The Parochial Church Council of Guildford Emmanuel, St Francis and St Clare

England & Wales · Charity number 1130243

Details

Other names	THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF EMMANUEL STOUGHTON, GEFC PCC, STOUGHTON PCC
Status	Registered
Legal form	Previously excepted
Registered	2009-06-19
Register	View on the Charity Commission register

Contact

Address	Emmanuel Church Shepherds Lane Guildford Surrey GU2 9SJ
Phone	01483561603
Email	PARISH.OFFICE@EMMANUELCHURCH.CO.UK
Website	www.emmanuelchurch.co.uk

Activities

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

Activities: Regular public worship, pastoral work including visiting sick and bereaved, teaching of Christianity, taking religious assemblies in schools, provision of youth club with Christian ethos, promotion of Christianity through events and distribution of literature, promoting the whole mission of the church for senior citizens, children, parents and toddlers, supporting other charities.

Classification

- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Services
- **What:** Religious Activities
- **Who:** The General Public/mankind

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Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL.
- Surrey

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£841,017	£756,728	£1,123,587	21
2023-12-31	£784,594	£663,976	£1,039,298	19
2022-12-31	£588,219	£598,127	£918,680	17
2021-12-31	£545,762	£541,263	£928,588	17
2020-12-31	£496,791	£522,288	-	-

Trustees

Name	Role	Appointed
Thom Jee	Chair	2022-07-01
Adam Fox		2022-05-09
David Albert Johan Magnuson ACA		2014-10-13
Debbie Marshall		2021-05-10
Diane Wakefield		2022-05-09
Duane Wright		2023-04-24
Liz Deutsch		2023-04-24
Nigel McDonald		2023-04-24
Paul Franklin		2019-04-29
Rachel Downey		2021-05-10
Rev Rupert Paul Falla Masters		2014-04-28

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The Parochial Church Council of Guildford Emmanuel, St Francis and St Clare

England & Wales - Charity number 1130243

Accounts

REGISTERED CHARITY NUMBER: 1130243

Report of the Trustees and Unaudited Financial Statements for the Year Ended 31 December 2024 for EMMANUEL STOUGHTON PCC

EMMANUEL STOUGHTON PCC

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for the Year Ended 31 December 2024

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EMMANUEL STOUGHTON PCC

Vicar's Report

for the Year Ended 31 December 2024

Our purpose at Emmanuel is Knowing Jesus Better, and Making Him Better Known.
We want everything we do to express our core values: Family, Word and Spirit, and Making Disciples.

In 2024 we focussed on 'Growing Together', both closer as a church family, and deeper in God's call on our lives. Our verse for the year came from Rom 12:4-5: *Just as each of us has one body with many members, and these members do not all have the same function, so in Christ we who are many form one body, and each member belongs to all the others.*

In January, we launched four new small groups, integrating new members from the 2023 Alpha courses. We also launched a number of 'Pods' – less structured groups of 3-5 people, meeting in a more flexible rhythm, for those who couldn't access weekly small groups. In September we launched a further two more small groups, drawing from the 2024 Alpha courses.

In May, we held our second Church Weekend, with John McGinley as our guest speaker. We enjoyed time together as a church family and heard many stories of people being inspired to step out in faith. This then led to our SHAPE course in the summer, and a time of discerning how God wants each of us to use the gifts he has given us. In the summer, our second Way Camp for teenagers was a great success, and a group of families enjoyed a very sunny time at the New Wine festival, with teaching from Ruth Bushyager.

We ran four Alpha courses in 2024 – in church in January, in the vicarage in May, at St Francis for students in September, and in the church in September. We celebrated eight of our youth as they chose to be baptised, as well as with Andriy, Ben and Bonita as they were baptised and joined the church family. We also rejoiced that at Way Camp in the summer, several of our Youth Club teenagers met Jesus for the first time, and began a journey towards faith, but have not yet made a firm commitment to follow him.

September was a big month for the church family. We welcomed in a large number of new students and young adults, particularly at the Gathering. Due to growth, our Student & Young Adult group multiplied into two separate groups. At the same time, we sent teams to plant a new congregation at St Clare's under James and Michele Herring, and to support Pelumi and Valerie Adeyemi at St Francis. Both churches are thriving under their new leadership, with the first adult baptisms at either church in many years planned for 2025.

We welcomed several new additions to the staff team. Sarah King began a new role as Pastoral Lead, and Liz Gunn as Parish Chaplain. In September we also welcomed Hannah Parfitt and Sophie King as our Ministry Trainees, and both have been great additions to the team. 2024 was a year of transition in the parish office – Aretia retired in January, and Sally in February. Mercy Mbagwu was a great gift in the office for a few months but moved with her family to Basingstoke in August, and we were delighted to appoint Zoe Connold to replace her in the Administrator role alongside Ruth Burleigh, as well as Paulina Ritchie as Café Assistant Manager to replace Lizzie Extance after she returned to teaching. Lynne Wright continued as Café Manager and Diane Hamilton as Preschool Manager. Melissa Foat continued as Children and Families Pastor, while our Youth Pastor Sarah Morton went on maternity leave in the summer. Jonny Lowe continued as curate, Jacob Smith as Worship and Young Adult Pastor, and Nicola Goff as our placement ordinand and Senior's Pastor. Nicky Ashby and Keltoum Zeyouti continued as our cleaners. We celebrated Nicola Cole and thanked her for her time as our voluntary Music Co-Ordinator, as she joined the Cathedral as their Head of Schools, and in the summer sent our placement ordinand Rachel Clark to her curacy in West Horsley.

Paul Franklin and Liz Deutsch continued as Church Wardens, until Liz stepped down in October to become our Operations Director, to lead the process of uniting our parish with Westborough. They continued to be ably assisted by Nigel McDonald and Rachel Downey as Assistant Churchwardens. Rev Rupert Masters continued in his staff role, and Peter Evans and Richard Horn as LLMs. David Burleigh continued as PCC Secretary, David Magnuson as Treasurer, Mike Stevenson as Gift Aid Secretary, and Les Knight as Verger. Duane Wright leads our Men's Ministry, and Clare Harwood our Women's Ministry.

The church continues to prioritise Safeguarding and this is a rolling agenda item at our PCC meetings. We achieved Level 3 in our Safeguarding Dashboard. At our APCM, Martin Scantlebury retired after 10 years as Parish Safeguarding Officer, and Stephen Schofield took up the mantle.

The Little Stars Preschool, run by the church, continues to be OFSTED Outstanding. The team have worked incredibly hard, spending most of the year understaffed. Great credit should be given to Diana Hamilton and Suzanne Hoslett (deputy)and their whole team, who ended the year at full strength again.

EMMANUEL STOUGHTON PCC

Vicar's Report

for the Year Ended 31 December 2024

The Coffee Shop continues to go from strength to strength, led by Lynne Wright and Paulina Ritchie and their wonderful team of volunteers.

Our church Hardship Fund has been used at different times in the year to provide support and food vouchers for local families, with a distribution at Christmas. We have been building deeper relationships with the families we support, culminating in a church full of families at our December 'Baubles and Bounce' event. Natalie Galer and Liz Deutsch are currently leading a review and planned expansion of our social action work, which we hope to launch in the future as 'Love Your Neighbour.'

Our main Gift Day in the year raised £10,729 supported Rachel and James Sandels working with Muslim young adults in Tirana, Albania, and equipping their new YWAM base in that city. We also raised £1,259 at Christmas for the Foodbank, CAP, and Matrix.

We are grateful to Simon Ritchie, Simon Deutsch, and all who have enabled our website, social media accounts, and publicity materials to be ongoing means of good communication. We have continued to produce our 'Outlook' magazine for the congregation and contributed regularly to the local Stoughton Pages. We continue to produce our weekly church newsletter. At Easter and Christmas we produced our Link Magazine which was distributed to all homes in the parish. Liz and Simon Deutsch and Simon Ritchie concluded a review of our branding in 2024, which has taken our comms up another level.

We continue to be grateful to all of our volunteers. From the counting team who help steward the money, to the kitchen volunteers week in and week out in the Coffee Shop, and the fabric team who are constantly maintaining the building and ministry staff homes to ensure they are fit for purpose. Thank you to our music, sound and projection teams enabling our Sunday service, along with our welcomers, readers, counters, intercessions team, and tea & coffee teams. Our Sunday children's and youth group volunteers invest in the next generation, as do our mid-week ministry teams for Teddies, Kids Alive, and Youth Club, as well as the Open the Book team and those going into the local schools each week. We are grateful too to our Friendship Club, Here Hear Clinic, and Festive Feast teams, who care for the seniors in our community, and to our Fairtrade Shop volunteers and World Mission Committee. The pastoral team visit and care for those in need across the week and the prayer team uphold and support our church family. Thank you to all the volunteers seen and unseen who pour their time and gifts into God's church. So many hours faithfully serving the Lord. It is wonderful to see the body of Christ joyfully serving and worshipping together for His glory.

Our church grounds have continued to be cared for by the volunteer gardening team, and flower arrangements for our worship area are provided by our flower team headed up by Joanie Watts and Brenda Fox. In addition to all of these we have a host of clubs that use our facilities and serve the community. We are so grateful to all of those who give their time, energy, skills and money to enable our community at Emmanuel to thrive, to know Jesus better and make Him better known.

The legal consultation for merging parishes with Westborough and Park Barn continued in 2024, and the interim committee began drafting the governance structure for the future parish. These will be developed and taken to both PCCs in 2025, and we anticipate a legal completion date later in 2025. Thanks to all from Emmanuel who have joined the teams sent to support St Francis and St Clare's, both on an occasional and a permanent basis. Watching the steady growth of both churches in health and numbers has been a real highlight of 2024.

As we look forward into 2025, we continue to grow together as a church family, evolving our focus to prayer and discipleship, making space to seek God together and to pray for Him to move in Guildford. We also begin a time of listening and discerning our next steps as a church, as we build on all the Lord has been doing among us.

Thom Jee (Vicar)

EMMANUEL STOUGHTON PCC

Operating and Financial Review

for the Year Ended 31 December 2024

Financial Review

The finances of Emmanuel Stoughton PCC are shown as two funds, the unrestricted funds covering the day to day running of the church and the restricted funds for specific missions and charities together with the Vicars Discretionary Fund and the Little Stars Pre-School.

The accounts at the end of 2024 showed a net surplus on restricted and unrestricted funds. Income of the PCC amounted to £841,017 (2023: £784,594) for the year out of which resources expended were £756,728 (2023: £663,976) resulting in a surplus of £84,289 (2023: surplus of £120,618). Cash at bank totalled £322,739 (2023: £227,635) at the year end with the mortgage outstanding of £1 (2023: £318).

The surplus for the PCC unrestricted fund when assessed in greater detail indicates that the result at the end of the year including the shop income showed a surplus of £107,232 (2023: surplus £25,584), £57,946 of this total is the Westborough Park Barn and Parish Ops Funds. The budget figures that the PCC agreed for 2025 General Fund are for a small deficit but this does not include any one off donations or legacies.

The restricted fund figures are represented by the Missionary and Charity funds that were not paid out during 2024, the Vicars Discretionary account and the Little Stars Pre-School fund which recorded a surplus of £1,767 in 2024 (2023: surplus of £17,327).

It is our future objective to operate with sufficient funds in order that operating costs could be maintained for at least two months. With the legacies received and recent performance, the PCC has been able to increase its operating surplus (contingency reserve) compared to last year and have £100,259 in savings accounts.

The PCC is provided with monthly figures and summaries on income and expenditure for discussion at PCC meetings. Regular giving has increased since last year but we need more giving to reduce our reliance on one-off donations and ensure we end 2025 in a surplus. The finance committee met to review the year and make forecasts for 2025 which indicated that the finances would be in a small deficit mainly due to increased staff costs and other inflationary increases.

2025 will continue to present a challenge with the uncertainty of our current economic climate and inevitable increases in costs to support the ongoing and expanding work of the church in the parish and the community. Maintenance of the church complex buildings and the three church houses is an ongoing expense but will be offset through renting one of our properties and using volunteer labour and expertise.

Unrestricted Funds

These consists of the PCC general fund supporting the regular work of the parish church and the maintenance of the parish church and the three houses owned by the parish. The youth worker, the children and families worker, the worship and young adults pastor, the Ops Director, the administration staff and the two cleaners are paid directly from the general fund, with the Vicar and Curate's salary paid through the Parish Share contribution. The designated funds of Westborough Park Barn Fund to support their works and the Parish Ops Fund, funded by the Diocese reducing our Parish Share as a result of us supporting St Frances and St Clares both show surpluses.

Income is received through the direct giving from church members mainly through tax efficient giving with the tax refund being the next most significant income figure. We received legacy income in 2024 of £14,083 (£10,046 in 2023) but legacies must be regarded as special income and not be assumed in the assessment of income in the future.

Voluntary income (excluding legacies) increased in 2024 by 29%, and expenditure increased by 6%. The major expenditure items to increase were staff costs, utility costs, coffee shop costs, and pastoral costs offset slightly by lower repair and maintenance costs; with other expenditure items, some increased and others decreased.

There were various church holidays and outings organised for young people through to senior citizens throughout the year. The income and expenditure for these is considered as a conduit fund within the PCC account (income nominally equal to expenditure and not affecting the PCC business) and is shown as a net figure with a small deficit for 2024.

The youth worker house at 81 Worplesdon Road does incur costs to the PCC but is considered a good investment compared to renting.

The Coffee Shop trade improved considerably and showed a surplus of £8,108 (2023: surplus £6,080), with trade recovering from the impact of Covid. The Fair Trade Shop deficit was £3,132 but is after donations of £5,000 from last year's surplus (2023: surplus of £4,989), donations to charities are advised by the shop management committee as agreed by the PCC.

Restricted Funds

Missionary income was 7% higher than 2023 whilst giving to the Hardship fund decreased by 9%. We received £20,736 given to the local mission fund supporting our worship works and cover the lost rental income from 12 Grange Close now used by the Curate. All money given to mission and charity is allocated by church members through giving promises or through specific allocated gifts. The share of our property rental income given to the Hardship fund amounted to £1,414.

The Vicar's Discretionary Fund which is not controlled by the PCC (but reported monthly) stands at £613, with £310 distributed in the year.

Little Stars Pre-School recorded a surplus of £1,765 (2023: surplus £17,327), the finances remain strong with cash resources sufficient to meet running costs. At the year end reserves amounted to £81,138 (2023: £79,373).

David Magnuson (Hon PCC Treasurer)

EMMANUEL STOUGHTON PCC

Report of the Trustees
for the Year Ended 31 December 2024

The Trustees present their report with the financial statements of the Charity for the year ended 31 December 2024. The Trustees have adopted the provision of the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published in October 2019.

Background

The church is situated at the crossroads of Worplesdon Road (A322) and Shepherds Lane in Stoughton, Guildford. Emmanuel is the Parish Church of Stoughton, in the Guildford Deanery and the Guildford Diocese.

In the past the PCC was a charity excepted from registration with the Charity Commission. This excepted status changed in 2009 and the church, like most other churches, is now registered as a separate charity. The members of the PCC are the trustees. Church members are encouraged to support the PCC.

PCC Membership

Members of the PCC are either ex officio, or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules, or co-opted by the PCC. During the year, the following served as members of the PCC:

Ex officio members

Revd Thom Jee	Incumbent	*chairman*
Revd Rupert Masters	OLM	
Paul Franklin	Churchwarden	*vice chair*
Liz Deutsch	Churchwarden	
Asator Ghazarians	Elected Representative on Deanery Synod	
Andrew Hodson	Elected Representative on Deanery Synod	
Natalie Galer	Elected Representative on Deanery Synod	
Lois Cook	Elected Representative on Deanery Synod	
Peter Downey	Elected Representative on Deanery Synod	
Peter Evans	Licensed Lay Minister (Reader)	

Elected members

Nicola Cole	Debbie Marshall
Nigel McDonald	Adam Fox
James Connold	Di Morris
Rachel Downey	Simon Ritchie
Diane Wakefield	Daniel Varad
Charlotte Fraser	David Burleigh (Secretary)
Duane Wright	

Co-opted members

David Magnuson (Treasurer)

Report of the Trustees
for the Year Ended 31 December 2024

Office
Parish Office, 1 Shepherds Lane, Guildford GU2 9SJ
Telephone: 01483 561603

Independent Examiner
Robert Freedman, FCA , 16 Kingsley Avenue, Borehamwood, Hertfordshire, WD6 4LY

Bankers

Lloyds Bank, Great Bookham, PO Box 1000, Andover, BX1 1LT

Structure, governance and management
The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and to stand for election to the PCC.

Committees
The PCC has several committees to which tasks are delegated from time to time. All committees report to the PCC and can make recommendations to the PCC where approval for action or money is required.

The Standing Committee, the only committee required by law, has the power to transact the business of the PCC between its meetings, subject to any directions given by the Council. This committee is empowered to take decisions only where time constraints prevent a wider consultation with the whole PCC.

The World Mission Committee is charged with informing and encouraging support of and participation in mission activities, both in the UK and abroad. An associated sub-committee considers applications for grants from the Mission Opportunities Fund, making recommendations to the PCC.

The Finance Committee oversees the overall financial position, presenting a draft budget to the PCC, and making recommendations at other times when necessary.

The Pre-School (Little Stars Pre-School at Emmanuel Church) Management Committee oversees the running of the Pre-School.

The Fabric Committee oversees maintenance of the buildings and deals with other practical issues which arise from the day to day running of the church buildings.

The Fair Trade and Coffee Shops Management Committee oversees the running of the Fair Trade and Coffee Shops.

The Hardship Committee, which oversees the use of the Hardship Fund.

Risk Management

The Trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The major risks to which the PCC is exposed have been reviewed and procedures have been established to manage these risks.

Objectives and Aims
The PCC (Powers) Measure 1956 states that the PCC 'is to cooperate with the minister in promoting in the parish the whole mission of the church, pastoral, evangelistic, social and ecumenical'. Our approach is summed up in our statement of aim which is 'to know Christ better and to make Him better known'.

There is a strong desire to break down barriers between church and community, ministering to all the whole Gospel of Christ in word and action.

The Church also has responsibility for the maintenance and use of the Parish Centre, as well as for the upkeep of 12, Grange Close, the Curate's house, 12A Grange Close and of 81, Worplesdon Road, the Youth Worker's house.

Report of the Trustees
for the Year Ended 31 December 2024

Public Benefit
The Trustees have had regard to the Charity Commission's guidance on public benefit.

Church Membership

Electoral Roll at APCM 2024 was 330.

Attendance	Adults		Children and Young People	
Week Commencing:	Adults (16+) at worship on Sunday	Additional adults attending weekday services and activities	Children and young people attending Sunday services,Sunday School and/or children's activities on Sunday	Additional number attending weekday services and worship activities
2024				
Sun 6 Oct	218		48	2
Weekdays 7 – 12		16	0	2
Sun 13 Oct	216		59	3
Weekdays 14 -19		17	0	3
Sun 20 Oct	212		45	2
Weekdays 21-26		14	0	1
Sun 27 Oct	236		50	3
Weekdays 28 – 2		13	0	1

Ruth Burleigh (Electoral Roll Officer)

Reserves policy

The parish aspires to hold unrestricted cash and cash equivalents in excess of £80,000. This has not been possible in recent times, but with the recent generous legacies we have now redressed this position.
In addition, the PCC decided some while ago to acquire freehold property to house the Curate and the Youth Worker and in this way keep down the operating costs.
A fuller commentary on the finances for the year is set out in the separate Operating and Financial Review, written by the Treasurer.

Approved by Order of the Board of Trustees on 7/4/2025 and signed on its behalf by:

.....

Thom Jee – Chairman

EMMANUEL STOUGHTON PCC

Independent Examiner's Report to the Trustees of Emmanuel Stoughton PCC

I report on the accounts for the year ended 31 December 2024 set out on pages nine to eighteen.

Respective responsibilities of Trustees and Examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider than 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 required. The Charity's gross income exceeded £500,000 and I am qualified to undertake the examination by being a qualified member of the ICAEW.

It is my responsibility to:

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

Basis of the 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 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 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 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

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 accounts which accord with the accounting records and to 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.

Mr R Freedman
FCA

Date: 24/7/25

EMMANUEL STOUGHTON PCC
Statement of Financial Activities
for the Year Ending 31 December 2024

		Unrestricted Funds £	Restricted Funds £	31.12.24 Total funds £	31.12.23 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	430,578	96,367	526,945	499,031
Investment income	3	4,972	627	5,599	1,345
Incoming resources from charitable activities					
Church activities	4	128,000	180,473	308,473	284,218
Total incoming resources		563,550	277,467	841,017	784,594
RESOURCES EXPENDED					
Charitable activities costs					
Church activities	5	297,390	298,052	595,442	488,085
Support costs	5	158,328	2,358	160,686	174,891
Governance costs	6	600	-	600	1,000
Total resources expended		456,318	300,410	756,728	663,976
NET INCOMING / (OUTGOING) RESOURCES		107,232	(22,943)	84,289	120,618
RECONCILIATION OF FUNDS					
Total funds brought forward		842,890	196,408	1,039,298	918,680
TOTAL FUNDS CARRIED FORWARD		**950,122**	**173,465**	**1,123,587**	**1,039,298**

The notes form part of these financial statements

EMMANUEL STOUGHTON PCC
Balance Sheet at 31 December 2024

	Notes	Unrestricted Funds £	Restricted Funds £	31.12.24 Total funds £	31.12.23 Total funds £
FIXED ASSETS					
Tangible fixed assets	9	780,100	-	780,100	776,465
CURRENT ASSETS					
Stock	10	8,556	-	8,556	11,353
Debtors	11	53,591	118	53,709	50,700
Cash at bank and in hand		149,392	173,347	322,739	227,635
		211,539	173,465	385,004	289,688
CURRENT LIABILITIES					
Creditors: Amounts falling due within one year	12	(41,517)	-	(41,517)	(26,591)
NET CURRENT ASSETS		170,022	173,465	343,487	263,097
TOTAL ASSETS LESS CURRENT LIABILITIES		950,122	173,465	1,123,587	1,039,562
NON-CURRENT LIABILITIES					
Creditors: Amounts falling due after more than one year	13	-	-	-	(264)
NET ASSETS		**950,122**	**173,465**	**1,123,587**	1,039,298
FUNDS					
Unrestricted funds	15			950,122	842,890
Restricted funds				173,465	196,408
TOTAL FUNDS				**1,123,587**	1,039,298

The financial statements were approved by the Board of Trustees on 7/4/2025 and were signed on its behalf by:

Thom Jee - Chairman

The notes form part of these financial statements

EMMANUEL STOUGHTON PCC
Statement of Cash Flows
for the Year Ended 31 December 2024

		31.12.24		31.12.23
		£		£
Net cash generated by operating activities (Note 16)		99,020		108,521
Cash flows from investing activities:				
Interest	5,599		1,345	
Additions to fixed assets	(9,198)		(1,736)	
Net cash used by investing activities		(3,599)		(391)
Cash flows from financing activities:				
Repayment of borrowings	(317)		(30)	
Net cash used by financing activities (Note 17)		(317)		(30)
Change in cash and cash equivalents in the year (Note 17)		95,104		108,100
Cash and cash equivalents brought forward		227,635		119,535
Cash and cash equivalents carried forward		322,739		227,635

1. ACCOUNTING POLICIES

Accounting convention

These accounts have been prepared on an accruals basis and include income and expenditure as they are earned or incurred, rather than as cash is received or paid. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) published in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011. The accounts include all the transactions, assets and liabilities for which the Church is responsible in law. The Charity constitutes a public benefit entity as defined by FRS 102. The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Planned giving, collections and donations are recognised when received. Tax recoverable on gift aid donations is recognised when the donation is received. Grants and legacies are recognised as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and the ultimate receipt of these funds by the PCC is reasonably certain. Rental income from letting of church premises/facilities is recognised when the rental is due.

Services donated by members of the parish are normally not included in the financial statements. It is neither appropriate nor feasible to evaluate the voluntary work done by members of the church, because participation in church activities is part of what it means to be a Christian and is the foundation upon which the ministry and mission of the parish is built. Services donated by 'outside' individuals and organisations are normally included in the financial statements.

Amounts for Mission, Vicar's Discretion and the Little Stars Pre-School are dealt with as restricted funds.

Missionary income is shown as one figure and is net of expenditure, due to the number and diversity of the projects.

All incoming resources are accounted for gross of VAT.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category.

Donations for missionary and other charitable giving are accounted for when paid or when awarded, if that award creates a binding obligation on the PCC. The diocesan parish share is accounted for when it is due. All expenditure is generally recognised when it is incurred and includes VAT.

Tangible fixed assets

Fixed assets do not include consecrated and benefice property, in accordance with section 10 of the Charities Act 2011. Moveable church furnishings held by the Vicar and church wardens and which require a faculty for disposal are accounted for as inalienable property listed in the church inventory and are not valued in the financial statements.

Freehold property is valued at cost and is not depreciated, as property is maintained to a high state of repair.

Equipment used within the church premises is depreciated on a straight line basis over 5 years, individual items with a purchase price up to £400 are written off when acquired. IT equipment is depreciated at 50% of the cost price.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds are general funds which can be used for PCC ordinary purposes.

Restricted funds represent income which may be expended only on those restricted objects.

2. VOLUNTARY INCOME

	Unrestricted funds	Restricted funds	31.12.24 Total funds	31.12.23 Total funds
	£	£	£	£
Standing orders	3,758	-	3,758	6,068
Tax efficient giving	244,155	-	244,155	235,184
Income tax recoverable	59,398	-	59,398	56,661
Collections	3,485	-	3,485	4,735
Sundry donations	23,540	-	23,540	10,434
Local mission fund gift day	-	20,736	20,736	92,920
Parish Ops Fund income	25,029	-	25,029	5,427
Westborought Park Barn Fund income	51,500	-	51,500	1,500
Legacies	14,083	-	14,083	10,046
Grants	5,630	-	5,630	2,853
Missionary income	-	61,316	61,316	57,556
Hardship Fund Income	-	14,315	14,315	15,647
	430,578	96,367	526,945	499,031

3. INVESTMENT INCOME

	Unrestricted funds	Restricted funds	31.12.24 Total funds	31.12.23 Total funds
	£	£	£	£
Dividends and interest	4,972	627	5,599	1,345

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	31.12.24 Church activities	31.12.23 Church activities
	£	£
Fair trade shop	17,147	16,080
Coffee shop	48,436	41,379
Little Stars Pre-School fees and SCC funding	180,473	161,607
Wedding and funeral fees	5,597	4,366
Church complex lettings	56,820	60,786
	308,473	284,218

5. CHARITABLE ACTIVITIES COSTS

	31.12.24 Direct costs	31.12.23 Direct costs
	£	£
Church activities	595,442	488,085

Support costs are as follows:

	Unrestricted funds	Restricted funds	31.12.24 Total funds	31.12.23 Total funds
	£	£	£	£
Administrative staff salary	39,963	-	39,963	43,663
Telephone & IT support	6,306	-	6,306	5,712
Postage and delivery	114	-	114	186
Printing and copying	4,598	-	4,598	7,980
Sundry	233	-	233	132
Complex cleaning and utilities	56,960	2,358	59,318	63,952
Insurance	7,360	-	7,360	7,148
Repairs and maintenance	34,212	-	34,212	36,837
Bank charges	2,026	-	2,026	1,659
Depreciation of church equipment	5,564	-	5,564	4,864
Legal and professional fees	967	-	967	2,732
Mortgage interest	25	-	25	26
	158,328	2,358	160,686	174,891

6. GOVERNANCE COSTS

	Unrestricted funds	Restricted funds	31.12.24 Total funds	31.12.23 Total funds
	£	£	£	£
Independent examination fee	600	-	600	600
Disbursements	-	-	-	400

7. TRUSTEES' REMUNERATION AND BENEFITS

The Vicar (Incumbent) and the Curate is paid for by the Diocese and this cost forms part of the Parish Share. The Vicar and Curate was reimbursed for PCC and church expenses paid for personally amounting to £4,863 during the year (2023: £2,840).

No other Trustees received any remuneration in the year (2023: nil).

Trustees' expenses

A total amount of £nil (2023: £371) was paid to 2 PCC trustees/elected members and a total amount of £1,979 (2023: £628) was paid to 2 PCC ex-officio members during the year, in reimbursement for PCC and Church costs expended.

8. STAFF COSTS

Total staff costs amounted to £270,631 for 2024 (2023: £237,634).

The average number of staff during the year was 21 (2023: 19).
There were no high paid staff in either 2024 or 2023.

9. TANGIBLE FIXED ASSETS

	Freehold property £	Church equipment £	Totals £
COST			
At 1 January 2024	765,958	141,974	907,932
Additions	-	9,198	9,198
At 31 December 2024	765,958	151,172	917,130
DEPRECIATION			
At 1 January 2024	-	131,467	131,467
Charge for year	-	5,563	5,563
At 31 December 2024	-	137,030	137,030
NET BOOK VALUE			
At 31 December 2024	765,958	14,142	780,100
At 31 December 2023	765,958	10,507	776,465

9. TANGIBLE FIXED ASSETS - continued

The freehold properties comprises of the Church House located at 12 Grange Close, 12A Grange Close and the Youth Worker house located at 81 Worplesdon Road.

The Church Building itself, located at Shepherds Lane, being consecrated property, is not included in the financial statements. The PCC is responsible for the maintenance of the building.

Church equipment includes office equipment, computers, printers, photocopiers and church equipment including sound, projection system, portable lighting and kitchen equipment.

10. STOCK

	31.12.24	31.12.23
	£	£
Stock	8,556	11,353

11. DEBTORS

	31.12.24	31.12.23
	£	£
Other debtors	53,709	50,700

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.24	31.12.23
	£	£
Mortgage	1	54
Trade creditors	11,697	1,736
Taxation and social security	4,061	4,573
Other creditors	25,758	20,228
	41,517	26,591

13. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	31.12.24	31.12.23
	£	£
Mortgage	-	264
Amounts falling due in more than five years:		
Repayable by instalments:		
Mortgage more than 5 year by instalments	-	108

14. SECURED DEBTS

The following secured debts are included within creditors:

	31.12.24	31.12.23
	£	£
Mortgage	1	318

The mortgage is secured on the freehold property of 81 Worplesdon Road.

15. MOVEMENT IN FUNDS

	At 1.1.24	Net movement in funds	At 31.12.24
	£	£	£
Unrestricted funds			
General Fund	835,963	49,287	885,250
Westborought Park Barn Fund	1,500	32,916	34,416
Parish Ops Fund	5,427	25,029	30,456
	842,890	107,232	950,122
Restricted funds			
Little Stars Pre-School	79,373	1,765	81,138
Local mission fund	73,617	(18,880)	54,737
The Mission and Charity account	42,495	(5,518)	36,977
Vicars Discretionary account	923	(310)	613
	196,408	(22,943)	173,465
TOTAL FUNDS	1,039,298	84,289	1,123,587

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
Unrestricted funds	£	£	£
General Fund	487,021	(437,734)	49,287
Westborought Park Barn Fund	51,500	(18,584)	32,916
Parish Ops Fund	25,029	-	25,029
	563,550	(456,318)	107,232
Restricted funds			
Little Stars Pre-School	181,100	(179,335)	1,765
Local mission fund	20,737	(39,617)	(18,880)
The Mission and Charity account	75,630	(81,148)	(5,518)
Vicars Discretionary account	-	(310)	(310)
	277,467	(300,410)	(22,943)
TOTAL FUNDS	841,017	(756,728)	84,289

16. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.12.24	31.12.23
	£	£
Net movement in funds	84,289	120,618
Adjustments for:		
Depreciation charges	5,563	4,863
Dividends, interest and rents from investments	(5,599)	(1,345)
Decrease/(increase) in stocks	2,797	(3,130)
(Increase) in debtors	(3,009)	(5,260)
Increase/(decrease) in creditors	14,979	(7,225)
Net cash provided by operating activities	99,020	108,521

17. ANALYSIS OF CHANGES IN NET DEBT

	At start of year	Cash-flows	At end of year
	£	£	£
Cash	227,635	95,104	322,739
Loans falling due within one year	(54)	53	(1)
Loans falling due after more than one year	(264)	264	-
TOTAL	227,317	95,421	322,738

18. OTHER FINANCIAL COMMITMENTS

At 31 December 2024, the PCC still had £6,095 to pay over from the Mission Gift Day as we had not received the bank details to make the payment. This payment is payable out of the Missionary fund.

19. ULTIMATE CONTROLLING PARTY

The PCC is controlled by its members.

20. FUND DETAILS

The Unrestricted Fund is the PCC General account which includes houseparty/holidays as a net figure (these being considered as income/expenditure which is not directly associated with PCC running costs and run to nominally break even).

The Parochial Church Council of Guildford Emmanuel, St Francis and St Clare

England & Wales - Charity number 1130243

Accounts

REGISTERED CHARITY NUMBER: 1130243

Report of the Trustees and Unaudited Financial Statements for the Year Ended 31 December 2023 for EMMANUEL STOUGHTON PCC

EMMANUEL STOUGHTON PCC

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for the Year Ended 31 December 2023

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EMMANUEL STOUGHTON PCC

Vicar's Report

for the Year Ended 31 December 2023

Our purpose at Emmanuel is Knowing Jesus Better, and Making Him Better Known.
We want everything we do to express our core values: Family, Word and Spirit, and Making Disciples.

January 2023 saw our first Vision Evening, six months after Thom's licensing as Vicar. Our verse for the year was from Matthew 9:37-38, *'The harvest is plentiful but the workers are few. Ask the Lord of the harvest, therefore, to send out workers into his harvest fields'.* We launched 'Pray for Five' as our main initiative of 2023, focusing on our key mission of reaching the community and making Jesus known. Over the year, the majority of the church family committed to pray each day for God to reveal himself to five friends. We ended the year in the autumn running five Alpha/Exploring Christianity courses, and as a church stepped out in faith and invited over 400 people to join us. Of all those invited we saw 34 guests complete the courses, and most of these continue as part of the church community in 2024. Over 2023, we also celebrated the baptisms of six adults: Hannah, Lizzie, Nahid, Tom, Hillary, and Anna. We also saw many other people, who were previously baptised, re-connect with church after a period of absence.

Another first for 2023 was our Church Weekend in March, led by Paul and Becky Harcourt. This was a great success, and we look forward to John McGinley joining us in May 2024. In the summer, Sarah Morton and the youth team pioneered our new Youth Festival, 'Way Camp,' working alongside other local churches. Forty members of the church also joined the New Wine Summer Festival in August. In September, we refreshed our service pattern: moving the 8am Holy Communion to 8:45am, and relaunching the evening service as The Gathering at 6pm each week, with the youth continuing to lead the first service of the month. Both services more than doubled as a result, though numbers at 8:45am remain quite low. We have been encouraged to see new people joining the church continually over the year, with numbers of under 16s on Sundays higher than a year ago. Church attendance has continued to grow steadily throughout the year. Having declined substantially due to Covid, attendance ended the year close to the pre-Covid average.

Within the team, Sarah King stood down as Church Warden in April, after five years of leading the church through both Covid and Interregnum. Paul Franklin continued as Church Warden, joined in April by Liz Deutsch. They are ably assisted by Nigel McDonald and Rachel Downey as Assistant Churchwardens. Rev Rupert Masters continued in his staff role, and Chris Reddin continues to support services with PTO. Peter Evans and Richard Horn continued as LLMs, while Jo Franklin began LLM training. Mike Levick completed his ten years as PCC Secretary, succeeded by David Burleigh, while David Magnuson continued as Treasurer. Mike Stevenson is our Gift Aid Secretary, and Les Knight our Verger.

In 2023 two much loved members of the staff team announced their retirements – Aretia Debenham in the office, and Linda Marshall our cleaner. Aretia moved to working part-time as she prepared for retirement in January 2024, after many years of running the church office. Ruth Burleigh worked alongside her during 2023, preparing to become our Parish Office Manager in 2024. Sally Chedgey continued as Parish Centre Facilitator, Lynne Wright as Café Manager, Diane Hamilton as Preschool Manager, and Nicola Cole as volunteer Music Coordinator. Melissa Foat continued as Children and Families Pastor as did Sarah Morton as Youth Pastor.

The staff team welcomed several new members. Jonny Lowe joined as curate in July, Jacob Smith as Worship and Young Adult Pastor in September, and Tom Naisby succeeded Zac Fox as Ministry Trainee. They have been instrumental in launching our new Gathering service on Sunday evenings, and our growing ministry to Students and Young Adults. Nicola Goff joined the team as a placement ordinand and Seniors Pastor, and Rachel Clark on an ordination training placement, while Lizzie Extance joined as Assistant Café Manager. We appointed Nicky Ashby as our new cleaner, to work alongside Keltoum Zeyouti.

The church continues to take Safeguarding seriously and this is a rolling agenda item at our PCC meetings. Martin Scantlebury continues as our Safeguarding Officer and we were at Level 2 of the Diocesan 'dashboard' recording our safeguarding actions and progressing towards Level 3.

The Little Stars Preschool, run by the church, continues to be OFSTED Outstanding, and the team have worked incredibly hard, spending most of the year understaffed. Great credit should be given to Diana Hamilton and her whole team, doing a great job under significant pressure.

The Coffee Shop continues to go from strength to strength, brilliantly led by Lynne Wright, Lizzie Extance, and their team of volunteers. While the PCC were comfortable underwriting the Coffee Shop because of the significant ministry it represents, in 2023 the café ended the year in surplus. Management of the Fairtrade shop continued under the care of Sally Chedgey and Nicky Parsons, supported by a team of volunteers. The shop raised £4,989.

EMMANUEL STOUGHTON PCC

Vicar's Report

for the Year Ended 31 December 2023

Our church Hardship Fund has been used at different times in the year to provide support and food vouchers for local families, with a distribution at Christmas.

We held two Gift Days in the year. The first in March was for local mission and enabled us to recruit Jonny, Jacob, and Tom, while the second in October was for a community Garden project led by our mission partners in Santa Cruz Bolivia. We also supported CAP and MATRIX during our Christmas services and raised £637.

We are grateful to Simon Ritchie, Sally and Ruth, and all who have enabled our website and social media accounts to be ongoing means of good communication. We have continued to produce our monthly 'Outlook' magazine for the congregation and contributed regularly to the local Stoughton Pages. We continue to produce our weekly church newsletter. At Easter and Christmas we produced our Link Magazine which was distributed to all the homes in the parish. At the end of 2023, Liz and Simon Deutsch joined Simon Ritchie in reviewing our communications strategy, with work ongoing into 2024.

We continue to be grateful to all of our volunteers. The Fabric Team cares for our buildings. Our music, sound and projection teams enable our worship on Sunday, as do our welcomers, readers, counters, intercessions team, and tea & coffee teams. Roger Smith played the organ for the last time at our Christmas services, after many years of faithful service. Our Sunday children's and youth group volunteers invest in the next generation, as do our mid-week ministry teams for Teddies, Kids Alive, and Youth Club, as well as the Open the Book team and those going into the local schools each week. We are grateful too to our Friendship Club, Here Hear Clinic, and Pensioner's Lunch teams, who care for the seniors in our community. Towards the end of the year Pensioners' Lunch evolved into 'Festive Feasts,' and we are grateful to the ongoing hard work of the team to continue this ministry in a new form. So many hours serving the Lord and being faithful disciples.

Our church grounds have continued to be cared for by the volunteer gardening team, and flower arrangements for our worship area are provided by our flower team of volunteers headed up by Joanie Watts and Brenda Fox. Particular thanks to all who worked so hard for the flower festival in September, which engaged a large number of people from around the community.

In September, our PCC unanimously agreed to enter into a partnership with St Francis Westborough and St Clare's Park Barn. An interim committee has been meeting since then representing all three churches, to discern what the long-term shape of this partnership might look like, and we have begun a legal consultation around becoming one united parish. Thanks to all of those from Emmanuel who have visited St Clare's and St Francis since September to preach and/or lead services, supporting the congregations there in the interim period until we are able to send teams to revitalise both churches for the longer term.

As we look forward into 2024, we move from focusing outward to our community to a season of Growing Together as a church family, looking to help the many newcomers to the church integrate into the church family and grow in faith, and helping each one of us find our place in the life of the church. We hope later in the year to send a team to St Clare's to launch a new worshipping community there, and look forward to seeing what the Lord will do.

Thom Jee (Vicar)

Operating and Financial Review

for the Year Ended 31 December 2023

Financial Review

The finances of Emmanuel Stoughton PCC are shown as two funds, the unrestricted funds covering the day to day running of the church and the restricted funds for specific missions and charities together with the Vicars Discretionary Fund and the Little Stars Pre-School.

The accounts at the end of 2023 showed a net surplus on restricted and unrestricted funds. Income of the PCC amounted to £784,594 (2022: £588,219) for the year out of which resources expended were £663,976 (2022: £598,127) resulting in a surplus of £120,618 (2022: deficit of £9,908). Cash at bank totalled £227,635 (2022: £119,535) at the year end with the mortgage outstanding of £318 (2022: £348).

The surplus for the PCC unrestricted fund when assessed in greater detail indicates that the result at the end of the year including the shop income showed a surplus of £25,584 (2022: deficit £20,693). The budget figures that the PCC agreed for 2024 are for a deficit but this does not include any one off donations or legacies.

The restricted fund figures are represented by the Missionary and Charity funds that were not paid out during 2023, the Vicars Discretionary account and the Little Stars Pre-School fund which recorded a surplus of £17,327 in 2023 (2022: surplus of £4,437).

It is our future objective to operate with sufficient funds in order that operating costs could be maintained for three months. With the legacies received, the PCC has been able to increase its operating surplus (contingency reserve) compared to last year and have this in a savings account.

The PCC is provided with monthly figures and summaries on income and expenditure for discussion at PCC meetings. Regular giving has increased since last year, reducing the deficit excluding legacies, but we need more giving to reduce the deficit entirely. The finance committee met to review the year and make forecasts for 2024 which indicated that the finances would be in a deficit mainly due to the losing the rental income of one of our church properties as the Curate will move into the property.

2024 will continue to present a challenge with the unknown impact of the cost of living crisis and inevitable increases in costs to support the ongoing and expanding work of the church in the parish and the community. Maintenance of the church complex buildings and the three church houses is an ongoing expense but will be offset through renting our properties and using volunteer labour and expertise.

Unrestricted Funds

These consists of the PCC general fund supporting the regular work of the parish church and the maintenance of the parish church and the three houses owned by the parish. The youth workers, the children and families worker, the administration staff and the two cleaners are paid directly from the general fund, with the Vicar and Curate's salary paid through the Parish Share contribution. Back in 2019, the PCC agreed to split the plot of 12 Grange Close and build another property to make us more financially secure from the ability to rent out the property. The final instalment was paid in 2022 and is now rented out. New designated funds this year are the Westborough Park Barn Fund to support their works and the Parish Ops Fund, funded by the Diocese reducing our Parish Share as a result of us supporting St Frances and St Clares.

Income is received through the direct giving from church members mainly through tax efficient giving with the tax refund being the next most significant income figure. We received a legacy in 2023 of £10,046 (£10,944 in 2022) but legacies must be regarded as special income and not be assumed in the assessment of income in the future.

Voluntary income (excluding legacies) increased in 2023 by 16.4%, and expenditure increased by 5.2%. The major expenditure items to increase were utility costs, coffee shop costs, and pastoral costs offset slightly by lower repair and maintenance costs; with other expenditure items, some increased and others decreased.

There were various church holidays and outings organised for young people through to senior citizens throughout the year. The income and expenditure for these is considered as a conduit fund within the PCC account (income nominally equal to expenditure and not affecting the PCC business) and is shown as a net figure with a small deficit for 2023.

Operating and Financial Review

for the Year Ended 31 December 2023

The youth worker house at 81 Worplesdon Road (£20 of mortgage interest and upkeep) is a significant expense but is considered a good investment compared to renting.

The Coffee Shop trade improved considerably and showed a surplus of £6,080 (2022: surplus £674), with trade recovering from the impact of Covid. The Fair Trade Shop surplus was £4,989 (2022: deficit of £3,578 after £6,000 donation), donations to charities are advised by the shop management committee as agreed by the PCC.

Restricted Funds

Missionary income was 18% lower than 2022 whilst giving to the Hardship fund decreased by 17%. This was offset by the £92,921 given to the local mission fund supporting our worship works and cover the lost rental income from 12 Grange Close now used by the Curate. All money given to mission and charity is allocated by church members through giving promises or through specific allocated gifts. The share of our property rental income given to the Hardship fund amounted to £1,666.

The Vicar's Discretionary Fund which is not controlled by the PCC (but reported monthly) stands at £923, with £710 distributed in the year.

Little Stars Pre-School recorded a surplus of £17,327 (2022: surplus £4,437), the finances remain strong with cash resources sufficient to meet running costs. At the year end reserves amounted to £79,373 (2022: £62,046).

David Magnuson (Hon PCC Treasurer)

Report of the Trustees
for the Year Ended 31 December 2023

The Trustees present their report with the financial statements of the Charity for the year ended 31 December 2023. The Trustees have adopted the provision of the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published in October 2019.

Background

The church is situated at the crossroads of Worplesdon Road (A322) and Shepherds Lane in Stoughton, Guildford. Emmanuel is the Parish Church of Stoughton, in the Guildford Deanery and the Guildford Diocese.

In the past the PCC was a charity excepted from registration with the Charity Commission. This excepted status changed in 2009 and the church, like most other churches, is now registered as a separate charity. The members of the PCC are the trustees. Church members are encouraged to support the PCC.

PCC Membership

Members of the PCC are either ex officio, or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules, or co-opted by the PCC. During the year, the following served as members of the PCC:

Ex officio members

Revd Thom Jee	Incumbent	*chairman*
Revd Rupert Masters	OLM	
Sarah King (to April 2023)	Churchwarden	*vice chair*
Paul Franklin	Churchwarden	
Liz Deutsch (from April 2023)	Churchwarden	
Asator Ghazarians	Elected Representative on Deanery Synod	
Mike Levick (to April 2023)	Elected Representative on Deanery Synod	
Andrew Hodson	Elected Representative on Deanery Synod	
Natalie Galer	Elected Representative on Deanery Synod	
Lois Cook	Elected Representative on Deanery Synod	
Peter Downey (from April 2023)	Elected Representative on Deanery Synod	
Richard Horn	Licensed Lay Minister (Reader)	
Peter Evans	Licensed Lay Minister (Reader)	

Elected members

Nicola Cole	Debbie Marshall
Nigel McDonald	Adam Fox
James Connold	Di Morris
Anthony Cowey (to April 2023)	Liz Muston (to April 2023)
Rachel Downey	Simon Ritchie
Terry Fox (to April 2023)	Diane Wakefield
Charlotte Fraser	David Burleigh Secretary (from April 2023)
Duane Wright (from April 2023)	

Co-opted members

David Magnuson (Treasurer)

Report of the Trustees
for the Year Ended 31 December 2023

Office
Parish Office, 1 Shepherds Lane, Guildford GU2 9SJ
Telephone: 01483 561603

Independent Examiner
Robert Freedman, FCA , 8 Ladyfields, Loughton, Essex IG10 3RR

Bankers

Lloyds Bank, Great Bookham, PO Box 1000, Andover, BX1 1LT

Structure, governance and management
The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and to stand for election to the PCC.

Committees
The PCC has several committees to which tasks are delegated from time to time. All committees report to the PCC and can make recommendations to the PCC where approval for action or money is required.

The Standing Committee, the only committee required by law, has the power to transact the business of the PCC between its meetings, subject to any directions given by the Council. This committee is empowered to take decisions only where time constraints prevent a wider consultation with the whole PCC.

The World Mission Committee is charged with informing and encouraging support of and participation in mission activities, both in the UK and abroad. An associated sub-committee considers applications for grants from the Mission Opportunities Fund, making recommendations to the PCC.

The Finance Committee oversees the overall financial position, presenting a draft budget to the PCC, and making recommendations at other times when necessary.

The Pre-School (Little Stars Pre-School at Emmanuel Church) Management Committee oversees the running of the Pre-School.

The Fabric Committee oversees maintenance of the buildings and deals with other practical issues which arise from the day to day running of the church buildings.

The Fair Trade and Coffee Shops Management Committee oversees the running of the Fair Trade and Coffee Shops.

The Hardship Committee, which oversees the use of the Hardship Fund.

Risk Management

The Trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The major risks to which the PCC is exposed have been reviewed and procedures have been established to manage these risks.

Objectives and Aims
The PCC (Powers) Measure 1956 states that the PCC 'is to cooperate with the minister in promoting in the parish the whole mission of the church, pastoral, evangelistic, social and ecumenical'. Our approach is summed up in our statement of aim which is 'to know Christ better and to make Him better known'.

There is a strong desire to break down barriers between church and community, ministering to all the whole Gospel of Christ in word and action.

The Church also has responsibility for the maintenance and use of the Parish Centre, as well as for the upkeep of 12, Grange Close, the Curate's house, 12A Grange Close and of 81, Worplesdon Road, the Youth Worker's house.

Report of the Trustees
for the Year Ended 31 December 2023

Public Benefit
The Trustees have had regard to the Charity Commission's guidance on public benefit.

Church Membership

Electoral Roll at APCM 2023 was 325.

Attendance	Adults		Children and Young People	
Week Commencing:	Adults (16+) at worship on Sunday	Additional adults attending weekday services and activities	Children and young people attending Sunday services,Sunday School and/or children's activities on Sunday	Additional number attending weekday services and worship activities
2023				
Sun 1 Oct	201		61	2
Weekdays 2 – 7		12	0	2
Sun 8 Oct	212		51	3
Weekdays 9 -14		15	0	3
Sun 15 Oct	203		51	2
Weekdays 16-21		16	0	1
Sun 22 Oct	177		30	3
Weekdays 23 – 28		16	0	1

Ruth Burleigh (Electoral Roll Officer)

Reserves policy

The parish aspires to hold unrestricted cash and cash equivalents in excess of £50,000. This has not been possible in recent times, but with the recent generous legacies we have now redressed this position.
In addition, the PCC decided some while ago to acquire freehold property to house the Curate and the Youth Worker and in this way keep down the operating costs.
A fuller commentary on the finances for the year is set out in the separate Operating and Financial Review, written by the Treasurer.

Approved by Order of the Board of Trustees on ..... and signed on its behalf by:

.....

Thom Jee – Chairman

Independent Examiner's Report to the Trustees of Emmanuel Stoughton PCC

I report on the accounts for the year ended 31 December 2023 set out on pages nine to eighteen.

Respective responsibilities of Trustees and Examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider than 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 required. The Charity's gross income exceeded £500,000 and I am qualified to undertake the examination by being a qualified member of the ICAEW.

It is my responsibility to:

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

Basis of the 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 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 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 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

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 accounts which accord with the accounting records and to 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.

Mr R Freedman
FCA

Date: 21/10/24

EMMANUEL STOUGHTON PCC
Statement of Financial Activities
for the Year Ending 31 December 2023

		Unrestricted Funds £	Restricted Funds £	31.12.23 Total funds £	31.12.22 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	332,908	166,123	499,031	377,795
Investment income	3	1,059	286	1,345	62
Incoming resources from charitable activities					
Church activities	4	122,611	161,607	284,218	210,362
Total incoming resources		456,578	328,016	784,594	588,219
RESOURCES EXPENDED					
Charitable activities costs					
Church activities	5	258,130	229,955	488,085	436,435
Support costs	5	171,864	3,027	174,891	161,092
Governance costs	6	1,000	-	1,000	600
Total resources expended		430,994	232,982	663,976	598,127
NET INCOMING / (OUTGOING) RESOURCES		25,584	95,034	120,618	(9,908)
RECONCILIATION OF FUNDS					
Total funds brought forward		817,306	101,374	918,680	928,588
TOTAL FUNDS CARRIED FORWARD		**842,890**	**196,408**	**1,039,298**	**918,680**

The notes form part of these financial statements

EMMANUEL STOUGHTON PCC
Balance Sheet at 31 December 2023

	Notes	Unrestricted Funds £	Restricted Funds £	31.12.23 Total funds £	31.12.22 Total funds £
FIXED ASSETS					
Tangible fixed assets	9	776,465	-	776,465	779,592
CURRENT ASSETS					
Stock	10	11,353	-	11,353	8,223
Debtors	11	50,513	187	50,700	45,440
Cash at bank and in hand		31,414	196,221	227,635	119,535
		93,280	196,408	289,688	173,198
CURRENT LIABILITIES					
Creditors: Amounts falling due within one year	12	(26,591)	-	(26,591)	(33,816)
NET CURRENT ASSETS		66,689	196,408	263,097	139,382
TOTAL ASSETS LESS CURRENT LIABILITIES		843,154	196,408	1,039,562	918,974
NON-CURRENT LIABILITIES					
Creditors: Amounts falling due after more than one year	13	(264)	-	(264)	(294)
NET ASSETS		**842,890**	**196,408**	**1,039,298**	918,680
FUNDS					
Unrestricted funds	15			842,890	817,306
Restricted funds				196,408	101,374
TOTAL FUNDS				**1,039,298**	918,680

The financial statements were approved by the Board of Trustees on 22/4/2024 and were signed on its behalf by:

Thom Jee - Chairman

The notes form part of these financial statements

EMMANUEL STOUGHTON PCC
Statement of Cash Flows
for the Year Ended 31 December 2023

		31.12.23		31.12.22
		£		£
Net cash generated by operating activities (Note 16)		108,521		(10,505)
Cash flows from investing activities:				
Interest	1,345		62	
Additions to fixed assets	(1,736)		(16,767)	
Net cash used by investing activities		(391)		(16,705)
Cash flows from financing activities:				
Repayment of borrowings	(30)		(35)	
Net cash used by financing activities (Note 17)		(30)		(35)
Change in cash and cash equivalents in the year (Note 17)		108,100		(27,245)
Cash and cash equivalents brought forward		119,535		146,780
Cash and cash equivalents carried forward		227,635		119,535

1. ACCOUNTING POLICIES

Accounting convention

These accounts have been prepared on an accruals basis and include income and expenditure as they are earned or incurred, rather than as cash is received or paid. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) published in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011. The accounts include all the transactions, assets and liabilities for which the Church is responsible in law. The Charity constitutes a public benefit entity as defined by FRS 102. The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Planned giving, collections and donations are recognised when received. Tax recoverable on gift aid donations is recognised when the donation is received. Grants and legacies are recognised as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and the ultimate receipt of these funds by the PCC is reasonably certain. Rental income from letting of church premises/facilities is recognised when the rental is due.

Services donated by members of the parish are normally not included in the financial statements. It is neither appropriate nor feasible to evaluate the voluntary work done by members of the church, because participation in church activities is part of what it means to be a Christian and is the foundation upon which the ministry and mission of the parish is built. Services donated by 'outside' individuals and organisations are normally included in the financial statements.

Amounts for Mission, Vicar's Discretion and the Little Stars Pre-School are dealt with as restricted funds.

Missionary income is shown as one figure and is net of expenditure, due to the number and diversity of the projects.

All incoming resources are accounted for gross of VAT.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category.

Donations for missionary and other charitable giving are accounted for when paid or when awarded, if that award creates a binding obligation on the PCC. The diocesan parish share is accounted for when it is due. All expenditure is generally recognised when it is incurred and includes VAT.

Tangible fixed assets

Fixed assets do not include consecrated and benefice property, in accordance with section 10 of the Charities Act 2011. Moveable church furnishings held by the Vicar and church wardens and which require a faculty for disposal are accounted for as inalienable property listed in the church inventory and are not valued in the financial statements.

Freehold property is valued at cost and is not depreciated, as property is maintained to a high state of repair.

Equipment used within the church premises is depreciated on a straight line basis over 5 years, individual items with a purchase price up to £400 are written off when acquired. IT equipment is depreciated at 50% of the cost price.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds are general funds which can be used for PCC ordinary purposes.

Restricted funds represent income which may be expended only on those restricted objects.

2. VOLUNTARY INCOME

	Unrestricted funds	Restricted funds	31.12.23 Total funds	31.12.22 Total funds
	£	£	£	£
Standing orders	6,068	-	6,068	2,985
Tax efficient giving	235,184	-	235,184	207,693
Income tax recoverable	56,661	-	56,661	49,232
Collections	4,735	-	4,735	5,038
Sundry donations	10,434	-	10,434	11,791
Local mission fund gift day	-	92,920	92,920	-
Parish Ops Fund income	5,427	-	5,427	-
Westborought Park Barn Fund income	1,500	-	1,500	-
Legacies	10,046	-	10,046	10,944
Grants	2,853	-	2,853	615
Missionary income	-	57,556	57,556	70,548
Hardship Fund Income	-	15,647	15,647	18,949
	332,908	166,123	499,031	377,795

3. INVESTMENT INCOME

	Unrestricted funds	Restricted funds	31.12.23 Total funds	31.12.22 Total funds
	£	£	£	£
Dividends and interest	1,059	286	1,345	62

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	31.12.23 Church activities	31.12.22 Church activities
	£	£
Fair trade shop	16,080	17,502
Coffee shop	41,379	28,686
Little Stars Pre-School fees and SCC funding	161,607	113,031
Wedding and funeral fees	4,366	1,894
Church complex lettings	60,786	49,249
	284,218	210,362

5. CHARITABLE ACTIVITIES COSTS

	31.12.23 Direct costs	31.12.22 Direct costs
	£	£
Church activities	488,085	436,435

Support costs are as follows:

	Unrestricted funds	**Restricted funds**	**31.12.23 Total funds**	31.12.22 Total funds
	£	**£**	**£**	£
Administrative staff salary	42,953	710	43,663	35,378
Telephone & IT support	5,712	-	5,712	4,939
Postage and delivery	186	-	186	96
Printing and copying	7,980	-	7,980	7,733
Sundry	132	-	132	115
Complex cleaning and utilities	61,635	2,317	63,952	52,469
Insurance	7,148	-	7,148	6,725
Repairs and maintenance	36,837	-	36,837	43,843
Bank charges	1,659	-	1,659	1,559
Depreciation of church equipment	4,864	-	4,864	4,991
Legal and professional fees	2,732	-	2,732	3,224
Mortgage interest	26	-	26	20
	171,864	3,027	174,891	161,092

6. GOVERNANCE COSTS

	Unrestricted funds	**Restricted funds**	**31.12.23 Total funds**	31.12.22 Total funds
	£	**£**	**£**	£
Independent examination fee	600	-	600	600
Disbursements	400	-	400	-

7. TRUSTEES' REMUNERATION AND BENEFITS

The Vicar (Incumbent) and the Curate is paid for by the Diocese and this cost forms part of the Parish Share. The Vicar and Curate was reimbursed for PCC and church expenses paid for personally amounting to £2,840 during the year (2022: £962).

No other Trustees received any remuneration in the year (2022: nil).

Trustees' expenses

A total amount of £371 (2022: £165) was paid to 2 PCC trustees/elected members and a total amount of £628 (2022: £2,231) was paid to 2 PCC ex-officio members during the year, in reimbursement for PCC and Church costs expended.

8. STAFF COSTS

Total staff costs amounted to £237,634 for 2023 (2022: £196,166).

The average number of staff during the year was 19 (2022: 17).
There were no high paid staff in either 2023 or 2022.

9. TANGIBLE FIXED ASSETS

	Freehold property	Church equipment	Totals
	£	£	£
COST			
At 1 January 2022	765,958	140,238	906,196
Additions	-	1,736	1,736
At 31 December 2023	765,958	141,974	907,932
DEPRECIATION			
At 1 January 2022	-	126,604	126,604
Charge for year	-	4,863	4,863
At 31 December 2023	-	131,467	131,467
NET BOOK VALUE			
At 31 December 2023	765,958	10,507	776,465
At 31 December 2022	765,958	13,634	779,592

9. TANGIBLE FIXED ASSETS - continued

The freehold properties comprises of the Church House located at 12 Grange Close, 12A Grange Close and the Youth Worker house located at 81 Worplesdon Road.

The Church Building itself, located at Shepherds Lane, being consecrated property, is not included in the financial statements. The PCC is responsible for the maintenance of the building.

Church equipment includes office equipment, computers, printers, photocopiers and church equipment including sound, projection system, portable lighting and kitchen equipment.

10. STOCK

	31.12.23	31.12.22
	£	£
Stock	11,353	8,223

11. DEBTORS

	31.12.23	31.12.22
	£	£
Other debtors	50,700	45,440

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.23	31.12.22
	£	£
Mortgage	54	54
Trade creditors	1,736	9,500
Taxation and social security	4,573	2,634
Other creditors	20,228	21,628
	26,591	33,816

13. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	31.12.23	31.12.22
	£	£
Mortgage	264	294
Amounts falling due in more than five years:		
Repayable by instalments:		
Mortgage more than 5 year by instalments	108	161

14. SECURED DEBTS

The following secured debts are included within creditors:

	31.12.23	31.12.22
	£	£
Mortgage	318	348

The mortgage is secured on the freehold property of 81 Worplesdon Road.

15. MOVEMENT IN FUNDS

	At 1.1.23	Net movement in funds	At 31.12.23
	£	£	£
Unrestricted funds			
General Fund	817,306	18,657	835,963
Westborought Park Barn Fund	-	1,500	1,500
Parish Ops Fund	-	5,427	5,427
	817,306	25,583	842,889
Restricted funds			
Little Stars Pre-School	62,046	17,327	79,373
Local mission fund	-	73,617	73,617
The Mission and Charity account	37,695	4,800	42,495
Vicars Discretionary account	1,633	(710)	923
	101,374	95,034	196,408
TOTAL FUNDS	918,680	120,618	1,039,298

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
Unrestricted funds	£	£	£
General Fund	449,651	(430,994)	18,657
Westborought Park Barn Fund	1,500	-	1,500
Parish Ops Fund	5,427	-	5,427
	456,578	(430,994)	25,583
Restricted funds			
Little Stars Pre-School	161,893	(144,566)	17,327
Local mission fund	92,920	(19,303)	73,617
The Mission and Charity account	73,203	(68,403)	4,800
Vicars Discretionary account	-	(710)	(710)
	328,016	(232,982)	95,034
TOTAL FUNDS	784,594	(663,976)	120,618

16. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.12.23	31.12.22
	£	£
Net movement in funds	120,618	(9,908)
Adjustments for:		
Depreciation charges	4,863	4,990
Dividends, interest and rents from investments	(1,345)	(62)
Increase in stocks	(3,130)	710
Decrease/(increase) in debtors	(5,260)	(2,792)
(Decrease) / increase in creditors	(7,225)	(3,443)
Net cash provided by (used in) operating activities	108,521	(10,505)

17. ANALYSIS OF CHANGES IN NET DEBT

	At start of year	Cash-flows	At end of year
	£	£	£
Cash	119,535	108,100	227,635
Loans falling due within one year	(54)	-	(54)
Loans falling due after more than one year	(294)	(30)	(264)
TOTAL	119,187	108,070	227,317

18. OTHER FINANCIAL COMMITMENTS

At 31 December 2023, the PCC still had £9,395 to pay over from the Mission Gift Day as we had not received the bank details to make the payment. This payment is payable out of the Missionary fund.

19. ULTIMATE CONTROLLING PARTY

The PCC is controlled by its members.

The Parochial Church Council of Guildford Emmanuel, St Francis and St Clare

England & Wales - Charity number 1130243

Accounts

REGISTERED CHARITY NUMBER: 1130243

Report of the Trustees and Unaudited Financial Statements for the Year Ended 31 December 2022 for EMMANUEL STOUGHTON PCC

EMMANUEL STOUGHTON PCC

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for the Year Ended 31 December 2022

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EMMANUEL STOUGHTON PCC

Vicar's Report

for the Year ended 31 December 2022

Canon Frank Scammell retired as Vicar on 5th November 2021, and 2022 began with Emmanuel in interregnum. Applications for the new incumbent were received in January, with interviews held on March 1st. Thom Jee was appointed as Vicar in March, and licensed on July 7th 2022.

Sarah King and Paul Franklin continued as Churchwardens, and led the church through the interregnum and Thom's appointment. They were ably assisted by Nigel McDonald and Rachel Downey as Assistant Churchwardens. Rev Rupert Masters continued in his role, moving from NSM to PTO, alongside Rev Chris Reddin. Melissa Foat continued as our Children and Families Worker as did Sarah Morton as our Youth Worker. Ruth Burleigh continued as a part-time assistant to both our Children's and Youth ministries. Aretia Debenham is our Church Administrator and Sally Chedgey our Parish Centre Facilitator. Lynne Wright continued as our Café Manager. Diana Hamilton is our Preschool Manager. In June, Anthony Cowey retired as our volunteer Worship Pastor, and Nicola Cole agreed to join the team as a volunteer Music Coordinator. Peter Evans and Richard Horn continued as LLMs. In September, Zac Fox joined the team as Social Media intern. Linda Marshall continued as our cleaner, aided by Keltoum Zeyouti.

Mike Levick continued as PCC Secretary, and David Magnuson as Church Treasurer. Mike Stevenson is our Gift Aid Secretary, and Les Knight our Verger.

Church services continued to build back towards pre-pandemic numbers, with all services in person. Church mid-week meetings and Home Groups continued online and in person.

The church continues to take safeguarding seriously and this is a rolling agenda item at our PCC meetings. Martin Scantlebury continues as our Safeguarding Officer and we have engaged with the Diocesan 'dashboard' to record our safeguarding actions and progress.

The Little Stars Preschool, run by the church, was visited by OFSTED in October, and graded 'Outstanding'. Great credit should be given to Diana Hamilton and her whole team, who enabled this to happen.

The Emmanuel Café and Fairtrade Shop have seen increased footfall as the year went on. The online presence for the Fairtrade Shop has continued. Management of the Fairtrade Shop continued under Sally Chedgey and Nicky Parsons, supported by a team of volunteers. We are grateful to them, as well as Lynne Wright and her team of volunteers who run the Café.

Our church Hardship Fund has been used at different times in the year to provide support and food vouchers for local families, with a distribution of hampers at Christmas.

We held two Gift Days in the year as usual. At Pentecost we supported our Mission Societies and Mission Links. In the autumn we supported Anandaban Hospital in Nepal, through the Leprosy Mission, to rebuild needed laboratories.

We are grateful to Simon Ritchie, Sally Chedgey, Zac Fox, and others who have enabled our website and social media accounts to be ongoing means of good communication. We have continued to produce our monthly 'Outlook' magazine for the congregation, and resumed contributions to Stoughton Pages. We continue to produce our weekly church newsletter, distributed online and a printed version distributed in church and a few posted fortnightly to those who cannot make use of technology. At Easter and Christmas we produced our Link Magazine which was distributed to all the homes in the parish.

We continue to be grateful to all of our volunteers. The Fabric Team cares for our buildings. Our music, sound and projection teams enable our worship on Sunday, as do our readers, counters, intercessions team, and tea & coffee teams. Our Sunday children's and youth group volunteers invest in the next generation, as do our mid-week ministry teams for Teddies, Kids Alive, and Youth Club. We are grateful too to our Friendship Club and Pensioner's Lunch teams, who care for the seniors in our community.

Our church grounds have continued to be cared for by a volunteer team, and flower arrangements for our worship area are provided by our flower team of volunteers headed up by Joanie Watts and Brenda Fox.

EMMANUEL STOUGHTON PCC

Vicar's Report

for the Year ended 31 December 2022

Over the second half of the year, the church engaged in a process of consultation and prayer to renew our vision, values, and goals for the next season. Our purpose remains the same: knowing Jesus better, and making him better known. In November, the PCC approved four goals:

1. Growing deeper spiritually
2. Growing deeper relationships
3. Reaching the Community
4. Reaching the Missing Generation

We have been encouraged at seeing several new families and individuals joining the church over the summer and autumn, with numbers of under 16s on Sundays significantly higher, although usual Sunday attendance remained below pre-pandemic numbers. We look forward to working towards our mission goals in 2023, and to continue to seek to know Jesus better and make him better known here in Stoughton.

Thom Jee (Vicar)

EMMANUEL STOUGHTON PCC

Operating and Financial Review

for the Year ended 31 December 2022

Financial Review

The finances of Emmanuel Stoughton PCC are shown as two funds, the unrestricted funds covering the day to day running of the church and the restricted funds for specific missions and charities together with the Vicars Discretionary Fund and the Little Stars Pre-School.

The accounts at the end of 2022 showed a net deficit on restricted and unrestricted funds. Income of the PCC amounted to £588,219 (2021: £545,762) for the year out of which resources expended were £598,127 (2021: £541,263) resulting in a deficit of £9,908 (2021: surplus of £4,499). Cash at bank totalled £119,535 (2021: £146,780) at the year end with the mortgage outstanding of £348 (2021: £383).

The deficit for the PCC unrestricted fund when assessed in greater detail indicates that the result at the end of the year including the shop income showed a deficit of £20,693 (2021: surplus £888). Covid still had an impact on our income with Church complex lettings not back to pre-Covid levels but a legacy helped to slightly offset this. The budget figures that the PCC agreed for 2023 are for a deficit but this does not include any one off donations or legacies.

The restricted fund figures are represented by the Missionary and Charity funds that were not paid out during 2022, the Vicars Discretionary account and the Little Stars Pre-School fund which recorded a surplus of £4,437 in 2022 (2021: surplus of £2,960).

It is our objective to operate with sufficient funds in order that operating costs could be maintained for three months. With the legacies received, the PCC is able to maintain an operating surplus (contingency reserve) to cover this situation and have this in a savings account.

The PCC is provided with monthly figures and summaries on income and expenditure for discussion at PCC meetings. Regular giving has increased since last year, reducing the deficit excluding legacies, but we need more giving to reduce the deficit entirely. The finance committee met to review the year and make forecasts for 2023 which indicated that the finances would be in a deficit mainly due to the losing the rental income of one of our church properties as the Curate will move into the property.

2023 will continue to present a challenge with the unknown impact of the cost of living crisis and inevitable increases in costs to support the ongoing and expanding work of the church in the parish and the community. Maintenance of the church complex buildings and the three church houses is an ongoing expense but will be offset through renting our properties and using volunteer labour and expertise.

Unrestricted Funds

These consists of the PCC general fund supporting the regular work of the parish church and the maintenance of the parish church and the three houses owned by the parish. The youth workers, the children and families worker, the administration staff and the two cleaners are paid directly from the general fund, with the Vicar and Curate's salary paid through the Parish Share contribution. Back in 2019, the PCC agreed to split the plot of 12 Grange Close and build another property to make us more financially secure from the ability to rent out the property. The final instalment was paid in 2022 and is now rented out.

Income is received through the direct giving from church members mainly through tax efficient giving with the tax refund being the next most significant income figure. We received a legacy in 2022 of £10,944 (£21,600 in 2021) but legacies must be regarded as special income and not be assumed in the assessment of income in the future.

Voluntary income (excluding legacies) increased in 2022 by 1.4%, and expenditure increased by 15.3%. The major expenditure items to increase were utility costs, parish share, fair trade purchases and repair costs offset slightly by lower staff and depreciation costs; with other expenditure items, some increased and others decreased.

There were various church holidays and outings organised for young people through to senior citizens throughout the year. The income and expenditure for these is considered as a conduit fund within the PCC account (income nominally equal to expenditure and not affecting the PCC business) and is shown as a net figure with a small deficit for 2022.

The youth worker house at 81 Worplesdon Road (£20 of mortgage interest and upkeep) is a significant expense but is considered a good investment compared to renting.

The Coffee Shop trade improved considerably and showed a surplus of £674 (2021: deficit £5,488), with trade recovering from the impact of Covid. The Fair Trade Shop deficit of £3,578 is after £6,000 donation (2021: surplus of £687 after £6,000 donation), donations to charities are advised by the shop management committee as agreed by the PCC.

Restricted Funds

Missionary income was 9% lower than 2021 and giving to the Hardship fund increased by 28%. All money given to mission and charity is allocated by church members through giving promises or through specific allocated gifts. New this year was to give a share of our property rental income to the Hardship fund £1,532.

The Vicar's Discretionary Fund which is not controlled by the PCC (but reported monthly) stands at £1,633, with no transactions in the year.

Little Stars Pre-School recorded a surplus of £4,437 (2021: surplus £2,960), the finances remain strong with cash resources sufficient to meet running costs. At the year end reserves amounted to £62,046 (2021: £57,609).

David Magnuson (Hon PCC Treasurer)

EMMANUEL STOUGHTON PCC

Report of the Trustees
for the Year ended 31 December 2022

The Trustees present their report with the financial statements of the Charity for the year ended 31 December 2022. The Trustees have adopted the provision of the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16th July 2014.

Backgroun2

The church is situated at the crossroads of Worplesdon Road (A322) and Shepherds Lane in Stoughton, Guildford. Emmanuel is the Parish Church of Stoughton, in the Guildford Deanery and the Guildford Diocese.

In the past the PCC was a charity excepted from registration with the Charity Commission. This excepted status changed in 2009 and the church, like most other churches, is now registered as a separate charity. The members of the PCC are the trustees. Church members are encouraged to support the PCC.

PCC Membership

Members of the PCC are either ex officio, or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules, or co-opted by the PCC. During the year, the following served as members of the PCC:

Ex officio members

Revd Thom Jee	Incumbent (from July 2022)	*chairman*
Revd Rupert Masters	OLM	
Sarah King	Churchwarden	*vice chair*
Paul Franklin	Churchwarden	
Asator Ghazarians	Elected Representative on Deanery Synod	
Mike Levick (Secretary)	Elected Representative on Deanery Synod	
Chris Jackson	Elected Representative on Deanery Synod (to May 2022)	
Andrew Hodson	Elected Representative on Deanery Synod (from May 2022)	
Natalie Galer	Elected Representative on Deanery Synod	
Lois Cook	Elected Representative on Deanery Synod	
Richard Horn	Licensed Lay Minister (Reader)	
Peter Evans	Licensed Lay Minister (Reader)	

Elected members

Nicola Cole
Phil Coleman (to May 2022)
James Connold
Anthony Cowey
Rachel Downey
Terry Fox
Adam Fox (from May 2022)
Charlotte Fraser (from May 2022)
Andrew Hodson (to May 2022)
Amanda Littleboy (to May 2022)
Debbie Marshall
Nigel McDonald
Di Morris
Liz Muston
Simon Ritchie (from May 2022)
Diane Wakefield (from May 2022)

Co-opted members

David Magnuson (Treasurer)

Report of the Trustees
for the Year ended 31 December 2022

Office
Parish Office, 1 Shepherds Lane, Guildford GU2 9SJ
Telephone: 01483 561603

Independent Examiner
Robert Freedman, FCA , 8 Ladyfields, Loughton, Essex IG10 3RR

Bankers

Lloyds Bank, Great Bookham, PO Box 1000, Andover, BX1 1LT

Structure, governance and management
The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and to stand for election to the PCC.

Committees
The PCC has several committees to which tasks are delegated from time to time. All committees report to the PCC and can make recommendations to the PCC where approval for action or money is required.

The Standing Committee, the only committee required by law, has the power to transact the business of the PCC between its meetings, subject to any directions given by the Council. This committee is empowered to take decisions only where time constraints prevent a wider consultation with the whole PCC.

The World Mission Committee is charged with informing and encouraging support of and participation in mission activities, both in the UK and abroad. An associated sub-committee considers applications for grants from the Mission Opportunities Fund, making recommendations to the PCC.

The Finance Committee oversees the overall financial position, presenting a draft budget to the PCC, and making recommendations at other times when necessary.

The Pre-School (Little Stars Pre-School at Emmanuel Church) Management Committee oversees the running of the Pre-School.

The Fabric Committee oversees maintenance of the buildings and deals with other practical issues which arise from the day to day running of the church buildings.

The Fair Trade and Coffee Shops Management Committee oversees the running of the Fair Trade and Coffee Shops.

The Hardship Committee, which oversees the use of the Hardship Fund.

Risk Management

The Trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The major risks to which the PCC is exposed have been reviewed and procedures have been established to manage these risks.

Objectives and Aims
The PCC (Powers) Measure 1956 states that the PCC 'is to cooperate with the minister in promoting in the parish the whole mission of the church, pastoral, evangelistic, social and ecumenical'. Our approach is summed up in our statement of aim which is 'to know Christ better and to make Him better known'.

There is a strong desire to break down barriers between church and community, ministering to all the whole Gospel of Christ in word and action.

The Church also has responsibility for the maintenance and use of the Parish Centre, as well as for the upkeep of 12, Grange Close, the Curate's house, 12A Grange Close and of 81, Worplesdon Road, the Youth Worker's house.

Report of the Trustees
for the Year ended 31 December 2022

Public Benefit
The Trustees have had regard to the Charity Commission's guidance on public benefit.

Church Membership

Electoral Roll at APCM 2022 was 337.

Attendance	Adults		Children and Young People	
Week Commencing: 2022	Adults (16+) at worship on Sunday	Additional adults attending weekday services and activities	Children and young people attending Sunday services,Sunday School and/or children's activities on Sunday	Additional number attending weekday services and worship activities
Sun 2 Oct	196		60	2
Weekdays 3 - 8		26	0	2
Sun 9 Oct	246		50	3
Weekdays 10 -15		61	0	3
Sun 16 Oct	205		41	2
Weekdays 17-22		17	0	1
Sun 23 Oct	182		45	3
Weekdays 24 – 29		16	0	1

Aretia Debenham (Electoral Roll Officer)

Reserves policy

The parish aspires to hold unrestricted cash and cash equivalents in excess of £50,000. This has not been possible in recent times, but with the recent generous legacies we have now redressed this position.
In addition, the PCC decided some while ago to acquire freehold property to house the Curate and the Youth Worker and in this way keep down the operating costs.
A fuller commentary on the finances for the year is set out in the separate Operating and Financial Review, written by the Treasurer.

Approved by Order of the Board of Trustees on 13th March 2023 and signed on its behalf by:

.....

Thom Jee – Chairman

Independent Examiner's Report to the Trustees of Emmanuel Stoughton PCC

I report on the accounts for the year ended 31 December 2022 set out on pages nine to eighteen.

Respective responsibilities of Trustees and Examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider than 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 required. The Charity's gross income exceeded £500,000 and I am qualified to undertake the examination by being a qualified member of the ICAEW.

It is my responsibility to:

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

Basis of the 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 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 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 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

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 accounts which accord with the accounting records and to 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.

Mr R Freedman
FCA

RFreedman

Date: 9/10/23

EMMANUEL STOUGHTON PCC
Statement of Financial Activities
for the year ending 31 December 2022

		Unrestricted Funds £	Restricted Funds £	31.12.22 Total funds £	31.12.21 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	288,298	89,497	377,795	387,379
Investment income	3	38	24	62	94
Incoming resources from charitable activities					
Church activities	4	97,331	113,031	210,362	158,289
Total incoming resources		385,667	202,552	588,219	545,762
RESOURCES EXPENDED					
Charitable activities costs					
Church activities	5	246,488	189,947	436,435	417,716
Support costs	5	159,272	1,820	161,092	122,947
Governance costs	6	600	-	600	600
Total resources expended		406,360	191,767	598,127	541,263
NET INCOMING / (OUTGOING) RESOURCES		(20,693)	10,785	(9,908)	4,499
RECONCILIATION OF FUNDS					
Total funds brought forward		837,999	90,589	928,588	924,089
TOTAL FUNDS CARRIED FORWARD		**817,306**	**101,374**	**918,680**	**928,588**

The notes form part of these financial statements

EMMANUEL STOUGHTON PCC
Balance Sheet at 31 December 2022

	Notes	Unrestricted Funds £	Restricted Funds £	31.12.22 Total funds £	31.12.21 Total funds £
FIXED ASSETS					
Tangible fixed assets	9	779,592	-	779,592	767,815
CURRENT ASSETS					
Stock	10	8,223	-	8,223	8,933
Debtors	11	45,120	320	45,440	42,648
Cash at bank and in hand		18,481	101,054	119,535	146,780
		71,824	101,374	173,198	198,361
CURRENT LIABILITIES					
Creditors: Amounts falling due within one year	12	(33,816)	-	(33,816)	(37,259)
NET CURRENT ASSETS		38,008	101,374	139,382	161,102
TOTAL ASSETS LESS CURRENT LIABILITIES		817,600	101,374	918,974	928,917
NON-CURRENT LIABILITIES					
Creditors: Amounts falling due after more than one year	13	(294)	-	(294)	(329)
NET ASSETS		**817,306**	**101,374**	**918,680**	928,588
FUNDS					
Unrestricted funds	15			817,306	837,999
Restricted funds				101,374	90,589
TOTAL FUNDS				**918,680**	928,588

The financial statements were approved by the Board of Trustees on 13/8/2023 and were signed on its behalf by:

Thom Jee - Chairman

The notes form part of these financial statements

EMMANUEL STOUGHTON PCC
Statement of Cash Flows
for the year ended 31 December 2022

		31.12.22		31.12.21
		£		£
Net cash generated by operating activities (Note 16)		(10,505)		20,271
Cash flows from investing activities:				
Interest	62		93	
Additions to fixed assets	(16,767)		(83,731)	
Net cash used by investing activities		(16,705)		(83,638)
Cash flows from financing activities:				
Repayment of borrowings	(35)		(35)	
Net cash used by financing activities		(35)		(35)
Change in cash and cash equivalents in the year		(27,245)		(63,402)
Cash and cash equivalents brought forward		146,780		210,182
Cash and cash equivalents carried forward		119,535		146,780

1. ACCOUNTING POLICIES

Accounting convention
These accounts have been prepared on an accruals basis and include income and expenditure as they are earned or incurred, rather than as cash is received or paid. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16th July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011. The accounts include all the transactions, assets and liabilities for which the Church is responsible in law. The Charity constitutes a public benefit entity as defined by FRS 102. The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

Incoming resources
All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Planned giving, collections and donations are recognised when received. Tax recoverable on gift aid donations is recognised when the donation is received. Grants and legacies are recognised as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and the ultimate receipt of these funds by the PCC is reasonably certain. Rental income from letting of church premises/facilities is recognised when the rental is due.

Services donated by members of the parish are normally not included in the financial statements. It is neither appropriate nor feasible to evaluate the voluntary work done by members of the church, because participation in church activities is part of what it means to be a Christian and is the foundation upon which the ministry and mission of the parish is built. Services donated by 'outside' individuals and organisations are normally included in the financial statements.

Amounts for Mission, Vicar's Discretion and the Little Stars Pre-School are dealt with as restricted funds.

Missionary income is shown as one figure and is net of expenditure, due to the number and diversity of the projects.

All incoming resources are accounted for gross of VAT.

Resources expended
Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category.

Donations for missionary and other charitable giving are accounted for when paid or when awarded, if that award creates a binding obligation on the PCC. The diocesan parish share is accounted for when it is due. All expenditure is generally recognised when it is incurred and includes VAT.

Tangible fixed assets
Fixed assets do not include consecrated and benefice property, in accordance with section 10 of the Charities Act 2011. Moveable church furnishings held by the Vicar and church wardens and which require a faculty for disposal are accounted for as inalienable property listed in the church inventory and are not valued in the financial statements.

Freehold property is valued at cost and is not depreciated, as property is maintained to a high state of repair.

Equipment used within the church premises is depreciated on a straight line basis over 5 years, individual items with a purchase price up to £400 are written off when acquired. IT equipment is depreciated at 50% of the cost price.

Taxation
The charity is exempt from tax on its charitable activities.

Fund accounting
Unrestricted funds are general funds which can be used for PCC ordinary purposes.

Restricted funds represent income which may be expended only on those restricted objects.

2. VOLUNTARY INCOME

	Unrestricted funds	Restricted funds	31.12.22 Total funds	31.12.21 Total funds
	£	£	£	£
Standing orders	2,985	-	2,985	2,056
Tax efficient giving	207,693	-	207,693	206,270
Income tax recoverable	49,232	-	49,232	48,507
Collections	5,038	-	5,038	3,375
Sundry donations	11,791	-	11,791	7,672
Legacies	10,944	-	10,944	21,600
Grants	615	-	615	5,547
Missionary income	-	70,548	70,548	77,551
Hardship Fund Income	-	18,949	18,949	14,801
	288,298	89,497	377,795	387,379

3. INVESTMENT INCOME

	Unrestricted funds	Restricted funds	31.12.22 Total funds	31.12.21 Total funds
	£	£	£	£
Dividends and interest	38	24	62	94

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	31.12.22 Church activities	31.12.21 Church activities
	£	£
Fair trade shop	17,502	13,318
Coffee shop	28,686	14,656
Little Stars Pre-School fees and SCC funding	113,031	100,036
Wedding and funeral fees	1,894	5,213
Church complex lettings	49,249	25,066
	210,362	158,289

5. CHARITABLE ACTIVITIES COSTS

	31.12.22 Direct costs	31.12.21 Direct costs
	£	£
Church activities	436,435	417,716

Support costs are as follows:

	Unrestricted funds	Restricted funds	31.12.22 Total funds	31.12.21 Total funds
	£	£	£	£
Administrative staff salary	35,378	-	35,378	35,216
Telephone & IT support	4,939	-	4,939	3,873
Postage and delivery	96	-	96	436
Printing and copying	7,733	-	7,733	6,050
Sundry	115	-	115	0
Complex cleaning and utilities	50,649	1,820	52,469	43,039
Insurance	6,725	-	6,725	6,280
Repairs and maintenance	43,843	-	43,843	14,589
Bank charges	1,559	-	1,559	1,255
Depreciation of church equipment	4,991	-	4,991	11,592
Legal and professional fees	3,224	-	3,224	600
Mortgage interest	20	-	20	17
	159,272	1,820	161,092	122,947

6. GOVERNANCE COSTS

	Unrestricted funds	Restricted funds	31.12.22 Total funds	31.12.21 Total funds
	£	£	£	£
Independent examination fee	600	-	600	600

7. TRUSTEES' REMUNERATION AND BENEFITS

The Vicar (Incumbent) and the Curate is paid for by the Diocese and this cost forms part of the Parish Share. The Vicar was reimbursed for PCC and church expenses paid for personally amounting to £962 during the year (2021: £309).

No other Trustees received any remuneration in the year (2021: nil).

Trustees' expenses

A total amount of £165 (2021: £1,078) was paid to 3 PCC trustees/elected members and a total amount of £2,231 (2021: £70) was paid to 2 PCC ex-officio members during the year, in reimbursement for PCC and Church costs expended.

8. STAFF COSTS

Total staff costs amounted to £196,166 for 2022 (2021: £188,900).

The average number of staff during the year was 17 (2021: 17).
There were no high paid staff in either 2022 or 2021.

9. TANGIBLE FIXED ASSETS

	Freehold property	Church equipment	Totals
	£	£	£
COST			
At 1 January 2022	760,964	128,465	889,429
Additions	4,994	11,773	16,767
At 31 December 2022	765,958	140,238	906,196
DEPRECIATION			
At 1 January 2022	-	121,614	121,614
Charge for year	-	4,990	4,990
At 31 December 2022	-	126,604	126,604
NET BOOK VALUE			
At 31 December 2022	765,958	13,634	779,592
At 31 December 2021	760,964	6,851	767,815

9. TANGIBLE FIXED ASSETS - continued

The freehold properties comprises of the Church House located at 12 Grange Close, 12A Grange Close and the Youth Worker house located at 81 Worplesdon Road.

The Church Building itself, located at Shepherds Lane, being consecrated property, is not included in the financial statements. The PCC is responsible for the maintenance of the building.

Church equipment includes office equipment, computers, printers, photocopiers and church equipment including sound, projection system, portable lighting and kitchen equipment.

10. STOCK

	31.12.22	31.12.21
	£	£
Stock	8,223	8,933

11. DEBTORS

	31.12.22	31.12.21
	£	£
Other debtors	45,440	42,648

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.22	31.12.21
	£	£
Mortgage	54	54
Trade creditors	9,500	5,324
Taxation and social security	2,634	2,086
Other creditors	21,628	29,795
	33,816	37,259

13. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	31.12.22	31.12.21
	£	£
Mortgage	294	329
Amounts falling due in more than five years:		
Repayable by instalments:		
Mortgage more than 5 year by instalments	161	161

14. SECURED DEBTS

The following secured debts are included within creditors:

	31.12.22	31.12.21
	£	£
Mortgage	348	383

The mortgage is secured on the freehold property of 81 Worplesdon Road.

15. MOVEMENT IN FUNDS

	At 1.1.22	Net movement in funds	At 31.12.22
	£	£	£
Unrestricted funds			
General Fund	837,999	(20,693)	817,306
Restricted funds			
Little Stars Pre-School	57,609	4,437	62,046
The Mission and Charity account	31,347	6,348	37,695
Vicars Discretionary account	1,633	-	1,633
	90,589	10,785	101,374
TOTAL FUNDS	928,588	(9,908)	918,680

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
Unrestricted funds	£	£	£
General Fund	385,667	(406,360)	(20,693)
Restricted funds			
Little Stars Pre-School	113,055	(108,618)	4,437
The Mission and Charity account	89,497	(83,149)	6,348
	202,552	(191,767)	10,785
TOTAL FUNDS	588,219	(598,127)	(9,908)

16. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.12.22	31.12.21
	£	£
Net movement in funds	(9,908)	4,499
Adjustments for:		
Depreciation charges	4,990	11,591
Dividends, interest and rents from investments	(62)	(94)
Increase in stocks	710	(3,404)
Decrease/(increase) in debtors	(2,792)	12,228
(Decrease) / increase in creditors	(3,443)	(4,549)
Net cash provided by (used in) operating activities	(10,505)	20,271

17. OTHER FINANCIAL COMMITMENTS

At 31 December 2022, the PCC still had £1,741 of gift aid tax to pay over from the Mission Gift Day as this had not been received from the HMRC. This payment is payable out of the Missionary fund.

18. ULTIMATE CONTROLLING PARTY

The PCC is controlled by its members.

19. FUND DETAILS

The Unrestricted Fund is the PCC General account which includes houseparty/holidays as a net figure (these being considered as income/expenditure which is not directly associated with PCC running costs and run to nominally break even).

The Parochial Church Council of Guildford Emmanuel, St Francis and St Clare

England & Wales - Charity number 1130243

Accounts

REGISTERED CHARITY NUMBER: 1130243

Report of the Trustees and Unaudited Financial Statements for the Year Ended 31 December 2021 for EMMANUEL STOUGHTON PCC

EMMANUEL STOUGHTON PCC

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for the Year Ended 31 December 2021

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EMMANUEL STOUGHTON PCC

Vicar's Report – completed by the Churchwardens

for the Year ended 31 December 2021

Covid 19 continued to affect church life in 2021 with the buildings closed for the first few months of the year. Services resumed in our church buildings in April, alongside our online worship. The Annual Meeting was held in May, both in person and online. With the lifting of restrictions in September, our online services were stopped to encourage people back into church, with worship continuing in church for the rest of the year in line with the changing Covid protocols.

The PCC continued to meet monthly as far as possible in person but moving online when required.

Canon Frank Scammell retired as Vicar on 5th November 2021 and we are currently in a period of interregnum. Rev Rupert Masters continues in his role as Curate moving to becoming a PTO, alongside Rev Chris Reddin. Melissa Foat continues as our Children and Families Worker as does Sarah Morton as our Youth Worker. Alex Nungu, our Assistant Youth Worker resigned in August and we engaged Ruth Burleigh in October as a part-time assistant to both our Children's and Youth ministries. Aretia Debenham is our Church Administrator and Sally Chedgey our Parish Centre Facilitator. Lynne Wright continues as our Café Manager. Diana Hamilton is our Preschool Manager. Anthony Cowey continues to volunteer as our Worship Pastor. Peter Evans completed his training and was licensed as an LLM in June, while Steve Green moved on from Emmanuel in July to take up a curacy position elsewhere as his ordination training required.

At the APCM in May, Sarah King and Paul Franklin were re-elected as our Churchwardens. Mike Levick continues as our PCC Secretary, David Magnuson as our Church Treasurer and Richard Horn as our LLM. Mike Stevenson is our Gift Aid Secretary.

Throughout this year the church has maintained services either online, in person, or both, as Covid restrictions allowed. Church mid-week meetings and Home Groups have continued online and in person, as have Youth Community groups and Pathfinders. The church has continued to hold together well both in terms of worship, fellowship, support and finance, despite the challenge of reduced numbers of volunteers to run established groups and ministries.

The church continues to take safeguarding seriously and this is a rolling agenda item at our PCC meetings. Martin Scantlebury continues as our Safeguarding Officer and we have engaged with the Diocesan 'dashboard' to record our safeguarding actions and progress.

The Little Stars Preschool, run by the church, has managed to stay open throughout the time it has been allowed to function. Great credit should be given to the staff who have enabled this to happen.

The Emmanuel Café and Fairtrade Shop have been open when allowed to operate - at times offering outside and takeaway services only. The online presence for the Fairtrade Shop has continued. Management of the Fairtrade Shop was handed over from the capable hands of Pippa Scammel to Sally Chedgey and Nicky Parsons, supported by a team of volunteers. We are grateful to them, as well as Lynne Wright and her team of volunteers who run the Café.

Our church Hardship Fund has been used at different times in the year to provide support and food vouchers for local families, with a toy donation and distribution operation in the run-up to Christmas.

We held two Gift Days in the year as usual. At Pentecost we supported our Mission Societies and Mission Links. In the autumn we supported a project at The Mereside Church near Blackpool, in a very deprived area, raising funds to help complete the renovation of the buildings they use as a church, including the provision of new toilets.

We are grateful to Simon Ritchie, Sally Chedgey and others who have enabled our website and social media accounts to be ongoing means of good communication. We have continued to produce our monthly 'Outlook' magazine for the congregation. Until Frank retired, we contributed regularly to the new local publication, 'Stoughton Pages' and we are hopeful this will resume under the new vicar next year. We continue to produce our weekly church newsletter, distributed online and a printed version posted fortnightly to a few of those who cannot make use of technology. At Christmas we produced our Link Magazine which was distributed to all the homes in the parish.

EMMANUEL STOUGHTON PCC

Vicar's Report – completed by the Churchwardens

for the Year ended 31 December 2021

We continue to be grateful to all of our volunteers. The Fabric Team cares for our buildings. Special thanks go to Steve King, Paul Franklin, Terry Fox, Nigel McDonald, Stuart Hamilton, Graeme Bunce, Roger Smith and Mick Wisdom. The construction of the new church house next to the Curate's house was completed in May and the house is currently let out to provide an income.

Our church grounds have continued to be cared for by a volunteer team, and flower arrangements for our worship area are provided by our flower team of volunteers headed up by Joanie Watts and Brenda Fox. Linda Marshall continues as our cleaner, aided by Keltoum Zeyouti.

Emmanuel continues to hold as its mission goals:

1. To grow as disciples
2. To go deeper in prayer
3. To get to know each other better
4. To share our faith more

We look forward with anticipation to the appointment of a new incumbent next year as God guides and leads Emmanuel Church into a new season. We hope our numbers will continue to recover as our congregation feel safe to return in the wake of Covid. There will be more exciting new opportunities to live out our Christian faith in worship and service as we continue to rebuild and grow stronger.

Sarah King & Paul Franklin (Churchwardens)

EMMANUEL STOUGHTON PCC

Operating and Financial Review

for the Year ended 31 December 2021

Financial Review

The finances of Emmanuel Stoughton PCC are shown as two funds, the unrestricted funds covering the day to day running of the church and the restricted funds for specific missions and charities together with the Vicars Discretionary Fund and the Little Stars Pre-School.

The accounts at the end of 2021 showed a net surplus on restricted and unrestricted funds. Income of the PCC amounted to £545,762 (2020: £496,791) for the year out of which resources expended were £541,263 (2020: £522,288) resulting in a surplus of £4,499 (2020: deficit of £25,497). Cash at bank totalled £146,780 (2020: £210,182) at the year end with the mortgage outstanding of £383 (2020: £418).

The surplus for the PCC unrestricted fund when assessed in greater detail indicates that the result at the end of the year including the shop income showed a surplus of £888 (2020: deficit £24,928). Covid still had a large impact on our income but an unexpected legacy helped to offset this. The budget figures that the PCC agreed for 2022 are for a small surplus but this does not include any one off donations or legacies.

The restricted fund figures are represented by the Missionary and Charity funds that were not paid out during 2021, the Vicars Discretionary account and the Little Stars Pre-School fund which recorded a surplus of £2,960 in 2021 (2020: deficit of £2,862).

It is our objective to operate with sufficient funds in order that operating costs could be maintained for three months. With the legacies received, the PCC is able to maintain an operating surplus (contingency reserve) to cover this situation and have this in a savings account.

The PCC is provided with monthly figures and summaries on income and expenditure for discussion at PCC meetings. Regular giving has increased since last year, reducing the deficit excluding legacies, but we need more giving to reduce the deficit entirely. The finance committee met to review the year and make forecasts for 2022 which indicated that the finances would be in surplus mainly due to the rental income of our church properties.

2022 will continue to present a challenge with the unknown impact of Covid and inevitable increases in costs to support the ongoing and expanding work of the church in the parish and the community. Maintenance of the church complex buildings and the three church houses is an ongoing expense but will be offset through renting our properties and using volunteer labour and expertise.

Unrestricted Funds

These consists of the PCC general fund supporting the regular work of the parish church and the maintenance of the parish church and the three houses owned by the parish. The youth workers, the children and families worker, the administration staff and the two cleaners are paid directly from the general fund, with the Vicar and Curate's salary paid through the Parish Share contribution. Back in 2019, the PCC agreed to split the plot of 12 Grange Close and build another property to make us more financially secure from the ability to rent out the property. The build was completed 2021 and is now rented out.

Income is received through the direct giving from church members mainly through tax efficient giving with the tax refund being the next most significant income figure. We received a legacy in 2021 (none in 2020) but legacies must be regarded as special income and not be assumed in the assessment of income in the future.

Voluntary income (excluding legacies) decreased in 2021 by 3.7% and expenditure decreased by 1.1%. The major expenditure items to decrease were fair trade purchases and repair costs offset slightly by higher staff and utilities costs; with other expenditure items, some increased and others decreased.

There were various church holidays and outings organised for young people through to senior citizens throughout the year. The income and expenditure for these is considered as a conduit fund within the PCC account (income nominally equal to expenditure and not affecting the PCC business) and is shown as a net figure with a small deficit for 2021.

The youth worker house at 81 Worplesdon Road (£17 of mortgage interest and upkeep) is a significant expense but is considered a good investment compared to renting.

The Coffee Shop deficit was £5,488 (2020: £1,335), with trade heavily impacted by the lockdown but partly assisted by a grant and furlough, and is funded by the PCC. The Fair Trade Shop surplus of £687 is after £6,000 donation (2020: deficit of £2,571 after £3,500 donation), donations to charities are advised by the shop management committee as agreed by the PCC.

Restricted Funds

Missionary giving for the year was up in 2021, Mission income was 15.3% higher than 2020 and giving to the Hardship fund increased by 1.5%. All money given to mission and charity is allocated by church members through giving promises or through specific allocated gifts.

The Vicar's Discretionary Fund which is not controlled by the PCC (but reported monthly) stands at £1,633, with no transactions in the year.

Little Stars Pre-School showed a surplus of £2,960 (2020: deficit £2,862), the finances remaining strong and cash resources sufficient to meet running costs, reserves stand at £63,625.

Post Balance Sheet Events and Covid19

In common with all churches and charitable organisations, activities have been significantly impacted by the restrictions placed on us as a result of the Coronavirus pandemic. All Sunday services and church groups have moved online wherever possible; however, this has not been possible in all cases. All activities are being risk assessed to ensure compliance with government regulations as these are updated. The Trustees are very mindful of the potential impact on finances through Coronavirus and therefore the need to ensure careful monitoring of income and expenditure to ensure the Church can continue to meet all its obligations as a 'going concern' under charity law. We've been fortunate that regular giving during the latest phase of national lockdown has not declined and we've reduced all non-essential expenditure, including the furloughing of a number of staff members. In turn, these actions have protected a reasonable level of general reserves. The Trustees recognise there are inherent uncertainties in any income forecasts for the foreseeable future. As the lockdown eases and longer term implications for the wider economy become better understood, forecasts and spending plans for the remainder of 2022 and into 2023 will be monitored and updated with monthly management reports to the full PCC. The PCC will also keep its level of reserve and policy under continuous review.

David Magnuson (Hon PCC Treasurer)

Report of the Trustees
for the Year ended 31 December 2021

The Trustees present their report with the financial statements of the Charity for the year ended 31 December 2021. The Trustees have adopted the provision of the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16th July 2014.

Background

The church is situated at the crossroads of Worplesdon Road (A322) and Shepherds Lane in Stoughton, Guildford. Emmanuel is the Parish Church of Stoughton, in the Guildford Deanery and the Guildford Diocese.

In the past the PCC was a charity excepted from registration with the Charity Commission. This excepted status changed in 2009 and the church, like most other churches, is now registered as a separate charity. The members of the PCC are the trustees. Church members are encouraged to support the PCC.

PCC Membership

Members of the PCC are either ex officio, or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules, or co-opted by the PCC. During the year, the following served as members of the PCC:

Ex officio members

Revd Frank Scammell	Incumbent (to Sep 2021)	*chairman*
Revd Rupert Masters	OLM	
Sarah King	Churchwarden	*vice chair*
Paul Franklin	Churchwarden	
Asator Ghazarians	Elected Representative on Deanery Synod	
Mike Levick (Secretary)	Elected Representative on Deanery Synod	
Chris Jackson	Elected Representative on Deanery Synod	
Natalie Galer	Elected Representative on Deanery Synod	
Lois Cook	Elected Representative on Deanery Synod	
Richard Horn	Licensed Lay Minister (Reader)	
Peter Evans	Licensed Lay Minister (Reader) (from June 2021)	

Elected members

Alex Bingham (to May 2021)
Nicola Cole
Phil Coleman
James Connold (from May 2021)
Anthony Cowey
Rachel Downey (from May 2021)
Terry Fox
Helen Gillon (to May 2021)
Andrew Hodson
Amanda Littleboy
Debbie Marshall (from May 2021)
Nigel McDonald
Di Morris (from May 2021)
Liz Muston
Colin Piercey (to May 2021)
Emma Wakefield (to May 2021)

Co-opted members

David Magnuson (Treasurer)

Report of the Trustees
for the Year ended 31 December 2021

Office
Parish Office, 1 Shepherds Lane, Guildford GU2 9SJ
Telephone: 01483 561603

Independent Examiner
Robert Freedman, FCA , 8 Ladyfields, Loughton, Essex IG10 3RR

Bankers

Lloyds Bank, Great Bookham, PO Box 1000, Andover, BX1 1LT

Structure, governance and management
The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and to stand for election to the PCC.

Committees
The PCC has several committees to which tasks are delegated from time to time. All committees report to the PCC and can make recommendations to the PCC where approval for action or money is required.

The Standing Committee, the only committee required by law, has the power to transact the business of the PCC between its meetings, subject to any directions given by the Council. This committee is empowered to take decisions only where time constraints prevent a wider consultation with the whole PCC.

The World Mission Committee is charged with informing and encouraging support of and participation in mission activities, both in the UK and abroad. An associated sub-committee considers applications for grants from the Mission Opportunities Fund, making recommendations to the PCC.

The Finance Committee oversees the overall financial position, presenting a draft budget to the PCC, and making recommendations at other times when necessary.

The Pre-School (Little Stars Pre-School at Emmanuel Church) Management Committee oversees the running of the Pre-School.

The Fabric Committee oversees maintenance of the buildings and deals with other practical issues which arise from the day to day running of the church buildings.

The Fair Trade and Coffee Shops Management Committee oversees the running of the Fair Trade and Coffee Shops.

The Hardship Committee, which oversees the use of the Hardship Fund.

Risk Management

The Trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The major risks to which the PCC is exposed have been reviewed and procedures have been established to manage these risks.

Objectives and Aims
The PCC (Powers) Measure 1956 states that the PCC 'is to cooperate with the minister in promoting in the parish the whole mission of the church, pastoral, evangelistic, social and ecumenical'. Our approach is summed up in our statement of aim which is 'to know Christ better and to make Him better known'.

There is a strong desire to break down barriers between church and community, ministering to all the whole Gospel of Christ in word and action.

The Church also has responsibility for the maintenance and use of the Parish Centre, as well as for the upkeep of 12, Grange Close, the Curate's house, 12A Grange Close and of 81, Worplesdon Road, the Youth Worker's house.

Report of the Trustees
for the Year ended 31 December 2021

Public Benefit
The Trustees have had regard to the Charity Commission's guidance on public benefit.

Church Membership

Electoral Roll at APCM 2021 was 353

Attendance	Adults		Children and Young People	
Week Commencing: 2021	Adults (16+) at worship on Sunday	Additional adults attending weekday services and activities	Children and young people attending Sunday services,Sunday School and/or children's activities on Sunday	Additional number attending weekday services and worship activities
Sun 3 Oct	278		48	2
Weekdays 4 - 9		66	0	2
Sun 10 Oct	175		34	3
Weekdays 11 -16		12	0	1
Sun 17 Oct	202		38	2
Weekdays 18-23		15	0	1
Sun 24 Oct	183		21	3
Weekdays 25 – 30		10	0	1

Aretia Debenham (Electoral Roll Officer)

Reserves policy

The parish aspires to hold unrestricted reserves equivalent to 3 months of operating costs. This has not been possible in recent times, but with the recent generous legacies we have now redressed this position.
In addition, the PCC decided some while ago to acquire freehold property to house the Curate and the Youth Worker and in this way keep down the operating costs.
A fuller commentary on the finances for the year is set out in the separate Operating and Financial Review, written by the Treasurer.

Approved by Order of the Board of Trustees on 11th April 2022 and signed on its behalf by:

.....

Sarah King – Trustee and Lay Vice Chairman

Independent Examiner's Report to the Trustees of Emmanuel Stoughton PCC

I report on the accounts for the year ended 31 December 2021 set out on pages nine to eighteen.

Respective responsibilities of Trustees and Examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider than 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 required. The Charity's gross income exceeded £500,000 and I am qualified to undertake the examination by being a qualified member of the ICAEW.

It is my responsibility to:

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

Basis of the 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 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 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 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

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 accounts which accord with the accounting records and to 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.

Mr R Freedman
FCA

R Freedman

Date: 26 May 2022

EMMANUEL STOUGHTON PCC
Statement of Financial Activities
for the year ending 31 December 2021

		Unrestricted Funds £	Restricted Funds £	31.12.21 Total funds £	31.12.20 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	295,027	92,352	387,379	365,669
Investment income	3	92	2	94	1,227
Incoming resources from charitable activities					
Church activities	4	58,253	100,036	158,289	129,895
Total incoming resources		353,372	192,390	545,762	496,791
RESOURCES EXPENDED					
Charitable activities costs					
Church activities	5	231,192	186,524	417,716	391,407
Support costs	5	120,692	2,255	122,947	130,281
Governance costs	6	600	-	600	600
Total resources expended		352,484	188,779	541,263	522,288
NET INCOMING / (OUTGOING) RESOURCES		888	3,611	4,499	(25,497)
RECONCILIATION OF FUNDS					
Total funds brought forward		837,111	86,978	924,089	949,586
TOTAL FUNDS CARRIED FORWARD		**837,999**	**90,589**	**928,588**	**924,089**

The notes form part of these financial statements

EMMANUEL STOUGHTON PCC
Balance Sheet at 31 December 2021

	Notes	Unrestricted Funds £	Restricted Funds £	31.12.21 Total funds £	31.12.20 Total funds £
FIXED ASSETS					
Tangible fixed assets	9	767,815	-	767,815	695,675
CURRENT ASSETS					
Stock	10	8,933	-	8,933	5,529
Debtors	11	42,115	533	42,648	54,876
Cash at bank and in hand		50,175	96,605	146,780	210,182
		101,223	97,138	198,361	270,587
CURRENT LIABILITIES					
Creditors: Amounts falling due within one year	12	(30,710)	(6,549)	(37,259)	(41,808)
NET CURRENT ASSETS		70,513	90,589	161,102	228,779
TOTAL ASSETS LESS CURRENT LIABILITIES		838,328	90,589	928,917	924,454
NON-CURRENT LIABILITIES					
Creditors: Amounts falling due after more than one year	13	(329)	-	(329)	(365)
NET ASSETS		**837,999**	**90,589**	**928,588**	924,089
FUNDS					
Unrestricted funds	15			837,999	837,111
Restricted funds				90,589	86,978
TOTAL FUNDS				**928,588**	924,089

The financial statements were approved by the Board of Trustees on 11th April 2022 and were signed on its behalf by:

Paul Franklin - Churchwarden

The notes form part of these financial statements

EMMANUEL STOUGHTON PCC
Statement of Cash Flows
for the year ended 31 December 2021

		31.12.21		31.12.20
		£		£
Net cash generated by operating activities (Note 16)		20,271		(4,212)
Cash flows from investing activities:				
Interest	93		1,227	
Additions to fixed assets	(83,731)		(129,950)	
Net cash used by investing activities		(83,638)		(128,723)
Cash flows from financing activities:				
Repayment of borrowings	(35)		(33)	
Net cash used by financing activities		(35)		(33)
Change in cash and cash equivalents in the year		(63,402)		(132,968)
Cash and cash equivalents brought forward		210,182		343,150
Cash and cash equivalents carried forward		146,780		210,182

1. ACCOUNTING POLICIES

Accounting convention

These accounts have been prepared on an accruals basis and include income and expenditure as they are earned or incurred, rather than as cash is received or paid. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16th July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011. The accounts include all the transactions, assets and liabilities for which the Church is responsible in law. The Charity constitutes a public benefit entity as defined by FRS 102. The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Planned giving, collections and donations are recognised when received. Tax recoverable on gift aid donations is recognised when the donation is received. Grants and legacies are recognised as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and the ultimate receipt of these funds by the PCC is reasonably certain. Rental income from letting of church premises/facilities is recognised when the rental is due.

Services donated by members of the parish are normally not included in the financial statements. It is neither appropriate nor feasible to evaluate the voluntary work done by members of the church, because participation in church activities is part of what it means to be a Christian and is the foundation upon which the ministry and mission of the parish is built. Services donated by 'outside' individuals and organisations are normally included in the financial statements.

Amounts for Mission, Vicar's Discretion and the Little Stars Pre-School are dealt with as restricted funds.

Missionary income is shown as one figure and is net of expenditure, due to the number and diversity of the projects.

All incoming resources are accounted for gross of VAT.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category.

Donations for missionary and other charitable giving are accounted for when paid or when awarded, if that award creates a binding obligation on the PCC. The diocesan parish share is accounted for when it is due. All expenditure is generally recognised when it is incurred and includes VAT.

Tangible fixed assets

Fixed assets do not include consecrated and benefice property, in accordance with section 10 of the Charities Act 2011. Moveable church furnishings held by the Vicar and church wardens and which require a faculty for disposal are accounted for as inalienable property listed in the church inventory and are not valued in the financial statements.

Freehold property is valued at cost and is not depreciated, as property is maintained to a high state of repair.

Equipment used within the church premises is depreciated on a straight line basis over 5 years, individual items with a purchase price up to £400 are written off when acquired. IT equipment is depreciated at 50% of the cost price.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds are general funds which can be used for PCC ordinary purposes.

Restricted funds represent income which may be expended only on those restricted objects.

2. VOLUNTARY INCOME

	Unrestricted funds	Restricted funds	31.12.21 Total funds	31.12.20 Total funds
	£	£	£	£
Standing orders	2,056	-	2,056	4,462
Tax efficient giving	206,270	-	206,270	195,992
Income tax recoverable	48,507	-	48,507	48,234
Collections	3,375	-	3,375	2,035
Sundry donations	7,672	-	7,672	18,942
Legacies	21,600	-	21,600	-
Grants	5,547	-	5,547	14,155
Missionary income	-	77,551	77,551	67,266
Hardship Fund Income	-	14,801	14,801	14,583
	295,027	92,352	387,379.21	365,669

3. INVESTMENT INCOME

	Unrestricted funds	Restricted funds	31.12.21 Total funds	31.12.20 Total funds
	£	£	£	£
Dividends and interest	92	2	94	1,227

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	31.12.21 Church activities	31.12.20 Church activities
	£	£
Fair trade shop	13,318	12,558
Coffee shop	14,656	10,025
Little Stars Pre-School fees and SCC funding	100,036	83,334
Wedding and funeral fees	5,213	6,391
Church complex lettings	25,066	17,587
	158,289	129,895

5. CHARITABLE ACTIVITIES COSTS

	31.12.21 Direct costs	31.12.20 Direct costs
	£	£
Church activities	417,716	391,407

Support costs are as follows:

	Unrestricted funds	Restricted funds	31.12.21 Total funds	31.12.20 Total funds
	£	£	£	£
Administrative staff salary	35,216	-	35,216	36,279
Telephone & IT support	3,873	-	3,873	2,523
Postage and delivery	436	-	436	300
Printing and copying	6,050	-	6,050	7,424
Sundry	-	-	-	9
Complex cleaning and utilities	40,784	2,255	43,039	37,398
Insurance	6,280	-	6,280	5,604
Repairs and maintenance	14,589	-	14,589	27,402
Bank charges	1,255	-	1,255	1,037
Depreciation of church equipment	11,592	-	11,592	10,697
Legal and professional fees	600	-	600	1,589
Mortgage interest	17	-	17	19
	120,692	2,255	122,947	130,281

6. GOVERNANCE COSTS

	Unrestricted funds	Restricted funds	31.12.21 Total funds	31.12.20 Total funds
	£	£	£	£
Independent examination fee	600	-	600	600

7. TRUSTEES' REMUNERATION AND BENEFITS

The Vicar (Incumbent) and the Curate is paid for by the Diocese and this cost forms part of the Parish Share. The Vicar was reimbursed for PCC and church expenses paid for personally amounting to £309 during the year (2020: £761).

No other Trustees received any remuneration in the year (2020: nil).

Trustees' expenses

A total amount of £1,078 (2020: £698) was paid to 3 PCC trustees/elected members and a total amount of £70 (2020: £1,963) was paid to 1 PCC ex-officio members during the year, in reimbursement for PCC and Church costs expended.

8. STAFF COSTS

Total staff costs amounted to £188,900 for 2021 (2020: £175,456).

The average number of staff during the year was 17 (2020: 16).
There were no high paid staff in either 2021 or 2020.

9. TANGIBLE FIXED ASSETS

	Freehold property £	Church equipment £	Totals £
COST			
At 1 January 2021	682,729	122,969	805,698
Additions	78,235	5,496	83,731
At 31 December 2021	760,964	128,465	889,429
DEPRECIATION			
At 1 January 2021	-	110,023	110,023
Charge for year	-	11,591	11,591
At 31 December 2021	-	121,614	121,614
NET BOOK VALUE			
At 31 December 2021	760,964	6,851	767,815
At 31 December 2020	682,729	12,946	695,675

9. TANGIBLE FIXED ASSETS - continued

The freehold properties comprises of the Church House located at 12 Grange Close, 12A Grange Close and the Youth Worker house located at 81 Worplesdon Road.

The Church Building itself, located at Shepherds Lane, being consecrated property, is not included in the financial statements. The PCC is responsible for the maintenance of the building.

Church equipment includes office equipment, computers, printers, photocopiers and church equipment including sound, projection system, portable lighting and kitchen equipment.

10. STOCK

	31.12.21	31.12.20
	£	£
Stock	8,933	5,529

11. DEBTORS

	31.12.21	31.12.20
	£	£
Other debtors	42,648	54,876

12 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.21	31.12.20
	£	£
Mortgage	54	54
Trade creditors	5,324	25,249
Taxation and social security	2,086	-
Other creditors	29,795	16,505
	37,259	41,808

13. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	31.12.21	31.12.20
	£	£
Mortgage	329	365
Amounts falling due in more than five years:		
Repayable by instalments:		
Mortgage more than 5 year by instalments	161	161

14. SECURED DEBTS

The following secured debts are included within creditors:

	31.12.21	31.12.20
	£	£
Mortgage	383	418

The mortgage is secured on the freehold property of 81 Worplesdon Road.

15. MOVEMENT IN FUNDS

	At 1.1.21	Net movement in funds	At 31.12.21
	£	£	£
Unrestricted funds			
General Fund	837,111	888	837,999
Restricted funds			
Little Stars Pre-School	54,649	2,960	57,609
The Mission and Charity account	30,696	651	31,347
Vicars Discretionary account	1,633	-	1,633
	86,978	3,611	90,589
TOTAL FUNDS	924,089	4,499	928,588

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General Fund	353,372	(352,484)	888
Restricted funds			
Little Stars Pre-School	100,038	(97,078)	2,960
The Mission and Charity account	92,352	(91,701)	651
	192,390	(188,779)	3,611
TOTAL FUNDS	545,762	(541,263)	4,499

16. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.12.21	31.12.20
	£	£
Net movement in funds	4,499	(25,497)
Adjustments for:		
Depreciation charges	11,591	10,696
Dividends, interest and rents from investments	(94)	(1,227)
Increase in stocks	(3,404)	(1,197)
Decrease/(increase) in debtors	12,228	(7,634)
(Decrease) / increase in creditors	(4,549)	20,647
Net cash provided by (used in) operating activities	20,271	(4,212)

17. OTHER FINANCIAL COMMITMENTS

At 31 December 2021, the PCC still had £2,661 of gift aid tax to pay over from the Mission Gift Day as this had not been received from the HMRC. This payment is payable out of the Missionary fund.

18. ULTIMATE CONTROLLING PARTY

The PCC is controlled by its members.

19. FUND DETAILS

The Unrestricted Fund is the PCC General account which includes houseparty/holidays as a net figure (these being considered as income/expenditure which is not directly associated with PCC running costs and run to nominally break even).

20 POST BALANCE SHEET EVENTS AND COVID 19

The Trustees are very mindful of the potential impact on finances through Coronavirus and therefore the need to ensure careful monitoring of income and expenditure to ensure the Church can continue to meet all its obligations as a 'going concern' under charity law. For further detail refer to the section in the Operating and financial review.

The Parochial Church Council of Guildford Emmanuel, St Francis and St Clare

England & Wales - Charity number 1130243

Accounts

REGISTERED CHARITY NUMBER: 1130243

Report of the Trustees and Unaudited Financial Statements for the Year Ended 31 December 2020 for EMMANUEL STOUGHTON PCC

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for the Year Ended 31 December 2020

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EMMANUEL STOUGHTON PCC

Vicar's Report

for the Year ended 31 December 2020

2020 in so many ways was a strange year for the church because of Covid 19. The Annual Meeting was not held until October. The church buildings were closed for periods and worship, when it was allowed in church, had to follow Covid protocols. The PCC continued to meet monthly by moving the meetings online.

Canon Frank Scammell continues as Vicar. Rev Sophie Chatten, our Curate, moved on to a new post in Cornwall. Rupert Masters continues in his role as Curate. Melissa Foat continues as our Children and Families Worker as does Sarah Morton as our Youth Worker, who also had a period of maternity leave during the year. Alex Nungu, our Assistant Youth Worker, has played a strong role covering during Sarah's maternity. Aretia Debenham is our Church Administrator and Sally Chedgey our Parish Centre Facilitator. Lynne Wright continues as our Café Manager. Diana Hamilton is our Preschool Manager. Anthony Cowey continues to help as our Worship Pastor. Steve Green has continued in his ordination training and Peter Evans in his training to be an LLM.

At the APCM in October Sarah King and Paul Franklin were re-elected as our Churchwardens. Mike Levick continues as our PCC Secretary, David Magnuson as our Church Treasurer and Richard Horn as our LLM. Mike Stevenson is our Gift Aid Secretary. Until the lockdown in March Chris Reddin helped regularly with our services.

Despite the Covid crisis the church has continued to offer worship services, live when possible, but always online every Sunday with sometimes 2 or 3 services being provided online for different age groups. Church mid-week meetings and Home Groups have continued online as have Youth Community groups and Pathfinders. Generally, the church has held together remarkably well both in terms of worship, fellowship, support and finance.

The church continues to take Safeguarding seriously and this is a rolling agenda item at our PCC meetings. Martin Scantlebury continues as our Safeguarding Officer.

The Little Stars Preschool, run by the church, has managed to stay open and healthy throughout the time it has been allowed to function. Great credit should be given to the staff who have enabled this to happen.

The Emmanuel Café and Fairtrade Shop have been open when allowed to operate. During the year we were also able to develop an online presence for the Fairtrade Shop and trade before Christmas held up remarkably well. We are grateful to Lynne Wright and to Pippa Scammell and all the volunteers involved in the shops.

During the year we have made space for the local food charity Foodwise to use our kitchen to enable meals to be provided for local families. Our church Hardship Fund has also been used at different times in the year to provide food vouchers for local families.

We held two Gift Days in the year as usual. At Pentecost we supported our Mission Societies and Mission Links. In the autumn we supported a Bible Society project to rebuild the Bible Society building in Beirut.

We are grateful to Simon Ritchie, Sally Chedgey and others who have enabled our website to be an ongoing means of good communication. We have continued to produce our monthly magazine for the congregation. We also now contribute regularly to the new local publication – 'Stoughton Pages'. We continue to produce our weekly church newsletter, distributed online and a printed version posted fortnightly which contains extra items for those who cannot make use of technology.

EMMANUEL STOUGHTON PCC

Vicar's Report

for the Year ended 31 December 2020

We continue to be grateful to all of our volunteers. The church Fabric Team helps to care for our buildings. Special thanks go to Steve King, Paul Franklin, Terry Fox, Nigel McDonald, Roger Smith and Mick Wisdom. During the year, work was started on building a new church house next to the Curate's house. This has been built with legacy money and is due to be completed in Spring 2021. Special thanks go to Asator Ghazarians for the design and to all those involved in the monitoring and planning.

Our church grounds have continued to be cared for by a volunteer team. Especial thanks got to Dudley and Ann Medhurst who have retired from this work after many years.

Emmanuel continues to hold as its mission goals:

1. To grow as disciples
2. To go deeper in prayer
3. To get to know each other better
4. To share our faith more

The challenge for next year will be to weather the remaining period of lockdown and come back together as a church having learnt from all the lessons that this difficult year has taught us. There will be exciting new opportunities to live out our Christian faith in worship and service.

EMMANUEL STOUGHTON PCC

Operating and Financial Review

for the Year ended 31 December 2020

Financial Review

The finances of Emmanuel Stoughton PCC are shown as two funds, the unrestricted funds covering the day to day running of the church and the restricted funds for specific missions and charities together with the Vicars Discretionary Fund and the Little Stars Pre-school.

The accounts at the end of 2020 showed a net deficit on restricted and unrestricted funds. Income of the PCC amounted to £496,791 (2019: £530,255) for the year out of which resources expended were £522,288 (2019: £590,923) resulting in a deficit of £25,497 (2019: deficit of £60,668). Cash at bank totalled £210,182 (2019: £343,151) at the year end with the mortgage outstanding of £418 (2019: £452).

The deficit for the PCC unrestricted fund when assessed in greater detail indicates that the result at the end of the year including the shop income would have shown a deficit of £24,928 (2019: deficit £27,946). We did budget for a deficit in 2020 but Covid and unbudgeted roofing repairs made it higher than expected. The budget figures that the PCC agreed for 2021 are for a small deficit but this does not include any one off donations or legacies.

The restricted fund figures are represented by the Missionary and Charity funds that were not paid out during 2020, the Vicars Discretionary account and the Little Stars Pre-School fund which recorded a deficit of £2,862 in 2020 (2019: deficit of £8,068 after a £6,000 donation).

It is our objective to operate with sufficient funds in order that operating costs could be maintained for three months. With the legacies received, the PCC is able to maintain an operating surplus (contingency reserve) to cover this situation and have placed this in a fixed term savings account.

The PCC is provided with monthly figures and summaries on income and expenditure for discussion at PCC meetings. The finance committee met again in 2020 to assist the PCC in its financial decision making and reviewed the 2020 budget in light of Commitment Sunday. Regular giving has since increased, reducing the deficit, but we need more giving to reduce the deficit entirely. The finance committee then met to review the year and make forecasts for 2021 which indicated that the finances would be in deficit due to the impact of lockdown in the first part of 2021.

2021 will continue to present a challenge with the unknown impact of Covid and inevitable increases in costs to support the ongoing and expanding work of the church in the parish and the community. Maintenance of the church complex buildings and the three church houses is an ongoing expense but will be offset through renting our properties and using volunteer labour and expertise.

Unrestricted Funds

These consists of the PCC general fund supporting the regular work of the parish church and the maintenance of the parish church and the three houses owned by the parish. The youth workers, the children and families worker, the administration staff and the two cleaners are paid directly from the general fund, with the Vicar and Curate's salary paid through the Parish Share contribution. Back in 2019, the PCC agreed to split the plot of 12 Grange Close and build another property to make us more financially secure from the ability to rent out the property. The build is not complete in 2020 but is progressing well and we have capitalised £132,729 in these accounts to finance the build.

Income is received through the direct giving from church members mainly through tax efficient giving with the tax refund being the next most significant income figure. We received no legacies in 2020 but legacies must be regarded as special income and not be assumed in the assessment of income in the future.

Voluntary income (excluding legacies) increased in 2020 by 8.9% and expenditure decreased by 5.5%. The major expenditure items to decrease were donations, fair trade purchases and staff costs offset slightly by higher repair costs; with other expenditure items, some increased and others decreased.

There were various church holidays and outings organised for young people through to senior citizens throughout the year. The income and expenditure for these is considered as a conduit fund within the PCC account (income nominally equal to expenditure and not affecting the PCC business) and is shown as a net figure with a small deficit for 2020.

Operating and Financial Review
for the Year ended 31 December 2019

The youth worker house at 81 Worplesdon Road (£19 of mortgage interest and upkeep) is a significant expense but is considered a good investment compared to renting.

The Coffee Shop deficit was £1,335 (2019: £2,025), with trade heavily impacted by the lockdown but assisted by furlough and Council grants, and is funded by the PCC. The Fair Trade Shop deficit of £2,571 is after £3,500 donation (2019: £10,137 surplus), donations to charities are advised by the shop management committee as agreed by the PCC.

Restricted Funds

Missionary giving for the year was down in 2020, Mission income was 16% lower than 2019 though giving to the Hardship fund increased by 24%. All money given to mission and charity is allocated by church members through giving promises or through specific allocated gifts.

The Vicar's Discretionary Fund which is not controlled by the PCC (but reported monthly) stands at £1,633, with no transactions in the year.

Little Stars Pre-school showed a deficit of £2,861 (2019: deficit £8,068), the finances remaining strong and cash resources sufficient to meet running costs, reserves stand at £54,649.

Post Balance Sheet Events and Covid19

In common with all churches and charitable organisations, activities have been significantly impacted by the restrictions placed on us as a result of the Coronavirus pandemic. All Sunday services and church groups have moved online wherever possible; however, this has not been possible in all cases. All activities are being risk assessed to ensure compliance with government regulations as these are updated. The Trustees are very mindful of the potential impact on finances through Coronavirus and therefore the need to ensure careful monitoring of income and expenditure to ensure the Church can continue to meet all its obligations as a 'going concern' under charity law. We've been fortunate that regular giving during the latest phase of national lockdown has not declined and we've reduced all non-essential expenditure, including the furloughing of a number of staff members. In turn, these actions have protected a reasonable level of general reserves. The Trustees recognise there are inherent uncertainties in any income forecasts for the foreseeable future. As the lockdown eases and longer term implications for the wider economy become better understood, forecasts and spending plans for the remainder of 2021 and into 2022 will be monitored and updated with monthly management reports to the full PCC. The PCC will also keep its level of reserve and policy under continuous review.

David Magnuson (Hon PCC Treasurer)

Report of the Trustees
for the Year ended 31 December 2020

The Trustees present their report with the financial statements of the Charity for the year ended 31 December 2020. The Trustees have adopted the provision of the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16th July 2014.

Background

The church is situated at the crossroads of Worplesdon Road (A322) and Shepherds Lane in Stoughton, Guildford. Emmanuel is the Parish Church of Stoughton, in the Guildford Deanery and the Guildford Diocese.

In the past the PCC was a charity excepted from registration with the Charity Commission. This excepted status changed in 2009 and the church, like most other churches, is now registered as a separate charity. The members of the PCC are the trustees. Church members are encouraged to support the PCC.

PCC Membership

Members of the PCC are either ex officio, or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules, or co-opted by the PCC. During the year, the following served as members of the PCC:

Ex officio members

Revd Frank Scammell	Incumbent	*chairman*
Revd Sophie Chatten	Curate	
Revd Rupert Masters	OLM	
Sarah King	Churchwarden	*vice chair*
Paul Franklin	Churchwarden	
Asator Ghazarians	Elected Representative on Deanery Synod	
Mike Levick (Secretary)	Elected Representative on Deanery Synod	
Chris Jackson	Elected Representative on Deanery Synod	
Philippa Skinner	Elected Representative on Deanery Synod (to Oct 2020)	
Natalie Galer	Elected Representative on Deanery Synod (from Oct 2020)	
Lois Cook	Elected Representative on Deanery Synod (from Oct 2020)	
Richard Horn	Licensed Lay Minister (Reader)	

Elected members

Alex Bingham
Nicola Cole (from Oct 2020)
Sally Chedgey (to Oct 2020)
Phil Coleman
Anthony Cowey
Terry Fox
Helen Gillon
Andrew Hodson
Gabor Lajos (to Oct 2020)
Amanda Littleboy
Nigel McDonald
Liz Muston
Colin Piercey
Terry Reddin (to Oct 2020)
Emma Wakefield

Co-opted members

David Magnuson (Treasurer)

Report of the Trustees
for the Year ended 31 December 2020

Office
Parish Office, 1 Shepherds Lane, Guildford GU2 9SJ
Telephone: 01483 561603

Independent Examiner
Robert Freedman, FCA , 8 Ladyfields, Loughton, Essex IG10 3RR

Bankers

Lloyds Bank, Great Bookham, PO Box 1000, Andover, BX1 1LT

Structure, governance and management
The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and to stand for election to the PCC.

Committees
The PCC has several committees to which tasks are delegated from time to time. All committees report to the PCC and can make recommendations to the PCC where approval for action or money is required.

The Standing Committee, the only committee required by law, has the power to transact the business of the PCC between its meetings, subject to any directions given by the Council. This committee is empowered to take decisions only where time constraints prevent a wider consultation with the whole PCC.

The World Mission Committee is charged with informing and encouraging support of and participation in mission activities, both in the UK and abroad. An associated sub-committee considers applications for grants from the Mission Opportunities Fund, making recommendations to the PCC.

The Finance Committee oversees the overall financial position, presenting a draft budget to the PCC, and making recommendations at other times when necessary.

The Pre-school (Little Stars Pre-school at Emmanuel Church) Management Committee oversees the running of the Pre-school.

The Fabric Committee oversees maintenance of the buildings and deals with other practical issues which arise from the day to day running of the church buildings.

The Fair Trade and Coffee Shops Management Committee oversees the running of the Fair Trade and Coffee Shops.

The Hardship Committee, which oversees the use of the Hardship Fund.

Risk Management

The Trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The major risks to which the PCC is exposed have been reviewed and procedures have been established to manage these risks.

Objectives and Aims
The PCC (Powers) Measure 1956 states that the PCC 'is to cooperate with the minister in promoting in the parish the whole mission of the church, pastoral, evangelistic, social and ecumenical'. Our approach is summed up in our statement of aim which is 'to know Christ better and to make Him better known'.

Report of the Trustees
for the Year ended 31 December 2020

Objectives and Aims – continued

There is a strong desire to break down barriers between church and community, ministering to all the whole Gospel of Christ in word and action.

The Church also has responsibility for the maintenance and use of the Parish Centre, as well as for the upkeep of 12, Grange Close, the Curate's house, 12A Grange Close and of 81, Worplesdon Road, the Youth Worker's house.

Public Benefit
The Trustees have had regard to the Charity Commission's guidance on public benefit.

Church Membership

Electoral Roll at APCM 2020 was 361

Attendance:

	Adults		Children and Young People	
Week Commencing: 2020	Adults (16+) at worship on Sunday	Additional adults attending weekday services and activities	Children and young people attending Sunday services,Sunday School and/or children's activities on Sunday	Additional number attending weekday services and worship activities
Sun 4 Oct	27	13	4	0
Sun 11 Oct	21	10	2	0
Sun 18 Oct	27	11	0	0
Sun 25 Oct	42	12	1	0

Aretia Debenham

Reserves policy

The parish aspires to hold unrestricted reserves equivalent to 3 months of operating costs. This has not been possible in recent times, but with the recent generous legacies we have now redressed this position.
In addition, the PCC decided some while ago to acquire freehold property to house the Curate and the Youth Worker and in this way keep down the operating costs.
A fuller commentary on the finances for the year is set out in the separate Operating and Financial Review, written by the Treasurer.

Approved by Order of the Board of Trustees on 10 October 2021 and signed on its behalf by:

F Scammell

Rev F Scammell – Trustee and PCC Chairman

Independent Examiner's Report to the Trustees of Emmanuel Stoughton PCC

I report on the accounts for the year ended 31 December 2020 set out on pages nine to eighteen.

Respective responsibilities of Trustees and Examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider than 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 required. The Charity's gross income exceeded £500,000 and I am qualified to undertake the examination by being a qualified member of the ICAEW.

It is my responsibility to:

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

Basis of the 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 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 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 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

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 accounts which accord with the accounting records and to 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.

Mr R Freedman
FCA

R Freedman

Date: 18/10/21

EMMANUEL STOUGHTON PCC
Statement of Financial Activities
for the year ending 31 December 2020

		Unrestricted Funds £	Restricted Funds £	31.12.20 Total funds £	31.12.19 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	283,820	81,849	365,669	356,648
Investment income	3	1,211	16	1,227	1,887
Incoming resources from charitable activities					
Church activities	4	46,561	83,334	129,895	171,720
Total incoming resources		331,592	165,199	496,791	530,255
RESOURCES EXPENDED					
Charitable activities costs					
Church activities	5	227,977	163,430	391,407	477,598
Support costs	5	127,943	2,338	130,281	112,625
Governance costs	6	600	-	600	700
Total resources expended		356,520	165,768	522,288	590,923
NET (OUTGOING) / INCOMING RESOURCES		(24,928)	(569)	(25,497)	(60,668)
RECONCILIATION OF FUNDS					
Total funds brought forward		862,039	87,547	949,586	1,010,254
TOTAL FUNDS CARRIED FORWARD		**837,111**	**86,978**	**924,089**	**949,586**

The notes form part of these financial statements

EMMANUEL STOUGHTON PCC
Balance Sheet at 31 December 2020

	Notes	Unrestricted Funds £	Restricted Funds £	31.12.20 Total funds £	31.12.19 Total funds £
FIXED ASSETS					
Tangible fixed assets	9	695,675	-	695,675	576,421
CURRENT ASSETS					
Stock	10	5,529	-	5,529	4,332
Debtors	11	54,876	-	54,876	47,242
Cash at bank and in hand		123,051	87,131	210,182	343,151
		183,456	87,131	270,587	394,725
CREDITORS					
Amounts falling due within one year	12	(41,655)	(153)	(41,808)	(21,162)
NET CURRENT ASSETS		141,801	86,978	228,779	373,563
TOTAL ASSETS LESS CURRENT LIABILITIES		837,476	86,978	924,454	949,984
CREDITORS					
Amounts falling after more than one year	13	(365)	-	(365)	(398)
NET ASSETS		**837,111**	**86,978**	**924,089**	949,586
FUNDS					
Unrestricted funds	15			837,111	862,039
Restricted funds				86,978	87,547
TOTAL FUNDS				**924,089**	949,586

The financial statements were approved by the Board of Trustees on 10/10/2021 and were signed on its behalf by:

Rev F Scammell - Trustee

The notes form part of these financial statements

EMMANUEL STOUGHTON PCC
Statement of Cash Flows
for the year ended 31 December 2020

		31.12.20		31.12.19
		£		£
Net cash generated by operating activities (Note 16)		(4,212)		(77,899)
Cash flows from investing activities:				
Interest	1,227		1,887	
Additions to fixed assets	(129,950)		(11,962)	
Net cash used by investing activities		(128,723)		(10,075)
Cash flows from financing activities:				
Repayment of borrowings	(33)		(31)	
Net cash used by financing activities		(33)		(31)
Change in cash and cash equivalents in the year		(132,968)		(88,005)
Cash and cash equivalents brought forward		343,151		431,156
Cash and cash equivalents carried forward		210,183		343,151

1. ACCOUNTING POLICIES

Accounting convention

These accounts have been prepared on an accruals basis and include income and expenditure as they are earned or incurred, rather than as cash is received or paid. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16th July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011. The accounts include all the transactions, assets and liabilities for which the Church is responsible in law. The Charity constitutes a public benefit entity as defined by FRS 102. The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Planned giving, collections and donations are recognised when received. Tax recoverable on gift aid donations is recognised when the donation is received. Grants and legacies are recognised as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and the ultimate receipt of these funds by the PCC is reasonably certain. Rental income from letting of church premises/facilities is recognised when the rental is due.

Services donated by members of the parish are normally not included in the financial statements. It is neither appropriate nor feasible to evaluate the voluntary work done by members of the church, because participation in church activities is part of what it means to be a Christian and is the foundation upon which the ministry and mission of the parish is built. Services donated by 'outside' individuals and organisations are normally included in the financial statements.

Amounts for Mission, Vicar's Discretion and the Little Stars Pre-School are dealt with as restricted funds.

Missionary income is shown as one figure and is net of expenditure, due to the number and diversity of the projects.

All incoming resources are accounted for gross of VAT.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category.

Donations for missionary and other charitable giving are accounted for when paid or when awarded, if that award creates a binding obligation on the PCC. The diocesan parish share is accounted for when it is due. All expenditure is generally recognised when it is incurred and includes VAT.

Tangible fixed assets

Fixed assets do not include consecrated and benefice property, in accordance with section 10 of the Charities Act 2011. Moveable church furnishings held by the Vicar and church wardens and which require a faculty for disposal are accounted for as inalienable property listed in the church inventory and are not valued in the financial statements.

Freehold property is valued at cost and is not depreciated, as property is maintained to a high state of repair.

Equipment used within the church premises is depreciated on a straight line basis over 5 years, individual items with a purchase price up to £400 are written off when acquired. IT equipment is depreciated at 50% of the cost price.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds are general funds which can be used for PCC ordinary purposes.

Restricted funds represent income which may be expended only on those restricted objects.

2. VOLUNTARY INCOME

	Unrestricted funds	Restricted funds	31.12.20 Total funds	31.12.19 Total funds
	£	£	£	£
Standing orders	4,462	-	4,462	6,971
Tax efficient giving	195,992	-	195,992	180,286
Income tax recoverable	48,234	-	48,234	51,722
Collections	2,035	-	2,035	8,342
Sundry donations	18,942	-	18,942	13,248
Legacies	-	-	-	3,791
Grants	14,155	-	14,155	-
Missionary income	-	67,266	67,266	80,528
Hardship Fund Income	-	14,583	14,583	11,760
	283,820	81,849	365,669	356,648

3. INVESTMENT INCOME

	Unrestricted funds	Restricted funds	31.12.20 Total funds	31.12.19 Total funds
	£	£	£	£
Dividends and interest	1,211	16	1,227	1,887

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	31.12.20 Church activities	0	31.12.19 Church activities
	£		£
Fair trade shop	12,558		30,886
Coffee shop	10,025		23,766
Little Stars Pre-School fees and SCC funding	83,334		84,759
Wedding and funeral fees	6,391		6,519
Church complex lettings	17,587		25,790
	129,895		171,720

5. CHARITABLE ACTIVITIES COSTS

	31.12.20 Direct costs	31.12.19 Direct costs
	£	£
Church activities	391,407	477,598

Support costs are as follows:

	Unrestricted funds	Restricted funds	31.12.20 Total funds	31.12.19 Total funds
	£	£	£	£
Administrative staff salary	36,279	-	36,279	28,648
Telephone	2,523	-	2,523	1,337
Postage and delivery	300	-	300	58
Printing and copying	7,424	-	7,424	8,258
Sundry	9	-	9	156
Complex cleaning and utilities	35,060	2,338	37,398	38,674
Insurance	5,604	-	5,604	5,496
Repairs and maintenance	27,402	-	27,402	18,084
Bank charges	1,037	-	1,037	1,252
Depreciation of church equipment	10,697	-	10,697	10,640
Legal and professional fees	1,589	-	1,589	-
Mortgage interest	19	-	19	22
	127,943	2,338	130,281	112,625

6. GOVERNANCE COSTS

	Unrestricted funds	Restricted funds	31.12.20 Total funds	31.12.19 Total funds
	£	£	£	£
Independent examination fee	600	-	600	700

7. TRUSTEES' REMUNERATION AND BENEFITS

The Vicar (Incumbent) and the Curate is paid for by the Diocese and this cost forms part of the Parish Share. The Vicar was reimbursed for PCC and church expenses paid for personally amounting to £761 during the year (2019: £2,047).

No other Trustees received any remuneration in the year (2019: nil).

Trustees' expenses

A total amount of £698 (2019: £656) was paid to 2 PCC trustees/elected members and a total amount of £1,963 (2019: £1,549) was paid to 4 PCC ex-officio members during the year, in reimbursement for PCC and Church costs expended.

8. STAFF COSTS

Total staff costs amounted to £175,456 for 2020 (2019: £183,784).

The average number of staff during the year was 16 (2019: 16).
There were no high paid staff in either 2020 or 2019.

9. TANGIBLE FIXED ASSETS

	Freehold property	Church equipment	Totals
	£	£	£
COST			
At 1 January 2020	554,510	121,238	675,748
Additions	128,219	1,731	129,950
At 31 December 2020	682,729	122,969	805,698
DEPRECIATION			
At 1 January 2020	-	99,327	99,327
Charge for year	-	10,696	10,696
At 31 December 2020	-	110,023	110,023
NET BOOK VALUE			
At 31 December 2020	682,729	12,946	695,675
At 31 December 2019	554,510	21,911	576,421

9. TANGIBLE FIXED ASSETS - continued

The freehold property comprises of the Church House located at 12 Grange Close, the construction in progress at 12A Grange Close and the youth worker house located at 81 Worplesdon Road.

The Church Building itself, located at Shepherds Lane, being consecrated property, is not included in the financial statements. The PCC is responsible for the maintenance of the building.

Church equipment includes office equipment, computers, printers, photocopiers and church equipment including sound, projection system, portable lighting and kitchen equipment.

10. STOCKS

	31.12.20	31.12.19
	£	£
Stocks	5,529	4,332

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.20	31.12.19
	£	£
Other debtors	54,876	47,242

12 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.20	31.12.19
	£	£
Mortgage	54	54
Trade creditors	25,249	4,410
Taxation and social security	-	2,841
Other creditors	16,505	13,857
	41,808	21,162

13. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	31.12.20	31.12.19
	£	£
Mortgage	365	398
Amounts falling due in more than five years:		
Repayable by instalments:		
Mortgage more than 5 year by instalments	161	215

14. SECURED DEBTS

The following secured debts are included within creditors:

	31.12.20	31.12.19
	£	£
Mortgage	418	452

The mortgage is secured on the freehold property of 81 Worplesdon Road.

15. MOVEMENT IN FUNDS

	At 1.1.20	Net movement in funds	At 31.12.20
	£	£	£
Unrestricted funds			
General Fund	862,039	(24,928)	837,111
Restricted funds			
Little Stars Pre-School	57,510	(2,861)	54,649
The Mission and Charity account	28,404	2,292	30,696
Vicars Discretionary account	1,633	-	1,633
	87,547	(569)	86,978
TOTAL FUNDS	949,586	(25,497)	924,089

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
Unrestricted funds	£	£	£
General Fund	331,592	(356,520)	(24,928)
Restricted funds			
Little Stars Pre-School	83,350	(86,211)	(2,861)
The Mission and Charity account	81,849	(79,557)	2,292
	165,199	(165,768)	(569)
TOTAL FUNDS	496,791	(522,288)	(25,497)

16. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.12.20	31.12.19
	£	£
Net movement in funds	(25,497)	(60,668)
Adjustments for:		
Depreciation charges	10,696	10,639
Dividends, interest and rents from investments	(1,227)	(1,887)
Decrease / (Increase) in stocks	(1,197)	2,000
(Increase)/decrease in debtors	(7,634)	(13,172)
(Decrease) / increase in creditors	20,647	(14,811)
Net cash provided by (used in) operating activities	(4,212)	(77,899)

17. OTHER FINANCIAL COMMITMENTS

At 31 December 2020, the PCC still had £2,025 of gift aid tax to pay over from the Mission Gift Day as this had not been received from the HMRC. This payment is payable out of the Missionary fund.

18. ULTIMATE CONTROLLING PARTY

The PCC is controlled by its members.

19. FUND DETAILS

The Unrestricted Fund is the PCC General account which includes houseparty/holidays as a net figure (these being considered as income/expenditure which is not directly associated with PCC running costs and run to nominally break even).

20 POST BALANCE SHEET EVENTS AND COVID 19

The Trustees are very mindful of the potential impact on finances through Coronavirus and therefore the need to ensure careful monitoring of income and expenditure to ensure the Church can continue to meet all its obligations as a 'going concern' under charity law. For further detail refer to the section in the Operating and financial review.

Independent Examiner's Report to the Trustees of Emmanuel Stoughton PCC

I report on the accounts for the year ended 31 December 2020 set out on pages nine to eighteen.

Respective responsibilities of Trustees and Examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider than 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 required. The Charity's gross income exceeded £500,000 and I am qualified to undertake the examination by being a qualified member of the ICAEW.

It is my responsibility to:

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

Basis of the 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 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 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 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

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 accounts which accord with the accounting records and to 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.

Mr R Freedman
FCA

Date:.....