

LANCASTER PRIORY AND PARISH CHURCH OF ST. MARY
ANNUAL REPORT AND FINANCIAL STATEMENTS
OF THE PAROCHIAL CHURCH COUNCIL
FOR THE YEAR ENDED 31 DECEMBER 2023

LANCASTER PRIORY AND PARISH CHURCH OF ST. MARY
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LANCASTER PRIORY AND PARISH CHURCH OF ST. MARY
ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL
FOR THE YEAR ENDED 31 DECEMBER 2023

Administrative information

The Parochial Church Council (PCC) of the Ecclesiastical Parish of St Mary with St John & St Anne, Lancaster is a charity registered with the Charity Commission as required by the Charities Act 2011.

The charity is usually known as Lancaster Priory and Parish Church of St Mary PCC.

The registered charity number is 1131372.

Lancaster Priory and Parish Church is situated in St Mary's Gate, Lancaster and is part of the Diocese of Blackburn within the Church of England.

The correspondence address is The Vicarage, Priory Close, Lancaster, LA1 1YZ.

PCC members (who are the trustees of the charity) who have served from 1 January 2023 until the date this report was approved are:

<u>Incumbent:</u>	Rev'd L B Vasey-Saunders Rev'd Dr L Johnson	<i>Chair</i> <i>from 25.06.23</i>
<u>Ex Officio - Licensed Lay Ministers:</u>	Mrs L C Kirtley Canon C Mullineaux	
<u>Churchwardens:</u>	Dame P Fielding Mr D Russell	<i>to 14.06.23</i> <i>from 14.06.23</i>
<u>Synod Representatives</u> <u>Diocesan Synod:</u>	Dr A E Carter Prof. R G Carter	
<u>Elected Deanery Synod Members:</u>	Dame P Fielding Mrs B A Gardner Mx K Wilkinson - Roberts Dr J D Lewis	<i>Treasurer</i> <i>to 05.06.23</i> <i>from 05.06.23</i>
<u>Co-opted Members:</u>	Mrs T K Duffield Dr C P Heppenstall	<i>from 05.06.23</i> <i>from 05.06.23</i>
<u>Elected Members:</u>	Mrs M E Davis Mrs S M Hutchins Mrs V J Pearson	<i>to 21.05.23</i> <i>to 21.05.23</i> <i>to 21.05.23</i>
<i>To serve until APCM 2024</i>	Prof. J P Dickinson Mr B Greenwood Mr A M Nicholson Mr D J Redmore Ms K N Robinson Mrs G M Witt	
<i>To serve until APCM 2025</i>	Mrs C Dickinson Mr P M Hopwood Mrs B D Roberts Mr J N W Walker	
<i>To serve until APCM 2026</i>	Mr M G Salameh Miss J M Simpson	<i>Vice-chair</i> <i>from 21.05.23</i>

LANCASTER PRIORY AND PARISH CHURCH OF ST. MARY

ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL

FOR THE YEAR ENDED 31 DECEMBER 2023

Administrative information (continued)

Independent Examiner:

S W Hinnigan FCA CTA
Scott & Wilkinson
Dalton House
9 Dalton Square
Lancaster
LA1 1WD

Bankers:

Barclays Bank plc
38 Market Street
Lancaster
LA1 1HR

CAF Bank Limited
Kings Hill
West Malling
Kent
ME19 4TA

Solicitors:

Oglethorpe, Sturton & Gillibrand
16 Castle Park
Lancaster
LA1 1YG

Day to day management is delegated to the incumbent, Revd L B Vasey-Saunders.

Structure, governance and management

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC registered with the Charity Commission on 29 August 2009.

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.

Members of the PCC are either ex officio or elected by the Annual Parish Church Meeting (APCM) in accordance with the Church Representation rules. Each elected member holds their seat for 3 years. One third of the elected members of the council retire each year.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent. The PCC has wide responsibilities and has committees and groups which meet between the regular meetings of the PCC and report back to the PCC, each dealing with a particular aspect of parish life. The following groups have been active during the year:

The Standing Committee is the only committee required by law. It has power to transact the business of the PCC between its meetings, subject to any directions given by the PCC. It also receives and considers reports concerning the fabric of the building and church finances.

The Resources Group monitors the financial affairs of the PCC in conjunction with the Treasurer, has responsibilities for budgeting and also assessing other non-monetary resources available. The World and Community Group looks to develop links with various charities supported through our charitable giving programme. The Property Group looks at all aspects of maintaining the church building. All groups are regularly invited to a PCC meeting to report on their activities and submit their minutes to the PCC for information.

The Ministry Team, led by the vicar, consists of licensed ministers and the Marsh Outreach worker. It has no legal responsibilities, but develops plans and proposals for the PCC on the mission, ministry and pastoral care within the parish.

Risk management

During the year the PCC has continued to assess various major risk areas which have an impact on the work of the Church in the parish. We have a Child Protection and Vulnerable Adults Policy in place, a set of financial procedures for monitoring on a monthly basis the actual results compared to the annual budget, and regular inspections to monitor the condition of the building. In addition, health & safety matters, fire risk, insurance cover and security continue to be reviewed on an ongoing basis.

LANCASTER PRIORY AND PARISH CHURCH OF ST. MARY
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Aim and purposes

The Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, Rev'd L Vasey-Saunders, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

Objectives and activities

Lancaster Priory is a welcoming, inclusive, Christian community. The PCC is committed to enabling as many people as possible to worship at Lancaster Priory and to become part of the parish community.

The PCC maintains an overview of worship and music and services are reviewed on an ongoing basis.

The Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion has been considered in planning the activities for the year. In particular, we promote a parish community which lives out its faith through:

- Worship and prayer.
- Provision of pastoral care for people living in the parish.
- Mission and Outreach work.

The Church is normally open seven days a week to all who wish to visit, attend any of the mid week or Sunday services or spend time in private prayer. The Church is available for community groups, schools and organisations to use for special services, events and concerts.

Achievements and performance

Worship and Prayer

During 2023 the Priory offered a range of services during the week and over the year: Holy Communion (BCP), Priory Eucharist with choir and Young Church (CW) and Choral Evensong (BCP) on Sunday with a Family Service held on one Sunday afternoon per month, Tuesday morning Eucharist (BCP), daily morning prayer, Epiphany, Advent and Christmas Carol Services, Midnight Mass and services on other special days in the Church year. In September 2023 we began a weekly service of Holy Communion with prayer for healing on a Thursday at 12.30pm, this has been well received and continues to grow. We have also increased the frequency of Taizé Services, aiming for once a quarter and these are again, well received.

Wedding, funeral and baptism services regularly take place with special services for local schools and other groups as required, particularly during the Christmas period.

There were 184 names on the electoral roll at 31 December 2023. The average regular weekly attendance counted during October was 173. Throughout 2023, attendance has continued to slowly increase and we continue to see an increasing number of people attending midweek and special services.

Regular emails entitled Priory People at Prayer have been circulated throughout the year to all those on the mailing list. To see more about worship throughout the year, please read the review of the year.

Pastoral Care

The vicar together with retired clergy, licensed lay ministers and pastoral care assistants regularly visit the sick and housebound members of the congregation. Following the establishment of the pastoral contact scheme in 2022, we continue to share responsibility for communication of the needs of our congregation and response to those needs with a slightly broader group than the clergy and ministry team. In 2023 we firmly re-established services in Care Homes. We work as a wider team of licensed clergy, clergy with permission to officiate, licensed lay ministers and authorised lay ministers. It has been a particular joy to return to and establish both a monthly communion service at Nazareth House and to begin to visit residents who are not able to attend the chapel. We hope to continue to develop our pastoral care, as a shared ministry with lay and ordained people working together. The PCC has agreed to support the development of Anna Chaplaincy in our parish and we look forward to this in 2024/5.

Diocesan Vision 2026 and Parish Vision

The PCC has been ably served by Awena Carter as vision champion for some years, we thanked her for her service as she stepped down from this role and Peter Hopwood took on this mantle. This year the PCC engaged in its own discernment process for vision for the future. The PCC began developing its strategic plan, to ensure that the vision discerned in 2022 moves forward. This Vision is mentioned elsewhere in this report.

LANCASTER PRIORY AND PARISH CHURCH OF ST. MARY

ANNUAL REPORT

FOR THE YEAR ENDED 31 DECEMBER 2023

Achievements and performance (continued)

Mission and Outreach

A set of three leaflets are available for visitors: 10 Highlights of the Priory, Spiritual Walk and Stained Glass Window Walk as well as short guides produced in a number of languages.

The World and Community Group has established links with six charities which the PCC agreed to support from our Charitable Giving Programme. Information about the charities is normally displayed in church, featuring a different charity each month. Representatives from the charities are invited attend the 10.00am Sunday service occasionally. In 2023, Miriam Sesay-Mason from EducAid and Fr. Arockiaraj from Reaching the Unreached spoke to the congregation on the work of their organisations

Gifts of fruit and vegetables received at the Harvest Festival in October were distributed to those in need.

Priory Community Work on the Marsh

The Priory community worker has continued to work very closely with the Marsh Community Centre, a small Charity in the Marsh Council Estate, and area of social deprivation.

The community worker regularly visits isolated elderly folk on the estate, but the majority of her work is based around organising and leading, with the help of volunteers, 4 groups that meet every week at the Community Centre:

The Coffee and Cake Club

This ladies friendship group meets every week to chat, play board games and support each other. The majority of the members are elderly and quite isolated or have significant mental health problems.

The Marsh Community Choir

This group is as much about friendship as it is about singing. The group sings for pleasure but did sing a concert in the Priory Church at Christmas.

Mini Marshmallows.

This mother and toddler group meets in the Community Centre and has seen numbers and friendships grow.

The Gardening Club

This group was designed to attract a wider range of people, possibly some men and those who like being outdoors. The group focus on the grounds around the Community Centre at the present time.

Eye'll be seeing you.

A small friendship and support group for blind adults living in the area.

The Friends of Marsh Community Centre

The Centre Manager asked the community worker if she would start and Chair this group of 9 people. Members live locally or are regularly involved in the Centre and area. It has been very useful to have the local City Councillor on the Committee. The group started in September 2021 and has met twice a term to discuss the needs of the area and Centre and has worked to see change.

Review of the Year

The year (**January**) began quietly with an Epiphany Carol Service and a Service at which we marked Holocaust Memorial Day. The end of the month saw the Priory host the book launch for the Rt Revd Jill Duff's (Bishop of Lancaster) new book 'Lighting the Beacons'. Two Youth Groups also began meeting in January – one for 9-11's and another for 12-18's. These groups began the year exploring issues around mental health and growing up using resources from YouthScape and Disney Pixar.

In **February** the city wide Facing the Past, National Heritage Lottery Project, of which Lancaster Priory was the financial parent, began to roll out volunteer a stakeholder training on Racism and Modern Day Slavery. Several members of the Priory congregation, volunteers and staff attended these training sessions. A small team from the Priory visited Bristol overnight and visited key sites, including the Cathedral, to explore how the city and its stakeholders were responding to the legacy of transatlantic slavery. The Priory also hosted a very successful Gin Tasting Evening. On the 26th of February, we held a quiet vigil in church to mark the first anniversary of the invasion of Ukraine by Russia.

LANCASTER PRIORY AND PARISH CHURCH OF ST. MARY

ANNUAL REPORT

FOR THE YEAR ENDED 31 DECEMBER 2023

Achievements and performance (continued)

Review of the Year (continued)

Lent began with the usual Ash Wednesday Service. During Lent, the parish undertook to read *How to Eat Bread* by Miranda Threlfall-Holmes. Mothering Sunday was its usual Priory event, with beautiful posies made by Rosemary Brockbank and her team of volunteers. Throughout lent (**March**), the vicar hosted several coffee mornings and a cheese and wine evening, these were not as well attended as they might have been but were a helpful experiment in discerning how to create space for the Priory Community and especially new members to connect outside of worship. These ended with the most successful event at bringing together a diverse group of people - a Priory Pudding Party, after evensong on Mothering Sunday. A great success and huge thanks to Beverley Roberts for her coordination and to all those who made the delicious puddings.

April began with Holy Week and a service of Stations of the Cross using our Sanctuary Guild embroideries. The vicar, Rev'd Leah Vasey-Saunders, preached throughout Holy Week and we saw an increased attendance on the previous year, drawing nearer to pre-pandemic numbers. On Easter Day we said farewell to our Director of Music, Don Gillthorpe. A small presentation was made as the Priory Community thanked Don for his contribution to the life and worship of our parish. Mr Jeremy Truslove stepped into the breach to support the Priory Music Department during the recruitment process for a new Director of Music.

During **May** the Annual Parochial Meeting met and elected Dave Russell as warden, but we had a vacancy for a second Churchwarden. As a result of this we were pleased that Rebekah Mulligan and Beverley Roberts were willing to take on the (new) roles of Assistant Churchwarden to support Dave in his work. We thanked Pauline Fielding for her dedication and service as she laid down the role of warden. On the 6th of May, the coronation of HRH Charles III took place in Westminster Abbey, this coincided with a long booked wedding at the Priory, so we were unable to organise any events in the church on that day. We held a special Choral Evensong on the 14th May to pray for our newly crowned King and his family. The Vicar represented the Priory at the Mayor Making for the new Mayoral year. On the 29th of May the Facing the Past project held its community festival day with tours around the city and two public performances of dance and music and poetry reflecting on the history and connections with transatlantic slavery. This ended with a Vigil at the Captured Africans Memorial on the Quayside, led by our Vicar.

In **June** we welcomed Revd Dr Louis Johnson as associate priest, and he was licensed by Rt Revd Philip North, Bishop of Blackburn. We also hosted the High Sherriff's Shield Hanging service, at which our Priory Choir sang beautifully, including a rendition of John Lennon's *Imagine* performed by Sam Copner, choir member. In June, we saw an increasing number of school tours undertaking the Facing the Past Schools Trail across the city, many of whom briefly visited the Priory as part of this tour. These continued throughout the warmer months of the year and we anticipate will be a long term activity through the Maritime Museum.

There were 38 Coffee Concerts throughout the year, these were excellent opportunities not only for performers but also to build community. Thank you to all who made and served coffee, to performers and audience members and of course to Steph Edwards, fundraising and events coordinator, for managing these bookings. **July** was quieter than last year when we had the Gaia exhibition. The PCC took a day together in the Priory Church to begin to explore how they might develop it as a resource for mission and ministry in the next 30-50 years. We enjoyed a fabulous final choir Sunday with a BBQ (moved indoors due to the rain) to which we invited The Occasional Singers. This intergenerational feature of our music department is great, and we hope to build on this in the future, seeing each distinctive element and group that are part of it as a gift. We are grateful to our Interim Director of Music and Priory Organist for their excellent work, to the two tutors who teach our choral scholars, and to those who volunteer to chaperone, teach theory, organise robes, music and more. The month ended with a repeat of the now, infamous Priory Pudding Party!

Throughout year we held 7 weddings and 16 Baptisms. During **August** the Occasional Singers (led by Ian Pattinson) ably led our music so that the Priory Choir could take a well earned rest. We also hosted the Mothers' Union 'Soul of our Shoes' exhibition, highlighting the cause of Domestic Violence through the shoes of women, children and men. This was thanks to Gill Ireland, Diocesan MU President.

LANCASTER PRIORY AND PARISH CHURCH OF ST. MARY

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FOR THE YEAR ENDED 31 DECEMBER 2023

Achievements and performance (continued)

Review of the Year (continued)

In **September** we welcomed back the Priory Choir and a new director of music Dr Rebekah Okpoti. We continue to enjoy having undergraduate singers from Lancaster University in the choir. These senior choral scholars make a wonderful contribution to the musical life of the church. We also currently have three organ scholars generously supported by the Duchy of Lancaster Benevolent Fund: two school-age junior scholars and one undergraduate senior scholar. In September Andrew Nicholson, Priory expert undertook several tours for Heritage Week and we had a series of concerts to celebrate our Patronal Festival with our usual Festival of Song. The Very Revd Peter Howell-Jones preached for our Patronal Festival Eucharist. September ended with a new concert visitor for the Priory – the London Film Concert Orchestra and these were completely booked out months in advance.

October was a quiet month with much preparation for the latter part of the year.

Light Up Lancaster always starts **November** spectacularly. Remembrance Day was marked at the city memorial in the town hall gardens, and again on Sunday. Sunday also included a parade to the Priory Church and a very well attended Civic Service. We also celebrating the feast of All Saints and also with our annual All Souls Service (this year an Evensong), remembering those who have died in years past. On the 28th of November the Facing the Past Project launched an exhibition of The Three Sophias, a direct response and consultation which evolved from the research by Melinda Elder into the specific complicity of Lancaster Priory in the Transatlantic Slave Trade. This exhibition was well received and will continue into 2024.

During Advent (**December**) a study group explored The meaning is in the waiting by Paula Gooder, whilst another group trialed material from the Bring With Course from St Martin in the Fields, training and preparing leaders for Lent. We also said Compline together weekly on zoom, thanks to our ordinand Kaarina Leong for coordinating this. The former Mustard Seed Group and friends prepared around 100 Christmas Parcels for families receiving free school meals at Willow Lane Primary, and also to some families in need within the East Meets West Network.

We held an Advent Carol Service and a Christmas Carol Service and we hosted services for St John's Hospice, Lancaster Girls' Grammar School, Lancaster Royal Grammar School and Ripley St Thomas Academy.

The Christmas Candlelight Concerts took on a new focus in 2023, which was to highlight the talent within the music department itself. These concerts focussed on the Organ, Choir and our home team. The different emphasis was well received and we look forward to developing this in the future.

Our toddler crib service fell on a Sunday this year and so we rolled the creation of the crib into an All Age morning service including families and Christingle (at which we welcomed Children's choir for the first time!), Midnight Mass and Christmas Day Services were thriving as usual. Whilst we do not keep St John's Day at St John's Church, we did keep this at the Priory.

2023 was a wonderful year at Lancaster Priory as we have begun to experiment with new activities and see more new faces amidst our congregations. The success of this, as with every year, is down to the commitment (both in terms of their time and their money) and dedication of our congregations, our Parochial Church Council, our staff and volunteers. We couldn't be a thriving parish with plans to grow our mission and ministry in the future without them.

Thank you to everyone, but most importantly - Thanks be to God!

Financial review

Total receipts on unrestricted funds were £261,242 which included £95,885 from unrestricted planned giving donations, £24,786 from Gift Aid recovered on all forms of eligible giving and £15,259 from grants & donations. Restricted grants totalling £19,636 were received, being for Marsh outreach and support of the choir. Grants and donations are detailed in note 5 to the financial statements.

The planned giving through envelopes and standing orders showed an increase of 14.8% (2022: 2.5%) over the year. Unrestricted collections showed a decrease of 11.4% (2022: 28.1% increase). The use of Gift Aid envelopes is encouraged for collections at special services, at regular services for those who do not give by standing order or planned giving envelopes and also for single donations. Contactless card payment is an alternative donation option and has proved to be beneficial.

The calculated Parish Share for 2023 was £94,704. The Parish Share largely provides the stipends and housing for our clergy. The calculated Parish Share for 2024 has decreased to £90,752.

LANCASTER PRIORY AND PARISH CHURCH OF ST. MARY

ANNUAL REPORT

FOR THE YEAR ENDED 31 DECEMBER 2023

Reserves policy

The reserves policy adopted by the PCC is to maintain free unrestricted reserves at a level which equates to (i) up to 3 months running and staffing costs and (ii) a further £50,000 reserve to allow for the considerable responsibilities of maintaining a Grade 1 listed building. The free unrestricted reserves required under this policy based on the budgeted expenditure for 2024 is £107,464. The reserves policy is reviewed annually.

Total unrestricted reserves held at the year end amounted to £195,982. Included in unrestricted reserves are designated reserves totalling £7,358 of which £2,886 are to be used at the vicar's discretion and £4,472 for choir costs. The free unrestricted reserves, not committed or invested in tangible fixed assets and bookshop stock, held by the PCC at 31 December 2023 amounted to £157,633. This is above the normal level of free unrestricted reserves required under the policy set by the trustees. However, there is a projected budget deficit of £55,053 for 2024 and work is required to the north aisle arch at a substantial cost which cannot be covered from annual income, rendering it necessary to hold a higher level of reserves for the time being. Steps will be taken by the PCC during 2024 and in future periods to reduce budget deficits in order to be able to hold a lower level of reserves in line with the reserves policy.

It is the PCC's policy to invest surplus funds in CBF funds and interest bearing accounts at its bank.

Statutory compliance

The accounts comply with the current statutory requirements, the requirements of the Church Accounting Regulations and the Charities SORP (FRS 102).

The PCC has complied with the duty to have regard to House of Bishops' guidance on safeguarding.

The accounts (financial statements) have been prepared in accordance with 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 2015), the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

On behalf of the PCC



Rev'd L B Vasey-Saunders
Incumbent

Date 22 April 2024

LANCASTER PRIORY AND PARISH CHURCH OF ST. MARY

INDEPENDENT EXAMINER'S REPORT

FOR THE YEAR ENDED 31 DECEMBER 2023

Independent Examiner's Report to the Parochial Church Council of Lancaster Priory and Parish Church of St. Mary

I report on the financial statements of the PCC for the year ended 31 December 2023, as set out on pages 10 to 21.

Your attention is drawn to the fact that the Charity has prepared the Financial Statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has since been withdrawn.

We understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

This report is made solely to the PCC's members, as a body, in accordance with the Church Accounting Regulations 2006 ('the Regulations') and section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the PCC's members those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the PCC and the PCC's members as a body for my work or for this report.

Responsibilities and basis of report

As members of the PCC you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

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 charity 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.



S W Hinnigan FCA CTA
Scott & Wilkinson
Dalton House
9 Dalton Square
Lancaster
LA1 1WD

Date 24/4/24

LANCASTER PRIORY AND PARISH CHURCH OF ST. MARY

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2023

		Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS	
	Note			2023 £	2022 £
INCOME AND ENDOWMENTS					
Voluntary income	2(a)	178,634	22,668	201,302	200,875
Church activities	2(b)	19,834	185	20,019	15,414
Facing the Past activities	2(c)	-	193,067	193,067	56,761
Activities for generating funds	2(d)	60,034	1,291	61,325	91,220
Income from investments	2(e)	2,740	3,488	6,228	4,289
TOTAL INCOME		261,242	220,699	481,941	368,559
EXPENDITURE					
Raising funds	3(a)	12,765	690	13,455	53,429
Church activities	3(b)	268,984	26,671	295,655	311,444
Facing the Past activities	3(c)	-	193,519	193,519	56,423
TOTAL EXPENDITURE		281,749	220,880	502,629	421,296
NET EXPENDITURE BEFORE INVESTMENT GAINS		(20,507)	(181)	(20,688)	(52,737)
NET GAINS / (LOSSES) ON INVESTMENTS	8	7,279	5,163	12,442	(17,404)
TRANSFERS BETWEEN FUNDS					
Transfer from Facing The Past Project		3,520	(3,520)	-	-
NET MOVEMENT IN FUNDS		(9,708)	1,462	(8,246)	(70,141)
TOTAL FUNDS BROUGHT FORWARD	14	205,690	209,944	415,634	485,775
TOTAL FUNDS CARRIED FORWARD	13 & 14	195,982	211,406	407,388	415,634

The funds breakdown for 2022 is shown in note 17.

The notes on pages 12 to 21 form part of the financial statements.

LANCASTER PRIORY AND PARISH CHURCH OF ST. MARY


BALANCE SHEET

AS AT 31ST DECEMBER 2023

	Note	2023 £	2022 £
FIXED ASSETS			
Tangible fixed assets	7	28,388	38,664
CURRENT ASSETS			
Stock		3,214	3,698
Investments	8	143,543	131,101
Debtors	9	39,733	36,555
Cash at bank and in hand		215,758	225,123
		402,248	396,477
LIABILITIES			
Creditors - amounts falling due in one year	10	23,248	19,507
NET CURRENT ASSETS		379,000	376,970
TOTAL NET ASSETS	13	407,388	415,634
PARISH FUNDS			
Unrestricted			
General		13 & 14 188,624	199,301
Designated		13 & 14 7,358	6,389
Restricted		13 & 14 211,406	209,944
		407,388	415,634

These accounts have been prepared in accordance with the Charities SORP (FRS 102)

Approved by the Parochial Church Council on 22.4.24 and signed on its behalf by


 Rev'd L B Vasey-Saunders
 Incumbent

22 April 2024
 Date

The notes on pages 12 to 21 form part of the financial statements.

LANCASTER PRIORY AND PARISH CHURCH OF ST. MARY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with 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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Church Accounting Regulations 2006 and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the 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) issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Lancaster Priory and Parish Church of St. Mary meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The financial statements are presented in GBP and rounded to the nearest £1.

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

Exemption from preparing a cash flow statement

The Charity opted to adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Funds

Restricted funds represent donations, grants and other income received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on the basis of the balances held in each fund on a daily basis. Details of funds held are provided in note 14 to the financial statements.

Unrestricted funds are general funds of the PCC that are not subject to any restrictions regarding their use and are available for the application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC form part of the unrestricted fund and are detailed in note 14 to the financial statements.

Income

Donations and legacies

Committed giving, collections and donations are recognised when received.

Tax refunds are recognised when the incoming resource to which they relate is received.

Grants and legacies are accounted for when the PCC is legally entitled to the amounts due.

Government grants

The charity receives government grants. Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

Other trading activities

Income from fund raising events are accounted for gross.

Bookstall and Coffee Shop sales are accounted for gross.

Rental income from the letting of church premises to outside bodies is accounted for when earned.

LANCASTER PRIORY AND PARISH CHURCH OF ST. MARY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

1. ACCOUNTING POLICIES (Continued)

Investments

Dividends are accounted for when due and receivable. Interest entitlements are accounted for as they accrue.

Church activities

Parochial fees due to the PCC for weddings, funerals, etc are accounted for when due.

All other income is accounted for when due.

Investment gains and losses

Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are accounted for on revaluation of investments at 31 December.

Expenditure

Church activities

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

The Diocesan parish share is accounted for when payable and any assessment unpaid at 31 December is shown as a creditor in the Balance Sheet.

All other expenditure is recognised when it is incurred and is accounted for gross.

Fixed Assets

Consecrated land and buildings and moveable church furnishings

Consecrated land and buildings and beneficed property of any kind is excluded from the financial statements by s10(2)(a) and (c) of the Charities Act 2011.

No value is placed on moveable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be an inalienable property. All expenditure incurred during the year on consecrated or beneficed buildings, including the pipe organ which is considered to be an immovable item and part of the fabric of the church, and moveable church furnishings, whether maintenance or improvement, is written off as expenditure and separately disclosed.

Other fixtures, fittings and office equipment

Equipment used within the church premises is depreciated on a straight line basis over 4 years, 10 years or 20 years as appropriate. Individual items of equipment with a purchase price of £1,000 or less are written off in the period in which the asset is acquired.

Investments

Investments are valued at market value at 31 December.

Current assets

Stock of goods for resale is stated at the lower of cost or net realisable value.

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

Short-term deposits include cash held on deposit at the bank.

Operating leases

Rentals payable under operating leases are charged to the SOFA on the straight line basis over the term of the lease.

Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

LANCASTER PRIORY AND PARISH CHURCH OF ST. MARY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

2 INCOME AND ENDOWMENTS

			Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2023 £	2022 £
	Note					
(a) Voluntary income						
Planned giving:						
Gift aid donations			84,451	-	84,451	71,826
Other planned giving			11,434	-	11,434	11,690
Tax recoverable			24,786	483	25,269	27,557
Collections (open plate) at all services			14,104	-	14,104	15,910
Legacies			500	-	500	500
Grants and donations	5		15,259	19,636	34,895	47,104
Other income and sundry donations			28,100	2,549	30,649	26,288
			<u>178,634</u>	<u>22,668</u>	<u>201,302</u>	<u>200,875</u>
(b) Church activities						
Fees			5,379	170	5,549	4,583
Use of Church buildings			519	-	519	130
Contributions to other expenses			12,664	-	12,664	9,659
Social & outreach income			1,107	-	1,107	752
Young people, families & outreach work			165	15	180	290
			<u>19,834</u>	<u>185</u>	<u>20,019</u>	<u>15,414</u>
(c) Facing the Past activities						
Facing the Past joint project	6		-	193,067	193,067	56,761
			<u>-</u>	<u>193,067</u>	<u>193,067</u>	<u>56,761</u>
(d) Activities for generating funds						
Bookstall			12	-	12	6,142
Fundraising events			18,240	1,291	19,531	52,115
Coffee shop			11,361	-	11,361	11,462
Use of Church buildings			30,421	-	30,421	21,501
			<u>60,034</u>	<u>1,291</u>	<u>61,325</u>	<u>91,220</u>
(e) Investment income						
Dividends on CBF Investment Fund Shares			2,295	1,628	3,923	3,902
Bank and other interest			445	1,860	2,305	387
			<u>2,740</u>	<u>3,488</u>	<u>6,228</u>	<u>4,289</u>
TOTAL			<u>261,242</u>	<u>220,699</u>	<u>481,941</u>	<u>368,559</u>

LANCASTER PRIORY AND PARISH CHURCH OF ST. MARY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

3 EXPENDITURE

		Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS	
	Note			2023 £	2022 £
(a) Raising funds					
Bookstall expenses		90	-	90	6,474
Coffee shop expenses		5,170	-	5,170	5,663
Event expenses		7,368	690	8,058	40,964
Publicity costs		70	-	70	263
Planned giving and Gift Aid envelopes		67	-	67	65
		<u>12,765</u>	<u>690</u>	<u>13,455</u>	<u>53,429</u>
(b) Church activities					
Missionary and charitable giving	16	6,588	824	7,412	7,899
Ministry: Diocesan parish share		94,704	-	94,704	101,694
Other ministry costs		10,118	-	10,118	6,964
Music		699	5,334	6,033	8,452
Salaries	4	44,832	18,597	63,429	94,951
Church running and maintenance		85,346	1,669	87,015	48,930
Major fabric repairs		-	-	-	16,775
Young people, families & outreach work		666	153	819	58
Social & outreach costs		267	-	267	70
Mustard Seed @ Priory Hall expenses		-	-	-	1,098
Stationery, telephone and office equipment		7,615	-	7,615	7,942
Office equipment lease charges		931	-	931	931
Bank charges		1,208	94	1,302	1,545
Independent examiner's remuneration		3,483	-	3,483	3,193
Quinquennial Inspection fee		2,183	-	2,183	-
Sundry expenses		68	-	68	70
Depreciation & loss on disposals		10,276	-	10,276	10,872
		<u>268,984</u>	<u>26,671</u>	<u>295,655</u>	<u>311,444</u>
(c) Facing the Past activities					
Facing the Past joint project		-	193,519	193,519	56,423
TOTAL		<u>281,749</u>	<u>220,880</u>	<u>502,629</u>	<u>421,296</u>
				2023 £	2022 £
4 STAFF COSTS					
Wages and salaries				59,528	89,163
Employer's pension contributions				924	1,318
Social security costs				2,977	4,470
				<u>63,429</u>	<u>94,951</u>

During the year the PCC employed an organist, choir director, operations manager, 1 assistant verger, outreach worker, volunteer and events co-ordinator, none of whom earned £60,000 p.a. or more. PCC members were reimbursed expenses of £323 (2022 - £221) for the year. There were no other disclosable transactions in respect of PCC members, persons closely connected with them or other related parties.

There are no full time employees. The part time employee roles equate to an average of approximately 2.5 full time employees.

LANCASTER PRIORY AND PARISH CHURCH OF ST. MARY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

	2023 £	2022 £
5 GRANTS AND DONATIONS RECEIVED		
Earl Peel Trust Fund	12,772	9,892
The John Pilling Trust	-	5,000
Lancaster Priory Music Trust	6,637	14,439
Listed Places of Worship Grant Scheme	2,217	2,281
Priory Hall Trustee Fund	-	755
Duchy of Lancaster Benevolent Fund	3,000	3,000
Blackburn Diocesan Board of Finance	-	1,787
The National Lottery Community Fund	9,999	9,950
Coronation Grant	270	-
	<u>34,895</u>	<u>47,104</u>
6 FACING THE PAST PROJECT		
Grant - Arts Council England	-	1,485
Grant - National Lottery Heritage Fund	192,067	44,918
Partner contributions	1,000	10,358
	<u>193,067</u>	<u>56,761</u>
7 FIXED ASSETS FOR USE BY THE PCC		
	Office Equipment £	Other Equipment £
GROSS BOOK VALUE		Total £
At 1 January 2023	4,192	115,188
	<u>4,192</u>	<u>115,188</u>
At 31 December 2023	4,192	115,188
	<u>4,192</u>	<u>115,188</u>
DEPRECIATION		
At 1 January 2023	4,192	76,524
Charge for the year	-	10,276
	<u>4,192</u>	<u>86,800</u>
At 31 December 2023	4,192	86,800
	<u>4,192</u>	<u>86,800</u>
NET BOOK VALUE		
At 31 December 2023	-	28,388
	<u>-</u>	<u>28,388</u>
At 31 December 2022	-	38,664
	<u>-</u>	<u>38,664</u>
	2023 £	2022 £
8 INVESTMENTS		
Current asset investment		
6,349.98 CBF Church of England Investment Fund Income Shares		
Market value at 1 January 2023	131,101	148,505
Gain / (loss) on annual revaluation	12,442	(17,404)
	<u>143,543</u>	<u>131,101</u>
Market value at 31 December 2023	<u>143,543</u>	<u>131,101</u>
Cost at 31 December 2023	<u>100,000</u>	<u>100,000</u>

LANCASTER PRIORY AND PARISH CHURCH OF ST. MARY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

	2023 £	2022 £
9 DEBTORS		
Income tax recoverable	20,998	21,102
Other debtors	3,044	3,990
Prepayments	15,691	11,463
	<u>39,733</u>	<u>36,555</u>
10 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR		
Other creditors	4,895	4,308
Accruals	6,334	4,300
Income received in advance	2,774	1,654
Loan - Priory Hall Trustee Fund	9,245	9,245
	<u>23,248</u>	<u>19,507</u>
11 COMMITMENTS		
OPERATING LEASE COMMITMENTS		
The minimum lease payments under operating leases fall due as follows:		
Equipment		
Within 1 year	1,099	882
Between 1 - 5 years	4,397	1,767
	<u>5,496</u>	<u>2,649</u>

12 CONNECTED CHARITIES

During the year the PCC received grants from the following charities and trusts which support the Priory as appropriate within the terms of their governing documents and objects:

Lancaster Priory Music Trust which is a charity involved in raising funds for the support of the music department at Lancaster Priory. The amount received in 2023 was £6,637 (2022: £14,439).

The Earl Peel Trust Fund - £12,772 (2022: £9,892) for qualifying fabric repairs.

Priory Hall Trustee Fund - £Nil (2022 - £755).

During the year the PCC paid £Nil (2022: £5,755) to the Priory Hall Trustee Fund in part repayment of a loan of £15,000 received in 2021 to assist with cash flow in connection with the lighting scheme.

LANCASTER PRIORY AND PARISH CHURCH OF ST. MARY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

13 ANALYSIS OF NET ASSETS BY FUND

	Unrestricted		Restricted	Total
	General Fund	Designated Fund	Fund	£
	£	£	£	£
Tangible fixed assets	28,388	-	-	28,388
Current assets	182,442	7,358	212,448	402,248
Current liabilities	(22,206)	-	(1,042)	(23,248)
	<u>188,624</u>	<u>7,358</u>	<u>211,406</u>	<u>407,388</u>

Comparative of net assets by fund:

	Unrestricted		Restricted	Total
	General Fund	Designated Fund	Fund	£
	£	£	£	£
Tangible fixed assets	38,664	-	-	38,664
Current assets	178,913	6,389	211,175	396,477
Current liabilities	(18,276)	-	(1,231)	(19,507)
	<u>199,301</u>	<u>6,389</u>	<u>209,944</u>	<u>415,634</u>

14 FUND DETAILS

The Unrestricted fund comprises:

	Balance at 01.01.23	Incoming resources	Resources expended	Transfers & investment gains/losses	Balance at 31.12.23
	£	£	£	£	£
Designated funds:					
Vicar's fund	2,861	25	-	-	2,886
Music Fund	3,528	-	-	944	4,472
	<u>6,389</u>	<u>25</u>	<u>-</u>	<u>944</u>	<u>7,358</u>
General reserve	199,301	261,217	(281,749)	9,855	188,624
	<u>205,690</u>	<u>261,242</u>	<u>(281,749)</u>	<u>10,799</u>	<u>195,982</u>

The Vicar's fund is for expenditure at the discretion of the vicar.

The Music Fund is for expenditure to support the music department.

The general reserve represents those funds which are unrestricted and not specifically designated for other purposes.

Comparatives of Unrestricted funds:

	Balance at 01.01.22	Incoming resources	Resources expended	Transfers & investment gains/losses	Balance at 31.12.22
	£	£	£	£	£
Designated funds:					
Vicar's fund	2,961	-	(100)	-	2,861
Music Fund	-	200	-	3,328	3,528
	<u>2,961</u>	<u>200</u>	<u>(100)</u>	<u>3,328</u>	<u>6,389</u>
General reserve	256,250	265,596	(308,735)	(13,810)	199,301
	<u>259,211</u>	<u>265,796</u>	<u>(308,835)</u>	<u>(10,482)</u>	<u>205,690</u>

LANCASTER PRIORY AND PARISH CHURCH OF ST. MARY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

14 FUND DETAILS (continued)

The Restricted fund comprises:	Balance at 01.01.23	Incoming resources	Resources expended	Transfers & investment gains/losses	Balance at 31.12.23
	£	£	£	£	£
Priory Fabric Fund	29,956	273	-	-	30,229
Education, Youth & Children's Work Fund	106,082	2,109	(82)	5,163	113,272
Marsh Fund	9,259	9,999	(10,657)	-	8,601
Music Fund	36,867	14,086	(14,129)	-	36,824
Organ Fund	17,481	500	(1,669)	-	16,312
Charitable Objects Fund	4,558	665	(824)	-	4,399
Facing the Past Joint Project Fund	5,741	193,067	(193,519)	(3,520)	1,769
	<u>209,944</u>	<u>220,699</u>	<u>(220,880)</u>	<u>1,643</u>	<u>211,406</u>

The Priory Fabric Fund is for expenditure on the Church buildings and fixtures.

The Education, Youth and Children's Work Fund supports the work of the education department and work with young people and families.

The Marsh Fund is for use in the Marsh residential area of the Parish.

The Music Fund is to promote the work of the Priory's choirs and music making.

The Organ Fund is for expenditure on the renewal or repair and tuning of the Priory organs and piano.

The Charitable Objects Fund represents monies for the support of work with the homeless through Mustard Seed and donations received which are to be distributed to other charities.

The Facing the Past Joint Project Fund represents monies held by the PCC as fund manager for a joint project involving Lancaster Priory, More Music, Lancaster Judges Lodgings Museum, Lancaster City Council and local schools, primarily funded by grants from Arts Council England for Phase 1 and National Lottery Heritage Fund for Phase 2.

Comparatives of restricted funds:

	Balance at 01.01.22	Incoming resources	Resources expended	Transfers investment gains/losses	Balance at 31.12.22
	£	£	£	£	£
Priory Fabric Fund	35,306	10	(5,360)	-	29,956
Education, Youth & Children's Work Fund	120,642	1,631	(8,969)	(7,222)	106,082
Marsh Fund	8,329	9,950	(9,020)	-	9,259
Music Fund	33,109	32,138	(28,380)	-	36,867
Organ fund	19,316	139	(1,974)	-	17,481
Charitable Objects Fund	4,759	2,134	(2,335)	-	4,558
Facing the Past Joint Project Fund	5,103	56,761	(56,423)	300	5,741
	<u>226,564</u>	<u>102,763</u>	<u>(112,461)</u>	<u>(6,922)</u>	<u>209,944</u>

15 RELATED PARTIES

	2023 £	2022 £
Unconditional donations received from PCC members and their close family	<u>34,421</u>	<u>27,964</u>

LANCASTER PRIORY AND PARISH CHURCH OF ST. MARY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

16 SCHEDULE OF DONATIONS

Donations from specified donations

Lancaster & District Homeless Action Service
 DEC Turkey Appeal
 British Red Cross Libya & Morocco Appeal

2023	2022
£	£
200	250
176	-
237	
<hr/> 613	<hr/> 250

Donations from charitable giving programme

CMS
 DEC Ukraine Appeal
 DEC Pakistan Flood Appeal
 DEC Turkey Appeal
 EducAid Sierra Leone
 Marsh Community Centre
 Musalaha UK
 RAIS Lancaster
 Reaching the Unreached

1,000	1,000
-	851
-	100
100	
1,000	1,000
1,000	1,000
1,000	1,000
1,000	1,000
1,000	1,000
<hr/> 6,100	<hr/> 6,951

Donations from special services, collections and events:

Children's Society - Christingle Service
 Royal British Legion

624	536
75	162
<hr/> 699	<hr/> 698

TOTAL DONATIONS

<hr/> 7,412	<hr/> 7,899
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LANCASTER PRIORY AND PARISH CHURCH OF ST. MARY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

17 COMPARATIVE OF STATEMENT OF FINANCIAL ACTIVITIES

		Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2022 £
	Note			
INCOME AND ENDOWMENTS				
Voluntary income	2(a)	159,924	40,951	200,875
Church activities	2(b)	15,414	-	15,414
Facing the Past activities	2(c)	-	56,761	56,761
Activities for generating funds	2(c)	88,029	3,191	91,220
Income from investments	2(d)	2,429	1,860	4,289
TOTAL		265,796	102,763	368,559
EXPENDITURE				
Raising funds	3(a)	48,310	5,119	53,429
Church activities	3(b)	260,525	50,919	311,444
Facing the Past activities	3(c)	-	56,423	56,423
TOTAL		308,835	112,461	421,296
NET EXPENDITURE BEFORE INVESTMENT GAINS		(43,039)	(9,698)	(52,737)
NET LOSSES ON INVESTMENTS	8	(10,182)	(7,222)	(17,404)
TRANSFERS BETWEEN FUNDS				
Transfer to Facing The Past Project		(300)	300	-
NET MOVEMENT IN FUNDS		(53,521)	(16,620)	(70,141)
TOTAL FUNDS BROUGHT FORWARD		259,211	226,564	485,775
TOTAL FUNDS CARRIED FORWARD		205,690	209,944	415,634

In line with the requirements of FRS 102 SORP the above note shows the split of comparative information between the funds.

The option to prepare a separate note has been taken, over the integration within the existing SOFA (i.e. the eight column approach).