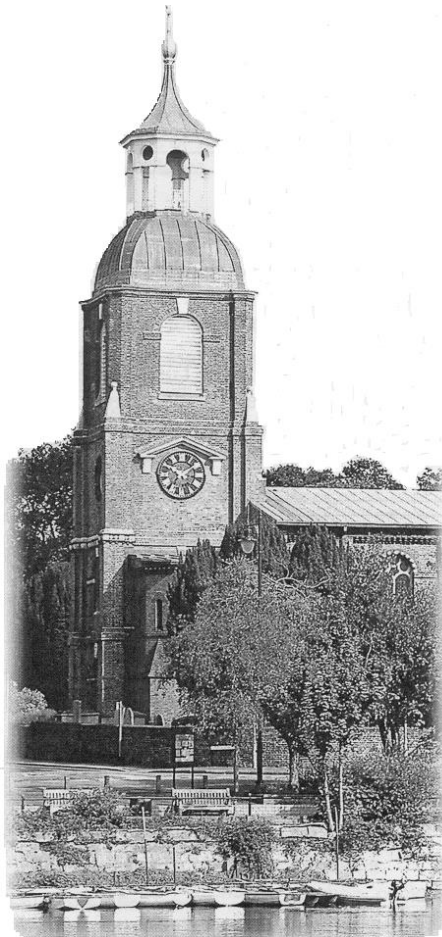


**Annual Financial Report
of the
Parochial Church Council
of the Ecclesiastical Parish of
St Mary's, Sunbury-on-Thames
for the
Year Ending 31 December 2023**

Registered Charity No 1133834



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

Contents

1	Annual Financial Report for 2023	1-1
1.1	Introduction.....	1-1
1.2	Accounting Policies	1-1
1.2.1	Funds	1-1
1.2.2	Income	1-2
1.2.3	Expenditure	1-2
1.2.4	Fixed Assets	1-2
1.2.5	Investments.....	1-2
1.3	Financial Information	1-3
1.3.1	Summary of Financial Receipts and Payments	1-3
1.3.2	Statement of Assets and Liabilities	1-4
1.3.3	Summary of Funds.....	1-5
1.4	Notes to the Financial Report.....	1-6
1.5	Financial Report Approval.....	1-9
2	Independent Examiner's Report	2-1
2.1	Introduction.....	2-1
2.2	Respective Responsibilities of Trustees and Examiner	2-1
2.3	Basis of Independent Examiner's Statement	2-1
2.4	Independent Examiner's Statement	2-1

Section 1

Annual Financial Report for 2023

1.1 Introduction

This Annual Financial Report for 2023 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 2023 to 31 December 2023.

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	
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 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.
- 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

- 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 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	R&P
Bank Deposit Accounts			16,489	16,489	15,941	
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