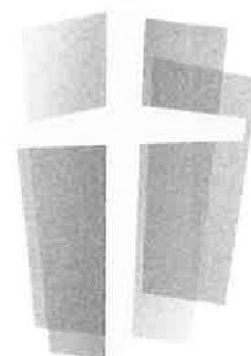




THE CHURCH
OF ENGLAND



ST. AUGUSTINE'S
Scaynes Hill

The PCC of St Augustine's, Scaynes Hill

**Trustees' Report and Financial
Statements**

Charity number: 1131423

31 December 2021

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Reference and Administrative Details of the Charity, its Trustees and Advisers

Name

The Parochial Church Council of the Ecclesiastical Parish of St Augustine's, Scaynes Hill

PCC of St Augustine's, Scaynes Hill (working name)

Charity registered number: 1131423

Principal office

St. Augustine's Church
Church Road
Scaynes Hill
West Sussex
RH17 7NY

Trustees

<i>Vicar</i>	The Rev'd Beverley Miles (<i>appointed 1 March 2021</i>)	
<i>Churchwardens</i>	Mrs Jenny Walker	Mr Mark Brunet (<i>until 16 May 2021</i>)
		Mr David Sawney (<i>from 16 May 2021</i>)
<i>Deanery Synod Representatives</i>	Miss Lynne Watkins	Mrs Robyn Smith
	Mr Steve Argent	Mrs Gaynor Deal (<i>from 16 May 2021</i>)
<i>Elected Members</i>	Mrs Sheila Argent	Mr Kelvin Booth
	Mr Philip Brett	Mrs Nicola Calvey <i>Safeguarding Officer</i>
	Miss Sheila Clarke	
	Mr Stephen Horsfield (<i>from 16 May 2021</i>)	Mr Mark Jones
	Mr Alistair Ludgate (<i>until 24 January 2022</i>)	Mrs Nichola Morris (<i>until 16 May 2021</i>)
	Mr David Sawney (<i>until 16 May 2021</i>)	Mrs Marilyn Slater (<i>until 16 May 2021</i>)
	<i>Electoral Roll Officer</i>	

Independent Examiner

John Caladine FCCA CTA FCIE
Chartered Certified Accountant
Caladine Limited
Chantry House
22 Upperton Road
Eastbourne
East Sussex
BN21 1BF

Bankers & investment advisors

Barclays PLC
77 South Road
Haywards Heath
West Sussex
RH16 4LB

CCLA Investment Managers Limited
85 Queen Victoria St.,
London
EC4 4ET

Trustees' Report

The Parochial Church Council (the PCC) (the Trustees) present their annual report together with the financial statements of the Parochial Church Council of the Ecclesiastical Parish of St. Augustine's, Scaynes Hill (the charity) for the year ended 31 December 2021. The Trustees confirm that the annual report and financial statements of the charity comply with the current statutory requirements and the requirements of the charity's governing document.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The principal object of the charity is to promote, in the ecclesiastical parish, the whole mission of the Church.

Method of Appointment

The management of the charity is the responsibility of the Parochial Church Council (the Trustees) who are appointed or elected under the Parochial Church Council Powers Measure (1956) as amended and the Church Representation Rules.

Organisational Structure and Decision Making

Membership of the Parochial Church Council (PCC) is determined under the Church Representation Rules and consists of certain ex-officio members – all clerks in Holy Orders beneficed in or licensed to the parish, such Readers licensed to the parish as the Annual Parochial Church Meeting (APCM) determines should be so appointed, the churchwardens and any members of Deanery, Diocesan or General Synods – and up to 12 members of the church who are elected at the APCM. Members are warmly encouraged to stand for election to the PCC.

The full PCC met 6 times during the year. In between meetings subgroups met and gave reports to full PCC meetings.

OBJECTIVES AND ACTIVITIES

Policies and Objectives

The primary objective of St. Augustine's PCC is the promotion of our Lord Jesus Christ according to the doctrines and practices of the Church of England. The PCC has the responsibility, with the parish priest of promoting in the ecclesiastical parish the whole mission of the Church – pastoral, evangelistic, social and ecumenical.

Public benefit

The PCC has considered the Commission guidance on public benefit, in particular the specific guidance on charities for the advancement of religion. This has always been at the heart of the mission in the parish and the following overview of the year illustrates this.

ACHIEVEMENTS AND PERFORMANCE

Review of Activities

Extraordinary events

The parish started the year in interregnum, but we were delighted that the Revd. Beverley Miles, formerly of All Saints' church, Findon Valley, was licensed as our vicar on 1st March 2021.

The COVID-19 pandemic has continued to have a significant effect on the activities of the church during the year. Restrictions were in place at the start of the year and have since been relaxed and reimposed as the pandemic has progressed. In-person worship and private prayer in the church were suspended following a decision of the PCC in January over safety concerns. In-person worship resumed on 2nd May 2021, although some funerals had taken place during the intervening period. The on-line streaming of services has continued and developed throughout the year, so that all members of the congregation can access this worship even if they cannot or do not wish to attend a service in person. As the recording and editing of services was very time-consuming, it was agreed that we should broadcast the Sunday morning services live *via* 'YouTube' but a recording of the live stream would remain available on that platform for later viewing.

The PCC has continued to adopt a cautious approach regarding the safety of congregation members, and the wearing of face-coverings in the church has remained a recommendation throughout the year, even when restrictions have been eased elsewhere, in order to provide some reassurance to more clinically vulnerable members of the congregation.

Other outreach activity including the Coffee Shop ceased when required to do so under the prevailing restrictions.

Church attendance

There were 131 parishioners on the church electoral roll as at the Annual Parish Meeting held on 16th May 2021. The average weekly attendance, counted during October, was 37 adults present on each Sunday. However, the number of people viewing the on-line streamed services was estimated to be approximately 40 each week, based on the number of 'unique views' for each service.

Review of the year

- 1 The full PCC met 6 times during the year, using on-line video-conferencing in January and March, with in-person meetings resuming in May. In addition, subgroups met (virtually or in person, as appropriate) and gave reports at full PCC meetings. The Annual Parish Meeting in May was held using on-line video-conferencing.
- 2 From mid-January to the end of April, there were no in-person worship services on a Sunday, but Sunday morning services were streamed on-line during this period. From 2nd May to 29th August 2021, two services of Holy Communion were held each Sunday at 9am and 11am, to allow for social distancing. From 5th September 2021, a single service of Holy Communion has been held at 10am every Sunday morning, except on Remembrance Sunday, 14th November, when a Communion service was held in the evening. In addition, from September additional services of varying style were introduced on the Sunday afternoons or evenings.
- 3 The PCC continued to engage with children and young people as far as possible; care and attention to safeguarding in the work with young people and vulnerable adults is embedded into the system, with regular reports to PCC from the Safeguarding Officer. The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, fully recognising its duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults. The parish has achieved Level 1 (the highest level currently released) of the "Simple Quality Protects" programme.
- 4 Care for those significantly affected by the impact of the Coronavirus has continued throughout the year. A large number of the congregation and others in the parish remain actively involved in the many different activities undertaken in the parish, particularly those that are intended to support parishioners and those that maintain the physical assets in the care of the PCC; the PCC are confident that all resources used contribute to the common good.
- 5 In promoting the mission of the Church, the PCC have historically given 10% of regular income received to other charities, both local and further afield. In consideration of the impact of the pandemic on parish finances, no donations were made during 2020 other than those which related to 2019 income. The congregation was given the opportunity to contribute financially to support external charities during Lent in 2021, and donations were sent to a number of charities. We anticipate being able to return to giving 10% of regular income (either by gift of money or in kind) during 2022.
- 6 Where maintenance work to Church assets is required which is beyond the safe ability of volunteers to undertake, the PCC uses monies from grants, the Fabric Fund and special appeals to employ appropriate contractors under the professional control of the retained Architect to carry out the required works.
- 7 Despite the continuing restrictions during the year there were three baptisms. There were six funerals in church with nine Crematorium funerals, as well as three interments of ashes in the Memorial Garden. There were three weddings.

FINANCIAL REVIEW

Reserves Policy

It is PCC policy to maintain a balance on the general unrestricted funds (excluding property) which equates to at least two months' worth of unrestricted payments as contingency against unforeseen situations. This position has been sustained.

It is PCC policy to invest funds balances with the CBF Church of England deposit fund operated by CCLA Investment Managers Limited.

Risk Assessment Policy

Part of the on-going role of the PCC is to monitor the major risks to which the church is exposed, in particular those related to buildings and finance. Risks are formally reviewed on a regular basis by the PCC.

Principal Funding

The total receipts on general unrestricted funds were £86,069 (2020 – £79,529) and are detailed in the Financial Statements.

The largest unrestricted expenditure of the PCC was paid to the diocese to cover ministry costs. This amount covers the housing, stipend and pension costs of the priest, church insurance plus a standard sum for diocesan central costs, clergy training and a contribution to national church funds. It is important to note that nearly 80% of the total paid relates directly to the costs of this parish. The parish continues to meet 100% of allocated costs.

PCC Members' Responsibilities

The PCC members are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Charity law requires the PCC members to prepare financial statements, for each financial year, which give a true and fair view of the state of affairs of the church and of its financial activities for that period.

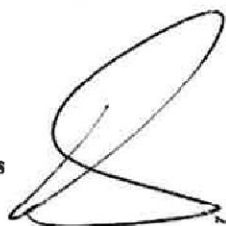
In preparing those financial statements the PCC members are required to:

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on a 'going concern' basis unless it is inappropriate to presume that the activities of the church will continue.

The PCC members are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the church and enables them to ensure that the financial statements comply with the Charities Act 2011 and the current Church Accounting Regulations. They are also responsible for safeguarding the assets of the church and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees on 17 February 2021 and signed on their behalf by:

Rev Beverley Miles
Chair



Independent Examiner's Report to the Parochial Church Council of St. Augustine's, Scaynes Hill

I report on the financial statements of the PCC of St Augustine's, Scaynes Hill ('the Charity') for the year ended 31 December 2021 which are set out on pages 8 to 13.

Respective responsibilities of trustees and examiner

The Charity's trustees 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 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.

Basis of Independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

- 1 accounting records were not kept in respect of the Charity in accordance with section 130 of the 2011 Act; or
- 2 the accounts do not accord with those accounting records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and contents 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.



John Caladine FCCA CTA FCIE
Chartered Certified Accountant
Caladine Limited
Chantry House
22 Upperton Road
Eastbourne
BN21 1BF

17 February 2022

St Augustine's Church, Scaynes Hill – 1131423
Statement of Assets and Liabilities
As at 31 December 2021

	From To	01 January 2021 31 December 2021	01 January 2020 31 December 2020
General - General fund (Unrestricted) Fund			
Receipts			
Incoming resources from generated funds			
<i>Voluntary income</i>			
Gift aid giving		49,196	39,453
Envelope scheme		1,087	4,146
Church collections		399	951
Other Donations		3,829	3,483
Charity Collections		1,544	1,340
Income tax recovered		11,037	12,677
Grants received		1,916	—
<i>Total Voluntary income</i>		<u>69,008</u>	<u>62,050</u>
<i>Activities for generating funds</i>			
Church magazine-adverts		120	220
Tapestry and Cards		28	8
Fund raising		1,446	21
Music exams		3,061	1,020
<i>Total Activities for generating funds</i>		<u>4,655</u>	<u>1,269</u>
<i>Investment income</i>			
Interest received		3,520	2,637
<i>Total Investment income</i>		<u>3,520</u>	<u>2,637</u>
Incoming resources from charitable activities			
Other Events		1,275	2,824
Fees - weddings etc		5,706	3,213
Church magazine-sales		852	350
Anchor Cafe sales		1,053	605
Youth entrance fees		—	178
Youth Cafe sales		—	108
<i>Total Incoming resources from charitable activities</i>		<u>8,886</u>	<u>7,278</u>
Receipts excluding asset sales		<u>86,069</u>	<u>73,234</u>
Asset and investment sales			
Profit from sale of current asset investments		—	6,295
<i>Total asset sale income</i>		<u>—</u>	<u>6,295</u>
Total receipts		<u>86,069</u>	<u>79,529</u>

St Augustine's Church, Scaynes Hill – 1131423
Statement of Assets and Liabilities
As at 31 December 2021

	From To	01 January 2021 31 December 2021	01 January 2020 31 December 2020
General - General fund (Unrestricted) Fund			
Payments			
Cost of generating funds			
Fundraising expenses		26	26
<i>Total Cost of generating funds</i>		26	26
Charitable activities			
Parish Contribution		46,807	46,657
Church Expenses		6,086	2,552
Clergy Expenses		3,638	695
Youth & Children's Missioner employment		5,222	3,698
Youth work expenditure		24	203
Youth cafe costs		—	122
Children's work		—	382
Magazine printing & Expenses		1,654	969
Clock, Organ & Garden Maintenance		2,725	1,480
Church & Annexe repairs		10,406	870
Printing, Stationery, Gifts & Sundry		456	1,941
Utilities		2,994	3,482
Anchor Cafe costs		—	28
Mission & Outreach costs		29	363
Other costs		1,121	1,510
Clergy standin costs		—	47
Publicity		103	173
Insurance		1,285	1,281
Admin salary		6,431	2,961
Cleaning		1,337	1,310
Fees to Diocese re weddings, funerals		2,568	504
May camp costs		—	—
Covid 19 Expenditure		—	626
Fabric repairs		—	1,300
Coffee shop Charity support		—	50
Charity Collections		—	2,294
<i>Total Charitable activities</i>		92,886	75,498
Governance costs			
Independent Examiners fees		816	780
<i>Total Governance costs</i>		816	780
Other resources used			
Mission & Charitable Giving		1,910	—
<i>Total Other resources used</i>		1,910	—
Total payments		95,638	76,304
Excess of Incoming resources over Resources used		(9,569)	3,225
Transfers to/(from)		402	1,095
Brought forward balance		70,316	65,996
Total carried forward balance		61,149	70,316

St Augustine's Church, Scaynes Hill – 1131423
Statement of Assets and Liabilities
As at 31 December 2021

	From To	01 January 2021 31 December 2021	01 January 2020 31 December 2020
Fabric - Fabric Fund (Restricted) Fund			
Receipts			
Incoming resources from generated funds			
<i>Voluntary income</i>			
Donations		5,000	—
Total Voluntary income		—	—
<i>Investment income</i>			
Interest received		—	917
Total Investment income		—	917
Total receipts		—	917
Payments			
Charitable activities			
Construction costs		—	302
Fabric repairs		11,494	904
Total Charitable activities		11,494	1,206
Total payments		11,494	1,206
Excess of Incoming resources over Resources used		(6,494)	(289)
Transfers to/(from)		—	(1,300)
Brought forward balance		25,559	27,148
Total carried forward balance		19,065	25,559
Smith - B Smith Fund (Restricted) Fund			
Receipts			
Incoming resources from generated funds			
<i>Investment income</i>			
Interest received		—	35
Total Investment income		—	35
Total receipts		—	35
Payments			
Charitable activities			
Organist & Church music		70	140
Youth & Children's ministry salary - B S		—	1,400
Total Charitable activities		70	1,540
Total payments		70	1,540
Excess of Incoming resources over Resources used		(70)	(1,505)
Transfers to/(from)		(984)	—
Brought forward balance		1,054	2,559
Total carried forward balance		—	1,054

St Augustine's Church, Scaynes Hill – 1131423
Statement of Assets and Liabilities
As at 31 December 2021

	From To	01 January 2021 31 December 2021	01 January 2020 31 December 2020
<hr/>			
Bible - Bible Fund (Restricted) Fund			
Receipts			
Incoming resources from generated funds			
<i>Voluntary income</i>			
Other Donations		—	—
Total Voluntary income		—	—
Total receipts		—	—
Payments			
Charitable activities			
Bibles		—	205
Total Charitable activities		—	205
Total payments		—	205
Excess of Incoming resources over Resources used		—	(205)
Transfers to/(from)		582	205
Brought forward balance		—	—
Total carried forward balance		582	—

St Augustine's Church, Scaynes Hill – 1131423
Statement of Assets and Liabilities
As at 31 December 2021

	31/12/2021	31/12/2020
Fixed assets		
Tangible assets	855	855
Current assets		
Investments at cost (Market value £138,340, 2020: £121,027)	77,457	77,457
Cash at bank and in hand	3,339	19,472
Total current assets	80,796	96,929
Total assets	81,651	97,784
Represented by		
Unrestricted		
Unrestricted - General fund	855	855
Unrestricted - General fund	61,149	70,316
Restricted		
Restricted - Fabric Fund	19,065	25,559
Restricted - Clive Welland Legacy Fund	—	—
Restricted - B Smith Fund	—	1,054
Restricted - Annexe Fund	—	—
Restricted - Capital Appeal Fund	—	—
Restricted - Bible Fund	582	—
Endowment		
Endowment - Fabric Fund	—	—
Funds of the church	81,651	97,784

The financial statements were approved by the Trustees on 17 February 2022 and signed on their behalf, by:



Rev Beverley Miles
Chair



Jamie Bewick
Hon Treasurer

Accounting policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared on a receipts and payments basis in accordance with Section 133 of the Charities Act 2011

1.2 Income

Donations and other income are recognised when received by the charity

1.3 Expenditure

Expenditure is recognised in the period in which it is incurred and allocated to the appropriate cost centre. Expenditure includes irrecoverable VAT.

2. Restricted Funds

The B. Smith Fund was established for the musical life of the church and children's church.

The Bible Fund was established from donations from parishioners for the provision of bibles to local school children, plus children and adults connected to the congregation, for example, following baptism and confirmation.

The Fabric Fund was established to be used for the maintenance of the church buildings.