



BRAMSHOTT & LIPHOOK PAROCHIAL CHURCH COUNCIL



ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31st DECEMBER 2021

May 2022
Registered Charity No 1128142

2.4 Treasurer's Report

Introduction & acknowledgements

While I have the responsibility of being Treasurer, in effect, I am reporting on the kind and excellent efforts of other people.

The booking keeping and accounting processes that I have inherited were put in place by Paul Arnold and continue to serve us well. **Leanne Miller** is to be heartily thanked for her effort in keeping our records in order and for providing Matthew, our supervising inspector, with the information he required to complete the audit of our accounts.

Katy Ramage has stoically taken care of our payroll, a tedious and time-consuming task for which she deserves heartfelt thanks.

Hilton Carr has done excellent work as our gift aid secretary until recently for which we should be incredibly grateful.

Peter Manning has been a big help in tracking our income and reconciling our records.

Matthew at Knox Cropper has carried out the inspection of our accounts once again.

A big thank you to you all.

Overview of 2021

The Parish began the year with a balance on our unrestricted funds of just £8,785. It is to be remembered that our desired level of reserves is around £30,000. I am pleased to report that despite the pandemic and the interruption this has caused to our worship and ministry, the Parish returned a surplus over the course of 2021, and the unrestricted funds have grown to £13,060.

Throughout 2020 and 2021, the Liphook food bank used the church bank account to receive donations. They have now established their own account and so at year end the balance held for the food bank was reduced to zero. This explains most of the move in the "restricted funds" which declined by GBP10,871 over the year.

We were able to pay our full parish share in 2021. We also gave GBP 4,500 to our three chosen charities as requested by the PCC.

A number of very generous contributors to our parish have left during the course of 2021 and as a consequence our total giving declined quite dramatically towards the end of the year. The parish share has increased modestly for the year ahead and utility bills will rise substantially as the new tariffs kick in. Cost inflation and diminished giving will pose a challenge going forward.

To meet the challenges posed, we have initiated a campaign to encourage parishioners to increase their giving and are planning to hold a number of events over the course of the year to raise more funds.

The accounts for 2021

On page 10 of this report there is a statement of the financial activities of 2021 together with detailed explanatory notes that have been compiled by Knox Cropper.

Financial Management

Our income and expenditure is recorded in the cloud-based Xero accounting system. ChurchSuite (a cloud-based database management tool) is used to record our giving and make Gift Aid reclaims.

In addition to the computerised system to record all transactions, we have continued to use the financial controls listed below:

- the PCC and Standing Committee are advised on our financial position in relationship to our budgets on a month-by-month basis and/or as required.
- the 2022 budget have been discussed and agreed by the PCC.
- no expenditure is reimbursed without receipts and a completed and duly authorised claim form.
- salaries are paid direct to employee's bank accounts by an automated system through our Bankers; we use accountants Traviss and Co as our payroll providers.
- online transactions require 2 signatures/authorizations and cheques over £200 require 2 signatures.
- the bookkeeper can access all PCC bank accounts via an on-line banking system allowing the viewing of all the Lloyds and CAF bank account statements at any time.
- our payroll administrator sets up appropriate payments to the Inland Revenue;
- we prepare and submit Gift Aid redemption requests via the HMRC internet claims system.

Stewart Paterson

Treasurer

BRAMSHOTT & LIPHOOK

PAROCHIAL CHURCH COUNCIL

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2021

BRAMSHOTT & LIPHOOK
PAROCHIAL CHURCH COUNCIL
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST DECEMBER 2021

BRAMSHOTT & LIPHOOK
PAROCHIAL CHURCH COUNCIL
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST DECEMBER 2021
(Continued)

BRAMSHOTT & LIPHOOK
PAROCHIAL CHURCH COUNCIL
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST DECEMBER 2021
(Continued)

BRAMSHOTT & LIPHOOK
PAROCHIAL CHURCH COUNCIL
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST DECEMBER 2021
(Continued)

BRAMSHOTT & LIPHOOK
PAROCHIAL CHURCH COUNCIL
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST DECEMBER 2021
(Continued)

INDEPENDENT EXAMINER'S REPORT

TO THE MEMBERS OF THE

BRAMSHOTT & LIPHOOK

PAROCHIAL CHURCH COUNCIL

Independent examiner's report to the trustees of Bramshott & Liphook Parochial Church Council.

I report to the charity trustees on my examination of the accounts of the Bramshott & Liphook Parochial Church Council (the Trust) for the year ended 31st December 2021.

This report is made to the Trustees, as a body, in accordance with the terms of my engagement. My work has been undertaken so that I might carry out an Independent Examination of the financial statements in accordance with the Directions given by the Charity Commissioners. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's trustees as a body for my work or for this report.

Responsibilities and basis of report

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

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

Independent examiner's statement

I have completed my examination. I confirm that no material 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 Trust as required by section 130 of the Act;
or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

Matthew Elkins FCA
Knox Cropper LLP
Chartered Accountants
Office Suite 1, Haslemere House
Lower Street
Haslemere
Surrey
GU27 2PE

Date:

BRAMSHOTT & LIPHOOK
PAROCHIAL CHURCH COUNCIL
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2021

	Notes	Unrestricted Funds £	Restricted Fund £	Endowment Fund £	2021 Total Funds £	2020 Total Funds £
INCOME AND ENDOWMENTS FROM						
Donations and legacies	2	128,496	16,637	-	145,133	170,655
Other trading activities	3	34,359	-	-	34,359	24,629
Investment income	4	7	-	-	7	70
Total		162,862	16,637	-	179,499	195,354
EXPENDITURE ON Charitable activities						
Charitable	5	158,587	27,508	-	186,095	188,044
NET INCOME/(EXPENDITURE)		4,275	(10,871)	-	(6,596)	7,310
RECONCILIATION OF FUNDS						
Total funds brought forward		8,785	191,925	2,000	202,710	195,400
TOTAL FUNDS CARRIED FORWARD		£13,060	£181,054	£2,000	£196,114	£202,710

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

BRAMSHOTT & LIPHOOK
PAROCHIAL CHURCH COUNCIL
BALANCE SHEET
AS AT 31ST DECEMBER 2021

	Notes	2021 £	2020 £
FIXED ASSETS			
Tangible assets	10	157,535	161,454
CURRENT ASSETS			
Debtors	11	9,937	15,746
Cash at bank		52,231	49,633
		62,168	65,379
CREDITORS			
Amounts falling due within one year	12	(23,589)	(22,653)
NET CURRENT ASSETS		38,579	42,726
TOTAL ASSETS LESS CURRENT LIABILITIES		196,114	204,810
CREDITORS			
Amounts falling due after more than one year	13	-	(1,470)
NET ASSETS		£196,114	£202,710
FUNDS			
Unrestricted funds	14	13,060	8,785
Restricted funds		181,054	191,925
Endowment funds		2,000	2,000
TOTAL FUNDS		£196,114	£202,710

The financial statements were approved by the Board of Trustees on and were signed on its behalf by:

.....
 Revd V Inglis-Jones

BRAMSHOTT & LIPHOOK
PAROCHIAL CHURCH COUNCIL
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2021

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice' applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102 March 2018) Second Edition issued in October 2019, Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

The Trustees consider that there are no uncertainties about the Charity's ability to continue as a going concern.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Donations, Legacies and Collections

Collections are recognised when banked by or on behalf of the PCC. Planned giving receivable under Gift Aid is recognised only when received. Income tax recoverable on covenants or Gift Aid donations is recognised in the accounts when the gift is received. Grants and legacies are accounted for when the PCC is notified of its legal entitlement and the amount due is probable.

Other trading income

Parochial fees due to the PCC for weddings, etc. are accounted for on an event by event basis. Fundraising Activities are recognised when received.

Income from investments

Interest income is accounted for when received.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

BRAMSHOTT & LIPHOOK
PAROCHIAL CHURCH COUNCIL
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2021
(Continued)

1. **ACCOUNTING POLICIES (continued)**

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Buildings	- 2% on reducing balance
Kitchenette	- 5% in straight line

Consecrated and beneficed property of any kind is excluded from the accounts by section 10(2) to (4) of the Charities Act 2011.

Moveable church furnishings held by the Rector and Churchwardens on special trust for the PCC and for which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). Such items are not valued in the financial statements.

The proceeds of the sale of a portion of land sold in 2000 to the Diocese are recognised as endowment funds, and the interest due on this sum is treated as arising from the original endowment, the use of such accumulated interest is unrestricted and is apportioned pro-rata to the sale of the centre land fund.

The Church Centre, Link and Ark were built on land which was left within a restricted endowment such that it can only be used for church purposes, therefore the buildings asset value of £157,535 (2021 net value) can never be realised. It was allocated during 2008 into restricted funds.

Individual equipment expenditure items with a purchase price of under £5,000 in the year have been written off when the asset was acquired, as approved by the PCC.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Part of the unrestricted fund which the PCC has, at their discretion, set aside for a designated purpose. Designated funds are also used where donors have expressed a preference without imposing a trust. The funds so designated remain unrestricted since the PCC can remove the designation at any time

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature of each fund is included in the notes to the financial statements.

BRAMSHOTT & LIPHOOK
PAROCHIAL CHURCH COUNCIL
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2021
(Continued)

Operating Leases

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to the Statement of Financial Activities as incurred.

Critical Accounting Judgements and Key Sources of Estimation Uncertainty

Useful life of tangible fixed assets

The depreciation charge on tangible fixed assets is based on management's estimate of useful life. This is subject to uncertainty and reviewed by management at each reporting date.

2. DONATIONS, LEGACIES AND COLLECTIONS

	2021	2020
	£	£
Donations	119,240	127,401
Legacy	-	1,000
Gift Aid	13,684	23,236
Collections and other giving	7,884	7,008
Grants	4,325	12,010
	£145,133	£170,655

3. OTHER TRADING ACTIVITIES

Fees	8,128	7,429
Other activities	26,231	17,200
	£34,359	£24,629

4. INVESTMENT INCOME

Deposit Fund Income	5	62
Other deposit account interest	2	8
	£7	£70

BRAMSHOTT & LIPHOOK
PAROCHIAL CHURCH COUNCIL
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2021
(Continued)

5. **CHARITABLE ACTIVITIES COSTS**

	Direct costs (see note 6) £	Grant funding of activities (see note 7) £	Church activities (see note 8) £	Totals £
Charitable	£110,002	£27,257	£48,836	£186,095
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

6. **DIRECT COSTS RELATED TO WORK OF THE CHURCH**

	2021 £	2020 £
Diocesan Parish Share	77,874	80,293
Organist honorarium	680	440
Cost of Services	36	46
Ministry	14,667	12,313
Centre Costs	16,404	14,311
Outreach, education and training	341	870
Food bank costs	-	7,691
	<u> </u>	<u> </u>
	£110,002	£115,964
	<u> </u>	<u> </u>

7. **GRANTS PAYABLE**

Charitable	£27,257	£7,625
	<u> </u>	<u> </u>

The total grants payable during the year was as follows:

Gospel Kingdom Associate	1,500	2,375
Acorn Christian Foundation	1,500	1,750
Papua Partners	1,500	1,750
Starfish Asia		1,750
Liphook Food Bank	21,757	-
N&T Baker	1,000	-
	<u> </u>	<u> </u>
	£27,257	£7,625
	<u> </u>	<u> </u>

BRAMSHOTT & LIPHOOK
PAROCHIAL CHURCH COUNCIL

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2021
(Continued)

8. **CHURCH ACTIVITIES**

	Expenditure related to Church £	Governance Costs £	Totals £
Charitable	£47,408	£1,428	£48,836

Church Activities, included in the above,
are as follows:

	2021 £	2020 £
Expenditure related to Church		
Insurance	2,211	2,207
Church running expenses	21,932	31,668
Upkeep of Churchyard	7,922	8,822
Repairs and renewals	12,853	16,483
Depreciation of tangible fixed assets	3,918	3,919
	£48,836	£63,099
Governance costs		
Independent examination	£1,428	£1,356

9. **STAFF COSTS, TRUSTEES' REMUNERATION AND BENEFITS**

	£	£
Gross wages	28,534	34,499
Employer's national insurance costs	-	-
Employer's pension contributions	521	473
	£29,055	£34,972

The average number of employees was 3, the full time equivalent was 2 (2020: 5 and 2).

The key management personnel are defined as the Trustees. There were no trustees' remuneration or other benefits for the year ended 31st December 2020. During the year one employee, N Bryant, became a trustee and continued to receive their normal salary for administrative and other roles for which they had already been engaged by the charity. Remuneration during this period when also acting as a trustee was a gross salary £10,387 and employer pension £202.

Trustees' expenses

During the year ended 31st December 2020 £315 (2020: £160) of expenses were reimbursed to trustees which had been incurred on behalf of the charity. No other payments or expenses were made to any other PCC member, persons closely connected to them, or related parties.

BRAMSHOTT & LIPHOOK
PAROCHIAL CHURCH COUNCIL
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2021
(Continued)

10. TANGIBLE FIXED ASSETS

	Ark £	Centre £	Link and Chapel £	Kitchenette £	Totals £
COST					
At 1st January 2021	35,000	100,943	68,644	19,805	224,392
Additions	-	-	-	-	-
At 31st December 2021	35,000	100,943	68,644	19,805	224,392
DEPRECIATION					
At 1st January 2021	17,826	24,929	18,203	1,980	62,938
Charge for the year	350	1,550	1,029	990	3,919
At 31st December 2021	18,176	26,479	19,232	2,970	66,857
NET BOOK VALUE					
At 31st December 2021	£16,824	£74,464	£49,412	£16,835	£157,535
At 31st December 2020	£17,174	£76,014	£50,441	£17,825	£161,454

11. DEBTORS

	2021 £	2020 £
Trade debtors	1,809	1,057
Loan – The Ark Pre School	5,021	9,017
Other debtors	2,712	2,201
Prepayments	395	3,471
	£9,937	£15,746

Included in the loan debtor is £1,025 (2020: £5,021) due after more than one year. The loan is interest free and repayable over sixty months by instalment.

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

Trade creditors	12,967	543
Loan	1,470	5,880
Other creditors	1,870	943
Accruals	7,282	15,287
	£23,589	22,653

The loan is interest free and repayable by instalment. The total liability of the loan at 31st December

2021 was £1,470 (2020: £7,350).

FOR THE YEAR ENDED 31ST DECEMBER 2021
(Continued)

	2021 £	2020 £
Loans	£ -	£1,470

2021	At 01.01.21	Net Movement in Funds	At 31.12.21
Unrestricted funds	8,785	4,275	13,060
Restricted funds	191,925	(10,871)	181,054
Endowment funds	2,000	-	2,000
Charitable	£202,710	£(6,596)	£196,114

Represented by	General Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total 2021 £	Total 2020 £
Agency	(1,010)				(2,146)	(1,136)
General fund	5,285		2,661		17,486	9,540
Funeral bier					342	342
Food Bank			(14,003)		-	14,003
Church Centre kitchen					881	881
War memorial					24	24
SMB excluding fabric			40		79	39
Youth			6,000		6,704	704
SMB boiler			(616)		3,164	3,780
Church Centre building			58		(2,113)	(2,171)
Buildings value			(2,929)		146,761	149,690
St Mary's Fabric asset value			(990)		17,825	18,815
DIASO					96	96
Discretionary fund			1,320		3,928	2,608
SMB fabric			(2,412)		369	2,781
Halahan grave					2,714	2,714
	£4,275	£ -	£(10,871)	£ -	£196,114	£202,710

BRAMSHOTT & LIPHOOK
PAROCHIAL CHURCH COUNCIL
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2021
(Continued)

14. **MOVEMENT IN FUNDS**

2020	At 01.01.20	Net Movement in Funds	At 31.12.20
Unrestricted funds	1,505	7,280	8,785
Restricted funds	191,895	30	191,925
Endowment funds	2,000	-	2,000
Charitable	£195,400	£7,310	£202,710

Represented by	General Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total 2020 £	Total 2019 £
Agency	(1,352)				(1,136)	216
General fund	9,962				9,540	(422)
Funeral bier	30				342	312
Food Bank			14,003		14,003	-
Church Centre kitchen			(990)		881	1,871
War memorial			(500)		24	524
SMB excluding fabric		(1,360)			39	1,399
Youth			728		704	(24)
SMB boiler			(932)		3,780	4,712
Church Centre building			(1,775)		(2,171)	(396)
Buildings value			(1,029)		149,690	150,719
St Mary's Fabric asset value			-		18,815	18,815
DIASO			-		96	96
Discretionary fund			1,865		2,608	743
SMB fabric			(11,340)		2,781	14,121
Halahan grave			-		2,714	2,714
	£8,640	£(1,360)	£30	£ -	£202,710	£195,400

BRAMSHOTT & LIPHOOK**PAROCHIAL CHURCH COUNCIL****NOTES TO THE ACCOUNTS****FOR THE YEAR ENDED 31ST DECEMBER 2021**
(Continued)15. **ANALYSIS OF ASSETS BETWEEN FUNDS**

2021	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	2021 Total Funds £
Tangible assets	-	157,535	-	157,535
Net Current assets	13,060	23,519	2,000	38,579
Long term liabilities	-	-	-	-
	£13,060	£181,054	£2,000	£196,114
 2020				
	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	2020 Total Funds £
Tangible assets	-	161,454	-	161,454
Net Current assets	10,255	30,471	2,000	42,726
Long term liabilities	(1,470)	-	-	(1,470)
	£8,785	£191,925	£2,000	£202,710