



**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 13<sup>th</sup> 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 22<sup>nd</sup> Dec, Pause for Christmas with participation through Zoom and streamed on Youtube.
- Christmas Eve 24<sup>th</sup> Dec, Christingle – through Zoom (40 families participating)
- Christmas Day 25<sup>th</sup> 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:**

		<b>Elected term (or earlier resignation date)</b>
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.

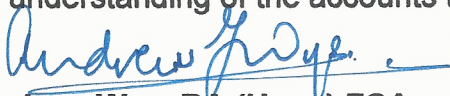
An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The 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 £	<b>Total 2020 £</b>	Total 2019 £
<b>Incoming Resources</b>						
Voluntary income	2a	205,482	145,000	15,409	<b>365,891</b>	371,377
Activities for generating funds	2b	8,836	-	94	<b>8,930</b>	12,178
Interest receivable	2c	1,745	-	-	<b>1,745</b>	581
Church activities	2d	12,298	698	-	<b>12,996</b>	15,402
<b>Total Incoming Resources</b>		<b>228,361</b>	<b>145,698</b>	<b>15,503</b>	<b>389,562</b>	399,538
<b>Resources Expended</b>						
Church Activities	3a	198,892	16,195	-	<b>215,087</b>	231,319
<b>Total Resources Expended</b>		<b>198,892</b>	<b>16,195</b>	<b>-</b>	<b>215,087</b>	231,319
<b>Net Incoming Resources</b>		<b>29,469</b>	<b>129,503</b>	<b>15,503</b>	<b>174,475</b>	168,219
<b>Transfers Between Funds</b>	6	3,000	(3,000)	-	-	-
<b>Net Movement in Funds</b>		<b>32,469</b>	<b>126,503</b>	<b>15,503</b>	<b>174,475</b>	168,219
Balances b/f at 1 January 2020		5,029	208,421	5,702	<b>219,152</b>	50,933
<b>Balances c/f 31 December 2020</b>		<b>37,498</b>	<b>334,924</b>	<b>21,205</b>	<b>393,627</b>	219,152

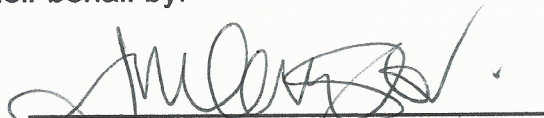
The notes on pages 16 to 25 form part of these accounts




**Burpham Parish Church**  
**BALANCE SHEET**  
**As at 31 December 2020**

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

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

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

**3 Resources Expended**

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

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

**4 Staff Costs**

	<b>2020</b>	2019
	<b>£</b>	£
Wages and salaries	<b>45,913</b>	32,714
National Insurance	-	-
Pension contributions	<b>2,066</b>	3,190
	<b>47,979</b>	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 £	<b>Total 2020 £</b>
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 £	<b>Total £</b>
<b>Cost</b>				
At 1 January 2020	13,647	9,120	32,688	<b>55,455</b>
Additions	429	2,400	537	<b>3,366</b>
Disposals	(1,743)	-	-	<b>(1,743)</b>
At 31 December 2020	<u>12,333</u>	<u>11,520</u>	<u>33,225</u>	<u><b>57,078</b></u>
<b>Accumulated Depreciation</b>				
At 1 January 2020	8,381	3,650	27,221	<b>39,252</b>
Charge for the year	1,333	2,568	3,717	<b>7,618</b>
Disposals	(1,743)	-	-	<b>(1,743)</b>
At 31 December 2020	<u>7,971</u>	<u>6,218</u>	<u>30,938</u>	<u><b>45,127</b></u>
<b>Net Book Value</b>				
At 31 December 2020	<u>4,362</u>	<u>5,302</u>	<u>2,287</u>	<u><b>11,951</b></u>
At 31 December 2019	<u>5,266</u>	<u>5,470</u>	<u>5,467</u>	<u><b>16,203</b></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**

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

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

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

	<b>2020</b>	2019
	<b>£</b>	£
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
	<b>30,490</b>	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 £	<b>Total 2020 £</b>
At 1 January 2020	2,500	197,100	-	4,083	4,738	<b>208,421</b>
Incoming resources	-	140,000	3,000	698	2,000	<b>145,698</b>
Resources expended	-	(14,000)	-	(195)	(2,000)	<b>(16,195)</b>
Transfer (note 6)	-	-	(3,000)	-	-	<b>(3,000)</b>
<b>At 31 December 2020</b>	<b>2,500</b>	<b>323,100</b>	<b>-</b>	<b>4,586</b>	<b>4,738</b>	<b>334,924</b>

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



**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 £
<b>Incoming Resources</b>				
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
<b>Total Incoming Resources</b>	<b>157,245</b>	<b>227,813</b>	<b>14,480</b>	<b>399,538</b>
<b>Resources Expended</b>				
Church Activities	197,228	24,950	8,778	230,956
Governance costs	363	-	-	363
<b>Total Resources Expended</b>	<b>197,591</b>	<b>24,950</b>	<b>8,778</b>	<b>231,319</b>
<b>Net Incoming Resources</b>	<b>(40,346)</b>	<b>202,863</b>	<b>5,702</b>	<b>168,219</b>
<b>Transfers Between Funds</b>	<b>2,050</b>	<b>(2,050)</b>	<b>-</b>	<b>-</b>
<b>Net Movement in Funds</b>	<b>(38,296)</b>	<b>200,813</b>	<b>5,702</b>	<b>168,219</b>
Balances b/f at 1 January 2019	43,325	7,608	-	50,933
<b>Balances c/f at 31 December 2019</b>	<b>5,029</b>	<b>208,421</b>	<b>5,702</b>	<b>219,152</b>