



The Parish of Christchurch, Bushmead, Luton
in the Diocese of St Albans
Registered Charity no 1130499

Trustees Annual Report and Financial Statements of the
Parochial Church Council

For the year ended 31st December 2022

As presented to the Church Annual General Meeting
On 23rd April 2023

Following Independent examination by

Mark Plane
Whittaker Plane Ltd
78 Bute Street
Luton

1.0 Objectives and activities of Christchurch Bushmead

1.1 Charitable Purpose

The Parochial Church Council has the responsibility of cooperating with the incumbent, the Reverend Tim Madeley in promoting in the parish of Bushmead, Luton, the whole mission of the church, pastoral, evangelistic and social and the maintenance of the church building for public use and worship.

1.2 Public Benefit Statement

The Parochial Church Council is committed to enabling as many people as possible to worship within the building and to leading worship within the local primary schools within the parish. Worship sessions have also been arranged within local care homes.

Weekly church services are open to all who wish to join the regular congregation both on Sunday mornings and Wednesday lunchtimes when regular services are held and at times of the traditional festivals of Easter and Christmas. Since the Autumn of 2022 children's sessions have moved from once a month to being available every week

In addition to church services social activities have been held that were open to the wider community. The building was let out on a regular basis and post Covid, this has slowly increased during the year. Most hirers are local organisations (U3A, Kumon Maths or other non-Anglican churches).

1.3 Activities undertaken.

Regular worship is offered every Sunday morning and Wednesday morning with a regular attendance of 60 on Sundays and 12 on Wednesdays.

The other activities included:

Home study groups

Thirst Café (ended early 2022)

Fitness Sessions

Mustard Seed Lunch Club

Men's Breakfast

Ladies Breakfast

Youth and Children's work

The Meeting Place (began mid 2022)

We have a pastoral support group that assist members of the church and community on a regular basis and they have been involved in some quite difficult and ongoing situations, but we have seen God at work in people's lives in amazing ways.

Further details of these activities can be found within the Annual Report attached to this report.

2.0 Achievements and Performance

The church employs one member of staff, the Vicar's PA. The role involves supporting the Vicar in administrative tasks and looking after the hirers amongst many other things which are too numerous to list.

The church electoral roll for the period 1st January 2022 to 31st December 2022 stands at 62 members, 27 of whom are resident within the parish and 35 who are non-resident. During the financial year there was 6 additions, who are all resident in the parish and there were 4 removals of non-residents.

The church can elect two members by the church members, who attend the Deanery Synod along with the Vicar, although one post was vacant during 2022. We also have a church member who attends Deanery Synod as she is elected to Diocesan Synod. The Vicar is Assistant Area Dean of Luton and works with the vocations team of the Diocese of St Albans as Assistant DDO encouraging and supporting Christians to explore their vocation and calling. One of our members of Deanery Synod is the Deanery Treasurer.

3.0 Financial Review

3.1 Reserves Policy

The PCC operates with a policy of holding approximately two months' cash to meet the normal monthly expenditure of the church council.

3.2 Statement of year end amounts and reserves

Total income	£ 98,609
Total expenditure	£ 89,731
Excess of Income over Expenditure	£ 8,878
Total Funds available to the church at 1st January 2023	£ 30,962

3.3 All Funds included.

The accounts include all funds that are run by the PCC.

3.4 Accounting Procedures

These accounts and the Gift Aid claim were prepared using the Donations Co-ordinator package from Data Developments. The financial statements produced at the end of this report have been printed directly from the package.

3.5 Statement of Going Concern

The 2022 financial statements show an excess of income over expenditure of £8,878 which includes an exceptional item of £6,700. Through this improved result (even excluding the exceptional item), the strengthening of our room rentals post Covid 19 and the continued prudent use of funds, means the PCC remains optimistic of maintaining the balance between income and expenditure over the next few years

3.6 Financial Commentary

2022 has been another recovery year following the effects of Covid 19.

Income was up 11% overall at £98,609 with the welcome improvement in room hire to £12k (up from £5k in 2022) – a trend that seems to have continued in early 2023. Our hope is to return to the historic rental highs of £18k per annum which would provide extra financial stability. Thank you to all who financially support Christchurch (be that regular or ad-hoc giving) and to all our hirers.

Excluding the one-off pension write back our expenditure went up by 9%. There were no unusually large increases in particular costs, rather lesser increases across a number of cost types e.g outreach, caretaking, cleaning and our 10% mission giving. Our gas and electricity costs benefitted from a grant of £1279 in total of which £173 was taken in 2022 the balance of £1106 being carried forward into 2023.

We are pleased that we were able to pay our full parish quota for 2022. However there remains an outstanding balance of £17,074 for previous years.

In 2020 we provided for a S75 cessation payment to the Church Workers' Pension Fund when we ceased to have any eligible members and when the fund was in overall deficit. The PCC entered into a deferment agreement and with the liquidity of the fund changing over time the charge was extinguished and consequently the provision was written back this year.

The 2022 Gift Day resulted in an amazing £8,265 being donated. The PCC has ear-marked this for the refurbishment of the disabled toilet and any balance potentially being used to refresh the furniture in the foyer. As the quotation exercise and actual work will not happen until 2023 the £8,265 (and any attributable Gift Aid) has been deferred into the 2023 accounts under normal accounting practice to match specific income with its linked expenditure. The amount is included in both the bank and creditors figures on the 2022 Balance Sheet

Thanks again to all those who care for the building and fabric of the church and my personal thanks goes to Juliet Johnson who has enabled the return to use of the Data Development package for our accounting – no small achievement as it included re-entering two years of transactions!

4.0 Structure, Governance and Management

4.1 Type of charity

The Parochial Church Council is an Excepted Charity

4.2 How trustees are recruited.

The trustees for the Charity are the members of the church that are ex-officio due to the office held (Vicar and Church Wardens) and those members who are elected by the members of the church on the Electoral Roll of the Parish to serve on the Deanery Synod and the PCC

5.0 Structure, Governance and Management

5.1 Registered name of Charity

The Parochial Church Council of the Ecclesiastical Parish of Christchurch Bushmead, Luton

5.2 Working Title of Charity

Christchurch, Bushmead

5.3 Charity Registration Number

1130499

5.4 Venue and Administrative Address

2, Hancock Drive
Bushmead
Luton
LU2 7SF

5.5 List of Trustees

Reverend Tim Madeley - Vicar
Mr Dean Toney - Churchwarden - stepped down at AGM
Mrs Wendy Peck – Churchwarden – appointed at AGM*
Dr David Dallinger – Churchwarden/Deanery Synod rep – appointed at AGM*
Mrs Christina Pearce
Miss Julia Miller
Mrs Betty Adhokorie
Mrs Helen Roche
Mrs Doreen Watts
Mr Brendan Roche - Treasurer (co-opted to the PCC)
Mrs Jane Watts – PCC secretary
Miss Juliet Johnson

** Both churchwardens were members of the PCC before their appointment as churchwardens*

5.5 Volunteers

We could not operate as we do without a large group of volunteers who assist with the many facets of services, the daily running of the Church and the different activities that take place.

6.0 Funds held as custodian trustee on behalf of others.

There are no funds held on behalf of others.

Independent Examiner's Report to the Trustees / Members of the Parochial Church Council of Christchurch Bushmead Luton

I report on the accounts for the year ended 31st December 2022, which are set out on pages 8 to 14.

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £25,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales (ICAEW).

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006 and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Mark Plane

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Name: Mark Plane
Luton, LU1 2EY
Relevant professional qualification or body: ICAEW

Address: 78 Bute Street,
Date: 12/04/2023

Statement of Financial Activities

year	Unrestricted	Restricted	Endowment	Total	Prior
funds	funds	funds	funds	funds	total
Income and endowments from:					
Donations and legacies	81,059	—	—	81,059	80,364
Income from charitable activities	17,445	31	—	17,476	8,252
Other trading activities	—	—	—	—	—
Investments	74	—	—	74	—
Other income	—	—	—	—	48
Total income	98,578	31	—	98,609	88,666
Expenditure on:					
Raising funds	1,216	—	—	1,216	351
Expenditure on charitable activities	88,474	39	—	88,514	87,903
Total expenditure	89,691	39	—	89,731	88,254
Gains / losses on investment assets	—	—	—	—	—
Net income / (expenditure) resources before transfer	8,887	(8)	—	8,878	411
Transfers					
Gross transfers between funds - in	82	—	—	82	—
Gross transfers between funds - out	(82)	—	—	(82)	—
Other recognised gains / losses					
Gains on revaluation, fixed assets, charity's own use	—	—	—	—	—
Net movement in funds	8,887	(8)	—	8,878	411
Total funds brought forward	20,681	1,402	—	22,084	21,672
Total funds carried forward	29,568	1,393	—	30,962	22,084
Represented by					
Unrestricted					
General fund	28,795	—	—	28,795	18,273
Designated					
Endowment	—	—	—	—	—
Letton Hall	328	—	—	328	1,802
Sunflower Project	288	—	—	288	462
Youth Weekend	156	—	—	156	142
Restricted					
Agency collection	—	(176)	—	(176)	(207)
Youth Work & Equipment	—	1,569	—	1,569	1,609

Balance sheet

	Total funds	Prior year funds
Fixed assets		
Tangible assets	7,392	8,774
	7,392	8,774
Current assets		
Debtors	13,832	14,854
Cash at bank and in hand	56,970	34,618
	70,802	49,472
Liabilities		
Creditors: Amounts falling due in one year	47,232	36,163
	47,232	36,163
Net current assets less current liabilities	23,569	13,309
Total assets less current liabilities	30,962	22,084
Total net assets less liabilities	30,962	22,084
Represented by		
Unrestricted		
General fund	28,795	18,273
Designated		
Endowment	—	—
Sunflower Project	288	462
Letton Hall	328	1,802
Youth Weekend	156	142
Restricted		
Youth Work & Equipment	1,569	1,609
Agency collection	(176)	(207)
Funds of the church	30,962	22,084

Statement of assets and liabilities

year	General	Designated	Restricted	Endowment	This year	Last
Fixed assets - Tangible assets						
Plant, equipment chairs & furniture -	5,612	—	—	—	5,612	6,390
Musical & lighting equipment -	1,780	—	—	—	1,780	2,384
Totals	7,392	—	—	—	7,392	8,774
Current assets - Cash at bank and in hand						
Bank current account -	46,521	8,788	1,362	—	56,672	34,432
Petty Cash -	297	—	—	—	297	185
Totals	46,818	8,788	1,362	—	56,970	34,618
Current assets - Debtors						
Accounts Receivable -	21,377	(7,545)	—	—	13,832	14,854
Totals	21,377	(7,545)	—	—	13,832	14,854
Liabilities - Agency accounts						
Agency collections -	—	—	(31)	—	(31)	—
Totals	—	—	(31)	—	(31)	—
Liabilities - Creditors: Amounts falling due in one year						
Accounts Payable -	46,793	470	—	—	47,263	36,163
Totals	46,793	470	—	—	47,263	36,163
Grand total	28,795	773	1,393	—	30,962	22,084

Fund movement by type

	Opening	Incoming	Outgoing	Transfers	Gains/losses	Journals	
Closing							
Endow - Endowment							
Designated	—	—	—	—	—	—	—
Sub-total for Endow	—	—	—	—	—	—	—
Sunflower - Sunflower Project							
Designated	462	—	173	—	—	—	288
Sub-total for Sunflower	462	—	173	—	—	—	288
General - General fund							
Unrestricted	18,273	96,193	85,589	(82)	—	—	28,795
Sub-total for General	18,273	96,193	85,589	(82)	—	—	28,795
Letton - Letton Hall							
Designated	1,802	2,385	3,928	68	—	—	328
Sub-total for Letton	1,802	2,385	3,928	68	—	—	328
YouthW - Youth Weekend							
Designated	142	—	—	14	—	—	156
Sub-total for YouthW	142	—	—	14	—	—	156
Youth - Youth Work & Equipme							
Restricted	1,609	—	39	—	—	—	1,569
Sub-total for Youth	1,609	—	39	—	—	—	1,569
None - Agency collection							
Restricted	—	31	—	—	—	—	—
Sub-total for None	—	31	—	—	—	—	—
Grand total	22,291	98,609	89,731	—	—	—	31,138

Analysis of income and expenditure

	Unrestricted	Designated	Restricted	Endowment	This year	Total
	<u>Last year</u>					

INCOME AND ENDOWMENTS

Donations and legacies

0101 - Planned Giving - Bank Tax Efficient	40,793	—	—	—	40,793	39,345
0110 - Planned Giving - Envelopes Tax Efficient	1,815	—	—	—	1,815	1,316
0201 - Planned Giving - Bank not tax efficient	9,271	—	—	—	9,271	6,207
0210 - Planned giving - Envelopes not tax effic	2,910	—	—	—	2,910	3,689
0301 - Loose plate collections	3,843	—	—	—	3,843	1,837
0401 - Donations - Tax Efficient	490	—	—	—	490	3,003
0402 - Donations - not tax efficient	6,591	—	—	—	6,591	3,021
0405 - Gift Day - Bank Tax Efficient	100	—	—	—	100	6,475
0406 - Gift Day - Bank Not tax efficient	—	—	—	—	—	2,080
0501 - Funds for specific external causes GA	—	—	—	—	—	—
0502 - Funds for specific external causes - Not	159	—	—	—	159	—
0510 - Funds specific church activities	20	—	—	—	20	—
0515 - Discretionary Fund	184	—	—	—	184	27
0601 - Tax recoverable on Gift Aid	12,496	—	—	—	12,496	12,917

0701 - Legacies	—	—	—	—	—	—
0801 - Grants	—	—	—	—	—	—
0901 - Other funds generated	—	—	—	—	—	—
1260 - Letton Hall	—	2,385	—	—	2,385	(95)
1265 - Sunflower Project	—	—	—	—	—	540
Total	78,674	2,385	—	—	81,059	80,364

Income from charitable activities

1211 - Parochial fees retained by PCC	1,598	—	31	—	1,629	1,929
1212 - Parochial fees for extras	—	—	—	—	—	—
1230 - Room Hire	11,981	—	—	—	11,981	5,005
1240 - Mustard Seed	2,880	—	—	—	2,880	480
1241 - Meeting Place	314	—	—	—	314	152
1250 - Events	238	—	—	—	238	477
1270 - Youth Weekend	—	—	—	—	—	—
1290 - Miscellaneous	432	—	—	—	432	208
Total	17,445	—	31	—	17,476	8,252

Other trading activities

1320 - Fund Raising Income	—	—	—	—	—	—
Total	—	—	—	—	—	—

Investments

1001 - Dividends	—	—	—	—	—	—
1020 - Bank and building society interest	74	—	—	—	74	—
Total	74	—	—	—	74	—

Other income

1280 - Youth Work & Equipment	—	—	—	—	—	—
1310 - Other Income	—	—	—	—	—	48
Total	—	—	—	—	—	48
INCOME TOTAL	96,193	2,385	31	—	98,609	88,666

EXPENDITURE

Raising funds

1710 - Costs of applying for grants	—	—	—	—	—	—
1720 - Costs of stewardship campaign	—	—	—	—	—	—
2240 - Mustard Seed	1,216	—	—	—	1,216	351
2241 - Meeting Place	—	—	—	—	—	—
Total	1,216	—	—	—	1,216	351

Expenditure on charitable activities

2101 - Salary - Parish Assistant	—	—	—	—	—	—
2103 - Expenses Clergy & vacancy costs	50	—	—	—	50	—
2104 - Training/ Away days	80	—	—	—	80	46
2110 - Parish Share	52,909	—	—	—	52,909	53,359
2111 - Parochial Fees	928	—	—	—	928	1,375

2112 - Parochial Fees - extras	—	—	—	—	—	—
2150 - Pastoral Care	48	—	—	—	48	101
2190 - Discretionary Fund	—	—	—	—	—	—
2250 - Events - Church	119	—	—	—	119	477
2260 - Letton Hall	(259)	3,928	—	—	3,668	—
2265 - Sunflower Project costs	—	173	—	—	173	77
2270 - See 2470 DO NOT USE	—	—	—	—	—	—
2280 - Alpha Course	—	—	—	—	—	—
2290 - Outreach Events & Publicity	1,398	—	—	—	1,398	327
2301 - Caretaking & cleaner costs	2,310	—	—	—	2,310	1,803
2310 - Routine cleaning & repairs	1,349	—	—	—	1,349	1,048
2320 - Servicing & major repairs	2,470	—	—	—	2,470	1,971
2331 - Utilities - Gas	1,551	—	—	—	1,551	1,020
2332 - Utilities - Electricity	1,113	—	—	—	1,113	1,453
2334 - Utilities - Water	282	—	—	—	282	88
2340 - Insurance	863	—	—	—	863	818
2350 - Catering Supplies	881	—	—	—	881	117
2401 - Salary - C&YP	—	—	—	—	—	—
2402 - NI & Pension costs for C&YP	—	—	—	—	—	—
2403 - Expenses for C&YP	—	—	—	—	—	—
2404 - Training / Away Days - C&YP	—	—	—	—	—	—
2405 - Pension - employers cessation	(6,700)	—	—	—	(6,700)	—
Section 72						
2450 - Youth & childrens work costs	185	—	—	—	185	—
2470 - Youth Weekend costs	—	—	—	—	—	—
2480 - Youth work equipment	—	—	39	—	39	—
2510 - Worship costs	1,425	—	—	—	1,425	1,024
2520 - Messy Church	—	—	—	—	—	—
2530 - PA & Technical	—	—	—	—	—	45
2535 - Depreciation	1,381	—	—	—	1,381	1,381
2550 - 10% Giving	9,471	—	—	—	9,471	8,846
2555 - Giving for specific external causes	159	—	—	—	159	—
2580 - Gifts for visiting speakers	36	—	—	—	36	24
2601 - Salary - Administrator	9,434	—	—	—	9,434	9,434
2602 - NI & Pension costs for Administrator	45	—	—	—	45	81
2604 - Training / Away days - Administrator	—	—	—	—	—	—
2620 - General Administration costs	1,317	—	—	—	1,317	918
2630 - Telephone	334	—	—	—	334	452
2650 - Licences Subscriptions DBS checks	64	—	—	—	64	696
2680 - Sundry Admin Costs	518	—	—	—	518	312
2690 - Governance costs	600	—	—	—	600	600
2701 - Church major repairs - structure	—	—	—	—	—	—
Total	84,372	4,101	39	—	88,514	87,903
EXPENDITURE TOTAL	85,589	4,101	39	—	89,731	88,254
GRAND TOTAL	10,604	(1,716)	(8)	—	8,878	411

The financial statements were formerly approved by the Parochial Church Council on 16th April 2023 and signed on its behalf by

Brendan Roche
PCC Treasurer

David Dallinger
Churchwarden/Acting PCC Chairman

1. Accounting Policies

The financial statements have been prepared in accordance with the Charities SORP (FRS 102).

Funds

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

Where a fund is raised for a specific purpose, e.g. the Youth Work and Equipment Fund, the assets are restricted and held to be used for the specific purpose for which the fund was raised. Any income earned on these assets is added to the fund.

The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body or those that are informal gatherings of church members.

Incoming Resources

Voluntary income and capital sources

Collections and donations are recognised when banked. Income tax recoverable on Gift Aid donations is recognised when the income is recognised and included in the financial statements as a debtor if not received at the year end. Grants and legacies to the PCC are also accounted for when the funds are received. Fundraising for specific causes represents collections designated for those respective causes.

Income from investments

Interest is recognised when received.

Resources Used

Activities directly relating to the work of the Church

The Diocesan Parish Share is accounted for when payable. Any common fund unpaid at the year-end which has not been waived by the Diocese Board of Finance, is provided for in the financial statements as an operational (although not legal) liability and is shown within creditors on the balance sheet. At 31st December 2022, £17,074 relating to 2021 and prior was outstanding.

Fixed Assets

Consecrated land and buildings and movable church furnishings

Consecrated land and beneficial property is excluded from the financial statements by S96 (2) (a) of the Charities Act 2011.

No value is placed on movable church furnishings held by the Churchwardens on special trust for the PCC. The PCC considers this to be inalienable property.

Equipment

Individual items of equipment with a purchase price of £250 or less are written off when the asset is acquired.

Depreciation

Depreciation is provided to represent the consumption of the asset at the following rates on a straight-line basis:

Asset Type	Depreciation rate per annum
Equipment, chairs and furniture	10%
Musical, PA and lighting equipment	10%
Computers and IT equipment	20%

Current Assets

Amounts owing to the PCC at the year-end are shown as debtors less any provision for amounts that may prove to be uncollectable.

Current Liabilities

Current liabilities represent amounts to be paid as donations or grants (mission giving) to causes approved by the PCC, outstanding Parish Share or amounts owed for goods or services provided which are unpaid at the year-end.

2. Wages and Salaries

	2022	2021
	£	£
Wages and Salaries	9,434	9,435
Employer's NIC	45	81
	9,479	9,516
Pension Contributions	-6700	-
	<hr/> 2,779	<hr/> 9,516

The Reverend Tim Madeley is employed and paid by the Diocese and his employment costs are recovered by the Diocese through the Parish Share. During the year the church employed 1 (2021 – 1) member of staff, the Church Administrator.

With the Church Workers Pension Fund once again becoming fully funded the potential £6,700 Section 75 employer cessation event charge first provided in the 2020 accounts has been formally cancelled by the pension provider.

3. Fixed Assets

	Equipment, chairs & furniture	Musical, PA and lighting equipment	Computer and IT equipment	Total
Cost				
Bought forward at the start of the year	33119	26015	1320	60454
Additions during the year	-	-	-	-
Disposals	-	-	-	-
Carried forward at the end of the year	33119	26015	1320	60454
Provision for Depreciation				
Bought forward at the start of the year	26729	23630	1320	51680
Provision for the year	778	604	0	1382
Disposals	-	-	-	-
Carried forward at the end of the year	27507	24234	1320	53061
Net book value at beginning of year	6390	2385	0	8775
Net book value at end of year	5612	1781	0	7393