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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.

<b>BANKERS</b>	Barclays Bank plc East Street Chichester West Sussex PO19 1HR	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
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<b>SOLICITORS &amp; ARCHITECT</b>	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
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**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.

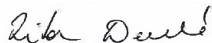
**Independent examiner's statement**

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:



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 £	<b>TOTAL 2023 £</b>	<b>TOTAL 2022 £</b>
<b>INCOMING RESOURCES</b>						
<b>Income and Endowments from:</b>						
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
<b>TOTAL</b>		<b>107,942</b>	<b>0</b>	<b>19,371</b>	<b>127,313</b>	<b>105,066</b>
<b>RESOURCES EXPENDED</b>						
<b>Expenditure on:</b>						
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
<b>TOTAL</b>		<b>116,591</b>	<b>0</b>	<b>6,419</b>	<b>123,010</b>	<b>109,892</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>-8,649</b>	<b>0</b>	<b>12,952</b>	<b>4,303</b>	<b>-4,826</b>
Transfers between funds		47,132	0	-47,132	0	0
<b>NET MOVEMENT IN FUNDS</b>		<b>38,483</b>	<b>0</b>	<b>-34,180</b>	<b>4,303</b>	<b>-4,826</b>
<b>RECONCILIATION OF FUNDS:</b>						
Total Funds Brought Forward		159,293	0	45,407	204,700	209,526
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>197,776</b>	<b>0</b>	<b>11,227</b>	<b>209,003</b>	<b>204,700</b>

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

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**

<b>2. ANALYSIS OF INCOME</b>	Unrestricted Funds £	Designated Funds £	Restricted Funds £	<b>TOTAL 2023 £</b>	<b>TOTAL 2022 £</b>
<b>a) Donations and Legacies</b>					
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
	<b>87,873</b>	<b>0</b>	<b>13,871</b>	<b>101,744</b>	<b>79,593</b>
<b>b) Charitable Activities (Mission &amp; Charitable giving)</b>					
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
	<b>8,034</b>	<b>0</b>	<b>0</b>	<b>8,034</b>	<b>9,580</b>
<b>c) Other Trading Activities</b>					
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
	<b>11,756</b>	<b>0</b>	<b>5,500</b>	<b>17,256</b>	<b>15,843</b>
<b>d) Investments</b>					
Interest	279	0	0	279	50
	<b>279</b>	<b>0</b>	<b>0</b>	<b>279</b>	<b>50</b>

**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 £	<b>TOTAL 2023 £</b>	<b>TOTAL 2022 £</b>
<b>a) Raising Funds</b>					
Cost of Fundraising Activities - Festival	2,150	0	0	2,150	3,930
	<b>2,150</b>	<b>0</b>	<b>0</b>	<b>2,150</b>	<b>3,930</b>
<b>b) Direct Cost of Charitable Activities</b>					
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
	<b>111,059</b>	<b>0</b>	<b>6,419</b>	<b>117,478</b>	<b>102,991</b>
<b>c) Support and Other costs</b>					
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
	<b>3,382</b>	<b>0</b>	<b>0</b>	<b>3,382</b>	<b>2,971</b>

**4. STAFF COSTS AND NUMBERS**

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

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.

	<b>2023 TOTAL</b>	<b>2022 TOTAL</b>
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 £	<b>Total £</b>
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><b>86,800</b></u>	<u><b>23,379</b></u>	<u><b>78,282</b></u>	<u><b>188,461</b></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><b>16,849</b></u>	<u><b>11,227</b></u>	<u><b>28,076</b></u>	<u><b>76,561</b></u>

**8. DEBTORS AND PREPAYMENTS**

	Unrestricted Fund £	Restricted Fund £	<b>Total 31-Dec-23 £</b>	<b>Total 31-Dec-22 £</b>
Tax recoverable	3,108	0	3,108	3,269
Trade debtor	4,500	0	4,500	3,177
	<u><b>7,608</b></u>	<u><b>0</b></u>	<u><b>7,608</b></u>	<u><b>6,446</b></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	<b>Total 31-Dec-23</b>	<b>Total 31-Dec-22</b>
	£	£	£	£
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
	<b>15,142</b>	<b>0</b>	<b>0</b>	<b>27,439</b>

**10. RESTRICTED FUNDS**

<b>CURRENT REPORTING PERIOD</b>					
	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
	<b>45,407</b>	<b>19,371</b>	<b>-6,419</b>	<b>-47,132</b>	<b>11,227</b>
<b>PREVIOUS REPORTING PERIOD</b>					
	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
	<b>34,944</b>	<b>11,072</b>	<b>-609</b>	<b>0</b>	<b>45,407</b>

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.