

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ROWLEDGE

England & Wales · Charity number 1128612

## Details

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Other names	ST JAMES'S PCC ROWLEDGE
Status	Registered
Legal form	Previously excepted
Registered	2009-03-17
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Website	<a href="http://www.stjamesrowledge.org.uk">www.stjamesrowledge.org.uk</a>

## Activities

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

**Activities:** Regular public worship, pastoral work, teaching of Christianity, work in local schools, Christian orientated activities for children and young people, Christian-based nursery school, promoting the whole mission of the Church through groups for e.g. Christian Music and mothers and supporting other Christian charities in the UK and overseas.

## Classification

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

## Geography

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

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£283,865	£288,860	-	-
2023-12-31	£344,374	£309,267	-	-
2022-12-31	£248,700	£278,456	-	-
2021-12-31	£265,911	£265,244	-	-
2020-12-31	£259,858	£232,122	-	-

## Trustees

Name	Role	Appointed
<b>Rev Stephen Gurner Green</b>	Chair	2024-04-24
Anne Vine		2020-10-18
Henry Clive Jourdain		2020-10-18
IAN PAUL WEBB		2019-04-28
JOANNA CHRISTINE CHIPPERFIELD		2019-04-28
Jannette Constance Clark		2022-05-29
Jonathan Patrick Doland MBE MA		2017-04-23
Judith Anne Scott		2020-10-18
KENNETH WICKENDEN		2024-04-01
Peter William Ivermee		2023-05-21
Rev Russell Edward Parker		2020-04-01
Russell Adam Laing Chipperfield		2004-04-01
Samantha Jane Fowler		2020-10-18
TONY ROGER CARPENTER		2017-04-23

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ROWLEDGE**

England & Wales - Charity number 1128612

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# Accounts

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The Parochial Church Council of the Ecclesiastical Parish of Rowledge, known as St James' Church, Rowledge.  
Trustees Annual Report. Year ended 31<sup>st</sup> December 2024



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Trustees Annual Report. Year ended 31<sup>st</sup> December 2024**

**1.LEGAL AND ADMINISTRATIVE INFORMATION**

The charity is called the Parochial Church Council of The Ecclesiastical Parish of Rowledge, also known as St James' Church, Rowledge, and is registered with the Charity Commission of England and Wales.

Registered Charity Number                    1128612  
Registered address                                St James' Church Office  
Church Lane  
Rowledge  
Farnham GU10 4EN

**2.THE TRUSTEES**

PCC members who have served from 1<sup>st</sup> January 2024

Clergy	Revd Dr Steve Green, Vicar (after April 2024) Revd Dr Russ Parker (ex officio) Associate Minister
Churchwardens	Karen Fewster (until May 2024) Clive Jourdain (until May 2024)
Elected members	Andrew Fewster (Treasurer, until May 2024) Joanna Chipperfield (until May 2025) Jan Clark (until May 2025) Jonathan Doland (until May 2026) Samantha Goolding (until May 2026) Peter Ivermee (until May 2026) Judith Scott (until May 2026) Ian Webb (until May 2025) Anne Vine (until May 2026) Tony Carpenter (from May 2024 until 2027) Russell Chipperfield (from May 2024 until 2027) Ken Wickenden (Treasurer, from May 2024 until 2027) Clive Jourdain (from May 2024 until 2027)

Co-opted members	Nick Smale (PCC secretary)
Other office holders	Rebecca Porter – Parish Safeguarding Officer David Pennington - Electoral Roll Officer Samantha Goolding - DBS Validator Amber Delves - Manager Little Fishes Nursery Karen Fewster - Deanery Synod Rep (until May 2024)

Bankers    National Westminster Bank

Independent Examiner                        Nigel Wyatt    BFC FCA

The trustees present their annual report with financial statements for the year ended 31<sup>st</sup> December 2024.

The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland FRS 102.

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### **3.AIMS AND PURPOSES**

The Parochial Church Council of the Ecclesiastical Parish of Rowledge is a charity registered with the Charity Commission (registration no.1128612).

The PCC has the responsibility of co-operating with the incumbent in promoting the whole mission of the Church, pastoral, evangelistic, ecumenical and social, throughout the ecclesiastical parish.

The PCC is also specifically responsible for the maintenance of the church buildings adjacent to the church, and the operation of Little Fishes' Nursery in those buildings.

### **4.OBJECTIVES AND ACTIVITIES (including statement of Public Benefit)**

The church was established in the village of Rowledge in 1869 and generations of Rowledge families lie in the adjacent graveyard.

Our services and activities put faith into practice and allow ordinary people to live out their faith as part of a strong community through worship and prayer.

Pastoral care is a strong part of our mission and outreach. We have a passion for youth and children and have invested heavily in youth and children's work. We are also mindful of the needs of older residents in the parish, especially those who are infirm or lonely. We have created a pastoral visiting group who visit older residents.

Our purpose is to know Jesus and to make Jesus known to everyone in the parish and beyond. To do this we aim to have wonderful worship, devoted disciples and a genuine compassion for our community.

### **5.MISSION STATEMENT**

In line with the Church of England we subscribe to the five marks of mission. There are:

1. To preach the Gospel
2. To teach the fundamentals of the Christian faith based on Scripture
3. To pastorally care for those in need
4. To challenge unjust structures in society
5. To care for the environment

### **6.VISION STATEMENT**

Our vision is to unite the community in Jesus Christ by meeting diverse needs. That is the meaning of 'Unity in Diversity'. We aim to achieve this in three ways. Firstly, by striving for Wonderful Worship; secondly, by creating Devoted Disciples and, finally, by demonstrating Compassion for the Community. All this is explained on the next page and explains the church's plans for the future.

## Our Vision: Unity in Diversity

Wonderful Worship      Devoted Disciples

Compassion for the community

St.James' Church  
Rowledge

## Our Vision: Unity in Diversity

Wonderful Worship	Devoted Disciples	Compassion for the Community
<p>1<sup>st</sup> Sunday of the month 9.00am Traditional BCP with Holy Communion 10.45am Contemporary Worship with Holy Communion</p> <p>2<sup>nd</sup> Sunday of the month 10.30am United Service with HC 7.30pm Evening Worship (Charismatic, Youth and Traditional styles)</p> <p>3<sup>rd</sup> / 4<sup>th</sup> / 5<sup>th</sup> Sundays of the month 9.00am Common Worship and Holy Communion 10.45am Contemporary Worship</p>	<p>Vibrant Small Groups</p> <p>Regular Prayer</p> <p>Encouraging Alpha</p> <p>Training courses in Discipleship</p> <p>Mission and Evangelism</p> <p>Stewards of Creation</p>	<p>Diverse ministry to Seniors</p> <p>Blessing the Community</p> <p>Passion for Youth</p> <p>Commitment to Children's work and families</p>

**"I pray that all of them may be one"**  
**John 17:21**

St.James' Church  
Rowledge

### 7.THE CHARITY'S PLANS FOR THE FUTURE - THE CHURCH GROWTH PLAN

In August 2024, the members of the PCC and other church leaders met to discern God's plan for the church. As a result of this meeting, the cards in blue above and the church growth plan, below, were written.

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**Church Development Plan for St James', Rowledge "Unity in Diversity"**

Agreed by PCC on: 5<sup>th</sup> September 2024

#	Priority	Diocesan Goal	Specific Action Points	Owner	Achieved by when?	Resources needed	Success Criteria	Progress	Review Date
1	<b>Devoted Disciples</b> who are committed to the Gospel in their daily lives and to sharing their faith with others.	Growing disciples	i.Re-energising small groups	SG PI SGO JB	September 2027	Provide booklets and training for small group leaders	>50% of church linked to small group of some kind	✓	Sept 26
			ii.Promoting church prayer life		Sept 26	Create a prayer ministry team	Fortnightly church prayer meetings	✓	Sept 25
			iii.Running Alpha and youth Alpha during #hungry		Every Sept and Jan	Cost of Alpha materials	2 x Alpha courses each year	✓	Nov 25
			iv. Help in sharing your faith		May 2025 or 2026	3 evenings in the church	Run a 'sharing your faith' course	✓	June 25
2	<b>Wonderful Worship</b> that engages all in the parish with a wide range of worship styles	Growing diversity	i.Wide breadth of worship services from liturgical to contemporary	SG JB TC IW	Sept 2025 & ongoing	Time to write and photocopy	Diverse needs met and good attendance	✓	July 25
			ii.Sharing best practice in reading, serving, interceding and preaching		May 2025	Time to plan and resources courses	Participants attend, engage and develop	✓	April 25
3	<b>Compassion for the Community</b> so that the community feels loved by the church and always welcomed into it.	Growing community	i.Ministry to all ages including seniors	SG JAC JCC JB	Spring 2025	Strengthen pastoral care arrangements	Increase in number of people visited	✓	April 26
			ii.Blessing the parish with activities		Sept 26	Volunteers and use of buildings	Events such as quiz nights occur	✓	Sept 27
			iii.Grow links with Primary school and LF		Sept 26	Cost of materials	Increased engagement with families	✓	Sept 27
4	<b>Explore suitability of buildings</b> so that the church can meet God's vision	All three above	i.Audit use of the building	COH SG CJ PI	Sept 25	Time	Clear understanding of users of buildings	✓	Sept 26
			ii.Identify likely future need		Spring 26	Analysis of trends	Accurate meeting of customer need	✓	Spring 27
			iii.Formulate a plan to meet		Sept 26	Questionnaires	Plan is	✓	Sept

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	to bring the good news of Jesus to as many people as possible in the local area.		this need through the optimum use of all the church facilities throughout the week as well as weekends			for the community to respond to	comprehensive and meets diverse community needs				27
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**The Parochial Church Council of the Ecclesiastical Parish of Rowledge, known as St James' Church, Rowledge. Trustees Annual Report. Year ended 31<sup>st</sup> December 2024**

The trustees have given due consideration to the Charity Commission's published guidance on the public benefit requirements under the Charities Act 2011.

## **8.ORGANISATIONAL STRUCTURE, RECRUITMENT OF NEW TRUSTEES**

The Parochial Church Council (PCC) of the Ecclesiastical Parish of Rowledge is a charity organisation registered with the Charity Commission. The Parochial Church Council is a corporate body established by the Church of England.

The PCC operates under the Parochial Church Council Powers Measure. The method of appointment of PCC members is set out in the Church Representation Rules.

The membership of the PCC at St James' consists of clergy, churchwardens and members elected by those members of the congregation who are on the electoral roll of the church. All those who regularly attend church are encouraged to register on the Electoral Roll and are then eligible to stand for election to the PCC. PCC members are elected for a 3-year period.

The PCC members are trustees and as such are responsible for making decisions on all matters of general concern and importance to the parish, including financial.

Trustee meetings are normally held 6 times a year (January, March, May (APCM), July, September and November). At the Annual Parochial Church meeting in May new trustees are elected. The Standing Committee normally meets in the months in between (February, April, June, August, October and December)

## **9.MEETING ATTENDANCE AND STATISTICS**

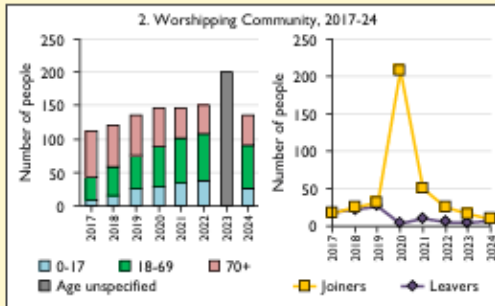
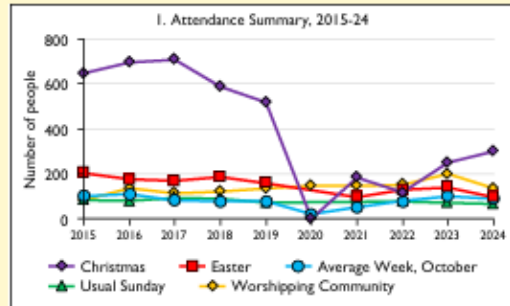
### **PCC meetings and committees**

Due to the period of inter-regnum (or vacancy) when there was no incumbent from October 2023 until April 2024, the frequency of meetings was slightly reduced. In 2024, the full PCC met on five occasions and the Standing Committee met on three occasions. Average attendance was 75%. The Annual meeting (APCM) was held on the 19<sup>th</sup> May 2024.

### **Church attendance**

Statistics for church attendance in 2024 can be found on pages 6 and 7 below. As expected, 2024 was in many senses a year of upheaval and transition. Both the Vicar and the Youth and Children's worker left in 2023 and then the church wardens stepped down in May 2024. As a result, Sunday attendance, mid-week attendance and the number of baptisms, weddings and funerals were impacted. By the end of 2024, the church was fortunate to have in place a new full-time systems manager (church administrator) and a new full time Youth and Children's minister. As a result, attendance and numbers of events began to rise by the end of 2024. For example, there were 55 children at the Superheroes church party in October 2024 and 300 people at Christmas services in 2024 which was an increase from 250 in 2023. In 2025, the expectation is that all these numbers will continue to rise further.

**SfM Dashboard for the Parish of Rowledge in the deanery of FARNHAM**



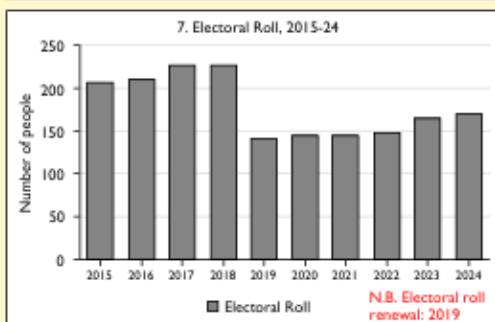
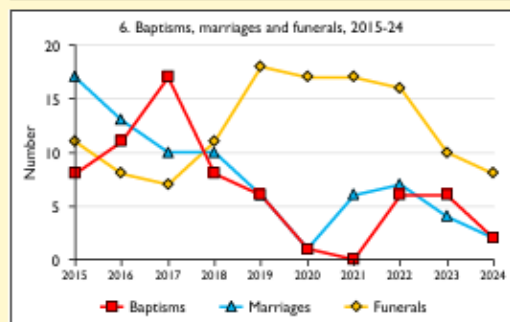
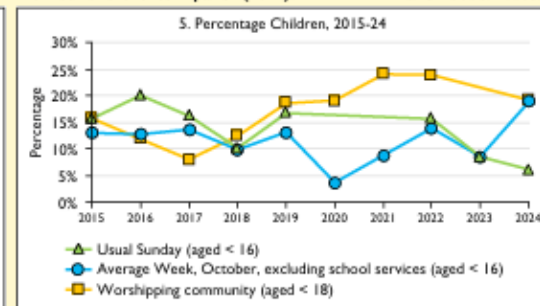
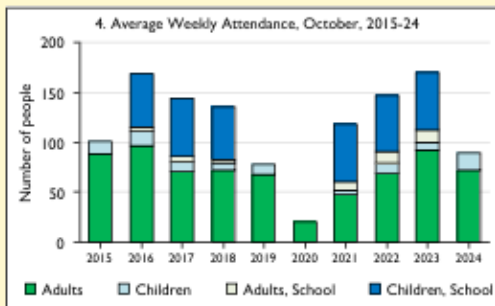
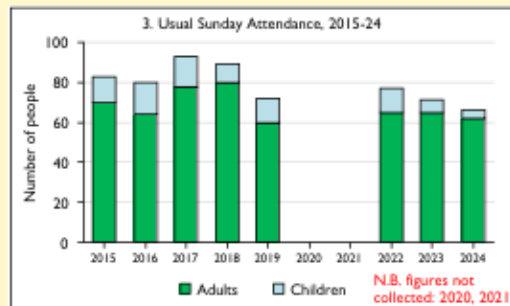
**Parish Census and deprivation summary**  
Parish population (2021): 2578

	Parish	Diocese	National
% aged 0-19	27%	24%	23%
% aged 20-44	18%	31%	33%
% aged 45-69	36%	32%	31%
% aged 70 & over	20%	14%	14%
% Christian	56%	49%	46%
% non-Christian religion	2%	7%	11%

Parish deprivation rank (IMD 2019): 12095  
(1=most deprived parish in the Church of England, 12,178=least deprived)

For more detailed census & deprivation info: see <http://farcg.is/1RaS4CS>  
<https://www.churchofengland.org/about/data-services/> and  
<http://www.cuf.org.uk/shinealight/>

**Number of churches in parish (2024): 1** Parish Code: 170053



This dashboard contains figures as submitted by churches currently in the parish

**Attendance statistics:** taken from annual Statistics for Mission returns.

**Average weekly attendance:** attendance at Sunday and midweek church services & fresh expressions in October; Figs 1 & 5 do not include attendance at services for schools.

**Easter:** Easter Eve & Easter Day; **Christmas:** Christmas Eve & Christmas Day.

**Baptisms:** all baptisms & thanksgivings.

**Marriages:** marriages and services of prayer & dedication after civil marriages.

**Funerals:** those held in church & at crematoria/cemeteries.

Because of pandemic-related church closures, Easter figures were not collected in 2020.

**Census data:** taken from the 2021 national Census.

**Deprivation statistics:** IMD taken from the English Indices of Deprivation, published by the Ministry of Housing, Communities & Local Government, Sept 2019.

The above statistics have been mapped onto parish boundaries so are approximations.

For more information, see: <https://www.churchofengland.org/about/data-services/>

Variations in attendance from year to year may be the result of changes in the number of churches that submitted returns, or changes in parish/benefice structure.  
Number of churches included in returns: 2015 1;2016 1;2017 1;2018 1;2019 1;2020 1;2021 1;2022 1;2023 1;2024 1.  
Produced by Data Services, Church House, Great Smith Street, London SW1P 3AZ. Date of production: 29/04/2025.  
Every effort has been made to ensure that data are reliable. We would be pleased to be notified of any significant errors or omissions by email to [statistics.unit@churchofengland.org](mailto:statistics.unit@churchofengland.org)



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**SfM Dashboard Data for the Parish of Rowledge in the deanery of FARNHAM**

Report	Field	2015	2016	2017	2018	2019	2020
1. Attendance Summary	Christmas	648	696	708	588	518	0
	Easter	203	176	169	186	158	-
	Average Week, October	101	110	81	79	78	21
	Usual Sunday	83	80	93	89	72	-
	Worshipping Community	83	136	113	121	135	147
2. Worshipping Community	Total			113	121	135	147
	0-17			9	15	25	28
	18-69			35	43	51	61
	70+			69	63	59	58
	Age unspecified			0	0	0	0
	Joiners			17	25	31	208
	Leavers			18	22	26	3
3. Usual Sunday Attendance	Adults	70	64	78	80	60	-
	Children	13	16	15	9	12	-
4. Average Weekly Attendance	Adults	88	96	70	71	68	20
	Children	13	14	11	8	10	1
	Adults, School	-	5	5	3	0	-
	Children, School	-	54	58	54	0	-
5. Percentage Children	Usual Sunday (aged < 16)	16%	20%	16%	10%	17%	-
	Average Week, October, excluding school services (aged < 16)	13%	13%	14%	10%	13%	4%
	Worshipping community (aged < 18)	16%	12%	8%	12%	19%	19%
6. Baptisms, marriages and funerals	Baptisms	8	11	17	8	6	1
	Marriages	17	13	10	10	6	1
	Funerals	11	8	7	11	18	17
7. Electoral Roll	Electoral Roll	207	210	227	227	141	145

## 10. REPORT OF THE ELECTORAL ROLL OFFICER

Under the Church Representation Rules, we were required this year, 2025, to complete a new Church Electoral Roll. This has meant canvassing all parishioners on the 2024 roll to renew their enrolment plus encouraging those new to the community church to participate further in the parish by enrolling. My thanks to Rev Steve Green and his administration staff that have given their time to this task the outcome of which is that: The new electoral role for the parish as at 20<sup>th</sup> April 2025 stands at 126 with, at the time of writing, a further 4 people who have submitted forms after the deadline. This time last year our roll was 170 but perhaps a better comparison is that at the last complete renewal in 2019 the roll then stood at 141. The Electoral Roll is available to view in the church porch for the next 14 days and thereafter on request. If there are any errors in the roll, please report them as soon as you can.

*David Pennington, Electoral Roll officer*

## 11. VICAR'S REPORT

**The Parochial Church Council of the Ecclesiastical Parish of Rowledge, known as St James' Church, Rowledge. Trustees Annual Report. Year ended 31<sup>st</sup> December 2024**

I was installed as Vicar of St James' church, Rowledge on April 24<sup>th</sup> by the Bishop of Dorking. It is an enormous privilege to serve the people of this parish in the name of Jesus Christ. One of my first actions was to meet up individually with every member of the church / parish and discuss what they felt were the strengths and possible areas for development of the church. I met everyone either at the vicarage or in their homes. Using all this information we then organised a 'guidance day' for all PCC members (trustees) and other leaders in the church on Saturday, 17<sup>th</sup> August to discern what God is calling His church to. This resulted in our vision of 'Unity in diversity'. This was based on Jesus' heart that his people were united as recorded in John chapter 17. However, it was also to acknowledge that some people like traditional worship and some like contemporary worship. Accordingly, we came up with a pattern of worship and style of ministry which reflected a range of traditions whilst always being faithful to the Scriptures. This is shown on page 4 above.

The next full PCC meeting was spent formulating a 'Church Growth Plan' which incorporated the three strands of 'Wonderful Worship', 'Devoted Disciples' and 'Compassion for the Community'. This dovetails with the Diocesan vision of growing disciples, growing diversity and growing community. This is summarised on page 5 above.

At the time of writing, we have seen fruit from our plans. We now have a richer variety of worship styles, a range of training for discipleship including training for small group leaders and we are beginning to reach out further into the community through, for example, greater amounts of children's work. The plan for next year is to consolidate and extend this work. In particular, to further grow links with local schools, to increase prayer ministry and to reach out to seniors with a stronger pastoral care team. All these initiatives are outlined on page 5 above.

I want to take this opportunity to thank a range of people for their support over the year. Firstly, the paid staff. I want to thank Jade, our Youth and Children's minister, Jacob, our Systems Manager and all the staff at Little Fishes nursery. All these people have been a pleasure to work with. I also want to thank Rev Dr Russ Parker for his invaluable support. Next, I want to thank the four sub-wardens, Peter, Jan, Tony and Clive, and the PCC (trustees) for their excellent guidance and encouragement. Finally, I want to thank all the other members of the community who have made me, and my wife, feel so welcome and at home in this parish.

***Rev Dr Steve Green, Vicar (April onwards)***

## **12. CHURCHWARDENS' REPORT**

The year started with meeting and interviewing four of the five applicants to fill the vacancy of vicar of St James'. We are most grateful for the significant help and commitment to this exercise that we received from Bishop Paul and the Area Dean Richard Bodle. It was a joy that our selected candidate accepted the post and to be able to welcome Steve and Helen to the vicarage in the following April.

In June Rosie Dray stepped down from her role as office administrator and we would like to record how much we have appreciated all she has done for us under very difficult circumstances. We welcomed Jacob Green to the role of helping us out in the office with his technical expertise and he has quickly made himself indispensable.

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September saw our prayers answered with the arrival of Jade. She has brought huge enthusiasm, fun and inspiring ideas to the role. It is exciting to witness how she is reaching out and growing into the role of inspiring the youth of our two village schools. We owe an enormous debt of gratitude to Ian Webb and Jo Chipperfield for all they have done keeping our youth work on track for over a year.

We would like to record how much we are all indebted to Ken Wickenden and Russ Parker. Ken has given an inordinate amount of time to ensure our finances are in order and sound going forward. It is a role that is not fully appreciated as to how vital it is in maintaining the normal functioning of life of the church. Our objective in the coming year is to reengineer the role to make it less reliant on one person. We also owe a great debt of gratitude to Rev Russ Parker for the stability he brought by continuing to lead our worship during the vacancy period early in the year.

Finally, a huge thank you to all our leaders/volunteers too numerous to mention for all you have done to make us the church community that we are. The flower team, Rowledge Review contributors / distributors / editor, Church cleaners, AV operators, Hospitality team, Musicians, laundry, maintenance volunteers all of you who quietly contribute to all aspects of our church life unnoticed, but so appreciated.

***Clive Jourdain, Church Warden until May 2024 and sub-warden thereafter***

### **13. WORSHIP AND PASTORAL**

The period of January-April 2024 formed the concluding months of the Interregnum (or vacancy) which was hosted by myself, the Rev Dr Russ Parker. I would like to record my grateful thanks to the Church Wardens, Karen Fewster and Clive Jourdain, whose partnership and commitment ensured a smooth and fruitful time of transition culminating in the appointment and installation of the Rev Dr Steve Green as the new Incumbent of the Parish. Attendance numbers were maintained at all the services including a rich experience of services through Holy Week.

***Rev Dr Russ Parker, Associate Minister***

From the end of April, and as the newly appointed incumbent, my role was to preside over Word and Sacrament. This means that I was responsible for the preaching and teaching in the parish together with Holy Communion and Baptisms. In addition, I had the privilege of conducting weddings, funerals and burials in the church yard.

In worship, I felt called to continue the tradition of placing preaching the word of God as being of central importance. Preaching has been both expository (one verse of the Bible at a time) and also thematic (themes such as prayer, the environment and blessing each other). Musical worship is also central to the life of the parish. I want to record my thanks to all our musicians in 2024: Mary and Alastair, Sara, Gemma, Neil and Thomas, together with all organists who have helped us on an occasional basis.

We are keen to develop a team approach to worship. To this end I would like to thank all our readers, intercessors, welcomers, AV team, servers, occasional preachers, children's leaders, coffee makers, sub wardens and flower arrangers. Finally, to Rev Dr Russ Parker for 'holding the fort' during the vacancy and for inspiring myself and so many through his powerful preaching ministry. To all who have contributed to the quality of worship, thank you.

***Rev Dr Steve Green, Vicar***

## 14. DEANERY SYNOD

Farnham Deanery Synod met twice in 2024, on Tuesday **30 April** at All Saints' Church in Headley and on Wednesday **9 October** at St Andrew's Church in Farnham. Both meetings started with a short act of worship and a reflection from the incumbent on the context of ministry in the parish.

The guest speaker at the Headley meeting in April was Pippa Cramer from Claygate Parish. With her husband Steve, she had developed an initiative called 'Hymns we Love', sub-titled 'Share the Gospel with Seniors in your Community'. It uses well-known and much-loved hymns to connect with older people, perhaps on the periphery of the local church community, and share the good news of Jesus Christ in a gentle, but clear, manner. She gave a demonstration of how the programme worked using Psalm 23.

The guest speaker at Farnham in October was Alison Moulden, Net Zero Officer for the Diocese. She gave a presentation on the climate change emergency and what parishes can do to tackle it. The first three steps are: fill in the Energy Footprint Tool (EFT); conduct the eco-church survey; arrange an energy audit of the building(s) in the parish. The Synod agreed to propose to Diocesan Synod that all churches that would benefit from an energy audit to address the challenge of decarbonisation should be eligible for the £500 grant that is currently available.

*Rev Richard Bodle, Area Dean, Farnham Deanery*

## 15. BUILDING FABRIC REPORT

The vicarage was redecorated throughout, carpets cleaned, new TV aerial installed, and a new cupboard added in the kitchen. In addition, the Diocese carried out various works of repair. The Youth and Children's workers house, owned and maintained by the church at 25a Broad halfpenny, has been totally refurbished and redecorated, extra loft insulation, new flooring apart from hall, stairs and bathroom, and a new kitchen installed. With much of the work undertaken by volunteers, to whom we are very grateful, costs were kept to a minimum.

The air blower for the organ was the original and it failed. It has been replaced. The minor works required by our last quinquennial of October 2023 have all been completed, some not until the current calendar year, and so will be reported on next year.

We would like to express our sincere thanks to Colin Henry for his expertise and hard work on behalf of the Parish. Without him much of the work would not have been completed to such a high standard, if at all. He has saved the Church considerable expense.

*Peter Ivermee, member of Fabric Committee and sub-warden*

## 16. SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS

There have been three safeguarding concerns reported since the last Annual Report relating to children or vulnerable adults within the church. All concerns have been recorded, reported and advice actioned. We have set up a recording system, so the information is kept securely in one place. We have set up a

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safeguarding team involving Rev Steve Green, Jade Biggs and myself, which meets monthly to discuss safeguarding matters.

The spreadsheet continues to be updated, monitoring dates of DBS's and safeguarding training. Information being transported onto the hub is outstanding, but the tick system of monitoring St James' safeguarding procedures is regularly updated for the diocese to see. There have been no risks associated with Covid 19 that has needed any action.

***Becky Porter, Parish Safeguarding Officer (PSO)***

### **17.LIFE GROUPS (NOW CALLED SMALL GROUPS)**

In the early part of 2024, there were 6 mid-week groups meeting at St James including the Wednesday morning prayers held on zoom. The pattern introduced by Revd Russ Gant was continued during the interregnum up to the welcome arrival of Revd Dr Steve Green at the end of April.

***Ben Scott, Life Group Co-ordinator until May 2024***

Following May 2024, I took over the running of Life Groups and they were re-named as Small Groups. Booklets with questions based on each Sunday's sermons were provided for all small group leaders. In addition, training for small group leaders was planned to take place in the following year. A new small group was started at the vicarage by Helen Green and met every Thursday night to discuss the Sunday sermon.

I would like to express my grateful thanks to Ben for overseeing Life Groups (or Small Groups) in the first part of the year.

***Rev Dr Steve Green, Vicar***

### **18.MEN'S GROUP**

The Men's Group met in 2024 at monthly intervals on Thursday evenings. We are grateful to Roy Waight for making his house available for this purpose. In 2024, we discussed aspects of Christian history including the Crusades and war and peace, as well as current matters of concern such as the issues around immigration. Some months we were pleased to welcome local clergy, including our own Vicar, as guest speakers. Our own members also spoke about aspects of their Christian journey, and we concluded the year with a presentation of the Nativity expressed in Art.

***Ben Scott, Men's Group Co-ordinator***

### **19.YOUTH AND CHILDRENS' MINISTRY**

Up until September 2024 Children's and Youth Ministry was undertaken by a range of willing volunteers. Ian Webb took on the role of leading the youth group (#hungry) up until September with help from Sam Goolding and other volunteers who were generous with their time. In May, Helen Green took on the role of leading the children's work in church on a Sunday (Big Fish) until September.

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I, Jade Biggs, began my role as Youth and Children's Minister on Sunday 1st September 2024, and was warmly welcomed into both the role and the St James' Church family.

### **Hungry**

#Hungry continues to meet every Wednesday during term-time, from 7:00–8:30pm, for young people in school years 7–13. On average, we see 8–12 young people attending each week, including friends they've invited along. #Hungry provides a safe space to hang out, build friendships, and ask big questions as we explore faith together. In January 2025, we plan to run the new Youth Alpha course, helping our young people grow deeper in their faith and in their relationships with one another and with God.

We also encourage them to attend termly worship gatherings hosted by the Youth Catalyst Project (Guildford Diocese), which offer opportunities to connect with other young people and grow spiritually through worship, prayer, and inspiring talks. Next Summer, we're planning to take our young people to Satellites Youth Festival, taking place 6th–10th August 2025 at the Bath and West Showground, Shepton Mallet. This week-long camp includes worship, prayer, seminars, sports, social activities, and loads more! It's a great opportunity for spiritual growth and fun!

### **Big Fish**

Big Fish runs every Sunday morning during our 10:45am service for all children. Each week includes action songs, Bible stories, crafts, games, and lots of fun as we learn about Jesus together. We currently have an average of 3–6 children attending each week. Starting in January 2025, we hope to launch a new after-school club for primary-aged children to help build relationships in our community, and with the aim of encouraging more families to join us on Sunday mornings.

*Jade Biggs, Youth and Children's Minister from September*

## **20. LITTLE FISHES NURSERY SCHOOL**

Little Fishes is a warm, welcoming place for young children to be cared for, provided with stimulating development opportunities and thrive in all areas of their learning and development. The nursery has a good reputation in the local area and enjoys strong parent and community support. We are known for our nurture, generosity, kindness, and care. We offer a varied and challenging choice of activities for our children. As well as forest trips and cooking club, we offer an optional gymnastic club on Friday which many children have signed up to and enjoy.

The happy, skilled, loyal, and dedicated staff work above and beyond to continuously improve the setting. Celebrations and outings always build special memories for the children and their families. We enjoyed celebrating Harvest, Christmas, Easter, and our leavers had a graduation service. We celebrated other cultures on World Festival Day, Chinese New Year and are looking forward to celebrating St Patricks day. We have dressed up for World Book Day and fundraised for Comic Relief (Red nose day and Spotty day) and Children in Need. Our fundraising has enabled us to continue to develop the outside area, so improve storage and accessibility of stored resources and equipment and to purchase equipment to meet specific children's needs. We've had special trips to the Alice Holt, farm, Birdworld, and Play 360, soft play centre. We celebrated Ofsted recognising our strengths and hard work with our good result In the recent inspection.

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We currently have 36 children on role. It's very busy. The number of special education needs (SEN) children on role has increased, as has demand for 2-year-old spaces. We currently have one previously looked after child, 13 children with Special Educational Needs (SEN) and 4 children for whom English is a second language. 5 of these children are considered 'disadvantaged'. This impacts deployment of staff.

### **Vision and Development**

Developed forest offer to 3 sessions per week planned and delivered by a qualified Forest School L3 practitioner. Continued to fundraise to improve outside area, new barrier fences in natural wood and sandpit improve the aesthetics and safety. The outgoing parents gifted the nursery a large shed which the children access as their choosing shed. Rowledge Village Fair have covered the cost of repairing the roof to the outdoor classroom, making the area usable in wet weather. We have created a second reading cosy area outside for children to relax. Parents helped mend and preserve resources at the parents DIY Day last July. We continue to be supported by the parents and community with volunteers leading our cookery offer, assisting at forest school and reading stories, and bible teaching. Developed our 'Nemo' (preschool) group to prepare children for primary school (school ready) and receive positive feedback from local schools on our results. In response to a greater attendance of younger children we have also developed our 'starfish' group which is primarily focused on the speech and language and the emotional needs of the children. We are working with a local Speech and Language therapist to explore the most effective way for her to offer support to our families. We were delighted from the feedback from our parents and staff survey both of which show a high degree of value and confidence in the nursery.

### **Staffing and Recruitment**

Despite the national challenge of recruitment and retention we have a well-trained and highly competent staff team. However, staffing is always a challenge with staff at capacity and not always able to offer cover. We are currently recruiting to replace Lucinda Briggs, who is leaving due to childcare issues. Amy Bowers is conducting her SEN masters project at Little Fishes this year and then will take on the role of SENCO from January 2026. This will allow a staffing/ Senior leadership restructure to release capacity in the current SLT team. The Senior Leadership Team continues to be Amber Delves, Lucy Burrage and Emily Scotcher.

### **Christian Distinctiveness**

We have excellent links with St. James' church and Rowledge school. We continue to celebrate our special services at Rowledge church at Harvest, Christmas, Easter, and Graduation. We continue to address our Christian distinctiveness as a nursery, with Jade and Reverend Steve participating in our church celebrations. The PCC are welcome to attend our celebrations and parent events.

Aileen Ashby comes in weekly to share a bible story and build a relationship with the children, which is always enjoyed by all. Sarah Oliver (head teacher at Rowledge Primary School) supports the nursery with safeguarding, safer recruitment, curriculum monitoring and school transition. They also provide a venue for our sports day and invite us to community events. Amber works with other church nurseries as part of the Guildford diocese pre-school leader's forum. The staff are invited to pray together every morning, and the children are invited to pray before lunchtime. We would love to appoint someone to our steering committee that could take a lead on promoting Christian distinctiveness. We continue to explore opportunities to increase working together with the church.

### **Working with parents**

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We have incredible support from our families. The Parent's Forum is an essential part of the nursery, providing an important parent voice in decision making. This gives parents an opportunity to input into the decision-making processes and help plan events, activities, trips, and fundraising. An ex-parent, Karen Fry, continues to deliver cookery sessions, one parent delivers our World Celebration and another will lead our St Patricks day celebrations. The parents help a Community Toy Swap which supported lower income families with presents at Christmas, including donating to asylum seeker families and raised funds for the nursery. A further parent is now supporting our forest sessions.

We have seen the continued impact of Covid and reduced funding on external services, impacting our families and children and the staff act as a source of support for many families in the complex task of being a parent. We are observing an increased need for parents to be supported, with loneliness, with finances, with relationships, with parenting and with emotional health. The parents plan regular coffee mornings.

### **Accountability**

St James' church is the registered provider of Little Fishes, and the PCC is the responsible body for ensuring compliance and adherence to all the welfare and safeguarding requirements outlined in the EYFS document. They delegate oversight to the Little Fishes steering committee who are responsible for overseeing and setting the direction of the nursery. The Steering Committee continues to be served by Reverend Steve and Sarah Oliver. We are still seeking how to expand this team. The manager meets termly with a steering group who have delegated authority to govern on behalf of St James PCC. The manager meets monthly with the chair of the steering group / her line manager Reverend Steve and every 6 weeks with her supervisor Sarah Oliver. The deputy manager is responsible for the day to day running of the nursery, overseen and accountable to the manager. The Senior Leadership Team meet termly to review the school improvement plan and to review the running of the nursery. The manager meets weekly with the deputy and the business administrator.

The nursery is also accountable to Ofsted, Guildford diocese and Hampshire County Council. The manager has reviewed the strategic plan with the steering group and set targets for the next year. Hampshire County Council require the provider to annually sign their terms and conditions and audit safeguarding as a condition of receiving government funding. New regulations around safeguarding will come into effect in September 2025. We are already meeting most of these requirements, and Amber is currently undergoing training to fine-tune the remaining details, ensuring that we are fully compliant. The staff meet monthly to review routines, policies, and procedures in line with latest guidance and good practise. Staff are supervised every 6 weeks by their line manager and annually appraised. Amber is supervised by Sarah Oliver, line managed and annually appraised by Reverend Steve. The Finance team and the Fabrics team work with the Senior Leadership team on finance, building maintenance and logistics.

### **Financial Information**

In 2024, we are pleased to report that the nursery school achieved a profit of just under £5,400, which has allowed us to contribute toward our utility costs. This is particularly impressive given the significant increases in minimum wage and the challenge of several children not starting / leaving unexpectedly during the Summer and Autumn term. We continue to streamline processes and identify opportunities for cost savings wherever possible. In addition, we actively raised £1,900 in 2024 through fundraising efforts, which was allocated to purchasing new equipment, ensuring that Little Fishes remains stimulating to current children and appealing to prospective families.

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Looking ahead, our 2025 financial forecast is based on current salary levels and fee/funding rates, as Hampshire has yet to announce the updated rates for April 2025. The current forecast predicts a profit of £3,300 for the year, factoring in increased employer National Insurance contributions and a lower threshold for National Insurance payments on workers' earnings. We will revise this forecast once Hampshire confirms the new rates.

Current predicted changes are as follows:

- Government funding rate increase for 2-year-olds: 3.3%\*
- Government funding rate increase for 3- and 4-year-olds: 4.1% (national average)
- National Living Wage increase: 6.7% (from £11.44 to £12.21 per hour)
- Little Fishes fee rate: We aim to adjust the fee structure to cover any shortfalls between wage increases and funding while maintaining competitiveness in the market.

From September 2025, the funding allowance for working parents of 2-year-olds increases from 15 to 30 hours per week. Since Little Fishes currently caps the number of 2-year-old places per session, we do not expect this to significantly impact the setting's finances. We will continue to invest in business training, review session occupancy, expand the role of the business administrator, and digitise processes where possible.

**February 2025 – snapshot**

	<b>Current Hourly Rate</b>	<b>Hourly Rate from April 25</b>	<b>No of Children in February 2025</b>
2-year-olds – fee paying	£7.80	TBC	3
2-year-olds – working parent or extra help funding (15hrs)	£7.81	Prediction 3.3% increase = £8.06 <sup>*1</sup>	9 (7 working family) (2 extra help)
3/4-year-olds – universal funding (15hrs) & fee paying	£5.61/£7.50	TBC	21
3/4-year-olds – Working parent funding (30hrs)	£5.61	Prediction 4.1% increase =£5.81	3
EYPP funding	£0.68	TBC	2
SEN 1-1 funding	£6.00	TBC	0
<b>Total number of children</b>			<b>36</b>

*Amber Delves, Little Fishes Manager*

**21.PASTORAL CARE**

Pastoral Support of the infirm and housebound is a significant part of St James' Compassion for the Community. This Ministry is exercised by a small group of volunteers from the parish and village, co-ordinated by Revd Steve. Many other members of the congregation naturally care for their friends and neighbours without being part of the formal group. The group visits housebound Parishioners who are current or former members of the congregation regularly and attempts to react quickly to all those who become unwell or enter hospital. Those who wish to receive Home Communion are visited by the clergy and lay members of the Group.

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This ministry is underpinned by prayer, especially at the Tuesday evening Parish Prayer Meetings and Wednesday zoom gatherings as well as at Sunday Services for those who are content for their names to be made known. The group meets approximately quarterly, chaired by the Vicar. Any concerns are discussed in confidence and practical ideas are shared. Contacts are made with other local Christian groups offering care for the elderly. Strategies are discussed to improve what is offered - a current topic is recruiting a team to offer lifts to Sunday Services for those who require it.

***Ben Scott, Pastoral Care Team***

## **22. COFFEE MUG COMMUNITY CAFÉ**

The Coffee Mug Community Café, held in the Church Centre, is run by Jan Clark and Karen Fewster with a willing team of volunteers from across the Community on the second Saturday of each month between 10 and 12 noon. There is no charge for the refreshments; all they ask is, that if visitors can, they donate to the month's chosen charity. Over the past year, Coffee Mug has raised over £4500 for charities including Christian Aid, McMillan Cancer, Foodbank, Stop Domestic Abuse, Riding for the Disabled, Crisis, Melanomore, Mary's Meals, Alzheimer's Society, Mustard Seed and St James Church. Every July Coffee Mug also hold a Produce Show which always proves very successful.

***Jan Clark, Co-ordinator Coffee Mug Community Café and sub-warden***

## **23. FLOWER TEAM**

There are six members of the Flower Team, and we have occasional support from former members. We aim to provide flowers in Church for every Sunday in the Year – except during Advent and Lent. The Team members pay for their own flowers, in the main, and we only ask for expenses to be paid for Festivals or special events.

In September, the Team held a meeting with the Vicar to introduce ourselves and clear up a few questions. It was agreed that the Team can have access to the Church at 9am, as there have been several occasions in previous years, when the door was locked. It was also agreed that our Team Calendar/Rota would be prepared 3-6 months in advance. Expenses forms are available when necessary. We are always keen to recruit new Team members.

St James' Day was marked by including shells in our arrangements. Harvest Festival was an opportunity to use many different flowers, fruit or vegetables. Other members of the congregation like to join in with the decorations. Christmas decorations were enhanced by Christmas trees and glass vases containing lights and Bible verses. The Flower Team agree that arranging flowers in church is both a privilege and a joy.

***Ann Ogle-Skan, Team Leader for Flower Team***

## **24. RISK MANAGEMENT**

The trustees acknowledge their responsibility to identify and review the risks to which the charity is exposed and ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

## 25. TREASURER'S REPORT

2024 was an unusual year, both in terms of finance and Ministry. We were delighted to welcome Steve as our new vicar in April, and later in the year, Jade as our new Children & Youth minister. We also welcomed Jacob Green as our paid Administrator mid-way through June. These occurrences partway through the year inevitably brought about a re-appraisal of the PCC finances and meant that an appeal went out to parishioners in the late autumn to find it in their hearts to increase the level of giving on a regular basis. This brought about a pleasing increase in pledges, which helped to keep the anticipated deficit to a more manageable level going forward.

Total Income for all Funds was £283,865, a decrease of £60,509 (18%) compared with 2023, whilst Total Expenditure was £288,860, a decrease of £20,407 (7%) . This resulted in a deficit of £4,995 in total for all Funds, compared with a £35,107 surplus in 2023.

It should be borne in mind that in 2023, the excellent results were primarily brought about by approximately £55k of unexpected one-off income into the General Fund. £26k of this was from a very generous donation, which was followed by a challenge from the giver for the congregation to match it – a challenge which was more than achieved.

Little Fishes preschool once again contributed £11k towards the income of the PCC although it should be noted that no rent or utility costs are levied by the Church.

Mention should also be made of the contribution that the Rowledge Review makes to the PCC revenues. Almost £6k net accrues from sales of advertising and collection of subscriptions annually, which is a tribute to the hard work put in by Church members in editing and compilation of articles, selling space, then distribution each month and collection of payments.

### **Investment performance**

The PCC has no funds in equities or bonds. All surplus cash is held in CCLA Church of England short-term deposit accounts, which earn a variable interest rate.

### **Reserves**

The policy of the PCC is to hold sufficient unrestricted liquid funds to ensure that costs for the following six months can be paid, to have a reserve for major church fabric repairs, and a reserve for redecoration of the vicarage.

The level of unrestricted net current assets/liabilities (£127,782) at the end of 2024 was 89% of six months' General Fund 2024 expenditure (£143,309), so this target was missed by some way.

During 2024 total reserves decreased from £272,999 to £268,004.

Of this £268,004 the sum of £136,076 reflected in the book value of the house (25 Broad Ha'penny) which primary function is to provide accommodation for the Children and Youth Minister. The balance was the written-down value of the office printer.

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During the Financial Year (to 31/12/24) the duties of the Treasurer were assumed by a team of volunteers (Finance Team) which now comprises Ken Wickenden, Peter Ivermee and Clive Jourdain. Their task is to strictly control day-to-day expenditure, which in itself safeguards the assets that the PCC has entrusted to us.

***Ken Wickenden, Designated Treasurer***

**This Trustees' Report has been approved by the Trustees/ PCC Members of St James' Church, Rowledge**

**Name of Trustee:**

---

**Signed on behalf of the Trustees:**

---

**Date Approval:**

---

## 26. INDEPENDENT EXAMINERS' REPORT

I report to the trustees on my examination of the financial statements of The Parochial Church Council of the Ecclesiastical Parish of Rowledge ('the charity') for the year ended 31<sup>st</sup> December 2024.

### Responsibilities and basis of report

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

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### Independent examiner's statement

I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

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 financial statements do not accord with those records; or
3. The financial statements 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.

Nigel Wyatt BSC FCA  
Independent Examiner  
125 Main Street  
Garforth  
Leeds  
LS25 1AF

Date:

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## 27.FINANCIAL REPORT

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<b>PAROCHIAL CHURCH COUNCIL OF ST JAMES' ROWLEDGE</b>						
<b>STATEMENT OF FINANCIAL ACTIVITIES</b>						
<b>INCLUDING INCOME AND EXPENDITURE ACCOUNT</b>						
<b>FOR THE YEAR ENDED 31 DECEMBER 2024</b>						
				<b>2024</b>		<b>2023</b>
<i>Fund type:</i>				<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
<i>Note no.</i>				<b>£</b>	<b>£</b>	<b>£</b>
				<b>£</b>	<b>£</b>	<b>£</b>
<b>INCOME</b>						
Voluntary income		<i>2a</i>	114,539	2,320	116,859	185,921
Fundraising income		<i>2b</i>	4,331	-	4,331	4,708
Church activities		<i>2c</i>	6,843	-	6,843	12,669
Income from investments		<i>2d</i>	6,245	-	6,245	4,075
Trading Income (Pre-school & magazine)		<i>2e</i>	149,587	-	149,587	137,001
<b>Total Income</b>			<b>281,545</b>	<b>2,320</b>	<b>283,865</b>	<b>344,374</b>
<b>EXPENDITURE</b>						
Church activities		<i>3a</i>	152,969	2,242	155,211	187,773
Fundraising costs		<i>3b</i>	917	-	917	441
Trading costs		<i>3c</i>	132,732	-	132,732	121,052
<b>Total Expenditure</b>			<b>286,618</b>	<b>2,242</b>	<b>288,860</b>	<b>309,267</b>
<b>NET INCOME/(EXP.) before investment gains</b>			<b>(5,073)</b>	<b>78</b>	<b>(4,995)</b>	<b>35,107</b>
<b>NET GAINS ON INVESTMENTS</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET INCOME/(EXPENDITURE)</b>			<b>(5,073)</b>	<b>78</b>	<b>(4,995)</b>	<b>35,107</b>
<b>NET MOVEMENT IN FUNDS</b> <i>10</i>						
Opening Balance			272,527	472	272,999	237,892
Transfers between fund types			-	-	-	-
Movement			(5,073)	78	(4,995)	35,107
<b>Closing Balance</b>			<b>267,454</b>	<b>550</b>	<b>268,004</b>	<b>272,999</b>
<i>All values are shown as the underlying accurate ££.pp value rounded to the nearest £1.</i>						
<i>Totals may therefore appear not to add up exactly because of the rounding.</i>						

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PAROCHIAL CHURCH COUNCIL OF ST JAMES' ROWLEDGE						
BALANCE SHEET AT 31 DECEMBER 2024						
Fund type:	Note no.	2024			2023	
		Unrestricted	Restricted	Total	Total	
		£	£	£	£	
<b>FIXED ASSETS</b>						
Tangible	5	139,671	-	139,671	136,076	
<b>CURRENT ASSETS</b>						
Debtors and Prepayments	6	3,189	-	3,189	1,749	
Short term deposits		117,492	-	117,492	121,262	
Cash at bank and in hand		16,401	-	16,401	21,556	
		137,082	-	137,082	144,567	
<b>LIABILITIES</b>						
Creditors: amounts falling due <1 yr	7a	4,489	-	4,489	3,330	
Deferred Income	7b	4,260	-	4,260	4,314	
		8,749	-	8,749	7,644	
<b>NET CURRENT ASSETS/LIABILITIES</b>		128,333	-	128,333	136,923	
<b>TOTAL ASSETS LESS CURR. LIABS</b>		268,004	-	268,004	272,999	
Creditors: amounts falling due after one year		-	-	-	-	
<b>TOTAL NET ASSETS</b>		268,004	-	268,004	272,999	
<b>PARISH FUNDS</b>						
<b>Unrestricted</b>						
Church Fabric Sinking Fund		10,000	-	10,000	10,000	
Little Fishes Solvency Fund		56,906	-	56,906	56,906	
Vicarage Redecoration Fund		3,000	-	3,000	3,000	
R Harvey Organ Fund		24,124	-	24,124	26,414	
Vicar's Discretionary Fund (2)		-	-	-	-	
House Reserve		136,076	-	136,076	136,076	
General Fund		37,348	-	37,348	40,131	
Total Unrestricted		267,454	-	267,454	272,527	
<b>Restricted</b>						
Various Purposes Restr (prev.Bursary) Fund		-	-	-	-	
AV & IT Fund		-	-	-	472	
Churchyard maintance		-	-	-	-	
Youth-Specific donations		-	550	550	-	
Total Restricted		-	550	550	472	
<b>TOTAL RESERVES</b>		267,454	550	268,004	272,999	

These financial statements were approved by the board of trustees and authorised for issue :

Name of Trustee:

Signed on behalf of the Trustees:

Date of approval:

The Parochial Church Council of the Ecclesiastical Parish of Rowledge, known as St James' Church, Rowledge. Trustees Annual Report. Year ended 31<sup>st</sup> December 2024

<i>PAROCHIAL CHURCH COUNCIL OF ST JAMES' ROWLEDGE</i>	
<b>NOTES TO THE FINANCIAL STATEMENTS</b>	
<i>FOR THE YEAR ENDED 31 DECEMBER 2024</i>	
<i>Note no.</i>	
<b>1</b>	<b>ACCOUNTING POLICIES</b>
	<b>Basis of preparation</b>
	The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities Financial Reporting Standards applicable in the UK and Republic of Ireland (Charities SORP 2019 FRS 102) and the Charities Act 2011.
	The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.
	Consecrated and benefice property is not included in the accounts in accordance with s.10(2)(a) and (c) of the Charities Act 2011.
	As a consequence, the costs of the Audio-Visual system upgrade, being an upgrade to equipment fixed to a consecrated building, were expensed in the year of purchase rather than capitalised.
	<b>Assessment of Going Concern</b>
	Preparation of the accounts is on a going concern basis. The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

The Parochial Church Council of the Ecclesiastical Parish of Rowledge, known as St James' Church, Rowledge. Trustees Annual Report. Year ended 31<sup>st</sup> December 2024

	<i>PAROCHIAL CHURCH COUNCIL OF ST JAMES' ROWLEDGE</i>
	<b>NOTES TO THE FINANCIAL STATEMENTS</b>
	<i>FOR THE YEAR ENDED 31 DECEMBER 2024</i>
	<b>Fund Accounting</b>
	<p>Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have set aside resources for a specific purpose.</p> <p>Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or the terms of a specific appeal.</p> <p>Further explanation of the nature and purpose of each fund is included in the notes to the accounts.</p>
	<b>Incoming Resources</b>
	<p>All incoming resources are recognised once the charity has entitlement to the resources, it is probable that the resources will be received, and the monetary value of incoming resources can be measured with sufficient reliability.</p> <ul style="list-style-type: none"> <li>• All voluntary income from members of the church are recognised as donations and are included in full, with associated Gift Aid receivable in the Statement of Financial Activities.</li> <li>• Grants where entitlement is not conditional on the delivery of specific performance by the charity are recognised when the charity becomes unconditionally entitled to the grant.</li> <li>• Incoming resources from charitable trading activities are recognised when invoices are issued.</li> <li>• Volunteer time - the value of voluntary support for the work of the church is not included in the accounts but is described in the Trustees annual report.</li> <li>• Investment Income is included in the accounts when receivable</li> </ul>
	<b>Resources expended</b>
	<p>Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.</p>
	<b>Liability Recognition</b>
	<p>Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.</p> <p>Preschool deposit income received is deferred until contractually returnable.</p>
	<b>Tangible fixed assets</b>
	<p>All assets costing more than £2,000 that are not fixed to a consecrated building are capitalised and at historic cost. Fixed assets are stated at cost less accumulated depreciation. Depreciation is normally charged on a straight-line basis over the estimated useful life of the asset.</p> <p>Because capitalisation is under the historic cost convention the book value of fixed assets will not necessarily reflect their market value. Indeed the market value of the house 25 Broad Ha'penny is significantly higher than the book value. For this reason the PCC ceased to charge further depreciation on it at the end of 2020.</p>
	<b>Pensions</b>
	<p>The charity operates a defined contribution pension scheme, using the NEST scheme. Contributions are charged to expenditure as they become payable in accordance with the rules of the scheme.</p>
	<b>Taxation</b>
	<p>The charity is exempt from tax on its charitable activities.</p>

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<b>PAROCHIAL CHURCH COUNCIL OF ST JAMES' ROWLEDGE</b>						
<b>NOTES TO THE FINANCIAL STATEMENTS</b>						
<b>FOR THE YEAR ENDED 31 DECEMBER 2024</b>						
		<b>2024</b>			<b>2023</b>	
<i>Fund type:</i>		<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>	
<i>Note no.</i>		£	£	£	£	
<b>2</b>	<b>INCOME</b>					
	<b>2a VOLUNTARY GIVING</b>					
	Giving and Gift-Aid					
	Giving	87,147	1,320	88,467	119,144	
	Gift-Aid Tax Recovered	21,275	-	21,275	27,771	
		<b>108,422</b>	<b>1,320</b>	<b>109,742</b>	<b>146,915</b>	
	Donations and Grants	6,117	1,000	7,117	29,006	
	Legacies	-	-	-	10,000	
		<b>6,117</b>	<b>1,000</b>	<b>7,117</b>	<b>39,006</b>	
		<b>114,539</b>	<b>2,320</b>	<b>116,859</b>	<b>185,921</b>	
	<b>2b ACTIVITIES FOR GENERATING FUNDS</b>					
			(excludes any gift aid collected)			
	Rowledge Village Fayre	1,631	-	1,631	867	
	Coffee Mug (excl. GA)	2,653	-	2,653	3,155	
	Easyfundraising and Amazon Smile	47	-	47	51	
	Lunches and other social events	-	-	-	605	
	Other Fundraising	-	-	-	30	
		<b>4,331</b>	<b>-</b>	<b>4,331</b>	<b>4,708</b>	
	<b>2c CHURCH ACTIVITIES</b>					
	Fees for Weddings and Funerals	6,812	-	6,812	8,376	
	Youth Activity fees	-	-	-	2,920	
	Miscellaneous Income	31	-	31	1,373	
		<b>6,843</b>	<b>-</b>	<b>6,843</b>	<b>12,669</b>	

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<b>2d INCOME FROM INVESTMENTS</b>						
Interest			<b>6,245</b>	-	<b>6,245</b>	<b>4,075</b>
<b>2e TRADING INCOME</b>						
Little Fishes Income	<b>9</b>					
Fees & Deposits			136,714	-	136,714	122,917
Fundraising			1,577	-	1,577	2,293
Outings			605	-	605	577
Other			659	-	659	955
			<b>139,555</b>	-	<b>139,555</b>	<b>128,016</b>
Magazine Income						
Subscriptions			3,607	-	3,607	3,875
Advertisements			6,425	-	6,425	5,110
			<b>10,032</b>	-	<b>10,032</b>	<b>8,985</b>
			<b>149,587</b>	-	<b>149,587</b>	<b>137,001</b>
<b>TOTAL INCOME</b>						
			<b>281,545</b>	<b>2,320</b>	<b>283,865</b>	<b>344,374</b>
<i>All income in the Unrestricted column above was within the General Fund.</i>						
<i>'Donations' refers just to donations from organisations; any from individuals are classed as Giving.</i>						

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PAROCHIAL CHURCH COUNCIL OF ST JAMES' ROWLEDGE							
NOTES TO THE FINANCIAL STATEMENTS							
FOR THE YEAR ENDED 31 DECEMBER 2024							
				2024			2023
Fund type:				Unrestricted	Restricted	Total	Total
Note no.				£	£	£	£
<b>3</b>	<b>EXPENDITURE</b>						
	<b>3a CHURCH ACTIVITIES</b>						
	<b>General Expenditure</b>						
	Music			107	-	107	15
	Gas Electricity and Water			7,473	-	7,473	10,091
	Broadband and Telephone			1,440	-	1,440	1,344
	IT			2,973	77	3,050	2,158
	Insurance			1,180	-	1,180	1,355
	Bank charges			307	-	307	447
	Printing, Stationery, Office Equipment *			600	-	600	1,458
	Churchyard and Drive			6,010	1,000	7,010	7,124
	Church Repairs and Maintenance			3,463	-	3,463	7,846
	Depreciation			1,199	-	1,199	-
	Service costs			1,564	-	1,564	1,169
	Independent Examiner fees			1,108	-	1,108	840
	Organ Repairs			2,290	-	2,290	-
	Audio-Visual System Spend			-	1,165	1,165	22,987
				<b>29,714</b>	<b>2,242</b>	<b>31,956</b>	<b>56,834</b>
	<b>Parochial Expenses</b>						
	Administration			1,962	-	1,962	979
	Vicar's Costs			281	-	281	1,806
	Vicar Vacancy Costs			5,655	-	5,655	3,250
	Mission, Ministry Costs			207	-	207	1,777
	Vicarage Costs			914	-	914	1,214
	Vicar's Discretionary Fund Spend			-	-	-	688
	Administration: Staff Costs			6,494	-	6,494	-
				<b>15,513</b>	<b>-</b>	<b>15,513</b>	<b>9,714</b>

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<b>Youth Costs</b>		9,638	-	9,638	27,286
<b>House Costs (25BH)</b>		5,122	-	5,122	5,092
<b>Guildford Diocesan Parish Share Fee</b>		88,460	-	88,460	84,903
<b>Missions and Charities</b>	8	4,522	-	4,522	3,943
<b>TOTAL CHURCH ACTIVITIES</b>		<b>152,969</b>	<b>2,242</b>	<b>155,211</b>	<b>187,773</b>
<b>3b FUND RAISING COSTS</b>					
Rowledge Village Fayre costs		917	-	917	441
		<b>917</b>	<b>-</b>	<b>917</b>	<b>441</b>
<b>3c TRADING COSTS</b>					
<b>Little Fishes</b>	9	128,476	-	128,476	113,812
<b>Magazine Production Costs</b>		4,256	-	4,256	7,240
		<b>132,732</b>	<b>-</b>	<b>132,732</b>	<b>121,052</b>
<b>TOTAL COSTS</b>		<b>286,618</b>	<b>2,242</b>	<b>288,860</b>	<b>309,267</b>
* Includes the Purchase of Toshiba Printer for the Office £4,794.00					
All other spend in the Unrestricted column was from the General Fund.					

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<i>PAROCHIAL CHURCH COUNCIL OF ST JAMES' ROWLEDGE</i>			
<b>NOTES TO THE FINANCIAL STATEMENTS</b>			
<i>FOR THE YEAR ENDED 31 DECEMBER 2024</i>			
<i>Note no.</i>			
<b>4</b>		<b>2024</b>	<b>2023</b>
<b>4a STAFF COSTS</b>		£	£
During the year the PCC employed a Youth and Children's Minister (from Sept 2024) and an Office Administrator (from Mid-June 2024)			
It also employed staff to run the Little Fishes pre-school.			
Church Staff			
	Wages & salaries	14,099	16,737
	Social Security	40	309
	Pension: employer cost	62	363
	<b>Total Church staff</b>	<b>14,201</b>	<b>17,460</b>
Little Fishes Preschool Staff			
	Wages & salaries	113,110	100,032
	Social Security	378	538
	Pension: employer cost	1,710	1,243
	<b>Total LF staff</b>	<b>115,197</b>	<b>101,813</b>
	<b>Total staff costs</b>	<b>129,398</b>	<b>119,273</b>
Average Headcount			
	Church	1 (from Sept)	1 (to Sept)
	LF Preschool	10	12
	<b>Total</b>	<b>15</b>	<b>13</b>
No employee received employee benefits of more than £60,000 during the year.			

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<b>4b PAYMENTS TO PCC MEMBERS</b>							
<b>Key Management Personnel</b>							
The charity considers its key management personnel to be the Vicar.							
Diocese meets the stipend and other employment costs of the Vicar and provides his housing.							
From the commencement of the Vicar's incumbency he incurred £281 of expenditure in 2024.							
This was for routine expenditure on goods and services for church activities and operations.							
<b>Trustee Remuneration and Expenses</b>							
The trustees did not receive any remuneration for their service as trustees.							
During 2024, 8 trustees incurred out of pocket expenses totaling £8,598 (2023: 5, £4,197) which were reimbursed by the PCC as they were incurred for the day-to-day running of the charity's activities.							
The types of expenditure included visiting speaker gifts, payments that can only be made by credit card such as software subscriptions and PCC donations to some charities; youth group activity costs, repair materials and other charitable activity expenditure. None was for personal benefit.							
There were no related party transactions in the reporting period.							
Aggregated giving to PCC funds of all trustees in 2024 was £5,778 (2023: £29,713).							

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<b>5 FIXED ASSETS</b>			
<b>Land and Buildings</b>		<b>2024</b>	<b>2023</b>
		£	£
<b>Actual Cost</b>			
Starting Balance		188,810	188,810
Disposal		-	-
Additions at Cost		4,794	-
Closing Balance		193,604	188,810
<b>Depreciation</b>			
Starting Balance		52,734	52,734
Withdrawn on Disposal		-	-
Charge for the Year		1,199	-
Closing Balance		53,933	52,734
<b>Closing Written Down Value</b>		<b>139,671</b>	<b>136,076</b>
<i>The Land and Buildings comprises the freehold house at 25 Broad Ha'penny, Farnham GU10 4TF</i>			
<i>The PCC decided in 2021 not to charge depreciation after 31/12/20 because the written down value is well below the current market value.</i>			

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<b>PAROCHIAL CHURCH COUNCIL OF ST JAMES' ROWLEDGE</b>							
<b>NOTES TO THE FINANCIAL STATEMENTS</b>							
<b>FOR THE YEAR ENDED 31 DECEMBER 2024</b>							
				<b>2024</b>		<b>2023</b>	
<i>Note no.</i>				£	£	£	£
<b>6</b>	<b>DEBTORS</b>						
	<b>Prepayments and accrued income</b>						
	Advertising Income			51		-	
	Prepayments, or refunds due from suppliers			449		-	
	HMRC (Gift Aid claims)			1,294		294	
	CCLA Interest for Q4 2024			1,395		1,455	
						<u>3,189</u>	<u>1,749</u>
<b>7</b>	<b>LIABILITIES</b>						
	<b>7a Amounts falling due in one year</b>						
	Creditors - accounts payable				4,489		3,330
	<b>7b Deferred Income</b>						
	Deferred Advertising Income			-		1,522	
	Deferred Little Fishes Deposits			3,800		2,650	
	LF Deferred Fundraising Income			460		-	
	2023 Wedd/Funeral Fee shares to pay out			-		142	
						<u>4,260</u>	<u>4,314</u>
						<u>8,749</u>	<u>7,644</u>

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<b>8</b>	<b>CHARITABLE GIVING</b>								
	Christian Aid				235				383
	Foodbank				422				382
	MIND				282				300
	DEC Turkey/Syria earthquake appeal				-				851
	Grassroots				-				281
	Parkinsons Disease Society				-				447
	Hants, Surrey Air Ambulance				-				479
	The Fountain Centre				-				261
	Royal British Legion				55				286
	Great Ormond Street Hospital Charity				-				272
	Prostate Cancer				267				-
	Phyllis Tuckwell Hospice				683				-
	Alzheimer's Society				43				-
	Peaceful Heart Foundation				203				-
	MacMillan Cancer Support				311				-
	Southern Domestic Abuse				365				-
	Riding for the Disabled				217				-
	Needy Families in Rowledge				600				-
	FATN Talking News				158				-
	Crisis				403				-
	Bishop of Guildford's Community Fund				279				-
					<b>4,522</b>				<b>3,942</b>
	<i>All figures above were within the General Fund. No other Funds had amounts in these categories.</i>								

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<b>PAROCHIAL CHURCH COUNCIL OF ST JAMES' ROWLEDGE</b>							
<b>NOTES TO THE FINANCIAL STATEMENTS</b>							
<b>FOR THE YEAR ENDED 31 DECEMBER 2024</b>							
<i>Note no.</i>							
<b>9</b>	<b>LITTLE FISHES PRE-SCHOOL</b>						
			<b>2024</b>		<b>2023</b>		
	<b>INCOME</b>		£	£	£	£	
	Fees & Deposits		136,714		122,917		
	Outings income		605		577		
	Fundraising income, donations		1,577		2,292		
	Payments for photos, cards etc		79		1,826		
	Miscellaneous income		580		403		
	<b>Total Income</b>			<b>139,555</b>		<b>128,016</b>	
	<b>EXPENDITURE</b>						
	Staff Costs & Expenses		115,197		103,285		
	Rent		-		-		
	Insurance *		1,449		942		
	Stationery & Materials		2,509		1,527		
	Food		476		543		
	Equipment		3,463		912		
	Subscriptions, Memberships		2,087		612		
	Training		1,143		729		
	Outings		664		604		
	Cost of school photos, cards for sale		650		1,564		
	Miscellaneous costs		837		3,095		
	<b>Total Expenditure</b>			<b>128,476</b>		<b>113,812</b>	
	<b>Net Income/Expenditure</b>			<b>11,079</b>		<b>14,205</b>	
	<i>These financial statements do not include any crosscharge to Little Fishes for rent and utilities costs.</i>						
	<i>* Insurance costs are 41% of Overall Buildings &amp; Contents Insurance plus Public Indemnity Insurance covered separately (and pro-rated for 7 months).</i>						

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**PAROCHIAL CHURCH COUNCIL OF ST JAMES' ROWLEDGE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**

Note no.

**10 CHARITABLE FUNDS**

**Fund Movement Summary 2024**

<b>Fund Name</b>	<b>Opening Balance 1/1/24</b>	<b>Income</b>	<b>Expenditure</b>	<b>Fund Transfers</b>	<b>Closing Balance 31/12/24</b>
<b>Unrestricted</b>					
Church Fabric Sinking Fund	10,000	0	0	0	10,000
Little Fishes Solvency Fund	56,906	0	0	0	56,906
Vicarage Redecoration Fund	3,000	0	0	0	3,000
R Harvey Organ Fund	26,414	0	2,290	0	24,124
Vicar's Discretionary Fund	0	0	0	0	0
House Reserve Fund	136,076	0	0	0	136,076
General Fund	40,131	281,545	284,328	0	37,348
<b>Total Unrestricted</b>	<b>272,527</b>	<b>281,545</b>	<b>286,618</b>	<b>0</b>	<b>267,454</b>
<b>Restricted</b>					
Various Purposes Restr.Fund (prev. Bursar)	0	0	0	0	0
AV and IT Fund (Restricted)	472	770	1,242	0	0
Churchyard maintance	0	1,000	1,000	0	0
Youth-Specific donations	0	550	0	0	550
<b>Total Restricted</b>	<b>472</b>	<b>2,320</b>	<b>2,242</b>	<b>0</b>	<b>550</b>
<b>Total Funds</b>	<b>272,999</b>	<b>283,865</b>	<b>288,860</b>	<b>0</b>	<b>268,004</b>

The Parochial Church Council of the Ecclesiastical Parish of Rowledge, known as St James' Church, Rowledge. Trustees Annual Report. Year ended 31<sup>st</sup> December 2024

<b>Fund Movement Summary - Prior Year (2023)</b>						
<b>Fund Name</b>	<b>Opening Balance 1/1/23</b>	<b>Income</b>	<b>Expenditure</b>	<b>Fund Transfers</b>	<b>Closing Balance 31/12/23</b>	
<b>Unrestricted</b>						
Church Fabric Sinking Fund	10,000	0	0	0	10,000	
Little Fishes Solvency Fund	49,827	0	0	7,079	56,906	
Vicarage Redecoration Fund	3,000	0	0	0	3,000	
R Harvey Organ Fund	25,197	0	0	1,217	26,414	
Vicar's Discretionary Fund	688	0	688	0	0	
House Reserve Fund	136,076	0	0	0	136,076	
General Fund	10,144	323,874	285,692	-8,296	40,131	
<b>Total Unrestricted</b>	<b>234,933</b>	<b>323,874</b>	<b>286,279</b>	<b>0</b>	<b>272,527</b>	
<b>Restricted</b>						
Bursary Fund-renamed Various Purposes Fund	0	0	0	0	0	
AV and IT Fund (Restricted)	2,959	20,500	22,987	0	472	
<b>Total Restricted</b>	<b>2,959</b>	<b>20,500</b>	<b>22,987</b>	<b>0</b>	<b>472</b>	
<b>Total Funds</b>	<b>237,892</b>	<b>344,374</b>	<b>309,266</b>	<b>0</b>	<b>272,999</b>	

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**PAROCHIAL CHURCH COUNCIL OF ST JAMES' ROWLEDGE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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**Fund Transfers 2024**

There were no transfers between funds during the year 2024

**Fund Descriptions**

**Unrestricted Funds**

The Church Fabric Sinking Fund.

This fund is in theory to enable any major work to be carried out when needed, in conjunction with associated fundraising.

The Little Fishes Solvency Fund

This is to ensure PCC funds are available to sustain operation of the pre-school and is normally set to a value equivalent to six months' of LF expenditure.

The Vicarage Redecoration Fund

This is to help cover costs for redecorating the vicarage as and when they arise.

The Russell Harvey Organ Fund

This fund derives from a legacy left by the late organist. While the funds are not restricted, the PCC has so far only used it for costs that are related to the organ, which in 2024 amounted to £2,289.60

The House Reserve

This represents the accounting value of the house in Broad Ha'penny - £136,076 at end-2023. The market value is likely to be significantly higher.

The Vicar's Discretionary Fund

This was set up to provide funds for the Vicar to use at his discretion if a compelling charitable need arises. Nothing was spent in 2024.

The General Fund

This is in principle the retained surplus fund for running the church operations on a day-to-day basis.

**Restricted Funds**

AV & IT Fund

This was set up to accommodate installation of a new AV & IT system in Church.

Churchyard Maintenance

Donation given by Binstead Parish Council for churchyard maintenance.

Youth-Specific donations

Donations made for the purpose of youth activities.

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<b>PAROCHIAL CHURCH COUNCIL OF ST JAMES' ROWLEDGE</b>	
<b>NOTES TO THE FINANCIAL STATEMENTS</b>	
<b>FOR THE YEAR ENDED 31 DECEMBER 2024</b>	
<b>Restricted Funds</b>	
The Various Purposes Restricted Fund (renamed from what was The Bursary Fund)	
	<p>The old Bursary Fund had been set up with donations to help fund people attend the 2022 Lee Abbey weekend. It had a zero balance at 31/12/22 and was repurposed/renamed in 2023 to use for a variety of purposes where a restricted fund was needed to meet often short-lived needs, with few transactions. This avoided cluttering up the balance sheet with multiple short-lived separate restricted funds. Categories are set up within the fund for each separate purpose so that income and expenditure within each year can be seen to help ensure expenditure is for the restricted purpose.</p>
	<p>A special group of categories is defined within the fund for 'Conduit Giving', where the PCC is paid with explicit instruction to pay on as soon as practicable to a named person or category of people. For example, where the donor asks to pay via the PCC bank accounts only to anonymise a financial assistance gift to a needy person. The PCC also use this for leaving gifts.</p> <p>Conduit Giving funds can never be regarded as a PCC asset, so if any balance remained at year-end (not the case in 2023), it would be moved to Creditors on the balance sheet. And the payments out are posted as a 'repayment of income' in the PCC's ExpensePlus accounting system, so appear as negative income rather than expenditure. For these reasons the Conduit Giving component of this Fund will never have any effect on the full year Income and Expenditure totals.</p> <p><i>(This would be handled differently if a more traditional accounting system were used.)</i></p>
The Audio-Visual & IT Fund	
	<p>This fund was set up in 2021 to hold donations and a grant towards a new AV system for the church. A further generous donation in 2022 allowed Phase 1 of the project (4 display screens in the church) to be completed, leaving a balance of £2,959 at the end of 2022.</p> <p>Another very generous donation, this time from The Marshall Charity in 2023, enabled Phase 2 (new audio system and streaming) to be completed. The Fund balance at 31/12/23 was £472, which is just sufficient to meet the final retention payment in 2024. The cost of this AV system has been expensed to this restricted Fund's Expenditure account in rather than being capitalised because the system is fixed to a consecrated building which does not appear in the financial statements, in line with the Charities Act 2011.</p>
Income and Expenditure transactions were posted to 5 funds during 2024:	
	General Fund, Organ Fund, AV & IT Fund, Churchyard maintenance and
	Youth-Specific donations

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		<i>PAROCHIAL CHURCH COUNCIL OF ST JAMES' ROWLEDGE</i>					
		<b>NOTES TO THE FINANCIAL STATEMENTS</b>					
		<i>FOR THE YEAR ENDED 31 DECEMBER 2024</i>					
<i>Note no.</i>							
<b>11</b>	<b>RELATED PARTY TRANSACTIONS</b>						
	During the year J Green received employment remuneration and pension contributions of £6,494. Jacob Green is a close family member of Rev. Steve Green who is a member of the PCC and Vicar of the parish.						

**THE END**

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ROWLEDGE**

England & Wales - Charity number 1128612

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# Accounts

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**The Parochial Church Council of the Ecclesiastical Parish of Rowledge  
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Trustees Annual Report  
Year ended 31<sup>st</sup> December 2023**

**LEGAL AND ADMINISTRATIVE INFORMATION**

**REFERENCE**

The charity is called the Parochial Church Council of The Ecclesiastical Parish of Rowledge, also known as St James' Church, Rowledge, and is registered with the Charity Commission of England and Wales.

Registered Charity Number	1128612
Registered address	St James' Church Office Church Lane Rowledge Farnham GU10 4EN

**THE TRUSTEES**

PCC members who have served from 1<sup>st</sup> January 2023

Clergy	Revd Russell Gant, Vicar (until October 2023) Revd Dr Russ Parker (ex officio) Associate Minister
Churchwardens	Karen Fewster Clive Jourdain
Elected members	Andrew Fewster (Treasurer) Joanna Chipperfield Jan Clark Jonathan Doland Samantha Goolding Peter Ivermee Judith Scott Ian Webb Anne Vine Tony Carpenter (to May '23) Russell Chipperfield (to May '23) Brian Capper (resigned May '23) Elaine Andrews (resigned May '23)
Co-opted members	Tony Carpenter (from September '23) Russell Chipperfield (from September '23) Adele Regan, Youth and Children's Minister (resigned September '23)
Other office holders	Rebecca Porter - Safeguarding Officer David Pennington - Electoral Roll Officer Samantha Goolding - DBS Validator Amber Delves - Manager Little Fishes Nursery Karen Fewster - Deanery Synod Representative
Bankers	National Westminster Bank
Independent Examiner	Nigel Wyatt BSC FCA

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The trustees present their annual report with financial statements for the year ended 31<sup>st</sup> December 2023.

The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland FRS 102.

### **AIMS AND PURPOSES**

The Parochial Church Council of the Ecclesiastical Parish of Rowledge is a charity registered with the Charity Commission (registration no.1128612).

The PCC has the responsibility of co-operating with the incumbent in promoting the whole mission of the Church, pastoral, evangelistic, ecumenical and social, throughout the ecclesiastical parish.

The PCC is also specifically responsible for the maintenance of the church buildings adjacent to the church, and the operation of Little Fishes' Nursery in those buildings.

### **OBJECTIVES AND ACTIVITIES (including statement of Public Benefit)**

The church was established in the village of Rowledge in 1869 and generations of Rowledge families lie in the adjacent graveyard.

Our services and activities put faith into practice and allow ordinary people to live out their faith as part of a strong community through worship and prayer.

Pastoral care is a strong part of our mission and outreach. We have a passion for youth and have invested heavily in youth and children's work. We are also mindful of the needs of older residents in the parish, especially those who are infirm or lonely. We have created a pastoral visiting group, Parish Friends, who visit older residents.

Our vision is for a whole community where relationships are transformed by God – up, in and out (see below).

#### **Charity's plans for the future**

The church introduced a new vision and mission a few years ago:

*(see over)*

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Our Vision is to be:

“A community where relationships are transformed by God.”

Our core aims as a Church are to:



### Reach UP to God

“Since you accepted Christ Jesus as your Lord, continue to follow him. Let your roots grow into him, and let your lives be built on him”

(Colossians 2: 6-7)



### Reach IN to one another

“By this all people will know that you are my disciples, if you have love for one another”

(John 13: 35)



### Reaching OUT to all

“Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have. But do this with gentleness and respect...”

(1 Peter 3: 15)

With the arrival of a new incumbent due in Spring 2024, we will be reviewing our plans for the next exciting phase in our church journey.

The trustees have given due consideration to the Charity Commission's published guidance on the public benefit requirements under the Charities Act 2011.

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**ORGANISATIONAL STRUCTURE, RECRUITMENT OF NEW TRUSTEES**

The Parochial Church Council (PCC) of the Ecclesiastical Parish of Rowledge is a charity organisation registered with the Charity Commission. The Parochial Church Council is a corporate body established by the Church of England.

The PCC operates under the Parochial Church Council Powers Measure. The method of appointment of PCC members is set out in the Church Representation Rules.

The membership of the PCC at St James' consists of clergy, churchwardens and members elected by those members of the congregation who are on the electoral roll of the church. All those who regularly attend church are encouraged to register on the Electoral Roll and are then eligible to stand for election to the PCC. PCC members are elected for a 3 year period.

The PCC members are trustees and as such are responsible for making decisions on all matters of general concern and importance to the parish, including financial.

Trustee meetings are held 5 or 6 times a year including an Annual Parochial Church meeting in May when new trustees are elected.

**MEETING ATTENDANCE AND STATISTICS**

**PCC meetings and committees**

The full PCC met on 5 occasions in 2023. Average attendance was 76%. There were no meetings of the Standing Committee. The Annual meeting was held in May.

**Church attendance**

Attendance in church on Sundays has shown healthy growth at both services with new people having joined us throughout the year.

Youth attendance in church has dropped during the year but attendance at #hungry was consistently high until the Youth and Children Minister left in September. A small core of the younger youth has continued to meet on a Wednesday evening.

<b>Year</b>	<b>October Attendance (Sunday services)</b>					
	<b>9.15am</b>		<b>10.45am</b>		<b>Total average</b>	<b>online</b>
	<b>Under 16</b>	<b>16+</b>	<b>Under 16</b>	<b>16+</b>		
<b>2021</b>	0	21	4	30	55	116
<b>2022</b>	0	19	11	54	84	125
<b>2023</b>	0	28	8	39	73	150

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**Christmas and Easter attendance**

	<b>Under 16</b>	<b>16+</b>
<b>Holy communion 9.15am 24/12</b>	0	23
<b>Family carol service 6pm 24/12</b>	33	81
<b>Midnight communion 11pm 24/12</b>	0	55
<b>Christmas Day</b>	11	58
<b>Total</b>	44	217

**Baptisms**

There were 6 baptisms in 2023 compared with 8 in 2022.

**Weddings**

There were 4 weddings in 2023 compared with 8 in 2022.

**Funerals**

There were 7 funerals in 2023 compared to 13 funerals in 2022 and 8 services at crematoria.

**Electoral Roll**

The electoral roll will be reviewed in May 2024 in readiness for APCM. In May 2023 the roll stood at 165.

**VICAR'S REPORT**

At the time of the preparation of this report, the Parish was in vacancy, without a Vicar. The report of the activities of the church are covered in the Churchwardens' report below.

**CHURCHWARDENS' REPORT**

**WORSHIP AND PASTORAL**

During 2023 we had the continued pleasure of welcoming new faces to St James' as well as the sadness of farewells to our church leaders in the latter half of the year.

Our new AV system went fully live, streaming the 10.45 services and providing music for the 9.15 common worship services. Online Wednesday morning prayers continued on Zoom.

Our great friend and supporter Archdeacon Paul Davies visited us and found all to be in order. It was a joy to celebrate with him the news of how God is moving in our parish.

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Worshipping at Waverley Abbey with other church groups on a Sunday afternoon in July ended in a defeat for St James' in a tug of war, but was a joyful day in a beautiful setting. September saw Adele and Matt Regan's final service at St James' with the celebration of both five years amazing work with our youth, together with the beginning of Matt's journey to ordination.

October saw the celebration of thanks for Revd Russ and Jenny Gant's seven years of service to the Rowledge community and their departure to Southwold.

November saw Clare Marren move on in her journey to ordination. We are most grateful for the time she spent with us.

We owe a great debt of gratitude to the Archdeacon of Surrey, now Bishop of Dorking, Paul, for his tremendous support and proactive approach in the process of seeking a new incumbent, which reduced considerably the usual expected time frame. Our new Vicar starts his ministry at St James' on 24<sup>th</sup> April 2024.

On the social side, 'Cod and carols' was a great success in December, plus bring and share lunches throughout the year, a volunteers' social, welcome teas for new members of our church family and a very successful fundraising lunch, all of which brought us together as a church family.

We would like to thank everyone for willingly playing such an active part in all the various roles so important to running our church community. Many have volunteered and mastered vital work outside their comfort zones.

Finally, on behalf of all of us, an enormous thank you to Revd Russ Parker for leading our communal worship each week during the period of vacancy. We so appreciate his wisdom, good humour and presence, that gave us stability and continuity in uncertain times.

## **DEANERY SYNOD**

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

The meeting in Grayshott was the first of the new synod following the triennial elections at the various Annual Parochial Church Meetings (APCMs). The Area Dean (Revd Richard Bodle) welcomed all members and introduced the Deanery Leadership Team (DLT), responsible for assisting the Area Dean and Lay Chair in the running of the Deanery.

After some housekeeping items, the Lay Chair gave a report on the Diocesan Synod in March. The most important topic had been the implementation of a new vocations training programme, which increases the range of options available to the laity.

The Area Dean provided an update on the vacancies in Churt and Tilford. In small groups the meeting discussed the Parish Needs Process (PNP).

The Wrecclesham meeting opened with a request for members to consider volunteering for the vacant appointments of Lay Chair and Treasurer, and the imminently vacant

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appointment of Secretary. The recently retired Lay Chair updated the meeting with details of the Diocesan Synod in June, where the main item for discussion had been finance. The accounts for 2022 had shown strong recovery in parish finances in the aftermath of the pandemic and, commended by the auditors, tight control of Diocesan expenditure, which had resulted in a small surplus at year end. This had enabled Church House to assist parishes through a contribution towards increased energy bills. The draft budget for 2024 included increases of 3.5% for stipends and salaries and 3% for Parish Share.

The Area Dean then provided an update on the vacancies in Churt and Tilford (previously notified), Rowledge (imminent) and Badshot Lea & Hale (forthcoming). Discussion on the PNP noted that dates for a review in 2025 were already being arranged, but progress may be affected by the departures of Revd Richard Lloyd (Mission Enabler Team) and the Archdeacon of Surrey.

Mr Malcolm Carter from 3 Counties Money Advice in Haslemere, talked about the challenges of the 'cost of living crisis' and the help available through his faith-based charity at Hasleway Community Centre, and similar agencies, for example Farnham Frontline at Bethel Baptist Church and the Vineyard Centre. In small groups, the Synod discussed the challenges in their local context and their responses to the crisis, before reporting back in full session. *Area Dean, Revd. Richard Bodle*

### **BUILDING FABRIC REPORT**

The new AV system went live in May and has greatly enhanced our streaming offering. It is now operating well after several teething problems, mainly due to operator inexperience

The Quinquennial inspection was carried out in October. In summary it stated "the list of matters where attention is recommended is short and no major expenditure is to be expected".

Little Fishes fencing has been reworked by volunteers to address safeguarding concerns.

25a Broad halfpenny has been totally refurbished by volunteers and a new kitchen installed.

With much of the work undertaken by volunteers, costs were kept to a minimum.

A Hive thermostat control system has been installed in both Church and Church Centre, making heating control simpler and more responsive.

The amplifier for the T-loop for hearing aids has been replaced and an additional monitor installed in the church room to allow streaming of services/events where extra capacity is required.

The lease on our printer/copier has expired and the decision was taken to apply for a grant to purchase outright a printer/copier and print the Rowledge Review off-site. This will significantly reduce our exposure to ongoing fixed costs.

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## **SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS**

There have been three safeguarding concerns reported since the last Annual Report relating to children or vulnerable adults within the church. All concerns have been recorded and reported. These include concern about a family needing support who are involved in Little Fishes nursery. All were reported and advice actioned.

During the interregnum, there appears to have been less recruitment of volunteers, however as things pick up, PCC will continue to adopt and adhere to the Diocesan Safeguarding Policy. All those working directly with children and/or vulnerable adults will need to be recruited, checked and trained according to the policy. The policy was followed for all other recruitment. Timing of refresher training is monitored to ensure that all staff and volunteers are up to date.

Revd Russ Gant conducted a full handover with our Safeguarding Officer and a handover meeting with the new Vicar, Revd Dr Steve Green scheduled after his arrival in the parish. This will include noting any training that volunteers may need in due course.

The risks this year associated with Covid 19 have lowered and there has been no need for any further action.

## **LIFE GROUPS**

During 2023, between 80 and 90 people attended one of the St James' Life Groups.

Neither membership nor venues are static and we report on activities in 2023.

Each Group has a Facilitator appointed by the Vicar who oversees activities, but is not expected to lead each meeting. Whenever possible, the host and the Facilitator are not the same person, so that responsibility for the Group is spread around.

(A) The Monday Group meets fortnightly in the evenings.

B) The Alpha-Betical Life Group also meets fortnightly on Monday evenings.

It was founded from some of the attendees of the 2023 Alpha Course, with the encouragement of the vicar.

(C) The Tuesday Group, now the Anchor Fellowship, is the longest standing of the Life Groups, meeting fortnightly on a Tuesday evening, usually once a month in Rowledge and once a month in Tilford.

It also started from a St James' Alpha Course which was held 20 years ago.

It is ecumenical, with members from a variety of churches, including Frensham and Tilford as well as Rowledge. Members ages currently range from 91 to 4.

(D) A new group started in September, meeting monthly on Tuesday evenings in Batts Corner.

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(E) On Wednesday mornings, many people find it helpful and supportive to join Morning Prayers on Zoom for about half an hour. In 2023 people were encouraged to join from their work-place, as well as from home.

The meeting is led by members of the preaching team and includes brief liturgy followed by a Bible passage.

(F) During the autumn of 2023, the "Noon to 2" Ladies Group met on Thursday lunchtimes.

The attendance was not as great as had been anticipated and meetings were suspended after Christmas. The Group may reconvene in Summer 24, with warmer weather hopefully encouraging older members of the congregation to attend.

(G) The Men's Group continues to meet monthly on Thursday evenings.

Men from St James' congregation are joined by a few former members to produce a lively atmosphere.

#### **YOUTH AND CHILDRENS' MINISTRY**

Our Youth Minister, Adele Regan, left St James' Church in September 2023.

We are awaiting the arrival of the new Vicar before appointing a replacement.

Therefore, the various young people's activities were undertaken by volunteers.

#### **#hungry- Wednesday 7:00-8:30pm, school years 7-13**

#hungry has been running for 5 yrs. Since our Youth Minister left, numbers have been steady with between 8 – 12 young people attending each week. It has become a safe space where all teenagers can voice their opinions on issues and grow in their relationship with God and one another.

We have encouraged the young people to be involved in occasional church services, such as Revd Russ Gant's leaving service on 15<sup>th</sup> October.

#### **Thirsty- Thursday 6:30-7:30pm, school years 5 & 6**

This was a relatively new group set up in early 2023. Unfortunately, following the departure of the Youth Minister and three members moving up into #hungry, the remaining membership was not sustainable, so this has ceased running. Once a new Youth Minister is employed, hopefully this will start up again.

#### **Spree- Residential 23-25th June 2023 (Westpoint, Exeter)**

Our annual residential, Spree, is a camp for young people aged 8-17 and was an amazing place of fun, growing and worship. The camp had around 2,000 young people and leaders and was run by South West Youth Ministries. We took a total of 14 young people from both Thirsty and #hungry.

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### **LITTLE FISHES NURSERY SCHOOL**

Little Fishes continues to offer nurturing childcare and high-quality early education to children aged between 2 and 4 years old. The nursery is run with a distinctively Christian ethos.

The nursery currently has 43 children on roll, from various backgrounds and includes children with SEN, disadvantaged children, looked-after and bilingual children.

We enjoy strong parental support and engagement, and this means word of mouth is our best advertisement, most of our sessions are full and some have a waiting list.

The curriculum is supported by local parents and members of the community, volunteering time and resources. Fundraising support has been particularly strong this year, as we have raised funds for a new fence and to develop our outside area.

### **PASTORAL CARE**



The Pastoral care team was set up to give pastoral support to the more vulnerable and elderly members of our Church and with the aim of helping the whole community once established. It includes members from both our Church and Rowledge Methodist Church.

Revd. Russell Gant asked Clare Marren (ordinand in training) to head up the group as part of her training. After the departure of both Revd Russell Gant and Clare, and with the requirements that those who visit others be DBS registered and attend several Diocesan courses, we have not been as active as we would have wished. But at least 8 parishioners have been regularly visited and home communion has been taken to those no longer able to attend Church.

We are still at a relatively early stage of development, but when Revd Dr. Steve Green arrives, we hope to be able to provide a more comprehensive service, to cover more age groups and the wider community.

### **COFFEE MUG COMMUNITY CAFÉ**

The Coffee Mug Community Café at the Church Centre first opened its doors in February 2022. This was set up as a community venture after Covid, to try and get more people together again.

With a team of volunteers from across the Community, coffee and cake is served between 10 and 12 noon on the second Saturday of each month.

There is no charge for the coffee and cake - all we ask is, that if visitors are able to, that they donate to the month's chosen charity.

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Since that first February morning, we have raised over £8,500 for charities including DEC Ukraine, Samaritans, Christian Aid, Homestart Hampshire, Slupsk, Foodbank, Farnham Assist, Shooting Star Children's Hospice, MND Association, MIND, Parkinson's UK, Grassroots, The Fountain Centre, Air Ambulance, British Legion, Great Ormond Street, Phyllis Tuckwell Hospice Care, Prostate Cancer UK, Peaceful Heart by Network and St James' Church.

Last June we also trialled our first Produce Show which proved very successful. It has been decided to make this an annual event every July.

### **RISK MANAGEMENT**

The trustees acknowledge their responsibility to identify and review the risks to which the charity is exposed and ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

### **TREASURER'S REPORT**

2023 was an exceptional year in financial terms. This was very unexpected as the year started with a General Fund budget anticipating a deficit of £35k - but the eventual result at the end of 2023 was a £38k surplus. Furthermore, a £20k grant was received into the AV & IT Fund which enabled the completion of the new church Audio-Visual and streaming project.

Total Income for all Funds was £344,374, an increase of £82,994 (32%) compared with 2022, whilst Total Expenditure was £309,267, an £18,189 (6%) increase. This resulted in a £35,107 surplus total for all Funds – compared with the £29,697 deficit in 2022.

These excellent results were primarily brought about by approximately £55k of unexpected one-off income into the General Fund. £26k of this was from a very generous donation which was followed by a challenge from the giver for the congregation to match it – a challenge which was more than achieved.

The PCC's Little Fishes preschool deserves a mention here for a very strong financial improvement, with income rising by £28k (10%) and their contribution to the PCC surplus rising from near zero in 2022 to £14k (albeit without any rent or utilities costs being levied by the Church).

### **INVESTMENT PERFORMANCE**

The PCC has no funds in equities or bonds. All surplus cash is held in CCLA Church of England short term deposit accounts, which earn a variable interest rate.

### **RESERVES**

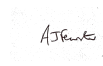
The policy of the PCC is to hold sufficient unrestricted liquid funds to ensure that costs for the following six months can be paid, to have a reserve for major church fabric repairs, and a reserve for redecoration of the vicarage.

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The level of unrestricted net current assets/liabilities (£136,451) at the end of 2023 was 96% of six month's General Fund 2023 expenditure (£142,796), so this target was only narrowly missed.

During 2023 total reserves increased from £237,892 to £272,999.

Of this £272,999, just £472 was in restricted funds (AV & IT) and £136,076 reflected in the book value of the house (25 Broad Ha'penny) which primary function is to provide accommodation for the Children and Youth Minister, though that position and the house were vacant at the end of 2023.



Andrew Fewster

19/05/2024

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**INDEPENDENT EXAMINERS' REPORT**

I report to the trustees on my examination of the financial statements of The Parochial Church Council of the Ecclesiastical Parish of Rowledge ('the charity') for the year ended 31<sup>st</sup> December 2023.

**Responsibilities and basis of report**

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

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

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 financial statements do not accord with those records; or
3. the financial statements 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.

**Emphasis of matter**

During the examination, it was observed that the Church had made a material investment in new audio and visual equipment. This equipment satisfied the criteria for asset recognition as stipulated in the organization's fixed asset accounting policies and the Charities Statement of Recommended Practice (SORP) guidance concerning new fixed asset acquisitions. However, contrary to the policy, the equipment items were not capitalized during the year but were expensed in the year of purchase, as detailed in note 3 of the accounts, instead of being listed on the balance sheet.

*Nigel Wyatt*

Nigel Wyatt BSC FCA  
Independent Examiner  
125 Main Street  
Garforth  
Leeds  
LS25 1AF

Date: 09/07/2024

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**FINANCIAL REPORT**

**STATEMENT OF FINANCIAL ACTIVITIES  
INCLUDING INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 DECEMBER 2023**

Fund type:	Note no.	2023			2022
		Unrestricted	Restricted	Total	Total
		£	£	£	£
<b>INCOME</b>					
Voluntary income	2a	165,421	20,500	185,921	133,067
Fundraising income	2b	4,708	-	4,708	10,195
Church activities	2c	12,669	-	12,669	7,813
Other Charitable Income (Pre-sch. & mag.)	2d	137,001	-	137,001	109,270
Income from investments	2e	4,075	-	4,075	1,035
<b>Total Income</b>		<b>323,874</b>	<b>20,500</b>	<b>344,374</b>	<b>261,380</b>
<b>EXPENDITURE</b>					
Church activities	3a	164,786	22,987	187,773	183,501
Fundraising costs	3b	441	-	441	1,003
Other Charitable costs (Pre-sch. & mag.)	3c	121,052	-	121,052	106,574
<b>Total Expenditure</b>		<b>286,279</b>	<b>22,987</b>	<b>309,267</b>	<b>291,077</b>
<b>NET INCOME/(EXP.) before investment gains</b>		<b>37,595</b>	<b>(2,487)</b>	<b>35,107</b>	<b>(29,697)</b>
<b>NET GAINS ON INVESTMENTS</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>37,595</b>	<b>(2,487)</b>	<b>35,107</b>	<b>(29,697)</b>
<b>NET MOVEMENT IN FUNDS</b>					
	10				
<b>Opening Balance</b>		<b>234,933</b>	<b>2,959</b>	<b>237,892</b>	<b>267,589</b>
<b>Transfers between fund types</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Movement</b>		<b>37,595</b>	<b>(2,487)</b>	<b>35,107</b>	<b>(29,697)</b>
<b>Closing Balance</b>		<b>272,527</b>	<b>472</b>	<b>272,999</b>	<b>237,892</b>

All values are shown as as the underlying accurate ££.pp value rounded to the nearest £1.

Totals may therefore appear not to add up exactly because of the rounding.

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**BALANCE SHEET AT 31 DECEMBER 2023**

<i>Fund type:</i>	<i>Note no.</i>	2023			2022
		Unrestricted	Restricted	Total	Total
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible	5	136,076	-	136,076	136,076
<b>CURRENT ASSETS</b>					
Debtors and Prepayments	6	1,749	-	1,749	1,238
Short term deposits		121,262	-	121,262	78,738
Cash at bank and in hand		21,084	472	21,556	29,168
		<u>144,095</u>	472	<u>144,566</u>	<u>109,145</u>
<b>LIABILITIES</b>					
Creditors: amounts falling due <1 yr	7a	3,330	-	3,330	4,573
Deferred Income	7b	4,314	-	4,314	2,756
		<u>7,644</u>	-	<u>7,644</u>	<u>7,329</u>
<b>NET CURRENT ASSETS/LIABILITIES</b>		<u>136,451</u>	472	<u>136,923</u>	<u>101,815</u>
<b>TOTAL ASSETS LESS CURR. LIABS</b>		<u>272,527</u>	472	<u>272,999</u>	<u>237,892</u>
Creditors: amounts falling due after one year		-	-	-	-
<b>TOTAL NET ASSETS</b>		<u>272,527</u>	472	<u>272,999</u>	<u>237,892</u>
<b>PARISH FUNDS</b>					
<b>Unrestricted</b>					
Church Fabric Sinking Fund		10,000	-	10,000	10,000
Little Fishes Solvency Fund		56,906	-	56,906	49,827
Vicarage Redecoration Fund		3,000	-	3,000	3,000
R Harvey Organ Fund		26,414	-	26,414	25,197
Vicar's Discretionary Fund (2)		-	-	-	688
House Reserve		136,076	-	136,076	136,076
General Fund		40,131	-	40,131	10,144
Total Unrestricted		<u>272,527</u>	-	<u>272,527</u>	<u>234,933</u>
<b>Restricted</b>					
Various Purposes Restr (prev.Bursary) Fund		-	-	-	-
AV & IT Fund		-	472	472	2,959
Total Restricted		-	472	472	2,959
<b>TOTAL RESERVES</b>		<u>272,527</u>	472	<u>272,999</u>	<u>237,892</u>

***Directors' Responsibilities***

These financial statements were approved by the board of trustees and authorised for issue :

**Name of Trustee:** Andrew Fewster

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**Signed on behalf of the Trustees:** *AJ Fewster*

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**Date of approval:** 19/05/2024

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

*Note no.*

**1 ACCOUNTING POLICIES  
Basis of preparation**

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities Financial Reporting Standards applicable in the UK and Republic of Ireland (Charities SORP 2019 FRS 102) and the Charities Act 2011.

The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

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

As a consequence, the costs of the Audio-Visual system upgrade, being an upgrade to equipment fixed to a consecrated building, were expensed in the year of purchase rather than capitalised.

**Assessment of Going Concern**

Preparation of the accounts is on a going concern basis. The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

**Fund Accounting**

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have set aside resources for a specific purpose.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or the terms of a specific appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

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**Incoming Resources**

All incoming resources are recognised once the charity has entitlement to the resources, it is probable that the resources will be received, and the monetary value of incoming resources can be measured with sufficient reliability.

- All voluntary income from members of the church are recognised as donations and are included in full, with associated Gift Aid receivable in the Statement of Financial Activities.
- Grants where entitlement is not conditional on the delivery of specific performance by the charity are recognised when the charity becomes unconditionally entitled to the grant.
- Incoming resources from charitable trading activities are recognised when invoices are issued.
- Volunteer time - the value of voluntary support for the work of the church is not included in the accounts but is described in the Trustees annual report. The Church benefits greatly from the voluntary contributions of time and money by its formal members and regular attendees.
- Investment Income is included in the accounts when receivable

**Resources expended**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

**Liability Recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Magazine advertising income received that relates to a future year is deferred. So for example 25% of the value of an invoice for 12 months of adverts starting 1 April is deferred to the following year.

Preschool deposit income received is deferred until contractually returnable.

This policy has changed recently in line with local authority or Early Years policy guidance: deposits for a future preschool place received during 2022 were returned when the child started, but deposits received in 2023 will be returned during the child's final term. This policy change caused the total deferred deposit income to be much higher at end-2023 than at end-2022.

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**Tangible fixed assets**

All assets costing more than £2,000 that are not fixed to a consecrated building are capitalised and at historic cost. Fixed assets are stated at cost less accumulated depreciation. Depreciation is normally charged on a straight-line basis over the estimated useful life of the asset.

Because capitalisation is under the historic cost convention the book value of fixed assets will not necessarily reflect their market value. Indeed the market value of the house 25 Broad Ha'penny is significantly higher than the book value. For this reason the PCC ceased to charge further depreciation on it at the end of 2020.

**Pensions**

The charity operates a defined contribution pension scheme, using the NEST scheme. Contributions are charged to expenditure as they become payable in accordance with the rules of the scheme.

**Taxation**

The charity is exempt from tax on its charitable activities.

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**NOTES TO THE FINANCIAL STATEMENTS  
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Fund type:	2023			2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>2 INCOME</b>				
<b>2a VOLUNTARY GIVING</b>				
Giving and Gift-Aid				
Giving	118,644	500	119,144	96,985
Gift-Aid Tax Recovered	27,771	-	27,771	24,672
	<u>146,415</u>	<u>500</u>	<u>146,915</u>	<u>121,657</u>
Donations and Grants	9,006	20,000	29,006	4,660
Legacies	10,000	-	10,000	6,750
	<u>19,006</u>	<u>20,000</u>	<u>39,006</u>	<u>11,410</u>
	<b><u>165,421</u></b>	<b><u>20,500</u></b>	<b><u>185,921</u></b>	<b><u>133,067</u></b>
<b>2b ACTIVITIES FOR GENERATING FUNDS</b> (excludes any gift aid collected)				
Rowledge Village Fayre	867	-	867	1,377
Coffee Mug (excl. GA)	3,155	-	3,155	4,170
Easyfundraising and Amazon Smile	51	-	51	116
Lunches and other social events	605	-	605	-
Gig for Ukraine	-	-	-	3,529
Hart Male Voice Choir concert	-	-	-	1,003
Other Fundraising	30	-	30	-
	<u>4,708</u>	<u>-</u>	<u>4,708</u>	<u>10,195</u>
<b>2c CHURCH ACTIVITIES</b>				
Fees for Weddings and Funerals	8,376	-	8,376	2,238
Youth Activity fees	2,920	-	2,920	2,707
Miscellaneous Income *	1,373	-	1,373	2,868
	<u>12,669</u>	<u>-</u>	<u>12,669</u>	<u>7,813</u>
<b>2d OTHER CHARITABLE ACTIVITY INCOME</b>				
<b>Little Fishes Income 9</b>				
Fees & Deposits	122,917	-	122,917	96,522
Fundraising	2,293	-	2,293	1,534
Outings	577	-	577	878
Other	2,229	-	2,229	955
	<u>128,016</u>	<u>-</u>	<u>128,016</u>	<u>99,889</u>
Magazine Income				
Subscriptions	3,875	-	3,875	3,754
Advertisements	5,110	-	5,110	5,627
	<u>8,985</u>	<u>-</u>	<u>8,985</u>	<u>9,380</u>
	<b><u>137,001</u></b>	<b><u>-</u></b>	<b><u>137,001</u></b>	<b><u>109,270</u></b>
<b>2e INCOME FROM INVESTMENTS</b>				
Interest	<u>4,075</u>	<u>-</u>	<u>4,075</u>	<u>1,035</u>
<b>TOTAL INCOME</b>	<b><u>323,874</u></b>	<b><u>20,500</u></b>	<b><u>344,374</u></b>	<b><u>261,380</u></b>

All income in the Unrestricted column above was within the General Fund.

\*Donations refers just to donations from organisations; any from individuals are classed as Giving.

\* The Miscellaneous income included £1000 Energy Support Grant from Guildford Diocese

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Note no.	Fund type:	2023			2022
		Unrestricted	Restricted	Total	Total
		£	£	£	£
<b>3 EXPENDITURE</b>					
<b>3a CHURCH ACTIVITIES</b>					
<b>General Expenditure</b>					
Music		15	-	15	-
Gas Electricity and Water		10,091	-	10,091	6,203
Broadband and Telephone		1,344	-	1,344	1,139
IT		2,158	-	2,158	1,221
Insurance		1,355	-	1,355	1,252
Bank charges		447	-	447	404
Printing, Stationery, Office Equipment		1,458	-	1,458	2,277
Churchyard and Drive		7,124	-	7,124	6,915
Church Repairs and Maintenance		7,846	-	7,846	10,130
Service costs		1,169	-	1,169	902
Independent Examiner fees		840	-	840	-
Audio-Visual System Spend		-	22,987	22,987	12,041
		33,848	22,987	56,835	42,485
<b>Parochial Expenses</b>					
Administration		979	-	979	395
Vicar's Costs		1,806	-	1,806	1,846
Vicar Vacancy Costs		3,250	-	3,250	-
Mission, Ministry Costs		1,777	-	1,777	2,480
Vicarage Costs		1,214	-	1,214	1,827
Vicar's Discretionary Fund Spend *		688	-	688	312
Bursary Fund Spend (Lee Abbey)		-	-	-	580
		9,714	-	9,714	7,440
<b>Youth Costs</b>		27,286	-	27,286	32,857
<b>House Costs (25BH)</b>		5,092	-	5,092	7,541
<b>Guildford Diocesan Parish Share Fee</b>		84,903	-	84,903	84,657
<b>Missions and Charities</b>	8	3,943	-	3,943	8,521
<b>TOTAL CHURCH ACTIVITIES</b>		<b>164,786</b>	<b>22,987</b>	<b>187,773</b>	<b>183,501</b>
<b>3b FUND RAISING COSTS</b>					
Rowledge Village Fayre costs		441	-	441	298
Gig for Ukraine		-	-	-	554
Hart Male Voice Choir Concert		-	-	-	151
		<b>441</b>	<b>-</b>	<b>441</b>	<b>1,003</b>
<b>3c OTHER CHARITABLE ACTIVITY COSTS</b>					
<b>Little Fishes</b>	9	113,812	-	113,812	99,654
<b>Magazine Production Costs</b>		7,240	-	7,240	6,920
		<b>121,052</b>	<b>-</b>	<b>121,052</b>	<b>106,574</b>
<b>TOTAL COSTS</b>		<b>286,279</b>	<b>22,987</b>	<b>309,267</b>	<b>291,077</b>

\* The Vicar's Discretionary Fund Spend was from the unrestricted VDF(2) Fund.  
All other spend in the Unrestricted column was from the General Fund.

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**NOTES TO THE FINANCIAL STATEMENTS**

*FOR THE YEAR ENDED 31 DECEMBER 2023*

Note no.

**4**

	<b>2023</b>	<b>2022</b>
<b>4a STAFF COSTS</b>	£	£
During the year the PCC employed a Youth and Children's Minister (up to Sept 2023). It also employed staff to run the Little Fishes pre-school.		
Church Staff		
Wages & salaries	16,787	
Social Security	309	
Pension: employer cost	363	
Total Church staff	17,460	23,679
Little Fishes Preschool Staff		
Wages & salaries	100,032	
Social Security	538	
Pension: employer cost	1,243	
Total LF staff	101,813	91,040
Total staff costs	119,273	114,719
Headcount		
Church	1 (to Sept)	1
LF Preschool	12	9.5
Total	13	10.5

No employee received employee benefits of more than £60,000 during the year.

**4b PAYMENTS TO PCC MEMBERS**

**Key Management Personnel**

The charity considers its key management personnel to be the Vicar. Diocese meets the stipend and other employment costs of the Vicar and provides his housing. Up to his departure in October 2023 the Vicar incurred £5,678 of expenditure in 2023. This included travel and subsistence costs but the vast majority was for routine expenditure on goods and services for church activities and operations.

**Trustee Remuneration and Expenses**

The trustees did not receive any remuneration for their service as trustees. During 2023 5 trustees incurred out of pocket or church credit card expenses totalling £4,197 which was all incurred for the day-to-day running of the charity's activities. The types of expenditure included payments that can only be made by card such as software subscriptions and PCC donations to some charities; and youth group activity costs, repair materials and other charitable activity expenditure. None was for personal benefit.

There were no related party transactions in the reporting period. Aggregated giving to PCC funds of all trustees in 2023 was £29,713.

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**5 FIXED ASSETS**

<b>Land and Buildings</b>	<b>2023</b>	<b>2022</b>
	£	£
<b>Actual Cost</b>		
Starting Balance	188,810	188,810
Disposal	-	-
Additions at Cost	-	-
Closing Balance	<u>188,810</u>	<u>188,810</u>
<b>Depreciation</b>		
Starting Balance	52,734	52,734
Withdrawn on Disposal	-	-
Charge for the Year	-	-
Closing Balance	<u>52,734</u>	<u>52,734</u>
<b>Closing Written Down Value</b>	<u><b>136,076</b></u>	<u><b>136,076</b></u>

*The Land and Buildings comprises the freehold house at 25 Broad Ha'penny, Farnham GU10 4TF  
The PCC decided in 2021 not to charge depreciation after 31/12/20 because the written down value  
is well below the current market value.*

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**NOTES TO THE FINANCIAL STATEMENTS  
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Note no.	2023		2022	
	£	£	£	£
<b>6 DEBTORS</b>				
<b>Prepayments and accrued income</b>				
Prepayments, or refunds due from suppliers	-		265	
HMRC (Gift Aid claims receivable)	294		973	
CCLA Interest for Q4 2023	1,455			
		<u>1,749</u>		<u>1,238</u>
<b>7 LIABILITIES</b>				
<b>7a Amounts falling due in one year</b>				
Creditors - accounts payable		3,330		4,573
<b>7b Deferred Income</b>				
Deferred Advertising Income	1,522		1,494	
Deferred Little Fishes Deposits	2,650		300	
LF fee income to return to HCC	-		360	
Wedding/Funeral Fee shares to pay out	142		602	
		<u>4,314</u>		<u>2,756</u>
		<u>7,644</u>		<u>7,329</u>

*All items in the 31/12/22 Deferred Income total were released to income during 2023,  
so 100% of the 31/12/23 total was for new items deferred during 2023.*

**8 CHARITABLE GIVING BY THE PCC**

Christian Aid	383	321
Foodbank	382	349
MIND	300	-
DEC Turkey/Syria earthquake appeal	851	-
Grassroots	281	-
Parkinsons Disease Society	447	-
Hants, Surrey Air Ambulance	479	-
The Fountain Centre	261	-
British Legion	286	-
Great Ormond Street Hospital Charity	272	-
FCCT Signposts	-	1,200
DEC Ukraine Appeal	-	4,118
Samaritans	-	379
HomeStart Hampshire	-	407
'Support for Slusk' (Ukraine)	-	224
Farnham Assist	-	431
MNDA	-	597
Shooting Stars	-	435
Bishop of Guildford's Community Fund	-	60
	<u>3,943</u>	<u>8,521</u>

*All figures above were within the General Fund. No other Funds had amounts in these categories.*

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**NOTES TO THE FINANCIAL STATEMENTS  
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Note no.

**9 LITTLE FISHES PRE-SCHOOL**

<b>INCOME</b>	<b>2023</b>		<b>2022</b>	
	£	£	£	£
Fees & Deposits	122,917		96,522	
Outings income	577		878	
Fundraising income, donations	2,293		1,534	
Payments for photos, cards etc	1,826		955	
Miscellaneous income	403		(Incl. above)	
<b>Total Income</b>	128,016		99,889	
 <b>EXPENDITURE</b>				
Staff Costs & Expenses	103,285		91,040	
Rent	-		-	
Insurance	942		870	
Stationery & Materials	1,527		1,428	
Food	543		439	
Equipment	912		1,463	
Subscriptions, Memberships	612		222	
Training	729		463	
Outings	604		873	
Cost of school photos, cards for sale	1,564		1,381	
Miscellaneous costs	3,095		1,475	
<b>Total Expenditure</b>	113,812		99,654	
 <b>Net Income/Expenditure</b>	<u>14,205</u>		<u>235</u>	

*These financial statements do not include any crosscharge to Little Fishes for rent and utilities costs.*

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**NOTES TO THE FINANCIAL STATEMENTS**  
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Note no.

10 **CHARITABLE FUNDS**

**Fund Movement Summary 2023**

Fund Name	Opening Balance 1/1/23	Income	Expenditure	Fund Transfers	Closing Balance 31/12/23
<b>Unrestricted</b>					
Church Fabric Sinking Fund	10,000	0	0	0	10,000
Little Fishes Solvency Fund	49,827	0	0	7,078.79	56,906
Vicarage Redecoration Fund	3,000	0	0	0.00	3,000
R Harvey Organ Fund	25,197	0	0	1,216.79	26,414
Vicar's Discretionary Fund	688	0	688	0	0
House Reserve Fund	136,076	0	0	0	136,076
General Fund	10,144	323,874	285,592	-8,296	40,131
<b>Total Unrestricted</b>	<b>234,933</b>	<b>323,874</b>	<b>286,279</b>	<b>0</b>	<b>272,527</b>
<b>Restricted</b>					
Various Purposes Restr.Fund (prev. Bursary)	0	0	0	0	0
AV and IT Fund (Restricted)	2,959	20,500	22,987	0	472
<b>Total Restricted</b>	<b>2,959</b>	<b>20,500</b>	<b>22,987</b>	<b>0</b>	<b>472</b>
<b>Total Funds</b>	<b>237,892</b>	<b>344,374</b>	<b>309,267</b>	<b>0</b>	<b>272,999</b>

**Fund Movement Summary - Prior Year (2022)**

Fund Name	Opening Balance 1/1/22	Income	Expenditure	Fund Transfers	Closing Balance 31/12/22
<b>Unrestricted</b>					
Church Fabric Sinking Fund	30,000	0	0	-20,000	10,000
Little Fishes Solvency Fund	52,223	0	0	-2,396	49,827
Vicarage Redecoration Fund	3,000	0	0	0	3,000
R Harvey Organ Fund	24,853	0	0	344	25,197
Vicar's Discretionary Fund	1,000	0	312	0	688
House Reserve Fund	136,076	0	0	0	136,076
General Fund	17,536	248,700	278,144	22,052	10,144
<b>Total Unrestricted</b>	<b>264,689</b>	<b>248,700</b>	<b>278,456</b>	<b>0</b>	<b>234,933</b>
<b>Restricted</b>					
Bursary Fund-renamed Various Purposes Fund	400	180	580	0	0
AV and IT Fund (Restricted)	2,500	12,500	12,041	0	2,959
<b>Total Restricted</b>	<b>2,900</b>	<b>12,680</b>	<b>12,621</b>	<b>0</b>	<b>2,959</b>
<b>Total Funds</b>	<b>267,589</b>	<b>261,380</b>	<b>291,077</b>	<b>0</b>	<b>237,892</b>

**The Parochial Church Council of the Ecclesiastical Parish of Rowledge  
known as St James' Church, Rowledge  
Trustees Annual Report  
Year ended 31<sup>st</sup> December 2023**

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

**Fund Transfers 2023**

At the end of 2023 the PCC decided to:

- Transfer £7,079.79 from the General to the Little Fishes Solvency Fund, to top up the latter's balance to 50% of total Little Fishes Expenditure in 2023.

- Transfer £1,216.79 from the General to the R Harvey Organ Fund. This is the amount of interest earned in 2023 on the smaller CCLA deposit fund.

This is in line with the PCC's normal practice at year end.

**Fund Descriptions**

**Unrestricted Funds**

The Church Fabric Sinking Fund.

This fund is in theory to enable any major work to be carried out when needed, in conjunction with associated fundraising.

The Little Fishes Solvency Fund

This is to ensure PCC funds are available to sustain operation of the pre-school and is normally set to a value equivalent to six months' of LF expenditure.

The Vicarage Redecoration Fund

This is to help cover costs for redecorating the vicarage as and when they arise.

The Russell Harvey Organ Fund

This fund derives from a legacy left by the late organist. While the funds are not restricted, the PCC has so far only used it for costs that are related to the organ, though there was no such expenditure in 2023. A £1,217 increase over the year came from interest earned on the cash on one of the deposit accounts.

The House Reserve

This represents the accounting value of the house in Broad Ha'penny - £136,076 at end-2023. The market value is likely to be significantly higher.

The Vicar's Discretionary Fund

This was set up to provide funds for the Vicar to use at his discretion if a compelling charitable need arises. £688 was spent from this fund in 2023, reducing its value to zero at year-end.

The General Fund

This is in principle the retained surplus fund for running the church operations on a day-to-day basis.

**The Parochial Church Council of the Ecclesiastical Parish of Rowledge  
known as St James' Church, Rowledge  
Trustees Annual Report  
Year ended 31<sup>st</sup> December 2023**

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

**Restricted Funds**

The Various Purposes Restricted Fund (renamed from what was The Bursary Fund)

The old Bursary Fund had been set up with donations to help fund people attend the 2022 Lee Abbey weekend. It had a zero balance at 31/12/22 and was repurposed/renamed in 2023 to use for a variety of purposes where a restricted fund was needed to meet often short-lived needs, with few transactions. This avoided cluttering up the balance sheet with multiple short-lived separate restricted funds. Categories are set up within the fund for each separate purpose so that income and expenditure within each year can be seen separately, to help ensure expenditure is for the restricted purpose.

A special group of categories is defined within the fund for 'Conduit Giving', where the PCC is paid with explicit instruction to pay on as soon as practicable to a named person or category of people. For example, where the donor asks to pay via the PCC bank accounts only to anonymise a financial assistance gift to a needy person. The PCC also use this for leaving gifts.

Conduit Giving funds can never be regarded as a PCC asset, so if any balance remained at year-end (not the case in 2023), it would be moved to Creditors on the balance sheet. And the payments out are posted as a 'repayment of income' in the PCC's ExpensePlus accounting system, so appear as negative income rather than expenditure. For these reasons the Conduit Giving component of this Fund will never have any effect on the full year Income and Expenditure totals.

*(This would be handled differently if a more traditional accounting system were used.)*

**The Audio-Visual & IT Fund**

This fund was set up in 2021 to hold donations and a grant towards a new AV system for the church. A further generous donation in 2022 allowed Phase 1 of the project (4 display screens in the church) to be completed, leaving a balance of £2,959 at the end of 2022.

Another very generous donation, this time from The Marshall Charity in 2023, enabled Phase 2 (new audio system and streaming) to be completed. The Fund balance at 31/12/23 was £472, which is just sufficient to meet the final retention payment in 2024. The cost of this AV system has been expensed to this restricted Fund's Expenditure account rather than being capitalised because the system is fixed to a consecrated building which does not appear in the financial statements, in line with the Charities Act 2011.

Income and Expenditure transactions were posted to only 4 funds during 2023:

- General Fund
- Vicar's Discretionary Fund
- Various Purposes Restricted Fund
- AV & IT Fund

Any movement in other Funds was only by inter-fund transfers.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ROWLEDGE**

England & Wales - Charity number 1128612

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# Accounts

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**ROWLEDGE PAROCHIAL CHURCH COUNCIL**  
**FINANCIAL REVIEW**  
**2022**

**OVERVIEW**

1. All church funds were in credit at the end of 2022, though only after making transfers to support the General Fund which had become negative.

Total Income for all Funds was £261,380, a drop of £4,530 (2%) relative to 2021, whilst Total Expenditure was £291,077, a £25,834 (10%) increase. This resulted in a £29,697 deficit total for all Funds – compared with the small £667 surplus in 2021.

The total of all Voluntary Giving (including Gift Aid, Legacies and Donations) for all Funds dropped by £7k to £133,067. Approximately £27k of this income was one-off – including £12.5k (incl gift aid) given specifically towards a new audiovisual (AV) system and £7k in legacies. Underlying the giving is a base of regular/planned giving totalling about £96k (incl gift aid), which was very close to the previous year's figure.

Fundraising activity increased sharply in 2022, raising £10k. Most of this was raised for specific charities at the new monthly 'Coffee Mug' events, and a concert for Ukraine, and was paid on to the charities.

Total expenses rose by £26k to £291,077 for all funds. Much of this increase was 'pre-funded' by income specifically given or raised for the purpose: £12k spent on phase 1 of the new AV system; a £7k increase in charity giving, funded by the increased fundraising activity; and a £6k rise in Youth costs partly funded by Youth activity fees paid by parents, and by youth-specific donations.

Other cost factors included:

- Church Repairs, Maintenance & Improvement costs decreased by £9k following the previous year's heavy spend on repairs recommended in the last Quinquennial Inspection report, and upgrade of the church lighting system.
- A £6k increase in costs of the house (25 Broad Ha'penny) used as accommodation by the Youth Minister, for a new bathroom.
- Energy costs rose by £2k, as a part-year effect after the fixed price contract ended on 1 Oct. The full-year effect in 2023 will be much more.

Little Fishes preschool made a very small surplus (without being charged for rent or utilities).

**RESERVES**

2. The policy of the PCC is to hold sufficient unrestricted funds to ensure that costs for the following six months can be paid, to have a reserve for major church fabric repairs and a reserve for redecoration of the vicarage.

The level of unrestricted net current assets/liabilities (£98,852) at the end of 2022 was only 71% of six months' expenditure (£139,228), so this target has been missed.

## MOVEMENT IN RESERVES

3. During 2022 total funds decreased from £267,589 to £237,892. Of this amount, £2,959 is in Restricted Funds and £136,076 is tied up in the book value of the house (25 Broad Ha'penny), which is used as accommodation for the Youth Minister. Until 31/12/20 the house had been depreciated at 2% per annum (£3,776) but in 2021 the PCC decided to stop further depreciation and hold it in the accounts at the 31/12/20 book value because its market value is significantly higher.

## FUNDS

- 4.1 **The Church Fabric Sinking Fund.** This is in theory to enable any major work to be carried out when needed, in conjunction with associated fundraising. It had stood at £30,000 for many years, untouched even though repairs totalling more than that amount had been paid from the General Fund over the years. For this reason, the Church Fabric was chosen to support the General Fund when it headed negative in 2022. £20,000 was transferred from Church Fabric to General Fund, leaving £10,000 in the CFSF at year-end.
- 4.2 **The Little Fishes Solvency Fund.** This is to ensure PCC funds are available to sustain operation of the pre-school and is normally set to a value equivalent to six months' of LF expenditure. To achieve this, £2,396 was transferred from the LF Fund to the General Fund at the end of 2022 to reduce it to £49,827 (50% of 2022 costs).
- 4.3 **The Vicarage Redecoration Fund.** This is to cover costs for redecorating the vicarage as and when they arise. The balance remained unchanged at £3,000.
- 4.4 **The Russell Harvey Organ Fund.** This fund derives from a legacy left by the late organist. While the funds are not restricted, the PCC has so far only used it for costs that are related to the organ, though there was no such expenditure in 2022. A £344 increase over the year came from interest earned on the cash on one of the deposit accounts. The balance is £25,197 at end-2022.
- 4.5 **The House Reserve.** This represents the accounting value of the house in Broad Ha'penny - £136,076 at end-2022. The market value is likely to be significantly higher.
- 4.6 **The Vicar's Discretionary Fund (2).** This was set up to provide funds for the Vicar to use at his discretion if a compelling charitable need arises. £312 was spent from this fund in 2022, reducing its value to £688 at year-end.  
*(This VDF2 Fund is additional to what became referred to as the Vicar's Discretionary Fund (1) which held £1,042 at the start of 2022 and was fully spent during the year to allow some people to attend St James' Lee Abbey weekend, and the Spree youth weekend. VDFs 1&2 were similar, in terms of availability for use by the vicar, but totally different in accounting terms – VDF1 was held as a Liability on the balance sheet. Now that VDF1 is exhausted, only VDF2 will be used and in time the '2' designation will be dropped)*
- 4.7 **The Bursary Fund (Restricted).**  
This fund was set up in 2021 to hold donations given to help people attend the St James' Lee Abbey weekend in April/May 2022. It held £400 as at the start of 2022,

which was fully used for the LA weekend so is zero at year-end.

It may be used in future for similar purposes, with distinct sections for different needs if appropriate.

**4.8 The Audio-Visual & IT Fund (Restricted).**

This fund was set up in 2021 to hold donations and a grant towards a new AV system for the church. A further generous donation in 2022 allowed Phase 1 of the project (4 display screens in the church) to proceed at a cost of £12,041, leaving a balance of £2,959 at the end of 2022. The cost of this AV system has been expensed to this restricted Fund's Expenditure account in 2022 rather than being capitalised because it is fixed to a consecrated building which does not appear in the financial statements, in line with the Charities Act 2011.

**4.9 The General Fund.** This is in principle the retained income fund for running the church operations on a day-to-day basis. The balance dropped sharply from £17,536 at 31/12/21 well into negative territory towards the end of 2022 because of the £29,444 full year loss on the General Fund. The PCC agreed to a £20,000 transfer from the Church Fabric Fund to support it. Some other transfers between the General and other Funds were also agreed in line with the PCC's normal practice, namely the £2,396 from the LF Fund and £344 to the Organ Fund.

## **FUNDING SOURCES AND THE USE OF FUNDS**

5. 47% of income came from voluntary giving (*incl Gift Aid but excl Donations/Grants and Legacies*) and a further 38% came from Little Fishes. 29% of total expenditure was for the Parish Share Fee which is paid to the Diocese, and 34% was spent on Little Fishes costs; with the balance used to run the church and develop its outreach to the village, particularly in Youth and Children's activities. Surplus cash is held in the CCLA Church of England Deposit Fund to ensure that social, environmental and ethical considerations are taken into account when investing.

## **THE COMING YEARS**

6. The underlying financial situation is that regular, predictable expenditure continues to exceed predictable income so the 2023 Budget shows a significant deficit: and that is while budgeting for little beyond essential expenditure. The PCC will have to draw heavily on designated funds again unless a substantial amount of unexpected one-off income is received during 2023. If deficits of this size persist, then within 2 years all liquid funds other than part of the Little Fishes Solvency Fund would have been used, so the continued operation of the preschool and of non-self-funding church activities would be in doubt. Alternatively, (absent any significant improvement in income) the PCC-owned house 25 Broad Ha'penny could be sold to see the church through many further years of substantial deficits.

**PAROCHIAL CHURCH COUNCIL OF ST JAMES' ROWLEDGE**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

<i>Fund type:</i>	<i>Notes</i>	<b>2022</b>			<b>2021</b>
		<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
		£	£	£	£
<b>INCOME</b>					
Voluntary income	2a	120,387	12,680	133,067	140,021
Fundraising income	2b	10,195	-	10,195	4,101
Church activities	2c	7,813	-	7,813	7,500
Income from investments	2d	1,035	-	1,035	41
Trading Income (Pre-school & magazine)	2e	109,270	-	109,270	114,247
<b>Total Income</b>		<b>248,700</b>	<b>12,680</b>	<b>261,380</b>	<b>265,911</b>
<b>EXPENDITURE</b>					
Church activities	3a	170,879	12,621	183,501	155,969
Fundraising costs	3b	1,003	-	1,003	764
Trading costs	3c	106,574	-	106,574	108,511
<b>Total Expenditure</b>		<b>278,456</b>	<b>12,621</b>	<b>291,077</b>	<b>265,244</b>
<b>NET INCOME/(EXP.) before investment gains</b>		<b>(29,756)</b>	<b>59</b>	<b>(29,697)</b>	<b>667</b>
<b>NET GAINS ON INVESTMENTS</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>(29,756)</b>	<b>59</b>	<b>(29,697)</b>	<b>667</b>
<b>NET MOVEMENT IN FUNDS</b>					
<b>Opening Balance</b>		264,689	2,900	267,589	266,922
<b>Transfers between fund types</b>		-	-	-	-
<b>Movement</b>		(29,756)	59	(29,697)	667
<b>Closing Balance</b>		<b>234,933</b>	<b>2,959</b>	<b>237,892</b>	<b>267,589</b>

*All values are shown as as the underlying accurate ££.pp value rounded to the nearest £1.*

*Totals may therefore appear not to add up exactly because of the rounding.*

**PAROCHIAL CHURCH COUNCIL OF ST JAMES' ROWLEDGE**  
**BALANCE SHEET AT 31 DECEMBER 2022**

<i>Fund type:</i>	Notes	<b>2022</b>			<b>2021</b>
		Unrestricted	Restricted	Total	Total
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible	5	136,076	-	136,076	136,076
<b>CURRENT ASSETS</b>					
Debtors and Prepayments	6	1,238	-	1,238	1,801
Short term deposits		78,738	-	78,738	77,716
Cash at bank and in hand		26,210	2,959	29,168	61,348
		<u>106,186</u>	<u>2,959</u>	<u>109,145</u>	<u>140,865</u>
<b>LIABILITIES</b>					
Creditors: amounts falling due in one year	7a	4,573	-	4,573	3,454
Vicar's Discretionary Fund (1)	7b	-	-	-	1,042
Deferred Income	7c	2,756	-	2,756	4,856
		<u>7,329</u>	<u>-</u>	<u>7,329</u>	<u>9,352</u>
<b>NET CURRENT ASSETS/LIABILITIES</b>		<u>98,857</u>	<u>2,959</u>	<u>101,815</u>	<u>131,512</u>
<b>TOTAL ASSETS LESS CURR. LIABS</b>		<u>234,933</u>	<u>2,959</u>	<u>237,892</u>	<u>267,589</u>
Creditors: amounts falling due after one year		-	-	-	-
<b>TOTAL NET ASSETS</b>		<u>234,933</u>	<u>2,959</u>	<u>237,892</u>	<u>267,589</u>
<b>PARISH FUNDS</b>					
<b>Unrestricted</b>					
Church Fabric Sinking Fund		10,000	-	10,000	30,000
Little Fishes Solvency Fund		49,827	-	49,827	52,223
Vicarage Redecoration Fund		3,000	-	3,000	3,000
R Harvey Organ Fund		25,197	-	25,197	24,853
Vicar's Discretionary Fund (2)		688	-	688	1,000
House Reserve		136,076	-	136,076	136,076
General Fund		10,144	-	10,144	17,536
<b>Restricted</b>					
Bursary Fund		-	-	-	400
AV & IT Fund		-	2,959	2,959	2,500
<b>TOTAL RESERVES</b>		<u>234,933</u>	<u>2,959</u>	<u>237,892</u>	<u>267,589</u>

**PAROCHIAL CHURCH COUNCIL OF ST JAMES' ROWLEDGE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

**1 ACCOUNTING POLICIES**

**Basis of financial statements**

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs. They have been prepared under FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)).

The financial statements have been prepared under the historical cost convention. The book value of fixed assets will therefore not necessarily reflect their market value. Indeed the market value of the house 25 Broad Ha'penny is likely to be significantly higher than the book value.

The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

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

As a consequence, the costs of the Audio-Visual system upgrade, being an upgrade to equipment fixed to a consecrated building, were expensed in the year of purchase rather than capitalised.

**PAROCHIAL CHURCH COUNCIL OF ST JAMES' ROWLEDGE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

**Notes**

Fund type:	2022			2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>2 INCOME</b>				
<b>2a VOLUNTARY GIVING</b>				
Giving and Gift-Aid				
Giving	86,805	10,180	96,985	105,142
Gift-Aid Tax Recovered	22,172	2,500	24,672	24,450
	<u>108,977</u>	<u>12,680</u>	<u>121,657</u>	<u>129,592</u>
Donations and Grants	4,660	-	4,660	5,429
Legacies	6,750	-	6,750	5,000
	<u>11,410</u>	<u>-</u>	<u>11,410</u>	<u>10,429</u>
	<b><u>120,387</u></b>	<b><u>12,680</u></b>	<b><u>133,067</u></b>	<b><u>140,021</u></b>
<b>2b ACTIVITIES FOR GENERATING FUNDS</b> (excludes any gift aid collected)				
Rowledge Village Fayre	1,377	-	1,377	1,283
Coffee Mug (excl. GA)	4,170	-	4,170	-
Gig for Ukraine	3,529	-	3,529	-
Hart Male Voice Choir concert	1,003	-	1,003	-
Easyfundraising and Amazon Smile	116	-	116	102
'150' fundraising	-	-	-	2,189
Christmas Card sales	-	-	-	455
Christingle	-	-	-	60
Other Fundraising	-	-	-	12
	<u>10,195</u>	<u>-</u>	<u>10,195</u>	<u>4,101</u>
<b>2c CHURCH ACTIVITIES</b>				
Fees for Weddings and Funerals	2,238	-	2,238	6,543
Youth Activity fees	2,707	-	2,707	690
Miscellaneous Income *	2,868	-	2,868	266
	<u>7,813</u>	<u>-</u>	<u>7,813</u>	<u>7,500</u>
<b>2d INCOME FROM INVESTMENTS</b>				
Interest	<u>1,035</u>	<u>-</u>	<u>1,035</u>	<u>41</u>
<b>2e TRADING INCOME</b>				
Little Fishes Income <b>9</b>				
Fees & Deposits	96,522	-	96,522	105,034
Fundraising for LF or charities	1,534	-	1,534	1,170
Outings	878	-	878	438
CJRS (Furlough) payments (LF only)	-	-	-	368
Other	955	-	955	747
	<u>99,889</u>	<u>-</u>	<u>99,889</u>	<u>107,756</u>
Magazine Income				
Subscriptions	3,754	-	3,754	1,474
Advertisements	5,627	-	5,627	5,017
	<u>9,380</u>	<u>-</u>	<u>9,380</u>	<u>6,491</u>
	<b><u>109,270</u></b>	<b><u>-</u></b>	<b><u>109,270</u></b>	<b><u>114,247</u></b>
<b>TOTAL INCOME</b>	<b><u>248,700</u></b>	<b><u>12,680</u></b>	<b><u>261,380</u></b>	<b><u>265,911</u></b>

All income in the Unrestricted column above was within the General Fund.

\*Donations' refers just to donations from organisations; any from individuals are classed as Giving.

\* The Miscellaneous income included two 1-off payments from Diocese: a £1000 'redistribution of surplus' and a £1844 Energy Support Grant

**PAROCHIAL CHURCH COUNCIL OF ST JAMES' ROWLEDGE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

Notes	Fund type:	2022			2021
		Unrestricted	Restricted	Total	Total
		£	£	£	£
<b>3 EXPENDITURE</b>					
<b>3a CHURCH ACTIVITIES</b>					
<b>General Expenditure</b>					
Music		-	-	-	-
Heat Light and Water		6,203	-	6,203	4,354
Broadband and Telephone		1,139	-	1,139	977
IT		1,221	-	1,221	1,792
Insurance		1,252	-	1,252	696
Printing and Stationery		2,277	-	2,277	4,003
Churchyard and Drive		6,915	-	6,915	8,257
Church Repairs and Maintenance		10,130	-	10,130	18,859
Service costs		902	-	902	711
Audio-Visual System Spend		-	12,041	12,041	-
		<u>30,039</u>	<u>12,041</u>	<u>42,080</u>	<u>39,650</u>
<b>Parochial Expenses</b>					
Administration		800	-	800	291
Vicar's Costs		1,846	-	1,846	1,277
Mission, Ministry Costs		2,480	-	2,480	1,237
Vicarage Costs		1,827	-	1,827	1,299
Vicar's Discretionary Fund Spend *		312	-	312	-
Bursary Fund Spend (Lee Abbey)		-	580	580	-
		<u>7,264</u>	<u>580</u>	<u>7,844</u>	<u>4,104</u>
<b>Youth Costs</b>		32,857	-	32,857	26,418
<b>House Costs (25BH)</b>		7,541	-	7,541	1,645
<b>Guildford Diocesan Parish Share Fee</b>		84,657	-	84,657	82,761
<b>Missions and Charities</b>	8	8,521	-	8,521	1,391
<b>TOTAL CHURCH ACTIVITIES</b>		<b><u>170,879</u></b>	<b><u>12,621</u></b>	<b><u>183,501</u></b>	<b><u>155,969</u></b>
<b>3b FUND RAISING COSTS</b>					
Rowledge Village Fayre costs		298	-	298	469
Gig for Ukraine		554	-	554	-
Hart Male Voice Choir Concert		151	-	151	-
Christmas cards for sale		-	-	-	295
		<u>1,003</u>	<u>-</u>	<u>1,003</u>	<u>764</u>
<b>3c TRADING COSTS</b>					
<b>Little Fishes</b>	9	99,654	-	99,654	104,446
<b>Magazine Production Costs</b>		6,920	-	6,920	4,065
		<u>106,574</u>	<u>-</u>	<u>106,574</u>	<u>108,511</u>
<b>TOTAL COSTS</b>		<b><u>278,456</u></b>	<b><u>12,621</u></b>	<b><u>291,077</u></b>	<b><u>265,244</u></b>

\* The Vicar's Discretionary Fund Spend was from the unrestricted VDF(2) Fund.  
All other spend in the Unrestricted column was from the General Fund.

From 1/6/21 the PCC moved the insurance cover from Ecclesiastical Ins Co to Trinitas Church Insurance Services (underwritten by Aviva), with premium paid monthly rather than annually. The annual premium had always been recognised in full in the year paid rather than showing 5/12ths as a prepayment at year end. The 2021 results therefore show insurance cost for just 7 months. 2021 expenditure would have been £1,193 higher (£700 for the Church, £493 for Little Fishes) if 5/12ths of the 1/6/20 renewal premium had been recognised in 2021.

**PAROCHIAL CHURCH COUNCIL OF ST JAMES' ROWLEDGE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

<b>4</b>	<b>2022</b>	<b>2021</b>
<b>4a STAFF COSTS</b>	£	£
Wages and Salaries (inc NI)		
Church Staff	23,679	22,010
Little Fishes Staff	91,040	94,291
	<u>114,719</u>	<u>116,301</u>

During the year the PCC employed a Youth and Children's Minister, It also employed staff to run the Little Fishes pre-school.

**4b PAYMENTS TO PCC MEMBERS**

There were no payments to PCC members during the year.

**5 FIXED ASSETS**

<b>Land and Buildings</b>	<b>2022</b>	<b>2021</b>
	£	£
<b>Actual Cost</b>		
Starting Balance	188,810	188,810
Disposal	-	-
Additions at Cost	-	-
Closing Balance	<u>188,810</u>	<u>188,810</u>
<b>Depreciation</b>		
Starting Balance	52,734	52,734
Withdrawn on Disposal	-	-
Charge for the Year	-	-
Closing Balance	<u>52,734</u>	<u>52,734</u>
<b>Closing Written Down Value</b>	<u><u>136,076</u></u>	<u><u>136,076</u></u>

*The Land and Buildings comprises the freehold house at 25 Broad Ha'penny, Farnham GU10 4TF  
The PCC decided in 2021 not to charge depreciation after 31/12/20 because the written down value is well below the current market value.*

**PAROCHIAL CHURCH COUNCIL OF ST JAMES' ROWLEDGE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

	<b>2022</b>		<b>2021</b>	
	£	£	£	£
<b>6 DEBTORS</b>				
<b>Prepayments and accrued income</b>				
Prepayments, or refunds due from suppliers	265		1,500	
HMRC (Gift Aid claim)	973		301	
		<b>1,238</b>		<b>1,801</b>
<b>7 LIABILITIES</b>				
<b>7a Amounts falling due in one year</b>				
Creditors - accounts payable		4,573		3,454
<b>7b Vicar's Discretionary Fund (1)</b>		-		1,042
<b>7c Deferred Income</b>				
Deferred Magazine Subscription	-		110	
Deferred Advertising Income	1,494		1,615	
Deferred Little Fishes Deposits	300		250	
LF fee income to return to HCC	360		-	
2022 Wedd/Funeral Fee shares to pay out	602		-	
Deferred Wedding Income	-		681	
Deposits paid for Lee Abbey 2022 weekend	-		2,200	
		2,756		4,856
		<b>7,329</b>		<b>9,352</b>
<b>8 CHARITABLE GIVING</b>				
FCCT Signposts		1,200		1,200
DEC Ukraine Appeal		4,118		-
Samaritans		379		-
Christian Aid		321		-
HomeStart Hampshire		407		-
'Support for Slusk' (Ukraine)		224		-
Farnham Assist		431		-
Foodbank		349		-
MNDA		597		-
Shooting Stars		435		-
Bishop of Guildford's Community Fund		60		-
Grassroots		-		131
The Children's Society		-		60
		8,521		1,391
		<b>8,521</b>		<b>1,391</b>

*All figures above were within the General Fund. No other Funds had amounts in these categories.*

**PAROCHIAL CHURCH COUNCIL OF ST JAMES' ROWLEDGE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

**9 LITTLE FISHES NURSERY SCHOOL**

<b>INCOME</b>	<b>2022</b>		<b>2021</b>	
	£	£	£	£
Fees & Deposits	96,522		105,034	
Outings	878		438	
Fundraising for LF or charities	1,534		1,170	
CJRS (Furlough scheme) payments	-		368	
Other	955		747	
<b>Total Income</b>	<u>99,889</u>	99,889	<u>107,756</u>	107,756
 <b>EXPENDITURE</b>				
Staff Costs & Expenses	91,040		94,291	
Rent	-		-	
Insurance	870		484	
Stationery & Materials	1,428		2,150	
Food	439		642	
Equipment	1,463		2,362	
Subscriptions, Memberships	222		<i>incl. in Misc</i>	
Training	463		1,301	
Outings	873		379	
Cost of fundraising; and charity donations	1,381		1,097	
Miscellaneous	1,475		1,741	
<b>Total Expenditure</b>	<u>99,654</u>	99,654	<u>104,446</u>	104,446
 <b>Net Income/Expenditure</b>	<u>235</u>		<u>3,310</u>	

*These financial statements do not include any crosscharge to Little Fishes for rent and utilities costs.*

*Because of a change to paying insurance monthly rather than annually at the 1/6/21 renewal the 2021 results show insurance cost for just 7 months. 2021 LF expenditure would have been £493 higher if 5/12ths of the 1/6/20 renewal premium had been recognised in 2021.*

**PAROCHIAL CHURCH COUNCIL OF ST JAMES' ROWLEDGE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

**10 FUND MOVEMENT SUMMARY 2022**

Fund Name	Opening Balance 1/1/22	Income	Expenditure	Fund Transfers	Closing Balance 31/12/22
Church Fabric Sinking Fund	30,000	0	0	-20,000	10,000
Little Fishes Solvency Fund	52,223	0	0	-2,396	49,827
Vicarage Redecoration Fund	3,000	0	0	0	3,000
R Harvey Organ Fund	24,853	0	0	344	25,197
Vicar's Discretionary Fund(2)	1,000	0	312	0	688
House Reserve	136,076	0	0	0	136,076
General Fund	17,536	248,700	278,144	22,052	10,144
Bursary Fund (restricted)	400	180	580	0	0
AV and IT Fund (restricted)	2,500	12,500	12,041	0	2,959
<b>TOTAL</b>	<b>267,589</b>	<b>261,380</b>	<b>291,077</b>	<b>0</b>	<b>237,892</b>

# Independent Examiner's Report to the members/trustees of St James' Church Rowledge Parochial Church Council

I report on the accounts for the year ended 31st December 2022 which are set out in the Financial Review and Financial Statements sections of this Annual Report.

## Respective responsibilities of the Trustees and Independent Examiner

As trustees of the charity, the members of the PCC are responsible for the preparation of the accounts. They consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

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

## Basis of Independent Examiner's Statement

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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

## Independent Examiner's Statement

Since the gross income for the year exceeds the amount provided in section 145(3) of the 2011 Act, I confirm that I am qualified to act as an Independent Examiner under the provisions of that section of the Act and that my qualification is as shown below.

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

1. which gives 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; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**Peter Handscomb FCA**

16 April 2023

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ROWLEDGE**

England & Wales - Charity number 1128612

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# Accounts

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St.James' Church  
Rowledge

# Annual Report 2022



This is an extract from the full 2022 Annual Report which covers 2021 activity. This extract contains just the audited 2021 Financial Report and Accounts.

Diocese of  
**Guildford**

TRANSFORMING CHURCH  
TRANSFORMING LIVES

# Financial Review 2021

## I. Overview

The church funds were in credit throughout 2021 and at the end of the year.

Total Income for all funds was £265,911, a rise of £6,052 (2%) relative to 2020, whilst Total Expenditure was £265,244, a £33,122 (14%) increase, resulting in a £667 surplus - much below the £27,737 surplus in 2020.

The total of all Voluntary Giving (including Gift Aid and Legacies) rose by £3k to £140,021, though approximately £33k of this was one-off giving – including £5k in legacies. Underlying this giving is a base of regular/planned giving totalling about £95k (including gift aid), which grew slightly.

Fundraising activity resumed in 2021, contributing to the increase in income.

One of the most significant features of the 2021 results is the £33k increase in total expenditure. The major reason was a £27k rise in total cost of the Little Fishes pre-school, mainly staff costs. Some of this is one-off, associated with the transition to a new manager, cost of temporary staff cover during Covid sickness absence, and cost of implementing the new rigorous requirements of the Early Years Foundation Stage statutory framework. However, the EYFS changes will lead to higher costs in future years as well.

Other cost factors included:

- A £15k increase in Church Repairs, Maintenance & Improvements to cover roof repairs recommended in the last Quinquennial Inspection report, and upgrade of the church lighting system.
- A £6k increase in Parish Share paid to Guildford Diocese – this was partly an increase in underlying fee, partly because a rebate was received in 2020.
- The increases were partially offset by lower administration cost (because no staff cost and a higher cross charge of printer costs out of administration to the magazine), lower spend on the house (25 Broad Ha'penny), and the cessation of depreciation charge on the house.

## **2. Reserves**

The policy of the PCC is to hold sufficient unrestricted funds to ensure that costs for the following six months can be paid, to have a reserve for major church fabric repairs and a reserve for redecoration of the vicarage.

The level of unrestricted net current assets/liabilities (£128,612) at the end of 2021 was slightly less than six months' expenditure (£132,622); and those assets include those notionally allocated to specific unrestricted funds.

## **3. Movement in Reserves**

During 2021 total funds increased from £266,922 to £267,589. Of this amount, £2,900 is in newly-created Restricted Fund and £136,076 is tied up in the book value of the house (25 Broad Ha'penny), which is used as accommodation for the Youth and Children's Minister.

Until 31/12/20 the house had been depreciated at 2% per annum (£3,776) but in 2021 the PCC decided to stop further depreciation and hold it in the accounts at the 31/12/20 book value because its market value is significantly higher.

## **4. Funds**

### *4.1 The Church Fabric Sinking Fund*

This is in theory to enable any major work to be carried out when needed, in conjunction with associated fundraising. Although some repair and improvement works were carried out in 2021, these were paid from the General Fund (with the help of a grant from The Dyers Company), and nothing from the CFS Fund. So at the end of 2021 the Fund stood unchanged at £30,000.

### *4.2 The Little Fishes Solvency Fund*

This is to ensure PCC funds are available to sustain operation of the pre-school and is normally set to a value equivalent to six months' of LF expenditure. To achieve this, £13,271 was transferred from the General Fund to the LF Solvency Fund at the end of 2021 to increase it to £52,223 (50% of 2021 costs).

### *4.3 The Vicarage Redecoration Fund*

This is to cover costs for redecorating the vicarage as and when they arise. The balance remained unchanged at £3,000.

#### *4.4 The Russell Harvey Organ Fund*

This fund derives from a legacy left by the late organist. While the funds are not restricted, the PCC has so far only used it for costs that are related to the organ, though there was no such expenditure in 2021. The very small increase over the year came from interest earned on the cash on one of the deposit accounts. The balance is £24,853 at end-2021.

#### *4.5 The House Reserve*

This represents the accounting value of the house in Broad Ha'penny - £136,076 at end of 2021. The market value is likely to be significantly higher.

#### *4.6 The Vicar's Discretionary Fund (2)*

This was set up to provide funds for the Vicar to use at his discretion if a compelling charitable need arises. The PCC agreed in November 2021 to transfer £1000 to this from the General Fund. This is additional to what is now referred to as the Vicar's Discretionary Fund (1) which held £1,042 at 31/12/21. VDF1 will be used and exhausted first. (VDFs 1&2 are similar in terms of availability for use by the vicar, but totally different in accounting terms – VDF1 is held as a Liability on the balance sheet.)

#### *4.7 The Bursary Fund (Restricted)*

This fund was set up in 2021 to hold donations given to help people attend the St James' Lee Abbey weekend in April/May 2022. It held £400 as at 31/12/21. It may be used in future for similar purposes, with distinct sections for different needs if appropriate.

#### *4.8 The Audio-Visual & IT Fund (Restricted)*

This fund was set up in 2021 to hold donations from individuals and a grant from Binsted Parish Council towards a new AV system for the church. It held £2,500 as at 31/12/21.

#### *4.9 The General Fund*

This is the retained income fund for running the church operations on a day-to-day basis. The aim is to build this up as a buffer against future deficits on the Income and Expenditure account, to a level such that further funds could be allocated elsewhere. The balance has dropped sharply in 2021 from £34,054 to £17,536 as at 31/12/21 because of a £2,233 deficit on the General Fund Income & Expenditure account and the transfers to other Funds, particularly the £13,271 top-up of the LF Fund.

## **5. Funding Sources and use of Funds**

49% of income came from voluntary giving (including Gift Aid but excluding Donations/Grants and Legacies) and a further 41% came from Little Fishes.

31% of total expenditure was for the Parish Share Fee which is paid to the Diocese, and 39% was spent on Little Fishes costs; with the balance used to run the church and develop its outreach to the village, particularly in ministry to young people.

Surplus cash is held in the CCLA Church of England Deposit Fund to ensure that social, environmental and ethical considerations are taken into account when investing.

## **6. The Coming Year**

The 2021 Income and Expenditure account yielded a very small overall surplus only because approx. £33k of one-off giving, grants and legacies was received, overcoming a large increase in the Little Fishes cost base.

The underlying financial situation is that regular, predictable expenditure continues to exceed predictable income so the 2022 Budget shows a significant deficit: and that is while still budgeting for little beyond essential expenditure.

Andrew Fewster - PCC Treasurer

## End of Year Accounts

**PAROCHIAL CHURCH COUNCIL OF ST JAMES' ROWLEDGE**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

Fund type:	Notes	2021			2020
		Unrestricted	Restricted	Total	Total
		£	£	£	£
<b>INCOME</b>					
Voluntary income	2a	137,121	2,900	140,021	137,311
Fundraising income	2b	4,101	-	4,101	644
Church activities	2c	7,500	-	7,500	7,459
Income from investments	2d	41	-	41	333
Trading Income (Pre-school & magazine)	2e	114,247	-	114,247	114,110
<b>Total Income</b>		<b>263,011</b>	<b>2,900</b>	<b>265,911</b>	<b>259,858</b>
<b>EXPENDITURE</b>					
Church activities	3a	155,969	-	155,969	151,792
Fundraising costs	3b	764	-	764	116
Trading costs	3c	108,511	-	108,511	80,213
<b>Total Expenditure</b>		<b>265,244</b>	<b>-</b>	<b>265,244</b>	<b>232,122</b>
<b>NET INCOME/(EXP.) before investment gains</b>		<b>(2,233)</b>	<b>2,900</b>	<b>667</b>	<b>27,737</b>
<b>NET GAINS ON INVESTMENTS</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>(2,233)</b>	<b>2,900</b>	<b>667</b>	<b>27,737</b>
<b>NET MOVEMENT IN FUNDS</b> 10					
Opening Balance		266,922	-	266,922	239,185
Transfers between fund types		-	-	-	-
Movement		(2,233)	2,900	667	27,737
<b>Closing Balance</b>		<b>264,689</b>	<b>2,900</b>	<b>267,589</b>	<b>266,922</b>

All values are shown as as the underlying accurate ££.pp value rounded to the nearest £1.  
 Totals may therefore appear not to add up exactly because of the rounding.

**PAROCHIAL CHURCH COUNCIL OF ST JAMES' ROWLEDGE**  
**BALANCE SHEET AT 31 DECEMBER 2021**

Fund type:	Notes	2021			2020
		Unrestricted	Restricted	Total	Total
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible	5	136,076	-	136,076	136,076
<b>CURRENT ASSETS</b>					
Debtors and Prepayments	6	1,801	-	1,801	7,517
Short term deposits		77,716	-	77,716	77,675
Cash at bank and in hand		58,448	2,900	61,348	55,514
		<u>137,965</u>	<u>2,900</u>	<u>140,865</u>	<u>140,706</u>
<b>LIABILITIES</b>					
Creditors: amounts falling due in one year	7a	3,454	-	3,454	6,465
Vicar's Discretionary Fund (1)	7b	1,042	-	1,042	1,455
Deferred Income	7c	4,856	-	4,856	1,941
		<u>9,352</u>	<u>-</u>	<u>9,352</u>	<u>9,861</u>
<b>NET CURRENT ASSETS/LIABILITIES</b>		<u>128,612</u>	<u>2,900</u>	<u>131,512</u>	<u>130,846</u>
<b>TOTAL ASSETS LESS CURR. LIABS</b>		<u>264,689</u>	<u>2,900</u>	<u>267,589</u>	<u>266,922</u>
Creditors: amounts falling due after one year		-	-	-	-
<b>TOTAL NET ASSETS</b>		<u>264,689</u>	<u>2,900</u>	<u>267,589</u>	<u>266,922</u>
<b>PARISH FUNDS</b>					
<b>Unrestricted</b>					
Church Fabric Sinking Fund		30,000	-	30,000	30,000
Little Fishes Solvency Fund		52,223	-	52,223	38,952
Vicarage Redecoration Fund		3,000	-	3,000	3,000
R Harvey Organ Fund		24,853	-	24,853	24,840
Vicar's Discretionary Fund (2)		1,000	-	1,000	-
House Reserve		136,076	-	136,076	136,076
General Fund		17,536	-	17,536	34,054
<b>Restricted</b>					
Bursary Fund		-	400	400	-
AV & IT Fund		-	2,500	2,500	-
<b>TOTAL RESERVES</b>		<u>264,689</u>	<u>2,900</u>	<u>267,589</u>	<u>266,922</u>

**PAROCHIAL CHURCH COUNCIL OF ST JAMES' ROWLEDGE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**1 ACCOUNTING POLICIES**  
**Basis of financial statements**

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs. They have been prepared under FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)).

The financial statements have been prepared under the historical cost convention. The book value of fixed assets will therefore not necessarily reflect their market value. Indeed the market value of the house 25 Broad Ha'penny is likely to be significantly higher than the book value.

The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

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

**PAROCHIAL CHURCH COUNCIL OF ST JAMES' ROWLEDGE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**Notes**

	<b>2021</b>			<b>2020</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	£	£	£	£
<b>2 INCOME</b>				
<b>2a VOLUNTARY GIVING</b>				
Giving and Gift-Aid				
Giving	103,922	1,220	105,142	87,101
Gift-Aid Tax Recovered	24,270	180	24,450	20,678
	<u>128,192</u>	<u>1,400</u>	<u>129,592</u>	<u>107,779</u>
Donations and Grants	3,929	1,500	5,429	8,027
Legacies	5,000	-	5,000	21,505
	<u>8,929</u>	<u>1,500</u>	<u>10,429</u>	<u>29,532</u>
	<b><u>137,121</u></b>	<b><u>2,900</u></b>	<b><u>140,021</u></b>	<b><u>137,311</u></b>
<b>2b ACTIVITIES FOR GENERATING FUNDS</b>				
Rowledge Village Fayre	1,283	-	1,283	-
'150' fundraising	2,189	-	2,189	-
Photojournal sales	-	-	-	150
Easyfundraising	102	-	102	72
Christmas Tree Festival (2019)	-	-	-	43
Christmas Card sales	455	-	455	345
Christingle	60	-	60	-
Other Fundraising	12	-	12	35
	<u>4,101</u>	<u>-</u>	<u>4,101</u>	<u>644</u>
<b>2c CHURCH ACTIVITIES</b>				
Fees for Weddings and Funerals	6,543	-	6,543	3,476
Youth Activity fees	690	-	690	330
CJRS (Furlough) payments, excl LF	-	-	-	3,582
Miscellaneous Income	266	-	266	71
	<u>7,500</u>	<u>-</u>	<u>7,500</u>	<u>7,460</u>
<b>2d INCOME FROM INVESTMENTS</b>				
Interest	<u>41</u>	<u>-</u>	<u>41</u>	<u>333</u>
<b>2e TRADING INCOME</b>				
Little Fishes Income	<b>9</b>			
Fees & Deposits	105,034	-	105,034	101,892
Merchandising	1,170	-	1,170	238
Outings	438	-	438	131
CJRS (Furlough) payments	368	-	368	2,168
Other	747	-	747	948
	<u>107,756</u>	<u>-</u>	<u>107,756</u>	<u>105,376</u>
Magazine Income				
Subscriptions	1,474	-	1,474	3,295
Advertisements	5,017	-	5,017	5,439
	<u>6,491</u>	<u>-</u>	<u>6,491</u>	<u>8,734</u>
	<b><u>114,247</u></b>	<b><u>-</u></b>	<b><u>114,247</u></b>	<b><u>114,110</u></b>
<b>TOTAL INCOME</b>	<b><u>263,011</u></b>	<b><u>2,900</u></b>	<b><u>265,911</u></b>	<b><u>259,858</u></b>

**PAROCHIAL CHURCH COUNCIL OF ST JAMES' ROWLEDGE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

*This Expenditure is all for the General Fund - there was no expenditure in other funds*

Notes	2021		2020	
	£	£	£	£
<b>3 EXPENDITURE</b>				
<b>3a CHURCH ACTIVITIES</b>				
<b>General Expenditure</b>				
Music		-	155	
Heat Light and Water	4,354		4,372	
Broadband and Telephone	977		1,354	
Insurance	696		1,680	
Printing and Stationery	4,003		5,721	
Churchyard and Drive	8,257		8,177	
Church Repairs and Maintenance	18,859		3,998	
Service costs	711		1,348	
		<u>37,857</u>		<u>26,807</u>
<b>Parochial Expenses</b>				
Administration	2,084		8,839	
Vicar's Costs	1,277		427	
Mission, Ministry Costs	1,237		282	
Vicarage Costs	1,299		1,407	
		<u>5,896</u>		<u>10,955</u>
<b>Youth Costs</b>		26,418		28,175
<b>House Costs</b> (incl. £3776 depreciation, in 2020 only)		1,645		8,759
<b>Guildford Diocesan Parish Share Fee</b>		82,761		77,096
<b>Missions and Charities</b> 8		1,391		-
		<u>155,969</u>		<u>151,792</u>
<b>3b FUND RAISING COSTS</b>				
Rowledge Village Fayre costs	469		-	
Christmas cards for sale	295		116	
		<u>764</u>		<u>116</u>
<b>3c TRADING COSTS</b>				
<b>Little Fishes</b> 9	104,446		77,904	
<b>Magazine Production Costs</b>	4,065		2,309	
		<u>108,511</u>		<u>80,213</u>
<b>TOTAL COSTS</b>		<u>265,244</u>		<u>232,122</u>

*Depreciation of the house was suspended as at 31/12/20, so the £3776 depreciation charged in 2020 does not appear in 2021.*

*From 1/6/21 the PCC moved the insurance cover from Ecclesiastical Ins Co to Trinitas Church Insurance Services (underwritten by Aviva), with premium paid monthly rather than annually. The annual premium had always been recognised in full in the year paid rather than showing 5/12ths as a prepayment at year end.*

*The 2021 results therefore show insurance cost for just 7 months. 2021 expenditure would have been £1,193 higher (£700 for the Church, £493 for Little Fishes) if 5/12ths of the 1/6/20 renewal premium had been recognised in 2021.*

**PAROCHIAL CHURCH COUNCIL OF ST JAMES' ROWLEDGE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

<b>4</b>		<b>2021</b>	<b>2020</b>
	<b>4a STAFF COSTS</b>	£	£
	Wages and Salaries (inc NI)		
	Church Staff	22,010	28,836
	Little Fishes Staff	94,291	73,166
		<u>116,301</u>	<u>102,002</u>

During the year the PCC employed a Youth and Children's Minister,  
It also employed staff to run the Little Fishes pre-school.

During 2021 the PCC received £367.85 from HMRC as Coronavirus  
Job Retention Scheme payments, all for furloughed LF staff.

*This compares with a total of £5,750.45 CJRS payments in 2020 (£2,168 for LF staff, £3,582 for Admin staff).*

These payments were processed in the accounts as income (see Notes 2e and 9)  
so staff costs above are the gross costs, **not** net of CJRS.

**4b PAYMENTS TO PCC MEMBERS**

There were no payments to PCC members during the year.

**5 FIXED ASSETS**

	<b>Land and Buildings</b>	<b>2021</b>	<b>2020</b>
		£	£
	<b>Actual Cost</b>		
	Starting Balance	188,810	188,810
	Disposal	-	-
	Additions at Cost	-	-
	Closing Balance	<u>188,810</u>	<u>188,810</u>
	<b>Depreciation</b>		
	Starting Balance	52,734	48,958
	Withdrawn on Disposal	-	-
	Charge for the Year	-	3,776
	Closing Balance	<u>52,734</u>	<u>52,734</u>
	<b>Closing Written Down Value</b>	<u><u>136,076</u></u>	<u><u>136,076</u></u>

*The Land and Buildings comprises the freehold house at 25 Broad Ha'penny, Farnham GU10 4TF  
The PCC decided in 2021 not to charge depreciation after 31/12/20 because the written down value  
is well below the current market value.*

**PAROCHIAL CHURCH COUNCIL OF ST JAMES' ROWLEDGE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

	<b>2021</b>		<b>2020</b>	
	£	£	£	£
<b>6 DEBTORS</b>				
<b>Prepayments and accrued income</b>				
Prepayments (to Lee Abbey)	1,500		1,500	
HMRC (Gift Aid claim)	301		5,505	
Other Debtors	-		512	
		<b>1,801</b>		<b>7,517</b>
<b>7 LIABILITIES</b>				
<b>7a Amounts falling due in one year</b>				
Creditors - accounts payable		3,454		6,465
<b>7b Vicar's Discretionary Fund (1)</b>		1,042		1,455
<b>7c Deferred Income</b>				
Deferred Magazine Subscription	110		-	
Deferred Advertising Income	1,615		340	
Deferred Little Fishes Deposits	250		250	
Deferred Wedding Income	681		1,351	
Deposits paid for Lee Abbey 2022 weekend	2,200		-	
		4,856		1,941
		<b>9,352</b>		<b>9,861</b>
<b>8 CHARITABLE GIVING</b>				
<b>Local and National</b>				
FCCT	1,200		-	
Grassroots	131		-	
The Children's Society	60		-	
		1,391		-
<b>International</b>				
	-		-	
		<b>1,391</b>		<b>-</b>

**PAROCHIAL CHURCH COUNCIL OF ST JAMES' ROWLEDGE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**9 LITTLE FISHES NURSERY SCHOOL**

<b>INCOME</b>	<b>2021</b>		<b>2020</b>	
	£	£	£	£
Fees & Deposits	105,034		101,892	
Outings	438		131	
Activities for generating funds	1,170		238	
CJRS (Furlough scheme) payments	368		2,168	
Other	747		948	
<b>Total Income</b>	<b>107,756</b>		<b>105,376</b>	
 <b>EXPENDITURE</b>				
Staff Costs & Expenses	94,291		73,166	
Rent	-		-	
Insurance	484		1,183	
Stationery & Materials	2,150		1,349	
Food	642		394	
Equipment	2,362		357	
Training	1,301		538	
Outings	379		204	
Merchandising Costs	1,097		219	
Miscellaneous	1,741		494	
<b>Total Expenditure</b>	<b>104,446</b>		<b>77,904</b>	
<b>Net Income/Expenditure</b>	<b>3,310</b>		<b>27,472</b>	

*These financial statements do not include any crosscharge to Little Fishes for rent and utilities costs.*

*Because of a change to paying insurance monthly rather than annually at the 1/6/21 renewal the 2021 results show insurance cost for just 7 months. 2021 LF expenditure would have been £493 higher if 5/12ths of the 1/6/20 renewal premium had been recognised in 2021.*

**PAROCHIAL CHURCH COUNCIL OF ST JAMES' ROWLEDGE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**10 FUND MOVEMENT SUMMARY 2021**

Fund Name	Opening Balance 1/1/2021	Income	Expenditure	Fund Transfers	Closing Balance 31/12/2021
Church Fabric Sinking Fund	30,000	0	0	0	30,000
Little Fishes Solvency Fund	38,952	0	0	13,271	52,223
Vicarage Redecoration Fund	3,000	0	0	0	3,000
R Harvey Organ Fund	24,840	0	0	14	24,853
Vicar's Discretionary Fund (2)	0	0	0	1,000	1,000
House Reserve	136,076	0	0	0	136,076
General	34,054	263,011	265,244	-14,284	17,536
Bursary Fund	0	400	0	0	400
AV and IT Fund	0	2,500	0	0	2,500
<b>TOTAL</b>	<b>266,922</b>	<b>265,911</b>	<b>265,244</b>	<b>0</b>	<b>267,589</b>

## 2021 Independent Examiner's Report

### **Independent Examiner's Report to the members/trustees of St James' Church Rowledge Parochial Church Council**

I report on the accounts for the year ended 31st December 2021 which are set out in the 'Financial Review' and 'Financial Statements' sections of this Annual Report.

#### **Respective responsibilities of the Trustees and Independent Examiner**

As trustees of the charity, the members of the PCC are responsible for the preparation of the accounts. They consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

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

#### **Basis of Independent Examiner's Statement**

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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### **Independent Examiner's Statement**

Since the gross income for the year exceeds the amount provided in section 145(3) of the 2011 Act, I confirm that I am qualified to act as an Independent Examiner under the provisions of that section of the Act and that my qualification is as shown below.

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

1. which gives 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; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**Peter Handscomb FCA**

26 March 2022



St.James' Church  
Rowledge

Church Lane,  
Rowledge,  
Farnham,  
Surrey,  
GU10 4EN.

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01252 792402

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ROWLEDGE**

England & Wales - Charity number 1128612

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# Accounts

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**ROWLEDGE PAROCHIAL CHURCH COUNCIL**  
**FINANCIAL REVIEW**  
**2020**

**OVERVIEW**

1. The church funds were in credit throughout 2020 and at the end of the year.

Following several years of Income & Expenditure deficits that had reduced the General Fund to near zero at the end of 2019, the 2020 accounts showed a surplus of £27,737.

Total Income was £259,858, a rise of £8,043 (3%) relative to 2019, whilst Total Expenditure was £232,122, a £22,463 (9%) drop.

This result was very much better than expected at the start and during the early months of the year; and the Covid19 pandemic did not have the devastating effect that was feared initially. This was thanks to a total of approximately £50k of one-off income, or expense rebates.

The total of all Voluntary Giving (including Gift Aid and Legacies) rose by £8k to £137,311, though approximately £37k of this was one-off – including £21.5k in legacies, and £12k from an appeal in May. This increase was partially offset by reduced income from fundraising events and reduced fees for weddings, the result of Covid restrictions.

Surprisingly, Little Fishes Nursery income for 2020 was £3k higher than in 2019, despite its closure to all but children of keyworkers for part of the Spring Term and the Summer Term. Although much of the income for parent-funded children was lost during these partial closures, the Councils continued to pay for all government-funded care as if all children were attending, plus more for further keyworker children who joined while their own pre-school was closed. LF income also included £2,168 of government CJRS payments for nursery workers who were furloughed during the pandemic lockdown. This claim was in respect of the work not required for care of privately-funded children. A further £3,582 CJRS payment was received for furlough of the Parish Administrator.

The £22k drop in total expenditure relative to 2019 was mainly due to:

- A decision by the PCC in late 2019 to move to an essential-spend-only regime for the immediate future, because it was clear that the underlying finances were in serious deficit, with predictable regular costs significantly exceeding predictable income. As a result little was spent on Church Maintenance and Repairs in 2020, a £15k reduction, amongst other savings.
- A £7k rebate in the Parish Share Fee charged by Guildford Diocese. This was to help with expected reductions in service collections, wedding fees and other income ( - though much of this rebate just offset a planned 2020 increase in this Parish Share fee).

## RESERVES

2. The policy of the PCC is to hold sufficient unrestricted funds to ensure that costs for the following six months can be paid, to have a reserve for major church fabric repairs, a reserve for repairs to the vicarage and ideally a development fund to assist with seeding new growth in activities.  
All current funds are unrestricted. The level of net current assets/liabilities (£130,846) at the end of 2020 did exceed six months' expenditure (£116,061), though much of this net assets total is notionally allocated to the various named funds.

## MOVEMENT IN RESERVES

3. During 2020 total funds increased from £239,185 to £266,922. Of this amount, £136,076 is tied up in the book value of the house (25 Broad Ha'penny), which is used as accommodation for the Children's Minister. The house is depreciated at 2% per annum (£3,776).

## FUNDS

- 4.1 **The Church Fabric Sinking Fund.** This is in theory to enable any major work to be carried out when needed, in conjunction with associated fundraising. A Quinquennial Inspection report in early 2019 recommended that £8,000 should ideally be spent on works over 18 months and a further £35,000 over 5 years. In fact none of this work was carried out in 2019 or 2020 because of the significant deficit that was forecast for the full year finances early in the year, and the PCC were reluctant to spend on maintenance.  
At the end of 2020 the Fund stood unchanged at £30,000.
- 4.2 **The Little Fishes Fund.** This is to cover expenditure for the nursery school and is normally set to a value equivalent to six months' of LF expenditure.  
£78 was transferred from the Little Fishes Fund to the General Fund at the end of 2020 to reduce it to £38,952 (50% of 2020 costs).
- 4.3 **The Vicarage Redecoration Fund.** This is to cover costs for redecorating the vicarage as and when they arise. The balance remained unchanged at £3,000.
- 4.4 **The Russell Harvey Organ Fund.** This fund derives from a legacy left by the late organist. While the funds are not restricted, the PCC has so far only used it for costs that are related to the organ, though there was no such expenditure in 2020. The very small increase over the year came from interest earned on the cash on one of the deposit accounts. The balance is £24,840 at end-2020.

- 4.5 **The House Reserve.** This represents the accounting value of the house in Broad Ha'penny - £136,076 at end-2020.
- 4.6 **The General Fund.** This is the retained income fund for running the church operations on a day-to-day basis. The aim is to build this up as a buffer against future deficits on the Income and Expenditure account, to a level such that further funds could be allocated elsewhere. The 2020 surplus has caused this Fund to rise to £34,054.
- 4.7 **The Development Fund.** This has had a zero balance for some years, but it is intended to build it up again if and when the General Fund has a steady surplus.

## FUNDING SOURCES AND THE USE OF FUNDS

5. 41% of income came from voluntary giving (*incl Gift Aid but excl Donations and Legacies*) and a further 41% came from Little Fishes. 33% of total expenditure was for the Parish Share Fee which is paid to the Diocese, and 34% was spent on Little Fishes costs; with the balance used to run the church and develop its outreach to the village, particularly in Children's activities. Surplus cash is held in the CCLA Church of England Deposit Fund to ensure that social, environmental and ethical considerations are taken into account when investing.

## THE COMING YEAR

6. In late 2019 the PCC cut out all but essential expenditure; this included postponing work recommended in the Quinquennial Inspection report and suspending Mission and Charity Giving, though Children's Work was preserved. This regime continued for 2020. The 2020 surplus was unexpected, achieved only by receipt of legacies, other one-off income, and Covid-related cost rebates.

The underlying financial situation is that regular, predictable expenditure continues to exceed predictable income so the 2021 Budget shows a deficit: and that is while continuing with the essential-expenditure-only regime which delays recommended repairs to Church fabric.

Andrew Fewster  
PCC Treasurer

**PAROCHIAL CHURCH COUNCIL OF ST JAMES' ROWLEDGE**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

	Notes	TOTAL FUNDS			
		2019		2020	
		£	£	£	£
<b>INCOME</b>					
Voluntary income	2a	129,464		137,311	
Activities generating funds	2b	4,711		644	
Income from investments	2c	588		333	
Other incoming resources	2d	117,052		121,569	
<b>Total Income</b>			251,815		259,858
<b>EXPENDITURE</b>					
Church activities	3a	251,885		232,005	
Cost of generating voluntary income	3b	2,700		116	
<b>Total Expenditure</b>			254,585		232,122
<b>NET INCOME/(EXP.) before investment gains</b>			<u>(2,769)</u>		<u>27,737</u>
<b>NET GAINS ON INVESTMENTS</b>			-		-
<b>NET INCOME/(EXPENDITURE)</b>			<u><u>(2,769)</u></u>		<u><u>27,737</u></u>
<b>NET MOVEMENT IN TOTAL FUNDS</b>					
<b>Opening Balance</b>			241,954		239,185
<b>Movement</b>			<u>(2,769)</u>		<u>27,737</u>
<b>Closing Balance</b>			<u><u>239,185</u></u>		<u><u>266,922</u></u>

**All Funds are Unrestricted**

*All values are shown as as the underlying accurate ££.pp value rounded to the nearest £1.  
Totals may therefore appear not to add up exactly because of the rounding.*



**PAROCHIAL CHURCH COUNCIL OF ST JAMES' ROWLEDGE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

**1 ACCOUNTING POLICIES**

**Basis of financial statements**

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs. They have been prepared under FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)).

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

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

**PAROCHIAL CHURCH COUNCIL OF ST JAMES' ROWLEDGE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

	Notes	2019		2020	
		£	£	£	£
<b>2 INCOME</b>					
<b>2a Voluntary Giving</b>					
Voluntary Giving					
Voluntary Giving		97,150		87,101	
Gift-Aid Tax Recovered		<u>24,272</u>		<u>20,678</u>	
			121,422		107,779
Donations		3,042		8,027	
Legacies		<u>5,000</u>		<u>21,505</u>	
			8,042		29,532
			<u><b>129,464</b></u>		<u><b>137,311</b></u>
<b>2b ACTIVITIES FOR GENERATING FUNDS</b>					
Village Fayre		1,210		-	
R Waight Church History Talk		1,971		-	
Photojournal sales		810		150	
Cyclathon		365		-	
Easyfundraising		20		72	
Christmas Raffle		335		-	
Christmas Tree Festival (2019)		-		43	
Christmas Card sales		-		345	
Other Fundraising		-		35	
			<u><b>4,711</b></u>		<u><b>644</b></u>
<b>2c INCOME FROM INVESTMENTS</b>					
Interest			<u><b>588</b></u>		<u><b>333</b></u>
<b>2d OTHER INCOME SOURCES</b>					
Fees for Weddings and Funerals			7,390		3,476
Youth Activity fees			-		330
Little Fishes Income	<b>9</b>				
Fees & Deposits		100,882		101,892	
Merchandising		355		238	
Outings		378		131	
CJRS (Furlough) payments		-		2,168	
Other		<u>310</u>		<u>948</u>	
			101,924		105,376
Magazine Income					
Subscriptions		2,283		3,295	
Advertisements		<u>5,435</u>		<u>5,439</u>	
			7,718		8,734
Parish Room			20		-
CJRS (Furlough) payments, excl LF			-		3,582
Miscellaneous Income			-		71
			<u><b>117,052</b></u>		<u><b>121,569</b></u>
<b>TOTAL INCOME</b>			<u><b>251,815</b></u>		<u><b>259,858</b></u>

**PAROCHIAL CHURCH COUNCIL OF ST JAMES' ROWLEDGE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

	Notes	2019		2020	
		£	£	£	£
<b>3 EXPENDITURE</b>					
<b>3a CHURCH ACTIVITIES</b>					
<b>General Expenditure</b>					
Music		2,220		155	
Heat Light and Water		4,743		4,372	
Broadband and Telephone		1,031		1,354	
Insurance		1,502		1,680	
Printing and Stationery		4,094		5,721	
Churchyard and Drive		7,849		8,177	
Church Repairs and Maintenance		18,750		3,998	
Service costs		446		1,348	
Miscellaneous		543		-	
		<u>          </u>	41,179	<u>          </u>	26,807
<b>Parochial Expenses</b>					
Administration		7,277		8,839	
Vicar's Costs		1,658		427	
Mission, Ministry Costs		-		282	
Vicarage Costs		1,254		1,407	
		<u>          </u>	10,189	<u>          </u>	10,955
<b>Youth Costs</b>			28,209		28,175
<b>Little Fishes</b>	9		78,060		77,904
<b>House Costs</b>			5,496		8,759
					<small>(incl. £3776 depreciation each year)</small>
<b>Magazine Production Costs</b>			6,441		2,309
<b>Guildford Diocesan Parish Share Fee</b>			80,811		77,096
<b>Missions and Charities</b>	8		1,500		-
			<u>          </u>		<u>          </u>
			<b>251,885</b>		<b>232,005</b>
			<u>          </u>		<u>          </u>
<b>3b FUND RAISING COSTS</b>					
Photojournal printing cost		2,338		-	
R Waight Church History Talk costs		342		-	
Christmas cards for sale		-		116	
Christmas Draw		20		-	
		<u>          </u>		<u>          </u>	
			<b>2,700</b>		<b>116</b>
			<u>          </u>		<u>          </u>
<b>TOTAL COSTS</b>			<u>          </u>		<u>          </u>
			<b>254,585</b>		<b>232,122</b>
			<u>          </u>		<u>          </u>

**PAROCHIAL CHURCH COUNCIL OF ST JAMES' ROWLEDGE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

<b>4</b>		<b>2019</b>	<b>2020</b>
	<b>4a STAFF COSTS</b>	<b>£</b>	<b>£</b>
	Wages and Salaries (inc social security)		
	Church Staff	27,679	28,836
	Little Fishes Staff	71,166	73,166
		<u>98,845</u>	<u>102,002</u>

During the year the PCC employed a Youth and Children's Minister, and an administrator.

It also employed staff to run the Little Fishes pre-school.

During 2020 the PCC received £5,750.45 from HMRC as Coronavirus Job Retention Scheme payments, for furloughed Church and LF staff.

These payments were processed in the accounts as income (see Notes 2d and 9) so staff costs above are the gross costs, **not** net of CJRS.

**4b PAYMENTS TO PCC MEMBERS**

There were no payments to PCC members during the year.

**5 FIXED ASSETS**

<b>Land and Buildings</b>	<b>2019</b>		<b>2020</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Actual Cost</b>				
Starting Balance	188,810		188,810	
Disposal	-		-	
Additions at Cost	-		-	
Closing Balance	<u>188,810</u>	188,810	<u>188,810</u>	188,810
<b>Depreciation</b>				
Starting Balance	45,182		48,958	
Withdrawn on Disposal	-		-	
Charge for the Year	3,776		3,776	
Closing Balance	<u>48,958</u>	48,958	<u>52,734</u>	52,734
<b>Closing Written Down Value</b>	<u><u>139,852</u></u>		<u><u>136,076</u></u>	

*The Land and Buildings comprises the freehold house at 25 Broad Ha'penny, Farnham GU10 4TF*

**PAROCHIAL CHURCH COUNCIL OF ST JAMES' ROWLEDGE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

	2019		2020	
	£	£	£	£
<b>6 DEBTORS</b>				
<b>Prepayments and accrued income</b>				
Prepayments (Lee Abbey)	1,500		1,500	
Tax Recovery (Gift Aid)	8,617		5,505	
Other Debtors	-		512	
	<b>10,117</b>		<b>7,517</b>	
<b>7 LIABILITIES</b>				
<b>7a Amounts falling due in one year</b>				
Creditors		4,083		6,465
<b>7b Vicar's Discretionary Fund</b>		<b>1,705</b>		1,455
<b>7c Deferred Income</b>				
Deferred Magazine Subscription	135		-	
Deferred Advertising Income	491		340	
Deferred Little Fishes Deposits	-		250	
Deferred Wedding Income	-		1,351	
	626		1,941	
	<b>6,414</b>		<b>9,861</b>	
<b>8 CHARITABLE GIVING</b>				
<b>Local and National</b>				
FCCT	1,500		-	
	-		-	
		1,500		-
<b>International</b>				
	-		-	
	<b>1,500</b>		<b>-</b>	

*2020 Creditors in 7a includes £114.15 of PCC cheques that were uncashed at year end.*

*This approach, with 'Cash at bank' in the Balance Sheet showing bank statement balances, was used because the accounting system does not hold separate 'book' values.*

**PAROCHIAL CHURCH COUNCIL OF ST JAMES' ROWLEDGE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

**9 LITTLE FISHES NURSERY SCHOOL**

<b>INCOME</b>	<b>2019</b>		<b>2020</b>	
	£	£	£	£
Fees	100,332		101,892	
Deposit	550		<i>included above</i>	
Outings	378		131	
Activities for generating funds	664		238	
CJRS (Furlough scheme) payments	-		2,168	
Other	-		948	
<b>Total Income</b>	<u>101,924</u>		<u>105,376</u>	
 <b>EXPENDITURE</b>				
Staff Costs & Expenses	71,165		73,166	
Rent	-		-	
Insurance	1,119		1,183	
Stationery & Materials	1,487		1,349	
Food	516		394	
Equipment	1,194		357	
Training	900		538	
Outings	464		204	
Merchandising Costs	376		219	
Miscellaneous	839		494	
<b>Total Expenditure</b>	<u>78,060</u>		<u>77,904</u>	
 <b>Net Income/Expenditure</b>	 <u><u>23,865</u></u>		 <u><u>27,472</u></u>	

*These financial statements do not include any crosscharge to Little Fishes for rent and utilities costs.*

# Independent Examiner's Report to the members/trustees of St James' Church Rowledge Parochial Church Council

I report on the accounts for the year ended 31st December 2020 which are set out in the 'Financial Review' and 'Financial Statements' sections of this Annual Report.

## Respective responsibilities of the Trustees and Independent Examiner

As trustees of the charity, the members of the PCC are responsible for the preparation of the accounts. They consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

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

## Basis of Independent Examiner's Statement

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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

## Independent Examiner's Statement

Since the gross income for the year exceeds the amount provided in section 145(3) of the 2011 Act, I confirm that I am qualified to act as an Independent Examiner under the provisions of that section of the Act and that my qualification is as shown below.

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

1. which gives 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; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**Peter Handscomb FCA**

23 March 2021