

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOXGROVE

England & Wales · Charity number 1131214

Details

Other names	BOXGROVE PCC, THE PRIORY CHURCH OF ST MARY & ST BLAISE, BOXGROVE
Status	Registered
Legal form	Previously excepted
Registered	2009-08-19
Register	View on the Charity Commission register

Contact

Address
The Vicarage
Church Lane
Boxgrove
Chichester
West Sussex
PO18 0ED

Phone 07368501358

Email churchwardens@boxgrovepriory.co.uk

Website www.boxgrovepriory.co.uk

Activities

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

Activities: Promoting in the ecclesiastical parish the whole mission of the Church

Classification

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

Geography

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

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£114,177	£126,737	-	-
2023-12-31	£107,942	£116,591	-	-
2022-12-31	£105,594	£110,420	-	-
2021-12-31	£118,747	£104,733	-	-
2020-12-31	£95,700	£103,912	-	-

Trustees

Name	Role	Appointed
Catherine Anne Saunders		2015-04-21
Claire Frances Jones		2019-04-30
DAVID GEOFFREY BANNISTER		
MARK PETERS		2024-05-26
MAVIS SARAH ROBERTA TAYLOR		2023-05-21
Margaret Higgins		2020-10-18
Mary Philippa Nagel		2020-10-18
Michael Walter Beaman		2020-10-23
Mrs Katie Kean		2018-04-24
ROSALIND WENDY JANE CRAVEN		2024-05-26
Rev Dominic Keech		2025-11-19
SANDRA CAROLE BANNISTER		2023-05-21
Susan Frances Holland		2020-10-18
TERENCE ANTHONY STONE		2021-04-25
TIMOTHY DENYS JOHN DRAKE PULLAN		

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOXGROVE

England & Wales - Charity number 1131214

Accounts

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF BOXGROVE**

**ANNUAL REPORT AND
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED
31ST DECEMBER 2024**

CHARITY REGISTRATION No: 1131214

Independent Examiners Ltd
Unit 2, The Broadbridge Business Centre
Delling Lane
Bosham
PO18 8NF

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOXGROVE
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THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOXGROVE

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2024**

LEGAL AND ADMINISTRATIVE INFORMATION

CHARITY NUMBER 1131214

START OF FINANCIAL PERIOD 1 January 2024

END OF FINANCIAL PERIOD 31 December 2024

PCC MEMBERS WHO SERVED UNTIL THE END OF 2024:

Vicar: The Reverend Ian Michael Forrester
Churchwardens: Mr David Bannister (elected 2020, re-elected annually since)
Churchwardens: Mrs Katie Kean (elected 2020, re-elected annually since)

REPRESENTATIVES ON THE DEANERY SYNOD: Mr Tim Pullan (reappointed 2017, re-elected 2020)
Mr Michael Beaman (elected 2021)

ELECTED MEMBERS AND TREASURER:

Mr David Bannister (elected 2021)
Ms Lara Moyler (elected 2017, re-elected 2020 & 2023)
Mrs Margaret Higgins (elected 2020, re-elected 2023)
Mrs Susan Holland (elected 2020, re-elected 2023)
Mrs Mary Nagel (elected 2020)
Mrs Catherine Saunders (re-elected 2021)
Mr Terry Stone (elected 2021)
Mrs Claire Jones (re-elected 2022)
Mrs Sarah Taylor (elected 2023)
Mrs Sandra Bannister (elected 2023)
Mr Mark Peters - appointed on 26.05.2024
Mr David Jones - appointed on 26.05.2024
Ms Heidi Gregory - appointed on 26.05.2024
Ms Rosalind Craven - appointed on 26.05.2024

CORRESPONDENCE ADDRESS Church Lane
Boxgrove
Chichester
West Sussex
PO18 0ED

GOVERNING DOCUMENT Parochial Church Council powers measure (1956) as amended and church representation rules

OBJECTS Promoting in the ecclesiastical parish the whole mission of the Church.

BANKERS Barclays Bank plc CAF Bank Limited
East Street 25 Kings Hill Avenue
Chichester Kings Hill
West Sussex West Malling
PO19 1HR Kent
ME19 4JQ

SOLICITORS & ARCHITECT Irwin Mitchell LLP Michael Drury
Thomas Eggar House St Ann's Gate Architects LLP
Friary Lane The Close
Chichester Salisbury
West Sussex Wiltshire
PO19 1UF SP1 2EB

INDEPENDENT EXAMINER Independent Examiners Ltd
Unit 2 The Broadbridge Business Centre
Delling Lane
Bosham
PO18 8NF

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOXGROVE

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2024**

Review of the year 2024

During the year the full PCC met 6 times. The Standing Committee met on occasions between PCC meetings and details of their deliberations were received by the full PCC and discussed where necessary.

Claire Jones, our Safeguarding Officer, reported at each PCC meeting.

There was a very significant decline in attendance at the Sunday service, due to the pandemic, but Sunday attendance has seen a steady improvement. Weekday masses continue, as we regard this as one of the very valuable characteristics of the parish. Attendance varies.

We have continued to livestream our main Sunday service and the Wednesday masses. There is clearly still a grateful housebound congregation, and it is unlikely that we shall stop livestreaming..

In church we have resumed the practice of administering Holy Communion in both kinds, but with clear advice that receiving in one kind only is perfectly acceptable. We are not allowing the practice of intinction.

Boxgrove Priory is well known for its music, and we have been glad to see our choral tradition both recover and thrive, thanks to the addition of some new singers.

Attendances at Christmas services has increased, and there were several carol services held for schools and local charities, including the West Sussex Women's Institute..

There have been 6 weddings held in the Priory.

There have been 10 funerals held in church.

The annual pilgrimage to Walsingham has been a significant feature in our calendar, and there was such a pilgrimage this year. It was well-supported, and a great and significant encouragement to the faith in the parish. We also hosted a Walsingham Day, led by The Bishop of Lewes, in the Autumn, drawing-in people from all over the diocese.. A 'cell' of Our Lady of Walsingham, exists here to strengthen the spiritual and devotional practices of those whose Christian spiritual life has found a resonance with Walsingham.

The parish has adopted the new translations of the mass lectionary, the cost of the necessary books was met by donations.

The village's Church of England Primary School has a very strong relationship with the Priory, and the Vicar, Father Ian, is the Chair of Governors. The duties associated with that have been quite onerous, but meetings are now taking place face-to-face.

The PCC of Boxgrove Priory continues to be grateful for assistance from a considerable number of retired clergy.

The fundraising for the rebuilding of the organ has reached a successful conclusion, and the cleaning and reconstruction has now taken place, and the organ is 'speaking' well, and, apart from inevitable adjustments to the mechanical action, it is in good fettle.

Fr Ian has made it known that he plans to retire in the Spring next year.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOXGROVE

**REPORT OF THE TRUSTEES (Continued)
FOR THE YEAR ENDED 31 DECEMBER 2024**

Financial review

The Charity agreed to maintain the Parish Share, paid to the Diocese for our share of Parish Ministry Costs, at the same level since 2021. Whilst we aspire to increase this amount, we continue to see a significant increase in our costs which currently limits our ability to do so.

Unrestricted year-end balance was £180,121, £17,655 less than last year, this is due to the increase of direct costs by £9,995, and decrease of income from Other trading activities in the value £3,755 compared to last year. The Charity aims to have 2 months reserve to cover a percentage of our fixed costs in the value of £14,1670, this currently stands at just over £12,000 from our general unrestricted fund and needs to be addressed in the coming period.

Statement of Trustees' responsibilities:

The Charities Act requires the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to :-

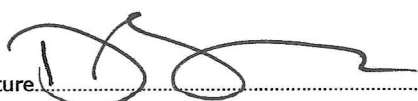
- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;

The trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the regulations made under the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are also responsible for the contents of the trustees' report, and the responsibility of the independent examiner in relation to the trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

I approve the attached statement of financial activities and balance sheet for the year ended 31 December 2024, and confirm that I have made available all information necessary for its preparation.

Date 08/05/25

Signature 
PRINT NAME DAVID BAUWISTER

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOXGROVE
INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

I report to the trustees on my examination of the accounts of The Parochial Church Council of the Ecclesiastical Parish of Boxgrove for the year ended 31st December 2024.

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").

Responsibilities and basis of report

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.

Signed: 

Date: 09.05.2025

Zita Derbak MAAT
Independent Examiners Ltd
Unit 2 The Broadbridge Business Centre
Delling Lane
Bosham
PO18 8NF

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOXGROVE

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2024**

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 2024 £	TOTAL 2023 £
INCOMING RESOURCES						
Income and Endowments from:						
Donations and Legacies	2a	87,157	3,852	1,902	92,911	101,744
Charitable Activities	2b	11,914	1,190	0	13,104	8,034
Other Trading Activities	2c	8001	0	0	8,001	17256
Investments	2d	161	0	0	161	279
TOTAL		107,233	5,042	1,902	114,177	127,313
RESOURCES EXPENDED						
Expenditure on:						
Raising Funds	3a	0	0	0	0	2,150
Direct cost of Charitable Activities	3b	121,054	1,137	850	123,041	117,478
Support & Other Cost	3c	3,696	0	0	3,696	3,382
TOTAL		124,750	1,137	850	126,737	123,010
NET INCOME/(EXPENDITURE)		-17,517	3,905	1,052	-12,560	4,303
Transfers between funds		-138	0	138	0	0
NET MOVEMENT IN FUNDS		-17,655	3,905	1,190	-12,560	4,303
RECONCILIATION OF FUNDS:						
Total Funds Brought Forward		197,776	0	11,227	209,003	204,700
TOTAL FUNDS CARRIED FORWARD		180,121	3,905	12,417	196,443	209,003

Movements on all reserves and all recognised gains and losses are shown above. All of the organisation's operations are classed as continuing.

The notes on pages 9 to 16 form part of these financial statements.

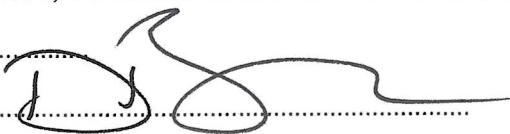
THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOXGROVE

**BALANCE SHEET
AS AT 31 DECEMBER 2024**

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	31-Dec-24 Total £	31-Dec-23 Total £
Fixed Assets						
Tangible assets	6	181,758	0	0	181,758	188,461
Current Assets						
Debtors	8	5,246	0	0	5,246	7,608
Cash at bank and in hand	7	12,543	3,905	12,417	28,865	28,076
Total Current Assets		17,789	3,905	12,417	34,111	35,684
Creditors: amounts falling due within one year	9	19,426	0	0	19,426	15,142
NET CURRENT ASSETS		-1,637	3,905	12,417	14,685	20,542
TOTAL ASSETS less current liabilities		180,121	3,905	12,417	196,443	209,003
Creditors: amounts falling due in more than one year		0	0	0	0	0
NET ASSETS		180,121	3,905	12,417	196,443	209,003
Funds of the Charity						
General Funds		180,121	0	0	180,121	197,776
Restricted Funds	10	0	0	12,417	12,417	11,227
Designated Funds		0	3,905	0	3,905	0
		180,121	3,905	12,417	196,443	209,003

The financial statements were approved by the Board of Trustees and authorised for issue on:

Date: 08/05/25

Signed on the Trustees' behalf: 

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOXGROVE

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

Basis of preparation:

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The charity constitutes a public benefit entity as defined by FRS 102.

1. ACCOUNTING POLICIES

INCOME

Recognition of Income

These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to the income;
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

Grants and Donations

Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS 102 SORP).

Tax Reclaims on Donations and Gifts

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

Contractual Income and Performance Related Grants

This is only included in the SoFA once the charity has provided the related goods or services or met the performance related conditions.

Gifts in Kind

Gifts in kind for use by the charity are included in the SoFA as income from donations when receivable.

Legacies

Legacies are included in the SOFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.

Government Grants

The charity has received government grants in the reporting period

Donated goods

The cost of any stock of goods donated for distribution to beneficiaries is deemed to be the fair value of those gifts at the time of their receipt and they are recognised on receipt. In the reporting period in which the stocks are distributed, they are recognised as an expense at the carrying amount of the stocks at distribution.

Donated goods for resale are measured at fair value on initial recognition, which is the expected proceeds from sale less the expected costs of sale, and recognised in 'Income from other trading activities' with the corresponding stock recognised in the balance sheet. On its sale the value of stock is charged against 'Income from other trading activities' and the proceeds from sale are also recognised as 'Income from other trading activities'.

Goods donated for on-going use by the charity are recognised as tangible fixed assets and included in the SoFA as incoming resources when receivable.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOXGROVE

**NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31 DECEMBER 2024**

Donated Services and Facilities

Donated services and facilities are included in the SOFA when received at the value of the gift to the charity provided the value of the gift can be measured reliably.

Donated services and facilities that are consumed immediately are recognised as income with an equivalent amount recognised as an expense under the appropriate heading in the SOFA.

Volunteer Help

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

Income from interest, royalties and dividends

This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

Investment Gains and Losses

This included any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

Insurance claims

Insurance claims are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS 102 SORP) and are included as an item of other income in the SoFA.

Income from membership subscriptions

Membership subscriptions received in the nature of a gift are recognised in Donations and Legacies.

Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.

Expenditure and liabilities

The charity has opted to prepare its accounts using natural categories.

Liability Recognition

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Governance and Support Costs

Support costs represent the cost of central functions, for example governance costs, payroll administration, information technology. Governance costs are those support costs which relate to public accountability of the charity and its compliance with regulation and good practice.

Grants with Performance Conditions

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SOFA once the recipient of the grant has provided the specified service or output.

Grants Payable without Performance Conditions

Where there are no conditions attaching to the grant that enables the donor charity to realistically avoid the commitment, a liability for the full funding obligation must be recognised.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOXGROVE

**NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31 DECEMBER 2024**

Employee benefits

Short term benefits including holiday pay are recognised as an expense in the period in which the service is received.

Redundancy cost

The charity made no redundancy payments during the reporting period.

Deferred income

No material item of deferred income has been included in the accounts.

Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts.

Provisions for liabilities

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

Fixed Assets

Consecrated land and buildings and movable church furnishings

Consecrated and benefice property is excluded from these financial statements by section 10(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 and which require a faculty for disposal since the PCC considers this to be 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 statement of financial activities and separately disclosed.

The St Blaise Centre is depreciated on a straight line basis over 50 years. The St Blaise Centre lease is depreciated on a straight line bases over 99 years.

Other fixtures, fittings and office equipment

Equipment used within the church premises is depreciated on a straight line basis over 10-50 years or the useful economic life of the item, whichever is the less. Individual items of equipment with a purchase price of £500 or less are written off when the assets is acquired.

These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or, if gifted, at the value to the charity on receipt.

Depreciation Expense

Depreciation is calculated at a rate to write off the cost of tangible fixed assets as stated below:

St Blaise Centre: Straight line method over 50 years

St Blaise Centre lease: Straight line method over 99 years

Fixtures & Fittings / Equipment: Straight line method over 10-50 years, capitalised at value of £501 or more.

Debtors

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

Fund accounting

Unrestricted 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 represent income which may be expended only on those restricted objects provided in the terms of transfer to the PCC.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOXGROVE

**NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31 DECEMBER 2024**

2. ANALYSIS OF INCOME	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 2024 £	TOTAL 2023 £
a) Donations and Legacies					
Planned giving	39,222	0	998	40,220	52,652
Sundry donations / wall safe	8,752	0	0	8,752	8,490
Vicar's discretionary fund	0	0	886	886	0
Donations	19,138	3,852	0	22,990	7,851
Grants	700	0	0	700	11,884
Plate collections	7,428	0	0	7,428	8,824
Restoration appeal	0	0	18	18	79
Gift Aid Recoverable (Non restricted)	11,917	0	0	11,917	11,964
	87,157	3,852	1,902	92,911	101,744
b) Charitable Activities (Mission & Charitable giving)					
Wedding/funeral fees	4,344	0	0	4,344	2,760
Coffee & Lunch club	601	0	0	601	490
Bugle advertising	2,006	0	0	2,006	1,712
Musician receipts	3,770	0	0	3,770	1,660
Charitable Activities	1,193	1,190	0	2,383	1,412
	11,914	1,190	0	13,104	8,034
c) Other Trading Activities					
St Blaise Centre lettings	2,913	0	0	2,913	3,865
Priory lettings	1,100	0	0	1,100	1,456
Fetes & fundraising	3,988	0	0	3,988	11,935
	8,001	0	0	8,001	17,256
d) Investments					
Interest	161	0	0	161	279
	161	0	0	161	279

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOXGROVE

**NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31 DECEMBER 2024**

3. ANALYSIS OF EXPENDITURE

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 2024 £	TOTAL 2023 £
a) Raising Funds					
Cost of Fundraising Activities - Festival	0	0	0	0	2,150
	0	0	0	0	2,150
b) Direct Cost of Charitable Activities					
Insurance - the Priory	7,330	0	0	7,330	7,076
Miscellaneous	237	0	0	237	664
Parish Share	48,420	0	0	48,420	48,420
Vicarage	3,729	0	0	3,729	3,656
General maintenance	4,589	0	0	4,589	5,173
Upkeep of services	2,695	1,137	0	3,832	845
Priory utilities	13,164	0	0	13,164	14,942
Flowers	0	0	315	315	553
St Blaise Centre costs	3,814	0	0	3,814	5,341
Churchyard expenses	5,723	0	150	5,873	5,769
Printing/Stationery	3,482	0	0	3,482	2,725
Honoraria	3,948	0	0	3,948	733
Musician fees - Special services	1,630	0	0	1,630	795
Musicians fees - organist regular services	8,270	0	19	8,289	7,474
Depreciation	9,140	0	0	9,140	8,569
Missionary & Overseas relief	3,346	0	0	3,346	1,412
Organ Maintenance	0	0	366	366	0
Printer leasing cost	1,537	0	0	1,537	0
Festival expenses	0	0	0	0	3,331
	121,054	1,137	850	123,041	117,478
c) Support and Other costs					
Governance cost	1,840	0	0	1,840	2,082
Finance cost	1,300	0	0	1,300	1,300
Bank Charges & Transaction fees	556	0	0	556	0
	3,696	0	0	3,696	3,382

4. STAFF COSTS AND NUMBERS

	2024 £	2023 £
Gross Wages and Salaries	9,982	9,424
Employer's National Insurance Costs	86	0
Pension Contributions	0	0
	10,068	9,424

Number of employees whose total employee benefits (excluding employer pension costs) fell within each band of £10,000 from £60,000 upwards:

No employee received emoluments in excess of £60,000. Staff are paid on through the PAYE system.

	2024 TOTAL	2023 TOTAL
Average number of employees in the year:	3	3

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOXGROVE

**NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31 DECEMBER 2024**

5. TRUSTEES AND OTHER RELATED PARTIES

£279 was paid to four trustees for their role in the choir in the year. No other trustee or any persons connected with them received any payment during this financial period. No material transaction took place between the organisation and a trustee or any person connected with them. (2023: £171)

Four trustees were reimbursed for their out of pocket expenses in the year ended 31st December 2024 in the value of £6,092. (2023: £2,204)

Any member expenses claimed or incurred are subject to the PCC's normal internal controls and authorisation procedures.

6. TANGIBLE FIXED ASSETS

		Leasehold Property £	Long Lease £	Plant & Machinery £	Total £
Cost	01-Jan-24	155,000	30,000	119,720	304,720
Additions		0	0	2,437	2,437
Cost at	31-Dec-24	<u>155,000</u>	<u>30,000</u>	<u>122,157</u>	<u>307,157</u>
					0
Depreciation	01-Jan-24	68,200	6,621	41,438	116,259
Charge for the year		3,100	300	5,740	9,140
Depreciation at	31-Dec-24	<u>71,300</u>	<u>6,921</u>	<u>47,178</u>	<u>125,399</u>
					0
Net Book Value	31-Dec-24	<u>83,700</u>	<u>23,079</u>	<u>74,979</u>	<u>181,758</u>
Net Book Value	31-Dec-23	86,800	23,379	78,282	188,461

The annual commitments under non-cancelling operating leases and capital commitments are as follows:

31st December 2023 : None

31st December 2024: None

The PCC holds the lease from the Goodwood Estates Company Limited for a term of 99 years from 25 June 1996 over the land previously known as the Scout Hut, being the site for the St Blaise Centre. Rent is £100 per annum reviewable every ten years having regard to the Retail Price Increase. The premium paid for the lease was £30,000. The valuation of the St Blaise Centre on completion was £155,000.

7. CASH AT BANK AND IN HAND

	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Total 2024 £	Total 2023 £
Cash at bank and on hand	12,543	3,905	12,417	28,865	28,076
	<u>12,543</u>	<u>3,905</u>	<u>12,417</u>	<u>28,865</u>	<u>28,076</u>

8. DEBTORS AND PREPAYMENTS

	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Total 31-Dec-24 £	Total 31-Dec-23 £
Tax recoverable	1,374	0	0	1,374	3,108
Trade debtor	3,872	0	0	3,872	4,500
	<u>5,246</u>	<u>0</u>	<u>0</u>	<u>5,246</u>	<u>7,608</u>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOXGROVE

**NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31 DECEMBER 2024**

**9. CREDITORS AND ACCRUALS: AMOUNTS
FALLING DUE IN ONE YEAR**

	Unrestricted Fund	Restricted Fund	Total 31-Dec-24	Total 31-Dec-23
	£	£	£	£
Trade Creditors	3,433	0	3,433	1,860
Independent Examiners Fees	1,230	0	1,230	1,230
Accruals & Deferred Income	14,763	0	14,763	12,052
	19,426	0	19,426	15,142

10. RESTRICTED FUNDS

	CURRENT REPORTING PERIOD				
	Balance 01-Jan-24	Income	Expenditure	Transfers	Balance 31-Dec-24
	£	£	£	£	£
Vicar's fund	2,990	886	0	0	3,876
Flower fund	0	575	-315	0	260
Billy Fiske Memorial fund	899	95	-150	0	844
Restoration Appeal	2,363	18	0	0	2,381
Organ fund*	0	228	-366	138	0
Festival fund	3,839	0	0	0	3,839
Choir Fund	1,136	100	-19	0	1,217
	11,227	1,902	-850	138	12,417
	PREVIOUS REPORTING PERIOD				
	Balance 01-Jan-23	Income	Expenditure	Transfers	Balance 31-Dec-23
	£	£	£	£	£
Vicar's fund	4,929	295	-2,234	0	2,990
Flower fund	-627	530	-553	650	0
Billy Fiske Memorial fund	968	81	-150	0	899
Restoration Appeal	2,284	79	0	0	2,363
Organ fund	35,046	12,736	0	-47,782	0
Festival fund	1,670	5,500	-3,331	0	3,839
Choir Fund	1,137	150	-151	0	1,136
	45,407	19,371	-6,419	-47,132	11,227

Vicar's fund: Donations received where the disposal of the funds is solely at the discretion of the Vicar. The transfer between this fund and the general fund represents a surplus of income during the year.

Flower fund: To cover the cost of provision of flowers for the Priory.

Billy Fiske Memorial fund: The funds are held for the maintenance and refurbishment of the Billy Fiske grave and the area immediately surrounding it. Maintenance is to be accomplished by, amongst other means, twice annually washing the headstone to ensure legibility of the text. Should the headstone require replacement as a result of damage then the capital may be expended on such works.

Restoration Appeal: a sum of money received by donation and gift aid to enable continued restoration of the Priory church and repayment of existing loans. The transfers between this fund and the general fund represent the sum expended by the PCC on the repayment of an outstanding general fund loan amount.

* Organ Fund: Donations received to assist with the employment of an organist and ensure the upkeep and maintenance of the organ. The organ was refurbished for £47,898 in 2023 which amount was capitalised, out of this £47,782 was from the original restricted fund.

Festival: Donations received to assist with the presentation of a Festival. Transfers between this fund and the general fund represents the sum expended by the PCC from general funds on the Festival. The surplus made on the presentation of the festival was transferred to the Restoration

Choir Fund: Donations received to assist with the purchase and maintenance of a choir music library.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOXGROVE

**NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31 DECEMBER 2024**

11. DESIGNATED FUNDS

	CURRENT REPORTING PERIOD				
	Balance	Income	Expenditure	Transfers	Balance
	01-Jan-24				31-Dec-24
	£	£	£	£	£
Heating system	0	3,852	0	0	3,852
Lectionary Book Appeal	0	1,190	-1,137	0	53
	0	5,042	-1,137	0	3,905

Heating system: Donation to be set aside for work to be carried out in the heating system in 2025.

Lectionary Book Appeal: Donation to be set aside for the purchase of new Lectionary Books to be used in all services from the start of Advent 2024.

12. RISK ASSESSMENT

The trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves stated, combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

13. RESERVES POLICY

The trustees have considered the level of reserves they wish to retain, appropriate to the charity's needs. This is based on the charity's size and the level of financial commitments held. The trustees aim to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The trustees will endeavour not to set aside funds unnecessarily.

14. PUBLIC BENEFIT

The charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the charity has achieved this are provided in the Trustees report. The trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOXGROVE

England & Wales - Charity number 1131214

Accounts

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**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF BOXGROVE**

**ANNUAL REPORT AND
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED
31ST DECEMBER 2023**

CHARITY REGISTRATION No: 1131214

Independent Examiners Ltd
Unit 2, The Broadbridge Business Centre
Delling Lane
Bosham
PO18 8NF

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOXGROVE
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THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOXGROVE

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2023**

LEGAL AND ADMINISTRATIVE INFORMATION

CHARITY NUMBER 1131214

START OF FINANCIAL PERIOD 1 January 2023

END OF FINANCIAL PERIOD 31 December 2023

PCC MEMBERS WHO SERVED UNTIL THE END OF 2023:

Vicar: The Reverend Ian Michael Forrester
Churchwardens: Mr David Bannister (elected 2020, re-elected 2021 & 2022)
Churchwardens: Mrs Katie Kean (elected 2020, re-elected 2021 & 2022)

REPRESENTATIVES ON THE DEANERY SYNOD: Mr Tim Pullan (reappointed 2017, re-elected 2020)
Mr Michael Beaman (elected 2021)

ELECTED MEMBERS AND TREASURERS: Mr David Bannister (elected 2021)
Ms Lara Moyler (elected 2017, re-elected 2020 & 2023)
Mrs Margaret Higgins (elected 2020, re-elected 2023)
Mrs Susan Holland (elected 2020, re-elected 2023)
Mrs Mary Nagel (elected 2020)
Mrs Catherine Saunders (re-elected 2021)
Mr Terry Stone (elected 2021)
Mrs Clare Jones (re-elected 2022)
Mrs Sarah Taylor (elected 2023)
Mrs Sandra Bannister (elected 2023)

CORRESPONDENCE ADDRESS Church Lane
Boxgrove
Chichester
West Sussex
PO18 0ED

GOVERNING DOCUMENT Parochial Church Council powers measure (1956) as amended and church representation rules

OBJECTS Promoting in the ecclesiastical parish the whole mission of the Church.

BANKERS Barclays Bank plc
East Street
Chichester
West Sussex
PO19 1HR
CAF Bank Limited
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

SOLICITORS & ARCHITECT Irwin Mitchell LLP
Thomas Eggar House
Friary Lane
Chichester
West Sussex
PO19 1UF
Michael Drury
St Ann's Gate Architects LLP
The Close
Salisbury
Wiltshire
SP1 2EB

INDEPENDENT EXAMINER Independent Examiners Ltd
Unit 2 The Broadbridge Business Centre
Delling Lane
Bosham
PO18 8NF

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOXGROVE

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2023**

Review of the year 2023

During the year the full PCC met 5 times. The Standing Committee met on occasions between PCC meetings and details of their deliberations were received by the full PCC and discussed where necessary.

Claire Jones continued her role of Safeguarding Officer with no incidents reported.

As reported last year, we have done quite well in arresting, and reversing, the effects of Covid on attendance at the main Sunday service, but there had been a drop-off in attendance at the daily masses, which in part are still being livestreamed. The last six months have shown some signs of better attendance, but we will be working harder in the coming year, to try and improve and consolidate our progress with this.

Before the pandemic we used to have a somewhat less formal mass in the late morning on Sundays. We have not been in a position to reinstate that, especially as we changed the timing of the main service. But plans are now afoot to try something late afternoon in order to meet the needs of young families who are often occupied with children's sports and clubs earlier in the day.

We have continued to livestream our main Sunday service and the Wednesday masses. We have worked hard to achieve better quality livestreaming on Sunday mornings, including, for example, the use of additional cameras.

In church we are administering Holy Communion in both kinds, but with clear advice that receiving in one kind only is perfectly acceptable. We are not allowing the practice of intinction.

Boxgrove Priory is well known for its music, and we have been glad to see our choral tradition both recover and develop, thanks to the addition of some new singers. This year has seen a 'Byrd' anniversary, and we have included a lot of his music in the liturgy. We also continue to sing music from other periods, including music composed for Boxgrove Priory.

Attendance at Christmas and Easter has been good.

The trend with baptisms remains worryingly low, though there is an upward trend for weddings.

There have been 3 weddings held in the Priory.

There have been 8 funerals held in church.

We held a choral festival in 2023, with the Beaufort singers being conducted by Joseph Wicks.

They gave a wonderful performance of the Rachmaninov Vespers, and sang the Festival Mass at which the Bishop of Chichester presided and preached.

The annual pilgrimage to Walsingham has been a significant feature in our calendar, and this took place again in 2023. A devotional 'cell' of Our Lady of Walsingham has now been established.

Fr Ian celebrated the 40th anniversary of his Ordination to the priesthood in June, with a celebratory mass attended by many, family, friends and parishioners. The preacher was Fr Richard Buckingham, and the Bishop of Chichester presided.

The village's Church of England Primary School has a very strong relationship with the Priory, and the Vicar, Father Ian, is the Chair of Governors. The duties associated with that have been quite onerous, but most meetings are now taking place face-to-face.

The Coronation of His Majesty, Charles III, was marked with services and celebration in the priory.

The PCC of Boxgrove Priory continues to be grateful for assistance from a considerable number of retired clergy.

The fundraising for the rebuilding of the organ reached a successful conclusion, and the cleaning and reconstruction has taken place. The organ is sounding well.

It is never easy to single-out a few people from many when it comes to remarking on the death of priory regulars, but I do want to express our sadness at losing Phyl 'Nanny' Norrell, Rose Smith, and Susan, Duchess of Richmond.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOXGROVE

**REPORT OF THE TRUSTEES (Continued)
FOR THE YEAR ENDED 31 DECEMBER 2023**

Financial review

The PCC were grateful to receive sufficient donations to overhaul the organ which took place in 2023. The PCC agreed to maintain the Parish Share, paid to the Diocese for our share of Parish Ministry Costs, at the same level as 2022 and 2021. Whilst we aspire to increase this amount we continue to see a significant increase in our utility costs which we hope will fall towards the end of 2024.

It is the policy of the PCC to maintain a balance on the general unrestricted funds to cover a percentage of independent examination fees, banking costs and other expenditure of an administrative nature. This is also a contingency against unforeseen situations for unrestricted payments.

Statement of Trustees' responsibilities:

The Charities Act requires the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to :-

- select suitable accounting policies and then apply them consistently;
 - make judgements and estimates that are reasonable and prudent; and
 - prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;

The trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the regulations made under the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are also responsible for the contents of the trustees' report, and the responsibility of the independent examiner in relation to the trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

I approve the attached statement of financial activities and balance sheet for the year ended 31 December 2023, and confirm that I have made available all information necessary for its preparation.

Date 12/05/24

Signature Fr. Ian Forrester

PRINT NAME FR. IAN FORRESTER

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOXGROVE
INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

I report to the trustees on my examination of the accounts of The Parochial Church Council of the Ecclesiastical Parish of Boxgrove for the year ended 31st December 2023.

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").

Responsibilities and basis of report

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.

Signed: *Zita Derbak*

Date: 17.05.2024

Zita Derbak MAAT
Independent Examiners Ltd
Unit 2 The Broadbridge Business Centre
Delling Lane
Bosham
PO18 8NF

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOXGROVE

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2023**

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 2023 £	TOTAL 2022 £
INCOMING RESOURCES						
Income and Endowments from:						
Donations and Legacies	2a	87,873	0	13,871	101,744	79,593
Charitable Activities	2b	8,034	0	0	8,034	9,580
Other Trading Activities	2c	11,756	0	5,500	17,256	15,843
Investments	2d	279	0	0	279	50
TOTAL		107,942	0	19,371	127,313	105,066
RESOURCES EXPENDED						
Expenditure on:						
Raising Funds	3a	2,150	0	0	2,150	3,930
Direct cost of Charitable Activities	3b	111,059	0	6,419	117,478	102,991
Support & Other Cost	3c	3,382	0	0	3,382	2,971
TOTAL		116,591	0	6,419	123,010	109,892
NET INCOME/(EXPENDITURE)		-8,649	0	12,952	4,303	-4,826
Transfers between funds		47,132	0	-47,132	0	0
NET MOVEMENT IN FUNDS		38,483	0	-34,180	4,303	-4,826
RECONCILIATION OF FUNDS:						
Total Funds Brought Forward		159,293	0	45,407	204,700	209,526
TOTAL FUNDS CARRIED FORWARD		197,776	0	11,227	209,003	204,700

Movements on all reserves and all recognised gains and losses are shown above. All of the organisation's operations are classed as continuing.

The notes on pages 9 to 15 form part of these financial statements.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOXGROVE

BALANCE SHEET
AS AT 31 DECEMBER 2023

	Note	Unrestricted Funds £	Restricted Funds £	31-Dec-23 Total £	31-Dec-22 Total £
Fixed Assets					
Tangible assets	6	188,461	0	188,461	149,132
Current Assets					
Debtors	8	7,608	0	7,608	6,446
Cash at bank and in hand	7	16,849	11,227	28,076	76,561
Total Current Assets		24,457	11,227	35,684	83,007
Creditors: amounts falling due within one year	9	15,142	0	15,142	27,439
NET CURRENT ASSETS		9,315	11,227	20,542	55,568
TOTAL ASSETS less current liabilities		197,776	11,227	209,003	204,700
Creditors: amounts falling due in more than one year		0	0	0	0
NET ASSETS		197,776	11,227	209,003	204,700
Funds of the Charity					
General Funds		197,776	0	197,776	159,293
Restricted Funds	10	0	11,227	11,227	45,407
		197,776	11,227	209,003	204,700

The financial statements were approved by the Board of Trustees and authorised for issue on:

Date: 12/05/24

Signed on the Trustees' behalf: Fr. Jan Founka

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOXGROVE

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

Basis of preparation:

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The charity constitutes a public benefit entity as defined by FRS 102.

1. ACCOUNTING POLICIES

INCOME

Recognition of Income

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the income;
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

Grants and Donations

Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS 102 SORP).

Tax Reclaims on Donations and Gifts

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

Contractual Income and Performance Related Grants

This is only included in the SoFA once the charity has provided the related goods or services or met the performance related conditions.

Gifts in Kind

Gifts in kind for use by the charity are included in the SoFA as income from donations when receivable.

Legacies

Legacies are included in the SoFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.

Government Grants

The charity has received government grants in the reporting period

Donated goods

The cost of any stock of goods donated for distribution to beneficiaries is deemed to be the fair value of those gifts at the time of their receipt and they are recognised on receipt. In the reporting period in which the stocks are distributed, they are recognised as an expense at the carrying amount of the stocks at distribution.

Donated goods for resale are measured at fair value on initial recognition, which is the expected proceeds from sale less the expected costs of sale, and recognised in 'Income from other trading activities' with the corresponding stock recognised in the balance sheet. On its sale the value of stock is charged against 'Income from other trading activities' and the proceeds from sale are also recognised as 'Income from other trading activities'.

Goods donated for on-going use by the charity are recognised as tangible fixed assets and included in the SoFA as incoming resources when receivable.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOXGROVE

**NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31 DECEMBER 2023**

Donated Services and Facilities

Donated services and facilities are included in the SOFA when received at the value of the gift to the charity provided the value of the gift can be measured reliably.

Donated services and facilities that are consumed immediately are recognised as income with an equivalent amount recognised as an expense under the appropriate heading in the SOFA.

Volunteer Help

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

Income from interest, royalties and dividends

This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

Investment Gains and Losses

This included any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

Insurance claims

Insurance claims are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS 102 SORP) and are included as an item of other income in the SoFA.

Income from membership subscriptions

Membership subscriptions received in the nature of a gift are recognised in Donations and Legacies.

Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.

Expenditure and liabilities

The charity has opted to prepare its accounts using natural categories.

Liability Recognition

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Governance and Support Costs

Support costs represent the cost of central functions, for example governance costs, payroll administration, information technology. Governance costs are those support costs which relate to public accountability of the charity and its compliance with regulation and good practice.

Grants with Performance Conditions

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SOFA once the recipient of the grant has provided the specified service or output.

Grants Payable without Performance Conditions

Where there are no conditions attaching to the grant that enables the donor charity to realistically avoid the commitment, a liability for the full funding obligation must be recognised.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOXGROVE

**NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31 DECEMBER 2023**

Employee benefits

Short term benefits including holiday pay are recognised as an expense in the period in which the service is received.

Redundancy cost

The charity made no redundancy payments during the reporting period.

Deferred income

No material item of deferred income has been included in the accounts.

Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts.

Provisions for liabilities

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

Fixed Assets

Consecrated land and buildings and movable church furnishings

Consecrated and benefice property is excluded from these financial statements by section 10(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 and which require a faculty for disposal since the PCC considers this to be 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 statement of financial activities and separately disclosed.

The St Blaise Centre is depreciated on a straight line basis over 50 years. The St Blaise Centre lease is depreciated on a straight line bases over 99 years.

Other fixtures, fittings and office equipment

Equipment used within the church premises is depreciated on a straight line basis over 10-50 years or the useful economic life of the item, whichever is the less. Individual items of equipment with a purchase price of £500 or less are written off when the assets is acquired.

These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or, if gifted, at the value to the charity on receipt.

Depreciation Expense

Depreciation is calculated at a rate to write off the cost of tangible fixed assets as stated below:

St Blaise Centre: Straight line method over 50 years

St Blaise Centre lease: Straight line method over 99 years

Fixtures & Fittings / Equipment: Straight line method over 10-50 years, capitalised at value of £501 or more.

Debtors

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

Fund accounting

Unrestricted 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 represent income which may be expended only on those restricted objects provided in the terms of transfer to the PCC.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOXGROVE

**NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31 DECEMBER 2023**

2. ANALYSIS OF INCOME	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 2023 £	TOTAL 2022 £
a) Donations and Legacies					
Planned giving	38,860	0	13,792	52,652	42,629
Sundry donations / wall safe	8,490	0	0	8,490	16,782
Vicar's discretionary fund	0	0	0	0	35
Legacies / large donations	0	0	0	0	0
Grants	11,884	0	0	11,884	6,101
Plate collections	8,824	0	0	8,824	1,933
Church collections tax effective	7,851	0	0	7,851	1,857
Restoration appeal	0	0	79	79	26
Gift Aid Recoverable (Non restricted)	11,964	0	0	11,964	10,230
	87,873	0	13,871	101,744	79,593
b) Charitable Activities (Mission & Charitable giving)					
Wedding/funeral fees	2,760	0	0	2,760	4,176
Coffee & Lunch club	490	0	0	490	310
Bugle advertising	1,712	0	0	1,712	2,114
Musician receipts	1,660	0	0	1,660	2,980
Charitable Activities	1,412	0	0	1,412	0
	8,034	0	0	8,034	9,580
c) Other Trading Activities					
St Blaise Centre lettings	3,865	0	0	3,865	1,870
Priory lettings	1,456	0	0	1,456	1,880
Fetes & fund raising	6,435	0	5,500	11,935	12,093
	11,756	0	5,500	17,256	15,843
d) Investments					
Interest	279	0	0	279	50
	279	0	0	279	50

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOXGROVE

**NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31 DECEMBER 2023**

3. ANALYSIS OF EXPENDITURE

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 2023 £	TOTAL 2022 £
a) Raising Funds					
Cost of Fundraising Activities - Festival	2,150	0	0	2,150	3,930
	2,150	0	0	2,150	3,930
b) Direct Cost of Charitable Activities					
Insurance - the Priory	7,076	0	0	7,076	6,115
Miscellaneous	664	0	0	664	3,190
Parish Share	48,420	0	0	48,420	48,420
Vicarage	3,656	0	0	3,656	3,478
General maintenance	2,939	0	2,234	5,173	1,051
Upkeep of services	845	0	0	845	945
Priory utilities	14,942	0	0	14,942	9,676
Flowers	0	0	553	553	282
St Blaise Centre costs	5,341	0	0	5,341	4,895
Churchyard expenses	5,619	0	150	5,769	6,791
Printing/Stationery	2,725	0	0	2,725	1,183
Honoraria	733	0	0	733	600
Musician fees - Special services	795	0	0	795	1,960
Musicians fees - organist regular services	7,323	0	151	7,474	7,752
Depreciation	8,569	0	0	8,569	6,653
Missionary & Overseas relief	1,412	0	0	1,412	0
Festival expenses	0	0	3,331	3,331	0
	111,059	0	6,419	117,478	102,991
c) Support and Other costs					
Governance cost	2,082	0	0	2,082	2,390
Finance cost	1,300	0	0	1,300	541
Bad debt	0	0	0	0	40
	3,382	0	0	3,382	2,971

4. STAFF COSTS AND NUMBERS

	2023 £	2022 £
Gross Wages and Salaries	9,424	9,779
Employer's National Insurance Costs	0	0
Pension Contributions	0	0
	9,424	9,779

Number of employees whose total employee benefits (excluding employer pension costs) fell within each band of £10,000 from £60,000 upwards:

No employee received emoluments in excess of £60,000. Staff are paid on through the PAYE system.

	2023 TOTAL	2022 TOTAL
Average number of employees in the year:	3	3

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOXGROVE

**NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31 DECEMBER 2023**

5. TRUSTEES AND OTHER RELATED PARTIES

£171 was paid to three trustees for their role in the choir. No other trustee or any persons connected with them received any payment during this financial period. No material transaction took place between the organisation and a trustee or any person connected with them. (2022: Nil)

Three trustees were reimbursed for their out of pocket expenses in the year ended 31st December 2023 in the value of £2,204. (2022: Nil)

Any member expenses claimed or incurred are subject to the PCC's normal internal controls and authorisation procedures.

6. TANGIBLE FIXED ASSETS

		Leasehold Property £	Long Lease £	Plant & Machinery £	Total £
Cost	01-Jan-23	155,000	30,000	71,822	256,822
Additions		0	0	47,898	47,898
Cost at	31-Dec-23	<u>155,000</u>	<u>30,000</u>	<u>119,720</u>	<u>304,720</u>
					0
Depreciation	01-Jan-23	65,100	6,321	36,269	107,690
Charge for the year		3,100	300	5,169	8,569
Depreciation at	31-Dec-23	<u>68,200</u>	<u>6,621</u>	<u>41,438</u>	<u>116,259</u>
					0
Net Book Value	31-Dec-23	<u>86,800</u>	<u>23,379</u>	<u>78,282</u>	<u>188,461</u>
Net Book Value	31-Dec-22	89,900	23,679	35,553	149,132

The annual commitments under non-cancelling operating leases and capital commitments are as follows:

31st December 2023 : None

31st December 2022: None

The PCC holds the lease from the Goodwood Estates Company Limited for a term of 99 years from 25 June 1996 over the land previously known as the Scout Hut, being the site for the St Blaise Centre. Rent is £100 per annum reviewable every ten years having regard to the Retail Price Increase. The premium paid for the lease was £30,000. The valuation of the St Blaise Centre on completion was £155,000.

7. CASH AT BANK AND IN HAND

	Unrestricted Fund £	Restricted Fund £	Total 2023 £	Total 2022 £
Cash at bank and on hand	16,849	11,227	28,076	76,561
	<u>16,849</u>	<u>11,227</u>	<u>28,076</u>	<u>76,561</u>

8. DEBTORS AND PREPAYMENTS

	Unrestricted Fund £	Restricted Fund £	Total 31-Dec-23 £	Total 31-Dec-22 £
Tax recoverable	3,108	0	3,108	3,269
Trade debtor	4,500	0	4,500	3,177
	<u>7,608</u>	<u>0</u>	<u>7,608</u>	<u>6,446</u>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOXGROVE

**NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31 DECEMBER 2023**

**9. CREDITORS AND ACCRUALS: AMOUNTS
FALLING DUE IN ONE YEAR**

	Unrestricted Fund	Restricted Fund	Total 31-Dec-23	Total 31-Dec-22
	£	£	£	£
Trade Creditors	1,860	0	0	11,937
Independent Examiners Fees	1,230	0	0	2,820
Accruals & Deferred Income	12,052	0	0	12,682
	15,142	0	0	27,439

10. RESTRICTED FUNDS

	CURRENT REPORTING PERIOD				
	Balance 01-Jan-23	Income	Expenditure	Transfers	Balance 31-Dec-23
	£	£	£	£	£
Vicar's fund	4,929	295	-2,234	0	2,990
Flower fund	-627	530	-553	650	0
Billy Fiske Memorial fund	968	81	-150	0	899
Restoration Appeal	2,284	79	0	0	2,363
Organ fund*	35,046	12,736	0	-47,782	0
Festival fund	1,670	5,500	-3,331	0	3,839
Choir Fund	1,137	150	-151	0	1,136
	45,407	19,371	-6,419	-47,132	11,227
	PREVIOUS REPORTING PERIOD				
	Balance 01-Jan-22	Income	Expenditure	Transfers	Balance 31-Dec-22
	£	£	£	£	£
Vicar's fund	4,894	35	0	0	4,929
Flower fund	-345	0	-282	0	-627
Billy Fiske Memorial fund	1,095	0	-127	0	968
Restoration Appeal	2,258	26	0	0	2,284
Organ fund	24,326	10,920	-200	0	35,046
Festival fund	1,579	91	0	0	1,670
Choir Fund	1,137	0	0	0	1,137
	34,944	11,072	-609	0	45,407

Vicar's fund: Donations received where the disposal of the funds is solely at the discretion of the Vicar. The transfer between this fund and the general fund represents a surplus of income during the year.

Flower fund: To cover the cost of provision of flowers for the Priory.

Billy Fiske Memorial fund: The funds are held for the maintenance and refurbishment of the Billy Fiske grave and the area immediately surrounding it. Maintenance is to be accomplished by, amongst other means, twice annually washing the headstone to ensure legibility of the text. Should the headstone require replacement as a result of damage then the capital may be expended on such works.

Restoration Appeal: a sum of money received by donation and gift aid to enable continued restoration of the Priory church and repayment of existing loans. The transfers between this fund and the general fund represent the sum expended by the PCC on the repayment of an outstanding general fund loan amount.

* Organ Fund: Donations received to assist with the employment of an organist and ensure the upkeep and maintenance of the organ. The organ was refurbished for £47,898 in this financial year which is now capitalised, out of this £47,782 was from the original restricted fund.

Festival: Donations received to assist with the presentation of a Festival. Transfers between this fund and the general fund represents the sum expended by the PCC from general funds on the Festival. The surplus made on the presentation of the festival was transferred to the Restoration

Choir Fund: Donations received to assist with the purchase and maintenance of a choir music library.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOXGROVE

**NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31 DECEMBER 2023**

11. RISK ASSESSMENT

The trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves stated, combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

12. RESERVES POLICY

The trustees have considered the level of reserves they wish to retain, appropriate to the charity's needs. This is based on the charity's size and the level of financial commitments held. The trustees aim to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The trustees will endeavour not to set aside funds unnecessarily.

13. PUBLIC BENEFIT

The charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the charity has achieved this are provided in the Trustees report. The trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOXGROVE

England & Wales - Charity number 1131214

Accounts

REGISTERED CHARITY NUMBER: 1131214

**Report of the Trustees and
Financial Statements for the Year Ended 31st December 2022
for
The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

Sheen Stickland
Chartered Accountants
7 East Pallant
Chichester
West Sussex
PO19 1TR

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Contents of the Financial Statements
for the Year Ended 31st December 2022**

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Notes to the Cash Flow Statement	10
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Detailed Statement of Financial Activities	20 to 21

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Report of the Trustees
for the Year Ended 31st December 2022**

The trustees present their report with the financial statements of the charity for the year ended 31st December 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

Boxgrove Priory's PCC has the responsibility of co-operating with the Vicar, Fr Ian Forrester, in promoting in the ecclesiastical parish the whole mission of the Church - pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the Priory Church and the St Blaise Centre, Boxgrove.

Church Attendance

As on 22 June 2022 there were 171 parishioners on the Church Electoral Roll.

Public benefit

For many years, the advancement of religion has automatically been accepted as charitable. Under the 2011 Charities Act this continues to be charitable, but the Act has emphasised the overarching requirement that there must be a public benefit.

The trustees have paid due regard to the Charity Commission's guidance on public benefit and strongly believe that the holding of services for the worship of God and the Lord Jesus Christ, preaching and expounding the Word of God, holding classes for the instruction of adults and children in the Christian Faith and any activity (consonant with the Christian Faith) that allows the building to be used for concerts, exhibitions, drama and education fulfils this requirement.

Individuals are taught to contribute to the welfare of society, to respect the authorities and to show genuine care for their neighbours and the environment.

The practical benefit to society comes through promoting loving and stable relationships and homes where children experience love and care, and grow up to become good law abiding citizens.

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Report of the Trustees
for the Year Ended 31st December 2022**

ACHIEVEMENT AND PERFORMANCE

Review of the Year

During the year the full PCC met 7 times. The Standing Committee met on occasions between PCC meetings and details of their deliberations were received by the full PCC and discussed where necessary.

There has been a change of Safeguarding Officer. We are grateful to Lara Moyler for her work over the past few years, and welcome Claire Jones who has now taken on the role. There have been no safeguarding incidents reported in the parish.

There was a very significant decline in attendance at the Sunday services, due to the pandemic. Very happily the trend is now in reverse and our Sunday attendance has seen a steady improvement and is almost back to pre-pandemic levels. The same, however, cannot be said of the weekday mass attendance, and we aim, in the coming year, to address this.

We have continued to livestream our main Sunday service and the Wednesday masses. There is clearly still a grateful housebound congregation, and it is unlikely that we shall stop livestreaming, even if the threat of Covid passes.

In early 2023, we plan to resume the practice in church of administering Holy Communion in both kinds, but with clear advice that receiving in one kind only is perfectly acceptable. We are not allowing the practice of intinction.

Boxgrove Priory is well known for its music, and we have been glad to see our choral tradition both recover and develop, thanks to the addition of some new singers.

In last year's report we expressed the hope that numbers attending the various Christmas services would show an increase, and it is gratifying to report that attendances this year were back to their pre-covid levels.

There have been 5 weddings held in the Priory.

There have been 6 funerals held in church, and 2 services held at a crematorium.

We are busy reshaping our programme of future events, and the Boxgrove Choral Festival will take place in the late Summer of 2023.

The annual pilgrimage to Walsingham has been a significant feature in our calendar, and a pilgrimage took place in October 2022. This will take place again in 2023. There are also plans to establish a devotional 'cell' of Our Lady of Walsingham, which will strengthen the spiritual and devotional practices of those whose Christian life has been strengthened through things learned and practised on pilgrimage.

The village's Church of England Primary School has a very strong relationship with the Priory, and the Vicar, Father Ian, is the Chair of Governors. The duties associated with that have been quite onerous, but most meetings are now taking place face-to-face.

The PCC of Boxgrove Priory continues to be grateful for assistance from a considerable number of retired clergy, and they were able to offer cover for the three-month sabbatical undertaken, in the Spring, by the Vicar.

The fundraising for the rebuilding of the organ, has almost reached a successful conclusion. With a final push, we hope the cleaning and reconstruction will take place from Lent 2023 onwards. The job is expected to take between 8 and 10 weeks.

FINANCIAL REVIEW

Reserves policy

The PCC intends to adopt a reserves policy to cover a percentage of independent examination fees, banking costs and other expenditure of an administration nature. This will be held in a designated reserve.

FUTURE PLANS

The PCC will continue to raise funds to pay for the rebuilding of the Hill pipe organ, related faculty and associated professional fees.

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Report of the Trustees
for the Year Ended 31st December 2022**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Structure Governance and Management

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

Induction and training of new trustees

The current members of the PCC are all familiar with the activities of the Parochial Church Council. Upon the appointment of a new member of the PCC, full training and induction on the activities of the PCC is given. Any new PCC member will also be given training in the responsibilities of trustees.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The review is ongoing throughout the year and additionally there is an annual review of both risk and financial control the result of which is advised to the members of the PCC just before the annual examination is completed.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1131214

Principal address

Church Lane
Boxgrove
Chichester
West Sussex
PO18 0ED

Trustees

Independent Examiner

P E H Wright FCA DChA
Sheen Stickland
Chartered Accountants
7 East Pallant
Chichester
West Sussex
PO19 1TR

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Report of the Trustees
for the Year Ended 31st December 2022**

REFERENCE AND ADMINISTRATIVE DETAILS

PROFESSIONAL ADVISERS

Bankers

Barclays Bank plc
East Street
Chichester
West Sussex
PO19 1HR

CAF Bank Limited
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Solicitors

Irwin Mitchell LLP
Thomas Eggar House
Friary Lane
Chichester
West Sussex
PO19 1UF

Architect

Michael Drury
St Ann's Gate Architects LLP
The Close
Salisbury
Wiltshire
SP1 2EB

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Report of the Trustees
for the Year Ended 31st December 2022**

REFERENCE AND ADMINISTRATIVE DETAILS

'Boxgrove Priory' is the Parish Church for the ecclesiastical parish of Boxgrove. This includes Boxgrove village, the hamlets of Halnaker, Crockerhill and Strettington and small parts of Eartham, Tangmere and Easthampnett. The Parochial Church Council (PCC) is a registered charity No 1131214.

PCC members who have served from 1 January 2022 until the date of this report were:

Vicar: The Reverend Ian Michael Forrester
Churchwardens: Mr David Bannister (elected 2020, re-elected 2021 & 2022)
Mrs Katie Kean (elected 2020, re-elected 2021 & 2022)

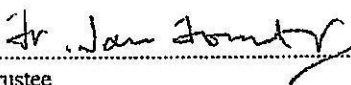
Representatives on the Deanery Synod:

Mr Tim Pullan (reappointed 2017, re-elected 2020)
Mr Michael Beaman (elected 2021)
Mr Christopher Beazley (elected 2020 - ceased 2022)

Elected members:

Treasurer: Mr David Bannister (elected 2021)
Ms Lara Moyler (elected 2017, re-elected 2020)
Mrs Margaret Higgins (elected 2020)
Mrs Susan Holland (elected 2020)
Mrs Mary Nagel (elected 2020)
Mrs Catherine Saunders (re-elected 2021)
Mr Terry Stone (elected 2021)
Mrs Claire Jones (re-elected 2022)
Mrs Amy O'Leary (elected 2021 - ceased 2022)
Mr Henry Potter (elected 2021 - ceased 2022)

Approved by order of the board of trustees on03/05/23..... and signed on its behalf by:


.....
Trustee

**Independent Examiner's Report to the Trustees of
The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

Independent examiner's report to the trustees of The Parochial Church Council of the Ecclesiastical Parish of Boxgrove

I report to the charity trustees on my examination of the accounts of The Parochial Church Council of the Ecclesiastical Parish of Boxgrove (the Trust) for the year ended 31st December 2022.

Responsibilities and basis of report

As the charity trustees of the Trust 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 Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.



P E H Wright FCA DChA

Sheen Stickland
Chartered Accountants
7 East Pallant
Chichester
West Sussex
PO19 1TR

Date: 3/5/23.....

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Statement of Financial Activities
for the Year Ended 31st December 2022**

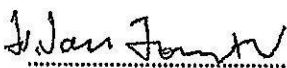
	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	68,612	10,919	79,531	101,621
Charitable activities					
Mission & charitable giving	5	9,580	459	10,039	11,352
Other trading activities	3	15,752	-	15,752	5,772
Investment income	4	50	222	272	2
Total		<u>93,994</u>	<u>11,600</u>	<u>105,594</u>	<u>118,747</u>
EXPENDITURE ON					
Raising funds	6	3,970	528	4,498	2,662
Charitable activities					
Mission & charitable giving	7	8,052	-	8,052	4,229
Activities directly relating to the work of the Priory					
Support costs		74,398 23,063	409 -	74,807 23,063	82,096 15,746
Total		<u>109,483</u>	<u>937</u>	<u>110,420</u>	<u>104,733</u>
NET INCOME/(EXPENDITURE)		<u>(15,489)</u>	<u>10,663</u>	<u>(4,826)</u>	<u>14,014</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		174,582	34,944	209,526	195,512
TOTAL FUNDS CARRIED FORWARD		<u><u>159,093</u></u>	<u><u>45,607</u></u>	<u><u>204,700</u></u>	<u><u>209,526</u></u>

The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove

Balance Sheet
31st December 2022

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
FIXED ASSETS					
Tangible assets	12	149,132	-	149,132	155,785
CURRENT ASSETS					
Debtors	13	6,446	-	6,446	5,281
Cash at bank and in hand		30,954	45,607	76,561	62,425
		<u>37,400</u>	<u>45,607</u>	<u>83,007</u>	<u>67,706</u>
CREDITORS					
Amounts falling due within one year	14	(27,439)	-	(27,439)	(13,965)
NET CURRENT ASSETS					
		<u>9,961</u>	<u>45,607</u>	<u>55,568</u>	<u>53,741</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>159,093</u>	<u>45,607</u>	<u>204,700</u>	<u>209,526</u>
NET ASSETS					
		<u><u>159,093</u></u>	<u><u>45,607</u></u>	<u><u>204,700</u></u>	<u><u>209,526</u></u>
FUNDS					
Unrestricted funds	15			159,093	174,582
Restricted funds				45,607	34,944
TOTAL FUNDS					
				<u><u>204,700</u></u>	<u><u>209,526</u></u>

The financial statements were approved by the Board of Trustees and authorised for issue on 05/05/23 and were signed on its behalf by:


Trustee

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Cash Flow Statement
for the Year Ended 31st December 2022**

	Notes	2022 £	2021 £
Cash flows from operating activities			
Cash generated from operations	1	<u>13,864</u>	<u>25,573</u>
Net cash provided by operating activities		<u>13,864</u>	<u>25,573</u>
Cash flows from investing activities			
Interest received		<u>272</u>	<u>2</u>
Net cash provided by investing activities		<u>272</u>	<u>2</u>
Change in cash and cash equivalents in the reporting period		<u>14,136</u>	<u>25,575</u>
Cash and cash equivalents at the beginning of the reporting period		<u>62,425</u>	<u>36,850</u>
Cash and cash equivalents at the end of the reporting period		<u><u>76,561</u></u>	<u><u>62,425</u></u>

The notes form part of these financial statements

The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove

Notes to the Cash Flow Statement
for the Year Ended 31st December 2022

1. RECONCILIATION OF NET (EXPENDITURE)/INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES			
	2022	2021	
	£	£	
Net (expenditure)/income for the reporting period (as per the Statement of Financial Activities)	(4,826)	14,014	
Adjustments for:			
Depreciation charges	6,653	6,653	
Interest received	(272)	(2)	
(Increase)/decrease in debtors	(1,165)	3,354	
Increase in creditors	13,474	1,554	
Net cash provided by operations	<u>13,864</u>	<u>25,573</u>	
2. ANALYSIS OF CHANGES IN NET FUNDS			
	At 1.1.22	Cash flow	At 31.12.22
	£	£	£
Net cash			
Cash at bank and in hand	62,425	14,136	76,561
	<u>62,425</u>	<u>14,136</u>	<u>76,561</u>
Total	<u>62,425</u>	<u>14,136</u>	<u>76,561</u>

The notes form part of these financial statements

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Notes to the Financial Statements
for the Year Ended 31st December 2022**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Consecrated land and buildings and movable church furnishings

Consecrated and beneficed property is excluded from these financial statements by section 10(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 and which require a faculty for disposal since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or benefice buildings are movable church furnishings, whether maintenance or improvement, is written off as expenditure in the statement of financial activities and separately disclosed.

The St Blaise Centre is depreciated on a straight line basis over 50 years. The St Blaise Centre lease is depreciated on a straight line basis over 99 years.

Other fixtures, fittings and office equipment

Equipment used within the church premises is depreciated on a straight line basis over 10-50 years or the useful economic life of the item, whichever is the less. Individual items of equipment with a purchase price of £500 or less are written off when the asset is acquired.

Taxation

The Parochial Church Council is exempt from direct taxation on its charitable activities.

Fund accounting

Unrestricted 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 represent income which may be expended only on those restricted objects provided in the terms of transfer to the PCC.

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2022**

2. DONATIONS AND LEGACIES

	2022	2021
	£	£
Planned giving	42,628	37,227
Sundry donations / wall safe	16,782	39,354
Vicar's discretionary fund	-	2,688
Legacies / large donations	-	2,500
Grants	6,101	2,276
Plate collections	1,933	62
Church collections tax effective	1,857	5,598
Restoration appeal	-	1
Gift Aid Recoverable (Non restricted)	10,230	11,915
	<u>79,531</u>	<u>101,621</u>

3. OTHER TRADING ACTIVITIES

	2022	2021
	£	£
St Blaise Centre lettings	1,870	1,188
Priory lettings	1,880	380
Fetes & fund raising	12,002	4,204
	<u>15,752</u>	<u>5,772</u>

4. INVESTMENT INCOME

	2022	2021
	£	£
Interest	272	2
	<u>272</u>	<u>2</u>

5. INCOME FROM CHARITABLE ACTIVITIES

	2022	2021
	£	£
Wedding/funeral fees	4,635	6,232
Coffee & Lunch club	310	-
Bugle advertising	2,114	2,060
Musician receipts	2,980	3,060
	<u>10,039</u>	<u>11,352</u>

The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove

Notes to the Financial Statements - continued
for the Year Ended 31st December 2022

6. RAISING FUNDS

Other trading activities

	2022	2021
	£	£
Bad debts	40	224
Cost of fundraising activities - Festival	4,458	2,438
	<u>4,498</u>	<u>2,662</u>

7. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 8)	Support costs (see note 9)	Totals
	£	£	£
Mission & charitable giving Activities directly relating to the work of the Priory	8,052	-	8,052
	72,417	2,390	74,807
Support costs	<u>22,522</u>	<u>541</u>	<u>23,063</u>
	<u>102,991</u>	<u>2,931</u>	<u>105,922</u>

8. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2022	2021
	£	£
Insurance - the Priory	6,115	6,113
Miscellaneous	3,190	3,980
Parish Share	48,420	48,420
Vicarage	3,478	3,367
General maintenance	1,051	1,793
Upkeep of services	945	594
Priory utilities	9,676	5,965
Flowers	282	1,686
St Blaise Centre costs	4,895	3,534
Churchyard expenses	6,791	3,407
Printing/Stationery	1,183	575
Honoraria	600	600
Musician fees - Special services	1,960	1,059
Musicians fees - organist regular services	7,752	8,956
Vicar's Discretionary Fund	-	2,250
Depreciation	6,653	6,653
	<u>102,991</u>	<u>98,952</u>

Notes to the Financial Statements - continued
for the Year Ended 31st December 2022

9. SUPPORT COSTS

	Finance £	Governance costs £	Totals £
Activities directly relating to the work of the Priory			
Support costs	-	2,390	2,390
	<u>541</u>	<u>-</u>	<u>541</u>
	<u>541</u>	<u>2,390</u>	<u>2,931</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st December 2022 nor for the year ended 31st December 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st December 2022 nor for the year ended 31st December 2021.

Any member expenses claimed or incurred are subject to the PCC's normal internal controls and authorisation procedures.

11. STAFF COSTS

	2022 £	2021 £
Wages and Salaries	<u>9,779</u>	<u>10,933</u>

The average number of employees in the year was as follows:

	2022	2021
Number of Charitable Staff	<u>2</u>	<u>2</u>

No employees received emoluments in excess of £60,000.

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2022**

12. TANGIBLE FIXED ASSETS

	Leasehold property £	Long leasehold £	Plant and machinery £	Totals £
COST				
At 1st January 2022 and 31st December 2022	155,000	30,000	71,822	256,822
DEPRECIATION				
At 1st January 2022	62,000	6,021	33,016	101,037
Charge for year	3,100	300	3,253	6,653
At 31st December 2022	65,100	6,321	36,269	107,690
NET BOOK VALUE				
At 31st December 2022	89,900	23,679	35,553	149,132
At 31st December 2021	93,000	23,979	38,806	155,785

The PCC holds the lease from the Goodwood Estates Company Limited for a term of 99 years from 25 June 1996 over the land previously known as the Scout Hut, being the site for the St Blaise Centre. Rent is £100 per annum reviewable every ten years having regard to the Retail Price Increase. The premium paid for the lease was £30,000. The valuation of the St Blaise Centre on completion was £155,000.

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Trade debtors	3,177	707
Tax recoverable	3,269	4,574
	<u>6,446</u>	<u>5,281</u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Trade creditors	12,155	8,965
Accruals and deferred income	15,284	5,000
	<u>27,439</u>	<u>13,965</u>

The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove

Notes to the Financial Statements - continued
for the Year Ended 31st December 2022

15. MOVEMENT IN FUNDS

	At 1.1.22 £	Net movement in funds £	At 31.12.22 £
Unrestricted funds			
General fund	174,582	(15,489)	159,093
Restricted funds			
Vicar's fund	4,894	35	4,929
Flower fund	(345)	(282)	(627)
Billy Fiske Memorial fund	1,095	(127)	968
Restoration Appeal	2,258	26	2,284
Organ fund	24,326	10,920	35,246
Festival fund	1,579	91	1,670
Choir Fund	1,137	-	1,137
	<u>34,944</u>	<u>10,663</u>	<u>45,607</u>
TOTAL FUNDS	<u>209,526</u>	<u>(4,826)</u>	<u>204,700</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	93,994	(109,483)	(15,489)
Restricted funds			
Vicar's fund	563	(528)	35
Flower fund	-	(282)	(282)
Billy Fiske Memorial fund	-	(127)	(127)
Restoration Appeal	26	-	26
Organ fund	10,920	-	10,920
Festival fund	91	-	91
	<u>11,600</u>	<u>(937)</u>	<u>10,663</u>
TOTAL FUNDS	<u>105,594</u>	<u>(110,420)</u>	<u>(4,826)</u>

The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove

Notes to the Financial Statements - continued
for the Year Ended 31st December 2022

15. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.1.21 £	Net movement in funds £	At 31.12.21 £
Unrestricted funds			
General fund	182,894	(8,312)	174,582
Restricted funds			
Vicar's fund	4,457	437	4,894
Flower fund	571	(916)	(345)
Billy Fiske Memorial fund	1,244	(149)	1,095
Restoration Appeal	2,257	1	2,258
Organ fund	1,466	22,860	24,326
Festival fund	1,595	(16)	1,579
Choir Fund	1,028	109	1,137
	<u>12,618</u>	<u>22,326</u>	<u>34,944</u>
TOTAL FUNDS	<u>195,512</u>	<u>14,014</u>	<u>209,526</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	90,345	(98,657)	(8,312)
Restricted funds			
Vicar's fund	2,687	(2,250)	437
Flower fund	770	(1,686)	(916)
Billy Fiske Memorial fund	1	(150)	(149)
Restoration Appeal	1	-	1
Organ fund	22,860	-	22,860
Festival fund	1,883	(1,899)	(16)
Choir Fund	200	(91)	109
	<u>28,402</u>	<u>(6,076)</u>	<u>22,326</u>
TOTAL FUNDS	<u>118,747</u>	<u>(104,733)</u>	<u>14,014</u>

The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove

Notes to the Financial Statements - continued
for the Year Ended 31st December 2022

15. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.21 £	Net movement in funds £	At 31.12.22 £
Unrestricted funds			
General fund	182,894	(23,801)	159,093
Restricted funds			
Vicar's fund	4,457	472	4,929
Flower fund	571	(1,198)	(627)
Billy Fiske Memorial fund	1,244	(276)	968
Restoration Appeal	2,257	27	2,284
Organ fund	1,466	33,780	35,246
Festival fund	1,595	75	1,670
Choir Fund	1,028	109	1,137
	<u>12,618</u>	<u>32,989</u>	<u>45,607</u>
TOTAL FUNDS	<u>195,512</u>	<u>9,188</u>	<u>204,700</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	184,339	(208,140)	(23,801)
Restricted funds			
Vicar's fund	3,250	(2,778)	472
Flower fund	770	(1,968)	(1,198)
Billy Fiske Memorial fund	1	(277)	(276)
Restoration Appeal	27	-	27
Organ fund	33,780	-	33,780
Festival fund	1,974	(1,899)	75
Choir Fund	200	(91)	109
	<u>40,002</u>	<u>(7,013)</u>	<u>32,989</u>
TOTAL FUNDS	<u>224,341</u>	<u>(215,153)</u>	<u>9,188</u>

Vicar's fund: Donations received where the disposal of the funds is solely at the discretion of the Vicar. The transfer between this fund and the general fund represents a surplus of income during the year.

Flower fund: To cover the cost of provision of flowers for the Priory.

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2022**

15. MOVEMENT IN FUNDS - continued

Billy Fiske Memorial fund: The funds are held for the maintenance and refurbishment of the Billy Fiske grave and the area immediately surrounding it. Maintenance is to be accomplished by, amongst other means, twice annually washing the headstone to ensure legibility of the text. Should the headstone require replacement as a result of damage then the capital may be expended on such works.

Restoration Appeal: a sum of money received by donation and gift aid to enable continued restoration of the Priory church and repayment of existing loans. The transfers between this fund and the general fund represent the sum expended by the PCC on the repayment of an outstanding general fund loan amount.

Organ Fund: Donations received to assist with the employment of an organist and ensure the upkeep and maintenance of the organ.

Festival: Donations received to assist with the presentation of a Festival. Transfers between this fund and the general fund represents the sum expended by the PCC from general funds on the Festival. The surplus made on the presentation of the festival was transferred to the Restoration Appeal.

Choir Fund: Donations received to assist with the purchase and maintenance of a choir music library.

16. OTHER FINANCIAL COMMITMENTS

The repair work to be done to the western churchyard wall which has deteriorated to a poor condition and has partially collapsed into the neighbouring property was not commenced in 2020. The St Anne's Gate architects are advising on the work required and fundraising will be required to fund the repairs.

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st December 2022.

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Detailed Statement of Financial Activities
for the Year Ended 31st December 2022**

	2022 £	2021 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Planned giving	42,628	37,227
Sundry donations / wall safe	16,782	39,354
Vicar's discretionary fund	-	2,688
Legacies / large donations	-	2,500
Grants	6,101	2,276
Plate collections	1,933	62
Church collections tax effective	1,857	5,598
Restoration appeal	-	1
Gift Aid Recoverable (Non restricted)	10,230	11,915
	<u>79,531</u>	<u>101,621</u>
Other trading activities		
St Blaise Centre lettings	1,870	1,188
Priory lettings	1,880	380
Fetes & fund raising	12,002	4,204
	<u>15,752</u>	<u>5,772</u>
Investment income		
Interest	272	2
Charitable activities		
Wedding/funeral fees	4,635	6,232
Coffee & Lunch club	310	-
Bugle advertising	2,114	2,060
Musician receipts	2,980	3,060
	<u>10,039</u>	<u>11,352</u>
Total incoming resources	<u>105,594</u>	<u>118,747</u>
EXPENDITURE		
Other trading activities		
Bad debts	40	224
Cost of fundraising activities - Festival	4,458	2,438
	<u>4,498</u>	<u>2,662</u>
Charitable activities		
Insurance - the Priory	6,115	6,113
Miscellaneous	3,190	3,980
Carried forward	9,305	10,093

This page does not form part of the statutory financial statements

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Detailed Statement of Financial Activities
for the Year Ended 31st December 2022**

	2022	2021
	£	£
Charitable activities		
Brought forward	9,305	10,093
Parish Share	48,420	48,420
Vicarage	3,478	3,367
General maintenance	1,051	1,793
Upkeep of services	945	594
Priory utilities	9,676	5,965
Flowers	282	1,686
St Blaise Centre costs	4,895	3,534
Churchyard expenses	6,791	3,407
Printing/Stationery	1,183	575
Honoraria	600	600
Musician fees - Special services	1,960	1,059
Musicians fees - organist regular services	7,752	8,956
Vicar's Discretionary Fund	-	2,250
Depreciation of tangible fixed assets	6,653	6,653
	<u>102,991</u>	<u>98,952</u>
Support costs		
Finance		
Bank charges	541	479
Governance costs		
Independent examination fee	2,390	2,640
	<u>110,420</u>	<u>104,733</u>
Total resources expended		
	<u>(4,826)</u>	<u>14,014</u>
Net (expenditure)/income		

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOXGROVE

England & Wales - Charity number 1131214

Accounts

REGISTERED CHARITY NUMBER: 1131214

**Report of the Trustees and
Financial Statements for the Year Ended 31st December 2021
for
The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

Sheen Stickland
Chartered Accountants
7 East Pallant
Chichester
West Sussex
PO19 1TR

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Contents of the Financial Statements
for the Year Ended 31st December 2021**

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Cash Flow Statement	9
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Notes to the Financial Statements	11 to 19
Detailed Statement of Financial Activities	20 to 21

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Report of the Trustees
for the Year Ended 31st December 2021**

The trustees present their report with the financial statements of the charity for the year ended 31st December 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

Boxgrove Priory's PCC has the responsibility of co-operating with the Vicar, Fr Ian Forrester, in promoting in the ecclesiastical parish the whole mission of the Church - pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the Priory Church and the St Blaise Centre, Boxgrove.

Church Attendance

As on 25 April 2021 (the Annual Parochial Church Meeting) there were 161 parishioners on the Church Electoral Roll, of whom 69 were residents in the parish.

Public benefit

For many years, the advancement of religion has automatically been accepted as charitable. Under the 2011 Charities Act this continues to be charitable, but the Act has emphasised the overarching requirement that there must be a public benefit.

The trustees have paid due regard to the Charity Commission's guidance on public benefit and strongly believe that the holding of services for the worship of God and the Lord Jesus Christ, preaching and expounding the Word of God, holding classes for the instruction of adults and children in the Christian Faith and any activity (consonant with the Christian Faith) that allows the building to be used for concerts, exhibitions, drama and education fulfils this requirement.

Individuals are taught to contribute to the welfare of society, to respect the authorities and to show genuine care for their neighbours and the environment.

The practical benefit to society comes through promoting loving and stable relationships and homes where children experience love and care, and grow up to become good law abiding citizens.

**Report of the Trustees
for the Year Ended 31st December 2021**

ACHIEVEMENT AND PERFORMANCE

Review of the Year

During the year the full PCC met four times. The Standing Committee met on occasions between PCC meetings and details of their deliberations were received by the full PCC and discussed where necessary. The arrival of the pandemic meant that these meetings, to some extent, took on a less formal nature as they were usually via Zoom.

During the course of the pandemic, attendance has been something of a mixed economy, with about a third of our normal congregation preferring to tune into the livestream, and the other two thirds attending physically.

We have livestreamed most of our services everyday, and have had ten or twenty people taking part in the daily online mass.

Boxgrove Priory is well known for its music, and we have, by good fortune, an extensive collection of recorded music from our sung services, and we have used recorded music when no live singing was permitted, but are glad that all services are now with live singing.

We were able to hold our usual Christmas services, and although the numbers present at the Carol Service were half of their usual number, we hope that, by next Christmas, there will be some recovery.

There have been nine weddings held in the Priory.

There have been nine funerals held in church, and two funeral services held at a crematorium.

Important parts of our annual calendar of events could not take place (e.g. the Corpus Christi lunch), but happily, in 2021, the choral festival was held in September with the Beaufort Singers. It was stunningly good, and concluded with the Sunday Solemn Mass.

With permission, there were some minor adjustments to the sanctuary arrangements which enabled it to be clear that the Blessed Sacrament was still reserved in the church, and that ministry to the sick and dying was available.

The village's Church of England Primary School has a very strong relationship with the Priory, and the Vicar, Father Ian, is the Chair of Governors. The duties associated with that have mostly been discharged via zoom meetings.

The PCC of Boxgrove Priory continues to be grateful for assistance from a considerable number of retired clergy, but we have been careful not to place them in danger.

Sadly, the annual pilgrimage to Walsingham, organised by Mr David Jones, again had to be cancelled. If normality returns, it will take place again in 2022, possibly in the Autumn.

FINANCIAL REVIEW

Reserves policy

The PCC intends to adopt a reserves policy to cover a percentage of independent examination fees, banking costs and other expenditure of an administration nature. This will be held in a designated reserve.

FUTURE PLANS

The PCC will continue to raise funds to pay for the rebuilding of the Hill pipe organ, related faculty and associated professional fees.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Structure Governance and Management

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Report of the Trustees
for the Year Ended 31st December 2021**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Induction and training of new trustees

The current members of the PCC are all familiar with the activities of the Parochial Church Council. Upon the appointment of a new member of the PCC, full training and induction on the activities of the PCC is given. Any new PCC member will also be given training in the responsibilities of trustees.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The review is ongoing throughout the year and additionally there is an annual review of both risk and financial control the result of which is advised to the members of the PCC just before the annual examination is completed.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1131214

Principal address

Church Lane
Boxgrove
Chichester
West Sussex
PO18 OED

Independent Examiner

P E H Wright FCA DChA
Sheen Stickland
Chartered Accountants
7 East Pallant
Chichester
West Sussex
PO19 1TR

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Report of the Trustees
for the Year Ended 31st December 2021**

**REFERENCE AND ADMINISTRATIVE DETAILS
PROFESSIONAL ADVISERS**

Bankers

Barclays Bank plc
East Street
Chichester
West Sussex
PO19 1HR

CAF Bank Limited
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Solicitors

Irwin Mitchell LLP
Thomas Eggar House
Friary Lane
Chichester
West Sussex
PO19 1UF

Architect

Michael Drury
St Ann's Gate Architects LLP
The Close
Salisbury
Wiltshire
SP1 2EB

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Report of the Trustees
for the Year Ended 31st December 2021**

REFERENCE AND ADMINISTRATIVE DETAILS

'Boxgrove Priory' is the Parish Church for the ecclesiastical parish of Boxgrove. This includes Boxgrove village, the hamlets of Halnaker, Crockerhill and Strettington and small parts of Eartham, Tangmere and Easthampnett. The Parochial Church Council (PCC) is a registered charity No 1131214.

PCC members who have served from 1 January 2021 until the date of this report were:

Vicar: The Reverend Ian Michael Forrester
Churchwardens: Mr David Bannister (elected 2020)
Mrs Katie Kean (elected 2020)

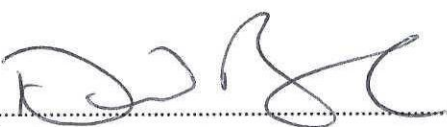
Representatives on the Deanery Synod:

Mr Tim Pullan (reappointed 2017, re-elected 2020)
Mr Michael Beaman (elected 2021)
Mr Christopher Beazley (elected 2020)

Elected members:

Treasurer: Mr Timothy Lamming (elected 2018, ceased 2021)
Acting Treasurer: Mr David Bannister (assumed role 2021)
Ms Lara Moyler (elected 2017, re-elected 2020)
Mr Henry Potter (re-elected 2018, ceased 2021, co-opted 2021)
Mr Christopher Beazley (elected 2018, re-elected 2020)
Mrs Debra Davis (elected 2019, ceased 2021)
Mrs Margaret Higgins (elected 2020)
Mrs Susan Holland (elected 2020)
Mrs Mary Nagel (elected 2020)
Mrs Catherine Saunders (re-elected 2021)
Mr Terry Stone (elected 2021)
Mrs Claire Jones (elected 2019)
Mrs Amy O'Leary (elected 2021)

Approved by order of the board of trustees on 16th May 2022 and signed on its behalf by:


.....
Trustee

**Independent Examiner's Report to the Trustees of
The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

Independent examiner's report to the trustees of The Parochial Church Council of the Ecclesiastical Parish of Boxgrove

I report to the charity trustees on my examination of the accounts of The Parochial Church Council of the Ecclesiastical Parish of Boxgrove (the Trust) for the year ended 31st December 2021.

Responsibilities and basis of report

As the charity trustees of the Trust 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 Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.



P E H Wright FCA DChA
Sheen Stickland
Chartered Accountants
7 East Pallant
Chichester
West Sussex
PO19 1TR

Date: 16 May 2022

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Statement of Financial Activities
for the Year Ended 31st December 2021**

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	75,104	26,517	101,621	82,137
Charitable activities					
Mission & charitable giving	5	11,352	-	11,352	10,366
Other trading activities	3	3,888	1,884	5,772	3,186
Investment income	4	<u>1</u>	<u>1</u>	<u>2</u>	<u>11</u>
Total		90,345	28,402	118,747	95,700
EXPENDITURE ON					
Raising funds	6	763	1,899	2,662	889
Charitable activities					
Mission & charitable giving	7	2,543	1,686	4,229	5,439
Activities directly relating to the work of the Priory		79,605	2,491	82,096	84,861
Support costs		15,746	-	15,746	12,723
Total		<u>98,657</u>	<u>6,076</u>	<u>104,733</u>	<u>103,912</u>
NET INCOME/(EXPENDITURE)		(8,312)	22,326	14,014	(8,212)
RECONCILIATION OF FUNDS					
Total funds brought forward		182,894	12,618	195,512	203,724
TOTAL FUNDS CARRIED FORWARD		<u>174,582</u>	<u>34,944</u>	<u>209,526</u>	<u>195,512</u>

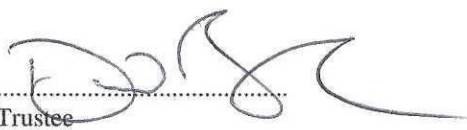
The notes form part of these financial statements

The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove

Balance Sheet
31st December 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
FIXED ASSETS					
Tangible assets	12	155,785	-	155,785	162,438
CURRENT ASSETS					
Debtors	13	5,281	-	5,281	8,635
Cash at bank and in hand		<u>25,481</u>	<u>36,944</u>	<u>62,425</u>	<u>36,850</u>
		30,762	36,944	67,706	45,485
CREDITORS					
Amounts falling due within one year	14	(11,965)	(2,000)	(13,965)	(12,411)
NET CURRENT ASSETS					
		<u>18,797</u>	<u>34,944</u>	<u>53,741</u>	<u>33,074</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>174,582</u>	<u>34,944</u>	<u>209,526</u>	<u>195,512</u>
NET ASSETS					
		<u>174,582</u>	<u>34,944</u>	<u>209,526</u>	<u>195,512</u>
FUNDS					
Unrestricted funds	15			174,582	182,894
Restricted funds				<u>34,944</u>	<u>12,618</u>
TOTAL FUNDS					
				<u>209,526</u>	<u>195,512</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 16th May 2022 and were signed on its behalf by:


Trustee

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Cash Flow Statement
for the Year Ended 31st December 2021**

	Notes	2021 £	2020 £
Cash flows from operating activities			
Cash generated from operations	1	<u>25,573</u>	<u>8,331</u>
Net cash provided by operating activities		<u>25,573</u>	<u>8,331</u>
Cash flows from investing activities			
Interest received		<u>2</u>	<u>11</u>
Net cash provided by investing activities		<u>2</u>	<u>11</u>
Change in cash and cash equivalents in the reporting period			
Cash and cash equivalents at the beginning of the reporting period		<u>36,850</u>	<u>28,508</u>
Cash and cash equivalents at the end of the reporting period		<u>62,425</u>	<u>36,850</u>

The notes form part of these financial statements

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Notes to the Cash Flow Statement
for the Year Ended 31st December 2021**

**1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM
OPERATING ACTIVITIES**

	2021 £	2020 £
Net income/(expenditure) for the reporting period (as per the Statement of Financial Activities)	14,014	(8,212)
Adjustments for:		
Depreciation charges	6,653	6,656
Interest received	(2)	(11)
Decrease in debtors	3,354	4,359
Increase in creditors	<u>1,554</u>	<u>5,539</u>
Net cash provided by operations	<u>25,573</u>	<u>8,331</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.1.21 £	Cash flow £	At 31.12.21 £
Net cash			
Cash at bank and in hand	<u>36,850</u>	<u>25,575</u>	<u>62,425</u>
	<u>36,850</u>	<u>25,575</u>	<u>62,425</u>
Total	<u>36,850</u>	<u>25,575</u>	<u>62,425</u>

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Consecrated land and buildings and movable church furnishings

Consecrated and beneficed property is excluded from these financial statements by section 10(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 and which require a faculty for disposal since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or benefice buildings are movable church furnishings, whether maintenance or improvement, is written off as expenditure in the statement of financial activities and separately disclosed.

The St Blaise Centre is depreciated on a straight line basis over 50 years. The St Blaise Centre lease is depreciated on a straight line basis over 99 years.

Other fixtures, fittings and office equipment

Equipment used within the church premises is depreciated on a straight line basis over 10-50 years or the useful economic life of the item, whichever is the less. Individual items of equipment with a purchase price of £500 or less are written off when the asset is acquired.

Taxation

The Parochial Church Council is exempt from direct taxation on its charitable activities.

Fund accounting

Unrestricted 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 represent income which may be expended only on those restricted objects provided in the terms of transfer to the PCC.

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2021**

2. DONATIONS AND LEGACIES

	2021	2020
	£	£
Planned giving	37,227	38,180
Sundry donations / wall safe	39,354	9,834
Vicar's discretionary fund	2,688	634
Legacies / large donations	2,500	11,000
Grants	2,276	5,299
Plate collections	62	49
Church collections tax effective	5,598	4,127
Restoration appeal	1	41
Gift Aid Recoverable (Non restricted)	<u>11,915</u>	<u>12,973</u>
	<u>101,621</u>	<u>82,137</u>

3. OTHER TRADING ACTIVITIES

	2021	2020
	£	£
St Blaise Centre lettings	1,188	1,078
Priory lettings	380	505
Fetes & fund raising	<u>4,204</u>	<u>1,603</u>
	<u>5,772</u>	<u>3,186</u>

4. INVESTMENT INCOME

	2021	2020
	£	£
Interest	<u>2</u>	<u>11</u>

5. INCOME FROM CHARITABLE ACTIVITIES

	2021	2020
	£	£
Wedding/funeral fees	6,232	4,318
Coffee & Lunch club	-	143
Bugle advertising	2,060	2,516
Musician receipts	3,060	940
Insurance recovery	<u>-</u>	<u>2,449</u>
	<u>11,352</u>	<u>10,366</u>

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2021**

6. RAISING FUNDS

Other trading activities

	2021	2020
	£	£
Bad debts	224	769
Cost of fundraising activities - Festival	<u>2,438</u>	<u>120</u>
	<u>2,662</u>	<u>889</u>

7. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 8)	Support costs (see note 9)	Totals
	£	£	£
Mission & charitable giving	4,229	-	4,229
Activities directly relating to the work of the Priory	82,096	-	82,096
Support costs	12,627	3,119	15,746
	<u>98,952</u>	<u>3,119</u>	<u>102,071</u>

8. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2021	2020
	£	£
Insurance - the Priory	6,113	6,104
Miscellaneous	3,980	3,302
Overseas	-	1,421
Home	-	1,500
Parish Share	48,420	48,420
Vicarage	3,367	3,207
General maintenance	1,793	2,970
Upkeep of services	594	1,023
Priory utilities	5,965	5,834
Flowers	1,686	274
St Blaise Centre costs	3,534	4,378
Churchyard expenses	3,407	2,970
Major new works	-	2,699
Printing/Stationery	575	441
Honoraria	600	700
General Catering	-	214
Musician fees - Special services	1,059	1,854
Musicians fees - organist regular services	8,956	5,500
Vicar's Discretionary Fund	2,250	600
Depreciation	<u>6,653</u>	<u>6,656</u>
	<u>98,952</u>	<u>100,067</u>

9. SUPPORT COSTS

	Finance £	Governance costs £	Totals £
Support costs	<u>479</u>	<u>2,640</u>	<u>3,119</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st December 2021 nor for the year ended 31st December 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st December 2021 nor for the year ended 31st December 2020.

Any member expenses claimed or incurred are subject to the PCC's normal internal controls and authorisation procedures.

11. STAFF COSTS

	2021 £	2020 £
Wages and Salaries	<u>10,933</u>	<u>7,843</u>

The average number of employees in the year was as follows:

	2021	2020
Number of Charitable Staff	<u>2</u>	<u>2</u>

No employees received emoluments in excess of £60,000.

12. TANGIBLE FIXED ASSETS

	Leasehold property £	Long leasehold £	Plant and machinery £	Totals £
COST				
At 1st January 2021 and 31st December 2021	<u>155,000</u>	<u>30,000</u>	<u>71,822</u>	<u>256,822</u>
DEPRECIATION				
At 1st January 2021	58,900	5,721	29,763	94,384
Charge for year	<u>3,100</u>	<u>300</u>	<u>3,253</u>	<u>6,653</u>
At 31st December 2021	<u>62,000</u>	<u>6,021</u>	<u>33,016</u>	<u>101,037</u>
NET BOOK VALUE				
At 31st December 2021	<u>93,000</u>	<u>23,979</u>	<u>38,806</u>	<u>155,785</u>
At 31st December 2020	<u>96,100</u>	<u>24,279</u>	<u>42,059</u>	<u>162,438</u>

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2021**

12. TANGIBLE FIXED ASSETS - continued

The PCC holds the lease from the Goodwood Estates Company Limited for a term of 99 years from 25 June 1996 over the land previously known as the Scout Hut, being the site for the St Blaise Centre. Rent is £100 per annum reviewable every ten years having regard to the Retail Price Increase. The premium paid for the lease was £30,000. The valuation of the St Blaise Centre on completion was £155,000.

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Trade debtors	707	3,344
Tax recoverable	<u>4,574</u>	<u>5,291</u>
	<u>5,281</u>	<u>8,635</u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Trade creditors	8,965	9,411
Accruals and deferred income	<u>5,000</u>	<u>3,000</u>
	<u>13,965</u>	<u>12,411</u>

15. MOVEMENT IN FUNDS

	At 1.1.21	Net movement in funds	At 31.12.21
	£	£	£
Unrestricted funds			
General fund	182,894	(8,312)	174,582
Restricted funds			
Vicar's fund	4,457	437	4,894
Flower fund	571	(916)	(345)
Billy Fiske Memorial fund	1,244	(149)	1,095
Restoration Appeal	2,257	1	2,258
Organ fund	1,466	22,860	24,326
Festival fund	1,595	(16)	1,579
Choir Fund	<u>1,028</u>	<u>109</u>	<u>1,137</u>
	<u>12,618</u>	<u>22,326</u>	<u>34,944</u>
TOTAL FUNDS	<u>195,512</u>	<u>14,014</u>	<u>209,526</u>

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2021**

15. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	90,345	(98,657)	(8,312)
Restricted funds			
Vicar's fund	2,687	(2,250)	437
Flower fund	770	(1,686)	(916)
Billy Fiske Memorial fund	1	(150)	(149)
Restoration Appeal	1	-	1
Organ fund	22,860	-	22,860
Festival fund	1,883	(1,899)	(16)
Choir Fund	200	(91)	109
	<u>28,402</u>	<u>(6,076)</u>	<u>22,326</u>
TOTAL FUNDS	<u>118,747</u>	<u>(104,733)</u>	<u>14,014</u>

Comparatives for movement in funds

	At 1.1.20 £	Net movement in funds £	At 31.12.20 £
Unrestricted funds			
General fund	193,007	(10,113)	182,894
Restricted funds			
Vicar's fund	4,423	34	4,457
Flower fund	698	(127)	571
Billy Fiske Memorial fund	1,386	(142)	1,244
Restoration Appeal	2,216	41	2,257
Organ fund	966	500	1,466
Festival fund	-	1,595	1,595
Choir Fund	1,028	-	1,028
	<u>10,717</u>	<u>1,901</u>	<u>12,618</u>
TOTAL FUNDS	<u>203,724</u>	<u>(8,212)</u>	<u>195,512</u>

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2021**

15. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	92,775	(102,888)	(10,113)
Restricted funds			
Vicar's fund	634	(600)	34
Flower fund	147	(274)	(127)
Billy Fiske Memorial fund	8	(150)	(142)
Restoration Appeal	41	-	41
Organ fund	500	-	500
Festival fund	1,595	-	1,595
	<u>2,925</u>	<u>(1,024)</u>	<u>1,901</u>
TOTAL FUNDS	<u>95,700</u>	<u>(103,912)</u>	<u>(8,212)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.20 £	Net movement in funds £	At 31.12.21 £
Unrestricted funds			
General fund	193,007	(18,425)	174,582
Restricted funds			
Vicar's fund	4,423	471	4,894
Flower fund	698	(1,043)	(345)
Billy Fiske Memorial fund	1,386	(291)	1,095
Restoration Appeal	2,216	42	2,258
Organ fund	966	23,360	24,326
Festival fund	-	1,579	1,579
Choir Fund	1,028	109	1,137
	<u>10,717</u>	<u>24,227</u>	<u>34,944</u>
TOTAL FUNDS	<u>203,724</u>	<u>5,802</u>	<u>209,526</u>

15. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	183,120	(201,545)	(18,425)
Restricted funds			
Vicar's fund	3,321	(2,850)	471
Flower fund	917	(1,960)	(1,043)
Billy Fiske Memorial fund	9	(300)	(291)
Restoration Appeal	42	-	42
Organ fund	23,360	-	23,360
Festival fund	3,478	(1,899)	1,579
Choir Fund	200	(91)	109
	<u>31,327</u>	<u>(7,100)</u>	<u>24,227</u>
TOTAL FUNDS	<u>214,447</u>	<u>(208,645)</u>	<u>5,802</u>

Vicar's fund: Donations received where the disposal of the funds is solely at the discretion of the Vicar. The transfer between this fund and the general fund represents a surplus of income during the year.

Flower fund: To cover the cost of provision of flowers for the Priory.

Billy Fiske Memorial fund: The funds are held for the maintenance and refurbishment of the Billy Fiske grave and the area immediately surrounding it. Maintenance is to be accomplished by, amongst other means, twice annually washing the headstone to ensure legibility of the text. Should the headstone require replacement as a result of damage then the capital may be expended on such works.

Restoration Appeal: a sum of money received by donation and gift aid to enable continued restoration of the Priory church and repayment of existing loans. The transfers between this fund and the general fund represent the sum expended by the PCC on the repayment of an outstanding general fund loan amount.

Organ Fund: Donations received to assist with the employment of an organist and ensure the upkeep and maintenance of the organ.

Festival: Donations received to assist with the presentation of a Festival. Transfers between this fund and the general fund represents the sum expended by the PCC from general funds on the Festival. The surplus made on the presentation of the festival was transferred to the Restoration Appeal.

Choir Fund: Donations received to assist with the purchase and maintenance of a choir music library.

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2021**

16. OTHER FINANCIAL COMMITMENTS

The repair work to be done to the western churchyard wall which has deteriorated to a poor condition and has partially collapsed into the neighbouring property was not commenced in 2020. The St Anne's Gate architects are advising on the work required and fundraising will be required to fund the repairs.

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st December 2021.

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Detailed Statement of Financial Activities
for the Year Ended 31st December 2021**

	2021 £	2020 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Planned giving	37,227	38,180
Sundry donations / wall safe	39,354	9,834
Vicar's discretionary fund	2,688	634
Legacies / large donations	2,500	11,000
Grants	2,276	5,299
Plate collections	62	49
Church collections tax effective	5,598	4,127
Restoration appeal	1	41
Gift Aid Recoverable (Non restricted)	<u>11,915</u>	<u>12,973</u>
	101,621	82,137
Other trading activities		
St Blaise Centre lettings	1,188	1,078
Priory lettings	380	505
Fetes & fund raising	<u>4,204</u>	<u>1,603</u>
	5,772	3,186
Investment income		
Interest	2	11
Charitable activities		
Wedding/funeral fees	6,232	4,318
Coffee & Lunch club	-	143
Bugle advertising	2,060	2,516
Musician receipts	3,060	940
Insurance recovery	<u>-</u>	<u>2,449</u>
	<u>11,352</u>	<u>10,366</u>
Total incoming resources	118,747	95,700
EXPENDITURE		
Other trading activities		
Bad debts	224	769
Cost of fundraising activities - Festival	<u>2,438</u>	<u>120</u>
	2,662	889
Charitable activities		
Insurance - the Priory	6,113	6,104
Carried forward	6,113	6,104

This page does not form part of the statutory financial statements

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Detailed Statement of Financial Activities
for the Year Ended 31st December 2021**

	2021 £	2020 £
Charitable activities		
Brought forward	6,113	6,104
Miscellaneous	3,980	3,302
Overseas	-	1,421
Home	-	1,500
Parish Share	48,420	48,420
Vicarage	3,367	3,207
General maintenance	1,793	2,970
Upkeep of services	594	1,023
Priory utilities	5,965	5,834
Flowers	1,686	274
St Blaise Centre costs	3,534	4,378
Churchyard expenses	3,407	2,970
Major new works	-	2,699
Printing/Stationery	575	441
Honoraria	600	700
General Catering	-	214
Musician fees - Special services	1,059	1,854
Musicians fees - organist regular services	8,956	5,500
Vicar's Discretionary Fund	2,250	600
Depreciation of tangible fixed assets	<u>6,653</u>	<u>6,656</u>
	98,952	100,067
Support costs		
Finance		
Bank charges	479	136
Governance costs		
Independent examination fee	<u>2,640</u>	<u>2,820</u>
Total resources expended	<u>104,733</u>	<u>103,912</u>
Net income/(expenditure)	<u>14,014</u>	<u>(8,212)</u>

This page does not form part of the statutory financial statements

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOXGROVE

England & Wales - Charity number 1131214

Accounts

REGISTERED CHARITY NUMBER: 1131214

**Report of the Trustees and
Financial Statements for the Year Ended 31st December 2020
for
The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

Sheen Stickland
Chartered Accountants
7 East Pallant
Chichester
West Sussex
PO19 1TR

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

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for the Year Ended 31st December 2020**

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**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Report of the Trustees
for the Year Ended 31st December 2020**

The trustees present their report with the financial statements of the charity for the year ended 31st December 2020. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

ANNUAL PAROCHIAL CHURCH MEETING (APCM)

The APCM is normally held in April but due to the Covid pandemic and in line with the six month extension granted legally under the Church Representation Rules, the APCM was held on 18 October 2020.

SAFEGUARDING

The PCC is very alert to issues of safeguarding. Lara Moyler, the parish safeguarding officer, makes regular reports to the PCC and safeguarding is a fixture on the PCC agendas.

OBJECTIVES AND ACTIVITIES

Objectives and aims

Boxgrove Priory's PCC has the responsibility of co-operating with the Priest-in-Charge, Fr Ian Forrester, in promoting in the ecclesiastical parish the whole mission of the Church - pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the Priory Church and the St Blaise Centre, Boxgrove.

Church Attendance

As on 18 October 2020 (the Annual Parochial Church Meeting) there were 163 parishioners on the Church Electoral Roll, of whom 69 were resident in the parish.

Public benefit

For many years, the advancement of religion has automatically been accepted as charitable. Under the 2011 Charities Act this continues to be charitable, but the Act has emphasised the overarching requirement that there must be a public benefit.

The trustees have paid due regard to the Charity Commission's guidance on public benefit and strongly believe that the holding of services for the worship of God and the Lord Jesus Christ, preaching and expounding the Word of God, holding classes for the instruction of adults and children in the Christian Faith and any activity (consonant with the Christian Faith) that allows the building to be used for concerts, exhibitions, drama and education fulfils this requirement.

Individuals are taught to contribute to the welfare of society, to respect the authorities and to show genuine care for their neighbours and the environment.

The practical benefit to society comes through promoting loving and stable relationships and homes where children experience love and care, and grow up to become good law abiding citizens.

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Report of the Trustees
for the Year Ended 31st December 2020**

ACHIEVEMENT AND PERFORMANCE

Review of the Year

During the year the full PCC met four times. The Standing Committee met on occasions between PCC meetings and details of their deliberations were received by the full PCC and discussed where necessary. The arrival of the pandemic meant that these meetings, to some extent, took on a less formal nature as they moved online. Over the following months, as people became more familiar with the technology, and with all the implications of the pandemic, the meetings began to follow better procedures, and include more PCC members.

Attendance in the first weeks of 2020 suggested that numbers were holding up well, but then lockdown was suddenly imposed from Mothering Sunday onwards.

We had never attempted to livestream before, but began to do so immediately, on our Priory Facebook page. We had been using social media as a tool for our work, and therefore already had some who were used to accessing elements of our common life, and news, on Facebook. With very few exceptions, we livestreamed our services everyday, and have had about thirty people taking part in the daily mass, with a figure of around 140 on Sundays. (Figures have been arrived at with due regard to averages, and to some who call by online for only a very brief visit).

Boxgrove Priory is well known for its music, and we have, by good fortune, an extensive collection of recorded music from our sung services. These have been redeployed to offer appropriate music for the livestreamed services. It has all been homogenous, and very clearly homegrown.

When choirs were once again allowed to sing, with limited numbers, we used our singers, with the organist, to provide live music. This enabled us to hold our usual Carol Service which, to date has been viewed 814 times. The simple Crib Service has been watched 159 times.

When we were permitted to have a congregation present, it was with a carefully considered risk assessment along with all the necessary precautions. To accommodate people safely we held, for example, two 'midnight' masses.

There have been seven funerals held in church, five funeral services held at a crematorium, one funeral service held at a premises belonging to a funeral director, six burials of ashes on a separate occasion, one burial of a body on a separate occasion and two weddings held during the year.

A major part of our annual calendar of events had to be cancelled.

There was no choral festival, no concerts in church and no dog show.

With permission, there were some minor adjustments to the sanctuary arrangements which enabled it to be clear that the Blessed Sacrament was still reserved in the church, and that ministry to the sick and dying was available.

The village's Church of England Primary School has a very strong relationship with the Priory, and the Vicar, Father Ian, is the Chair of Governors. The duties associated with that have mostly been discharged via zoom meetings.

The PCC of Boxgrove Priory continues to be grateful for assistance from a considerable number of retired clergy, but we have been careful not to place them in danger, and most services have been celebrated by Father Ian.

Sadly, the annual pilgrimage to Walsingham, organised by Mr David Jones, had to be cancelled. If normality returns, it will take place again in 2021.

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Report of the Trustees
for the Year Ended 31st December 2020**

FINANCIAL REVIEW

Reserves policy

The PCC intends to adopt a reserves policy to cover a percentage of independent examination fees, banking costs and other expenditure of an administration nature. This will be held in a designated reserve.

FUTURE PLANS

The PCC will continue to raise funds to pay for the rebuilding of the Hill pipe organ, related faculty and associated professional fees.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Structure Governance and Management

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

Induction and training of new trustees

The current members of the PCC are all familiar with the activities of the Parochial Church Council. Upon the appointment of a new member of the PCC, full training and induction on the activities of the PCC is given. Any new PCC member will also be given training in the responsibilities of trustees.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The review is ongoing throughout the year and additionally there is an annual review of both risk and financial control the result of which is advised to the members of the PCC just before the annual examination is completed.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1131214

Principal address

Church Lane
Boxgrove
Chichester
West Sussex
PO18 0ED

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Report of the Trustees
for the Year Ended 31st December 2020**

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner
P E H Wright FCA DChA
Sheen Stickland
Chartered Accountants
7 East Pallant
Chichester
West Sussex
PO19 1TR

PROFESSIONAL ADVISERS

Bankers
Barclays Bank plc
East Street
Chichester
West Sussex
PO19 1HR

CAF Bank Limited
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Solicitors
Irwin Mitchell LLP
Thomas Eggar House
Friary Lane
Chichester
West Sussex
PO19 1UF

Architect
Michael Drury
St Ann's Gate Architects LLP
The Close
Salisbury
Wiltshire
SP1 2EB

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Report of the Trustees
for the Year Ended 31st December 2020**

REFERENCE AND ADMINISTRATIVE DETAILS

'Boxgrove Priory' is the Parish Church for the ecclesiastical parish of Boxgrove. This includes Boxgrove village, the hamlets of Halnaker, Crockerhill and Strettington and small parts of Eartham, Tangmere and Easthampnett. The Parochial Church Council (PCC) is a registered charity No 1131214.

PCC members who have served from 1 January 2020 until the date of this report were:

Priest-in-Charge (Vicar from 25
March 2020):

The Reverend Ian Michael Forrester

Churchwardens:

Mr David Jones (first elected 2014, re-elected 2018, ceased 2020)

Mr David Bannister (elected 2020)

Mrs Katie Kean (elected 2020)

Representatives on the Deanery Synod:

Mr Christopher Beazley (elected 2018, re-elected 2020)

Mrs Fiona Lamming (elected 2018, ceased 2020)

Mr Tim Pullan (reappointed 2017, re-elected 2020)

Elected members:

Treasurer

Mr Timothy Lamming (elected 2018)

Mr David Bannister (elected 2017, ceased 2020 as elected Churchwarden)

Mr Antony Cook (elected 2017, ceased 2020)

Mrs Debra Davis (elected 2019)

Mrs Mary Davis-Reason (elected 2019, ceased 2020)

Mrs Claire Jones (elected 2019, ceased 2020)

Mrs Katie Kean (elected 2018, ceased 2020 as elected Churchwarden)

Ms Lara Moyler (elected 2017, re-elected 2020)

Mr Henry Potter (re-elected 2018)

Mrs Catherine Saunders (re-elected 2018)

Mr Terry Stone (re-elected 2018, ceased 2020)

Mrs Mary Wardell (elected 2017, ceased 2020)

Mrs Margaret Higgins (elected 2020)

Mrs Susan Holland (elected 2020)

Mrs Mary Nagel (elected 2020)

Approved by order of the board of trustees on 6th April 2021 and signed on its behalf by:

Jan M. Forrester

Trustee

**Independent Examiner's Report to the Trustees of
The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

Independent examiner's report to the trustees of The Parochial Church Council of the Ecclesiastical Parish of Boxgrove

I report to the charity trustees on my examination of the accounts of The Parochial Church Council of the Ecclesiastical Parish of Boxgrove (the Trust) for the year ended 31st December 2020.

Responsibilities and basis of report

As the charity trustees of the Trust 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 Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.



P E H Wright FCA DChA
Sheen Stickland
Chartered Accountants
7 East Pallant
Chichester
West Sussex
PO19 1TR

Date: 6th April 2021

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Statement of Financial Activities
for the Year Ended 31st December 2020**

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	80,814	1,323	82,137	88,362
Charitable activities					
Mission & charitable giving	5	10,366	-	10,366	12,515
Other trading activities	3	1,591	1,595	3,186	27,868
Investment income	4	<u>4</u>	<u>7</u>	<u>11</u>	<u>19</u>
Total		92,775	2,925	95,700	128,764
EXPENDITURE ON					
Raising funds	6	889	-	889	1,895
Charitable activities					
Mission & charitable giving	7	5,165	274	5,439	7,400
Activities directly relating to the work of the Priory		84,111	750	84,861	83,851
Support costs		<u>12,747</u>	<u>-</u>	<u>12,747</u>	<u>18,619</u>
Total		102,888	1,024	103,912	111,765
NET INCOME/(EXPENDITURE)		(10,113)	1,901	(8,212)	16,999
RECONCILIATION OF FUNDS					
Total funds brought forward		193,007	10,717	203,724	186,725
TOTAL FUNDS CARRIED FORWARD		<u>182,894</u>	<u>12,618</u>	<u>195,512</u>	<u>203,724</u>

The notes form part of these financial statements

The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove

Balance Sheet
31st December 2020

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
FIXED ASSETS					
Tangible assets	12	162,438	-	162,438	169,094
CURRENT ASSETS					
Debtors	13	8,622	13	8,635	12,994
Cash at bank and in hand		<u>24,245</u>	<u>12,605</u>	<u>36,850</u>	<u>28,508</u>
		32,867	12,618	45,485	41,502
CREDITORS					
Amounts falling due within one year	14	(12,411)	-	(12,411)	(6,872)
NET CURRENT ASSETS					
		<u>20,456</u>	<u>12,618</u>	<u>33,074</u>	<u>34,630</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>182,894</u>	<u>12,618</u>	<u>195,512</u>	<u>203,724</u>
NET ASSETS					
		<u>182,894</u>	<u>12,618</u>	<u>195,512</u>	<u>203,724</u>
FUNDS					
Unrestricted funds	15			182,894	193,007
Restricted funds				<u>12,618</u>	<u>10,717</u>
TOTAL FUNDS					
				<u>195,512</u>	<u>203,724</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 6th April 2021 and were signed on its behalf by:

Jan M. Farnon
Trustee

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Cash Flow Statement
for the Year Ended 31st December 2020**

	Notes	2020 £	2019 £
Cash flows from operating activities			
Cash generated from operations	1	<u>8,331</u>	<u>17,552</u>
Net cash provided by operating activities		<u>8,331</u>	<u>17,552</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		-	(4,200)
Interest received		<u>11</u>	<u>19</u>
Net cash provided by/(used in) investing activities		<u>11</u>	<u>(4,181)</u>
Cash flows from financing activities			
Loan repayments in year		<u>-</u>	<u>(10,000)</u>
Net cash provided by/(used in) financing activities		<u>-</u>	<u>(10,000)</u>
Change in cash and cash equivalents in the reporting period			
Cash and cash equivalents at the beginning of the reporting period		<u>28,508</u>	<u>25,137</u>
Cash and cash equivalents at the end of the reporting period		<u>36,850</u>	<u>28,508</u>

The notes form part of these financial statements

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Notes to the Cash Flow Statement
for the Year Ended 31st December 2020**

1. RECONCILIATION OF NET (EXPENDITURE)/INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2020	2019
	£	£
Net (expenditure)/income for the reporting period (as per the Statement of Financial Activities)	(8,212)	16,999
Adjustments for:		
Depreciation charges	6,656	6,656
Interest received	(11)	(19)
Decrease in debtors	4,359	(6,218)
Increase in creditors	<u>5,539</u>	<u>134</u>
Net cash provided by operations	<u><u>8,331</u></u>	<u><u>17,552</u></u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.1.20	Cash flow	At 31.12.20
	£	£	£
Net cash			
Cash at bank and in hand	<u>28,508</u>	<u>8,342</u>	<u>36,850</u>
	<u>28,508</u>	<u>8,342</u>	<u>36,850</u>
Total	<u><u>28,508</u></u>	<u><u>8,342</u></u>	<u><u>36,850</u></u>

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Consecrated land and buildings and movable church furnishings

Consecrated and beneficed property is excluded from these financial statements by section 10(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 and which require a faculty for disposal since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or benefice buildings are movable church furnishings, whether maintenance or improvement, is written off as expenditure in the statement of financial activities and separately disclosed.

The St Blaise Centre is depreciated on a straight line basis over 50 years. The St Blaise Centre lease is depreciated on a straight line basis over 99 years.

Other fixtures, fittings and office equipment

Equipment used within the church premises is depreciated on a straight line basis over 10-50 years or the useful economic life of the item, whichever is the less. Individual items of equipment with a purchase price of £500 or less are written off when the asset is acquired.

Taxation

The Parochial Church Council is exempt from direct taxation on its charitable activities.

Fund accounting

Unrestricted 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 represent income which may be expended only on those restricted objects provided in the terms of transfer to the PCC.

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2020**

2. DONATIONS AND LEGACIES

	2020	2019
	£	£
Planned giving	38,180	40,630
Sundry donations / wall safe	9,834	4,335
Vicar's discretionary fund	634	1,587
Legacies / large donations	11,000	6,000
Grants	5,299	10,438
Plate collections	49	1,157
Church collections tax effective	4,127	9,381
Restoration appeal	41	11
Gift Aid Recoverable (Non restricted)	<u>12,973</u>	<u>14,823</u>
	<u>82,137</u>	<u>88,362</u>

3. OTHER TRADING ACTIVITIES

	2020	2019
	£	£
St Blaise Centre lettings	1,078	4,858
Priory lettings	505	2,254
Fetes & fund raising	1,603	20,732
Priory gifts/CD sales	<u>-</u>	<u>24</u>
	<u>3,186</u>	<u>27,868</u>

4. INVESTMENT INCOME

	2020	2019
	£	£
Interest	<u>11</u>	<u>19</u>

5. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2020	2019
		£	£
Wedding/funeral fees	Mission & charitable giving	4,318	5,127
Coffee & Lunch club	Mission & charitable giving	143	679
Bugle advertising	Mission & charitable giving	2,516	2,332
Musician receipts	Mission & charitable giving	940	4,377
Insurance recovery	Mission & charitable giving	<u>2,449</u>	-
		<u>10,366</u>	<u>12,515</u>

The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove

Notes to the Financial Statements - continued
for the Year Ended 31st December 2020

6. RAISING FUNDS

Other trading activities

	2020	2019
	£	£
Bad debts	769	-
Cost of fundraising activities - Festival	<u>120</u>	<u>1,895</u>
	<u>889</u>	<u>1,895</u>

7. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 8)	Support costs (see note 9)	Totals
	£	£	£
Mission & charitable giving	5,439	-	5,439
Activities directly relating to the work of the Priory	84,861	-	84,861
Support costs	<u>9,767</u>	<u>2,956</u>	<u>12,723</u>
	<u>100,067</u>	<u>2,956</u>	<u>103,023</u>

8. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2020	2019
	£	£
Insurance - the Priory	6,104	5,849
Miscellaneous	3,302	2,671
Overseas	1,421	1,584
Home	1,500	1,419
Parish Share	48,420	47,460
Vicarage	3,207	3,265
General maintenance	2,970	4,403
Upkeep of services	1,023	1,531
Priory utilities	5,834	6,461
Flowers	274	1,027
St Blaise Centre costs	4,378	4,216
Churchyard expenses	2,970	3,010
Major new works	2,699	1,667
Advertising/publicity	-	85
Printing/Stationery	441	949
Honoraria	700	700
General Catering	214	893
Professional Fees	-	824
Musician fees - Special services	1,854	5,780
Musicians fees - organist regular services	5,500	5,600
Vicar's Discretionary Fund	600	1,000
Depreciation	<u>6,656</u>	<u>6,656</u>
	<u>100,067</u>	<u>107,050</u>

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2020**

9. SUPPORT COSTS

	Finance £	Governance costs £	Totals £
Support costs	<u>136</u>	<u>2,820</u>	<u>2,956</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st December 2020 nor for the year ended 31st December 2019.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st December 2020 nor for the year ended 31st December 2019.

Any member expenses claimed or incurred are subject to the PCC's normal internal controls and authorisation procedures.

11. STAFF COSTS

	2020 £	2019 £
Wages and Salaries	<u>7,843</u>	<u>10,709</u>

The average number of employees in the year was as follows:

	2020	2019
Number of Charitable Staff	<u>2</u>	<u>2</u>

No employees received emoluments in excess of £60,000.

12. TANGIBLE FIXED ASSETS

	Leasehold property £	Long leasehold £	Plant and machinery £	Totals £
COST				
At 1st January 2020 and 31st December 2020	<u>155,000</u>	<u>30,000</u>	<u>71,822</u>	<u>256,822</u>
DEPRECIATION				
At 1st January 2020	55,800	5,421	26,507	87,728
Charge for year	<u>3,100</u>	<u>300</u>	<u>3,256</u>	<u>6,656</u>
At 31st December 2020	<u>58,900</u>	<u>5,721</u>	<u>29,763</u>	<u>94,384</u>
NET BOOK VALUE				
At 31st December 2020	<u>96,100</u>	<u>24,279</u>	<u>42,059</u>	<u>162,438</u>
At 31st December 2019	<u>99,200</u>	<u>24,579</u>	<u>45,315</u>	<u>169,094</u>

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2020**

12. TANGIBLE FIXED ASSETS - continued

The PCC holds the lease from the Goodwood Estates Company Limited for a term of 99 years from 25 June 1996 over the land previously known as the Scout Hut, being the site for the St Blaise Centre. Rent is £100 per annum reviewable every ten years having regard to the Retail Price Increase. The premium paid for the lease was £30,000. The valuation of the St Blaise Centre on completion was £155,000.

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Trade debtors	3,344	3,681
Tax recoverable	<u>5,291</u>	<u>9,313</u>
	<u>8,635</u>	<u>12,994</u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Trade creditors	9,411	3,872
Accruals and deferred income	<u>3,000</u>	<u>3,000</u>
	<u>12,411</u>	<u>6,872</u>

15. MOVEMENT IN FUNDS

	At 1.1.20	Net movement in funds	At 31.12.20
	£	£	£
Unrestricted funds			
General fund	193,007	(10,113)	182,894
Restricted funds			
Vicar's fund	4,423	34	4,457
Flower fund	698	(127)	571
Billy Fiske Memorial fund	1,386	(142)	1,244
Restoration Appeal	2,216	41	2,257
Organ fund	966	500	1,466
Festival fund	-	1,595	1,595
Choir Fund	<u>1,028</u>	<u>-</u>	<u>1,028</u>
	<u>10,717</u>	<u>1,901</u>	<u>12,618</u>
TOTAL FUNDS	<u>203,724</u>	<u>(8,212)</u>	<u>195,512</u>

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2020**

15. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	92,775	(102,888)	(10,113)
Restricted funds			
Vicar's fund	634	(600)	34
Flower fund	147	(274)	(127)
Billy Fiske Memorial fund	8	(150)	(142)
Restoration Appeal	41	-	41
Organ fund	500	-	500
Festival fund	<u>1,595</u>	<u>-</u>	<u>1,595</u>
	<u>2,925</u>	<u>(1,024)</u>	<u>1,901</u>
TOTAL FUNDS	<u>95,700</u>	<u>(103,912)</u>	<u>(8,212)</u>

Comparatives for movement in funds

	At 1.1.19 £	Net movement in funds £	Transfers between funds £	At 31.12.19 £
Unrestricted funds				
General fund	164,901	13,636	14,470	193,007
Restricted funds				
Vicar's fund	3,835	588	-	4,423
Flower fund	898	(200)	-	698
Billy Fiske Memorial fund	1,523	(137)	-	1,386
Restoration Appeal	13,873	(1,657)	(10,000)	2,216
Organ fund	667	299	-	966
Festival fund	-	4,470	(4,470)	-
Choir Fund	<u>1,028</u>	<u>-</u>	<u>-</u>	<u>1,028</u>
	<u>21,824</u>	<u>3,363</u>	<u>(14,470)</u>	<u>10,717</u>
TOTAL FUNDS	<u>186,725</u>	<u>16,999</u>	<u>-</u>	<u>203,724</u>

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2020**

15. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	121,239	(107,603)	13,636
Restricted funds			
Vicar's fund	1,588	(1,000)	588
Flower fund	827	(1,027)	(200)
Billy Fiske Memorial fund	13	(150)	(137)
Restoration Appeal	10	(1,667)	(1,657)
Organ fund	299	-	299
Festival fund	<u>4,788</u>	<u>(318)</u>	<u>4,470</u>
	<u>7,525</u>	<u>(4,162)</u>	<u>3,363</u>
TOTAL FUNDS	<u>128,764</u>	<u>(111,765)</u>	<u>16,999</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.19 £	Net movement in funds £	Transfers between funds £	At 31.12.20 £
Unrestricted funds				
General fund	164,901	3,523	14,470	182,894
Restricted funds				
Vicar's fund	3,835	622	-	4,457
Flower fund	898	(327)	-	571
Billy Fiske Memorial fund	1,523	(279)	-	1,244
Restoration Appeal	13,873	(1,616)	(10,000)	2,257
Organ fund	667	799	-	1,466
Festival fund	-	6,065	(4,470)	1,595
Choir Fund	<u>1,028</u>	<u>-</u>	<u>-</u>	<u>1,028</u>
	<u>21,824</u>	<u>5,264</u>	<u>(14,470)</u>	<u>12,618</u>
TOTAL FUNDS	<u>186,725</u>	<u>8,787</u>	<u>-</u>	<u>195,512</u>

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2020**

15. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	214,014	(210,491)	3,523
Restricted funds			
Vicar's fund	2,222	(1,600)	622
Flower fund	974	(1,301)	(327)
Billy Fiske Memorial fund	21	(300)	(279)
Restoration Appeal	51	(1,667)	(1,616)
Organ fund	799	-	799
Festival fund	<u>6,383</u>	<u>(318)</u>	<u>6,065</u>
	<u>10,450</u>	<u>(5,186)</u>	<u>5,264</u>
TOTAL FUNDS	<u>224,464</u>	<u>(215,677)</u>	<u>8,787</u>

Vicar's fund: Donations received where the disposal of the funds is solely at the discretion of the Vicar. The transfer between this fund and the general fund represents a surplus of income during the year.

Flower fund: To cover the cost of provision of flowers for the Priory.

Billy Fiske Memorial fund: The funds are held for the maintenance and refurbishment of the Billy Fiske grave and the area immediately surrounding it. Maintenance is to be accomplished by, amongst other means, twice annually washing the headstone to ensure legibility of the text. Should the headstone require replacement as a result of damage then the capital may be expended on such works.

Restoration Appeal: a sum of money received by donation and gift aid to enable continued restoration of the Priory church and repayment of existing loans. The transfers between this fund and the general fund represent the sum expended by the PCC on the repayment of an outstanding general fund loan amount.

Organ Fund: Donations received to assist with the employment of an organist and ensure the upkeep and maintenance of the organ.

Festival: Donations received to assist with the presentation of a Festival. Transfers between this fund and the general fund represents the sum expended by the PCC from general funds on the Festival. The surplus made on the presentation of the festival was transferred to the Restoration Appeal.

Choir Fund: Donations received to assist with the purchase and maintenance of a choir music library.

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Notes to the Financial Statements - continued
for the Year Ended 31st December 2020**

16. OTHER FINANCIAL COMMITMENTS

The repair work to be done to the western churchyard wall which has deteriorated to a poor condition and has partially collapsed into the neighbouring property was not commenced in 2020. The St Anne's Gate architects are advising on the work required and fundraising will be required to fund the repairs.

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st December 2020.

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Detailed Statement of Financial Activities
for the Year Ended 31st December 2020**

	2020 £	2019 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Planned giving	38,180	40,630
Sundry donations / wall safe	9,834	4,335
Vicar's discretionary fund	634	1,587
Legacies / large donations	11,000	6,000
Grants	5,299	10,438
Plate collections	49	1,157
Church collections tax effective	4,127	9,381
Restoration appeal	41	11
Gift Aid Recoverable (Non restricted)	<u>12,973</u>	<u>14,823</u>
	82,137	88,362
Other trading activities		
St Blaise Centre lettings	1,078	4,858
Priory lettings	505	2,254
Fetes & fund raising	1,603	20,732
Priory gifts/CD sales	<u>-</u>	<u>24</u>
	3,186	27,868
Investment income		
Interest	11	19
Charitable activities		
Wedding/funeral fees	4,318	5,127
Coffee & Lunch club	143	679
Bugle advertising	2,516	2,332
Musician receipts	940	4,377
Insurance recovery	<u>2,449</u>	<u>-</u>
	<u>10,366</u>	<u>12,515</u>
Total incoming resources	95,700	128,764
EXPENDITURE		
Other trading activities		
Bad debts	769	-
Cost of fundraising activities - Festival	<u>120</u>	<u>1,895</u>
	889	1,895
Charitable activities		
Insurance - the Priory	6,104	5,849
Carried forward	6,104	5,849

This page does not form part of the statutory financial statements

**The Parochial Church Council of the
Ecclesiastical Parish of Boxgrove**

**Detailed Statement of Financial Activities
for the Year Ended 31st December 2020**

	2020 £	2019 £
Charitable activities		
Brought forward	6,104	5,849
Miscellaneous	3,302	2,671
Overseas	1,421	1,584
Home	1,500	1,419
Parish Share	48,420	47,460
Vicarage	3,207	3,265
General maintenance	2,970	4,403
Upkeep of services	1,023	1,531
Priory utilities	5,834	6,461
Flowers	274	1,027
St Blaise Centre costs	4,378	4,216
Churchyard expenses	2,970	3,010
Major new works	2,699	1,667
Advertising/publicity	-	85
Printing/Stationery	441	949
Honoraria	700	700
General Catering	214	893
Professional Fees	-	824
Musician fees - Special services	1,854	5,780
Musicians fees - organist regular services	5,500	5,600
Vicar's Discretionary Fund	600	1,000
Depreciation of tangible fixed assets	<u>6,656</u>	<u>6,656</u>
	100,067	107,050
Support costs		
Finance		
Bank charges	136	60
Governance costs		
Independent examination fee	<u>2,820</u>	<u>2,760</u>
Total resources expended	<u>103,912</u>	<u>111,765</u>
Net (expenditure)/income	<u>(8,212)</u>	<u>16,999</u>