

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF SAINT MARY'S, SUNBURY-ON-THAMES

England & Wales · Charity number 1133834

Details

Other names	ST. MARY'S PCC SUNBURY-ON-THAMES
Status	Registered
Legal form	Previously excepted
Registered	2010-01-28
Register	View on the Charity Commission register

Contact

Address	St. Marys Parish Hall Green Street Sunbury-On-Thames Middlesex TW16 6RN
Phone	01932 785448
Email	office@stmarys-sunbury.org
Website	www.stmarys-sunbury.org

Activities

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

Activities: St Mary's PCC has the responsibility of co-operating with the Incumbent (The Rev A Downes), in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has responsibility for managing the Parish Hall in Green Street, Sunbury which it achieves through the Parish Hall Management Committee.

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.
- Surrey

Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£213,221	£226,246	-	-
2024-12-31	£244,853	£183,991	-	-
2023-12-31	£187,280	£195,923	-	-
2022-12-31	£178,588	£174,125	-	-
2021-12-31	£146,667	£158,240	-	-
2020-12-31	£130,285	£134,019	-	-

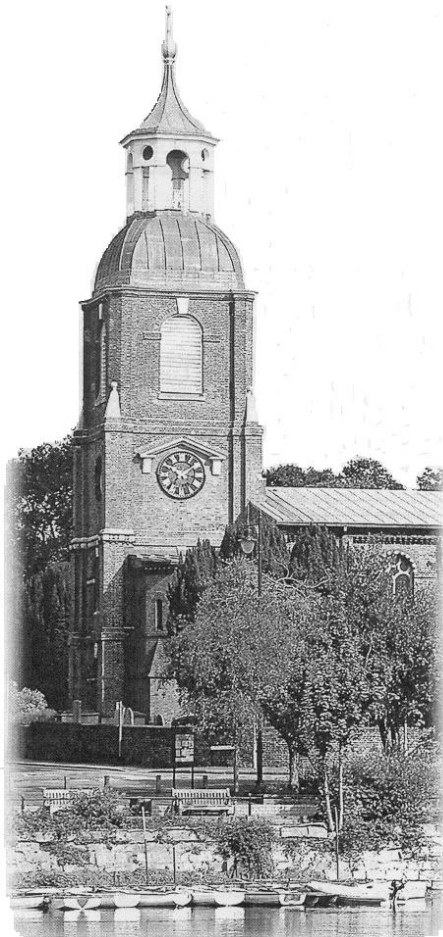
Trustees

Name	Role	Appointed
REV ANDREW VICTOR JOHN DOWNES	Chair	2016-05-01
ANDREW RICHARD WOOD		2012-11-12
Ann Price Sinclair		2019-04-30
Barry Warren Purdon		2024-04-28
Ben Pitts		2025-06-26
CHRISTOPHER PAUL FRANKLIN		
Christine Corner		2024-04-28
David Towns		2024-04-28
Emma Jane Chapman		2019-04-30
Emma Langdon		2024-04-28
Martin James Towns		2016-05-01
Michael Bannister		2024-04-28
Miss Catherine Wood QC		2016-04-01
Nicholas Wood-Dow		2024-04-28
Prof Sarah Corrie		2024-04-28
RICHARD LANGFIELD MOXON		2021-04-01
Rev Simon Douglas Lane		2016-05-01

Accounts

**Annual Financial Report
of the
Parochial Church Council
of the Ecclesiastical Parish of
St Mary's, Sunbury-on-Thames
for the
Year Ending 31 December 2024**

Registered Charity No 1133834



**St Mary's Parish Office
Parish Hall
Green Street
Sunbury-on-Thames
TW16 6RN**

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Section 1

Annual Financial Report for 2024

1.1 Introduction

This Annual Financial Report for 2024 has been prepared for the Trustees of the Parochial Church Council (PCC) of the Ecclesiastical Parish of St Mary's, Sunbury-on-Thames, a charity registered with the Charity Commission under reference 1133834. It covers the accounting period from 1 January 2024 to 31 December 2024.

The financial statements have been prepared in accordance with the Charities Act 2011 and Church Accounting Regulations 2006 together with applicable standards and the Charities Statement of Recommended Practice (SORP) except where detailed below.

As the gross income of the charity from all sources is less than £250,000, the financial statements have been prepared under the receipts and payments convention except for the valuation of investment assets which are shown at market value.

1.2 Accounting Policies

1.2.1 Funds

The funds for which the PCC is responsible are held in bank accounts with Barclays Bank plc and are listed in Table 1-1.

**TABLE 1 – 1
FUNDS**

	Nature of Bank Accounts
Unrestricted Funds	
St Mary's Church	Current account
St Mary's Parish Hall	Current account
Restricted Funds	
Designated Funds	Deposit account
St Mary's Church Restoration Fund	Deposit account
St Mary's Parish Hall Restoration Fund	Deposit account

This Report includes all transactions, assets and liabilities for these funds which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of Church members.

The two affiliated funds listed in Table 1-2 are separate charities registered with the Charity Commission. They prepare separate annual financial reports and their income, expenditure and investment valuations are not included here.

**TABLE 1 – 2
AFFILIATED FUNDS**

Fund Name	Charity Number
St Mary's Endowment Fund	1069355
The Vigne-Bremner Almshouses	213816

1.2.2 Income

- Cash collections are recognised when received by or on behalf of the PCC.
- Planned giving receivable under covenant or GiftAid is recognised when received.
- Income tax recoverable on covenants or GiftAid donations is recognised when received from HMRC. This policy is contrary to recommended accounting practice but has been adopted as it is considered a practical approach and unlikely to result in a material difference from recognising the tax credit when the income is recognised.
- Grants and legacies to the PCC are accounted for as soon as the PCC has been notified of its legal entitlement, the amount due and that title has been vested in the PCC.
- Rental income from the Parish Hall is recognised when received. Amounts outstanding at 31 December 2024 are not considered to be material.
- Dividends and interest receivable and corresponding tax credits are recognised when received.

1.2.3 Expenditure

- All payments are made by standing order, direct debit or bank transfer and are recognised when debited to the relevant bank account. No payments are made by cash.
- All payments are supported by appropriate bank mandates or invoices. In the case of charitable donations where there is no invoice, these are agreed by the PCC or Standing Committee prior to payment.
- All exceptional payments are agreed by the PCC or Standing Committee prior to payment.

1.2.4 Fixed Assets

- Consecrated and beneficed property is excluded from the accounts by s.96(2)(a) of the Charities Act 2011.
- No value is placed on moveable church furnishings held by the churchwardens on special trust for the PCC and which require a Diocesan Faculty for disposal since the PCC consider this to be inalienable property.
- All expenditure incurred during the year on consecrated or benefice buildings and moveable church furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities (SOFA) and separately disclosed.
- The Parish Hall is classed as an asset and its value is shown as its re-building cost as recorded in the insurance policy held with Ecclesiastical Insurance.

1.2.5 Investments

Investments are valued at market value at 31 December 2024.

1.3 Financial Information

1.3.1 Summary of Financial Receipts and Payments

The summary of our receipts and payments (R&P) during the year is summarised in Table 1-3.

**TABLE 1 - 3
SUMMARY RECEIPTS & PAYMENTS**

	Unrestricted Funds		Restricted Funds £	Total All Funds 2024 £	Total All Funds 2023 £	Notes
	Church £	Parish Hall £				
Income:						
Income from donors	146,843	-	85	146,928	107,860	
Events & other income	48,506	41	317	48,864	25,400	
Income from trading activities	7,933	41,055	-	48,988	53,948	
Income from investments	73	-	-	73	72	
Net transfer from Church a/c to Restricted Funds a/c	(37,098)		37,098	-	-	1, 7
Total income:	166,257	41,095	37,501	244,853	187,280	2
Expenditure:						
Charitable giving	1,652	-	-	1,652	3,758	
Church work	140,474	16,369	-	156,844	144,921	
Fund raising & publicity	4,305	-	-	4,305	3,146	
Church administration	15,512	5,678	-	21,190	44,097	
Total Expenditure:	161,943	22,048	-	183,991	195,923	3
Reconciliation of Funds:						
Net income (expenditure):	4,313	19,048	37,501	60,862	(8,642)	
Transfers between funds	13,623	(11,047)	(3,161)	-585	(415)	
Net Movement in Funds;	17,936	8,001	34,340	60,277	(9,057)	
Bank accounts at 1 Jan:	588	1,964	16,489	19,041	28,098	
Bank accounts at 31 Dec:	18,525	9,964	50,829	79,318	19,041	A&L

1.3.2 Statement of Assets and Liabilities

The statement of our assets and liabilities (A&L) at the year-end is shown in Table 1-4.

**TABLE 1 – 4
ASSETS & LIABILITIES**

	Unrestricted Funds		Restricted Funds £	Total All Funds 2024 £	Total All Funds 2023 £	Notes
	Church £	Parish Hall £				
Bank Accounts:						
Current Accounts	18,525	9,964		28,489	2,552	
Deposit Account - Designated Funds			20,665	20,665	748	
Deposit Account - Church Restoration			15,043	15,043	9,225	
Deposit Account - Hall Restoration			15,120	15,120	6,516	
Total Bank Accounts:	18,525	9,964	50,829	79,318	19,041	R&P
Debtors:						
Almshouses Repayment of Loan	-		-	-	1,300	
Parish Hall Hire – December Payment	-	2,500	-	2,500	-	
Gift Aid recoverable (est)	3,000	-	-	3,000	3,000	4
Total Debtors:	3,000	2,500		5,500	4,300	
Investments:						
COIF (Wm Pembroke Charity)	1,542	-	-	1,542	1,508	5
COIF (Sunbury School or Parish Stock)	1,157	-	-	1,157	1,131	5
Total Investments:	2,699			2,699	2,639	
Buildings:						
Parish Hall		1,172,841	-	1,172,841	1,136,485	6
Total Buildings:		1,172,841		1,172,841	1,136,485	
TOTAL ASSETS:	24,224	1,185,305	50,829	1,260,358	1,162,465	
Liabilities:						
Diocese Statutory Fees (Q4 2023)	0	-	-	0	1,572	
Sundry creditors	800	200	-	1,000	1,000	
TOTAL LIABILITIES:	800	200	-	1,000	2,572	

1.3.3 Summary of Funds

Fund income and expenditure and final balances are shown in Table 1-5.

**TABLE 1 – 5
SUMMARY OF FUNDS**

	Balances at 1 Jan 2024 £	Income £	Expenditure £	Transfers, other gains and losses £	Balances at 31 Dec 2024 £
Unrestricted Funds:					
Church General Fund	588	166,257	(161,943)	13,623	18,525
Parish Hall General Fund	1,964	41,095	(22,048)	(11,047)	9,964
Total Unrestricted Funds:	2,552	207,352	(183,991)	2,576	28,489
Restricted Funds:					
Designated Funds	748	402	-	19,515	20,665
Church Restoration Fund	9,225	123	(400)	6,095	15,043
Parish Hall Restoration Fund	6,516	104	-	8,500	15,120
Total Restricted Funds:	16,489	629	(400)	34,110	50,829
TOTAL FUNDS:	19,041	207,981	(184,390)	36,686	79,317

1.4 Notes to the Financial Report

1. A net transfer of £37,098 from the Church current account to the Restricted Funds accounts shown here reflects funds that were paid into the Church current account but that were identified as properly belonging to the Restricted Funds accounts. Inclusion of the transfer in this way avoids double counting this income.
2. An analysis of the total income is shown in Table 1-6.

**TABLE 1 - 6
ANALYSIS OF INCOME**

	Unrestricted		Restricted Funds £	Total All Funds 2024 £	Total All Funds 2023 £	Notes
	Church £	Parish Hall £				
Donors:						
Planned giving	34,992	-	85	35,077	40,335	
On-line giving	43,715	-	-	43,715	33,726	
Cash collections	14,788	-	-	14,788	12,873	
Other donations & legacies	38,880	-	-	38,880	457	7
Gift Aid recovered	14,468	-	-	14,468	20,331	
Total Income from Donors:	146,843	-	85	146,928	107,723	
Events & Other Income:						
Fairs & sales	503	-	-	503	224	
Events	4,965	-	-	4,965	1,293	
Bank interest	86	-	317	403	1,017	
Grants	10,000	-	-	10,000	-	8
Other income	1,289	41	-	1,330	1,715	
Designated funds	31,663	-	-	31,663	21,288	7, 12
Total Events & Other Income:	48,506	41	317	48,864	25,537	
Trading Activities:						
PCC wedding & funeral fees	7,933	-	-	7,933	11,175	
Church hire	-	-	-	-	-	
Parish Hall hire	-	41,055	-	41,055	42,773	
Total Trading Activities Income:	7,933	41,055	-	48,988	53,948	
Income from Investments:						
Dividends & interest	73	-	-	73	72	
Total Investment Income:	73	-	-	73	72	
Net Transfers Between Funds:						
Church a/c to Restricted a/c	(37098)	-	37098	-	-	
Total Net Transfers:	(37,098)	-	37,098	-	-	
TOTAL INCOME:	166,257	41,095	37,501	244,853	187,280	

3. An analysis of the total expenditure is shown in Table 1-7.

**TABLE 1 – 7
ANALYSIS OF EXPENDITURE**

	Unrestricted		Restricted Funds £	Total All Funds 2024 £	Total All Funds 2023 £	Notes
	Church £	Parish Hall £				
Charitable Giving:						
Charitable Giving	1,652	-	-	1,652	3,758	9
Total Charitable Giving:	1,652	-	-	1,652	3,758	
Church Work:						
Diocesan Common Fund	85,800	-	-	85,800	82,500	10
Diocesan Statutory Fees	9,294	-	-	9,294	2,856	11
Assistant Priests' Fees	4,915	-	-	4,915	5,068	12
Organist Fees	7,625	-	-	7,625	8,200	12
Ministry / Mission Expenses	4,996	-	-	4,996	5,674	
Utility Supplies	8,515	8,697	-	17,212	15,033	
Insurance	5,826	1,364	-	7,190	6,728	
Repairs & Maintenance	3,331	4,908	-	8,239	4,682	
Supplies & Services	4,701	1,400	-	6,101	7,769	
Retreat Expenses	5,471	-	-	5,471	6,411	
Total Church Work:	140,474	16,369	-	156,844	144,921	
Fund Raising & Publicity:						
Cost of Fetes & Bazaars	3,173	-	-	3,173	1,611	
Advertising	1,131	-	-	1,131	1,535	
Total Fund Raising & Publicity:	4,305	-	-	4,305	3,146	
Church Administration						
Staff Salaries	10,405	5,543	-	15,948	15,613	12
Stewardship Expenses	-	-	-	-	-	
General Office Costs	-	-	-	-	-	
Print, Post & Stationery	2,519	-	-	2,519	1,991	
Bank Charges	598	-	-	598	1,390	
Equipment	-	135	-	135	21,931	
Independent Examination	360	-	-	360	-	
Almshouses Temporary Loan	-	-	-	-	-	
Other Expenses	1,631	-	-	1,631	-	
Grants from Restricted a/c	-	-	3,161	3,161	-	
Total Church Administration:	15,512	5,678	3,161	24,351	44,097	
TOTAL EXPENDITURE:	161,943	22,048	3,161	187,152	195,923	

4. The last GiftAid claim covered donations made during the 6 month period 1 April to 30 September 2024 and a new submission will be made covering the period 1 October 2024 to 31 March 2025. It is estimated that a claim for approximately £6,000 will be made of which approximately £3,000 would be attributable to the period covered by this report.
5. The PCC has the investments listed in Table 1-8 held in Trust on its behalf by the London Diocese Fund. The income is received by the PCC.

**TABLE 1 – 8
INVESTMENTS**

	Market Value 31 Dec 2024 £	Market Value 31 Dec 2023 £
76 shares COIF Charities Investment Fund (Wm Pembroke Charity)	1,542	1,508
57 Shares COIF Charities Investment Fund (Sunbury School or Parish Stock)	1,157	1,131
TOTALS	2,699	2,639

6. The Parish Hall is classed as an asset and its value is shown as its re-building cost as recorded in the current insurance policy held with Ecclesiastical Insurance.
7. During 2024, a restricted legacy of £10,000 and unrestricted legacies totalling £37,985 were received and paid into the Church current account. A sum of £37,098 was transferred into the Restricted Funds accounts (see Note 1).
8. Grants totalling £10,000 were received from St Mary's Endowment Fund, an associated charity, as a contribution towards the purchase of a piano for the Church which was made in 2023 and reported in the accounts for that year.
9. The recipients of charitable giving during the year are shown in Table 1-9.

**TABLE 1 – 9
CHARITABLE GIVING**

		2024 (£)	2023 (£)
Parish Collections:	Children's Society	71	11
	Shelter		500
	St Saviour's Food Bank (Sunbury)		500
	DEC Turkey Earthquake Appeal		300
Parish Donations:	Royal School of Church Music		127
	Walsingham College	231	
	St Saviour's Food Bank (Sunbury)	1,000	1,200
	Local Family		900
	Other donations		220
TOTALS		1,302	3,758

10. The Diocesan Common Fund is the parish's contribution to the Diocese of London and represents 100% of the £85,800 contribution agreed with the Diocese.
11. The Diocesan Statutory Fees relate to the fees due to the Diocese for weddings and funerals held in the parish.
12. Remuneration of staff working on behalf of the PCC is listed in Table 1-10.

**TABLE 1 – 10
STAFF COSTS**

	2024 (£)	2023 (£)
Parish Administrator (1)	-	8,514
Parish Administrator (2)	10,405	1,584
Assistant Priests	4,915	5,068
Organist	7,625	8,200
Church & Parish Hall Cleaner (1)	-	3,255
Church & Parish Hall Cleaner (2)	5,543	2,260
TOTALS	28,488	28,881

The Assistant Priests, Rev S Douglas Lane and Canon R Morrison received payments for their regular support to the Vicar in running services and supporting parish activities. Rev S Douglas Lane also officiated at a number of weddings and funerals for which he received payment in accordance with the Diocesan scale of fees.

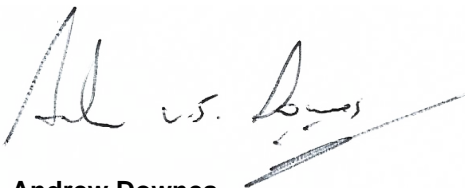
Payments totalling £4,996 were made to The Rev. A Downes (PCC Chairman) as a contribution to the running costs of the vicarage, travel and other expenses directly associated with the Church and its mission.

1.5 Financial Report Approval

This Financial Report for the year ended 31st December 2024, including the notes, was approved by the PCC and signed on its behalf by The Rev. Andrew Downes, PCC Chairman:

Signed:

Date: 27 March 2025



Andrew Downes
Vicar

Section 2

Independent Examiner's Report

2.1 Introduction

This report on the accounts of the Parochial Church Council (PCC) of the Ecclesiastical Parish of St Mary's, Sunbury-on-Thames for the year ended 31 December 2024, which are set out on pages 1-1 to 1-9, is in respect of an examination carried out under Regulation 31 of the Church Accounting Regulations 2008 and section 145 of the Charities Act 2011.

2.2 Respective Responsibilities of Trustees and Examiner

The PCC members are responsible for the preparation of the annual reports. The PCC members consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under section 145 of the Charities Act,
2. to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
3. to state whether particular matters have come to my attention.

2.3 Basis of Independent Examiner's Statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

2.4 Independent Examiner's Statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

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



Signed:

Date: 18th February 2025

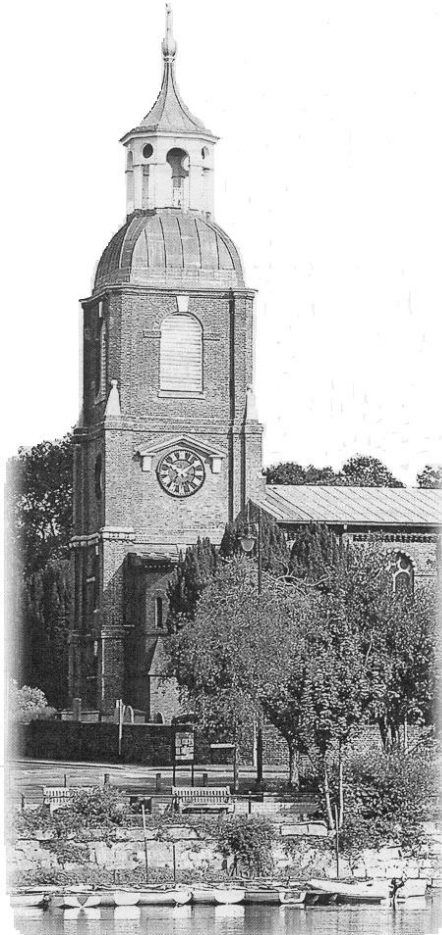
Name: Mark Blackwell ACMA

Address: MHR Consultancy Limited
Ferneberga House
Alexandra Road
Farnborough
GU14 6DQ

Accounts

**Annual Financial Report
of the
Parochial Church Council
of the Ecclesiastical Parish of
St Mary's, Sunbury-on-Thames
for the
Year Ending 31 December 2023**

Registered Charity No 1133834



St Mary's Parish Office
Parish Hall
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Section 1

Annual Financial Report for 2023

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- Income tax recoverable on covenants or GiftAid donations is recognised when received from HMRC. This policy is contrary to recommended accounting practice but has been adopted as it is considered a practical approach and unlikely to result in a material difference from recognising the tax credit when the income is recognised.
- Grants and legacies to the PCC are accounted for as soon as the PCC has been notified of its legal entitlement, the amount due and that title has been vested in the PCC.
- Funds raised by the various fairs and events are accounted for net, contrary to recommended accounting practice as insufficient records were maintained at the time of the events to facilitate recording gross takings. It is not considered that this approach is likely to lead to a material mis-statement of total income or expenses in the accounts.
- Rental income from the Parish Hall is recognised when received. Amounts outstanding at 31 December 2023 are not considered to be material.
- Dividends and interest receivable and corresponding tax credits are recognised when received.

1.2.3 Expenditure

- All payments are made by standing order, direct debit or bank transfer and are recognised when debited to the relevant bank account. No payments are made by cash.
- All payments are supported by appropriate bank mandates or invoices. In the case of charitable donations where there is no invoice, these are agreed by the PCC or Standing Committee prior to payment.
- All exceptional payments are agreed by the PCC or Standing Committee prior to payment.

1.2.4 Fixed Assets

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- No value is placed on moveable church furnishings held by the churchwardens on special trust for the PCC and which require a Diocesan Faculty for disposal since the PCC consider this to be inalienable property.
- All expenditure incurred during the year on consecrated or benefice buildings and moveable church furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities (SOFA) and separately disclosed.
- The Parish Hall is classed as an asset and its value is shown as its re-building cost as recorded in the insurance policy held with Ecclesiastical Insurance.

1.2.5 Investments

Investments are valued at market value at 31 December 2023.

1.3 Financial Information

1.3.1 Summary of Financial Receipts and Payments

The summary of our receipts and payments (R&P) during the year is summarised in Table 1-3.

**TABLE 1 - 3
SUMMARY RECEIPTS & PAYMENTS**

	Unrestricted Funds		Restricted Funds £	Total All Funds 2023 £	Total All Funds 2022 £	Notes
	Church £	Parish Hall £				
Income:						
Income from donors	107,312	0	547	107,860	103,064	
Events & other income	25,100	300	-	25,400	26,010	
Income from trading activities	11,175	42,773	-	53,948	49,427	
Income from investments	72	-	-	72	87	
Total income:	143,660	43,073	547	187,280	178,588	1
Expenditure:						
Charitable giving	3,758	-	-	3,758	1,412	
Church work	131,586	13,335	-	144,921	134,537	
Fund raising & publicity	3,146	-	-	3,146	2,115	
Church administration	38,435	5,663	-	44,097	36,060	
Total Expenditure:	176,924	18,998	-	195,923	174,125	2
Reconciliation of Funds:						
Net income (expenditure):	(33,265)	24,075	547	(8,642)	4,463	
Transfers between funds	30,085	(30,500)	-	(415)	-	
Net Movement in Funds;	(3,179)	(6,425)	547	(9,057)	4,463	
Bank accounts at 1 Jan 2023:	3,768	8,389	15,941	3,768	24,606	
Bank accounts at 31 Dec 2023:	588	1,964	16,489	19,041	28,098	A&L

1.3.2 Statement of Assets and Liabilities

The statement of our assets and liabilities (A&L) at the year-end is shown in Table 1-4.

**TABLE 1 – 4
ASSETS & LIABILITIES**

	Unrestricted Funds		Restricted Funds £	Total All Funds 2023 £	Total All Funds 2022 £	Notes
	Church £	Parish Hall £				
Bank Accounts:						
Bank Current Accounts	588	1,964	-	2,552	12,157	
Bank Deposit Accounts			16,489	16,489	15,941	R&P
Total Bank Accounts:	588	1,964	16,489	19,041	28,098	
Debtors:						
Almshouses Repayment of Loan	1,300	-	-	1,300	1,333	3
Gift Aid recoverable (est)	3,000	-	-	3,000	12,000	4
Total Debtors:	4,300	-	-	4,300	13,333	
Investments:						
COIF (Wm Pembroke Charity)	1,508	-	-	1,508	1,381	5
COIF (Sunbury School or Parish Stock)	1,131	-	-	1,131	1,036	5
Total Investments:	2,639	-	-	2,639	2,417	
Buildings:						
Parish Hall	-	1,136,485	-	1,136,485	1,102,309	
Total Buildings:		1,136,485		1,136,485	1,102,309	
TOTAL ASSETS:	7,527	1,138,449	16,489	1,162,465	1,146,157	
Liabilities:						
Diocese Statutory Fees (Q4 2023)	1,572			1,572		
Sundry creditors	800	200	-	1,000	1,500	
TOTAL LIABILITIES:	2,372	200	-	2,572	1,500	

1.3.3 Summary of Funds

Fund income and expenditure and final balances are shown in Table 1-5.

**TABLE 1 – 5
SUMMARY OF FUNDS**

	Balances at 1 Jan 2023 £	Income £	Expenditure £	Transfers, other gains and losses £	Balances at 31 Dec 2023 £
Unrestricted Funds:					
Church General Fund	3,768	143,660	176,924	30,085	588
Parish Hall General Fund	8,389	43,073	18,998	(30,500)	1,964
Total Unrestricted Funds:	12,157	186,733	195,923	(415)	2,552
Restricted Funds:					
Africa Fund	537	210	-	-	748
St Mary's Church Restoration Fund	8,974	251	-	-	9,225
St Mary's Parish Hall Restoration Fund	6,430	86	-	-	6,516
Total Restricted Funds:	15,941	547	-	-	16,489
TOTAL FUNDS:	28,098	187,280	195,923	(415)	19,041

1.4 Notes to the Financial Report

1. An analysis of the total income is shown in Table 1-6.

**TABLE 1 - 6
ANALYSIS OF INCOME**

	Unrestricted		Restricted Funds £	Total All Funds 2023 £	Total All Funds 2022 £	Notes
	Church £	Parish Hall £				
Donors:						
Planned giving	40,131	0	204	40,335	49,089	
On-line giving	33,726	0	0	33,726	16,847	
Cash collections	12,873	0	0	12,873	8,846	
Other donations & legacies	250	0	207	457	10,250	
Gift Aid recovered	20,331	0	0	20,331	18,031	
Total Income from Donors:	107,312	0	411	107,723	103,064	
Events & Other Income:						
Fairs & sales	224	0	0	224	448	
Events	1,293	0	0	1,293	3,217	
Bank interest	880	0	137	1,017	77	
Grants	0	0	0	0	2,641	
Other income	1,415	300	0	1,715	11,438	
Designated funds	22,450	0	0	21,288	8,188	6, 11
Total Events & Other Income:	26,262	300	137	25,537	26,010	
Trading Activities:						
PCC wedding & funeral fees	10,013	0	0	11,175	7,678	
Church hire	0	0	0	0	300	
Parish Hall hire	0	42,773	0	42,773	44,570	
Total Trading Activities Income:	10,013	42,773	0	53,948	49,427	
Income from Investments:						
Dividends & interest	72	0	0	72	87	
Total Investment Income:	72	0	0	72	87	
TOTAL INCOME:	143,660	43,073	547	187,280	178,588	

2. An analysis of the total expenditure is shown in Table 1-7.

**TABLE 1 – 7
ANALYSIS OF EXPENDITURE**

	Unrestricted		Restricted Funds £	Total All Funds 2023 £	Total All Funds 2022 £	Notes
	Church £	Parish Hall £				
Charitable Giving:						
Charitable Giving	3,758	-	-	3,758	1,412	7
Total Charitable Giving:	3,758	-	-	3,758	1,412	
Church Work:						
Diocesan Common Fund	82,500	-	-	82,500	82,000	8
Diocesan Statutory Fees	2,856	-	-	2,856	6,680	9
Assistant Priests' Fees	5,068	-	-	5,068	5,946	10
Organist Fees	8,200	-	-	8,200	7,810	10
Ministry / Mission Expenses	5,674	-	-	5,674	6,726	
Utility Supplies	7,573	7,460	-	15,033	11,182	
Insurance	5,126	1,603	-	6,728	4,304	
Repairs & Maintenance	2,710	1,972	-	4,682	9,392	
Supplies & Services	5,469	2,301	-	7,769	6,219	
Retreat Expenses	6,411	-	-	6,411	6,254	
Total Church Work:	131,586	13,335	-	144,921	146,513	
Fund Raising & Publicity:						
Cost of Fetes & Bazaars	1,611	-	-	1,611	1,135	
Advertising	1,535	-	-	1,535	980	
SMCF Expenses	-	-	-	0	-	
Total Fund Raising & Publicity:	3,146	0	-	3,146	2,115	
Church Administration						
Staff Salaries	10,098	5,515	-	15,613	15,966	10
Stewardship Expenses	0	-	-	0	269	
General Office Costs	0	-	-	0	1,595	
Print, Post & Stationery	1,991	-	-	1,991	2,404	
Bank Charges	1,390	-	-	1,390	618	
Equipment	21,783	147	-	21,931	2,963	11
Independent Examination	600	-	-	-	-	
Almshouses Temporary Loan	1,300	-	-	-	-	3
Other Expenses	1,272	-	-	-	268	
Total Church Administration:	38,435	5,663	17,373	44,097	36,060	
TOTAL EXPENDITURE:	176,924	18,998	17,373	195,923	174,125	

3. By agreement of the PCC, a temporary loan of £1,300 was made to The Vigne-Bremner Almshouses Charity (Charity Number 213816), an affiliated fund, to cover the period while their banking arrangements had to be changed. This is shown in the analysis of Expenditure, Table 1-7. A cheque for the refund of this sum was received at the end of December 2023, but was not credited to the Church account until January 2024 and is shown as a debtor in the Assets and Liabilities, Table 1-4.
4. The last Gift Aid claim covered donations made during the 6 month period 1 April to 30 September 2023 and a new submission will be made covering the period 1 October 2022 to 31 March 2024. It is estimated that a claim for approximately £6,000 will be made of which approximately £3,000 would be attributable to the period covered by this report.
5. The PCC has the investments listed in Table 1-8 held in Trust on its behalf by the London Diocese Fund. The income is received by the PCC.

**TABLE 1 – 8
INVESTMENTS**

	Market Value 31 Dec 2023 £	Market Value 31 Dec 2022 £
76 shares COIF Charities Investment Fund (Wm Pembroke Charity)	1,508	1,381
57 Shares COIF Charities Investment Fund (Sunbury School or Parish Stock)	1,131	1,036
TOTALS	2,639	2,417

6. Designated income includes a donation of £10,000 towards the purchase of a new piano for the Church.
7. The recipients of charitable giving during the year are shown in Table 1-9.

**TABLE 1 – 9
CHARITABLE GIVING**

		2023 (£)	2022 (£)
Parish Collections:	Children's Society	11	662
	Crisis at Christmas		500
	Shelter	500	
	St Saviour's Food Bank (Sunbury)	500	
	DEC Turkey Earthquake Appeal	300	
Parish Donations:	Royal School of Church Music	127	110
	Toilet Twinning		31
	Macmillan		140
	St Saviour's Food Bank (Sunbury)	1,200	
	Local Family	900	-
	Other donations	220	
TOTALS		3,758	1,443

8. The Diocesan Common Fund is the parish's contribution to the Diocese of London and represents 100% of the contribution agreed with the Diocese.
9. The Diocesan Statutory Fees relate to the fees due to the Diocese for weddings and funerals held in the parish.
10. Remuneration of staff working on behalf of the PCC is listed in Table 1-10.

**TABLE 1 – 10
STAFF COSTS**

	2023 (£)	2022 (£)
Parish Administrator (1)	8,514	10,836
Parish Administrator (2)	1,584	
Assistant Priests	5,068	5,946
Organist	8,200	7,810
Church & Parish Hall Cleaner (1)	3,255	5,130
Church & Parish Hall Cleaner (2)	2,260	
TOTALS	28,881	29,722

Both the Parish Administrator and the Church & Parish Hall Cleaner changed during the year. The remuneration of the individuals is shown separately.

The Assistant Priests, Rev S Douglas Lane and Canon R Morrison received payments for their regular support to the Vicar in running services and supporting parish activities. Rev S Douglas Lane also officiated at a number of weddings and funerals for which he received payment in accordance with the Diocesan scale of fees.

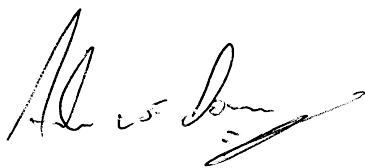
Payments totalling £6,174 were made to The Rev. A Downes (PCC Chairman) as a contribution to the running costs of the vicarage, travel and other expenses directly associated with the Church and its mission.

11. The PCC agreed to the purchase of a new piano for the Church at a total cost of £21,530. This was partially funded by a donation of £10,000 (see Note 6).

1.5 Financial Report Approval

This Financial Report for the year ended 31st December 2023, including the notes, was approved by the PCC and signed on its behalf by The Rev. Andrew Downes, PCC Chairman:

Signed:



Date: 21 March 2024

Section 2

Independent Examiner's Report

2.1 Introduction

This report on the accounts of the Parochial Church Council (PCC) of the Ecclesiastical Parish of St Mary's, Sunbury-on-Thames for the year ended 31 December 2023, which are set out on pages 1-1 to 1-9, is in respect of an examination carried out under Regulation 31 of the Church Accounting Regulations 2008 and section 145 of the Charities Act 2011.

2.2 Respective Responsibilities of Trustees and Examiner

The PCC members are responsible for the preparation of the annual reports. The PCC members consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under section 145 of the Charities Act,
2. to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
3. to state whether particular matters have come to my attention.

2.3 Basis of Independent Examiner's Statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

2.4 Independent Examiner's Statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

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

Signed:



Date: 22 March 2024

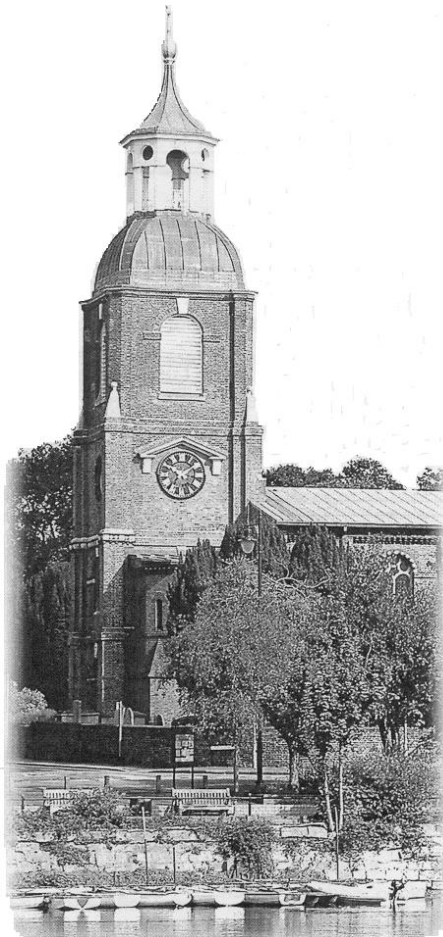
Name: Mark Blackwell ACMA

Address: MHR Consultancy Limited
Ferneberga House
Alexandra Road
Farnborough
GU14 6DQ

Accounts

**Annual Financial Report
of the
Parochial Church Council
of the Ecclesiastical Parish of
St Mary's, Sunbury-on-Thames
for the
Year Ending 31 December 2022**

Registered Charity No 1133834



St Mary's Parish Office
Parish Hall
Green Street
Sunbury-on-Thames
TW16 6RN

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Section 1

Annual Financial Report for 2022

1.1 Introduction

This Annual Financial Report for 2022 has been prepared for the Trustees of the Parochial Church Council (PCC) of the Ecclesiastical Parish of St Mary's, Sunbury-on-Thames, a charity registered with the Charity Commission under reference 1133834, covers the accounting period from 1 January 2022 to 31 December 2022.

The financial statements have been prepared in accordance with the Charities Act 2011 and Church Accounting Regulations 2006 together with applicable standards and the Charities Statement of Recommended Practice (SORP) except where detailed below.

As the gross income of the charity from all sources is less than £250,000, the financial statements have been prepared under the receipts and payments convention except for the valuation of investment assets which are shown at market value.

1.2 Accounting Policies

1.2.1 Funds

The funds for which the PCC is responsible are held in bank accounts with Barclays Bank plc and are listed in Table 2-1.

TABLE 2 – 1
FUNDS

	Nature of Bank Accounts
Unrestricted Funds	
St Mary's Church	Current account
Restricted Funds	
St Mary's Parish Hall	Current account
Africa Fund	Deposit account
St Mary's Church Restoration Fund	Deposit account
St Mary's Parish Hall Restoration Fund	Deposit account

This Report includes all transactions, assets and liabilities for these funds which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of Church members.

The affiliated fund, St Mary's Endowment Fund is a separate charity, registered with the Charity Commission under reference 1069355 and prepares a separate annual financial report. Its income, expenditure and investment valuations are not included here.

1.2.2 Income

- Cash collections are recognised when received by or on behalf of the PCC.
- Planned giving receivable under covenant is recognised when received.
- Income tax recoverable on covenants or gift aid donations is recognised when received. This policy is contrary to recommended accounting practice but has been adopted as it is considered a practical approach and unlikely to result in a material difference from recognising the tax credit when the income is recognised.
- Grants and legacies to the PCC are accounted for as soon as the PCC has been notified of its legal entitlement, the amount due and that title has been vested in the PCC.

- Funds raised by the various fairs and events are accounted for net, contrary to recommended accounting practice as insufficient records were maintained at the time of the events to facilitate recording gross takings. It is not considered that this approach is likely to lead to a material mis-statement of total income or expenses in the accounts.
- Rental income from the Parish Hall is recognised when received. Amounts outstanding at 31 December 2022 are not considered to be material.
- Dividends and interest receivable and corresponding tax credits are recognised when received.

1.2.3 Expenditure

- All payments are made by standing order, direct debit or bank transfer and are recognised when debited to the relevant bank account. No payments are made by cash.
- All payments are supported by appropriate bank mandates or invoices. In the case of charitable donations where there is no invoice, these are agreed by the PCC or Standing Committee prior to payment.
- All exceptional payments are agreed by the PCC or Standing Committee prior to payment.

1.2.4 Fixed Assets

- Consecrated and beneficed property is excluded from the accounts by s.96(2)(a) of the Charities Act 2011.
- No value is placed on moveable church furnishings held by the churchwardens on special trust for the PCC and which require a Diocesan Faculty for disposal since the PCC consider this to be inalienable property.
- All expenditure incurred during the year on consecrated or benefice buildings and moveable church furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities (SOFA) and separately disclosed.

1.2.5 Investments

Investments are valued at market value at 31 December 2022.

1.3 Financial Information

1.3.1 Summary of Financial Receipts and Payments

The summary of our receipts and payments (R&P) during the year is summarised in Table 2-2.

TABLE 2 - 2
SUMMARY RECEIPTS & PAYMENTS

	<i>Unrestricted</i>		<i>Restricted Funds</i>	<i>Endowed Funds</i>	Total All Funds 2022	<i>Total All Funds 2021</i>	Notes
	General Fund	Designated Funds					
	£	£	£	£	£	£	
Income and endowments							
Income from donors	102,860	-	204	-	103,064	90,711	
Events & other income	17,822	8,188	-	-	26,010	9,006	
Income from trading activities	7,978	-	41,450	-	49,427	46,877	
Income from investments	72	-	15	-	87	72	
Total income	128,731	8,188	41,688	-	178,588	146,666	1
Expenditure							
Charitable giving	110	1,302	-	-	1,412	4,208	
Church work	128,283	6,254	-	-	134,537	112,428	
Fund raising & publicity	2,115	-	-	-	2,115	13,802	
Church administration	18,687	-	17,373	-	36,060	27,802	
Total expenditure	149,195	7,556	17,373	-	174,125	158,240	2
<i>Reconciliation of funds:</i>							
Net income (expenditure)	(20,464)	632	24,295	-	4,463	(11,574)	
Transfers between funds	20,006	(125)	(19,881)	-	-	-	
Net movement in funds	(458)	507	4,414	-	4,463	(11,574)	
Bank accounts at 1 January	3,719		20,887	-	24,606	34,632	
Bank accounts at 31 December	3,768		24,330	-	28,098	23,058	A&L

1.3.2 Statement of Assets and Liabilities

The statement of our assets and liabilities (A&L) at the year-end is shown in Table 2-3.

**TABLE 2 – 3
ASSETS & LIABILITIES**

	<i>Unrestricted</i>		<i>Restricted Funds £</i>	<i>Endowed Funds £</i>	<i>Total All Funds 2022 £</i>	<i>Total All Funds 2021 £</i>	Notes
	General Fund £	Designated Funds £					
Assets:							
Bank current accounts	3,768	-	24,330	-	28,098	23,058	R&P
Total bank and deposit accounts	3,768	-	24,330	-	28,098	23,058	
Credit in Statutory Fees account	1,333	-	-	-	1,333		
Gift Aid recoverable (est)	12,000	-	-	-	12,000		3
Debtors	13,333	-	-	-	13,333		
COIF (Wm Pembroke Charity)	-	-	1,381	-	1,381	1,563	4
COIF (Sunbury School or Parish Stock)	-	-	1,036	-	1,036	1,172	4
Investment assets	-	-	2,417	-	2,417	2,735	
TOTAL ASSETS		-	26,747	-			
Liabilities:							
Sundry creditors (2021)	-	-	-	-	-	3,581	
Distribution of Christmas Collection	1,000	-	-	-	1,000	-	
Contribution to Vicar's retreat	500	-	-	-	500	-	
TOTAL LIABILITIES	1,500	-	-	-	1,500	3,581	

1.3.3 Summary of Funds

Fund income and expenditure and final balances are shown in Table 2-4.

**TABLE 2 – 4
SUMMARY OF FUNDS**

	Balances at 1 Jan 2022 £	Income £	Expenditure £	Transfers, other gains and losses £	Balances at 31 Dec 2022 £
St Mary's Endowment Fund	-	-	-	-	-
Total of all endowed funds	-	-	-	-	-
Church General Fund	3,719	136,919	156,877	20,006	3,768
Total of all unrestricted funds	3,719	136,919	156,877	20,006	3,768
Parish Hall General Fund	5,289	41,450	17,373	(20,977)	8,389
Africa Fund	333	204	-	-	537
St Mary's Church Restoration Fund	8,841	133	-	-	8,974
St Mary's Parish Hall Restoration Fund	6,424	6	-	-	6,430
Total of all restricted funds	20,887	41,793	17,373	(20,977)	24,330
TOTAL FUNDS	24,606	178,712	174,250	(971)	28,098

1.4 Notes to the Financial Report

1. An analysis of the total income is shown in Table 2-5.

**TABLE 2 - 5
ANALYSIS OF INCOME**

	<i>Unrestricted</i>		<i>Restricted Funds</i>	<i>Endowed Funds</i>	Total All Funds 2022	<i>Total All Funds 2021</i>	Notes
	General Fund	Designated Funds					
	£	£	£	£	£	£	
Planned giving	48,885	-	204	-	49,089	49,994	
On-line giving	16,847	-	-	-	16,847		
Cash collections	8,846	-	-	-	8,846	8,170	
Other donations & legacies	10,250	-	-	-	10,250	18,483	5
Gift Aid recovered	18,031	-	-	-	18,031	14,064	
Income from Donors	102,860	-	204	-	103,064	90,711	
Fairs & sales	448	-	-	-	448	541	
Events	3,217	-	-	-	3,217	1,650	6
Bank interest	77	-	-	-	77		
Grants	2,641	-	-	-	2,641	3,317	
Other income	11,438	-	-	-	11,438	2,437	7
Designated funds	-	8,188	-	-	8,188		
Retirement gift donations	-	-	-	-	-	1,061	
Events & Other Income	17,822	8,188	-	-	26,010	9,006	
PCC wedding & funeral fees	7,678	-	-	-	7,678	11,293	
Church hire	300	-	-	-	300		
Parish Hall hire	-	-	41,450	-	44,570	23,711	
Income from trading activities	7,978	-	41,450	-	49,427	35,004	
Dividends & interest	72	-	15	-	87	72	
Income from investments	72	-	15	-	87	72	
TOTAL INCOME	128,731	8,188	41,668	-	178,588	134,793	

2. An analysis of the total expenditure is shown in Table 2-6.

**TABLE 2 – 6
ANALYSIS OF EXPENDITURE**

	<i>Unrestricted</i>		<i>Restricted Funds</i> £	<i>Endowed Funds</i> £	Total All Funds 2022 £	<i>Total All Funds 2021</i> £	Notes
	General Fund £	Designated Funds £					
Charitable giving	110	1,302	-	-	1,412	4,208	8
Charitable Giving Total	110	1,302	-	-	1,412	4,208	
Diocesan Common Fund	82,000	-	-	-	82,000	70,200	9
Diocesan Statutory Fees	6,680	-	-	-	6,680	3,633	10
Assistant Priests' Fees	5,946	-	-	-	5,946	-	11
Organist Fees	7,810	-	-	-	7,810	4,300	11
Ministry / Mission Expenses	6,726	-	-	-	6,726	8,829	
Utility Supplies	7,038	-	-	-	7,038	8,345	
Insurance	4,304	-	-	-	4,304	4,545	
Repairs & Maintenance	4,092	-	-	-	4,836	6,607	
Supplies & Services	3,688	-	-	-	3,688	3,519	
Retreat Expenses	-	6,254	-	-	6,254	700	
Retirement Gift	-	-	-	-	0	1,750	
Church Work Total	128,283	6,254	-	-	134,537	112,428	
Cost of Fetes & Bazaars	1,135	-	-	-	1,135	-	
Advertising	980	-	-	-	980	-	
SMCF Expenses	-	-	-	-	-	767	
Fund Raising & Publicity Total	2,115	-	-	-	2,115	767	
Administrator Salary	10,836	-	-	-	10,836	10,214	11
Stewardship Expenses	269	-	-	-	269	129	
General Office Costs	1,595	-	-	-	4,744	2,317	
Parish Hall Operating Costs	-	-	17,373	-	17,373	14,531	
Print, Post & Stationery	2,404	-	-	-	2,404	1,857	
Bank Charges	618	-	-	-	618	-	
Equipment	2,963	-	-	-	2,963	-	
Church Administration Total	18,687	-	17,373	-	36,060	29,048	
TOTAL EXPENDITURE	149,195	7,556	17,373	-	174,125	146,451	

3. The last Gift Aid claim covered donations made during the period 1 April 2021 to 31 March 2022 and a new submission will be made covering the period 1 April 2022 to 31 March 2023. It is estimated that a claim for approximately £16,000 will be made of which approximately £12,000 would be attributable to the period covered by this report.

4. The PCC has the investments listed in Table 2-7 held in Trust on its behalf by the London Diocese Fund. The income is received by the PCC.

**TABLE 2 – 7
INVESTMENTS**

	Market Value 31 Dec 2022 £	Market Value 31 Dec 2021 £
76 shares COIF Charities Investment Fund (Wm Pembroke Charity)	1,381	1,563
57 Shares COIF Charities Investment Fund (Sunbury School or Parish Stock)	1,036	1,172
TOTALS	2,417	2,735

5. Legacies include an unrestricted bequest of £10,000 from the estate of the late John and Brenda Cairns.
6. The "Concorde Evening" event held in 2022 raised £3,217 towards the cost of two defibrillator units to be installed outside the Church and inside the Parish Hall.
7. Other income includes an unrestricted transfer of £10,688 from the closing account of Friends of St Mary's (FOSM) which was disbanded in 2021.
8. The recipients of charitable giving during the year are shown in Table 2-8

**TABLE 2 – 8
CHARITABLE GIVING**

		2022 (£)	2021 (£)
Parish Collections	Children's Society	662	92
	Crisis at Christmas	500	-
	A-CET	-	1,175
	St Mary's, Newington	-	500
Parish Donations	Royal School of Church Music	110	107
	Toilet Twinning	31	41
	Macmillan	140	-
	British Legion	-	25
	Bishop Wand School	-	400
	Bible Society	-	300
	College of St Barnabas	-	50
	Amaudo	-	500
	Forever Angels	-	500
	Apiculture Centre, Ethiopia	-	100
	TOTALS	1,443	3,790

Two further charitable payments were made in 2022 to Shelter (£500) and St Saviour's Food Bank, Sunbury (£500), but these payments were not debited to the Church bank account until January 2023 and are therefore not recorded in the table above.

9. The Diocesan Common Fund is the parish's contribution to the Diocese of London and represents 100% of the contribution agreed with the Diocese.

- 10. The Diocesan Statutory Fees relate to the fees due to the Diocese for weddings and funerals held in the parish.
- 11. Remuneration of staff working on behalf of the PCC is listed in Table 2-9.

TABLE 2 – 9 STAFF COSTS		
	2022 (£)	2021 (£)
Parish Administrator	10,836	10,214
Assistant Priests	5,946	-
Organist	7,810	4,300
Church & Parish Hall Cleaner	5,130	5,313
TOTALS	29,722	19,827

The Assistant Priests, Rev S Douglas Lane and Canon R Morrison received payments for their regular support to the Vicar in running services and supporting parish activities. Rev S Douglas Lane also officiating at a number of weddings and funerals for which he received payment in accordance with the Diocesan scale of fees.

Fees for the assistant priests in 2021 were not separately recorded, but were included under the heading of Ministry / Mission Expenses.

Other payments were made to PCC members in the year for reimbursement of expenses incurred on behalf of the PCC:

- a) Rev A Downes: Contribution to the running costs of the vicarage, travel and other expenses associated with the church amounting in total to £6,726.
- b) Rev A Downes: Reimbursement of £489 for the purchase of a new computer for the Parish Office.
- c) Mr A Wood: Reimbursement for the purchase of two defibrillators amounting in total to £2,303.

1.5 Financial Report Approval

This Financial Report for the year ended 31st December 2022, including the notes, was approved by the PCC and signed on its behalf by The Rev. Andrew Downes, PCC Chairman:

Signed:

Date:

Section 2 Independent Examiner’s Report

2.1 Introduction

This report on the accounts of the Parochial Church Council (PCC) of the Ecclesiastical Parish of St Mary’s, Sunbury-on-Thames for the year ended 31 December 2022, which are set out on pages 1-1 to 1-9, is in respect of an examination carried out under Regulation 31 of the Church Accounting Regulations 2008 and section 145 of the Charities Act 2011.

2.2 Respective Responsibilities of Trustees and Examiner

The PCC members are responsible for the preparation of the annual reports. The PCC members consider that an audit is not required for this year under section 144 of the Charities Act 2011 (“the Charities Act”) and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under section 145 of the Charities Act,
2. to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
3. to state whether particular matters have come to my attention.

2.3 Basis of Independent Examiner’s Statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a ‘true and fair’ view and the report is limited to those matters set out in the statement below.

2.4 Independent Examiner's Statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

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

Signed:

Date:

Name: Costas Loizou ACMA CGMA

Address: Figtree Accountancy Limited
25, Claremont Avenue
Sunbury-On-Thames
TW16 5LX

Accounts

ST MARYS CHURCH, SUNBURY-ON-THAMES

Annual Report

and

Financial Statements

of the

Parochial Church Council

For the year ended 31 December 2021

Parish Office
Green Street
Sunbury-on-Thames

ST MARYS CHURCH - ANNUAL REPORT FOR 2021

Background

St Mary's Parish Church Council (PCC) has the responsibility of co-operating with the Incumbent, (The Rev A Downes), in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has responsibility for managing the Parish Hall in Green Street, Sunbury.

Membership

Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules.

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

Incumbent	The Rev'd A Downes	Chairman
Ex-Officio Members	The Rev S Douglas Lane	
Wardens	The Rev C George	Resigned July 2021
	Mrs K Page	Vice Chairman
Treasurer	Mrs A Sinclair	
	Mr G Stanley	Co-opted
PCC Secretary	Mrs C Scott	Co-opted
Representatives on the Deanery Synod	Mr. C Franklin	
	Mr R Moxon	
Elected Members	Mrs C Bridle	
	Mrs J Brown	
	Mrs E Chapman	
	Ms J Elliott	
	Mr D Scott	
	Mr A Stevenson	
	Mrs B Storer	
	Mr M Towns	
	Mr. A Wood	
Co-opted Member	Mrs C Wood QC	Safeguarding
And on behalf of the PCC Independent Examiner	J C Edwards FCA	

ST MARYS CHURCH - ANNUAL REPORT FOR 2021

General Notes for Committees

It is expected that all committees of the PCC, apart from the Finance and Standing Committee, will be augmented by the inclusion of members of the Church who are not on the PCC. The names of all such persons are to be submitted to the PCC for their approval.

The terms of reference of all committees are as stated below:

Finance and Standing Committee:

To work with the Chairman of the PCC upon all matters concerning our Church and Parish.

To transact business of the Council between the meeting thereof, subject to any directions given by the council. Maximum financial expenditure which may be sanctioned is £500.00

To review the finances of the Church as submitted for their consideration.

To make recommendations to the PCC for their consideration.

To work with the Chairman on the agenda for the next PCC meeting.

To review current expenditures, to compare these with the PCC budget and to take steps for recommending changing of expenditure.

Fabric Committee

To deal with the maintenance and improvement of the Church buildings, fixtures and fittings, goods and ornaments.

To represent the Church to the Architect and Surveyor or any contractor, to obtain and submit to the PCC all necessary estimates.

To submit, where required, information to the Diocesan authorities and set in motion with the Vicar and Churchwardens applications for Faculties.

To inspect and progress all works and undertake all necessary day to day maintenance tasks.

Meetings must be held regularly and reports submitted to the PCC for advice and decisions.

To look after the day to day running of the affairs of the Parish Hall, its cleaning and upkeep, including keeping tidy the surrounding lands.

Bookings and hiring to be made, in the first instance via the Parish Office. When these are agreed, a copy of the booking or hiring is to be submitted to the Parish Hall Treasurer, who is to issue invoices and collect monies due. Withdrawals and cancellations to be notified accordingly. To generate funds for maintenance and improvements and where possible encourage 'do it yourself' jobs.

To represent the church to any contractor; to obtain and submit to the PCC all estimates not covered by the agreed bounds of expenditure.

Meetings to held regularly and reports submitted to the Churchwardens and PCC for advice and decisions.

Stewardship Committee

To explore and advise on all aspects of Stewardship, including time and talents.

To meet new members of the Church with a view to expand the principle of active commitment (time, talents and financial).

To encourage members of the stewardship scheme to review their commitments year by year.

To consult and work with the Diocese Stewardship Advisor on matters concerning stewardship.

To be aware of changes in attitude and legislation affecting charitable giving generally.

To promote and encourage additional charitable giving.

Other Organisations

Other organisations with which the PCC has connections are as detailed below, organisations marked with an asterisk have their accounts incorporated within this report:

St Mary's Endowment Fund

St Mary's Church Fellowship *

Church Attendance

Electoral Roll as at 31st December 2021 numbered 214. Church attendance were 80 on average. . Sadly we started the year with a lockdown because of the COVID 10 global pandemic. Services continued online and were well received. The Church reopened on Mothering Sunday 14th March, with a maximum of 50 people in Church.

13 Baptisms were held, 5 Weddings celebrated and there were 31 Funerals held either in church or at the crematorium.

Ashing took place in the church on Ash Wednesday for 50-60 people.

On Easter Sunday the church was at capacity and the service was streamed into the Parish Hall so that as many people as possible could receive the Blessed Sacrament.

An outdoor service (in the Parish Hall carpark) was held on Ascension Day and we were able to sing for the first time in over a year. Luckily the rain held off.

Slowly with a particular emphasis on safety we started to open further and increase the number of people who could attend each service. The sidesmen, readers and intercessors were reinstated and in September singing in church and Parish Breakfast was reintroduced .

There were 8 candidates for 1st Communion on Advent Sunday.

Parochial Church Council

The PCC continued to meet virtually via zoom this year. The Annual Parochial Church Meeting took place in April. Most members of the PCC, including the Church Wardens and Treasurer continued for another year. There will be individual reports from the various church groups and sub-committees. We would particularly like to highlight the very positive Visitation in November this year where Father Joseph congratulated the clergy and the PCC for all the hard work.

Father Andrew led a very enlightening Lent Course via zoom based on The Poets Gospel.

The Pilgrim Course continued via zoom.

A drinks reception was held in church to welcome new members to our church family and this proved to be a very enjoyable evening.

There was a fantastic response from the congregation to our appeal for Christmas gifts for children and we were able to send numerous shoe boxes to Romania.

A huge welcome is extended to Veronica Barnes who became our Organist and Director of Music in September and to Canon Robin Morrison who joined the ministry team.

Reverend Carole George completed her curacy and was appointed Rector of St. Nicholas Shepperton and to quote Father Simon and echo all our thoughts Shepperton's gain is Sunbury's loss. A huge thank you to Carole from all of us in the parish for all that she has done at St. Mary's.

Father Andrew had another successful year as Incumbent and continued to provide worship and spiritual for all, in very unprecedented times. Father Simon Douglas-Lane continued his much valued ministry at St. Mary's. Sincere thanks go to Father Andrew, Father Simon and Canon Robin for all you have done. It has been very much appreciated. Finally thank you to the Parochial Church Council , the church groups and sub committees, Sarah Pow. Our very capable office administrator, and all who have served and supported St. Mary's in whatever way over the year.

Karen Page and Ann Sinclair

Churchwardens

01 March 2022

ST MARYS CHURCH, SUNBURY-ON-THAMES
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 DECEMBER 2021

		Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL FUNDS	
					2021	2020
INCOMING RESOURCES		£	£	£	£	£
	Note					
<i>Incoming resources from donors</i>	2(a)	£90,127	£584	£0	£90,711	£87,160
<i>Other voluntary incoming resources</i>	2(b)	£9,006	£0	£0	£9,006	£11,395
<i>Income from charitable and ancillary trading</i>	2(c)	£23,083	£23,794	£0	£46,877	£31,642
<i>Income from investments</i>	2(d)	£71	£1	£0	£72	£88
TOTAL INCOMING RESOURCES		£122,287	£24,379	£0	£146,667	£130,285
RESOURCES USED						
<i>Grants</i>	3(a)	£4,208	£0	£0	£4,208	£6,593
<i>Activities directly relating to the work of the church</i>	3(b)	£112,428	£0	£0	£112,428	£88,326
<i>Fund-raising and publicity</i>	3(c)	£0	£13,802	£0	£13,802	£11,727
<i>Church management and administration</i>	3(d)	£16,012	£11,790	£0	£27,802	£27,373
TOTAL RESOURCES USED		£132,648	£25,592	£0	£158,240	£134,019
NET INCOMING (OUTGOING) RESOURCES		-£10,361	-£1,211	£0	-£11,573	-£3,734
GAINS ON INVESTMENTS		£0	£0	£0	£0	£0
NET MOVEMENT IN FUNDS		-£10,361	-£1,211	0	-£11,571	-£3,734
BALANCES BROUGHT FORWARD AT 1 JANUARY 2021		£19,341	£15,291	0	£34,632	£38,367
BALANCES CARRIED FORWARD AT 31 DECEMBER 2021		£8,979	£14,079	0	£23,058	£34,632

The notes on pages 7 to 11 form part of these accounts

31 DECEMBER 2021

	Note	2021	2020
		£	£
FIXED ASSETS			
Fixed assets	5	£0	£0
Investments	6	£0	£0
		<hr/>	<hr/>
		£0	£0
CURRENT ASSETS			
Debtors		£0	£0
Cash at bank and in hand		£26,639	£38,213
		<hr/>	<hr/>
		£26,639	£38,213
LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR			
	8	£3,581	£3,581
DUE WITHIN FIVE YEAR		£0	£0
		<hr/>	<hr/>
NET CURRENT ASSETS		£23,058	£34,632
LIABILITIES: AMOUNTS FALLING DUE OVER ONE YEAR		£0	£0
		<hr/>	<hr/>
NET ASSETS		£23,058	£34,632
FUNDS			
Unrestricted		£8,979	£19,341
Restricted		£14,079	£15,291
Endowment		£0	£0
		<hr/>	<hr/>
		£23,058	£34,632
		<hr/>	<hr/>

Andrew V J Downes

.....
The Rev Andrew Downes

YEAR ENDED 31 DECEMBER 2021

1 ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable standards and the Charities SORP except where detailed below.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets which are shown at market value.

Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

The accounts include all transactions, assets and liabilities for which the PCC are responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of Church members.

Incoming Resources

Collections are recognised when received by or on behalf of the PCC.

Planned giving receivable under covenant is recognised only when received.

Income tax recoverable on covenants or gift aid donations is recognised when received. This policy is contrary to recommended accounting practice but has been adopted as it is considered a practical approach and unlikely to result in a material difference from recognising the tax credit when the income is recognised.

Grants and legacies to the PCC are accounted for as soon as the PCC has been notified of its legal entitlement, the amount due and that title has been vested in the PCC.

Funds raised by the various fairs and events are accounted for net, contrary to recommended accounting practice as insufficient records were maintained at the time of the events to facilitate recording gross takings. It is not considered that this approach is likely to lead to a material misstatement of total income or expenses in the accounts.

Sales of the Parish Paper are accounted for gross.

Rental income from the Parish Hall is recognised when received. Amounts outstanding at 31 December 2018 are not considered to be significant.

Dividends and interest receivable and corresponding tax credits are recognised when received.

Fixed Assets

Consecrated and beneficed property is excluded from the accounts by s.96(2)(a) of the Charities Act 1993.

No value is placed on moveable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC consider this to be inalienable property. All expenditure incurred during the year on consecrated or benefice buildings and moveable church furnishings, whether maintenance or improvement, is written off as expenditure in the SOFA and separately disclosed.

Investments

Investments are valued at market value at 31 December 2021.

YEAR ENDED 31 DECEMBER 2021

2 INCOMING RESOURCES

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS	
				2021 £	2020 £
<i>2(a) Incoming resources from donors</i>					
Planned giving:					
Standing Orders & Envelope Scheme	49,994	0	0	49,994	51,545
Income tax recovered	14,064	0	0	14,064	18,225
Collections (open plate) at all services	7,043	0	0	7,043	4,345
Retiring/Special collections/African Fund	544	584	0	1,128	1,095
Sundry donations	18,483	0	0	18,483	11,952
	90,127	584	0	90,711	87,160
<i>2(b) Other voluntary incoming resources</i>					
Grants	3,317	0	0	3,317	853
Parish Donations, Memorials and Events	1,650	0	0	1,650	5,536
Sundry income & Retreats	2,437	0	0	2,437	4,380
Restoration Fund	0	0	0	0	0
Fetes, bazaars, etc.	541	0	0	541	626
Retirement Gift contributions.	1,061	0	0	1,061	0
	9,006	0	0	9,006	11,395
<i>2(c) Income from charitable and ancillary trading</i>					
Church hall lettings	0	23,711	0	23,711	9,320
Transfer from Church/Hall/SMCF	11,790	0	0	11,790	10,000
SMCF activities	0	84	0	84	681
Wedding & funeral fees	11,293	0	0	11,293	11,641
	23,083	23,794	0	46,878	31,642
<i>2(d) Income from investments</i>					
Dividends and interest	71	1	0	72	88
TOTAL INCOMING RESOURCES	122,288	24,379	0	146,667	130,285

YEAR ENDED 31 DECEMBER 2021

3 RESOURCES USED

	Unrestricted	Restricted	Endowment	TOTAL FUNDS	
	Funds	Funds	Funds	2021	2020
	£	£	£	£	£
<i>3(a) Grants</i>					
Charitable giving	4,208	0	0	4,208	6593
Restoration costs	0	0	0	0	0
	<u>4,208</u>	<u>0</u>	<u>0</u>	<u>4,208</u>	<u>6593</u>
<i>3(b) Activities directly relating to the work of the church</i>					
Ministry/Mission expenses	8,829	0	0	8,829	7885
Diocesan quota	70,200	0	0	70,200	58300
Heat, Light, Cleaning	8,345	0	0	8,345	7935
Insurance	4,545	0	0	4,545	5075
Repairs & maintenance:					
Church	6,607	0	0	6,607	3302
Organ	0	0	0	0	0
Service supplies	3,519	0	0	3,519	2347
Organists fees/Music	4,300	0	0	4,300	2455
Retreat expenses	700	0	0	700	340
Retirement Gift	1,750	0	0	1,750	0
Wedding & funeral fees & expenses	3,633	0	0	3,633	687
	<u>112,428</u>	<u>0</u>	<u>0</u>	<u>112,428</u>	<u>88326</u>
<i>3(c) Fund raising & publicity</i>					
Costs of fetes, bazaars etc.	0	0	0	0	0
Parish paper printing costs	0	0	0	0	0
Church hall running & maintenance costs	0	13,035	0	13,035	11394
SMCF expenses	0	767	0	767	333
Fund Raiser Fees	0	0	0	0	0
	<u>0</u>	<u>13,802</u>	<u>0</u>	<u>13,802</u>	<u>11,727</u>
<i>3(d) Church management & administration</i>					
Print, post & stationary	1,857	0	0	1,857	2627
Office salaries	10,214	0	0	10,214	10972
Stewardship expenses	129	0	0	129	0
Telephones/Internet	1,496	0	0	1,496	1361
Transfers	0	11,790	0	11,790	10000
General office costs	2,317	0	0	2,317	2414
	<u>16,012</u>	<u>11,790</u>	<u>0</u>	<u>27,802</u>	<u>27373</u>
TOTAL RESOURCES USED	<u>132,649</u>	<u>25,592</u>	<u>0</u>	<u>158,241</u>	<u>134,020</u>

YEAR ENDED 31 DECEMBER 2021

4 STAFF COSTS

	2021 £	2020 £
Office wages to Parish Administrator	10,214	9,360
Organists fees and Expenses	4,300	9,572
Parish Verger	0	1,400
Church & Hall Cleaner	5,313	3,404
	<u>19,827</u>	<u>23,736</u>

No other remuneration was paid during the year.

5 FIXED ASSETS

	Freehold land & buildings £	Sundry equipment £	Total £
Cost as at 1 January 2021 & 31 December 2021	<u>0</u>	<u>0</u>	<u>0</u>

6 INVESTMENTS

The PCC has investments held in Trust on its behalf by the London Diocese Fund. These investments are as follows;

	Market value 31/12/2021 £	Market value 31/12/2020 £
1. 76 Shares in the COIF Charity Funds held in the name of Wm Pembroke Charity. The income is received by the PCC.	1,563	1,369
2. 57 Shares in the COIF Charity Funds held in the name of Sunbury School (Parish Stock). The income is received by the PCC.	1,172	1,027

These values are not recorded in the accounts.

7 ANALYSIS OF NET ASSETS

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total £
Fixed assets	0	0	0	0
Current assets	12,560	14,079	0	26,639
Current liabilities	(3,581)	0	0	(3,581)
Long term liabilities (Restoration Loans)	0	0	0	0
	<u>8,979</u>	<u>14,079</u>	<u>0</u>	<u>23,058</u>

St Mary's Church Fellowship	2,033
Parish Hall Management Committee	11,713
Restoration Fund	0
Restricted Donations/African Education Fund	333
	<u>14,079</u>

The above funds have been treated as restricted as it is considered by the members that the funds raised through these organisations activities or specific appeals must to be used to fulfil the objectives of those organisations or the purpose of the appeal.

8 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Diocese fees control	0	0
Sundry creditors	3,581	3,581
	<u>3,581</u>	<u>3,581</u>

This report on the accounts of the PCC for the year ended 31 December 2021, which are set out on pages 5 to 11, is in respect of an examination carried out under Regulation 31 of the Church Accounting Regulations 2008 and section 145 of the Charities Act 2011.

Respective responsibilities of trustees and examiner

As the members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of Regulation 31 of the Church Accounting Regulations 2008 and section 144(2) of the Charities Act 2011 (the Act) do not apply and that an independent examination is needed.

It is my responsibility:

- to examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" ,and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the requirements of the Act, as also contained in the Church Accounting Regulations 2008, have not been met.
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

JEREMY C EDWARDS FCA
26 Rooksmead Road
Sunbury-on-Thames
Middx TW16 6PD

28th March 2022

SUNBURY CHURCH COUNCIL - ST. MARY'S SCHEDULES TO THE INCOME & EXPENDITURE ACCOUNT YEAR ENDED 31 DECEMBER 2021

Flowers	65	97
Books	0	22
Parish Breakfast Sales Table	0	95
Restoration & Organ Events	1650	0
Autumn Fair	0	0
Candle Stand, Candles & Poor Box	541	350
	<u>£2,256</u>	<u>£564</u>

CHARITABLE GIVING

Parish Collections	Children's Society	92	1393
	Ceylonese Disaster	0	0
	McMillan Nurses	0	500
	Toilet Twinning	0	450
	A-Cet	1175	0
	St. Mary's Newington	500	0
	St Saviour's Food (Allotment)	0	500
	St Saviour's Fuel (Allotment)	0	1850
Parish Donations	British Legion	25	25
	Bishop Wand School	400	400
	Bishop of Kensington Fund	0	0
	Crisis Christmas	0	750
	Bible Society	300	300
	College of St Barnabas	50	50
	RSCM	107	107
	Amaudo	500	250
	Forever Angels	500	250
	St Mary's Convent	0	0
	The Apiculture Centre in Ethiopia	100	100
	Water Aid	0	500
	Cancer Research	0	250
	Toilet Twinning	41	550
		<u>£3,790</u>	<u>£8,225</u>

Accounts

ST MARYS CHURCH, SUNBURY-ON-THAMES

Annual Report

and

Financial Statements

of the

Parochial Church Council

For the year ended 31 December 2020

Parish Office
Green Street
Sunbury-on-Thames

Background

St Mary's Parish Church Council (PCC) has the responsibility of co-operating with the Incumbent, (The Rev A Downes), in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has responsibility for managing the Parish Hall in Green Street, Sunbury.

Membership

Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules.

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

Incumbent	The Rev'd A Downes	Chairman
Ex-Officio Members	The Rev S Douglas Lane The Rev C George	
Wardens	Mrs K Page Mrs A Sinclair	Vice Chairman
Treasurer	Mr G Stanley	Co-opted
PCC Secretary	Mrs C Scott	Co-opted
Representatives on the Deanery Synod	Mr. C Franklin Mr A Cull	
Elected Members	Mrs J Brown Mrs E Chapman Ms J Elliott Mrs R Horgan Mr D Scott Mrs B Storer Mr M Towns Mr. A Wood Mrs. J Worrell	
Co-opted Member	Mrs C Wood QC	Safeguarding
And on behalf of the PCC Independent Examiner	J C Edwards FCA	

General Notes for Committees

It is expected that all committees of the PCC, apart from the Finance and Standing Committee, will be augmented by the inclusion of members of the Church who are not on the PCC. The names of all such persons are to be submitted to the PCC for their approval.

The terms of reference of all committees are as stated below:

Finance and Standing Committee:

To work with the Chairman of the PCC upon all matters concerning our Church and Parish.

To transact business of the Council between the meeting thereof, subject to any directions given by the council. Maximum financial expenditure which may be sanctioned is £500.00

To review the finances of the Church as submitted for their consideration.

To make recommendations to the PCC for their consideration.

To work with the Chairman on the agenda for the next PCC meeting.

To review current expenditures, to compare these with the PCC budget and to take steps for recommending changing of expenditure.

Fabric Committee

To deal with the maintenance and improvement of the Church buildings, fixtures and fittings, goods and ornaments.

To represent the Church to the Architect and Surveyor or any contractor, to obtain and submit to the PCC all necessary estimates.

To submit, where required, information to the Diocesan authorities and set in motion with the Vicar and Churchwardens applications for Faculties.

To inspect and progress all works and undertake all necessary day to day maintenance tasks.

Meetings must be held regularly and reports submitted to the PCC for advice and decisions.

To look after the day to day running of the affairs of the Parish Hall, its cleaning and upkeep, including keeping tidy the surrounding lands.

Bookings and hiring to be made, in the first instance via the Parish Office. When these are agreed, a copy of the booking or hiring is to be submitted to the Parish Hall Treasurer, who is to issue invoices and collect monies due. Withdrawals and cancellations to be notified accordingly.

To generate funds for maintenance and improvements and where possible encourage 'do it yourself' jobs.

To represent the church to any contractor; to obtain and submit to the PCC all estimates not covered by the agreed bounds of expenditure.

Meetings to held regularly and reports submitted to the Churchwardens and PCC for advice and decisions.

Stewardship Committee

To explore and advise on all aspects of Stewardship, including time and talents.

To meet new members of the Church with a view to expand the principle of active commitment (time, talents and financial).

To encourage members of the stewardship scheme to review their commitments year by year.

To consult and work with the Diocese Stewardship Advisor on matters concerning stewardship.

To be aware of changes in attitude and legislation affecting charitable giving generally.

To promote and encourage additional charitable giving.

Other Organisations

Other organisations with which the PCC has connections are as detailed below, organisations marked with an asterisk have their accounts incorporated within this report:

St Mary's Endowment Fund

St Mary's Church Fellowship *

Friends of St Mary's

Church Attendance

Electoral Roll as at 31st December 2020 numbered 186.

Church attendances were on average the same as last year for the first 2 months of the year. There were 7 candidates for confirmation on the 23rd February and the day was celebrated with Bishop Graham and a full church.

In March all acts of public worship were suspended because of the Covid 19 global pandemic and the services moved on-line with Morning Prayer, Compline and a Sunday Eucharist. Morning prayer and Compline regularly attracted over 100 people and Sunday Eucharist over 650. On Easter Sunday there were 1187 views for the service. In July the Church was allowed to open for public worship. Initially with a maximum of 40 people, rising to 50 to comply with the social distancing rules. Services took place in church and a Sunday and a Wednesday lunchtime and online services continued. An 11.30 service was introduced in the Parish Hall with a maximum of 50 people.

7 Baptisms were held, 2 Weddings celebrated and there were 48 funerals held either in church or at the crematorium. Sadly many services and parish events were unable to take place this year because of the pandemic. Theology in the Pub continued via zoom. This group is using the Pilgrim Course as a resource and has proven to be a thought provoking and prayerful evening every other week.

Parochial Church Council

The PCC met in January and then virtually via zoom for the rest of the year (a total of seven times). The Away Morning at St Mary's Convent Chiswick was cancelled this year. The Annual Parochial Church was postponed until October. All members of the PCC, including the Church Wardens and Treasurer continued for another year. There will be individual reports from the various church groups and sub-committees. We would particularly like to highlight the very positive quinquennial report received prior to the first lockdown.

Father Andrew Downes completed another busy and successful year as Incumbent, albeit a year like no other! The St Mary's Community Support Team was set up with 20+ people. They collected shopping, walked dogs etc. for people who required this support. Father Andrew and Alice have been making bread and other goodies for distribution in the parish, given with love from the vicarage.

Reverend Carole George completed another successful year as curate and is a highly valued member of the team, as is Father Simon Douglas-Lane who continued his ministry at St. Mary's. Reverend Sue Wood provided occasional and very welcome support prior to lockdown.

Our Parish Office continued to be ably looked after by Sarah Pow who in addition has been required to book spaces at church services for individuals. Another first. All were keeping in contact regularly by telephone to parishioners, friends and neighbours.

Sincere thanks go to Father Andrew, Reverend Carole, and Father Simon for embracing the new technology and continuing to provide worship and spiritual guidance for all. It has been very much appreciated. Finally thank you to the Parochial Church Council, the church groups and sub-committees and all who have served and supported St Mary's in whatever way over the year.

Karen Page and Ann Sinclair

Churchwardens

March 2021

ST MARYS CHURCH - ANNUAL REPORT FOR 2020

ST MARYS CHURCH, SUNBURY-ON-THAMES

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 DECEMBER 2020

		Unrestricted	Restricted	Endowment	TOTAL FUNDS	
		Funds	Funds	Funds	2020	2019
		£	£	£	£	£
INCOMING RESOURCES						
<i>Incoming resources from donors</i>	2(a)	£86,589	£571	£0	£87,160	£101,768
<i>Other voluntary incoming resources</i>	2(b)	£11,395	£0	£0	£11,395	£47,056
<i>Income from charitable and ancillary trading</i>	2(c)	£17,642	£14,000	£0	£31,642	£57,355
<i>Income from investments</i>	2(d)	£81	£7	£0	£88	£1,040
TOTAL INCOMING RESOURCES		£115,707	£14,578	£0	£130,285	£207,218
RESOURCES USED						
<i>Grants</i>	3(a)	£6,593	£0	£0	£6,593	£37,242
<i>Activities directly relating to the work of the church</i>	3(b)	£88,326	£0	£0	£88,326	£138,221
<i>Fund-raising and publicity</i>	3(c)	£0	£11,727	£0	£11,727	£20,240
<i>Church management and administration</i>	3(d)	£21,373	£6,000	£0	£27,373	£37,457
TOTAL RESOURCES USED		£116,292	£17,727	£0	£134,019	£233,160
NET INCOMING (OUTGOING) RESOURCES		-£585	-£3,150	£0	-£3,734	-£25,942
GAINS ON INVESTMENTS		£0	£0	£0	£0	£38,241
NET MOVEMENT IN FUNDS		-£585	-£3,150	0	-£3,734	£12,299
BALANCES BROUGHT FORWARD AT 1 JANUARY 2020		£19,926	£18,442	0	£38,367	£26,068
BALANCES CARRIED FORWARD AT 31 DECEMBER 2020		£19,341	£15,291	0	£34,632	£38,367

The notes on pages 7 to 11 form part of these accounts

ST MARYS CHURCH, SUNBURY-ON-THAMES
BALANCE SHEET
31 DECEMBER 2020

	Note	2020 £	2019 £
FIXED ASSETS			
Fixed assets	5	£0	£0
Investments	6	£0	£0
		<u>£0</u>	<u>£0</u>
CURRENT ASSETS			
Debtors		£0	£0
Cash at bank and in hand		£38,213	£38,367
		<u>£38,213</u>	<u>£38,367</u>
LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR			
	8	-£3,581	£0
DUE WITHIN FIVE YEAR			
		£0	£0
NET CURRENT ASSETS			
		<u>£34,632</u>	<u>£38,367</u>
LIABILITIES: AMOUNTS FALLING DUE OVER ONE YEAR			
		£0	£0
NET ASSETS			
		<u>£34,632</u>	<u>£38,367</u>
FUNDS			
Unrestricted		£19,341	£19,926
Restricted		£15,291	£18,442
Endowment		£0	£0
		<u>£34,632</u>	<u>£38,367</u>



.....
The Rev Andrew Downes

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2020

1 ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable standards and the Charities SORP except where detailed below.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets which are shown at market value.

Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

The accounts include all transactions, assets and liabilities for which the PCC are responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of Church members.

Incoming Resources

Collections are recognised when received by or on behalf of the PCC.

Planned giving receivable under covenant is recognised only when received.

Income tax recoverable on covenants or gift aid donations is recognised when received. This policy is contrary to recommended accounting practice but has been adopted as it is considered a practical approach and unlikely to result in a material difference from recognising the tax credit when the income is recognised.

Grants and legacies to the PCC are accounted for as soon as the PCC has been notified of its legal entitlement, the amount due and that title has been vested in the PCC.

Funds raised by the various fairs and events are accounted for net, contrary to recommended accounting practice as insufficient records were maintained at the time of the events to facilitate recording gross takings. It is not considered that this approach is likely to lead to a material misstatement of total income or expenses in the accounts.

Sales of the Parish Paper are accounted for gross.

Rental income from the Parish Hall is recognised when received. Amounts outstanding at 31 December 2018 are not considered to be significant.

Dividends and interest receivable and corresponding tax credits are recognised when received.

Fixed Assets

Consecrated and beneficed property is excluded from the accounts by s.96(2)(a) of the Charities Act 1993.

No value is placed on moveable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC consider this to be inalienable property. All expenditure incurred during the year on consecrated or benefice buildings and moveable church furnishings, whether maintenance or improvement, is written off as expenditure in the SOFA and separately disclosed.

Investments

Investments are valued at market value at 31 December 2020.

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2020

2 INCOMING RESOURCES

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS	
				2020 £	2019 £
<i>2(a) Incoming resources from donors</i>					
Planned giving:					
Standing Orders & Envelope Scheme	51,545	0	0	51,545	60,550
Income tax recovered	18,225	0	0	18,225	18,717
Collections (open plate) at all services	4,345	0	0	4,345	13,354
Retiring/Special collections/African Fund	524	571	0	1,095	5,025
Sundry donations	11,952	0	0	11,952	4,122
	<u>86,589</u>	<u>571</u>	<u>0</u>	<u>87,160</u>	<u>101,768</u>
<i>2(b) Other voluntary incoming resources</i>					
Grants	853	0	0	853	6,837
Parish Donations, Memorials and Events	5,536	0	0	5,536	29,727
Sundry income & Retreats	4,380	0	0	4,380	5,964
Restoration Fund	0	0	0	0	0
Fetes, bazaars, etc.	626	0	0	626	4,528
	<u>11,395</u>	<u>0</u>	<u>0</u>	<u>11,395</u>	<u>47,056</u>
<i>2(c) Income from charitable and ancillary trading</i>					
Church hall lettings	0	9,320	0	9,320	22,349
Transfer from Church/Hall/SMCF	6,000	4,000	0	10,000	15,800
SMCF activities	0	681	0	681	2,978
Wedding & funeral fees	11,641	0	0	11,641	16,228
	<u>17,642</u>	<u>14,000</u>	<u>0</u>	<u>31,642</u>	<u>57,355</u>
<i>2(d) Income from investments</i>					
Dividends and interest	81	7	0	88	1,040
TOTAL INCOMING RESOURCES	<u><u>115,707</u></u>	<u><u>14,578</u></u>	<u><u>0</u></u>	<u><u>130,285</u></u>	<u><u>207,219</u></u>

YEAR ENDED 31 DECEMBER 2020

3 RESOURCES USED

	Unrestricted	Restricted	Endowment	TOTAL FUNDS	
	Funds	Funds	Funds	2020	2019
	£	£	£	£	£
<i>3(a) Grants</i>					
Charitable giving	6,593	0	0	6,593	15,432
Restoration costs	0	0	0	0	21,810
	<u>6,593</u>	<u>0</u>	<u>0</u>	<u>6,593</u>	<u>37,242</u>
<i>3(b) Activities directly relating to the work of the church</i>					
Ministry/Mission expenses	7,885	0	0	7,885	8,809
Diocesan quota	58,300	0	0	58,300	81,000
Heat, Light, Cleaning	7,935	0	0	7,935	6,283
Insurance	5,075	0	0	5,075	5,044
Repairs & maintenance:					
Church	3,302	0	0	3,302	8,310
Organ	0	0	0	0	5,748
Service supplies	2,347	0	0	2,347	6,291
Organists fees/Music	2,455	0	0	2,455	7,936
Retreat expenses	340	0	0	340	4,074
Wedding & funeral fees & expenses	687	0	0	687	4,726
	<u>88,326</u>	<u>0</u>	<u>0</u>	<u>88,326</u>	<u>138,221</u>
<i>3(c) Fund raising & publicity</i>					
Costs of fetes, bazaars etc.	0	0	0	0	642
Parish paper printing costs	0	0	0	0	0
Church hall running & maintenance costs	0	11,394	0	11,394	17,742
SMCF expenses	0	333	0	333	1,856
Fund Raiser Fees	0	0	0	0	0
	<u>0</u>	<u>11,727</u>	<u>0</u>	<u>11,727</u>	<u>20,240</u>
<i>3(d) Church management & administration</i>					
Print, post & stationary	2,627	0	0	2,627	2,942
Office salaries	10,972	0	0	10,972	11,773
Stewardship expenses	0	0	0	0	343
Telephones/Internet	1,361	0	0	1,361	1,809
Transfers	4,000	6,000	0	10,000	18,592
General office costs	2,414	0	0	2,414	1,998
	<u>21,373</u>	<u>6,000</u>	<u>0</u>	<u>27,373</u>	<u>37,457</u>
TOTAL RESOURCES USED	<u>116,293</u>	<u>17,727</u>	<u>0</u>	<u>134,020</u>	<u>233,160</u>

ST MARYS CHURCH, SUNBURY-ON-THAMES

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2020

4 STAFF COSTS

	2020	2019
	£	£
Office wages to Parish Administrator	9,360	9,360
Organists fees and Expenses	9,572	7,936
Parish Verger	1,400	2,400
Church & Hall Cleaner	3,404	5,541
	<u>23,736</u>	<u>25,237</u>

No other remuneration was paid during the year.

5 FIXED ASSETS

	Freehold land & buildings £	Sundry equipment £	Total £
Cost as at 1 January 2020 & 31 December 2020	<u>0</u>	<u>0</u>	<u>0</u>

6 INVESTMENTS

The PCC has investments held in Trust on its behalf by the London Diocese Fund. These investments are as follows;

	Market value 31/12/2020 £	Market value 31/12/2019 £
1. 76 Shares in the COIF Charity Funds held in the name of Wm Pembroke Charity. The income is received by the PCC.	1,369	1,284
2. 57 Shares in the COIF Charity Funds held in the name of Sunbury School (Parish Stock). The income is received by the PCC.	1,027	963
Investments sold during the year to 31st December 2019		Sale Proceeds
3. 812 Ordinary Income shares in the CBF Church of England Investment Fund -The shares are held as a Church Hall Trust Fund and income was received by the Parish Hall Management Committee.	£	£ 14,447
4. 1,448 Shares in the COIF Charity Funds held in the name of Sunbury Church Lands. The income is received by the PCC.		23,794

These values are not recorded in the accounts.

7 ANALYSIS OF NET ASSETS

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total £
Fixed assets	0	0	0	0
Current assets	22,921	15,292	0	38,213
Current liabilities	(3,581)	0	0	(3,581)
Long term liabilities (Restoration Loans)	0	0	0	0
	<u>19,340</u>	<u>15,292</u>	<u>0</u>	<u>34,632</u>

St Mary's Church Fellowship	2,716
Parish Hall Management Committee	12,037
Restoration Fund	0
Restricted Donations/African Education Fund	539
	<u>15,292</u>

The above funds have been treated as restricted as it is considered by the members that the funds raised through these organisations activities or specific appeals must to be used to fulfil the objectives of those organisations or the purpose of the appeal.

8 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Diocese fees control	0	0
Sundry creditors	3,581	0
	<u>3,581</u>	<u>0</u>

This report on the accounts of the PCC for the year ended 31 December 2020, which are set out on pages 5 to 11, is in respect of an examination carried out under Regulation 31 of the Church Accounting Regulations 2008 and section 145 of the Charities Act 2011.

Respective responsibilities of trustees and examiner

As the members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of Regulation 31 of the Church Accounting Regulations 2008 and section 144(2) of the Charities Act 2011 (the Act) do not apply and that an independent examination is needed. It is my responsibility:

- to examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" ,and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the requirements of the Act, as also contained in the Church Accounting Regulations 2008, have not been meet.
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

JEREMY C EDWARDS FCA
26 Rooksmead Road
Sunbury-on-Thames
Middx TW16 6PD

28th March 2020

	£	£
Flowers	97	789
Books	22	135
Parish Breakfast Sales Table	95	285
Restoration & Organ Events	0	13,727
Autumn Fair	0	1,889
Candle Stand, Candles & Poor Box	350	2,085
	<u>564</u>	<u>18,910</u>

CHARITABLE GIVING

Parish Collections	Children's Society	1,393	200
	Ceylonese Disaster	0	283
	McMillan Nurses	500	1,257
	Crisis Christmas	0	386
	Royal Trinity Hospice	0	150
	Bishop of London Fund	0	225
	Princess Alice Hospice	0	3,000
	Millennium Embroidery	0	3,000
	Shooting Star	0	3,000
	Water Aid	0	633
	Toilet Twinning	450	0
	St Saviour's Food (Allotment)	500	0
	WISE	0	404
	St Saviour's Fuel (Allotment)	1,850	0
	Sporting Activity(Open Gardens)	0	500
Parish Donations	A-CET Parish Donation	0	200
	British Legion	25	25
	Bishop Wand School	400	400
	Bishop of Kensington Fund	0	250
	Crisis Christmas	750	197
	Bible Society	300	300
	College of St Barnabas	50	50
	RSCM	107	105
	Amaudo	250	500
	Forever Angels	250	500
	St Mary's Convent	0	100
	The Apiculture Centre in Ethiopia	100	100
	Water Aid	500	367
	Cancer Research	250	250
	Toilet Twinning	550	0
		<u>£8,225</u>	<u>£16,382</u>