



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 2023

As presented to the Church Annual General Meeting
On 21st April 2024

Following Independent examination by

Mark Plane
Whittaker Plane Ltd
78 Bute Street
Luton
LU1 2EY

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. Children's sessions are 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 rentals increased during the year and are back around pre-Covid levels. 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

Fitness Sessions

Mustard Seed Lunch Club (ended Dec 2023)

Men's Breakfast

Ladies Breakfast

Youth and Children's work

The Meeting Place

We have a pastoral support group that assist members of the church and community on a regular basis supporting people with illnesses, through bereavement and family hardship, but once again we have seen God at work through these endeavours.

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

2.0 Achievements and Performance

The church employed one member of staff, the Vicar's PA up until August 2023. The role involved supporting the Vicar in administrative tasks and looking after the hirers amongst many other things. After much discussion it was decided that on a trial basis these responsibilities would be shared across a number of individuals and that the church office would be 'manned' four mornings a week (Monday to Thursday) on a voluntary basis.

The church electoral roll for the period 1st January 2023 to 31st December 2023 stands at 69 members, 32 of whom are resident within the parish and 37 who are non-resident.

The church can elect two members, who attend the Deanery Synod along with the Vicar. although one post remained vacant through 2023. We also have a church member who attends Deanery Synod as an elected Diocesan Synod member. The Vicar was Assistant Area Dean of Luton, but stepped down in the Autumn but 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	£ 114,541
Total expenditure	£ 112,693
Excess of Income over Expenditure	£ 1,848
Total Funds available to the church at 1st January 2024	£ 32,811

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 accounting suites from Data Developments, namely MyFundAccounting and Donations Co-ordinator respectively. The financial statements produced at the end of this report have been downloaded from the MyFundAccounting package.

3.5 Statement of Going Concern

The 2023 financial statements show an excess of income over expenditure of £1,848. Through this result, 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.

Result

The result for the year to December 2023 was an excess of income over expenditure (i.e a 'profit') of £1,849.

Income

Our income was up by 16.2% on last year (£114,541 v £98,610) Although, if the Gift Day monies (and attributable Gift Aid) deferred from 2022 are excluded, the increase reduces to 6% the bulk of which related to a net increase in Charitable activities (room rentals, Mustard Seed, parochial fees etc).

The hope expressed in 2022 that room rentals might recover during 2023 was realised with income at £19,081 (2022 - £11,982) this took us back to pre-Covid 19 revenue levels.

There was no Gift Day in the year with an expectation that it would be postponed to the first half of 2024.

On behalf of the Vicar and PCC thank you to all who financially support Christchurch whether that be through regular or ad-hoc giving, and to all those who hire out our facilities which provides a strong revenue stream.

Expenditure

The 2022 Gift Day (which resulted in donations of £8,265 plus attributable Gift Aid) had been ear-marked for the refurbishment of the disabled toilet with any balance potentially being used to refresh the furniture in the foyer. However, the quotation exercise meant that the toilet refurbishment was not going to happen until 2023 (see below). After PCC discussion the remainder of the funds was veered away from furniture in the foyer towards upgrades and consultancy to improve the audio-visual provision in church (final cost £5,556).

Due to ongoing international events, e.g. Ukraine like most home and commercial organisations, ongoing supply issues and pricing uncertainties of electricity and gas, have increased costs substantially. In Christchurch's case by over 150%, and this is even after the cancellation of one of the two large 'backdating' electricity bills (circa £1,700) claimed on the '12 month limit on back-dating of utility costs' ruling. To help manage usage we have placed 'cages' on a majority of radiator valves and installed a PIR in the disabled toilet as part of the refit.

In addition to routine servicing and repairs we incurred the following major repairs costs during the year

- Disabled toilet refurbishment - £5,408
- Lightning rod remedial work - £822

- Main Worship Area fitting of ceiling bulbs - £576
- Soffits (barge boards around the roof) – this work was undertaken in December although it was initially envisaged to be done in Q1 2024) - £2,250

The catering supplies figure for the year includes £467 for a new fridge.

In August 2023 our administrator left and after much discussion it was decided that on a trial basis their responsibilities would be shared across a number of individuals and that the office would be ‘manned’ four mornings a week on a voluntary basis. This has obviously led to a salary and NI saving in the final part of the year.

Thanks once again to all those who care for the building and fabric of the church and my personal thanks obviously goes to Juliet Johnson who undertakes the book-keeping using our online accounting suite, and to Steve Brooks who manages the service collections and banking – I couldn’t do without them!

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
Mrs Wendy Peck – Churchwarden – appointed at AMP*
Dr David Dallinger – Churchwarden/Deanery Synod rep – appointed at AMP*
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
Mrs Lynda Logan
Mrs Carlie Duffy – appointed at APCM**
Mr Luke Molina – appointed at APCM**
Mrs Emma Molina – appointed at APCM**

* Annual Meeting of Parishioners

** Annual Parochial Church Meeting

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 2023, 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

Name: Mark Plane
Relevant professional qualification or body: ICAEW

Address: 78 Bute Street, Luton, LU1 2EY
Date: 25/03/2024

Statement of Financial Activities

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Income and endowments from:					
Donations and legacies	92,231	-	-	92,231	81,059
Income from charitable activities	22,385	(207)	-	22,178	17,476
Other trading activities	-	-	-	-	-
Investments	118	-	-	118	74
Other income	24	(10)	-	14	-
Total income	114,758	(217)	-	114,541	98,610
Expenditure on:					
Raising funds	-	-	-	-	1,217
Expenditure on charitable activities	112,567	125	-	112,693	88,514
Other expenditure	-	-	-	-	-
Total expenditure	112,567	125	-	112,693	89,731
Net income / (expenditure) resources before transfer	2,191	(342)	-	1,849	8,878
Transfers					
Gross transfers between funds - in	-	-	-	-	83
Gross transfers between funds - out	-	-	-	-	(83)
Net movement in funds	2,191	(342)	-	1,849	8,878
Total funds brought forward	29,569	1,394	-	30,962	22,084
Total funds carried forward	31,760	1,051	-	32,811	30,962
Represented by					
Unrestricted					
General fund	31,754	-	-	31,754	28,795
Designated					
Letton Hall	(295)	-	-	(295)	329
Sunflower Project	144	-	-	144	288
Youth Weekend	157	-	-	157	157

Restricted

Agency collection	-	(393)	-	(393)	(176)
Youth Work & Equipment	-	1,444	-	1,444	1,570

Total funds	31,760	1,051	-	32,811	30,962
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Balance Sheet

	As at 31/12/2023	As at 31/12/2022
Fixed assets		
Tangible Assets	6,011	7,393
	6,011	7,393
Current assets		
Debtors	15,777	13,832
Cash At Bank And In Hand	41,545	56,970
	57,322	70,802
Liabilities		
Creditors: Amounts Falling Due In One Year	30,522	47,233
	30,522	47,233
Net current assets less current liabilities	26,800	23,570
Total assets less current liabilities	32,811	30,962
Liabilities		
	-	-
Total net assets less liabilities	32,811	30,962
Represented by		
Unrestricted		
Unrestricted - General Funds	31,7549	28,795
Designated		
Designated - Letton Hall	(295)	329
Designated - Sunflower Project	144	288
Designated - Youth Weekend	157	157
Restricted		
Restricted - Agency collection	(393)	(176)
Restricted - Youth Work & Equipment	1,444	1,570

Fund Totals	32,811	30,962
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Statement of Assets and Liabilities

Class and nominal code	General	Designated	Restricted	Endowment	Total	Last year
Fixed Asset - Tangible Assets						
Plant, equipment chairs & furniture	4,835	-	-	-	4,835	5,612
Musical & lighting equipment	1,176	-	-	-	1,176	1,781
Total	6,011	-	-	-	6,011	7,393
Current Asset - Cash At Bank And In Hand						
Bank current account	38,865	1,286	1,268	-	41,420	56,673
Petty Cash	125	-	-	-	125	298
Total	30,725	9,551	1,268	-	41,545	56,970
Current Asset - Debtors						
Accounts Receivable	15,057	720	-	-	15,777	13,832
Total	15,057	720	-	-	15,777	13,832
Liability - Agency Accounts						
Agency collections	-	-	217	-	217	(31)
Total	-	-	217	-	217	(31)
Liability - Creditors: Amounts Falling Due In One Year						
Accounts Payable	28,305	2,000	-	-	30,305	47,264
Total	28,305	2,000	-	-	30,305	47,264
Net total assets	31,754	6	1,051	-	32,811	30,962
Represented by						
General (Unrestricted)	31,754	-	-	-	23,489	28,795
Designated – Letton Hall	-	(295)	-	-	(295)	329
Designated – Sunflower Project	-	144	-	-	144	288
Designated – Youth Weekend	-	157	-	-	157	157
Restricted – Agency Collection	-	-	(393)	-	(393)	(176)
Restricted – Youth Work and Equipment	-	-	1,444	-	1,444	1,570
Total	31,754	6	1,051	-	32,811	30,962

Fund movement summary

	Fund	Opening	Incoming	Outgoing	Transfers	Gains/Losses	Journals	Closing
Gift Day								
Designated		-	8,265	8,265	-	-	-	-
Sub-totals		-	8,265	8,265	-	-	-	-
Sunflower Project								
Designated		288	-	144	-	-	-	144
Sub-totals		288	-	144	-	-	-	144
General fund								
Unrestricted		28,795	102,328	99,370	-	-	-	31,754
Sub-totals		28,795	102,328	99,370	-	-	-	31,754
Letton Hall								
Designated		329	4,165	4,788	-	-	-	(295)
Sub-totals		329	4,165	4,788	-	-	-	(295)
Youth Weekend								
Designated		157	-	-	-	-	-	157
Sub-totals		157	-	-	-	-	-	157
Youth Work and Equipment								
Restricted		1,570	-	125	-	-	-	1,444
Sub-totals		1,570	-	125	-	-	-	1,444
Agency collection								
Restricted		(176)	(217)	-	-	-	-	(393)
Sub-totals		(176)	(217)	-	-	-	-	(393)
Totals		30,962	114,541	112,693	-	-	-	32,811

Analysis of income and expenditure

						Total
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
INCOME AND ENDOWMENTS FROM:						
Donations and legacies						
Planned Giving – Bank : Tax efficient	39,980	-	-	-	39,980	40,793
Planned Giving - Envelopes : Tax efficient	2,400	-	-	-	2,400	1,815
Planned Giving - Bank : Not tax efficient	12,389	-	-	-	12,389	9,271
Planned giving - Envelopes : Not tax efficient	1,801	-	-	-	1,801	2,911
Loose plate collections	5,523	-	-	-	5,523	3,843
Donations - Tax efficient	-	-	-	-	-	490
Donations - Not tax efficient	2,588	-	-	-	2,588	6,591
Gift Day - Bank : Tax efficient	-	7,010	-	-	7,010	100
Gift Day - Bank : Not tax efficient	-	1,255	-	-	1,255	-
Funds for specific external causes	-	-	-	-	-	159
Funds specific church activities	300	-	-	-	300	20
Discretionary Fund	37	-	-	-	37	184
Tax recoverable via Gift Aid	14,783	-	-	-	14,783	12,497
Letton Hall	-	4,165	-	-	4,165	2,385
Sunflower Project	-	-	-	-	-	-
Donations and legacies Totals	79,801	12,430	-	-	92,231	81,059
Income from charitable activities						
Parochial fees retained by PCC	489	-	(207)	-	282	1,629
Room Hire	19,081	-	-	-	19,081	11,981
Mustard Seed	1,500	-	-	-	1,500	2,880
Meeting Place	464	-	-	-	464	315
Events	812	-	-	-	812	239
Miscellaneous	39	-	-	-	39	432
Income from charitable activities Totals	22,385	-	(207)	-	22,178	17,476

Other trading activities

Fund Raising Income	-	-	-	-	-	-
Other trading activities Totals	-	-	-	-	-	-
Investments						
Dividends	-	-	-	-	-	-
Bank and building society interest	118	-	-	-	118	74
Investments Totals	118	-	-	-	118	74
Other income						
Other Income	24	-	(10)	-	14	-
Other income Totals	24	-	(10)	-	14	-
Income and endowments Grand totals	102,328	12,430	(217)	-	114,541	98,610

EXPENDITURE ON:**Raising funds**

Mustard Seed	-	-	-	-	-	1,217
Meeting Place	-	-	-	-	-	-
Raising funds Totals	-	-	-	-	-	1,217

Expenditure on charitable activities

Expenses Clergy & vacancy costs	16	-	-	-	16	51
Training/ Away days	-	-	-	-	-	80
Parish Share	53,876	-	-	-	53,876	52,909
Parochial Fees	-	-	-	-	-	928
Pastoral Care	220	-	-	-	220	49
Discretionary Fund	100	-	-	-	100	-
Events - Church	639	-	-	-	639	120
Letton Hall	-	4,788	-	-	4,788	3,668
Sunflower Project costs	-	144	-	-	144	174
Alpha Course	116	-	-	-	116	-
Outreach Events & Publicity	687	-	-	-	687	1,399
Caretaking & cleaner costs	2,440	-	-	-	2,440	2,310
Routine cleaning & repairs	1,560	-	-	-	1,560	1,349
Servicing & major repairs	5,512	5,408	-	-	10,921	2,470
Utilities - Gas	4,688	-	-	-	4,688	1,552
Utilities - Electricity	2,205	-	-	-	2,205	1,114
Utilities - Water	793	-	-	-	793	283

Insurance	928	-	-	-	928	864
Catering Supplies	1,880	-	-	-	1,880	882
Pension - Section 72	-	-	-	-	-	(6,700)
Youth & children's work costs	939	-	-	-	939	185
Youth work equipment	-	-	125	-	125	40
Worship costs	1,694	-	-	-	1,694	1,426
PA & Technical	3,166	2,857	-	-	6,022	-
Depreciation	1,382	-	-	-	1,382	1,382
10% Giving	6,450	-	-	-	6,450	9,471
Giving for specific external causes	-	-	-	-	-	159
Gifts for visiting speakers	42	-	-	-	42	36
Salary - Administrator	6,247	-	-	-	6,247	9,435
NI & Pension - Administrator	45	-	-	-	45	46
General Administration costs	1,720	-	-	-	1,720	1,318
Telephone	331	-	-	-	331	335
Licences Subscriptions DBS checks	110	-	-	-	110	64
Sundry Admin Costs	983	-	-	-	983	519
Governance costs examination/audit fee	600	-	-	-	600	600
Expenditure on charitable activities Totals	99,370	13,197	125	-	112,693	88,514
Other expenditure						
Other expenditure Totals	-	-	-	-	-	-
Expenditure Grand totals	99,370	13,197	125	-	112,693	89,731

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, 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 2023, £19,346 of Parish Share was outstanding. (£11,715 re 2020 and prior and £7.631 re 2023)

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	2022
	£	£
Wages and Salaries	6,247	9,435
Employer's NIC	45	84
	<hr/> 6,292	<hr/> 9,519

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.

3. Fixed Assets

	Equipment, chairs & furniture	Musical & lighting equipment	Computer and IT equipment	Total
Cost				
Bought forward at the start of the year	32,752	26,015	1,320	60,087
Additions during the year	-	-	-	-
Disposals	-	-	-	-
Carried forward at the end of the year	32,572	26,015	1,320	60,087
Provision for depreciation				
Bought forward at the start of the year	27,139	24,235	1,320	52,694
Provision for the year	778	604	-	1,382
Disposals	-	-	-	-
Carried forward at the end of the year	27,917	24,839	1,320	52,076
Net book value at 31 December 2022	5,613	1,780	-	7,393
Net book value at 31 December 2023	4,835	1,176	-	6,011