

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

England & Wales · Charity number 1132913

Details

Other names	ST ANDREW AND ST CUTHMAN STEYNING PCC
Status	Registered
Legal form	Previously excepted
Registered	2009-11-23
Register	View on the Charity Commission register

Contact

Address	Parish Office Penfold Church Hall Church Street Steyning BN44 3YB
Phone	01903813276
Email	treasurer@steyningparishchurch.org
Website	www.steyningparishchurch.org

Activities

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

Activities: To further the mission, both pastorally and socially, of the church in the Parish of Steyning.

Classification

- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Services
- **What:** Religious Activities
- **Who:** The General Public/mankind

Geography

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

Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£299,459	£296,182	-	-
2024-12-31	£342,472	£142,572	-	-
2023-12-31	£165,545	£176,933	-	-
2022-12-31	£187,170	£149,693	-	-
2021-12-31	£198,796	£286,823	-	-
2020-12-31	£143,740	£115,464	-	-

Trustees

Name	Role	Appointed
Rev Mark Duncan Grainger Heather	Chair	2017-04-28
Adrian Alan Bamforth		2024-07-17
CHRISTINE NORMA AUBREY		2014-04-22
Christina Penelope Hobbs		2024-04-21
Dr BRIAN HANSON CBE LLD		
Elizabeth Bronwen Trundle		2023-04-16
JOHN RALPH EBDON DOWNE		
John Francis Edwards		2014-04-22
Judith Susan THOMSON		2020-10-18
Kathryn Matilda Burnett		2024-04-21
LEONARD FRANCIS WARNER		
Penelope Anne Warner		2016-04-27
Sarah Lavery		2020-10-18
Stephen Adrian Holliday		2022-04-24
Valerie Ann Stringer		2025-09-24
William James Thomson		2020-10-18

Accounts

Annual Report and Financial Statements
for the Year Ended 31 December 2025

The Parochial Church Council of the
Ecclesiastical Parish of St Andrew and St
Cuthman Steyning

Charity registration number: 1132913

Independent Examiners Ltd
2 Broadbridge Business Park
Delling Lane
Appledram Lane South
Chichester
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PO18 8NF

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

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THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

REFERENCE AND ADMINISTRATIVE DETAILS

Trustees	The Revd Fr Mark Heather LLB, BA, Incumbent Sarah Lavery, Churchwarden Bill Thomson John Edwards Brian Hanson Penny Warner John Downe Judie Thomson Derek Vine (resigned 14 May 2025) Christine Aubrey Len Warner Stephen Holliday Liz Trundle, Secretary Kate Burnett, Churchwarden Christina Hobbs, Treasurer Adrian Bamforth Val Stringer (appointed 1 September 2025)
Charity Registration Number	1132913
Principal Office	Penfold Church Hall Church Street Steyping West Sussex BN44 3YB
Independent Examiner	G W Schulz FCMA Independent Examiners Ltd 2 Broadbridge Business Park Delling Lane Appledram Lane South Chichester West Sussex PO18 8NF
Bankers	Lloyds Bank plc PO Box 1000 BX1 1LT

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

TRUSTEES' REPORT

Steyning Parochial Church Council (PCC) is a registered charity. Members of the PCC, who are the Trustees of the charity, are either ex-officio, elected by the APCM (Annual Parochial Church Meeting) in accordance with the Church Representation Rules or co-opted.

The Trustees present the annual report together with the financial statements of the charity for the year ended 31 December 2025.

Objectives and activities

Objects and aims

The objects of the charity are, in cooperation with the incumbent, to further the whole mission of the church both pastorally and socially in the ecclesiastical parish of Steyning. It also has maintenance responsibilities for the church buildings and for the Penfold Hall, and for matters concerned with health and safety, disability and safeguarding.

Public benefit

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit and in particular to supplementary public benefit guidance.

Activities for achieving objectives

The PCC consider that they can best achieve these objects by providing the means to enable all those living within the parish to explore and live out their Christian faith, in particular by regular worship, prayer and teaching of the gospel and by the provision of pastoral care. When planning activities they have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion.

Achievements and performance

What we achieved and how we affected beneficiaries' lives

Attendance at worship

Our regular services are varied and offer something to people from diverse traditions, including formal and informal holy communion services on Sundays and Wednesdays, contemplative, firepit-based and choral Sunday evening services and occasional services such as for pets, for All Souls and for festivals such as Easter and Christmas. Children's church is offered twice a month, and we participate in services such as Rogationtide targeted at the wider Steyning and District Churches Together. Our regular attendance, measured during October, averaged 140. Other churches joined us for our Darkness to Light Advent carol service (155 people) and our traditional Nine Lessons and Carols service was well attended (204 people).

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

TRUSTEES' REPORT (CONTINUED)

Teaching and nurturing new and existing believers

This year eight weddings and sixteen funerals (including burials of ashes) have been held in the church in addition to a memorial service and a wedding blessing. One congregation member was confirmed and five house groups and a prayer group met regularly to nurture their faith. An 'awayday' focused on Families and Children's work took place in the summer at the local scout camp, attended by 25 PCC and congregation members. Some of our services such as 'Reflections' and 'Taizé' are led by lay members of our community.

Families and children's work

Our new families and children's work leader has increased our connection with local families and the primary school. Our toddlers' group (Little Stars) has expanded to two sessions a week and has grown in popularity, even through a period when they had to meet in the church itself while the Penfold Hall was being repaired. In addition, we have held a Christingle service, two crib services on Christmas Eve (attended by 766 people young and older), a Halloween pit-stop, an Advent stir-up, Messy church, Shrove Tuesday pancake event, and family-fun holiday activities, in addition to the regular fire pit and children's church activities. We continue with Open the Book and Godly play sessions in the primary school and our music group leads Collective Worship twice a term and plays for some primary school services in church. Members of the church read with children at school.

Outreach

Our local primary and secondary schools worship in the church, including for Christmas and the end of the school year. The primary school also visit the church to learn about baptism, communion and marriage services and also to support their history topics. At certain times during the year, we display art work from the primary school, encouraging parents to visit. Throughout the Christmas period a prayer tree was placed in the porch to give everyone the opportunity to write a message on a card and tie it to the tree. We always video the Sunday sermons and upload them to the church website so that those who are unable to get to church can access them. We share our prize-winning monthly magazine on our website and deliver it to the housebound in Steyning. We raise funds for Family Support Work, particularly at harvest and Christmas. We offer the Vicarage Cottage as a venue for the Greening Steyning Community Fridge, which opens three times a week for collection of supermarkets' going-out-of-date food to prevent it being discarded. This year we have updated our Welcome pack and card, which is headlined 'You are welcome here'.

We regularly post on our Facebook and Instagram pages, which are shared to various local Facebook groups. We find this is a good way of informing the local community about special services and events held in church as well as day-to-day news. Over the Christmas 2025 period, the Facebook page had over 18,000 views.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

TRUSTEES' REPORT (CONTINUED)

Provision of the church building for people to enjoy

The church is open every day of the year from about 8:30 – 5pm, 4pm in the winter. It is important to us that the church is available for private prayer for our congregation and visitors, and there are many entries in our visitor's book that shows how much this is appreciated. In addition to the weddings and funerals mentioned above, we have hosted concerts all through the year for various groups, some of which are ticketed by those groups and some of which have been put on to raise funds for our building works, with retiring collections. The Little Stars group used the church when the hall was being repaired, and the churchyard is always open to people crossing the town. An active churchyard maintenance group ensures that the graveyard is maintained both for nature and for the people who visit graves here.

Future church building projects

We have an ambition to improve our grade I listed church building to make it fit for the 21st century and allow it to play a part in wider community activities alongside its role as a place of worship. With this in mind, plans are being drawn up to improve accessibility and WC facilities, move our boiler to create space for a kitchen and servery and relocate the font.

In addition, and more urgently, we are actively raising funds to repair the tower roof which is leaking.

Provision of pastoral care for people living in the parish

14 people receive communion at home. The pastoral care team visit local care homes and has set up a Grief Café which meets once a month. They have also organised a drop-in session "Proper Preparation for Death" and plan to repeat this each year.

Provision of tangible support to the poor and needy

Our harvest festival collection of food and money is directed to Family Support Work, along with the takings from other events. Our Christmas crib service collection is directed towards The Children's Society and our families and children's work. In addition, we have donated funds to three Ukrainian refugee families which are supported by us.

Other charitable giving

Our Wednesday coffee group has donated £805 to local charities. We have donated £815 to overseas charities through collections in church and £415 in addition to the sums mentioned above to charities such as the Royal British Legion and the Royal Air Force Association. We raised £730 for Sussex Historic Churches Trust through Ride and Stride, a sponsored church visit.

Financial review

Incoming and outgoing resources

Total income on unrestricted funds was £238,811 and is detailed in the Financial Report. Of this, £89,731 was designated, mostly for building fund. Total expenditure on general funds was £173,188, of which £41,457 was designated.

Our net income for the year across all funds was £3,277 (2024: £199,900), and we carry forward reserves excluding property of £445,297 (2024: £442,020).

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

TRUSTEES' REPORT (CONTINUED)

During the year the PCC approved a restructure of our funds to consolidate and simplify them. A summary of the fund activities follows which explains where funds have been merged or closed:

General fund (unrestricted)

Our planned giving in 2025 was £83,050 (2024: £69,318), a welcome increase of 20% and a continuing result of our generous giving campaign; gift aid increased in proportion with this. We have 107 regular planned donors of which 97 give through the Parish Giving Scheme. Fees for weddings and funerals reached £7,751 including organist fees (2024: £3,265 excluding organist fees). Rent received was £9,916 (2024: £10,692) and interest received was £12,512 (2024: £11,266). Our costs too have increased significantly, particularly church utilities which were 17% up at £7,016 (2024: £5,974) and church insurance which was 13% up at £4,288 (2024: £3,810). As noted in 2024, we increased our parish share pledge to £75,000 (2024: £69,690), which was still less than 100% of average parish ministry costs. Our overall net income was £17,349 (2024: £1,782) and so we have pledged £79,595 in 2026, taking our pledge to 100% of average parish ministry costs. During the year, part of the **Local Mission** fund was incorporated into the General fund and at the year end there were reserves of £30,615 (2024: £6,943).

General – Families and Children's Work (designated)

During the year we merged the Local Mission fund and the General fund but kept separate the part of the Local Mission fund which was designated for Families and Children's work. This fund now holds all the amounts raised which enabled us to recruit our children's worker. From 2026 onwards the PCC has decided to designate our rental income from the Shooting Field properties towards children's work. We hope this will contribute towards us being able to fund our children's worker permanently. Some people offer planned giving to this fund, and in 2025, although the fund reduced overall by £16,956, it is still healthy at £50,616 (2024: 67,572). In 2026 we expect a final tranche of £15,000 from the Diocesan grant towards families and children's work.

The **Williams** fund (£888), which was restricted to children's work, was incorporated into this fund during 2025.

Building funds (restricted and designated)

There are three funds relating to our buildings.

1. The restricted **Benefact** Trust fund holds £4,849 (2024: £0) representing a grant received and associated interest earned.

The **Building – Tower and Improvements** fund holds £224,162 (2024: £157,304) and is designated both for repairing the tower (urgent) and improvements to the church building (important). A grant of £12,000 was

2. received from the Sussex Historic Churches Trust for repairs to the tower. The PCC was pleased to allocate a legacy of £5,000 from the estate of Roger Millman to this fund. The only costs in 2025 were £2,853, almost all due to professional fees relating to the tower repair.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

TRUSTEES' REPORT (CONTINUED)

3. The **Building and Special Projects** fund holds £115,800 (2024: £163,685) after providing significant support to the repair of the Penfold Hall in 2024. Legacies with no specific instructions are placed in this fund, along with the net income from the church donations chest and the digital giving device. In 2025 this income was £4,429. We received grants of £1,999 towards lighting the churchyard from the Steyning Society, the Wilson Memorial Trust and Steyning Parish Council and this project will be completed in 2026. The only building costs in 2025 apart from the Penfold Hall repairs were £2,712 (2024: £1,527) relating to professional fees and the purchase of a new handrail for the South door entrance.

The total in all building funds is £344,810 (2024: £320,989).

During 2025 the **New Doors** restricted fund (balance £2,210) was incorporated into the Tower and Improvements fund and the **Special Projects** fund (balance £3,354) was incorporated into the Building and Special Projects fund.

Penfold Hall (was restricted, now designated)

During 2025 significant work was necessary to repair the Penfold Hall which required us to close the hall for several months. To fund this project we used all remaining funds in the restricted Penfold Hall fund which we have now closed (2024: £14,576). In addition we received a welcome grant from the Wilson Memorial Trust of £50,000 and made a transfer of £56,915 from the church Building and Special Projects fund as mentioned above. The total cost of the works was £119,864 including a retention due to be paid in 2026. Since September, all transactions relating to the Penfold Hall have taken place through the church bank account and are recorded in a new designated Penfold Hall fund, which currently has a deficit of £1,758. We hope that this fund will break even in 2026 now that the hall has reopened and can generate rental income. The Penfold Hall is still a separate charity, although the building is owned by the PCC. This change in approach recognises that the church has always and will always support the hall as a community asset and simplifies the administration.

Other restricted funds

Away giving fund was set up in 2023 to separate red bucket and other collections for mission charities from other income. The current reserve balance of £844 contains the collection from the Christmas crib service which is to be passed to The Children's Society and to our families and children's work.

Bells fund of £5,548 (2024: £4,796) was set up from donations in memory of a regular bellringer and grows with donations from visiting bellringers and from those using the church for weddings and funerals. It is approaching enough to fund a training bell in 2026.

Charity at Home fund of £4,199 (2024: £3,977) is restricted for supporting local people in need and has not had expenditure in 2025.

A **Flower** fund was established in 2025 following the closure of the flower bank account. It has a balance of £2,403 (2024: £2,921).

The **Organ** fund of £4,044 (2024: £3,830) is restricted to repairs to the organ.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

TRUSTEES' REPORT (CONTINUED)

Other designated funds

Chancel Trust Income fund of £4,556 (2024: £4,336) contains the accumulated income from a fund held by the Diocese and in 2019 was shown as a restricted fund. The Diocese has transferred this accumulated income as a grant to the PCC for expenditure on chancel repairs and insurance and it is now shown as a designated fund.

The **Property** fund £665,000 (2024: £665,000) reflects the value of the church's investment property at Shooting Field (£180,000), and our tangible fixed assets which are the Penfold Hall and the Vicarage Cottage (£485,000).

Staff costs

We have three employees: a Families and Children's worker, an organist and an office manager. Details are seen in the notes to the accounts.

Trustee payments and expenses

The PCC supported the vicar by paying council tax and water rates of £4,565 for the Vicarage plus other annual costs towards travel, hospitality, telephone, postage and broadband amounting to £2,451, making a total of £7,016 (2024: £7,087).

Five trustees received refunds of expenses amounting to £1,240 relating to hospitality, literature, equipment and service costs.

There were no payments to persons related to or connected to, the trustees.

Related parties

A number of church trusts exist, which are not under the control of the PCC but of the trustees (usually the Steyning vicar and churchwardens). Depending on the objects of the trusts, some funding is available to the PCC of Steyning parish church on application to the trustees. Where trust income has been paid to the PCC, it appears in the accounts as part of 'other incoming resources'. In 2025 the trusts supported a choir member to attend a training course and the churchyard grounds team to enable the purchase of plants and equipment.

Related parties: Church Trusts			Deposit Funds			
	Object (summary)	Est.	31-Dec-24	In	Out	31-Dec-25
Steyning vicar and church wardens	At the discretion of the vicar and churchwardens		11,500	512	- 512	11,500
Pest House Field Trust	For the repair and upkeep of the church	1577	42,925	6,333		49,259
Fanny Ingram Trust	To repair the church	1898	1			-
Vicar's Stipend Fund Trust	For the upkeep of the Vicarage		2,702	350		3,052
St Andrew's Primary School Trust	For education in Christian religion	1841	575	26		601
Cheales Choirboys Fund Trust	To provide a fund for payments to choir boys	1936	1,609	64	- 625	1,048
Churchyard Fund Trust	To maintain the churchyard and specific graves	1955	6,691	913	- 1,197	6,406
All church trusts			66,003	8,199	- 2,334	71,866
			Investment Funds			
			Valuation	Transfer to trust		Valuation
Vicar's Stipend Fund	(this provides income to the above trust)		8,139	226		7,814
Churchyard Fund	(this provides income to the above trust)		22,198	617		21,310
			30,337	843		29,124

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

TRUSTEES' REPORT (CONTINUED)

In addition to the investment funds above, the Diocese of Chichester is custodian trustee of two investment funds relating to the Sale of the Pest House Field, and the income from those funds is transferred to the Pest House Field trust above.

Why we hold some money in reserve (our reserves policy)

Reserves are the resources the PCC has available to spend for the church's purposes once it has met its commitments and covered its other planned expenditure. They exclude its restricted and endowed funds, and its endowed fixed assets and fixed-asset investments.

The PCC believes that

- Money should only be kept in reserve for specific reasons.
In order to provide for unexpected costs, it should maintain free cash reserves
- sufficient to cover three months' general running costs, including salaries and the parish share. We have achieved that in 2025.
In view of its responsibility for the upkeep of a Grade I listed building, a substantial designated Building and Special Projects Fund should be maintained from which expenditure on major repairs and improvements to all the church's properties will be met. As a contingency, the Building and Special Projects Fund
- reserve should not fall below £100,000 unless funds are required to cover essential, unplanned expenditure on the building. Where contingency funds are utilised, the PCC should take immediate steps to restore the Building and Special Projects Fund reserve to at least £100,000 as soon as practicable. We have achieved this in 2025.
Substantial improvements to the church building are required if the parish is to fulfil its mission and enhance the support it provides to the community. These
- improvements form part of the parish's medium-term plan and will require substantial funding. The PCC will seek grant funding where available but is also looking to build a significant reserve to fund future planned works.

What we will do with legacies we receive (our legacy policy)

Subject to any specific requirements of the donor, legacies will not be used to fund the day-to-day running expenses of the church. Legacies will be placed in the church Building and Special Projects Fund and used to extend, repair and improve the building, equipment and furnishings.

How we will invest our reserves (our investment policy)

Generally, reserves will be held on deposit with the Central Board of Finance of the Church of England or with our bankers but may from time to time be invested in other investments offered by the Central Board. The PCC is satisfied the Central Board of Finance has adopted suitable risk and ethical objectives in selecting investments. The PCC does not have a share dealing account and is not therefore able to accept donations of shares. Donors seeking to gift shares will normally be asked to sell the shares and donate the proceeds, in which case the PCC will provide the documentation necessary to facilitate any available tax savings.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

TRUSTEES' REPORT (CONTINUED)

Future uncertainties

It is important to ensure that as the day-to-day costs rise, the growth in income is sustained through renewed giving pledges, to strengthen our underlying financial position. This will enable further improvements to be made to the fabric of our church, and the continuing employment of our Families and Children's worker.

Management of risks and their mitigation

The PCC has an ongoing task of reviewing the major risks which impact on the work of the church. The usual PAT testing and fire extinguisher checks have been carried out.

The PCC consider that the principal risks and uncertainties are:

- The health and safety within the church building which has ancient floors and steps. These issues are regularly reviewed by the Fabric Team and specific issues are resolved as they occur.
- The need to fund unexpected costs associated with listed buildings, for which we keep a reserve described above.
- An unexpected fall in income.
- The requirement to find volunteers with the appropriate skills, time and commitment to support the ministry of the congregation.

The PCC seeks to manage these risks and uncertainties by regularly reviewing them in the Fabric and Finance Committees.

Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

Structure, governance and management

Constitution

The charity was established by trust deed on 23 November 2009.

Method of appointment and election of Trustees

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Constitution.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

TRUSTEES' REPORT (CONTINUED)

Organisational structure

The work of the PCC is carried out mainly through its committees which are:

The Standing Committee: This committee has power to transact the business of the PCC between meetings, subject to any directions given by the PCC, and consists of the Incumbent, Vice Chairman, Churchwardens, Secretary, Treasurer and an invited member of the PCC. Team leaders from the 5 year Plan join the Standing Committee as a steering group for the implementation of the Plan.

The Finance Committee: This committee, which meets under the chairmanship of the Treasurer, is responsible for matters relating to the finances of the church, including stewardship, and of the Penfold Hall.

The Fabric Committee: This committee is responsible for the church building and oversight of the churchyard.

The Social and Catering Committee: This committee plans and organises the church's social activities and catering after major church services.

The appointed Safeguarding and Health and Safety Representatives report directly to the PCC and attend meetings as required.

PCC Meetings

The PCC held 7 business meetings during the year. At these meetings the PCC received reports on the 5 Year Plan, worship, fabric, finances, risk management, safeguarding, communications, Deanery and church school matters. Average attendance was 75%.

The Charity Commission encourages all charities to review and assess the risks relating to its activities. Detailed risk assessments have been carried out before any applicable activity has commenced in the church and before contractors undertake work.

Financial risks continue to be considered carefully alongside the reserves policy when estimates and fundraising needs are considered for the Church tower and Penfold Hall repairs and for the proposed toilets and other improvements to the church.

Safeguarding policies and procedures continue to be reviewed and developed.

In 2025, there were no serious incidents to report.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

TRUSTEES' REPORT (CONTINUED)

Statement of Responsibilities

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper 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 Charities (Accounts and Reports) Regulations 2008, and the provisions of the constitution. The Trustees 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.

The annual report was approved by the Trustees of the charity on and signed on its behalf by:

.....
The Revd Fr Mark Heather LLB, BA
Trustee

.....
Christina Hobbs
Trustee

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report to the Trustees on my examination of the accounts of The Parochial Church Council of the Ecclesiastical Parish of St Andrew and St Cuthman Steyning for the year ended 31 December 2025.

Responsibilities and basis of report

As the charity Trustees of The Parochial Church Council of the Ecclesiastical Parish of St Andrew and St Cuthman Steyning you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the The Parochial Church Council of the Ecclesiastical Parish of St Andrew and St Cuthman Steyning'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 Act.

Independent examiner's statement

Since The Parochial Church Council of the Ecclesiastical Parish of St Andrew and St Cuthman Steyning's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Chartered Institute of Management Accountants, which is one of the listed bodies.

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

1. accounting records were not kept in respect of The Parochial Church Council of the Ecclesiastical Parish of St Andrew and St Cuthman Steyning 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 accounting 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.


.....
G W Schulz FCMA
Independent Examiners Ltd

25 March 2026

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

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

	Note	Unrestricted funds £	Restricted funds £	Total 2025 £	Total 2024 £
Income and Endowments from:					
Donations and legacies	2	183,673	59,478	243,151	315,824
Charitable activities	3	8,084	260	8,344	3,265
Other trading activities	4	13,384	-	13,384	246
Investment income	5	30,566	911	31,477	22,873
Other income	6	<u>3,103</u>	<u>-</u>	<u>3,103</u>	<u>264</u>
Total income		<u>238,810</u>	<u>60,649</u>	<u>299,459</u>	<u>342,472</u>
Expenditure on:					
Raising funds	7	(126)	-	(126)	(1,379)
Charitable activities	8	<u>(173,061)</u>	<u>(122,995)</u>	<u>(296,056)</u>	<u>(141,193)</u>
Total expenditure		<u>(173,187)</u>	<u>(122,995)</u>	<u>(296,182)</u>	<u>(142,572)</u>
Net income/(expenditure)		65,623	(62,346)	3,277	199,900
Gross transfers between funds		<u>(53,818)</u>	<u>53,818</u>	<u>-</u>	<u>-</u>
Net movement in funds		11,805	(8,528)	3,277	199,900
Reconciliation of funds					
Total funds brought forward		<u>1,076,605</u>	<u>30,415</u>	<u>1,107,020</u>	<u>907,120</u>
Total funds carried forward	16	<u><u>1,088,410</u></u>	<u><u>21,887</u></u>	<u><u>1,110,297</u></u>	<u><u>1,107,020</u></u>

The notes on pages 15 to 28 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**BALANCE SHEET
AS AT 31 DECEMBER 2025**

	Note	2025 £	2024 £
Fixed assets			
Tangible assets	12	485,000	485,000
Investments	13	<u>180,000</u>	<u>180,000</u>
		<u>665,000</u>	<u>665,000</u>
Current assets			
Debtors	14	4,196	742
Cash at bank and in hand		<u>453,790</u>	<u>448,354</u>
		457,986	449,096
Creditors: Amounts falling due within one year	15	<u>(12,689)</u>	<u>(7,076)</u>
Net current assets		<u>445,297</u>	<u>442,020</u>
Net assets		<u>1,110,297</u>	<u>1,107,020</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		21,887	30,415
Unrestricted income funds			
Unrestricted funds		<u>1,088,410</u>	<u>1,076,605</u>
Total funds	16	<u>1,110,297</u>	<u>1,107,020</u>

The financial statements on pages 13 to 28 were approved by the Trustees, and authorised for issue on 25. March 2026 and signed on their behalf by:

Mark Heather
The Revd Fr Mark Heather LLB, BA
Trustee

Christina Hobbs
Christina Hobbs
Trustee

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2025

1 Accounting policies

Statement of compliance

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

The Parochial Church Council of the Ecclesiastical Parish of St Andrew and St Cuthman Steyning meets the definition of a public benefit entity under FRS 102. The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2025 (CONTINUED)**

Donated services and facilities

Donated services or facilities are recognised when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time of the Friends is not recognised and refer to the Trustees' report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Gift aid

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

The notes on pages 15 to 28 form an integral part of these financial statements.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2025 (CONTINUED)

Grant expenditure

Grants payable are payments made to third parties in the furtherance of the charitable objectives. Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the Statement of Financial Activities once the recipient of the grant has provided the specific service or output.

Grants payable without performance conditions are recognised in the accounts when a commitment has been made and communicated to the recipient, and there are no conditions to be met relating to the grant which remain in the control of the charity.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charity for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Consecrated and beneficed property of any kind is excluded from the accounts by virtue of section 10(2) of the Charities Act 2011. Costs associated with the maintenance or improvement of such assets are written off in the year they are incurred.

Freehold property owned by the charity is included in the financial statements at its historical deemed cost and depreciated by writing off the difference between the cost and the estimated residual value over the useful economic life. It is the PCC's policy to maintain these assets in a continual state of sound repair. The useful economic life of these assets is so long and residual value so high that any depreciation would not be material. These assets are subject to annual impairment reviews. Provision will be made if there has been any permanent diminution in value.

Depreciation and amortisation

Other tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Asset class

Freehold property

Depreciation method and rate

Not material

The notes on pages 15 to 28 form an integral part of these financial statements.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2025 (CONTINUED)

Investment properties

Investment property is carried at fair value, derived from the current market prices for comparable real estate determined regularly by external valuers. The valuers use observable market prices, adjusted if necessary for any difference in the nature, location or condition of the specific asset. Changes in fair value are recognised in profit or loss.

Fixed asset investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless fair value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and shown in the heading 'Gains/(losses) on investments' in the Statement of financial activities.

Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Liabilities

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Fund structure

Unrestricted income funds are general funds that are available for use at the Trustees discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the Trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

The notes on pages 15 to 28 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2025 (CONTINUED)**

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2 Income from donations and legacies

	Unrestricted funds Designated £	General £	Restricted funds £	Total 2025 £	Total 2024 £
Donations and legacies;					
Collections	1,746	5,903	1,333	8,982	6,268
Donations	39,041	2,353	267	41,661	139,307
Planned giving	1,500	83,050	-	84,550	69,318
Legacies	5,000	-	-	5,000	68,083
Gift aid reclaimed	7,716	20,790	172	28,678	32,848
Grants, including capital grants;					
Grants	13,999	-	54,750	68,749	-
Other income from donations and legacies	<u>155</u>	<u>2,420</u>	<u>2,956</u>	<u>5,531</u>	<u>-</u>
	<u>69,157</u>	<u>114,516</u>	<u>59,478</u>	<u>243,151</u>	<u>315,824</u>

3 Income from charitable activities

	Unrestricted funds Designated £	General £	Restricted funds £	Total 2025 £	Total 2024 £
Fees	<u>179</u>	<u>7,905</u>	<u>260</u>	<u>8,344</u>	<u>3,265</u>

The notes on pages 15 to 28 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2025 (CONTINUED)**

4 Income from other trading activities

	Unrestricted funds Designated £	General £	Total 2025 £	Total 2024 £
Trading income;				
Bookstall sales	-	190	190	150
Events income;				
Social events	8,742	1,039	9,781	96
Hall income	3,413	-	3,413	-
	<u>12,155</u>	<u>1,229</u>	<u>13,384</u>	<u>246</u>

5 Investment income

	Unrestricted funds Designated £	General £	Restricted funds £	Total 2025 £	Total 2024 £
Interest receivable and similar income;					
Interest receivable on bank deposits	8,138	12,512	911	21,561	12,181
Rent (Shooting Field)	-	9,916	-	9,916	10,692
	<u>8,138</u>	<u>22,428</u>	<u>911</u>	<u>31,477</u>	<u>22,873</u>

6 Other income

	Unrestricted funds Designated £	General £	Total 2025 £	Total 2024 £
VAT refunds	-	1,178	1,178	264
Other	103	1,822	1,925	-
	<u>103</u>	<u>3,000</u>	<u>3,103</u>	<u>264</u>

The notes on pages 15 to 28 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2025 (CONTINUED)**

7 Expenditure on raising funds

a) Costs of generating donations and legacies

	Unrestricted funds Designated £	Total 2025 £	Total 2024 £
Stewardship	-	-	73
Social events	-	-	1,107
	-	-	1,180

b) Costs of trading activities

	Unrestricted funds Designated £	Total 2025 £	Total 2024 £
Fundraising trading costs;			
Fundraising	126	126	-
Bookstall	-	-	199
	126	126	199

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2025 (CONTINUED)**

8 Expenditure on charitable activities

	Note	Unrestricted funds Designated £	General £	Restricted funds £	Total 2025 £	Total 2024 £
Diocesan parish share		-	75,000	-	75,000	69,690
Management and administration		55	3,397	34	3,486	5,414
Church running costs		5,364	20,185	-	25,549	16,157
Clergy expenses		-	7,016	-	7,016	7,087
Cost of services		-	2,291	553	2,844	2,055
Hall and building running costs		5,540	2,086	121,458	129,084	6,798
Mission and evangelism costs		2,662	6,142	950	9,754	11,832
Training courses		196	765	-	961	64
Independent examination		-	1,410	-	1,410	1,260
Staff costs	11	<u>27,512</u>	<u>13,440</u>	<u>-</u>	<u>40,952</u>	<u>20,836</u>
		<u>41,329</u>	<u>131,732</u>	<u>122,995</u>	<u>296,056</u>	<u>141,193</u>

9 Grant-making

Analysis of grants

	Grants to institutions 2025 £	2024 £
Grants to Overseas and Home Mission	<u>2,855</u>	<u>5,833</u>

10 Trustees remuneration and expenses

During the year, no Trustees received any remuneration (2024 - £NIL).

During the year, no Trustees received any benefits in kind (2024 - £NIL).

During the year, 5 Trustees received reimbursement of expenses amounting to £1,240 (2024 - 5 Trustees received £9,265) relating to hospitality, literature, equipment and service costs.

The notes on pages 15 to 28 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2025 (CONTINUED)**

11 Staff costs

The aggregate payroll costs were as follows:

	2025 £	2024 £
Staff costs during the year were:		
Wages and salaries	39,735	19,821
Social security costs	600	811
Pension costs	617	204
	<u>40,952</u>	<u>20,836</u>

The monthly average number of persons employed by the charity during the year expressed as full time equivalents was as follows:

	2025 No	2024 No
Staff	<u>3</u>	<u>3</u>

No employee received emoluments of more than £60,000 during the year

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2025 (CONTINUED)**

12 Tangible fixed assets

	Land and buildings £	Total £
Cost		
At 1 January 2025	<u>485,000</u>	<u>485,000</u>
At 31 December 2025	485,000	485,000
Depreciation		
At 31 December 2025	<u>-</u>	<u>-</u>
Net book value		
At 31 December 2025	<u>485,000</u>	<u>485,000</u>
At 31 December 2024	<u>485,000</u>	<u>485,000</u>

Valuation of Penfold Church Hall and Church Cottage.

13 Fixed asset investments

	2025 £	2024 £
Investment properties	<u>180,000</u>	<u>180,000</u>

Valuation of Shooting Field leased to Steyning Town Football Club and the South East Cadets.

The 2017 valuations were made by Rackhams Surveyors Ltd, on an open market value for existing use basis.

The Trustees are of the opinion that the 2017 valuations are accepted as being the market values as at 31 December 2025.

The notes on pages 15 to 28 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2025 (CONTINUED)**

14 Debtors

	2025	2024
	£	£
Trade debtors	144	605
Prepayments	983	137
Accrued income	3,069	-
	<u>4,196</u>	<u>742</u>

15 Creditors: amounts falling due within one year

	2025	2024
	£	£
Trade creditors	2,596	-
Other taxation and social security	1,585	-
Other creditors	124	118
Accruals	8,384	6,958
	<u>12,689</u>	<u>7,076</u>

The notes on pages 15 to 28 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2025 (CONTINUED)**

16 Funds

	Balance at 1 January 2025 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 December 2025 £
Unrestricted funds					
<i>General</i>					
General Funds	1,783	149,080	(131,731)	10,901	30,033
<i>Designated</i>					
Church building fund	320,988	75,888	(5,565)	(51,350)	339,961
Families and Children's Work fund	81,192	9,947	(30,222)	(10,299)	50,618
Special projects fund	3,306	159	(110)	(3,355)	-
Property fund	665,000	-	-	-	665,000
Diocesan chancel fund	4,336	221	-	-	4,557
Penfold hall fund	-	3,516	(5,560)	285	(1,759)
	<u>1,074,822</u>	<u>89,731</u>	<u>(41,457)</u>	<u>(64,719)</u>	<u>1,058,377</u>
Total unrestricted funds	<u>1,076,605</u>	<u>238,811</u>	<u>(173,188)</u>	<u>(53,818)</u>	<u>1,088,410</u>
Restricted funds					
Youth fund	858	30	-	(888)	-
Organ/choir fund	3,830	214	-	-	4,044
Charity at home fund	3,977	222	-	-	4,199
New doors fund	2,135	74	-	(2,209)	-
Penfold hall fund	14,576	50,000	(121,491)	56,915	-
Bells fund	4,796	752	-	-	5,548
Away mission fund	243	1,552	(951)	-	844
Flower fund	-	2,956	(553)	-	2,403
Benefact Trust	-	4,849	-	-	4,849
	<u>30,415</u>	<u>60,649</u>	<u>(122,995)</u>	<u>53,818</u>	<u>21,887</u>
Total restricted funds	<u>30,415</u>	<u>60,649</u>	<u>(122,995)</u>	<u>53,818</u>	<u>21,887</u>
Total funds	<u>1,107,020</u>	<u>299,460</u>	<u>(296,183)</u>	<u>-</u>	<u>1,110,297</u>

The notes on pages 15 to 28 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2025 (CONTINUED)**

	Balance at 1 January 2024 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 December 2024 £
Unrestricted funds					
<i>General</i>					
General Funds	-	114,901	(112,751)	(367)	1,783
<i>Designated</i>					
Church building fund	163,737	158,778	(1,527)	-	320,988
Families and Children's Work fund	39,070	61,811	(19,689)	-	81,192
Special projects fund	2,893	631	(218)	-	3,306
Property fund	665,000	-	-	-	665,000
Diocesan chancel fund	4,120	216	-	-	4,336
	<u>874,820</u>	<u>221,436</u>	<u>(21,434)</u>	<u>-</u>	<u>1,074,822</u>
Total unrestricted funds	<u>874,820</u>	<u>336,337</u>	<u>(134,185)</u>	<u>(367)</u>	<u>1,076,605</u>
Restricted					
Youth fund	827	31	-	-	858
Organ/choir fund	3,769	61	-	-	3,830
Charity at home fund	3,867	110	-	-	3,977
New doors fund	2,058	77	-	-	2,135
Penfold hall fund	17,288	175	(3,254)	367	14,576
Bells fund	4,208	588	-	-	4,796
Away mission fund	283	5,093	(5,133)	-	243
	<u>32,300</u>	<u>6,135</u>	<u>(8,387)</u>	<u>367</u>	<u>30,415</u>
Total restricted funds	<u>32,300</u>	<u>6,135</u>	<u>(8,387)</u>	<u>367</u>	<u>30,415</u>
Total funds	<u>907,120</u>	<u>342,472</u>	<u>(142,572)</u>	<u>-</u>	<u>1,107,020</u>

The notes on pages 15 to 28 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2025 (CONTINUED)**

17 Analysis of net assets between funds

	Unrestricted funds		Restricted funds	Total funds at 31 December 2025
	General	Designated		
	£	£	£	£
Tangible fixed assets	-	485,000	-	485,000
Fixed asset investments	-	180,000	-	180,000
Current assets	42,722	393,377	21,887	457,986
Current liabilities	<u>(12,689)</u>	<u>-</u>	<u>-</u>	<u>(12,689)</u>
Total net assets	<u>30,033</u>	<u>1,058,377</u>	<u>21,887</u>	<u>1,110,297</u>

	Unrestricted funds		Restricted funds	Total funds 2024
	General	Designated		
	£	£	£	£
Tangible fixed assets	-	485,000	-	485,000
Fixed asset investments	-	180,000	-	180,000
Current assets	1,782	416,899	30,415	449,096
Current liabilities	<u>-</u>	<u>(7,076)</u>	<u>-</u>	<u>(7,076)</u>
Total net assets	<u>1,782</u>	<u>1,074,823</u>	<u>30,415</u>	<u>1,107,020</u>

The notes on pages 15 to 28 form an integral part of these financial statements.

Accounts

Annual Report and Financial Statements
for the Year Ended 31 December 2024

The Parochial Church Council of the
Ecclesiastical Parish of St Andrew and St
Cuthman Steyning

Charity registration number: 1132913

Independent Examiners Ltd
2 Broadbridge Business Park
Delling Lane
Bosham
Chichester
West Sussex
PO18 8NF

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

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THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

REFERENCE AND ADMINISTRATIVE DETAILS

Trustees	The Revd Fr Mark Heather LLB, BA, Incumbent Sarah Lavery, Churchwarden Bill Thomson, (resigned as Churchwarden 21 April 2024, remained on PCC) John Edwards, Treasurer Brian Hanson Penny Warner John Downe Judie Thomson Derek Vine Christine Aubrey Len Warner Stephen Holliday Liz Trundle, Secretary Kate Burnett, Churchwarden (appointed 21 April 2024) Christina Hobbs (appointed 21 April 2024) Adrian Bamforth (appointed 17 July 2024)
Charity Registration Number	1132913
Principal Office	Penfold Church Hall Church Street Steyning West Sussex BN44 3YB
Independent Examiner	G W Schulz FCMA Independent Examiners Ltd 2 Broadbridge Business Park Delling Lane Bosham Chichester West Sussex PO18 8NF
Bankers	Lloyds Bank plc PO Box 1000 BX1 1LT

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

TRUSTEES' REPORT

Steyning Parochial Church Council (PCC) is a registered charity. Members of the PCC, who are the Trustees of the charity, are either ex-officio, elected by the APCM (Annual Parochial Church Meeting) in accordance with the Church Representation Rules or co-opted.

The Trustees present the annual report together with the financial statements of the charity for the year ended 31 December 2024.

Objectives and activities

Objects and aims

The objects of the charity are, in cooperation with the incumbent, to further the whole mission of the church both pastorally and socially in the ecclesiastical parish of Steyning. It also has maintenance responsibilities for the church buildings and for the Penfold Hall, and for matters concerned with health and safety, disability and safeguarding.

Public benefit

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit and in particular to supplementary public benefit guidance.

Activities for achieving objectives

The PCC consider that they can best achieve these objects by providing the means to enable all those living within the parish to explore and live out their Christian faith, in particular by regular worship, prayer and teaching of the gospel and by the provision of pastoral care. When planning activities they have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion.

Achievements and performance

Worship and Study

Services followed their normal cycle with the music group Eucharist and choral evensong on the third Sunday of each month. 12 people receive Communion at home. Children sometimes enact the gospel at the music group service. Early admission of children to Communion is being considered. Reflections services held at 6.00pm on the first Sunday of each month with a particular theme and a quiet, listening atmosphere continue to be put together by a team of lay people. An evening Taizé service has been introduced on the fourth Sunday of the month. A pet service was held. New worshippers have increased adult attendance. The welcome pack has been updated and a worship survey and a skills audit have enabled the views and interests of the congregation to be considered.

During Holy Week, devotions alternated between Steyning and Ashurst, and the Requiem by John Rutter was sung by the church choir and others from Steyning.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

TRUSTEES' REPORT (CONTINUED)

On 2 June, an evening service concluded the Steyning Festival. Other churches joined us for Darkness to Light on Advent Sunday (165 attended). The Nine Lessons and Carols (213 attended), a Christingle service (51 attended) school services (1259 attended) and two crib services (557) led up to Christmas.

Sermons are available online and are transcribed and sent out with the magazine to those without mobility or online access. 'Open the Book' dramas continued in the Primary School where the Vicar, other speakers and the church music group attend assemblies. Members of the church help with reading in the school.

Four weddings, 21 funerals and five baptisms were held in church during the year. There were 181 on the Electoral Roll.

House groups and the men's group continued. A group attended a course on the Lord's Prayer in the context of the Year of the New Testament and will continue to meet as a house group.

Families and Children's Work

A key element of the Five-Year Vision was achieved when Gary Pickett started full-time work on 31 August, encouraging volunteers to work with him in church and at Steyning Primary School. A mothers' and toddlers' group (Little Stars) now meets on Mondays. A Halloween drop in provided fellowship and refreshment and a Christmas pudding 'stir up' was held at Advent. Many children attended the Christmas services and junior church is planned on Sunday mornings in 2025.

Fundraising Activities for Mission

Fourteen charities benefitted from the funds raised at Wednesday coffee, open gardens and other events and from red bucket and other collections including at the Remembrance, Battle of Britain and Crib Services.

Community Activities

Our church magazine aims to appeal to a wide readership across Steyning and in our sister parish of Ashurst. It is now printed in full colour in house and is available from four distribution points as well as both churches. In October, we were pleased to receive an annual award from ACE, the specialist Association of Church Editors, for our magazine's appeal to its intended readership.

A church team continued to serve coffee on Wednesday mornings in the Penfold Hall, providing a warm, friendly atmosphere to a mainly elderly clientele, some of whom go on to the 11.30 Eucharist in church.

Following the course in 2023, pastoral care volunteers were inaugurated at a service on 2 June. This work has been extended with the start of a Grief Café in November.

The Friends of Steyning Parish Church promote events and raise funds to improve the church building.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

TRUSTEES' REPORT (CONTINUED)

An enthusiastic team helps Horsham District Council maintain the churchyard in a way that encourages biodiversity.

Greening Steyning continues to keep the Community Fridge in Church Cottage which is manned on two occasions each week so that anyone can collect food to prevent it being thrown away at its sell-by date.

Church Cottage was again used by Steyning Artists as part of their annual art trail taking place across the town.

Concerts

The church hosted six concerts as part of the Steyning Festival at the end of May. The Hanover Band performed all six of Bach's Brandenburg Concertos in June and a professional quartet gave their annual 'Voice of Christmas' concert. Other concerts were given by Chanctonbury Chorus, Cantelina and Shoreham Chamber Choir.

Financial review

Reserves Policy

The PCC believes, that in view of its responsibility for the upkeep of a Grade I listed building, a substantial Building Fund should be maintained from which expenditure on major repairs and improvements to all the church's properties will be met. The reserve should not fall below £100,000 to cover unexpected repairs. The Local Mission Fund will be used to support outreach and mission in the community, the Deanery and the Diocese. Interest earned from the church's financial assets will be paid into the Local Mission Fund. Any deficit in the Local Mission Fund will be covered by the Building Fund. Any deficit in the General Fund will be covered by the Building Fund.

During 2020 the PCC changed the name of the Outreach Fund to the Local Mission Fund.

The Special Projects Fund will be used to extend, repair and improve equipment and furnishings.

The Chancel Fund contains the accumulated income from a fund held by the Diocese and in 2019 was shown as a Restricted Fund. The Diocese has transferred this accumulated income as a grant to the PCC for expenditure on chancel repairs and insurance and it is now shown as a Designated Fund.

The Property Fund reflects the value of the church's investment in properties.

In September 2022 the PCC agreed that money held by the bellringers should be incorporated into the PCC's accounts. A Restricted Bells Fund was established.

A Restricted Away Giving Fund was set up in January 2023 to separate red bucket and other collections and grants for Overseas and Home Mission from the General Fund.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

TRUSTEES' REPORT (CONTINUED)

Legacy Policy

Subject to any specific requirements of the donor, legacies will not be used to fund the day-to-day running expenses of the church. Major legacies (over £5,000) will be placed in the Church Building Fund whilst other legacies will be placed in the Special Projects Fund.

Investment Policy

Generally the reserves will be held on deposit with the Central Board of Finance of the Church of England or with our bankers but might from time to time be invested in other investments offered by the Central Board. The PCC is satisfied the the Central Board of Finance has adopted suitable ethical objectives in selecting investments.

Principal Funding 2024

In 2024 total incoming resources in all funds exceeded expenditure by £199,900. £48,116 of this has enabled the PCC to commit to the Family and Children's Worker, Gary Pickett, who started on 31 August. A legacy of £68,000 and donations of £88,000 have enabled the design and planning of repairs to the church tower roof and to the Penfold Hall.

In the **General Fund**, planned giving totalled £69,318 compared with £61,442 in 2023 and £57,858 in 2022, thanks to new givers and a generous giving campaign in the autumn. Rents on the Shooting Field were £10,692. Fees from weddings and funerals were £3,264 a little lower than £4,395 in 2023. Total income increased by 12% to £114,901 compared with 2023. Because of the General Fund deficits of £9,260 in 2023 and £8,591 in 2022, the Diocesan Parish Share remained at £69,690. Church running costs of £5,974 in 2024 were a little less than 2023 and office costs were £8,078 compared with £7,800. Total General Fund expenditure was £112,751, £72 less than 2023 and, combined with the generosity of the congregation, there was a welcome surplus of £1,783 at the year end. Because of the improved finances, the PCC has pledged £75,000 for the Parish Share in 2025.

Donations and Gift Aid for the Families and Children's Worker (FCW) fundraising is held in the **Local Mission Fund** and, having deducted costs since August, £67,572 remained at the year end. Further fundraising will be needed to meet the full costs of the three-year appointment and, hopefully, to extend it. Excluding FCW, the magazine and other outreach activities (£4,872) and Penfold Hall gas and electricity (£2,623) are financed by income from donations and interest from an account held by CCLA resulting in a surplus of £5,161 (excluding FCW).

A Restricted '**Away Giving' Fund** was set up for 2023 to separate red bucket and other collections for mission charities from other income and expenditure. Grants made to Overseas and Home Mission totalled £5,833 compared with £6,482 in 2023 and £6,777 in 2022.

The **Building Fund** balance at the end of the year was £320,988. Income totalled £158,778 compared with £33,926 in 2023. The only expenditure in 2024 was £1,527 on fees for design of the tower repairs.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

TRUSTEES' REPORT (CONTINUED)

Penfold Hall structural repairs: Thanks to the generosity of the Wilson Trust this has progressed. The need to remove asbestos has increased the total cost of the scheme to £121,170 including fees and VAT which cannot be reclaimed. The trees which contributed to the subsidence have been removed and the contract preparation fees paid. The work will have started at the end of January 2025 with the cost to be shared between the Wilson Memorial Trust (£50,000), the Penfold Hall Fund (Georgemill Trust legacy) (£14,576) and the Building Fund (£54,500).

Stewardship

The 2023 Report and Accounts stated that an increase of 12% in planned giving with Gift Aid (£1.80/week per planned giver) would be needed to avoid a deficit in the General Fund. Planned giving with Gift Aid has totalled £86,747 in 2024, an increase of £9,890 on 2023 (+12.9%).

The number of regular givers using the Parish Giving Scheme (PGS) has increased from 49 to 89 during the year. PGS collect and pass on the Gift Aid each month and payment by Direct Debit provides an opportunity for an annual increase for inflation.

Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

Structure, governance and management

Constitution

The principal object of the charity is the advancement of the Christian Faith.

Method of appointment and election of Trustees

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Constitution.

Organisational structure

The work of the PCC is carried out mainly through its committees which are:

The Standing Committee: This committee has power to transact the business of the PCC between meetings, subject to any directions given by the PCC, and consists of the Incumbent, Vice Chairman, Churchwardens, Secretary, Treasurer and an invited member of the PCC. Team leaders from the 5 year Plan join the Standing Committee as a steering group for the implementation of the Plan.

The Finance Committee: This committee, which meets under the chairmanship of the Treasurer, is responsible for matters relating to the finances of the church, including stewardship, and of the Penfold Hall.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

TRUSTEES' REPORT (CONTINUED)

The Fabric Committee: This committee is responsible for the church building and oversight of the churchyard.

The Social and Catering Committee: This committee plans and organises the church's social activities and catering after major church services.

The appointed Safeguarding and Health and Safety Representatives report directly to the PCC and attend meetings as required.

PCC Meetings

The PCC held 7 business meetings during the year. At these meetings the PCC received reports on the 5 Year Plan, worship, fabric, finances, risk management, safeguarding, communications, Deanery and church school matters. Average attendance was 75%.

Risk management

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity and are satisfied that the systems and procedures are in place to mitigate exposure to the major risks.

The Charity Commission encourages all charities to review and assess the risks relating to its activities. Detailed risk assessments have been carried out before any applicable activity has commenced in the church and before contractors undertake work.

Financial risks continue to be considered carefully alongside the reserves policy when estimates and fundraising needs are considered for the Church tower and Penfold Hall repairs and for the proposed toilets and other improvements to the church.

Safeguarding policies and procedures continue to be reviewed and developed.

In 2024, there were no serious incidents to report.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

TRUSTEES' REPORT (CONTINUED)

Statement of Responsibilities

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper 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 Charities (Accounts and Reports) Regulations 2008, and the provisions of the constitution. The Trustees 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.

The annual report was approved by the Trustees of the charity on 18 May 2025 and signed on its behalf by:

.....
The Revd Fr Mark Heather LLB, BA
Trustee

.....
John Edwards
Trustee

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report to the Trustees on my examination of the accounts of The Parochial Church Council of the Ecclesiastical Parish of St Andrew and St Cuthman Steyning for the year ended 31 December 2024.

Responsibilities and basis of report

As the charity Trustees of The Parochial Church Council of the Ecclesiastical Parish of St Andrew and St Cuthman Steyning you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the The Parochial Church Council of the Ecclesiastical Parish of St Andrew and St Cuthman Steyning'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 Act.

Independent examiner's statement

Since The Parochial Church Council of the Ecclesiastical Parish of St Andrew and St Cuthman Steyning's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Chartered Institute of Management Accountants, which is one of the listed bodies.

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

1. accounting records were not kept in respect of The Parochial Church Council of the Ecclesiastical Parish of St Andrew and St Cuthman Steyning 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 accounting 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.

.....
G W Schulz FCMA
Independent Examiners Ltd

18 May 2025

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

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

	Note	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
Income and Endowments from:					
Donations and legacies	2	309,968	5,856	315,824	141,808
Charitable activities	3	3,265	-	3,265	4,395
Other trading activities	4	246	-	246	168
Investment income	5	22,594	279	22,873	16,168
Other income	6	264	-	264	3,006
Total income		<u>336,337</u>	<u>6,135</u>	<u>342,472</u>	<u>165,545</u>
Expenditure on:					
Raising funds		(1,379)	-	(1,379)	(8,855)
Charitable activities		<u>(132,806)</u>	<u>(8,387)</u>	<u>(141,193)</u>	<u>(168,078)</u>
Total expenditure		<u>(134,185)</u>	<u>(8,387)</u>	<u>(142,572)</u>	<u>(176,933)</u>
Net income/(expenditure)		202,152	(2,252)	199,900	(11,388)
Gross transfers between funds		<u>(367)</u>	<u>367</u>	<u>-</u>	<u>-</u>
Net movement in funds		201,785	(1,885)	199,900	(11,388)
Reconciliation of funds					
Total funds brought forward		<u>874,820</u>	<u>32,300</u>	<u>907,120</u>	<u>918,508</u>
Total funds carried forward	16	<u><u>1,076,605</u></u>	<u><u>30,415</u></u>	<u><u>1,107,020</u></u>	<u><u>907,120</u></u>

The notes on pages 12 to 25 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**BALANCE SHEET
AS AT 31 DECEMBER 2024**

	Note	2024 £	2023 £
Fixed assets			
Tangible assets	12	485,000	485,000
Investments	13	<u>180,000</u>	<u>180,000</u>
		<u>665,000</u>	<u>665,000</u>
Current assets			
Debtors	14	742	12,815
Cash at bank and in hand		<u>448,354</u>	<u>244,978</u>
		449,096	257,793
Creditors: Amounts falling due within one year	15	<u>(7,076)</u>	<u>(15,673)</u>
Net current assets		<u>442,020</u>	<u>242,120</u>
Net assets		<u><u>1,107,020</u></u>	<u><u>907,120</u></u>
Funds of the charity:			
Restricted income funds			
Restricted funds		30,415	32,300
Unrestricted income funds			
Unrestricted funds		<u>1,076,605</u>	<u>874,820</u>
Total funds	16	<u><u>1,107,020</u></u>	<u><u>907,120</u></u>

The financial statements on pages 10 to 25 were approved by the Trustees, and authorised for issue on 18 May 2025 and signed on their behalf by:

.....
The Revd Fr Mark Heather LLB, BA
Trustee

.....
John Edwards
Trustee

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

1 Accounting policies

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

The Parochial Church Council of the Ecclesiastical Parish of St Andrew and St Cuthman Steyning meets the definition of a public benefit entity under FRS 102. The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024 (CONTINUED)**

Donated services and facilities

Donated services or facilities are recognised when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time of the Friends is not recognised and refer to the Trustees' report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Gift aid

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

The notes on pages 12 to 25 form an integral part of these financial statements.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024 (CONTINUED)

Grant expenditure

Grants payable are payments made to third parties in the furtherance of the charitable objectives. Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the Statement of Financial Activities once the recipient of the grant has provided the specific service or output.

Grants payable without performance conditions are recognised in the accounts when a commitment has been made and communicated to the recipient, and there are no conditions to be met relating to the grant which remain in the control of the charity.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charity for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Consecrated and beneficed property of any kind is excluded from the accounts by virtue of section 10(2) of the Charities Act 2011. Costs associated with the maintenance or improvement of such assets are written off in the year they are incurred.

Freehold property owned by the charity is included in the financial statements at its historical deemed cost and depreciated by writing off the difference between the cost and the estimated residual value over the useful economic life. It is the PCC's policy to maintain these assets in a continual state of sound repair. The useful economic life of these assets is so long and residual value so high that any depreciation would not be material. These assets are subject to annual impairment reviews. Provision will be made if there has been any permanent diminution in value.

Depreciation and amortisation

Other tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Asset class

Freehold property

Depreciation method and rate

Not material

The notes on pages 12 to 25 form an integral part of these financial statements.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024 (CONTINUED)

Investment properties

Investment property is carried at fair value, derived from the current market prices for comparable real estate determined regularly by external valuers. The valuers use observable market prices, adjusted if necessary for any difference in the nature, location or condition of the specific asset. Changes in fair value are recognised in profit or loss.

Fixed asset investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless fair value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and shown in the heading 'Gains/(losses) on investments' in the Statement of financial activities.

Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Liabilities

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Fund structure

Unrestricted income funds are general funds that are available for use at the Trustees discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

The notes on pages 12 to 25 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024 (CONTINUED)**

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2 Income from donations and legacies

	Unrestricted funds Designated £	General £	Restricted funds £	Total 2024 £	Total 2023 £
Donations and legacies;					
Collections	-	5,971	297	6,268	6,915
Donations	127,029	6,824	5,454	139,307	49,684
Planned giving	-	69,318	-	69,318	61,442
Legacies	68,083	-	-	68,083	-
Gift aid reclaimed	15,315	17,428	105	32,848	23,685
Grants, including capital grants;					
Grants	-	-	-	-	82
	<u>210,427</u>	<u>99,541</u>	<u>5,856</u>	<u>315,824</u>	<u>141,808</u>

3 Income from charitable activities

	Unrestricted funds Designated £	General £	Total 2024 £	Total 2023 £
Fees	<u>-</u>	<u>3,265</u>	<u>3,265</u>	<u>4,395</u>

The notes on pages 12 to 25 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024 (CONTINUED)**

4 Income from other trading activities

	Unrestricted funds Designated £	General £	Total 2024 £	Total 2023 £
Trading income;				
Bookstall sales	-	150	150	158
Events income;				
Social events	-	96	96	10
	<u>-</u>	<u>96</u>	<u>96</u>	<u>10</u>
	<u>-</u>	<u>246</u>	<u>246</u>	<u>168</u>

5 Investment income

	Unrestricted funds Designated £	General £	Restricted funds £	Total 2024 £	Total 2023 £
Interest receivable and similar income;					
Interest receivable on bank deposits	11,009	893	279	12,181	5,709
Rent (Shooting Field)	-	10,692	-	10,692	10,459
	<u>11,009</u>	<u>11,585</u>	<u>279</u>	<u>22,873</u>	<u>16,168</u>

6 Other income

	Unrestricted funds Designated £	General £	Total 2024 £	Total 2023 £
VAT refunds	-	264	264	2,572
Insurance claim	-	-	-	434
	<u>-</u>	<u>264</u>	<u>264</u>	<u>3,006</u>

The notes on pages 12 to 25 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024 (CONTINUED)**

7 Expenditure on raising funds

a) Costs of generating donations and legacies

	Unrestricted funds		Total	Total
	Designated	General	2024	2023
	£	£	£	£
Stewardship	-	73	73	253
Social events	-	1,107	1,107	839
	-	1,180	1,180	1,092

b) Costs of trading activities

	Unrestricted funds		Total	Total
	Designated	General	2024	2023
	£	£	£	£
Bookstall	-	199	199	209
	-	199	199	209

c) Other costs of generating donations and legacies

	Unrestricted funds		Total	Total
	Designated	General	2024	2023
	£	£	£	£
Fundraising consultants	-	-	-	7,554

The notes on pages 12 to 25 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024 (CONTINUED)**

8 Expenditure on charitable activities

	Note	Unrestricted funds Designated £	General £	Restricted funds £	Total 2024 £	Total 2023 £
Diocesan parish share		-	69,690	-	69,690	69,960
Clergy expenses		-	7,087	-	7,087	6,089
Families and Children's work		1,539	-	-	1,539	-
Service costs		-	2,055	-	2,055	2,843
Music		-	972	-	972	1,502
Parish activities		1,078	311	-	1,389	2,711
Parish magazine		3,794	-	-	3,794	2,528
Maintenance and repairs		218	3,794	-	4,012	9,605
North aisle roof repairs		-	-	-	-	13,076
Church running expenses		-	5,974	-	5,974	6,237
Office costs		-	3,887	-	3,887	5,331
Professional fees		1,527	-	2,394	3,921	18,425
Insurance		-	3,810	-	3,810	4,071
Training		64	-	-	64	1,949
Penfold Hall		2,623	-	860	3,483	3,056
Cottage		-	921	-	921	773
Local refugee support		666	-	-	666	1,851
Independent examination		-	1,260	-	1,260	1,200
Grant funding of activities	9	-	700	5,133	5,833	6,482
Staff costs	11	9,925	10,911	-	20,836	10,389
		<u>21,434</u>	<u>111,372</u>	<u>8,387</u>	<u>141,193</u>	<u>168,078</u>

The notes on pages 12 to 25 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024 (CONTINUED)**

9 Grant-making

Analysis of grants

	Grants to institutions	
	2024	2023
	£	£
Grants to Overseas and Home Mission	<u>5,833</u>	<u>6,482</u>

10 Trustees remuneration and expenses

During the year, no Trustees received any remuneration (2023 - £NIL).

During the year, no Trustees received any benefits in kind (2023 - £NIL).

During the year, 5 Trustees received reimbursement of expenses amounting to £9,265 (2023 - 4 Trustees received £9,356).

11 Staff costs

The aggregate payroll costs were as follows:

	2024	2023
	£	£
Staff costs during the year were:		
Wages and salaries	19,821	10,389
Social security costs	811	-
Pension costs	<u>204</u>	<u>-</u>
	<u>20,836</u>	<u>10,389</u>

The monthly average number of persons employed by the charity during the year expressed as full time equivalents was as follows:

	2024	2023
	No	No
Staff	<u>3</u>	<u>2</u>

No employee received emoluments of more than £60,000 during the year

The notes on pages 12 to 25 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024 (CONTINUED)**

12 Tangible fixed assets

	Land and buildings £	Total £
Cost		
At 1 January 2024	<u>485,000</u>	<u>485,000</u>
At 31 December 2024	485,000	485,000
Depreciation		
At 31 December 2024	<u>-</u>	<u>-</u>
Net book value		
At 31 December 2024	<u>485,000</u>	<u>485,000</u>
At 31 December 2023	<u>485,000</u>	<u>485,000</u>

Valuation of Penfold Church Hall and Church Cottage.

13 Fixed asset investments

	2024 £	2023 £
Investment properties	<u>180,000</u>	<u>180,000</u>

Valuation of Shooting Field leased to Steyning Town Football Club and the South East Cadets.

The 2017 valuations were made by Rackhams Surveyors Ltd, on an open market value for existing use basis.

The Trustees are of the opinion that the 2017 valuations are accepted as being the market values as at 31 December 2024.

The notes on pages 12 to 25 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024 (CONTINUED)**

14 Debtors

	2024	2023
	£	£
Trade debtors	605	12,815
Prepayments	<u>137</u>	<u>-</u>
	<u><u>742</u></u>	<u><u>12,815</u></u>

15 Creditors: amounts falling due within one year

	2024	2023
	£	£
Other creditors	118	-
Accruals	<u>6,958</u>	<u>15,673</u>
	<u><u>7,076</u></u>	<u><u>15,673</u></u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024 (CONTINUED)**

16 Funds

	Balance at 1 January 2024 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 December 2024 £
Unrestricted funds					
General					
General Funds	-	114,901	(112,751)	(367)	1,783
Designated					
Church building fund	163,737	158,778	(1,527)	-	320,988
Local mission fund	39,070	61,811	(19,689)	-	81,192
Special projects fund	2,893	631	(218)	-	3,306
Property fund	665,000	-	-	-	665,000
Diocesan chancel fund	4,120	216	-	-	4,336
	<u>874,820</u>	<u>221,436</u>	<u>(21,434)</u>	<u>-</u>	<u>1,074,822</u>
Total unrestricted funds	<u>874,820</u>	<u>336,337</u>	<u>(134,185)</u>	<u>(367)</u>	<u>1,076,605</u>
Restricted funds					
Youth fund	827	31	-	-	858
Organ/choir fund	3,769	61	-	-	3,830
Charity at home fund	3,867	110	-	-	3,977
New doors fund	2,058	77	-	-	2,135
Penfold hall fund	17,288	175	(3,254)	367	14,576
Bells fund	4,208	588	-	-	4,796
Away mission fund	283	5,093	(5,133)	-	243
	<u>32,300</u>	<u>6,135</u>	<u>(8,387)</u>	<u>367</u>	<u>30,415</u>
Total funds	<u>907,120</u>	<u>342,472</u>	<u>(142,572)</u>	<u>-</u>	<u>1,107,020</u>

The notes on pages 12 to 25 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024 (CONTINUED)**

	Balance at 1 January 2023 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 December 2023 £
Unrestricted funds					
<i>General</i>					
General Funds	1	103,565	(112,825)	9,259	-
<i>Designated</i>					
Church building fund	175,853	33,926	(37,283)	(8,759)	163,737
Local mission fund	31,487	18,893	(11,311)	-	39,069
Special projects fund	2,649	1,911	(1,666)	-	2,894
Property fund	665,000	-	-	-	665,000
Diocesan chancel fund	4,257	363	-	(500)	4,120
	<u>879,246</u>	<u>55,093</u>	<u>(50,260)</u>	<u>(9,259)</u>	<u>874,820</u>
Total unrestricted funds	<u>879,247</u>	<u>158,658</u>	<u>(163,085)</u>	<u>-</u>	<u>874,820</u>
Restricted funds					
Youth fund	813	14	-	-	827
Organ/choir fund	3,843	26	(100)	-	3,769
Charity at home fund	4,089	48	(270)	-	3,867
New doors fund	2,024	34	-	-	2,058
Penfold hall fund	24,384	350	(7,446)	-	17,288
Bells fund	4,108	100	-	-	4,208
Away mission fund	-	6,315	(6,032)	-	283
	<u>39,261</u>	<u>6,887</u>	<u>(13,848)</u>	<u>-</u>	<u>32,300</u>
Total funds	<u>918,508</u>	<u>165,545</u>	<u>(176,933)</u>	<u>-</u>	<u>907,120</u>

The notes on pages 12 to 25 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024 (CONTINUED)**

17 Analysis of net assets between funds

	Unrestricted funds		Restricted funds	Total funds
	General	Designated		2024
	£	£	£	£
Tangible fixed assets	-	485,000	-	485,000
Fixed asset investments	-	180,000	-	180,000
Current assets	1,782	416,899	30,415	449,096
Current liabilities	-	(7,076)	-	(7,076)
Total net assets	<u>1,782</u>	<u>1,074,823</u>	<u>30,415</u>	<u>1,107,020</u>

	Unrestricted funds		Restricted funds	Total funds
	General	Designated		2023
	£	£	£	£
Tangible fixed assets	-	485,000	-	485,000
Fixed asset investments	-	180,000	-	180,000
Current assets	-	225,493	32,300	257,793
Current liabilities	-	(15,673)	-	(15,673)
Total net assets	<u>-</u>	<u>874,820</u>	<u>32,300</u>	<u>907,120</u>

The notes on pages 12 to 25 form an integral part of these financial statements.

Accounts

Annual Report and Financial Statements
for the Year Ended 31 December 2023

The Parochial Church Council of the
Ecclesiastical Parish of St Andrew and St
Cuthman Steyning

Charity registration number: 1132913

Independent Examiners Ltd
2 Broadbridge Business Park
Delling Lane
Bosham
Chichester
West Sussex
PO18 8NF

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

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**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

REFERENCE AND ADMINISTRATIVE DETAILS

Trustees	The Revd Fr Mark Heather LLB, BA, Incumbent Sarah Lavery, Churchwarden Bill Thomson, Churchwarden Elizabeth Brown (resigned 16 April 2023) John Edwards, Treasurer Brian Hanson Penny Warner John Downe Judie Thomson Derek Vine Christine Aubrey Len Warner Catherine Berry (resigned 16 April 2023) Stephen Holliday Liz Trundle, Secretary (appointed 16 April 2023)
Charity Registration Number	1132913
Principal Office	Penfold Church Hall Church Street Steyning West Sussex BN44 3YB
Independent Examiner	G W Schulz ACMA Independent Examiners Ltd 2 Broadbridge Business Park Delling Lane Bosham Chichester West Sussex PO18 8NF
Bankers	Lloyds Bank plc PO Box 1000 BX1 1LT

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

TRUSTEES' REPORT

Steyning Parochial Church Council (PCC) is a registered charity. Members of the PCC, who are the Trustees of the charity, are either ex-officio, elected by the APCM (Annual Parochial Church Meeting) in accordance with the Church Representation Rules or co-opted.

The Trustees present the annual report together with the financial statements of the charity for the year ended 31 December 2023.

Objectives and activities

Objects and aims

The objects of the charity are, in cooperation with the incumbent, to further the whole mission of the church both pastorally and socially in the ecclesiastical parish of Steyning. It also has maintenance responsibilities for the church buildings and for the Penfold Hall, and for matters concerned with health and safety, disability and safeguarding.

Public benefit

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit and in particular to supplementary public benefit guidance.

Activities for achieving objectives

The PCC consider that they can best achieve these objects by providing the means to enable all those living within the parish to explore and live out their Christian faith, in particular by regular worship, prayer and teaching of the gospel and by the provision of pastoral care. When planning activities they have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion.

Achievements and performance

Worship and Study

Services followed their normal cycle with the music group Eucharist and choral evensong on the third Sunday of each month. Children often enact the gospel at the music group service. Reflections services at 6.00pm on the first Sunday of each month with a particular theme and a quiet, listening atmosphere continue to be put together by a team of lay people. Some Ukrainian families have moved on but new worshippers have increased adult attendance.

During Holy Week, devotions alternated between Steyning and Ashurst and Faure's Requiem was sung by the church choir and others from Steyning.

A special Coronation service was held on 7 May. Other churches joined us for Darkness to Light on Advent Sunday. The Nine Lessons and Carols (217 attended), school services (1930 attended) and two crib services (480) led up to Christmas.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

TRUSTEES' REPORT (CONTINUED)

Sermons are available online and are transcribed and sent out with the magazine to those without mobility or online access. 'Open the Book' dramas continued in the Primary School where the Vicar and other speakers attend assemblies. Members of the church help with reading in the school.

Six weddings, 10 funerals and two baptisms were held in church during the year. There were 176 on the Electoral Roll.

House groups and the men's group continued. Newly-confirmed adults met to follow the Pilgrim Course and established a new house group. 12 people attended a course on pastoral care including advice on how best to help those with dementia.

Fundraising activities for Mission

Nineteen charities benefitted from the funds raised at Wednesday coffee, open gardens and other events and from red bucket and other collections.

Community Activities

A church team continued to serve coffee on Wednesday mornings in the Penfold Hall, providing a warm, friendly atmosphere to a mainly elderly clientele, some of whom go on to the 11.30 Eucharist in church.

An enthusiastic team helps Horsham District Council maintain the churchyard in a way that encourages biodiversity.

Greening Steyning continues to keep the Community Fridge in Church Cottage which is manned on two occasions each week so that anyone can collect food to prevent it being thrown away at its sell-by date.

The Cottage was again used by Steyning artists as part of an art trail.

The Friends of Steyning Parish Church promote events and raise funds to improve the church building.

A professional quartet gave their annual 'Voice of Christmas' concert.

Implementing the Five Year Vision

The 2022 Report set out the progress made by the 5 teams developing and delivering the actions to achieve the following objectives:

- to involve everyone in the love and joy of the Christian faith,
- to attract, encourage and support an all-age congregation with children, young people and families, whilst being true to our tradition,
- to communicate well with the congregation and the wider community,
- to maintain the character of the magnificent Norman building,
- to improve accessibility and WC facilities to allow the church to play a part in wider community activities.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

TRUSTEES' REPORT (CONTINUED)

During 2023, we have worked with representatives of St Mary's, Littlehampton, facilitated by Canon Jack Dunn as part of the Diocesan Programme 'Growing the Household of Faith'. Bible studies kept Jesus at the centre of our deliberations and we felt the power of the Holy Spirit keeping us going to develop initiatives under the six themes of the work.

1. Collaborative ministry, culture and managing conflict

Demonstrating collaboration by a programme of interviews at the 9.30 am services. Surveying the gifts and talents of the congregation.

2. Welcome, inclusion and reordering worship

Putting ourselves in the shoes of a visitor. More welcoming signage, welcome packs and contact cards. Encouraging participation in services by adults and children.

3. Teaching, sharing and learning

Jesus at the centre of what we do. Pilgrim Course established and expanded. Develop house groups and promote Bible study. Extend 'Open the Book' into primary school classrooms. Use magazine, website and social media for mission and evangelism.

4. Growing younger

Work with parents, gatekeepers and teachers. Raise funds and employ Families and Children's worker for 3 years. Integrate existing children's ministry teams.

5. Intentional community outreach

Find out what God is doing and join in. Wednesday Coffee, develop pastoral care team, dementia training, men's group, links with Family Support Work.

6. Recruiting, training and retaining volunteers

Harvesting gifts from God. Following the gifts and talents survey identify and recruit a new churchwarden, a treasurer and PCC members. Set up teams to help with various duties.

Financial review

Reserves Policy

The PCC believes, that in view of its responsibility for the upkeep of a Grade I listed building, a substantial Building Fund should be maintained from which expenditure on major repairs and improvements to all the church's properties will be met. The reserve should not fall below £100,000 to cover unexpected repairs. The Local Mission Fund will be used to support outreach and mission in the community, the Deanery and the Diocese. Interest earned from the church's financial assets will be paid into the Local Mission Fund. Any deficit in the Local Mission Fund will be covered by the Building Fund. Any deficit in the General Fund will be covered by the Building Fund.

During 2020 the PCC changed the name of the Outreach Fund to the Local Mission Fund.

The Special Projects Fund will be used to extend, repair and improve equipment and furnishings.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

TRUSTEES' REPORT (CONTINUED)

The Chancel Fund contains the accumulated income from a fund held by the Diocese and in 2019 was shown as a Restricted Fund. The Diocese has transferred this accumulated income as a grant to the PCC for expenditure on chancel repairs and insurance and it is now shown as a Designated Fund.

The Property Fund reflects the value of the church's investment in properties.

In September 2022 the PCC agreed that money held by the bellringers should be incorporated into the PCC's accounts. A Restricted Bells Fund was established.

A Restricted Away Giving Fund was set up in January 2023 to separate red bucket and other collections and grants for Overseas and Home Mission from the General Fund.

Legacy Policy

Subject to any specific requirements of the donor, legacies will not be used to fund the day-to-day running expenses of the church. Major legacies (over £5,000) will be placed in the Church Building Fund whilst other legacies will be placed in the Special Projects Fund.

Investment Policy

Generally the reserves will be held on deposit with the Central Board of Finance of the Church of England or with our bankers but might from time to time be invested in other investments offered by the Central Board. The PCC is satisfied the the Central Board of Finance has adopted suitable ethical objectives in selecting investments.

Principal funding

In the General Fund, planned giving totalled £61,442 compared with £57,858 in 2022. Rents on the Shooting Field were increased from £9,300 to £10,459. Fees from weddings and funerals were a little higher at £4,395. The Diocesan Parish Share increased from £67,270 to £69,960 but remained short of £75,500 which would be Steyning's share of the Average Parish Ministry Cost. Gas and electricity price increases resulted in church running costs increasing from £4,392 in 2022 to £6,237. In-house printing of welcome packs, leaflets and other information needed more staff effort and Office cost increased from £4,944 to £7,800. General Fund expenditure exceeded income by £9,260 and by £8,591 in 2022. There is no reserve in the General Fund and money has needed to be transferred from the Building Fund to cover this.

Grants made to Overseas and Home Mission totalled £6,482 compared with £6,777 in 2022.

Donations and Gift Aid for the Families and Children's Worker (FCW) fundraising is held in the Local Mission Fund and reached £30,610 by the end of 2023 with the hope that an appointment can be made in 2024. Better interest rates on the PCC's reserve increased income. The printer/copier (used for the magazine), pastoral care and dementia training were funded. Expenditure exceeded income (excluding that for the FCW) by £6,511 at the year end.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

TRUSTEES' REPORT (CONTINUED)

Building Fund income in 2023 included donations of £4,200 by card and in the chest, £11,000 was donated for tower repairs and other improvements, but no legacies were received. The Friends contributed to the fundraising consultants' costs. The north aisle roof repairs cost £13,076 less £2,179 VAT reclaimed. The investigation of the decay in the tower roof timbers cost £10,380 and the quinquennial inspection £2,901. At the end of 2023, total donated for the tower and other improvements was £11,300, with the reserve standing at £152,438.

Penfold Hall structural repairs: the design was complete and Listed Building and tree removal consents obtained. A detailed estimate based on the tender documents is £87,000 for the works including VAT (cannot be reclaimed) and fees. Even though the Hall is Grade 2 Listed and £17,188 remained in the Penfold Hall Restricted Fund, the PCC considers that expenditure of this magnitude cannot be justified having regard to the need to raise funds to rectify the problems with the church tower roof. If grants cannot be obtained, expenditure should be the minimum needed to prevent the collapse of the wall and to keep the hall open.

Looking ahead to 2024, economies and stewardship will be needed as we seek to match expenditure with income in the General and Local Mission Funds. The pledges will need to become donations in order to fund the Families and Children's Worker for three years.

Stewardship

Planned Giving and the recovery of gift aid thereon totalled £76,858 representing an overall increase of £4,277 on 2022. However, inflation has increased costs by over 20% since January 2021 and a General Fund deficit of £10,000 is likely to continue into 2024. An increase of 12% in planned giving with Gift Aid (£1.80/week per planned giver) would be needed to avoid this deficit.

49 of the 99 regular givers use the Parish Giving Scheme (PGS). PGS collect and pass on the Gift Aid each month and payment by Direct Debit provides an opportunity for an annual increase for inflation. Those with other standing orders or who give by envelope are being encouraged to transfer to the PGS scheme.

In addition to existing resources which could be made available, a sum in the region of £200,000 will need to be raised to repair both the church tower (total cost £224,000) and the Penfold Hall rear wall subsidence (total £81,000).

Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

Structure, governance and management

Constitution

The principal object of the charity is the advancement of the Christian Faith.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

TRUSTEES' REPORT (CONTINUED)

Method of appointment and election of Trustees

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Constitution.

Organisational structure

The work of the PCC is carried out mainly through its committees which are:

The Standing Committee: This committee has power to transact the business of the PCC between meetings, subject to any directions given by the PCC, and consists of the Incumbent, Vice Chairman, Churchwardens, Secretary, Treasurer and an invited member of the PCC. Team leaders from the 5 year Plan join the Standing Committee as a steering group for the implementation of the Plan.

The Finance Committee: This committee, which meets under the chairmanship of the Treasurer, is responsible for matters relating to the finances of the church, including stewardship, and of the Penfold Hall.

The Fabric Committee: This committee is responsible for the church building and oversight of the churchyard.

The Social and Catering Committee: This committee plans and organises the church's social activities and catering after major church services.

The appointed Safeguarding and Health and Safety Representatives report directly to the PCC and attend meetings as required.

PCC Meetings

The PCC held 7 business meetings during the year. At these meetings the PCC received reports on the 5 Year Plan, fabric, finances, risk management, safeguarding, Deanery and church school matters. Average attendance was 85%.

Risk management

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity and are satisfied that the systems and procedures are in place to mitigate exposure to the major risks.

The Charity Commission encourages all charities to review and assess the risks relating to its activities. Detailed risk assessments have been carried out before any applicable activity has commenced in the church and before contractors undertake work.

Financial risks continue to be considered carefully alongside the reserves policy when estimates and fundraising needs are considered for the Church tower and Penfold Hall repairs and for the proposed toilets and other improvements to the church.

Safeguarding policies and procedures continue to be reviewed and developed.

In 2023, there were no serious incidents to report.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

TRUSTEES' REPORT (CONTINUED)

Statement of Responsibilities

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper 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 Charities (Accounts and Reports) Regulations 2008, and the provisions of the constitution. The Trustees 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.

The annual report was approved by the Trustees of the charity on 13 March 2024 and signed on its behalf by:

.....
The Revd Fr Mark Heather LLB, BA
Trustee

.....
John Edwards
Trustee

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE
PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF ST ANDREW AND ST CUTHMAN STEYNING**

I report to the Trustees on my examination of the accounts of The Parochial Church Council of the Ecclesiastical Parish of St Andrew and St Cuthman Steyning for the year ended 31 December 2023.

Responsibilities and basis of report

As the charity Trustees of The Parochial Church Council of the Ecclesiastical Parish of St Andrew and St Cuthman Steyning you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the The Parochial Church Council of the Ecclesiastical Parish of St Andrew and St Cuthman Steyning'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 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 Parochial Church Council of the Ecclesiastical Parish of St Andrew and St Cuthman Steyning 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 accounting 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.

.....
G W Schulz ACMA
Independent Examiners Ltd
2 Broadbridge Business Park
Delling Lane
Bosham
Chichester
West Sussex
PO18 8NF

13 March 2024

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

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

	Note	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
Income and Endowments from:					
Donations and legacies	2	135,043	6,765	141,808	170,073
Charitable activities	3	4,395	-	4,395	3,039
Other trading activities	4	168	-	168	579
Investment income	5	16,046	122	16,168	11,146
Other income	6	3,006	-	3,006	2,333
Total income		<u>158,658</u>	<u>6,887</u>	<u>165,545</u>	<u>187,170</u>
Expenditure on:					
Raising funds		(8,855)	-	(8,855)	(759)
Charitable activities		<u>(154,230)</u>	<u>(13,848)</u>	<u>(168,078)</u>	<u>(148,934)</u>
Total expenditure		<u>(163,085)</u>	<u>(13,848)</u>	<u>(176,933)</u>	<u>(149,693)</u>
Net (expenditure)/income		<u>(4,427)</u>	<u>(6,961)</u>	<u>(11,388)</u>	<u>37,477</u>
Net movement in funds		(4,427)	(6,961)	(11,388)	37,477
Reconciliation of funds					
Total funds brought forward		<u>879,247</u>	<u>39,261</u>	<u>918,508</u>	<u>881,031</u>
Total funds carried forward	16	<u><u>874,820</u></u>	<u><u>32,300</u></u>	<u><u>907,120</u></u>	<u><u>918,508</u></u>

The notes on pages 12 to 24 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**BALANCE SHEET
AS AT 31 DECEMBER 2023**

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	12	485,000	485,000
Investments	13	<u>180,000</u>	<u>180,000</u>
		<u>665,000</u>	<u>665,000</u>
Current assets			
Debtors	14	12,815	2,549
Cash at bank and in hand		<u>244,978</u>	<u>256,526</u>
		257,793	259,075
Creditors: Amounts falling due within one year	15	<u>(15,673)</u>	<u>(5,567)</u>
Net current assets		<u>242,120</u>	<u>253,508</u>
Net assets		<u>907,120</u>	<u>918,508</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		32,300	39,261
Unrestricted income funds			
Unrestricted funds		<u>874,820</u>	<u>879,247</u>
Total funds	16	<u>907,120</u>	<u>918,508</u>

The financial statements on pages 10 to 24 were approved by the Trustees, and authorised for issue on 13 March 2024 and signed on their behalf by:

.....
The Revd Fr Mark Heather LLB, BA
Trustee

.....
John Edwards
Trustee

The notes on pages 12 to 24 form an integral part of these financial statements.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

1 Accounting policies

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

The Parochial Church Council of the Ecclesiastical Parish of St Andrew and St Cuthman Steyning meets the definition of a public benefit entity under FRS 102. The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023 (CONTINUED)**

Donated services and facilities

Donated services or facilities are recognised when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time of the Friends is not recognised and refer to the Trustees' report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Gift aid

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023 (CONTINUED)

Grant expenditure

Grants payable are payments made to third parties in the furtherance of the charitable objectives. Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the Statement of Financial Activities once the recipient of the grant has provided the specific service or output.

Grants payable without performance conditions are recognised in the accounts when a commitment has been made and communicated to the recipient, and there are no conditions to be met relating to the grant which remain in the control of the charity.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charity for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Consecrated and beneficed property of any kind is excluded from the accounts by virtue of section 10(2) of the Charities Act 2011. Costs associated with the maintenance or improvement of such assets are written off in the year they are incurred.

Freehold property owned by the charity is included in the financial statements at its historical deemed cost and depreciated by writing off the difference between the cost and the estimated residual value over the useful economic life. It is the PCC's policy to maintain these assets in a continual state of sound repair. The useful economic life of these assets is so long and residual value so high that any depreciation would not be material. These assets are subject to annual impairment reviews. Provision will be made if there has been any permanent diminution in value.

Depreciation and amortisation

Other tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Asset class

Freehold property

Depreciation method and rate

Not material

The notes on pages 12 to 24 form an integral part of these financial statements.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023 (CONTINUED)

Investment properties

Investment property is carried at fair value, derived from the current market prices for comparable real estate determined regularly by external valuers. The valuers use observable market prices, adjusted if necessary for any difference in the nature, location or condition of the specific asset. Changes in fair value are recognised in profit or loss.

Fixed asset investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless fair value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and shown in the heading 'Gains/(losses) on investments' in the Statement of financial activities.

Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Liabilities

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Fund structure

Unrestricted income funds are general funds that are available for use at the Trustees discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

The notes on pages 12 to 24 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023 (CONTINUED)**

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2 Income from donations and legacies

	Unrestricted funds Designated £	General £	Restricted funds £	Total 2023 £	Total 2022 £
Donations and legacies;					
Collections	-	6,037	878	6,915	5,538
Donations	39,815	4,680	5,189	49,684	82,487
Planned giving	-	61,442	-	61,442	57,858
Gift aid reclaimed	7,571	15,416	698	23,685	18,199
Grants, including capital grants;					
Grants	82	-	-	82	5,991
	<u>47,468</u>	<u>87,575</u>	<u>6,765</u>	<u>141,808</u>	<u>170,073</u>

3 Income from charitable activities

	Unrestricted funds General £	Total 2023 £	Total 2022 £
Fees	<u>4,395</u>	<u>4,395</u>	<u>3,039</u>

The notes on pages 12 to 24 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023 (CONTINUED)**

4 Income from other trading activities

	Unrestricted funds General £	Total 2023 £	Total 2022 £
Trading income;			
Bookstall sales	158	158	136
Events income;			
Social events	10	10	443
	<u>168</u>	<u>168</u>	<u>579</u>

5 Investment income

	Unrestricted funds Designated £	Unrestricted funds General £	Restricted funds £	Total 2023 £	Total 2022 £
Interest receivable and similar income;					
Interest receivable on bank deposits	5,012	575	122	5,709	1,846
Rent (Shooting Field)	-	10,459	-	10,459	9,300
	<u>5,012</u>	<u>11,034</u>	<u>122</u>	<u>16,168</u>	<u>11,146</u>

6 Other income

	Unrestricted funds Designated £	Unrestricted funds General £	Total 2023 £	Total 2022 £
VAT refunds	2,179	393	2,572	2,333
Insurance claim	434	-	434	-
	<u>2,613</u>	<u>393</u>	<u>3,006</u>	<u>2,333</u>

The notes on pages 12 to 24 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023 (CONTINUED)**

7 Expenditure on raising funds

a) Costs of generating donations and legacies

	Unrestricted funds		Total	Total
	Designated	General	2023	2022
	£	£	£	£
Stewardship	88	165	253	244
Social events	-	839	839	363
	<u>88</u>	<u>1,004</u>	<u>1,092</u>	<u>607</u>

b) Costs of trading activities

	Unrestricted funds		Total	Total
	Designated	General	2023	2022
	£	£	£	£
Bookstall	-	209	209	152
	<u>-</u>	<u>209</u>	<u>209</u>	<u>152</u>

c) Other costs of generating donations and legacies

	Unrestricted funds		Total	Total
	Designated	General	2023	2022
	£	£	£	£
Fundraising consultants	<u>7,554</u>	<u>-</u>	<u>7,554</u>	<u>-</u>

The notes on pages 12 to 24 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023 (CONTINUED)**

8 Expenditure on charitable activities

	Note	Unrestricted funds Designated £	General £	Restricted funds £	Total 2023 £	Total 2022 £
Diocesan parish share		-	69,960	-	69,960	67,270
Clergy expenses		-	6,089	-	6,089	5,804
Service costs		-	2,843	-	2,843	2,602
Music		-	1,402	100	1,502	1,405
Parish activities		1,930	511	270	2,711	5,043
Parish magazine		2,528	-	-	2,528	2,898
Maintenance and repairs		4,059	4,156	3,057	11,272	8,884
Churchyard lighting		-	-	-	-	6,841
North aisle roof repairs		13,076	-	-	13,076	-
Church running expenses		-	6,237	-	6,237	4,391
Office costs		1,800	3,531	-	5,331	2,973
Rewiring and lighting		-	-	-	-	9,125
Professional fees		14,261	-	4,164	18,425	1,993
Insurance		-	4,071	-	4,071	3,540
Training		1,949	-	-	1,949	-
Penfold Hall		1,164	-	225	1,389	772
Cottage		-	773	-	773	551
Local refugee support		1,851	-	-	1,851	8,806
Independent examination		-	1,200	-	1,200	1,170
Grant funding of activities	9	-	450	6,032	6,482	6,777
Staff costs	11	-	10,389	-	10,389	8,089
		<u>42,618</u>	<u>111,612</u>	<u>13,848</u>	<u>168,078</u>	<u>148,934</u>

The notes on pages 12 to 24 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023 (CONTINUED)**

9 Grant-making

Analysis of grants

	Grants to institutions	
	2023	2022
	£	£
Grants to Overseas and Home Mission	<u>6,482</u>	<u>6,777</u>

10 Trustees remuneration and expenses

During the year, no Trustees received any remuneration (2022 - £NIL).

During the year, no Trustees received any benefits in kind (2022 - £NIL).

During the year, 4 Trustees received reimbursement of expenses amounting to £9,356 (2022 - 4 Trustees received £9,019).

11 Staff costs

The aggregate payroll costs were as follows:

	2023	2022
	£	£
Staff costs during the year were:		
Wages and salaries	<u>10,389</u>	<u>8,089</u>

The monthly average number of persons employed by the charity during the year expressed as full time equivalents was as follows:

	2023	2022
	No	No
Staff	<u>2</u>	<u>2</u>

No employee received emoluments of more than £60,000 during the year

The notes on pages 12 to 24 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023 (CONTINUED)**

12 Tangible fixed assets

	Land and buildings £	Total £
Cost		
At 1 January 2023	<u>485,000</u>	<u>485,000</u>
At 31 December 2023	485,000	485,000
Depreciation		
At 31 December 2023	<u>-</u>	<u>-</u>
Net book value		
At 31 December 2023	<u>485,000</u>	<u>485,000</u>
At 31 December 2022	<u>485,000</u>	<u>485,000</u>

Valuation of Penfold Church Hall and Church Cottage.

13 Fixed asset investments

	2023 £	2022 £
Investment properties	<u>180,000</u>	<u>180,000</u>

Valuation of Shooting Field leased to Steyning Town Football Club and the South East Cadets.

The 2017 valuations were made by Rackhams Surveyors Ltd, on an open market value for existing use basis.

The Trustees are of the opinion that the 2017 valuations are accepted as being the market values as at 31 December 2023.

14 Debtors

	2023 £	2022 £
Trade debtors	<u>12,815</u>	<u>2,549</u>

The notes on pages 12 to 24 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023 (CONTINUED)**

15 Creditors: amounts falling due within one year

	2023	2022
	£	£
Accruals	<u>15,673</u>	<u>5,567</u>

16 Funds

	Balance at 1 January 2023 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 December 2023 £
Unrestricted funds					
<i>General</i>					
General Funds	1	103,565	(112,825)	9,259	-
<i>Designated</i>					
Church building fund	175,853	33,926	(37,283)	(8,759)	163,737
Local mission fund	31,487	18,893	(11,310)	-	39,070
Special projects fund	2,649	1,911	(1,667)	-	2,893
Property fund	665,000	-	-	-	665,000
Diocesan chancel fund	4,257	363	-	(500)	4,120
	<u>879,246</u>	<u>55,093</u>	<u>(50,260)</u>	<u>(9,259)</u>	<u>874,820</u>
Total unrestricted funds	<u>879,247</u>	<u>158,658</u>	<u>(163,085)</u>	<u>-</u>	<u>874,820</u>
Restricted funds					
Youth fund	813	14	-	-	827
Organ/choir fund	3,843	26	(100)	-	3,769
Charity at home fund	4,089	48	(270)	-	3,867
New doors fund	2,024	34	-	-	2,058
Penfold hall fund	24,384	350	(7,446)	-	17,288
Bells fund	4,108	100	-	-	4,208
Away mission fund	-	6,315	(6,032)	-	283
	<u>39,261</u>	<u>6,887</u>	<u>(13,848)</u>	<u>-</u>	<u>32,300</u>
Total funds	<u>918,508</u>	<u>165,545</u>	<u>(176,933)</u>	<u>-</u>	<u>907,120</u>

The notes on pages 12 to 24 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023 (CONTINUED)**

	Balance at 1 January 2022 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 December 2022 £
Unrestricted funds					
General					
General Funds	2,676	102,387	(110,978)	5,916	1
Designated					
Church building fund	186,042	13,936	(18,109)	(6,016)	175,853
Local mission fund	10,006	36,803	(15,422)	100	31,487
Special projects fund	4,010	153	(1,514)	-	2,649
Property fund	665,000	-	-	-	665,000
Diocesan chancel fund	4,046	211	-	-	4,257
	<u>869,104</u>	<u>51,103</u>	<u>(35,045)</u>	<u>(5,916)</u>	<u>879,246</u>
Total unrestricted funds	<u>871,780</u>	<u>153,490</u>	<u>(146,023)</u>	<u>-</u>	<u>879,247</u>
Restricted funds					
Youth fund	808	5	-	-	813
Organ/choir fund	2,357	4,390	(2,904)	-	3,843
Charity at home fund	4,073	16	-	-	4,089
New doors fund	2,013	11	-	-	2,024
Penfold hall fund	-	25,150	(766)	-	24,384
Bells fund	-	4,108	-	-	4,108
	<u>9,251</u>	<u>33,680</u>	<u>(3,670)</u>	<u>-</u>	<u>39,261</u>
Total funds	<u>881,031</u>	<u>187,170</u>	<u>(149,693)</u>	<u>-</u>	<u>918,508</u>

The notes on pages 12 to 24 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023 (CONTINUED)**

17 Analysis of net assets between funds

	Unrestricted funds		Restricted funds	Total funds
	General	Designated		2023
	£	£	£	£
Tangible fixed assets	-	485,000	-	485,000
Fixed asset investments	-	180,000	-	180,000
Current assets	-	225,493	32,300	257,793
Current liabilities	-	(15,673)	-	(15,673)
Total net assets	-	874,820	32,300	907,120

	Unrestricted funds		Restricted funds	Total funds
	General	Designated		2022
	£	£	£	£
Tangible fixed assets	-	485,000	-	485,000
Fixed asset investments	-	180,000	-	180,000
Current assets	1	219,813	39,261	259,075
Current liabilities	-	(5,567)	-	(5,567)
Total net assets	1	879,246	39,261	918,508

The notes on pages 12 to 24 form an integral part of these financial statements.

Accounts

Annual Report and Financial Statements
for the Year Ended 31 December 2022

The Parochial Church Council of the
Ecclesiastical Parish of St Andrew and St
Cuthman Steyning

Charity registration number: 1132913

Independent Examiners Ltd
2 Broadbridge Business Park
Delling Lane
Bosham
Chichester
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PO18 8NF

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

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THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

REFERENCE AND ADMINISTRATIVE DETAILS

Trustees	The Revd Fr Mark Heather LLB, BA, Incumbent Sarah Lavery, Churchwarden Bill Thomson, Churchwarden Elizabeth Brown John Edwards, Treasurer Brian Hanson Penny Warner John Downe Jackie Flowers-Leek (resigned 24 April 2022) Penny Hill (resigned 24 April 2022) Steve McGrath (resigned 24 April 2022) Judie Thomson Derek Vine Christine Aubrey Len Warner Catherine Berry Stephen Holliday (appointed 24 April 2022)
Charity Registration Number	1132913
Principal Office	Penfold Church Hall Church Street Steypning West Sussex BN44 3YB
Independent Examiner	G W Schulz ACMA Independent Examiners Ltd 2 Broadbridge Business Park Delling Lane Bosham Chichester West Sussex PO18 8NF
Bankers	Lloyds Bank plc PO Box 1000 BX1 1LT

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

TRUSTEES' REPORT

Steyning Parochial Church Council (PCC) is a registered charity. Members of the PCC, who are the Trustees of the charity, are either ex-officio, elected by the APCM (Annual Parochial Church Meeting) in accordance with the Church Representation Rules or co-opted.

The Trustees present the annual report together with the financial statements of the charity for the year ended 31 December 2022.

Objectives and activities

Objects and aims

The objects of the charity are, in cooperation with the incumbent, to further the whole mission of the church both pastorally and socially in the ecclesiastical parish of Steyning. It also has maintenance responsibilities for the church buildings and for the Penfold Hall, and for matters concerned with health and safety, disability and safeguarding.

Public benefit

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit and in particular to supplementary public benefit guidance.

Activities for achieving objectives

The PCC consider that they can best achieve these objects by providing the means to enable all those living within the parish to explore and live out their Christian faith, in particular by regular worship, prayer and teaching of the gospel and by the provision of pastoral care. When planning activities they have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion.

Achievements and performance

Worship and Study

Services resumed their normal cycle with the music group Eucharist and choral evensong on the third Sunday of each month. With the arrival of families from Ukraine, it was great to see children at the 9.30 services and they made good use of Church Cottage for their bilingual worship activities. Reflections services at 6.00pm on the first Sunday of each month with a particular theme and a quiet, listening atmosphere were put together by a team of lay people.

During Easter week, devotions alternated between Steyning and Ashurst and Stainer's Crucifixion was sung by the church choir and others from Steyning.

Steyning District Churches Together held a Diamond Jubilee thanksgiving service on 5 June and Darkness to Light on Advent Sunday. The Nine Lessons and Carols, Grammar School services (1600 attended) and two crib services (400) led up to Christmas.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

TRUSTEES' REPORT (CONTINUED)

Online worship material continued to be provided for the Primary School and towards the end of the year it was possible for a church team to reintroduce 'Open the Book' dramas in the school.

Three weddings, a service of dedication, 10 funerals and 10 baptisms were held in church during the year. There were 177 on the Electoral Roll.

20 people took part in the Diocesan Lent course. House groups and the men's group resumed.

Fundraising activities for Mission

Sixteen charities benefitted from the funds raised at Wednesday coffee, open gardens and other events and from red bucket and other collections.

Community Activities

A church team served coffee on Wednesday mornings in the Penfold Hall, providing a warm, friendly atmosphere to a mainly elderly clientele, some of whom go on to the 11.30 Eucharist in church.

Steyning Refugee Support was established to provide information for people wishing to help the Ukrainian families who have sought refuge in the area and the church has raised a significant sum from the whole community. Patcham Silver Band gave a concert.

Since 5 September, Greening Steyning have located a Community Fridge in Church Cottage which is manned on two occasions each week so that anyone can collect food to prevent it being thrown away at its sell-by date.

The Friends of Steyning Parish Church raise fund to improve the church building and promoted a series of events as part of National Heritage Open Days and to celebrate the 500th anniversary of the Tudor Screen which is the church. They also organised two concerts: Glissando harpists and Handel's Messiah performed by the internationally renowned Hanover Band and Chorus.

Our church organist gave two recitals and a lecture by author Simon Martin took place in church as part of the Steyning Festival during the Spring Bank Holiday when Church Cottage was occupied by artists as part of the Art Trail.

A professional quartet gave their annual 'Voice of Christmas' concert.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

TRUSTEES' REPORT (CONTINUED)

Plans for future periods

Five Year Vision

The PCC held an 'Awayday' in October 2021 to develop ideas

- to involve everyone in the love and joy of the Christian faith,
- to attract, encourage and support an all-age congregation with children, young people and families, whilst being true to our tradition,
- to communicate well with the congregation and the wider community,
- to maintain the character of the magnificent Norman building,
- to improve accessibility and WC facilities to allow the church to play a part in wider community activities.

5 teams were formed so that people could use their talents and interests to develop and implement detailed proposals:

1. Mission and Discipleship
2. Worship Advisory
3. Projects and Fundraising
4. Communications
5. Finance

Good progress has been made during 2022 taking forward the following actions which are listed under the broad objectives of the Diocesan Plan.

More Open

Restart Men's Group
Recruit to music group
Develop initiatives to engage children and families
Research, cost and scope children/families worker post
Develop and loosen up 3rd Sunday service
Welcome pack and welcome cards
Vicarage newcomer events
Fundraising P/T children/families worker
Fundraising building improvements
Consider introducing more varied services
Train leaders for different styles of worship, including music
Expand the pastoral ministry team

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

TRUSTEES' REPORT (CONTINUED)

More Engaged

Continue to contribute to Grammar School governance
Encourage Diocese to employ Anglican chaplain at GS
Establish link person with primary school
Continue to develop Open the Book collective worship
Research outreach experience of other local churches
Produce coffee invitation cards for newcomers
Follow up baptism/wedding families anniversaries
Possible annual get together for newcomers and PCC
Review and increase engagement with social media
Achieve Bronze Award for Eco Church
Encourage congregational participation in Creative Care
Review and develop short-term actions
Seek to involve school children in church choir and music group
Establish play and worship group

More Converted

Review home groups
Reflections and family service possibly at different times
Training for pastoral visiting team to free up clergy
Review support for clergy and staff
Develop home groups and train leaders
Establish new home groups if needed
Healing service with lay involvement
Set up supervision for staff and volunteers
Teaching via discipleship course (Establish Pilgrim Course)

More Generous

Start stewardship programme
Continue to borrow from building fund to meet running costs
Appeal via pulpit for monthly contributions, guide to how much?
Review operation of mission budget
Eliminate deficit
Employ families/children worker approx £30,000 pa

Financial review

Reserves Policy

The PCC believes, that in view of its responsibility for the upkeep of a Grade I listed building, a substantial Building Fund should be maintained from which expenditure on major repairs and improvements to all the church's properties will be met. The reserve should not fall below £100,000 to cover unexpected repairs. The Local Mission Fund will be used to support outreach and mission in the community, the Deanery and the Diocese. Interest earned from the church's financial assets will be paid into the Local Mission Fund. Any deficit in the Local Mission Fund will be covered by the Building Fund. Any deficit in the General Fund will be covered by the Building Fund.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

TRUSTEES' REPORT (CONTINUED)

During 2020 the PCC changed the name of the Outreach Fund to the Local Mission Fund.

The Special Projects Fund will be used to extend, repair and improve equipment and furnishings.

The Chancel Fund contains the accumulated income from a fund held by the Diocese and in 2019 was shown as a Restricted Fund. The Diocese has transferred this accumulated income as a grant to the PCC for expenditure on chancel repairs and insurance and it is now shown as a Designated Fund.

The Property Fund reflects the value of the church's investment in properties.

In September the PCC agreed that money held by the bellringers should be incorporated into the PCC's accounts. A Restricted Bells Fund was established.

Legacy Policy

Subject to any specific requirements of the donor, legacies will not be used to fund the day-to-day running expenses of the church. Major legacies (over £5,000) will be placed in the Church Building Fund whilst other legacies will be placed in the Special Projects Fund.

Investment Policy

Generally the reserves will be held on deposit with the Central Board of Finance of the Church of England or with our bankers but might from time to time be invested in other investments offered by the Central Board. The PCC is satisfied the the Central Board of Finance has adopted suitable ethical objectives in selecting investments.

Principal funding

The generosity of the congregation has continued in 2022 particularly in donations to Steyning Refugee Support and to support church growth by raising money so that a Family and Children's Worker would be able to be appointed in 2023. The Statement of Financial Activities on Page 11 shows that the total income from all funds exceeded expenditure by £37,475.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

TRUSTEES' REPORT (CONTINUED)

With the end of the pandemic, activities and salaries were back to 2019 levels. Income in the General Fund totalled £102,387, which was £4,645 more than 2021 as a result of larger collections and generous giving for home and overseas mission. Planned giving was a little less than 2021. Shooting Field rents remained constant at £9,300 and wedding and funeral fees were similar to 2021 at £3,039. General Fund expenditure totalled £110,978 which was £15,912 more than 2021 and £7,044 more than in 2019. 'Away giving' raised £6,777 in grants for mission which was £2,713 more than in 2021 and £4,287 more than in 2019. Parish share was £67,270, £5,452 more than in 2019. Clergy and insurance costs were 69% of total General Fund expenditure, compared with 77% in 2021 and 70% in 2019. Upkeep (routine maintenance, gas and electricity), administration, services and music cost 21% of the total compared with 23% in 2019. 2022 was the second year of a 3-year gas contract so gas prices remained low. However, electricity costs totalled £2,262 for 7,387 kwh (31p/kwh) compared with £1,521 for 9,607 kwh in 2019 (16p/kwh). Since the introduction of the community fridge on 5 September Greening Steyning has contributed 70% of the electricity costs in Church Cottage. Including staff salaries, music cost £7,525 and the parish office £4,944. Expenditure in the General Fund exceeded income by £8,591. This deficit was offset by a surplus of £2,676 in 2021 so that £5,916 needed to be transferred from the Building Fund.

The cost of initiatives to involve the wider community are taken from the Local Mission Fund, previously named the Outreach Fund. The colourful and expanding Church magazine cost £2,898. Maintaining the websites of the Church and the Penfold Hall, posting out information and continuing the regular talks by local clergy and religious leaders, which the Primary School is able to use for assemblies cost £3,267. Generous donations from across the community have provided support totalling £8,806 so far to families seeking shelter from Ukraine in the Steyning area. Because 65% of the worshipping community is over 70 years of age, a top priority in the PCC's 5 Year Plan is to attract younger families to grow the church. £16,416 had been raised by the end of 2022 so that a Families and Children's Worker could be afforded, subject to a supporting grant being available. £31,486 remained in the Local Mission Fund at the year end.

Building Fund expenditure totalled £18,109. £1,483 of VAT was reclaimed from the final £9,125 payment for the rewiring and lighting scheme. The churchyard lighting cost £6,841 funded by grants from the Co-op, the Allchurches (now Benefact) Trust, the Steyning Society and the Wilson Trust. Professional fees for the development of the church improvements and design of the roof repairs to the north aisle cost £1,548. The Co-op has donated a further community grant of £3,214 towards improvements to the Church Cottage. The balance in the Building Fund reduced by £10,189 to £175,853 at the year end.

The electronic part of the church organ has been upgraded during the year, funded by donations from the congregation and held in the restricted fund for the organ and choir. £2,904 (half the total cost) has been paid so far and £484 of VAT reclaimed.

A grant of £25,000 was received from the Georgemill Trust and a new restricted fund established for the structural repairs needed to the Penfold Church Hall because of subsidence. £320 has provided temporary safety measures in the main hall and £445 has been spent so far on the design of underpinning and strengthening. Listed Building consent for the works will be applied for in 2023.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

TRUSTEES' REPORT (CONTINUED)

£4,108 held by the bellringers for maintenance and enhancement of the bells and ringing chamber is now held in a PCC restricted fund.

Stewardship

Regular, committed giving is a necessary part of our Christian life. The planned giving scheme is vital to our church's financial wellbeing, providing 71% of the regular income from which we pay the day-to-day running costs. The effects of inflation mean that a deficit of around £10,000 is expected in 2023. An increase of 14% with Gift Aid would be needed to cover this.

People give in different ways:

1. Cash in the basket
2. Regular BACS payments
3. Planned giving with cash in envelopes.
4. Standing order for a monthly payment to the church's bank account.
5. A regular payment, including Gift Aid, through the Charities Aid Foundation.
6. The Chichester Diocese Parish Giving Scheme (PGS). (Givers fill in a Direct Debit form for the scheme to take the chosen amount on the first of each month. The scheme pays the parish that amount plus the Gift Aid later in the month. Each year the scheme increases the amount of the Direct Debit for inflation.)

From time to time we have benefitted greatly from legacies left by former members of the church and we would hope that St. Andrew and St. Cuthman's church will continue to be remembered in this way.

Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

Structure, governance and management

Constitution

The principal object of the charity is the advancement of the Christian Faith.

Method of appointment and election of Trustees

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Constitution.

Organisational structure

The work of the PCC is carried out mainly through its committees which are:

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

TRUSTEES' REPORT (CONTINUED)

The Standing Committee: This committee has power to transact the business of the PCC between meetings, subject to any directions given by the PCC, and consists of the Incumbent, Vice Chairman, Churchwardens, Secretary, Treasurer and an invited member of the PCC. Team leaders from the 5 year Plan join the Standing Committee as a steering group for the implementation of the Plan.

The Finance Committee: This committee, which meets under the chairmanship of the Treasurer, is responsible for matters relating to the finances of the church, including stewardship, and of the Penfold Hall.

The Fabric Committee: This committee is responsible for the church building and oversight of the churchyard.

The Social and Catering Committee: This committee plans and organises the church's social activities and catering after major church services.

The appointed Safeguarding and Health and Safety Representatives report directly to the PCC and attend meetings as required.

PCC Meetings

The PCC held 7 business meetings during the year. At these meetings the PCC received reports on the 5 Year Plan, fabric, finances, risk management, safeguarding, Deanery and church school matters. Average attendance was 86%.

Risk management

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity and are satisfied that the systems and procedures are in place to mitigate exposure to the major risks.

The Charity Commission encourage all charities to review and assess the risks relating to its activities. During the Covid-19 pandemic, detailed risk assessments have been carried out before any activity has commenced in the church: closure, open for private prayer, open for worship, meetings, access by contractors for the rewiring and lighting scheme.

Financial risks were reviewed at the first lockdown of the pandemic and when the tenders had been received for the rewiring and lighting scheme.

Safeguarding policies and procedures continue to be reviewed and developed.

In 2022, there were no serious incidents to report.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

TRUSTEES' REPORT (CONTINUED)

Statement of Responsibilities

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper 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 Charities (Accounts and Reports) Regulations 2008, and the provisions of the constitution. The Trustees 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.

The annual report was approved by the Trustees of the charity on 22 March 2023 and signed on its behalf by:

.....
The Revd Fr Mark Heather LLB, BA
Trustee

.....
John Edwards
Trustee

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

I report to the Trustees on my examination of the accounts of The Parochial Church Council of the Ecclesiastical Parish of St Andrew and St Cuthman Steyning for the year ended 31 December 2022.

Responsibilities and basis of report

As the charity Trustees of The Parochial Church Council of the Ecclesiastical Parish of St Andrew and St Cuthman Steyning you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the The Parochial Church Council of the Ecclesiastical Parish of St Andrew and St Cuthman Steyning'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 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 Parochial Church Council of the Ecclesiastical Parish of St Andrew and St Cuthman Steyning 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 accounting 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.

.....
G W Schulz ACMA
Independent Examiners Ltd
2 Broadbridge Business Park
Delling Lane
Bosham
Chichester
West Sussex
PO18 8NF

22 March 2023

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

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

	Note	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
Income and Endowments from:					
Donations and legacies	2	136,917	33,156	170,073	160,198
Charitable activities	3	3,039	-	3,039	2,974
Other trading activities	4	579	-	579	120
Investment income	5	11,106	40	11,146	9,594
Other income	6	<u>1,849</u>	<u>484</u>	<u>2,333</u>	<u>25,910</u>
Total income		<u>153,490</u>	<u>33,680</u>	<u>187,170</u>	<u>198,796</u>
Expenditure on:					
Raising funds		(759)	-	(759)	(230)
Charitable activities		<u>(145,264)</u>	<u>(3,670)</u>	<u>(148,934)</u>	<u>(286,593)</u>
Total expenditure		<u>(146,023)</u>	<u>(3,670)</u>	<u>(149,693)</u>	<u>(286,823)</u>
Net income/(expenditure)		<u>7,467</u>	<u>30,010</u>	<u>37,477</u>	<u>(88,027)</u>
Net movement in funds		7,467	30,010	37,477	(88,027)
Reconciliation of funds					
Total funds brought forward		<u>871,780</u>	<u>9,251</u>	<u>881,031</u>	<u>969,058</u>
Total funds carried forward	17	<u><u>879,247</u></u>	<u><u>39,261</u></u>	<u><u>918,508</u></u>	<u><u>881,031</u></u>

The notes on pages 14 to 26 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**BALANCE SHEET
AS AT 31 DECEMBER 2022**

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	12	485,000	485,000
Investments	14	<u>180,000</u>	<u>180,000</u>
		<u>665,000</u>	<u>665,000</u>
Current assets			
Debtors	15	2,549	342
Cash at bank and in hand		<u>256,526</u>	<u>221,683</u>
		259,075	222,025
Creditors: Amounts falling due within one year	16	<u>(5,567)</u>	<u>(5,994)</u>
Net current assets		<u>253,508</u>	<u>216,031</u>
Net assets		<u>918,508</u>	<u>881,031</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		39,261	9,251
Unrestricted income funds			
Unrestricted funds		<u>879,247</u>	<u>871,780</u>
Total funds	17	<u>918,508</u>	<u>881,031</u>

The financial statements on pages 12 to 26 were approved by the Trustees, and authorised for issue on 22 March 2023 and signed on their behalf by:

.....
The Revd Fr Mark Heather LLB, BA
Trustee

.....
John Edwards
Trustee

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

1 Accounting policies

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

The Parochial Church Council of the Ecclesiastical Parish of St Andrew and St Cuthman Steyning meets the definition of a public benefit entity under FRS 102. The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022 (CONTINUED)**

Donated services and facilities

Donated services or facilities are recognised when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time of the Friends is not recognised and refer to the Trustees' report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Gift aid

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category.

Raising funds

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

The notes on pages 14 to 26 form an integral part of these financial statements.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022 (CONTINUED)

Grant expenditure

Grants payable are payments made to third parties in the furtherance of the charitable objectives. Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the Statement of Financial Activities once the recipient of the grant has provided the specific service or output.

Grants payable without performance conditions are recognised in the accounts when a commitment has been made and communicated to the recipient, and there are no conditions to be met relating to the grant which remain in the control of the charity.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charity for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Consecrated and beneficed property of any kind is excluded from the accounts by virtue of section 10(2) of the Charities Act 2011. Costs associated with the maintenance or improvement of such assets are written off in the year they are incurred.

Freehold property owned by the charity is included in the financial statements at its historical deemed cost and depreciated by writing off the difference between the cost and the estimated residual value over the useful economic life. It is the PCC's policy to maintain these assets in a continual state of sound repair. The useful economic life of these assets is so long and residual value so high that any depreciation would not be material. These assets are subject to annual impairment reviews. Provision will be made if there has been any permanent diminution in value.

Depreciation and amortisation

Other tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Asset class	Depreciation method and rate
Freehold property	Not material

The notes on pages 14 to 26 form an integral part of these financial statements.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022 (CONTINUED)

Investment properties

Investment property is carried at fair value, derived from the current market prices for comparable real estate determined regularly by external valuers. The valuers use observable market prices, adjusted if necessary for any difference in the nature, location or condition of the specific asset. Changes in fair value are recognised in profit or loss.

Fixed asset investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless fair value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and shown in the heading 'Gains/(losses) on investments' in the Statement of financial activities.

Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Liabilities

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Fund structure

Unrestricted income funds are general funds that are available for use at the Trustees discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

The notes on pages 14 to 26 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022 (CONTINUED)**

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2 Income from donations and legacies

	Unrestricted funds Designated £	General £	Restricted funds £	Total 2022 £	Total 2021 £
Donations and legacies;					
Collections	-	5,538	-	5,538	3,084
Donations	39,306	10,948	32,233	82,487	66,139
Planned giving	-	57,858	-	57,858	59,332
Legacies	-	-	-	-	15,040
Gift aid reclaimed	2,553	14,723	923	18,199	16,603
Grants, including capital grants;					
Grants	5,991	-	-	5,991	-
	<u>47,850</u>	<u>89,067</u>	<u>33,156</u>	<u>170,073</u>	<u>160,198</u>

3 Income from charitable activities

	Unrestricted funds General £	Total 2022 £	Total 2021 £
Fees	<u>3,039</u>	<u>3,039</u>	<u>2,974</u>

The notes on pages 14 to 26 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022 (CONTINUED)**

4 Income from other trading activities

	Unrestricted funds General £	Total 2022 £	Total 2021 £
Trading income;			
Bookstall sales	136	136	120
Events income;			
Social events	443	443	-
	<u>579</u>	<u>579</u>	<u>120</u>

5 Investment income

	Unrestricted funds Designated £	Unrestricted funds General £	Restricted funds £	Total 2022 £	Total 2021 £
Interest receivable and similar income;					
Interest receivable on bank deposits	1,748	58	40	1,846	294
Rent (Shooting Field)	-	9,300	-	9,300	9,300
	<u>1,748</u>	<u>9,358</u>	<u>40</u>	<u>11,146</u>	<u>9,594</u>

6 Other income

	Unrestricted funds Designated £	Unrestricted funds General £	Restricted funds £	Total 2022 £	Total 2021 £
VAT refunds	1,505	344	484	2,333	25,910

The notes on pages 14 to 26 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022 (CONTINUED)**

7 Expenditure on raising funds

a) Costs of generating donations and legacies

	Unrestricted funds General £	Total 2022 £	Total 2021 £
Stewardship	244	244	149
Social events	363	363	-
	<u>607</u>	<u>607</u>	<u>149</u>

b) Costs of trading activities

	Unrestricted funds General £	Total 2022 £	Total 2021 £
Bookstall	152	152	81
	<u>152</u>	<u>152</u>	<u>81</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022 (CONTINUED)**

8 Expenditure on charitable activities

	Note	Unrestricted funds Designated £	General £	Restricted funds £	Total 2022 £	Total 2021 £
Diocesan parish share		-	67,270	-	67,270	64,138
Clergy expenses		-	5,804	-	5,804	6,158
Service costs		201	2,401	-	2,602	1,658
Music		-	1,405	-	1,405	372
Parish activities		3,267	1,776	-	5,043	5,863
Parish magazine		2,898	-	-	2,898	1,823
Maintenance and repairs		1,908	4,072	2,904	8,884	6,357
Churchyard lighting		6,841	-	-	6,841	-
Church running expenses		-	4,391	-	4,391	3,048
Office costs		-	2,973	-	2,973	1,817
CCTV		-	-	-	-	1,549
Rewiring and lighting		9,125	-	-	9,125	166,900
Professional fees		1,548	-	445	1,993	8,116
Insurance		-	3,540	-	3,540	3,393
Penfold Hall		451	-	321	772	4,536
Cottage		-	551	-	551	677
Local refugee support		8,806	-	-	8,806	-
Independent examination		-	1,170	-	1,170	1,140
Grant funding of activities	9	-	6,777	-	6,777	4,064
Staff costs	11	-	8,089	-	8,089	4,984
		<u>35,045</u>	<u>110,219</u>	<u>3,670</u>	<u>148,934</u>	<u>286,593</u>

The notes on pages 14 to 26 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022 (CONTINUED)**

9 Grant-making

Analysis of grants

	Grants to institutions	
	2022	2021
	£	£
Grants	<u>6,777</u>	<u>4,064</u>

10 Trustees remuneration and expenses

During the year, no Trustees received any remuneration (2021 - £NIL).

During the year, no Trustees received any benefits in kind (2021 - £NIL).

During the year, 4 Trustees received reimbursement of expenses amounting to £9,019 (2021 - 4 Trustees received £6,762).

11 Staff costs

The aggregate payroll costs were as follows:

	2022	2021
	£	£
Staff costs during the year were:		
Wages and salaries	<u>8,089</u>	<u>4,984</u>

The monthly average number of persons employed by the charity during the year expressed as full time equivalents was as follows:

	2022	2021
	No	No
Staff	<u>2</u>	<u>2</u>

No employee received emoluments of more than £60,000 during the year

The notes on pages 14 to 26 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022 (CONTINUED)**

12 Tangible fixed assets

	Land and buildings £	Total £
Cost		
At 1 January 2022	<u>485,000</u>	<u>485,000</u>
At 31 December 2022	485,000	485,000
Depreciation		
At 31 December 2022	<u>-</u>	<u>-</u>
Net book value		
At 31 December 2022	<u>485,000</u>	<u>485,000</u>
At 31 December 2021	<u>485,000</u>	<u>485,000</u>

13 Taxation

The charity is a registered charity and is therefore exempt from taxation.

14 Fixed asset investments

	2022 £	2021 £
Investment properties	<u>180,000</u>	<u>180,000</u>

The 2017 valuations were made by Rackhams Surveyors Ltd, on an open market value for existing use basis.

The Trustees are of the opinion that the 2017 valuations are accepted as being the market values as at 31 December 2022.

15 Debtors

	2022 £	2021 £
Trade debtors	<u>2,549</u>	<u>342</u>

The notes on pages 14 to 26 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022 (CONTINUED)**

16 Creditors: amounts falling due within one year

	2022	2021
	£	£
Accruals	<u>5,567</u>	<u>5,994</u>

17 Funds

	Balance at 1 January 2022 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 December 2022 £
Unrestricted funds					
<i>General</i>					
General Funds	2,676	102,387	(110,978)	5,916	1
<i>Designated</i>					
Church building fund	186,042	13,936	(18,109)	(6,016)	175,853
Local mission fund	10,006	36,803	(15,422)	100	31,487
Special projects fund	4,010	153	(1,514)	-	2,649
Property fund	665,000	-	-	-	665,000
Diocesan chancel fund	4,046	211	-	-	4,257
	<u>869,104</u>	<u>51,103</u>	<u>(35,045)</u>	<u>(5,916)</u>	<u>879,246</u>
Total unrestricted funds	<u>871,780</u>	<u>153,490</u>	<u>(146,023)</u>	<u>-</u>	<u>879,247</u>
Restricted funds					
Youth fund	808	5	-	-	813
Organ/choir fund	2,357	4,390	(2,904)	-	3,843
Charity at home fund	4,073	16	-	-	4,089
New doors fund	2,013	11	-	-	2,024
Penfold hall fund	-	25,150	(766)	-	24,384
Bells fund	-	4,108	-	-	4,108
	<u>9,251</u>	<u>33,680</u>	<u>(3,670)</u>	<u>-</u>	<u>39,261</u>
Total funds	<u>881,031</u>	<u>187,170</u>	<u>(149,693)</u>	<u>-</u>	<u>918,508</u>

The notes on pages 14 to 26 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022 (CONTINUED)**

	Balance at 1 January 2021 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 December 2021 £
Unrestricted funds					
<i>General</i>					
General Funds	-	97,742	(95,066)	-	2,676
<i>Designated</i>					
Church building fund	270,607	94,926	(181,491)	2,000	186,042
Local mission fund	14,188	4,452	(8,634)	-	10,006
Special projects fund	4,950	692	(1,632)	-	4,010
Property fund	665,000	-	-	-	665,000
Diocesan chancel fund	5,839	207	-	(2,000)	4,046
	<u>960,584</u>	<u>100,277</u>	<u>(191,757)</u>	<u>-</u>	<u>869,104</u>
Total unrestricted funds	<u>960,584</u>	<u>198,019</u>	<u>(286,823)</u>	<u>-</u>	<u>871,780</u>
Restricted funds					
Youth fund	808	-	-	-	808
Organ/choir fund	1,582	775	-	-	2,357
Charity at home fund	4,072	1	-	-	4,073
New doors fund	2,012	1	-	-	2,013
	<u>8,474</u>	<u>777</u>	<u>-</u>	<u>-</u>	<u>9,251</u>
Total funds	<u>969,058</u>	<u>198,796</u>	<u>(286,823)</u>	<u>-</u>	<u>881,031</u>

The notes on pages 14 to 26 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022 (CONTINUED)**

18 Analysis of net assets between funds

	Unrestricted funds		Restricted funds	Total funds
	General	Designated		2022
	£	£	£	£
Tangible fixed assets	-	485,000	-	485,000
Fixed asset investments	-	180,000	-	180,000
Current assets	1	219,813	39,261	259,075
Current liabilities	-	(5,567)	-	(5,567)
Total net assets	<u>1</u>	<u>879,246</u>	<u>39,261</u>	<u>918,508</u>

	Unrestricted funds		Restricted funds	Total funds
	General	Designated		2021
	£	£	£	£
Tangible fixed assets	-	485,000	-	485,000
Fixed asset investments	-	180,000	-	180,000
Current assets	2,767	210,007	9,251	222,025
Current liabilities	-	(5,994)	-	(5,994)
Total net assets	<u>2,767</u>	<u>869,013</u>	<u>9,251</u>	<u>881,031</u>

The notes on pages 14 to 26 form an integral part of these financial statements.

Accounts

Annual Report and Financial Statements

for the Year Ended 31 December 2021

The Parochial Church Council of the Ecclesiastical Parish of St Andrew and St Cuthman Steyning

Charity registration number: 1132913

Independent Examiners Ltd
2 Broadbridge Business Park
Delling Lane
Bosham
Chichester
West Sussex
PO18 8NF

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

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THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

Reference and Administrative Details

Trustees	The Revd Fr Mark Heather LLB, BA, Incumbent The Revd Fr Stephen Mills, Assistant Curate (resigned 8 February 2021) Sarah Lavery, Churchwarden Bill Thomson, Churchwarden Elizabeth Brown John Edwards, Treasurer Brian Hanson Penny Warner Fiona Aiton (resigned 30 May 2021) Denise Bedford (deceased 5 April 2021) John Downe Jackie Flowers-Leek Penny Hill Jim Lang (resigned 30 May 2021) Steve McGrath Judie Thomson Derek Vine Christine Aubrey Len Warner Catherine Berry (appointed 30 May 2021)
Principal Office	Penfold Church Hall Church Street Steyning West Sussex BN44 3YB
Charity Registration Number	1132913
Independent Examiner	Independent Examiners Ltd 2 Broadbridge Business Park Delling Lane Bosham Chichester West Sussex PO18 8NF
Bankers	Lloyds Bank plc PO Box 1000 BX1 1LT

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

Trustees' Report

Steyning Parochial Church Council (PCC) is a registered charity. Members of the PCC, who are the Trustees of the charity, are either ex-officio, elected by the APCM (Annual Parochial Church Meeting) in accordance with the Church Representation Rules or co-opted.

The Trustees present the annual report together with the financial statements of the charity for the year ended 31 December 2021.

Objectives and activities

The objects of the charity are, in cooperation with the incumbent, to further the whole mission of the church both pastorally and socially in the ecclesiastical parish of Steyning. It also has maintenance responsibilities for the church buildings and for the Penfold Hall, and for matters concerned with health and safety, disability and safeguarding.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit and in particular to supplementary public benefit guidance.

Activities for Achieving Objectives

The PCC consider that they can best achieve these objects by providing the means to enable all those living within the parish to explore and live out their Christian faith, in particular by regular worship, prayer and teaching of the gospel and by the provision of pastoral care. When planning activities they have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion.

Achievements and performance

The continuing Covid-19 pandemic, although severely restricting worship and other activities at Steyning Parish Church, has, at the same time, given the opportunity to review our wider mission activities and enforced closure of the building made it easier for us to carry out a major rewiring and lighting project in the church.

The church was closed between 11 January and 28 March (Palm Sunday) for our contractors, CES LLP, to carry out the work. The nave and chancel have been illuminated by energy efficient LED lighting and the side aisles by pendants which were funded by a major donation in memory of Millicent Honeywood. An historic pendant was moved from the chancel to the Cuthman Chapel. The reredos and arcades behind the altar were provided with architectural lighting over the Victorian mosaics, and the chancel ceiling repaired, making use of the contractor's scaffolding tower. The PCC is very grateful to the contractors, who completed the work on time and to budget, and to the Friends of the Parish Church, grant-making trusts and many individuals who contributed to the cost of this enhancement of the Grade I Listed, Norman church.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

Trustees' Report

Online worship was provided with a videoed sermon each Sunday whilst the church was closed. Links were provided to diocesan and other worship material. Notices and transcripts of sermons were posted fortnightly to 37 people who preferred a hard copy to computer access.

Between Easter and September, a choir of 6 to 8 sang from the side aisle near the organ console. The congregation were unable to sing until 19 July but face-coverings remained advisory, including for singing, until 10 December when they became compulsory under the government's Plan B rules. After 27 January 2022 face coverings became discretionary again except in the 'mask only' pews in the north aisle and the rear pews of the nave.

On 5 September, Steyning District Churches Together held a civic service to express our thanks to those who had given so much during the pandemic. Monthly choral evensong started again on 19 September. Darkness to Light on Advent Sunday and the Service of Nine Lessons and Carols and the resumption of these popular choral services was widely appreciated.

"The church looked really atmospheric and the singing was beautiful and much enjoyed."

"The Nine Lessons and Carol Service was well attended, all socially distanced and all wearing masks. But despite the restrictions what an excellent service it was. The choir were a joy to listen to, very professional."

The pandemic restricted visits to local schools but collective worship continued mostly through the provision of video recordings. Limited services were held in church during the year for primary school leavers and for the Boarding section of Steyning Grammar School. We continued our contribution to governance through our Foundation governors and on the Foundation Trust of the newly academised high school.

The Fabric Committee has followed up the church lighting with a planning application for lighting the footpath through the churchyard and providing CCTV and renewing the fire alarm within the church.

We have worked with community volunteers to manage the churchyard to encourage biodiversity in line with Creation Care and Eco-church objectives.

Wednesday morning coffee has needed to be managed carefully in the pandemic but it has been a welcome start to the resumption of social activities. We were also able to hold a garden party in the vicarage garden.

The PCC went away for a day in October to review its objectives and develop a 5-year plan.

During the year there were 4 weddings (3 in 2020) and 15 funerals or burials of ashes (13 in 2020).

It was reported at the Annual Parochial Church Meeting on 30 May that there were 178 members on the church Electoral Roll (176 in 2020).

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

Trustees' Report

Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

Reserves Policy

The PCC believes, that in view of its responsibility for the upkeep of a Grade I listed building, a substantial Building Fund should be maintained from which expenditure on major repairs and improvements to all the church's properties will be met. The reserve should not fall below £100,000 to cover unexpected repairs. The Local Mission Fund will be used to support outreach and mission in the community, the Deanery and the Diocese. Interest earned from the church's financial assets will be paid into the Local Mission Fund. Any deficit in the Local Mission Fund will be covered by the Building Fund. Any deficit in the General Fund will be covered by the Building Fund.

During 2020 the PCC changed the name of the Outreach Fund to the Local Mission Fund.

The Special Projects Fund will be used to extend, repair and improve equipment and furnishings.

The Chancel Fund contains the accumulated income from a fund held by the Diocese and in 2019 was shown as a Restricted Fund. The Diocese has transferred this accumulated income as a grant to the PCC for expenditure on chancel repairs and insurance and it is now shown as a Designated Fund.

The Property Fund reflects the value of the church's investment in properties.

Legacy Policy

Subject to any specific requirements of the donor, legacies will not be used to fund the day-to-day running expenses of the church. Major legacies (over £5,000) will be placed in the Church Building Fund whilst other legacies will be placed in the Special Projects Fund.

Investment Policy

Generally the reserves will be held on deposit with the Central Board of Finance of the Church of England or with our bankers but might from time to time be invested in other investments offered by the Central Board. The PCC is satisfied the the Central Board of Finance has adopted suitable ethical objectives in selecting investments.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

Trustees' Report

Principal funding

The generosity of the congregation has continued to cushion the finances of the PCC from the potentially adverse effects of the pandemic. Planned giving totalled £59,332 which was £3,474 greater than 2020. Our Organist and Parish Administrator again accepted minimal salaries until services and other work began to return to normal during the summer.

The Statement of Financial Activities on Page 11 shows that the total expenditure (including the lighting contract) from all funds exceeded income by £88,027 whereas in 2020 income (including lighting fundraising) exceeded expenditure by £28,275.

Table 16 on page 21 shows expenditure of £95,066 from the General Fund which was £167 less than in 2020. The Trainee Curate moved to Chichester in February and clergy expenses reduced to £6,158, compared with £8,614 in 2020. 77% of General Fund expenditure was on clergy and insurance costs (mainly through the Diocesan parish share) compared with 70% in 2019, before the pandemic.

Upkeep (routine maintenance, gas and electricity), administration and services and music cost 15% of the total compared with 23% in 2019.

2021 was the first year of a 3-year gas contract so gas prices remain low. However, the PCC had intended to purchase green electricity from 1 November for the church and the Cottage through the Parish Buying Scheme. However, their offer was withdrawn because of the escalation in prices and there was no alternative but to remain with our existing suppliers for a further year at double the price which will add £1,600 to running costs in 2022.

Music cost £3,472 less than in 2019 and the Parish Office £2,755 less. Mission giving from the General Fund totalled £4,064. Mission giving in 2019 totalled £2,489.

General Fund income totalled £97,742, £8,263 more than 2020. Collections at services were similar to 2020 but £6,351 less than 2019. Fees for weddings and funerals were £1,195 more than 2020 but £1,314 lower than 2019. Income exceed expenditure by £2,676.

The cost of initiatives to involve the wider community are taken from the Local Mission Fund, previously named the Outreach Fund. The colourful and expanding Church magazine continues to be posted to many of the congregation at an overall cost of £2,378. Maintaining the websites of the Church and the Penfold Hall has been particularly important, costing £686. Access to the Primary School has not been possible during the pandemic but thanks to generous donations it has been possible to post regular talks by local clergy and religious leaders which the school is able to use for assemblies. Expenditure from this Fund exceeded income by £4,182 reducing the year-end balance to £10,006. Income will need to be raised in future years for this important work.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

Trustees' Report

Building Fund expenditure totalled £181,491. Expenditure on the rewiring and lighting scheme was £166,900 of which £25,492 of VAT has been reclaimed resulting in a net cost of £141,408 in 2021 plus £7,000 budgeted in 2022 to cover retention. Fundraising in 2020 and 2021 including Gift Aid totalled £38,743. The Friends of Steyning Parish Church contributed £35,000 and a grant for the pendants of £14,750 was received from the George Mill Trust. £2,000 was transferred from the Chancel Income Fund and £1000 from the Special Projects Fund. The remaining £56,915 will be taken from the Building Fund reserve. £3,256 was spent on maintenance and repairs in the Church and testing the Cottage lighting and £1,549 on installing CCTV. A total of £10,786 was needed for professional advice on the settlement damage in the Penfold Hall, for the design and planning application for lighting in the churchyard and for the design of options for toilets and improved access and facilities in the Church. Total Building Fund income totalled £94,926, including the VAT refunds, lighting fundraising and grants and legacies which totalled £14,540. The year-end balance was £186,042.

Stewardship

Regular, committed giving is a necessary part of our Christian life. The planned giving scheme is vital to our church's financial wellbeing, providing 76% of the regular income from which we pay the day-to-day running costs. The congregation has increased giving to 8.5% above 2018 levels but costs continue to rise and a post-Covid deficit of around £4,000 is likely in 2022. An increase of 5% in planned giving with Gift Aid would be needed to avoid this deficit. An increase of 10% (around £1.40 per week per planned giver) would be needed to avoid a deficit in both the General and Local Mission Funds.

People give in different ways:

1. Cash in the basket
2. Regular BACS payments
3. Planned giving with cash in envelopes.
4. Standing order for a monthly payment to the church's bank account.
5. A regular payment, including Gift Aid, through the Charities Aid Foundation.
6. The Chichester Diocese Parish Giving Scheme (PGS).
 - a. (Givers fill in a Direct Debit form for the scheme to take the chosen amount on the first of each month. The scheme pays the parish that amount plus the Gift Aid later in the month. Each year the scheme increases the amount of the Direct Debit for inflation.)

From time to time we have benefitted greatly from legacies left by former members of the church and we would hope that St. Andrew and St. Cuthman's church will continue to be remembered in this way.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

Trustees' Report

Structure, governance and management

Constitution

The principal object of the charity is the advancement of the Christian Faith.

Method of appointment and election of Trustees

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Constitution.

Organisational structure and decision making

The work of the PCC is carried out mainly through its committees which are:

The Standing Committee: This committee has power to transact the business of the PCC between meetings, subject to any directions given by the PCC, and consists of the Incumbent, Vice Chairman, Churchwardens, Secretary, Treasurer and an invited member of the PCC.

The Finance Committee: This committee, which meets under the chairmanship of the Treasurer, is responsible for matters relating to the finances of the church, including stewardship, and of the Penfold Hall.

The Fabric Committee: This committee chaired by a Churchwarden is responsible for the building. It sometimes meets jointly with the Finance Committee.

The Social and Catering Committee: This committee plans and organises the church's social activities and catering after major church services.

The appointed Safeguarding and Health and Safety Representatives report directly to the PCC and attend meetings as required.

PCC Meetings

The PCC held 7 business meetings during the year, 4 of which were by videoconferencing. At these meetings the PCC received reports on the Mission Action Plan, fabric (including decisions about the rewiring and lighting scheme), finances, pandemic risk management, safeguarding and Deanery affairs. The average attendance was 85 %.

Risk management

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity and are satisfied that the systems and procedures are in place to mitigate exposure to the major risks.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

Trustees' Report

The Charity Commission encourage all charities to review and assess the risks relating to its activities. During the Covid-19 pandemic, detailed risk assessments have been carried out before any activity has commenced in the church: closure, open for private prayer, open for worship, meetings, access by contractors for the rewiring and lighting scheme.

Financial risks were reviewed at the first lockdown of the pandemic and when the tenders had been received for the rewiring and lighting scheme.

Safeguarding policies and procedures continue to be reviewed and developed.

Statement of Trustees' Responsibilities

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper 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 applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The Trustees 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.

The annual report was approved by the Trustees of the charity on 23 March 2022 and signed on its behalf by:

.....
The Revd Fr Mark Heather LLB, BA
Trustee

.....
John Edwards
Trustee

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**Independent Examiner's Report
to the trustees of The Parochial Church Council of the
Ecclesiastical Parish of St Andrew and St Cuthman Steyning**

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 December 2021 which are set out on pages 10 to 23.

Respective responsibilities of Trustees and examiner

As the charity's Trustees of The Parochial Church Council of the Ecclesiastical Parish of St Andrew and St Cuthman Steyning you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the The Parochial Church Council of the Ecclesiastical Parish of St Andrew and St Cuthman Steyning'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 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 Parochial Church Council of the Ecclesiastical Parish of St Andrew and St Cuthman Steyning 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 accounting 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.

.....
G W Schulz ACMA
Independent Examiners Ltd
2 Broadbridge Business Park
Delling Lane
Bosham
Chichester
West Sussex
PO18 8NF

23 March 2022

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**Statement of Financial Activities
for the Year Ended 31 December 2021**

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Income and Endowments from:					
Donations and legacies	2	159,423	775	160,198	128,255
Charitable activities	3	2,974	-	2,974	1,779
Other trading activities	4	120	-	120	566
Investment income	5	9,592	2	9,594	10,311
Other income	6	25,910	-	25,910	2,829
Total income		<u>198,019</u>	<u>777</u>	<u>198,796</u>	<u>143,740</u>
Expenditure on:					
Raising funds		(230)	-	(230)	(1,099)
Charitable activities		<u>(286,593)</u>	<u>-</u>	<u>(286,593)</u>	<u>(114,366)</u>
Total expenditure		<u>(286,823)</u>	<u>-</u>	<u>(286,823)</u>	<u>(115,465)</u>
Net (expenditure)/income		<u>(88,804)</u>	<u>777</u>	<u>(88,027)</u>	<u>28,275</u>
Net movement in funds		(88,804)	777	(88,027)	28,275
Reconciliation of funds					
Total funds brought forward		<u>960,584</u>	<u>8,474</u>	<u>969,058</u>	<u>940,782</u>
Total funds carried forward	16	<u><u>871,780</u></u>	<u><u>9,251</u></u>	<u><u>881,031</u></u>	<u><u>969,057</u></u>

The notes on pages 12 to 23 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**Balance Sheet
as at 31 December 2021**

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	12	485,000	485,000
Investments	13	<u>180,000</u>	<u>180,000</u>
		<u>665,000</u>	<u>665,000</u>
Current assets			
Debtors	14	342	1,837
Cash at bank and in hand		<u>221,683</u>	<u>305,599</u>
		222,025	307,436
Creditors: Amounts falling due within one year	15	<u>(5,994)</u>	<u>(3,379)</u>
Net current assets		<u>216,031</u>	<u>304,057</u>
Net assets		<u>881,031</u>	<u>969,057</u>
Funds of the charity:			
Restricted income funds			
Restricted funds		9,251	8,474
Unrestricted income funds			
Unrestricted funds		<u>871,780</u>	<u>960,583</u>
Total funds	16	<u>881,031</u>	<u>969,057</u>

The financial statements on pages 10 to 23 were approved by the Trustees, and authorised for issue on 23 March 2022 and signed on their behalf by:

.....
The Revd Fr Mark Heather LLB, BA
Trustee

.....
John Edwards
Trustee

The notes on pages 12 to 23 form an integral part of these financial statements.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

Notes to the Financial Statements for the Year Ended 31 December 2021

1 Accounting policies

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Basis of preparation

The Parochial Church Council of the Ecclesiastical Parish of St Andrew and St Cuthman Steyning meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

Donations and legacies

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

Donated services and facilities

Donated services or facilities are recognised when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time of the Friends is not recognised and refer to the Trustees' report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

The notes on pages 12 to 23 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**Notes to the Financial Statements
for the Year Ended 31 December 2021**

Gift aid

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Grant expenditure

Grants payable are payments made to third parties in the furtherance of the charitable objectives. Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the Statement of Financial Activities once the recipient of the grant has provided the specific service or output.

Grants payable without performance conditions are recognised in the accounts when a commitment has been made and communicated to the recipient, and there are no conditions to be met relating to the grant which remain in the control of the charity.

Tangible fixed assets

Consecrated and beneficed property of any kind is excluded from the accounts by virtue of section 10(2) of the Charities Act 2011. Costs associated with the maintenance or improvement of such assets are written off in the year they are incurred.

Freehold property owned by the charity is included in the financial statements at its historical deemed cost and depreciated by writing off the difference between the cost and the estimated residual value over the useful economic life. It is the PCC's policy to maintain these assets in a continual state of sound repair. The useful economic life of these assets is so long and residual value so high that any depreciation would not be material. These assets are subject to annual impairment reviews. Provision will be made if there has been any permanent diminution in value.

The notes on pages 12 to 23 form an integral part of these financial statements.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

Notes to the Financial Statements for the Year Ended 31 December 2021

Depreciation and amortisation

Other tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Asset class	Depreciation method and rate
Freehold property	Not material

Investment properties

Investment property is carried at fair value, derived from the current market prices for comparable real estate determined regularly by external valuers. The valuers use observable market prices, adjusted if necessary for any difference in the nature, location or condition of the specific asset. Changes in fair value are recognised in profit or loss.

Fixed asset investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless fair value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and shown in the heading 'Gains/(losses) on investments' in the Statement of financial activities.

Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Fund structure

Unrestricted income funds are general funds that are available for use at the Trustees's discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

The notes on pages 12 to 23 form an integral part of these financial statements.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

Notes to the Financial Statements for the Year Ended 31 December 2021

Liabilities

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2 Income from donations and legacies

	Unrestricted funds Designated £	General £	Restricted funds £	Total 2021 £	Total 2020 £
Donations and legacies;					
Collections	-	3,084	-	3,084	3,087
Donations	57,408	7,956	775	66,139	46,396
Planned giving	55	59,277	-	59,332	55,858
Legacies	15,040	-	-	15,040	5,000
Gift aid reclaimed	1,635	14,968	-	16,603	17,914
	<u>74,138</u>	<u>85,285</u>	<u>775</u>	<u>160,198</u>	<u>128,255</u>

3 Income from charitable activities

	Unrestricted funds General £	Total 2021 £	Total 2020 £
Fees	<u>2,974</u>	<u>2,974</u>	<u>1,779</u>

The notes on pages 12 to 23 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**Notes to the Financial Statements
for the Year Ended 31 December 2021**

4 Income from other trading activities

	Unrestricted funds General £	Total funds £	Total 2020 £
Trading income;			
Bookstall sales	120	120	119
Events income;			
Social events	-	-	447
	<u>120</u>	<u>120</u>	<u>566</u>

5 Investment income

	Unrestricted funds Designated £	Unrestricted funds General £	Restricted funds £	Total 2021 £	Total 2020 £
Interest receivable and similar income;					
Interest receivable on bank deposits	284	8	2	294	1,011
Rent (Shooting Field)	-	9,300	-	9,300	9,300
	<u>284</u>	<u>9,308</u>	<u>2</u>	<u>9,594</u>	<u>10,311</u>

6 Other income

	Unrestricted funds Designated £	Unrestricted funds General £	Total 2021 £	Total 2020 £
VAT refunds	<u>25,855</u>	<u>55</u>	<u>25,910</u>	<u>2,829</u>

The notes on pages 12 to 23 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**Notes to the Financial Statements
for the Year Ended 31 December 2021**

7 Expenditure on raising funds

a) Costs of generating donations and legacies

	Unrestricted funds General £	Total 2021 £	Total 2020 £
Stewardship	149	149	146
Social events	-	-	373
Lighting fundraising	-	-	443
	<u>149</u>	<u>149</u>	<u>962</u>

b) Costs of trading activities

	Unrestricted funds General £	Total 2021 £	Total 2020 £
Note			
Bookstall	81	81	137
	<u>81</u>	<u>81</u>	<u>137</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**Notes to the Financial Statements
for the Year Ended 31 December 2021**

8 Expenditure on charitable activities

	Note	Unrestricted funds Designated £	General £	Total 2021 £	Total 2020 £
Diocesan parish share		-	64,138	64,138	64,213
Clergy expenses		-	6,158	6,158	8,614
Service costs		-	1,658	1,658	2,195
Music		-	372	372	239
Parish activities		5,183	680	5,863	2,819
Parish magazine		1,823	-	1,823	1,612
Maintenance and repairs		3,650	2,707	6,357	2,913
CCTV		1,549	-	1,549	-
Major building works		-	-	-	9,877
Rewiring and lighting		166,900	-	166,900	2,164
Professional fees		8,116	-	8,116	1,227
Church running expenses		-	3,048	3,048	2,788
Office costs		-	1,817	1,817	1,472
Insurance		-	3,393	3,393	3,388
Penfold Hall		4,536	-	4,536	1,466
Cottage		-	677	677	847
Independent examination		-	1,140	1,140	1,140
Grant funding of activities	9	-	4,064	4,064	3,543
Staff costs	11	-	4,984	4,984	3,849
		<u>191,757</u>	<u>94,836</u>	<u>286,593</u>	<u>114,366</u>

The notes on pages 12 to 23 form an integral part of these financial statements.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ANDREW AND ST CUTHMAN STEYNING

Notes to the Financial Statements for the Year Ended 31 December 2021

9 Grant-making

Analysis of grants

	Grants to institutions	
	2021	2020
	£	£
Grants	<u>4,064</u>	<u>3,543</u>

10 Trustees remuneration and expenses

During the year, no Trustees received any remuneration (2020 - £NIL).

During the year, no Trustees received any benefits in kind (2020 - £NIL).

During the year, 4 Trustees received reimbursement of expenses amounting to £6,762 (2020 - 4 Trustees received £9,268).

11 Staff costs

The aggregate payroll costs were as follows:

	2021	2020
	£	£
Staff costs during the year were:		
Wages and salaries	<u>4,984</u>	<u>3,849</u>

The monthly average number of persons employed by the charity during the year expressed as full time equivalents was as follows:

	2021	2020
	No	No
Staff	<u>2</u>	<u>2</u>

No employee received emoluments of more than £60,000 during the year

The notes on pages 12 to 23 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**Notes to the Financial Statements
for the Year Ended 31 December 2021**

12 Tangible fixed assets

	Land and buildings £	Total £
Cost		
At 1 January 2021	<u>485,000</u>	<u>485,000</u>
At 31 December 2021	485,000	485,000
Depreciation		
At 31 December 2021	<u>-</u>	<u>-</u>
Net book value		
At 31 December 2021	<u>485,000</u>	<u>485,000</u>
At 31 December 2020	<u>485,000</u>	<u>485,000</u>

13 Fixed asset investments

	2021 £	2020 £
Investment properties	<u>180,000</u>	<u>180,000</u>

The 2017 valuations were made by Rackhams Surveyors Ltd, on an open market value for existing use basis.

The Trustees are of the opinion that the 2017 valuations are accepted as being the market values as at 31 December 2021.

14 Debtors

	2021 £	2020 £
Trade debtors	<u>342</u>	<u>1,837</u>

15 Creditors: amounts falling due within one year

	2021 £	2020 £
Accruals	<u>5,994</u>	<u>3,379</u>

The notes on pages 12 to 23 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**Notes to the Financial Statements
for the Year Ended 31 December 2021**

16 Funds

	Balance at 1 January 2021 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 December 2021 £
Unrestricted funds					
<i>General</i>					
General Funds	-	97,742	(95,066)	-	2,676
<i>Designated</i>					
Church building fund	270,607	94,926	(181,491)	2,000	186,042
Local mission fund	14,188	4,452	(8,634)	-	10,006
Special projects fund	4,950	692	(1,632)	-	4,010
Property fund	665,000	-	-	-	665,000
Diocesan chancel fund	5,839	207	-	(2,000)	4,046
	<u>960,584</u>	<u>100,277</u>	<u>(191,757)</u>	<u>-</u>	<u>869,104</u>
Total unrestricted funds	<u>960,584</u>	<u>198,019</u>	<u>(286,823)</u>	<u>-</u>	<u>871,780</u>
Restricted funds					
Youth fund	808	-	-	-	808
Organ/choir fund	1,582	775	-	-	2,357
Charity at home fund	4,072	1	-	-	4,073
New doors fund	2,012	1	-	-	2,013
	<u>8,474</u>	<u>777</u>	<u>-</u>	<u>-</u>	<u>9,251</u>
Total funds	<u>969,058</u>	<u>198,796</u>	<u>(286,823)</u>	<u>-</u>	<u>881,031</u>

The notes on pages 12 to 23 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**Notes to the Financial Statements
for the Year Ended 31 December 2021**

	Balance at 1 January 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 December 2020 £
Unrestricted funds					
<i>General</i>					
General Funds	-	89,479	(95,233)	5,754	-
<i>Designated</i>					
Church building fund	240,858	50,153	(14,651)	(5,754)	270,606
Local mission fund	16,974	1,040	(3,826)	-	14,188
Special projects fund	5,296	209	(555)	-	4,950
Property fund	665,000	-	-	-	665,000
Diocesan chancel fund	-	-	-	5,839	5,839
	<u>928,128</u>	<u>51,402</u>	<u>(19,032)</u>	<u>85</u>	<u>960,583</u>
Total unrestricted funds	<u>928,128</u>	<u>140,881</u>	<u>(114,265)</u>	<u>5,839</u>	<u>960,583</u>
Restricted funds					
Youth fund	806	2	-	-	808
Organ/choir fund	1,578	4	-	-	1,582
Charity at home fund	2,645	2,627	(1,200)	-	4,072
New doors fund	2,007	5	-	-	2,012
Diocesan chancel fund	5,618	221	-	(5,839)	-
	<u>12,654</u>	<u>2,859</u>	<u>(1,200)</u>	<u>(5,839)</u>	<u>8,474</u>
Total funds	<u><u>940,782</u></u>	<u><u>143,740</u></u>	<u><u>(115,465)</u></u>	<u><u>-</u></u>	<u><u>969,057</u></u>

The notes on pages 12 to 23 form an integral part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST ANDREW AND ST CUTHMAN STEYNING**

**Notes to the Financial Statements
for the Year Ended 31 December 2021**

17 Analysis of net assets between funds

	Unrestricted funds		Restricted funds	Total funds
	General	Designated		2021
	£	£	£	£
Tangible fixed assets	-	485,000	-	485,000
Fixed asset investments	-	180,000	-	180,000
Current assets	-	212,774	9,251	222,025
Current liabilities	-	(5,994)	-	(5,994)
Total net assets	-	871,780	9,251	881,031

	Unrestricted funds		Restricted funds	Total funds
	General	Designated		2020
	£	£	£	£
Tangible fixed assets	-	485,000	-	485,000
Fixed asset investments	-	180,000	-	180,000
Current assets	-	298,962	8,474	307,436
Current liabilities	-	(3,378)	-	(3,378)
Total net assets	-	960,584	8,474	969,058

The notes on pages 12 to 23 form an integral part of these financial statements.