgrade and refurbish the toilets in the church room

The PCC is very grateful to the volunteers making up the Fabric Committee who oversee this work and also carry out the more routine tasks. We would particularly like to thank David Wall and David Barnes for their valued contribution in masterminding most of this vital work.

The PCC is thankful for the continued support of Mole Valley District Council for the maintenance of the churchyard and for the generous grants from the Friends that paid for the new organ humidifier and the repair to the bottom of the window above the organ.

Report of the Trustees for the year ended 31 December 2023

Financial Review

The financial statements for the year ended 31 December 2023 are set out in the following pages together with a report from our independent examiner, Crilly & Co.

In 2023 the General Fund was for all practical purposes in balance after transferring the 'normal' 5% of regular giving income (£9,200) to the Fabric Fund. However, the surplus before that transfer (£9,082) was some £8,700 above the budget and some £3,300 larger than in 2022, both welcome improvements.

The General Fund income of £255k was some £13k above the budget and some £17k above 2022. Planned giving was close to budget and some 2.6% above 2022. The improvement relative to the budget income was due to a number of modest improvements in a number of areas, most notably donations from the use of buildings (an improvement of £2.7k) and fundraising events (an improvement £2.3k, in part offset by costs of £0.7k above budget), both representing an early dividend from the remodelling of the church.

General Fund expenditure at £246k was £4k above budget and £14k above 2022. We benefitted from a reduction in our Parish Share from £108.7k in 2022 to £106.3k. Utilities – largely gas and electricity for the church – were up from £7.5k in 2022 to £11.9k.

The PCC decided to make the full budgeted Outward Giving contribution to each of our nominated charities, totalling £17,800. This met our aspirational target level of 10% of the previous year's regular giving income. In addition, we were able to donate the net surplus of some £2,000 from the Celebration Week to the Christian Aid Turkey/Syria earthquake appeal.

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

At 31 December 2023 the General Fund balance of £67k was above our policy requirement of three months of general fund expenditure (£61.6k).

£8.7k was spent from the Fabric Fund. The largest items were the replacement of the blinds to the roof lights in the Church Room and repairs to the window above the organ (kindly funded by the Friends), the plaster on the south wall of the church and the Pastoral Centre wall.

2023 saw the completion of the Building for the Future (BftF) project with the redecoration of the interior of the church and the upgrading of the AV system. As a result, the BftF fund has been entirely spent and there is only £142 left in the Vision Fund. However, a grant of £9,535 was received from the Listed Places of Worship Grant Scheme in January 2024, in effect offsetting the VAT paid on works done in the church. This will be put in the Vision Fund.

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 be limited to this guaranteed level.

Report of the Trustees for the year ended 31 December 2023**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.

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 comprises the incumbent, two further ordained clergy, the 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 six times during the year with an average level of attendance of 61%.

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, also known as St Nicolas Great Bookham PCC.

Report of the Trustees for the year ended 31 December 2023

PCC members who have served from during the year are:

Incumbent	Reverend Alan Jenkins	Chair
Honorary Assistant Minister	Reverend Barbara McDonald	
Curate	Reverend Gill Caldwell	
Churchwardens	Catherine Jager	Until May 2023
	Joy Lord	
	Heather Gerrard	From May 2023
Deanery Synod	Chris Holloway	Until May 2023
	Clare Curran	Re-elected May 2023
	Peter Lomax	Until May 2023
	Tristan Stone	Until May 2023
	Peter Evans	From May 2023
	Heather Gerrard	From May 2023
	Amanda Rowland	From May 2023
Elected Members	David Barnes	
	Chris Bridges	Until May 2023
	Peter Evans**	From May 2023
	Valerie Goode	Until January 2023
	Nick Garrett	Until May 2023
	Heather Gerrard* **	
	Claire Hoath	
	Neil McDonald	
	Amanda Rowland**	
	Robert Searle	
	Anne Shears	
	Angela Stevens	
	Sue White	
	Jan Williamson	From May 2023
Co-opted Members	Nick Garrett	From May 2023
	Jackie Stephens	From May 2023
PCC Secretary	Amanda Rowland	
PCC Minutes Secretary	Barbara Holloway	

* Heather Gerrard served as Churchwarden whilst also an elected member of the PCC from May 2023

** Peter Evans, Heather Gerrard and Amanda Rowland served as members of the Deanery Synod whilst also elected members of the PCC from May 2023

Report of the Trustees for the year ended 31 December 2023

Other Church officials:

LLMs (Readers) with Permission to Officiate	Chris Holloway
Retired Ministers with Permission to Officiate	David Ireland Carolyn Headley
Assistant Churchwardens	Robert Searle Nick Garrett – from September 2023
Electoral Roll Officer	Catherine Clark
Gift Aid Secretary	Anne Salmon - to May 2023 Richard Scrase – from May 2023
Treasurer	Nick Garrett – to June 30 2023 Neil McDonald – from July 1 2023
Assistant Treasurer	Keith Salmon – to May 2023 Nick Garrett – from July 2023
Payroll Officer	Peter Lomax – to June 2023 Nick Garrett – from July 2023
Parish Administrator	David Gatland
Director of Music	Peter Lutton
Youth Worker (Leatherhead Youth Project)	Jenny Coffin
Families and Children Minister	Celeste Rios
Safeguarding Officer	Roland Martin
Principal Bankers	CAF Bank Kings Hill Avenue West Malling Kent Lloyds Bank High Street Dorking Surrey
Independent Examiner	Crilly & Co, Chartered Accountants, 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 2023, 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.

Crilly & Co,
Wyvern House
1 Church Road
Great Bookham, Surrey
KT23 3PD

Crilly & Co

26 March 2024

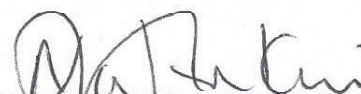
**Statement of Financial Activities
for the year ended 31 December 2023**

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £	Prior year total funds £
Income from:						
Donations and legacies	2 a.					
Planned giving		144,199	-	-	144,199	140,516
Income tax recoverable		35,268	4,000	-	39,268	40,813
Collections and other giving		7,703	-	-	7,703	6,772
Other voluntary income		24,010	49,021	3,909	76,940	120,088
Activities for generating funds	2 b.	5,628	-	-	5,628	2,005
Church activities	2 c.	16,673	-	-	16,673	17,243
Income from investments	2 d.	21,923	(13)	-	21,910	20,407
Other income	2 e.	-	-	-	-	3,315
Total income		255,404	53,008	3,909	312,321	351,159
Expenditure on:						
Costs of generating funds	3 a.					
Costs of generating voluntary income		-	-	-	-	-
Costs of activities for generating funds		1,733	-	-	1,733	696
Investment management costs		311	-	-	311	265
Church activities	3 b.					
Ministry and service costs		182,119	406	-	182,525	177,441
Missionary and charitable giving	4	19,805	170	-	19,975	16,804
Upkeep of the church and other buildings		41,755	72,785	15,968	130,508	262,126
Governance costs	3 c.	600	-	-	600	600
Other costs	3 d.	-	-	-	-	4,580
Total expenditure		246,322	73,361	15,968	335,650	462,512
Net income before transfers		9,083	(20,353)	(12,059)	(23,329)	(111,353)
Gross transfers between funds	8					
Gross transfers between funds - in		-	9,200	-	9,200	4,179
Gross transfers between funds -out		(9,200)	-	-	(9,200)	(4,179)
Net transfers		(9,200)	9,200	-	-	-
Net income before other recognised gains and losses		(117)	(11,153)	(12,059)	(23,329)	(111,353)
Other recognised gains	9					
Revaluation of property		-	-	-	-	125,000
Net movement in funds		(117)	(11,153)	(12,059)	(23,329)	13,647
Funds at 1 January 2023		67,371	786,474	15,468	869,314	855,668
Funds at 31 December 2023		67,254	775,322	3,409	845,985	869,313

Balance Sheet
at 31 December 2023

Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £	Prior year total funds £
Fixed assets					
Property - Curate's house	9	-	700,000	-	700,000
Current assets					
Debtors	6	13,272	-	-	13,272
Cash at bank and in hand		61,335	75,322	5,587	142,244
		74,608	75,322	5,587	155,516
Current liabilities					
Creditors and accruals	7	7,354	-	2,178	9,532
					17,494
Total assets less current liabilities		67,254	775,322	3,409	845,985
					869,315
Represented by					
Funds of the church		67,254	775,322	3,409	845,985
					869,315
Analysis of Funds					
8	Beginning of year £	Incoming Resources £	Resources Expended £	Property Valuation/ Transfers £	End of year £
Unrestricted funds					
General	67,311	255,404	(246,322)	(9,200)	67,254
Designated funds					
Property	700,000	-	-	-	700,000
Vision	18,000	46,674	(64,532)	-	142
Fabric (Designated)	64,972	1,334	(8,659)	9,200	66,847
Legacy	-	5,000	-	-	5,000
Garden of Remembrance	3,333	-	-	-	3,333
World Vision	170	-	(170)	-	-
	786,474	53,008	(73,361)	9,200	775,322
Restricted funds					
BftF	15,468	500	(15,968)	-	-
Fabric (Restricted)	-	3,409	-	-	3,409
	15,468	3,909	(15,968)	-	3,409
Total funds	869,314	312,321	(335,650)	-	845,985

Approved by the Parochial Church Council on 18 March 2024 and signed on its behalf by:


Rev Alan Jenkins Rector


Amanda Rowland, PCC Secretary

Report of the Trustees for the year ended 31 December 2023**Notes to the financial statements for the year ended 31 December 2023****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 2023.

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.

With any building, and particularly with an ancient building like St Nicolas Church, money needs to be spent from time to time on unpredictable repairs and major items of maintenance which need to be budgeted for over several years. The *Fabric* fund is held to accumulate funds for such items. It funds any expenditure on the buildings which is not routine maintenance.

The *Legacy* fund holds monies from legacies pending PCC 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.

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

The *Building for the Future (BftF)* was created in 2022 to hold monies gifted or granted to the PCC for use in the Building for the Future Project as noted in the Appeals or Grant Requests at the time.

The *Fabric (Restricted) Fund* has been brought back into use to hold monies gifted or granted for specific works such as the Friends grant to replace the organ humidifier.

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 with the exception of events for which the turnover is less than £250 which are dealt with on a net receipts basis.

Report of the Trustees for the year ended 31 December 2023**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 6 June 2022. This property is intended to be revalued at three yearly intervals. The next revaluation will be carried out in 2025.

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

Notes to the financial statements for the year ended 31 December 2023

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	128,854	-	-	128,854	123,105
Envelopes gift aided	1,090	-	-	1,090	-
Not gift aided	13,340	-	-	13,340	13,533
Envelopes not gift aided	475	-	-	475	1,715
Other planned giving	440	-	-	440	2,163
	<u>144,199</u>	<u>-</u>	<u>-</u>	<u>144,199</u>	<u>140,516</u>
<i>Income tax recoverable</i>	35,268	4,000		39,268	40,813
	<u>35,268</u>	<u>4,000</u>		<u>39,268</u>	<u>40,813</u>
<i>Collections and other giving</i>					
Cash plate	4,311	-	-	4,311	5,148
Gift aid envelopes	95	-	-	95	254
At Sunday School and Tots Alive!	107	-	-	107	53
At baptisms, weddings and funerals	2,609	-	-	2,609	1,037
Other	581	-	-	581	280
	<u>7,703</u>	<u>-</u>	<u>-</u>	<u>7,703</u>	<u>6,772</u>
<i>Other voluntary income</i>					
Donations	15,305	17,000	500	32,805	41,469
Legacies	-	5,000	-	5,000	-
Grants from Friends	-	1,347	3,409	4,756	40,000
Grants from other sources	8,705	25,674	-	34,379	39,009
	<u>24,010</u>	<u>49,021</u>	<u>3,909</u>	<u>76,940</u>	<u>120,478</u>
2 b. Activities for generating funds					
Fundraising events	5,256	-	-	5,256	1,985
Social events	-	-	-	-	-
Other activities	373	-	-	373	20
	<u>5,628</u>	<u>-</u>	<u>-</u>	<u>5,629</u>	<u>2,005</u>
2 c. Church activities					
Fees to PCC	6,602	-	-	6,602	7,655
Other fees	4,329	-	-	4,329	3,516
Outreach	-	-	-	-	358
Youth group	-	-	-	-	-
Magazine income	3,025	-	-	3,025	2,471
Trading activities	1,917	-	-	1,917	3,033
Income from refreshments	800	-	-	800	210
	<u>16,673</u>	<u>-</u>	<u>-</u>	<u>16,673</u>	<u>17,243</u>
2 d. Income from investments					
Interest*	2,137	(13)		2,124	1,041
Rent	19,786	-	-	19,786	19,366
	<u>21,923</u>	<u>(13)</u>	<u>-</u>	<u>21,910</u>	<u>20,407</u>
2 e. Other income					
Insurance claims	-	-	-	-	3,315
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,315</u>
Total income	<u>255,404</u>	<u>53,008</u>	<u>3,909</u>	<u>312,321</u>	<u>351,548</u>

* The negative entry for designated fund bank interest relates to the correction of a mis-posting concerning the closure of the Julian Hodge Bank investment account in 2022

Notes to the financial statements for the year ended 31 December 2023

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>	-	-	-	-	-
<i>Costs of activities for generating funds</i>					
Fundraising events	1,733	-	-	1,733	600
Social events	-	-	-	-	96
	<u>1,733</u>	<u>-</u>	<u>-</u>	<u>1,733</u>	<u>696</u>
<i>Investment management costs</i>	<u>311</u>	<u>-</u>	<u>-</u>	<u>311</u>	<u>265</u>
3 b. Church activities					
<i>Ministry and service costs</i>					
Parish share	106,310	-	-	106,310	108,660
Service costs	8,317	-	-	8,317	7,054
Administration	19,054	406	-	19,460	16,584
Youth and children	43,756	-	-	43,756	41,592
Ministry	2,465	-	-	2,465	1,986
Training	935	-	-	935	409
Magazine costs	473	-	-	473	423
Trading	809	-	-	809	432
Housing costs (J Heine). See also Note 2a.	-	-	-	-	301
	<u>182,119</u>	<u>406</u>	<u>-</u>	<u>182,525</u>	<u>177,441</u>
<i>Missionary and charitable giving</i>					
Outward Giving	19,805	-	-	19,805	16,750
Other Giving	-	-	-	-	-
World Vision	-	170	-	170	54
	<u>19,805</u>	<u>170</u>	<u>-</u>	<u>19,975</u>	<u>16,804</u>
<i>Upkeep of the church and other buildings</i>					
Utilities and insurance	15,573	-	-	15,573	10,754
Repairs, maintenance and running costs	26,085	8,659	-	34,744	23,473
Major installations and alterations	-	64,126	15,968	80,094	227,808
Health and safety	97	-	-	97	91
	<u>41,755</u>	<u>72,785</u>	<u>15,968</u>	<u>130,508</u>	<u>262,126</u>
3 c. Governance costs					
Production of Annual Report	-	-	-	-	-
Independent examiner	600	-	-	600	600
PCC Training and Education	-	-	-	-	-
Legal	-	-	-	-	-
	<u>600</u>	<u>-</u>	<u>-</u>	<u>600</u>	<u>600</u>
3 d. Other costs	-	-	-	-	4,580
Total expenditure	<u>246,322</u>	<u>73,361</u>	<u>15,968</u>	<u>335,650</u>	<u>462,512</u>

Notes to the financial statements for the year ended 31 December 2023

4. Missionary and charitable giving

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £	Prior year total funds £
Charity					
Christian Aid - from Celebration Week	2,005	-	-	2,005	-
Bible Society	3,560	-	-	3,560	3,350
Christians Against Poverty	3,560	-	-	3,560	3,350
Christian Solidarity Worldwide	3,560	-	-	3,560	3,350
World Vision		171	-	171	54
Oasis	3,560	-	-	3,560	3,350
Mission Aviation Fellowship	1,780	-	-	1,780	1,675
Mission to Seafarers	1,780	-	-	1,780	1,675
Other giving	-	-	-	-	-
	<u>19,805</u>	<u>171</u>	<u>-</u>	<u>19,976</u>	<u>16,804</u>

5. Staff costs

	2023 £	2022 £
Wages and Salaries (net of deductions)	42,121	38,860
HMRC payments (PAYE, National Insurance)	6,929	6,300
Employer's and employee's contributions to Pension and Life Assurance scheme	3,745	3,484
	<u>52,795</u>	<u>48,644</u>

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

A total of £1710 was paid in expenses to two members of the PCC – the Rector and the Assistant Minister. (Note: in line with Charity Commission guidance this figure excludes reimbursements to PCC members for purchases made on behalf of the church. In the 2022 accounts those reimbursements were included in payments to PCC members and on that basis £5806 was paid to 7 members of the PCC.)

As deputy Administrator, Mrs C Bridges, Trustee, received £712 (gross) in remuneration of hours worked.

Notes to the financial statements for the year ended 31 December 2023

6. Debtors

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £	Prior year total funds £
Income tax recoverable	9,254	-	-	9,254	16,145
Other debtors and prepayments	4,019	-	-	4,019	3,315
	<u>13,272</u>	<u>-</u>	<u>-</u>	<u>13,272</u>	<u>19,460</u>

7. Creditors

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £	Prior year total funds £
HMRC - income tax and NI	1,846	-	-	1,846	1,540
Fees assigned to Guildford Diocese and others		-	1,452	1,452	2,919
Other creditors and accruals	5,508	-	726	6,234	13,035
	<u>7,354</u>	<u>-</u>	<u>2,178</u>	<u>9,532</u>	<u>17,494</u>

8. Analysis of fund transfers

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £	Prior year total funds £
Gross transfers between funds - in	-	9,200	-	9,200	4,179
Gross transfers between funds - out	(9,200)	-	-	(9,200)	(4,179)
Net transfers	<u>(9,200)</u>	<u>9,200</u>	<u>-</u>	<u>-</u>	<u>-</u>

A transfer of £9,200 was made to the Designated Fabric Fund as agreed at the November PCC meeting

9. Revaluation of Assets

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds £	Prior year Total Funds £
Increase in assessed value of the curate's house to £700,000	-	-	-	-	125,000

Notes to the financial statements for the year ended 31 December 2023

10. Analysis of prior year Statement of Financial Activities

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £
Income from:				
Donations and legacies				
Planned giving	140,516	-	-	140,516
Income tax recoverable	33,513	-	7,300	40,813
Collections and other giving	6,772	-	-	6,772
Other voluntary income	18,482	-	101,606	120,088
Activities for generating funds	20	-	1,985	2,005
Church activities	15,508	-	1,735	17,243
Income from investments	20,407	-	-	20,407
Other income	3,315	-	-	3,315
Total income	238,533	-	112,626	351,159
Expenditure on:				
Costs of generating funds				
Costs of generating voluntary income	-	-	-	-
Costs of activities for generating funds	96	-	600	696
Investment management costs	265	-	-	265
Church activities	-	-	-	-
Ministry and service costs	177,441	-	-	177,441
Missionary and charitable giving	16,750	54	-	16,804
Upkeep of the church and other buildings	32,370	133,197	96,559	262,126
Governance costs	600	-	-	600
Other costs	4,580	-	-	4,580
Total expenditure	232,102	133,251	97,159	462,512
Net income before transfers	6,431	(133,251)	15,467	(111,353)
Gross transfers between funds				
Gross transfers between funds - in	-	4,179	-	4,179
Gross transfers between funds - out	(4,179)	-	-	(4,179)
Net transfers	(4,179)	4,179	-	-
Net income before other recognised gains and losses	2,252	(129,072)	15,467	(111,353)
Other recognised gains				
Revaluation of property - curate's house	-	125,000	-	125,000
Net movement in funds	2,252	(4,072)	15,467	13,647
Funds at 1 January 2022	65,120	790,548	-	855,668
Funds at 31 December 2022	67,372	786,474	15,467	869,313