

St. Michael and All Angels Church, Claverdon

Annual Report

and

Financial Statements

of the

Parochial Church Council

for the year ended 31 December 2023

Incumbent:

Period of Interregnum

The Reverend Alison Hampton retired 25th December 2023

Independent Examiner:

Mr Richard Butler

58, Kingfisher Close

Warwick

CV34 5GD

Charity Number 1129532

PAROCHIAL CHURCH COUNCIL OF ST MICHAEL AND ALL ANGELS, CLAVERDON

ANNUAL REPORT FOR 2023 (continued)

Background

The PCC of St. Michael and All Angels has the responsibility for co-operating with the incumbent in promoting the whole mission of the Church, pastoral, evangelistic, social and ecumenical within the ecclesiastical parish. It also has maintenance responsibilities for the Church Centre in Claverdon.

Membership

Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM), which this year took place on 17th April 2023, in accordance with the Church Representation Rules.

During the year, the following served as members of the PCC:

Incumbent:	The Reverend Alison Hampton (retired 25 th December 2023)
Warden:	Mrs Sue Jacques
	Mr Jonathan Evans – appointed 17 th April 2023
Representatives on the Deanery Synod:	Mrs Sue Jacques
Elected Members:	Mrs Sandra Aitken
	Mr Steve Aitken
	Mrs Alison Bird
	Mr Richard Bonsall – PCC Treasurer
	Mr David Eastham
	Mrs Pat Farmer (resigned 17 th April 2023)
	Mrs Andrea Gardner
	Mrs Penny Hanson
	Mr David Markham (resigned 17 th April 2023)
	Mrs Julia Waldron
	Mrs Ann Anthony (appointed 17 th April 2023) – also Minutes Secretary
Co-opted Members:	The Reverend Philip Hanson
	Miss Chelsi Argabright (Family & Youth Minister) – left 31 st August 2023

The PCC met 8 times during 2023. At each PCC meeting, reports were received from each of its sub-committees and from the incumbent and treasurer.

Committees

The PCC operates with a number of sub-committees, which meet between full meetings of the PCC:

Fabric Committee

This committee is chaired by Mrs Sue Jacques. It is responsible for the fabric of the Church and the Centre, the churchyard, the floodlighting, the clock, the bells, Church cleaning, Church flowers and Church noticeboards.

Church Centre Management Committee

This committee is chaired by Mr Jonathan Evans. It is responsible for the day-to-day management of the Church Centre.

Church Attendance

There were 87 individuals on the Church Electoral Roll in April 2023. The average attendance on a usual Sunday for 2023 was 34 (2022: 40).

PAROCHIAL CHURCH COUNCIL OF ST MICHAEL AND ALL ANGELS, CLAVERDON

ANNUAL REPORT FOR 2023 (continued)

Financial Review

The financial results for 2023 are summarised on page 4. Net resources decreased during the year by (£5,714) arising as follows:

	£
Surplus on the magazine	2,667
Income from investments	3,382
Legacies	3,000
Deficit from week-to-week activities of the Church	(14,763)

Net Decrease in Resources	(£5,714)
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The deficit from week-to-week activities of (£14,763) compares with a prior year figure of (£47,873), representing a £33,110 year on year decrease in the net deficit. This large improvement in financial performance is explained as follows: Although regular gift aided donation income was down in 2023 by over £8k, this was more than offset by an increase of £11k in one-off gift aided donations. The departure of our youth and family minister in late summer resulted in savings of £8k. After several years of very high expenditure on repairs and maintenance and renewals, similar costs were kept to an absolute minimum in 2023, resulting in total savings of over £13k. In addition, although the deficit on running the Church Centre remains unsustainably high at £12.5k, it was a slight reduction from £14.2k in 2022, a saving of £1.7k. Finally, due to the financial constraints placed upon the PCC it was decided not to make any CAW charitable grants in 2023, which resulted in a saving of £6.7k. We did however continue to raise money for many of our regular charitable partners through dedicated collections at special services throughout the year, which was £1.6k in total.

In summary, overall total net PCC funds increased by £12,146 (2022: decrease of £45,671) of which £17,860 was due to an increase of 10.6% in the market value of our investments (2022: decrease of £20,433 or -10.8%). Although the investment performance in the year was more encouraging, the value of the PCC investments still remains below the level it was two years ago.

The balance sheet on page 5 shows total bank and cash balances at 31st December 2023 of £28,802 (2022: £39,551) and total liquid financial assets of £215,723 (2022: £208,612).

The parish share payable to the diocese for 2024 has increased by £1,880 (+5.0%) to £39,480.

The analysis above clearly shows that the financial performance for 2023 would have been much worse without significant one-off income and savings on repairs and renewals and charitable giving that may not be sustainable going forward. Therefore, with regular giving falling and inflation still significantly impacting on the PCCs cost base, financial challenges remain for 2024, which the PCC will continue to address with a focus on controlling costs, and on growing church membership and thereby financial support. In the early months of 2024 there have been positive signs of church growth, and with no further unexpected issues adversely affecting the PCC's cashflows, the PCC remains confident in our ability to continue our mission for the Church here in Claverdon.

PAROCHIAL CHURCH COUNCIL OF ST MICHAEL AND ALL ANGELS, CLAVERDON

ANNUAL REPORT FOR 2023 (continued)

Annual Review

A summary report of the activities of the Church in 2023 has been prepared and is to be presented at the APCM on 15th April 2024. Copies are also available in the Church to all parishioners and upon request to any other interested party.

Risk Management

The PCC recognises its responsibilities for managing risk.

Principal Risks and Uncertainties

Although as with many charitable organisations, the majority of the PCCs income is the result of voluntary giving and is therefore subject to year-on-year fluctuations caused by levels of church membership and other more general economic factors, we do currently benefit from the cushion of having strong financial reserves to fall back on if times become difficult. In addition, we have good financial controls and authorisation and review procedures in place to ensure that we manage our finances wisely. All this leads us to conclude that any financial risks that we are currently exposed to are not of a significant nature.

Operations

All our church premises and grounds are maintained to a high standard and each year significant funds are expended in order to ensure that our church remains a well maintained and safe place to congregate.

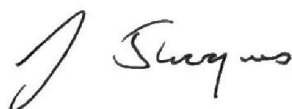
Children's & Youth Work

The health, safety and protection of children, young people and vulnerable adults is regarded as being of paramount importance to Claverdon PCC. We have adopted and operate a formal policy for the safeguarding of children and vulnerable adults, in line with Diocesan guidelines. Continual review of our safeguarding policies, procedures and practice is ongoing and overseen by the PCC'S safeguarding representative who reports on these matters to each of our PCC meetings as a standard agenda item. The PCC remains committed to continuous improvement in the development and practical application of our safeguarding policies.

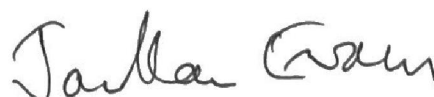
United Benefice

St Michael and All Angels, Claverdon, is a United Benefice with All Saints, Preston Bagot. Our incumbent is also the Priest-in-Charge of St. Peter's, Wootton Wawen and St John The Baptist Church, Aston Cantlow.

On behalf of the PCC



Mrs Susan Jacques



Mr Jonathan Evans

15th April 2024

PAROCHIAL CHURCH OF ST MICHAEL AND ALL ANGELS, CLAVERDON
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST DECEMBER 2023

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2023 £	2022 £
INCOMING RESOURCES						
Incoming Resources from donors	2(a)	69,441	1,607	-	71,048	65,730
Other voluntary incoming resources	2(b)	3,000	-	-	3,000	21,500
Incoming Resources from operating activities						
- to further the Council's objectives	2(c)	4,017	-	-	4,017	5,013
- to generate funds	2(d)	25,038	-	-	25,038	18,387
Income from investments	2(e)	2,095	-	1,287	3,382	3,270
TOTAL INCOMING RESOURCES		103,591	1,607	1,287	106,485	113,900
RESOURCES EXPENDED						
Grants	3(a)	(300)	1,487	-	1,187	7,917
Activities directly relating to the work of the Church	3(b)	102,575	120	-	102,695	122,685
Church management and administration	3(c)	8,317	-	-	8,317	8,536
TOTAL RESOURCES EXPENDED		110,592	1,607	-	112,199	139,138
NET RESOURCES INCREASE / (EXPENDED)		(7,001)	-	1,287	(5,714)	(25,238)
GAIN /(LOSS) ON INVESTMENTS - unrealised		9,086	3,473	5,301	17,860	(20,433)
NET MOVEMENT IN FUNDS		2,085	3,473	6,588	12,146	(45,671)
BALANCES BROUGHT FORWARD						
AT - 1 January 2023		131,281	140,093	54,889	326,263	371,934
BALANCES CARRIED FORWARD						
AT - 31 December 2023		133,366	143,566	61,477	338,409	326,263

**PAROCHIAL CHURCH COUNCIL OF ST MICHAEL AND ALL ANGELS, CLAVERDON
BALANCE SHEET AT 31 DECEMBER 2023**

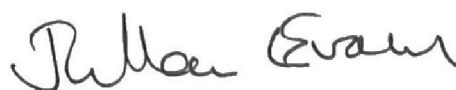
	Note	2023 £	2022 £
FIXED ASSETS			
Tangible fixed assets	5(a)	112,641	112,641
Investment assets	5(b)	186,921	169,061
		<u>299,562</u>	<u>281,702</u>
CURRENT ASSETS			
Debtors	7	16,074	17,333
Cash at bank and in hand		28,802	39,551
		<u>44,876</u>	<u>56,884</u>
LIABILITIES; Amounts falling due within one year	8	6,029	12,323
NET CURRENT ASSETS		<u>38,847</u>	<u>44,561</u>
NET ASSETS	6	<u>338,409</u>	<u>326,263</u>
FUNDS			
Unrestricted	10(a)	133,366	131,281
Restricted	10(b)	143,566	140,093
Endowment	10(c)	61,477	54,889
		<u>338,409</u>	<u>326,263</u>

Approved by the Parochial Church Council and signed on its behalf by:



Sue Jacques
Churchwarden

15th April 2024



Jonathan Evans
Churchwarden

PAROCHIAL CHURCH COUNCIL OF ST MICHAEL AND ALL ANGELS, CLAVERDON

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2023

1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with FRS 102 – (Charities SORP (FRS 102)) and the Charities Act 2011.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law.

The primary objective of the charity is to promote the gospel of our Lord Jesus Christ according to the doctrine and practice of the Church of England. The charity meets the definition of a public benefit entity under FRS 102. There are no material uncertainties about the charity's ability to continue as a going concern.

Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

The funds of the PCC have been appropriately analysed and the statement of financial activities has been prepared in accordance with this analysis.

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 and legacies to the PCC are accounted for only when received.

Funds raised from sales are accounted for gross.

Other income

Rental income from letting the Church Centre is recognised when the rental is due.

Income from investments

Dividends and interest are accounted for when receivable. Tax recoverable on such income is recognised in the same accounting year.

Gains and losses on investments

Unrealised gains or losses are accounted for on revaluation of investments at 31 December.

PAROCHIAL CHURCH COUNCIL OF ST MICHAEL AND ALL ANGELS, CLAVERDON

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2023

Resources expended

Grants and outward giving are accounted for in the SOFA when paid, unless an obligation, whether constructive or legal, exists to the recipient in accordance with the Charities SORP and FRS 102.

Activities directly relating to the work of the Church

The diocesan quota is accounted for when payable.

Fixed assets

Consecrated land and buildings, moveable church furnishings and the Church Centre.

Consecrated and beneficed property is excluded from the accounts by Section 10(2)(c) of the Charities Act 2011.

Moveable church furnishings held by the Vicar and the 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). For inalienable property acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. No inalienable property was acquired in 2023.

All expenditure incurred in the year on consecrated or beneficed buildings is written off.

The Church Centre is included at estimated original cost.

Other fixtures, fittings, office equipment and churchyard machinery

Freehold land is not depreciated.

Equipment used within the Church Centre is depreciated on a straight-line basis as follows.

Furniture	10% per annum
Computers and printer	20% per annum
Audio equipment	15% per annum

Churchyard machinery is depreciated on a straight-line basis at 15% per annum.

Investments

Investments are valued at market value at 31 December.

Current assets

Amounts owing to the PCC at 31 December in respect of rents or other income are shown as debtors.

Short-term deposits are held on deposit with the Central Board of Finance of the Church of England.

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2023

2 INCOMING RESOURCES

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds	
				2023 £	2022 £
2(a) <u>Incoming resources from donors</u>					
Planned giving:					
Gift Aid donations-regular	32,444	-	-	32,444	38,999
Gift Aid donations-one off	12,621	-	-	12,621	4,005
Income tax recoverable	12,333	-	-	12,333	11,589
Youth Worker support	-	120	-	120	120
Other planned giving	7,223	-	-	7,223	5,988
Collections	1,928	1,487	-	3,415	2,710
Magazine donations	1,283	-	-	1,283	77
Sundry donations	1,609	-	-	1,609	2,242
	<u>69,441</u>	<u>1,607</u>	<u>-</u>	<u>71,048</u>	<u>65,730</u>
2(b) <u>Other voluntary incoming resources</u>					
Legacies	3,000	-	-	3,000	5,000
Grants	-	-	-	-	16,500
	<u>3,000</u>	<u>-</u>	<u>-</u>	<u>3,000</u>	<u>21,500</u>
2(c) <u>Income from operating activities:</u>					
<u>to further the Council's objectives</u>					
Fees	4,017	-	-	4,017	5,013
	<u>4,017</u>	<u>-</u>	<u>-</u>	<u>4,017</u>	<u>5,013</u>
2(d) <u>Income from operating activities:</u>					
<u>to generate funds</u>					
Magazine advertisements	6,793	-	-	6,793	4,899
Floodlighting	40	-	-	40	70
Other Church Centre lettings	17,635	-	-	17,635	12,826
Sales and other fundraising events	570	-	-	570	592
	<u>25,038</u>	<u>-</u>	<u>-</u>	<u>25,038</u>	<u>18,387</u>
2(e) <u>Income from investments</u>					
Dividends and interest received	2,095	-	1,287	3,382	3,270
TOTAL INCOMING RESOURCES	<u>103,591</u>	<u>1,607</u>	<u>1,287</u>	<u>106,485</u>	<u>113,900</u>

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2023

3 RESOURCES EXPENDED

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds	
				2023 £	2022 £
3(a) Grants					
Missionary and charitable giving:					
Church overseas:					
- missionary societies	-	298	-	298	2,279
- relief and development agencies	-	420	-	420	1,476
Home missions and other Church Societies	200	281	-	481	1,679
Secular charities	(500)	488	-	(12)	2,483
	<u>(300)</u>	<u>1,487</u>	<u>-</u>	<u>1,187</u>	<u>7,917</u>
3(b) Activities directly relating to the work of the Church					
Ministry:					
- Diocesan quota	37,600	-	-	37,600	37,503
- Vicar's expenses	979	-	-	979	596
- Mission & outreach costs	209	-	-	209	342
- Youth worker costs	20,389	120	-	20,509	28,597
Church running costs	5,031	-	-	5,031	6,692
Church maintenance	5,870	-	-	5,870	2,861
Upkeep of services	637	-	-	637	326
Upkeep of churchyard	683	-	-	683	1,029
Expenditure on magazine	5,409	-	-	5,409	5,611
Church Centre running costs	25,768	-	-	25,768	22,789
Major repairs, replacements and improvements					
- Church and churchyard	-	-	-	-	16,339
	<u>102,575</u>	<u>120</u>	<u>-</u>	<u>102,695</u>	<u>122,685</u>
3(c) Church management and administration					
Depreciation	-	-	-	-	-
Bank Charges	260	-	-	260	192
Printing and stationery and sundry expenses	299	-	-	299	1,156
Vicar's office expenses	584	-	-	584	508
PCC administrative salaries	7,011	-	-	7,011	6,579
Parish bookkeeping costs	163	-	-	163	101
	<u>8,317</u>	<u>-</u>	<u>-</u>	<u>8,317</u>	<u>8,536</u>
TOTAL RESOURCES EXPENDED	<u>110,592</u>	<u>1,607</u>	<u>-</u>	<u>112,199</u>	<u>139,138</u>

NOTES TO THE FINANCIAL STATEMENTS (continued)
For the year ended 31 December 2023

4 TRANSACTIONS WITH PCC MEMBERS AND OTHER RELATED PARTIES

No PCC member received any remuneration nor reimbursement of expenses except those that were directly and wholly attributable to PCC activities.

5 FIXED ASSETS FOR USE BY THE PCC

<u>5(a) Tangible fixed assets</u>		Freehold Land & Church Centre	Equipment in Church Centre		Garden Equipment	Total
			Office	Audio		
		£	£	£	£	£
COST	At 1 January 2023	112,641	3,552	7,410	2,574	126,177
	Additions	-	-	-	-	-
	At 31 December 2023	<u>112,641</u>	<u>3,552</u>	<u>7,410</u>	<u>2,574</u>	<u>126,177</u>
DEPRECIATION	At 1 January 2023	-	3,552	7,410	2,574	13,536
	Charge for year	-	-	-	-	-
	At 31 December 2023	<u>-</u>	<u>3,552</u>	<u>7,410</u>	<u>2,574</u>	<u>13,536</u>
NET BOOK VALUE	At 31 December 2023	<u>112,641</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>112,641</u>
	At 31 December 2022	<u>112,641</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>112,641</u>

The glebe field is freehold land and is stated at cost of £6,641 (2022 £6,641).

5(b) Investments

	Units		At 31 December Market Value		Cost	
	2023	2022	2023	2022	2023	2022
			£	£	£	£
General Funds						
Accumulation shares in CBF CoFE investment fund	416.2	416.2	24,854	22,063	6,167	6,167
Income shares in CBF CoFE investment fund	3,212.7	3,212.7	72,624	66,329	40,672	40,672
			<u>97,478</u>	<u>88,392</u>	<u>46,839</u>	<u>46,839</u>
Restricted Funds						
Accumulation shares in CBF CoFE investment fund	517.9	517.9	30,925	27,452	7,833	7,833
Endowment Funds						
Accumulation shares in COIF investment fund	46.9	46.9	11,624	10,330	217	217
Income shares in COIF investment fund	2,363	2,363	46,894	42,887	2,245	2,245
			<u>58,518</u>	<u>53,217</u>	<u>2,462</u>	<u>2,462</u>
Total Investments			<u>186,921</u>	<u>169,061</u>	<u>57,134</u>	<u>57,134</u>

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2023

6 ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total £
Fixed assets	97,478	143,566	58,518	299,562
Current assets	41,917	-	2,959	44,876
Current liabilities	(6,029)	-	-	(6,029)
Fund balances	<u>133,366</u>	<u>143,566</u>	<u>61,477</u>	<u>338,409</u>

7 DEBTORS

	2023 £	2022 £
Debtors for goods and services	873	559
Other debtors (including tax recoverable)	15,201	16,774
	<u>16,074</u>	<u>17,333</u>

8 LIABILITIES: Amounts falling due within one year

Accruals and deferred income	6,029	12,323
	<u>6,029</u>	<u>12,323</u>

NOTES TO THE FINANCIAL STATEMENTS (continued)
For the year ended 31 December 2023

9 STAFFING COSTS

in 2023 our incumbent was employed and paid for by the Diocese and a proportion of the parish share payment relates to their ministry costs. In 2023 the PCC also employed a full time youth and families minister and two part-time administrative positions. Total gross salary costs for the year were £28,283 (2022: £32,329). This saving was the result of our youth and families minister leaving on 31st August 2023.

10 FUND DETAILS

- (a) The unrestricted funds comprise the general fund of the PCC and other funds designated by the PCC for particular purposes as follows:

	£
General fund	133,366

Note: The remaining funds historically received as "general" legacies have now been consolidated and disclosed within the "General Fund" figure above.

- (b) The restricted funds comprise:

	£
Capital cost of Church Centre	106,000
Capital cost of Glebe Field	6,641
Castle legacy	30,925
	<u>143,566</u>

The Castle Legacy's use is restricted to the maintenance of the church's bells.

- (c) The endowment funds of £61,477 comprise the Reading Room Fund (£11,624) and The Matthews Charity (£49,853).

Under a Charity Commission Order, the proceeds of the old Reading Room were invested and have to be accumulated for 60 years from 1981.

The Matthews Charity is a charity created by John Matthews in 1526 by his will. It is registered with the Charity Commission, its trustees being Claverdon PCC. Its funds are used for repairs and maintenance of the Parish Church of Claverdon.

11 CLAVERDON SUNDAY SCHOOL FUND

The Claverdon Sunday School Fund is a connected charity. Its trustees are the Minister and Churchwardens of Claverdon. Its beneficiaries are the parishes of Claverdon, Preston Bagot and Norton Lindsey. During 2023 the Fund made no grants to Claverdon PCC (2022: £16,500) to help support youth and children's work within the parish.

- 12** A quinquennial review of the Church took place in 2019. There were no major items of concern identified.

PAROCHIAL CHURCH COUNCIL OF ST MICHAEL AND ALL ANGELS, CLAVERDON**INDEPENDENT EXAMINER'S REPORT TO THE PCC OF
ST. MICHAEL AND ALL ANGELS, CLAVERDON**

I report on the financial statements of the PCC for the year ended 31 December 2023, which are set out on pages 4 to 12.

Respective responsibilities of trustees and examiner

The members of the PCC are responsible for the preparation of the financial statements. The members of the PCC consider that an audit is not required for this year (under Section 145(1) of the Charities Act 2011 ("the 2011 Act") and that an independent examination is needed.

It is my responsibility to:

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

Basis of independent examiner's report

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 PCC and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from you as 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 financial statements present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare financial statements which accord with the 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 financial statements to be reached.



Mr Richard Butler
58, Kingfisher Close
Warwick
CV34 5GD