



**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 28<sup>th</sup> 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 12<sup>th</sup> 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 28<sup>th</sup> November 4pm Christingle Service at CHS with 36 adults present and approximately 45 children.
- Sun 12<sup>th</sup> Dec, 6pm Carol service with 60 attendees at CHS and 137 via our live stream service.
- Sunday 19<sup>th</sup> 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 24<sup>th</sup> 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 25<sup>th</sup> 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, on-site 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
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#### **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

19<sup>th</sup> 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 £
<b>Incoming Resources</b>						
Voluntary income	2a	195,756	3,000	4,970	<b>203,726</b>	365,891
Activities for generating funds	2b	8,638	-	-	<b>8,638</b>	8,930
Interest receivable	2c	1,789	-	-	<b>1,789</b>	1,745
Church activities	2d	4,679	379	-	<b>5,058</b>	12,996
<b>Total Incoming Resources</b>		<b>210,862</b>	<b>3,379</b>	<b>4,970</b>	<b>219,211</b>	389,562
<b>Resources Expended</b>						
Church Activities	3a	186,399	452	2,927	<b>189,778</b>	215,087
<b>Total Resources Expended</b>		<b>186,399</b>	<b>452</b>	<b>2,927</b>	<b>189,778</b>	215,087
<b>Net Incoming Resources</b>		<b>24,463</b>	<b>2,927</b>	<b>2,043</b>	<b>29,433</b>	174,475
<b>Transfers Between Funds</b>	6	3,000	(3,000)	-	-	-
<b>Net Movement in Funds</b>		<b>27,463</b>	<b>(73)</b>	<b>2,043</b>	<b>29,433</b>	174,475
Balances b/f at 1 January 2021		37,498	334,924	21,205	<b>393,627</b>	219,152
<b>Balances c/f 31 December 2021</b>		<b>64,961</b>	<b>334,851</b>	<b>23,248</b>	<b>423,060</b>	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	£	£	£	£
<b>FIXED ASSETS</b>					
Tangible Fixed Assets	7		13,066		11,951
<b>DEBTOR due after more than one year</b>	8		-		120,928
<b>CURRENT ASSETS</b>					
Debtors	9	171,992		117,811	
Short term deposits		75,000		75,000	
Cash at bank and in hand		188,382		98,427	
<b>Total current assets</b>		<b>435,374</b>		<b>291,238</b>	
<b>CURRENT LIABILITIES</b>					
Creditors					
Other creditors	10	(25,380)		(30,490)	
Amounts falling due within one year		<b>(25,380)</b>		<b>(30,490)</b>	
<b>NET CURRENT ASSETS</b>			<b>409,994</b>		<b>260,748</b>
<b>TOTAL ASSETS LESS LIABILITIES</b>			<b>423,060</b>		<b>393,627</b>
<b>FUNDS AND RESERVES</b>					
<b>UNRESTRICTED RESERVES</b>					
General Reserve			64,961		37,498
<b>DESIGNATED FUNDS</b>					
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	
			<b>334,851</b>		<b>334,924</b>
<b>RESTRICTED FUNDS</b>					
Building Fund	11b	23,248		21,205	
			<b>23,248</b>		<b>21,205</b>
			<b>423,060</b>		<b>393,627</b>

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

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

#### 4 Staff Costs

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

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

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
	<b>120,928</b>	<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 was added to the loan.

## 9 Debtors

Amounts due within one year

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

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
	<b>25,380</b>	<b>30,490</b>

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 Projects £	Admin Post £	Drop-in Fund £	Mission Fund £	Total 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

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 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 £
<b>Incoming Resources</b>				
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
<b>Total Incoming Resources</b>	<b>228,361</b>	<b>145,698</b>	<b>15,503</b>	<b>389,562</b>
<b>Resources Expended</b>				
Church Activities	198,892	16,195	-	215,087
Governance costs	-	-	-	-
<b>Total Resources Expended</b>	<b>198,892</b>	<b>16,195</b>	<b>-</b>	<b>215,087</b>
<b>Net Incoming Resources</b>	<b>29,469</b>	<b>129,503</b>	<b>15,503</b>	<b>174,475</b>
<b>Transfers Between Funds</b>	<b>3,000</b>	<b>(3,000)</b>	<b>-</b>	<b>-</b>
<b>Net Movement in Funds</b>	<b>32,469</b>	<b>126,503</b>	<b>15,503</b>	<b>174,475</b>
Balances b/f at 1 January 2020	5,029	208,421	5,702	219,152
<b>Balances c/f at 31 December 2020</b>	<b>37,498</b>	<b>334,924</b>	<b>21,205</b>	<b>393,627</b>