



St Mary's, Shalford and St Michael's, Peasmarsh Parish of Shalford

Trustees Annual Report & Financial Statements of Shalford PCC (accounts independently examined, unaudited)

Year Ended 31st December 2023

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Administrative Information

This document is prepared by the Parochial Church Council of the Ecclesiastical Parish of Shalford (known as 'Shalford PCC') in the Diocese of Guildford within the Church of England. The Parish of Shalford includes the churches of St Mary the Virgin, Shalford (known as 'St Mary's Shalford') and St Michael's, Peasmarsh.

Vicar and Incumbent: The Reverend Sarah Lloyd

Registered Charity Number: 1128468

Bankers: Lloyds Bank, 147 High Street, Guildford GU13AG
Royal Bank of Scotland, 1 Hardman Boulevard, Manchester M3 3AQ
Barclays, Leicester, LE87 2BB

Independent Examiner of Accounts: A J Bennewith & Co, 18 Farnham Road, Guildford GU1 4XA

St Mary's Church is situated in the village of Shalford, in Church Close, The Street, Shalford GU4 8BP, and its daughter church, St Michael's Church, is in the neighbouring village of Peasmarsh. The correspondence address is The Vicarage, East Shalford Lane, Shalford, Guildford GU4 8AE.

The PCC is registered with the Charity Commission (Charity number 1128468) under the name, *The Parochial Church Council of the Ecclesiastical Parish of Shalford in the Diocese of Guildford* but is known, and hereafter referred to as, 'Shalford PCC'

The following have served on the Parochial Church Council (PCC) from 1 January 2023 until the date this report was approved, unless otherwise indicated:

Ex-officio Members:

PCC Chair and Incumbent:	The Reverend Sarah Lloyd (Vicar)
Church Wardens:	vacant this year
Deanery Synod Reps	vacant this year

Elected Members:

Parish Safeguarding Officer:	John Simpson	Elected 2021 (up for re-elect 2024)
Treasurer:	Chris Hughes	Elected 2023 (up for re-elect 2024)
Gift Aid & Donations Officer:	Ann Thomas	Elected 2023 (up for re-elect 2025)
Deputy Churchwarden:	Harriet Morris	Elected 2023 (up for re-elect 2025)
Deputy Churchwarden:	Susan Odell	Re-elected 2023 (up for re-elect 2026)
Deputy Churchwarden:	Ann Hyde	Re-elected 2023 (up for re-elect 2026)
Sacristan	Sheila Pickering	Elected 2023 (up for re-elect 2025)
PCC Secretary	vacant this year	
	Jacqui Davies	Elected 2023 (up for re-elect 2025)
	Carolynne Spooner	Elected 2023 (up for re-elect 2026)
	Ian Farr	Elected 2023 (up for re-elect 2024)

Aims & Vision

At regular PCC meetings throughout 2023, the PCC discussed and pondered and prayed through our areas in our Church Development Plan, and continued to adopt revised, working versions of our Church Development Plan as mission and ministry evolves. Including a focus around our working vision statement: *Praying to be always a welcoming, inclusive, worshipping, caring, generous church for all ages, serving locally, globally and environmentally at the heart of community.* Our five Parish Foundations focus our mission, ministry and life as the body of Christ serving in community in this place: 1. Prayer, 2. Discipleship, 3. Hospitality, 4. Loving Service, 5. Joy. All framed by the Five Marks of Mission of the Anglican Communion, & 5 of the Guildford Diocesan Goals in *Transforming Church, Transforming Lives*

Objectives, Activities, and Public Benefit

The Parochial Church Council (“PCC”) is a body corporate established by the Church of England. The PCC has the responsibility of cooperating with the incumbent, the Reverend Sarah Lloyd, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is committed to enabling people to grow in discipleship, worship, find hospitality, sanctuary and support through the churches of St Mary’s and St Michael’s, and to serve at the heart of community to all in the parish of Shalford (villages of Shalford and Peasmarsh). The PCC seeks to enable all people and all ages to feel included; to enable as many people as possible to worship at our church, in all their diversity, and in a range of worship patterns offered. Our services and worship seek to enable people to put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, we have considered the Charity Commission’s guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. We hope to give space and encouragement for people to live out their faith as part of our parish community through:

- Worship, prayer, loving service, hospitality and growing in discipleship
- Encourage learning about the gospels, and deepening relationship with Jesus Christ
- Provision of pastoral care, enabling belonging and building community and relationships for all people living in the parish
- Life events –funerals, baptisms, and weddings for all
- Growing community – working with our schools, care homes, hospice, local groups, councils and businesses.
- Mission and outreach work

The PCC is also specifically responsible for the maintenance of the church buildings of St Mary’s Shalford, and St Michael’s Peasmarsh, and St Michael’s Peasmarsh Hall. It has responsibility for the financial affairs, the maintenance and the appropriate insurance of the church buildings, churchyards, and goods and ornaments thereof. The PCC meets regularly and is assisted by a considerable amount of team-work, which is essential in the smooth operation of St Mary’s and St Michael’s.

Public benefit - As the Parish Church for Shalford, St Mary’s is open for all to visit every day. The church is at the heart of our community. It is an active church with a wide age range, aiming to show the love of Christ through all we say and do. There is a rich variety of services offering a variety of forms and ways of worship ranging from: Common Worship Holy Communion, to informal 2nd Sunday All Age Contemporary Café Church, Lay Led Worship, and occasional Choral Evensong. St Mary’s and the church’s ministry and service in the community, connect with a wide range of people in both villages, and enable many community groups and events to come together in the church.

Structure, Governance & Management

Statement of Trustees' Responsibilities:

The trustees are responsible for preparing the Trustees' Report and Financial Statements in accordance with the applicable laws and the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) (effective 1 January 2019), and Statement of Recommended Practice (SORP 2015)

The law applicable to charities in England & Wales requires the trustees to prepare Financial Statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these Financial Statements, the trustees are required to:

- a) Select suitable accounting policies and apply them consistently.
- b) Observe the methods & principles in current Charities Statement of Recommended Practice (SORP)
- c) Make judgments and estimates that are reasonable and prudent.
- d) State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the Financial Statements.
- e) Prepare the Financial Statements.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the Financial Statements comply with the Charities Act, Charity Reporting and Accounting Guidance, and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The PCC:

The method of appointment of PCC members is set out in the Church Representation Rules. The membership of the PCC consists of the incumbent (the vicar), churchwardens, those co-opted by the PCC until the next APCM, and PCC members elected by those members of the congregation who are on the electoral roll of the church. All members of the congregation and others are encouraged to register on the Electoral Roll and stand for election to the PCC.

The full PCC met 6 times during the year, with Church team meetings (see below) meeting in the months between. The PCC conducts much business via emails too, and at PCC meetings received reports in areas including Safeguarding, Children's Ministry, Deanery Synod, Fabric, Finance, Global & Social Justice, Eco Church, and Discipleship. Minutes of PCC meetings are kept in the vestry, as well as on Incumbent and Secretary (when we have one) computers.

Church Teams:

The PCC now has a number of 'Church Teams' each dealing with a particular aspect of parish life. These teams are all responsible to the PCC and report back to it regularly with some members also being members of the PCC. St Mary's Church Teams currently are:

- Mission, Worship & Discipleship Team
- Fabric & Finance Team
- Safeguarding Team
- Pastoral Care & Social Team
- Young St Mary's / Children & Families Team (evolving)
- Eco Champions Team

Deanery Synod:

As members of the Guildford Deanery, the incumbent attended deanery chapter meetings throughout the year and deanery synod meetings where possible. The deanery chapter has changed significantly this year, with many parishes in the deanery appointing new incumbents, and a new area dean in Fr Neil Roberts. Sadly we couldn't find anybody willing to fill the vacancies for deanery synod reps this year.

Employees:

The PCC are further responsible for employing staff to undertake key roles in the Church, mindful of the Parochial Church Councils (Powers) Measure 1956, statutory employment legislation and other current Church of England Guidelines. St Mary's Church employed the following in 2023: A Parish Administrator – Part-time; A Director of Music – Part-time

Review of the Year

The year of 2023 brought continued new pathways and flourishing in our life, ministry and mission as a church walking alongside many others in our local and global communities. Seeking and praying to follow where God leads us, and bring people together into relationship in community, and in relationship with God. St Mary's continued to hope to joyfully open the church doors wide for everybody for worship, fellowship, groups and events, and individuals in need and in joy. We continued to focus on outreach and living and serving as a church out in the heart of our community, being alongside individuals particularly where they are struggling and hidden, as well as connecting alongside village groups and organisations. In 2023 the PCC voted enthusiastically and unanimously to join the Inclusive Church network, indicating our focus as a church on welcoming and including all equally whoever we all are and wherever we are all from, and whatever our abilities and disabilities.

St Mary's and the Parish is blessed with many dedicated, faithful souls, and St Mary's continues to be a lively, faithful, whole-parish focused church. 2023 has seen lay ministry continuing to evolve with 2 people stepping forward to train through the diocese pathway as Occasional Preachers and 2 people stepping forward to train as Pastoral Visitors. Challenges continue with being a small parish church without any additional licensed ministry team members alongside the vicar, and many stretched resources in terms of people, finances, and time. Yet the church has continued to focus on being a generous church and spiritual sanctuary to all, and keeping faith that God leads and resources us for all our needs. The church building and people continue to be a much cared for sacred space and much-loved church community of joy, prayer, learning together, partnerships, courage in loving service, welcome, mutual care and belonging for all. It is a joy and a blessing and huge privilege to serve here as your parish priest, and I'm extremely grateful to so many for their generous time, support, skills, dedication and prayers.

So many throughout our village/parish have connected with St Mary's through 2023, supporting different occasions, connecting in need, joining community celebrations, seeking sanctuary, visiting the church building, seeking the church to be alongside them in a time of grief or pain, joy in weddings and baptisms and other life events, occasional rough sleepers, pastoral and prayer support with clergy, and cafe fellowship and mutual care amongst St Mary's regular worshipping community. It is such an encouragement and joy to be part of a church living out in faith.

Hugely generous with their time and talents, a small dedicated team of volunteers has kept the essential structures and fabric of the church in excellent shape, transparently yet in the background. Thank you hugely! Our administration, policies and safeguarding and financial systems, have all continued to improve and we now have stronger, transparent and up-to-date systems and records in place. *Expenseplus* church book-keeping and finance software is now embedded and an invaluable part of the smooth church administration and accounting.

Prayer, Worship & Life Events, & Discipleship

All Age Worship at St Mary's continued in 2023 with our new monthly café-church style worship on the 2nd Sundays of every month, shaped and led by the new 2nd Sunday team including singer-guitarist Emily composing and playing new worship songs for our new informal, participatory, inter-generational worship together. Through this and toddler group and more, we've seen children return to worship in St Mary's and we hope this will grow for young families through 2024 to serve all in our parish seeking informal worship and time with God together.

We introduced a new 'The 9 O'clock' shorter Holy Communion service on 2nd & 4th Sundays, where our 10am services were then both non-eucharistic and more informal. This new 9 O'clock service has proved popular. It's been a great encouragement to see our other 3 Lay worship teams continue to grow in 2023 - shaping and leading worship on 5th Sundays of the month and other occasions that arise.

Our regular Sunday & weekly worship settled into the pattern of: 8.30am morning prayer Mondays & Wednesday, 12 noon Wednesday midweek Holy Communion often with Signature care home friends too and with Sally Schupke as organist; Sunday worship 1st Sunday Parish Eucharist high altar & choir, 2nd Sundays all age café church, 3rd Sundays Parish Communion often nave altar, 4th Sundays either Lay team

worship or parish communion in the round, 8am BCP services 2nd & 4th Sundays. Attendance has revived to pre-lockdown numbers, and continues to grow gently spread through the week and out into the community too. Regular worship in Signature Care Home has continued to grow with 20-30 attending now at least monthly for holy communion at Signature, and a further 10+ attending most weeks in St Mary's. Home Communion continues. Life Events in St Mary's in 2023 continued with 8 baptisms, 5 weddings, and 21 funerals. Small Groups continue to be a core for our church & discipleship life together in 2023, with groups of up to 8 able to share and go deeper and join in fellowship and share faith together.

Eco Church

2023 saw us continue on our Gold Eco Church journey with our focus and action in our care for creation and battling against climate change. We completed the major St Mary's lighting conversion to LED, continued to research and plan for solar panels where we can, and the potential air source heat pump for St Mary's when we can. Continued preaching & communicating on environmental issues and action, and collaborating with Shalford Climate Action Group and other climate justice charities.

Children & Young People

Our weekly Shalford Parent & Toddler Group in St Mary's continues to be hugely valued and enjoyed by many pre-school children and parents, often attracting more than 30 families, and a much needed meeting and support space for mothers in particular. 2nd Sunday All Age Worship as well as Baptisms, have grown through our manic Monday group too. Although not a Church of England school, our close relationship with Shalford Infant & Nursery School continues, with Rev Sarah on the school governing body, and visiting the school at least weekly for reading support with church PAT dog, assemblies and other school support. Our connections with St Catherine's and Tillingbourne schools have also grown in 2023. Shalford Brownies and Shalford Guides both meet in St Mary's on Tuesday evenings, and have formed close connections with the church – it is wonderful to welcome them and join in some of their adventures too.

St Mary's Music – Choir

2023 has seen a steady year for the choir. We remain a small group with just enough people to make a good sound. We also remain keen to sing, and are delighted to welcome a very competent alto, putting our sound up to a glorious 3-part harmony. We continue to enjoy meeting to rehearse whether or not the intended event goes ahead: With such a small number we are dependent on most people being available if we are to perform. We remain hopeful for a bass voice to complete our 4 parts. We are currently singing our way through the old repertoire in search of suitable material, clearing out as we go.

Liz Van Eykenhof

St Mary's Bell-ringing team

The band continues to develop its competency thanks to the patience and encouragement of the long-established members and the teaching and encouragement of Tower Captain Sally Schupke.

The evening practices on Monday (at St Mary's) and on Wednesday (at St Nicolas's) have been complemented by visits to other churches. A highlight is the Saturday tours to four churches with a break for lunch in a local pub. This year we visited churches in and around Arundel in Sussex, Bentley in Hampshire and Send in Surrey. These outings are not only most enjoyable but, as each set of bells has its own unique feel, the opportunity improves the technique and increases the confidence of the less experienced members of the band. There were two unique events during the year: ringing to celebrate the Coronation of King Charles III and Queen Camilla, the band marking the occasion with a Quarter Peal: and the winning, for the first time, of the Guildford Diocesan Striking Competition Shield.

Other breaks with routine included receiving visitors to the bell tower on Heritage Open Day and ringing a modest fanfare with handbells at the start of services on Easter Day and Christmas Day.

Some of the above and other matters - including the appearance in church during Christmas of the knitted tower mice, each holding a bell rope, some of whom bore an uncanny resemblance to certain members of the band – have been featured in a regular series of articles during the year by Tower Secretary Anne Nixon published in the Shalford Magazine. Traditionally the role of church bells is to call the faithful to worship and to mark special occasions. This is indeed what the Shalford band does and will continue to do so.

Ian Farr

Pastoral Care & Fellowship

Pastoral care remains at the heart of St Mary's life and ministry, with constant home visiting by the vicar and often PAT dog to those struggling, isolated, sick or bereaved, or in hospital or care homes. With nobody coming forward in 2023 for pastoral visitor training through our diocese or Anna Chaplaincy courses to become licensed pastoral visitors to support home and hospital visiting, there has nonetheless continued much mutual pastoral care and support and visits amongst and by St Mary's caring worshipping community and through St Mary's Pastoral Care & Social Team. A constant weekly highlight in mutual pastoral care continues:

The 3Cs coffee morning which continued throughout 2023 from 10.00 – 11.30 approx. on Wednesday mornings, with a mixed group of people coming along to chat and enjoy coffee (or tea) and home-made cake and biscuits, in the friendly and relaxed atmosphere of St Mary's. Some people like to bring their knitting or crochet – others sometimes bring a (well-behaved) dog. Throughout the year we were also pleased to welcome occasionally friends from the Care Home at Peasmarsh, now known as Guildford House, to join us with their carers. At 12 noon Rev Sarah usually holds a short Holy Communion service for those who wish to stay as well as those who arrive for the service especially. Sheila Pickering, Mary Bowman and Naomi Fraser are grateful, as always, for the help and delicious contributions from many of the 3Cs regulars. All ages are most welcome.

The 3Cs team – Sheila Pickering, Naomi Fraser, Mary Bowman

St Mary's & St Michael's Community Engagement, Support, and Building Community

Community-Church Events: Hosting all age community gatherings and opening up spaces for support and for relationships to grow for all in the parish, as well as supporting local & global charities, has been a major aim for our larger Community Events which continued in 2023

Shalford Parish Magazine – we continue to work hard to keep the printed parish magazine going every month for the benefit of all in the parish and particularly those who find the magazine an essential way to connect with their village. Subscribers receive monthly, and 3 issues a year free to all and delivered free by our wonderful volunteer distributors to every house in the parish. Much thanks to James our magazine editor, for all his ongoing work to produce the magazine, and Heather for amazing support and time for many many years in coordinating distributors and delivering widely too.

Safeguarding Report

Safeguarding within our church 2023. As the Safeguarding Officer for Shalford Parish, it is my pleasure to present my report for 2023. I am pleased to report that there were no new issues year ending 2023. The Safeguarding concern reported during the year was passed to Social Services who promptly opened a case file and we continue to pass any information we have to this case worker. Given the confidential nature of the situation however, we do not expect to receive any updates, however we are available to assist when and if required. Since my last report, a lot of progress has been made updating the Parish Dashboard and we are nearly 100% complete at level 3 now. The dashboard is a national Church of England resource and database which provides an overview of our safeguarding commitments and policies.

I am also pleased to report that all PCC members are fully certified on their safeguarding training needs. This has been met with great enthusiasm from new members and all concerned. The various roles within the Church have been identified by the Diocesan Safeguarding team who have issued guidance on the training and certification required for these roles. The roles and training required is constantly under review. This is to ensure that the appropriate roles within the church have the correct level of safeguarding training. The diocese safeguarding team have been very active with safeguarding courses throughout the year. I have attended all of these, much to my advantage. The commitment and enthusiasm shown by them is inspiring.

I am committed to my mission to ensure that parishioners and the wider Shalford community are aware that our Church is a safe place, where they will be listened to and helped under what could be very upsetting circumstances for them, and to then direct them to professionals within the church and Social Services who can help going forward.

John Simpson, Parish Safeguarding Officer

Fabric Report

The usual maintenance work was carried out and relevant certificates obtained.

St Mary's Shalford Church - Repairs & Other work

- January
 - John Bailey of Thomas Ford & Partners carried out the Quinquennial Inspection in January.
 - Kitchen door threshold was replaced
- February
 - DRS Electrical repaired a loose socket
- March
 - Hugh Davies repaired the overflows from the toilet cisterns
 - The underfloor heating was repaired as the thermostat was not working
- June to September
 - CES worked on replacing all remaining lighting with LED fittings. This entailed several visits.
 - James Preston from Sally Strachey Historic Conservation Ltd. (SSHC) visited to look at the spire and give an opinion on the work required to remedy leaks. This work was an item arising from the Quinquennial Inspection.
- October
 - Hugh Davies repaired one of the toilets
 - The boiler was repaired by Andy Brown
 - Alistair Piper of Cooper & Withycombe Structural Engineers came to inspect cracks in wall of kitchen / toilet block. This work was an item arising from the Quinquennial Inspection.

St Michael's Peasmarsh Church and Hall

- April
 - Thames Water fitted a new meter and noticed leaks around it.
 - Hugh Davies repaired the pipework around the meter.
- October
 - Three unused electricity meters, one in hall and two at church were de-energised and removed. This leaves one in the church and one in the hall and will save us the standing charge on the redundant meters.
 - Water meter incrementing when no water use. WC weeping - repaired and water flow reduced by Hugh Davies.
- December
 - Hall roof seen to be leaking. Roofer attended and suggested roof tiles might be asbestos. Sample tile sent to specialist company - Bradley Environmental Consultants Limited.
 - Eon fitted smart electricity meters to church and hall.
 -

Ann Thomas, Fabric & Finance Team

Electoral Roll Report

At our APCM in 2023 there were 99 members on the Electoral Roll.

Ann Thomas, Electoral Roll Officer

Deanery Synod Report

– see under 'Deanery Synod' above

Financial Review

Summary

Overall the financial position in 2023 showed some improvement over recent years. Donations received through the Parish Giving Scheme (PGS) were less this year due to a few more deaths sadly in our regular giving congregation. This year this was balanced by an increase in legacies income. Income from Fund raising events was very significantly higher.

The PCC continues to benefit from the 2 generous legacies given in 2018 and is continuing to use this unrestricted reserve for the whole parish community in line with our mission and ministry to all, and care for the environment and our buildings and land. We continued to follow our strategic financial plan to use some of the legacy fund in 2023 for a few significant capital style projects in line with our environmental and ministry and mission aims, and to help sustain St Mary's into the future too. These larger areas of expenditure from our legacy reserve included: nearly £25,000 for completion of LED lighting in St Mary's; nearly £6,000 for removal of diseased tree in churchyard. As a result our overall financial statement shows significant loss of nearly £37,000 this year, though we continued to move closer to balancing our regular income and expenditure profit and loss account.

The PCC's 5-year financial plan is updated annually, and our aim is to break even on our profit-and-loss account as soon as possible. We have continued to pay our Parish Share in full each year. We have worked hard this year as a finance team (including our Parish Administrator/bookkeeper) to integrate and use fully our new accounting software, Expenseplus, specifically designed for use by churches and small charities.

The PCC continues to look at ways of increasing its income and in 2023 has been particularly focused in increasing income through community events (e.g. St Mary's Summer Festival), increasing hire of St Mary's church for community and other events and regular community group bookings, and cutting costs where possible.

In 2024 we plan to focus on a 'Giving or Stewardship campaign', with our church congregations and electoral roll, as well as the wider parish.

Notes on expenditure

Total expenditure from the unrestricted funds was just over £161,000. The greatest part of this was the Parish Share of £76,694 which was marginally lower than the previous year. Other major expenses, along with those above, included increased utilities bills of £10,726.

Unrestricted Funds

The balance on the Unrestricted funds on 31 December 2023 was £250,111.

Restricted Funds

The Restricted Funds are as follows:

Building (Organ)

The Allen Digital Organ purchased in 2015 which has been treated as a fixed asset or capital item. The balance on 31 December 2023 on this Fund in the attached accounts is £1,200.

Shalford Infant and Nursery School

This fund receives rent of £200 per annum from Shalford School via Surrey County Council and is restricted to use for educational purposes for the school in agreement with the school, and any administrative fees incurred by the Trustees (vicar and Church Wardens) as landlords of the school and for its lease to Surrey County Council.

The balance on 31 December 2023 on this Fund in the attached accounts is £1,016.

Special Collections

This fund receives any fundraising or special collections made for specific charities which are then paid on to the appropriate charity. The balance of the fund is normally zero at the end of the year and any amounts remaining at the end of the year are paid in the following year.

The balance of Restricted Funds on 31 December 2023 was £2,216.

Charitable and Mission giving

In 2023 the PCC raised funds to support other charities and community and environmental work in line with its mission. Particular collections for and donations to charities during the year included: £159 to the Royal British Legion, £1,385 to Guildford Action Homeless Charity, £681 to Macmillan Cancer Relief Support, £186 to The Children's Society and £1,185 to Christopher's Shooting Star Chase Childrens Hospice.

Investments

The PCC continued to hold its investment in the CCLA's Church of England Investment Fund, in line with the PCC's Investment Policy. During the year this has increased from £109,671 on 31 December 2022 to £120,080 on 31 December 2023. The remainder of monies are held mainly in interest-bearing bank accounts.

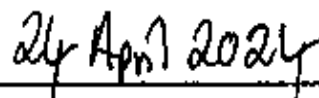
Reserves Policy

The PCC has a reserves policy which states the PCC aims to hold twelve months running costs, as a formal reserve in the General Unrestricted Fund. The PCC also agreed that this reserve should be invested in the CCLA's Church of England Investment Fund or as subsequently agreed by the PCC.

Annual Report & Accounts Approved by Shalford Parochial Church Council on 24th April 2024:



Rev'd Sarah Lloyd, *Chair of PCC and Incumbent*



Date

Report of the Independent Examiner

Independent examiner's report to the trustees of The Parochial Church Council of the Ecclesiastical Parish of Shalford in the Diocese of Guildford

I report to the charity trustees on my examination of the accounts of The Parochial Church Council of the Ecclesiastical Parish of Shalford in the Diocese of Guildford (the Charity) for the year ended 31 December 2023.

Responsibilities and basis of report

As the trustees of the charity 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 charity'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 charity as required by section 130 of the Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

A J Bennewith FCA, FCPA, FFA, FFTA, FIPA, DChA, FRSA
Upper Ground Floor
18 Farnham Road
Guildford
Surrey
GU1 4XA



Date: 29 April 2024

Shalford PCC
Parish of St Mary's Shalford with St Michael's Peasmarsh
Year ended 31 December 2023
Statement of Financial Activities

					31.12.23	31.12.22
		Unrestricted funds	Restricted funds		Total funds	Total funds
	Notes	£	£		£	£
INCOME AND ENDOWMENTS FROM						
Donations and Legacies	2	90,535	-	✔	90,535	85,542
Other activities	3	8,386	-	✔	8,386	1,780
Investments	4	4,754	-	✔	4,754	3,475
Charitable Activities	5	21,612	200	✔	21,812	14,633
Total		125,287	200		125,487	105,430
EXPENDITURE ON						
Charitable Activities	6	161,016	1,200	✔	162,216	171,620
Total		(35,729)	(1,000)	✔	(36,729)	(66,190)
Unrealised gain/(loss) on investments		10,409	-		10,409	(14,559)
NET (EXPENDITURE)		(25,320)	(1,000)		(26,320)	(80,749)
Transfers Between Funds		(816)	816			
Net Movement in Funds		(26,136)	(184)		(26,320)	(80,749)
RECONCILIATION OF FUNDS						
Total Funds Brought Forward		276,247	2,400		278,647	359,396
TOTAL FUNDS CARRIED FORWARD		250,111	2,216		252,327	278,647

The notes form part of these financial statements.

Shalford PCC
Parish of St Mary's Shalford with St Michael's Peasmarsh
Year ended 31 December 2023
Balance Sheet

			31.12.23	31.12.22
		Unrestricted funds	Restricted funds	Total funds
	Notes	£	£	£
Current Assets				
Cash		132,405	1,702	134,107
Accounts Receivable	12	1,876	-	1,876
Total current assets		134,281	1,702	135,983
Non-Current Assets				
Fixed Assets	10	-	1,200	1,200
Investments	11	120,080	-	120,080
Total non-current assets		120,080	1,200	121,280
Current Liabilities				
Accounts Payable	13	3,798	-	3,798
Deferred Income		452	686	1,138
Total current liabilities		4,250	686	4,936
Total Net Assets (Assets Minus Liabilities)		250,111	2,216	252,327
Represented By	14			
Unrestricted funds				250,111
Restricted funds				2,216
TOTAL FUNDS				252,327

The notes form part of these financial statements.

Approved by the Parochial Church Council on

24th April 2024 and signed on its behalf by:


The Reverend Sarah Lloyd (PCC Chair)

24th April 2024
Date

PARISH of SHALFORD: ST MARY'S SHALFORD with ST MICHAEL'S PEASMARSH
Notes to the Financial Statements for the year ended 31 December 2023

1. ACCOUNTING POLICIES

General information and basis of preparation of the financial statements

The Parochial Church Council of the Ecclesiastical Parish of Shalford in the Diocese of Guildford is an unincorporated charity in England. 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) (effective 1 January 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. The charity has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' – the requirements of section 7 Statement of Cash Flows.

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.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably, and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Donated services or facilities are recognised when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the facility or item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised and refer to the Trustees' report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Investment income is earned through holding assets for investment purposes such as shares. It includes dividends and interest. Interest income is recognised using the effective interest method and dividend income is recognised when the charity's right to receive payment is established.

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.

Volunteers and donated services and facilities

The value of services provided by volunteers is not incorporated into these financial statements.

Going concern

The trustees have continued to adopt the going concern basis for preparing these financial statements. They have done so on the grounds that the charity has and continues to have sufficient funds to meet its obligations as they fall due.

Tangible fixed assets

Consecrated and benefice property is not included in the accounts in accordance with s10(2)(a) and (c) of the Charities Act 2011.

Moveable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the Church's inventory, which can be inspected (at any reasonable time). All expenditure incurred during the year on consecrated or beneficed buildings and movable Church furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities and separately disclosed.

a. Other land and buildings

St Michael's Church and Hall, Peasmarsh is a dedicated daughter church in the Parish of Shalford held by the Parochial Church Council of the Ecclesiastical Parish of Shalford as Trustee. All expenditure incurred during the year on these buildings and movable furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities and separately disclosed. All expenditure incurred during the year on these buildings and movable furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities and separately disclosed.

b. Other fixtures, fittings and office equipment

Equipment used within the St Mary's and St Michael's Church premises is depreciated on a straight-line basis over 10 years. Individual items with a purchase price of £5,000 or less are written off when the asset is acquired.

Taxation

The charity is exempt from tax on its charitable activities.

Restricted funds

Restricted funds represent:

- Income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and
- Donations or grants received for a specific object or invited by the PCC for a specific object.

The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund.

Where the capital is restricted, but the income generated thereon is not, the capital balance is shown within restricted funds and the income within unrestricted funds.

Unrestricted funds

Unrestricted funds are general funds which can be used for PCC ordinary purposes. Designated funds are funds set aside out of the unrestricted funds for future work.

Investments

Investments are valued at their market value at the balance sheet date. Gains and losses on disposal and revaluation of investments are credited or charged to the Statement of Financial Activities.

Cash and cash equivalents

Cash and cash equivalents include cash in hand and cash deposits with financial institutions that are readily convertible to known amounts of cash with insignificant risk of change in value.

Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Liabilities and provisions

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation.

PARISH OF SHALFORD PCC - ST MARY'S AND ST MICHAEL'S

Notes to the Financial Statements
for the Year Ended 31 December 2023

2 DONATIONS AND LEGACIES

	Unrestricted fund £	Restricted fund £	31.12.23 £	31.12.22 £
Donations and Gifts				
Donations and gifts	53,060	-	53,060	60,057
Tax recovered	13,224	-	13,224	13,340
Legacies	24,250	-	24,250	12,145
	<u>90,534</u>	<u>-</u>	<u>90,534</u>	<u>85,542</u>

3 OTHER ACTIVITIES

	Unrestricted fund £	Restricted fund £	31.12.23 £	31.12.22 £
Community fundraising events	8,386	-	8,386	1,780
	<u>8,386</u>	<u>-</u>	<u>8,386</u>	<u>1,780</u>

4 INCOME FROM INVESTMENTS

	Unrestricted fund £	Restricted fund £	31.12.23 £	31.12.22 £
Income from listed investments	3,282	-	3,282	3,264
Interest	1,472	-	1,472	211
	<u>4,754</u>	<u>-</u>	<u>4,754</u>	<u>3,475</u>

5 INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted fund £	Restricted fund £	31.12.23 £	31.12.22 £
Church activities				
Church/hall lettings	4,435		4,435	4,611
Magazine subscription	1,842	-	1,842	1,857
Magazine advertising	5,907	-	5,907	4,321
Fees	3,883	-	3,883	1,553
Recovery of VAT	3,494	-	3,494	1,199
Other income	2,052	200	2,252	1,092
		-		
	<u>21,613</u>	<u>200</u>	<u>21,813</u>	<u>14,633</u>

PARISH OF SHALFORD PCC - ST MARY'S AND ST MICHAEL'S

Notes to the Financial Statements
for the Year Ended 31 December 2023

6 CHARITABLE ACTIVITIES

	Activities undertaken directly £	Grant funding of activities £	Support costs £	31.12.23 £	31.12.22 £
Church activities	158,704			158,704	169,950
Religious and secular charities		2,552		2,552	1,570
Governance costs			960	960	100
	158,704	2,552	960	162,216	171,620

Church activities

Included within Church activities of £158,704 is £76,974 for the 2023 Diocesan Parish Share. Church activities also includes £24,671 for new lighting at St Mary's Church.

7 GOVERNANCE COSTS

	Unrestricted fund £	Restricted fund £	31.12.23 £	31.12.22 £
Examiner's Fee	960	-	960	100
	960	-	960	100

8 TRUSTEES' AND KEY MANAGEMENT PERSONNEL REMUNERATION AND EXPENSES

Remuneration or benefits paid to trustees of the PCC during the year amounted to £nil (2022 - £2,952).

Until 30 June 2022 Ellen Hallam was the parish administrator and a PCC member. This payment was her salary as parish administrator.

Trustees' expenses

During the year the PCC paid visiting ministers £nil (2022 - £nil) and paid trustees of the PCC £nil (2022 £4,440). The 2022 accounts included amounts paid as reimbursement of expenses incurred by them on behalf of the PCC. During that year, 5 trustees were reimbursed for expenses.

9 STAFF COSTS AND EMPLOYEE BENEFITS

The average monthly number of employees during the year was 2 (2022 - 2).

PARISH OF SHALFORD PCC - ST MARY'S AND ST MICHAEL'S

Notes to the Financial Statements
for the Year Ended 31 December 2023

10 TANGIBLE FIXED ASSETS

	Unrestricted fund £	Restricted fund £	31.12.23 £	31.12.22 £
Cost:				
At 1 January 2023	-	12,355	12,355	12,355
Depreciation:				
At 1 January 2023	-	(9,955)	(9,955)	(8,755)
Charge for the year	-	(1,200)	(1,200)	(1,200)
Net book value	-	1,200	1,200	2,400

Fixed assets comprise the Allen Digital Organ purchased in 2015.

11 INVESTMENTS

	31.12.23 £	31.12.22 £
Cost	120,000	120,000
Unrealised gain/ (loss) at 31 December	80	(10,329)
	120,080	109,671

12 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.23 £	31.12.22 £
Gift Aid receivable	1,167	3,419
Accounts receivable	709	-
	1,876	3,419

13 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Unrestricted fund £	Restricted fund £	31.12.23 £	31.12.22 £
Agency collections	452	686	1,138	524
Accounts payable	3,011	-	3,011	1,983
Taxation and social security	787	-	787	787
	4,250	686	4,936	3,294

PARISH OF SHALFORD PCC - ST MARY'S AND ST MICHAEL'S

Notes to the Financial Statements
for the Year Ended 31 December 2023

14 THE FUNDS OF THE CHARITY

	At 1.1.23 £	Income £	Payments £	Transfers £	Unrealised gain/(loss) £	31.12.23 £
Unrestricted Funds						
General fund	276,247	125,287	(161,016)	(816)	10,409	250,111
Restricted Funds						
Building (Organ)	2,400	-	(1,200)		-	1,200
Shalford Infant & Nursery School	-	200		816		1,016
Special Collections	-	-	-		-	-
TOTAL FUNDS	278,647	125,487	(162,216)	-	10,409	252,327

The Special Collections Fund records collections made on behalf of other charities and paid to them in full. The income and expenditure does not form part of the funds of Shalford PCC.

15 RELATED PARTY DISCLOSURES

There were no related party transactions during the years ended 31 December 2023 or 31 December 2022.

Shalford PCC
Parish of St Mary's Shalford with St Michael's Peasmarsh
Year ended 31 December 2023
Detailed Statement of Financial Activities

	31.12.23	31.12.22
	£	£
INCOME AND ENDOWMENTS		
Donations and gifts		
Donations and gifts	53,060	60,057
Income Tax Recovery	13,224	13,340
Legacies	24,250	12,145
	<u>90,534</u>	<u>85,542</u>
Other activities		
Community fundraising events	8,386	1,780
Investments		
Income from listed investments	3,282	3,264
Interest	1,472	211
	<u>4,754</u>	<u>3,475</u>
Charitable activities		
Church/hall lettings	4,435	4,611
Fees	3,883	1,553
Magazine advertising	5,907	4,321
Magazine subscriptions	1,842	1,857
Other income	2,252	1,092
Recovery of VAT	3,494	1,199
	<u>21,813</u>	<u>14,633</u>
Total income and endowments	<u>125,487</u>	<u>105,430</u>
 EXPENDITURE		
Charitable activities		
Church activities		
Churchyard trees & wildlife meadow	-	3,625
Depreciation	1,200	1,200
Maintenance costs	4,810	11,423
Ministry: Diocesan parish share	76,974	77,382
Ministry: Mission & ministry	154	883
Ministry: Vicarage running costs	554	524
New lighting at St Mary's Church	24,671	18,300
Other use of legacy receipts	2,376	1,440
Parish magazine costs	4,434	4,412
Parish office expenses	1,135	1,225
Removal of lime tree from St Mary's churchyard	5,580	-
Running costs	25,488	13,551
Salaries	11,328	10,495
Work on Peasmarsh Hall	-	25,490
Grants		
Religious and secular charities	2,552	1,570
Governance costs		
Examiner's fee	960	100
Total expenditure	<u>162,216</u>	<u>171,620</u>
Net (expenditure)	<u>(36,729)</u>	<u>(66,190)</u>

This page does not form part of the statutory financial statements.