



CHRIST CHURCH WHAPLOAD ROAD LOWESTOFT

ANNUAL REPORT

AND

FINANCIAL STATEMENTS

OF THE

PAROCHIAL CHURCH COUNCIL

FOR THE YEAR ENDED 31 DECEMBER 2023

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**PAROCHIAL CHURCH COUNCIL OF CHRIST CHURCH LOWESTOFT
LEGAL AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31 DECEMBER 2023**

Charitable Status

The Parochial Church Council is a charity, Registered Charity Number 1131184.

Connected Charity

The Parochial Church Council is connected with Christ Church Lowestoft Trust, Registered Charity Number 1048325.

The trustees of the Christ Church Lowestoft Trust are four elected members of the congregation of Christ Church Lowestoft and one member of the Parochial Church Council.

Address for Correspondence

Christ Church Administration
Herring Fishery Score
Lowestoft NR32 1XE

Members of the Parochial Church Council

Jon Carter
Barrie Cossey
Andy Hicks
Pam Hicks
Carelien Martin
David Ryczanowski

Jill Stebbings
Andrew Timberlake
Eddie Timberlake
Angela Waterson
Claire Williams
Peter Williams

Treasurer

Andrew Timberlake

Secretary

Carelien Martin

Bankers

Barclays Bank PLC
61 London Road North
Lowestoft

Independent Examiner (Appointed January 2024)

Geoff Mann
13 Highworth Avenue
Cambridge
CB4 2BQ

PAROCHIAL CHURCH COUNCIL OF CHRIST CHURCH LOWESTOFT MINISTER'S ANNUAL REPORT FOR 2023

The PCC of Christ Church Lowestoft seeks to support the mission and ministry of the church, particularly in managing the finances, buildings, policies and employment of staff. In 2023, we employed a Families Worker, a Sports & Youth Worker, a Church Administrator and a Cleaner. The PCC continued to better organise our financial accounts, update our buildings and maintain and implement operating policies. We aim to maintain good practice with Safeguarding and to fully cooperate with the Diocese of Norwich Safeguarding team.

The work of the PCC has allowed the church to continue to develop a range of activities and services that seek to reach a new generation with the good news of Jesus Christ. Our central activities are our Sunday services. Our main Sunday morning service (10am service) continues to be focused around expository preaching and has grown in numbers and now provides children's groups for three age ranges. We also run afternoon all-age Café Church services, a smaller evening service ('The Gathering') and an occasional young adult led service ('The Big House'). Other special services include Christmas & Easter services, funeral and thanksgiving services and a service marking the Coronation.

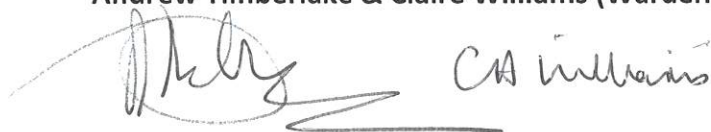
Our midweek programme for adults has included prayer meetings, training seminars and a range of small groups (women's groups, a men's group and a young adults' group). We have also offered courses allowing adults to explore the Christian faith and baptism. Our midweek programme for children and youth continues to grow and includes Shrimps (our play and stay parents and toddlers' group), Saturday Club (3-7s), Explorers Club (7-10s) and Breakout (11-18s). For families together, we run Messy Church, FiSH (Food-in-School-Holidays), a Families BBQ and various special events. We continue to invest in our Sports programme for all ages, including our Badminton group, Beach Games, Cricket Club, Indoor Bowls, Legacy School Holiday Club, a Sports Quiz as well as various one-off activities.

At our APCM in April 2023, our Electoral Roll number is 126 (having revised the list and added 24 members). Average Sunday morning church attendance began 2023 with approximately 101 adults and finished the year with approximately 114.

Jon Carter (Vicar)



Andrew Timberlake & Claire Williams (Wardens)



PAROCHIAL CHURCH COUNCIL OF CHRIST CHURCH LOWESTOFT

STRUCTURE GOVERNANCE & MANAGEMENT

The trustees of the charity comprise members of the Parochial Church Council (PCC) which includes the Vicar, Churchwardens, Sports & Youth Worker, Family Coordinator and Church Office Administrator (who acts as PCC Secretary). This structure ensures governance in alignment with the regulations and policies of the Church of England.

In 2015, the PCC established a reserves policy, aiming to hold funds equivalent to approximately two months of standard operating costs plus an additional month of salary expenses, estimated at around £20,000 for 2023. To support this policy, in 2016, the PCC designated £5,000 from the General Fund to a specific reserve fund named "Reserves."

In 2023, the PCC created a new designated fund labelled "Building Project," with a total of £110,000 funded through a transfer from the General Fund. This resolution was taken to earmark funds for a planned major building project. By the end of 2023, the reserves — consisting of unrestricted current assets minus liabilities as outlined in Note 8 of the financial statements — amounted to £180,515 (£80,656 at the end of 2022).

PAROCHIAL CHURCH COUNCIL OF CHRIST CHURCH LOWESTOFT

REPORT TO THE TRUSTEES/MEMBERS OF CHRIST CHURCH, LOWESTOFT ON ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2023

CHARITY NUMBER 1131184

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2023.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

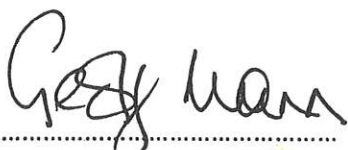
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that, in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Geoff Mann

13 Highworth Avenue
Cambridge
CB4 2BQ

Date: 22 Apr 2024

PAROCHIAL CHURCH COUNCIL OF CHRIST CHURCH LOWESTOFT

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2023

| | Note | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2023 £ | 2022 £ |
|--|------|----------------------------|--------------------------|-----------------------------|----------------|
| Incoming Resources | | | | | |
| Incoming Resources from Donors | 2(a) | 96,232 | 15,661 | 111,893 | 89,319 |
| Other Voluntary Incoming Resources | 2(b) | 106,357 | 7,770 | 114,127 | 87,593 |
| Incoming Resources from Operating Activities to Generate Funds | 2(c) | 2,370 | 2,018 | 4,388 | 4,770 |
| Income from Investments | 2(d) | 328 | - | 328 | 35 |
| Total Incoming Resources | | <u>205,287</u> | <u>25,449</u> | <u>230,736</u> | <u>181,717</u> |
| Resources Expended | | | | | |
| Grants | 3(a) | 5,430 | - | 5,430 | 7,830 |
| Activities Directly Relating to the Work of the Church | 3(b) | 87,766 | 33,728 | 121,494 | 130,598 |
| Church Management and Administration | 3(c) | 12,855 | - | 12,855 | 11,474 |
| Total Resources Expended | | <u>106,051</u> | <u>33,728</u> | <u>139,779</u> | <u>149,902</u> |
| Net Incoming/(Outgoing) Resources | | 99,236 | -8,279 | 90,957 | 31,815 |
| Balance at 1 January 2023 (2022) | | 154,033 | 27,216 | 181,249 | 149,434 |
| Balance at 31 December 2023 (2022) | | <u>253,269</u> | <u>18,937</u> | <u>272,206</u> | <u>181,249</u> |

There are no recognised gains or losses other than those included in the results above, and therefore, no separate statement of total recognised gains and losses has been presented.

The notes set out on pages 8 to 16 form an integral part of these accounts.

PAROCHIAL CHURCH COUNCIL CHRIST CHURCH LOWESTOFT

BALANCE SHEET

AS AT 31 DECEMBER 2023


| | Note | 2023 £ | 2022 £ |
|---|------|----------------|----------------|
| Fixed Assets | | | |
| Tangible fixed assets | 5 | 72,754 | 73,377 |
| Current Assets | | | |
| Debtors | 9 | 54,446 | 89,394 |
| Short term deposits | | 119,665 | 4,359 |
| Cash at bank and in hand | | 31,853 | 28,958 |
| | | <u>205,964</u> | <u>122,711</u> |
| Current Liabilities: Amounts falling due within one year | 10 | <u>6512</u> | <u>14 839</u> |
| Net Current Assets | | 199,452 | 107,872 |
| Net Assets | | <u>272,206</u> | <u>181,249</u> |
| Funds | | | |
| Unrestricted | 6 | 253,269 | 154,033 |
| Restricted | 7 | <u>18,937</u> | <u>27,216</u> |
| | | <u>272,206</u> | <u>181,249</u> |

Approved by the Parochial Church Council and signed on its behalf by

Jon Carter



Claire Williams



Andrew Timberlake



Date

21st April 2024

PAROCHIAL CHURCH COUNCIL OF CHRIST CHURCH LOWESTOFT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

1 Accounting policies

(a) Basis of Accounting

The financial statements have been prepared in accordance with the Statement of Recommended Accounting Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Charities Act 2011.

(b) Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted. Restricted funds are to be used for the specific purposes laid down by the donor.

The accounts 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 those that are informal gatherings of church members.

(c) Incoming Resources

Voluntary income and capital sources

Collections are recognised when received by or on behalf of the PCC.

Planned giving receivable under Gift Aid is recognised when the principal amount is received. Income tax recoverable on covenants or gift aid donations is recognised at the same time.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement and the amount due.

Funds raised by events are accounted for gross.

Sales of books and magazines from the church bookstall are accounted for gross.

Other ordinary income

Rental income from the letting of church premises is recognised when the rental is due.

Parochial fees due to the PCC for weddings, funerals etc are accounted for on an event by event basis.

PAROCHIAL CHURCH COUNCIL OF CHRIST CHURCH LOWESTOFT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

1 Accounting policies (continued)

(d) Resources Expended

Grants

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

Activities directly relating to the work of the Church

The Diocesan quota or parish share is accounted for when payable. Any quota unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the Balance Sheet.

(e) Fixed Assets

Consecrated land and buildings and movable church furnishings

Consecrated and beneficed property is excluded from the accounts under the Charities Act 2011.

No value is placed on movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be an inalienable property. All expenditure incurred during the year on consecrated or benefice buildings and movable church furnishings, whether maintenance or improvement, is written off as expenditure in the SOFA and separately disclosed.

Other freehold land and buildings

The PCC considers that due to the long useful life of the Church Halls and the fact that they are kept in a good state of repair, any charge for depreciation would be negligible and therefore no provision has been made.

Other fixtures fittings and office equipment

Equipment used within the church premises is depreciated on a straight-line basis over 4 years. Individual items of equipment with a purchase price of £2,000 or less are written off when the asset is acquired.

(f) Current Assets

Amounts owing to the PCC at 31 December 2023 in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectible.

Short-term deposits include cash held on deposit either with the Central Board of Finance or at the bank.

PAROCHIAL CHURCH COUNCIL OF CHRIST CHURCH LOWESTOFT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

1 Accounting policies (continued)

(g) Current liabilities

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.

(h) Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern. The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

(i) Pensions

The charity contributes to money purchase defined contribution schemes on behalf of its employees. No liability exists in respect of pensions other than monthly contributions due included in creditors.

PAROCHIAL CHURCH COUNCIL OF CHRIST CHURCH LOWESTOFT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

2 Incoming Resources

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2023 £ | Total Funds 2022 £ |
|---|----------------------------|--------------------------|-----------------------------|-----------------------------|
| (a) <i>Incoming Resources from Donors</i> | | | | |
| Planned Giving | | | | |
| Donations | 75,699 | 8,765 | 84,464 | 84,206 |
| Income Tax Recoverable | 20,533 | 6,896 | 27,429 | 3,650 |
| Collections at all Services | <u> </u> | <u>-</u> | <u>-</u> | <u>1,463</u> |
| | <u>96,232</u> | <u>15,661</u> | <u>111,893</u> | <u>89,319</u> |
| (b) <i>Other voluntary incoming resources</i> | | | | |
| Donations Appeals etc. | 106,357 | 770 | 107,127 | 81,760 |
| Grants | <u> </u> | <u>7,000</u> | <u>7,000</u> | <u>5,833</u> |
| | <u>106,357</u> | <u>7,770</u> | <u>114,127</u> | <u>87,593</u> |
| (c) <i>Incoming resources from operating activities to generate funds and/or defray costs</i> | | | | |
| Church events | 1,764 | 2,018 | 3,782 | 3,090 |
| Church hall lettings | 155 | - | 155 | 152 |
| Books & Training materials | 451 | - | 451 | 185 |
| Fees | <u>-</u> | <u>-</u> | <u>-</u> | <u>1,343</u> |
| | <u>2,370</u> | <u>2,018</u> | <u>4,388</u> | <u>4,770</u> |
| (d) <i>Income from investments</i> | | | | |
| Bank deposit interest | <u>328</u> | <u> </u> | <u>328</u> | <u>35</u> |
| Total Incoming Resources | <u><u>205,287</u></u> | <u><u>25,449</u></u> | <u><u>230,736</u></u> | <u><u>181,717</u></u> |

PAROCHIAL CHURCH COUNCIL OF CHRIST CHURCH LOWESTOFT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

3 Resources Used

| | Unrestricted Funds | Restricted Funds | Total Funds 2023 | Total Funds 2022 |
|---|-----------------------|---------------------|------------------------|------------------------|
| | £ | £ | £ | £ |
| (a) <i>Grants</i> | | | | |
| Missionary and Charitable Giving | | | | |
| Missionary Societies | 5,430 | - | 5,430 | 7,000 |
| Mission Support | - | - | - | 830 |
| Welfare Grants | - | - | - | - |
| | <u>5,430</u> | <u>-</u> | <u>5,430</u> | <u>7,830</u> |
| <i>Activities directly relating to the work of the Church</i> | | | | |
| Ministry : Diocesan Share | 56,000 | - | 56,000 | 58,683 |
| Clergy Expenses | 2,481 | - | 2,481 | 2,209 |
| Staff salaries | - | 33,439 | 33,439 | 37,518 |
| Training and Conferences | 320 | - | 320 | 263 |
| Church Fellowship Events | - | - | - | 683 |
| Outreach | - | - | - | - |
| Upkeep of Services | 1,080 | - | 1,080 | 2,459 |
| Church Running Expenses | 11,934 | - | 11,934 | 17,222 |
| Youth, family & sports ministry costs | 9,527 | - | 9,527 | 4,181 |
| Fabric & Equipment | 4,819 | - | 4,819 | 3,107 |
| Printing and Stationery | 967 | - | 967 | 242 |
| Publicity and Community | 291 | - | 291 | - |
| General Expenses | 229 | 289 | 518 | 1,514 |
| Diocesan Fees | 118 | - | 118 | 2,517 |
| | <u>87,766</u> | <u>33,728</u> | <u>121,494</u> | <u>130,598</u> |
| (c) <i>Church Management and Administration</i> | | | | |
| Administrator's Salary | 11,940 | - | 11,940 | 10,643 |
| Integrated Digital & Telecommunication | 915 | - | 915 | 831 |
| | <u>12,855</u> | <u>-</u> | <u>12,855</u> | <u>11,474</u> |
| Total Resources Expended | <u>106,051</u> | <u>33,728</u> | <u>139,779</u> | <u>149,902</u> |

PAROCHIAL CHURCH COUNCIL OF CHRIST CHURCH LOWESTOFT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

4 Staff Costs

| | 2023 | 2022 |
|-----------------------|---------------|---------------|
| | £ | £ |
| Wages and salaries | 47,601 | 49,889 |
| Social security costs | - | 1,585 |
| Other pension costs | <u>396</u> | <u>1,987</u> |
| | <u>47,997</u> | <u>53,461</u> |

During the year the PCC employed a Sports & Youth Worker, a Families Coordinator, a cleaner, and an Administrator. The average weekly number of staff employed by the charity during the year was 4 (2022 – 4). No member of staff earned more than £60,000.

Remuneration totalling £45,189 (2022 – £50,676) was paid to 3 (2022 – 4) trustees during the year but not for their role as trustees of the charity. Expenses totalling £12,542 (2022 - £9,917) were reimbursed to 6 (2022 – 6) trustees during the year.

5 Fixed Assets for use by the Church

Tangible fixed assets

Gross Book value at 1 January
and 31 December 2023

Freehold land
and buildings
£
72,000

The freehold land and buildings comprise the Church Halls situated at Herring Fishery Score Lowestoft. For accounting purposes, the historical cost of this property is deemed to be its 1994 valuation, and has not been updated.

The Diocese holds the land and buildings on behalf of the Parish as Custodian Trustees.

The buildings have not been depreciated for the reasons given on page 9 note 1(e).

| | |
|---|---------------|
| Computer Equipment | £ |
| Cost at 1 January 2023 | 6,878 |
| Additions 2023 | - |
| Cost at 31 December 2023 | <u>6,878</u> |
| Accumulated Depreciation at 1 January 2023 | 5,501 |
| Depreciation Charge 2023 | <u>623</u> |
| Accumulated Depreciation at 31 December 2023 | <u>6,124</u> |
| Computer equipment net book value at 31 December 2023 | <u>754</u> |
| Computer equipment net book value at 31 December 2022 | <u>1,377</u> |
| Total fixed asset net book value at 31 December 2023 | <u>72,754</u> |
| Total fixed asset net book value at 31 December 2022 | <u>73,377</u> |

PAROCHIAL CHURCH COUNCIL OF CHRIST CHURCH LOWESTOFT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

6 Unrestricted Funds

The income funds of the PCC include the general income fund and designated funds, which have been set aside out of the unrestricted funds by the PCC for specific purposes.

| | 2023 | 2022 |
|--------------------------|-----------------------|-----------------------|
| | £ | £ |
| General Fund | 137,399 | 148,163 |
| Designated Funds: | | |
| <i>Building Fund</i> | 110,000 | - |
| Reserves | 5,000 | 5,000 |
| Bequests | 870 | 870 |
| | <u>253,269</u> | <u>154,033</u> |

PAROCHIAL CHURCH COUNCIL OF CHRIST CHURCH LOWESTOFT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

7 Restricted Funds

The funds of the PCC include restricted funds comprising of the following unexpended balances of donations and grants held on trusts to be applied for specific purposes.

| | Balance 31 December 2022 | Movement in Resources | | Balance 31 December 2023 |
|---|--------------------------------|-----------------------|---------------|--------------------------------|
| Restricted Funds | £ | Incoming £ | Outgoing £ | £ |
| Ministry Staff Fund | 8,010 | 25,429 | 33,439 | - |
| Youth, Family & Sports ministry | 180 | 20 | - | 200 |
| Children's Benevolent | 1,152 | - | - | 1,152 |
| Overseas Missions | 988 | - | - | 988 |
| Women's Mission | 335 | - | - | 335 |
| Ministerial Support | 783 | - | - | 783 |
| Men's Fellowship | 448 | - | - | 448 |
| Building incl. Fabric, Windows & Kitchen | 8,515 | - | - | 8,515 |
| Admin/Office | - | - | - | - |
| Flowers | 48 | | | 48 |
| Diocesan & Other Fees | 3,705 | - | - | 3,705 |
| Christ Church Trust | 2,077 | - | - | 2,077 |
| Gifts | - | - | - | - |
| Discretionary | 25 | - | - | 25 |
| Vicar's Discretionary | 950 | - | 289 | 661 |
| | 27,216 | 25,449 | 33,728 | 18,937 |

PAROCHIAL CHURCH COUNCIL OF CHRIST CHURCH LOWESTOFT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

8 Analysis of Net Assets by Fund

| | Unrestricted Funds £ | Restricted Funds £ | Total £ |
|---------------------|----------------------------|--------------------------|----------------|
| Fixed Assets | 72,754 | - | 72,754 |
| Current Assets | 187,027 | 18,937 | 205,964 |
| Current Liabilities | (6,512) | - | (6,512) |
| Fund Balance | 253,269 | 18,937 | 272,206 |

9 Debtors

| | 2023 £ | 2022 £ |
|-----------------------------|---------------|---------------|
| Income Tax Recoverable | 54,446 | 89,394 |
| Other Debtors & Prepayments | - | - |
| | 54,446 | 89,394 |

10 Liabilities – Amounts falling due within one year.

| | 2023 £ | 2022 £ |
|-------------------------------------|--------------|---------------|
| Missions | 1,830 | 7,000 |
| Diocese | 2,635 | 2,517 |
| HMRC | - | 1,447 |
| Other | 2,047 | 3,875 |
| Accruals and Deferred Income | 6,512 | 14,839 |

11 Related Party Transactions

There were no related party transactions in the year that required disclosure.