

**ST ANDREW'S PAROCHIAL CHURCH COUNCIL, COBHAM
ANNUAL REPORT AND ACCOUNTS
YEAR ENDED 31 DECEMBER 2023**

Charity Number 1130717

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ST ANDREW'S PAROCHIAL CHURCH COUNCIL, COBHAM

REFERENCE AND ADMINISTRATIVE DETAILS

St Andrew's Church is situated in Church Street, Cobham, Surrey and is part of the Diocese of Guildford within the Church of England. The correspondence address is The Parish Office, Church Gate House, Downside Bridge Road, Cobham, KT11 3EJ.

The Parochial Church Council (FCC) is a registered charity number 1130717.

PCC members who have served from 1st January to 31 December 2023 were:

Vicar: Chairman	Revd Dr Mike Branscombe	
Assistant Curates	Revd Dr Moni Babatunde Revd Charleen Hollington	
Training Priests	Revd Bryan Silletti Revd Tori Silletti	
Churchwardens	Sam Acquaye Paul Hurrell	Lay Vice-Chairman
Lay Representatives on the Deanery Synod	Claire Costard David Greenwood David Taylor	
Elected members	Keith Baird Leonard Beighton Kim Constable Michael Elson Nigel Goddard Malcolm Graham Sue Kilpatrick Tolani Martin Clive Moorman James Moreno Lynn Moreno Geoff Morris Adam Skinner Carrie Taylor David Tipping Cathy Whitnall	Secretary (to April 2023) (from April 2023) (to October 2023) Treasurer (to April 2023) (to April 2023) (from October 2023) Treasurer (from October 2023) previously co-opted (from April 2023)

ST ANDREW'S PAROCHIAL CHURCH COUNCIL, COBHAM

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Parochial Church Council (FCC) is a corporate body established by the Church of England and operates under the Parochial Church Councils (Powers) Measure 1956.

The appointment of PCC members is governed by and set out in the Church Representation Rules.

OBJECTIVES AND ACTIVITIES

The primary objective of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England.

The PCC is responsible for co-operating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC has agreed a vision statement as follows:

“To Know, Glorify and Make Christ Known”

St Andrews continues to seek to be a Christian community through which all can come to know and accept God's love for them and reflect that love wherever they are.

ACHIEVEMENTS AND PERFORMANCE

2023 was a year in which St Andrews continued in its aim to reach out to as much of the wider community as possible.

In accordance with the Church Development Plan presented to the APCM in 2022, a new less formal worship service commenced in Cobham Village Hall with the intent of reaching out to residents of the Northwest area of Cobham. Easter saw St Andrews open its doors to the local Ukrainian community, which has led to Ukrainian services being held each month. Other initiatives such as Cuppa and Chat and the Bereavement Journey, along with experimenting with promoting have helped increase awareness of the church and its activities in the local area.

Work started on the refurbishment and enhancement of Church Gate House, and a review was conducted to assess appropriate pricing and promotion of the facilities. The enhancements are hoped to make the facilities more desirable as a venue, whilst simultaneously benefitting the core congregation and giving a comfortable, modern and safe space for the church's mission activities.

The church produced a budget for 2023, identifying budget holders responsible for different areas of expenditure. The church's financial records were also moved over to a new cloud-based system with the aim of producing live financial information for help with planning, budgets and fundraising.

With the energy crisis taking full effect in 2023, the church's energy bills came in significantly lower than budgeted, helped by the investment in low energy lighting. The energy committee has shopped around and negotiated lower rates for 2024 with a supplier that meets the green energy criteria that the church has committed to, and is also looking at ways to further reduce its electricity and gas bills and hit its green targets.

ST ANDREW'S PAROCHIAL CHURCH COUNCIL, COBHAM

FINANCIAL REVIEW

Total unrestricted income was £254,437, after deducting expenditure of £252,577, a surplus of £1,860 resulted. This included the receipt of a legacy in the year of £10,422 which has been designated to fund energy efficient heating controls for the church, subject to the agreement of the executors. It is expected that this investment will pay for itself in reduced heating costs over a period of approximately 4 years.

Regular planned giving increased in the year to £107,341 from £93,028 in 2022, however total unrestricted income, including tax recovered but excluding the legacy, decreased slightly by £11 in the year. The stable levels of income over the last 2 years are a marked increase from the pre-covid levels which saw total income of £194,486 and £209,584 in 2018 and 2019 respectively.

Interest free loans totalling £60,750 were taken out from parishioners in the year to fund the Church Gate House extension project. Elmbridge Borough Council has given the church a grant of £44,000 from the Community Infrastructure Levy towards the cost of the entrance extension. This will be paid only when the work is complete and shall be used to repay pro rata those who have lent money for the work.

St Andrews is a tithing church and, in accordance with its long standing practice, 10% of the unrestricted giving excluding legacies for the previous year, totalling £20,565, was donated to charities with whom the church has connections.

£10,596 of the "Never" restricted fund remains from the Gerald Stanford legacy of 2020. The Never fund is to be used for charitable causes, particularly those in which Gerald was involved such as the Chatterbus.

The Restricted reserves reduced from £5,354 to £4,619 in the year.

RESERVES POLICY

The PCC has agreed to maintain sufficient reserves of not less than six months average unrestricted expenditure to cover emergency situations that may arise from time to time.

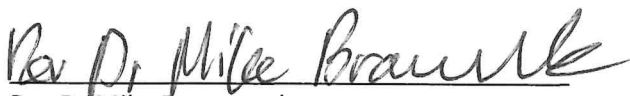
ST ANDREWS PAROCHIAL CHURCH COUNCIL, COBHAM
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 DECEMBER 2023

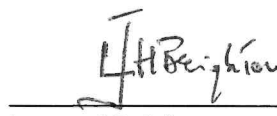
				Total		
		Unrestricted	Designated	Unrestricted	Restricted	
Note	Funds	Funds	Funds	Funds	Total	2022
INCOMING RESOURCES						
Voluntary income	2a	197684	10422	208106	3300	211406
Activities for generating funds	2b	20240	0	20240	0	20240
Income from investments	2c	19980	0	19980	0	19980
Income from church activities	2d	6111	0	6111	0	6111
Income from other sources	2e	0	0	0	1300	1300
Total incoming resources		244015	10422	254437	4600	259037
RESOURCES EXPENDED						
Church activities	3a	243130	1721	244851	5218	250069
Fund raising costs	3c	726	0	726	0	726
Support costs	3d	7000	0	7000	117	7117
Total resources used		250856	1721	252577	5335	257912
Net incoming/(outgoing) resources		-6841	8701	1860	-735	1125
Transfers between funds	10	-60750	60750	0	0	0
Loss against 31/12/2021 value on sale of investments				0	0	-887
NET MOVEMENT IN FUNDS		-67591	69451	1860	-735	1125
Balances brought forward		922620	52095	974715	5354	980069
BALANCES CARRIED FORWARD	10	855029	121546	976575	4619	981194

ST ANDREWS PAROCHIAL CHURCH COUNCIL, COBHAM
BALANCE SHEET
YEAR ENDED 31 DECEMBER 2023

				Total		
	Note	Unrestricted Funds	Designated Funds	Unrestricted Funds	Restricted Funds	Total
FIXED ASSETS						2022
Tangible assets	6a	876447	0	876447	0	876447
		876447	0	876447	0	876447
CURRENT ASSETS						
Debtors	7	10827		10827		10827
Cash at bank	8	36836	121546	158382	4619	163001
		47663	121546	169209	4619	173828
CURRENT LIABILITIES	9	-69081		-69081		-69081
NET CURRENT ASSETS		-21418	121546	100128	4619	104747
NET ASSETS		855029	121546	976575	4619	981194
FUNDS						
Unrestricted	10	855029		855029		855029
Designated	10		121546	121546		121546
Restricted	10				4619	4619
		855029	121546	976575	4619	981194

Approved by the Parochial Church Council on 19 March 2024 and signed on its behalf by:


Rev Dr Mike Branscombe
Chairman and Vicar


Leonard Beighton
Secretary

ST ANDREW'S PAROCHIAL CHURCH COUNCIL, COBHAM

NOTES TO THE ACCOUNTS

1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Charities (the application of FRS 102).

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor to those that are informal gatherings of church members.

Funds

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

Designated funds are funds put aside from the Unrestricted funds by the Parochial Church Council for a special purpose. They can be returned to Unrestricted funds if the Parochial Church Council subsequently decides.

Restricted funds represent donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund.

Incoming resources

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the income to which they relate is received. Grants and legacies are accounted for when received or when the PCC is legally entitled to the amounts due.

Dividends are accounted for when receivable, interest is accrued. All other income is recognised when it is receivable.

All incoming resources are accounted for gross.

Unrealised gains or losses on investments are accounted for on revaluation of investments at 31st December.

Resources used

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC. The diocesan parish share is accounted for when due. All other expenditure is generally recognised when it is incurred and is accounted for gross.

ST ANDREW'S PAROCHIAL CHURCH COUNCIL, COBHAM

NOTES TO THE ACCOUNTS

Fixed assets

Benefice and consecrated property is not included in the accounts in accordance with s. 10(2)(a) and (c) of the Charities Act 2011.

No value is attributable to movable church furnishings held by the churchwardens on special trust for the PCC, and which require a faculty for disposal, since the PCC considers these to be inalienable property.

Any expenditure during the year on consecrated or benefice property and movable church furnishings, whether maintenance or improvement, has been written off.

Church Gate House Centre, including the flat and the land on which it stands are valued at cost. No depreciation is charged on these properties but expenditure on maintenance or improvement is written off as incurred. These buildings are subject to an annual impairment review.

Equipment acquired for Church Gate House Centre has been depreciated, on a straight line, basis over 10 years. The piano, the computer and the projector have been fully depreciated.

Current Assets

Amounts owing to the PCC at 31st December in respect of tax, rent or other income are shown as debtors.

ST ANDREWS PAROCHIAL CHURCH COUNCIL, COBHAM
NOTES TO THE ACCOUNTS
YEAR ENDED 31 DECEMBER 2023

2 INCOMING RESOURCES

	Unrestricted	Designated	Total	Restricted		
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Total</u>	<u>2022</u>
2a Voluntary Income						
Planned giving	107341		107341		107341	93028
Yellow envelopes and Just Giving	9502		9502		9502	11713
Income tax recovered	32653		32653		32653	41332
Other giving	5380		5380		5380	18946
Family magazine donations	0		0		0	15
Loose plate collections	11078		11078		11078	10935
Giving through church boxes	218		218		218	315
One-off gift aid gifts	27594		27594	1400	28994	41830
One-off non gift aid gifts	3918		3918	1900	5818	0
Legacies		10422	10422		10422	1000
	197684	10422	208106	3300	211406	219114
2b Activities for generating funds						
Social and other events	1196		1196		1196	1282
Church Gate House lettings	17654		17654		17654	13599
Donations for use of church	897		897		897	1113
Other funds generated	493		493		493	1459
	20240	0	20240	0	20240	17453
2c Income from investments						
Rent from flat	19352		19352		19352	14744
Interest and dividends	628		628		628	394
	19980	0	19980	0	19980	15138
2d Income from church activities						
Fees from weddings and funerals	6111		6111		6111	4821
	6111	0	6111	0	6111	4821
2e Income from other sources						
Diocesan heating grant			0	1000	1000	1000
Transforming Lives for Good grant			0	300	300	0
	0	0	0	1300	1300	1000
TOTAL INCOMING RESOURCES	244015	10422	254437	4600	259037	257526

ST ANDREWS PAROCHIAL CHURCH COUNCIL, COBHAM
NOTES TO THE ACCOUNTS
YEAR ENDED 31 DECEMBER 2023

3 RESOURCES EXPENDED

	Note	Total				Total	2022
		Unrestricted Funds	Designated Funds	Unrestricted Funds	Restricted Funds		
3a Church Activities							
Total Giving	3b	20993	0	20993	272	21265	14645
Parish share		92942		92942		92942	93534
Salaries	4	55961		55961		55961	52315
Clergy housing hosts		1169		1169		1169	1019
Clergy and assistant staff expenses		1989		1989		1989	200
Church running expenses including heating		17245		17245	1000	18245	14481
Church maintenance and repairs		9743		9743	253	9996	11622
Altar, choir, services and music		2671	1721	4392	1330	5722	3842
Publicity, promotion and website costs		1117		1117		1117	0
CGH running expenses including heating		14878		14878		14878	13108
CGH repairs		13498		13498		13498	6800
Upkeep church yard				0		0	675
Flat management charges and upkeep		3502		3502		3502	1950
Retreat costs		658		658		658	326
Youth, SAY and Sunday school		2594		2594	1900	4494	4775
Church in the Community costs		1418		1418		1418	0
Training		555		555	138	692	1555
Community Outreach and TLG expenses		1974		1974	325	2299	900
Eco-committee		35		35		35	35
Upgrade sound system				0		0	-300
Rebranding				0		0	4245
Purchase curates house				0		0	6842
Depreciation		190		190		190	0
		243129	1721	244850	5218	250069	232569
3b TOTAL GIVING							
Mission and relief							
Garden Route Childrens Trust		3000		3000		3000	2000
Operation Mobilisation - Nepal		2000		2000		2000	2000
South Sudan University		200		200		200	0
Leprosy Mission International				0		0	500
		5200	0	5200	0	5200	4500
Home Mission							
St Andrews School		2000		2000		2000	500
A Rocha UK		2000		2000		2000	1000
Ruby Acquaye's mission trip		228		228	272	500	0
		4228	0	4228	272	4500	1500
Other Charities							
Elmbridge CAN		3000		3000		3000	3000
Crisis		560		560		560	645
Transforming Lives for Good		2000		2000		2000	1000
Cobham Area Foodbank				0		0	1000
Embrace the Middle East		1000		1000		1000	0
Send Prison Chaplaincy		1000		1000		1000	
DEC Ukraine		5		5		5	0
Oasis Childcare		4000		4000		4000	3000
		11565	0	11565	0	11565	8645
Total Giving		20993	0	20993	272	21265	14645

ST ANDREWS PAROCHIAL CHURCH COUNCIL, COBHAM
NOTES TO THE ACCOUNTS
YEAR ENDED 31 DECEMBER 2023

	Unrestricted <u>Funds</u>	Designated <u>Funds</u>	Total Unrestricted <u>Funds</u>	Restricted <u>Funds</u>	<u>Total</u>	<u>2022</u>
3c FUND RAISING COSTS						
Social and other events	726		726		726	762
	<u>726</u>	<u>0</u>	<u>726</u>	<u>0</u>	<u>726</u>	<u>762</u>
3d SUPPORT COSTS						
Parish office	5780		5780	117	5897	6608
Independent examiner	600		600		600	588
Bank charges	620		620		620	692
Printing history books			0		0	1287
	<u>7000</u>	<u>0</u>	<u>7000</u>	<u>117</u>	<u>7117</u>	<u>9175</u>

ST ANDREWS PAROCHIAL CHURCH COUNCIL, COBHAM
NOTES TO THE ACCOUNTS
YEAR ENDED 31 DECEMBER 2023

	Unrestricted	Designated	Total	Unrestricted	Restricted		
	<u>Funds</u>	<u>Funds</u>		<u>Funds</u>	<u>Funds</u>	<u>Total</u>	<u>2022</u>
4 SALARIES AND FEES							
Staff costs	54915			54915		54915	50096
Employer pension contributions	1046			1046		1046	2219
	<u>55961</u>	<u>0</u>		<u>55961</u>	<u>0</u>	<u>55961</u>	<u>52315</u>
Average number of employees						<u>3</u>	<u>3</u>

5 PAYMENTS TO PCC MEMBERS

In 2023 a total of £6,355 was paid to 6 members of the PCC as reimbursement for expenses incurred on behalf of the PCC.
In 2022, 4 members of the PCC received a total of £1,945 as reimbursement for expenses incurred on behalf of the PCC.

6 FIXED ASSETS

	<u>Note</u>	<u>Freehold Land and Buildings</u>	<u>Equipment</u>	<u>Total</u>
6a Tangible Assets				
Cost				
Balance b/fwd 1 January 2023	6b	836496	43189	879685
Additions	6b	39382	759	40141
Balance c/fwd 31 December 2023		<u>875878</u>	<u>43948</u>	<u>919826</u>
Depreciation				
Balance b/fwd 1 January 2023		0	43189	43189
Charge for year		0	190	190
Balance c/fwd 31 December 2023		<u>0</u>	<u>43379</u>	<u>43379</u>
Net Book Value 31 December 2023		<u>875878</u>	<u>569</u>	<u>876447</u>
Net Book Value 31 December 2022		<u>836496</u>	<u>0</u>	<u>836496</u>
Depreciation rate (straight line method)		<u>Nil</u>	<u>25%</u>	

Depreciation

Depreciation is charged so as to write off the cost of assets, other than land and properties over their estimated useful lives using the straight line method at the following rates:

Asset class

Fixtures and fittings	10%
Office Equipment	25%

	<u>B/fwd</u>	<u>Additions</u>	<u>C/fwd</u>
6b Land and Buildings			
Church Gate House (purchased 1964)	43762		43762
Church Gate House Centre (hall and kitchen 1998)	312734		312734
Church Gate House Entrance (extension 2023)		39382	39382
57 Coveham Crescent	480000		480000
	<u>836496</u>	<u>39382</u>	<u>875878</u>

ST ANDREWS PAROCHIAL CHURCH COUNCIL, COBHAM
NOTES TO THE ACCOUNTS
YEAR ENDED 31 DECEMBER 2023

	<u>2023</u>	<u>2022</u>
7 DEBTORS		
Gift aid recoverable	6854	32958
Other debtors	539	656
Prepayments	3434	4998
	<u>10827</u>	<u>38612</u>
8 BANK AND CASH BALANCES		
Lloyds current account	23657	114795
Natwest current account	78647	6303
Natwest deposit account	60628	0
Natwest lunch club account	0	86
Petty cash	69	178
	<u>163001</u>	<u>121362</u>
9 CURRENT LIABILITIES		
Prepaid CGH flat rent	1336	7638
Credit card	631	521
Accruals	3381	588
CGH prepaid bookings	0	535
Spiritual cinema	1122	603
Accounts payable	1658	5994
Pension creditor	203	185
Agency account	0	337
Loans re CGH extension	60750	0
	<u>69081</u>	<u>16401</u>

ST ANDREWS PAROCHIAL CHURCH COUNCIL, COBHAM
NOTES TO THE ACCOUNTS
YEAR ENDED 31 DECEMBER 2023

10 MOVEMENT OF FUNDS	<u>B/fwd 01/01/2023</u>	<u>Income P&L</u>	<u>Expenses P&L</u>	<u>Transfer Out</u>	<u>Transfer In</u>	<u>C/fwd 31/12/2023</u>
Unrestricted Fund	922620	244015	250856	60750		855029
Designated Funds						
Belltower Saunders Legacy	5000					5000
M Gifford Fund - CGH garden renewal	34778					34778
Never Designated Fund	10596					10596
Ray Sherlock Designated Fund - vestments	1721		1721			0
Church Gate House extension					60750	60750
Margaret Journeaux' legacy		10422				10422
	52095	10422	1721	0	60750	121546
Restricted Funds						
Vicars Fund (special projects)	4476		831			3645
Altar Frontal Fund	107		107			0
Flag Pole Fund	384					384
Summer Youth Camps	115					115
Charitable Appeals	272		272			0
Kids Church - Constable neighbour		1900	1900			0
Discretionary Fund (relief for the poor)		500	25			475
Jenny Vickers - Chasuble Fund		900	900			0
Diocese Power Grant		1000	1000			0
Transforming Lives for Good		300	300			0
	5354	4600	5335	0	0	4619
Total Funds	980069	259037	257912	60750	60750	981194

Independent Examiner's Report
To the Parochial Church Council (PCC) of St Andrew's Cobham

I report on the accounts for the year ended 31 December 2023, which are set out on pages 1 to 14.

Respective responsibilities of the Trustees and Independent Examiner

The charity's 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.

It is my responsibility to

1. examine the accounts under section 145 of the 2011 Act;
2. follow the procedures laid down in the General Directions given by the Charity Commissioners in section 145(5) (b) of the 2011 Act, and
3. state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those accounts. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

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

- 1) which gives me reasonable cause to believe that in any material respect the requirements
 - a) to keep accounting records in accordance with s.130 of the 2011 Act; or
 - b) to prepare accounts which accord with these accounting records have not been met, or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Aidan Crilly BA FCA
Wyvern House
1 Church Road
Great Bookham
Surrey
KT23 3PD

A Crilly

13 May 2024