

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN THE BAPTIST, BURFORD

England & Wales - Charity number 1130342

## Details

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**Other names** BURFORD PCC

**Status** Registered

**Legal form** Previously excepted

**Registered** 2009-06-25

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** St John the Baptist  
Warwick Hall  
Church Green  
Burford  
OX18 4RZ

**Phone** 01993823788

**Email** [churchoffice@burfordchurch.org](mailto:churchoffice@burfordchurch.org)

**Website** [www.burfordchurch.org](http://www.burfordchurch.org)

## Activities

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

**Activities:** A Church of England Church in Burford providing regular public worship open to all. Teaching of Christianity through sermons, courses and small groups. Providing children and youth groups with a Christian ethos.

## Classification

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

## Geography

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

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-12-31	£486,412	£548,215	-	-
2024-12-31	£431,254	£512,309	-	-
2023-12-31	£568,571	£466,139	£5,233,760	8
2022-12-31	£409,042	£570,036	-	-
2021-12-31	£419,453	£485,544	-	-

## Trustees

Name	Role	Appointed
<b>Rev Thomas David Putt</b>	Chair	2019-07-09
Alison Heaton		2026-03-30
Dan Leedham		2026-03-30
David Berkeley		2026-03-30
Dr Jo BARHAM		2025-03-31
Ian Marshall		2026-03-30
Ian Roderick Johnson		2025-03-31
KEVIN RILLIE		2023-05-15
Martin GEE		2023-05-15
Michael THOMPSON		2023-05-15
Nicholas John Bowman		2026-03-30
Penelope Kettle		2026-03-30
Philippa HUGHES		2021-09-13
Rev Tim Adams		2024-09-28
Rob EMMERSON		2023-05-15
Samuel BREWIT-TAYLOR		2023-05-15
Victoria Werder		2026-03-30

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# Accounts

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**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN  
THE BAPTIST, BURFORD**

Charity number: 1130342

Annual report and accounts – Year ended 31 December 2025

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**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD****REPORT OF THE TRUSTEES  
for the year ended 31 December 2025**

The trustees present their annual report and financial statements of the charity for the year ended 31 December 2025. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity's full name is The Parochial Church Council of the Ecclesiastical Parish of St John the Baptist, Burford, but it is generally known as the Parochial Church Council of St. John the Baptist, Burford, which is the name used in these financial statements.

**Aim and purposes**

The Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent in promoting in the ecclesiastical parish, the whole mission of the church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Parish Church of St. John the Baptist, Burford and of the Warwick Hall.

**Objectives and Activities**

The activities undertaken by the church in the year include offering a number of church services, children's and youth group ministry, home groups, prayer partnerships, outreach ministries, courses on marriage, parenting and discipleship, together with events which have brought the local church and community together.

The church gives around 12.5% of giving to the church away, mainly through grants overseen by the World Missionary Committee. We seek to develop deep relationships with selected mission partners to support them with prayer, time and money. Our mission partners are engaged in a diverse range of ministries at local, national and international level.

**Achievements and Performance**

During 2025 there was a change in service pattern to accommodate the increasing number of adults and children on Sundays at the 11am service. Sermon series included Matthew 13-16, Psalms, 2 Samuel, 1 Corinthians 12-16, Revelation, Micah and Genesis 1-12. The church's work with children and young people is vibrant and takes place mostly on Sundays. Typically the church engages with 80 children and young people each week. There are 22 Small Groups where fellowship is centred around bible study, prayer and deepening friendship. Community activities included weekly coffee mornings, parent and baby/toddler groups, an activity club for the elderly, and an all-age Christmas lunch. The church building and Warwick Hall offer attractive venues for a great variety of activities, including Burford Primary School end of year and Christmas celebration services, Burford School art shows and concerts, and meeting spaces for a wide range of community arts, cultural and fitness activities. Meeting rooms are booked by a range of local charities and organisations.

## PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD

### REPORT OF THE TRUSTEES for the year ended 31 December 2025 (continued)

#### Investment Policy and Performance

The PCC has decided that the money making up the Fabric and Equipment Fund should be invested in long term, low risk, income-producing assets with a view to maintaining capital and using the income for the repair and maintenance of its buildings and equipment.

To this end investments have been made in:

- a residential property in Burford; and
- shares in the CBF Church of England Investment Fund

The total annual income available from these investments for the repair and maintenance of the buildings and equipment in 2025 was £22,885 (2024 - £24,972).

In making these investments the charity has taken into account the ethical basis on which money is invested by the CBF Church of England Investment Fund.

#### Financial Review

**General Fund** This fund is for the day to day running and mission of the church and includes income and expenditure for the Warwick Hall. At 31 December 2025 £233k was held in the General Fund, £40k higher than at the start of the year. Turnover in the General Fund was around £450k for the year with members of the congregation and visitors giving £297k (including gift aid recovery). Of the expenditure, £31k was given for mission and charitable work.

**Fabric Fund** This fund, originating from various legacies, is designated for the repair and maintenance of the buildings and equipment of the church and hall. At 31 December 2025 £637k was held in the Fabric Fund, invested in various ways. This is £183k lower than at the start of the year primarily as a result of repair and improvement cost to the church and hall during the year.

#### Reserves Policy

It is PCC policy to try to maintain a balance in the General Fund which equates to at least three months unrestricted payments. This is equivalent to between £90k and £110k. It is held to smooth out fluctuations in cash flow and to meet emergencies. At the year end general reserves exceeded the level required by the policy as the value of the General Fund was £233k. It is planned to use these reserves for the mission of the church with particular consideration given to outreach and pastoral support within the church and wider community.

The Fabric Fund is invested to provide an income to meet regular costs of repair and maintenance. Where this income is not adequate to cover all regular repair and maintenance, or where there are one off fabric costs, this is met by disinvesting from the Fabric Fund.

#### Risk Management

The PCC recognises its responsibilities for managing risk and maintains a detailed Risk Register. Risks are identified, assessed and controls established throughout the year, with a formal review of the Risk Register undertaken on an annual basis. Risk is managed under the following six categories: Safeguarding, Reputational, Operational, Financial, Governance and Buildings/Fabric risks.

## PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD

### REPORT OF THE TRUSTEES for the year ended 31 December 2025 (continued)

#### **Volunteers**

The PCC appreciates that the work of St John's is hugely dependent upon the contribution of volunteers and wishes to record its thanks to all who offer their time and talents.

#### **Safeguarding**

The PCC has a Safeguarding Policy and has appointed a Safeguarding Officer who acts as the focal point for concerns. All staff and volunteers working with children and vulnerable adults are recruited using Safer Recruitment principles and are checked with the Disclosure Barring Service. All clergy, staff, volunteers and trustees undertake the required Diocesan Safeguarding training. The Trustees have approved a Safeguarding Action Plan which is reviewed annually.

#### **Fundraising**

The PCC is committed to high standards with regard to fundraising activity and has complied with all laws relating to charities and fundraising. We are clear, honest and open about our activities and fund raising requirements. We are respectful towards all supporters, and with the work carried out to meet GDPR regulations have recognised our strong procedures with regards to fundraising information security. The PCC received no complaints about its fundraising activities during 2025.

Funds are raised primarily through donations from church members and visitors to the church. A smaller amount is raised from letting rooms in the Warwick Hall.

The PCC does not employ any professional fundraisers or use commercial participators nor do we cold call members of the public. The PCC has not signed up to any voluntary fundraising scheme or standards.

#### **Structure, Governance and Management**

The charity is governed by the PCC, which consists of around fifteen members plus clergy licensed to the church, who serve on the PCC ex-officio. All members of the PCC are trustees of the charity. The PCC meets at least six times a year. In addition a Standing Committee meets to consider matters arising between PCC meetings. Other specialist subcommittees support the work of the PCC, including the Management Committee, the Finance Committee, the Fabric Committee and the Mission Committee.

PCC members are elected by vote at the Annual Parochial Church Meeting (APCM) by members of the electoral roll who are present at the meeting and in accordance with Church Representation Rules. PCC members normally serve for a period of three years.

The charity is affiliated to the Church of England, and as a result has representatives sitting on the local deanery and, potentially, diocese committees.

#### **Public benefit**

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD**

**REPORT OF THE TRUSTEES  
for the year ended 31 December 2025 (continued)**

**Reference and Administrative Information**

**Trustees**

The following trustees have served during the year for the dates shown:

Rev T Putt	Mrs L Petra
Rev T Adams	Mrs R Reavley
Mr C Hunter Smart	Mr A Butcher (to 31/3/25)
Mrs K Oatridge	Mr P White
Mr A Lord	Mr K Rillie
Mrs P Hughes	Rev C Reavley (to 17/11/25)
Mr A Salisbury (to 31/3/25)	Mr M Thompson
Mrs J Barham	Mr R Emerson
Mr S Brewitt-Taylor	Mr M Gee
Mr Ian Johnson (from 31/3/25)	

Trustees are either ex-officio, co-opted or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules.

**Charity Registration Number:** 1130342

**Principal Office:** St John the Baptist Church, Church Green, Burford, OX18 4RY

**Auditors:** Just Audit & Assurance Ltd, 37 Market Square, Witney, Oxon, OX28 6RE

**Bankers:** CAF Bank Ltd, 25 Kings Hill Avenue, West Malling, Kent. An additional account is held with TSB.

**Investment Managers:** CCLA Investment Management Limited, Senator House, 85 Queen Victoria Street, London, EC4V 4ET. CCLA Investment Management Limited is authorised and regulated by the Financial Conduct Authority.

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD****REPORT OF THE TRUSTEES  
for the year ended 31 December 2025 (continued)****Responsibilities of the Trustees**

The trustees are responsible for preparing the Annual Report and the financial statements in accordance with general applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed in the financial statements; and
- prepare the financial statements on a going-concern basis unless it is inappropriate to presume that the church will continue to operate.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the applicable Charities (Accounts and Reports) Regulations. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees on 16 March 2026 and signed on their behalf by:



Tom Putt

.....  
(Chair of meeting)

**PAROCHIAL CHURCH COUNCIL OF  
ST JOHN THE BAPTIST, BURFORD**

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES**

**Opinion**

We have audited the financial statements of The Parochial Church Council of St John the Baptist, Burford (the 'charity') for the year ended 31<sup>st</sup> December 2025, which comprise the Statement of Financial Activities, Balance Sheet, Cash Flow Statement and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is United Kingdom Accounting Standards, comprising Charities SORP - FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31<sup>st</sup> December 2025 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the original financial statements were approved for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

**Other information**

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a

**PAROCHIAL CHURCH COUNCIL OF  
ST JOHN THE BAPTIST, BURFORD**

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES**

material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**Matters on which we are required to report by exception**

In the light of our knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report.

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

**Responsibilities of trustees**

As explained more fully in the Statement of Trustees' Responsibilities (set out on page 5), the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

**Auditor Responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Our assessment focused on key laws and regulations the charity has to comply with and areas of the financial statements we assessed as being more susceptible to misstatement. These key laws and regulations included but were not limited to compliance with the Charities Act 2011, United Kingdom Generally Accepted Accounting Practice and relevant tax legislation.

**PAROCHIAL CHURCH COUNCIL OF  
ST JOHN THE BAPTIST, BURFORD**

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES**

We are not responsible for preventing irregularities. Our approach to detect irregularities included, but was not limited to, the following:

- obtaining an understanding of the charity's policies and procedures and how the charity has complied with these, through discussions and sample testing of transactions;
- obtaining an understanding of the legal and regulatory framework applicable to the charity and how the charity is complying with that framework;
- an understanding of the charity's risk assessment process, including the risk of fraud;
- designing our audit procedures to respond to our risk assessment; and
- performing audit work over the risk of management override of controls including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing estimates for bias.

Whilst considering how our audit work addressed the detection of irregularities, we also consider the likelihood of detection based on our approach. Irregularities arising from fraud are inherently more difficult to detect than those arising from error.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission, or misrepresentation.

A further description of our responsibilities is available on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

**Use of our report**

This report is made solely to the charity trustees, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our work has been undertaken so that we might state to the trustees those matters we are required to state to trustees in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

  
.....  
J M Russell BFP FCA (Senior Statutory Auditor)  
For and on behalf of Just Audit & Assurance Ltd, Statutory Auditor

37 Market Square  
Witney  
Oxfordshire  
OX28 6RE

*25.03.2026*

Just Audit & Assurance Ltd is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD**

**Statement of Financial Activities**  
for the year ended 31 December 2025

	Note	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2025	Total Funds 2024
		£	£		£	£
<b>Income from:</b>						
Donations and legacies	2	338,336	10,183	1,077	349,596	299,603
Charitable activities	3	33,652	-	930	34,581	31,563
Other trading activities	4	77,979	-	-	77,979	71,786
Investments	5	1,370	22,885	-	24,255	28,302
<b>Total incoming resources</b>		<b>451,337</b>	<b>33,068</b>	<b>2,007</b>	<b>486,412</b>	<b>431,254</b>
<b>Expenditure on:</b>						
Raising funds	6	-	1,866	-	1,866	394
Charitable activities	7	411,237	134,016	1,097	546,349	511,915
<b>Total expenditure</b>		<b>411,237</b>	<b>135,882</b>	<b>1,097</b>	<b>548,215</b>	<b>512,309</b>
<b>Net income before gains on investment assets</b>		<b>40,101</b>	<b>(102,814)</b>	<b>910</b>	<b>(61,803)</b>	<b>(81,055)</b>
<b>Net gains/(losses) on investment assets</b>	14	<b>-</b>	<b>(79,920)</b>	<b>-</b>	<b>(79,920)</b>	<b>10,861</b>
<b>Net movement in funds</b>		<b>40,101</b>	<b>(182,734)</b>	<b>910</b>	<b>(141,723)</b>	<b>(70,194)</b>
<b>Transfer between funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Reconciliation of funds</b>						
Total Funds brought forward		192,840	4,965,914	4,812	5,163,566	5,233,760
<b>Total funds carried forward</b>		<b>232,941</b>	<b>4,783,179</b>	<b>5,722</b>	<b>5,021,842</b>	<b>5,163,566</b>

The statement of financial activities includes all gains and losses recognised in the year.

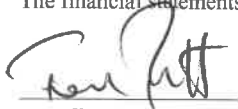
All income and expenditure derives from continuing activities.


**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD**

**Balance Sheet**  
as at 31 December 2025

	Note	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2025	Total Funds 2024
		£	£	£	£	£
<b>Fixed assets</b>						
Tangible assets	13		4,119,603	-	4,119,603	4,119,603
Investments	14	155,383	663,576	-	818,960	973,880
		<u>155,383</u>	<u>4,783,179</u>	<u>-</u>	<u>4,938,563</u>	<u>5,093,483</u>
<b>Current assets</b>						
Debtors	15	3,847	-	-	3,847	3,222
Cash at bank and in hand	16	78,030	-	5,722	83,753	76,447
		<u>81,877</u>	<u>-</u>	<u>5,722</u>	<u>87,600</u>	<u>79,669</u>
<b>Total Current Assets</b>						
<b>Liabilities</b>						
Creditors falling due within one year	17	4,320	-	-	4,320	9,587
		<u>77,557</u>	<u>-</u>	<u>5,722</u>	<u>83,280</u>	<u>70,082</u>
<b>Net Current Assets</b>						
		<u>232,941</u>	<u>4,783,179</u>	<u>5,722</u>	<u>5,021,842</u>	<u>5,163,566</u>
<b>Net Assets</b>						
<b>The funds of the Charity:</b>						
Restricted income funds	18	-	-	5,722	5,722	4,812
Designated income funds	18	-	4,783,179	-	4,783,179	4,965,914
Unrestricted income funds	18	232,941	-	-	232,941	192,840
		<u>232,941</u>	<u>4,783,179</u>	<u>5,722</u>	<u>5,021,842</u>	<u>5,163,566</u>
<b>Total charity funds</b>						

The financial statements were approved by the Parochial Church Council on 16 March 2026 and signed on its behalf by:

  
Tom Putt  
(Chair of meeting)

  
Philippa Hughes  
(Treasurer)

The notes on pages 12 to 18 form part of these financial statements.

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD**

**Statement of cash flows**  
Year ended 31 December 2025

	<b>Year to 31 December 2025</b>	<b>Year to 31 December 2024</b>
	<b>£</b>	<b>£</b>
<b>Cash flows from operating activities:</b>		
Net income/(expenses) for the reporting period (as per the statement of financial activities)	(141,723)	(70,194)
<b>Adjustments for:</b>		
(Gains)/losses on investments	79,921	(10,862)
Dividends, interest and rents from investments	(24,256)	(28,302)
(Increase)/decrease in debtors	(625)	720
Increase/(decrease) in creditors	(5,267)	5,867
<b>Net cash provided by (used in) operating activities</b>	<b>(91,950)</b>	<b>(102,771)</b>
<b>Cash flows from investing activities:</b>		
Dividends, interest and rents from investments	24,256	28,302
Proceeds from sale of investments	75,000	-
<b>Net cash provided by (used in) investing activities</b>	<b>99,256</b>	<b>28,302</b>
<b>Change in cash and cash equivalents in the reporting period</b>	7,306	(74,469)
Cash and cash equivalents at the beginning of the reporting period	76,447	150,916
Cash and cash equivalents at the end of the reporting period	<b>83,753</b>	<b>76,447</b>
<b>Analysis of cash and cash equivalents</b>		
	<b>Total Funds</b>	<b>Prior year</b>
	<b>£</b>	<b>£</b>
Cash in hand and at Bank	83,753	76,447
<b>Total cash and cash equivalents</b>	<b>83,753</b>	<b>76,447</b>

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD****NOTES TO THE ACCOUNTS****for the year ended 31 December 2025****1. Accounting Policies****Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

**Basis of preparation**

The PCC meets the definition of a public benefit entity under FRS102. The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these financial statements.

**Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

**Income Recognition**

All income is recognised once the charity has entitlement to the income, there is sufficient certainty or receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Legacy gifts are recognised on a case by case basis following the granting of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date. In the event that a gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being measurable with a degree of reasonable accuracy and the title to the asset has been transferred to the charity.

Grants and donations are only included when the general income recognition criteria are met.

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Donated services or facilities are recognised as income when the charity has control over the item, any conditions associated with a donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. On receipt, donated services and facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD****NOTES TO THE ACCOUNTS****for the year ended 31 December 2025 (Continued)****Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably.

All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources. All expenditure is accounted for on an accruals basis.

All resources expended are inclusive of irrecoverable VAT.

**Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the Charity. Designated funds are unrestricted funds of the Charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the Charity's work or for specific projects being undertaken by the Charity.

Further details of each fund are disclosed in Note 18.

**Governance and Support Costs**

Support costs have been allocated between governance costs and other support. Governance costs comprise the cost of audit. Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities such as salaries of support staff and office costs. These costs, set out in note 7, have been allocated as expenditure on charitable activities.

**Volunteers**

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

**Termination benefits**

Termination payments are payable when employment is terminated by the charity before the normal retirement date or end of employment contract.

Termination costs are recognised at the earlier of when the charity can no longer withdraw the offer of the benefits or when the charity recognises any related restructuring costs.

**Legal claim**

The charity is currently defending a legal claim. The potential financial impact is uncertain, and it is not possible at this stage to determine the likelihood or amount of any liability. The charity holds legal expenses insurance cover which may cover some or all of any eventual cost. Any eventual cost will not be significant in the context of annual income and expenditure.

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD****NOTES TO THE ACCOUNTS****for the year ended 31 December 2025 (Continued)****Investments**

Investments quoted on a recognised stock exchange or whose value derives from them are valued at market value at the year end. Other investment assets are included at PCC's best estimate of market value

**Fixed Assets**

**Consecrated and benefice property.** In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by Section 10(2)(a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements.

**Moveable church furnishings.** These are not capitalised as no single item is considered material enough to do so.

**Depreciation.** No depreciation is provided on buildings as the currently estimated residual value of the properties is not less than their carrying value and the remaining useful life of these assets currently exceeds 50 years, so that any depreciation charges would be immaterial.

**Debtors and Creditors**

Trade and other debtors are recognised at the settlement amounts due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**Short term deposits**

This is cash held in bank deposit accounts.

## PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD

## NOTES TO THE ACCOUNTS

for the year ended 31 December 2025 (Continued)

2. Income from donations and legacies	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2025	Total Funds 2024
	£	£	£	£	£
Tax efficient planned giving	171,572	-	-	171,572	169,139
Other planned giving	58,198	-	-	58,198	48,835
Special collections	-	-	1,097	1,097	7,953
Other donations, including service collections	22,535	183	(19)	22,698	21,331
Gift aid recovered	44,832	-	-	44,832	44,345
Legacies received	41,200	-	-	41,200	5,000
Grants	-	10,000	-	10,000	3,000
	<u>£338,336</u>	<u>£10,183</u>	<u>£1,077</u>	<u>£349,596</u>	<u>£299,603</u>
3. Income from charitable activities	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2025	Total Funds 2024
	£	£	£	£	£
Fees (weddings, funerals and baptisms)	6,941	-	930	7,871	5,226
Church and outreach events	14,678	-	-	14,678	12,309
Church bookstall and leaflets	633	-	-	633	457
Benefice contributions	11,400	-	-	11,400	13,570
<b>Total income from charitable activities</b>	<u>£33,652</u>	<u>£-</u>	<u>£930</u>	<u>£34,581</u>	<u>£31,563</u>
4. Income earned from other trading activities	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2025	Total Funds 2024
	£	£	£	£	£
Church hire and tours	200	-	-	200	265
Hire of Warwick Hall	77,779	-	-	77,779	71,521
<b>Total income from other trading activities</b>	<u>£77,979</u>	<u>£-</u>	<u>£-</u>	<u>£77,979</u>	<u>£71,786</u>
5. Investment income	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2025	Total Funds 2024
	£	£	£	£	£
Dividends and rent	-	22,885	-	22,885	24,972
Interest on cash deposits	1,370	-	-	1,370	3,330
	<u>£1,370</u>	<u>£22,885</u>	<u>£-</u>	<u>£24,255</u>	<u>£28,302</u>
6. Costs of Raising Funds	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2025	Total Funds 2024
	£	£	£	£	£
Costs of managing investment property	£-	£1,866	£-	£1,866	£394

## PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD

## NOTES TO THE ACCOUNTS

for the year ended 31 December 2025 (Continued)

7. Analysis of expenditure on charitable activities	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2025	Total Funds 2024
	£	£	£	£	£
Mission giving and donations	31,051	-	1,097	32,148	34,489
Diocesan parish share contribution	65,844	-	-	65,844	66,942
Youth & children's work - payroll costs	32,397	-	-	32,397	31,112
Youth & children's work - other costs	2,491	-	-	2,491	2,024
Clergy and staff expenses	7,134	-	-	7,134	10,466
Training	2,822	-	-	2,822	1,820
Baptism, wedding and funeral costs	-	-	-	-	206
Church and outreach events	13,981	-	-	13,981	11,602
Upkeep of services	3,996	-	-	3,996	3,613
Church bookstall and leaflets	565	-	-	565	614
Repairs and maintenance (see note 8)	34,207	134,016	-	168,223	157,184
Staff insurance	1,486	-	-	1,486	1,207
Utilities (Church)	11,454	-	-	11,454	5,092
Warwick Hall running costs (see note 8)	94,727	-	-	94,727	96,378
Warwick Hall sundry costs	693	-	-	693	-
Cost of audit	4,320	-	-	4,320	3,900
Support costs (see note 8)	104,068	-	-	104,068	85,266
<b>Total</b>	<b>£411,237</b>	<b>£134,016</b>	<b>£1,097</b>	<b>£546,349</b>	<b>£511,915</b>

## 8. Further breakdown

	2025	2024
	£	£
<b>Warwick Hall Costs</b>		
Support Staff - payroll costs	46,546	50,484
Utilities and council tax	48,181	45,894
<b>Total</b>	<b>£94,727</b>	<b>£96,378</b>
<b>Support Costs</b>		
Support Staff - payroll costs	85,980	66,884
Office costs	1,994	2,029
Photocopy costs	1,560	1,450
Computer costs	12,728	13,599
Telephone and internet	1,563	1,048
Bank charges	243	256
<b>Total</b>	<b>£104,068</b>	<b>£85,266</b>
<b>Repairs and maintenance</b>		
Church - service contracts and other regular maintenance	16,120	15,234
Warwick Hall - service contracts and other regular maintenance	18,086	34,207
Church - other costs	123,891	95,510
Warwick Hall - other costs	10,125	27,592
<b>Total</b>	<b>£168,223</b>	<b>£157,184</b>

In 2025 the "Church - other costs" include work on Church heating, the Tanfield memorial, a stone pinnacle and the west door statue

## 9. Analysis of staff costs

	2025	2024
	£	£
Salaries and wages	156,266	140,547
Social security costs	4,460	4,960
Pension costs	4,197	2,973
	<b>£164,923</b>	<b>£148,480</b>

No employees had emoluments in excess of £60,000 (2024: Nil).

## PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD

## NOTES TO THE ACCOUNTS

for the year ended 31 December 2025 (Continued)

## 10. Staff numbers

	2025	2024
The average number of employees during the year was as follows:	<u>9</u>	<u>8</u>

The number of full time contracted staff was 1 (2024:2) . The remaining staff are employed on a part time basis.

## 11. Related party transactions and trustees' expenses and remuneration

The trustees all give freely of their time and expertise without any form of remuneration or other benefit in cash or kind.

No expenses were incurred by any trustees when carrying out their duties as trustees.

Trustee indemnity insurance to protect trustees against claims arising from the performance of their duties is included within the main church insurance policy (it is not possible to identify the cost of the Trustee indemnity insurance as it is part of this larger policy).

Trustees made unconditional donations totalling £50,115 during the year (2024: £50,295)

## 12. Pensions

Employees of the charity are entitled to join a defined contribution "money purchase" scheme. The charity's contribution is restricted to the contributions disclosed in note 9. There were no outstanding employer's or employee's contributions at the year end. The money purchase plan is managed by NEST and the plan invests the contributions made in an investment fund to build up over the term of the plan a pension fund which can be accessed by the employee from the age of 55. The total expense ratio of the plan is 0.3% and this is deducted from the investment fund annually. The charity has no liability beyond making its contributions and paying across the deductions for the employees' contributions.

## 13. Tangible fixed assets

	£
Warwick Hall	<u>4,119,603</u>

The value reported is historic cost. No market valuation has been sought and, the purpose of the funding behind the build satisfied, the asset is reflected within designated funds.

## 14. Fixed asset investments

	At 1.1.25 £	Additions £	Disposals £	Change in Market Value £	At 31.12.25 £
Investment property (5 Sylvester Close)	462,000	-	-	(62,000)	400,000
Share of property (20 Oxford Road)	26,510	-	-	-	26,510
CBF Church of England Investment Fund	485,370	-	(75,000)	(17,920)	392,450
	<u>£973,880</u>	£-	£(75,000)	£(79,920)	<u>£818,960</u>

**Sylvester Close**

5 Sylvester Close was on sale at the start of 2026 with £400,000 being the projected sale proceeds

**Oxford Road**

The share of property asset represents the PCC's loan to the Burford Benefice Bartholomew Trust ("BBBT") to enable the purchase of 20 Oxford Road, Burford in October 2010; the property originally cost £245,000.

If the property were sold the PCC would receive a share of 24/220 of the net proceeds. The net proceeds being calculated as the sales price less refurbishment and other costs incurred by BBBT. This asset is included at cost within designated as the PCC has no direct control over the property or its sale.

**CBF Church of England Investment Fund**

Included in the unit price of the CBF Church of England Investment Fund is an annual management fee of 0.55%.

This is reflected as part of the change in annual market value

NOTES TO THE ACCOUNTS

for the year ended 31 December 2025 (Continued)

15. Debtors

	2025	2024
	£	£
Gift aid reclaims	3,847	3,222
	<u>£3,847</u>	<u>£3,222</u>

16. Current Asset Investments

	2025	2024
	£	£
Cash at bank and in hand (unrestricted)	78,030	71,635
Cash at bank and in hand (restricted)	5,722	4,812
	<u>£83,753</u>	<u>£76,447</u>

17. Creditors: amounts falling due within one year

	2025	2024
	£	£
Audit	4,320	3,900
Other creditors	-	5,687
	<u>£4,320</u>	<u>£9,587</u>

18. Analysis of charitable funds

	Balance 1.1.25	Income	Expenditure	Gains / (Losses)	Transfer	Balance 31.12.25
	£	£	£	£	£	£
Unrestricted fund	192,840	451,337	(411,237)	-	-	232,941
Designated funds						
- Fabric fund	819,801	33,068	(135,882)	(79,920)	-	637,066
- Warwick Hall	4,119,603	-	-	-	-	4,119,603
- BBBT	26,510	-	-	-	-	26,510
Designated funds, total	<u>4,965,914</u>	<u>33,068</u>	<u>(135,882)</u>	<u>(79,920)</u>	<u>-</u>	<u>4,783,179</u>
Restricted fund	4,812	2,007	(1,097)	-	-	5,722
<b>Total</b>	<u>5,163,566</u>	<u>486,412</u>	<u>(548,215)</u>	<u>(79,920)</u>	<u>-</u>	<u>5,021,842</u>

Name of fund

Description, nature and purposes of the fund

Unrestricted fund

The "general fund", the 'free reserves' after allowing for all designated funds. The general fund is available to be spent for any of the charity's purposes.

Designated fund

The "Fabric fund". Funds set aside by the PCC to enable it to meet its maintenance responsibilities for the Parish Church of St John the Baptist, Burford and other church buildings.

The "Warwick Hall" fund reflects the investment made in the construction of Warwick Hall. Whilst the building is central to the operations, there is no intention for sale.

The 'BBBT' fund recognises the interest that the PCC has in the purchase of 20 Oxford Road, Burford, over which it has no control as regards sale.

Restricted fund

Collections and other income given for specific purposes and which are required to be paid over to external beneficiaries.

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# Accounts

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**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN  
THE BAPTIST, BURFORD**

Charity number: 1130342

Annual report and accounts – Year ended 31 December 2024

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## PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD

### REPORT OF THE TRUSTEES for the year ended 31 December 2024

The trustees present their annual report and financial statements of the charity for the year ended 31 December 2024. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity's full name is The Parochial Church Council of the Ecclesiastical Parish of St John the Baptist, Burford, but it is generally known as the Parochial Church Council of St. John the Baptist, Burford, which is the name used in these financial statements.

#### **Aim and purposes**

The Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent in promoting in the ecclesiastical parish, the whole mission of the church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Parish Church of St. John the Baptist, Burford and of the Warwick Hall.

#### **Objectives and Activities**

The activities undertaken by the church in the year include offering a number of church services, children's and youth group ministry, home groups, prayer partnerships, outreach ministries, courses on marriage, parenting and discipleship, together with events which have brought the local church and community together.

The church gives around 12.5% of giving to the church away, mainly through grants overseen by the Mission Committee. We seek to develop deep relationships with selected mission partners to support them with prayer, time and money. Our mission partners are engaged in a diverse range of ministries at local, national and international level.

#### **Achievements and Performance**

During 2024 the number of adults attending morning services rose by 7% and a regular Sunday evening service was started. Sermon series included Haggai, Mark, Acts 1-2, Daniel and James. The church's work with children and young people is vibrant and takes place mostly on Sundays. Typically the church engages with 70 children and young people each week. Community activities included weekly coffee mornings, parent and baby/toddler groups, an activity club for the elderly, and an all-age Christmas lunch. The church building and Warwick Hall offer attractive venues for a great variety of activities, including Burford Primary School end of year and Christmas celebration services, Burford School art shows and concerts, and meeting spaces for a wide range of community arts, cultural and fitness activities. Meeting rooms are booked by a range of local charities and organisations.

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD****REPORT OF THE TRUSTEES  
for the year ended 31 December 2024 (continued)****Investment Policy and Performance**

The PCC has decided that the money making up the Fabric and Equipment Fund should be invested in long term, low risk, income-producing assets with a view to maintaining capital and using the income for the repair and maintenance of its buildings and equipment.

To this end investments have been made in:

- a residential property in Burford; and
- shares in the CBF Church of England Investment Fund

The total annual income available from these investments for the repair and maintenance of the buildings and equipment in 2024 was £24,972 (2023 - £23,370).

In making these investments the charity has taken into account the ethical basis on which money is invested by the CBF Church of England Investment Fund.

**Financial Review**

**General Fund** This fund is for the day to day running and mission of the church and includes income and expenditure for the Warwick Hall. At 31 December 2024 £193k was held in the General Fund, £3k higher than at the start of the year. Turnover in the General Fund was around £390k for the year with members of the congregation and visitors giving £284k (including gift aid recovery). Of the expenditure, £34k was given for mission and charitable work.

**Fabric Fund** This fund, originating from various legacies, is designated for the repair and maintenance of the buildings and equipment of the church and hall. At 31 December 2024 £820k was held in the Fabric Fund, invested in various ways. This is £72k lower than at the start of the year as a result of repair and improvement cost to the church and hall being in excess of the rise in the value of investments during the year. £53k was spent on purchasing and installing radiant heaters in the church.

**Reserves Policy**

It is PCC policy to try to maintain a balance in the General Fund which equates to at least three months unrestricted payments. This is equivalent to between £80k and £100k. It is held to smooth out fluctuations in cash flow and to meet emergencies. At the year end general reserves exceeded the level required by the policy as the value of the General Fund was £193k. It is planned to use these reserves for the mission of the church with particular consideration given to outreach and pastoral support within the church and wider community.

The Fabric Fund is invested to provide an income to meet regular costs of repair and maintenance. Where this income is not adequate to cover all regular repair and maintenance, or where there are one off fabric costs, this is met by disinvesting from the Fabric Fund.

**Risk Management**

The PCC recognises its responsibilities for managing risk and maintains a detailed Risk Register. Risks are identified, assessed and controls established throughout the year, with a formal review of the Risk Register undertaken on an annual basis. Risk is managed under the following six categories: Safeguarding, Reputational, Operational, Financial, Governance and Buildings/Fabric risks.

## PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD

### REPORT OF THE TRUSTEES for the year ended 31 December 2024 (continued)

#### **Volunteers**

The PCC appreciates that the work of St John's is hugely dependent upon the contribution of volunteers and wishes to record its thanks to all who offer their time and talents.

#### **Safeguarding**

The PCC has a Safeguarding Policy and has appointed a Safeguarding Officer who acts as the focal point for concerns. All staff and volunteers working with children and vulnerable adults are recruited using Safer Recruitment principles and are checked with the Disclosure Barring Service. All clergy, staff, volunteers and trustees undertake the required Diocesan Safeguarding training. The Trustees have approved a Safeguarding Action Plan which is reviewed annually.

#### **Fundraising**

The PCC is committed to high standards with regard to fundraising activity and has complied with all laws relating to charities and fundraising. We are clear, honest and open about our activities and fund raising requirements. We are respectful towards all supporters, and with the work carried out to meet GDPR regulations have recognised our strong procedures with regards to fundraising information security. The PCC received no complaints about its fundraising activities during 2024.

Funds are raised primarily through donations from church members and visitors to the church. A smaller amount is raised from letting rooms in the Warwick Hall.

The PCC does not employ any professional fundraisers or use commercial participators nor do we cold call members of the public. The PCC has not signed up to any voluntary fundraising scheme or standards.

#### **Structure, Governance and Management**

The charity is governed by the PCC, which consists of around fifteen members plus clergy licensed to the church, who serve on the PCC ex-officio. All members of the PCC are trustees of the charity. The PCC meets at least six times a year. In addition a Standing Committee meets to consider matters arising between PCC meetings. Other specialist subcommittees support the work of the PCC, including the Management Committee, the Finance Committee, the Fabric Committee and the Mission Committee.

PCC members are elected by vote at the Annual Parochial Church Meeting (APCM) by members of the electoral roll who are present at the meeting and in accordance with Church Representation Rules. PCC members normally serve for a period of three years.

The charity is affiliated to the Church of England, and as a result has representatives sitting on the local deanery and, potentially, diocese committees.

#### **Public benefit**

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD**

**REPORT OF THE TRUSTEES  
for the year ended 31 December 2024 (continued)**

**Reference and Administrative Information**

**Trustees**

The following trustees have served during the year for the dates shown:

Rev T Putt	Mrs L Petra
Rev T Adams (from 18/11/24)	Mrs R Reavley
Mr C Hunter Smart	Mr A Butcher
Mrs K Oatridge	Mr P White
Mr A Lord	Mr K Rillie
Mrs P Hughes	Rev C Reavley
Mr A Salisbury	Mr M Thompson
Mrs J Barham	Mr R Emerson
Mr S Brewitt-Taylor	Mr M Gee

Trustees are either ex-officio, co-opted or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules.

**Charity Registration Number:** 1130342

**Principal Office:** St John the Baptist Church, Church Green, Burford, OX18 4RY

**Auditors:** Just Audit & Assurance Ltd, 37 Market Square, Witney, Oxon, OX28 6RE

**Bankers:** CAF Bank Ltd, 25 Kings Hill Avenue, West Malling, Kent. An additional account is held with TSB.

**Investment Managers:** CCLA Investment Management Limited, Senator House, 85 Queen Victoria Street, London, EC4V 4ET. CCLA Investment Management Limited is authorised and regulated by the Financial Conduct Authority.

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD****REPORT OF THE TRUSTEES  
for the year ended 31 December 2024 (continued)****Responsibilities of the Trustees**

The trustees are responsible for preparing the Annual Report and the financial statements in accordance with general applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed in the financial statements; and
- prepare the financial statements on a going-concern basis unless it is inappropriate to presume that the church will continue to operate.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the applicable Charities (Accounts and Reports) Regulations. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees on 17 March 2025 and signed on their behalf by:



Tom Putt

.....  
(Chair of meeting)

**PAROCHIAL CHURCH COUNCIL OF  
ST JOHN THE BAPTIST, BURFORD**

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES**

**Opinion**

We have audited the financial statements of The Parochial Church Council of St John the Baptist, Burford (the 'charity') for the year ended 31<sup>st</sup> December 2024, which comprise the Statement of Financial Activities, Balance Sheet, and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is United Kingdom Accounting Standards, comprising Charities SORP - FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31<sup>st</sup> December 2024 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the original financial statements were authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

**PAROCHIAL CHURCH COUNCIL OF  
ST JOHN THE BAPTIST, BURFORD**

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES**

**Other information**

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**Matters on which we are required to report by exception**

In the light of our knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

**Responsibilities of trustees**

As explained more fully in the Statement of Trustees' Responsibilities (set out on page 5), the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

**PAROCHIAL CHURCH COUNCIL OF  
ST JOHN THE BAPTIST, BURFORD**

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES**

**Auditor Responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Our assessment focused on key laws and regulations the charity has to comply with and areas of the financial statements we assessed as being more susceptible to misstatement. These key laws and regulations included but were not limited to compliance with the Charities Act 2011, United Kingdom Generally Accepted Accounting Practice and relevant tax legislation.

We are not responsible for preventing irregularities. Our approach to detect irregularities included, but was not limited to, the following:

- obtaining an understanding of the charity's policies and procedures and how the charity has complied with these, through discussions and sample testing of controls;
- obtaining an understanding of the legal and regulatory framework applicable to the charity and how the charity is complying with that framework;
- an understanding of the charity's risk assessment process, including the risk of fraud;
- designing our audit procedures to respond to our risk assessment; and
- performing audit work over the risk of management override of controls including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing estimates for bias.

Whilst considering how our audit work addressed the detection of irregularities, we also consider the likelihood of detection based on our approach. Irregularities arising from fraud are inherently more difficult to detect than those arising from error.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission, or misrepresentation.

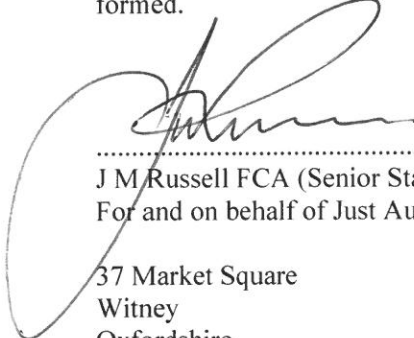
A further description of our responsibilities is available on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

PAROCHIAL CHURCH COUNCIL OF  
ST JOHN THE BAPTIST, BURFORD

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES

**Use of our report**

This report is made solely to the charity trustees, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our work has been undertaken so that we might state to the trustees those matters we are required to state to trustees in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.



.....  
J M Russell FCA (Senior Statutory Auditor)  
For and on behalf of Just Audit & Assurance Ltd, Statutory Auditor

37 Market Square  
Witney  
Oxfordshire  
OX28 6RE

Date .....

*7 April 2025*

Just Audit & Assurance Ltd is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

**Statement of Financial Activities**  
for the year ended 31 December 2024

	Note	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2024	Total Funds 2023
		£	£		£	£
<b>Income from:</b>						
Donations and legacies	2	283,600	8,000	8,003	299,603	434,259
Charitable activities	3	31,563	-	-	31,563	42,117
Other trading activities	4	71,786	-	-	71,786	67,680
Investments	5	3,330	24,972	-	28,302	24,516
<b>Total incoming resources</b>		<u>390,279</u>	<u>32,972</u>	<u>8,003</u>	<u>431,254</u>	<u>568,572</u>
<b>Expenditure on:</b>						
Raising funds	6	-	394	-	394	1,660
Charitable activities	7	387,717	115,567	8,631	511,915	464,479
<b>Total expenditure</b>		<u>387,717</u>	<u>115,961</u>	<u>8,631</u>	<u>512,309</u>	<u>466,139</u>
<b>Net income before gains on investment assets</b>		2,562	(82,989)	(628)	(81,055)	102,433
<b>Net gains on investment assets</b>	14	-	10,861	-	10,861	58,804
<b>Net movement in funds</b>		2,562	(72,128)	(628)	(70,194)	161,237
<b>Transfer between funds</b>		-	-	-	-	-
<b>Reconciliation of funds</b>						
Total Funds brought forward		<u>190,278</u>	<u>5,038,042</u>	<u>5,440</u>	<u>5,233,760</u>	<u>5,072,523</u>
<b>Total funds carried forward</b>		<u>192,840</u>	<u>4,965,914</u>	<u>4,812</u>	<u>5,163,566</u>	<u>5,233,760</u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.


**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD**

**Balance Sheet**  
as at 31 December 2024

	Note	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2024	Total Funds 2023
		£	£	£	£	£
<b>Fixed assets</b>						
Tangible assets	13		4,119,603	-	4,119,603	4,119,603
Investments	14	125,770	848,110	-	973,880	963,019
		<u>125,770</u>	<u>4,967,713</u>	<u>-</u>	<u>5,093,483</u>	<u>5,082,622</u>
<b>Current assets</b>						
Debtors	15	3,222	-	-	3,222	3,942
Cash at bank and in hand	16	71,635	1	4,812	76,448	150,916
		<u>74,857</u>	<u>1</u>	<u>4,812</u>	<u>79,670</u>	<u>154,858</u>
<b>Total Current Assets</b>						
<b>Liabilities</b>						
Creditors falling due within one year	17	7,787	1,800	-	9,587	3,720
		<u>67,070</u>	<u>(1,799)</u>	<u>4,812</u>	<u>70,083</u>	<u>151,138</u>
<b>Net Current Assets</b>						
		<u>192,840</u>	<u>4,965,914</u>	<u>4,812</u>	<u>5,163,566</u>	<u>5,233,760</u>
<b>Net Assets</b>						
<b>The funds of the Charity:</b>						
Restricted income funds	18	-	-	4,812	4,812	5,440
Designated income funds	18	-	4,965,914	-	4,965,914	5,038,042
Unrestricted income funds	18	192,840	-	-	192,840	190,278
		<u>192,840</u>	<u>4,965,914</u>	<u>4,812</u>	<u>5,163,566</u>	<u>5,233,760</u>
<b>Total charity funds</b>						

The financial statements were approved by the Parochial Church Council on 17 March 2025 and signed on its behalf by:

  
Tom Putt  
(Chair of meeting)

  
Philippa Hughes  
(Treasurer)

The notes on pages 12 to 18 form part of these financial statements.

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD****NOTES TO THE ACCOUNTS****for the year ended 31 December 2024****1. Accounting Policies****Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

**Basis of preparation**

The PCC meets the definition of a public benefit entity under FRS102. The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these financial statements.

**Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

**Income Recognition**

All income is recognised once the charity has entitlement to the income, there is sufficient certainty or receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Legacy gifts are recognised on a case by case basis following the granting of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date. In the event that a gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being measurable with a degree of reasonable accuracy and the title to the asset has been transferred to the charity.

Grants and donations are only included when the general income recognition criteria are met.

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Donated services or facilities are recognised as income when the charity has control over the item, any conditions associated with a donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. On receipt, donated services and facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD****NOTES TO THE ACCOUNTS****for the year ended 31 December 2024 (Continued)****Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably.

All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources. All expenditure is accounted for on an accruals basis.

All resources expended are inclusive of irrecoverable VAT.

**Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the Charity. Designated funds are unrestricted funds of the Charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the Charity's work or for specific projects being undertaken by the Charity.

Further details of each fund are disclosed in Note 18.

**Governance and Support Costs**

Support costs have been allocated between governance costs and other support. Governance costs comprise the cost of audit. Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities such as salaries of support staff and office costs. These costs, set out in note 7, have been allocated as expenditure on charitable activities.

**Volunteers**

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

**Termination benefits**

Termination payments are payable when employment is terminated by the charity before the normal retirement date or end of employment contract.

Termination costs are recognised at the earlier of when the charity can no longer withdraw the offer of the benefits or when the charity recognises any related restructuring costs.

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD****NOTES TO THE ACCOUNTS****for the year ended 31 December 2024 (Continued)****Investments**

Investments quoted on a recognised stock exchange or whose value derives from them are valued at market value at the year end. Other investment assets are included at PCC's best estimate of market value

**Fixed Assets**

**Consecrated and benefice property.** In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by Section 10(2)(a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements.

**Moveable church furnishings.** These are not capitalised as no single item is considered material enough to do so.

**Tangible fixed assets for use by charity.** These are capitalised if they can be used for more than one year, and cost at least £10,000. They are valued at cost and depreciated over a period of 4 years. No depreciation is provided on buildings as the currently estimated residual value of the properties is not less than their carrying value and the remaining useful life of these assets currently exceeds 50 years, so that any depreciation charges would be immaterial.

**Debtors and Creditors**

Trade and other debtors are recognised at the settlement amounts due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**Short term deposits**

This is cash held in bank deposit accounts.

## PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD

## NOTES TO THE ACCOUNTS

for the year ended 31 December 2024 (Continued)

2. Income from donations and legacies	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2024	Total Funds 2023
	£	£	£	£	£
Tax efficient planned giving	169,139	-	-	169,139	181,755
Other planned giving	48,835	-	-	48,835	37,855
Special collections	-	-	7,953	7,953	3,425
Other donations, including service collections	21,331	-	-	21,331	27,802
Gift aid recovered	44,295	-	50	44,345	48,422
Legacies received	-	5,000	-	5,000	-
Grants	-	3,000	-	3,000	135,000
	<u>£283,600</u>	<u>£8,000</u>	<u>£8,003</u>	<u>£299,603</u>	<u>£434,259</u>
3. Income from charitable activities	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2024	Total Funds 2023
	£	£	£	£	£
Fees (weddings, funerals and baptisms)	5,226	-	-	5,226	24,058
Church and outreach events	12,309	-	-	12,309	6,082
Church bookstall and leaflets	457	-	-	457	577
Benefice contributions	13,570	-	-	13,570	11,400
<b>Total income from charitable activities</b>	<u>£31,563</u>	<u>£-</u>	<u>£-</u>	<u>£31,563</u>	<u>£42,117</u>
4. Income earned from other trading activities	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2024	Total Funds 2023
	£	£	£	£	£
Church hire and tours	265	-	-	265	188
Hire of Warwick Hall	71,521	-	-	71,521	67,492
<b>Total income from other trading activities</b>	<u>£71,786</u>	<u>£-</u>	<u>£-</u>	<u>£71,786</u>	<u>£67,680</u>
5. Investment income	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2024	Total Funds 2023
	£	£	£	£	£
Dividends and rent	-	24,972	-	24,972	23,370
Interest on cash deposits	3,330	-	-	3,330	1,146
	<u>£3,330</u>	<u>£24,972</u>	<u>£-</u>	<u>£28,302</u>	<u>£24,516</u>
6. Costs of Raising Funds	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2024	Total Funds 2023
	£	£	£	£	£
Costs of managing investment property	£-	£394	£-	£394	£1,660

## PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD

## NOTES TO THE ACCOUNTS

for the year ended 31 December 2024 (Continued)

7. Analysis of expenditure on charitable activities	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2024	Total Funds 2023
	£	£	£	£	£
Mission giving and donations	33,599	-	890	34,489	32,996
Diocesan parish share contribution	66,942	-	-	66,942	66,044
Youth & children's work - payroll costs	31,112	-	-	31,112	26,438
Youth & children's work - other costs	2,024	-	-	2,024	1,745
Clergy and staff expenses	10,466	-	-	10,466	3,063
Training	1,820	-	-	1,820	1,850
Baptism, wedding and funeral costs	-	-	206	206	16,744
Church and outreach events	11,602	-	-	11,602	6,198
Upkeep of services	3,613	-	-	3,613	7,430
Church bookstall and leaflets	614	-	-	614	424
Repairs and maintenance (see note 8)	34,082	115,567	7,534	157,184	137,101
Staff insurance	1,207	-	-	1,207	715
Utilities (Church)	5,092	-	-	5,092	3,401
Warwick Hall running costs (see note 8)	96,378	-	-	96,378	65,922
Cost of audit	3,900	-	-	3,900	3,720
Support costs (see note 8)	85,266	-	-	85,266	90,688
<b>Total</b>	<b>£387,717</b>	<b>£115,567</b>	<b>£8,631</b>	<b>£511,915</b>	<b>£464,479</b>

## 8. Further breakdown

	2024	2023
	£	£
<b>Warwick Hall Costs</b>		
Support Staff - payroll costs	50,484	46,316
Utilities and council tax	45,894	19,606
<b>Total</b>	<b>£96,378</b>	<b>£65,922</b>
<b>Support Costs</b>		
Support Staff - payroll costs	66,884	73,268
Office costs	2,029	10,409
Photocopy costs	1,450	1,264
Computer costs	13,599	4,317
Telephone and internet	1,048	1,097
Bank charges	256	333
<b>Total</b>	<b>£85,266</b>	<b>£90,688</b>
<b>Repairs and maintenance</b>		
Church - service contracts and other regular maintenance	15,234	17,790
Warwick Hall - service contracts and other regular maintenance	18,848	17,008
		34,798
Church - other costs	95,511	56,764
Warwick Hall - other costs	27,591	45,539
		102,303
<b>Total</b>	<b>£157,184</b>	<b>£137,101</b>

In 2024 included in "other costs" is £52,800 to purchase and install radiant heaters in the Lady Chapel in the Church

In the 2023 accounts the staff costs of cleaning the Warwick Hall were shown under Repairs and maintenance. In the figures above these have been restated to appear under payroll.

## 9. Analysis of staff costs

	2024	2023
	£	£
Salaries and wages	140,547	136,402
Social security costs	4,960	4,917
Pension costs	2,973	3,553
	<b>£148,480</b>	<b>£144,872</b>

No employees had emoluments in excess of £60,000 (2023: Nil).

## PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD

## NOTES TO THE ACCOUNTS

for the year ended 31 December 2024 (Continued)

## 10. Staff numbers

	2024	2023
The average number of employees during the year was as follows:	<u>8</u>	<u>8</u>

The number of full time contracted staff was 2 (2023:2) . The remaining staff are employed on a part time basis.

## 11. Related party transactions and trustees' expenses and remuneration

The trustees all give freely of their time and expertise without any form of remuneration or other benefit in cash or kind. No expenses were incurred by any trustees when carrying out their duties as trustees. Trustee indemnity insurance to protect trustees against claims arising from the performance of their duties is included within the main church insurance policy (it is not possible to identify the cost of the Trustee indemnity insurance as it is part of this larger policy).

Trustees made unconditional donations totalling £50,295 during the year (2023: £44,470)

## 12. Pensions

Employees of the charity are entitled to join a defined contribution "money purchase" scheme. The charity's contribution is restricted to the contributions disclosed in note 9. There were no outstanding employer's or employee's contributions at the year end. The money purchase plan is managed by NEST and the plan invests the contributions made in an investment fund to build up over the term of the plan a pension fund which can be accessed by the employee from the age of 55. The total expense ratio of the plan is 0.3% and this is deducted from the investment fund annually. The charity has no liability beyond making its contributions and paying across the deductions for the employees' contributions.

## 13. Tangible fixed assets

	£
Warwick Hall	<u>4,119,603</u>

The value reported is historic cost. No market valuation has been sought and, the purpose of the funding behind the build satisfied, the asset is reflected within designated funds.

## 14. Fixed asset investments

	At 1.1.24 £	Additions £	Disposals £	Change in Market Value £	At 31.12.24 £
Investment property (5 Sylvester Close)	462,000	-	-	-	462,000
Share of property (20 Oxford Road)	26,510	-	-	-	26,510
CBF Church of England Investment Fund	474,509	-	-	10,861	485,370
	<u>£963,019</u>	<u>£-</u>	<u>£-</u>	<u>£10,861</u>	<u>£973,880</u>

**Sylvester Close**

£462,000 is an approximate market value of 5 Sylvester Close at the start of 2024 and we are not aware of any significant change in value since then

**Oxford Road**

The share of property asset represents the PCC's loan to the Burford Benefice Bartholomew Trust ("BBBT") to enable the purchase of 20 Oxford Road, Burford in October 2010; the property originally cost £245,000. If the property were sold the PCC would receive a share of 24/220 of the net proceeds. The net proceeds being calculated as the sales price less refurbishment and other costs incurred by BBBT. This asset is included at cost within designated as the PCC has no direct control over the property or its sale.

**CBF Church of England Investment Fund**

Included in the unit price of the CBF Church of England Investment Fund is an annual management fee of 0.55%. This is reflected as part of the change in annual market value

## PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD

## NOTES TO THE ACCOUNTS

for the year ended 31 December 2024 (Continued)

## 15. Debtors

	2024	2023
	£	£
Gift aid reclaims	3,222	3,942
	<u>£3,222</u>	<u>£3,942</u>

## 16. Current Asset Investments

	2024	2023
	£	£
Cash at bank and in hand (unrestricted)	71,635	145,476
Cash at bank and in hand (restricted)	4,812	5,440
	<u>£76,447</u>	<u>£150,916</u>

## 17. Creditors: amounts falling due within one year

	2024	2023
	£	£
Audit	3,900	3,720
Other creditors	5,687	-
	<u>£9,587</u>	<u>£3,720</u>

## 18. Analysis of charitable funds

	Balance 1.1.24	Income	Expenditure	Gains / (Losses)	Transfer	Balance 31.12.24
	£	£	£	£	£	£
Unrestricted fund	190,278	390,279	(387,717)	-	-	192,840
Designated funds						
- Fabric fund	891,929	32,972	(115,961)	10,861	-	819,801
- Warwick Hall	4,119,603	-	-	-	-	4,119,603
- BBBT	26,510	-	-	-	-	26,510
Designated funds, total	<u>5,038,042</u>	<u>32,972</u>	<u>(115,961)</u>	<u>10,861</u>	<u>-</u>	<u>4,965,914</u>
Restricted fund	5,440	8,003	(8,631)	-	-	4,812
<b>Total</b>	<u>5,233,760</u>	<u>431,254</u>	<u>(512,309)</u>	<u>10,861</u>	<u>-</u>	<u>5,163,566</u>

## Name of fund

## Description, nature and purposes of the fund

Unrestricted fund

The "general fund", the 'free reserves' after allowing for all designated funds. The general fund is available to be spent for any of the charity's purposes.

Designated fund

The "Fabric fund". Funds set aside by the PCC to enable it to meet its maintenance responsibilities for the Parish Church of St John the Baptist, Burford and other church buildings.

The "Warwick Hall" fund reflects the investment made in the construction of Warwick Hall. Whilst the building is central to the operations, there is no intention for sale.

The 'BBBT' fund recognises the interest that the PCC has in the purchase of 20 Oxford Road, Burford, over which it has no control as regards sale.

Restricted fund

Collections and other income given for specific purposes and which are required to be paid over to external beneficiaries.

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# Accounts

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**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN  
THE BAPTIST, BURFORD**

Charity number: 1130342

Annual report and accounts – Year ended 31 December 2023

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## **PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD**

### **REPORT OF THE TRUSTEES for the year ended 31 December 2023**

The trustees present their annual report and financial statements of the charity for the year ended 31 December 2023. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity's full name is The Parochial Church Council of the Ecclesiastical Parish of St John the Baptist, Burford, but it is generally known as the Parochial Church Council of St. John the Baptist, Burford, which is the name used in these financial statements.

#### **Aim and purposes**

The Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent in promoting in the ecclesiastical parish, the whole mission of the church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Parish Church of St. John the Baptist, Burford and of the Warwick Hall.

#### **Objectives and Activities**

The activities undertaken by the church in the year include offering a number of church services, children's and youth group ministry, home groups, prayer partnerships, outreach ministries, courses on marriage, parenting and discipleship, together with events which have brought the local church and community together.

The church gives around 12.5% of giving to the church away, mainly through grants overseen by the Mission Committee. We seek to develop deep relationships with selected mission partners to support them with prayer, time and money. Our mission partners are engaged in a diverse range of ministries at local, national and international level.

#### **Achievements and Performance**

During 2023 numbers attending services and other church activities (including evening study courses and day-time bible study groups held in peoples' homes and in the Warwick Hall) had returned to pre-covid levels. Two study series covered Sexuality and Church History. Community activities included weekly coffee mornings, parent and baby/toddler groups, an activity club for the elderly, and an all-age Christmas Lunch. Activities for children and young people included a camping weekend, and a Barn Dance was enjoyed by people of all ages.

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD****REPORT OF THE TRUSTEES  
for the year ended 31 December 2023 (continued)****Investment Policy and Performance**

The PCC has decided that the money making up the Fabric and Equipment Fund should be invested in long term, low risk, income-producing assets with a view to maintaining capital and using the income for the repair and maintenance of its buildings and equipment.

To this end investments have been made in:

- a residential property in Burford; and
- shares in the CBF Church of England Investment Fund

The total annual income available from these investments for the repair and maintenance of the buildings and equipment in 2023 was £23,370 (2022-£24,997).

In making these investments the charity has taken into account the ethical basis on which money is invested by the CBF Church of England Investment Fund.

**Financial Review**

**General Fund** This fund is for the day to day running and mission of the church and includes income and expenditure for the Warwick Hall. At 31 December 2023 £190k was held in the General Fund, £68k higher than at the start of the year. Turnover in the General Fund was around £433k for the year with members of the congregation and visitors giving £296k (including gift aid recovery). Of the expenditure, £28k was given for mission and charitable work.

**Fabric Fund** This fund, originating from various legacies, is designated for the repair and maintenance of the buildings and equipment of the church and hall. At 31 December 2023 £892k was held in the Fabric Fund, invested in various ways. This is £95k higher than at the start of the year as a result of grants received offsetting much of the repair cost to the Hall and a rise in the value of investments during the year.

**Reserves Policy**

It is PCC policy to try to maintain a balance in the General Fund which equates to at least three months unrestricted payments. This is equivalent to between £80k and £100k. It is held to smooth out fluctuations in cash flow and to meet emergencies. At the year end general reserves exceeded the level required by the policy as the value of the General Fund was £190k. It is planned to use these reserves for the mission of the church with particular consideration given to outreach and pastoral support within the church and wider community.

The Fabric Fund is invested to provide an income to meet regular costs of repair and maintenance. Where this income is not adequate to cover all regular repair and maintenance, or where there are one off fabric costs, this is met by disinvesting from the Fabric Fund.

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD****REPORT OF THE TRUSTEES  
for the year ended 31 December 2023 (continued)****Volunteers**

The PCC appreciates that the work of St John's is hugely dependent upon the contribution of volunteers and wishes to record its thanks to all who offer their time and talents.

Volunteers working with children and vulnerable adults are subject to DBS (Disclosure & Barring Service) checks in line with St. John's Safeguarding Policy and approved by the PCC.

**Fundraising**

The PCC is committed to high standards with regard to fundraising activity and has complied with all laws relating to charities and fundraising. We are clear, honest and open about our activities and fund raising requirements. We are respectful towards all supporters, and with the work carried out to meet GDPR regulations have recognised our strong procedures with regards to fundraising information security. The PCC received no complaints about its fundraising activities during 2023.

Funds are raised primarily through donations from church members and visitors to the church. A smaller amount is raised from letting rooms in the Warwick Hall.

The PCC does not employ any professional fundraisers or use commercial participators nor do we cold call members of the public. The PCC has not signed up to any voluntary fundraising scheme or standards.

**Structure, Governance and Management**

The charity is governed by the PCC, which consists of around twenty members plus clergy licensed to the church, who serve on the PCC ex-officio. All members of the PCC are trustees of the charity. The PCC meets at least six times a year. In addition a Standing Committee meets to consider matters arising between PCC meetings. Other specialist subcommittees support the work of the PCC, including the Finance Committee, the Fabric Committee and the Mission Committee.

PCC members are elected by vote at the Annual Parochial Church Meeting (APCM) by members of the electoral roll who are present at the meeting and in accordance with Church Representation Rules. PCC members normally serve for a period of three years.

The charity is affiliated to the Church of England, and as a result has representatives sitting on the local deanery and, potentially, diocese committees.

**Public benefit**

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD**

**REPORT OF THE TRUSTEES  
for the year ended 31 December 2023 (continued)**

**Reference and Administrative Information**

**Trustees**

The following trustees have served during the year for the dates shown:

Rev T Putt	Mrs L Petra
Mr T Douglas (to 15/5/23)	Mrs R Reavley
Mr C Hunter Smart (from 15/5/23)	Mr A Butcher
Ms K Oatridge (from 15/5/23)	Mr P White
Mr A Lord	Mr R Lind (to 15/5/23)
Ms S McCrossan (to 15/5/23)	Mr K Rillie (from 15/5/23)
Mrs P Hughes	Mrs J Petterson (to 15/5/23)
Mr P Petterson (to 15/5/23)	Mr A Jackson (to 1/6/23)
Rev C Reavley	Mrs J Branston (to 15/5/23)
Mr A Salsbury	Mr M Eyles (to 15/5/23)
Mr R Tarbox (to 15/5/23)	Mr M Thompson (from 15/5/23)
Ms V Leedham (from 15/5/23 to 13/11/23)	Ms J Barham (from 15/5/23)
Mr R Emerson (from 15/5/23)	Mr S Brewitt-Taylor (from 15/5/23)
Mr M Gee (from 15/5/23)	

Trustees are either ex-officio, co-opted or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules.

**Charity Registration Number:** 1130342

**Principal Office:** St John the Baptist Church, Church Green, Burford, OX18 4RY

**Auditors:** Just Audit & Assurance Ltd, 37 Market Square, Witney, Oxon, OX28 6RE

**Bankers:** CAF Bank Ltd, 25 Kings Hill Avenue, West Malling, Kent. An additional account is held with TSB.

**Investment Managers:** CCLA Investment Management Limited, Senator House, 85 Queen Victoria Street, London, EC4V 4ET. CCLA Investment Management Limited is authorised and regulated by the Financial Conduct Authority.

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD****REPORT OF THE TRUSTEES  
for the year ended 31 December 2023 (continued)****Responsibilities of the Trustees**

The trustees are responsible for preparing the Annual Report and the financial statements in accordance with general applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed in the financial statements; and
- prepare the financial statements on a going-concern basis unless it is inappropriate to presume that the church will continue to operate.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the applicable Charities (Accounts and Reports) Regulations. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees on 18 March 2024 and signed on their behalf by:



Andrew Lord

.....  
(Chair of meeting)

**PAROCHIAL CHURCH COUNCIL OF  
ST JOHN THE BAPTIST, BURFORD**

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES**

**Opinion**

We have audited the financial statements of The Parochial Church Council of St John the Baptist, Burford (the 'charity') for the year ended 31<sup>st</sup> December 2023, which comprise the Statement of Financial Activities, Balance Sheet, and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is United Kingdom Accounting Standards, comprising Charities SORP - FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31<sup>st</sup> December 2023 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the original financial statements were authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

**PAROCHIAL CHURCH COUNCIL OF  
ST JOHN THE BAPTIST, BURFORD**

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES**

**Other information**

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**Matters on which we are required to report by exception**

In the light of our knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

**Responsibilities of trustees**

As explained more fully in the Statement of Trustees' Responsibilities (set out on page 5), the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

**PAROCHIAL CHURCH COUNCIL OF  
ST JOHN THE BAPTIST, BURFORD**

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES**

**Auditor Responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Our assessment focused on key laws and regulations the charity has to comply with and areas of the financial statements we assessed as being more susceptible to misstatement. These key laws and regulations included but were not limited to compliance with the Charities Act 2011, United Kingdom Generally Accepted Accounting Practice and relevant tax legislation.

We are not responsible for preventing irregularities. Our approach to detect irregularities included, but was not limited to, the following:

- obtaining an understanding of the charity's policies and procedures and how the charity has complied with these, through discussions and sample testing of controls;
- obtaining an understanding of the legal and regulatory framework applicable to the charity and how the charity is complying with that framework;
- an understanding of the charity's risk assessment process, including the risk of fraud;
- designing our audit procedures to respond to our risk assessment; and
- performing audit work over the risk of management override of controls including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing estimates for bias.

Whilst considering how our audit work addressed the detection of irregularities, we also consider the likelihood of detection based on our approach. Irregularities arising from fraud are inherently more difficult to detect than those arising from error.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission, or misrepresentation.

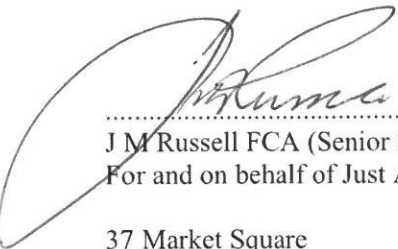
A further description of our responsibilities is available on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

PAROCHIAL CHURCH COUNCIL OF  
ST JOHN THE BAPTIST, BURFORD

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES

**Use of our report**

This report is made solely to the charity trustees, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our work has been undertaken so that we might state to the trustees those matters we are required to state to trustees in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.



.....  
J M Russell FCA (Senior Statutory Auditor)  
For and on behalf of Just Audit & Assurance Ltd, Statutory Auditor

37 Market Square  
Witney  
Oxfordshire  
OX28 6RE

Date ..... *9 April 2014* .....

Just Audit & Assurance Ltd is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

## PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD

**Statement of Financial Activities**  
for the year ended 31 December 2023

	Note	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
		£	£		£	£
<b>Income from:</b>						
Donations and legacies	2	338,834	92,000	3,425	434,259	283,050
Charitable activities	3	25,630	-	16,487	42,117	50,087
Other trading activities	4	67,680	-	-	67,680	50,774
Investments	5	1,146	23,370	-	24,516	25,131
<b>Total incoming resources</b>		<b>433,289</b>	<b>115,370</b>	<b>19,912</b>	<b>568,571</b>	<b>409,042</b>
<b>Expenditure on:</b>						
Raising funds	6	-	1,660	-	1,660	10,098
Charitable activities	7	340,027	102,303	22,150	464,480	559,938
<b>Total expenditure</b>		<b>340,027</b>	<b>103,963</b>	<b>22,150</b>	<b>466,139</b>	<b>570,036</b>
<b>Net income before gains on investment assets</b>		<b>93,262</b>	<b>11,408</b>	<b>(2,238)</b>	<b>102,432</b>	<b>(160,994)</b>
<b>Net gains on investment assets</b>	14	-	58,804	-	58,804	(41,375)
<b>Net movement in funds</b>		<b>93,262</b>	<b>70,212</b>	<b>(2,238)</b>	<b>161,236</b>	<b>(202,369)</b>
<b>Transfer between funds</b>		<b>(25,000)</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Reconciliation of funds</b>						
Total Funds brought forward		122,016	4,942,830	7,678	5,072,523	5,274,892
<b>Total funds carried forward</b>		<b>190,278</b>	<b>5,038,042</b>	<b>5,440</b>	<b>5,233,760</b>	<b>5,072,523</b>

The statement of financial activities includes all gains and losses recognised in the year.

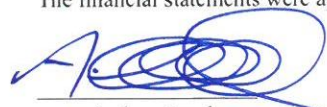
All income and expenditure derives from continuing activities.

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD**

**Balance Sheet**  
as at 31 December 2023

	Note	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
		£	£	£	£	£
<b>Fixed assets</b>						
Tangible assets	13		4,119,603	-	4,119,603	4,119,603
Investments	14	44,580	918,439	-	963,019	904,214
		<u>44,580</u>	<u>5,038,042</u>	<u>-</u>	<u>5,082,622</u>	<u>5,023,817</u>
<b>Current assets</b>						
Debtors	15	3,942	-	-	3,942	3,297
Cash at bank and in hand	16	145,477		5,440	150,916	48,949
		<u>149,419</u>	<u>-</u>	<u>5,440</u>	<u>154,858</u>	<u>52,246</u>
<b>Total Current Assets</b>						
<b>Liabilities</b>						
Creditors falling due within one year	17	3,720	-	-	3,720	3,540
		<u>145,699</u>	<u>-</u>	<u>5,440</u>	<u>151,138</u>	<u>48,706</u>
<b>Net Current Assets</b>						
		<u>190,278</u>	<u>5,038,042</u>	<u>5,440</u>	<u>5,233,760</u>	<u>5,072,523</u>
<b>Net Assets</b>						
<b>The funds of the Charity:</b>						
Restricted income funds	18	0	0	5,440	5,440	7,678
Designated income funds	18	0	5,038,042	0	5,038,042	4,942,830
Unrestricted income funds	18	190,278	0	0	190,278	122,016
		<u>190,278</u>	<u>5,038,042</u>	<u>5,440</u>	<u>5,233,760</u>	<u>5,072,523</u>
<b>Total charity funds</b>						

The financial statements were approved by the Parochial Church Council on 18 March 2024 and signed on its behalf by:



Andrew Lord  
(Chair of meeting)



Philippa Hughes  
(Treasurer)

The notes on pages 12 to 18 form part of these financial statements.

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD****NOTES TO THE ACCOUNTS****for the year ended 31 December 2023****1. Accounting Policies****Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

**Basis of preparation**

The PCC meets the definition of a public benefit entity under FRS102. The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these financial statements.

**Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

**Income Recognition**

All income is recognised once the charity has entitlement to the income, there is sufficient certainty or receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Legacy gifts are recognised on a case by case basis following the granting of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date. In the event that a gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being measurable with a degree of reasonable accuracy and the title to the asset has been transferred to the charity.

Grants and donations are only included when the general income recognition criteria are met.

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Donated services or facilities are recognised as income when the charity has control over the item, any conditions associated with a donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. On receipt, donated services and facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD****NOTES TO THE ACCOUNTS****for the year ended 31 December 2022 (Continued)****Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably.

All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources. All expenditure is accounted for on an accruals basis.

All resources expended are inclusive of irrecoverable VAT.

**Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the Charity. Designated funds are unrestricted funds of the Charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the Charity's work or for specific projects being undertaken by the Charity.

Further details of each fund are disclosed in Note 18.

**Governance and Support Costs**

Support costs have been allocated between governance costs and other support. Governance costs comprise the cost of audit. Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities such as salaries of support staff and office costs. These costs, set out in note 7, have been allocated as expenditure on charitable activities.

**Volunteers**

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

**Termination benefits**

Termination payments are payable when employment is terminated by the charity before the normal retirement date or end of employment contract.

Termination costs are recognised at the earlier of when the charity can no longer withdraw the offer of the benefits or when the charity recognises any related restructuring costs.

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD****NOTES TO THE ACCOUNTS****for the year ended 31 December 2023 (Continued)****Investments**

Investments quoted on a recognised stock exchange or whose value derives from them are valued at market value at the year end. Other investment assets are included at PCC's best estimate of market value

**Fixed Assets**

**Consecrated and benefice property.** In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by Section 10(2)(a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements.

**Moveable church furnishings.** These are not capitalised as no single item is considered material enough to do so.

**Tangible fixed assets for use by charity.** These are capitalised if they can be used for more than one year, and cost at least £10,000. They are valued at cost and depreciated over a period of 4 years. No depreciation is provided on buildings as the currently estimated residual value of the properties is not less than their carrying value and the remaining useful life of these assets currently exceeds 50 years, so that any depreciation charges would be immaterial.

**Debtors and Creditors**

Trade and other debtors are recognised at the settlement amounts due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**Short term deposits**

This is cash held in bank deposit accounts.

## PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD

## NOTES TO THE ACCOUNTS

for the year ended 31 December 2023 (Continued)

2. Income from donations and legacies	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
	£	£	£	£	£
Tax efficient planned giving	181,755	-	-	181,755	166,295
Other planned giving	37,855	-	-	37,855	35,354
Collections at services	291	-	-	291	865
Special collections	-	-	3,425	3,425	7,188
Other donations, including wall safe	27,511	-	-	27,511	21,417
Gift aid recovered	48,422	-	-	48,422	44,181
Legacies received	-	-	-	-	3,000
Grants	43,000	92,000	-	135,000	4,750
	<u>£338,834</u>	<u>£92,000</u>	<u>£3,425</u>	<u>£434,259</u>	<u>£283,050</u>
3. Income from charitable activities	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
	£	£	£	£	£
Fees (weddings, funerals and baptisms)	7,571	-	16,487	24,058	18,427
Church and outreach events	6,082	-	-	6,082	19,800
Church bookstall and leaflets	577	-	-	577	459
Benefice contributions	11,400	-	-	11,400	11,401
<b>Total income from charitable activities</b>	<u>£25,630</u>	<u>£-</u>	<u>£16,487</u>	<u>£42,117</u>	<u>£50,087</u>
4. Income earned from other trading activities	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
	£	£	£	£	£
Church hire and tours	188	-	-	188	60
Hire of Warwick Hall	67,492	-	-	67,492	50,714
<b>Total income from other trading activities</b>	<u>£67,680</u>	<u>£-</u>	<u>£-</u>	<u>£67,680</u>	<u>£50,774</u>
5. Investment income	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
	£	£	£	£	£
Dividends and rent	-	23,370	-	23,370	24,997
Interest on cash deposits	1,146	-	-	1,146	135
	<u>£1,146</u>	<u>£23,370</u>	<u>£-</u>	<u>£24,516</u>	<u>£25,131</u>
6. Costs of Raising Funds	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
	£	£	£	£	£
Costs of managing investment property	£-	£1,660	£-	£1,660	£10,098

## PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD

## NOTES TO THE ACCOUNTS

for the year ended 31 December 2023 (Continued)

7. Analysis of expenditure on charitable activities	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
	£	£	£	£	£
Mission giving and donations	27,590	-	5,406	32,996	35,147
Diocesan parish share contribution	66,044	-	-	66,044	66,592
Youth & children's work - payroll costs	26,438	-	-	26,438	41,025
Youth & children's work - other costs	1,745	-	-	1,745	5,254
Clergy and visiting clergy expenses	3,063	-	-	3,063	4,714
Training	1,850	-	-	1,850	1,403
Baptism, wedding and funeral costs	-	-	16,744	16,744	10,757
Church and outreach events	6,198	-	-	6,198	26,684
Upkeep of services	7,430	-	-	7,430	4,448
Church bookstall and leaflets	424	-	-	424	699
Repairs and maintenance (see note 8)	48,778	102,303	-	151,081	188,985
Staff insurance	715	-	-	715	802
Utilities	3,401	-	-	3,401	17,898
Warwick Hall running costs (see note 8)	51,942	-	-	51,942	57,782
Cost of audit	3,720	-	-	3,720	3,540
Support costs (see note 8)	90,688	-	-	90,688	94,207
<b>Total</b>	<b>£340,027</b>	<b>£102,303</b>	<b>£22,150</b>	<b>£464,480</b>	<b>£559,938</b>

## 8. Further breakdown

	2023		2022
	£		£
<b>Warwick Hall Costs</b>			
Support Staff - payroll costs	32,336		32,152
Utilities and council tax	19,606		25,630
<b>Total</b>		<b>£51,942</b>	<b>£57,782</b>
<b>Support Costs</b>			
Support Staff - payroll costs	73,268		79,754
Office costs	10,409		4,851
Photocopy costs	1,264		3,695
Computer costs	4,317		4,329
Telephone and internet	1,097		1,092
Bank charges	333		486
<b>Total</b>		<b>£90,688</b>	<b>£94,207</b>
<b>Repairs and maintenance</b>			
Church - service contracts and other regular maintenance	17,790		13,230
Warwick Hall - service contracts and other regular maintenance	30,989	48,778	25,723
Church - other costs	56,764		74,260
Warwick Hall - other costs	45,539	102,303	75,773
<b>Total</b>		<b>£151,081</b>	<b>£188,985</b>

In 2023 included in "other costs" is a further £25,600 expended on historic glass conservation and cleaning in the Church, £32,590 Church roof repairs and a further £20,244 expended on replacing the heat pumps in the Hall (The heat pump cost was met by a grant from the Olive Greening Trust)

## 9. Analysis of staff costs

	2023	2022
	£	£
Salaries and wages	136,401	155,798
Social security costs	4,917	6,671
Pension costs	3,553	5,470
	<b>£144,872</b>	<b>£167,939</b>

No employees had emoluments in excess of £60,000 (2022: Nil).

Following a restructuring of employed posts, one post was made redundant during 2023 and a statutory redundancy payment of £2,586 was made (included in the staff costs above)

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD**

**NOTES TO THE ACCOUNTS**

**for the year ended 31 December 2023 (Continued)**

**10. Staff numbers**

	2023	2022
The average number of employees during the year was as follows:	<u>8</u>	<u>9</u>

The number of full time contracted staff was 2 (2022:2) . The remaining staff are employed on a part time basis.

**11. Related party transactions and trustees' expenses and remuneration**

The trustees all give freely of their time and expertise without any form of remuneration or other benefit in cash or kind. No expenses were incurred by any trustees when carrying out their duties as trustees.

Trustees made unconditional donations totalling £44,470 during the year (2022: £38,405)

**12. Pensions**

Employees of the charity are entitled to join a defined contribution "money purchase" scheme. The charity's contribution is restricted to the contributions disclosed in note 9. There were no outstanding employer's or employee's contributions at the year end. The money purchase plan is managed by NEST and the plan invests the contributions made in an investment fund to build up over the term of the plan a pension fund which can be accessed by the employee from the age of 55. The total expense ratio of the plan is 0.3% and this is deducted from the investment fund annually. The charity has no liability beyond making its contributions and paying across the deductions for the employees' contributions.

**13. Tangible fixed assets**

	£
Warwick Hall	<u>4,119,603</u>

The value reported is historic cost. No market valuation has been sought and, the purpose of the funding behind the build satisfied, the asset is reflected within designated funds.

**14. Fixed asset investments**

	At 1.1.23 £	Additions £	Disposals £	Change in Market Value £	At 31.12.23 £
Investment property (5 Sylvester Close)	444,000	-	-	18,000	462,000
Share of property (20 Oxford Road)	26,510	-	-	-	26,510
CBF Church of England Investment Fund	433,704	-	-	40,804	474,509
	<u>£904,214</u>	<u>£-</u>	<u>£-</u>	<u>£58,804</u>	<u>£963,019</u>

**Sylvester Close**

£462,000 is an approximate market value of 5 Sylvester Close at the start of 2024.

**Oxford Road**

The share of property asset represents the PCC's loan to the Burford Benefice Bartholomew Trust ("BBBT") to enable the purchase of 20 Oxford Road, Burford in October 2010; the property originally cost £245,000.

If the property were sold the PCC would receive a share of 27/245 of the net proceeds. The net proceeds being calculated as the sales price less refurbishment and other costs incurred by BBBT. This asset is included at cost within designated as the PCC has no direct control over the property or its sale.

**CBF Church of England Investment Fund**

Included in the unit price of the CBF Church of England Investment Fund is an annual management fee of 0.55%.

This is reflected as part of the change in annual market value

## PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD

## NOTES TO THE ACCOUNTS

for the year ended 31 December 2023 (Continued)

## 15. Debtors

	2023	2022
	£	£
Gift aid reclaims	3,942	3,297
	-	-
	<u>£3,942</u>	<u>£3,297</u>

## 16. Current Asset Investments

	2023	2022
	£	£
Cash at bank and in hand (unrestricted)	145,477	41,271
Cash at bank and in hand (restricted)	5,440	7,678
	<u>£150,916</u>	<u>£48,949</u>

## 17. Creditors: amounts falling due within one year

	2023	2022
	£	£
Audit	3,720	3,540
Other creditors	-	-
	<u>£3,720</u>	<u>£3,540</u>

## 18. Analysis of charitable funds

	Balance 1.1.23	Income	Expenditure	Gains / (Losses)	Transfer	Balance 31.12.23
	£	£	£	£	£	£
Unrestricted fund	122,016	433,289	(340,027)	-	(25,000)	190,278
Designated funds						
- Fabric fund	796,717	115,370	(103,963)	58,804	25,000	891,929
- Warwick Hall	4,119,603	-	-	-	-	4,119,603
- BBBT	26,510	-	-	-	-	26,510
Designated funds, total	<u>4,942,830</u>	<u>115,370</u>	<u>(103,963)</u>	<u>58,804</u>	<u>25,000</u>	<u>5,038,042</u>
Restricted fund	7,678	19,912	(22,150)	-	-	5,440
<b>Total</b>	<u>5,072,523</u>	<u>568,571</u>	<u>(466,139)</u>	<u>58,804</u>	<u>-</u>	<u>5,233,760</u>

## Name of fund

## Description, nature and purposes of the fund

Unrestricted fund

The "general fund", the 'free reserves' after allowing for all designated funds. The general fund is available to be spent for any of the charity's purposes.

Designated fund

The "Fabric fund". Funds set aside by the PCC to enable it to meet its maintenance responsibilities for the Parish Church of St John the Baptist, Burford and other church buildings.

The "Warwick Hall" fund reflects the investment made in the construction of Warwick Hall. Whilst the building is central to the operations, there is no intention for sale.

The 'BBBT' fund recognises the interest that the PCC has in the purchase of 20 Oxford Road, Burford, over which it has no control as regards sale.

Restricted fund

Collections and other income given for specific purposes and which are required to be paid over to external beneficiaries.

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# Accounts

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**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN  
THE BAPTIST, BURFORD**

Charity number: 1130342

Annual report and accounts – Year ended 31 December 2022

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## **PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD**

### **REPORT OF THE TRUSTEES for the year ended 31 December 2022**

The trustees present their annual report and financial statements of the charity for the year ended 31 December 2022. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity's full name is The Parochial Church Council of the Ecclesiastical Parish of St John the Baptist, Burford, but it is generally known as the Parochial Church Council of St. John the Baptist, Burford, which is the name used in these financial statements.

#### **Aim and purposes**

The Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent in promoting in the ecclesiastical parish, the whole mission of the church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Parish Church of St. John the Baptist, Burford and of the Warwick Hall.

#### **Objectives and Activities**

The activities undertaken by the church in the year include offering a number of church services, children's and youth group ministry, home groups, prayer partnerships, outreach ministries, courses on marriage, parenting and discipleship, together with events which have brought the local church and community together.

The church gives around 10% of unrestricted income away, mainly through grants overseen by the Mission Committee. We seek to develop deep relationships with selected mission partners to support them with prayer, time and money. Our mission partners are engaged in a diverse range of ministries at local, national and international level.

#### **Achievements and Performance**

Church activities picked up during 2022 following the covid restrictions in 2021. By the end of the year numbers attending services and other activities were at least at pre-covid levels. Activities include weekly coffee morning, parent and baby/toddler group, fortnightly focus on faith group held in the Warwick Hall and many other groups held in people's homes. A large proportion of the church shared a weekend away from home together, there was a separate camping weekend for children and young people. The Church hosted several Real Lives events, listening to how faith impacted the lives of various people in extreme circumstances. During the year a fund was established to provide financial support for homes hosting Ukrainian refugees.

## PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD

### REPORT OF THE TRUSTEES for the year ended 31 December 2022 (continued)

#### **Investment Policy and Performance**

The PCC has decided that the money making up the Fabric and Equipment Fund should be invested in long term, low risk, income-producing assets with a view to maintaining capital and using the income for the repair and maintenance of its buildings and equipment.

To this end investments have been made in:

- a residential property in Burford; and
- shares in the CBF Church of England Investment Fund

The total annual income available from these investments for the repair and maintenance of the buildings and equipment in 2022 was £24,997 (2021-£28,602).

In making these investments the charity has taken into account the ethical basis on which money is invested by the CBF Church of England Investment Fund.

#### **Financial Review**

**General Fund** This fund is for the day to day running and mission of the church and includes income and expenditure for the Warwick Hall. At 31 December 2022 £122k was held in the General Fund, £8k higher than at the start of the year. Turnover in the General Fund was around £365k for the year with members of the congregation and visitors giving £269k (including gift aid recovery). Of the expenditure, £30k was given for mission and charitable work.

**Fabric Fund** This fund, originating from various legacies, is designated for the repair and maintenance of the buildings and equipment of the church and hall. At 31 December 2022 £797k was held in the Fabric Fund, invested in various ways. This is £214k lower than at the start of the year as a result of some significant repair and maintenance projects and a fall in the value of investments during the year.

#### **Reserves Policy**

It is PCC policy to try to maintain a balance in the General Fund which equates to at least three months unrestricted payments. This is equivalent to between £80k and £100k. It is held to smooth out fluctuations in cash flow and to meet emergencies.

The Fabric Fund is invested to provide an income to meet regular costs of repair and maintenance. Where this income is not adequate to cover all regular repair and maintenance, or where there are one off fabric costs, this is met by disinvesting from the Fabric Fund.

## **PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD**

### **REPORT OF THE TRUSTEES for the year ended 31 December 2022 (continued)**

#### **Volunteers**

The PCC appreciates that the work of St John's is hugely dependent upon the contribution of volunteers and wishes to record its thanks to all who offer their time and talents.

Volunteers working with children and vulnerable adults are subject to DBS (Disclosure & Barring Service) checks in line with St. John's Safeguarding Policy and approved by the PCC. Following consideration of the annual Safeguarding Report, our Safeguarding Policy was reapproved by the PCC on 19th September 2022.

#### **Fundraising**

The PCC is committed to high standards with regard to fundraising activity and has complied with all laws relating to charities and fundraising. We are clear, honest and open about our activities and fund raising requirements. We are respectful towards all supporters, and with the work carried out to meet GDPR regulations have recognised our strong procedures with regards to fundraising information security. The PCC received no complaints about its fundraising activities during 2022.

Funds are raised primarily through donations from church members and visitors to the church. A smaller amount is raised from letting rooms in the Warwick Hall.

The PCC does not employ any professional fundraisers or use commercial participators nor do we cold call members of the public. The PCC has not signed up to any voluntary fundraising scheme or standards.

#### **Structure, Governance and Management**

The charity is governed by the PCC, which consists of around twenty members plus clergy licensed to the church, who serve on the PCC ex-officio. All members of the PCC are trustees of the charity. The PCC meets at least six times a year. In addition a Standing Committee meets to consider matters arising between PCC meetings. Other specialist subcommittees support the work of the PCC, including the Finance Committee, the Fabric Committee and the Mission Committee.

PCC members are elected by vote at the Annual Parochial Church Meeting (APCM) by members of the electoral roll who are present at the meeting and in accordance with Church Representation Rules. PCC members normally serve for a period of three years.

The charity is affiliated to the Church of England, and as a result has representatives sitting on the local deanery and, potentially, diocese committees.

#### **Public benefit**

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD**

**REPORT OF THE TRUSTEES  
for the year ended 31 December 2022 (continued)**

**Reference and Administrative Information**

**Trustees**

The following trustees have served during the year for the dates shown:

Rev T Putt	Mrs L Petra
Mr T Douglas	Mrs R Reavley
Mr T Hames (to 23/5/22)	Mr A Butcher (from 23/5/22)
Mrs P Kettle (to 23/5/22)	Mr P White
Mr A Lord	Mr R Lind
Ms S McCrossan	Mr C Fieth (to 23/5/22)
Mrs P Hughes	Mrs J Petterson
Mr P Petterson	Mr A Jackson
Rev C Reavley	Mrs J Branston
Mr A Salisbury	Mr M Eyles
Mr R Tarbox	

Trustees are either ex-officio, co-opted or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules.

**Charity Registration Number:** 1130342

**Principal Office:** St John the Baptist Church, Church Green, Burford, OX18 4RY

**Auditors:** Just Audit & Assurance Ltd, 37 Market Square, Witney, Oxon, OX28 6RE

**Bankers:** CAF Bank Ltd, 25 Kings Hill Avenue, West Malling, Kent. An additional account is held with TSB.

**Investment Managers:** CCLA Investment Management Limited, Senator House, 85 Queen Victoria Street, London, EC4V 4ET. CCLA Investment Management Limited is authorised and regulated by the Financial Conduct Authority.

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD****REPORT OF THE TRUSTEES  
for the year ended 31 December 2022 (continued)****Responsibilities of the Trustees**

The trustees are responsible for preparing the Annual Report and the financial statements in accordance with general applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed in the financial statements; and
- prepare the financial statements on a going-concern basis unless it is inappropriate to presume that the church will continue to operate.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the applicable Charities (Accounts and Reports) Regulations. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees on 20 March 2023 and signed on their behalf by:

Rev Tom Putt

.....  
(PCC Chairman)

**PAROCHIAL CHURCH COUNCIL OF  
ST JOHN THE BAPTIST, BURFORD**

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES**

**Opinion**

We have audited the financial statements of The Parochial Church Council of St John the Baptist, Burford (the 'charity') for the year ended 31<sup>st</sup> December 2022, which comprise the Statement of Financial Activities, Balance Sheet, and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is United Kingdom Accounting Standards, comprising Charities SORP - FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31<sup>st</sup> December 2022 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the original financial statements were authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

**PAROCHIAL CHURCH COUNCIL OF  
ST JOHN THE BAPTIST, BURFORD**

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES**

**Other information**

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**Matters on which we are required to report by exception**

In the light of our knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

**Responsibilities of trustees**

As explained more fully in the Statement of Trustees' Responsibilities (set out on page 5), the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

**PAROCHIAL CHURCH COUNCIL OF  
ST JOHN THE BAPTIST, BURFORD**

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES**

**Auditor Responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Our assessment focused on key laws and regulations the charity has to comply with and areas of the financial statements we assessed as being more susceptible to misstatement. These key laws and regulations included but were not limited to compliance with the Charities Act 2011, United Kingdom Generally Accepted Accounting Practice and relevant tax legislation.

We are not responsible for preventing irregularities. Our approach to detect irregularities included, but was not limited to, the following:

- obtaining an understanding of the charity's policies and procedures and how the charity has complied with these, through discussions and sample testing of controls;
- obtaining an understanding of the legal and regulatory framework applicable to the charity and how the charity is complying with that framework;
- an understanding of the charity's risk assessment process, including the risk of fraud;
- designing our audit procedures to respond to our risk assessment; and
- performing audit work over the risk of management override of controls including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing estimates for bias.

Whilst considering how our audit work addressed the detection of irregularities, we also consider the likelihood of detection based on our approach. Irregularities arising from fraud are inherently more difficult to detect than those arising from error.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission, or misrepresentation.

A further description of our responsibilities is available on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

**PAROCHIAL CHURCH COUNCIL OF  
ST JOHN THE BAPTIST, BURFORD**

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES**

**Use of our report**

This report is made solely to the charity trustees, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our work has been undertaken so that we might state to the trustees those matters we are required to state to trustees in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

.....  
J M Russell FCA (Senior Statutory Auditor)  
For and on behalf of Just Audit & Assurance Ltd, Statutory Auditor

37 Market Square  
Witney  
Oxfordshire  
OX28 6RE

Date .....

Just Audit & Assurance Ltd is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD**

**Statement of Financial Activities**  
for the year ended 31 December 2022

	Note	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2022	Total Funds 2021
		£	£		£	£
<b>Income from:</b>						
Donations and legacies	2	274,443	1,000	7,606	283,050	323,125
Charitable activities	3	38,384	-	11,703	50,087	33,420
Other trading activities	4	50,774	-	-	50,774	34,301
Investments	5	135	24,997	-	25,131	28,607
<b>Total incoming resources</b>		<b>363,736</b>	<b>25,997</b>	<b>19,309</b>	<b>409,042</b>	<b>419,453</b>
<b>Expenditure on:</b>						
Raising funds	6	-	10,098	-	10,098	1,545
Charitable activities	7	355,069	188,985	15,884	559,938	483,999
<b>Total expenditure</b>		<b>355,069</b>	<b>199,083</b>	<b>15,884</b>	<b>570,036</b>	<b>485,544</b>
<b>Net income before gains on investment assets</b>		<b>8,667</b>	<b>(173,087)</b>	<b>3,426</b>	<b>(160,994)</b>	<b>(66,091)</b>
<b>Net gains on investment assets</b>	14	<b>-</b>	<b>(41,375)</b>	<b>-</b>	<b>(41,375)</b>	<b>180,227</b>
<b>Net movement in funds</b>		<b>8,667</b>	<b>(214,462)</b>	<b>3,426</b>	<b>(202,369)</b>	<b>114,136</b>
<b>Transfer between funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Reconciliation of funds</b>						
Total Funds brought forward		113,349	5,157,291	4,252	5,274,892	5,160,756
<b>Total funds carried forward</b>		<b>122,016</b>	<b>4,942,830</b>	<b>7,678</b>	<b>5,072,523</b>	<b>5,274,892</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD**

**Balance Sheet**  
as at 31 December 2022

	Note	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2022	Total Funds 2021
		£	£	£	£	£
<b>Fixed assets</b>						
Tangible assets	13		4,119,603	-	4,119,603	4,119,603
Investments	14	80,987	823,227	-	904,214	1,095,589
		80,987	4,942,830	-	5,023,817	5,215,192
<b>Current assets</b>						
Debtors	15	3,297	-	-	3,297	2,687
Cash at bank and in hand	16	41,271		7,678	48,949	67,910
<b>Total Current Assets</b>		44,568	-	7,678	52,246	70,597
<b>Liabilities</b>						
Creditors falling due within one year	17	3,540	-	-	3,540	10,897
<b>Net Current Assets</b>		41,028	-	7,678	48,706	59,700
<b>Net Assets</b>		122,016	4,942,830	7,678	5,072,523	5,274,892
<b>The funds of the Charity:</b>						
Restricted income funds	18	0	0	7,678	7,678	4,252
Designated income funds	18	0	4,942,830	0	4,942,830	5,157,291
Unrestricted income funds	18	122,016	0	0	122,016	113,349
<b>Total charity funds</b>		122,016	4,942,830	7,678	5,072,523	5,274,892

The financial statements were approved by the Parochial Church Council on 20 March 2023 and signed on its behalf by:

\_\_\_\_\_  
T Putt  
(PCC Chairman)

\_\_\_\_\_  
T C Douglas  
(PCC Treasurer)

The notes on pages 15 to 18 form part of these financial statements.

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD****NOTES TO THE ACCOUNTS****for the year ended 31 December 2022****1. Accounting Policies****Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

**Basis of preparation**

The PCC meets the definition of a public benefit entity under FRS102. The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these financial statements.

**Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

**Income Recognition**

All income is recognised once the charity has entitlement to the income, there is sufficient certainty or receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Legacy gifts are recognised on a case by case basis following the granting of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date. In the event that a gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being measurable with a degree of reasonable accuracy and the title to the asset has been transferred to the charity.

Grants and donations are only included when the general income recognition criteria are met.

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD****NOTES TO THE ACCOUNTS****for the year ended 31 December 2022 (Continued)****Income recognition (continued)**

Donated services or facilities are recognised as income when the charity has control over the item, any conditions associated with a donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. On receipt, donated services and facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

**Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably.

All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources. All expenditure is accounted for on an accruals basis.

All resources expended are inclusive of irrecoverable VAT.

**Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the Charity. Designated funds are unrestricted funds of the Charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the Charity's work or for specific projects being undertaken by the Charity.

Further details of each fund are disclosed in Note 18.

**Governance and Support Costs**

Support costs have been allocated between governance costs and other support. Governance costs comprise the cost of audit. Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities such as salaries of support staff and office costs. These costs, set out in note 7, have been allocated as expenditure on charitable activities.

**Volunteers**

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD****NOTES TO THE ACCOUNTS****for the year ended 31 December 2022 (Continued)****Investments**

Investments quoted on a recognised stock exchange or whose value derives from them are valued at market value at the year end. Other investment assets are included at PCC's best estimate of market value

**Fixed Assets**

**Consecrated and benefice property.** In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by Section 10(2)(a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements.

**Moveable church furnishings.** These are not capitalised as no single item is considered material enough to do so.

**Tangible fixed assets for use by charity.** These are capitalised if they can be used for more than one year, and cost at least £1,000. They are valued at cost and depreciated over a period of 4 years. No depreciation is provided on buildings as the currently estimated residual value of the properties is not less than their carrying value and the remaining useful life of these assets currently exceeds 50 years, so that any depreciation charges would be immaterial.

**Debtors and Creditors**

Trade and other debtors are recognised at the settlement amounts due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**Short term deposits**

This is cash held in bank deposit accounts.

## PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD

## NOTES TO THE ACCOUNTS

for the year ended 31 December 2022 (Continued)

2. Income from donations and legacies	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2022	Total Funds 2021
	£	£	£	£	£
Tax efficient planned giving	166,295	-	-	166,295	158,867
Other planned giving	35,354	-	-	35,354	28,215
Collections at services	865	-	-	865	942
Special collections	-	-	7,188	7,188	2,507
Other donations, including wall safe	21,417	-	-	21,417	12,681
Gift aid recovered	43,762	-	419	44,181	42,006
Legacies received	3,000	-	-	3,000	2,000
Grants	3,750	1,000	-	4,750	75,907
	<u>£274,443</u>	<u>£1,000</u>	<u>£7,606</u>	<u>£283,050</u>	<u>£323,125</u>
3. Income from charitable activities	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2022	Total Funds 2021
	£	£	£	£	£
Fees (weddings, funerals and baptisms)	6,724	-	11,703	18,427	18,127
Church and outreach events	19,800	-	-	19,800	3,231
Church bookstall and leaflets	459	-	-	459	187
Benefice contributions	11,401	-	-	11,401	11,875
<b>Total income from charitable activities</b>	<u>£38,384</u>	<u>£-</u>	<u>£11,703</u>	<u>£50,087</u>	<u>£33,420</u>
4. Income earned from other trading activities	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2022	Total Funds 2021
	£	£	£	£	£
Church hire and tours	60	-	-	60	50
Hire of Warwick Hall	50,714	-	-	50,714	34,251
<b>Total income from other trading activities</b>	<u>£50,774</u>	<u>£-</u>	<u>£-</u>	<u>£50,774</u>	<u>£34,301</u>
5. Investment income	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2022	Total Funds 2021
	£	£	£	£	£
Dividends and rent	-	24,997	-	24,997	28,602
Interest on cash deposits	135	-	-	135	5
	<u>£135</u>	<u>£24,997</u>	<u>£-</u>	<u>£25,131</u>	<u>£28,607</u>
6. Costs of Raising Funds	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2022	Total Funds 2021
	£	£	£	£	£
Costs of managing investment property	-	10,098	-	10,098	1,545

## PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD

## NOTES TO THE ACCOUNTS

for the year ended 31 December 2022 (Continued)

7. Analysis of expenditure on charitable activities	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2022	Total Funds 2021
	£	£	£	£	£
Mission giving and donations	30,020	-	5,127	35,147	37,140
Diocesan parish share contribution	66,592	-	-	66,592	66,632
Youth & children's work - payroll costs	41,025	-	-	41,025	52,452
Youth & children's work - other costs	5,254	-	-	5,254	2,180
Clergy and visiting clergy expenses	4,714	-	-	4,714	3,619
Training	1,403	-	-	1,403	5,594
Baptism, wedding and funeral costs	-	-	10,757	10,757	11,623
Church and outreach events	26,684	-	-	26,684	3,062
Upkeep of services	4,448	-	-	4,448	4,539
Church bookstall and leaflets	699	-	-	699	234
Repairs and maintenance (see note 8)	-	188,985	-	188,985	127,822
Staff insurance	802	-	-	802	569
Utilities	17,898	-	-	17,898	18,098
Warwick Hall running costs (see note 8)	57,782	-	-	57,782	68,081
Cost of audit	3,540	-	-	3,540	3,180
Support costs (see note 8)	94,207	-	-	94,207	79,174
<b>Total</b>	<b>£355,069</b>	<b>£188,985</b>	<b>£15,884</b>	<b>£559,938</b>	<b>£483,999</b>

## 8. Further breakdown

	2022	2021
	£	£
<b>Warwick Hall Costs</b>		
Support Staff - payroll costs	32,152	49,455
Utilities and council tax	25,630	18,626
<b>Total</b>	<b>£57,782</b>	<b>£68,081</b>
<b>Support Costs</b>		
Support Staff - payroll costs	79,754	65,961
Office costs	4,851	4,459
Photocopy costs	3,695	2,272
Computer costs	4,329	4,658
Telephone and internet	1,092	1,402
Bank charges	486	423
<b>Total</b>	<b>£94,207</b>	<b>£79,175</b>
<b>Repairs and maintenance</b>		
Church - service contracts and other regular maintenance	13,230	12,916
Church - other costs	74,260	56,994
Warwick Hall - service contracts and other regular maintenance	25,723	25,312
Warwick Hall - other costs	75,773	32,600
<b>Total</b>	<b>£188,985</b>	<b>£127,822</b>

In 2022 included in "other costs" is £52,048 expended on historic glass conservation and cleaning in the Church and £40,620 expended on replacing the heat pumps in the Hall

## 9. Analysis of staff costs

	2022	2021
	£	£
Salaries and wages	155,798	165,867
Social security costs	6,671	9,078
Pension costs	5,470	6,021
	<b>£167,939</b>	<b>£180,966</b>

No employees had emoluments in excess of £60,000 (2021: Nil).

## PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD

## NOTES TO THE ACCOUNTS

for the year ended 31 December 2022 (Continued)

## 10. Staff numbers

	2022	2021
The average number of employees during the year was as follows:	<u>9</u>	<u>8</u>

The number of full time contracted staff was 2 (2021:4) . The remaining staff are employed on a part time basis.

## 11. Related party transactions and trustees' expenses and remuneration

The trustees all give freely of their time and expertise without any form of remuneration or other benefit in cash or kind. Expenses paid to the trustees in the year totalled £6,415 (2021: £2,887). These expenses were paid to 6 Trustees as reimbursement for costs incurred in various church activities, all expenses were incurred for charitable activities.

Trustees made unconditional donations totalling £38,405 during the year (2021: £56,852)

## 12. Pensions

Employees of the charity are entitled to join a defined contribution "money purchase" scheme. The charity's contribution is restricted to the contributions disclosed in note 9. There were no outstanding employer's or employee's contributions at the year end. The money purchase plan is managed by NEST and the plan invests the contributions made in an investment fund to build up over the term of the plan a pension fund which can be accessed by the employee from the age of 55. The total expense ratio of the plan is 0.3% and this is deducted from the investment fund annually. The charity has no liability beyond making its contributions and paying across the deductions for the employees' contributions.

## 13. Tangible fixed assets

	£
Warwick Hall	<u>4,119,603</u>

The value reported is historic cost. No market valuation has been sought and, the purpose of the funding behind the build satisfied, the asset is reflected within designated funds.

## 14. Fixed asset investments

	At 1.1.22 £	Additions £	Disposals £	Change in Market Value £	At 31.12.22 £
Investment property (5 Sylvester Close)	414,000	-	-	30,000	444,000
Share of property (20 Oxford Road)	26,510	-	-	-	26,510
CBF Church of England Investment Fund	655,079	-	(150,000)	(71,375)	433,704
	<u>£1,095,589</u>	<u>£-</u>	<u>£(150,000)</u>	<u>£(41,375)</u>	<u>£904,214</u>

**Sylvester Close**

£444,000 is an approximate market value of 5 Sylvester Close at the start of 2023.

**Oxford Road**

The share of property asset represents the PCC's loan to the Burford Benefice Bartholomew Trust ("BBBT") to enable the purchase of 20 Oxford Road, Burford in October 2010; the property originally cost £245,000.

If the property were sold the PCC would receive a share of 27/245 of the net proceeds. The net proceeds being calculated as the sales price less refurbishment and other costs incurred by BBBT. This asset is included at cost within designated as the PCC has no direct control over the property or its sale.

**CBF Church of England Investment Fund**

Included in the unit price of the CBF Church of England Investment Fund is an annual management fee of 0.55%.

This is reflected as part of the change in annual market value

## PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD

## NOTES TO THE ACCOUNTS

for the year ended 31 December 2022 (Continued)

## 15. Debtors

	2022	2021
	£	£
Gift aid reclaims	3,297	2,687
	-	-
	<u>£3,297</u>	<u>£2,687</u>

## 16. Current Asset Investments

	2022	2021
	£	£
Cash at bank and in hand (unrestricted)	41,271	63,658
Cash at bank and in hand (restricted)	7,678	4,252
	<u>£48,949</u>	<u>£67,910</u>

## 17. Creditors: amounts falling due within one year

	2022	2021
	£	£
Audit	3,540	3,180
Other creditors	-	7,717
	<u>£3,540</u>	<u>£10,897</u>

## 18. Analysis of charitable funds

	Balance 1.1.22	Income	Expenditure	Gains / (Losses)	Transfer	Balance 31.12.22
	£	£	£	£	£	£
Unrestricted fund	113,349	363,736	(355,069)	-	-	122,016
Designated funds						
- Fabric fund	1,011,178	25,997	(199,083)	(41,375)	-	796,717
- Warwick Hall	4,119,603					4,119,603
- BBBT	26,510					26,510
Designated funds, total	<u>5,157,291</u>	<u>25,997</u>	<u>(199,083)</u>	<u>(41,375)</u>	<u>-</u>	<u>4,942,830</u>
Restricted fund	4,252	19,309	(15,884)	-		7,678
<b>Total</b>	<u>5,274,892</u>	<u>409,042</u>	<u>(570,036)</u>	<u>(41,375)</u>	<u>-</u>	<u>5,072,523</u>

## Name of fund

## Description, nature and purposes of the fund

## Unrestricted fund

The "general fund", the 'free reserves' after allowing for all designated funds. The general fund is available to be spent for any of the charity's purposes.

## Designated fund

The "Fabric fund". Funds set aside by the PCC to enable it to meet its maintenance responsibilities for the Parish Church of St John the Baptist, Burford and other church buildings.

The "Warwick Hall" fund reflects the investment made in the construction of Warwick Hall. Whilst the building is central to the operations, there is no intention for sale.

The 'BBBT' fund recognises the interest that the PCC has in the purchase of 20 Oxford Road, Burford, over which it has no control as regards sale.

## Restricted fund

Collections and other income given for specific purposes and which are required to be paid over to external beneficiaries.

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# Accounts

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**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN  
THE BAPTIST, BURFORD**

Charity number: 1130342

Annual report and accounts – Year ended 31 December 2021

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## **PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD**

### **REPORT OF THE TRUSTEES for the year ended 31 December 2021**

The trustees present their annual report and financial statements of the charity for the year ended 31 December 2021. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity's full name is The Parochial Church Council of the Ecclesiastical Parish of St John the Baptist, Burford, but it is generally known as the Parochial Church Council of St. John the Baptist, Burford, which is the name used in these financial statements.

#### **Aim and purposes**

The Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent in promoting in the ecclesiastical parish, the whole mission of the church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Parish Church of St. John the Baptist, Burford and of the Warwick Hall.

#### **Objectives and Activities**

The activities undertaken by the church in the year include offering a number of church services, children's and youth group ministry, home groups, prayer partnerships, outreach ministries, courses on marriage, parenting and discipleship, together with events which have brought the local church and community together.

The church gives around 10% of unrestricted income away, mainly through grants overseen by the Mission Committee. We seek to develop deep relationships with selected mission partners to support them with prayer, time and money. Our mission partners are engaged in a diverse range of ministries at local, national and international level.

#### **Achievements and Performance**

All Church activities were impacted by the coronavirus crisis during 2021. Church services and activities continued to take place where allowed under national guidance with social distancing and all sanitisation measures. Some Church services also remain online, either recorded or, where allowed, as a live stream. Some Church activities also took place online rather than face to face.

## PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD

### REPORT OF THE TRUSTEES for the year ended 31 December 2021 (continued)

#### **Investment Policy and Performance**

The PCC has decided that the money making up the Fabric and Equipment Fund should be invested in long term, low risk, income-producing assets with a view to maintaining capital and using the income for the repair and maintenance of its buildings and equipment.

To this end investments have been made in:

- a residential property in Burford; and
- shares in the CBF Church of England Investment Fund

The total annual income available from these investments for the repair and maintenance of the buildings and equipment in 2021 was £28,602 (2020-£28,117).

In making these investments the charity has taken into account the need to provide housing in Burford at a reasonable rent, and has also considered the ethical basis on which money is invested by the CBF Church of England Investment Fund.

#### **Financial Review**

**General Fund** This fund is for the day to day running and mission of the church and includes income and expenditure for the Warwick Hall. At 31 December 2021 £113k was held in the General Fund, £10k higher than at the start of the year. Turnover in the General Fund was around £376k for the year with members of the congregation and visitors giving £243k (including gift aid recovery). Of the expenditure, £33k was given for mission and charitable work.

**Fabric Fund** This fund, originating from various legacies, is designated for the repair and maintenance of the buildings and equipment of the church and hall. At 31 December 2021 £1,011k was held in the Fabric Fund, invested in various ways. This is £104k higher than at the start of the year where investment income and growth exceeded repairs, maintenance and improvements of £128k.

#### **Reserves Policy**

It is PCC policy to try to maintain a balance in the General Fund which equates to at least three months unrestricted payments. This is equivalent to between £80k and £100k. It is held to smooth out fluctuations in cash flow and to meet emergencies.

The Fabric Fund is invested to provide an income to meet regular costs of repair and maintenance. Where this income is not adequate to cover all regular repair and maintenance, or where there are one off fabric costs, this is met by disinvesting from the Fabric Fund.

## **PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD**

### **REPORT OF THE TRUSTEES for the year ended 31 December 2021 (continued)**

#### **Volunteers**

The PCC appreciates that the work of St John's is hugely dependent upon the contribution of volunteers and wishes to record its thanks to all who offer their time and talents.

Volunteers working with children and vulnerable adults are subject to DBS (Disclosure & Barring Service) checks in line with St. John's Safeguarding Policy and approved by the PCC. Following consideration of the annual Safeguarding Report, our Safeguarding Policy was reapproved by the PCC on 15th March 2021.

#### **Fundraising**

The PCC is committed to high standards with regard to fundraising activity and has complied with all laws relating to charities and fundraising. We are clear, honest and open about our activities and fund raising requirements. We are respectful towards all supporters, and with the work carried out to meet GDPR regulations have recognised our strong procedures with regards to fundraising information security. The PCC received no complaints about its fundraising activities during 2021.

Funds are raised primarily through donations from church members and visitors to the church. A smaller amount is raised from letting rooms in the Warwick Hall.

The PCC does not employ any professional fundraisers or use commercial participators nor do we cold call members of the public. The PCC has not signed up to any voluntary fundraising scheme or standards.

#### **Structure, Governance and Management**

The charity is governed by the PCC, which consists of around twenty members plus clergy licensed to the church, who serve on the PCC ex-officio. All members of the PCC are trustees of the charity. The PCC meets at least six times a year. In addition a Standing Committee meets to consider matters arising between PCC meetings. Other specialist subcommittees support the work of the PCC, including the Finance Committee, the Fabric Committee and the Mission Committee.

PCC members are elected by vote at the Annual Parochial Church Meeting (APCM) by members of the electoral roll who are present at the meeting and in accordance with Church Representation Rules. PCC members normally serve for a period of three years.

The charity is affiliated to the Church of England, and as a result has representatives sitting on the local deanery and, potentially, diocese committees.

#### **Public benefit**

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD**

**REPORT OF THE TRUSTEES  
for the year ended 31 December 2021 (continued)**

**Reference and Administrative Information**

**Trustees**

The following trustees have served during the year for the dates shown:

Rev T Putt	Mrs L Petra
Mr T Douglas	Mrs R Reavley
Mr T Hames	Mr I Johnson (to 7/6/21)
Mrs P Kettle	Mr P White
Mr A Lord	Mr R Lind
Ms S McCrossan	Mr C Fieth
Mr R Owen (to 15/3/21)	Mrs J Petterson
Mr P Petterson	Mr A Jackson
Rev C Reavley	Mrs J Branston
Mr A Salisbury	Rev O Strange (to 21/7/21)
Mr R Tarbox	Mr M Eyles
Mrs Philippa Hughes (from 23/8/21)	

Trustees are either ex-officio, co-opted or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules.

**Charity Registration Number:** 1130342

**Principal Office:** St John the Baptist Church, Church Green, Burford, OX18 4RY

**Auditors:** Just Audit & Assurance Ltd, 37 Market Square, Witney, Oxon, OX28 6RE

**Bankers:** CAF Bank Ltd, 25 Kings Hill Avenue, West Malling, Kent. An additional account is held with TSB.

**Investment Managers:** CCLA Investment Management Limited, Senator House, 85 Queen Victoria Street, London, EC4V 4ET. CCLA Investment Management Limited is authorised and regulated by the Financial Conduct Authority.

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD****REPORT OF THE TRUSTEES  
for the year ended 31 December 2021 (continued)****Responsibilities of the Trustees**

The trustees are responsible for preparing the Annual Report and the financial statements in accordance with general applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed in the financial statements; and
- prepare the financial statements on a going-concern basis unless it is inappropriate to presume that the church will continue to operate.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the applicable Charities (Accounts and Reports) Regulations. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees on 21 March 2022 and signed on their behalf by:

Rev Tom Putt

.....  
(PCC Chairman)

**PAROCHIAL CHURCH COUNCIL OF  
ST JOHN THE BAPTIST, BURFORD**

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES**

**Opinion**

We have audited the financial statements of The Parochial Church Council of St John the Baptist, Burford (the 'charity') for the year ended 31st December 2021, which comprise the Statement of Financial Activities, Balance Sheet, Cash Flow Statement, and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is United Kingdom Accounting Standards, comprising Charities SORP - FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31st December 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the original financial statements were authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

**PAROCHIAL CHURCH COUNCIL OF  
ST JOHN THE BAPTIST, BURFORD**

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES**

**Other information**

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**Matters on which we are required to report by exception**

In the light of our knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

**Responsibilities of trustees**

As explained more fully in the Statement of Trustees' Responsibilities (set out on page 5), the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

**PAROCHIAL CHURCH COUNCIL OF  
ST JOHN THE BAPTIST, BURFORD**

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES**

**Auditor Responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Our assessment focused on key laws and regulations the charity has to comply with and areas of the financial statements we assessed as being more susceptible to misstatement. These key laws and regulations included but were not limited to compliance with the Charities Act 2011, United Kingdom Generally Accepted Accounting Practice and relevant tax legislation.

We are not responsible for preventing irregularities. Our approach to detect irregularities included, but was not limited to, the following:

- obtaining an understanding of the charity's policies and procedures and how the charity has complied with these, through discussions and sample testing of controls;
- obtaining an understanding of the legal and regulatory framework applicable to the charity and how the charity is complying with that framework;
- an understanding of the charity's risk assessment process, including the risk of fraud;
- designing our audit procedures to respond to our risk assessment; and
- performing audit work over the risk of management override of controls including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing estimates for bias.

Whilst considering how our audit work addressed the detection of irregularities, we also consider the likelihood of detection based on our approach. Irregularities arising from fraud are inherently more difficult to detect than those arising from error.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission, or misrepresentation.

A further description of our responsibilities is available on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

**PAROCHIAL CHURCH COUNCIL OF  
ST JOHN THE BAPTIST, BURFORD**

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES**

**Use of our report**

This report is made solely to the charity trustees, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our work has been undertaken so that we might state to the trustees those matters we are required to state to trustees in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

.....  
J M Russell FCA (Senior Statutory Auditor)  
For and on behalf of Just Audit & Assurance Ltd, Statutory Auditor

37 Market Square  
Witney  
Oxfordshire  
OX28 6RE

Date.....

Just Audit & Assurance Ltd is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD**

**Statement of Financial Activities**  
for the year ended 31 December 2021

	Note	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
		£	£		£	£
<b>Income from:</b>						
Donations and legacies	2	320,433	-	2,692	323,125	294,947
Charitable activities	3	21,047	-	12,373	33,420	31,117
Other trading activities	4	34,301	-	-	34,301	22,843
Investments	5	5	28,602	-	28,607	28,135
<b>Total incoming resources</b>		<b>375,786</b>	<b>28,602</b>	<b>15,065</b>	<b>419,453</b>	<b>377,042</b>
<b>Expenditure on:</b>						
Raising funds	6	-	1,545	-	1,545	688
Charitable activities	7	340,774	127,822	15,403	483,999	581,373
<b>Total expenditure</b>		<b>340,774</b>	<b>129,367</b>	<b>15,403</b>	<b>485,544</b>	<b>582,061</b>
<b>Net income before gains on investment assets</b>		<b>35,011</b>	<b>(100,765)</b>	<b>(338)</b>	<b>(66,091)</b>	<b>(205,019)</b>
<b>Net gains on investment assets</b>	14	-	180,227	-	180,227	48,772
<b>Net movement in funds</b>		<b>35,011</b>	<b>79,462</b>	<b>(338)</b>	<b>114,136</b>	<b>(156,247)</b>
<b>Transfer between funds</b>		<b>(25,000)</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Reconciliation of funds</b>						
Total Funds brought forward		103,338	5,052,828	4,590	5,160,756	5,317,003
<b>Total funds carried forward</b>		<b>£113,349</b>	<b>£5,157,290</b>	<b>£4,252</b>	<b>£5,274,892</b>	<b>£5,160,756</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD**

**Balance Sheet**  
as at 31 December 2021

	Note	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
		£	£	£	£	£
<b>Fixed assets</b>						
Tangible assets	13		4,119,603	-	4,119,603	4,119,603
Investments	14	54,634	1,040,955	-	1,095,589	1,015,362
		54,634	5,160,558	-	5,215,192	5,134,965
<b>Current assets</b>						
Debtors	15	2,687	-	-	2,687	2,830
Cash at bank and in hand	16	63,658		4,252	67,910	28,854
<b>Total Current Assets</b>		66,345	-	4,252	70,597	31,684
<b>Liabilities</b>						
Creditors falling due within one year	17	7,630	3,267	-	10,897	5,893
<b>Net Current Assets</b>		58,716	(3,267)	4,252	59,701	25,791
<b>Net Assets</b>		£ 113,350	£ 5,157,291	£4,252	£ 5,274,893	£ 5,160,756
<b>The funds of the Charity:</b>						
Restricted income funds	18	-	-	4,252	4,252	4,590
Designated income funds	18	-	5,157,290	-	5,157,290	5,052,828
Unrestricted income funds	18	113,350	-	-	113,350	103,338
<b>Total charity funds</b>		£113,350	£5,157,290	£4,252	£5,274,892	£5,160,756

The financial statements were approved by the Parochial Church Council on 21 March 2022 and signed on its behalf by:

\_\_\_\_\_  
T Putt  
(PCC Chairman)

\_\_\_\_\_  
T C Douglas  
(PCC Treasurer)

The notes on pages 15 to 18 form part of these financial statements.

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD****NOTES TO THE ACCOUNTS****for the year ended 31 December 2021****1. Accounting Policies****Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

**Basis of preparation**

The PCC meets the definition of a public benefit entity under FRS102. The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these financial statements.

**Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

**Income Recognition**

All income is recognised once the charity has entitlement to the income, there is sufficient certainty or receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Legacy gifts are recognised on a case by case basis following the granting of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date. In the event that a gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being measurable with a degree of reasonable accuracy and the title to the asset has been transferred to the charity.

Grants and donations are only included when the general income recognition criteria are met.

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD****NOTES TO THE ACCOUNTS****for the year ended 31 December 2021 (Continued)****Income recognition (continued)**

Donated services or facilities are recognised as income when the charity has control over the item, any conditions associated with a donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. On receipt, donated services and facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

**Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably.

All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources. All expenditure is accounted for on an accruals basis.

All resources expended are inclusive of irrecoverable VAT.

**Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the Charity. Designated funds are unrestricted funds of the Charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the Charity's work or for specific projects being undertaken by the Charity.

Further details of each fund are disclosed in Note 18.

**Governance and Support Costs**

Support costs have been allocated between governance costs and other support. Governance costs comprise the cost of audit. Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities such as salaries of support staff and office costs. These costs, set out in note 7, have been allocated as expenditure on charitable activities.

**Volunteers**

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD****NOTES TO THE ACCOUNTS****for the year ended 31 December 2021 (Continued)****Investments**

Investments quoted on a recognised stock exchange or whose value derives from them are valued at market value at the year end. Other investment assets are included at PCC's best estimate of market value

**Fixed Assets**

**Consecrated and benefice property.** In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by Section 10(2)(a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements.

**Moveable church furnishings.** These are not capitalised as no single item is considered material enough to do so.

**Tangible fixed assets for use by charity.** These are capitalised if they can be used for more than one year, and cost at least £1,000. They are valued at cost and depreciated over a period of 4 years. No depreciation is provided on buildings as the currently estimated residual value of the properties is not less than their carrying value and the remaining useful life of these assets currently exceeds 50 years, so that any depreciation charges would be immaterial.

**Debtors and Creditors**

Trade and other debtors are recognised at the settlement amounts due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**Short term deposits**

This is cash held in bank deposit accounts.

## PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD

## NOTES TO THE ACCOUNTS

for the year ended 31 December 2021 (Continued)

2. Income from donations and legacies	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£	£
Tax efficient planned giving	158,867	-	-	158,867	163,517
Other planned giving	28,215	-	-	28,215	28,298
Collections at services	942	-	-	942	829
Special collections	-	-	2,507	2,507	6,213
Other donations, including wall safe	12,681	-	-	12,681	8,369
Gift aid recovered	41,821	-	185	42,006	41,549
Legacies received	2,000	-	-	2,000	1,000
Grants	75,907	-	-	75,907	45,172
	<u>£320,433</u>	<u>£-</u>	<u>£2,692</u>	<u>£323,125</u>	<u>£294,947</u>
Included in Grants are receipts of £26,007 for Business Covid support and £9,899 from the Covid Job Retention Scheme					
3. Income from charitable activities	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£	£
Fees (weddings, funerals and baptisms)	5,754	-	12,373	18,127	10,583
Church and outreach events	3,231	-	-	3,231	6,409
Church bookstall and leaflets	187	-	-	187	146
Benefice contributions	11,875	-	-	11,875	13,979
<b>Total income from charitable activities</b>	<u>£21,047</u>	<u>£-</u>	<u>£12,373</u>	<u>£33,420</u>	<u>£31,117</u>
4. Income earned from other trading activities	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£	£
Church hire and tours	50	-	-	50	40
Hire of Warwick Hall	34,251	-	-	34,251	22,803
<b>Total income from other trading activities</b>	<u>£34,301</u>	<u>£-</u>	<u>£-</u>	<u>£34,301</u>	<u>£22,843</u>
5. Investment income	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£	£
Dividends and rent	-	28,602	-	28,602	28,117
Interest on cash deposits	5	-	-	5	18
	<u>£5</u>	<u>£28,602</u>	<u>£-</u>	<u>£28,607</u>	<u>£28,135</u>
6. Costs of Raising Funds	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£	£
Costs of managing investment property	-	1,545	-	1,545	688

## PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD

## NOTES TO THE ACCOUNTS

for the year ended 31 December 2021 (Continued)

7. Analysis of expenditure on charitable activities	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£	£
Mission giving and donations	33,360	-	3,780	37,140	39,794
Diocesan parish share contribution	66,632	-	-	66,632	67,327
Youth & children's work - payroll costs	52,452	-	-	52,452	36,823
Youth & children's work - other costs	2,180	-	-	2,180	1,511
Clergy and visiting clergy expenses	3,619	-	-	3,619	3,353
Training	5,594	-	-	5,594	4,367
Baptism, wedding and funeral costs	-	-	11,623	11,623	9,397
Church and outreach events	3,062	-	-	3,062	4,972
Upkeep of services	4,539	-	-	4,539	2,643
Church bookstall and leaflets	234	-	-	234	502
Repairs and maintenance (see note 8)	-	127,822	-	127,822	244,714
Staff insurance	569	-	-	569	708
Utilities	18,098	-	-	18,098	10,718
Warwick Hall running costs (see note 8)	68,081	-	-	68,081	65,550
Cost of audit	3,180	-	-	3,180	3,050
Support costs (see note 8)	79,174	-	-	79,174	85,944
<b>Total</b>	<b>£340,774</b>	<b>£127,822</b>	<b>£15,403</b>	<b>£483,999</b>	<b>£581,373</b>

## 8. Further breakdown

<b>Warwick Hall Costs</b>	£	
Support Staff - payroll costs	49,455	
Utilities and council tax	18,607	
Sundry costs	19	
Ground source heating rebate		
<b>Total</b>		<b>£68,081</b>
<b>Support Costs</b>	£	
Support Staff - payroll costs	65,961	
Office costs	4,459	
Photocopy costs	2,272	
Computer costs	4,658	
Telephone and internet	1,402	
Bank charges	423	
<b>Total</b>		<b>£79,174</b>
<b>Repairs and maintenance</b>	£	
Church - service contracts and other regular maintenance	12,916	
Church - other costs	56,994	
Warwick Hall - service costs and other regular maintenance	25,312	
Warwick Hall - other costs	32,600	
<b>Total</b>		<b>£127,822</b>

Included in "Church - other costs" is £59,422 expended on the church AV/PA system upgrade and £27,853 refund from HMRC re internal church lighting costs incurred in 2020

## 9. Analysis of staff costs

	2021	2020
	£	£
Salaries and wages	165,867	149,760
Social security costs	9,078	7,685
Pension costs	6,021	5,058
<b>Total</b>	<b>£180,966</b>	<b>£162,503</b>

No employees had emoluments in excess of £60,000 (2020: Nil).

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD**

**NOTES TO THE ACCOUNTS**

**for the year ended 31 December 2021 (Continued)**

**10. Staff numbers**

	2021	2020
The average number of employees during the year was as follows:	<u>8</u>	<u>8</u>

The number of full time contracted staff was 4 (2020:4) . The remaining staff are employed on a part time basis.

**11. Related party transactions and trustees' expenses and remuneration**

The trustees all give freely of their time and expertise without any form of remuneration or other benefit in cash or kind. Expenses paid to the trustees in the year totalled £2,887 (2020: £4,862). These expenses were made up of 1 trustee reimbursed motor, telephone, administration and hospitality expenses. All expenses were incurred for charitable activities.

Trustees made unconditional donations totalling £56,852 during the year (2020: £76,806)

**12. Pensions**

Employees of the charity are entitled to join a defined contribution “money purchase” scheme. The charity’s contribution is restricted to the contributions disclosed in note 9. There were no outstanding employer's or employee's contributions at the year end. The money purchase plan is managed by NEST and the plan invests the contributions made in an investment fund to build up over the term of the plan a pension fund which can be accessed by the employee from the age of 55. The total expense ratio of the plan is 0.3% and this is deducted from the investment fund annually. The charity has no liability beyond making its contributions and paying across the deductions for the employees' contributions.

**13. Tangible fixed assets**

	£
Warwick Hall	<u>4,119,603</u>

The value reported is historic cost. No market valuation has been sought and, the purpose of the funding behind the build satisfied, the asset is reflected within designated funds.

**14. Fixed asset investments**

	At 1.1.21	Additions	Disposals	Change in Market Value	At 31.12.21
	£	£	£	£	£
Investment property (5 Sylvester Close)	316,000	-	-	98,000	414,000
Share of property (20 Oxford Road)	26,510	-	-	-	26,510
CBF Church of England Investment Fund	672,852	-	(100,000)	82,227	655,079
	<u>£1,015,362</u>	£-	£(100,000)	£180,227	<u>£1,095,589</u>

**Sylvester Close**

£414,000 is an approximate market value of 5 Sylvester Close at the start of 2022.

**Oxford Road**

The share of property asset represents the PCC's loan to the Burford Benefice Bartholomew Trust ("BBBT") to enable the purchase of 20 Oxford Road, Burford in October 2010; the property originally cost £245,000.

If the property were sold the PCC would receive a share of 27/245 of the net proceeds. The net proceeds being calculated as the sales price less refurbishment and other costs incurred by BBBT. This asset is included at cost within designated as the PCC has no direct control over the property or its sale.

**CBF Church of England Investment Fund**

Included in the unit price of the CBF Church of England Investment Fund is an annual management fee of 0.55%. This is reflected as part of the change in annual market value

## PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST, BURFORD

## NOTES TO THE ACCOUNTS

for the year ended 31 December 2021 (Continued)

## 15. Debtors

	2021 £	2020 £
Gift aid reclaims	2,687	2,830
Benefice costs	-	
Grant	-	
	<u>£2,687</u>	<u>£2,830</u>

## 16. Current Asset Investments

	2021 £	2020 £
Cash at bank and in hand (unrestricted)	63,658	23,725
Cash at bank and in hand (restricted)	4,252	5,129
	<u>£67,910</u>	<u>£28,854</u>

## 17. Creditors: amounts falling due within one year

	2021 £	2020 £
Audit	3,180	3,054
Other creditors	7,717	2,839
	<u>£10,897</u>	<u>£5,893</u>

## 18. Analysis of charitable funds

	Balance 1.1.21 £	Income £	Expenditure £	Gains / (Losses) £	Transfer £	Balance 31.12.21 £
Unrestricted fund	103,338	375,786	(340,774)	-	(25,000)	113,350
Designated funds						
- Fabric fund	906,715	28,602	(129,367)	180,227	25,000	1,011,177
- Warwick Hall	4,119,603					4,119,603
- BBBT	26,510					26,510
Designated funds, total	<u>5,052,828</u>	<u>28,602</u>	<u>(129,367)</u>	<u>180,227</u>	<u>25,000</u>	<u>5,157,290</u>
Restricted fund	4,590	15,065	(15,403)	-		4,252
<b>Total</b>	<u>£5,160,756</u>	<u>£419,453</u>	<u>£(485,544)</u>	<u>£180,227</u>	<u>£-</u>	<u>£5,274,892</u>

## Name of fund

## Description, nature and purposes of the fund

## Unrestricted fund

The "general fund", the 'free reserves' after allowing for all designated funds. The general fund is available to be spent for any of the charity's purposes.

## Designated fund

The "Fabric fund". Funds set aside by the PCC to enable it to meet its maintenance responsibilities for the Parish Church of St John the Baptist, Burford and other church buildings.

The "Warwick Hall" fund reflects the investment made in the construction of Warwick Hall. Whilst the building is central to the operations, there is no intention for sale.

The 'BBBT' fund recognises the interest that the PCC has in the purchase of 20 Oxford Road, Burford, over which it has no control as regards sale.

## Restricted fund

Collections and other income given for specific purposes and which are required to be paid over to external beneficiaries.