

**Parochial Church Council of
St Botolph's Church, Shepshed**

**End of Year Financial Statements
Year ending 31st December 2023**

Charity Number: 1133049

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Trustees Annual Report

Reference and Administrative Details

St Botolph's Church	Parish Office
Church Street	Church Gate
Shepshed	Shepshed
Loughborough	Leicestershire
Leicestershire	LE12 9RJ
LE12 9RH	

Bankers

HSBC	NatWest
41 Market Place	Market Place
Loughborough	Loughborough
LE11 3EJ	LE11 3NZ

Ministry Team

Reverend John Bird, Associate Priest (Non-Stipendiary Minister)
Michael Torne, Lay Reader
Richard Rock, Lay Reader

Chair & Vice Chairs (from May 2023)

Rev Andrew Race, Area Dean, (Chair)
Keleigh Atkin (Co Vice Chair)
Sarah Parr (Co Vice Chair)

Churchwardens

Vacant

Representative on Deanery Synod

Simon Parr
John Dodson

Co-Opted/Ex-Officio Members

Julie Rock (Secretary) (Co-Opted)
Jane Payne (Treasurer) (Co-Opted)
Diane Melton (Ex-Officio)

Elected Members

Tricia Breen (from May 2023)
Glennis Wilcox
David Wilmore (to May 2023)
Lorraine Spotak
Sue Torne
David Whittington
Sue Pullen (from May 23)
Peter Soar (from May 23)
Colin Stinchcombe (to May 2023)

Structure and Governance

The Parochial Church Council (PCC) registered as a charity with the Charity Commission on 1 December 2009. The PCC is the executive committee of the parish, and consists of deputy churchwardens, together with representatives of the laity. The appointment of PCC members is governed by and set out in the Church Representation Rules and new PCC members are briefed on their roles and responsibilities. The PCC meets every two months to discuss ongoing plans and concerns.

Everybody on the Electoral Roll is eligible to seek nomination for the PCC and elections are held at the Annual Parish Council Meeting, to which all Church members are encouraged to attend.

Aim and Purposes

The primary aim of the PCC is the promotion of the gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. The PCC co-operates with the incumbent in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It is responsible for the financial affairs of the church and the care and maintenance of the church fabric and its contents.

Objectives and Activities

The PCC is committed to enabling as many people as possible to worship in our church and to become part of our parish community. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, the PCC have considered the Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion. In particular, we try to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Missionary and outreach work.

To facilitate this work it is important that we maintain the fabric of the Church and the hall.

The Church was open on Saturday and Tuesday mornings for anyone to attend this and from November 2023 as a Warm Hub. A grant has been received of £2,500 from Shire Grants to help with the running and heating costs. The church services are transmitted online through YouTube with over 100 viewers. There are women's and men's fellowship groups which meet regularly. Several social and fundraising events were arranged by volunteers in 2023 raising over £7,000.

The PCC agreed to continue to support the Children's Society, Passion Youth Project and the Shepshed Food Bank. We also gave £500 each to Steps and Mercy Ships. The Church has continued to raise funds for Christian Aid. This year the Christingle services raised £921.67 for the Children's Society. The activities of the Church have been possible because of the time given by a large number of volunteers.

Achievements and Performance

Worship and Prayer - The PCC are keen to offer a range of services during the week and over the course of the year that our community find both beneficial and spiritually fulfilling. Following the retirement of our Incumbent in 2022 we have continued to be well supported by our Associate Priest, visiting clergy and Lay Readers and with some changes to our pattern of worship have maintained a variety of services. There are over 200 people in our worshipping community, with around 80 attending on a "usual" Sunday. We have now begun to engage with the Minster Community formation process with other Churches in the North and North West of the Diocese.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of

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the journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and to commend the person into God's keeping. The Church supported those recently bereaved through the Light Up a Life event in December when people were invited to remember a loved one by lighting a candle. 12 individuals were baptised in 2023, 3 Wedding Blessings in 2023 and 30 funeral services in the year were held either in church or conducted by a member of the ministry team at the crematorium or cemetery.

Deanery Synod - Two members of the PCC sit on the deanery synod. This provides the PCC with an important link between the parish and the wider structures of the church.

Community activities - the links with the local primary schools have continued to be developed with members of the church supporting the schools through assemblies and reading with pupils.

The church was used for the Rotary Christmas Tree Festival again and this was well attended with over 40 Christmas Trees on display.

Financial Review

Total receipts on unrestricted funds were £122,279. Restricted donations of £5,294, Investment income of £1,658 and £1,441 in Endowment funds were also received and are detailed in the Financial Statement. During 2023 we were grateful to received £8,786 in legacies. The parish giving scheme continues to be the best way for parishioners to make regular monthly gifts. Planned giving is down by just over 11%.

The pledged contribution of £48,000 was paid to the Diocese of Leicester in 2023. The net result for the year was an excess of receipts over payment of £1,974 on unrestricted funds. Gas and Electric cost were up by 27% compared to 2022. Organist fees were up by £1,000 as the Oct to Dec fees 2022 were included in this year's figures along with payment of a retainer. Funeral costs were up as there was an additional 12 funerals. Hall maintenance was increased as we had the roof cleared of moss costing £1,560 and the slabs outside the hall were re-laid £1,245. New immersion heater costing £373.40.

Reserves policy

It is our policy to invest our funds balances with the CBF Church of England Deposit Fund. In Fixed Assets a Trust Investment Scheme has been set up this year with an initial Investment of £10,000, less a set up fee of £300, with a final gain of £884.02 making a final total at the year end of £10,584.02. The Neville Curates fund of £7,144 and the Nat West account of £415 was transferred to the Trust Investment Scheme. The Old School Fund can be used at the discretion of the vicar and churchwardens.

Plans for Future Periods

A Roof Repair Funding Campaign was launched at the end of 2021 and has raised £12,879 up to 31st December 2023. Quotes have been obtained to start the roof repairs and we hope to start this essential work in the first half of 2024.

Risk Management

The major financial risk to which the PCC is exposed is that the income has been insufficient to cover the annual costs in 2020 and 2021, but last year and this year our income has exceeded our expenses. Other risks have been identified and a Health and Safety Policy and a Child Safeguarding Policy have been introduced.

The Trustees declare they have approved the above report on and it is signed on their behalf by:-



.....
Sarah Parr - Co-Vice Chair

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CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the
accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

St Botolph's Church, Shepshed Leics

**On accounts for the year
ended**

31st December 2023

**Charity
no (if any)**

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2023

**Responsibilities and basis
of report**

As the charity's trustees, 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 Trust'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

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.

Signed:

Colin Wood

Date: 6th March 2024

Name:

Colin Wood

**Relevant professional
qualification(s) or body
(if any):**

Member of the Association of Accounting Technicians

Address:

16 Wordsworth Rd

Loughborough

Leicestershire LE11 4LQ

Reports and recommendations following the Independent Examination of St Botolph's Church Year End 31st December 2023

Balance Sheet / Funds

Where payments for rent, funerals, grants etc are received. Where ever possible please put back up on file

It is good to see invoices for funerals on file

There is not much in the way of receipts for rents. An acknowledgement of the Wightman legacy also would have been preferable

The Investment set up in 2023 was amended to show as an investment asset that is revalued each year rather than a current asset.

Income and expenditure

A separate SumUp nominal account to be set up to record the SumUp / Online giving

Recommendations:

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	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
Income and endowments						
<i>Donations and legacies</i>						
0101 - Gift Aid - Bank	20,045	—	—	—	20,045	23,842
0102 - Non Gift Aid - Bank	3,683	—	—	—	3,683	3,533
0103 - Parish Giving Scheme - GA	22,239	—	—	—	22,239	22,256
0104 - Parish Giving Scheme - No GA	1,557	—	—	—	1,557	1,836
0110 - Gift Aid - Envelopes (Blue)	2,614	—	—	—	2,614	4,976
0112 - Non Gift Aid - Envelopes (Blue)	2,290	—	—	—	2,290	1,992
0301 - Loose plate collections – Regular service	2,440	—	—	—	2,440	2,561
0302 - Loose plate collections – Other services	136	—	—	—	136	336
0410 - Giving through wall safe	16	—	—	—	16	—
0501 - One-off Gift Aid gifts (Yellow) - Regular	524	—	—	—	524	959
0502 - One-off Gift Aid gifts (Yellow) - Other	25	—	—	—	25	33
0550 - Donations appeals etc	1,281	—	—	—	1,281	2,279
0551 - Roof Phase 1	—	—	4,754	—	4,754	5,040
0601 - Tax recoverable on Gift Aid	15,902	—	—	—	15,902	15,508
0701 - Legacies	7,786	—	—	1,000	8,786	4,177
0801 - Grants	2,500	—	—	—	2,500	3,952
0901 - Other funds generated	1,183	—	—	—	1,183	989
0903 - Christmas Gifts	20	—	30	—	50	—
0905 - Coffee Income	1,252	—	—	—	1,252	1,021
Donations and legacies Totals	85,500	—	4,784	1,000	91,284	95,299
<i>Income from charitable activities</i>						
1101 - Fees for weddings and banns	1,584	—	—	—	1,584	2,220
1102 - Fees for funerals	10,605	—	—	—	10,605	9,973
1210 - Bookstall sales to promote objectives	52	—	—	—	52	(14)
1230 - Church hall lettings - objectives	2,133	—	—	—	2,133	250
1300 - Children's Church	100	—	—	—	100	—
Income from charitable activities Totals	14,476	—	—	—	14,476	12,428
<i>Other trading activities</i>						
0202 - Loose plate Collection - Bapti	684	—	—	—	684	263
0902 - Christmas market	2,783	—	—	—	2,783	2,658
0906 - 100 club	2,012	—	—	—	2,012	2,155
0910 - Social and Fundraising events etc	2,507	—	309	—	2,816	2,279
1220 - Bookstall sales - fund raising	28	—	—	—	28	18
1240 - Church hall lettings - fund raising	8,810	—	—	—	8,810	8,597
1250 - Magazine income - advertising	925	—	—	—	925	696
1260 - Parish magazine sales	413	—	—	—	413	446
1280 - Income from printing and stationery	162	—	—	—	162	55
<i>Investments</i>						
1020 - Bank and building society interest	64	1,658	200	441	2,364	952
Investments Totals	64	1,658	200	441	2,364	952
<i>Other income</i>						
0303 - Loose Collections - Funerals	1,161	—	—	—	1,161	56
1270 - St James' contribution	2,750	—	—	—	2,750	3,000
Other income Totals	3,911	—	—	—	3,911	3,056
Income and endowments Grand totals	122,279	1,658	5,294	1,441	130,673	128,906

There may be minor discrepancies in the totals if the pence are not being shown

Parochial Church Council of St Botolph's Church, Shepshed
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Expenditure

Raising funds

1701 - Fundraising costs	538	—	—	—	538	483
1702 - 100 Club	1,075	—	—	—	1,075	935
1703 - Library	—	—	—	—	—	67
1740 - Investment management costs	—	—	—	—	—	52
1750 - Legacy spend	234	—	—	—	234	737

Raising funds Totals

1,847 — — — 1,847 2,275

Expenditure on charitable activities

1850 - Mission giving - home	500	—	—	—	500	188
1851 - Mission giving - international	600	—	—	—	600	75
1910 - Parish gift	48,000	—	—	—	48,000	50,000
1911 - Assigned fees	896	—	—	—	896	3,034
2050 - Salary of parish administrator	10,272	—	—	—	10,272	9,746
2051 - Caretaker salary	5,407	—	—	—	5,407	5,366
2052 - Treasurer's Expenses/Wages	3,509	—	—	—	3,509	3,450
2053 - Gifts	535	—	—	—	535	163
2101 - Working expenses of incumbent	—	—	—	—	—	391
2102 - Non-Stipendary minister's expenses	507	—	—	—	507	598
2104 - Pastoral assistant expenses	203	—	—	—	203	142
2106 - Visiting Clergy	416	—	—	—	416	223
2110 - Subscriptions	666	—	—	—	666	498
2163 - Youth Services	15	—	—	—	15	—
2164 - Children's Services	147	—	—	—	147	40
2202 - Books & Resources	61	—	—	—	61	20
2310 - Church office – telephone/internet	454	—	—	—	454	581
2320 - Organ / piano tuning	318	—	—	—	318	—
2321 - Organists fees	2,318	—	—	—	2,318	1,314
2325 - Organ/Bell repairs	—	—	—	—	—	78
2331 - Cleaning	470	—	—	—	470	295
2340 - Upkeep of services	1,761	—	—	—	1,761	1,607
2341 - Wedding costs	876	—	—	—	876	865
2342 - Funeral Costs	4,950	—	—	—	4,950	2,394
2343 - Baptism costs	219	—	—	—	219	121
2345 - Hospitality	225	—	—	—	225	520
2361 - Printing and stationery	496	—	—	—	496	592
2362 - Office Costs	435	—	—	—	435	560
2363 - Photocopier Costs	1,855	—	—	—	1,855	1,835
2401 - Church running - electricity	2,000	—	—	—	2,000	1,154
2410 - Church running - gas	6,139	—	—	—	6,139	5,335
2420 - Church running - water	180	—	—	—	180	122
2450 - Church running - insurance	3,896	—	—	—	3,896	3,780
2460 - Church running - maintenance	5,192	—	—	—	5,192	5,813
2501 - Magazine expenses	49	—	—	—	49	—
2530 - Hall running - electricity	1,778	—	—	—	1,778	976
2540 - Hall running - gas	1,911	—	—	—	1,911	1,787
2550 - Hall running - insurance	1,674	—	—	—	1,674	1,545
2560 - Hall running - maintenance	5,904	—	—	—	5,904	2,006
2580 - Hall running - water	243	—	—	—	243	305
2601 - Governance costs examination/audit fee	149	—	—	—	149	16
2603 - Bank Charges	203	—	—	—	203	208
2620 - PAYE/NI	1,748	—	—	—	1,748	1,511
2701 - Church major repairs - structure	—	—	—	—	—	5,380
2710 - Church major repairs - installation	866	—	—	—	866	—
2820 - Hall + major repairs - installation	396	—	—	—	396	382

Expenditure on charitable activities Totals

118,457 — — — 118,457 115,185

Expenditure Grand totals

120,305 — — — 120,305 117,461

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Fund and type	Fund balances brought forward	Incoming Resources	Outgoing Resources	Transfers	Gains and Losses	Journal Entries	Fund balances carried forward
Bells							
Restricted	4,815	154	—	—	—	—	4,970
Sub-totals	4,815	154	—	—	—	—	4,970
CBFCurate							
Endowment	7,310	1,234	—	—	—	—	8,544
Sub-totals	7,310	1,234	—	—	—	—	8,544
Fabric							
Endowment	5,807	186	—	—	—	—	5,993
Sub-totals	5,807	186	—	—	—	—	5,993
NatWest							
Restricted	369	46	—	(415)	—	—	0
Sub-totals	369	46	—	(415)	—	—	0
Neville							
Endowment	7,123	20	—	(7,144)	—	—	—
Sub-totals	7,123	20	—	(7,144)	—	—	—
OldSchool							
Designated	51,751	1,658	—	—	—	—	53,409
Sub-totals	51,751	1,658	—	—	—	—	53,409
Roof1							
Restricted	5,785	5,093	—	2,000	—	—	12,879
Sub-totals	5,785	5,093	—	2,000	—	—	12,879
General							
Unrestricted	100,187	122,279	120,305	5,559	—	—	107,721
Sub-totals	100,187	122,279	120,305	5,559	—	—	107,721
ZReval							
Restricted	—	—	—	—	884	(300)	584
Sub-totals	—	—	—	—	884	(300)	584
Totals	183,151	130,673	120,305	—	884	(300)	194,103

There may be minor discrepancies in the totals if the pence are not being shown

Parochial Church Council of St Botolph's Church, Shepshed
Charity Number 1133049
For the Year ended 31st December 2023

Balance Sheet detailed

		As at 31/12/2023	As at 31/12/2022
Fixed assets			
	6440: Church Hall	68,000.00	68,000.00
	6445: Church Equipment	7,152.40	2,641.80
	6450: Trust Fund	10,584.02	—
	Total Fixed assets	85,736.42	70,641.80
Current assets			
	6501: Bank current account	36,854.11	36,279.98
	6502: Bell Fund	4,970.23	4,815.89
	6503: Special Project Fund	8,545.46	7,311.15
	6504: Bradley Fabric Fund	5,993.93	5,807.80
	6506: Old School Account	53,409.58	51,751.00
	6507: Curates Account Natwest	—	373.02
	6508: Neville Bequest (Curates Fund)	—	7,123.80
	6590: Cash in hand	200.00	200.00
	Total Current assets	109,973.31	113,662.64
Liabilities			
	6699: Agency collections	1,605.80	1,153.24
	Z04: Accounts Payable	—	—
	Total Liabilities	1,605.80	1,153.24
	Net Asset surplus (deficit)	194,103.93	183,151.20
Reserves			
	Excess / (deficit) to date	10,368.71	11,444.67
	Z01: Starting balances	183,151.20	171,706.53
	Z02: Gains/(losses) on investment assets	584.02	—
	Z03: Gains/(losses) on reval of fixed assets	—	—
	Total Reserves	194,103.93	183,151.20

Represented by Funds		
Unrestricted	107,721.90	100,187.72
Designated	53,409.58	51,751.00
Restricted	18,434.40	10,971.07
Endowment	14,538.05	20,241.41
Total	194,103.93	183,151.20

There may be minor discrepancies in the totals if the pence are not being shown