

**The Parochial Church Council of
The Ecclesiastical Parish of Leatherhead**
(registered charity number 1132607)

**Annual Report
and
Financial Statements
of the
Parochial Church Council**

for the year ended 31 December 2022

Incumbent:

The Revd William Perry
(installed 31st August 2022)
The Rectory
3 St Mary's Road
Leatherhead

Bank:

Barclays Bank plc
Leatherhead Branch
(part of Epsom Group)

Independent Examiner:

Andrew Skilton ACA
Brewers
Chartered Accountants
Bourne House
Queen Street
Gomshall
Surrey GU5 9LY

The Parochial Church Council of The Ecclesiastical Parish of Leatherhead (registered charity number 1132607)

Trustees' Annual Report for the year to 31 December 2022

History, Objectives and Activities

The Parochial Church Council of the Ecclesiastical Parish of Leatherhead ("PCC") together with the Incumbent, The Revd William Perry (installed 31st August 2022), exists to promote the whole mission of the Church, which includes all pastoral, evangelistic, social and ecumenical aspects. The PCC also has responsibility for the Parish Church of St Mary and St Nicholas, the daughter Church Centre of All Saints and related properties. The Church Centre of All Saints is licensed to Leatherhead Youth Project for use as a youth café.

Donations, grants, legacies and other funds received have been received under terms that allow the PCC to either retain the amounts for future use or to spend them on suitable projects. Certain funds are for specific or restricted purposes and accordingly are ring-fenced from other types of expenditure.

The governing documents by which the PCC operates are the Parochial Church Council Powers Measure (1956) as amended and the Church Representation Rules (collectively and individually the "Documents").

Membership

Members of the PCC are ex officio, elected or co-opted by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. Members are generally elected for three years with one third of the members retiring each year at the APCM. In addition, the PCC may co-opt members as allowed by the Church Representation Rules.

During the year the following served as members of the PCC:

Incumbent: The Revd William Perry *Chairman*
(installed 31st August 2022)

Associate Minister: The Revd Tom Hill
(licensed 31st August 2022)

Churchwardens: John Swanson (resigned 1st November 2022)
Anne Thomson (lay Vice-Chair)

Assistant Warden: Sheila Sutherland

Representatives on Deanery Synod:
Sheila Cole
Susan Roberts

Elected members: (period left to serve)

One year: Linda Hauxwell
Veronica Kay

Two years: Grant Clifford
Richard Price
Angela Rive
Janine Stagg
Martin West

Three years: Jane Summerfield
Charles Wheeler

Co-opted by PCC on 9th November 2022:
Carolien Andrew
Vince Hudson

Church Attendance October 2022

Week commencing	Adults 16+				Children & young people			
	At worship on Sunday		Additional adults midweek		Attending worship /activities on Sunday		Weekday services & worship activities	
	Church	Fresh expression	Church	Fresh expression	Church	Fresh expression	Church	Fresh expression
Sun 2nd October	118	0	0	0	18	0	0	0
Sun 9 th October	95	0	0	0	11	0	0	0
Sun 16 th October	99	0	0	0	13	0	0	0
Sun 23 rd October	96	0	0	0	5	0	0	0

Parish Electoral Roll

The Church Representation Rules required the creation of an entirely new Electoral Roll in 2019. On the closing date for applications for enrolment, 5 April 2019, there were 113 names on the new Electoral Roll. At the 2022 APCM, the number of names on the Electoral Roll was reported as 104.

PCC Review of the Year 2022

The PCC met seven times during the year. In addition, the new Standing Committee met for the first time in December.

The year started with the parish in vacancy and dependent on locum priests to officiate at services of Holy Communion. We were particularly grateful to Revd David Ireland, who officiated at all the major festivals, and to the Revd Jack Mulder of the Guildford Diocese Register of Clergy on Call who arranged cover on many other occasions.

In February, the Archdeacon of Dorking, the Ven Martin Breadmore, sought a meeting with the Churchwardens at which he advised them of conversations between the Bishop of Guildford and the Church Revitalisation Trust/Holy Trinity, Brompton (CRT/HTB), with a view to HTB nominating a suitable candidate to be Incumbent on condition that the parish agreed not to advertise the vacancy and to forego the normal competitive interview process. Subsequently the Churchwardens and then the whole PCC met the nominated candidate, Revd Will Perry, his wife Sophie, and Marc Elsdon-Dew of the CRT,

and the PCC agreed unanimously to accept Will Perry as the next Rector. Will later met Canon Gordon Giles and other members of the Chapter of Rochester Cathedral, the Patrons of Leatherhead Parish. Canon Giles attended Leatherhead Parish Church on 31st August 2022 when he presented Will Perry to Bishop Andrew Watson, Bishop of Guildford, for Institution as Rector of Leatherhead and Mickleham, and Induction and Installation by the Archdeacon of Dorking. At the same service, the Associate Minister, the Revd Tom Hill was licensed by the Archdeacon of Dorking. Will and Tom presided at their first services on Sunday 7th September.

Will Perry chaired his first PCC meeting on 7th September 2022 when he announced the new Sunday service pattern for Leatherhead Parish Church. The traditional sung Parish Communion was to be brought forward to 9.00am with a new service of Informal Worship following at 10.30am, allowing time for tea/coffee to be served in between to encourage the two congregations to mingle. In addition, on the first and third Sundays of the month at 8.00am there would be Holy Communion (Book of Common Prayer). The new 10.30 service has attracted large numbers of new attendees, most of them younger than the existing congregation, and many with young children who take part in Kids' group activities in the Parish Church Hall. For the most part, the 8.00am and 9.00am services have retained their attendance figures, although some initially found the earlier starting time difficult.

At each meeting, the PCC has received reports on parish financial affairs, with the Treasurer keeping a keen eye on expenditure against income and setting a budget for the coming year. Increased income enabled the parish to resume payment of Parish Share to the Diocese, first in part and later in full. At the final PCC meeting of the year, the PCC approved the budget for 2023 and agreed that collections taken at special services over the Christmas period should go to support the Foodbank, LYP, B@titude, and the Meeting Room lunch on Christmas Day for lonely people – these would be supported by a match funding 'Love Christmas' grant from CRT.

Regular reports were also received from the Safeguarding Officer on safeguarding of children and vulnerable adults, and from the Children and Families Minister on developments in her activities. Reports were also received from the Hall Management Committee, where there is particular concern about the heating system and the need for replacement of the gas boiler.

The PCC has received reports about the condition of the churchyard and approved the transfer of the contract for mowing and other gardening work to a new contractor from April 2022.

**Anne Thomson
Churchwarden**

Churchwardens' report on the Fabric, Furnishing and Ornaments of the Parish Church and Churchyard and All Saints, including the Churchyard - January to December 2022

'Making History' has delivered us a beautiful, freshly reordered church building, and in early 2022 work was carried out to lay drains for the new kitchen and potential toilet extension. The PCC decided in March 2022 to concentrate on fitting out the kitchen as the second phase of the Project, leaving the toilet extension to a later date, depending on the priorities of the new incumbent. The kitchen had been used by outside caterers for refreshments after memorial services and it became clear from their requirements that

an earlier plan to create a unisex disabled toilet within the kitchen space would not be viable. The fitting of the kitchen was completed by the end of May and on 3rd July a service of thanksgiving was held to mark the completion of Phases 1 and 2 of the Project and the retirement of the 'Making History' brand. Key members of the project team were invited to the service and a presentation was made to John Andrews, the Project Manager.

Seating in the Church is now more flexible with stackable chairs, and hymn books and service books are no longer in use as words are now projected onto the screen.

Prior to the arrival of the Perry family, the Diocesan Property Department organised re-decoration of the Rectory.

In the churchyard, some of the lower branches of trees which overhung memorials in the Garden of Remembrance were cut back and some of the trees in the avenue of yew trees close to the East End of the church were trimmed in order to remove launch pads for squirrels. Tree surgeons were engaged to fell and remove dead or damaged trees which were close to footpaths.

The bonfire area adjoining Worple Road had become a cause of concern with piles of grass and plant rubbish reaching dangerous heights, but the weather during 2022 (ranging from extreme heatwaves to excess rainfall) prevented controlled bonfires taking place. At one point the Fire Brigade had to be called to extinguish a spontaneous blaze.

We received a complaint from a family member of a person whose ashes had been interred in a marked plot in the corner opposite the entrance to the car park that the family of an adjoining plot had encroached on their space. This was resolved to mutual satisfaction. New Churchyard Regulations were issued by the Chancellor of the Diocese of Guildford and came into force on 1st September 2022. These make clear what is permitted on a grave.

The new contractor began work on mowing in the Churchyard in April and is giving priority to the grass in front of the Church and along the footpath adjacent to Highlands Road, moving on to other areas in rotation. He works alongside the monthly volunteer working party with good results.

Over the road in the Hall, the Parish Church Hall Committee has done an excellent job of tackling minor repairs, fixes, and improvements, but we all recognise that the Hall buildings need significant investment, most significantly for the heating system but elsewhere in the fabric too.

At All Saints, occupied of course by Leatherhead Youth Project, a Quinquennial Inspection was conducted in 2021, resulting, predictably, in a long list of issues. Martin Cole took on the fixing of the more urgent of and smaller jobs, but there is some work at higher level, and some precautionary work advised for the long term, that are still outstanding.

As Churchwarden, I express profound thanks to Martin Cole; to Doug Waters and the Hall Committee; and to John Andrews, who is always willing to help locate and engage contractors. Thanks are also due to Chris Evans and the Friends of Leatherhead Parish Church who organise the monthly working party in the churchyard and provide valuable financial assistance towards the cost of maintaining the fabric of the Church and the surrounding churchyard.

**Anne Thomson
Churchwarden**

Deanery Synod Report

Deanery Synod has met three times over the last 12 months, in June and October 2022 and March 2023. Each synod meeting focuses on a particular topic, with a guest speaker invited, and over the past year these have been:

- Racial Justice in the church — Rev'd Folli Olokose
- Missional partnership with Sialkot, Pakistan — Rev'd Jolyon Trickey
- Eco Church and net zero — Alison Moulden

LPC hosted deanery chapter on 16th March, at which we had the privilege of hearing David Senior, Diocesan Ministry Enabler for stewardship, present on parish giving. We spent time worshipping together as chapter and praying for one another in our ongoing ministry.

Will and Tom were able to share with chapter some of the learning from the first few months of the revitalisation at LPC, including Alpha, giving and the use of Churchsuite. Chapter happens monthly, and Will and Tom both attend when able.

Will and Tom regularly meet informally with colleagues from the surrounding parishes in the deanery, including Fetcham, Bookham and Ashted. Mutual encouragement, support and prayer with deanery colleagues is hugely valued as we all seek to grow the kingdom in this region.

Tom Hill
Associate Minister

Safeguarding Report

Following the arrival of our new rector, Will Perry, last September we have had a healthy number of new parishioners wanting to participate in our church life. This has meant a steady flow of DBS certificates to acquire – and these now need to be up-dated every 3 years, rather than every 5 years. Angela Rive has volunteered to take over the DBS validation from me and will do so soon once she has done the newly issued on-line course for this.

The safeguarding courses run by Guildford had a big revamp last year – to make them more relevant and informative, especially the Initial course. All members of the PCC are expected to do two courses within a 3-year time limit – either a basic or follow-up training course and also one entitled 'Raising Awareness to Domestic Abuse'. This has been made a requirement following growing numbers of people nationally seeking help with this, but not receiving adequate assistance or understanding.

These safeguarding courses, however, are not just for leaders and helpers in church, but available for everyone. If you are interested in learning more about safeguarding and why it is important, please contact me on safeguarding@leatherheadparish.com and I can give you the link to do one. The Basic Awareness on-line course, as an introduction, is easy to follow and might be an eye-opener! If you don't think it is of interest ... it is definitely a course for you to do!

Diana Gale
Safeguarding Officer

Management and Governance Arrangements

The Chairman of the trustees is responsible for the induction of any new trustee which involves awareness of a trustee's responsibilities, the Documents, administrative procedures, the history and philosophical approach of the PCC.

The trustees annually review the risks that the PCC faces. To date these have mainly

related to property and equipment condition, investment management and maintenance of proper checks and controls over the receipt and payment of funds. There are also minor risks related to employing staff which have been covered by proper procedures and insurance.

Procedures and Policy for Grant Making

Any grants or donations made for missionary and charitable giving to churches overseas, training grants and books and home missions or other church societies are approved by the trustees at their regular meetings.

Ownership of Properties

The PCC owns the freehold of one residential property, namely 52 Woodbridge Avenue, Leatherhead, which was occupied during 2022 by the former assistant curate.

Investments

The PCC invests surplus funds with the Church Benevolent Fund at prevailing interest rates. Funds so invested were £19,876 at the year-end (2021: £19,618). Low interest rates were applicable during 2020, averaging only 1.3% pa.

The PCC also holds unit investments in the Church Benevolent Fund, the value of which varies according to the fund's performance.

Financial Review and Reserves

The trustees confirm that the financial statements set out on pages 11 to 19 comply with all applicable accounting standards and statements of recommended practice.

Public Benefit Statement

The PCC has complied with its duty to have due regard to the guidance on public benefit published by the Charity Commission for England and Wales.

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period.

In preparing these financial statements, the trustees are required to:

- a) select suitable accounting policies and apply them consistently;
- b) observe the methods and principles in the Charities SORP;
- c) make judgments and accounting estimates that are reasonable and prudent;
- d) state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- e) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity

(Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other Irregularities.

Independent Examiner

The trustees have appointed Andrew Skilton ACA of Brewers Chartered Accountants as independent financial examiner.

Signed on behalf of the trustees

 17/5/23

Independent Examiner's Report to the Trustees of the Parochial Church Council of the Ecclesiastical Parish of Leatherhead

I report to the trustees on my examination of the financial statements of Parochial Church Council of the Ecclesiastical Parish ('the charity') for the year ended 31 December 2022 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

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

Responsibilities and basis of report

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

I report in respect of my examination of the charity's financial statements carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

Independent examiner's statement

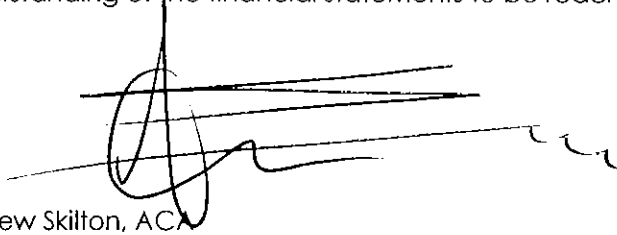
Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

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

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

A handwritten signature in black ink, appearing to be 'A. Skilton', written over several horizontal lines.

Andrew Skilton, ACA
Independent Examiner
Brewers Chartered Accountants
Bourne House, Queen Street, Gomshall, Surrey, GU5 9LY
Date: 17 May 2023

A Treasurer's Report on the year ended 31 December 2022

2022 saw a continued improvement in income from 2021 with the growth of the church. Hall rentals increased as activities recovered from the pandemic. A number of very successful events were run (Autumn Fayre, Dog Show, HK and Friends and a Murder Mystery evenings) all raising significant funds and many thanks are due to all the people who gave their time and efforts to make them so successful.

However, expenses also increased with this higher level of activity, and costs were particularly impacted by higher energy prices. We were fortunate to receive some legacies that allowed us to maintain positive balances (versus the expected deficit) as well as to fulfilling our plans to resume paying our Parish Share to the Diocese (which we suspended in 2021). We are grateful to those who manage the services we use (maintenance, energy etc) and their efforts to ensure we receive efficient and competitively priced solutions.

Our new pastoral team received some financial help from the Church Revitalisation Trust and the Diocese who provided some "start-up" funds to support their work. We are very grateful as this has allowed to immediately start new initiatives and activities.

The cost of the Making History activities and the Children and Families Ministry are met from separate funds restricted for those purposes. Supported by further generous donations, Phase 2 of Making History (work on the kitchens etc) was completed in 2022 and the project declared finished.

Looking ahead to 2023, there are ambitious plans for further growth in the numbers and level of regular giving (which has already seen a significant increase). This will allow us to expand the range and nature of staff roles to support our activities to further grow our Church.

As always, we are very grateful to the Friends of Leatherhead Parish Church who provide valuable financial support for the upkeep of the fabric of the church and churchyard and

to the Church Hall Committee who do so much to keep the Hall running smoothly. I would like to thank all those who help with dealing with the finances/ money and in particular Veronica Kay, for her meticulous work in managing all the money transactions and maintaining the financial records. (and helping me deal with changes required at the banks and other institutions with the introduction of new people and systems).

Charles Wheeler
Treasurer

**THE PAROCHIAL CHURCH COUNCIL OF THE
ECCLESIASTICAL PARISH OF LEATHERHEAD**
Registered charity number 1132607

STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31 December 2022

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
INCOME AND ENDOWMENTS						
Donations , legacies, grants	5a	129,396	76,359	70,423	276,178	121,913
Charitable activities	5b	9,725	0	0	9,725	1,443
Other trading activities	5c	54,344	0	0	54,344	50,460
Investments	5d	13,939	0	2,450	16,389	17,281
TOTAL INCOME		207,404	76,359	72,873	356,636	191,098
EXPENDITURE						
Charitable activities	6a	721	0	0	721	4,105
Other expenditure	6b	174,347	28,295	115,455	318,097	156,182
Raising funds	6c	0	0	0	0	0
TOTAL EXPENDITURE		175,068	28,295	115,455	318,818	160,287
NET INCOME/(EXPENDITURE)		32,336	48,064	(42,582)	37,818	30,811
NET GAINS/(LOSSES) ON INVESTMENTS						
Other fixed investments		0	0	(13,680)	(13,680)	17,379
NET INCOME/(EXPENDITURE) AFTER NET GAINS/(LOSSES) ON INVESTMENTS		32,336	48,064	(56,262)	24,138	48,190
TRANSFERS BETWEEN FUNDS		0	0	0	0	0
NET MOVEMENT IN FUNDS		32,336	48,064	(56,262)	24,138	48,190
RESERVES BROUGHT FORWARD AT 1 JANUARY 2022		46,688	0	540,743	587,431	539,241
RESERVES CARRIED FORWARD AT 31 DECEMBER 2022		79,024	48,064	484,481	611,569	587,431

Note: An analysis of prior year figures showing amounts allocated to unrestricted, designated and restricted funds is set out in Note 16.

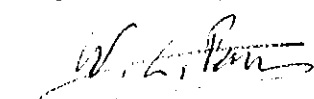
**THE PAROCHIAL CHURCH COUNCIL OF THE
ECCLESIASTICAL PARISH OF LEATHERHEAD**
Registered charity number 1132607

BALANCE SHEET
As at 31 December 2022

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
FIXED ASSETS						
Fixed asset investments						
Investment property	7	0	0	375,000	375,000	375,000
Other investment assets	7	0	0	86,317	86,317	124,997
		<u>0</u>	<u>0</u>	<u>461,317</u>	<u>461,317</u>	<u>499,997</u>
CURRENT ASSETS						
Stock		0	0	0	0	122
Debtors	8	13,484	0	63,432	76,916	87,892
Short term deposits		0	0	19,876	19,876	19,618
Cash at bank and in hand		94,112	48,064	29,856	172,032	104,170
		<u>107,596</u>	<u>48,064</u>	<u>113,164</u>	<u>268,824</u>	<u>211,802</u>
LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR						
	9	28,572	0	0	28,572	34,368
NET CURRENT ASSETS		<u>79,024</u>	<u>48,064</u>	<u>113,164</u>	<u>240,252</u>	<u>177,434</u>
LIABILITIES: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR						
	9	0	0	90,000	90,000	90,000
NET ASSETS	11	<u>79,024</u>	<u>48,064</u>	<u>484,481</u>	<u>611,569</u>	<u>587,431</u>
FUNDS						
INCOME FUNDS						
General unrestricted funds	11	79,024	0	0	79,024	46,688
Designated unrestricted funds	11	0	48,064	0	48,064	0
Restricted Income funds	10&11	0	0	484,481	484,481	540,743
		<u>79,024</u>	<u>48,064</u>	<u>484,481</u>	<u>611,569</u>	<u>587,431</u>

The notes on pages 11 to 17 form part of these financial statements.

Approved by the Trustees of the Parochial Church Council on 17 May 2023
and signed on it's behalf by:



Rev Will Perry
Rector

**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 December 2022**

1 Accounting Policies

a) Accounting convention

The financial statements have been prepared in accordance with 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Second Edition)' and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Second Edition)' rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

- b) Definitions used in this section:** "SoFA" means the Statement of Financial Affairs / Financial Statements
"PCC" means the Parochial Church Council of the Ecclesiastical Parish of Leatherhead

c) Incoming Resources

Recognition of income	These are included in the SoFA when the PCC becomes entitled to the resources and the PCC view the receipt of the resources as probable and the monetary value can be measured with sufficient reliability.
Income with related expenditure	Where incoming resources are deemed the property of the PCC and have related expenditure (as with fund raising or contract income) the incoming resources and related expenditure, unless otherwise stated, are each reported gross in the SoFA. However, where there is a flow through of funds, e.g. where funds are raised for a third party and then fully paid out to that third party, then neither the income (which is not the property of the PCC) nor the expenditure are reflected in the SoFA.
Grants and donations	Grants and donations are only included within the SoFA when the PCC has unconditional entitlement to such resources.
Legacies	Legacies are recognised when the PCC is notified of its legal entitlement following grant of probate and is notified of the amount due and the settlement date.
Tax reclaims on donations and gifts	Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.
Investment income	Investment income is included in the financial statements when receivable.
Investment gains and losses	This includes any gain or loss on the sale of investments or any gain or loss resulting from revaluing investments to market value at the year end.

d) Expenditure and Liabilities Recognition

Liabilities recognition	Liabilities are recognised as soon as there is a legal or constructive obligation committing the PCC to pay out resources.
Grants payable without performance conditions	These are only recognised in the SoFA when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the PCC.
Irrecoverable VAT	Non recoverable VAT is attributed to the relevant expense.
Costs of generating funds	Costs of generating funds are fund raising and publicity
Charitable activities	Charitable activities are expenditure on the mission.
Governance costs	Governance costs include legal and other professional fees.
Support costs	Support costs are the costs of Church management and administration. All such costs have been allocated to activities directly relating to the work of the Church.

e) Financial Instruments

The PCC only has financial assets and financial liabilities of a kind that qualify as basic instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**THE PAROCHIAL CHURCH COUNCIL OF THE
ECCLESIASTICAL PARISH OF LEATHERHEAD**
Registered charity number 1132607

**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 December 2022**

f) Assets

Freehold land and buildings	These properties are valued based upon the latest valuation available to the PCC.
Tangible fixed assets for use by the PCC	These are capitalised if they can be used for more than one year and cost at least £1,000. They are valued at cost or, if gifted, at the value to the PCC on receipt.
Investments	Investments quoted on a recognised stock exchange or Investment funds are valued at market value at the end of the year.
Stocks	These are valued at the lower of cost or market value.

g) Funds

General unrestricted funds represent the Income funds of the PCC that are available for spending on the general purposes of the PCC;

Designated unrestricted funds represent funds earmarked by the PCC for specific purposes. Designated Funds are still legally unrestricted and can be "undesignated" by the PCC and used for other purposes at any time; In the 2022 accounts they represent the "start-up" funds received from the Church Revitalisation Trust.

Restricted income funds are income funds that must be spent on restricted purposes. Details of Restricted Funds are shown in notes 10 and 11;

h) Going concern

The trustees consider that there are no material uncertainties about the Church's ability to continue as a going concern, thus the PCC continues to adopt the going concern basis of accounting in preparing the financial statements.

2 STAFF COSTS

	2022	2021
	£	£
Salaries	47,024	39,834
Social Security costs	0	0
Pension costs	834	463
	<u>47,858</u>	<u>40,297</u>

There were 4 part time employees employed during the year (2022: 4). No Trustees were remunerated in the year for their roles as Trustees. No employees received total employee benefit of more than £60,000 in either 2022 or 2021

3 RELATED PARTY TRANSACTIONS

Sheila Sutherland and Janine Stagg are Trustee members of the PCC. Both received a salary during the year in respect of their roles in connection with the running of the Church Hall.

There were no other reported related party transactions in the year.

4 GRANTS AND DONATIONS

	2022		2021	
	UK	Overseas	UK	Overseas
	£	£	£	£
The following grants / donations were made to charities during the year:				
Unrestricted:				
Leatherhead Youth Project	0	0	4,105	0
Other - See Note 13	721	0	0	0
	<u>721</u>	<u>0</u>	<u>4,105</u>	<u>0</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE
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Registered charity number 1132607

**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 December 2022**

5 INCOME AND ENDOWMENTS	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
5a Donations and legacies					
Planned giving - Gift Aid	58,478	0	61,598	120,077	71,473
Income tax recoverable on Gift Aid	7,392	0	8,825	16,217	17,329
Other planned giving	18,234	0	0	18,234	19,596
Non covenanted collections (open plate) at all services	4,696	0	0	4,696	4,210
Sundry donations including gift aid	544	0	0	544	8,257
Legacies/ Grants	40,052	76,359	0	116,411	1,049
	129,396	76,359	70,423	276,179	121,914
5b Charitable activities					
Fund raising events	9,725	0	0	9,725	1,443
	9,725	0	0	9,725	1,443
5c Other trading activities					
Magazines	0	0	0	0	0
Church Hall lettings etc.	32,600	0	0	32,600	22,157
Rent and related utility costs - All Saints Hall - Youth Project	12,500	0	0	12,500	12,500
Fees: P.C.C	5,576	0	0	5,576	3,820
Churchyard	3,668	0	0	3,668	5,872
Diocese	0	0	0	0	6,111
	54,344	0	0	54,344	50,460
5d Investments					
Dividends and Interest including any reclaimed tax	419		2,450	2,869	3,761
Woodbridge rental income - net of agent fees	13,520	0	0	13,520	13,520
	13,939	0	2,450	16,389	17,281
TOTAL INCOME AND ENDOWMENTS	207,404	76,359	72,873	356,637	191,098

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6 EXPENDITURE		Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
6a Charitable activities						
	Missionary and charitable giving church overseas (Note 4)	0	0	0	0	0
	Home mission/other church societies (Note 4)	721	0	0	721	4,105
	Training grants and books	0	0	0	0	0
		<u>721</u>	<u>0</u>	<u>0</u>	<u>721</u>	<u>4,105</u>
6b Other expenditure						
Ministry:	Parish Share	87,454	0	0	87,454	17,034
	Clergy expenses (Rector)	3,790	0	0	3,790	3,135
	Other clergy costs	0	0	0	0	0
	Locums	2,559	0	0	2,559	0
	Children's Church	0	0	26,554	26,554	21,497
	Diocese fees	276	0	0	276	6,111
Church:	Running, repair and maintenance expenses	15,540	0	0	15,540	19,111
	Bells/Organ repairs and maintenance	0	0	0	0	0
	Making History: Church redevelopment	0	28,295	88,901	117,196	24,610
General:	Magazine and bookstall	0	0	0	0	0
	Salaries and honoraria					
	Youth work (LYP)	0	0	0	0	8,395
	Other	18,135	0	0	18,135	21,091
	Upkeep of churchyard	9,556	0	0	9,556	9,199
	Upkeep of services	2,631	0	0	2,631	1,604
	Woodbridge property maintenance and repairs	1,935	0	0	1,935	3,030
	Support costs for the Church (Note 14)	32,471	0	0	32,471	21,364
		<u>174,347</u>	<u>28,295</u>	<u>115,455</u>	<u>318,097</u>	<u>156,182</u>
6c Raising funds						
	Costs of fund raising events	0	0	0	0	0
		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL EXPENDITURE		<u>175,068</u>	<u>28,295</u>	<u>115,455</u>	<u>318,818</u>	<u>160,287</u>

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 December 2022

7 FIXED ASSET INVESTMENTS

INVESTMENT PROPERTY

	Balance at start of year £	Additions/ (Disposals)/ Revaluations £	Depreciation charge £	Balance at year end £
Investment property - Freehold land and buildings				
Gross Book Value - at valuation	375,000	0		375,000
Depreciation	0		0	0
Net Book Value	<u>375,000</u>	<u>0</u>	<u>0</u>	<u>375,000</u>

The freehold land and buildings comprise the Curate's house located at 52 Woodbridge Avenue. The latest valuation of this property was carried out informally by Patrick Gardner Residential valuing 52 Woodbridge Avenue at £375,000 as at 31st December 2020.

OTHER INVESTMENTS

	2022 £	2021 £
Restricted		
5,337 units (2020 - 6,473) of CBF Investment Fund Income Shares - Market value (re: Poplar Road)	86,317	124,997
	<u>86,317</u>	<u>124,997</u>

8 DEBTORS

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Other debtors and prepayments	1,555	0	63,432	64,987	71,840
Accrued income	11,929	0	0	11,929	16,052
	<u>13,484</u>	<u>0</u>	<u>63,432</u>	<u>76,916</u>	<u>87,892</u>

9 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Accruals	6,404	0	0	6,404	5,035
Other creditors	22,168	0	0	22,168	29,333
	<u>28,572</u>	<u>0</u>	<u>0</u>	<u>28,572</u>	<u>34,368</u>

LIABILITIES: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Other creditors	0	0	90,000	90,000	90,000
	<u>0</u>	<u>0</u>	<u>90,000</u>	<u>90,000</u>	<u>90,000</u>

In 2019 the Church received a loan on an unsecured, interest free basis. This loan is to be settled from the receipt of future legacy income which is due in the next few years and is more than sufficient to cover the repayment of this loan. During 2020, an amount of £40,000 was agreed to be loan to the making history project from the Poplar road fund.

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**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 December 2022**

	2022 £	2021 £
10 RESTRICTED INCOME FUNDS		
The Restricted Income Funds comprise the following:		
Curate's House (Woodbridge Avenue)	375,000	375,000
Parish Church Repair Fund	3,398	3,398
Parish Church Garden of Remembrance	7,464	7,464
Organ Restoration	7,934	7,934
Poplar Road Fund	54,970	54,074
New Future	53,174	53,174
Vision 2020 Making History	(105,203)	(86,725)
Hardship Fund	1,427	1,427
	<u>398,164</u>	<u>415,746</u>
CBF Unit Investment: Poplar Road (Note 7)	86,317	124,997
Total	<u>484,481</u>	<u>540,743</u>

The Poplar Road Fund is to be applied for the purposes of children's education.

11 ANALYSIS OF MOVEMENT OF FUNDS

	Balance at start of year £	Incoming resources £	Outgoing resources £	Transfers/ Reclassification £	Gains and losses £	Balance at year end £
Unrestricted Funds						
General unrestricted	46,688	207,404	(175,068)	0	0	79,024
Total Unrestricted Funds	<u>46,688</u>	<u>207,404</u>	<u>(175,068)</u>	<u>0</u>	<u>0</u>	<u>79,024</u>
Designated Funds						
New Future / Vision 2020	0	76,359	(28,295)	0	0	48,064
Total Designated Funds	<u>0</u>	<u>76,359</u>	<u>(28,295)</u>	<u>0</u>	<u>0</u>	<u>48,064</u>
Restricted Funds						
Curate's House (Woodbridge Avenue)	375,000	0	0	0	0	375,000
Parish Church Repair Fund	3,398	0	0	0	0	3,398
Parish Church Garden of Remembrance	7,464	0	0	0	0	7,464
Organ Fund	7,934	0	0	0	0	7,934
Poplar Road Fund	179,071	2,450	(26,554)	0	(13,680)	141,287
New Future	53,174	0	0	0	0	53,174
Vision 2020 Making History	(86,725)	70,423	(90,132)	1,231	0	(105,203)
Hardship Fund	1,427	0	0	0	0	1,427
Total Restricted Funds	<u>540,743</u>	<u>72,873</u>	<u>(116,686)</u>	<u>1,231</u>	<u>(13,680)</u>	<u>484,481</u>
Total Funds	<u>587,431</u>	<u>356,636</u>	<u>(320,049)</u>	<u>1,231</u>	<u>(13,680)</u>	<u>611,569</u>

**12 ANALYSIS OF NET ASSETS BY FUND
GROUPING**

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Fixed Assets	0	0	375,000	375,000	375,000
Investments	0	0	86,317	86,317	124,997
Current Assets	107,596	48,064	113,164	268,824	211,802
Current Liabilities	(28,572)	0	0	(28,572)	(34,368)
Long Term Liabilities	0	0	(90,000)	(90,000)	(90,000)
Funds balances	<u>79,024</u>	<u>48,064</u>	<u>484,481</u>	<u>611,569</u>	<u>587,431</u>

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**NOTES TO THE FINANCIAL STATEMENTS
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**13 FURTHER DETAILS OF GRANTS AND DONATIONS MADE
FROM BOTH RESTRICTED AND UNRESTRICTED FUNDS**

	2022		2021	
	UK £	Overseas £	UK £	Overseas £
Bishop of Guildford's appeal	531	0	0	0
Epsom & Ewell Foodbank	140	0	0	0
B@ttitude	50	0	0	0
Leatherhead Youth Project	0	0	4,105	0
	<u>721</u>	<u>0</u>	<u>4,105</u>	<u>0</u>

Note : monies from Xmas collection will be paid in 2023

14 SUPPORT COSTS FOR THE CHURCH

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Church Hall running costs (including salaries)	23,318	0	0	23,318	11,321
Printing and stationery, post etc.	5,846	0	0	5,846	5,633
Bank charges and loan interest	177	0	0	177	193
Independent examination	2,940	0	0	2,940	2,700
Other accountancy fees	0	0	0	0	0
Legal and Other Professional fees	190	0	0	190	1,236
Other	0	0	0	0	281
	<u>32,471</u>	<u>0</u>	<u>0</u>	<u>32,471</u>	<u>21,364</u>

15 LEASES

At the reporting date the Church had the following minimum lease payments under non-cancellable operating leases (for equipment) which fall due as follows:

	2022 £	2021 £
Expiring in less than one year	0	4,080
Expiring in two to five years	0	0
	<u>0</u>	<u>4,080</u>

16 ANALYSIS OF PRIOR YEAR TOTALS

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2021 £
INCOME AND ENDOWMENTS				
Donations and legacies	99,724	0	22,190	121,914
Charitable activities	1,443	0	0	1,443
Other trading activities	50,460	0	0	50,460
Investments	13,597	0	3,684	17,281
	<u>165,224</u>	<u>0</u>	<u>25,874</u>	<u>191,098</u>
EXPENDITURE				
Charitable activities	4,105	0	0	4,105
Other expenditure	110,075	0	46,107	156,182
Raising funds	0	0	0	0
	<u>114,180</u>	<u>0</u>	<u>46,107</u>	<u>160,287</u>