

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

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

CONTENTS

Reference and Administrative Details	1
Trustees' Report	2 to 11
Independent Examiner's Report	12
Statement of Financial Activities	13
Balance Sheet	14
Notes to the Financial Statements	15 to 28

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

25 March 2026

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.

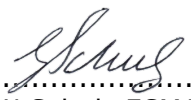
Independent examiner's statement

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:


.....
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

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><u>69,157</u></u>	<u><u>114,516</u></u>	<u><u>59,478</u></u>	<u><u>243,151</u></u>	<u><u>315,824</u></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	(12,689)	-	-	(12,689)
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	-	(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>

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