

St Andrew's Church, Caversham. Registered Charity 1130027

Trustees Annual Report re 2023

Aim and Purpose

St Andrew's Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, Reverend Nigel Jones, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. This includes the maintenance of the Church Hall, Albert Road, Caversham.

The vision of St Andrew's is to be:

- a Christian people growing in a faith that is honest and life-changing
- a centre for community at the heart of Caversham Heights
- a blessing and support to our neighbours locally and in the wider world

This Vision Statement, adopted by the PCC, recognises that the purpose of the church is to serve the whole community, not just those who confess a Christian faith.

Objectives and Activities

When planning our activities for the year, the incumbent and PCC have considered the Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion.

In particular we seek to help local people to live fulfilling, meaningful, healthy and happy lives. We do this

- by providing Christian worship and prayer, in a variety of styles
- by helping people to learn about, and grow in, the Christian faith, which includes the imperative to be a blessing to others, e.g. by volunteering with our projects, or by supporting our charity of the year
- through the provision of pastoral care in the parish, including at special times of life, including christenings, weddings and funerals
- by seeking to strengthen the local community, through hiring our church hall (community groups get a 50% discount) and through activities such as our church café, church concerts and toddler group, and regular community events

To facilitate this it is important that we maintain the fabric of the Church and the adjacent Church Hall.

Worship and Prayer

The PCC are keen to offer a range of services during the week and over the course of the year that our community find both beneficial and spiritually fulfilling.

The main religious festivals of Christmas and Easter are marked with services of different characteristics to appeal to those seeking reflection, solemn prayer, joyous worship and tradition. In this way the PCC aims to make St Andrew's accessible to a wide range of people.

Church Services and events are advertised throughout the parish by way of the St Andrew's website, Facebook page, posters outside the church and hall, and prayer cards delivered in rotation to each road in the parish on one week in the year.

Deanery Synod

Two members of the PCC sit on the deanery synod. The number of representatives is related to the number of people on the electoral roll. This provides the PCC with an important link between the parish and the wider structure of the church.

Community Outreach

PAROCHIAL CHURCH COUNCIL OF ST ANDREWS CAVERSHAM CHARITY NO 1130027

The continued use of Church buildings to host the high quality "Concerts in Caversham" attract visitors from a wide geographical area. Other musical events have also been hosted.

The Church building is left open during the day to provide local people with the opportunity for informal prayer or a quiet space at times when they find it convenient.

Tiddlers, our toddler group, is very popular and it is appreciated that the church provides the facility. Most of those that attend are not committed Christians. There are healthy snacks for the children.

The Fisherman Cafe in the Church Hall opens every Thursday and customers are a mix of church and nonchurchgoers.

Church Fabric

The Church is in a good state of repair, minor repairs and maintenance are undertaken as required. The crack in the Chancel arch continues to be monitored and no action is required at present. The church lightning conductor was tested and was found to be in good order.

The Garden of Remembrance continues to be well cared for. The condition of the cedar tree continues to be monitored to ensure public safety.

Church Hall Fabric

Repairs and maintenance are undertaken as required to maintain the fabric of the building and ensure compliance with health and safety legislation. The solar panels on the hall roof continue to generate electricity, which contributes to our overall hall income.

The church hall has been in use every morning and evening, and most afternoons. In addition to its occasional use as a polling station, the hall is regularly used by uniformed organizations, music groups, acting classes, dance-groups, a pre-school, yoga group, an aerobics class and blood donors, as well as birthday parties.

Mission and Evangelism

Helping those in need is a demonstration of our faith. During the year St Andrew's has supported local and overseas charities. The Church supports one named local charity each year, for the year under review it was No5 which supports young people with mental health issues in Reading. In addition, church members continued to support Grow Hope in Zimbabwe, training young people in the second poorest country in the world as farmers and Christian leaders helping them take responsibility for their lives and their communities. There were no door-to-door collections during Christian Aid week this year, although envelopes were delivered, encouraging people to support the churches' aid agency.

St Andrew's provides a collecting point in the Church Porch for Readifood, the Reading food bank, and donations are given generously by both members of the congregation and non church goers in the parish.

The St Andrew's branch of the Mothers' Union continues to support parents of children admitted to the Royal Berkshire Hospital by providing toiletry bags filled with essentials for an unexpected overnight stay.

A PCC sub committee has continued during the year to review St Andrew's environmental position and to recommend actions to the PCC to improve the eco footprint of both Church and congregation.

Ecumenical Relations

The Church is a member of Churches together in Caversham (CTC). CTC co-ordinates a project called RE-Inspired which takes church members into local schools to help deliver the Christian element of the RE curriculum. Approximately 1000 children benefit each year. CTC also runs a summer holiday club for 100-150 children.

Financial Review

PAROCHIAL CHURCH COUNCIL OF ST ANDREWS CAVERSHAM CHARITY NO 1130027

Total Income in the year was £146,525, up on the previous year's total of £126,032. Total Expenditure (including large one-off items) was £125,949 (£106,259). Income comes from donations and legacies, trading activities which include activities such as the Hire of the hall, investments and other income that does not fit into the previous headings. Investment income includes dividends and interest on the deposit account, which is higher reflecting the increased cash balance. Other income is the refund received from the diocese for paying the parish share in full and on time.

The Balance Sheet shows the church has total net assets of £260,512 (£238,013) made up of fixed assets, funds in the current and deposit accounts and investments. The figure of £260,512 is allocated to a variety of funds some of which are restricted.

Reserves Policy

It is PCC policy to maintain a balance on the unrestricted funds (if possible) which equates to at least three months unrestricted payments, equivalent to £100,000, to cover emergency situations that may arise from time to time (including roof repair at £50,000).

It is our practice to invest excess funds with the CCIF Church Commissioners Investment fund.

Volunteers

We would like to thank all the volunteers who work so hard to make our church the warm and welcoming community it is. In particular the churchwardens Virginia Cullura and Shelley Montague and all members of the PCC for their valuable contribution to our ministry and for keeping the church running. Thanks are due to Andy Allen who has acted as treasurer.

Structure, Governance and Management

At the 2023 APCM (annual meeting) there were 73 names on the Electoral Roll (membership list).

The method of appointment of the PCC members is set out in the Church Representation Rules. At St Andrew's the membership of the PCC consists of the incumbent (our vicar), churchwardens, and members elected by those members of the congregation who are on the electoral roll of the church. All those who attend our services/members of the congregation are encouraged 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 on how the funds of the PCC are to be spent.

The full PCC met 6 times during the year. A standing committee meets between PCC meetings. There is also a social committee for planning and coordinating events for the church and wider community.

There is a Safeguarding Officer and a Health & Safety Officer who ensure that the church is compliant with best practice, following diocesan guidelines, and who report to the PCC at each meeting.

Administrative Information

St Andrew's Church is situated in Harrogate Road, Caversham. It is part of the deanery of Reading in the Diocese of Oxford. The correspondence address is St Andrew's House, Harrogate Road, Caversham, Reading RG4 7PW.

The PCC is a body corporate (PCC Powers measure 1956, Church Representation rules 2006) and a charity registered with the Charities Commission, registration number 1130027.

PCC members who served during 2023 are:

Ex Officio Members

Incumbent	The Rev'd Nigel Jones	Chairman
Churchwardens	Nick Jones (until 23 Apr 2023)	

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Virginia Cullura (from 23 Apr 2023)
Shelley Montague (from 23 Apr 2023)


Deanery Synod Representatives

Lynda Hanks
one vacancy

Elected members

Andy Allen (Treasurer)
Gordon Ball
Katrina Collett
Virginia Cullura (until 23 Apr 2023)
David Marsh
Lynda Hanks
Regula Adams (from 23 Apr 2023)
Nick Jones (from 23 Apr 2023)

Approved by the PCC on 10 September 2024 and signed on their behalf by Revd Nigel Jones (PCC Chairman):

 14/9/24

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Statement of Financial Activities

For the period from 01 January 2023 to 31 December 2023

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Income and endowments from:					
Donations and legacies	73,290	2,895	—	76,186	70,331
Church Activities	53,266	4,960	—	58,226	46,018
Income from charitable activities	1,373	—	—	1,373	974
Other trading activities	2,109	742	—	2,852	2,367
Investments	6,459	—	—	6,459	2,739
Other income	1,427	—	—	1,427	3,601
Total income	137,926	8,598	—	146,525	126,032
Expenditure on:					
Church Activities	109,922	12,874	—	122,796	104,366
Expenditure on charitable activities	206	600	—	806	500
Other expenditure	1,555	790	—	2,345	1,393
Total expenditure	111,683	14,265	—	125,949	106,259
Net income / (expenditure) resources before transfer	26,243	-5,666	—	20,576	19,772
Transfers					
Gross transfers between funds - in	7,177	5,124	—	12,301	4,834
Gross transfers between funds - out	-12,097	-204	—	-12,301	-4,834
Other recognised gains / losses					
Gains / losses on investment assets	1,922	—	—	1,922	-2,689
Gains on revaluation, fixed assets, charity's own use	—	—	—	—	—
Net movement in funds	23,245	-747	—	22,498	17,083
Reconciliation of funds					
Total funds brought forward	225,275	12,737	—	238,013	220,930
Total funds carried forward	248,521	11,990	—	260,512	238,013
<i>There may be minor discrepancies in the totals if the pence are not being shown</i>					

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Balance sheet (Summary)

As at: 31 December 2023

	As at 31/12/2023 £	As at 31/12/2022 £
Fixed assets		
Tangible assets	7,558	8,187
Investments	22,180	20,257
	<u>29,738</u>	<u>28,444</u>
Current assets		
Debtors	4,756	7,607
Cash at bank and in hand	230,327	207,411
	<u>235,083</u>	<u>215,018</u>
Liabilities		
Creditors: Amounts falling due in one year	4,308	5,449
Net current assets less current liabilities	<u>230,774</u>	<u>209,569</u>
Total assets less current liabilities	<u>260,512</u>	<u>238,013</u>
Total net assets less liabilities	<u>260,512</u>	<u>238,013</u>
Represented by		
Unrestricted		
Unrestricted - General fund	84,060	77,139
Designated		
Designated - Cafe	1,721	1,091
Designated - Concerts	0	0
Designated - Legacies	162,341	146,570
Designated - Messy Church	398	398
Designated - Hardship Fund (Hilda Hodges)	—	—
Designated - Social	0	76
Restricted		
Restricted - Hall Hire Deposits	430	600
Restricted - Children & Youth	0	0
Restricted - Traidcraft	0	0
Restricted - Choir	999	941
Restricted - Flow ers	670	568
Restricted - Garden of remembrance	0	0
Restricted - Hardship Fund (Hilda Hodges)	6,770	7,370
Restricted - Mission	1,743	1,880
Restricted - Social	1,378	1,378
Restricted - Weddings funerals etc fees	0	0
Funds of the church	<u>260,512</u>	<u>238,013</u>

There may be minor discrepancies in the totals if the pence are not being shown

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Fund movement summary

Selected period: 01 January 2023 to 31 December 2023

Fund	Fund Balances brought forward	Incoming Resources	Outgoing Resources	Transfers	Gains and Journal Entries Losses	Fund balances Carried forward
HHD - Hall Hire Deposits	600	3,150	3,163	-156	—	430
Traid - Traidcraft	0	742	790	48	—	0
General - General fund	77,139	123,793	109,396	-9,398	1,922	84,060
Cafe - Cafe	1,091	4,133	2,287	-1,216	—	1,721
Concerts - Concerts	0	—	—	—	—	0
Legacies - Legacies	146,570	10,000	—	5,771	—	162,341
Messy - Messy Church	398	—	—	—	—	398
Choir - Choir	941	—	1,172	1,231	—	999
Flow ers - Flow ers	568	180	123	45	—	670
Garden - Garden of remembrance	0	200	2,879	2,678	—	0
Hilda - Hardship Fund (Hilda Hodges)	7,370	—	600	—	—	6,770
Mission - Mission	1,880	2,515	3,649	997	—	1,743
Social - Social	1,455	643	719	—	—	1,379
WFFees - Weddings funerals etc fees	0	1,167	1,167	—	—	0
Youth - Children & Youth	0	—	—	—	—	0
Totals	238,013	146,525	125,949	—	1,922	260,512

There may be minor discrepancies in the totals if the pence are not being shown

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Analysis of income and expenditure

Selected period: 01 January 2023 to 31 December 2023

	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
Income and endowments						
<i>Donations and legacies</i>						
C0101 - Planned Giving	37,376	—	—	—	37,376	35,964
C0102 - Tax Recoverable	11,438	—	—	—	11,438	11,343
C0103 - Collections	3,686	—	—	—	3,686	3,317
C0105 - Donations	10,500	—	—	—	10,500	11,055
C0106 - Votive Candles	289	—	—	—	289	178
C10101 - Childrens Choir Fund Income	—	—	—	—	—	—
F0101 - Flow ers income	—	—	180	—	180	404
GH0101 - Grow Hope	—	—	670	—	670	745
GR0101 - Garden of remembrance inc	—	—	200	—	200	778
L0101 - Legacy income	—	10,000	—	—	10,000	5,000
M0102 - Mission income	—	—	1,845	—	1,845	1,544
<i>Donations and legacies Totals</i>	63,290	10,000	2,895	—	76,186	70,331
<i>Church Activities</i>						
C0108 - Church hire	3,460	—	—	—	3,460	3,153
C0109 - Fairs	1,373	—	—	—	1,373	974
CAF0101 - Cafe Bankings	—	4,133	—	—	4,133	756
F0104 - Fees w eddings etc for Oxford Dioc.	—	—	1,167	—	1,167	1,357
H0108 - Church Hall Hire	42,394	—	—	—	42,394	34,792
H0112 - Hall rental deposits	—	—	3,150	—	3,150	2,400
H0113 - Hall hire heating supplement	—	—	—	—	—	525
M0101 - Messy church income	—	—	—	—	—	—
PCC0101 - PPC Funds from w eddings, funerals etc	2,805	—	—	—	2,805	2,530
SOC0101 - Social income	—	—	643	—	643	504
T10101 - Tiddlers	473	—	—	—	473	—
<i>Church Activities Totals</i>	50,506	4,133	4,960	—	59,600	46,992
<i>Other trading activities</i>						
C0110 - Miscellaneous	592	—	—	—	592	35
H0111 - Solar income	1,517	—	—	—	1,517	1,656
TR0101 - Traidcraft income	—	—	742	—	742	675
<i>Other trading activities Totals</i>	2,109	—	742	—	2,852	2,367
<i>Investments</i>						
C0112 - Church interest recd	6,459	—	—	—	6,459	2,739
<i>Investments Totals</i>	6,459	—	—	—	6,459	2,739
<i>Other income</i>						
C0111 - Parish share refund	1,427	—	—	—	1,427	3,601
<i>Other income Totals</i>	1,427	—	—	—	1,427	3,601
Income and endowments Grand totals	123,793	14,133	8,598	—	146,525	126,032

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Expenditure

Church Activities

B0201 - Bank charges	231	—	—	—	231	250
C0201 - Parish Share	56,510	—	—	—	56,510	55,400
C0202 - Clergy expenses	1,149	—	—	—	1,149	1,074
C0203 - Vestry requisites	625	—	—	—	625	655
C0205 - Flow ers	276	—	—	—	276	102
C0206 - Choir	—	—	1,172	—	1,172	164
C0207 - Organists	3,062	—	—	—	3,062	2,881
C0208 - Director of music	—	—	—	—	—	—
C0209 - Piano/Organ	569	—	—	—	569	733
C0210 - Gas	5,660	—	—	—	5,660	3,062
C0211 - Electricity	1,028	—	—	—	1,028	709
C0212 - Water	327	—	—	—	327	94
C0213 - Insurance	2,223	—	—	—	2,223	2,347
C0214 - Maintenance	1,607	—	—	—	1,607	1,654
C0215 - Publicity/Advertising	644	—	—	—	644	651
C0216 - Publications	302	—	—	—	302	63
C0217 - Youth	19	—	—	—	19	46
C0218 - Secretary	722	—	—	—	722	724
C0219 - Office Materials	429	—	—	—	429	411
C0220 - Fire extinguisher	—	—	—	—	—	—
C0221 - Licences and fees	736	—	—	—	736	735
C0222 - Miscellaneous	1,406	—	—	—	1,406	534
C0223 - Church service extras	—	—	—	—	—	1
C0224 - Church hire refund	—	—	—	—	—	130
CAF0203 - Cafe use of hall	—	—	—	—	—	—
CAF0204 - Cafe stationery & publicity	—	—	—	—	—	—
CAF0205 - Cafe equipment	—	1,601	—	—	1,601	—
CAF0206 - Cafe supplies	—	479	—	—	479	275
CAF0207 - Cafe donations to charity	—	206	—	—	206	—
CI0201 - Childrens Choir Fund expenditure	—	—	—	—	—	50
CON0201 - Concerts use of hall	—	—	—	—	—	—
CON0202 - Concerts Refreshments	—	—	—	—	—	—
F0201 - Flow ers expenditure	—	—	123	—	123	280
F0202 - Fees w eddings etc to Oxford Dioc.	—	—	1,167	—	1,167	1,524
G201 - Garden of remembrance expenditure	—	—	2,879	—	2,879	816
GH0202 - Grow Hope expenditure	—	—	1,020	—	1,020	120
H0211 - Electricity hall	7,008	—	—	—	7,008	4,323
H0212 - Water hall	589	—	—	—	589	337
H0213 - Insurance hall	2,223	—	—	—	2,223	2,004
H0214 - Maintenance hall	6,627	—	—	—	6,627	1,463
H0220 - Fire extinguisher hall	—	—	—	—	—	—
H0222 - Office materials & Misc hall	63	—	—	—	63	94
H0223 - Cleaning hall	7,688	—	—	—	7,688	6,833
H0224 - Supervisor hall	5,444	—	—	—	5,444	5,022
H0225 - Telephone hall	560	—	—	—	560	523
H0226 - Licences hall	—	—	—	—	—	—
H0227 - Refuse collection hall	-700	—	—	—	-700	—
H0228 - Hall Hire Deposit Refunds	—	—	3,163	—	3,163	1,939
H0229 - Refund of hall hire charges	20	—	—	—	20	150
HH0222 - Hilda Hodges expenditure	—	—	600	—	600	500
L201 - Legacy expenditure	—	—	—	—	—	1,116
M0201 - Messy church food	—	—	—	—	—	—
M0202 - Messy Church non food expenses	—	—	—	—	—	—
MI0201 - Mission expenditure	—	—	2,629	—	2,629	2,473
PCC0201 - PCC w edding, funerals etc. costs	780	—	—	—	780	1,184
SOC0201 - Social expenses	—	—	719	—	719	481
Y0201 - Youth church expenditure	—	—	—	—	—	925
Church Activities Totals	107,841	2,287	13,474	—	123,603	104,866

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Other expenditure

CT0201 - CTC subs	926	—	—	—	926	—
H0250 - Depreciation	629	—	—	—	629	629
TR0201 - Traid expenditure	—	—	790	—	790	764

<i>Other expenditure Totals</i>	1,555	—	790	—	2,345	1,393
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Expenditure Grand totals	109,396	2,287	14,265	—	125,949	106,259
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There may be minor discrepancies in the totals if the pence are not being shown

PAROCHIAL CHURCH COUNCIL OF ST ANDREWS CAVERSHAM CHARITY NO 1130027
Independent Examiner's Report

**Independent Examiner's Report to the members/trustees of St Andrew's Church, Caversham,
Parochial Church Council.**

I report on the accounts for the year ended 31st December 2023 which are set out on pages 5 to 11.

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 Commissioners 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 management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In connection with my examination, no matters have come to my attention

1. which give 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 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.



Julia Moore, BA (Oxon), MIAB
Chartered Accountant (retired)
11 Buxton Avenue, Reading

15/4/24

1. ACCOUNTING POLICIES

Basis of financial statements

The financial statements have been prepared under the Church Accounting Regulations 2006 in accordance with applicable accounting standards and the current Statement of Recommended Practice Accounting and Reporting by Charities (SORP FRS 102).

The financial statements have been prepared under the historical cost convention except for 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. They do not include the accounts of church groups that owe their affiliation to another body, nor those that are informal gatherings of church members.

A materiality level of £100 has been used for accruals and prepayments.

Fund accounting

Restricted funds comprise (a) income from endowments which is to be expended only on the restricted purposes intended by the donor and (b) revenue donations or grants for a specific PCC activity intended by the donor.

Unrestricted funds are income funds which are to be spent on the PCC's general purposes.

Designated funds are general funds set aside by the PCC for use in the future. Project funds are designated for particular projects for administration purposes only. Designated funds remain unrestricted and the PCC will move any surplus to other general funds e.g. Messy Church.

Incoming resources

Planned Giving, collections and similar donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is entitled to the use of the resources, their ultimate receipt is considered reasonably certain and the amounts due are reliably quantifiable. Dividends are accounted for when declared receivable, interest as and when accrued by the payer. All incoming resources are accounted for gross.

Resources expended

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share expected to be paid over is accounted for when due.

All other expenditure is generally recognised when it is incurred and is accounted for gross.

Fixed assets

Consecrated and benefice property is not included in the accounts in accordance with s.10 (2) (a) and (c) of 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 inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time).

St Andrew's Church owns a hall built in the 1960s. This is fully depreciated and not shown as a separate tangible asset.

Equipment used within the church or hall premises is depreciated on a straight-line basis over the useful life. Items of equipment with a purchase price of £2,000 or less are written off when the asset is acquired.

Investments are valued at market value at 31 December 2023.

2. FIXED ASSETS

	Tangible	Fixtures and Fittings £	Total £
Cost or Valuation	At 1st January 2023	12,590	12,590
	Additions at Cost	0	0
	At 31st December 2023	12,590	12,590
Depreciation	At 1st January 2023	4,403	4,403
	Charge for the Year	629	629
	At 31st December 2023	5,032	5,032
Net Book Value	At 31st December 2023	7,558	7,558
	At 31st December 2022	8,187	8,187

3. INVESTMENTS

Market value at 1 January 2023	20,257
Disposal	0
Purchases at cost	0
Net Gain (loss)	1,922
Market value at 31 December 2023	22,180

4. CURRENT ASSETS

	2023	2022
Other debtors	4,756	7,607

5. CURRENT LIABILITIES

	2023	2022
Other creditors	4,308	5,449

6. PAID EMPLOYEES



	2023	2022
Staff Costs	9,228	8,627
Average number of full-time equivalent employees in the year	<1	<1

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7. APPROVAL OF ACCOUNTS

Approved by the trustees on 10th September 2024

Signed by two trustees on behalf of all trustees

Signature	Name	Date
	NIGEL JONES	14/9/24
	GORDON BALL	15/9/24