

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BURPHAM

England & Wales · Charity number 1128817

Details

Other names BURPHAM PCC, Burpham PCC Church of Holy Spirit St Lukes

Status Registered

Legal form Previously excepted

Registered 2009-03-26

Register [View on the Charity Commission register](#)

Contact

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Activities

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

Activities: Responsible for all activities undertaken by the Parish Church in Burpham, near Guildford, Surrey.

Classification

- **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
- Brazil
- Surrey

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£213,402	£202,508	-	-
2023-12-31	£179,079	£228,193	-	-
2022-12-31	£173,174	£192,039	-	-
2021-12-31	£223,857	£189,705	-	-
2020-12-31	£389,562	£215,087	-	-

Trustees

Name	Role	Appointed
Rev James Andrew Hanson	Chair	2024-06-13
Candice Kelley Kimberley Hughes		2025-04-27
Charles Robert Gibbons		2022-04-24
David Anthony Agg		2025-04-27
Dr Pauline Ann Wigmore		2018-05-15
Dr Rex Barry Thorpe		
Iain Robertson		2024-04-16
Jane Melinda Agg		2020-10-20
MICHAEL POCOCK		
Margaret Joan Gibbons		2024-08-01
Nicholas Stephen John Tooze		2024-04-16
Ruth Anne Boughton		2023-03-28
Sarah Janine Stothard		2024-04-16
William James Lowries		2025-04-27

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Accounts



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS

**ANNUAL REPORT
and
FINANCIAL STATEMENTS**

**of the Parochial Church Council
of the Parish of Burpham St Luke's
with the Church of the Holy Spirit
For the year ended**

31 December 2024

**PCC of Burpham Church Registered
charity number: 1128817**

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Aim and Purposes

The worshipping community of Burpham Church exists to promote the mission of Jesus to this parish. As is quoted in Matthew 28:20-22, we are all called to “therefore, go, and make disciples of all nations”, so our mission to this community is to be disciples, and support bringing more disciples into his Kingdom. The Incumbent has a responsibility to shepherd and lead this mission, alongside the elected Parochial Church Council (PCC) in partnership. When planning activities for the year, the PCC considered the Charity Commission’s guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of faith and religion. This mission to help ordinary people to live out their faith encompasses worship, prayer, outreach, evangelism, discipleship, pastoral care, fellowship, building church-community partnerships, and being a voice for the voiceless across the parish.

Alongside the worshipping community, and mission to the parish of Burpham, we have two main worshipping centres. Burpham Church comprises two church buildings: St Luke’s Church on Burpham Lane and the Church of the Holy Spirit (CHS) on New Inn Lane with its attached church centre. To facilitate this mission, the PCC considers that it is important to maintain the fabric of the St Luke’s Church, the Church of the Holy Spirit (CHS) and the Church Centre.

Summary of Main Events

2024 was a year of two halves; the first almost six months saw the recruitment process for a new Incumbent, tail end of the long vacancy under the authority of the two Church Wardens, Jane Agg and Lewis Williams, and the latter half of the year began (upon Installation) the ministry for the new Incumbent, Rev James Hanson. The report is structured with the Church Warden’s feedback on the first half of 2024, and then the Vicar’s report to pick up the baton from June 2024 before the Annual accounts.

Objectives and Activities

Burpham Church currently runs two Sunday services at CHS weekly: a 9.15am more traditional Common Worship communion service, followed, usually, by a 10.45am contemporary service with provision for children, either in the service or in the hall (Sunday Club). Alongside the weekly services, there is a monthly all-age service (Lego Brick Church) on Sunday afternoons, and also a monthly short spoken Holy Communion service in Church on a Thursday morning. Through the year, there have been a number of informal services either at CHS (December services for Memorial, Community Carols, Christingles) and at St Luke’s (Remembrance, Pet service, Candlelit Carols, School Carols). There are also numerous activities that have been ongoing through 2024, reported about below.

Burpham Church endeavours to:

- Enable all people to go deeper in their faith journey, to become more like Jesus.
- Reach all people in the parish through invitation to events, ultimately to explore and find faith in Jesus.
- Be God’s hands and feet in the parish, supporting pastoral and community needs for those living in the parish.

PCC Membership during 2024 (with periods of office)

Ex officio members:

Rev James Hanson	Vicar (from June)
Rev Darlene McCarley	Associate Minister

Churchwarden:

Jane Agg	(from APCM 2023)
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Diocesan Synod Lay Representative

Joan Gibbons	(Aug 2024-2027)
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Deanery Synod Lay Representatives

Rex Thorpe	PCC Secretary (2020-2023) (2023-2026)
Alistair Barry	(2023-July 2024)

Elected Members: Elected terms (from/to date of APCM or resignation)

Grace Luke	(2021-2024) (2024-2026)
Robert Gibbons	(2022-2025)
Mike Pocock	(2020-2023)(2023-2026)
Samantha Aarvold	(2023-Dec 2024)
Ella Nash	(2024)
Nick Tooze	(2024-2027)
Sarah Stothard	(2024-2027)
Iain Robertson	(2024-2027)
Ruth Boughton	(2024-2026)
Graham Rutherford	(2024-2025)

Co-opted Members

Ann Wigmore	Parish Safeguarding Officer
Revd Jo Lamberth	PCC Treasurer from mid2023

Invited to Attend all meetings

Lisa Scott	Church Manager
Revd Mark Woodward	Interim Minister (until Easter 2024)

Review of the Year's Activities

Churchwarden's Report for the calendar year 2024

At the start of 2024 we handed out card with our verse for the year. *See I am doing a new thing! Now it springs up; do you not perceive it? I am making a way in the wilderness and streams in the wasteland. Isaiah 43:19*

Looking back over the year I can already see the new things that God is doing here in Burpham.

For the first six months of the year, we were in vacancy. I am very grateful to the many people who gave sacrificially of their time and energy to keep our services and small groups running.

We were supported from January to May by Rev Mark Woodward from St John's Stoke, who gave us a day a week of his time to be our Interim Minister. While many of you will have only seen Mark on occasional Sundays, he was a great help and support to Lewis and me as wardens, guiding us through some of the complexities of running the parish during the vacancy period. He created a complicated jigsaw of leaders and preachers drawing on members of Burpham Church, St John's and Stephen from St Peter's to ensure that we have continued to enjoy high quality teaching during the vacancy period.

The recruitment of James in February was a key moment in the year. Once he had been appointed there was much to be done to get the vicarage ready and prepare for his licensing service in June. I am grateful to the many people who gave practical help during this phase of the recruitment process; your willingness to prepare for our new start was so encouraging.

Following James' arrival in the parish the second half of the year has felt like the start of the stream mentioned in our Bible verse. Small trickles of water which will come together to form a stream in God's time. We have seen people return to the church and some new activities begin. A particular encouragement has been the strengthening the partnership with our preschool, both the church and preschool having new leaders at the same time, while stressful, has been an opportunity to do things differently.

Many people in our church work, having caring responsibilities or have their own health problems so we continue to be reliant on a small group of people who have the capacity to do practical tasks. Burpham has always been a church that is built on faithful prayer. Throughout the last few years, the Tuesday morning prayer meeting has been well attended, and I know that many who are unable to be there on Tuesdays faithfully pray for the church.

As in any family the year has seen faithful members of the church go to glory, and some become too frail to manage in their own homes and move into care homes. We have also welcomed a new baby and been delighted to read the banns for the marriages of young people I remember attending holiday clubs and Messy Church in the past.

Lewis stood down as churchwarden at the APCM in April 2024. Most people will be unaware of the huge amount of time, energy and wisdom he devoted to Burpham church during his years as warden. We would not be in the place we are today without him. I have been grateful to the many people who have helped me with some of the duties that should fall to the churchwarden while I have been the sole warden.

As we move into 2025, I have looked to the next verse of Isaiah 43 and think that this reflects where we are now. *“I provide water in the wilderness and streams in the wasteland, to give drink to my people, my chosen, the people I formed for myself that they may proclaim my praise.”* Now is a time for us to be refreshed by God and to praise Him for what He has done for us. As we proclaim what God has done in Burpham church we pray that we will take this new life out of our buildings into the Burpham Community.

Jane Agg

Parish statistics 2024

The average weekly Sunday attendance, counted during October 2024, was

32 adults and **1** under 16 for the 9.15am Communion service

44 adults and **7** Under 16s at the 10.45am Contemporary service.

The clergy team officiated at **3** funerals **0** of which were held at CHS (2 at Guildford Crem, 1 at Woking Crem), and **4** interments at St Luke’s.

(J Lamberth **0**)

(D McCarley **2** funerals, **2** interments)

(J Hanson **2** interments)

(C Matthews **1** funeral)

There were **0** child baptisms at CHS and **0** Thanksgivings at St Luke’s.

There were **0** church members confirmed at St Luke’s or CHS in 2024.

Safeguarding

The PCC has adopted the House of Bishops' Promoting a Safer Church safeguarding policy statement, and the House of Bishop's Safeguarding Policies and Practice Guidance.

The PCC is responsible for all safeguarding within Burpham Church. Ann Wigmore continues as Parish Safeguarding Officer (PSO) for 2024, she remains a co-opted member of the PCC. The PCC is responsible for the safer recruitment and supervision of lay volunteers and employees and ensuring all activities involving under 18s or potentially vulnerable adults are safe. The Bishop's Office has responsibility for all clergy and LLMs. Safeguarding continues to be a standing item at every PCC meeting with verbal and written reports presented.

The electronic national Parish Safeguarding Dashboard helps ensure all policies and processes are up to date. The PSO uses the Safeguarding Hub to manage the recruitment and training of all volunteers and lay staff.

We are grateful for the excellent and swift support provided by the Diocese Safeguarding team without whom the PCC and PSO's task of keeping Burpham Church safe would be impossible.

Ann Wigmore PSO

Recruitment of our new vicar

The Parish Profile was completed in autumn 2023 so that adverting for our new vicar could start immediately after Christmas. We were delighted that we received seven applications from which we shortlisted four candidates for interview. Many people were involved in the 'meet the parish' afternoon which was part of the interview process, we are grateful for their time and commitment. Following a robust interview the panel unanimously agreed to offer the post to the Rev James Hanson and we were delighted that he accepted. James was previously curate at Alfold and Loxwood. He showed us a strong calling to Burpham as a community and his vision for the church being at the heart of the community resonated with that of the PCC.

There was a lot of work to be done to get the vicarage ready for James, Jenny and their family. We are grateful to David Agg and William Lowries who spent many hours working on the house, also to the diocese for the work that they undertook to get the house ready. James was installed as Vicar of Burpham on June 13th in a truly joyful service. The church was packed with church members, the local community, and friends from Alfold and Loxwood. James has quickly become known in Burpham helped by his preference for walking from place to place and his involvement in community groups and businesses.

Jane Agg

Vicar's report 2024

June 13th was a remarkable day for all the pomp and ceremony that the Church of England brings to bear as installations of its new Incumbents, but it was the beginning of a new ministry here in Burpham. The journey to Burpham and this part of Guildford actually began many years ago. Firstly, Jenny was planted at the Astolat Building in Spring 2020, working for Guildford HomeStart, and secondly, I have been called to serve the marginalised and needy on the streets of Guildford since 2018 as a Street Angel, part of the Guildford Town Centre Chaplaincy.

As recently as June 2023, at the Guildford Diocese Clergy Triennial conference, I heard from 4 people in the 3 days who all said something like: "Have you thought about Burpham?" Such was the God-incidence of this call, I began prayer walking round the parish learning to listen more to God's voice and his call here. It soon became really clear that the call was undeniable, and so many of the words and pictures I saw going round pointed to: Jesus making a way, seeing streams in the wasteland and new things happening – and then I looked on the website to see Isaiah 43: 19, which just confirmed the church was hearing all I was hearing.

The first 6 months of serving 'in post' have passed by in the blink of an eye, and rather than me tell the tales of the second half of the year, you will see in this report pack, a real mixture of reports from so many faithful servants and partners of this church, as I long for us all to see how God has been at work through His people all year in really rich ways. Our sermon series through the Summer and Autumn focused on Building up His church, Stewardship and Welcome.

Throughout these reports, you will see the word "**BE**", highlighted many times. That may be a complete coincidence, but I know it to be a God-incidence – because that is the word that he longs for us to not only celebrate, but to prioritise. So long does a church so often feel burdened and run ragged by "doing", that we must often be reminded by a call to stop doing, and start **BE**-ing.

December 2024 ended with a word I preached from Luke 10: 38-42, when Jesus was at the home of Mary and Martha. I felt truly challenged by **BE**-ing called to stop, pause, and just be in the presence of Jesus, like Mary. Finding time to just **BE** with Jesus is one of the hardest things we can seek in our time, age and location. Life, the world, business and everything else so often gets in our way.

Even the nature of serving Jesus, or doing roles or jobs in and for church can get in the way of our ability to **BE** with him. In the gospel, Luke reminded us that what is best is "**BE**-ing with Jesus" over "doing for Jesus". So, for 2025, the challenge has been to take a time to reset that relationship; to intentionally find a time each day (start with 5 mins) to cut off all distractions and shut out the world to plug in deeply to him.

What else does 2025 hold for us? The Lord has left me in no doubts that there are some really key strategic priorities for us as a church, but this comes from a vision of what we are called to do and more importantly **BE** here in Burpham. I continue to love prayer walking the parish everyday I will end up in conversation with someone, somewhere, which really excites me,

because it reminds me not just of my call to be incarnational (in person or in presence) in ministry, but all of our calls to **BE** on our frontlines for him.

There are three key dreams I have for this church in this new season:

- Being with Jesus – our real heart to fill up from his well and grow more like him.
- Becoming intentionally intergenerational in our worship and growth together.
- Loving this community – where we are planted, and our frontlines in evangelism.

You could sum this up in 7 words:

Being with Jesus. Worshipping Intergenerationally. Loving community.

What this will look like is also what excites me. A small team of like-minded individuals has worked hard over the Autumn term to bring to life the passion within the parish profile was to recruit a new member of the team to help us grow our community, discipleship and diversity (especially to grow younger) and develop deep connections with all our groups and mission to the community.

After much prayer and discernment through the Summer, the PCC approved the creation of a job pack for a new Intergenerational Minister, and subsequent launch for this advert. I am deeply grateful for the team who built the role description and advertising campaign for a job to be launched at the very end of 2024.

The new IG minister will have a huge part to play in helping us reimagine what ministry across and between generations looks like, reaching out into the community with children, families and households in mind and helping lead us through what building a sticky faith may look-like as we all seek to nurture and raise children in the faith.

Loving community will take on all manner of new ventures – many of us have a heart for St Luke's, and many have coalesced on a vision for St Luke's as "a house of prayer", so we long to discern what that might look like going forwards – whether it is more open during the week as a safe space for pilgrims and visitors, a regular prayer and worship happening in there, prayer trails round the grounds and upgraded facilities to support accessible welcome.

But, the real community action will come by us recognising our call as the church, to be "sent out" into this community; working out where God is planting us on our frontlines, being equipped to serve others, share our lives and intentionally reach out to those around us.

We will be bridge-builders, ready to build the platforms that will lead others to Jesus, but also **BE** willing to walk across the bridge to where others are (as Jesus did), inviting them to walk back over the bridge towards Him. My vision for what this looks like is simple:

Invitation. Welcome. Belonging.

James Hanson

Review of the Year's PCC meetings

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding how the funds of the PCC (essentially donations from the congregation + Gift Aid) are to be spent. New members receive initial training into the workings of the PCC. The PCC met nine times during 2024. The average attendance was 13 members (11 in 2023). The Standing Committee did not meet. Urgent matter needing PCC approval were subject to a vote by e-mail.

In January the PCC considered and approved a budget proposed by the treasurer. This predicted a deficit of £50,000 for 2024 but the PCC took into account that it had more than adequate reserves, could not see any cuts in expenditure that would harm the mission of the church, understood that there were items of exceptional expenditure to do with preparing the vicarage for the next incumbent and that the budget, as is usual, had been prepared on a slightly pessimistic basis. In less prosaic terms, the PCC had faith that the Lord would provide. The PCC also agreed to allow the hall to be let to Urban Saints on Friday evenings for a group for girls (Urban Saints in Guildford had until this decision been for boys only)

In February the PCC was informed by our churchwardens that four candidates for vicar of Burpham would be coming for a familiarisation visit with interview at the end of the month and that PCC members would be invited to host various parts of the visit and then join the candidates for a meal in the evening in the hall. After this the archdeacon who is on the appointments panel would be welcoming feedback on the candidates. PCC members took up this invitation with enthusiasm. The treasurer began what turned out to be a tortuous process of updating the signatories on all of the PCC's bank accounts.

In March the churchwardens were excited to inform the PCC that the Revd James Hanson had been offered the post of vicar of Burpham and that he had accepted. This meant that work on the vicarage needed to accelerate and that the Diocese had pressed the accelerator pedal in respect of the works for which it was responsible. The treasurer presented the case that some of the PCC's assets should be invested rather than deposited in a bank to gain interest. The PCC heard advice that investments should be made with not less than five-year time horizon. The PCC therefore carefully considered the size of its reserves, the size of the annual deficit and commitments made in the Parish profile to fund a youth minister and decided that it would be prudent to invest no more than £70,000 in the AAA rated COIF Charities Investment Fund. Also in March, the Treasurer reported to the PCC that the accounts for 2023 had been approved by the independent examiner. The PCC approved them, along with the agenda for the AVM and the APCM, the PCC's annual report and other reports needed for the APCM. Lewis Williams informed the PCC that he would be standing down as church warden at the AVM.

In May the new PCC met and welcomed five new members (some returning after a gap). The officers of the PCC were elected for the year and the Parish Safeguarding Policy was approved. A report was given about a leak in the Preschool store, which had been fixed.

There was some optimism that a good candidate for Preschool manager had applied to take over from Grace Luke.

In June the PCC was chaired for the first time by the new incumbent, Revd James Hanson. Much of the meeting was devoted to James' vision for the mission of Burpham Church and this included a plan for the PCC to meet no more than bi-monthly and for the revival of Action Teams to take up some of the PCC's responsibilities under its supervision.

In July, the secretary reported that Joan Gibbons had been elected to the Diocesan Synod and will therefore become a member of the PCC *ex officio* and that Alastair Barry had resigned as he is moving to Cambridge to train for ministry. The PCC also adopted a Serious Incident Reporting Policy. James introduced the following initiatives; Love St Luke's, Brick/Lego church, a pet service and others which the PCC was pleased to support and which turned out to be very successful. The PCC also agreed to pay for the renewal of the door to the Vestry at St Luke's church but with the work to be done by well qualified volunteers.

In September James announced that there would be an intergeneration service at 10.45 one Sunday in October and shared with the PCC his plan for an employed Intergenerational Worker. The PCC approved the idea in principle and set up a small working group to produce a firm proposal. The PCC also formally approved that certain out of proportion trees at St Luke's be removed and other pruned; this should make the church properly visible again. Some replacement trees will be planted. Water ingress to the vestry at CHS was reported and a small working group set up to investigate.

In October the PCC received a report that it had agreed by e-mail to spend £1800 on repairs to the flat roofs near the vestry at CHS. James reported on the success of the mission related activities over the past months. The treasurer reported that the PCC's income from giving was showing a £50,000 positive variance from the budget which meant that the PCC might come close to balancing income and expenditure for 2024. The PCC considered and approved the creation of five new Action Teams. The PCC reappointed its nominee Trustees to the Preschool.

In November the PCC gave general approval for the detailed document describing an employed Intergenerational Minister. Minor tweaks were needed which the PCC were happy to approve by e-mail. The PCC gave approval to explore ways in which Burpham Preschool could operate 5 days a week (this being thought the only realistic response to recent changes in government funding). The PCC received a report from Ann Wigmore and Nick Tooze of a safety inspection of the premises using our insurers checklist. A volunteer, David Agg, had already addresses many of them and outstanding matters had been referred to Mike Pocock (Assistant Churchwarden) and Rex Thorpe (Health and Safety Adviser). The PCC appointed five of its members to chair each of the five new Action Teams.

Rex Thorpe, PCC Secretary

Financial Review

The PCC is very grateful for the continued generosity of the church members through planned and ad hoc giving to support the work of the church. The appointment of James Hanson as the new Vicar of Burpham has had a positive impact on the church and this is evident in the end of year financial position.

The accounts show a surplus of £10.9k at the end of 2024. Total income was £213.4k which is £34.3k favourable to 2023 and included £55k of one-off large gifts. Expenses for the year 2024 were £202.5k which was around £26.7k less than 2023. This is mainly to do with the resurfacing of the car park and quinquennial works at St Lukes completed in 2023 £42k offset by work completed at the Vicarage and higher clergy expenses in 2024 £20k and lower staff salaries £2k.

The PCC remains committed to the policy of tithing the voluntary unrestricted income and accordingly £19.5k was allocated to mission giving, principally distributed to the five mission partners adopted by the church.

The cash position of the church remains strong due to the exceptional gift received in 2019 and 2020. The PCC realise that further focus on stewardship is needed in order to accomplish our missional objectives including the appointment of an Intergenerational Minister in 2025.

Reserves Policy

The PCC keeps its Reserves Policy under regular review and adopted the following revised policy in 2019:

“It is the policy of Burpham Church to hold the equivalent of four months of salary costs and two months of running costs, excluding the Parish Share, in reserves. Such funds will be held in a cash investment account separate from the day to day working capital cash of the church.”

Independent Examiner's Report to the Members of the Parochial Church Council of the Parish of Burpham St Luke's with the Church of the Holy Spirit

I report on the accounts for the year ended 31 December 2024 which are set out in the following pages.

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;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- 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 Act, I confirm that I am qualified to act as 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 s.130 of the 2011 Act; or
 - to prepare accounts which accord with these accounting records and comply with the accounting requirements of the 2011 Act have 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.

Andrew Wye, FCA 4 Beaufort Parklands, Railton Road, Guildford, Surrey GU2 9JX

Burpham Parish Church
STATEMENT OF FINANCIAL ACTIVITIES
For the Year Ended 31 December 2024

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
Incoming Resources						
Voluntary income	2a	190,034	-	4,490	194,524	153,990
Activities for generating funds	2b	12,474	851	-	13,325	16,241
Interest receivable	2c	1,541	-	-	1,541	240
Church activities	2d	4,012	-	-	4,012	8,608
Total Incoming Resources		208,062	851	4,490	213,402	179,079
Resources Expended						
Church Activities	3a	201,440	-	1,068	202,508	228,193
Total Resources Expended		201,440	-	1,068	202,508	228,193
Net Incoming Resources		6,622	851	3,422	10,895	(49,114)
Transfers Between Funds						
Net Movement in Funds		6,622	851	3,422	10,895	49,114
Balances b/f at 1 January 2024		48,237	306,845	-	355,082	404,196
Balances c/f 31 December 2024		54,858	307,696	3,422	365,976	355,082

Burpham Parish Church
BALANCE SHEET
As at 31 December 2024

		2024		2023	
	Note	£	£	£	£
FIXED ASSETS					
Tangible Fixed Assets	6		1,061		4,055
CURRENT ASSETS					
Debtors	7	26,752		21,764	
Short term deposits		146,497		75,000	
Cash at bank and in hand		205,725		273,821	
Total current assets		378,973		370,585	
CURRENT LIABILITIES					
Creditors					
Other creditors	8	(14,058)		(19,557)	
Amounts falling due within one year		(14,058)		(19,557)	
NET CURRENT ASSETS			364,915		351,027
TOTAL ASSETS LESS LIABILITIES			365,976		355,082
FUNDS AND RESERVES					
UNRESTRICTED RESERVES					
General Reserve			54,858		48,237
DESIGNATED FUNDS					
Mission Fund	9a	-		-	
Drop-in	9a	6,001		5,150	
Major Projects	9a	299,195		299,195	
New Wine	9a	2,500		2,500	
			307,696		306,845
RESTRICTED FUNDS					
Building Fund	9b	3,422		-	
			3,422		
			365,976		355,082

Approved by the members of the Parochial Church Council on March 2024 and

Signed on their behalf by:

Rev James Hanson, Vicar and Chair of PCC Rev Jo Lamberth, Treasurer

Burpham Parish Church

NOTES TO THE ACCOUNTS

For the Year Ended 31 December 2024

1 Accounting policies

The PCC is a public benefit entity within the meaning of Financial Reporting Standard (FRS) 102. 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 and with the Regulations' "true and fair view" provisions. They have been prepared under FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice (SORP), Accounting and Reporting by Charities (SORP(FRS102)).

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

INCOMING RESOURCES

Voluntary income and capital sources

Collections are recognised when received by or on behalf of the PCC. Planned giving receivable under Gift Aid is recognised only when received. Income tax recoverable on Gift Aid donations is recognised when the donation is recognised. Grants, donations and legacies to the PCC are recognised as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable, and its ultimate receipt by the PCC is reasonably certain.

Sales of the parish magazine and funds raised through one-off events and activities are accounted for gross.

Other income

Rental income from the letting of the church centre is recognised when due.

Income from investments

Interest entitlements are recognised as they accrue.

Gains and losses on investments

Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are recognised on revaluation of investments at 31 December.

RESOURCES USED

Grants

Grants and donations are accounted for in the year recognised as the qualifying period.

Activities directly relating to the work of the church

The diocesan parish share is accounted for when due.

Burpham Parish Church

NOTES TO THE ACCOUNTS

For the Year Ended 31 December 2024

1 Accounting policies (continued)

FIXED ASSETS

Consecrated property and movable church furnishings

Consecrated and beneficed property of any kind is excluded from the financial statements by the Charities Act 2011.

Movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are accounted for as inalienable property unless consecrated. They are listed in the church's inventory, which can be inspected at any reasonable time. Items acquired since 1 January 1998 have been capitalised and depreciated in the financial statements over their currently anticipated useful economic life on a straight-line basis.

All expenditure incurred in the year on consecrated or beneficed buildings, individual items under £500, and the repair of movable church furnishings acquired before 1 January 1998 is written off.

Other fixtures, fittings and office equipment

Equipment used within the church premises is depreciated on a straight-line basis over 4 - 6 years, with the exception that fixtures and fittings are depreciated over 10 years. Individual items of expenditure of less than £500 are normally written off in the year in which they are acquired.

Current assets

Amounts owing to the PCC on 31 December in respect of Gift Aid tax recoverable, fees, rents or other income are shown as debtors less provision for amounts that are deemed to be uncollectable.

Short term deposits include cash held on deposit at a recognised UK bank or financial institution.

FUNDS

Unrestricted Funds represent the income funds of the PCC that are not subject to any restrictions regarding their use and are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use or for spending on a future project.

Designated Funds allocated by the PCC for a particular purpose are also unrestricted as they may be undesignated by the PCC and applied for general purposes.

Restricted Funds are those income funds that must be spent on restricted purposes, and

details of the funds held and restrictions provided are included in the notes to the accounts.

Burpham Parish Church
NOTES TO THE ACCOUNTS
For the Year Ended 31st December 2024

2 Incoming Resources

		Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2024 £	Total 2023 £	
2a Voluntary Income							
Planned Giving	Gift Aid Donation	VPA	98,642	-	4,490	103,132	81,452
	Tax Recoverable	TRPG	24,545	-	-	24,545	17,119
	Other	PGO	11,799	-	-	11,799	11,519
Loose Collections		LC	-	-	-	-	-
	Tax recoverable	LCTR	-	-	-	-	-
Donations	Received net	DNN	-	-	-	-	-
	Tax Recoverable	TRD	-	-	-	-	-
	Other	DNG	55,048	-	-	55,048	43,900
Legacies		LG	-	-	-	-	-
			<u>190,034</u>	<u>-</u>	<u>4,490</u>	<u>194,524</u>	<u>153,990</u>
2b Activities for Generating Funds							
Trading Activities		TRA	12,474	-	-	12,474	15,941
Fundraising Activities		FRA	38	-	-	38	191
Grant		GRA	-	-	-	-	-
			<u>12,512</u>	<u>-</u>	<u>-</u>	<u>12,512</u>	<u>16,132</u>
2c Interest Receivable							
On deposit accounts		IRD	1,541	-	-	1,541	240
On loans		IRL	-	-	-	-	-
			<u>1,541</u>	<u>-</u>	<u>-</u>	<u>1,541</u>	<u>240</u>
2d Income from Church Activities							
Fees for weddings and funerals		FEE	1,911	-	-	1,911	3,755
Regular weekly activities		RWA	1,293	-	-	1,293	2,205
Other activities and events		OAE	769	851	-	1,620	2,758
			<u>3,974</u>	<u>851</u>	<u>-</u>	<u>4,825</u>	<u>8,718</u>
			<u>208,062</u>	<u>851</u>	<u>4,490</u>	<u>213,402</u>	<u>179,079</u>

Burpham Parish Church
NOTES TO THE ACCOUNTS
For the Year Ended 31st December 2024

3 Resources Expended

			Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
3a Church activities							
Mission Giving	Tithed Giving	MIS	19,452	-	-	19,452	15,723
	Charitable Gifts		-	-	-	-	-
Parish Share		PSH	87,692	-	-	87,692	88,928
Staff Salaries (see note 4)		SAL	16,820	-	-	16,820	18,627
Vicar/Curate/Staff expenses		EXP	6,300	-	-	6,300	2,086
Staff and Volunteer training and development		TRG	0	-	-	0	214
Upkeep of Services		UKS	899	-	-	899	721
Youth & children's work & activities		YAC	18	-	-	18	395
Church Events costs		CEC	1,238	-	-	1,238	1,643
Discipleship and welfare		DIS	160	-	-	160	125
Major Buildings Works		MBR	-	-	-	0	32,856
Utilities		UTI	12,682	-	-	12,682	14,770
Insurance		INS	3,420	-	-	3,420	3,223
Office Costs		OFF	7,258	-	60	7,318	6,625
Cleaning and Refuse collection		CLG	5,911	-	-	5,911	4,319
Maintaining St Lukes Church and Churchyard		SLC	10,741	-	-	10,741	13,126
Other maintenance Costs		OMC	7,049	-	-	7,049	18,498
Depreciation of equipment (note 7)		DEP	2,994	-	-	2,994	3,791
Vicarage maintenance and expenses		VIM	19,284	-	-	19,284	1,062
Independent examination fee		IEF	480	-	-	480	1,460
Quinquennial Survey		QUI	0	-	-	0	0
Other governance costs		OGC	50	-	-	50	0
Total Expenditure			202,448	0	60	202,508	228,193

4 Staff Costs

	2024 £	2023 £
Wages and salaries	16,096	17,236
National Insurance	-	-
Pension contributions	724	1,391
	16,820	18,627

The Church employed a Church Centre Manager working on weekdays during term-time based in the Parish Office.

As a registered charity, Burpham Church qualifies for the Government's Employment Allowance. The full value of employer class 1 national insurance contributions arising during the year was less than the overall allowance.

No payments or expenses were paid during the year (2023 - none) to any PCC member, persons closely connected to them or related parties, in connection with their PCC duties.

Burpham Parish Church
NOTES TO THE ACCOUNTS
For the Year Ended 31st December 2024

5 Pensions

Burpham Church participates in the Pension Builder Scheme of the Church Workers Pension Fund (CWPF) for lay staff. The Scheme is administered by the Church of England Pensions' Board which holds the assets of the schemes separately from those of Burpham Church and the other participating employers.

The Pension Builder Scheme of the CWPF is made up of two sections, Pension Builder Classic and Pension Builder 2014, both of which are classed as defined benefit schemes. Lay employees of Burpham Church are enrolled to the cash balance section known as Pension Builder 2014 with contribution rates of 4% for the employee and 4.5% for the employer, including 0.5% for life insurance cover.

Pension Builder 2014 is a cash balance scheme that provides a lump sum that members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. This account may have bonuses added by the Board before retirement. The bonuses depend on investment experience and other factors. There is no requirement for the Board to grant any bonuses. The account, plus any bonuses declared, is payable from members' Normal Pension Age. The Scheme provides a guarantee to members that their account will not be worth less than the amount of cash paid in and so, in this regard only, the scheme has the attributes of a defined benefit scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of Financial Reporting Standard (FRS) 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are the contributions payable of £724 (2022 - £1,321).

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent was carried out as at 31 December 2022. The next valuation is due as at 31 December 2025. For the Pension Builder 2014 section the 2019 valuation revealed a surplus of £2m on the ongoing assumptions used. There is no requirement for deficit payments at the current date.

The legal structure of the scheme is such that if another employer fails, Burpham Church could become responsible for paying a share of that employer's pension liabilities. The PCC consider that the risk of such a liability arising is remote.

Burpham Parish Church
NOTES TO THE ACCOUNTS
For the Year Ended 31 December 2024

6 Tangible Fixed Assets

	Fixtures and Fittings £	Office Equipment £	Church Furniture and Equipment £	Total £
Cost				
At 1 January 2024	15,039	12,486	38,854	66,379
Additions	-	-	-	-
Disposals	-	-	-	-
At 31 December 2024	15,039	12,486	38,854	66,379
Accumulated Depreciation				
At 1 January 2024	13,357	11,520	37,447	62,324
Charge for the year	1,407	242	1,345	2,994
Disposals	-	-	-	-
At 31 December 2024	14,764	11,762	38,792	65,318
Net Book Value				
At 31 December 2024	275	725	62	1,062
At 31 December 2023	1,682	966	1,407	4,055

All tangible fixed assets are held as unrestricted assets.

7 Debtors

Amounts due within one year

	2024	2023
	£	£
Gift Aid tax recoverable	24,474	20,520
Prepayments and accrued income	2,278	1,244
	26,752	21,764

The tax recoverable from HMRC at the balance sheet date relates to 2023.

8 Other Creditors

	2024	2023
	£	£
Amounts due to mission partners	11,271	8,958
PAYE / NI and pension	1,247	-
Other liabilities	1,540	10,599
	14,058	19,558

The amounts due to mission partners relate to the tithe set aside to support mission partners but not yet allocated and paid over at the year end. The PCC has every intention of passing these funds on to our mission partners

Other liabilities relate to book-keeping and Independent Examiner costs in 2024

Burpham Parish Church
NOTES TO THE ACCOUNTS

For the Year Ended 31 December 2024

9 Funds

9a Designated Funds

The designated funds comprise the Drop-in Fund, a New Wine Fund, a Major Projects fund for the exceptional gift receipts during the year and the Mission Fund.

The Drop-in Fund records the transactions of the long standing Thursday Drop-in group, which are operated through a separate bank account under the oversight of the Drop-in Committee.

The Mission Fund holds funds which have been designated by the PCC to be used for the wider mission of the worldwide church through the work of mission partners and similar charitable organisations, but which have not been allocated to partners at the year end.

The Administration Fund receives contributions specifically in support of the salary cost of employing a Parish Administrator. Funds received in year and associated tax recoverable are transferred to the unrestricted fund at the year end to offset part of the costs incurred.

The Major Projects Fund was established by the PCC in 2019 to hold funds from the exceptional gift, which the PCC wishes to use to implement significant initiatives that deliver the vision and mission of the church.

Fund movements on designated funds during the year were as follows:

	New Wine £	Major Projects £	Admin Post £	Drop-in Fund £	Mission Fund £	Total 2023 £
At 1 January 2024	2,500	299,195	-	6,001	-	307,696
Incoming resources	-	-	-	-	-	-
Resources expended	-	-	-	-	-	-
Transfer (note 6)	-	-	-	-	-	-
At 31 December 2024	2,500	299,195	-	6,001	-	307,696

9b Restricted Funds

The restricted funds comprise the Buildings Fund for the reordering and refurbishment of the Church of the Holy Spirit and St Luke's Church. The building fund receives regular planned giving and ad-hoc donations.

Burpham Parish Church
NOTES TO THE ACCOUNTS
For the Year Ended 31 December 2024

10 Analysis of Net Assets by Fund

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2024 £
Tangible fixed assets	1,062	-	-	1,062
Debtors falling due in more than one year	-	-	-	
Debtors falling due in less than one year	26,752	-	-	26,752
Short term deposit and cash at bank	41,103	307,696	3,422	352,221
Creditors falling due within one year	(14,058)	-	-	(14,058)
	<hr/>	<hr/>	<hr/>	<hr/>
	54,859	307,696	3,422	365,977
	<hr/>	<hr/>	<hr/>	<hr/>

11 Prior Period Comparative SOFA

Statement of Financial Activities for the year ending 31 December 2023

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2023 £
Incoming Resources				
Voluntary income	147,950	3,240	2,800	153,990
Activities for generating funds	16,241	1,355	-	17,596
Interest receivable	240	-	-	240
Church activities	7,254	-	-	7,254
	<hr/>	<hr/>	<hr/>	<hr/>
Total Incoming Resources	171,685	4,595	2,800	179,079
	<hr/>	<hr/>	<hr/>	<hr/>
Resources Expended				
Church Activities	184,283	14,892	29,018	228,193
	<hr/>	<hr/>	<hr/>	<hr/>
Total Resources Expended	184,283	14,892	29,018	228,193
	<hr/>	<hr/>	<hr/>	<hr/>
Net Incoming Resources	(12,598)	(10,297)	(26,218)	(49,114)
	<hr/>	<hr/>	<hr/>	<hr/>
Transfers Between Funds				
	<hr/>	<hr/>	<hr/>	<hr/>
Net Movement in Funds	(12,598)	(10,297)	(26,218)	(49,114)
	<hr/>	<hr/>	<hr/>	<hr/>
Balances b/f at 1 January 2023	60,835	317,143	26,218	404,196
	<hr/>	<hr/>	<hr/>	<hr/>
Balances c/f at 31 December 2023	48,237	306,845	-	355,082
	<hr/>	<hr/>	<hr/>	<hr/>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BURPHAM

England & Wales - Charity number 1128817

Accounts

Financial Review

The PCC is very grateful for the continued generosity of the church members through planned and ad hoc giving to support the work of the church. The cost-of-living crisis and the vacancy period have been challenging but the PCC is confident that with an ongoing focus on stewardship Burpham Church will once again manage to generate the funds required to maintain a full time incumbent and a children's/youth pastor.

The church finances showed a deficit just over £49k at the end of 2023. Total income was just over £179k which was favourable to income in 2022 of £173k. Although regular giving was down by around £11.6k this was more than offset by additional one-off donations which were £15k favourable to 2022.

Expenses for the year 2023 were just over £228k which was around £36k more than 2022. This is mainly due to the resurfacing of the car park at CHS (Church of the Holy Spirit), roof repairs at CHS and quinquennial works at St Lukes. Utility bills were also higher than 2022 by around £6k. These were partially offset by lower staff costs which resulted from the ongoing delay in replacing the Youth and Children's Pastor.

The PCC remains committed to the policy of tithing the voluntary unrestricted income and accordingly £15.7k was allocated to mission giving, principally distributed to the five mission partners adopted by the church.

The cash position of the church remains strong due to the exceptional gift received in 2019 and 2020. The PCC realise that further focus on stewardship is needed in order to accomplish our missional objectives.

Reserves Policy

The PCC keeps its Reserves Policy under regular review and adopted the following revised policy in 2019:

"It is the policy of Burpham Church to hold the equivalent of four months of salary costs and two months of running costs, excluding the Parish Share, in reserves. Such funds will be held in a cash investment account separate from the day to day working capital cash of the church."

Independent Examiner's Report to the Members of the Parochial Church Council of the Parish of Burpham St Luke's with the Church of the Holy Spirit

I report on the accounts for the year ended 31 December 2023 which are set out in the following pages.

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;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- 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.

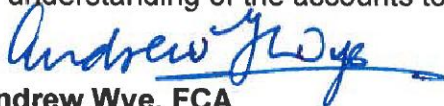
An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The 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 Act, I confirm that I am qualified to act as 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 s.130 of the 2011 Act; or
 - to prepare accounts which accord with these accounting records and comply with the accounting requirements of the 2011 Act have 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.



Andrew Wye, FCA

4 Beaufort Parklands, Railton Road, Guildford, Surrey GU2 9JX

18 March 2023

Burpham Parish Church
STATEMENT OF FINANCIAL ACTIVITIES
For the Year Ended 31 December 2023

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Incoming Resources						
Voluntary income	2a	147,950	3,240	2,800	153,990	151,691
Activities for generating funds	2b	16,241	1,355	-	17,596	14,033
Interest receivable	2c	240			240	699
Church activities	2d	7,254			7,254	6,751
Total Incoming Resources		171,685	4,595	2,800	179,079	173,174
Resources Expended						
Church Activities	3a	184,283	14,892	29,018	228,193	192,039
Total Resources Expended		184,283	14,892	29,018	228,193	192,039
Net Incoming Resources		(12,598)	(10,297)	(26,218)	(49,114)	(18,865)
Transfers Between Funds						
Net Movement in Funds		(12,598)	(10,297)	(26,218)	(49,114)	(18,865)
Balances b/f at 1 January 2023		60,835	317,143	26,218	404,196	423,060
Balances c/f 31 December 2023		48,237	306,845	-	355,082	404,195

Burpham Parish Church
BALANCE SHEET
As at 31 December 2023

	Note	2023		2022	
		£	£	£	£
FIXED ASSETS					
Tangible Fixed Assets	6		4,055		7,465
CURRENT ASSETS					
Debtors	7	21,764		74,272	
Short term deposits		75,000		75,000	
Cash at bank and in hand		273,821		275,339	
Total current assets		370,585		424,611	
CURRENT LIABILITIES					
Creditors					
Other creditors	8	(19,558)		(27,881)	
Amounts falling due within one year		(19,558)		(27,881)	
NET CURRENT ASSETS			351,027		396,730
TOTAL ASSETS LESS LIABILITIES			355,082		404,195
FUNDS AND RESERVES					
UNRESTRICTED RESERVES					
General Reserve			48,237		60,835
DESIGNATED FUNDS					
Mission Fund	9a	-		4,447	
Drop-in	9a	5,150		4,852	
Major Projects	9a	299,195		305,343	
New Wine	9a	2,500		2,500	
			306,845		317,142
RESTRICTED FUNDS					
Building Fund	9b	-		26,218	
					26,218
			355,082		404,195

Approved by the members of the Parochial Church Council on xx March 2024 and

Signed on their behalf by:


 Lewis Williams, Chair of PCC


 Rev Jo Lamberth, Treasurer

The notes on the following 8 pages form part of these accounts

Burpham Parish Church

NOTES TO THE ACCOUNTS

For the Year Ended 31 December 2023

1 Accounting policies

The PCC is a public benefit entity within the meaning of Financial Reporting Standard (FRS) 102. 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 and with the Regulations' 'true and fair view' provisions. They have been prepared under FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice (SORP), Accounting and Reporting by Charities (SORP(FRS102)).

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

INCOMING RESOURCES

Voluntary income and capital sources

Collections are recognised when received by or on behalf of the PCC. Planned giving receivable under Gift Aid is recognised only when received. Income tax recoverable on Gift Aid donations is recognised when the donation is recognised. Grants, donations and legacies to the PCC are recognised as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable, and its ultimate receipt by the PCC is reasonably certain.

Sales of the parish magazine and funds raised through one-off events and activities are accounted for gross.

Other income

Rental income from the letting of the church centre is recognised when due.

Income from investments

Interest entitlements are recognised as they accrue.

Gains and losses on investments

Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are recognised on revaluation of investments at 31 December.

RESOURCES USED

Grants

Grants and donations are accounted for in the year recognised as the qualifying period.

Activities directly relating to the work of the church

The diocesan parish share is accounted for when due.

Burpham Parish Church

NOTES TO THE ACCOUNTS

For the Year Ended 31 December 2023

1 Accounting policies (continued)

FIXED ASSETS

Consecrated property and movable church furnishings

Consecrated and beneficed property of any kind is excluded from the financial statements by the Charities Act 2011.

Movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are accounted for as inalienable property unless consecrated. They are listed in the church's inventory, which can be inspected at any reasonable time. Items acquired since 1 January 1998 have been capitalised and depreciated in the financial statements over their currently anticipated useful economic life on a straight-line basis.

All expenditure incurred in the year on consecrated or beneficed buildings, individual items under £500, and the repair of movable church furnishings acquired before 1 January 1998 is written off.

Other fixtures, fittings and office equipment

Equipment used within the church premises is depreciated on a straight-line basis over 4 - 6 years, with the exception that fixtures and fittings are depreciated over 10 years. Individual items of expenditure of less than £500 are normally written off in the year in which they are acquired.

Current assets

Amounts owing to the PCC on 31 December in respect of Gift Aid tax recoverable, fees, rents or other income are shown as debtors less provision for amounts that are deemed to be uncollectable.

Short term deposits include cash held on deposit at a recognised UK bank or financial institution.

FUNDS

Unrestricted Funds represent the income funds of the PCC that are not subject to any restrictions regarding their use and are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use or for spending on a future project.

Designated Funds allocated by the PCC for a particular purpose are also unrestricted as they may be undesignated by the PCC and applied for general purposes.

Restricted Funds are those income funds that must be spent on restricted purposes, and details of the funds held and restrictions provided are included in the notes to the accounts.

Burpham Parish Church
NOTES TO THE ACCOUNTS
For the Year Ended 31st December 2023

2 Incoming Resources

		Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
2a Voluntary Income						
Planned Giving	Gift Aid Donation	75,412	3,240	2,800	81,452	93,451
	Tax Recoverable	17,119	-	-	17,119	23,363
	Other	11,519	-	-	11,519	4,892
Loose Collections		-	-	-	-	595
	Tax recoverable	-	-	-	-	-
Donations	Received net	-	-	-	-	672
	Tax Recoverable	-	-	-	-	168
	Other	43,900	-	-	43,900	28,550
Legacies		-	-	-	-	-
		147,950	3,240	2,800	153,990	151,691
2b Activities for Generating Funds						
Trading Activities		15,941	-	-	15,941	13,141
Fundraising Activities		191	-	-	191	892
Grant		-	-	-	-	-
		16,132	-	-	16,132	14,033
2c Interest Receivable						
On deposit accounts		240	-	-	240	188
On loans		-	-	-	-	511
		240	-	-	240	699
2d Income from Church Activities						
Fees for weddings and funerals		3,755	-	-	3,755	317
Regular weekly activities		2,205	-	-	2,205	1,927
Other activities and events		1,403	1,355	-	2,758	4,507
		7,363	1,355	-	8,718	6,751
		171,685	4,595	2,800	179,079	173,174

Burpham Parish Church
NOTES TO THE ACCOUNTS
For the Year Ended 31st December 2023

3 Resources Expended

		Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
3a Church activities						
Mission Giving	Tithed Giving	11,276	4,447	-	15,723	14,572
	Charitable Gifts	-	-	-	-	-
Parish Share		88,928	-	-	88,928	87,495
Staff Salaries (see note 4)		15,387	3,240	-	18,627	37,319
Vicar/Curate/Staff expenses		2,086	-	-	2,086	1,193
Staff and Volunteer training and developmen		214	-	-	214	1,081
Upkeep of Services		721	-	-	721	1,430
Youth & children's work & activities		395	-	-	395	1,908
Church Events costs		586	1,057	-	1,643	1,943
Discipleship and welfare		125	-	-	125	629
Major Buildings Works		-	6,148	26,708	32,856	-
Utilities		14,770	-	-	14,770	8,567
Insurance		3,223	-	-	3,223	3,053
Office Costs		6,565	-	60	6,625	7,141
Cleaning and Refuse collection		4,319	-	-	4,319	853
Maintaining St Lukes Church and Churchyard		10,876	-	2,250	13,126	2,754
Other maintenance Costs		18,498	-	-	18,498	8,521
Depreciation of equipment (note 7)		3,791	-	-	3,791	6,600
Vicarage maintenance and expenses		1,062	-	-	1,062	1,604
Independent examination fee		1,460	-	-	1,460	550
Quinquennial Survey		-	-	-	-	2,249
Other governance costs		-	-	-	-	2,577
Total Expenditure		184,283	14,892	29,018	228,193	192,039

4 Staff Costs

	2023 £	2022 £
Wages and salaries	17,236	35,794
National Insurance	-	-
Pension contributions	1,391	1,525
	18,627	37,319

The Church employed a Church Centre Manager working on weekday mornings during term-time based in the Parish Office and part-time administrators working the equivalent of 3 full days each week until their contracts ended on 31st July 2023.

As a registered charity, Burpham Church qualifies for the Government's Employment Allowance. The full value of employer class 1 national insurance contributions arising during the year was less than the overall allowance.

No payments or expenses were paid during the year (2022 - none) to any PCC member, persons closely connected to them or related parties, in connection with their PCC duties.

Burpham Parish Church
NOTES TO THE ACCOUNTS
For the Year Ended 31st December 2023

5 Pensions

Burpham Church participates in the Pension Builder Scheme of the Church Workers Pension Fund (CWPF) for lay staff. The Scheme is administered by the Church of England Pensions' Board which holds the assets of the schemes separately from those of Burpham Church and the other participating employers.

The Pension Builder Scheme of the CWPF is made up of two sections, Pension Builder Classic and Pension Builder 2014, both of which are classed as defined benefit schemes. Lay employees of Burpham Church are enrolled to the cash balance section known as Pension Builder 2014 with contribution rates of 4% for the employee and 4.5% for the employer, including 0.5% for life insurance cover.

Pension Builder 2014 is a cash balance scheme that provides a lump sum that members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. This account may have bonuses added by the Board before retirement. The bonuses depend on investment experience and other factors. There is no requirement for the Board to grant any bonuses. The account, plus any bonuses declared, is payable from members' Normal Pension Age. The Scheme provides a guarantee to members that their account will not be worth less than the amount of cash paid in and so, in this regard only, the scheme has the attributes of a defined benefit scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of Financial Reporting Standard (FRS) 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are the contributions payable of £1,391 (2022 - £1,525).

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent was carried out as at 31 December 2022. The next valuation is due as at 31 December 2025. For the Pension Builder 2014 section the 2019 valuation revealed a surplus of £2m on the ongoing assumptions used. There is no requirement for deficit payments at the current date.

The legal structure of the scheme is such that if another employer fails, Burpham Church could become responsible for paying a share of that employer's pension liabilities. The PCC consider that the risk of such a liability arising is remote.

Burpham Parish Church
NOTES TO THE ACCOUNTS
For the Year Ended 31 December 2023

6 Tangible Fixed Assets

	Fixtures and Fittings £	Office Equipment £	Church Furniture and Equipment £	Total £
Cost				
At 1 January 2023	15,039	12,520	38,854	66,413
Additions	-	966	-	966
Disposals	-	(1,000)	-	(1,000)
At 31 December 2023	<u>15,039</u>	<u>12,486</u>	<u>38,854</u>	<u>66,379</u>
Accumulated Depreciation				
At 1 January 2023	11,873	11,170	35,905	58,948
Charge for the year	1,484	765	1,542	3,791
Disposals	-	(415)	-	(415)
At 31 December 2023	<u>13,357</u>	<u>11,520</u>	<u>37,447</u>	<u>62,324</u>
Net Book Value				
At 31 December 2023	1,682	966	1,407	4,055
At 31 December 2022	<u>3,166</u>	<u>1,349</u>	<u>2,950</u>	<u>7,465</u>

All tangible fixed assets are held as unrestricted assets.

7 Debtors

Amounts due within one year

	2023 £	2022 £
Gift Aid tax recoverable	20,520	74,205
Prepayments and accrued income	1,244	67
	<u>21,764</u>	<u>74,272</u>

The tax recoverable from HMRC at the balance sheet date relates to 2023.

8 Other Creditors

	2023 £	2022 £
Amounts due to Guildford Diocese	-	3,275
Amounts due to mission partners	8,958	10,235
Amounts due from special collections	-	7,183
PAYE / NI and pension	-	277
Other liabilities	10,599	6,911
	<u>19,558</u>	<u>27,881</u>

The amounts due to Guildford Diocese relate to statutory fees for weddings and funerals in respect of current and some quarters of previous years. As Burpham Church is in vacancy no fees are due

The amounts due to mission partners relate to the tithe set aside to support mission partners but not yet allocated and paid over at the year end.

The amounts due from special collections relate to monies collected by the church specifically to pass on to other charities and are excluded from the income and expenditure of the church. These include the collections at Christmas services.

Burpham Parish Church
NOTES TO THE ACCOUNTS
For the Year Ended 31 December 2023

9 Funds

9a Designated Funds

The designated funds comprise the Drop-in Fund, a New Wine Fund, a Major Projects fund for the exceptional gift receipts during the year and the Mission Fund.

The Drop-in Fund records the transactions of the long standing Thursday Drop-in group, which are operated through a separate bank account under the oversight of the Drop-in Committee.

The Mission Fund holds funds which have been designated by the PCC to be used for the wider mission of the worldwide church through the work of mission partners and similar charitable organisations, but which have not been allocated to partners at the year end.

The Administration Fund receives contributions specifically in support of the salary cost of employing a Parish Administrator. Funds received in year and associated tax recoverable are transferred to the unrestricted fund at the year end to offset part of the costs incurred.

The Major Projects Fund was established by the PCC in 2019 to hold funds from the exceptional gift, which the PCC wishes to use to implement significant initiatives that deliver the vision and mission of the church.

Fund movements on designated funds during the year were as follows:

	New Wine £	Major Projects £	Admin Post £	Drop-in Fund £	Mission Fund £	Total 2023 £
At 1 January 2023	2,500	305,343	-	4,853	4,447	317,143
Incoming resources	-	-	3,240	1,355	-	4,595
Resources expended	-	(6,148)	(3,240)	(1,057)	(4,447)	(14,892)
Transfer (note 6)	-	-	-	-	-	-
At 31 December 2023	2,500	299,195	-	5,150	-	306,845

9b Restricted Funds

The restricted funds comprise the Buildings Fund for the reordering and refurbishment of the Church of the Holy Spirit and St Luke's Church. The building fund receives regular planned giving and ad hoc donations.

Burpham Parish Church
NOTES TO THE ACCOUNTS
For the Year Ended 31 December 2023

10 Analysis of Net Assets by Fund

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2023 £
Tangible fixed assets	4,055	-	-	4,055
Debtors falling due in more than one year	-	-	-	-
Debtors falling due in less than one year	20,640	-	-	20,640
Short term deposit and cash at bank	41,976	306,845	-	348,821
Creditors falling due within one year	(18,433)	-	-	(18,433)
	48,237	306,845	-	355,082

11 Prior Period Comparative SOFA

Statement of Financial Activities for the year ending 31 December 2022

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2021 £
Incoming Resources				
Voluntary income	145,721	3,000	2,970	151,691
Activities for generating funds	14,033	-	-	14,033
Interest receivable	699	-	-	699
Church activities	6,321	430	-	6,751
Total Incoming Resources	166,774	3,430	2,970	173,174
Resources Expended				
Church Activities	173,900	18,139	-	192,039
Total Resources Expended	173,900	18,139	-	192,039
Net Incoming Resources	(7,126)	(14,709)	2,970	(18,865)
Transfers Between Funds	3,000	(3,000)	-	-
Net Movement in Funds	(4,126)	(17,709)	2,970	(18,865)
Balances b/f at 1 January 2022	64,961	334,851	23,248	423,060
Balances c/f at 31 December 2022	60835	317,142	26,218	404,195

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BURPHAM

England & Wales - Charity number 1128817

Accounts



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS

ANNUAL REPORT
and
FINANCIAL STATEMENTS
of the
Parochial Church Council
of the
Parish of Burpham
St Luke's with the
Church of the Holy Spirit

**For the year ended
31 December 2022**

Registered Charity number: 1128817

Report and Accounts for the Parochial Church Council of
The Parish of Burpham St Luke's with the Church of the Holy Spirit
For the year ended **31 December 2022**

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Report and Accounts for the Parochial Church Council of
The Parish of Burpham St Luke's with the Church of the Holy Spirit
For the year ended **31 December 2022**

Aim and purposes

The Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, Rev'd James Levasier and the Associate Minister Rev'd Joanna Levasier, who jointly share the role of vicar, in promoting the whole mission of the Church in the parish. The whole mission encompasses worship, pastoral care, evangelism, social activity and church partnerships. The PCC is also specifically responsible for maintaining St Luke's Church on Burpham Lane and the Church of the Holy Spirit (CHS) on New Inn Lane with its attached church centre. These church buildings and the people that congregate in them are collectively known as Burpham Church. Burpham Church has a vision to be "God's family living and sharing the good news of Jesus, with the 3-fold focus of prayer, care and share."

It was a year of gentle growth bringing the congregation back in the building after the impact of Covid-19 restrictions in 2021; to meet and worship together, mindful of those unwilling to mix socially for health reasons. 2022 was still a challenging year for Burpham church as Rev'd James Levasier remained off work (31 March 2021 to date). We have greatly appreciated working together with three other local Anglican churches, and particularly with the secondment of two members of the St John's Stoke ministry team to support us in the Autumn term.

Objectives and activities

The PCC is committed to enabling as many people as possible to take part in worship at the church buildings or online, participate in other church activities and to become part of the local community. To this end the church offers a variety of different worship services and keeps contact with all who see themselves as members. We have reviewed what services we can provide and made good use of our streaming technology for both public and private viewings.

When planning activities for the year, the PCC considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. Burpham Church endeavours to enable ordinary people to live out their faith as part of the parish community through:

- Worship & prayer: developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Mission and outreach work.

To facilitate this work, the PCC considers that it is important to maintain the fabric of the St Luke's Church, the Church of the Holy Spirit (CHS) and the Church Centre.

Review of the year's activities

Returning to church, worship, prayer, discipleship and evangelism

Our year began still consolidating members back into services onsite rather than attending the online services that we had provided during the pandemic. Over the summer we took a break from streaming services and this encouraged one or two to finally make it back into the building. We are now running an established set of services that best meets the needs of our community with the resources available and have been pleased to see attendance rise to pre-pandemic levels.

Burpham Church currently runs two Sunday services weekly: a 9.15am more traditional Common Worship communion service, followed by coffee/biscuits then usually a 10.45am contemporary service with Sunday club. Many of the 10.45 services are live streamed as we make use of the equipment bought during the pandemic. We continued with our monthly Messy Church services on a Sunday afternoon, enabling established church families as well as those on the fringe of the church community to explore faith in an all-age creative way. On these Messy Church Sundays we stuck to our commitment of only two services on a Sunday and did not hold a 10.45am service.

We continued to hold weekly coffee between the 9.15am and 10.45am services and have been grateful for the hardworking volunteers who made this possible.

Our midweek communion service had restarted in June 2021, and we were pleased when it was felt safe enough in February 2022 to reintroduce Drop In, our weekly social group for the older members of the community. We experimented with slightly different timings across the year, with Drop In beginning at 10am and our service following afterwards.

During the year, we ran some occasional services at St Luke's Church when we felt that building was best suited to the event: a bereavement service in Lent, Good Friday hour at the cross, Easter Saturday reflection space, Remembrance Sunday and Christmas Carol Services for both the church and Burpham Primary School. We joined with many churches in live-streaming the funeral of Queen Elizabeth II in September at CHS.

We reintroduced a monthly Sunday evening prayer meeting to supplement the weekly Tuesday morning prayer meeting and give more people the opportunity to support the ministry of the church in prayer.

We have been pleased to continue our close connection with our three other local Anglican churches, Christ Church Guildford, St John's Church, Stoke Road and St Peter's Shared Church, sharing services at festivals and running joint Lent and Alpha courses. We are especially grateful for the support of St John's Church, Stoke Road with the secondment of two of their ministry team (with partners) to support us at Burpham Church: Rev'd Jo Lamberth and her husband Andy, and Local Lay Minister William Lowries and his wife Carol joined us in October and have been a great blessing to the church.

PCC meetings were mostly held face to face (and we all felt that was important to us)

and our four of our five growth groups (small groups meeting in houses for fellowship and bible study) have been meeting again in person, with one remaining on Zoom to allow those with childcare responsibilities to attend.

During the Summer, a team from Burpham church hosted a tent at the Community Wellbeing Event: Wellfest 17th July with children's activities, an area supporting the work of Christians against poverty and a prayer space. Other members of the church were involved in one of our mission partners Foodwise, who provided a mobile catering van for the event.

Special Services

At Easter we ran two Easter Communion services at 9.15am & 10:45am and an Easter four-Church praise at Christ Church.

The average weekly Sunday attendance, counted during October was 20 adults for the 9.15am Communion service and for 10.45 Contemporary service 37 adults and 12 Under 16s.

We held two services for Remembrance Sunday at St Luke's Church, as well as the Act of Remembrance outside at the war memorial: 9.15 communion service, 10.45 Act of Remembrance and 11.05 All-age worship.

In 2022 our special Christmas services were planned to avoid the football World Cup matches, and not all were able to be at our preferred time, as seen in some attendance numbers. Our services took the form of:

- Sunday 4th December 4pm 'Messy' Christingle Service at CHS with 33 adults present and approximately 22 children.
- Sunday 11th December 3.15pm Carols in the Park: a live nativity re-enactment with a donkey and actors, carol singing and food van provided by Mission Partners Foodwise. We held this event for a second year and were pleased with a turn out despite bitter sub-zero temperatures. Approximately 150 people were present.
- Thursday 15th December, 7:30pm Candlelit Carol service at St Luke's Church, with 72 adults and 7 children
- Christmas Eve 24th December, 4pm Nativity with 68 adults and 37 children present. A "midnight" communion service was held once again at St Luke's, although numbers with 37 adults and 1 child adults attending.
- Christmas Day 25th Dec onsite 9am Communion had 16 attending and a live streamed 10am All-age service at CHS with 60 attending.

The clergy team officiated at 7 funerals (JoL 6, DM 1,), 1 of which was held at CHS, and 2 interments (JoL 2) and 1 memorial service at CHS.

We were excited to have two full immersion adult baptisms on Pentecost Sunday June 5th, and had a child baptism in November. One of our teenagers was confirmed at St John's Church Merrow on September 11th, and we rejoice that one of our church family children was baptised over the Christmas period whilst in Uganda with her extended family.

The Electoral Roll for 2022 for the parish had 110 names.

Vision

The PCC previously agreed a mission statement "God's family, living and sharing the good news of Jesus in Burpham", with a particular focus on 3 areas - Prayer, Care and Share. We focused on our mission statement as a summer series in 2022 with a desire to help our church family refocus on their shared connection and commitment.

Generous gift

During 2022 the church continued to be very blessed by the extremely generous gift that started in 2019, and in the year another £74,360 has been given, as an unrestricted gift, to Burpham Church. This gift has been vital for our day-to-day finances in 2021 as well as opening up options to implement new projects in the future.

Deanery

One lay member of the PCC sits on the Guildford Deanery Synod. This provides the PCC with an important link between the parish and the wider structures of the Church. The representative on the Synod reports back to the PCC meetings on significant discussions at the Synod meetings.

Youth and Children's Work

The PCC places a high importance on its youth and children's work with activities for different age groups held throughout the week. Nicky Geraghty continued as full time Youth and Children's minister until the end of August 2022 when she moved to a school's work position. She continued to work in a voluntary capacity with our Sunday morning children's programme and Messy Church events in the first half of the Autumn term, and is continuing to lead the youth bible study in a voluntary capacity.

Youth

We began the year with a midweek youth café on Wednesdays (joint with St John's Church, Merrow), youth bible study on Thursday and Sunday evening Blaze, but in the first term we realised this was too full a programme for our teenagers and decided to stop running Blaze. The youth bible study continued to grow and strengthen with 5 girls attending regularly. Nicky Geraghty has continued to lead this in a voluntary capacity with 2 other adults from the church family. In September 2022 the youth café moved to St John's Centre in Merrow.

In August Nicky Geraghty and one of our teenagers joined a group from St John's Stoke attending the new youth summer camp "Satellites" for 5 days of teaching, worship and fun at the East of England Showground. It was a resounding success, and a return trip is planned for 2023.

Children

Sunday Club for children 2-11 has been running during our 10.45am services throughout the year. We have had one group covering all ages and have appreciated the older teenagers supporting as junior leaders. We are very grateful for the new adult volunteers who stepped up in the Autumn term to lead this ministry going forward.

We were pleased to be able to run an onsite Holiday Club at February half term again this year: A Dragon's tale; a 4-day event for children school years reception to year 6. Approximately 60 children and 25 teenage and adult leaders had an enormous amount of fun together and we were grateful that Hannah, the youth minister from St John's Church Merrow joined us and co-led the event with Nicky. Particular mention should go to our outstanding team of young leaders whose energy, enthusiasm and commitment was impressive.

This year we organised an Easter Eggstravaganza: Family Fun afternoon at St Luke's Church on Holy Saturday. Children were encouraged to plant an Easter garden, take part in an Easter egg hunt, meet the real bunny, and engage with prayer activities inside the church, whilst enjoying hot cross buns and drinks! This proved a positive connection with local families and individuals and a good follow up from our holiday club.

Nicky Geraghty continued to run Allotment Church sessions for different ages across the year and decided to enter us into the Guildford in Bloom competition. We were extremely excited to be awarded Best Neighbourhood Project – Silver Gilt Winner and the Best Young Gardener at the award ceremony in September.

Messy Church ran January, March, April, May and September in its regular format of crafts, all age worship and family tea. In the Autumn term Messy Church came together with other groups to be part of our Preschool Autumn Fair in October, our Church Family Fireworks in November and a Messy Christingle service in December. We were really encouraged by the excellent community attendance at both the Autumn Fair, (which raised over £3000 for the Preschool as well as being a fantastic new church-preschool joint venture), and the Fireworks event at which we were supported by Eden people, a local group specialising in hosting personal and community wellbeing and spirituality activities. We were very grateful for all the volunteers who took part in the running of both these events.

This year we were pleased to lead a Christingle Service for Year 4 at Burpham School at CHS and a Carol Service for Year 5 at St Luke's Church as part of the school's Christmas celebrations.

Pre-schoolers

Our weekly Caterpillar Café continued to provide, parents, carers, toddlers and babies with a safe, fun environment each week in term time, and we were pleased that parents have taken on getting out the toys as well as clearing up since the Autumn term. It has been a joy to welcome a new helper from the community who has taken on the practical side of drinks, snacks, payments and welcome.

We were able to resume visits to local preschools, and we hosted Burpham Preschool and parents for a Mothers' Day event, a Fathers' Day event and Christmas Nativity. Jo Levasier was also able to visit Christopher Robin Nursery at Harvest and host the children from Burpham Preschool for a harvest celebration in CHS.

External Youth & Children's groups

Brownies and Guides continue to meet weekly at the church centre and we were pleased to be able to host a sleep over for the Guides before they took part in the Remembrance service at St Luke's.

Burpham Preschool

Burpham Preschool remains a separate legal entity, but with four PCC recommended members making up the majority of the Preschool Trustees: This year saw some changes at the AGM in September, with Lisa Scott handing the role of secretary on to Claire Pocock, Sarah Stothard resigning, and Carol Lowries joining as a trustee. Rev'd Joanna Levasier continued as Chair and David Agg as Treasurer. Grace Luke remains the employed Preschool Manager, leading a team of 4-7 other staff members.

Safeguarding

The PCC has complied with its duty to have due regard to the House of Bishops' Practice Guidance. The PCC appointed Ann Wigmore to continue as Parish Safeguarding Officer (PSO) for 2022, she remains a co-opted member of the PCC. The PCC is responsible for the safer recruitment and supervision of lay volunteers and employees. The Bishop's Office has responsibility for all clergy whilst the PCC is responsible for all safeguarding within the parish.

Parish Dashboard

The PSO has continued to use the Guildford Diocese's electronic Parish Safeguarding Dashboard; a tool to enabling parishes to monitor their safeguarding arrangements and to automatically report to the diocese without the need for the previous audits. Approximately every 3 months a report from the dashboard is shared with the PCC.

There are three levels of achievement in the dashboard and we are currently 'green' with 78% of tasks completed. (February 2023)

Policies and Procedures

At the first PCC after the APCM the annual Safeguarding Policies are adopted.

Safer Recruitment

The PSO along with the clergy and activity leaders constantly checks volunteers are recruited according to Church of England Safer Recruitment rules. The PCC is very grateful to Ann for the huge investment of time in making sure that this is done across the whole scope of church activities.

Safeguarding Training

New mandatory rules were introduced on 1/1/22, making greater use of the online training which is now very relevant to churches. It has reduced the need for face-to-face additional training for most activity leaders. It remains a priority for the PCC to encourage everyone to undertake the recommended safeguarding training. Feedback from those doing the new online training modules has been very positive even from those who do a lot of training in their other volunteer or work roles. We have still found a need for face to face training for those who cannot easily access online training and

there is a wish to provide this.

This is the area that we need to constantly update and is the main area in the dashboard which is not completed.

The Church Office, and Buildings

CHS and its church centre are normally used every day and most evenings for church and community events, with use continuing to build post-COVID throughout the year. The Church Office, the administrative hub of the church located at the Church Centre at CHS, is normally open every weekday morning during school term-time and until 4pm on Wednesday, Thursday and Friday afternoons. Sadly one of our office staff went on long term sick leave at Easter 2022, and the office was only open in the mornings for the remainder of the year. During 2022 St Luke's Church was used for special one-off worship services (Bereavement Service, Good Friday service, Easter Sunday, Remembrance Sunday, Church and School Carol Service, Midnight Communion on Christmas Eve). Further information on the buildings and their condition is contained in the Burpham Church Fabric Report 2022 available on the church website.

Pastoral care

Some members of the parish are unable to attend church due to temporary or long-term sickness or age. The Curates, Rev Darlene McCarley and Rev Jasmine Runnacles, as well as the Pastoral team played a large part in assisting our clergy to visit these people either at home or in hospital and to celebrate communion with them when appropriate.

This year Rob and Joan Gibbons took on leadership of the Pastoral Team, supported by Grace Luke, Gill Wood, Darlene McCarley, Jasmine Runnacles and Ann Wigmore. The team organised a brilliant festive teaparty between Christmas and New Year for all the older and more isolated members of the church family. We were very grateful to Rob and Joan not only for the organisation but for the entertainment and to Grace Luke for a fantastic spread of food.

Local and International Mission

The PCC established a Mission Action Team some time ago and has committed to passing on 10% of its voluntary planned and loose offerings and unrestricted donations to support mission and other charitable causes. The PCC has 5 mission partners: Friends International, Christians Against Poverty (CAP), Happy Child International, Guildford Town Centre Chaplaincy (Street Angels) and Foodwise.

In each case there are strong links through the active involvement of members of the congregation. Following the success of earlier CAP Money courses, the CAP Money coaches in the congregation have been involved in Guildford wide money courses to help local people learn how to budget better and control their finances. The Church has been particularly involved with Foodwise and its new initiative Neat2eat.

Staff Team

During 2022 the staff team comprised Rev James Levasier (who has not been working since April 2021) Rev Jo Levasier as acting vicar, retired curates with Permission To Officiate ("PTO"), Jasmine Runnacles and Darlene McCarley, Youth and Children's minister Nicky Geraghty, Church Manager Lisa Scott, and Parish Administrator Marcelle Falconer. Marcelle has sadly been off sick since April 2022 and we recruited two short-term part-time staff, Hayley Allum and Ashlee Carter, to support our Church manager Lisa Scott, in the office during the Autumn term.

We continue to receive support in services from our occasional preachers Nigel Cooper, Alistair Barry, Jean Davy and Robert Gibbons. Rev'd Jo Lamberth and William Lowries have joined us from the ministry team at St John's Church, Stoke Rd, and we are extremely grateful for their time and commitment.

Volunteers

The PCC would like to thank the large number of volunteers who work so hard to enable the church to function, leading and facilitating events and activities, some in frontline roles but many behind the scenes, all ensuring some very mundane but essential tasks are accomplished every week. The circumstances of the last two years has led to a considerable reduction in the number of volunteers with some difficulty in fulfilling some of the tasks, but we are grateful for many in the church family who continue to give generously of their time.

Structure, governance and management

The Parochial Church Council is a corporate body established by the Church of England and operates under the Parochial Church Council Powers Measure. As Burpham Church has an annual turnover exceeding £100,000, the PCC is a Registered Charity with the Charity Commission, with charity number 1128817.

The method of appointment of PCC members is set out in the Church Representation Rules. In Burpham the membership of the PCC consists of the Vicars and the Curates ex officio, the two Churchwardens, up to two Deanery Synod representatives and twelve members elected by those members of the congregation who are on the electoral roll of the church. All those who attend services are encouraged to register on the electoral roll and, if they wish, to stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding how the funds of the PCC are to be spent. The vicars and the PCC are keen to ensure that membership of the PCC is properly representative of Church members. New members receive initial training into the workings of the PCC. The full PCC met monthly during the year, with the exception of July, August and December when no PCC meeting was held. Meetings are held in person wherever possible. The average level of attendance was 13 members.

The PCC has appointed a Standing Committee as required by law which has the power to transact business of the PCC between its meetings, subject to any directions given by the full council, although the ability to formally agree matters online if required has meant that the Standing Committee has not been required in 2022.

The PCC has setup action teams such as the People Action Team, the Mission Action

Team, the Finance Administration & Stewardship Team, the Youth Action Team and the Care Action Team (now Pastoral Team). During 2022 an Environmental Action Team, and Buildings Action Team, were also established. These teams are responsible to the PCC and report back to it with recommendations for approval as necessary. The vision was to cut down on the number of PCC meetings and provide more involvement in the actual running of the church. However, this year, with the announcement of Jo Levasier's new appointment in 2023 and the ongoing CDM, we decided it was best to keep meeting regularly as a full PCC. In 2022 we have been especially grateful for those involved in the People and Building Action Teams who have been very busy ensuring that our precious resources of staff, volunteers and property are being managed professionally and responsibly. Particular thanks should go to Ann Wigmore, Debbie Smith, Mike Pocock and Lewis Williams in this regard.

Administrative information

The Parish of Burpham is situated to the northeast of Guildford in Surrey. It is part of the Diocese of Guildford within the Church of England. The correspondence address is The Parish Office, Church of the Holy Spirit, New Inn Lane, Burpham, Guildford, GU4 7HW.

Financial review

Voluntary giving and donations for 2022, including Gift Aid totalled £151,691 which was a decrease of just over £52,000 on the 2021 amount of £203,726. The decrease is mainly due to a lower level of one-off exceptional gifts. Total income for the year amounted to £173,174. This level of regular income is insufficient to cover the church's regular unrestricted expenditure. Expenditure increased slightly in the year to £192,039 leaving a shortfall of £18,865 for the year. The PCC is aware this is not a sustainable pattern and continues to explore ways of addressing this without significantly reducing the important and valued ministries of the church.

The PCC is immensely grateful for the continued generosity of the church members through planned giving to support the work of the church particularly during the current cost of living crisis which PCC members recognise is adding pressure to many people's personal financial circumstances.

Other activities and events income includes an amount of £1,843 received from the Diocese of Guildford to support parishes with the increased cost of energy.

The PCC remains committed to the policy of tithing the voluntary unrestricted income and accordingly £14,719 was allocated to mission giving, principally distributed to the five mission partners adopted by the church.

The remaining monthly repayments and final lump sum amount from the parish's £200,00 loan to the Diocese, made in June 2020, were all received as planned and the loan was fully repaid in early July 2022.

Staff salary costs reduced from £44.8k in 2021 to £37.3k in 2022 mostly as a result of the full-time youth and children's Minister leaving the post at the end of August 2022 and the PCC making the decision not to replace the role for the time being.

Overall there were net increases in funds in the year of £19,420, of which £17,709 related to the use of designated funds to support activities in the year.

Reserves policy

The PCC keeps its Reserves Policy under regular review and adopted the following revised policy in November 2019:

"It is the policy of Burpham Church to hold the equivalent of four months of salary costs and two months of running costs, excluding the Parish Share, in reserves. Such funds will be held in a cash investment account separate from the day to day working capital cash of the church.

PCC Membership during 2022 and elected periods of office

Ex officio members:

Rev Joanna Levasier	Associate Minister (Chair)
Rev James Levasier	Vicar
Rev Darlene McCarley	Curate
Rev Jasmine Runnacles	Permission to Officiate
Rev Joanna Lamberth	Curate at St John's Church, Stoke Rd – on placement from October 2022

Churchwardens:

Lewis Williams	Vice chair & Churchwarden from May 2021
<i>vacancy</i>	

Deanery Synod Lay Reps:

Rex Thorpe	Oct 2020 - 2023	PCC Secretary
<i>vacancy</i>		

Elected Members:

	Elected term (or earlier resignation date)
Martin Jones	May 2021-2024 Treasurer
Debbie Smith	May 2021 - 2024
Grace Luke	May 2021 - 2024
Mike Pocock	Oct 2020 – 2023 Assistant warden (a PCC defined role)
Jane Agg	Oct 2020 – 2023
Alistair Barry	Oct 2020 – 2023
Gill Wood	Oct 2020 – 2023
Carmen Janse Van Rensburg	April 2022 – 2025
Robert Gibbons	April 2022 – 2025
Sophia Shaverin	April 2022 – resigned September 2022

Co-opted Member: Ann Wigmore Parish Safeguarding Officer

Invited to attend:

Nicky Geraghty	Youth & Children's Minister, until Aug 2022
Lisa Scott	Church Manager

Independent Examiner's Report to the Members of the Parochial Church Council of the Parish of Burpham St Luke's with the Church of the Holy Spirit
I report on the accounts for the year ended 31 December 2022 which are set out on pages 14 to 25.

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;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- 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 Act, I confirm that I am qualified to act as 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 s.130 of the 2011 Act;or
- to prepare accounts which accord with these accounting records and comply with the accounting requirements of the 2011 Act have 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.



Andrew Wye, BA (Hons) FCA

4 Beaufort Parklands, Railton Road, Guildford, Surrey GU2 9JX

19th September 2023

Burpham Parish Church
STATEMENT OF FINANCIAL ACTIVITIES
For the Year Ended 31 December 2022


	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Incoming Resources						
Voluntary income	2a	145,721	3,000	2,970	151,691	203,726
Activities for generating funds	2b	14,033	-	-	14,033	8,638
Interest receivable	2c	699	-	-	699	1,789
Church activities	2d	6,321	430	-	6,751	5,058
Total Incoming Resources		166,774	3,430	2,970	173,174	219,211
Resources Expended						
Church Activities	3a	173,900	18,139	-	192,039	189,778
Total Resources Expended		173,900	18,139	-	192,039	189,778
Net Incoming Resources		(7,126)	(14,709)	2,970	(18,865)	29,433
Transfers Between Funds	6	3,000	(3,000)	-	-	-
Net Movement in Funds		(4,126)	(17,709)	2,970	(18,865)	29,433
Balances b/f at 1 January 2022		64,961	334,851	23,248	423,060	393,627
Balances c/f 31 December 2022		60,835	317,142	26,218	404,195	423,060

The notes on pages 16 to 25 form part of these accounts

Burpham Parish Church
BALANCE SHEET
As at 31 December 2022

	Note	2022		2021	
		£	£	£	£
FIXED ASSETS					
Tangible Fixed Assets	7		7,465		13,066
DEBTOR due after more than one year	8		-		-
CURRENT ASSETS					
Debtors	9	74,272		171,992	
Short term deposits		75,000		75,000	
Cash at bank and in hand		275,339		188,382	
Total current assets		424,611		435,374	
CURRENT LIABILITIES					
Creditors					
Other creditors	10	(27,881)		(25,380)	
Amounts falling due within one year		(27,881)		(25,380)	
NET CURRENT ASSETS			396,730		409,994
TOTAL ASSETS LESS LIABILITIES			404,195		423,060
FUNDS AND RESERVES					
UNRESTRICTED RESERVES					
General Reserve			60,835		64,961
DESIGNATED FUNDS					
Mission Fund	11a	4,447		4,447	
Drop-in	11a	4,852		4,804	
Major Projects	11a	305,343		323,100	
New Wine	11a	2,500		2,500	
			317,142		334,851
RESTRICTED FUNDS					
Building Fund	11b	26,218		23,248	
			26,218		23,248
			404,195		423,060

Approved by the members of the Parochial Church Council on 19 September 2023 and signed on their behalf by:


 Lewis Williams, Chair of PCC


 Rev Jo Lamberth, Treasurer

The notes on pages 16 to 25 form part of these accounts

Burpham Parish Church
NOTES TO THE ACCOUNTS
For the Year Ended 31 December 2022

1 Accounting policies

The PCC is a public benefit entity within the meaning of Financial Reporting Standard (FRS) 102. 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 and with the Regulations' "true and fair view" provisions. They have been prepared under FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice (SORP), Accounting and Reporting by Charities (SORP(FRS102)).

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

INCOMING RESOURCES

Voluntary income and capital sources

Collections are recognised when received by or on behalf of the PCC. Planned giving receivable under Gift Aid is recognised only when received. Income tax recoverable on Gift Aid donations is recognised when the donation is recognised. Grants, donations and legacies to the PCC are recognised as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable, and its ultimate receipt by the PCC is reasonably certain.

Sales of the parish magazine and funds raised through one-off events and activities are accounted for gross.

Other income

Rental income from the letting of the church centre is recognised when due.

Income from investments

Interest entitlements are recognised as they accrue.

Gains and losses on investments

Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are recognised on revaluation of investments at 31 December.

RESOURCES USED

Grants

Grants and donations are accounted for in the year recognised as the qualifying period.

Activities directly relating to the work of the church

The diocesan parish share is accounted for when due.

Burpham Parish Church

NOTES TO THE ACCOUNTS

For the Year Ended 31 December 2022

1 Accounting policies (continued)

FIXED ASSETS

Consecrated property and movable church furnishings

Consecrated and beneficed property of any kind is excluded from the financial statements by the Charities Act 2011.

Movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are accounted for as inalienable property unless consecrated. They are listed in the church's inventory, which can be inspected at any reasonable time. Items acquired since 1 January 1998 have been capitalised and depreciated in the financial statements over their currently anticipated useful economic life on a straight-line basis.

All expenditure incurred in the year on consecrated or beneficed buildings, individual items under £500, and the repair of movable church furnishings acquired before 1 January 1998 is written off.

Other fixtures, fittings and office equipment

Equipment used within the church premises is depreciated on a straight-line basis over 4 - 6 years, with the exception that fixtures and fittings are depreciated over 10 years. Individual items of expenditure of less than £500 are normally written off in the year in which they are acquired.

Current assets

Amounts owing to the PCC on 31 December in respect of Gift Aid tax recoverable, fees, rents or other income are shown as debtors less provision for amounts that are deemed to be uncollectable.

Short term deposits include cash held on deposit at a recognised UK bank or financial institution.

FUNDS

Unrestricted Funds represent the income funds of the PCC that are not subject to any restrictions regarding their use and are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use or for spending on a future project.

Designated Funds allocated by the PCC for a particular purpose are also unrestricted as they may be undesignated by the PCC and applied for general purposes.

Restricted Funds are those income funds that must be spent on restricted purposes, and details of the funds held and restrictions provided are included in the notes to the accounts.

Burpham Parish Church
NOTES TO THE ACCOUNTS
For the Year Ended 31 December 2022

2 Incoming Resources

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
2a Voluntary Income					
Planned Giving GiftAid donation	88,771	2,400	2,280	93,451	94,263
Tax recoverable	22,193	600	570	23,363	23,685
Other	4,772	-	120	4,892	5,110
Loose collections	595	-	-	595	177
Tax recoverable	-	-	-	-	-
Donations Received net	672	-	-	672	3,500
Tax recoverable	168	-	-	168	875
Other	28,550	-	-	28,550	76,116
Legacies	-	-	-	-	-
	145,721	3,000	2,970	151,691	203,726
2b Activities for Generating Funds					
Trading activities	13,141	-	-	13,141	8,571
Fundraising activities	892	-	-	892	67
	14,033	-	-	14,033	8,638
2c Interest Receivable					
On deposit accounts	188	-	-	188	188
On loans	511	-	-	511	1,601
	699	-	-	699	1,789
2d Income from Church Activities					
Fees for weddings and funerals	317	-	-	317	2,970
Regular weekly activities	1,497	430	-	1,927	1,176
Other activities and events	4,507	-	-	4,507	912
	6,321	430	-	6,751	5,058

Burpham Parish Church
NOTES TO THE ACCOUNTS
For the Year Ended 31 December 2022

3 Resources Expended

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
3a Church Activities					
Mission Giving: Tithed giving	14,572	-	-	14,572	19,576
Charitable gifts	-	-	-	-	-
Parish Share	87,495	-	-	87,495	81,667
Staff Salaries (note 4)	21,644	15,675	-	37,319	44,828
Vicar/Curate/Staff expenses	1,193	-	-	1,193	853
Staff training and development	1,081	-	-	1,081	2,341
Upkeep of services	1,430	-	-	1,430	951
Youth & children's work & activities	1,908	-	-	1,908	1,557
Church events costs	1,627	316	-	1,943	1,380
Discipleship and welfare	629	-	-	629	745
Major building works	-	-	-	-	2,927
Utilities	8,567	-	-	8,567	5,331
Insurance	3,053	-	-	3,053	2,746
Office costs	7,075	66	-	7,141	7,036
Cleaning	853	-	-	853	-
Maintaining St Luke's Churchyard	2,754	-	-	2,754	2,250
Other maintenance costs	8,521	-	-	8,521	5,743
Depreciation of equipment (note 7)	6,600	-	-	6,600	7,220
Vicarage maintenance & expenses	1,604	-	-	1,604	2,039
Independent examination fee	550	-	-	550	510
Quinquennial Survey	2,249	-	-	2,249	-
Other governance costs	495	2,082	-	2,577	78
	173,900	18,139	-	192,039	189,778

4 Staff Costs

	2022	2021
	£	£
Wages and salaries	35,794	42,897
National Insurance	-	-
Pension contributions	1,525	1,931
	37,319	44,828

The Church employed a full-time Youth and Children's Minister (left August 2022), a Church Centre Manager employed on weekday mornings during term-time based in the Parish Office and part-time administrators as Parish Assistants working the equivalent of 3 full days each week.

As a registered charity, Burpham Church qualifies for the Government's Employment Allowance. The full value of employer class 1 national insurance contributions arising during the year was covered by the rebate (2021 - also fully covered).

No payments or expenses were paid during the year (2021 - none) to any PCC member, persons closely connected to them or related parties, in connection with their PCC duties.

5 Pensions

Burpham Church participates in the Pension Builder Scheme of the Church Workers Pension Fund (CWPF) for lay staff. The Scheme is administered by the Church of England Pensions' Board which holds the assets of the schemes separately from those of Burpham Church and the other participating employers.

The Pension Builder Scheme of the CWPF is made up of two sections, Pension Builder Classic and Pension Builder 2014, both of which are classed as defined benefit schemes. Lay employees of Burpham Church are enrolled to the cash balance section known as Pension Builder 2014 with contribution rates of 4% for the employee and 4.5% for the employer, including 0.5% for life insurance cover.

Pension Builder 2014 is a cash balance scheme that provides a lump sum that members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. This account may have bonuses added by the Board before retirement. The bonuses depend on investment experience and other factors. There is no requirement for the Board to grant any bonuses. The account, plus any bonuses declared, is payable from members' Normal Pension Age. The Scheme provides a guarantee to members that their account will not be worth less than the amount of cash paid in and so, in this regard only, the scheme has the attributes of a defined benefit scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of Financial Reporting Standard (FRS) 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are the contributions payable of £1,525 (2021 - £1,931).

Burpham Parish Church
NOTES TO THE ACCOUNTS
For the Year Ended 31 December 2022

5 Pensions (continued)

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent was carried out as at 31 December 2019. The next valuation is due as at 31 December 2022. For the Pension Builder 2014 section the 2019 valuation revealed a surplus of £5.5m on the ongoing assumptions used. There is no requirement for deficit payments at the current date.

The legal structure of the scheme is such that if another employer fails, Burpham Church could become responsible for paying a share of that employer's pension liabilities. The PCC consider that the risk of such a liability arising is remote.

6 Analysis of Transfers Between Funds

	Unrestricted Funds £	Designated Funds £	Restricted Fund £	Total 2022 £
Administration post costs incurred in year	3,000	(3,000)	-	-

Donations received during the year to support the salary cost of the Parish Administrator are credited to designated reserves upon receipt. They are subsequently released to undesignated funds to offset part of the salary costs incurred in the year, paid out of that fund. The Youth Minister was also funded from designated sources in 2022.

7 Tangible Fixed Assets

	Fixtures and Fittings £	Office Equipment £	Church Furniture and Equipment £	Total £
Cost				
At 1 January 2022	15,039	11,520	38,854	65,413
Additions	-	999	-	999
Disposals	-	-	-	-
At 31 December 2022	15,039	12,519	38,854	66,412
Accumulated Depreciation				
At 1 January 2022	9,923	8,663	33,761	52,347
Charge for the year	1,950	2,507	2,143	6,600
Disposals	-	-	-	-
At 31 December 2022	11,873	11,170	35,904	58,947
Net Book Value				
At 31 December 2022	3,166	1,349	2,950	7,465
At 31 December 2021	5,116	2,857	5,093	13,066

All tangible fixed assets are held as unrestricted assets.

8 Loan to Diocese of Guildford

	2022	2021
	£	£
Due within one year	-	120,928
Due after more than one year	-	-
	<u>-</u>	<u>120,928</u>

In June 2020, recognising the differing financial impact of Coronavirus across the parishes in the Guildford Diocese and the Diocese itself, Burpham PCC made an unsecured loan to the Diocese of £200,000. The loan is intended to support the Diocese's programme of financial aid to parishes significantly adversely affected by the cessation of services and activities during "lockdown" and the Diocese's own cashflow during a period when it is unable to sell property assets.

The loan was for a 2 year period, carried interest at 1% per annum and was repayable in monthly instalments commencing on 1 January 2021 by offset against Burpham's Parish Share contributions, with a final balancing payment received on 30 June 2022. Interest from the date of advance to December 2020 was added to the loan.

9 Debtors

Amounts due within one year

	2022	2021
	£	£
Loan (note 8)	-	120,928
Gift Aid tax recoverable	74,205	50,674
Prepayments and accrued income	67	390
	<u>74,272</u>	<u>171,992</u>

The tax recoverable from HMRC at the balance sheet date comprises £26,115 for 2020, £24,559 for 2021 and £24,020 for 2022.

10 Other Creditors

	2022	2021
	£	£
Amounts due to Guildford Diocese	3,275	3,300
Amounts due to mission partners	10,235	10,663
Amounts due from special collections	7,183	7,183
PAYE / NI and pension	277	1,983
Other liabilities	6,911	2,251
	<u>27,881</u>	<u>25,380</u>

The amounts due to Guildford Diocese relate to statutory fees for weddings and funerals in respect of current and some quarters of previous years.

The amounts due to mission partners relate to the tithe set aside to support mission partners but not yet allocated and paid over at the year end. It includes a 10% tithe from the exceptional gift received and the PCC is currently determining how to deploy the remainder of these funds to achieve a significant impact through partners, particularly with projects that support recovery from the effects of the Covid-19 pandemic.

The amounts due from special collections relate to monies collected by the church specifically to pass on to other charities and are excluded from the income and expenditure of the church. These include the collections at Christmas services.

11 Funds

11a Designated Funds

The designated funds comprise the Drop-in Fund, a New Wine Fund, a Major Projects fund for the exceptional gift receipts during the year and the Mission Fund.

The Drop-in Fund records the transactions of the long standing Thursday Drop-in group, which are operated through a separate bank account under the oversight of the Drop-in Committee.

11a Designated Funds (continued)

The Mission Fund holds funds which have been designated by the PCC to be used for the wider mission of the worldwide church through the work of mission partners and similar charitable organisations, but which have not been allocated to partners at the year end.

The Administration Fund receives contributions specifically in support of the salary cost of employing a Parish Administrator. Funds received in year and associated tax recoverable are transferred to the unrestricted fund at the year end to offset part of the costs incurred.

The Major Projects Fund was established by the PCC in 2019 to hold funds from the exceptional gift, which the PCC wishes to use to implement significant initiatives that deliver the vision and mission of the church.

Fund movements on designated funds during the year were as follows:

	New Wine	Major	Admin Post	Drop-in	Mission	Total
	£	Projects	£	Fund	Fund	2022
	£	£	£	£	£	£
At 1 January 2022	2,500	323,100	-	4,804	4,447	334,851
Incoming resources	-	-	3,000	430	-	3,430
Resources expended	-	(17,757)	-	(382)	-	(18,139)
Transfer (note 6)	-	-	(3,000)	-	-	(3,000)
At 31 December 2022	2,500	305,343	-	4,852	4,447	317,142

11b Restricted Funds

The restricted funds comprise the Buildings Fund for the reordering and refurbishment of the Church of the Holy Spirit and St Luke's Church. The building fund receives regular planned giving and ad hoc donations.

12 Analysis of Net Assets by Fund

	Unrestricted	Designated	Restricted	Total
	Funds	Funds	Funds	2022
	£	£	£	£
Tangible fixed assets	7,465	-	-	7,465
Debtors falling due in more than one year	-	-	-	-
Debtors falling due in less than one year	(51,634)	122,278	3,628	74,272
Short term deposit and cash at bank	132,885	194,864	22,590	350,339
Creditors falling due within one year	(27,881)	-	-	(27,881)
	60,835	317,142	26,218	404,195

13 Prior Period Comparative SOFA

Statement of Financial Activities for the year ending 31 December 2021

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2021 £
Incoming Resources				
Voluntary income	195,756	3,000	4,970	203,726
Activities for generating funds	8,638	-	-	8,638
Interest receivable	1,789	-	-	1,789
Church activities	4,679	379	-	5,058
Total Incoming Resources	210,862	3,379	4,970	219,211
Resources Expended				
Church Activities	186,399	452	2,927	189,778
Total Resources Expended	186,399	452	2,927	189,778
Net Incoming Resources	24,463	2,927	2,043	29,433
Transfers Between Funds	3,000	(3,000)	-	-
Net Movement in Funds	27,463	(73)	2,043	29,433
Balances b/f at 1 January 2021	37,498	334,924	21,205	393,627
Balances c/f at 31 December 2021	64,961	334,851	23,248	423,060

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BURPHAM

England & Wales - Charity number 1128817

Accounts



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS

ANNUAL REPORT
and
FINANCIAL STATEMENTS
of the
Parochial Church Council
of the
Parish of Burpham
St Luke's with the
Church of the Holy Spirit

For the year ended
31 December 2021

Registered Charity number: 1128817

Report and Accounts for the Parochial Church Council of
The Parish of Burpham St Luke's with the Church of the Holy Spirit
For the year ended 31 December 2021

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**Report and Accounts for the Parochial Church Council of
The Parish of Burpham St Luke's with the Church of the Holy Spirit
For the year ended 31 December 2021**

Aim and purposes

The Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, Rev'd James Levasier and the Associate Minister Rev'd Joanna Levasier, who jointly share the role of vicar, in promoting the whole mission of the Church in the parish. The whole mission encompasses worship, pastoral care, evangelism, social activity and church partnerships. The PCC is also specifically responsible for maintaining St Luke's Church on Burpham Lane and the Church of the Holy Spirit (CHS) on New Inn Lane with its attached church centre. These church buildings and the people that congregate in them are collectively known as Burpham Church. Burpham Church has a vision to be "God's family living and sharing the good news of Jesus, with the 3-fold focus of prayer, care and share."

2021 was a difficult year for Burpham church. Not only did the Covid-19 pandemic restrictions result in our Church buildings being closed for the first 3 months of the year, but we were also impacted by James Levasier being off work from 31 March onwards. As restrictions eased, we re-introduced services gradually and operating both onsite and separate online services between April and August. In September we were able to reopen all live services and reviewed what pattern of services would best suit us. We also invested in equipment to live stream our onsite services, starting to live stream some services in December as part of our regular pattern.

Objectives and activities

The PCC is committed to enabling as many people as possible to take part in worship at the church buildings or online, participate in other church activities and to become part of the local community. To this end the church offers a variety of different worship services and keeps contact with all who see themselves as members.

When planning activities for the year, the PCC considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. Burpham Church endeavours to enable ordinary people to live out their faith as part of the parish community through:

- Worship & prayer: developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Mission and outreach work.

To facilitate this work, the PCC considers that it is important to maintain the fabric of the St Luke's Church, the Church of the Holy Spirit (CHS) and the Church Centre.

Review of the year's activities

Worship, prayer, discipleship and evangelism

Our year was dominated by the nation's response to Covid-19 and the effect it had on our local community. Burpham Church provided a 10am streamed Sunday service that was accessed digitally via YouTube and a 10am communion service on Thursday mornings using Zoom. We ran 10am prayer meetings via Zoom, kids' clubs, "among us" and Blaze, PCC meetings and house groups all on Zoom. We ran the February half term holiday club on Zoom. After some weeks it was clear that the lack of real contact meant we were 'Zoomed out'. In line with Covid19 guidance we reopened a 10am Communion service on Sunday 28th March at the Church of the Holy Spirit, maintaining a separate streamed contemporary service for families. Onsite Messy Church ran all year with carefully structured activities and advance booking to maintain social distancing; 8/9 families attended each service. Midweek Communion was reopened onsite on the 16th June.

Once restrictions were lifted on children's work, we were ready to reopen all our services, but rather than restart all our pre-Covid services, we reflected hard on what was the right provision for this time. After a few experimental trials we decided to hold 2 services weekly in the Church of the Holy Spirit: 9.15am Communion and 10.45am Contemporary Worship. However, we recognised that simplifying things was important and moved our monthly Messy Church service to Sunday afternoon, not running the 10.45am service on this day. We decided not to reopen our 8am Communion service at St Luke's Church.

In May the PCC decided to invest in equipment to enable live-streaming of church services from Church of the Holy Spirit. It took some time to build the necessary equipment due to supply difficulties but on 12th December we live-streamed our Carol Service. It had over 130 views online and was an encouragement that this online worship is valuable. This is not a finished project and is still work in progress, but we have been able to stream services most weeks since.

In the Autumn term we were also able to re-establish onsite prayer meetings, youth work and community events. We ran a very successful firework event on 7th November with many other activities involving fun, games, crafts, face painting, HOPE space and food supplied by Neat2eat, one of our mission partners.

A blessing in this difficult time has been our continued involvement with Christ Church Guildford, St John's Stoke and St Peter's Shared Church, sharing online services over the summer and resources.

Many people from across the congregations are members of one of five Growth Groups which meet weekly or fortnightly for Bible study, fellowship and prayer, usually following the Sunday sermon series. Following last year these groups have experimented with different ways to overcome the pandemic restrictions: some meeting together outside, some using Zoom.

The Electoral Roll for the parish has 130 names on it (2020 – 125).

At Easter we ran two Easter Communion services at 10am & 11:30am while providing

an online 10am contemporary service on YouTube which had 98 views. The Palm Sunday online YouTube recording also had 96 views. We also ran an Easter trail at St Luke's for families.

The average weekly Sunday attendance, counted during October and still impacted by Covid, was 22 adults for the Communion service and for Contemporary service 25 adults and 12 Under 16s. Our October Messy Church service was attended by 24 adults and 27 Under 16s.

Two services happened for Remembrance Sunday at St Luke's, the 9.15am and an All-age worship with stations outside.

In 2021 our special Christmas services took the form of:

- Sunday 28th November 4pm Christingle Service at CHS with 36 adults present and approximately 45 children.
- Sun 12th Dec, 6pm Carol service with 60 attendees at CHS and 137 via our live stream service.
- Sunday 19th Dec 4 pm Carols in the Park, a new event this year at Sutherland Park with mission partner Neat2eat (providing a food van), a donkey and actors for a nativity re-enactment and Hope space prayer activities. Approximately 250-300 people were present.
- Christmas Eve 24th Dec, Christmas Eve 4pm Nativity with 45 attendees present and 103 attending via the live stream service. A midnight communion service was held once again at St Luke's, although numbers were reduced due to Covid, with 27 adults attending.
- Christmas Day 25th Dec onsite 9am Communion had 19 attending and a live streamed 10am All-age service at CHS with 35 attending.

After several postponements, we were finally able to hold 2 weddings at St Luke's in May and August. The clergy team officiated at 10 funerals (JoL 6, DM 3, JR 1), 1 of which was held at CHS, and 4 interments (JoL 2, DM 2). We had one baptism at the Christingle Service in November.

Vision

The PCC previously agreed a vision to focus our church's energy on 3 areas - Prayer, Care and Share. This was continued in 2021 as we particularly sought to show the love of Christ in our community, despite the restrictions of the pandemic.

Generous gift

During 2021 the church continued to be very blessed by the extremely generous gift that started in 2019, and in the year another £74,360 has been given, as an unrestricted gift, to Burpham Church. This gift has been vital for our day-to-day finances in 2021 as well as opening up options to implement new projects in the future.

Deanery

One lay member of the PCC sits on the Guildford Deanery Synod. This provides the

PCC with an important link between the parish and the wider structures of the Church. The representative on the Synod reports back to the PCC meetings on significant discussions at the Synod meetings.

Youth and Children's Work

The PCC places a high importance on its youth and children's work with activities for different age groups held throughout the week. Nicky Geraghty is our full time Youth and Children's minister. Since September 2019 she had been studying one day a week at a Cornhill Course and this course ended in June 2021.

Brownies and Guides met weekly at the church centre up to lockdown in March 2020. They have now both returned to the building since lockdown ended.

In conjunction with the youth worker from St John's Church, Merrow we relaunched our Wednesday evening youth club in October, onsite at CHS with a new name— Youth Café. This is a social group for young people in school years 7-11 to come and play games, chat to friends and enjoy food from the tuck shop. We have 16 children on the register so far and this has seen some of the previous Download attendees return and new young people join as well.

Our Sunday evening group Blaze, for school years 7-13, worked well online and a midweek games session online helped young people who were struggling during lockdown. In September Blaze began again in person on Sunday night, but we have found it hard to reconnect with all of the pre-Covid attendees.

In the summer term, a youth Bible study group was set up on Thursday evenings to look deeper at the Bible, working through Genesis and Acts. There are 4 regular attendees who have grown so much in their faith through this group - a huge encouragement.

The PCC has been encouraged by all the creative ways in which our Youth and Children's Minister has worked hard to connect with the young people in these difficult circumstances.

Despite restrictions, we were able to hold our popular February half term holiday club, albeit on Zoom. We had 50 children attend The Forbidden Forest Holiday Club and whilst in person is better, we were pleased that so many young people connected in and we were able to include children in preschool. We were particularly grateful to Nicky Geraghty and Rob Gibbons for filming and editing a fantastic drama using a green screen so actors could social distance.

Sunday Club has been running continually online for the first half of 2021, attracting a greater attendance than when in person due to other activities not preventing people from attending. From September we were able to meet in person again alongside the 10:45 service. Due to reduced volunteer numbers we no longer have a separate creche alongside Sunday Club and we are encouraged that some of the older children have stepped up to help with the younger ones.

The PCC is grateful for the time and hard work many volunteers put into running all of the different groups throughout the week to support the youth work.

Jo Levasier has regular involvement with educational organisations that meet in the parish, but continuing Covid-19 restrictions meant this was still at reduced level in 2021. Harvest visits were arranged for Christopher Robin Nursery and our own Burpham Preschool. We were pleased that we were able to hold 2 Christingle services for Burpham Primary School at CHS. Also, due to Nicky's son attending Boxgrove Primary School, we were also able to do an online Christingle for the reception classes.

Caterpillar Café began to meet in person during the summer term when restrictions began to ease. This was with precautions in place and restricted numbers. By the end of the year we were regularly seeing around 25 – 30 adults and 30 - 40 children each week.

Last year we also ran various allotment church sessions for under 5s, reception-year 6 and even a session for the teenagers as well. This was a great way of being able to gather under the restrictions at the time, but has also been another way to connect with the local community and offer something a bit different for our young people.

Burpham Preschool

Burpham Preschool remains a separate legal entity, but with four PCC recommended members making up the majority of the Preschool Trustees: Chair – Rev'd Joanna Levasier, Secretary - Lisa Scott, Treasurer - David Agg, assistant chair Sarah Stothard. Grace Luke continues as the employed Preschool Manager, leading a team of 4-5 other staff members.

Safeguarding

The PCC has complied with its duty to have due regard to the House of Bishops' Practice Guidance. The PCC appointed Ann Wigmore to continue as Parish Safeguarding Officer for 2021; she remains a co-opted member of the PCC. The PCC is responsible for the safer recruitment and supervision of lay volunteers and employees, and the Bishop's Office has responsibility for all clergy. The PCC is responsible for all safeguarding within Burpham Church.

Parish Dashboard

During 2021 Guildford Diocese launched an electronic Parish Safeguarding Dashboard which is a tool to enable parishes to monitor their safeguarding arrangements and the parish to automatically report to the Diocese without the need for the previous audits. Burpham Church adopted this in summer 2021. It is now far easier to give up to date reports to the PCC.

Policies and Procedures

There were further recommendations from the national safeguarding team which the PCC adopted. Summary of policies and procedures adopted by PCC:

- National 'Promoting a Safer Church' as Burpham Church's own safeguarding policy

- Approved the policy for dealing with serious safeguarding concerns and allegations

Recruitment of ex-offenders Policy

Formally delegated the reporting of Serious Safeguarding Incidents to the Diocesan Safeguarding Advisor

Supported and engaged with the Past Cases Review 2 process as directed by the House of Bishops

Safer Recruitment

During 2021 an increasing number of activities started to take place in person. This necessitated increasing the number of volunteers. Role descriptions were reviewed and, where necessary, new ones drawn up. New volunteers joined and safer recruitment guidance was followed.

A new role description was drawn up for PCC members and it was agreed that all candidates standing for election to the PCC need to agree to it.

Safeguarding Training

It remains a priority to facilitate individuals to undertake the required safeguarding training. Feedback from those doing the new online training modules has been very positive, even from those who do a lot of training in their other volunteer or work roles. Looking forward: new mandatory rules were introduced on 1 January 2022 and a significant number of our volunteers' training expired during 2021.

Safeguarding remains at the heart of all church life, and anyone is encouraged to discuss any concerns with, or seek advice from, the vicars, Parish Safeguarding Officer or the Diocesan Safeguarding Advisor. No query or concern is too small.

Caring for our community in 2021

Burpham Church and Burpham Community Association jointly co-ordinated and provided support to the community during the first year of the Covid Pandemic. This was very important in 2020 with a large number of volunteers and considerable support from Burpham Church, but the demand for the scheme fell off dramatically during January 2021 and the decision was made to formally stop in about April. This was a wonderful example of our community working together to support each other and would provide a good framework for another scheme should the need arise in the future.

Caring for our community remains very important to us but our activities have been seriously limited by the circumstances. However, the church has been reaching out into the community with a Hope Space, an initiative from the organisation Hope Together UK. Our Hope Space is an opportunity for people of all ages, of faith, no faith or another faith to stop and reflect and, if they wish, pray about their losses and their hopes and dreams. This is offered through reflective prayer activities hosted by a few church members who are there to welcome, listen and, if visitors wish, to pray.

A small group from Burpham Church have taken the Hope Space to two community run events; Burpham Wellfest and the Great Big Burpham Community Yard Sale where we also offered a Pop-Up café. Also, the Hope Space has been part of events organised by the church for the local community, Remembrance Day, Family Fireworks and Carols in the Park. People of all ages from the Burpham community

have engaged with the prayer activities and at times the Hope Space has been busy with visitors. We already have plans to offer a Hope Space at more community events in 2022.

The Church Office and Buildings

CHS and its church centre are normally used every day and most evenings for church and community events. At the start of 2021, only the Preschool was open as per Government requirements, with other activities reopening steadily throughout the year.

The Parish Office, the administrative hub of the church located at the Church Centre at CHS, is normally open every weekday morning during school term-time and until 4pm on Wednesday, Thursday and Friday afternoons. Once Covid restrictions were removed in March 2021, the office reopened.

During 2021 St Luke's Church was used for special one-off worship services (St Luke's Patronal festival, Remembrance Sunday, Midnight Communion on Christmas Eve) as well as weddings and funerals. Further information on the buildings and their condition is contained in the Burpham Church Fabric Report 2021 available on the church website.

Pastoral care

Some members of the parish are unable to attend church due to temporary or long-term sickness or age. The Curates, Rev Darlene McCarley and Rev Jasmine Runnacles, as well as the Pastoral Assistants team play a large part in assisting our clergy to visit these people either at home or in hospital and to celebrate communion with them when appropriate, whilst keeping to the latest COVID guidelines.

The Pastoral Assistants team at Burpham now comprises Joy Peart, Rob Gibbons, Grace Luke and Marcelle Falconer, supported by Liz Rutherford as a Pastoral Visitor, and overseen by Rev Jo Levasier.

Local and International Mission

The PCC has established a Mission Action Team and has committed to passing on 10% of its voluntary planned and loose offerings and unrestricted donations to support mission and other charitable causes. The PCC has 5 mission partners: Friends International, Christians Against Poverty (CAP), Happy Child International, Guildford Street Angels and Foodwise.

In each case there are strong links through the active involvement of members of the congregation. Following the success of earlier CAP Money courses, the CAP Money coaches in the congregation ran 1 course in 2021 to help local people learn how to budget better and control their finances. The Church has been particularly involved with Foodwise and its new initiative Neat2eat; Neat2eat providing their food marquee at 2 church community events and being the focus of our Christmas giving.

Staff Team

During 2021 the staff team comprised Rev James Levasier (who has not been working since April 2021) Rev Jo Levasier as acting vicar, retired curates with Permission To Officiate ("PTO"), Jasmine Runnacles and Darlene McCarley, Youth and Children's minister Nicky Geraghty, Church Manager Lisa Scott, and Parish Administrator Marcelle Falconer. During 2021 the church supported the training of Nicky Geraghty and travel expenses for Marcelle Falconer. We continue to receive support in services from our occasional preachers Nigel Cooper, Alistair Barry and Robert Gibbons. Jane Agg has also been an extremely valuable member of the team, heading up the HOPE space, and assisting with planning special festival worship.

Volunteers

The PCC would like to thank the large number of volunteers who work so hard to enable the church to function, leading and facilitating events and activities, some in frontline roles but many behind the scenes, all ensuring some very mundane but essential tasks are accomplished every week. The circumstances of the last year has led to a considerable reduction in the number of volunteers with some difficulty in fulfilling some of the tasks, but we are grateful for many in the church family who continue to give generously of their time.

Structure, governance and management

The Parochial Church Council is a corporate body established by the Church of England and operates under the Parochial Church Council Powers Measure. As Burpham Church has an annual turnover exceeding £100,000, the PCC is a Registered Charity with the Charity Commission, with charity number 1128817.

The method of appointment of PCC members is set out in the Church Representation Rules. In Burpham the membership of the PCC consists of the Vicars and the Curates ex officio, the two Churchwardens, up to two Deanery Synod representatives and twelve members elected by those members of the congregation who are on the electoral roll of the church. All those who attend services are encouraged to register on the electoral roll and, if they wish, to stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding how the funds of the PCC are to be spent. The vicars and the PCC are keen to ensure that membership of the PCC is properly representative of Church members. New members receive initial training into the workings of the PCC. The full PCC met monthly during the year, with the exception of July and December when no PCC meeting was held. Meetings were frequently held by Zoom, but were held in person wherever possible. The average level of attendance was xx members compared to 14 in 2020.

The PCC has appointed a Standing Committee as required by law which has the power to transact business of the PCC between its meetings, subject to any directions given by the full council, although the ability to formally agree matters online if required has meant that the Standing Committee has not been required in 2021.

The PCC has approved the establishment and setting up of action teams such as the Financial Initiatives Team, the Mission Action Team, the Finance Administration & Stewardship Team, the Youth Action Team and the Care Action Team although Covid has meant that these teams have largely not met in 2021. These teams are responsible to the PCC and report back to it with recommendations for approval as necessary.

Administrative information

The Parish of Burpham is situated to the northeast of Guildford in Surrey. It is part of the Diocese of Guildford within the Church of England. The correspondence address is The Parish Office, Church of the Holy Spirit, New Inn Lane, Burpham, Guildford, GU4 7HW.

Financial review

Voluntary giving and donations for 2021 amounted to £203,726, including Gift Aid and represented 93% of total income for the year of £219,211. This included further receipts in the year of £74,360 from an exceptional gift to the unrestricted funds. Expenditure on church activities was £189,778 resulting in net incoming resources of £29,433. However, without the exceptional gift the income would have been insufficient to cover the regular expenditure and the PCC is aware this is not a sustainable pattern and is exploring ways of addressing this.

The PCC is immensely grateful for the continued generosity of the church members through planned giving to support the work of the church and especially so during the period of financial uncertainty and concern caused by the pandemic.

The PCC remains committed to the policy of tithing the voluntary unrestricted income and accordingly £20,052 was allocated to mission giving, principally distributed to the five mission partners adopted by the church.

To help parishes cope with the loss of income through services, lettings and other activities as a consequence of lockdowns and government restrictions during the pandemic, the Diocese held the Parish Share at the 2020 level, deferring the final year of transition to the new methodology and applying no inflationary increase. This meant our Parish Share for 2021 remained at £81,667 for the year, but will increase to over £87,000 in 2022.

Monthly repayments of the parish's £200,000 loan to the Diocese, made in June 2020, commenced in January 2021. The loan carries an interest rate of 1% and will be fully repaid in June 2022.

Staff salary costs for the three directly employed members of staff were £44.9k for the year compared to £48.0k in 2020 when there was a 4-month temporary increase of the Centre Manager's employment to full-time to assist the Burpham Community Support project responding to community need during the pandemic).

Fixed asset additions in the year were new notice boards in Kingpost Parade and outside St Luke's Church and equipment to facilitate livestreaming of services in CHS.

Overall there were net increases in funds in the year of £29,433, of which £27,463 related to unrestricted funds, £2,043 was in restricted funds and £73 was a reduction in rdesignated funds.

Reserves policy

The PCC keeps its Reserves Policy under regular review and adopted the following revised policy in November 2019:

“It is the policy of Burpham Church to hold the equivalent of four months of salary costs and two months of running costs, excluding the Parish Share, in reserves. Such funds will be held in a cash investment account separate from the day to day working capital cash of the church.”

PCC Membership during 2021 and elected periods of office

Ex officio members:

Rev Joanna Levasier	Associate Minister (Chair)
Rev James Levasier	Vicar
Rev Darlene McCarley	Curate
Rev Jasmine Runnacles	Permission to Officiate

Churchwardens:

Paul Mitchell	Vice Chair & Churchwarden April 2018 – June 2021 (moved away)
Lewis Williams	Vice chair & Churchwarden from May 2021
Mike Pocock	Assistant Warden from April 2018

Deanery Synod Rep:

Rex Thorpe	Oct 2020 - 2023	PCC Secretary
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Elected Members:

	Elected term (or earlier resignation date)	
Martin Jones	April 2015 – 2021, May 2021-2024	Treasurer
Debbie Smith	April 2018 – 2021, May 2021 - 2024	
Grace Luke	May 2021 - 2024	
Jean Davy	Oct 2020 – 2023	
Mike Pocock	Oct 2020 – 2023	
Jane Agg	Oct 2020 – 2023	
Alistair Barry	Oct 2020 – 2023	
Gill Wood	Oct 2020 – 2023	

Co-opted Member: Ann Wigmore Parish Safeguarding Officer

Invited to attend: Nicky Geraghty Youth & Children’s Minister
Lisa Scott Church Manager

Independent Examiner's Report to the Members of the Parochial Church Council of the Parish of Burpham St Luke's with the Church of the Holy Spirit
I report on the accounts for the year ended 31 December 2021 which are set out on pages 14 to 25.

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;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- 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 Act, I confirm that I am qualified to act as 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 s.130 of the 2011 Act;or
- to prepare accounts which accord with these accounting records and comply with the accounting requirements of the 2011 Act have 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.



Andrew Wye, BA (Hons) FCA

4 Beaufort Parklands, Railton Road, Guildford, Surrey GU2 9JX

19th September 2023

Burpham Parish Church
STATEMENT OF FINANCIAL ACTIVITIES
For the Year Ended 31 December 2021

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Incoming Resources						
Voluntary income	2a	195,756	3,000	4,970	203,726	365,891
Activities for generating funds	2b	8,638	-	-	8,638	8,930
Interest receivable	2c	1,789	-	-	1,789	1,745
Church activities	2d	4,679	379	-	5,058	12,996
Total Incoming Resources		210,862	3,379	4,970	219,211	389,562
Resources Expended						
Church Activities	3a	186,399	452	2,927	189,778	215,087
Total Resources Expended		186,399	452	2,927	189,778	215,087
Net Incoming Resources		24,463	2,927	2,043	29,433	174,475
Transfers Between Funds	6	3,000	(3,000)	-	-	-
Net Movement in Funds		27,463	(73)	2,043	29,433	174,475
Balances b/f at 1 January 2021		37,498	334,924	21,205	393,627	219,152
Balances c/f 31 December 2021		64,961	334,851	23,248	423,060	393,627

The notes on pages 16 to 25 form part of these accounts

Burpham Parish Church
BALANCE SHEET
As at 31 December 2021

		2021		2020	
	Note	£	£	£	£
FIXED ASSETS					
Tangible Fixed Assets	7		13,066		11,951
DEBTOR due after more than one year	8		-		120,928
CURRENT ASSETS					
Debtors	9	171,992		117,811	
Short term deposits		75,000		75,000	
Cash at bank and in hand		188,382		98,427	
Total current assets		435,374		291,238	
CURRENT LIABILITIES					
Creditors					
Other creditors	10	(25,380)		(30,490)	
Amounts falling due within one year		(25,380)		(30,490)	
NET CURRENT ASSETS			409,994		260,748
TOTAL ASSETS LESS LIABILITIES			423,060		393,627
FUNDS AND RESERVES					
UNRESTRICTED RESERVES					
General Reserve			64,961		37,498
DESIGNATED FUNDS					
Mission Fund	11a	4,447		4,738	
Drop-in	11a	4,804		4,586	
Major Projects	11a	323,100		323,100	
New Wine	11a	2,500		2,500	
			334,851		334,924
RESTRICTED FUNDS					
Building Fund	11b	23,248		21,205	
			23,248		21,205
			423,060		393,627

Approved by the members of the Parochial Church Council on 19 September 2023 and signed on their behalf by:



Lewis Williams, Chair of PCC



Rev Jo Lamberth, Treasurer

Burpham Parish Church
NOTES TO THE ACCOUNTS
For the Year Ended 31 December 2021

1 Accounting policies

The PCC is a public benefit entity within the meaning of Financial Reporting Standard (FRS) 102. 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 and with the Regulations' "true and fair view" provisions. They have been prepared under FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice (SORP), Accounting and Reporting by Charities (SORP(FRS102)).

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

INCOMING RESOURCES

Voluntary income and capital sources

Collections are recognised when received by or on behalf of the PCC. Planned giving receivable under Gift Aid is recognised only when received. Income tax recoverable on Gift Aid donations is recognised when the donation is recognised. Grants, donations and legacies to the PCC are recognised as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable, and its ultimate receipt by the PCC is reasonably certain.

Sales of the parish magazine and funds raised through one-off events and activities are accounted for gross.

Other income

Rental income from the letting of the church centre is recognised when due.

Income from investments

Interest entitlements are recognised as they accrue.

Gains and losses on investments

Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are recognised on revaluation of investments at 31 December.

RESOURCES USED

Grants

Grants and donations are accounted for in the year recognised as the qualifying period.

Activities directly relating to the work of the church

The diocesan parish share is accounted for when due.

Burpham Parish Church

NOTES TO THE ACCOUNTS

For the Year Ended 31 December 2021

1 Accounting policies (continued)

FIXED ASSETS

Consecrated property and movable church furnishings

Consecrated and beneficed property of any kind is excluded from the financial statements by the Charities Act 2011.

Movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are accounted for as inalienable property unless consecrated. They are listed in the church's inventory, which can be inspected at any reasonable time. Items acquired since 1 January 1998 have been capitalised and depreciated in the financial statements over their currently anticipated useful economic life on a straight-line basis.

All expenditure incurred in the year on consecrated or beneficed buildings, individual items under £500, and the repair of movable church furnishings acquired before 1 January 1998 is written off.

Other fixtures, fittings and office equipment

Equipment used within the church premises is depreciated on a straight-line basis over 4 - 6 years, with the exception that fixtures and fittings are depreciated over 10 years. Individual items of expenditure of less than £500 are normally written off in the year in which they are acquired.

Current assets

Amounts owing to the PCC on 31 December in respect of Gift Aid tax recoverable, fees, rents or other income are shown as debtors less provision for amounts that are deemed to be uncollectable.

Short term deposits include cash held on deposit at a recognised UK bank or financial institution.

FUNDS

Unrestricted Funds represent the income funds of the PCC that are not subject to any restrictions regarding their use and are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use or for spending on a future project.

Designated Funds allocated by the PCC for a particular purpose are also unrestricted as they may be undesignated by the PCC and applied for general purposes.

Restricted Funds are those income funds that must be spent on restricted purposes, and details of the funds held and restrictions provided are included in the notes to the accounts.

Burpham Parish Church
NOTES TO THE ACCOUNTS
For the Year Ended 31 December 2021

2 Incoming Resources

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
2a Voluntary Income					
Planned Giving					
GiftAid donation	88,083	2,400	3,780	94,263	95,325
Tax recoverable	22,140	600	945	23,685	23,832
Other	4,990	-	120	5,110	9,832
Loose collections	177	-	-	177	638
Tax recoverable	-	-	-	-	-
Donations					
Received net	3,400	-	100	3,500	12,732
Tax recoverable	850	-	25	875	3,183
Other	76,116	-	-	76,116	219,349
Legacies	-	-	-	-	1,000
	195,756	3,000	4,970	203,726	365,891
2b Activities for Generating Funds					
Trading activities	8,571	-	-	8,571	8,610
Fundraising activities	67	-	-	67	320
	8,638	-	-	8,638	8,930
2c Interest Receivable					
On deposit accounts	188	-	-	188	752
On loans	1,601	-	-	1,601	993
	1,789	-	-	1,789	1,745
2d Income from Church Activities					
Fees for weddings and funeral	2,970	-	-	2,970	1,870
Regular weekly activities	797	379	-	1,176	3,102
Other activities and events	912	-	-	912	8,024
	4,679	379	-	5,058	12,996

Burpham Parish Church
NOTES TO THE ACCOUNTS
For the Year Ended 31 December 2021

3 Resources Expended

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
3a Church Activities					
Mission Giving: Tithed giving	19,576	-	-	19,576	34,548
Charitable gifts	-	-	-	-	2,000
Parish Share	81,667	-	-	81,667	81,667
Staff Salaries (note 4)	44,828	-	-	44,828	47,979
Vicar/Curate/Staff expenses	853	-	-	853	1,087
Staff training and development	2,341	-	-	2,341	3,216
Upkeep of services	951	-	-	951	569
Youth & children's work & activities	1,557	-	-	1,557	2,078
Church events costs	1,219	161	-	1,380	1,903
Discipleship and welfare	454	291	-	745	1,224
Major building works	-	-	2,927	2,927	-
Utilities	5,331	-	-	5,331	8,858
Insurance	2,746	-	-	2,746	2,730
Office costs	7,036	-	-	7,036	9,004
Cleaning and refuse collection	-	-	-	-	563
Maintaining St Luke's Churchyard	2,250	-	-	2,250	1,920
Other maintenance costs	5,743	-	-	5,743	6,671
Depreciation of equipment (note 7)	7,220	-	-	7,220	7,618
Vicarage maintenance & expenses	2,039	-	-	2,039	972
Independent examination fee	510	-	-	510	480
Other governance costs	78	-	-	78	-
	186,399	452	2,927	189,778	215,087

4 Staff Costs

	2021	2020
	£	£
Wages and salaries	42,897	45,913
National Insurance	-	-
Pension contributions	1,931	2,066
	<u>44,828</u>	<u>47,979</u>

The Church employs a full-time Youth and Children's Minister, a Church Centre Manager employed on weekday mornings during term-time based in the Parish Office and a part-time administrator as Parish Assistant working 3 full days each week.

As a registered charity, Burpham Church qualifies for the Government's Employment Allowance. The full value of employer class 1 national insurance contributions arising during the year was covered by the rebate (2020 - also fully covered).

No payments or expenses were paid during the year (2020 - none) to any PCC member, persons closely connected to them or related parties, in connection with their PCC duties.

5 Pensions

Burpham Church participates in the Pension Builder Scheme of the Church Workers Pension Fund (CWPF) for lay staff. The Scheme is administered by the Church of England Pensions' Board which holds the assets of the schemes separately from those of Burpham Church and the other participating employers.

The Pension Builder Scheme of the CWPF is made up of two sections, Pension Builder Classic and Pension Builder 2014, both of which are classed as defined benefit schemes. Lay employees of Burpham Church are enrolled to the cash balance section known as Pension Builder 2014 with contribution rates of 4% for the employee and 4.5% for the employer, including 0.5% for life insurance cover.

Pension Builder 2014 is a cash balance scheme that provides a lump sum that members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. This account may have bonuses added by the Board before retirement. The bonuses depend on investment experience and other factors. There is no requirement for the Board to grant any bonuses. The account, plus any bonuses declared, is payable from members' Normal Pension Age. The Scheme provides a guarantee to members that their account will not be worth less than the amount of cash paid in and so, in this regard only, the scheme has the attributes of a defined benefit scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of Financial Reporting Standard (FRS) 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are the contributions payable of £1,931 (2020 - £2,066).

Burpham Parish Church
NOTES TO THE ACCOUNTS
For the Year Ended 31 December 2021

5 Pensions (continued)

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent was carried out as at 31 December 2019. The next valuation is due as at 31 December 2022. For the Pension Builder 2014 section the 2019 valuation revealed a surplus of £5.5m on the ongoing assumptions used. There is no requirement for deficit payments at the current date.

The legal structure of the scheme is such that if another employer fails, Burpham Church could become responsible for paying a share of that employer's pension liabilities. The PCC consider that the risk of such a liability arising is remote.

6 Analysis of Transfers Between Funds

	Unrestricted Funds £	Designate d Funds £	Restricted Fund £	Total 2021 £
Administration post costs incurred in year	3,000	(3,000)	-	-

Donations received during the year to support the salary cost of the Parish Administrator are credited to designated reserves upon receipt. They are subsequently released to undesignated funds to offset part of the salary costs incurred in the year, paid out of that

7 Tangible Fixed Assets

	Fixtures and Fittings £	Office Equipment £	Church Furniture and Equipment £	Total £
Cost				
At 1 January 2021	12,333	11,520	33,225	57,078
Additions	2,706		5,629	8,335
Disposals				-
At 31 December 2021	15,039	11,520	38,854	65,413
Accumulated Depreciation				
At 1 January 2021	7,971	6,218	30,938	45,127
Charge for the year	1,952	2,445	2,823	7,220
Disposals				-
At 31 December 2021	9,923	8,663	33,761	52,347
Net Book Value				
At 31 December 2021	5,116	2,857	5,093	13,066
At 31 December 2020	4,362	5,302	2,287	11,951

All tangible fixed assets are held as unrestricted assets.

8 Loan to Diocese of Guildford

	2021	2020
	£	£
Due within one year	120,928	80,066
Due after more than one year	-	120,928
	120,928	200,994

In June 2020, recognising the differing financial impact of Coronavirus across the parishes in the Guildford Diocese and the Diocese itself, Burpham PCC made an unsecured loan to the Diocese of £200,000. The loan is intended to support the Diocese's programme of financial aid to parishes significantly adversely affected by the cessation of services and activities during "lockdown" and the Diocese's own cashflow during a period when it is unable to sell property assets.

The loan is for a 2 year period, carries interest at 1% per annum and is repayable in monthly instalments commencing on 1 January 2021 by offset against Burpham's Parish Share contributions, with a final balancing payment due on 30 June 2022. Interest from the date of advance to December 2020 was added to the loan.

9 Debtors

Amounts due within one year

	2021	2020
	£	£
Loan (note 8)	120,928	80,066
Gift Aid tax recoverable	50,674	36,015
Prepayments and accrued income	390	1,730
	171,992	117,811

The tax recoverable from HMRC at the balance sheet date comprises £26,115 for 2020 and £24,559 for 2021.

10 Other Creditors

	2021	2020
	£	£
Amounts due to Guildford Diocese	3,300	2,288
Amounts due to mission partners	10,663	13,125
Amounts due from special collections	7,183	7,183
PAYE / NI and pension	1,983	1,550
Other liabilities	2,251	6,344
	25,380	30,490

The amounts due to Guildford Diocese relate to statutory fees for weddings and funerals in respect of current and some quarters of previous years.

The amounts due to mission partners relate to the tithe set aside to support mission partners but not yet allocated and paid over at the year end. It includes a 10% tithe from the exceptional gift received and the PCC is currently determining how to deploy the remainder of these funds to achieve a significant impact through partners, particularly with projects that support recovery from the effects of the Covid-19 pandemic.

The amounts due from special collections relate to monies collected by the church specifically to pass on to other charities and are excluded from the income and expenditure of the church. These include the collections at Christmas services.

11 Funds

11a Designated Funds

The designated funds comprise the Drop-in Fund, a New Wine Fund, a Major Projects fund for the exceptional gift receipts during the year and the Mission Fund.

The Drop-in Fund records the transactions of the long standing Thursday Drop-in group, which are operated through a separate bank account under the oversight of the Drop-in Committee.

11a Designated Funds (continued)

The Mission Fund holds funds which have been designated by the PCC to be used for the wider mission of the worldwide church through the work of mission partners and similar charitable organisations, but which have not been allocated to partners at the year end.

The Administration Fund receives contributions specifically in support of the salary cost of employing a Parish Administrator. Funds received in year and associated tax recoverable are transferred to the unrestricted fund at the year end to offset part of the costs incurred.

The Major Projects Fund was established by the PCC in 2019 to hold funds from the exceptional gift, which the PCC wishes to use to implement significant initiatives that deliver the vision and mission of the church.

Fund movements on designated funds during the year were as follows:

	New Wine	Major	Admin	Drop-in	Mission	Total
	£	Projects	Post	Fund	Fund	2021
	£	£	£	£	£	£
At 1 January 2021	2,500	323,100	-	4,586	4,738	334,924
Incoming resources	-	-	3,000	379	-	3,379
Resources expended	-	-	-	(161)	(291)	(452)
Transfer (note 6)	-	-	(3,000)	-	-	(3,000)
At 31 December 2021	2,500	323,100	-	4,804	4,447	334,851

11b Restricted Funds

The restricted funds comprise the Buildings Fund for the reordering and refurbishment of the Church of the Holy Spirit and St Luke's Church. The building fund receives regular planned giving and ad hoc donations.

12 Analysis of Net Assets by Fund

	Unrestricte	Designate	Restricted	Total
	d Funds	d Funds	Funds	2021
	£	£	£	£
Tangible fixed assets	13,066	-	-	13,066
Debtors falling due in more than one year	-	-	-	-
Debtors falling due in less than one year	45,836	122,278	3,878	171,992
Short term deposit and cash at bank	31,439	212,573	19,370	263,382
Creditors falling due within one year	(25,380)	-	-	(25,380)
	64,961	334,851	23,248	423,060

13 Prior Period Comparative SOFA

Statement of Financial Activities for the year ending 31 December 2020

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2020 £
Incoming Resources				
Voluntary income	205,482	145,000	15,409	365,891
Activities for generating funds	8,836	-	94	8,930
Interest receivable	1,745	-	-	1,745
Church activities	12,298	698	-	12,996
Total Incoming Resources	228,361	145,698	15,503	389,562
Resources Expended				
Church Activities	198,892	16,195	-	215,087
Governance costs	-	-	-	-
Total Resources Expended	198,892	16,195	-	215,087
Net Incoming Resources	29,469	129,503	15,503	174,475
Transfers Between Funds	3,000	(3,000)	-	-
Net Movement in Funds	32,469	126,503	15,503	174,475
Balances b/f at 1 January 2020	5,029	208,421	5,702	219,152
Balances c/f at 31 December 2020	37,498	334,924	21,205	393,627

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BURPHAM

England & Wales - Charity number 1128817

Accounts



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS

ANNUAL REPORT
and
FINANCIAL STATEMENTS
of the
Parochial Church Council
of the
Parish of Burpham
St Luke's with the
Church of the Holy Spirit

**For the year ended
31 December 2020**

Registered Charity number: 1128817

Report and Accounts for the Parochial Church Council of
The Parish of Burpham St Luke's with the Church of the Holy Spirit
For the year ended **31 December 2020**

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Report and Accounts for the Parochial Church Council of
The Parish of Burpham St Luke's with the Church of the Holy Spirit
For the year ended **31 December 2020**

Aim and purposes

The Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, Rev'd James Levasier and the Associate Minister Rev'd Joanna Levasier, who jointly share the role of vicar, in promoting the whole mission of the Church in the parish. The whole mission encompasses worship, pastoral care, evangelism, social activity and church partnerships. The PCC is also specifically responsible for maintaining St Luke's Church on Burpham Lane and the Church of the Holy Spirit (CHS) on New Inn Lane with its attached church centre. These church buildings and the people that congregate in them are collectively known as Burpham Church. Burpham Church has a vision to be "living and sharing the good news of Jesus: creating a people and place of prayer, care and share."

Like all Churches, 2020 has been a difficult year, with the impact of the Covid-19 pandemic restrictions resulting in our Church buildings being closed for most of the year, but the Church has remained strong as a body of people who love the Lord Jesus. The team at Burpham Church has responded in many new and creative ways to maintain its ministry with online services including a Sunday 10am weekly streaming service on YouTube, plus connecting with members through Zoom for coffee, prayer meetings, communion, and youth activities. We have held live onsite services in addition to streamed services from August to October and for 3 weeks in December.

Objectives and activities

The PCC is committed to enabling as many people as possible to worship at the churches, participate in other church activities and to become part of the local community. To this end the PCC had adopted a range of different worship styles in services, but with the pandemic a simplified approach has been taken to services primarily using technology, but also keeping in contact with members of the Church who do not have computers or smart phone by distributing weekly news sheets and phone calls.

When planning activities for the year, the PCC considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. Burpham Church endeavours to enable ordinary people to live out their faith as part of the parish community through:

- Worship & prayer, learning about the gospel and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Missionary and outreach work.

To facilitate this work, the PCC considers that it is important to maintain the fabric of the St Luke's Church, the Church of the Holy Spirit (CHS) and the Church Centre.

Review of the year's activities

Worship, prayer, discipleship and evangelism

Prior to lockdown in March, our regular pattern of public worship was weekly Sunday services at 8am (at St Luke's), 9.15am and 10.45am (at CHS), Thursday Communion at 10am (CHS) and monthly Messy Church events on Saturdays at 4.30pm. Since the lockdown, when both our church buildings were closed, Burpham Church has provided a 10 am streamed service that has been accessed digitally via YouTube. We have held a 10am communion service on Thursday mornings using Zoom. Live Common Worship communion services were held at CHS, with Covid-19 safety arrangements from August to October and for a couple of weeks in December, with between 15 and 30 people attending. This service was initially held at 4pm and after a month moved to 10am, at the same time as the streamed service. St Luke's Church has not yet reopened since the pandemic began.

The pandemic has impacted all services. We ran 2 live onsite Messy Church services at CHS on Sunday afternoons in October, moving to Zoom once lockdown returned. We were able to safely accommodate 9 families onsite and were encouraged by the good response to these events. Once online, craft bags were delivered to families who had signed up and we were able to invite a larger number of families to participate.

The pandemic has seen our corporate prayer meeting on Tuesdays switch to Zoom in March with daily prayer times also on Monday to Friday all at 10am. They have been the foundation of all our activities and support our vision for the church to reach our community with the good news of God's love, especially in the loneliness, isolation and grieving of many people in our community. A significant increase in the number of people praying and leading has been a benefit during 2020. There has also been an 8am Zoom prayer meeting, initially twice a week and then moving to once a week in October. Since the start of the second lockdown in November, the Church has a digital prayer room on Zoom that is open all the time. A confidential email prayer chain of 40 people also prays for personal and church situations and prayer is encouraged in individuals' everyday lives.

We continued our involvement with Christ Church Guildford, St John's Stoke and St Peter's Shared Church, sharing online services over the summer.

Many people from across the congregations are members of one of five Growth Groups which meet weekly or fortnightly for Bible study, fellowship and prayer, usually following the Sunday sermon series. These groups experimented with different ways to overcome the pandemic restrictions: some meeting outside in the park over the summer, and all moving to Zoom in the Autumn.

The Electoral Roll for the parish has 125 names on it (2019 – 128).

Recording "attendance" is difficult for streamed YouTube services and so these figures are hard to compare with previous years. The festival services we put on were different to those on offer in previous years, as we sought to adapt to the changing guidelines and keep our congregations safe.

With churches closed 2 weeks before Easter, we rapidly adapted providing services on YouTube for Palm Sunday (246 YouTube views), Good Friday (219 YouTube views) and Easter Day (268 YouTube views). *(2019 attendance on Easter Day was 120)*

The average weekly Sunday attendance, counted during October, was 21 adults onsite and 97 average YouTube views (2019 - 84 adults and 12 under 16s). Our fortnightly Messy Church services were attended by 12 adults and 13 under 16s.

The Remembrance Sunday service at St Luke's was attended by 12 adults and 2 under 16s present onsite and live-streamed, with 190 YouTube online views.

In 2020 our special Christmas services took the form of

- Sun 13th Dec, a mixed economy Carol Service with participation from attendees at CHS (16) and through Zoom, with others watching via Youtube, (173 YouTube views) (*2019 attendance at 2 carol services at St Luke's was 218*)
- Tue 22nd Dec, Pause for Christmas with participation through Zoom and streamed on Youtube.
- Christmas Eve 24th Dec, Christingle – through Zoom (40 families participating)
- Christmas Day 25th Dec Streamed celebration at 10am (138 YouTube views) and Zoom Communion at 11am (12 attendees) (*2019 attendance at services on Christmas Eve & Christmas Day was 358*)

We normally enable our community to celebrate and engage with God at significant life milestones; providing thanksgivings and baptisms for those celebrating the start of life, weddings for those who wish to make their marriage vows before God and funerals for those grieving the loss of a loved one. These have been extremely limited since March with no thanksgivings or baptisms, weddings or funerals in Burpham Church this year. Our clergy have conducted 6 funerals at the Crematorium and interred 3 sets of ashes at St Luke's. Our clergy were also able to support a local church with a wedding when their vicar had to self-isolate.

The PCC is eager to help all members of the community ask questions and explore their faith, but through 2020 this has primarily happened through personal conversations rather than with centrally organised courses. Our normal Serenity ladies' events programme adapted to run an event at home through the distribution of prayer and activity bags during the first lockdown. We have been encouraging our church members to explore alternative ways to grow and develop their faith through the huge array of online opportunities that are now available and it has been exciting to see how some of the older members of the church in particular have embraced the technology and grown in their faith.

Vision

The PCC agreed a vision to focus our church's energy on 3 areas, one per year, restarting the cycle after 3 years. The 3 areas are Prayer, Care and Share, to help us connect with Burpham Community. 2020 was a year of "care" as we sought to show the love of Christ in our community, despite the restrictions of the pandemic.

Generous gift

During 2020 the church continued to be very blessed by the extremely generous gift that started in 2019, and in the year another £211,000 has been given, as an unrestricted gift, to Burpham Church, opening up options to implement new aspects of the church's vision and also update our Church premises to make them more suitable for future ministry. Accordingly, the PCC has agreed to designate a significant part of the gift in 2020, after deducting our tithe towards mission, into a designated fund for major projects, either capital or revenue. We are incredibly thankful for this amazing generosity.

Deanery

One lay member of the PCC sits on the Guildford Deanery Synod. This provides the PCC with an important link between the parish and the wider structures of the Church. The representative on the Synod reports back to the PCC meetings on significant discussions at the Synod meetings.

Youth and Children's Work

The PCC places a high importance on its youth and children's work with activities for different age groups held throughout the week. Nicky Geraghty is our Youth and Children's minister and she works full time for the church. Up until July 2020 she spent two days a week studying (on the Diocesan Youthwork First Timers course and the Cornhill Training Course). In September 2020 she started the second year of a Cornhill Course and is now studying one day a week; the cost of her training is funded by the church.

Many activities are organised and run by the church and Brownies and Guides met weekly at the church centre up to March 2020. Neither group has yet returned from lockdown restrictions.

Download, our Wednesday evening club night for school years 7-9, ran onsite at CHS until lockdown and then trialled a Zoom night during the summer term. Our Sunday evening group, Blaze, for school years 7 -13 has also transferred onto Zoom with a new online games night starting in the Autumn term. We have been encouraged by all the creative ways in which our Youth and Children's Minister has worked hard to connect with the young people in these difficult circumstances.

The well-established Holiday Club for children, from reception to school year 6, was run for the seventh consecutive year in February half term of 2020, with 77 children taking part in "Into Africa", compared to 60 in 2019. A good number of young people from school years 7+ were involved as young leaders, helping them to develop new skills during the enjoyable and rewarding week.

Up to March the Sunday Club continued during the 10.45am service, with Jane Agg generously volunteering her time in organizing the team and material for those aged 3-11. Since March, Sunday Club has switched to a 30min session on Zoom before the streamed service, with the provision of craft bags and we have been encouraged that attendance has increased markedly. The creche for under 3's and group for school years 7-10 took place during the 10.45am service initially but have not happened since March 2020.

The PCC is grateful for the time and hard work many volunteers put into running all of the different groups throughout the week to support the youth work.

Jo Levasier has regular involvement with educational organisations that meet in the parish, but Covid-19 restrictions have meant that this has generally not been possible in 2020. We were pleased that we were still able to run a Christmas Nativity for Burpham Preschool and parents and connect in with Burpham Primary School Christingle Services for years 3 and 4; Jo Levasier and Nicky Geraghty spoke at these two events via Zoom.

Caterpillar Café continued to meet weekly on Friday mornings up until March 2020 as a forum for parents, grandparents, carers and toddlers attending, with up to 50 toddlers and babies each week. Since March a weekly YouTube video with a Bible story, singing and crafts has been produced to seek to connect with toddlers and their families during term-time.

Burpham Preschool

Burpham Preschool remains a separate legal entity, but with five PCC recommended members making up the majority of the Preschool management committee: Chair - Revd Joanna Levasier, Secretary - Lisa Scott, Treasurer - David Agg (Amie Cook up to August 2020), committee members Allan Wells (until July 2020) and Sarah Stothard, ably assisted by Grace Luke who is employed as the Preschool Manager. Burpham Preschool changed its structure to a Charitable Incorporated Organisation (CIO) in September 2020 and committee members took on roles as Trustees in the new charity.

Safeguarding

The PCC has complied with its duty to have due regard to the House of Bishops' Practice Guidance. The PCC appointed Ann Wigmore and Eleri Knight to continue as Parish Safeguarding Officers for 2020. The PCC is responsible for safeguarding of lay volunteers and employees, while the Clergy are the responsibility of the Bishop's office.

Safer Recruitment - All relevant leaders and volunteers have attended the Diocesan Safer Recruitment Training, several people doing this via Zoom during lockdown.

All leaders are trying to follow the guidance. The changing pattern of meeting has meant a reduction in groups and the need for leaders and helpers. All leaders and helpers of groups in 2020 have had necessary recruitment checks carried out. DBS checks have been renewed when needed following Covid-19 guidance.

Training - All except three leaders and helpers have updated their safeguarding training. We recognise it has been a challenging year and those who have not been able to update their training are not leading any group on their own but act as supervised helpers. Ensuring all volunteers are trained appropriately is ongoing work in the light of constantly updated guidance.

Safeguarding online content - The Covid19 pandemic brought many challenges for all groups and many moved online. The parish safeguarding officers, Youth and Children's Minister, group leaders and incumbents worked together to produce appropriate consent forms which were presented and approved by the PCC. These included group attendance, parental consent for zoom meetings, and photo consent for YouTube services.

Role of PCC - The PCC has due regard to security of communication and has provided secure facilities for the parish safeguarding officer. Ann Wigmore has been co-opted onto the PCC and Safeguarding is a standing item on the agenda of each PCC meeting. The correct safeguarding statements are displayed in both churches.

Caring for our community in 2020

At the start of the first lockdown in March 2020 a group from Burpham Church and Burpham Community Association joined forces to establish Burpham Community Support. Burpham Church provided the administration and safeguarding advice to provide a safe scheme for volunteers and those seeking help. After July the scheme was run by volunteers drawn from the church and community. From March – July 2020 the PCC agreed to fund extra office hours to support the scheme and this contributed to the higher salary costs in the accounts.

A group of about 100 volunteers offered their help, of whom about 50 were used for the first lockdown and a small group of about 15 continued into 2021. The scheme was available to help people who were isolated or struggling in Burpham, Jacob's Well, Boxgrove and parts of Merrow.

The group did lots of shopping, collected prescriptions and provided a friendly voice to chat to people. The requests tailed off as restrictions were relaxed and people established other ways to get tasks done. Requests numbered up to 6 a day in March gradually tailing off to about 3 or 4 a week by lockdown 3.

In the autumn a group of church members set about knitting angels, gathering other treats and creating prayer activities for 'Blessings Bags' for 200 people in the community including people who would normally attend Drop-in on a Thursday morning. We were also pleased to work with Burpham Primary School who coloured in Christmas Cards to put in each bag. These were delivered by church members and Community Support Scheme volunteers before Christmas and were very well received. A further 85 handmade angels with prayer cards were given to the ladies in Send Prison, delivered via the Send Prison Chaplaincy. Further gift bags were planned to be given to the shops and businesses in Burpham as a mark of appreciation for all they had done in 2020, but some await delivery because several shops were suddenly shut for a new lockdown just before Christmas.

The Church Office and Buildings

CHS and its church centre are used every day and most evenings for church and community events, but since the lockdown in March have been used primarily by the Preschool, which was asked to remain open to support the local community all through the lockdown periods.

The Parish Office, the administrative hub of the church which is located at the Church Centre at CHS, is open every weekday morning during school term-time and until 4pm on Wednesday, Thursday and Friday afternoons, but since March has been operating on more restrictive hours with often the building being closed to the public.

St Luke's Church, which has normally been used once a week for Sunday services and special events, has remained closed since March 2020.

In August, the parish office email was impacted by a computer virus which led to emails being resent from phishing addresses. Whilst no actual damage was caused, thousands of old emails were received by the staff team and it was felt wise to update our email system to one with better security. We were pleased to enlist the IT expertise of local community care supporter Liz Turner, and the church has now migrated to a Microsoft 365 Charity Account providing much more secure email and a number of new dedicated email addresses for church officers.

Further information on the buildings and their condition is contained in the Burpham Church Fabric Report 2020 available on the church website.

Pastoral care

Some members of the parish are unable to attend church due to temporary or long-term sickness or age. The Curates, Rev Darlene McCarley and Rev Jasmine Runnacles, as well as the Pastoral Assistants team play a large part in assisting James and Jo Levasier to visit these people either at home or in hospital and to celebrate communion with them when appropriate, but this has been somewhat curtailed since the lockdown in March 2020.

The Pastoral Assistants team at Burpham now comprises Barbie Howarth (focus of supporting older members of the congregations) Joy Peart, Gill Steeden, Rob Gibbons, Grace Luke (who heads up the Care Action Team), and Marcelle Falconer (office support and children & youth). Pauline Mitchell and Liz Rutherford also assist the visiting team. The pastoral team is managed by Rev Jo Levasier.

Local and International Mission

The PCC has established a Mission Action Team and has committed to passing on 10% of its voluntary planned and loose offerings to support mission and other charitable causes. The PCC has 5 mission partners: Friends International, Christians Against Poverty (CAP), Happy Child International, Guildford Street Angels and Foodwise.

In each case there are strong links through the active involvement of members of the congregation. Following the success of earlier CAP Money courses, the CAP Money coaches in the congregation ran 1 course in 2020 (2019 – 2 courses) to help local people learn how to budget better and control their finances.

The Church has been particularly involved with Foodwise, with its initiative to provide nutritious meals to families with children on free school meals across Guildford and into Woking during the school closures caused by the pandemic. The church has provided the church centre kitchen for cooking, and a number of church members have volunteered for and staffed this invaluable project.

Special Community Event

The annual Free & For Nothing community event in August, which provides a day of free activities and entertainment for members of the community of all ages in Sutherland Memorial Park, illustrating God's generosity and grace to us, was sadly cancelled in 2020 due to the pandemic.

Vision Team

During 2020 a Vision team was set up to consider the future focus of the Church, in the light of showing the love of Christ in meeting the needs of Burpham after the pandemic, looking at our buildings that need maintenance work and considering how best to utilise the benefits of the very generous exceptional gift we have received.

Staff Team

During 2020 the staff team comprised the vicars, James & Jo Levasier, two retired curates with Permission To Officiate ("PTO"), Jasmine Runnacles and Darlene McCarley, plus the Youth and Children's minister, Nicky Geraghty, Church Manager, Lisa Scott, and Parish Administrator, Marcelle Falconer. During the year the church supported the training of Nicky Geraghty and Marcelle Falconer.

We continue to receive support in services from our occasional preachers Allan Wells (up to July 2020), Nigel Cooper and Alistair Barry. In December 2020 we invited Robert Gibbons to join this team.

Financial review

Voluntary giving again made up the vast majority of the Church's income for the year with planned giving of £90,406 to unrestricted funds, £3,000 to designated funds and £12,351 to restricted funds. These were supplemented by tax recoverable under Gift Aid of £20,174 £600 and £3,056 respectively.

Donations and legacies of £233,081 attracted a further £3,183 of tax recoverable under Gift Aid. The donations included an unrestricted, exceptional gift of £211,000 during the year of which the PCC has chosen to designate £140,000, less £14,000 tithe to mission giving, to

future major projects. The PCC is immensely grateful for this generosity and has established a group to develop plans for its use in line with the church vision. Additionally, the Mission Action Team has worked with the Church's five mission partners to distribute the tithe to significant projects. £53,000 was paid from the tithe to mission partners during the year and £13,000 remained in creditors and will be distributed to support post-Covid recovery initiatives.

The restrictions resulting from the coronavirus pandemic impacted adversely on loose collections, lettings income and activity income, but the committed voluntary giving from individuals was sustained and, together with the exceptional gift, meant that the parish was not distracted by major financial concerns and could focus on ministries to support the Burpham community through the challenges caused by the lockdowns and restrictions. Total incoming resources for the year were £389k (2019 - £399k)

Due to the transition to a new methodology used by Guildford Diocese to determine Parish Share, Burpham Church's contribution increased by 7.6% to £81,667 for 2020. Parish Share assessments have been frozen for 2021, but a further increase of over inflation is expected for 2022. To help the Diocese with its cashflow, which was significantly, adversely affected by the pandemic, Burpham Church made early payment of instalments on the Parish Share, paying the full year amount by the end of May. The PCC also entered into a loan agreement with the Diocese to lend £200,000 in June 2020 to be repaid in instalments between January 2021 and June 2022, with an interest rate of 1%.

Staff salary costs increased from £35.9k to £48.0k reflecting a full year of the full-time Youth and Children's Minister costs (2019 – 4 months) and a 4-month temporary increase of the Centre Manager's employment to full-time to assist the Burpham Community Support project responding to community need during the pandemic.

Fixed asset additions in the year included a high-specification computer to support production and streaming of online services. Other smaller items of equipment to facilitate the production of these services is included in expenditure in the year.

Overall there were net increases in funds in the year of £174,475, with £32,469 in unrestricted funds, £126,503 in designated funds and £15,503 in restricted funds. However, without using some of the exceptional gift, the unrestricted income would not have been sufficient to cover the unrestricted expenditure and the PCC and the Financial Initiative Team are considering options for how this imbalance can be redressed.

Reserves policy

The PCC keeps its Reserves Policy under regular review and adopted the following revised policy in November 2019:

"It is the policy of Burpham Church to hold the equivalent of four months of salary costs and two months of running costs, excluding the Parish Share, in reserves. Such funds will be held in a cash investment account separate from the day to day working capital cash of the church."

This amounts to approximately £28,000 based on the 2020 budget.

At 31 December 2020 the unrestricted reserves amounted to approximately £37,500 (2018 - £5,000) which are in line with the required policy level. The PCC will adopt budgets and supporting initiatives to maintain reserves at the levels required by the policy.

Volunteers

The PCC would like to thank the large number of volunteers who work so hard to enable the church to function, leading and facilitating events and activities, some in frontline roles but many behind the scenes, all ensuring some very mundane but essential tasks are accomplished every week.

During the summer, the staff team worked extremely hard to provide bags containing small gifts and prayer cards for all those who served in different ways in the church.

Structure, governance and management

The Parochial Church Council is a corporate body established by the Church of England and operates under the Parochial Church Council Powers Measure. As Burpham Church has an annual turnover exceeding £100,000, the PCC is a Registered Charity with the Charity Commission, with charity number 1128817.

The method of appointment of PCC members is set out in the Church Representation Rules. In Burpham the membership of the PCC consists of the Vicars and the Curates ex officio, the two Churchwardens, up to two Deanery Synod representatives and twelve members elected by those members of the congregation who are on the electoral roll of the church. All those who attend services are encouraged to register on the electoral roll and, if they wish, to stand for election to the PCC. Because of Covid19 the 2020 APCM was delayed until October 2020.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding how the funds of the PCC are to be spent. The vicars and the PCC are keen to ensure that membership of the PCC is properly representative of Church members. New members receive initial training into the workings of the PCC. The full PCC met monthly during the year, with the exception of March and August when no PCC meeting was held, and May when there were two meetings, while meetings from April were being held by Zoom. The average level of attendance was 14 members compared to 13 in 2019, although the PCC was one member larger.

The PCC has appointed a Standing Committee as required by law which has the power to transact business of the PCC between its meetings, subject to any directions given by the full council. In 2020 the standing committee did not meet (2019 – 2 meetings) to deal with urgent matters that arise in between PCC meetings.

The PCC has approved the establishment and setting up of the Vision Team and a new Financial Initiatives Team, in addition to the Mission Action Team and Finance Administration & Stewardship Team. The Youth Action Team and Care Action Teams have not met during lockdown. These committees are responsible to the PCC and report back to it with recommendations for approval as necessary.

Administrative information

The Parish of Burpham is situated to the north east of Guildford in Surrey. It is part of the Diocese of Guildford within the Church of England. The correspondence address is The Parish Office, Church of the Holy Spirit, New Inn Lane, Burpham, Guildford, GU4 7HW.

PCC Membership

PCC members who have served at any time from 1 January 2020 until the date of this report are:

Ex officio members:

Rev James Levasier	Vicar (Chair)*
Rev Joanna Levasier	Associate Minister*
Rev Jasmine Runnacles	Retired PTO
Rev Darlene McCarley	Curate

Churchwardens:

Di Boyden	Churchwarden*	From April 2015 (resigned May 2020)
Paul Mitchell	Churchwarden* and Vice Chair	From April 2018
Jennie Sullivan	Churchwarden*	From October 2020

Deanery Synod Rep:

Rex Thorpe	PCC Secretary*	April 2017 – October 2020 and October 2020 – April 2023
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Elected Members:

		Elected term (or earlier resignation date)
Lewis Williams		April 2018 – May 2021
Martin Jones	Treasurer*	April 2012 – April 2015, April 2015 – April 2018 and April 2018 – May 2021
Barbie Howarth		April 2016 – October 2020 (resigned October 2020)
Jean Davy		April 2017 – October 2020 and October 2020 – April 2022
Mike Pocock	Assistant Warden*	April 2018 – October 2020 and October 2020 – April 2023
Joan Gibbons		April 2018 – May 2021
Ella Nash		April 2018 – May 2021
Debbie Smith		April 2018 – May 2021
Jane Agg		October 2020 – April 2023
Alistair Barry		October 2020 – April 2023
Gill Wood		October 2020 – April 2023

Co-opted Member

Ann Wigmore	Safeguarding
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Members of the Standing Committee are shown by an *

Approved by the PCC on 27 April 2021 and signed on its behalf by:



Rev. Jo Levasier
PCC Acting Chair

Independent Examiner's Report to the Members of the Parochial Church Council of the Parish of Burpham St Luke's with the Church of the Holy Spirit

I report on the accounts for the year ended 31 December 2020 which are set out on pages 14 to 25.

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;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- 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.

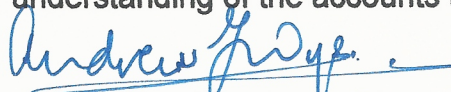
An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The 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 Act, I confirm that I am qualified to act as 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 s.130 of the 2011 Act; or
 - to prepare accounts which accord with these accounting records and comply with the accounting requirements of the 2011 Act have 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.



Andrew Wye, BA (Hons) FCA

4 Beaufort Parklands, Railton Road, Guildford, Surrey GU2 9JX

6 May 2021

Burpham Parish Church
STATEMENT OF FINANCIAL ACTIVITIES
For the Year Ended 31 December 2020


	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Incoming Resources						
Voluntary income	2a	205,482	145,000	15,409	365,891	371,377
Activities for generating funds	2b	8,836	-	94	8,930	12,178
Interest receivable	2c	1,745	-	-	1,745	581
Church activities	2d	12,298	698	-	12,996	15,402
Total Incoming Resources		228,361	145,698	15,503	389,562	399,538
Resources Expended						
Church Activities	3a	198,892	16,195	-	215,087	231,319
Total Resources Expended		198,892	16,195	-	215,087	231,319
Net Incoming Resources		29,469	129,503	15,503	174,475	168,219
Transfers Between Funds	6	3,000	(3,000)	-	-	-
Net Movement in Funds		32,469	126,503	15,503	174,475	168,219
Balances b/f at 1 January 2020		5,029	208,421	5,702	219,152	50,933
Balances c/f 31 December 2020		37,498	334,924	21,205	393,627	219,152


The notes on pages 16 to 25 form part of these accounts

Burpham Parish Church
BALANCE SHEET
As at 31 December 2020

		2020		2019	
	Note	£	£	£	£
FIXED ASSETS					
Tangible Fixed Assets	7		11,951		16,203
DEBTOR due after more than one year	8		120,928		-
CURRENT ASSETS					
Debtors	9	117,811		35,570	
Short term deposits		75,000		71,170	
Cash at bank and in hand		98,427		153,897	
Total current assets		291,238		260,637	
CURRENT LIABILITIES					
Creditors					
Other creditors	10	(30,490)		(57,688)	
Amounts falling due within one year		(30,490)		(57,688)	
NET CURRENT ASSETS			260,748		202,949
TOTAL ASSETS LESS LIABILITIES			393,627		219,152
FUNDS AND RESERVES					
UNRESTRICTED RESERVES					
General Reserve			37,498		5,029
DESIGNATED FUNDS					
Mission Fund	11a	4,738		4,738	
Drop-in	11a	4,586		4,083	
Major Projects	11a	323,100		197,100	
New Wine	11a	2,500		2,500	
			334,924		208,421
RESTRICTED FUNDS					
Building Fund	11b	21,205		5,702	
			21,205		5,702
			393,627		219,152

Approved by the members of the Parochial Church Council on 27 April 2021 and signed on their behalf by:


 Rev Jo Levasier, Acting Chair, PCC


 Martin Jones, Treasurer

Burpham Parish Church

NOTES TO THE ACCOUNTS

For the Year Ended 31 December 2020

1 Accounting policies

The PCC is a public benefit entity within the meaning of Financial Reporting Standard (FRS) 102. 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 and with the Regulations' "true and fair view" provisions. They have been prepared under FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice (SORP), Accounting and Reporting by Charities (SORP(FRS102)).

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

INCOMING RESOURCES

Voluntary income and capital sources

Collections are recognised when received by or on behalf of the PCC. Planned giving receivable under Gift Aid is recognised only when received. Income tax recoverable on Gift Aid donations is recognised when the donation is recognised. Grants, donations and legacies to the PCC are recognised as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable, and its ultimate receipt by the PCC is reasonably certain.

Sales of the parish magazine and funds raised through one-off events and activities are accounted for gross.

Other income

Rental income from the letting of the church centre is recognised when due.

Income from investments

Interest entitlements are recognised as they accrue.

Gains and losses on investments

Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are recognised on revaluation of investments at 31 December.

RESOURCES USED

Grants

Grants and donations are accounted for in the year recognised as the qualifying period.

Activities directly relating to the work of the church

The diocesan parish share is accounted for when due.

Burpham Parish Church

NOTES TO THE ACCOUNTS

For the Year Ended 31 December 2020

1 Accounting policies (continued)

FIXED ASSETS

Consecrated property and movable church furnishings

Consecrated and beneficed property of any kind is excluded from the financial statements by the Charities Act 2011.

Movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are accounted for as inalienable property unless consecrated. They are listed in the church's inventory, which can be inspected at any reasonable time. Items acquired since 1 January 1998 have been capitalised and depreciated in the financial statements over their currently anticipated useful economic life on a straight-line basis.

All expenditure incurred in the year on consecrated or beneficed buildings, individual items under £500, and the repair of movable church furnishings acquired before 1 January 1998 is written off.

Other fixtures, fittings and office equipment

Equipment used within the church premises is depreciated on a straight-line basis over 4 - 6 years, with the exception that fixtures and fittings are depreciated over 10 years. Individual items of expenditure of less than £500 are normally written off in the year in which they are acquired.

Current assets

Amounts owing to the PCC on 31 December in respect of Gift Aid tax recoverable, fees, rents or other income are shown as debtors less provision for amounts that are deemed to be uncollectable.

Short term deposits include cash held on deposit at a recognised UK bank or financial institution.

FUNDS

Unrestricted Funds represent the income funds of the PCC that are not subject to any restrictions regarding their use and are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use or for spending on a future project.

Designated Funds allocated by the PCC for a particular purpose are also unrestricted as they may be undesignated by the PCC and applied for general purposes.

Restricted Funds are those income funds that must be spent on restricted purposes, and details of the funds held and restrictions provided are included in the notes to the accounts.

Burpham Parish Church
NOTES TO THE ACCOUNTS
For the Year Ended 31 December 2020

2 Incoming Resources

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
2a Voluntary Income					
Planned Giving GiftAid donation	80,694	2,400	12,231	95,325	100,598
Tax recoverable	20,174	600	3,058	23,832	19,253
Other	9,712	-	120	9,832	7,974
Loose collections	638	-	-	638	1,602
Tax recoverable	-	-	-	-	-
Donations Received net	11,132	1,600	-	12,732	15,398
Tax recoverable	2,783	400	-	3,183	3,850
Other	79,349	140,000	-	219,349	222,702
Legacies	1,000	-	-	1,000	-
	205,482	145,000	15,409	365,891	371,377
2b Activities for Generating Funds					
Trading activities	8,610	-	-	8,610	11,749
Fundraising activities	226	-	94	320	429
	8,836	-	94	8,930	12,178
2c Interest Receivable					
On deposit accounts	752	-	-	752	581
On loans	993	-	-	993	-
	1,745	-	-	1,745	581
2d Income from Church Activities					
Fees for weddings and funerals	1,870	-	-	1,870	3,154
Regular weekly activities	2,404	698	-	3,102	5,529
Other activities and events	8,024	-	-	8,024	6,719
	12,298	698	-	12,996	15,402

Burpham Parish Church
NOTES TO THE ACCOUNTS
For the Year Ended 31 December 2020

3 Resources Expended

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
3a Church Activities					
Mission Giving: Tithed giving	20,548	14,000	-	34,548	35,141
Charitable gifts	-	2,000	-	2,000	400
Parish Share	81,667	-	-	81,667	75,879
Staff Salaries (note 4)	47,979	-	-	47,979	35,904
Vicar/Curate/Staff expenses	1,087	-	-	1,087	7,383
Staff training and development	3,216	-	-	3,216	4,551
Upkeep of services	569	-	-	569	1,113
Youth & children's work & activities	2,078	-	-	2,078	6,484
Church events costs	1,708	195	-	1,903	6,765
Discipleship and welfare	1,224	-	-	1,224	2,181
Major building works	-	-	-	-	-
Utilities	8,858	-	-	8,858	7,451
Insurance	2,730	-	-	2,730	2,658
Office costs	9,004	-	-	9,004	10,021
Cleaning and refuse collection	563	-	-	563	854
Maintaining St Luke's Churchyard	1,920	-	-	1,920	3,080
Other maintenance costs	6,671	-	-	6,671	21,541
Depreciation of equipment (note 7)	7,618	-	-	7,618	8,172
Vicarage maintenance & expenses	972	-	-	972	1,378
Independent examination fee	480	-	-	480	-
Other governance costs	-	-	-	-	363
	198,892	16,195	-	215,087	231,319

Burpham Parish Church
NOTES TO THE ACCOUNTS
For the Year Ended 31 December 2020

4 Staff Costs

	2020	2019
	£	£
Wages and salaries	45,913	32,714
National Insurance	-	-
Pension contributions	2,066	3,190
	47,979	35,904

The Church employs a full-time Youth and Children's Minister, a Church Centre Manager employed on weekday mornings during term-time based in the Parish Office and a part-time administrator as Parish Assistant working 3 full days each week.

As a registered charity, Burpham Church qualifies for the Government's Employment Allowance. The full value of employer class 1 national insurance contributions arising during the year was covered by the rebate (2019 - also fully covered).

No payments or expenses were paid during the year (2019 - none) to any PCC member, persons closely connected to them or related parties, in connection with their PCC duties.

5 Pensions

Burpham Church participates in the Pension Builder Scheme of the Church Workers Pension Fund (CWPF) for lay staff. The Scheme is administered by the Church of England Pensions' Board which holds the assets of the schemes separately from those of Burpham Church and the other participating employers.

The Pension Builder Scheme of the CWPF is made up of two sections, Pension Builder Classic and Pension Builder 2014, both of which are classed as defined benefit schemes. Lay employees of Burpham Church are enrolled to the cash balance section known as Pension Builder 2014 with contribution rates of 4% for the employee and 4.5% for the employer, including 0.5% for life insurance cover.

Pension Builder 2014 is a cash balance scheme that provides a lump sum that members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. This account may have bonuses added by the Board before retirement. The bonuses depend on investment experience and other factors. There is no requirement for the Board to grant any bonuses. The account, plus any bonuses declared, is payable from members' Normal Pension Age. The Scheme provides a guarantee to members that their account will not be worth less than the amount of cash paid in and so, in this regard only, the scheme has the attributes of a defined benefit scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of Financial Reporting Standard (FRS) 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are the contributions payable of £2,066 (2019 - £3,190).

Burpham Parish Church
NOTES TO THE ACCOUNTS
For the Year Ended 31 December 2020

5 Pensions (continued)

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent was carried out as at 31 December 2016. A valuation as at 31 December 2019 is currently under way. For the Pension Builder 2014 section the 2016 valuation revealed a surplus of £1.8m on the ongoing assumptions used. There is no requirement for deficit payments at the current date.

The legal structure of the scheme is such that if another employer fails, Burpham Church could become responsible for paying a share of that employer's pension liabilities. The PCC consider that the risk of such a liability arising is remote.

6 Analysis of Transfers Between Funds

	Unrestricted Funds £	Designated Funds £	Restricted Fund £	Total 2020 £
Administration post costs incurred in year	3,000	(3,000)	-	-

Donations received during the year to support the salary cost of the Parish Administrator are credited to designated reserves upon receipt. They are subsequently released to undesignated funds to offset part of the salary costs incurred in the year, paid out of that fund.

7 Tangible Fixed Assets

	Fixtures and Fittings £	Office Equipment £	Church Furniture and Equipment £	Total £
Cost				
At 1 January 2020	13,647	9,120	32,688	55,455
Additions	429	2,400	537	3,366
Disposals	(1,743)	-	-	(1,743)
At 31 December 2020	<u>12,333</u>	<u>11,520</u>	<u>33,225</u>	<u>57,078</u>
Accumulated Depreciation				
At 1 January 2020	8,381	3,650	27,221	39,252
Charge for the year	1,333	2,568	3,717	7,618
Disposals	(1,743)	-	-	(1,743)
At 31 December 2020	<u>7,971</u>	<u>6,218</u>	<u>30,938</u>	<u>45,127</u>
Net Book Value				
At 31 December 2020	<u>4,362</u>	<u>5,302</u>	<u>2,287</u>	<u>11,951</u>
At 31 December 2019	<u>5,266</u>	<u>5,470</u>	<u>5,467</u>	<u>16,203</u>

All tangible fixed assets are held as unrestricted assets.

Burpham Parish Church
NOTES TO THE ACCOUNTS
For the Year Ended 31 December 2020

8 Loan to Diocese of Guildford

	2020	2019
	£	£
Due within one year	80,066	-
Due after more than one year	120,928	-
	200,994	-

In June 2020, recognising the differing financial impact of Coronavirus across the parishes in the Guildford Diocese and the Diocese itself, Burpham PCC made an unsecured loan to the Diocese of £200,000. The loan is intended to support the Diocese's programme of financial aid to parishes significantly adversely affected by the cessation of services and activities during "lockdown" and the Diocese's own cashflow during a period when it is unable to sell property assets.

The loan is for a 2 year period, carries interest at 1% per annum and is repayable in monthly instalments commencing on 1 January 2021 by offset against Burpham's Parish Share contributions, with a final balancing payment due on 30 June 2022. Interest from the date of advance to December 2020 has been added to the loan.

9 Debtors

Amounts due within one year

	2020	2019
	£	£
Loan (note 8)	80,066	-
Gift Aid tax recoverable	36,015	34,710
Prepayments and accrued income	1,730	860
	117,811	35,570

The tax recoverable from HMRC at the balance sheet date relates to £27,015 for 2020 plus £9,000 for part of a prior year not previously claimed.

Burpham Parish Church
NOTES TO THE ACCOUNTS
For the Year Ended 31 December 2020

10 Other Creditors

	2020	2019
	£	£
Amounts due to Guildford Diocese	2,288	9,147
Amounts due to mission partners	13,125	29,907
Amounts due from special collections	7,183	7,183
PAYE / NI and pension	1,550	1,012
Other liabilities	6,344	10,439
	30,490	57,688

The amounts due to Guildford Diocese relate to statutory fees for weddings and funerals in respect of current and previous years. Work has been completed since the year end to complete the necessary Returns, determine the amounts due and enable the arrears of payments to be made.

The amounts due to mission partners relate to the tithe set aside to support mission partners but not yet allocated and paid over at the year end. It includes a 10% tithe from the exceptional gift received and the PCC is currently determining how to deploy the remainder of these funds to achieve a significant impact through partners, particularly with projects that support recovery from the effects of the Covid-19 pandemic.

The amounts due from special collections relate to monies collected by the church specifically to pass on to other charities and are excluded from the income and expenditure of the church. These include the collections at Christmas services.

Other liabilities at 31 December 2019 included £4,762 in respect of window repairs completed before the year end but not paid until 2020 and £2,393 in respect of expenses for prior years, not claimed in those years and not paid until 2020.

11 Funds

11a Designated Funds

The designated funds comprise the Drop-in Fund, a New Wine Fund, a Major Projects fund for the exceptional gift receipts during the year and the Mission Fund.

The Drop-in Fund records the transactions of the long standing Thursday Drop-in group, which are operated through a separate bank account under the oversight of the Drop-in Committee.

Burpham Parish Church
NOTES TO THE ACCOUNTS
For the Year Ended 31 December 2020

11a Designated Funds (continued)

The Mission Fund holds funds which have been designated by the PCC to be used for the wider mission of the worldwide church through the work of mission partners and similar charitable organisations, but which have not been allocated to partners at the year end.

The Administration Fund receives contributions specifically in support of the salary cost of employing a Parish Administrator. Funds received in year and associated tax recoverable are transferred to the unrestricted fund at the year end to offset part of the costs incurred.

The Major Projects Fund was established by the PCC in 2019 to hold funds from the exceptional gift, which the PCC wishes to use to implement significant initiatives that deliver the vision and mission of the church.

Fund movements on designated funds during the year were as follows:

	New Wine £	Major Projects £	Admin Post £	Drop-in Fund £	Mission Fund £	Total 2020 £
At 1 January 2020	2,500	197,100	-	4,083	4,738	208,421
Incoming resources	-	140,000	3,000	698	2,000	145,698
Resources expended	-	(14,000)	-	(195)	(2,000)	(16,195)
Transfer (note 6)	-	-	(3,000)	-	-	(3,000)
At 31 December 2020	2,500	323,100	-	4,586	4,738	334,924

11b Restricted Funds

The restricted funds comprise the Buildings Fund for the reordering and refurbishment of the Church of the Holy Spirit and St Luke's Church. The building fund receives regular planned giving and ad hoc donations.

12 Analysis of Net Assets by Fund

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2020 £
Tangible fixed assets	11,951	-	-	11,951
Debtors falling due in more than one year	-	120,928	-	120,928
Debtors falling due in less than one year	33,687	81,066	3,058	117,811
Short term deposit and cash at bank	15,167	132,930	25,330	173,427
Creditors falling due within one year	(23,307)	-	(7,183)	(30,490)
	37,498	334,924	21,205	393,627

Burpham Parish Church
NOTES TO THE ACCOUNTS
For the Year Ended 31 December 2020

13 Prior Period Comparative SOFA

Statement of Financial Activities for the year ending 31 December 2019

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2019 £
Incoming Resources				
Voluntary income	132,157	224,800	14,420	371,377
Activities for generating funds	12,118	-	60	12,178
Interest receivable	581	-	-	581
Church activities	12,389	3,013	-	15,402
Total Incoming Resources	157,245	227,813	14,480	399,538
Resources Expended				
Church Activities	197,228	24,950	8,778	230,956
Governance costs	363	-	-	363
Total Resources Expended	197,591	24,950	8,778	231,319
Net Incoming Resources	(40,346)	202,863	5,702	168,219
Transfers Between Funds	2,050	(2,050)	-	-
Net Movement in Funds	(38,296)	200,813	5,702	168,219
Balances b/f at 1 January 2019	43,325	7,608	-	50,933
Balances c/f at 31 December 2019	5,029	208,421	5,702	219,152