

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST THOMAS, FAIR OAK  
(REGISTERED NUMBER : 1132887)**

**TRUSTEES' REPORT AND UNAUDITED ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2023**



**THE PAROCHIAL CHURCH COUNCIL OF FAIR OAK AND HORTON HEATH  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023  
REPORT OF THE TRUSTEES**

**LEGAL AND ADMINISTRATIVE INFORMATION**

**PCC Members (Trustees)**

<b>Vicar:</b>	Jono Harvey	
<b>Curate:</b>	Tom Young	(from July 2023)
<b>Assistant Curate:</b>	Bob Nicholls (SSM)	
<b>Churchwardens:</b>	Robert Carkeet Matt Nicholson	
<b>Readers Licensed to the Parish:</b>	Bruce White	(until November 2023)
<b>Deanery Synod reps:</b>	Danny Stupple Steve Harding Neil Osborne	
<b>Other PCC Members:</b>	Geoff Hobbs - Secretary Eve Croucher Gary Stupple Steve Cann Colin Walters Mark Stapleton Judy White Teresa Lovett Lucy Freckleton Zoe Palmer	(until April 2023)    (until April 2023) (until April 2023) (until November 2023)  (from April 2023) (from April 2023)

**Officers of the PCC, who are not members (non voting)**

<b>Secretary:</b>	Andrew Challis	(from April 2023)
<b>Treasurer:</b>	Stuart Waterman	
<b>Safeguarding Officer:</b>	Michelle Pride	
<b>Electoral Roll Officer:</b>	Caroline Oswald Amy Bristow	(until August 2023) (from September 2023)

**Miscellaneous Information**

<b>Charity Number:</b>	1132887
<b>Independent Examiner:</b>	Knight Goodhead Limited 7 Bournemouth Road Chandlers Ford Eastleigh Hampshire SO53 3DA

# THE PAROCHIAL CHURCH COUNCIL OF FAIR OAK AND HORTON HEATH

## FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

### REPORT OF THE TRUSTEES

The trustees present their report and accounts for the year ended 31 December 2023.

#### **Structure, government and management of the PCC**

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Powers Measure. The appointment of PCC members is governed by the Church Representation Rules. Training is provided where appropriate, for example, where churchwarden briefings or safeguarding training is arranged by the diocese.

The parish has an annually reviewed Safeguarding Policy, with established and ongoing training in safeguarding and working with vulnerable adults. All staff, paid and volunteers, receive instruction in safeguarding. There are various policies and procedures covering matters relating to work, safety, disciplinary and grievance procedures, and health and safety at work.

**Background:** The Parochial Church Council (PCC) has the responsibility of co-operating with the Vicar in promoting the whole mission of the Church – evangelistic, social and ecumenical – in the ecclesiastical parish of Fair Oak and Horton Heath and beyond.

**Membership:** Members of the PCC are ex-officio or elected by the Annual Parochial Church Meeting (APCM), in accordance with Church Representation Rules.

**Standing Committee:** This is the only committee required by law. It comprises the Vicar, the Churchwardens, and at least two other members of the PCC. It has the power to transact the business of the PCC between meetings, should that become necessary, normally in exceptional circumstances only. Any decisions taken by this committee are reported back to the next full PCC meeting and are minuted accordingly. The members of the Standing Committee during the period were Jono Harvey, Bob Nicholls, Robert Carkeet, Matt Nicholson, Geoff Hobbs (until April 2023), Stuart Waterman (Non Voting) (until April 2023), Danny Stupple (from April 2023), Steve Cann (from April 2023).

#### **Oversight Sub-Committees**

The PCC also operates nine sub-committees to manage the day to day running of the church:

Stewardship	Oversee Church finances and ensure we are fully compliant with charitable law and guidelines.
Safeguarding	Oversee and maintain a culture that protects and pro-motes the welfare of children, young people and vulnerable adults at risk of abuse.
Fabric and Buildings	Oversee access, care, maintenance and development of our buildings and facilities
Loving and Serving	Oversee our loving and serving through pastoral care to the Church family and the wider community.
Building Community	Oversee our activities that build our common life - for both the Church and the Parish
Exploring faith	Oversee our activities that encourage people to consider and explore the Christian faith.
Growing as Church	Oversee our corporate gatherings as church together.
Sharing life as disciples	Oversee our opportunities that encourage our growth as disciples
Partnership in the Gospel	Oversee our work with collaborative regional Church ministries and our international mission partners.

# **THE PAROCHIAL CHURCH COUNCIL OF FAIR OAK AND HORTON HEATH**

## **FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023**

### **REPORT OF THE TRUSTEES**

#### **Achievements and Performance**

2023 has seen the story of the church converge with the focus and direction of a new vicar. This has resulted in a season of adaptation, a time where we learn to work together as we seek to grow the whole mission of the church. This year the changes in our oversight structures have resulted in changes in the shape of our gatherings as well as our team. Gathering all together more frequently has reminded us that we are one church, going away together for the weekend has reminded us that we are one family.

#### **Financial Review**

##### **General Fund**

The following pages show our financial position at the end of 2023. As trustees we take responsibility for the stewardship of God's money, and foremost we are answerable to Him for all our giving and spending.

The total income into St Thomas' Church was £180,220 in 2023 compared to a total income of £182,369 in 2022. Our total outgoings for 2023 were £188,245, compared to £169,241 in 2022.

Whilst all gifts and acts of giving are obviously welcomed, the Parish Giving Scheme continues to be a God-send for the administration of the accounts. During 2023 we were encouraged by the church families choosing this as their regular method of giving to the Lord as the Parish Giving Scheme also collects the gift aid for us at no cost and our bank charges are reduced.

##### **Reserves Policy**

Having previously combined the legacy and project funds together into one figure, to help cover the cost of essential works to the fabric of our Church and associated buildings. In 2023, we undertook essential repair works to the stonework and bellcote as well as installing new double-glazed windows to the church extension. In 2024 we will be looking to continue to address more fabric issues to improve the energy efficiency of the Church Extension and to install a new electric heating system for the Main Church building. We continue to closely monitor this fund in relation to our reserves.

##### **Treasurer**

We continue to be greatly blessed by Stuart Waterman who has ably served us as Treasurer during 2023 and by Dave Alford who as our "Financial Assistant" helps Stuart by overseeing our basic book-keeping and banking functions, for which St Thomas' Church is extremely grateful.

Signed on behalf of the trustees:

Rev. Jono Harvey  
Vicar

Dated: 2024

# **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES ON THE UNAUDITED ACCOUNTS OF THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST THOMAS, FAIR OAK FOR THE YEAR ENDED 31 DECEMBER 2023**

I report to the trustees on my examination of the accounts of The Parochial Church Council Of The Ecclesiastical Parish Of St Thomas, Fair Oak for the year ended 31 December 2023, which are set out on pages 5 to 10.

## **RESPONSIBILITIES AND BASIS OF REPORT**

As the trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011.

I report in respect of my examination of the Trustee's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

## **INDEPENDENT EXAMINER'S STATEMENT**

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

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

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

C J Goodhead FCA  
Knight Goodhead Limited  
Chartered Accountants

Dated:

7 Bournemouth Road  
Chandler's Ford  
Eastleigh  
Hampshire  
SO53 3DA

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST THOMAS, FAIR OAK**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

		Unrestricted Funds		Restricted funds £	Total 2023 £	Total 2022 £
		General funds £	Designated funds £			
Notes						
<b>INCOME</b>						
Voluntary income	2(a)	161,149	775	-	161,924	168,149
Investment income	2(b)	3	370	-	373	-
Receipts from charitable activities	2(b)	17,923	-	-	17,923	14,220
Other receipts	2(b)	-	-	-	-	-
<b>TOTAL RECEIPTS</b>		<b>179,075</b>	<b>1,145</b>	<b>-</b>	<b>180,220</b>	<b>182,369</b>
<b>PAYMENTS</b>						
<b>Direct costs</b>						
Relating to church activities	3(a)	80,206	2,427	-	82,633	75,856
Church management and admin	3(b)	68,319	20,270	-	88,589	77,055
		148,525	22,697	-	171,222	152,911
Mission giving and donations	4	17,023	-	-	17,023	16,330
<b>TOTAL PAYMENTS</b>		<b>165,548</b>	<b>22,697</b>	<b>-</b>	<b>188,245</b>	<b>169,241</b>
Net of receipts / payments before transfers		13,527	(21,552)	-	(8,025)	13,127
Transfers between funds	8	356	(356)	-	-	-
<b>NET MOVEMENT IN FUNDS</b>		<b>13,883</b>	<b>(21,908)</b>	<b>-</b>	<b>(8,025)</b>	<b>13,127</b>
Cash funds as at 31 December 2022	8	20,010	173,717	-	193,727	171,218
<b>CASH FUNDS AS AT 31 DECEMBER 2023</b>		<b>33,893</b>	<b>151,809</b>	<b>-</b>	<b>185,702</b>	<b>193,727</b>

The notes on pages 7 - 10 form part of these accounts.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST THOMAS, FAIR OAK**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

	Unrestricted Funds		Restricted funds £	Total 2023 £	Total 2022 £
	General funds £	Designated funds £			
<b>A CASH FUNDS</b>					
Cash at bank with immediate access	33,893	151,809	-	185,702	193,727
	<b>33,893</b>	<b>151,809</b>	<b>-</b>	<b>185,702</b>	<b>193,727</b>
<b>B OTHER MONETARY ASSETS</b>					
Gift aid due to charity	984	-	-	984	871
	<b>984</b>	<b>-</b>	<b>-</b>	<b>984</b>	<b>871</b>
<b>C LIABILITIES</b>					
Fee for Independent Examination	1,497	-	-	1,497	1,386
	<b>1,497</b>	<b>-</b>	<b>-</b>	<b>1,497</b>	<b>1,386</b>

**D ASSETS FOR CHARITY'S OWN USE**

Consecrated property, beneficed property and moveable church furnishings which require a special faculty for disposal are excluded from the list of charity assets. Other assets retained include the Church organ and a photocopier purchased in 2022.

<b>E INVESTMENT ASSETS</b>	<b>No. of shares</b>	<b>Fund to which asset belongs</b>	<b>2023 £</b>	<b>2022 £</b>
CCLA investment, income shares	20	Unrestricted	<b>452</b>	<b>413</b>
Fair Oak Churchyard Trust (see note 6)				

Short term and long term investments are valued at open market value at 31 December.

The accounts were approved by the trustees and signed on their behalf by

Rev'd Jono Harvey		Date
Vicar		

The notes on pages 7 - 10 form part of these accounts.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST THOMAS, FAIR OAK**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

**1 ACCOUNTING POLICIES**

The accounts have been prepared on a receipts and payments basis and comprise a statement that shows the charity's receipts and payments, a statement that summarises the charity's assets and liabilities and related notes. The accountancy profession have determined that only accounts prepared in accordance with applicable accounting standards present a 'true and fair' view and, as these receipts and payments accounts have not (and cannot) be prepared in accordance with accounting standards, these accounts do not present (and are not intended to present) a 'true and fair' view of the charity's financial activities and state of affairs.

General funds are unrestricted funds which are available for use at the discretion of the PCC in furtherance of the general objectives of the charity. Designated funds comprise unrestricted funds that have been set aside by the PCC for particular purposes. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects.

	<b>Unrestricted Funds</b>		<b>Restricted funds</b>	<b>Total 2023</b>	<b>Total 2022</b>
	<b>General funds</b>	<b>Designated funds</b>			
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>

**2 RECEIPTS**

**a) Voluntary income**

Donations	131,739	775	-	132,514	139,163
Legacies	-	-	-	-	-
Gift aid recovered	29,410	-	-	29,410	28,986
	<b>161,149</b>	<b>775</b>	<b>-</b>	<b>161,924</b>	<b>168,149</b>

**b) Other income**

Charitable activities	17,923	-	-	17,923	14,220
Investment receipts	3	370	-	373	-
Other receipts	-	-	-	-	-
	<b>17,926</b>	<b>370</b>	<b>-</b>	<b>18,296</b>	<b>14,220</b>

	<b>Unrestricted Funds</b>		<b>Restricted funds</b>	<b>Total 2023</b>	<b>Total 2022</b>
	<b>General funds</b>	<b>Designated funds</b>			
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>

**3 DIRECT COSTS**

**a) Relating to church activities**

Diocesan common fund	72,000	-	-	72,000	70,000
WDBF - fees	3,178	-	-	3,178	2,417
Gifts	525	-	-	525	53
Ministry	2,160	2,156	-	4,316	1,927
Community projects	2,343	271	-	2,614	1,459
	<b>80,206</b>	<b>2,427</b>	<b>-</b>	<b>82,633</b>	<b>75,856</b>



**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST THOMAS, FAIR OAK**  
**NOTES TO THE ACCOUNTS (CONTINUED...)**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

**b) Church management and administration**

Office costs	2,173	237	-	2,410	4,158
Church running expenses	16,713	-	-	16,713	24,394
Maintenance	12,739	20,033	-	32,772	12,530
Governance costs	1,719	-	-	1,719	1,654
Staff costs and expenses	34,975	-	-	34,975	34,319
	<b>68,319</b>	<b>20,270</b>	<b>-</b>	<b>88,589</b>	<b>77,055</b>

**4 MISSION GIVING AND DONATIONS**

Gift and donations	17,023	-	-	17,023	16,330
	<b>17,023</b>	<b>-</b>	<b>-</b>	<b>17,023</b>	<b>16,330</b>

**5 STAFF AND TRUSTEES**

	<b>2023</b>	<b>2022</b>
	<b>Number</b>	<b>Number</b>
The average monthly number of employees during the year was:	3	3

**Employees costs**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Wages and salaries	29,800	27,926
Social security costs	-	583
Other pension costs	943	883
Life assurance cost	124	-
	<b>30,867</b>	<b>29,392</b>

During the year, no trustees were paid salaries (2022: £3,584):

During the year, relatives of trustees who were paid salaries was nil (2022: £nil)

During the year, five trustees were reimbursed expenses of £9,865 (2022: £10,387 - ten trustees) for various costs incurred on behalf of the charity.

Two relatives of trustees were also reimbursed expenses totalling £490 (2022: £1,534 - one).

All salaries and reimbursed expenses are allowed by the Parochial Church Powers Measures, which the church is governed by.

There were no employees whose annual remuneration was £60,000 or more.

During the year no remuneration was paid by this charity to key management personnel (2022: £nil). The key management team is taken as being the standing committee. The vicar chairs the standing committee but he receives a stipend from the Diocese not from this charity.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST THOMAS, FAIR OAK**  
**NOTES TO THE ACCOUNTS (CONTINUED...)**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

<b>6 INVESTMENTS</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Market value at 1 January	413	468
Revaluation of investments held	39	(55)
Market value at 31 December	<b>452</b>	<b>413</b>

<b>7 GOVERNANCE COSTS</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Bank charges	399	334
Fee for accounts and independent examination	1,320	1,320
	<b>1,719</b>	<b>1,654</b>

<b>8 MOVEMENT IN FUNDS</b>	<b>Opening balance £</b>	<b>Receipts £</b>	<b>Payments £</b>	<b>Transfers £</b>	<b>Closing balance £</b>
<b>Designated funds</b>					
Teddies	627	-	(271)	(356)	-
Choir	237	-	(237)	-	-
Band of Brothers	2,454	465	(1,866)	-	1,053
With Love	267	160	(290)	-	137
Legacy and project fund	150,000	520	(19,435)	-	131,085
Children's Worker fund	19,534	-	-	-	19,534
All Churches Trust Grant	598	-	(598)	-	-
	<b>173,717</b>	<b>1,145</b>	<b>(22,697)</b>	<b>(356)</b>	<b>151,809</b>
<b>Unrestricted funds</b>					
General funds	20,010	179,075	(165,548)	356	33,893
	<b>20,010</b>	<b>179,075</b>	<b>(165,548)</b>	<b>356</b>	<b>33,893</b>
<b>Total funds</b>	<b>193,727</b>	<b>180,220</b>	<b>(188,245)</b>	<b>-</b>	<b>185,702</b>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST THOMAS, FAIR OAK**  
**NOTES TO THE ACCOUNTS (CONTINUED...)**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

**Teddies**

Teddies is a weekly group held on the church campus for parents with babies and toddlers. Although previously being a designated account, during 2023 this was brought into the overall general fund.

**Choir**

With no current choir, the designated monies were spent and the account closed.

**Band of Brothers**

We have a men's community called Bank of Brothers. It receives specific donations to help fund events and to purchase items. It is also possible that larger events will receive fees into this fund to hold until full payment is required. By creating this fund the donations and fees are ring-fenced to their intended purpose.

**With Love**

We have a women's community called With Love. It receives specific donations to help fund events.

**Legacy and project fund**

Over recent years the church have been blessed with several generous legacies and gifts, which the PCC have been able to allocate into this separate fund. These sums are being held with a view to undertake future essential works and improvements to the church and associated buildings. The report on 'reserves', described on page 3 provides further detail.

**Children's Worker fund**

With children's work presently being undertaken by other staff, volunteers and parents, and with no immediate intention to employ a specific "Children's Worker", the PCC agreed to allocate this account to support the staff salaries of those who help with the children's work.

**All Churches Trust Grant**

The general intention is for churches to use this grant to engage with people in the community who have been impacted by Covid and help churches undertake new initiatives to emerge from lock-down.