

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER

England & Wales · Charity number 1132184

## Details

---

**Other names** BOSHAM PCC, CHICHESTER

**Status** Registered

**Legal form** Previously excepted

**Registered** 2009-10-16

**Register** [View on the Charity Commission register](#)

## Contact

---

**Address** The Vicarage  
Bosham Lane  
Bosham  
Chichester  
PO18 8HX

**Phone** 01243573228

**Email** [vicar@boshamchurch.org.uk](mailto:vicar@boshamchurch.org.uk)

**Website** [www.boshamchurch.org.uk](http://www.boshamchurch.org.uk)

## Activities

---

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

**Activities:** Regular public worship open to all. Junior Church together with activities for parents and toddlers. Space for personal prayer and contemplation. Pastoral work, including visiting the sick and bereaved. Teaching of Christianity through sermons and small groups. A youth club with a Christian ethos. Support for other charities in the UK and overseas. Venues and events for the local community.

## Classification

---

- **How:** Makes Grants To Individuals, Makes Grants To Organisations, Provides Buildings/facilities/open Space, Other Charitable Activities
- **What:** General Charitable Purposes, Religious Activities
- **Who:** Children/young People, Elderly/old People, Other Charities Or Voluntary Bodies, The General Public/mankind

## Geography

---

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

## Finances

---

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£255,759	£233,909	-	-
2024-12-31	£237,293	£251,662	-	-
2023-12-31	£244,354	£217,670	-	-
2022-12-31	£213,617	£262,887	-	-
2021-12-31	£184,006	£171,884	-	-
2020-12-31	£187,978	£189,556	-	-

## Trustees

Name	Role	Appointed
<b>Canon Martin John Lane</b>	Chair	
Alan Copsey		2020-12-09
CHARLOTTE TILLIN		2026-05-17
Caroline Jean Homer		2022-04-03
Charlotte Griffiths		2025-06-15
Christopher Pexton		2020-10-21
Clare Williams		2023-04-23
Daniel Lambert		2018-03-18
Daniel Watkins		2023-04-23
Dr Peter West		2026-05-17
FAY PAGE		2026-05-17
Graham Dodd		2023-11-01
Hazel Pudney		2024-04-21
Ian Pudney		2025-09-07
Jeremy Brian Webb		2016-03-13
Sarah Page		2026-05-17

---

# Accounts

---

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**

Registered Charity no. 1132184

**TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS**

**For the year ended 31<sup>st</sup> December 2025**

<b>Contents</b>	<b>Page</b>
Annual report	1
Statement of financial activities	8
Balance sheet	9
Notes to the financial statements	10
Report of the independent examiner	17
Charitable Giving	18

**Holy Trinity Church,**  
High Street, Bosham, West Sussex PO18 8LS

**St Nicholas Church Hall,**  
Brooks Lane, Bosham, West Sussex PO18 8LA

*Incumbent:*

Canon Martin J Lane, The Vicarage, Bosham Lane, Bosham, West Sussex PO18 8HX

*Independent Examiner:*

Mrs Jessica Knight ACA, 5 Brooks Lane, Bosham, West Sussex PO18 8JT

*Bankers:*

Barclays, Leicester LE7 2BB

CCLA Investment Management Ltd, The CBF Church of England Funds, Senator House,  
85 Victoria Street, London EC4V 4ET

Zempler Bank, Cottons Centre, Cottons Lane, London SE1 2QG

*Custodian Trustee:*

The Chichester Diocesan Fund and Board of Finance, Diocesan Church House,  
211 New Church Road, Hove, BN3 4ED

*Parish Office:* email: [administrator@holytrinitybosham.org.uk](mailto:administrator@holytrinitybosham.org.uk)

☎ 01243 210242

*Church Website:* [boshamchurch.org.uk](http://boshamchurch.org.uk)

---

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

**TRUSTEES' ANNUAL REPORT FOR 2025**

**OUR AIMS AND PURPOSES AS A CHARITY**

The Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, the Revd Canon Martin Lane, in:

- promoting the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England
- promoting the whole mission of the church, pastoral, social, evangelistic and ecumenical across the Parish
- providing Practical support and pastoral care for people in the parish, from the youngest to the eldest,
- providing financial support to those in need and to other organisations with charitable objectives.
- maintaining Holy Trinity Church as a place of worship and as an historic building and St Nicholas Hall for parish and community use
- and, to Know, Love and Follow Jesus

**What we planned to do to achieve our charitable objectives**

When planning our activities for the year, our incumbent and the PCC have considered the Charity Commission's guidance on public benefit and, particularly, the specific guidance on 'charities for the advancement of religion'.

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, and subsequent legislation, fully recognising its duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults and has completed SQP level one safeguarding.

Our underlying objectives remained constant and much in line with 2024:

- enabling as many people as possible to worship (either physically or on-line)
- enabling as many people as possible to become part of our parish community
- considering how services can involve the many groups that live within the parish
- putting faith into practice, through prayer and scripture, music and sacrament
- provision of pastoral care for people living in the parish
- provision of assistance to the needy of the parish
- giving grants to missionary organisations
- maintaining the fabric of the church building as a historic centre and focus of life in the village.

These objectives were underpinned by the five marks of mission to:

- proclaim the Good News of the Kingdom
- teach, baptise and nurture new believers
- respond to human need by loving service
- change unjust structures of society, challenge violence and pursue peace and reconciliation
- safeguard the integrity of creation, sustain and renew the life of the earth.

The parish has embraced the Diocesan Strategy, the 'four mores', and seeks ways in which we can be: -

- More Open
- More Converted to Jesus Christ
- More Generous
- More Engaged

**What we achieved and how we affected beneficiaries' lives**

### **ATTENDANCE AT WORSHIP**

Parishioners worship patterns have become more stable in the past year. The Saturday@6 vigil service continues to be popular with families. It is also good to note that the main Sunday service which is streamed averages between 25-40 views on YouTube each week.

The total attendance during the Christmas period was 997 adults and 460 children. This includes the Bosham Primary School's Carol Service, the Meeting Point (Churches together) Carol Service alongside the four Christmas Eve and Day Services.

The total attendance at the Easter Services (Easter Vigil and Easter Day) was 321 adults and 70 children.

--

There are 207 on the church electoral roll.

Teaching, baptising and nurturing new and existing believers

There were 8 baptisms, 10 weddings and 17 funerals. 6 Crematorium services were conducted for parishioners, 8 burials of ashes along with 5 memorial services.

9 children and 13 adults were prepared for confirmation . A Westbourne Deanery Confirmation service took at Chichester Cathedral, presided over by The Bishop of Chichester.

The Junior Church team provide weekly classes during the main service on Sunday mornings during term-time and due to increasing numbers, we now have two groups.

Our choir was delighted to welcome 4 new junior choristers during the year.

### **EVANGELISM AND OUTREACH**

The Church Fete is a major outreach event in the life of the church and village. It is enjoyed by many, attracting visitors both within and beyond the village. This event was held in the Church, Churchyard and Manor House grounds in July.

## **Meeting Point**

Meeting Point is our ecumenical Churches Together group in Bosham and it continued to organise joint events during the year. These included: -

- ecumenical Lent study groups.
- Palm Sunday Procession and Blessing of Palms
- the Good Friday Walk of Witness through the village
- a Harvest Festival celebration, and Harvest Supper
- a Joint Carol Service at Holy Trinity, Bosham.

## **Parish Bible study and prayer groups.**

During the year regular prayer and bible study groups took place.

## **Parish Magazine**

The church and village magazine 'Bosham Life' continued to be produced and distributed throughout the year with the additional support of Bijo Chandy, based in Kerala, India, who is assisting with the magazine design and production.

## **Community Engagement**

The church has a good working relationship with the local community primary school who have visited the church during the year. The School Christmas Carol service was well attended by pupils and their families. Fr Martin also led a talk on the Eucharist for pupils in Year 5.

In addition, there were a number of events which took place in support of Ukraine, and Macmillan Cancer Support

## **Provision of the church building for people to enjoy**

Our church continues to be appreciated by our parishioners and many others, as a space where life events are celebrated with joy and thanksgiving.

The church attracts many visitors, and they are very welcome. Visitor numbers continue to increase and in turn visitor donations also increased. Improved signage continues to improve the visitor experience and welcome to the church

## **Access to Music**

Monthly music concerts took place during the year. These attracted a wide group from within the local community and further afield. A charity concert for Friends of Children in Romania also took place in August.

## CHURCH BUILDING, GROUNDS AND FUTURE PROJECTS

The PCC continued to improve the internal and external signage during the year.

Improvements have been made in the Ringing Chamber with the installation of new oak benches, electronic screens and a projector for use by the Junior Church in their weekly classes.

The Churchyard has been maintained and clearance work undertaken to improve the outdoor space.

### Provision of pastoral care for people living in the parish

Regular contact has taken place with parishioners wishing to receive communion at home and in care homes locally. A small group of laity assist the clergy in providing this care.

We are delighted that two members of the congregation were commissioned as Authorised Lay Ministers at Chichester Cathedral by Bishop Ruth, Bishop of Horsham in May 2025, and they support the clergy and the parish in Pastoral work and Worship & Liturgy.

## FINANCIAL REVIEW

### Incoming and outgoing resources

Total receipts on general unrestricted funds amounted to £196,641; expenses to £184,559; and net transfers to designated funds of £18,238 (mainly to fund year-end charitable donations and pastoral work in the Parish). These are detailed in the financial statements. Receipts on designated funds amounted to £43,028, mainly held in the Designated Fabric Fund. This will fund substantial future works to the fabric of the Church which will include internal repointing works estimated to cost around £80,000.

The major source of PCC income arises from planned giving and tax recovered from Gift Aid. As a result of our annual Autumn Stewardship campaigns there has been a steady increase over the past two years year which we expect to continue.

We continue to benefit from donations from visitors to the Church, both by card transactions and cash. This is set aside in the Designated Fabric Fund. This year we also held a very successful Church Fete which raised £15,916. Another substantial income stream is received from parochial fees for life events which this year exceeded £13,000.

Major improvements were carried out to the Ringing Chamber; new benches, screens and a projector at a total cost of £16,030. This was funded from a previous legacy and the Designated Fabric Fund as the Chamber is used by Junior Church, and the screens addressed a health and safety issue.

The Church also incurred substantial expenses towards the upkeep of the Churchyard (£3,700) and the Burial Ground (£4,000).

The parish magazine, Bosham Life, made a small profit this year thanks to an increase in advertising income.

## **St Nicholas Hall**

The PCC continue to monitor the usage and running costs of St Nicholas Hall.

## **Legacies**

The PCC received a £10,000 legacy from a beloved parishioner, memoriam donations which funded a memorial bench in the Churchyard and number of other in memoriam donations.

## **Sharing the ministry costs of the Diocese of Chichester**

The largest expenditure of the PCC was the sum of £83,888 paid to the diocese, which exceeds the average PMC requested by the Diocese.

The total relates directly to the housing, support, stipend and pension costs of the clergy of this parish, training of new ordinands, a contribution to national church funds and, shared costs of the Christian family throughout the whole diocese, including assistance towards the upkeep of churches less able to manage than ourselves.

The PCC noted the negative impact on giving due to the national debate concerning historic safeguarding issues, and the weaknesses in the leadership of the Church of England in its response.

## **Charitable giving**

As a result of the continued financial support of the congregation, the PCC was able to continue with its policy to allocate 10% of its congregational voluntary income to charitable giving which amounted to £15,213. The PCC also supports local pastoral payments at the Vicar's discretion which this year amounted to £1,451

There were 'special collections' in church this year including the Christmas services for a variety of local and national causes. The Church hosted a concert in aid of Friends of Children in Romania. The congregation also supported a Christmas Appeal in support of the Romanian Children's Home of which Fr Martin, the Vicar, is a Director and Trustee. The Church hosted a MacMillan coffee morning and concerts supporting Ukraine.

Full details of the charitable donations are included as an appendix to the financial statements.

## **Staff costs**

The PCC employed and paid an administrator, organist and cleaner for the full year of 2025. A part-time caretaker for St Nicholas Hall was also paid for 6 months of 2025, but this role is now being carried out on a voluntary basis.

Further details are provided in the notes to the accounts.

## **Trustee payments and expenses**

The PCC supported the incumbent by paying various bills relating to the Vicarage amounting to £5,036. In addition, the PCC paid working expenses amounting to £4,229 (Vicar) and £2,706 (Curate) incurred during their work in the Parish and in their wider ministry.

The Hall Caretaker is related to one of the current Churchwardens. There were no other payments to persons related to or connected to, the Trustees.

## **Why we hold some money in reserve**

It is the policy of the PCC to maintain a balance on the general unrestricted and the designated funds which equates to approximately six months' worth of unrestricted and designated payments as contingency against unforeseen situations. This prudent policy has enabled us to continue to pay our full parish share, support the parish and make our customary charitable donations.

It is the policy of the PCC to designate the net income from the church boxes and the chip and pin card readers, which can be largely attributed to visitors to the church, for fabric repairs, including those identified at the quinquennial inspection.

Where the PCC identifies future expenses which will be required to meet the PCC's objectives, appropriate designated funds are retained from related income or transferred from general unrestricted funds. Designated funds are reviewed at the year end and any funds considered surplus to the identified purpose released back to the General Fund.

It is the policy of the PCC to retain any legacies and donations in memoriam of deceased parishioners which do not have a specified purpose in a designated fund to be used for specific projects which enhance our worship or the church building.

It is the policy of the PCC to invest surplus funds in the CBF Church of England deposit and investment funds.

## **MANAGEMENT OF RISKS AND THEIR MITIGATION**

**The Health and Safety Policy is up to date and approved by the PCC.**

Following the Fire Risk Assessment of the Church in 2024, refresher Fire Safety Awareness and Evacuation Procedures training was provided to the Clergy, Junior Church Leaders, Sides people, Tower Bell Ringers and Choir team.

A Parish Safeguarding Officer was in office throughout the year. Disclosure and Barring Service checks have been carried out for any adults who look after unsupervised children or vulnerable adults, or who work with children or vulnerable adults more than once a month at any of the church activities, in line with Diocesan and Regulatory Frameworks. Safeguarding training has been completed by those required to do so. No Child Protection or other Safeguarding issues were reported during the year.

## Structure, governance and management of the charity

The Parochial Church Council (PCC) is registered with the Charity Commission as required by the Charities Act 2011. Its governing document is the Parochial Church Councils (Powers) Measure 1956.

During the year the following served as members of the Parochial Church Council:

### Ex-Officio Members

Incumbent	The Revd. Canon Martin J Lane	Chair
Curate	The Revd. Maria Sadler	
Wardens	Mrs Charlotte Pexton (to 15 <sup>th</sup> June 2025)	
	Mr Daniel Lambert	Vice-chair
	Mrs Hazel Pudney (from 15 <sup>th</sup> June 2025; Deputy Churchwarden from 15 <sup>th</sup> September 2024)	

### Elected Members

Mrs Caroline Homer – Safeguarding Officer  
Mr Adrian Mosley (to 15<sup>th</sup> June 2025)  
Mrs Clare Williams  
Mr Daniel Watkins  
Mr Jeremy Webb  
Mr Graham Dodd – Stewardship and Electoral Roll officer  
Mrs Charlotte Griffiths (from 15<sup>th</sup> June 2025)  
Ms Saleigh Gordon (to 15<sup>th</sup> June 2025)

### Deanery Synod Members

Dr Alan Copsey  
Mr Christopher Pexton

### Co-opted Members

Mrs Carol Bishop - Honorary Treasurer  
Mr Ian Pudney – Hon Treasurer Designate (from 7<sup>th</sup> September 2025)

There remain three vacancies for Deanery Synod.

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members, members of the Deanery Synod, co-opted member and members of the Church who are elected at the Annual Parochial Church Meeting (APCM) for a three-year term as agreed previously at the APCM. Members are warmly encouraged to stand for election to the PCC, and we try to ensure a balance of skills and experience wherever possible.

The PCC is supported by a number of committees which meet regularly and report to the PCC. Each committee has the incumbent, and at least one other member of the PCC as representatives, but where appropriate will look to co-opt persons who have skills and experience of benefit to that particular committee.

This Trustees' Annual Report was approved by the PCC at their meeting on 15 February 2026 and signed on their behalf by The Reverend Canon Martin Lane, PCC Chairman

Signed:  Date: 15/2/2026

**THE PAROCHIAL CHURCH COUNCIL**  
**OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

8

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST DECEMBER 2025**

	<u>Notes</u>	<u>Unrestricted</u> <u>Funds</u> <u>£</u>	<u>Restricted</u> <u>Funds</u> <u>£</u>	<u>Endowment</u> <u>Funds</u> <u>£</u>	<u>Total</u> <u>Funds</u> <u>2025</u> <u>£</u>	<u>Total</u> <u>Funds</u> <u>2024</u> <u>£</u>
<b>Income and endowments from:</b>						
Donations and legacies	2a	177,206	11,563		188,769	175,682
Charitable activities	2b	13,490	2,633		16,123	11,646
Trading activities	2c	36,621	0		36,621	36,117
Investments	2d	12,352	1,894		14,246	13,849
<b>Total income</b>		<u>239,669</u>	<u>16,090</u>		<u>255,759</u>	<u>237,293</u>
<b>Expenditure on:</b>						
Raising funds	3a	1,127	21		1,148	11,130
Charitable activities	3b	194,386	17,259		211,645	209,365
Other trading activities	3c	21,116	0		21,116	31,168
<b>Total expenditure</b>		<u>216,630</u>	<u>17,280</u>		<u>233,909</u>	<u>251,662</u>
<b>Net income (expenditure)</b>		23,040	(1,190)		21,850	(14,369)
Transfers between funds - in		20,988	257		21,245	15,354
Transfers between funds - out		(21,204)	(41)		(21,245)	(15,354)
<b>Other recognised gains</b>						
Gains/(losses) on revaluation of investments	5b	(4,205)		(2,725)	(6,931)	3,879
<b>Net movement in funds</b>		<u>18,619</u>	<u>(974)</u>	<u>(2,725)</u>	<u>14,919</u>	<u>(10,490)</u>
<b>Reconciliation of funds:</b>						
Total funds brought forward at 1st January 2025		<u>175,104</u>	<u>5,180</u>	<u>68,166</u>	<u>248,449</u>	<u>258,940</u>
<b>Total funds carried forward at 31st December 2025</b>		<u>193,722</u>	<u>4,206</u>	<u>65,441</u>	<u>263,369</u>	<u>248,449</u>

The accompanying notes form part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

9

**BALANCE SHEET AS AT 31ST DECEMBER 2025**

	<u>Notes</u>	<u>2025</u> £	<u>2024</u> £
<b>Fixed assets</b>			
Freehold land and buildings	5a	1	1
Investments	5b	100,989	105,194
Endowed investments	5b	<u>65,441</u>	<u>68,166</u>
<b>Total fixed assets</b>		<u>166,430</u>	<u>173,361</u>
<b>Current assets</b>			
Short term deposits		65,228	62,305
Cash at bank		<u>32,036</u>	<u>13,583</u>
		97,265	75,889
<b>Current liabilities</b>			
Creditors: amounts falling due within one year	7	(326)	(800)
<b>Net current assets</b>		96,939	75,089
<b>Total assets less liabilities</b>		<u><u>263,369</u></u>	<u><u>248,449</u></u>
<b>Funds</b>			
Unrestricted funds			
general		76,022	86,384
designated		<u>117,700</u>	<u>88,719</u>
		193,722	175,104
Restricted funds		4,206	5,180
Endowment funds		65,441	68,166
<b>Total funds</b>		<u><u>263,369</u></u>	<u><u>248,449</u></u>

Approved by the PCC and signed on its behalf by  
the Revd Martin J Lane



Date 15/2/2026

The accompanying notes form part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

**NOTES TO THE FINANCIAL STATEMENTS**

**1 Accounting policies**

a Basis of preparation

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and the Church Accounting Regulations 2006, in accordance with applicable accounting standards and the current edition (2019) of the Statement Of Recommended Practice, Accounting and Reporting by Charities, (SORP (FRS 102))

The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments at market value. 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.

b Funds accounting

Funds held by the PCC are:

*Unrestricted funds* – general funds which can be used for PCC ordinary purposes.

*Designated funds* – monies set aside by the PCC out of unrestricted funds for specific future purposes or projects.

*Restricted funds* – a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or behest; b) donations or grants 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 the year is carried forward as a balance on that fund.

*Endowment funds* – funds the capital of which must be maintained; only income arising from the investment of the endowment may be used, either as restricted or unrestricted funds, depending on the purpose set out in the terms of the original endowment.

c Income and endowments

All income and endowments are accounted for without deduction for any costs of receivability, are recognised when there is evidence of entitlement, receipt is probable, and the amount can be measured reliably.

*Donations and legacies*

Collections are recognised when received.

Planned giving receivable is recognised when received.

Income tax recoverable on Gift Aid donations is recognised when the income to which it is attached is recognised.

Grants and legacies are recognised when the formal offer in writing of the funding is received by the PCC.

*Charitable activities*

Statutory fees for weddings and funerals are recognised when the office occurs. Income relating to other charitable activities are recognised when the activity takes place.

*Trading activities*

Trading activities are where income is receivable for selling goods or providing services. Income from trading is recognised either when received or for the year in question; advance payments are included in creditors until the service or goods are provided.

*Investment income*

Investment income is accounted for when due and payable.

Interest entitlements are accounted for as they accrue.

Rental income is accounted for when receipt is probable.

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

**NOTES TO THE FINANCIAL STATEMENTS**

*All other income*

All other income is recognised in accordance with the above overall policy.

d Gains and losses on investments

Realised gains are recognised when the investments are sold.

Unrealised gains and losses are accounted for on revaluation on 31<sup>st</sup> December.

e Expenditure

Expenditure is accounted for on an accruals basis and is accounted for gross, and recognised when there is a legal or constructive obligation and when payment is probable.

*Charitable activities*

Charitable giving is accounted for when paid over, or when awarded.

The diocesan parish contribution is accounted for on an annual basis, reflecting the allocation set by our Deanery. Any parish contribution unpaid at 31<sup>st</sup> December is provided for in these financial statements as an operational (though not a legal) liability and is shown as a creditor in the balance sheet.

f Fixed assets

*Tangible fixed assets*

Consecrated and beneficed property of any kind is excluded from the accounts by s.10(2) of the Charities Act 2011.

Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal, are accounted for as inalienable property unless consecrated. They are listed in the Church's terrier which can be inspected at any reasonable time but are not included in the financial statements.

Expenditure on other furnishing and fixed assets are written off in the year of purchase.

*Investments*

Investments are stated at market value at the balance sheet date.

*Property*

Property owned by the PCC is held as a long term asset, and the PCC do not consider the expense of valuation to be justified. As the property was gifted to the PCC and the original cost is not known it is shown in the accounts at a nominal value of £1.

g Current assets

Amounts owing to the PCC at 31<sup>st</sup> December in respect of fees, rents or other income are shown as debtors, less provision for amounts that may prove uncollectable.

Short term deposits include cash held at the bank or on deposit with the CBF Church of England Funds.

**NOTES TO THE FINANCIAL STATEMENTS**

**2 Analysis of income and endowments**

	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>Funds</u> <u>2025</u> £	<u>Total</u> <u>Funds</u> <u>2024</u> £
<b>a</b>				
<i>Donations and legacies</i>				
Planned giving (excl tax refunds)	92,186	75	92,261	82,980
Planned giving (no tax refunds)	3,109	665	3,774	3,472
Collections at all services	3,368	1,238	4,606	4,410
Collections at concerts				
Special appeals & specific donations		7,382	7,382	18,418
Gift Aid tax recoverable	28,355	1,202	29,557	26,497
Grants	1,415		1,415	6,664
Legacies & 'in memoriam' donations	10,461	1,000	11,461	3,170
General donations	7,849		7,849	6,009
Donations from Church visitors	30,464		30,464	24,062
	<u>177,206</u>	<u>11,563</u>	<u>188,769</u>	<u>175,682</u>
<b>b</b>				
<i>Charitable activities</i>				
Bosham Youth Group activities				
Parochial Fees from weddings, funerals	13,165		13,165	10,806
Other income from weddings, funerals	325	2,633	2,958	840
	<u>13,490</u>	<u>2,633</u>	<u>16,123</u>	<u>11,646</u>
<b>c</b>				
<i>Trading activities</i>				
Fete, concerts and events	19,547		19,547	18,524
St Nicholas Hall lettings	8,400		8,400	10,679
Magazine subscriptions	3,793		3,793	3,824
Magazine advertisement income	4,104		4,104	2,753
Book sales	777		777	336
	<u>36,621</u>	<u>0</u>	<u>36,621</u>	<u>36,117</u>
<b>d</b>				
<i>Investment income</i>				
St Nicholas flat rental	6,630		6,630	6,019
Interest and investment income	5,722	1,894	7,616	7,830
	<u>12,352</u>	<u>1,894</u>	<u>14,246</u>	<u>13,849</u>
<b>Total received on all funds</b>	<u>239,669</u>	<u>16,090</u>	<u>255,759</u>	<u>237,293</u>

**NOTES TO THE FINANCIAL STATEMENTS**

**3 Analysis of expenditure on:**

	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>Funds</u> <u>2025</u> £	<u>Total</u> <u>Funds</u> <u>2024</u> £
<b>a</b> <i>Raising funds</i>				
Stewardship costs	64		64	4,076
Bookstall expenses	1,063		1,063	6,463
Concerts and event expenses		21	21	590
	1,127	21	1,148	11,130
<b>b</b> <i>Charitable activities</i>				
Charitable giving	13,319	9,192	22,511	23,190
Diocesan parish share	83,888	1,894	85,782	83,450
Local mission and outreach	2,823		2,823	4,415
Vicarage expenses	5,037		5,037	4,462
Church running expenses	18,600	725	19,325	19,819
Church maintenance	8,839		8,839	19,094
Expenses of services	12,460	63	12,523	11,817
Expenses of weddings, funeral		2,941	2,941	
Church enhancements	15,240	790	16,030	379
Church major repairs				15,497
Costs of churchyard and burial ground	12,013	1,655	13,667	4,710
Youth work	918		918	1,441
Clergy working expenses	6,935		6,935	5,475
Administrative expenses	11,791		11,791	13,095
Training courses				1,000
Bank charges	2,525		2,525	1,520
	194,386	17,259	211,645	209,365
<b>c</b> <i>Trading activities</i>				
St Nicholas Hall running costs	10,629		10,629	14,032
St Nicholas Hall maintenance	1,101		1,101	8,309
Fete expenses	3,015		3,015	2,263
Parish magazine	6,371		6,371	6,564
	21,116		21,116	31,168
<b>Total resources expended</b>	216,630	17,280	233,909	251,662

A full listing of charitable donations and special collections is listed as an appendix to these financial statements.

**NOTES TO THE FINANCIAL STATEMENTS**

**4 Staff costs**

During the year the PCC employed an administrator, director of music, church hall caretaker and cleaner. Staff costs are included the appropriate cost centre; the total for the year was £19,925 (2024 £21,430)

**5 Fixed assets and investments**

a St Nicholas Church Hall and flat were originally gifted to the PCC. As the PCC uses the Hall and flat to fulfil its charitable objects and generate income, and does not foresee selling the property, it does not consider a valuation worthwhile at this time.

b The Diocese are custodian trustees for the Cole Endowment.

The Cole Endowment was provided to produce an income to pay for the stipend of the Incumbent. As stipends are paid by the Diocese, the endowed income is paid to the Diocese and included as a Parish Contribution.

Funds held in reserve are invested in CBF investment funds and revalued at the year end.

	Reserve Funds	Endowment Fund
	£	£
Market value at 1st January 2024	105,194	68,166
Losses on revaluation at 31st December 2025	(4,205)	(2,725)
Market value at 31st December 2025	100,989	65,441

**6 Analysis of net assets by fund**

	<u>Unrestricted</u> Funds	<u>Restricted</u> Funds	<u>Endowment</u> Funds	<u>Total</u> Funds 2025	<u>Total</u> Funds 2024
	£	£	£	£	£
Freehold land and buildings		1		1	1
Investments	96,783	4,206	65,442	166,430	169,481
Current assets	97,265			97,265	90,059
Current liabilities	(326)			(326)	(601)
	193,722	4,206	65,441	263,370	258,940

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER  
Registered Charity no. 1132184**

15

**NOTES TO THE FINANCIAL STATEMENTS**

7	<b>Creditors: amounts falling due within one year</b>	<u>2025</u>	<u>2024</u>
		£	£
	Deferred income	326	800

8 **Comparatives for the statement of financial activities**

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Endowment</u> <u>Funds</u>	<u>Total</u> <u>Funds</u> <u>2024</u>
	£	£	£	£
<b>Income and endowments from:</b>				
Donations and legacies	145,606	30,077		175,682
Charitable activities	11,455	191		11,646
Trading activities	35,885	232		36,117
Investments	11,999	1,850		13,849
<b>Total income</b>	<u>204,944</u>	<u>32,349</u>		<u>237,293</u>
<b>Expenditure on:</b>				
Raising funds	10,902	228		11,130
Charitable activities	180,669	28,695		209,365
Other trading activities	31,168			31,168
<b>Total expenditure</b>	<u>222,739</u>	<u>28,923</u>		<u>251,662</u>
<b>Net income (expenditure)</b>	(17,795)	3,426		(14,369)
<b>Other recognised gains</b>				
Gains/(losses) on revaluation of investments	2,354		1,525	3,879
Transfers between funds	15,135	219		15,354
	(15,354)			(15,354)
<b>Net movement in funds</b>	<u>(15,660)</u>	<u>3,644</u>	<u>1,525</u>	<u>(10,490)</u>
<b>Reconciliation of funds:</b>				
Total funds brought forward at 1st January 2024	190,764	1,536	66,640	258,940
<b>Total funds carried forward at 31st December 2024</b>	<u>175,104</u>	<u>5,180</u>	<u>68,166</u>	<u>248,449</u>

**NOTES TO THE FINANCIAL STATEMENTS**

**9 Statement of funds**

	<u>Bal b/fwd</u> <u>1 Jan 2025</u> £	<u>Income</u> £	<u>Expenditure</u> £	<u>Transfers,</u> <u>gains &amp;</u> <u>losses</u> £	<u>Bal c/fwd</u> <u>31 Dec</u> <u>2025</u> £
<i>Unrestricted fund</i>					
General fund	86,384	196,641	184,560	(22,443)	76,022
<i>Designated funds</i>					
Fabric fund	35,329	31,317	5,375		61,271
Enhancement Fund					
Vicarage fund		340	750	1,000	590
Legacy fund	51,753	10,486	11,177	(54)	51,008
Hospitality fund	80	561	505		136
Pastoral fund	0		1,264	1,300	36
Outreach fund	0		0	2,408	2,408
Flower fund	1,057	325	945	563	1,000
Donation fund			12,055	12,055	
Junior Church	500			750	1,250
	88,719	43,028	32,070	18,022	117,700
<i>Unrestricted &amp; designated funds</i>	175,104	239,669	216,630	(4,421)	193,722
<i>Restricted funds</i>					
Fabric fund	1,882	840	725		1,997
Enhancement fund	202				202
Pastoral fund		248	188	41	101
Flower fund		2,778	2,941	162	
Cole Endowment income					
Youth activity fund					
Donation fund	50	9,080	9,088	(41)	
Legacy & in memoriam fund	2,181	1,250	2,444	54	1,040
Mary Rochford Wade Trust	865				865
	5,180	14,196	15,386	216	4,206
<i>Endowment funds</i>					
Cole Endowment fund	68,166	1,894	1,894	(2,725)	65,441
<i>Total funds</i>	248,449	255,759	233,910	(6,931) 0	263,369

**10 Transactions with related charities**

The Bosham Burial Ground Association (BBGA) is a separate charity (no.1059254).

The following members of the PCC are trustees of that charity:

Canon Martin J Lane

During the year the PCC paid £8.261 towards the upkeep of the burial ground.

**The Independent Examiner's Report to  
the Parochial Church Council of the Ecclesiastical Parish of Bosham, Chichester**

I report on the accounts of the Parochial Church Council (PCC) for the year ended 31<sup>st</sup> December 2025, which are set out on pages 8 to 16.

**Respective responsibilities of the PCC and the examiner**

As members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of the Church Accounting Regulations and section 144(2) of the Charities Act 2011 ('the 2011 Act') do not apply.

It is my responsibility to:

- Examine the accounts under the Church Accounting Regulations and section 145 of the 2011 Act;
- To follow the procedures laid down in the general directions of the Charity Commission under section 145(5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

**Basis of this report**

My examination was carried out in accordance with the General Directions given by the Charity Commission and to be found in the Church guidance, 2013 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering 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**

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the requirements of the Act and the Regulations
 have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed.....*J Knight*.....

Dated.....*18<sup>th</sup> April 2026*.....

Mrs Jessica Knight ACA  
5 Brooks Lane  
Bosham  
West Sussex PO18 8JT

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

**CHARITABLE GIVING**

2024			2025		
<u>Restricted Donations</u> £	<u>Special Collections</u> £	<u>Mission &amp; Outreach</u> £	<u>Mission &amp; Outreach</u> £	<u>Special Collections</u> £	<u>Restricted Donations</u> £
5,913		3,000	2,600		4,417
		500 BEATS			
		500 BEATS to sponsor midwife	800		
		500 DATUM	600		
	139	500 Christian Aid	250		
		500 Bible Society (Bible Lands Appeal)			
		Friends of the Holy Land	500	364	
		<b>HOME MISSION</b>			
	610	1,000 Stonepillow	500	535	
		250 The Life Centre	275		
	610	250 Chi Dioc Assn for Family Support (Christmas)	250	535	
		250 St Olav's Bookshop Chichester	275		
	748	250 Children's Society (Christmas Charity)		654	
	296	Mission to Seafarers (Laying up Boats service)		210	
		95 Friends of Chichester Cathedral	95		
		250 Sussex Historic Churches Trust	250		148
		Beachy Head Chaplaincy	600		
		Platinum Endowment Fund for Music	500		
		Children & Youth Ministry	*		
		Local mission & outreach	#		
		Meeting Point (Carol Service) charities		93	
		2,070 Pastoral donations	1,451		

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

**CHARITABLE GIVING**

2024		2025			
<u>Restricted Donations</u> £	<u>Special Collections</u> £	<u>Mission &amp; Outreach</u> £	<u>Mission &amp; Outreach</u> £	<u>Special Collections</u> £	<u>Restricted Donations</u> £
<b>SECULAR CHARITIES</b>					
	920	920			
	50	50			
389	1,440	550	550	10	
		1,590			
	500	500			
	500	200			
	750	500			
		250			
	411			775	
<b>5,913</b>	<b>3,202</b>	<b>14,075</b>	<b>13,506</b>	<b>3,177</b>	<b>1,411</b>
		<b>23,190</b>			<b>5,976</b>
		<b>OVERALL TOTAL</b>			<b>22,659</b>
Special Collections include donations made electronically on the relevant Sunday					
*	£750 has been set aside to support Children's & Youth ministry (£500 2024)				
#	£2,408 has been set aside to support Local Mission & Outreach £1,500 2024				

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**

England & Wales - Charity number 1132184

---

# Accounts

---

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**

Registered Charity no. 1132184

**TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS**

**For the year ended 31<sup>st</sup> December 2024**

<b>Contents</b>	<b>Page</b>
Annual report	1
Statement of financial activities	8
Balance sheet	9
Notes to the financial statements	10
Report of the independent examiner	17
Charitable Giving	18

**Holy Trinity Church,**  
High Street, Bosham, West Sussex PO18 8LS

**St Nicholas Church Hall,**  
Brooks Lane, Bosham, West Sussex PO18 8LA

*Incumbent:*

Canon Martin J Lane, The Vicarage, Bosham Lane, Bosham, West Sussex PO18 8HX

*Independent Examiner:*

Mr Ian Pudney, 28 Hawthorne Gardens, Hambrook, West Sussex PO18 8FP

*Bankers:*

Barclays, Leicester LE7 2BB

CCLA Investment Management Ltd, The CBF Church of England Funds, Senator House,  
85 Victoria Street, London EC4V 4ET

Zempler Bank, Cottons Centre, Cottons Lane, London SE1 2QG

*Custodian Trustee:*

The Chichester Diocesan Fund and Board of Finance, Diocesan Church House,  
211 New Church Road, Hove, BN3 4ED

*Parish Office:* email: [administrator@holytrinitybosham.org.uk](mailto:administrator@holytrinitybosham.org.uk)  
*Church Website:* [boshamchurch.org.uk](http://boshamchurch.org.uk)

 01243 210242

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER

Registered Charity no. 1132184

## TRUSTEES' ANNUAL REPORT FOR 2024

### Our aims and purposes as a charity

The Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, the Revd Canon Martin Lane, in:

- promoting the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England
- promoting the whole mission of the church, pastoral, social, evangelistic and ecumenical across the Parish
- providing Practical support and pastoral care for people in the parish, from the youngest to the eldest,
- providing financial support to those in need and to other organisations with charitable objectives.
- maintaining Holy Trinity Church as a place of worship and as an historic building and St Nicholas Hall for parish and community use
- and, to Know, Love and Follow Jesus

### What we planned to do to achieve our charitable objectives

When planning our activities for the year, our incumbent and the PCC have considered the Charity Commission's guidance on public benefit and, particularly, the specific guidance on 'charities for the advancement of religion'.

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, and subsequent legislation, fully recognising its duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults and has completed SQP level one safeguarding.

Our underlying objectives remained constant and much in line with 2023:

- enabling as many people as possible to worship (either physically or on-line)
- enabling as many people as possible to become part of our parish community
- considering how services can involve the many groups that live within the parish
- putting faith into practice, through prayer and scripture, music and sacrament
- provision of pastoral care for people living in the parish
- provision of assistance to the needy of the parish
- giving grants to missionary organisations
- maintaining the fabric of the church building as a historic centre and focus of life in the village.

These objectives were underpinned by the five marks of mission to:

- proclaim the Good News of the Kingdom

- teach, baptise and nurture new believers
- respond to human need by loving service
- change unjust structures of society, challenge violence and pursue peace and reconciliation
- safeguard the integrity of creation, sustain and renew the life of the earth.

The parish has embraced the Diocesan Strategy, the 'four mores', and seeks ways in which we can be:

- More Open
- More Converted to Jesus Christ
- More Generous
- More Engaged

What we achieved and how we affected beneficiaries' lives

## **Attendance at worship**

Parishioners worship patterns have become more stable in the past year. The Saturday@6 vigil service continues to be popular with families. It is also good to note that the main Sunday service which is streamed averages between 25-40 views on YouTube each week.

The total attendance at Christmas, over 4 services, was 913.

The total attendance at Easter, over 3 services, was 278.

There are 265 on the church electoral roll.

Teaching, baptising and nurturing new and existing believers

There were 16 baptisms, 15 weddings and 10 funerals. 4 Crematorium services were conducted for parishioners, 11 burials of ashes along with 4 memorial services.

17 children and 6 adults were prepared for confirmation. A Westbourne Deanery service took place in Holy Trinity Bosham in April, presided over by Bishop Ruth, The Bishop of Horsham.

The Junior Church team provide weekly classes during the main service on Sunday mornings during term-time and due to increasing numbers we now have two groups.

Our choir was delighted to welcome 7 new junior choristers during the year.

## **Evangelism and outreach**

The Church Fete is a major outreach event in the life of the church and village. It is enjoyed by many, attracting visitors both within and beyond the village. This event was held in the Church, Churchyard and Manor House grounds.

### **Meeting Point**

Meeting Point is our ecumenical Churches Together group in Bosham and it continued to organise joint events during the year. These included: -

- ecumenical Lent study groups.
- Palm Sunday Procession and Blessing of Palms
- the Good Friday Walk of Witness through the village
- a Harvest Festival celebration, and Harvest Supper
- a Joint Carol Service at Our Lady of the Assumption.

#### Parish Bible study and prayer groups.

During the year regular prayer and bible study groups took place.

#### Parish Magazine

The church and village magazine 'Bosham Life' continued to be produced and distributed throughout the year with the additional support of Bijo Chandy, based in Kerala, India, who is assisting with the magazine design and production.

We engage proactively with the local community primary school. Fr Martin also led a live streamed assembly from Poiana Sarata School, in the Eastern Carpathian Mountains whilst visiting the Friends of Children in Romania project in December.

The PCC continues to maintain St Nicholas Hall which provides a venue for a number of local organisations.

#### Provision of the church building for people to enjoy

Our church continues to be appreciated by our parishioners and many others, as a space where life events are celebrated with joy and thanksgiving.

The church attracts many visitors, and it was good to see visitor numbers increasing throughout the year.

The church has a good working relationship with the local community primary school who have visited the church during the year. The School Christmas Carol service was well attended by pupils and their families. The Clergy and Reader have also visited the school during the year.

Monthly music concerts took place during the year. These attracted a wide group from within the local community and further afield. A charity concert for Friends of Children in Romania also took place in August.

#### Church building and future projects

A new hymn board, given in memoriam, was installed during the year. Two memorial benches were commissioned for the Burial Ground. The PCC renovated the internal and external church notice boards and signage during the year.

Substantial stonework repairs identified by the 2022 Quinquennial Inspection were carried out during the year, funded in part by a substantial benefaction and a grant.

Significant repairs were required to improve the sound system functionality .

### Provision of pastoral care for people living in the parish

Regular contact has taken place with parishioners wishing to receive communion at home and in care homes locally. A small group of laity assist the clergy in providing this care.

We are delighted that two members of the congregation have been identified and supported to undertake Authorised Lay Minister Training in 2025.

## Financial Review

### Incoming and outgoing resources

Total receipts on general unrestricted funds amounted to £179,865; expenses to £199,929; and net transfers to designated funds of £13,020 (mainly to fund year-end charitable donations and pastoral work in the Parish). These are detailed in the financial statements. Receipts on designated funds amounted to £25,079, mainly held in the Designated Fabric Fund. This will fund substantial works future works to the fabric of the Church will include internal repointing works estimated to cost around £80,000.

The major source of PCC income arises from planned giving and tax recovered from Gift Aid. As a result of our annual Autumn Stewardship campaigns there has been a steady increase over the past two years year which we hope will continue.

We continue to benefit from donations from visitors to the Church, both by card transactions and cash. This is set aside in the Designated Fabric Fund. This year we also held a very successful Church Fete which raised £14,368. Another substantial income stream is received from parochial fees for life events which this year exceeded £10,000.

As mentioned above major repairs to the stonework were carried out at a cost of £15,500, generously funded by a local donor and a grant. Other donations assisted in carrying out other repairs including work to the heating, sound and fire alarm systems amounting to £9,900.

St Nicholas Hall, flat and surrounding grounds required major maintenance work this year, and the general running costs increased by 40%. This resulted in an overall cost to the Parish of £5,643.

The parish magazine, Bosham Life, benefitted from an increase rise in price which enabled it to meet its production costs this year.

The Church benefitted from in memoriam donations which funded a new hymn board and two memorial benches in the Burial Ground.

During the year the Church allocated funds to improve signage and repairs to noticeboards, to engage more effectively with wider community and visitors

### Sharing the ministry costs of the Diocese of Chichester

The largest expenditure of the PCC was the sum of £81,444 paid to the diocese, which exceeds the average PMC requested by the Diocese.

The total relates directly to the housing, support, stipend and pension costs of the clergy of this parish, training of new ordinands, a contribution to national church funds and, shared costs of the Christian family throughout the whole diocese, including assistance towards the upkeep of churches less able to manage than ourselves.

The PCC noted the negative impact on giving due to the national debate concerning historic safeguarding issues, and the weaknesses in the leadership of the Church of England in its response.

### Charitable giving

As a result of the continued financial support of the congregation, the PCC was able to continue with its policy to allocate 10% of its congregational voluntary income to charitable giving which amounted to £13,520. The PCC also supports local pastoral payments at the Vicar's discretion which this year amounted to £2,000.

There were 'special collections' in church this year including the Christmas services. The Church hosted a concert in aid of Friends of Children in Romania which raised a total in excess of £3,000 (via the Church or by donations directly to the charity); the congregation also supported a Christmas Appeal which enabled the Vicar, as a trustee, and two members of the congregation to make a short visit to the Romanian Children's Home on behalf of the parish. The Church also hosted a MacMillan coffee morning.

Full details of the charitable donations are included as an appendix to the financial statements.

### Staff costs

The PCC pays for an administrator, organist, cleaner and part time caretaker for St Nicholas Hall. Further details are provided in the notes to the accounts.

### Trustee payments and expenses

The PCC supported the incumbent by paying various bills relating to the Vicarage amounting to £4,462. In addition, the PCC paid working expenses amounting to £2,974 (Vicar) and £2,500 (Curate) incurred during their work in the Parish and in the wider ministry.

The Hall Caretaker is related to one of the current Churchwardens. There were no other payments to persons related to or connected to, the Trustees.

### **Why we hold some money in reserve**

It is the policy of the PCC to maintain a balance on the general unrestricted funds which equates to approximately six months' worth of unrestricted payments as contingency against unforeseen situations. This prudent policy has enabled us to continue to pay our full parish share, support the parish and make our customary charitable donations.

It is the policy of the PCC to designate the net income from the church boxes and the chip and pin card readers, which can be largely attributed to visitors to the church, for fabric repairs, including those identified at the quinquennial inspection.

Where the PCC identifies future expenses which will be required to meet the PCC's objectives, appropriate designated funds are retained from related income or transferred from general unrestricted funds. Designated funds are reviewed at the year end and any funds considered surplus to the identified purpose released back to the General Fund.

It is the policy of the PCC to retain any legacies and donations in memoriam of deceased parishioners which do not have a specified purpose in a designated fund to be used for specific projects which enhance our worship or the church building.

It is the policy of the PCC to invest surplus funds in the CBF Church of England deposit and investment funds.

## **Management of risks and their mitigation**

The Health and Safety Policy is up to date and approved by the PCC.

During the year the PCC commissioned an independent Fire Risk Assessment of the Church . A Fire Risk Assessment was also carried out at St Nicholas Church Hall.

A Parish Safeguarding Officer was in office throughout the year. Disclosure and Barring Service checks have been carried out for any adults who look after unsupervised children or vulnerable adults, or who work with children or vulnerable adults more than once a month at any of the church activities. Safeguarding training has been completed by those required to do so. No Child Protection or other Safeguarding issues were reported during the year.

### **Structure, governance and management of the charity**

The Parochial Church Council (PCC) is registered with the Charity Commission as required by the Charities Act 2011. Its governing document is the Parochial Church Councils (Powers) Measure 1956.

During the year the following served as members of the Parochial Church Council:

## Ex-Officio Members

Incumbent The Revd. Canon Martin J Lane Chairman  
The Revd. Maria Sadler

Wardens Mrs Charlotte Pexton  
Mr Daniel Lambert

## Elected Members

Mrs Hazel Pudney – (from 21 April 2024) & Deputy Churchwarden and PCC Secretary (from 15 September 2024)

Mrs Saleigh Gordon

Mrs Caroline Homer – Safeguarding Officer

Dr David Honeybourne (to 21 April 2024)

Mr Adrian Mosley

Mrs Clare Williams

Mr Martyn White (to 21 April 2024)

Mr Daniel Watkins

Mr Jeremy Webb

Mr Graham Dodd – Stewardship and Electoral Roll officer

## Deanery Synod Members

Dr Alan Copsey

Mr Christopher Pexton

## Co-opted Members

Mrs Carol Bishop - Honorary Treasurer

Mrs Kate Cameron - PCC Secretary (to 31 August 2024)

There remain three vacancies for Deanery Synod.

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members, members of the Deanery Synod, co-opted member and members of the Church who are elected at the Annual Parochial Church Meeting (APCM) for a three-year term as agreed previously at the APCM. Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience wherever possible.

The PCC is supported by a number of committees which meet regularly and report to the PCC. Each committee has the incumbent, and at least one other member of the PCC as representatives, but where appropriate will look to co-opt persons who have skills and experience of benefit to that particular committee.

This Trustees' Annual Report was approved by the PCC at their meeting on 23 March 2025 and signed on their behalf by The Reverend Canon Martin Lane PCC Chairman



**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**

8

Registered Charity no. 1132184

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

	<u>Notes</u>	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>Endowment Funds</u> £	<u>Total Funds 2024</u> £	<u>Total Funds 2023</u> £
<b>Income and endowments from:</b>						
Donations and legacies	2a	145,606	30,077		175,682	189,568
Charitable activities	2b	11,455	191		11,646	12,609
Trading activities	2c	35,885	232		36,117	29,306
Investments	2d	11,999	1,850		13,849	12,871
<b>Total income</b>		<u>204,944</u>	<u>32,349</u>		<u>237,293</u>	<u>244,355</u>
<b>Expenditure on:</b>						
Raising funds	3a	10,902	228		11,130	1,064
Charitable activities	3b	180,669	28,695		209,365	194,603
Other trading activities	3c	31,168			31,168	22,003
<b>Total expenditure</b>		<u>222,739</u>	<u>28,923</u>		<u>251,662</u>	<u>217,670</u>
<b>Net income (expenditure)</b>		(17,795)	3,426		(14,369)	26,685
Transfers between funds - in		15,135	219		15,354	18,599
Transfers between funds - out		(15,354)			(15,354)	(18,599)
<b>Other recognised gains</b>						
Gains/(losses) on revaluation of investments	5b	2,354		1,525	3,879	14,574
<b>Net movement in funds</b>		<u>(15,660)</u>	<u>3,644</u>	<u>1,525</u>	<u>(10,490)</u>	<u>41,259</u>
<b>Reconciliation of funds:</b>						
Total funds brought forward at 1st January 2024		<u>190,764</u>	<u>1,536</u>	<u>66,640</u>	<u>258,940</u>	<u>217,681</u>
<b>Total funds carried forward at 31st December 2024</b>		<u>175,104</u>	<u>5,180</u>	<u>68,166</u>	<u>248,449</u>	<u>258,940</u>

The accompanying notes form part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL**  
**OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

**BALANCE SHEET AS AT 31ST DECEMBER 2024**

	<u>Notes</u>	<u>2024</u> £	<u>2023</u> £
<b>Fixed assets</b>			
Freehold land and buildings	5a	1	1
Investments	5b	105,194	102,840
Endowed investments	5b	<u>68,166</u>	<u>66,640</u>
<b>Total fixed assets</b>		<u>173,361</u>	<u>169,482</u>
<b>Current assets</b>			
Debtors	7		1,405
Short term deposits		62,305	59,451
Cash at bank		<u>13,583</u>	<u>29,203</u>
		75,889	90,059
<b>Current liabilities</b>			
Creditors: amounts falling due within one year	8	(800)	(601)
<b>Net current assets</b>		75,089	89,458
<b>Total assets less liabilities</b>		<u>248,449</u>	<u>258,940</u>
<b>Funds</b>			
Unrestricted funds	10		
general		86,384	117,333
designated		<u>88,719</u>	<u>73,430</u>
		175,104	190,764
Restricted funds		5,180	1,536
Endowment funds		68,166	66,640
<b>Total funds</b>		<u>248,449</u>	<u>258,940</u>

Approved by the PCC and signed on its behalf by  
the Revd Martin J Lane

  
.....

Date 23/3/2025 .....

The accompanying notes form part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

**NOTES TO THE FINANCIAL STATEMENTS**

**1 Accounting policies**

a Basis of preparation

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and the Church Accounting Regulations 2006, in accordance with applicable accounting standards and the current edition (2019) of the Statement Of Recommended Practice, Accounting and Reporting by Charities, (SORP (FRS 102))

The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments at market value. 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.

b Funds accounting

Funds held by the PCC are:

*Unrestricted funds* – general funds which can be used for PCC ordinary purposes.

*Designated funds* – monies set aside by the PCC out of unrestricted funds for specific future purposes or projects.

*Restricted funds* – a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or behest; b) donations or grants 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 the year is carried forward as a balance on that fund.

*Endowment funds* – funds the capital of which must be maintained; only income arising from the investment of the endowment may be used, either as restricted or unrestricted funds, depending on the purpose set out in the terms of the original endowment.

c Income and endowments

All income and endowments are accounted for without deduction for any costs of receivability, are recognised when there is evidence of entitlement, receipt is probable, and the amount can be measured reliably.

*Donations and legacies*

Collections are recognised when received.

Planned giving receivable is recognised when received.

Income tax recoverable on Gift Aid donations is recognised when the income to which it is attached is recognised.

Grants and legacies are recognised when the formal offer in writing of the funding is received by the PCC.

*Charitable activities*

Statutory fees for weddings and funerals are recognised when the office occurs. Income relating to other charitable activities are recognised when the activity takes place.

*Trading activities*

Trading activities are where income is receivable for selling goods or providing services. Income from trading is recognised either when received or for the year in question; advance payments are included in creditors until the service or goods are provided.

*Investment income*

Investment income is accounted for when due and payable.

Interest entitlements are accounted for as they accrue.

Rental income is accounted for when receipt is probable.

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

**NOTES TO THE FINANCIAL STATEMENTS**

*All other income*

All other income is recognised in accordance with the above overall policy.

d Gains and losses on investments

Realised gains are recognised when the investments are sold.

Unrealised gains and losses are accounted for on revaluation on 31<sup>st</sup> December.

e Expenditure

Expenditure is accounted for on an accruals basis and is accounted for gross, and recognised when there is a legal or constructive obligation and when payment is probable.

*Charitable activities*

Charitable giving is accounted for when paid over, or when awarded.

The diocesan parish contribution is accounted for on an annual basis, reflecting the allocation set by our Deanery. Any parish contribution unpaid at 31<sup>st</sup> December is provided for in these financial statements as an operational (though not a legal) liability and is shown as a creditor in the balance sheet.

f Fixed assets

*Tangible fixed assets*

Consecrated and beneficed property of any kind is excluded from the accounts by s.10(2) of the Charities Act 2011.

Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal, are accounted for as inalienable property unless consecrated. They are listed in the Church's terrier which can be inspected at any reasonable time but are not included in the financial statements.

Expenditure on other furnishing and fixed assets are written off in the year of purchase.

*Investments*

Investments are stated at market value at the balance sheet date.

*Property*

Property owned by the PCC is held as a long term asset, and the PCC do not consider the expense of valuation to be justified. As the property was gifted to the PCC and the original cost is not known it is shown in the accounts at a nominal value of £1.

g Current assets

Amounts owing to the PCC at 31<sup>st</sup> December in respect of fees, rents or other income are shown as debtors, less provision for amounts that may prove uncollectable.

Short term deposits include cash held at the bank or on deposit with the CBF Church of England Funds.

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

12

**NOTES TO THE FINANCIAL STATEMENTS**

**2 Analysis of income and endowments**

	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>Funds</u> 2024 £	<u>Total</u> <u>Funds</u> 2023 £
<b>a</b> <i>Donations and legacies</i>				
Planned giving (excl tax refunds)	82,970	10	82,980	78,683
Planned giving (no tax refunds)	2,852	620	3,472	3,518
Collections at all services	2,984	1,426	4,410	5,628
Collections at concerts				336
Special appeals & specific donations		18,418	18,418	14,128
Gift Aid tax recoverable	25,381	1,116	26,497	25,950
Grants	1,347	5,317	6,664	664
Legacies & 'in memoriam' donations	50	3,120	3,170	17,275
General donations	5,959	50	6,009	21,281
Donations from Church visitors	24,062		24,062	22,106
	<u>145,606</u>	<u>30,077</u>	<u>175,682</u>	<u>189,568</u>
<b>b</b> <i>Charitable activities</i>				
Bosham Youth Group activities				2,001
Parochial Fees from weddings, funerals	10,806		10,806	9,314
Other income from weddings, funerals	649	191	840	1,294
	<u>11,455</u>	<u>191</u>	<u>11,646</u>	<u>12,609</u>
<b>c</b> <i>Trading activities</i>				
Fete, concerts and events	18,293	232	18,524	13,625
St Nicholas Hall lettings	10,679		10,679	9,863
Magazine subscriptions	3,824		3,824	3,040
Magazine advertisement income	2,753		2,753	2,537
Book sales	336		336	242
	<u>35,885</u>	<u>232</u>	<u>36,117</u>	<u>29,306</u>
<b>d</b> <i>Investment income</i>				
St Nicholas flat rental	6,019		6,019	5,966
Interest and investment income	5,980	1,850	7,830	6,905
	<u>11,999</u>	<u>1,850</u>	<u>13,849</u>	<u>12,871</u>
<b>Total received on all funds</b>	<u>204,944</u>	<u>32,349</u>	<u>237,293</u>	<u>244,355</u>
	✓	✓	✓	✓

**THE PAROCHIAL CHURCH COUNCIL**  
**OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

13

**NOTES TO THE FINANCIAL STATEMENTS**

**3 Analysis of expenditure on:**

	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>Funds</u> 2024 £	<u>Total</u> <u>Funds</u> 2023 £
<b>a</b>				
<i>Raising funds</i>				
Stewardship costs	4076.4		4,076	81
Bookstall expenses	6,463		6,463	614
Concerts and event expenses	362	228	590	369
	10,902	228	11,130	1,064
<b>b</b>				
<i>Charitable activities</i>				
Charitable giving	13,292	9,898	23,190	23,505
Diocesan parish share	81,600	1,850	83,450	82,222
Local mission and outreach	4,415		4,415	1,027
Vicarage expenses	4,462		4,462	6,128
Church running expenses	19,189	630	19,819	17,512
Church maintenance	19,094		19,094	5,349
Expenses of services	11,626	191	11,817	10,487
Expenses of weddings, funeral			0	624
Church enhancements		379	379	10,575
Church major repairs	946	14,552	15,497	5,720
Costs of churchyard and burial ground	3,514	1,196	4,710	3,100
Youth work	1,441		1,441	3,822
Clergy working expenses	5,475		5,475	4,944
Administrative expenses	13,095		13,095	18,471
Training courses	1,000		1,000	
Bank charges	1,520		1,520	1,118
	180,669	28,695	209,365	194,603
<b>c</b>				
<i>Trading activities</i>				
St Nicholas Hall running costs	14,032		14,032	11,758
St Nicholas Hall maintenance	8,309		8,309	1,662
Fete expenses	2,263		2,263	2,241
Parish magazine	6,564		6,564	6,343
	31,168		31,168	22,003
<b>Total resources expended</b>	222,739	28,923	251,662	217,670

A full listing of charitable donations and special collections is listed as an appendix to these financial statements.

**NOTES TO THE FINANCIAL STATEMENTS**

**4 Staff costs**

During the year the PCC employed an administrator, director of music, church hall caretaker and cleaner. Staff costs are included the appropriate cost centre; the total for the year was £21,430 (2023 £22,164)

**5 Fixed assets and investments**

a St Nicholas Church Hall and flat were originally gifted to the PCC. As the PCC uses the Hall and flat to fulfil its charitable objects and generate income, and does not foresee selling the property, it does not consider a valuation worthwhile at this time.

b The Diocese are custodian trustees for the Cole Endowment.

The Cole Endowment was provided to produce an income to pay for the stipend of the Incumbent. As stipends are paid by the Diocese, the endowed income is paid to the Diocese and included as a Parish Contribution.

Funds held in reserve are invested in CBF investment funds and revalued at the year end.

	Reserve Funds	Endowment Fund
	£	£
Market value at 1st January 2024	102,840	66,640
Gains on revaluation at 31st December 2024	2,354	1,525
Market value at 31st December 2024	105,194	68,166

**6 Analysis of net assets by fund**

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Endowment</u> <u>Funds</u>	<u>Total</u> <u>Funds</u> <u>2024</u>	<u>Total</u> <u>Funds</u> <u>2023</u>
	£	£	£	£	£
Freehold land and buildings		1		1	1
Investments	100,015	5,179	68,166	173,360	169,481
Current assets	75,889			75,889	90,059
Current liabilities	(800)			(800)	(601)
	175,104	5,180	68,166	248,450	258,940

**7 Debtors**

	<u>2024</u>	<u>2023</u>
	£	£
Income tax recoverable		884
Other debtors		521
		1,405

**THE PAROCHIAL CHURCH COUNCIL**  
**OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

**NOTES TO THE FINANCIAL STATEMENTS**

8	<b>Creditors: amounts falling due within one year</b>	<u>2024</u>	<u>2023</u>
		£	£
	Deferred income	800	601

9 **Comparatives for the statement of financial activities**

	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Endowment</u> <u>Funds</u> £	<u>Total</u> <u>Funds</u> <u>2023</u> £
<b>Income and endowments from:</b>				
Donations and legacies	170,461	19,107		189,568
Charitable activities	9,984	2,625		12,609
Trading activities	29,306			29,306
Investments	11,050	1,822		12,872
<b>Total income</b>	<b>220,801</b>	<b>23,554</b>		<b>244,355</b>
<b>Expenditure on:</b>				
Raising funds	1,064			1,064
Charitable activities	170,729	23,875		194,604
Other trading activities	22,003			22,003
Other				0
<b>Total expenditure</b>	<b>193,796</b>	<b>23,875</b>		<b>217,671</b>
<b>Net income</b>				
<b>Other recognised gains</b>				
Gains/(losses) on revaluation of investments	8,844		5,731	14,575
Transfers between funds	17,668	931		18,599
	(17,759)	(840)		(18,599)
<b>Net movement in funds</b>	<b>35,758</b>	<b>(230)</b>	<b>5,731</b>	<b>41,259</b>
<b>Reconciliation of funds:</b>				
Total funds brought forward at 1st January 2023	155,006	1,765	60,910	217,681
<b>Total funds carried forward at 31st December 2023</b>	<b>190,764</b>	<b>1,535</b>	<b>66,641</b>	<b>258,940</b>

**NOTES TO THE FINANCIAL STATEMENTS**

**10 Statement of funds**

	<u>Bal b/fwd</u> <u>1 Jan 2024</u> <u>£</u>	<u>Income</u> <u>£</u>	<u>Expenditure</u> <u>£</u>	<u>Transfers,</u> <u>gains &amp;</u> <u>losses</u> <u>£</u>	<u>Bal c/fwd</u> <u>31 Dec</u> <u>2024</u> <u>£</u>
<i>Unrestricted fund</i>					
General fund	117,333	179,865	199,929	(10,885)	86,384
<i>Designated funds</i>					
Fabric fund	18,438	24,300	7,409		35,329
Enhancement Fund					0
Vicarage fund	0				0
Legacy fund	51,865	50	162		51,753
Hospitality fund	0	80			80
Pastoral fund	473		987	514	0.00
Outreach fund	1,500		1,500		0
Flower fund	1,000	649	592		1,057
Donation fund	155		12,161	12,006	0
Junior Church				500	500
	<u>73,430</u>	<u>25,079</u>	<u>22,810</u>	<u>13,020</u>	<u>88,719</u>
<i>Unrestricted &amp; designated funds</i>	<u>190,765</u>	<u>204,944</u>	<u>222,739</u>	<u>2,135</u>	<u>175,104</u>
<i>Restricted funds</i>					
Fabric fund	0	17,064	15,182		1,882
Enhancement fund	144	438	379		202
Pastoral fund	527	38	783	218	0
Flower fund	0	191	191		0
Cole Endowment income	0				0
Youth activity fund	0				0
Donation fund	(0)	9,392	9,343	0	50
Legacy & in memoriam fund		3,377	1,196		2,181
Mary Rochford Wade Trust	865				865
	<u>1,536</u>	<u>30,499</u>	<u>27,074</u>	<u>219</u>	<u>5,180</u>
<i>Endowment funds</i>					
Cole Endowment fund	66,640	1,850	1,850	1,525	68,166
<i>Total funds</i>	<u><u>258,941</u></u>	<u><u>237,293</u></u>	<u><u>251,662</u></u>	<u><u>3,879</u></u>	<u><u>248,449</u></u>

**11 Transactions with related charities**

The Bosham Burial Ground Association (BBGA) is a separate charity (no.1059254).

The following members of the PCC are trustees of that charity:

Canon Martin J Lane

During the year the PCC paid £3,100 towards the upkeep of the burial ground.

**The Independent Examiner's Report to  
the Parochial Church Council of the Ecclesiastical Parish of Bosham, Chichester**

I report on the accounts of the Parochial Church Council (PCC) for the year ended 31<sup>st</sup> December 2024, which are set out on pages 8 to 16.

**Respective responsibilities of the PCC and the examiner**

As members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of the Church Accounting Regulations and section 144(2) of the Charities Act 2011 ('the 2011 Act') do not apply.

It is my responsibility to:

- Examine the accounts under the Church Accounting Regulations and section 145 of the 2011 Act;
- To follow the procedures laid down in the general directions of the Charity Commission under section 145(5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

**Basis of this report**

My examination was carried out in accordance with the General Directions given by the Charity Commission and to be found in the Church guidance, 2013 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering 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**

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the requirements of the Act and the Regulations
 have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed..... *IOPudney* .....

Dated..... *25/5/25* .....

Mr Ian Pudney  
28 Hawthorne Gardens  
Hambrook  
West Sussex PO18 8FP

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

**CHARITABLE GIVING**

<b>2023</b>					<b>2024</b>		
<u>Restricted Donations</u> £	<u>Special Collections</u> £	<u>Mission &amp; Outreach</u> £		<u>Mission &amp; Outreach</u> £	<u>Special Collections</u> £	<u>Restricted Donations</u> £	
			<b>OVERSEAS RELIEF AND DEVELOPMENT</b>				
		500	FRRME	0			
4,994		2,000	Friends of Children in Romania	3,000		5,913	
		500	BEATS	500			
			BEATS to sponsor midwife	500			
		500	DATUM	500			
		1,000	Christian Aid	500	139		
			Bible Society (Bible Lands Appeal)	500			
			Disasters Emergency Committee (Turkey/Syria Earthquake Appeal)				
	822	500					
			<b>HOME MISSION</b>				
	541	1,000	Stonepillow	1,000	610		
		500	Valley Churches				
		250	The Life Centre	250			
	541	250	Chi Dioc Assn for Family Support (Christmas)	250	610		
		**	Chichester Diocese				
		**	Holy Trinity Bosham Outreach				
		250	St Olav's Bookshop Chichester	250			
	690	250	Children's Society (Christmas Charity)	250	748		
	257		Mission to Seafarers (Laying up Boats service)		296		
		250	Church Urban Fund				
			Friends of Chichester Cathedral	95			
		250	Sussex Historic Churches Trust	250			

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

**CHARITABLE GIVING**

2023			2024		
<u>Restricted Donations</u> £	<u>Special Collections</u> £	<u>Mission &amp; Outreach</u> £	<u>Mission &amp; Outreach</u> £	<u>Special Collections</u> £	<u>Restricted Donations</u> £
			#		
		Godly Play			
		<b>SECULAR CHARITIES</b>			
		920 Bosham Monday Club (Minibus)	920		
		50 Sussex Bellringers Association	50		
	217	125 Chichester District Foodbank	1,440	389	
		1,150 Care for Veterans			
		1,000 Sage House - Dementia Support	500		
		500 Sussex Snowdrop Trust	500		
		500 St Wilfred's Hospice	750		
2,028		58 Pastoral donations	2,070		
	516	Royal British Legion		411	
1,436		Ukrainian pastoral support			
<b>8,458</b>	<b>3,584</b>	<b>TOTALS</b>	<b>14,075</b>	<b>3,202</b>	<b>5,913</b>
		<b>OVERALL TOTAL</b>	<b>23,190</b>		
Special Collections include donations made electronically on the relevant Sunday					
#	£500 has been set aside to fund Godly Play for Junior Church in 2025				
**	£155 has been set aside to support Chichester Diocese via additional Parish Share in 2024				
	£1,500 has been set aside to fund Church outreach				

---

# Accounts

---

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**

Registered Charity no. 1132184

**TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS**

**For the year ended 31<sup>st</sup> December 2023**

<b>Contents</b>	<b>Page</b>
Annual report	1
Statement of financial activities	6
Balance sheet	7
Notes to the financial statements	8
Report of the independent examiner	15
Charitable Giving	16

**Holy Trinity Church,**  
High Street, Bosham, West Sussex PO18 8LS

**St Nicholas Church Hall,**  
Brooks Lane, Bosham, West Sussex PO18 8LA

*Incumbent:*

Canon Martin J Lane, The Vicarage, Bosham Lane, Bosham, West Sussex PO18 8HX

*Independent Examiner:*

Mr Ian Pudney, 28 Hawthorne Gardens, Hambrook, West Sussex PO18 8FP

*Bankers:*

Barclays, Leicester LE7 2BB

CCLA Investment Management Ltd, The CBF Church of England Funds, Senator House,  
85 Victoria Street, London EC4V 4ET

Cashplus Bank, 6<sup>th</sup> Floor, One London Wall, London EC2Y 5EB

*Custodian Trustee:*

The Chichester Diocesan Fund and Board of Finance, Diocesan Church House,  
211 New Church Road, Hove, BN3 4ED

*Parish Office:* email: [administrator@boshamchurch.org.uk](mailto:administrator@boshamchurch.org.uk) ☎ 01243 210242

*Church Website:* [boshamchurch.org.uk](http://boshamchurch.org.uk)

# **THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**

Registered Charity no. 1132184

## **TRUSTEES' ANNUAL REPORT FOR 2023**

### **Our aims and purposes as a charity**

The Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, the Revd Canon Martin Lane, in:

- The promotion of the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England
- Promoting in the parish the whole mission of the church, pastoral, social, evangelistic and ecumenical
- To Know, Love and Follow Jesus
- Practical support and care for people in the parish, from the youngest to the eldest, irrespective of level of need or ability to pay
- Providing financial support to those in need and to other organisations with similar objectives.
- Maintaining Holy Trinity Church as a place of worship and as an historic building and St Nicholas Hall for parish and community use
- Meeting some of the running costs of the vicarage.

### **What we planned to do to achieve our charitable objectives**

When planning our activities for the year, our incumbent and the PCC have considered the Charity Commission's guidance on public benefit and, particularly, the specific guidance on 'charities for the advancement of religion'.

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 and has completed SQP level one safeguarding.

Our underlying objectives remained constant and much in line with 2022:

- Enabling as many people as possible to worship (either physically or on-line)
- Enabling as many people as possible to become part of our parish community
- Maintaining an overview of worship throughout the parish
- Considering how services can involve the many groups that live within the parish
- Putting faith into practice, through prayer and scripture, music and sacrament
- Provision of pastoral care for people living in the parish
- Provision of assistance to the needy of the parish
- Giving grants to missionary organisations
- Maintaining the fabric of the church building as a historic centre and focus of life in the village.

These objectives were underpinned by the five marks of mission to:

- Proclaim the Good News of the Kingdom
- Teach, baptise and nurture new believers
- Respond to human need by loving service
- Change unjust structures of society, challenge violence and pursue peace and reconciliation
- Safeguard the integrity of creation, sustain and renew the life of the earth.

The parish has also embraced the Diocesan Strategy, the 'four mores', and is seeking ways in which we can be: -

- More Open
- More Converted to Jesus Christ
- More Generous
- More Engaged

## **What we achieved and how we affected beneficiaries' lives**

### ***Attendance at worship***

Worship patterns have certainly changed since the Covid-19 pandemic. More parishioners are choosing to worship at the vigil service on Saturday evening at 6 which is well attended by families. It is encouraging to note that attendance is returning to pre-covid levels.

Attendance at Christmas was 426. There were 268 worshippers at Easter.

There are 260 on the church electoral roll.

### ***Teaching, baptising and nurturing new and existing believers***

There were 21 baptisms, 13 weddings and six church funerals, four other funerals were conducted for parishioners along with seven burials of ashes.

Ten children and ten adults were prepared for confirmation, a service which took place in Holy Trinity Bosham in January. In May two adults were also confirmed at the Westbourne Deanery Confirmation at Chichester Cathedral.

The Junior church team now provide weekly classes during the main service on Sunday mornings during term-time.

In June we were delighted to welcome Bishop Ruth for a service of ordination to the priesthood, at which our curate The Revd. Maria Sadler was ordained.

### ***Evangelism and outreach***

The Church Fete is a major outreach event in the life of the church and village. It is enjoyed by many, attracting visitors both within and beyond the village itself. This event was held in the Church, Churchyard and Manor House grounds.

Meeting Point, our ecumenical churches together group in Bosham continued to organise joint events during the year. These included:-

Ecumenical Lent study groups.

Palm Sunday procession and blessing of palms

The Good Friday walk of witness through the village

A Harvest Festival celebration, and Harvest Supper

Joint Carol Service at Holy Trinity Bosham.

During the year regular Bible study and prayer groups also took place.

The church and village magazine 'Bosham Life' continued to be produced and distributed throughout the year with the additional support of Bijo Chandy, based in Kerala, India, who is assisting with the magazine design and production.

The PCC continues to maintain St Nicholas Hall which provides a venue for a number of local organisations.

### ***Provision of the church building for people to enjoy***

Our church continues to be appreciated by our parishioners and many others, as a space where life events are celebrated with joy and thanksgiving.

The church attracts many visitors, and it was good to see visitor numbers increasing. The church was a focal point of prayer and celebration for the Coronation of King Charles III.

The church has a good working relationship with the local primary school who have visited the church during the year. The School Christmas Carol service was well attended by pupils and their families.

Monthly music concerts took place during the year. These attracted a wide group from within the local community and further afield. A charity concert for Friends of Children in Romania took place in August.

### **Church building and future projects**

A new pascal candle, given in memorium was installed during the year. Two memorial benches we placed in the south west corner of the churchyard. Improvements were made to the church sound system and audio visual equipment to improve our streaming capabilities.

### ***Provision of pastoral care for people living in the parish***

Regular contact has taken place with parishioners wishing to receive communion at home and in care homes locally. A small group of laity assist the clergy in providing this care.

### **Financial Review**

#### ***Incoming and outgoing resources***

Total receipts on general unrestricted funds amounted to £164,595 expenses to £166,580, net transfers to designated funds of £14,633 (mainly to fund year-end charitable donations). These are detailed in the financial statements.

The PCC's major source of income arises from planned giving and tax recovered from Gift Aid. There has been a decline in planned giving over the last couple of years, but as a result of a stewardship campaign in the Autumn, the planned giving increased during the last quarter giving a total for the year of £82,201 (2022 £82,648). We anticipate that this increase will continue in 2024. Income tax recovered on tax efficient donations showed a small increase on General donations, although the total on all funds had decreased as a result of generous restricted Gift Aided donations in 2022. The PCC continues to take advantage of the Gift Aid Small Donations Scheme.

Cash collections during services are now only a minor income stream. However, un-restricted card donations increased to £13,666 some of which is attributable to congregational donations. We continue to benefit from cash donations from visitors to the Church.

During the year the repairs were required to the sound system amounting to £5,160 which was funded from the Designated Fabric Fund. A further £4,280 was spent on a wireless camera to enable high quality streaming of services, which the PCC agreed to fund from the Legacy/in memoriam donations.

Income from St Nicholas Hall together with the attached flat covered both running and maintenance costs during the year.. The parish magazine, Bosham Life, is running at a loss, but the cover price has been reviewed for 2024. The Church Fete was held raising £11,430.

The Church benefitted from a number of legacies and 'in-memoriam' donations totalling £32,275. In addition two memorial benches were installed in the Churchyard, and a pascal candlestick commissioned for the Church, funded by specific donations.

### ***Sharing the ministry costs of the Diocese of Chichester***

The largest expenditure of the PCC was the sum of £80,400 paid to the diocese, which is 100% of the costs allocated to this church (£76,967) together with an additional sum to support those parishes unable to meet their full PMC. The PCC has set aside a further £155 from the 2023 General Fund to further support the Diocese via the 2024 Parish Share.

The total relates directly to the housing, support, stipend and pension costs of the clergy of this parish, training of new ordinands, a contribution to national church funds and, shared costs of the Christian family throughout the whole diocese, including assistance towards the upkeep of churches less able to manage than ourselves.

## ***Charitable giving***

As a result of the continued financial support of the congregation, together with donors from the wider parish, the PCC was able to continue with its policy to allocate 10% of its voluntary income to charitable giving which amounted to £13,900. In addition the PCC designates £1,000 for local pastoral payments at the Vicar's discretion.

There were 'special collections' in church this year including at the Christmas services. The congregation responded to the Turkey/Syrian earthquake raising £822 which, which together with a further £500 allocated by the PCC, was donated via the Disasters Emergency Committee. The Church hosted a concert in aid of Friends of Children in Romania which raised a total in excess of £4,000 (via the Church or by donations directly to the charity); the congregation also supported a Christmas Appeal which enabled the vicar, as a trustee, and two members of the congregation to make a short visit to the Romanian orphanage on behalf of the parish. The Church also hosted a MacMillan coffee morning.

Full details of the charitable donations are included as an appendix to the financial statements.

## ***Staff costs***

The PCC pays for an administrator, organist, cleaner and part time caretaker for St Nicholas Hall. Further details are provided in the notes to the accounts.

## ***Trustee payments and expenses***

The PCC supported the incumbent by paying various bills relating to the Vicarage amounting to £6,128 which included insulation. In addition, the PCC paid working expenses amounting to £2,664 (vicar) and £2,280 (curate) incurred during their work in the Parish and in the wider ministry.

The Hall caretaker is related to one of the current Churchwardens. There were no other payments to persons related to or connected to, the trustees.

## ***Why we hold some money in reserve***

It is PCC policy to maintain a balance on the general unrestricted funds which equates to approximately six months' worth of unrestricted payments as contingency against unforeseen situations. This prudent policy has enabled us to continue to pay our full parish share, support the parish and make our customary charitable donations.

It is PCC policy to designate the net income from the church boxes and the chip and pin card reader, which can be largely attributed to visitors to the church, for fabric repairs, including those identified at the quinquennial inspection.

Where the PCC identifies future expenses which will be required to meet the PCC's objectives, appropriate designated funds are retained from related income or transferred from general unrestricted funds. Designated funds are reviewed at the year end and any funds considered surplus to the identified purpose released back to the General Fund.

It is PCC policy to retain any legacies and donations in memoriam of deceased parishioners which do not have a specified purpose in a designated fund to be used for specific projects which enhance our worship or the church building.

It is PCC policy to invest surplus funds in the CBF Church of England deposit and investment funds.

## Management of risks and their mitigation

The Health and Safety Policy is up to date and approved by the PCC.

A Parish Safeguarding Officer was in office throughout the year. Disclosure and Barring Service checks have been carried out for any adults who look after unsupervised children or vulnerable adults, or who work with children or vulnerable adults more than once a month at any of the church activities. Safeguarding training has been completed by those required to do so. No Child Protection or other Safeguarding issues were reported during the year.

## Structure, governance and management of the charity

The Parochial Church Council (PCC) is registered with the Charity Commission as required by the Charities Act 2011. Its governing document is the Parochial Church Councils (Powers) Measure 1956.

During the year the following served as members of the Parochial Church Council:

### *Ex-Officio Members*

Incumbent	The Revd. Canon Martin J Lane	Chairman
	The Revd. Maria Sadler	
Wardens	Professor Laura Ritchie (until 23/4/23)	
	Charlotte Pexton (from 23/4/23)	
	Mr Daniel Lambert	

### *Elected Members*

Mrs Saleigh Gordon  
Mrs Caroline Homer  
Dr David Honeybourne  
Mr Adrian Mosley  
Mrs Clare Williams (from 23/4/23)  
Mr Martyn White  
Mr Daniel Watkins (from 23/4/23)  
Mr Jeremy Webb  
Mr Graham Dodd (from 01/11/23)

### *Deanery Synod Members*

Dr Alan Copsey  
Mr Christopher Pexton

### *Co-opted Members*

Mrs Carol Bishop                      Honorary Treasurer

There remain three vacancies for Deanery Synod.

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members, members of the Deanery Synod, co-opted member and members of the Church who are elected at the Annual Parochial Church Meeting (APCM) for a three year term as agreed previously at the APCM. Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

The PCC is supported by a number of committees which meet regularly and report to the PCC. Each committee has the incumbent, and at least one other member of the PCC as representatives, but where appropriate will look to co-opt persons who have skills and experience of benefit to that particular committee.



This Trustees' Annual Report was approved by the PCC and signed on their behalf by Mr Daniel Lambert, PCC Vice Chairman

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**

6

Registered Charity no. 1132184

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

	<u>Notes</u>	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Endowment Funds</u>	<u>Total Funds 2023</u>	<u>Total Funds 2022</u>
		£	£	£	£	£
<b>Income and endowments from:</b>						
Donations and legacies	2a	170,461	19,107		189,568	163,590
Charitable activities	2b	9,984	2,625		12,609	22,236
Trading activities	2c	29,306			29,306	16,697
Investments	2d	11,050	1,822		12,871	11,094
<b>Total income</b>		<u>220,801</u>	<u>23,554</u>		<u>244,355</u>	<u>213,617</u>
<b>Expenditure on:</b>						
Raising funds	3a	1,064			1,064	2,570
Charitable activities	3b	170,729	23,875		194,603	240,137
Other trading activities	3c	22,003			22,003	20,180
<b>Total expenditure</b>		<u>193,796</u>	<u>23,875</u>		<u>217,670</u>	<u>262,887</u>
<b>Net income</b>		27,006	(321)		26,685	(49,270)
Transfers between funds - in		17,668	931		18,599	13,634
Transfers between funds - out		(17,759)	(840)		(18,599)	(13,634)
<b>Other recognised gains</b>						
Gains/(losses) on revaluation of investments	5b	8,844		5,731	14,574	(20,668)
<b>Net movement in funds</b>		<u>35,758</u>	<u>(230)</u>	<u>5,731</u>	<u>41,259</u>	<u>(69,938)</u>
<b>Reconciliation of funds:</b>						
Total funds brought forward at 1st January 2023		155,006	1,765	60,910	217,681	287,620
<b>Total funds carried forward at 31st December 2023</b>		<u>190,764</u>	<u>1,536</u>	<u>66,640</u>	<u>258,940</u>	<u>217,682</u>

The accompanying notes form part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

7

**BALANCE SHEET AS AT 31ST DECEMBER 2023**

	<u>Notes</u>	<u>2023</u> £	<u>2022</u> £
<b>Fixed assets</b>			
Freehold land and buildings	5a	1	1
Investments	5b	102,840	93,997
Endowed investments	5b	66,640	60,910
<b>Total fixed assets</b>		169,482	154,907
<b>Current assets</b>			
Debtors	7	1,405	7,345
Short term deposits		59,451	56,640
Cash at bank		29,203	777
		90,059	64,761
<b>Current liabilities</b>			
Creditors: amounts falling due within one year	8	(601)	(1,988)
<b>Net current assets</b>		89,458	62,773
<b>Total assets less liabilities</b>		258,940	217,681
<b>Funds</b>			
Unrestricted funds	10		
general		117,333	125,468
designated		73,430	29,537
		190,764	155,006
Restricted funds		1,536	1,765
Endowment funds		66,640	60,910
<b>Total funds</b>		258,940	217,681

Approved by the PCC and signed on its behalf by  
Mr Daniel Lambert, PCC Vice Chairman

..... *D. V. Lambert* .....

Date ..... *18/2/24* .....

The accompanying notes form part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

**NOTES TO THE FINANCIAL STATEMENTS**

**1 Accounting policies**

a Basis of preparation

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and the Church Accounting Regulations 2006, in accordance with applicable accounting standards and the current edition (2019) of the Statement Of Recommended Practice, Accounting and Reporting by Charities, (SORP (FRS 102))

The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments at market value. 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.

b Funds accounting

Funds held by the PCC are:

*Unrestricted funds* – general funds which can be used for PCC ordinary purposes.

*Designated funds* – monies set aside by the PCC out of unrestricted funds for specific future purposes or projects.

*Restricted funds* – a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or behest; b) donations or grants 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 the year is carried forward as a balance on that fund.

*Endowment funds* – funds the capital of which must be maintained; only income arising from the investment of the endowment may be used, either as restricted or unrestricted funds, depending on the purpose set out in the terms of the original endowment.

c Income and endowments

All income and endowments are accounted for without deduction for any costs of receivability, are recognised when there is evidence of entitlement, receipt is probable, and the amount can be measured reliably.

*Donations and legacies*

Collections are recognised when received.

Planned giving receivable is recognised when received.

Income tax recoverable on Gift Aid donations is recognised when the income to which it is attached is recognised.

Grants and legacies are recognised when the formal offer in writing of the funding is received by the PCC.

*Charitable activities*

Statutory fees for weddings and funerals are recognised when the office occurs. Income relating to other charitable activities are recognised when the activity takes place.

*Trading activities*

Trading activities are where income is receivable for selling goods or providing services. Income from trading is recognised either when received or for the year in question; advance payments are included in creditors until the service or goods are provided.

*Investment income*

Investment income is accounted for when due and payable.

Interest entitlements are accounted for as they accrue.

Rental income is accounted for when receipt is probable.

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

**NOTES TO THE FINANCIAL STATEMENTS**

*All other income*

All other income is recognised in accordance with the above overall policy.

d Gains and losses on investments

Realised gains are recognised when the investments are sold.

Unrealised gains and losses are accounted for on revaluation on 31<sup>st</sup> December.

e Expenditure

Expenditure is accounted for on an accruals basis and is accounted for gross, and recognised when there is a legal or constructive obligation and when payment is probable.

*Charitable activities*

Charitable giving is accounted for when paid over, or when awarded.

The diocesan parish contribution is accounted for on an annual basis, reflecting the allocation set by our Deanery. Any parish contribution unpaid at 31<sup>st</sup> December is provided for in these financial statements as an operational (though not a legal) liability and is shown as a creditor in the balance sheet.

f Fixed assets

*Tangible fixed assets*

Consecrated and beneficed property of any kind is excluded from the accounts by s.10(2) of the Charities Act 2011.

Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal, are accounted for as inalienable property unless consecrated. They are listed in the Church's terrier which can be inspected at any reasonable time but are not included in the financial statements.

Expenditure on other furnishing and fixed assets are written off in the year of purchase.

*Investments*

Investments are stated at market value at the balance sheet date.

*Property*

Property owned by the PCC is held as a long term asset, and the PCC do not consider the expense of valuation to be justified. As the property was gifted to the PCC and the original cost is not known it is shown in the accounts at a nominal value of £1.

g Current assets

Amounts owing to the PCC at 31<sup>st</sup> December in respect of fees, rents or other income are shown as debtors, less provision for amounts that may prove uncollectable.

Short term deposits include cash held at the bank or on deposit with the CBF Church of England Funds.

**THE PAROCHIAL CHURCH COUNCIL**  
**OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

10

**NOTES TO THE FINANCIAL STATEMENTS**

**2 Analysis of income and endowments**

	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>Funds</u> 2023 £	<u>Total</u> <u>Funds</u> 2022 £
<b>a</b> <i>Donations and legacies</i>				
Planned giving (excl tax refunds)	78,683		78,683	77,715
Planned giving (no tax refunds)	2,918	600	3,518	4,933
Collections at all services	3,337	2,291	5,628	5,098
Collections at concerts	336		336	1,341
Special appeals & specific donations		14,128	14,128	21,840
Gift Aid tax recoverable	23,862	2,088	25,950	27,825
Grants	664		664	6,475
Legacies & 'in memoriam' donations	17,275		17,275	0
General donations	21,281		21,281	3,295
Donations from Church visitors	22,106		22,106	15,068
	<u>170,461</u>	<u>19,107</u>	<u>189,568</u>	<u>163,590</u>
<b>b</b> <i>Charitable activities</i>				
Bosham Youth Group activities		2,001	2,001	810
Parochial Fees from weddings, funerals	9,314		9,314	15,110
Other income from weddings, funerals	670	624	1,294	6,316
	<u>9,984</u>	<u>2,625</u>	<u>12,609</u>	<u>22,236</u>
<b>c</b> <i>Trading activities</i>				
Fete, concerts and events	13,625		13,625	3,000
St Nicholas Hall lettings	9,863		9,863	8,135
Magazine subscriptions	3,040		3,040	3,154
Magazine advertisement income	2,537		2,537	2,318
Book sales	242		242	90
	<u>29,306</u>		<u>29,306</u>	<u>16,697</u>
<b>d</b> <i>Investment income</i>				
St Nicholas flat rental	5,966		5,966	5,853
Interest and investment income	5,084	1,822	6,905	5,241
	<u>11,050</u>	<u>1,822</u>	<u>12,871</u>	<u>11,094</u>
<b>Total received on all funds</b>	<u>220,801</u>	<u>23,554</u>	<u>244,355</u>	<u>213,617</u>

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

11

**NOTES TO THE FINANCIAL STATEMENTS**

**3 Analysis of expenditure on:**

	<u>Unrestricted</u> <u>Funds</u> <u>£</u>	<u>Restricted</u> <u>Funds</u> <u>£</u>	<u>Total</u> <u>Funds</u> <u>2023</u> <u>£</u>	<u>Total</u> <u>Funds</u> <u>2022</u> <u>£</u>
<b>a</b> <i>Raising funds</i>				
Stewardship costs	81		81	37
Bookstall expenses	614		614	2,533
Concerts and event expenses	369		369	0
	1,064		1,064	2,570
<b>b</b> <i>Charitable activities</i>				
Charitable giving	12,303	11,202	23,505	22,872
Diocesan parish share	80,400	1,822	82,222	81,912
Local mission and outreach	1,027		1,027	1,003
Vicarage expenses	6,128		6,128	4,001
Church running expenses	16,912	600	17,512	14,504
Church maintenance	5,349		5,349	8,111
Expenses of services	10,487		10,487	10,358
Expenses of weddings, funeral		624	624	5,694
Church enhancements	4,469	6,106	10,575	11,590
Church major repairs	5,720		5,720	43,591
Costs of churchyard and burial ground	3,100		3,100	18,004
Youth work	301	3,521	3,822	1,834
Clergy working expenses	4,944		4,944	4,175
Administrative expenses	18,471		18,471	11,527
Bank charges	1,118		1,118	961
	170,729	23,875	194,603	240,137
<b>c</b> <i>Trading activities</i>				
St Nicholas Hall running costs	11,758		11,758	10,043
St Nicholas Hall maintenance	1,662		1,662	4,481
Fete expenses	2,241		2,241	388
Parish magazine	6,343		6,343	5,268
	22,003		22,003	20,180
<b>Total resources expended</b>	193,796	23,875	217,670	262,887

A full listing of charitable donations and special collections is listed as an appendix to these financial statements.

**NOTES TO THE FINANCIAL STATEMENTS**

**4 Staff costs**

During the year the PCC employed an administrator, director of music, church hall caretaker and cleaner. Staff costs are included the appropriate cost centre; the total for the year was £22,164 (2022 £21,051)

**5 Fixed assets and investments**

a St Nicholas Church Hall and flat were originally gifted to the PCC. As the PCC uses the Hall and flat to fulfil its charitable objects and generate income, and does not foresee selling the property, it does not consider a valuation worthwhile at this time.

b The Diocese are custodian trustees for the Cole Endowment.

The Cole Endowment was provided to produce an income to pay for the stipend of the Incumbent. As stipends are paid by the Diocese, the endowed income is paid to the Diocese and included as a Parish Contribution.

Funds held in reserve are invested in CBF investment funds and revalued at the year end.

	Reserve Funds	Endowment Fund
	£	£
Market value at 1st January 2023	93,997	60,910
Gains on revaluation at 31st December 2023	8,844	5,731
Market value at 31st December 2023	102,840	66,640

**6 Analysis of net assets by fund**

	<u>Unrestricted</u> Funds	<u>Restricted</u> Funds	<u>Endowment</u> Funds	<u>Total</u> Funds 2023	<u>Total</u> Funds 2022
	£	£	£	£	£
Freehold land and buildings	1				1
Investments	37,437	65,403	66,640	169,481	154,906
Current assets	153,926	(63,867)		90,059	64,761
Current liabilities	(601)	0		(601)	(1,988)
	190,764	1,536	66,640	258,939	217,680

**7 Debtors**

	<u>2023</u> £	<u>2022</u> £
Income tax recoverable	884	4,784
Other debtors	521	
Grants re 2022 expenditure		611
Prepayments		1,950
	1,405	7,345



**NOTES TO THE FINANCIAL STATEMENTS**

**10 Statement of funds**

	<u>Bal b/fwd</u> 1 Jan 2023 £	<u>Income</u> £	<u>Expenditure</u> £	<u>Transfers, gains &amp; losses</u> £	<u>Bal c/fwd</u> 31 Dec 2023 £
<i>Unrestricted fund</i>					
General fund	125,468	164,595	(166,850)	(5,880)	117,333
<i>Designated funds</i>					
Fabric fund	2,021	22,751	(6,333)		18,439
Enhancement Fund	(0)				
Vicarage fund	500	500	(1,913)	913	0
Legacy fund	23,869	32,275	(4,279)		51,865
Hospitality fund	5		(169)	164	0
Pastoral fund	107		(58)	424	473
Outreach fund				1,500	1,500
Flower fund	1,431	680	(343)	(768)	1,000
Donation fund	1,605		(13,850)	12,400	155
	29,539	56,206	(26,946)	14,633	73,432
<i>Unrestricted &amp; designated funds</i>	155,007	220,801	(193,796)	8,753	190,765
<i>Restricted funds</i>					
Fabric fund	0	600	(600)		0
Enhancement fund	0	6,250	(6,106)		144
Pastoral fund	661	3,330	(2,624)	(840)	527
Flower fund	0	624	(624)		0
Cole Endowment income	0	1,822	(1,822)		0
Youth activity fund	239	2,351	(3,521)	931	0
Donation fund	(0)	8,578	(8,578)		(0)
Mary Rochford Wade Trust	865				865
	1,765	23,554	(23,875)	91	1,536
<i>Endowment funds</i>					
Cole Endowment fund	60,910			5,731	66,640
<b>Total funds</b>	217,682	244,355	(217,670)	14,574	258,941

**11 Transactions with related charities**

The Bosham Burial Ground Association (BBGA) is a separate charity (no. 1059254).

The following members of the PCC are trustees of that charity:

Canon Martin J Lane

During the year the PCC paid £3,100 towards the upkeep of the burial ground.

**The Independent Examiner's Report to  
the Parochial Church Council of the Ecclesiastical Parish of Bosham, Chichester**

I report on the accounts of the Parochial Church Council (PCC) for the year ended 31<sup>st</sup> December 2023, which are set out on pages 6 to 14.

**Respective responsibilities of the PCC and the examiner**

As members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of the Church Accounting Regulations and section 144(2) of the Charities Act 2011 ('the 2011 Act') do not apply.

It is my responsibility to:

- Examine the accounts under the Church Accounting Regulations and section 145 of the 2011 Act;
- To follow the procedures laid down in the general directions of the Charity Commission under section 145(5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

**Basis of this report**

My examination was carried out in accordance with the General Directions given by the Charity Commission and to be found in the Church guidance, 2013 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering 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**

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the requirements of the Act and the Regulations
 have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed..... *IOPudney* .....

Dated..... *2/4/2024* .....

Mr Ian Pudney  
28 Hawthorne Gardens  
Hambrook  
West Sussex PO18 8FP

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

**CHARITABLE GIVING**

2022			2023		
<u>Restricted Donations</u> £	<u>Special Collections</u> £	<u>Mission &amp; Outreach</u> £	<u>Mission &amp; Outreach</u> £	<u>Special Collections</u> £	<u>Restricted Donations</u> £
		<b>CHURCH OVERSEAS MISSION</b>			
		500 Release	0		
		<b>OVERSEAS RELIEF AND DEVELOPMENT</b>			
		500 FRRME	500		
3,066		2,000 Friends of Children in Romania	2,000		4,994
		500 BEATS	500		
		500 DATUM	500		
	161	1,000 Christian Aid	1,000		
		Disasters Emergency Committee (Pakistan Flooding Appeal)			
	750				
4,000		Disasters Emergency Committee (Ukraine Appeal)			
		Disasters Emergency Committee (Turkey/Syria Earthquake Appeal)	500	822	
		<b>HOME MISSION</b>			
	430	1,000 Stonepillow	1,000	541	
		Valley Churches	500		
		The Life Centre	250		
	430	Chi Dioc Assn for Family Support (Christmas)	250	541	
		Chichester Diocese	**		
		Holy Trinity Bosham Outreach	**		
		St Olav's Bookshop Chichester	250		
	431	Children's Society (Christmas Charity)	250	690	
	103	Mission to Seafarers (Laying up Boats service)		257	
		250 Church Urban Fund	250		
		250 Sussex Historic Churches Trust	250		

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

**CHARITABLE GIVING**

2022		2023		
<u>Restricted Donations</u> £	<u>Special Collections</u> £	<u>Mission &amp; Outreach</u> £	<u>Special Collections</u> £	<u>Restricted Donations</u> £
		<b>SECULAR CHARITIES</b>		
		920 Bosham Monday Club (Minibus)	920	
	319	50 Sussex Bellringers Association	50	217
		Chichester District Foodbank	125	
		Care for Veterans	1,150	
		500 Sage House - Dementia Support	1,000	
		250 Sussex Snowdrop Trust	500	
		500 St Wilfred's Hospice	500	
2,398		1,210 Pastoral donations	58	2,028
	349	Royal British Legion		516
	254	Ukrainian pastoral support (2022 books)		1,436
<b>9,464</b>	<b>2,223</b>	<b>TOTALS</b>	<b>12,303</b>	<b>8,458</b>
		<b>OVERALL TOTAL</b>	<b>24,345</b>	
Special Collections include donations made electronically on the relevant Sunday				
** £155 has been set aside to support Chichester Diocese via additional Parish Share in 2024 (£1,605 2022)				
£1,500 has been set aside to fund Church outreach				

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**

England & Wales - Charity number 1132184

---

# Accounts

---

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**

Registered Charity no. 1132184

**TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS**

**For the year ended 31<sup>st</sup> December 2022**

<b>Contents</b>	<b>Page</b>
Annual report	1
Statement of financial activities	7
Balance sheet	8
Notes to the financial statements	9
Report of the independent examiner	16
Charitable Giving	17

**Holy Trinity Church,**  
High Street, Bosham, West Sussex PO18 8LS

**St Nicholas Church Hall,**  
Brooks Lane, Bosham, West Sussex PO18 8LA

*Incumbent:*

Canon Martin J Lane, The Vicarage, Bosham Lane, Bosham, West Sussex PO18 8HX

*Independent Examiner:*

Mr John Fox LLB, Solicitor (retired), Eastfield Cottage, Taylors Lane, Bosham, West Sussex

*Bankers:*

Barclays, Leicester LE7 2BB

CCLA Investment Management Ltd, The CBF Church of England Funds, Senator House,  
85 Victoria Street, London EC4V 4ET

Cashplus Bank, 6<sup>th</sup> Floor, One London Wall, London EC2Y 5EB

*Custodian Trustee:*

The Chichester Diocesan Fund and Board of Finance, Diocesan Church House,  
211 New Church Road, Hove, BN3 4ED

*Parish Office:* email: [administrator@boshamchurch.org.uk](mailto:administrator@boshamchurch.org.uk) ☎ 01243 210242  
*Church Website:* [boshamchurch.org.uk](http://boshamchurch.org.uk)

# **THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**

Registered Charity no. 1132184

## **TRUSTEES' ANNUAL REPORT FOR 2022**

### **Our aims and purposes as a charity**

The Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, the Revd Canon Martin Lane, in:

- The promotion of the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England
- Promoting in the parish the whole mission of the church, pastoral, social, evangelistic and ecumenical
- To know, Love and Follow Jesus
- Practical support and care for people in the parish, from the youngest to the eldest, irrespective of level of need or ability to pay
- Providing financial support to those in need and to other organisations with similar objectives.
- Maintaining Holy Trinity Church as a place of worship and as an historic building and St Nicholas Hall for parish and community use
- Meeting some of the running costs of the vicarage.

### **What we planned to do to achieve our charitable objectives**

When planning our activities for the year, our incumbent and the PCC have considered the Charity Commission's guidance on public benefit and, particularly, the specific guidance on 'charities for the advancement of religion'.

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 and has completed SQP level one safeguarding.

Our underlying objectives remained constant and much in line with 2021:

- Enabling as many people as possible to worship (either physically or on-line)
- Enabling as many people as possible to become part of our parish community
- Maintaining an overview of worship throughout the parish
- Considering how services can involve the many groups that live within the parish
- Putting faith into practice, through prayer and scripture, music and sacrament
- Provision of pastoral care for people living in the parish
- Provision of assistance to the needy of the parish
- Giving grants to missionary organisations
- Maintaining the fabric of the church building as a historic centre and focus of life in the village.

These objectives were underpinned by the five marks of mission to:

- Proclaim the Good News of the Kingdom
- Teach, baptise and nurture new believers
- Respond to human need by loving service
- Change unjust structures of society, challenge violence and pursue peace and reconciliation
- Safeguard the integrity of creation, sustain and renew the life of the earth.

The parish has also embraced the Diocesan Strategy, the 'four mores', and is seeking ways in which we can be: -

- More Open
- More Converted to Jesus Christ
- More Generous
- More Engaged

### **What we achieved and how we affected beneficiaries' lives**

#### ***Attendance at worship***

2022 was less challenging than 2021. However, worship patterns have certainly changed since the Covid-19 pandemic. More parishioners are choosing to worship at the vigil service on Saturday evening at 6 which is well attended by families. It is apparent that people are worshipping less frequently than during the pre-pandemic period.

Notably attendance at Christmas had improved on the previous year, 766 people worshipped during the Christmas period. There were 211 worshippers at Easter.

There are 253 on the church electoral roll.

#### ***Teaching, baptising and nurturing new and existing believers***

There were 22 baptisms, 18 weddings and 21 church funerals, four other funerals were conducted for parishioners along with 21 burials of ashes.

Seven children and two adults were prepared for confirmation which took place in May at Chichester Cathedral.

The Junior church team now provide weekly classes during the main service on Sunday mornings during term-time.

#### ***Evangelism and outreach***

Ordinarily the Church Fete is a major outreach event in the life of the church and village. It is enjoyed by many, attracting visitors both within and beyond the village itself. This event was held as a 'pop-up' fair in the Church and Churchyard.

During the year Bible study and Lent groups have continued to take place on-line or in person.

Following a change of editor, the church and village magazine 'Bosham Life' continued to be produced and distributed throughout the year with the additional support of Bijo Chandy, based in Kerala, India, who is assisting with the magazine design and production.

The PCC continues to maintain St Nicholas Hall which provides a venue for a number of local organisations.

### ***Provision of the church building for people to enjoy***

Our church continues to be appreciated by our parishioners and many others, as a space where life events are celebrated with joy and thanksgiving.

The church normally attracts many visitors, and it was good to see visitor numbers increasing following the lifting of Covid restrictions. The church was a focal point for prayer and reflection following the death of the late Her Majesty Queen Elizabeth II.

The local primary school invited Fr. Martin and Deacon Maria to lead its Harvest service and we hope to further develop our relationship with the community school during the year. The school were able to use the church for its Christmas service.

It was encouraging that the monthly concerts were able to resume in church in March. These attracted a wide group from within the local community and further afield. A Jubilee themed concert was held in June to mark the Platinum Jubilee of the late Her Majesty Queen Elizabeth II and Handel's Messiah was performed in December.

### **Church building and future projects**

A new lectern, flower stand and altar frontal for the Fishbourne Chantry were successfully installed. Works to the South Aisle roof were completed in the Autumn 2022.

### ***Provision of pastoral care for people living in the parish***

Regular contact has taken place with parishioners wishing to receive communion at home and in care homes locally. The village has welcomed a number of Ukrainians, as a consequence of the ongoing war in Ukraine. The church was actively involved in setting up support networks and continues to provide financial, practical and spiritual support.

### **Financial Review**

#### ***Incoming and outgoing resources***

Total receipts on general unrestricted funds amounted to £152,262 expenses to £154,994, net transfers to designated funds of £13,469 (mainly to fund year-end charitable donations). These are detailed in the financial statements.

The PCC's major source of income arises from planned giving and tax recovered from Gift Aid. The planned giving for the year fell from £89,787 in 2021 to £80,949 this year. Income tax recovered on the tax efficient giving showed an increase on 2021 as the PCC continues to take advantage of the Gift Aid Small Donations Scheme and the lifting of Covid restrictions resulted in an increase in the eligible small donations.

Collections during services has improved over the Covid years but has not reached the pre-Covid levels. However, 'visitor' donations exceeded pre-Covid levels at £15,000, and some of this increase may be attributable to congregational donations.

St Nicholas Hall letting is covering running costs, but a substantial amount was spent on maintenance during the year. The parish magazine, Bosham Life, made a small profit. A Church Fair was held raising £2,000.

Substantial major works to the Church and Churchyard were completed during the year. As a result, all the restricted Fabric funds were spent, with a balance of £23,500 being funded from the Designated Fabric Fund, leaving a small balance of £2,000.

The Church benefitted from a number of 'in memoriam' donations, and these were used to partly fund a new altar frontal, lectern and flower stand for the Fishbourne Chantry. In line with the PCC policy an additional £6,500 of the designated legacy fund was used for these purchases.

### ***Sharing the ministry costs of the Diocese of Chichester***

The largest expenditure of the PCC was the sum of £80,100 paid to the diocese, which is 100% of the costs allocated to this church (£76,967) together with an additional sum to support those parishes unable to meet their full PMC. This is an increase of 7.8%. The PCC has set aside a further £1605 from the 2022 General Fund to further support the Diocese via the 2023 Parish Share.

The total relates directly to the housing, support, stipend and pension costs of the clergy of this parish, training of new ordinands, a contribution to national church funds and, shared costs of the Christian family throughout the whole diocese, including assistance towards the upkeep of churches less able to manage than ourselves.

### ***Charitable giving***

As a result of the continued financial support of the congregation, together with donors from the wider parish, the PCC was able to continue with its policy to allocate 10% of its voluntary income to charitable giving which amounted to £12,300.

There were 'special collections' in church this year including at the Christmas services. The congregation responded to the outbreak of war in Ukraine raising £4,000 which was donated via the Disasters Emergency Committee. The congregation also supported a Christmas Appeal in aid of Friends of Children in Romania enabling the vicar, as a trustee, to make a short visit on behalf of the parish.

Full details of the charitable donations are included as an appendix to the financial statements.

### ***Staff costs***

The PCC pays for an administrator, organist, cleaner and part time caretaker for St Nicholas Hall. Further details are provided in the notes to the accounts.

### ***Trustee payments and expenses***

The PCC supported the incumbent by paying various bills relating to the Vicarage amounting to £4,000. In addition, the PCC paid working expenses amounting to £3,181 (vicar) and £994 (curate) incurred during their work in the Parish and in the wider ministry.

The Hall caretaker is related to one of the current Churchwardens. There were no other payments to persons related to or connected to, the trustees.

### ***Why we hold some money in reserve.***

It is PCC policy to maintain a balance on the general unrestricted funds which equates to approximately six months' worth of unrestricted payments as contingency against unforeseen situations. This prudent policy has enabled us to continue to pay our full parish share, support the parish and make our customary charitable donations.

It is PCC policy to designate the net income from the church boxes and the chip and pin card reader, which can be largely attributed to visitors to the church, for fabric repairs, including those identified at the quinquennial inspection.

Where the PCC identifies future expenses which will be required to meet the PCC's objectives, appropriate designated funds are retained from related income or transferred from general unrestricted funds. Designated funds are reviewed at the year end and any funds considered surplus to the identified purpose released back to the General Fund.

It is PCC policy to retain any legacies and donations in memoriam of deceased parishioners which do not have a specified purpose in a designated fund to be used for specific projects which enhance our worship or the church building.

It is PCC policy to invest surplus funds in the CBF Church of England deposit and investment funds.

### **Management of risks and their mitigation**

The Health and Safety Policy is up to date and approved by the PCC and includes regular fire alarm tests.

A Parish Safeguarding Officer was in office throughout the year. Disclosure and Barring Service checks have been carried out for any adults who look after unsupervised children or vulnerable adults, or who work with children or vulnerable adults more than once a month at any of the church activities. Safeguarding training has been completed by those required to do so. No Child Protection or other Safeguarding issues were reported during the year.

### **Structure, governance and management of the charity**

The Parochial Church Council (PCC) is registered with the Charity Commission as required by the Charities Act 2011. Its governing document is the Parochial Church Councils (Powers) Measure 1956.

During the year the following served as members of the Parochial Church Council:

*Ex-Officio Members*

Incumbent The Revd. Canon Martin J Lane Chairman  
(Rural Dean until April 2022)  
The Revd. Maria Sadler (from July 2022)

Wardens Professor Laura Ritchie  
Mr Dan Lambert

*Elected Members*

Mrs Saleigh Gordon  
Ms Suki Hall  
Mrs Caroline Homer  
Dr David Honeybourne  
Mr Adrian Mosley  
Ms Anna Roebuck  
Mr Martyn White

*Deanery Synod Members*

Dr Alan Copsey  
Mr Christopher Pexton  
Mr Jeremy Webb

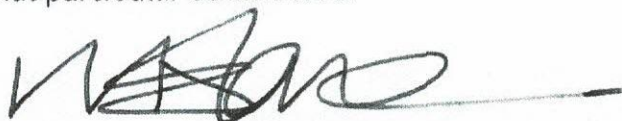
*Co-opted Members*

Mrs Carol Bishop Honorary Treasurer

There remain two vacancies for Deanery Synod and two vacancies on the PCC.

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members, members of the Deanery Synod, co-opted member and members of the Church who are elected at the Annual Parochial Church Meeting (APCM) for a three year term as agreed previously at the APCM. Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

The PCC is supported by a number of committees which meet regularly and report to the PCC. Each committee has the incumbent, and at least one other member of the PCC as representatives, but where appropriate will look to co-opt persons who have skills and experience of benefit to that particular committee.



11th April 2023

This Trustees' Annual Report was approved by the PCC and signed on their behalf by the Revd. Canon Martin J Lane, PCC Chairman

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**

7

Registered Charity no. 1132184

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST DECEMBER 2022**

	<u>Notes</u>	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>Endowment Funds</u> £	<u>Total Funds 2022</u> £	<u>Total Funds 2021</u> £
<b>Income and endowments from:</b>						
Donations and legacies	2a	130,666	32,924		163,590	143,112
Charitable activities	2b	15,785	6,451		22,236	19,483
Trading activities	2c	16,082	615		16,697	10,797
Investments	2d	8,587	2,507		11,094	10,614
<b>Total income</b>		<u>171,120</u>	<u>42,496</u>		<u>213,617</u>	<u>184,006</u>
<b>Expenditure on:</b>						
Raising funds	3a	2,570			2,570	74
Charitable activities	3b	183,513	56,624		240,137	162,013
Other trading activities	3c	20,180			20,180	10,037
Other	3d					(240)
<b>Total expenditure</b>		<u>206,263</u>	<u>56,624</u>		<u>262,887</u>	<u>171,884</u>
<b>Net income</b>		(35,143)	(14,128)		(49,270)	12,123
Transfers between funds - in		13,334	300		13,634	14,573
Transfers between funds - out		(13,469)	(165)		(13,634)	(14,573)
<b>Other recognised gains</b>						
Gains/(losses) on revaluation of investments	5b	(12,541)		(8,127)	(20,668)	21,973
<b>Net movement in funds</b>		<u>(47,819)</u>	<u>(13,993)</u>	<u>(8,127)</u>	<u>(69,938)</u>	<u>34,096</u>
<b>Reconciliation of funds:</b>						
Total funds brought forward at 1st January 2022		202,823	15,758	69,039	287,620	253,524
<b>Total funds carried forward at 31st December 2022</b>		<u>155,004</u>	<u>1,765</u>	<u>60,912</u>	<u>217,682</u>	<u>287,620</u>

The accompanying notes form part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

8

**BALANCE SHEET AS AT 31ST DECEMBER 2022**

	<u>Notes</u>	<u>2022</u> £	<u>2021</u> £
<b>Fixed assets</b>			
Freehold land and buildings	5a	1	1
Investments	5b	93,997	106,538
Endowed investments	5b	<u>60,910</u>	<u>69,036</u>
<b>Total fixed assets</b>		<u>154,907</u>	<u>175,575</u>
<b>Current assets</b>			
Debtors	7	7,345	5,000
Short term deposits		56,640	93,844
Cash at bank		<u>777</u>	<u>14,691</u>
		64,761	113,535
<b>Current liabilities</b>			
Creditors: amounts falling due within one year	8	(1,988)	(1,490)
<b>Net current assets</b>		62,773	112,045
<b>Total assets less liabilities</b>		<u>217,681</u>	<u>287,620</u>
<b>Funds</b>			
	10		
Unrestricted funds			
general		125,468	154,211
designated		<u>29,537</u>	<u>48,614</u>
		155,006	202,826
Restricted funds		1,765	15,758
Endowment funds		60,910	69,037
<b>Total funds</b>		<u>217,681</u>	<u>287,620</u>

Approved by the PCC and signed on its behalf by  
the Revd Martin J Lane



Date 5/2/2023

The accompanying notes form part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

**NOTES TO THE FINANCIAL STATEMENTS**

**1 Accounting policies**

**a Basis of preparation**

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and the Church Accounting Regulations 2006, in accordance with applicable accounting standards and the current edition (2019) of the Statement Of Recommended Practice, Accounting and Reporting by Charities, (SORP (FRS 102))

The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments at market value. 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.

**b Funds accounting**

Funds held by the PCC are:

*Unrestricted funds* – general funds which can be used for PCC ordinary purposes.

*Designated funds* – monies set aside by the PCC out of unrestricted funds for specific future purposes or projects.

*Restricted funds* – a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or behest; b) donations or grants 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 the year is carried forward as a balance on that fund.

*Endowment funds* – funds the capital of which must be maintained; only income arising from the investment of the endowment may be used, either as restricted or unrestricted funds, depending on the purpose set out in the terms of the original endowment.

**c Income and endowments**

All income and endowments are accounted for without deduction for any costs of receivability, are recognised when there is evidence of entitlement, receipt is probable, and the amount can be measured reliably.

*Donations and legacies*

Collections are recognised when received.

Planned giving receivable is recognised when received.

Income tax recoverable on Gift Aid donations is recognised when the income to which it is attached is recognised.

Grants and legacies are recognised when the formal offer in writing of the funding is received by the PCC.

*Charitable activities*

Statutory fees for weddings and funerals are recognised when the office occurs. Income relating to other charitable activities are recognised when the activity takes place.

*Trading activities*

Trading activities are where income is receivable for selling goods or providing services. Income from trading is recognised either when received or for the year in question; advance payments are included in creditors until the service or goods are provided.

*Investment income*

Investment income is accounted for when due and payable.

Interest entitlements are accounted for as they accrue.

Rental income is accounted for when receipt is probable.

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

**NOTES TO THE FINANCIAL STATEMENTS**

*All other income*

All other income is recognised in accordance with the above overall policy.

d Gains and losses on investments

Realised gains are recognised when the investments are sold.

Unrealised gains and losses are accounted for on revaluation on 31<sup>st</sup> December.

e Expenditure

Expenditure is accounted for on an accruals basis and is accounted for gross, and recognised when there is a legal or constructive obligation and when payment is probable.

*Charitable activities*

Charitable giving is accounted for when paid over, or when awarded.

The diocesan parish contribution is accounted for on an annual basis, reflecting the allocation set by our Deanery. Any parish contribution unpaid at 31<sup>st</sup> December is provided for in these financial statements as an operational (though not a legal) liability and is shown as a creditor in the balance sheet.

f Fixed assets

*Tangible fixed assets*

Consecrated and beneficed property of any kind is excluded from the accounts by s.10(2) of the Charities Act 2011.

Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal, are accounted for as inalienable property unless consecrated. They are listed in the Church's terrier which can be inspected at any reasonable time but are not included in the financial statements.

Expenditure on other furnishing and fixed assets are written off in the year of purchase.

*Investments*

Investments are stated at market value at the balance sheet date.

*Property*

Property owned by the PCC is held as a long term asset, and the PCC do not consider the expense of valuation to be justified. As the property was gifted to the PCC and the original cost is not known it is shown in the accounts at a nominal value of £1.

g Current assets

Amounts owing to the PCC at 31<sup>st</sup> December in respect of fees, rents or other income are shown as debtors, less provision for amounts that may prove uncollectable.

Short term deposits include cash held at the bank or on deposit with the CBF Church of England Funds.

**NOTES TO THE FINANCIAL STATEMENTS**

**2 Analysis of income and endowments**

	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>Funds</u> 2022 £	<u>Total</u> <u>Funds</u> 2021 £
<b>a</b> <i>Donations and legacies</i>				
Planned giving (excl tax refunds)	77,665	50	77,715	82,405
Planned giving (no tax refunds)	3,284	1,649	4,933	7,383
Collections at all services	2,963	2,135	5,098	1,553
Collections at concerts	1,341		1,341	376
Special appeals & specific donations		21,840	21,840	10,667
Bosham Youth Group fundraising			0	
Gift Aid tax recoverable	23,598	4,228	27,825	21,543
Grants	3,453	3,022	6,475	7,998
Legacies & 'in memoriam' donations			0	
General donations	3,295		3,295	5,285
Donations from Church visitors	15,068		15,068	5,901
	130,666	32,924	163,590	143,112
<b>b</b> <i>Charitable activities</i>				
Bosham Youth Group activities		810	810	3,360
Parochial Fees from weddings, funerals	15,110		15,110	10,024
Other income from weddings, funerals	675	5,641	6,316	6,099
	15,785	6,451	22,236	19,483
<b>c</b> <i>Trading activities</i>				
Fete, concerts and events	2,385	615	3,000	
St Nicholas Hall lettings	8,135		8,135	6,449
Magazine subscriptions	3,154		3,154	3,092
Magazine advertisement income	2,318		2,318	1,256
Book sales	90		90	
	16,082	615	16,697	10,797
<b>d</b> <i>Investment income</i>				
St Nicholas flat rental	5,853		5,853	6,069
Interest and investment income	2,734	2,507	5,241	4,546
	8,587	2,507	11,094	10,614
<b>Total received on all funds</b>	171,120	42,496	213,617	184,006

**THE PAROCHIAL CHURCH COUNCIL**  
**OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

12

**NOTES TO THE FINANCIAL STATEMENTS**

**3 Analysis of expenditure on:**

	<u>Unrestricted</u> <u>Funds</u> <u>£</u>	<u>Restricted</u> <u>Funds</u> <u>£</u>	<u>Total</u> <u>Funds</u> <u>2022</u> <u>£</u>	<u>Total</u> <u>Funds</u> <u>2021</u> <u>£</u>
<b>a</b> <i>Raising funds</i>				
Stewardship costs	37		37	74
Bookstall expenses	2,533		2,533	
Concerts and event expenses			0	
	2,570		2,570	74
<b>b</b> <i>Charitable activities</i>				
Charitable giving	11,185	11,687	22,872	14,295
Diocesan parish share	80,100	1,812	81,912	76,052
Local mission and outreach	1,003		1,003	818
Vicarage expenses	4,001		4,001	4,049
Church running expenses	13,129	1,375	14,504	10,719
Church maintenance	8,111		8,111	5,816
Expenses of services	9,990	368	10,358	8,276
Expenses of weddings, funeral		5,694	5,694	5,812
Church enhancements	7,165	4,425	11,590	1,481
Church major repairs	26,502	17,090	43,591	13,705
Costs of churchyard and burial ground	5,504	12,500	18,004	3,100
Youth work	160	1,674	1,834	2,900
Clergy working expenses	4,175		4,175	2,856
Administrative expenses	11,527		11,527	11,313
Bank charges	961		961	641
Independent examination fee			0	180
	183,513	56,624	240,137	162,013
<b>c</b> <i>Trading activities</i>				
St Nicholas Hall running costs	10,043		10,043	4,951
St Nicholas Hall maintenance	4,481		4,481	1,498
Fete expenses	388		388	
Parish magazine	5,268		5,268	3,588
	20,180	0	20,180	10,037
<b>d</b> <i>Other</i>				
Sacristy/boiler room project				(240)
<b>Total resources expended</b>	206,263	56,624	262,887	171,884

A full listing of charitable donations and special collections is listed as an appendix to these financial statements.

**NOTES TO THE FINANCIAL STATEMENTS**

**4 Staff costs**

During the year the PCC employed an administrator, director of music, church hall caretaker and cleaner. Staff costs are included the appropriate cost centre; the total for the year was £14,151 (2021 £12,125)

**5 Fixed assets and investments**

a St Nicholas Church Hall and flat were originally gifted to the PCC. As the PCC uses the Hall and flat to fulfil its charitable objects and generate income, and does not foresee selling the property, it does not consider a valuation worthwhile at this time.

b The Diocese are custodian trustees for the Cole Endowment.

The Cole Endowment was provided to produce an income to pay for the stipend of the Incumbent. As stipends are paid by the Diocese, the endowed income is paid to the Diocese and included as a Parish Contribution.

Funds held in reserve are invested in CBF investment funds and revalued at the year end.

	Reserve Funds	Endowment Fund
	£	£
Market value at 1st January 2022	106,538	69,036
Losses on revaluation at 31st December 2022	(12,541)	(8,127)
Market value at 31st December 2022	93,997	60,910

**6 Analysis of net assets by fund**

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Endowment</u> <u>Funds</u>	<u>Total</u> <u>Funds</u> <u>2022</u>	<u>Total</u> <u>Funds</u> <u>2021</u>
	£	£	£	£	£
Freehold land and buildings	1				1
Investments	28,594	65,403	60,910	154,906	175,574
Current assets	127,849	(63,087)		64,761	113,535
Current liabilities	(1,438)	(550)		(1,988)	1,490
	155,006	1,765	60,910	217,680	287,620

**7 Debtors**

	<u>2022</u>	<u>2021</u>
	£	£
Income tax recoverable	4,784	5,000
Grants re 2022 expenditure	611	
Prepayments	1,950	
	7,345	5,000

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

14

**NOTES TO THE FINANCIAL STATEMENTS**

<b>8</b>	<b>Creditors: amounts falling due within one year</b>	<u>2022</u>	<u>2021</u>
		£	£
	Deferred income	550	414
	Accruals for utilities	393	865
	Other creditors	1,046	211
		1,988	1,490

**9 Comparatives for the statement of financial activities**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
	£	£	£	2021
	£	£	£	£
<b>Income and endowments from:</b>				
Donations and legacies	123,501	19,611		143,112
Charitable activities	11,005	8,478		19,483
Trading activities	10,797			10,797
Investments	8,193	2,422		10,614
<b>Total income</b>	153,495	30,511		184,006
<b>Expenditure on:</b>				
Raising funds	74			74
Charitable activities	135,454	26,559		162,013
Other trading activities	10,037			10,037
Other		(240)		(240)
<b>Total expenditure</b>	145,565	26,319		171,884
<b>Net income</b>	7,930	4,192		12,123
<b>Other recognised gains</b>	13,198	1,375		14,573
Gains/(losses) on revaluation of investments	(14,428)	(145)		(14,573)
Transfers between funds	13,333		8,640	21,973
<b>Net movement in funds</b>	20,034	5,422	8,640	34,096
<b>Reconciliation of funds:</b>				
Total funds brought forward at 1st January 2021	182,789	10,335	60,399	253,524
<b>Total funds carried forward at 31st December 2021</b>	202,823	15,758	69,039	287,620

**THE PAROCHIAL CHURCH COUNCIL**  
**OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

15

**NOTES TO THE FINANCIAL STATEMENTS**

**10 Statement of funds**

	<u>Bal b/fwd</u> 1 Jan 2022 £	<u>Income</u> £	<u>Expenditure</u> £	<u>Transfers, gains &amp; losses</u> £	<u>Bal c/fwd</u> 31 Dec 2022 £
<i>Unrestricted fund</i>					
General fund	154,211	152,262	(154,994)	(26,011)	125,468
<i>Designated funds</i>					
Fabric fund	12,972	18,084	(29,035)		2,021
Enhancement Fund	719		(719)	(0)	(0)
Vicarage fund	0			500	500
Legacy fund	30,472		(6,603)		23,869
Hospitality fund	0	100	(95)		5
Pastoral fund	351		(1,318)	1,074	107
Flower fund	1,000	675	(409)	165	1,431
Donation fund	3,100		(13,091)	11,596	1,605
	48,614	18,859	(51,269)	13,335	29,539
<i>Unrestricted &amp; designated funds</i>	202,826	171,120	(206,263)	(12,676)	155,007
<i>Restricted funds</i>					
Fabric fund	13,322	17,642	(30,965)	0	0
Enhancement fund	400	4,025	(4,425)		0
Pastoral fund		3,059	(2,398)		661
Flower fund		5,859	(5,694)	(165)	0
Cole Endowment income		1,812	(1,812)		0
Youth activity fund	1,171	810	(2,042)	300	239
Donation fund		9,289	(9,289)	(0)	(0)
Mary Rochford Wade Trust	865				865
	15,758	42,496	(56,624)	135 0	1,765
<i>Endowment funds</i>					
Cole Endowment fund	69,037			(8,127)	60,910
<b>Total funds</b>	287,620	213,617	(262,887)	(20,668) 0	217,682

**11 Transactions with related charities**

The Bosham Burial Ground Association (BBGA) is a separate charity (no.1059254).

The following members of the PCC are trustees of that charity:

Canon Martin J Lane

During the year the PCC paid £3,100 towards the upkeep of the burial ground.

**The Independent Examiner's Report to  
the Parochial Church Council of the Ecclesiastical Parish of Bosham, Chichester**

I report on the accounts of the Parochial Church Council (PCC) for the year ended 31<sup>st</sup> December 2022, which are set out on pages 7 to 15.

**Respective responsibilities of the PCC and the examiner**

As members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of the Church Accounting Regulations and section 144(2) of the Charities Act 2011 ('the 2011 Act') do not apply.

It is my responsibility to:

- Examine the accounts under the Church Accounting Regulations and section 145 of the 2011 Act;
- To follow the procedures laid down in the general directions of the Charity Commission under section 145(5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

**Basis of this report**

My examination was carried out in accordance with the General Directions given by the Charity Commission and to be found in the Church guidance, 2013 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering 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**

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the requirements of the Act and the Regulations
 have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed..... 

Dated..... 12th April 2023

Mr John Fox LLB, Solicitor (retired)  
Eastfield Cottage  
Taylors Lane  
Bosham  
West Sussex PO18 8QQ

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

**CHARITABLE GIVING**

2021			2022		
<u>Restricted Donations</u> £	<u>Special Collections</u> £	<u>Mission &amp; Outreach</u> £	<u>Mission &amp; Outreach</u> £	<u>Special Collections</u> £	<u>Restricted Donations</u> £
		500	500		
		500	500		
2890.19		2000	2000		3066
		500	500		
		500	500		
		250	1000	161	
			750		
					4000
		500	250		
			250		
		250	250		
	300	250		430	
	**	**	**		
	204.5			103	



**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**

England & Wales - Charity number 1132184

---

# Accounts

---

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**

Registered Charity no. 1132184

**TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS**

**For the year ended 31<sup>st</sup> December 2021**

<b>Contents</b>	<b>Page</b>
Annual report	1
Statement of financial activities	6
Balance sheet	7
Notes to the financial statements	8
Report of the independent examiner	15
Charitable Giving	16

**Holy Trinity Church,**  
High Street, Bosham, West Sussex PO18 8LS

**St Nicholas Church Hall,**  
Brooks Lane, Bosham, West Sussex PO18 8LA

*Incumbent:*

Canon Martin J Lane, The Vicarage, Bosham Lane, Bosham, West Sussex PO18 8HX

*Independent Examiner:*

Mr John Fox LLB, Solicitor (retired), Eastfield Cottage, Taylors Lane, Bosham, West Sussex

*Bankers:*

Barclays, Leicester LE7 2BB

CCLA Investment Management Ltd, The CBF Church of England Funds, Senator House,  
85 Victoria Street, London EC4V 4ET

Cashplus Bank, 6<sup>th</sup> Floor, One London Wall, London EC2Y 5EB

*Custodian Trustee:*

The Chichester Diocesan Fund and Board of Finance, Diocesan Church House,  
211 New Church Road, Hove, BN3 4ED

*Parish Office:* email: [administrator@boshamchurch.org.uk](mailto:administrator@boshamchurch.org.uk) ☎ 01243 210242

*Church Website:* [boshamchurch.org.uk](http://boshamchurch.org.uk)

# **THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**

Registered Charity no. 1132184

## **TRUSTEES' ANNUAL REPORT FOR 2021**

### **Our aims and purposes as a charity**

The Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, the Revd Canon Martin Lane, in:

- The promotion of the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England
- Promoting in the parish the whole mission of the church, pastoral, social, evangelistic and ecumenical
- To know Jesus better and make Him better known
- Practical support and care for people in the parish, from the youngest to the eldest, irrespective of level of need or ability to pay
- Providing financial support for those in need and, to other organisations with similar objectives.
- Maintaining Holy Trinity Church as a place of worship and as an historic building and St Nicholas Hall for parish and community use
- Meeting some of the running costs of the Vicarage.

### **What we planned to do to achieve our charitable objectives**

When planning our activities for the year, our incumbent and the PCC have considered the Charity Commission's guidance on public benefit and, particularly, the specific guidance on 'charities for the advancement of religion'.

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 and has completed SQP level one safeguarding.

2021 was another challenging year. The Covid-19 global pandemic required the church to respond to the relevant government guidance and laws. In order to do so, the Covid-19 team continued to facilitate the appropriate and measured response.

Despite Covid-19 our underlying objectives remained constant and much in line with 2020:

- Enabling as many people as possible to worship (either physically or on-line)
- Enabling as many people as possible to become part of our parish community
- Maintaining an overview of worship throughout the parish
- Considering how services can involve the many groups that live within the parish
- Putting faith into practice, through prayer and scripture, music and sacrament
- Provision of pastoral care for people living in the parish
- Provision of assistance to the needy of the parish
- Giving grants to missionary organisations
- Maintaining the fabric of the church building as a historic centre and focus of life in the village.

These objectives were underpinned by the five marks of mission to:

- Proclaim the Good News of the Kingdom
- Teach, baptise and nurture new believers
- Respond to human need by loving service
- Change unjust structures of society, challenge violence and pursue peace and reconciliation
- Safeguard the integrity of creation, sustain and renew the life of the earth.

## **What we achieved and how we affected beneficiaries' lives**

### ***Attendance at worship***

2021 was a challenging year. The Covid-19 global pandemic required the church to respond to the relevant government guidance regarding worship. This impacted our ability to meet physically in church at various times throughout the year including major festivals. We were pleased to be back in church for Christmas, although attendance was once again impacted by Covid-19. Christmas is a very special time of celebration where many sections of the community come together; ordinarily it is our busiest time of the year. This year a total of 343 people attended the Christmas services. There were only 72 people attending services at Easter.

Throughout the first half of 2021 services were mainly been held on-line via YouTube and when possible, physically in church with social distancing, appropriate sanitisation and Covid-19 measures in place. We were pleased to resume worship in church in July, and continued to involve those unable to worship in person by live-streaming the main 9:30am service.

We continued our emphasis upon the family and children's ministry by seeking to be in contact with our families and young people throughout the year. Junior church classes have resumed on a weekly basis at the main service and the first Holy Communion Service, Sat@6, is well attended by families.

### ***Teaching, baptising and nurturing new and existing believers***

Despite the Covid restrictions there were 17 baptisms, 15 weddings and 10 church funerals, 4 other funerals were conducted for parishioners along with 3 burials of ashes.

17 people were prepared for confirmations which took place in May.

These events took place in compliance with the relevant Covid-19 measures in force at the time.

### ***Evangelism and outreach***

Ordinarily the Church Fete is a major outreach event in the life of the church and village. It is enjoyed by many, attracting visitors both within and beyond the village itself. This event, once again had to be cancelled due to due to the uncertainty of Covid-19 at the time.

During the year Bible study and Lent groups have continued to take place on-line or in person.

The church and village magazine 'Bosham Life' continued to be produced and distributed throughout the year, on-line or in print depending on Covid-19 restrictions at the time.

The PCC continues to maintain St Nicholas Hall which provides a venue for a number of local organisations. Although most of these could not meet during the Covid lockdowns, the PCC permitted the Village Preschool to have priority as the main user as this enabled them to comply more fully with Covid regulations.

### ***Provision of the church building for people to enjoy***

Our church continues to be appreciated by our parishioners and many others, as a space where life events are celebrated with joy and thanksgiving.

The church normally attracts many visitors, and although visitor numbers were reduced in number because of Covid restrictions, it was good to see visitor numbers increasing towards the latter end of the year. The church remained available for private prayer not just for the church family but for the wider visiting community throughout the year when restrictions enabled us to do so.

The local primary school invited Fr. Martin to lead its Harvest service which, in the event took place in the recreation ground due to Covid. The school were able to use the church for its Christmas service as in former years (pre-Covid)

Regrettably once again we were not able to continue with our monthly concerts in church. There was a performance of Handel's Messiah in December; Covid protocols were followed.

### **Church building and future projects.**

During the year repairs to the North Aisle roof were carried out. A faculty application was submitted for a new lectern, flower stand and altar frontal for the Fishbourne Chantry. Works to the South Aisle roof have been delayed but are now planned for Autumn 2022.

### ***Provision of pastoral care for people living in the parish***

Regular contact has been maintained, via telephone and email, with members of the congregation, particularly those shielding and those seeking life events such as weddings, baptisms and funerals. The vicar has sought to keep in regular contact with parishioners and to respond to pastoral need. Due to Covid-19 regular visits to nursing homes within the parish have been curtailed, but the Vicar has attended whenever possible and in compliance with relevant PPE and social distancing rules.

### ***Other charitable giving***

As a result of the continued financial support of the congregation, together with donors from the wider parish, the PCC was able to continue with its policy to allocate 10% of its voluntary income to charitable giving which amounted to £12,000. Part of this has been retained in a 'designated' fund for disbursement during 2022.

There were 'special collections' in church this year including at the Christmas services, although due to the Covid restrictions congregations were limited resulting in reduced donations. The congregation supported a Christmas Appeal in aid of Friends of Children in Romania enabling the vicar, as a trustee, to make a short visit on behalf of the parish.

Full details of the charitable donations are included as an appendix to the financial statements.

### **Financial Review**

#### ***Incoming and outgoing resources***

Total receipts on general unrestricted funds amounted to £144,631 expenses to £130,436, net transfers to designated funds of £12,527 (mainly to fund year-end charitable donations), and transfers to restricted funds of £1,230. These are detailed in the financial statements.

The PCC's major source of income arises from planned giving and tax recovered from Gift Aid, which together amounted to £110,844 for general purposes, a small increase on 2020. It was not considered appropriate to carry out a stewardship campaign this year; the vicar recorded an Advent message including the diocesan parish share video, detailing the wider financial challenges within the diocese which was circulated via YouTube. The PCC continues to take advantage of the Gift Aid Small Donations Scheme, although the eligible amounts are lower than in pre-Covid years.

Covid restrictions resulted in the loss of a number of income streams for some periods; cash collections visitor donations, hall bookings, fundraising events. While fundraising events did not take place, and cash collections were negligible, visitor donations and hall bookings improved compared to 2020 but have still not reached pre-Covid levels.

#### ***Sharing the ministry costs of the Diocese of Chichester***

The largest expenditure of the PCC was the sum of £74,300 from General Funds paid to the diocese for our share of all churches' Parish Ministry Costs. The church continues to meet 100% of the costs allocated to this church plus an additional sum arising from an endowment fund. The PCC has set aside a further £3,100 from the 2021 General Fund to further support the Diocese via the 2022 Parish Share.

The total relates directly to the housing, support, stipend and pension costs of the clergy of this parish, training of new ordinands, a contribution to national church funds and, shared costs of the Christian family throughout the whole diocese, including assistance towards the upkeep of churches less able to manage than ourselves.

### ***Staff costs***

The PCC pays for an administrator, organist and cleaner. A part time paid caretaker at St Nicholas Hall was appointed.

Further details are provided in the notes to the accounts.

### ***Trustee payments and expenses***

The PCC supported the incumbent by paying various bills relating to the Vicarage amounting to £4,050. In addition, the PCC paid working expenses amounting to £2,856 incurred during his work in the Parish and in his wider ministry.

The Hall caretaker is related to one of the current trustees. There were no other payments to persons related to or connected to, the trustees.

### **Why we hold some money in reserve**

It is PCC policy to maintain a balance on the general unrestricted funds which equates to approximately six months' worth of unrestricted payments as contingency against unforeseen situations. This prudent policy has enabled us to continue during this difficult period to pay our full parish share, support the parish and make our customary charitable donations.

It is PCC policy to designate the net income from the church boxes and the chip and pin card reader, which can be largely attributed to visitors to the church, for fabric repairs, including those identified at the quinquennial inspection.

Where the PCC identifies future expenses which will be required to meet the PCC's objectives, appropriate designated funds are retained from related income or transferred from general unrestricted funds. Designated funds are reviewed at the year end and any funds considered surplus to the identified purpose released back to the General Fund.

It is PCC policy to retain any legacies and donations in memoriam of deceased parishioners which do not have a specified purpose in a designated fund to be used for specific projects which enhance our worship or the church building.

It is PCC policy to invest surplus funds in the CBF Church of England deposit and investment funds.

### **Management of risks and their mitigation**

The Health and Safety Policy is up to date and approved by the PCC and includes regular fire alarm tests.

A Parish Safeguarding Officer was in office throughout the year. Disclosure and Barring Service checks have been carried out for any adults who look after children or vulnerable adults unsupervised, or who work with children or vulnerable adults more than once a month, at any of the church activities. Safeguarding training has been completed by those required to do so. No Child Protection or other Safeguarding issues were reported during the year.

## Structure, governance and management of the charity

The Parochial Church Council (PCC) is registered with the Charity Commission as required by the Charities Act 2011. Its governing document is the Parochial Church Councils (Powers) Measure 1956.

During the year the following served as members of the Parochial Church Council:

### *Ex-Officio Members*

Incumbent	The Revd. Canon Martin J Lane (Rural Dean throughout the year)	Chairman
Wardens	Professor Laura Ritchie Mr Dan Lambert	

### *Elected Members*

Mrs Karen Goding	Archivist
Mrs Saleigh Gordon	
Ms Suki Hall	
Dr David Honeybourne	
Mr Adrian Mosley	
Ms Anna Roebuck	
Mr Jeremy Webb	
Mr Martyn White	

### *Deanery Synod Members*

Dr Alan Copsey
Mr Christopher Pexton

### *Co-opted Members*

Mrs Carol Bishop	Honorary Treasurer
------------------	--------------------

There remain three vacancies to the Deanery Synod and 1 to the PCC which have not been filled.

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members, members of the Deanery Synod, co-opted member and members of the Church who are elected at the Annual Parochial Church Meeting (APCM) for a three year term as agreed previously at the APCM. Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

The PCC is supported by a number of committees which meet regularly and report to the PCC. Each committee has the incumbent, and at least one other member of the PCC as representatives, but where appropriate will look to co-opt persons who have skills and experience of benefit to that particular committee.



23/2/2022

This Trustees' Annual Report was approved by the PCC and signed on their behalf by the Revd. Canon Martin J Lane, PCC Chairman

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**

6

Registered Charity no. 1132184

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST DECEMBER 2021**

	<u>Notes</u>	<u>Unrestricted Funds</u> £	<u>Restricted Funds</u> £	<u>Endowment Funds</u> £	<u>Total Funds 2021</u> £	<u>Total Funds 2020</u> £
<b>Income and endowments from:</b>						
Donations and legacies	2a	123,501	19,611		143,112	156,532
Charitable activities	2b	11,005	8,478		19,483	9,014
Trading activities	2c	10,797			10,797	11,573
Investments	2d	8,193	2,422		10,614	10,859
<b>Total income</b>		153,495	30,511		184,006	187,978
<b>Expenditure on:</b>						
Raising funds	3a	74			74	403
Charitable activities	3b	135,454	26,559		162,013	174,899
Other trading activities	3c	10,037			10,037	8,479
Other	3d		(240)		(240)	5,775
<b>Total expenditure</b>		145,565	26,319		171,884	189,556
<b>Net income</b>		7,930	4,192		12,123	(1,578)
Transfers between funds - in		13,198	1,375		14,573	14,176
Transfers between funds - out		(14,428)	(145)		(14,573)	(14,176)
<b>Other recognised gains</b>						
Gains/(losses) on revaluation of investments	5b	13,333		8,640	21,973	9,883
<b>Net movement in funds</b>		20,034	5,422	8,640	34,096	8,305
<b>Reconciliation of funds:</b>						
Total funds brought forward at 1st January 2021		182,789	10,335	60,399	253,524	245,219
<b>Total funds carried forward at 31st December 2021</b>		202,823	15,758	69,039	287,620	253,524

The accompanying notes form part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL**  
**OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

**BALANCE SHEET AS AT 31ST DECEMBER 2021**

	<u>Notes</u>	<u>2021</u> £	<u>2020</u> £
<b>Fixed assets</b>			
Freehold land and buildings	5a	1	1
Investments	5b	106,538	93,205
Endowed investments	5b	69,036	60,397
<b>Total fixed assets</b>		<b>175,575</b>	<b>153,602</b>
<b>Current assets</b>			
Debtors	7	5,000	357
Short term deposits		93,844	91,140
Cash at bank		14,691	18,311
		113,535	109,808
<b>Current liabilities</b>			
Creditors: amounts falling due within one year	8	(1,490)	(9,886)
<b>Net current assets</b>		112,045	99,922
<b>Total assets less liabilities</b>		<b>287,620</b>	<b>253,524</b>
<b>Funds</b>			
	10		
Unrestricted funds			
general		154,211	140,441
designated		48,614	42,351
		202,826	182,792
Restricted funds		15,758	10,336
Endowment funds		69,037	60,397
<b>Total funds</b>		<b>287,620</b>	<b>253,524</b>

Approved by the PCC and signed on its behalf by  
the Revd Martin J Lane



.....  
Date 23/2/2022 .....

The accompanying notes form part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

**NOTES TO THE FINANCIAL STATEMENTS**

**1 Accounting policies**

a Basis of preparation

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and the Church Accounting Regulations 2006, in accordance with applicable accounting standards and the current edition (2019) of the Statement Of Recommended Practice, Accounting and Reporting by Charities, (SORP (FRS 102))

The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments at market value. 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.

b Funds accounting

Funds held by the PCC are:

*Unrestricted funds* – general funds which can be used for PCC ordinary purposes.

*Designated funds* – monies set aside by the PCC out of unrestricted funds for specific future purposes or projects.

*Restricted funds* – a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or behest; b) donations or grants 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 the year is carried forward as a balance on that fund.

*Endowment funds* – funds the capital of which must be maintained; only income arising from the investment of the endowment may be used, either as restricted or unrestricted funds, depending on the purpose set out in the terms of the original endowment.

c Income and endowments

All income and endowments are accounted for without deduction for any costs of receivability, are recognised when there is evidence of entitlement, receipt is probable, and the amount can be measured reliably.

*Donations and legacies*

Collections are recognised when received.

Planned giving receivable is recognised when received.

Income tax recoverable on Gift Aid donations is recognised when the income to which it is attached is recognised.

Grants and legacies are recognised when the formal offer in writing of the funding is received by the PCC.

*Charitable activities*

Statutory fees for weddings and funerals are recognised when the office occurs. Income relating to other charitable activities are recognised when the activity takes place.

*Trading activities*

Trading activities are where income is receivable for selling goods or providing services. Income from trading is recognised either when received or for the year in question; advance payments are included in creditors until the service or goods are provided.

*Investment income*

Investment income is accounted for when due and payable.

Interest entitlements are accounted for as they accrue.

Rental income is accounted for when receipt is probable.

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

**NOTES TO THE FINANCIAL STATEMENTS**

*All other income*

All other income is recognised in accordance with the above overall policy.

d Gains and losses on investments

Realised gains are recognised when the investments are sold.

Unrealised gains and losses are accounted for on revaluation on 31<sup>st</sup> December.

e Expenditure

Expenditure is accounted for on an accruals basis and is accounted for gross, and recognised when there is a legal or constructive obligation and when payment is probable.

*Charitable activities*

Charitable giving is accounted for when paid over, or when awarded.

The diocesan parish contribution is accounted for on an annual basis, reflecting the allocation set by our Deanery. Any parish contribution unpaid at 31<sup>st</sup> December is provided for in these financial statements as an operational (though not a legal) liability and is shown as a creditor in the balance sheet.

f Fixed assets

*Tangible fixed assets*

Consecrated and beneficed property of any kind is excluded from the accounts by s.10(2) of the Charities Act 2011.

Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal, are accounted for as inalienable property unless consecrated. They are listed in the Church's terrier which can be inspected at any reasonable time but are not included in the financial statements.

Expenditure on other furnishing and fixed assets are written off in the year of purchase.

*Investments*

Investments are stated at market value at the balance sheet date.

*Property*

Property owned by the PCC is held as a long term asset, and the PCC do not consider the expense of valuation to be justified. As the property was gifted to the PCC and the original cost is not known it is shown in the accounts at a nominal value of £1.

g Current assets

Amounts owing to the PCC at 31<sup>st</sup> December in respect of fees, rents or other income are shown as debtors, less provision for amounts that may prove uncollectable.

Short term deposits include cash held at the bank or on deposit with the CBF Church of England Funds.

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

10

**NOTES TO THE FINANCIAL STATEMENTS**

**2 Analysis of income and endowments**

	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>Funds</u> <u>2021</u> £	<u>Total</u> <u>Funds</u> <u>2020</u> £
<b>a</b> <i>Donations and legacies</i>				
Planned giving (excl tax refunds)	82,405		82,405	81,792
Planned giving (no tax refunds)	7,383		7,383	6,567
Collections at all services	453	1,100	1,553	772
Collections at concerts	376		376	401
Special appeals & specific donations		10,667	10,667	16,017
Bosham Youth Group fundraising				
Gift Aid tax recoverable	21,102	441	21,543	24,125
Grants	596	7,402	7,998	6,116
Legacies & 'in memoriam' donations				
General donations	5,285		5,285	17,476
Donations from Church visitors	5,901		5,901	3,266
	<u>123,501</u>	<u>19,611</u>	<u>143,112</u>	<u>156,532</u>
<b>b</b> <i>Charitable activities</i>				
Bosham Youth Group activities		3,360	3,360	2,208
Parochial Fees from weddings, funerals	9,924	100	10,024	6,206
Other income from weddings, funerals	1,081	5,018	6,099	600
	<u>11,005</u>	<u>8,478</u>	<u>19,483</u>	<u>9,014</u>
<b>c</b> <i>Trading activities</i>				
Fete, concerts and events				29
St Nicholas Hall lettings	6,449		6,449	4,918
Magazine subscriptions	3,092		3,092	3,335
Magazine advertisement income	1,256		1,256	3,290
	<u>10,797</u>		<u>10,797</u>	<u>11,573</u>
<b>d</b> <i>Investment income</i>				
St Nicholas flat rental	6,069		6,069	6,008
Interest and investment income	2,124	2,422	4,546	4,851
	<u>8,193</u>	<u>2,422</u>	<u>10,614.4</u>	<u>10,859</u>
<b>Total received on all funds</b>	<u>153,495</u>	<u>30,511</u>	<u>184,006</u>	<u>187,978</u>

**THE PAROCHIAL CHURCH COUNCIL**  
**OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

11

**NOTES TO THE FINANCIAL STATEMENTS**

**3 Analysis of expenditure on:**

	<u>Unrestricted</u> <u>Funds</u> <u>£</u>	<u>Restricted</u> <u>Funds</u> <u>£</u>	<u>Total</u> <u>Funds</u> <u>2021</u> <u>£</u>	<u>Total</u> <u>Funds</u> <u>2020</u> <u>£</u>
<b>a</b> <i>Raising funds</i>				
Stewardship costs	74		74	292
Bookstall expenses				49
Concerts and event expenses				62
	74		74	403
<b>b</b> <i>Charitable activities</i>				
Charitable giving	9,586	4,709	14,295	17,843
Diocesan parish share	74,300	1,752	76,052	75,727
Local mission and outreach	818		818	1,305
Vicarage expenses	4,049		4,049	13,860
Church running expenses	9,344	1,375	10,719	6,980
Church maintenance	5,816		5,816	4,882
Expenses of services	8,276		8,276	7,777
Expenses of weddings, funeral	839	4,974	5,812	628
Church enhancements	1,305	175	1,481	4,420
Church major repairs	2,867	10,838	13,705	14,880
Costs of churchyard and burial ground	3,100		3,100	6,086
Youth work	164	2,736	2,900	6,572
Clergy working expenses	2,856		2,856	2,302
Administrative expenses	11,313		11,313	10,893
Bank charges	641		641	564
Independent examination fee	180		180	180
	135,454	26,559	162,013	174,899
<b>c</b> <i>Trading activities</i>				
St Nicholas Hall running costs	4,951		4,951	5,311
St Nicholas Hall maintenance	1,498		1,498	30
Fete expenses				20
Parish magazine	3,588		3,588	3,118
	10,037		10,037	8,479
<b>d</b> <i>Other</i>				
Sacristy/boiler room project		(240)	(240)	5,775
<b>Total resources expended</b>	145,565	26,319	171,884	14,253

A full listing of charitable donations and special collections is listed as an appendix to these financial statements.

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER  
Registered Charity no. 1132184**

**NOTES TO THE FINANCIAL STATEMENTS**

**4 Staff costs**

During the year the PCC employed an administrator, director of music, church hall caretaker and cleaner. Staff costs are included the appropriate cost centre; the total for the year was £12,125

**5 Fixed assets and investments**

a St Nicholas Church Hall and flat were originally gifted to the PCC. As the PCC uses the Hall and flat to fulfil its charitable objects and generate income, and does not foresee selling the property, it does not consider a valuation worthwhile at this time.

b The Diocese are custodian trustees for the Cole Endowment.

The Cole Endowment was provided to produce an income to pay for the stipend of the Incumbent. As stipends are paid by the Diocese, the endowed income is paid to the Diocese and included as a Parish Contribution.

Funds held in reserve are invested in CBF investment funds and revalued at the year end.

	Reserve Funds	Endowment Fund
	£	£
Market value at 1st January 2021	93,205	60,396
Gains on revaluation at 31st December 2021	13,333	8,640
Market value at 31st December 2021	106,538	69,036

**6 Analysis of net assets by fund**

	<u>Unrestricted</u> Funds	<u>Restricted</u> Funds	<u>Endowment</u> Funds	<u>Total</u> Funds 2021	<u>Total</u> Funds 2020
	£	£	£	£	£
Freehold land and buildings	1			1	1
Investments	41,135	65,403	69,037	175,574	153,601
Current assets	162,849	(49,313)		113,535	109,808
Current liabilities	1,159	331		1,490	(9,886)
	202,825	15,758	69,037	287,620	253,524

**7 Debtors**

	<u>2021</u>	<u>2020</u>
	£	£
Income tax recoverable	5,000	
Prepayments		357
	5,000	357

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

13

**NOTES TO THE FINANCIAL STATEMENTS**

<b>8</b>	<b>Creditors: amounts falling due within one year</b>	<u>2021</u>	<u>2020</u>
		£	£
	Deferred income	414	5,800
	Accruals for utilities	865	455
	Other creditors	211	3,631
		<u>1,490</u>	<u>9,886</u>

**9 Comparatives for the statement of financial activities**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
	£	£	£	£
<b>Income and endowments from:</b>				
Donations and legacies	133,827	22,705		156,532
Charitable activities	6,506	2,508		9,014
Trading activities	11,573			11,573
Investments	8,536	2,323		10,859
<b>Total income</b>	<u>160,442</u>	<u>27,536</u>		<u>187,978</u>
<b>Expenditure on:</b>				
Raising funds	403			403
Charitable activities	152,286	22,613		174,899
Other trading activities	8,479			8,479
Other	2,870	2,905		5,775
<b>Total expenditure</b>	<u>164,038</u>	<u>25,518</u>		<u>189,556</u>
<b>Net income</b>	(3,596)	2,018		(1,578)
<b>Other recognised gains</b>				
Gains/(losses) on revaluation of investments	5,996		3,887	9,883
Transfers between funds	(35)	35		
<b>Net movement in funds</b>	<u>2,365</u>	<u>2,053</u>	<u>3,887</u>	<u>8,305</u>
<b>Reconciliation of funds:</b>				
Total funds brought forward at 1st January 2020	180,425	8,282	56,512	245,219
<b>Total funds carried forward at 31st December 2020</b>	<u>182,790</u>	<u>10,335</u>	<u>60,399</u>	<u>253,524</u>

**THE PAROCHIAL CHURCH COUNCIL**  
**OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

14

**NOTES TO THE FINANCIAL STATEMENTS**

**10 Statement of funds**

	<u>Bal b/fwd</u> <u>1 Jan 2021</u> £	<u>Income</u> £	<u>Expenditure</u> £	<u>Transfers,</u> <u>gains &amp;</u> <u>losses</u> £	<u>Bal c/fwd</u> <u>31 Dec</u> <u>2021</u> £
<i>Unrestricted fund</i>					
General fund	140,441	144,631	(130,436)	(424)	154,211
<i>Designated funds</i>					
Fabric fund	10,214	6,034	(3,276)		12,972
Enhancement Fund	975	50	(305)		719
Vicarage fund	0				0
Legacy fund	29,772	1,700	(1,000)		30,472
Hospitality fund	0		(160)	160	0
Pastoral fund	370		(649)	630	351
Flower fund	1,020	1,081	(839)	(263)	1,000
Donation fund	0		(8,900)	12,000	3,100
	<u>42,351</u>	<u>8,865</u>	<u>(15,129)</u>	<u>12,527</u>	<u>48,614</u>
<i>Unrestricted &amp; designated funds</i>	<u>182,792</u>	<u>153,495</u>	<u>(145,565)</u>	<u>12,103</u>	<u>202,826</u>
<i>Restricted funds</i>					
Lord Gifford's Wreath fund	25		(25)		
Fabric fund	6,349	15,572	(9,973)	1,375	13,322
Sacristy/boiler room project	2,000		(2,000)		
Organ Fund					
Enhancement fund	400	175	(175)		400
Flower fund		5,118	(4,974)	(145)	
Legacy Fund					
Cole Endowment income		1,752	(1,752)		
Youth activity fund	547	3,360	(2,736)		1,171
Donation fund	150	4,534	(4,684)		
Mary Rochford Wade Trust	865				865
	<u>10,336</u>	<u>30,511</u>	<u>(26,319)</u>	<u>1,230</u>	<u>15,758</u>
<i>Endowment funds</i>					
Cole Endowment fund	60,397			8,640	69,037
<i>Total funds</i>	<u>253,524</u>	<u>184,007</u>	<u>(171,884)</u>	<u>21,973</u>	<u>287,620</u>

**11 Transactions with related charities**

The Bosham Burial Ground Association (BBGA) is a separate charity (no.1059254).

The following members of the PCC are trustees of that charity:

Canon Martin J Lane

During the year the PCC paid £3,100 towards the upkeep of the burial ground.

**The Independent Examiner's Report to  
the Parochial Church Council of the Ecclesiastical Parish of Bosham, Chichester**

I report on the accounts of the Parochial Church Council (PCC) for the year ended 31<sup>st</sup> December 2021, which are set out on pages 6 to 14.

**Respective responsibilities of the PCC and the examiner**

As members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of the Church Accounting Regulations and section 144(2) of the Charities Act 2011 ('the 2011 Act') do not apply.

It is my responsibility to:

- Examine the accounts under the Church Accounting Regulations and section 145 of the 2011 Act;
- To follow the procedures laid down in the general directions of the Charity Commission under section 145(5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

**Basis of this report**

My examination was carried out in accordance with the General Directions given by the Charity Commission and to be found in the Church guidance, 2013 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering 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**

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the requirements of the Act and the Regulations
 have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed..... 

Dated ..... 

Mr John Fox LLB, Solicitor (retired)  
Eastfield Cottage  
Taylors Lane  
Bosham  
West Sussex PO18 8QQ

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

**CHARITABLE GIVING**

2020			2021		
<u>Restricted Donations</u> £	<u>Special Collections</u> £	<u>Mission &amp; Outreach</u> £	<u>Mission &amp; Outreach</u> £	<u>Special Collections</u> £	<u>Restricted Donations</u> £
		500	500		
		500	500		
3,046		2,000	2000		2890.19
		500	500		
		500			
		250	500		
		200	250		
		500			
		500			
		500	500		
		250			
		250			
150		500	250		300
		2,000	**		
	5	250			204.5

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

**CHARITABLE GIVING**

2020			2021		
<u>Restricted Donations</u> £	<u>Special Collections</u> £	<u>Mission &amp; Outreach</u> £	<u>Mission &amp; Outreach</u> £	<u>Special Collections</u> £	<u>Restricted Donations</u> £
		<b>SECULAR CHARITIES</b>			
		Bosham Monday Club (Mimibus)	920	920	
		Sussex Bellringers Association	50	50	
		Chidham School	105		
	475	Chichester District Foodbank		263.75	
		BVIE		430	
		Sage House - Dementia Support	250	250	
	300	Stonepillow	1,000	1000	300
		Sussex Snowdrop Trust	250	250	
		St Wilfred's Hospice	500	500	
		Pastoral donations	630	648.92	
	150	Children's Society (Christmas Charity)	500	250	300
25	38	Royal British Legion (Poppy Appeal & wreath)	250		487
<b>3,071</b>	<b>1,118</b>	<b>TOTALS</b>	<b>13,655</b>	<b>9,549</b>	<b>2,890</b>
		<b>OVERALL TOTAL</b>	<b>17,843</b>	<b>14,295</b>	
During 2020 and 2021 Special Collections included donations made electronically on the relevant Sunday					
** £3,100 has been set aside to support Chichester Diocese via additional Parish Share in 2022					

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**

England & Wales - Charity number 1132184

---

# Accounts

---

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**

Registered Charity no. 1132184

**TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS**

**For the year ended 31<sup>st</sup> December 2020**

<b>Contents</b>	<b>Page</b>
Annual report	1
Statement of financial activities	7
Balance sheet	8
Notes to the financial statements	9
Report of the independent examiner	16
Charitable Giving	17

**Holy Trinity Church,**  
High Street, Bosham, West Sussex PO18 8LS

**St Nicholas Church Hall,**  
Brooks Lane, Bosham, West Sussex PO18 8LA

*Incumbent:*

Canon Martin J Lane, The Vicarage, Bosham Lane, Bosham, West Sussex PO18 8HX

*Independent Examiner:*

Mr John Fox LLB, Solicitor (retired), Eastfield Cottage, Taylors Lane, Bosham, West Sussex

*Bankers:*

Barclays, Leicester LE7 2BB

CCLA Investment Management Ltd, The CBF Church of England Funds, Senator House,  
85 Victoria Street, London EC4V 4ET

Cashplus Bank, 6<sup>th</sup> Floor, One London Wall, London EC2Y 5EB

*Custodian Trustee:*

The Chichester Diocesan Fund and Board of Finance, Diocesan Church House,  
211 New Church Road, Hove, BN3 4ED

*Parish Office:* email: [administrator@boshamchurch.org.uk](mailto:administrator@boshamchurch.org.uk) ☎ 01243 210242

*Church Website:* [boshamchurch.org.uk](http://boshamchurch.org.uk)

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**

Registered Charity no. 1132184

**TRUSTEES' ANNUAL REPORT FOR 2020**

**Our aims and purposes as a charity**

The Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, the Revd Canon Martin Lane, in:

- The promotion of the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England
- Promoting in the parish the whole mission of the church, pastoral, social, evangelistic and ecumenical
- To know Jesus better and make Him better known
- Practical support and care for people in the parish, from the youngest to the eldest, irrespective of level of need or ability to pay
- Providing financial support those in need and, to other organisations with similar objectives.
- Maintaining Holy Trinity Church as a place of worship and as an historic building and St Nicholas Hall for parish and community use
- Meeting some of the running costs of the Vicarage.

**What we planned to do to achieve our charitable objectives**

When planning our activities for the year, our incumbent and the PCC have considered the Charity Commission's guidance on public benefit and, particularly, the specific guidance on 'charities for the advancement of religion'.

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.

2020 has been a challenging year. The Covid-19 global pandemic required the church to respond to the relevant government guidance and laws. In order to do so, a Covid-19 team was formed to facilitate the appropriate and measured response.

Despite Covid-19 our underlying objectives remained constant:

- Enabling as many people as possible to worship (either physically or on-line)
- Enabling as many people as possible to become part of our parish community
- Maintaining an overview of worship throughout the parish
- Considering how services can involve the many groups that live within the parish
- Putting faith into practice, through prayer and scripture, music and sacrament
- Provision of pastoral care for people living in the parish
- Provision of assistance to the needy of the parish
- Giving grants to missionary organisations
- Maintaining the fabric of the church building as a historic centre and focus of life in the village.

These objectives were underpinned by the five marks of mission to:

- Proclaim the Good News of the Kingdom
- Teach, baptise and nurture new believers
- Respond to human need by loving service
- Change unjust structures of society, challenge violence and pursue peace and reconciliation
- Safeguard the integrity of creation, sustain and renew the life of the earth.

## **What we achieved and how we affected beneficiaries' lives**

### ***Attendance at worship***

2020 has been a challenging year. The Covid-19 global pandemic required the church to respond to the relevant government guidance regarding worship. This impacted our ability to meet physically in church at various times throughout the year including major festivals such as Easter and Christmas.

The PCC invested in measures to ensure that the church was Covid-19 secure for worship and private prayer in response to Government guidance. Social distancing and sanitation measures were introduced, along with track and trace measures, to limit risk and the possible spread of Covid-19.

Holy Week and Easter services were held on-line from the vicarage, as the Archbishop's guidance required churches to be closed for worship.

Christmas is a very special time of celebration where many sections of the community come together; ordinarily it is our busiest time of the year. The church planned extra services to provide extra capacity; nonetheless given the Government Covid-19 guidance to *Stay at home, Save lives, Protect the NHS*, many people decided to remain at home. We were encouraged that many people joined us with worship on-line via YouTube during the festive period. There were 279 views of the Nativity service and 179 on Christmas day.

Throughout most of 2020 services have been held on-line via YouTube and when possible, physically in church with social distancing, appropriate sanitisation and Covid-19 measures in place.

We continued our emphasis upon the family and the children's ministry by seeking to be in contact with our families and young people throughout the year, many of whom have participated in our on-line worship.

### ***Teaching, baptising and nurturing new and existing believers***

Covid restrictions have limited our ability to provide such opportunities. As a result, during the year there were only 2 Baptisms, 7 weddings and 7 church funerals. No confirmations took place. 13 other funerals were conducted for parishioners and 2 burials of ashes.

These events took place in compliance with the relevant Covid-19 measures in force at the time.

### ***Evangelism and outreach***

Ordinarily the Church Fete is a major outreach event in the life of the church and village. It is enjoyed by many, attracting visitors both within and beyond the village itself. This event, although much planning had taken place, was cancelled due to Covid-19 restrictions on public gatherings.

In order to provide an opportunity for fellowship, prayer and teaching a fresh expression of worship was actively explored via Zoom. 'The Gathering @ HTB' has met throughout most of the year on Sunday evenings and has attracted a regular following, with people joining us from as far away as America, Ireland and Zambia.

Bible study and Lent groups have continued to take place on-line via Zoom.

The church and village magazine 'Bosham Life' has continued to be produced and distributed throughout the year, Covid-19 restrictions allowing, in print or electronic.

The PCC continues to maintain St Nicholas Hall which provides a venue for a number of local organisations. Although most of these could not meet during the covid lockdowns, the PCC permitted the Village Preschool to return in June 2020 as the sole user as this enabled them to comply with Covid regulations.

### ***Provision of the church building for people to enjoy***

Our church continues to be appreciated by our parishioners and many others, as a space where life events are celebrated with joy and thanksgiving. As a result of Covid restrictions many of these have been postponed, with provisional dates already booked for 2021 and 2022.

The church normally attracts many visitors, but government Covid guidance has restricted our ability to be open daily to visitors. It is important to us that the church is available for private prayer not just to the church family but to the wider visiting community. To this end the church was open for private prayer at various times throughout the year when restrictions enabled us to do so. Many remark not only how refreshing it is to find an open church but, also the sense of peacefulness and spirituality of our historic church. It is anticipated that visitor numbers will return once the pandemic is over and we can open to visitors.

The local primary school was able to use the church as a setting for its recorded Crib Service.

Notably this year we were not able to continue with our monthly concerts in church. We were pleased that our director of music was able to contribute to our services via YouTube.

### **Church building and future projects.**

We were pleased to install new candlesticks, aumbry light, and aumbry door cover in the Fishbourne Chantry. These were designed by the renowned sculptor Jonathan Clarke by way of a generous benefaction. We review regularly how we use our church building and the opportunities for growth.

The project to extend the Sacristy and provide office/vestry facilities was completed with the installation of a memorial bench.

Essential repairs to the drainage in the Churchyard were carried out.

Thanks to our congregation's generous response to an appeal, we were able to carry out major works to clean and overhaul the organ while the church was closed during lockdown.

We are awaiting updated estimates for repairs to sections of the church roofs.

### ***Provision of pastoral care for people living in the parish***

Regular contact has been maintained, via telephone and email, with members of the congregation, particularly those shielding and those seeking life events such as weddings and funerals. The vicar has sought to keep in regular contact with parishioners and to respond to pastoral need. Due to Covid-19 regular visits to nursing homes within the parish have been curtailed.

### ***Other charitable giving***

As a result of the continued financial support of the congregation, together with donors from the wider parish, the PCC was able to continue with its policy to allocate 10% of its voluntary income to charitable giving which amounted to £13,025.

Although 'special collections' could not be held in church, electronic donations were made in response to pew leaflets and appeals during on-line worship.

Full details of the charitable donations are included as an appendix to the financial statements.

The Christian Aid road collections could not take place this year, but Christian Aid week was publicised in the pew leaflets.

## **Financial Review**

### ***Incoming and outgoing resources***

Total receipts on general unrestricted funds amounted to £155,351, expenses to £132,116, net transfers to designated funds of £13,159 (mainly to fund year-end charitable donations), and transfers to restricted funds of £35.65. These are detailed in the financial statements.

The PCC's major source of income arises from planned giving and tax recovered from Gift Aid, which together amounted to £109,967 for general purposes, a small decrease on 2019. It was not considered appropriate to carry out a stewardship campaign this year, and as a result of Covid restrictions there was little in the way of income eligible for the Gift Aid Small Donations Scheme.

Covid restrictions resulted in the loss of a number of income streams; cash collections, parochial fees, visitor donations, hall bookings, fundraising events. The PCC was grateful for two major donations in response to the loss of this income, which amounted to £15,000 and which were available for general expenses.

### ***Sharing the ministry costs of the Diocese of Chichester***

The largest expenditure of the PCC was the sum of £75,727 paid to the diocese for our share of all churches' Parish Ministry Costs. This is an increase of 3% and the church continues to meet 100% of the costs allocated to this church plus an additional sum arising from an endowment fund.

The total relates directly to the housing, support, stipend and pension costs of the clergy of this parish, training of new ordinands, a contribution to national church funds and, shared costs of the Christian family throughout the whole diocese, including assistance towards the upkeep of churches less able to manage than ourselves.

### ***Staff costs***

The PCC pays for an administrator, organist and cleaner. Our youth worker resigned during the year. Further details are provided in the notes to the accounts.

### ***Trustee payments and expenses***

The PCC supported the incumbent by paying various bills relating to the Vicarage amounting to £13,860. This included £9,780 towards renovations not funded by the Diocese. £6,596 for this had been set aside in previous years in a designated fund. In addition, the PCC paid working expenses amounting to £2,300 incurred during his work in the Parish and in his wider ministry.

There were no payments to persons related to or connected to, the trustees.

## **Why we hold some money in reserve**

It is PCC policy to maintain a balance on the general unrestricted funds which equates to approximately six months' worth of unrestricted payments as contingency against unforeseen situations. This prudent policy has enabled us to continue during this difficult period to pay our full parish share, support the parish and make our customary charitable donations.

It is PCC policy to designate the net income from the church boxes and the chip and pin card reader, which can be largely attributed to visitors to the church, for fabric repairs, including those identified at the quinquennial inspection.

Where the PCC identifies future expenses which will be required to meet the PCC's objectives, appropriate designated funds are retained from related income or transferred from general unrestricted funds. Designated funds are reviewed at the year end and any funds considered surplus to the identified purpose released back to the General Fund.

It is PCC policy to retain any legacies and donations in memoriam of deceased parishioners which do not have a specified purpose in a designated fund to be used for specific projects which enhance our worship or the church building. £2,870 was used to fund the memorial bench incorporated in the Sacristy extension.

It is PCC policy to invest surplus funds in the CBF Church of England deposit and investment funds.

## **Management of risks and their mitigation**

The Health and Safety Policy is up to date and approved by the PCC and includes regular fire alarm tests.

A Parish Safeguarding Officer was in office throughout the year. Disclosure and Barring Service checks have been carried out for any adults who look after children or vulnerable adults unsupervised, or who work with children or vulnerable adults more than once a month, at any of the church activities. Safeguarding training has been completed by those required to do so. No Child Protection or other Safeguarding issues were reported during the year.

## Structure, governance and management of the charity

The Parochial Church Council (PCC) is registered with the Charity Commission as required by the Charities Act 2011. Its governing document is the Parochial Church Councils (Powers) Measure 1956.

During the year the following served as members of the Parochial Church Council:

### *Ex-Officio Members*

Incumbent	The Revd. Canon Martin J Lane (Rural Dean throughout the year)	Chairman
Wardens	Mrs Christine Smee (Warden to 22 <sup>nd</sup> March 2020; PCC member from 21 <sup>st</sup> October 2020) Professor Laura Ritchie Mr Dan Lambert (Warden from 21 <sup>st</sup> October 2020; PCC member throughout the year)	

### *Elected Members*

Mr Martin Catchpole	(from 21 <sup>st</sup> October 2020)
Mrs Karen Goding	Archivist (from 9th December 2020)
Mrs Saleigh Gordon	
Ms Suki Hall	(Deanery Synod to 21 <sup>st</sup> October 2020; PCC from 21 <sup>st</sup> October 2020)
Dr David Honeybourne	
Mrs Joan Langhorne	Archivist (to 21 <sup>st</sup> October 2020)
Mr Adrian Mosley	
Ms Anna Roebuck	(from 21 <sup>st</sup> October 2020)
Mr Jeremy Webb	
Mr Martyn White	(Deanery Synod to 21 <sup>st</sup> October 2020; PCC from 21 <sup>st</sup> October 2020)

### *Deanery Synod Members*

Dr Alan Copsey	(from 9th December 2020)
Mr Lee Mandiwall	(to 21 <sup>st</sup> October 2020)
Mr Christopher Pexton	(from 21 <sup>st</sup> October 2020)
Mr Andrew Walker	(to 21 <sup>st</sup> October 2020)

### *Co-opted Members*

Mrs Carol Bishop	Honorary Treasurer
------------------	--------------------

Under the Church Representation Rules the Parochial Representatives to the Deanery Synod for the next three years will be elected at the 2020 APCM.

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members, members of the Deanery Synod, co-opted member and members of the Church who are elected at the Annual Parochial Church Meeting (APCM) for a three year term as agreed previously at the APCM. Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

The PCC is supported by a number of committees which meet regularly and report to the PCC. Each committee has the incumbent, and at least one other member of the PCC as representatives, but where appropriate will look to co-opt persons who have skills and experience of benefit to that particular committee.

This Trustees' Annual Report was approved by the PCC and signed on their behalf by the Revd. Canon Martin J Lane, PCC Chairman



Date... 3/3/2021

**THE PAROCHIAL CHURCH COUNCIL**  
**OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST DECEMBER 2020**

	<u>Notes</u>	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Endowment</u> <u>Funds</u>	<u>Total</u> <u>Funds</u> <u>2020</u>	<u>Total</u> <u>Funds</u> <u>2019</u>
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<b>Income and endowments from:</b>						
Donations and legacies	2a	133,827	22,705		156,532	212,710
Charitable activities	2b	6,506	2,508		9,014	17,967
Trading activities	2c	11,573			11,573	28,306
Investments	2d	8,536	2,323		10,859	10,910
<b>Total income</b>		<u>160,442</u>	<u>27,536</u>	0	<u>187,978</u>	<u>269,893</u>
<b>Expenditure on:</b>						
Raising funds	3a	403			403	3,119
Charitable activities	3b	152,286	22,613		174,899	175,720
Other trading activities	3c	8,479			8,479	16,492
Other	3d	2,870	2,905		5,775	149,718
<b>Total expenditure</b>		<u>164,038</u>	<u>25,518</u>	0	<u>189,556</u>	<u>345,049</u>
<b>Net income</b>		(3,596)	2,018		-1,578	(75,156)
Transfers between funds - in		14,141	35		14,176	15,916
Transfers between funds - out		(14,176)			-14,176	(15,916)
<b>Other recognised gains</b>						
Gains/(losses) on revaluation of investments	5b	5,996		3,886	9,882	22,647
<b>Net movement in funds</b>		<u>2,365</u>	<u>2,053</u>	<u>3,886</u>	<u>8,304</u>	<u>(52,510)</u>
<b>Reconciliation of funds:</b>						
Total funds brought forward at 1st January 2020		180,425	8,282	56,511	245,217	297,726
<b>Total funds carried forward at 31st December 2020</b>		<u>182,789</u>	<u>10,335</u>	<u>60,397</u>	<u>253,520</u>	<u>245,217</u>

The accompanying notes form part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL**  
**OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

**BALANCE SHEET AS AT 31ST DECEMBER 2020**

	<u>Notes</u>	<u>2020</u> £	<u>2019</u> £
<b>Fixed assets</b>			
Freehold land and buildings	5a	1	1
Investments	5b	93,205	87,207
Endowed investments	5b	<u>60,397</u>	<u>56,510</u>
<b>Total fixed assets</b>		<u>153,602</u>	<u>143,718</u>
<b>Current assets</b>			
Debtors	7	357	9,019
Short term deposits		91,140	98,529
Cash at bank		<u>18,311</u>	<u>19,365</u>
		109,808	126,913
<b>Current liabilities</b>			
Creditors: amounts falling due within one year	8	(9,886)	(25,413)
<b>Net current assets</b>		99,922	101,500
<b>Total assets less liabilities</b>		<u><u>253,524</u></u>	<u><u>245,218</u></u>
<b>Funds</b>			
	10		
Unrestricted funds			
general		140,441	124,368
designated		<u>42,351</u>	<u>56,059</u>
		182,792	180,427
Restricted funds		10,336	8,282
Endowment funds		60,397	56,511
<b>Total funds</b>		<u><u>253,524</u></u>	<u><u>245,219</u></u>

Approved by the PCC and signed on its behalf by  
the Revd Martin J Lane



Date 3/3/2021

The accompanying notes form part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

**NOTES TO THE FINANCIAL STATEMENTS**

**1 Accounting policies**

**a Basis of preparation**

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and the Church Accounting Regulations 2006, in accordance with applicable accounting standards and the current edition (2019) of the Statement Of Recommended Practice, Accounting and Reporting by Charities, (SORP (FRS 102))

The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments at market value. 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.

**b Funds accounting**

Funds held by the PCC are:

*Unrestricted funds* – general funds which can be used for PCC ordinary purposes.

*Designated funds* – monies set aside by the PCC out of unrestricted funds for specific future purposes or projects.

*Restricted funds* – a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or behest; b) donations or grants 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 the year is carried forward as a balance on that fund.

*Endowment funds* – funds the capital of which must be maintained; only income arising from the investment of the endowment may be used, either as restricted or unrestricted funds, depending on the purpose set out in the terms of the original endowment.

**c Income and endowments**

All income and endowments are accounted for without deduction for any costs of receivability, are recognised when there is evidence of entitlement, receipt is probable, and the amount can be measured reliably.

*Donations and legacies*

Collections are recognised when received.

Planned giving receivable is recognised when received.

Income tax recoverable on Gift Aid donations is recognised when the income to which it is attached is recognised.

Grants and legacies are recognised when the formal offer in writing of the funding is received by the PCC.

*Charitable activities*

Statutory fees for weddings and funerals are recognised when the office occurs. Income relating to other charitable activities are recognised when the activity takes place.

*Trading activities*

Trading activities are where income is receivable for selling goods or providing services. Income from trading is recognised either when received or for the year in question; advance payments are included in creditors until the service or goods are provided.

*Investment income*

Investment income is accounted for when due and payable.

Interest entitlements are accounted for as they accrue.

Rental income is accounted for when receipt is probable.

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

**NOTES TO THE FINANCIAL STATEMENTS**

*All other income*

All other income is recognised in accordance with the above overall policy.

d Gains and losses on investments

Realised gains are recognised when the investments are sold.

Unrealised gains and losses are accounted for on revaluation on 31<sup>st</sup> December.

e Expenditure

Expenditure is accounted for on an accruals basis and is accounted for gross, and recognised when there is a legal or constructive obligation and when payment is probable.

*Charitable activities*

Charitable giving is accounted for when paid over, or when awarded.

The diocesan parish contribution is accounted for on an annual basis, reflecting the allocation set by our Deanery. Any parish contribution unpaid at 31<sup>st</sup> December is provided for in these financial statements as an operational (though not a legal) liability and is shown as a creditor in the balance sheet.

f Fixed assets

*Tangible fixed assets*

Consecrated and beneficed property of any kind is excluded from the accounts by s.10(2) of the Charities Act 2011.

Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal, are accounted for as inalienable property unless consecrated. They are listed in the Church's terrier which can be inspected at any reasonable time but are not included in the financial statements.

Expenditure on other furnishing and fixed assets are written off in the year of purchase.

*Investments*

Investments are stated at market value at the balance sheet date.

*Property*

Property owned by the PCC is held as a long term asset, and the PCC do not consider the expense of valuation to be justified. As the property was gifted to the PCC and the original cost is not known it is shown in the accounts at a nominal value of £1.

g Current assets

Amounts owing to the PCC at 31<sup>st</sup> December in respect of fees, rents or other income are shown as debtors, less provision for amounts that may prove uncollectable.

Short term deposits include cash held at the bank or on deposit with the CBF Church of England Funds.

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

11

**NOTES TO THE FINANCIAL STATEMENTS**

**2 Analysis of income and endowments**

	<u>Unrestricted</u> <u>Funds</u> <u>£</u>	<u>Restricted</u> <u>Funds</u> <u>£</u>	<u>Total</u> <u>Funds</u> <u>2020</u> <u>£</u>	<u>Total</u> <u>Funds</u> <u>2019</u> <u>£</u>
<b>a</b> <i>Donations and legacies</i>				
Planned giving (excl tax refunds)	81,792		81,792	84,126
Planned giving (no tax refunds)	6,567		6,567	5,247
Collections at all services	747	25	772	8,965
Collections at concerts	401		401	2,183
Special appeals & specific donations		16,017	16,017	34,881
Bosham Youth Group fundraising				
Gift Aid tax recoverable	22,683	1,442	24,125	30,811
Grants	894	5,221	6,116	24,780
Legacies & 'in memoriam' donations				2,300
General donations	17,476		17,476	7,546
Donations from Church visitors	3,266		3,266	11,872
	<u>133,827</u>	<u>22,705</u>	<u>156,532</u>	<u>212,711</u>
<b>b</b> <i>Charitable activities</i>				
Bosham Youth Group activities		2,208	2,208	3,157
Parochial Fees from weddings, funerals	6,206		6,206	10,192
Other income from weddings, funerals	300	300	600	4,618
	<u>6,506</u>	<u>2,508</u>	<u>9,014</u>	<u>17,967</u>
<b>c</b> <i>Trading activities</i>				
Fete, concerts and events	29		29	10,948
St Nicholas Hall lettings	4,918		4,918	10,363
Magazine subscriptions	3,335		3,335	3,331
Magazine advertisement income	3,290		3,290	3,664
	<u>11,573</u>		<u>11,573</u>	<u>28,306</u>
<b>d</b> <i>Investment income</i>				
St Nicholas flat rental	6,008		6,008	6,009
Interest and investment income	2,528	2,323	4,851	4,901
	<u>8,536</u>	<u>2,323</u>	<u>10,859</u>	<u>10,910</u>
<b>Total received on all funds</b>	<u>160,442</u>	<u>27,536</u>	<u>187,978</u>	<u>269,894</u>

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER  
Registered Charity no. 1132184**

12

**NOTES TO THE FINANCIAL STATEMENTS**

**3 Analysis of expenditure on:**

	<u>Unrestricted</u> <u>Funds</u> <u>£</u>	<u>Restricted</u> <u>Funds</u> <u>£</u>	<u>Total</u> <u>Funds</u> <u>2020</u> <u>£</u>	<u>Total</u> <u>Funds</u> <u>2019</u> <u>£</u>
<b>a</b> <i>Raising funds</i>				
Stewardship costs	292		292	435
Bookstall expenses	49		49	1,362
Concerts and event expenses	62		62	1,323
	403		403	3,119
<b>b</b> <i>Charitable activities</i>				
Charitable giving	13,655	4,188	17,843	22,382
Diocesan parish share	74,035	1,692	75,727	73,526
Local mission and outreach	1,305		1,305	2,066
Vicarage expenses	13,860		13,860	4,728
Church running expenses	6,980		6,980	5,603
Church maintenance	4,882		4,882	8,538
Expenses of services	7,777		7,777	9,545
Expenses of weddings, funeral	310	317	628	4,674
Church enhancements	120	4,300	4,420	5,765
Church major repairs	6,990	7,890	14,880	4,417
Costs of churchyard and burial ground	4,086	2,000	6,086	3,889
Youth work	4,364	2,208	6,572	10,895
Training courses				158
Clergy working expenses	2,302		2,302	3,166
Administrative expenses	10,893		10,893	15,392
Bank charges	546	18	564	798
Independent examination fee	180		180	180
	152,286	22,613	174,899	175,720
<b>c</b> <i>Trading activities</i>				
St Nicholas Hall running costs	5,311		5,311	6,410
St Nicholas Hall maintenance	30		30	2,088
Fete expenses	20		20	2,690
Parish magazine	3,118		3,118	5,303
	8,479		8,479	16,492
<b>d</b> <i>Other</i>				
Sacristy/boiler room project	2,870	2,905	5,775	149,718
<b>Total resources expended</b>	164,038	25,518	189,556	345,049

A full listing of charitable donations and special collections is listed as an appendix to these financial statements.

**NOTES TO THE FINANCIAL STATEMENTS**

**4 Staff costs**

During the year the PCC employed an administrator, director of music, youth worker and cleaner. Staff costs are included the appropriate cost centre; the total for the year was £21,387

**5 Fixed assets and investments**

a St Nicholas Church Hall and flat were originally gifted to the PCC. As the PCC uses the Hall and flat to fulfil its charitable objects and generate income, and does not foresee selling the property, it does not consider a valuation worthwhile at this time.

b The Diocese are custodian trustees for the Cole Endowment.

The Cole Endowment was provided to produce an income to pay for the stipend of the Incumbent. As stipends are paid by the Diocese, the endowed income is paid to the Diocese and included as a Parish Contribution.

Funds held in reserve are invested in CBF investment funds and revalued at the year end.

	Reserve Funds	Endowment Fund
	£	£
Market value at 1st January 2020	87,208	56,511
Gains on revaluation at 31st December 2020	5,997	3,886
Market value at 31st December 2020	93,205	60,397

**6 Analysis of net assets by fund**

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Endowment</u> <u>Funds</u>	<u>Total</u> <u>Funds</u> <u>2020</u>	<u>Total</u> <u>Funds</u> <u>2019</u>
	£	£	£	£	£
Freehold land and buildings	1			1	1
Investments	27,802	65,403	60,397	153,601	143,718
Current assets	156,920	(47,112)		109,808	126,913
Current liabilities	(1,931)	(7,955)		(9,886)	(25,413)
	182,792	10,336	60,397	253,524	245,219

**7 Debtors**

	<u>2020</u>	<u>2019</u>
	£	£
Income tax recoverable		7,054
Prepayments	357	1,965
	357	9,019

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER  
Registered Charity no. 1132184**

14

**NOTES TO THE FINANCIAL STATEMENTS**

<b>8</b>	<b>Creditors: amounts falling due within one year</b>	<u>2020</u>	<u>2019</u>
		£	£
	Deferred income	5,800	2,820
	Accruals for utilities	455	300
	Other creditors	3,631	22,293
		<u>9,886</u>	<u>25,413</u>

**9 Comparatives for the statement of financial activities**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
	£	£	£	£
<b>Income and endowments from:</b>				
Donations and legacies	145,046	67,664		212,710
Charitable activities	11,745	6,222		17,967
Trading activities	28,306			28,306
Investments	8,612	2,298		10,910
<b>Total income</b>	<u>193,709</u>	<u>76,184</u>		<u>269,893</u>
<b>Expenditure on:</b>				
Raising funds	3,119			3,119
Charitable activities	154,312	21,408		175,720
Other trading activities	16,492			16,492
Other	4,025	145,693		149,718
<b>Total expenditure</b>	<u>177,948</u>	<u>167,102</u>		<u>345,049</u>
<b>Net income</b>	15,761	(90,918)		(75,156)
<b>Other recognised gains</b>				
Gains/(losses) on revaluation of investments	13,742		8,905	22,647
Transfers between funds	14,560	1,356		15,916
	(15,853)	(63)		(15,916)
<b>Net movement in funds</b>	<u>28,211</u>	<u>(89,625)</u>	8,905	<u>(52,510)</u>
<b>Reconciliation of funds:</b>				
Total funds brought forward at 1st January 2019	152,214	97,907	47,606	297,726
<b>Total funds carried forward at 31st December 2019</b>	<u>180,425</u>	<u>8,282</u>	<u>56,511</u>	<u>245,217</u>

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**  
Registered Charity no. 1132184

15

**NOTES TO THE FINANCIAL STATEMENTS**

**10 Statement of funds**

	<u>Bal b/fwd</u> <u>1 Jan 2020</u> £	<u>Income</u> £	<u>Expenditure</u> £	<u>Transfers.</u> <u>gains &amp;</u> <u>losses</u> £	<u>Bal c/fwd</u> <u>31 Dec</u> <u>2020</u> £
<i>Unrestricted fund</i>					
General fund	124,368	155,351	(132,116)	(7,162)	140,441
<i>Designated funds</i>					
Fabric fund	14,495	3,647	(7,929)		10,214
Enhancement Fund		1,095	(120)		975
Vicarage fund	6,922		(6,922)		0
Legacy fund	32,642		(2,870)		29,772
Hospitality fund			(116)	116	0
Pastoral fund	500		(630)	500	370
Flower fund	1,000	348	(310)	(17)	1,020
Donation fund	500		(13,025)	12,525	0
	<u>56,059</u>	<u>5,090</u>	<u>(31,922)</u>	<u>13,124</u>	<u>42,351</u>
<i>Unrestricted &amp; designated funds</i>	<u>180,427</u>	<u>160,442</u>	<u>(164,038)</u>	<u>5,961</u>	<u>182,792</u>
<i>Restricted funds</i>					
Lord Gifford's Wreath fund	50		(25)		25
Fabric fund	3,495	5,759	(2,905)		6,349
Sacristy/boiler room project	2,000				2,000
Organ Fund		7,890	(7,890)		
Enhancement fund		4,700	(4,300)		400
Flower fund		300	(317)	17	0
Legacy Fund	2,000		(2,000)		0
Cole Endowment income		1,692	(1,692)		
Youth activity fund	547	2,208	(2,208)		547
Donation fund	190	4,123	(4,181)	18	150
Mary Rochford Wade Trust		865			865
	<u>8,282</u>	<u>27,536</u>	<u>(25,518)</u>	<u>36</u>	<u>10,336</u>
<i>Endowment funds</i>					
Cole Endowment fund	56,511			3,886	60,397
<i>Total funds</i>	<u>245,219</u>	<u>187,978</u>	<u>(189,556)</u>	<u>9,883</u>	<u>253,524</u>

**11 Transactions with related charities**

The Bosham Burial Ground Association (BBGA) is a separate charity (no.1059254).

The following members of the PCC are trustees of that charity:

Canon Martin J Lane

Mrs Joan Langhorne

During the year the PCC paid £3,300 towards the upkeep of the burial ground.

**The Independent Examiner's Report to  
the Parochial Church Council of the Ecclesiastical Parish of Bosham, Chichester**

I report on the accounts of the Parochial Church Council (PCC) for the year ended 31<sup>st</sup> December 2020, which are set out on pages 7 to 15.

**Respective responsibilities of the PCC and the examiner**

As members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of the Church Accounting Regulations and section 144(2) of the Charities Act 2011 ('the 2011 Act') do not apply.

It is my responsibility to:

- Examine the accounts under the Church Accounting Regulations and section 145 of the 2011 Act;
- To follow the procedures laid down in the general directions of the Charity Commission under section 145(5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

**Basis of this report**

My examination was carried out in accordance with the General Directions given by the Charity Commission and to be found in the Church guidance, 2013 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering 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**

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the requirements of the Act and the Regulations
 have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed..... 

Dated ..... 30 April 2021

Mr John Fox LLB, Solicitor (retired)  
Eastfield Cottage  
Taylors Lane  
Bosham  
West Sussex PO18 8QQ

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**

Registered Charity no. 1132184

**CHARITABLE GIVING**

2019				2020		
<u>Restricted Donations</u>	<u>Special Collections</u>	<u>Mission &amp; Outreach</u>		<u>Mission &amp; Outreach</u>	<u>Special Collections</u>	<u>Restricted Donations</u>
£	£	£		£	£	£
			<b>CHURCH OVERSEAS MISSION</b>			
		1,000	Release	500		
			<b>OVERSEAS RELIEF AND DEVELOPMENT</b>			
		250	Christian Engineers in Development			
		1,000	FRRME	500		
4,566		2,000	Friends of Children in Romania	2000		3045.58
		500	BEATS	500		
		500	Samara's Aid Appeal	500		
		500	DATUM	500		
	231		Christian Aid	250		
		250	Send a Cow	200		
		250	Disasters Emergency Committee (Coronavirus appeal)	500		
	500		Embrace the Middle East (Christmas Charity)			
			<b>HOME MISSION</b>			
		500	The Life Centre	500		
		500	Church Urban Fund	250		
		250	Sussex Historic Churches Trust	250		
	550		Chi Dioc Assn for Family Support (Christmas)	500	150	
		450	The College of St Banabas			
		1,000	Chichester Diocese	2000		
		500	The Valley Parish (Westbourne Deanery)			
	162		Mission to Seafarers (Laying up Boats service)	250	5	

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF BOSHAM, CHICHESTER**

Registered Charity no. 1132184

**CHARITABLE GIVING**

2019				2020		
<u>Restricted Donations</u>	<u>Special Collections</u>	<u>Mission &amp; Outreach</u>		<u>Mission &amp; Outreach</u>	<u>Special Collections</u>	<u>Restricted Donations</u>
£	£	£		£	£	£
			<b>SECULAR CHARITIES</b>			
		920	Bosham Monday Club (Minibus)	920		
		50	Sussex Bellringers Association	50		
		250	Bishop Luffa School			
		230	Chidham School	105		
	374		Chichester District Foodbank		475	
		350	BVIE			
		900	Sage House - Dementia Support	250		
	1,000	400	Stonepillow	1000	300	
		250	Sussex Snowdrop Trust	250		
		900	St Wilfred's Hospice	500		
		500	Pastoral donations	630.23		
	550		Children's Society (Christmas Charity)	500	150	
25	724		Royal British Legion (Poppy Appeal & wreath)	250	38	25
<b>4,591</b>	<b>4,091</b>	<b>14,200</b>	<b>TOTALS</b>	<b>13,655</b>	<b>1,118</b>	<b>3,071</b>
		<b>22,882</b>	<b>OVERALL TOTAL</b>	<b>17,843</b>		
During 'lockdown' in 2020 Special Collections comprised donations made electronically in response to appeals in the Pew Leaflet or on-line worship on the relevant Sunday						