

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF BISLEY SAINT JOHN THE BAPTIST AND WEST END HOLY TRINITY

England & Wales - Charity number 1133838

## Details

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Other names	THE PARISH OF BISLEY AND WEST END
Status	Registered
Legal form	Previously excepted
Registered	2010-01-28
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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## Activities

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

**Activities:** We provide regular public worship open to all and the provision of sacred space for personal prayer and contemplation. We teach Christianity through sermons, courses and small groups. We promote the whole mission of the Church through provision of activities for senior citizens, parents and toddlers and other groups. We provide pastoral work, especially visiting the sick and the bereaved.

## Classification

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

## Geography

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

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-12-31	£187,041	£184,203	-	-
2024-12-31	£152,324	£155,555	-	-
2023-12-31	£139,899	£154,411	-	-
2022-12-31	£156,190	£148,067	-	-
2021-12-31	£114,206	£126,277	-	-
2020-12-31	£99,306	£126,088	-	-

## Trustees

Name	Role	Appointed
Rev <b>FIONA ELIZABETH SIMON</b>	Chair	2020-11-18
Alison Pauline Wainwright		2023-04-23
Barbara Louise Antal		2026-04-26
Charles Whiffin		2021-04-25
DAVID CHARLES PEARCE		2026-04-26
Deborah Fay Chowns		2025-04-27
Helen Louise Hallett		2024-04-23
JACKIE JENKINS		2012-10-18
JANE VALNER		2025-04-27
Jane Nicola Moore		2021-04-25
Kees Jan Steenhoek		2025-04-27
Lynne Alison O'Regan		2021-04-25
Sarah Jane Bailey		2026-04-26
Sine Mairi Rance		2026-04-26
TIM CLAY		2011-10-21
Wendy Margaret Hobson		2023-04-23

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# Accounts

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## **2025 Report and Accounts for the Parochial Church Council of Bisley & West End**

*This report complies with the requirements of the Charities Act, 2011*

### **Aim and purposes**

Bisley & West End Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Fiona Simon, in promoting in the ecclesiastical parish, the whole mission of the Church: pastoral, evangelistic, social and ecumenical.

### **Objectives and activities**

The PCC Vision for our church is to

***'Grow and nurture what God has planted to build a flourishing church and community in Bisley and West End'.***

To this end, we updated our CDP (Church Development Plan) during the year with the 3 main stated objectives being to

1. Improving facilities and our Churches visibility
2. Growing younger and more diverse
3. Growing faith and involvement

In each of these areas we are working through several actions and remain focused and intentional to working within these areas to make progress. In all these elements we seek to be Christ centred and guided through prayer.

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

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

To facilitate this work, it is important that we maintain the fabric of the Churches of St John the Baptist, Bisley and Holy Trinity, West End.

### **Achievements and performance**

#### **Worship and prayer**

The PCC is keen to offer a variety of worship services each month and over the course of the year, which help those across our community connect and receive spiritual nourishment. The range includes the traditional 8am BCP Communion, Common Worship Communion services with choir, all age informal services with worship led by a band, Midweek Songs of Praise and Messy Church which takes place in Bisley Village Hall.

#### **Electoral Roll**

All are welcome to attend our regular services. At present there 98 (2024: 92) parishioners on the Church Electoral Roll.

The Roll is required to be completely refreshed every six years, and this last fell due in 2025. In order to comply with our legal requirements relating to the holding of personal information,

and the uses to which that information is put, it is critical that we maintain accurate records of members of the parish. The Electoral Roll is an important tool to assist with this process, and in some circumstances, we need to seek specific consent from parishioners to hold or to use their personal information.

The average weekly attendance, counted during October, was 60, 53 adults/7 children (2024: 68, 58 adults/10 children).

As well as our regular services, we enable our community to celebrate and thank God at the milestones of their journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and to commend the person into God's keeping. In 2025, 7 baptisms (2024: 12), 1 wedding (2024: 4), and 5 (2024: 19) funerals were held in our churches.

### **Deanery Synod**

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

### **The Church Fabric**

Regular maintenance to enhance the fabric of both churches and churchyards has taken place over the year. Of particular note are the

- Re-ordering and a new insulated floor in the area at the back of Holy Trinity Church to create space for a families, hospitality and running midweek groups & courses.
- Installation of Infared heaters at the back of Holy Trinity and 4 storage heaters to provide some background heating to preserve the fabric of the building during cold weather.
- Upgrading of the sound system at Holy Trinity Church

### **Pastoral care**

We currently have three trained Pastoral Assistants who work in this aspect of ministry. They work as a team with the Rector and Assistant Priest Reverend Cara Kear (who joined the team as a self supporting minister in May 2025) to cover pastoral needs in the parish. This involves

- Visiting and supporting the sick in their homes, care homes or hospital and keeping them connected with the life of the parish.
- Monthly and festival services in the 3 care homes
- Monthly songs of Praise Service,
- Follow up contact and support to those who have been bereaved.
- Providing refreshments and support for those who come to the weekly Toddler group.

### **Mission, Evangelism & Outreach**

This year the PCC agreed the Church's stated aim to be 'Spreading God's Love' This is being done in a whole range of ways.

Employment of a Childrens and Families Ministry leader to head up more Christian outreach in our schools and encourage further engagement of families within the life of the church. This is a 3 year appointment started in August which has already made a difference to what

the church can offer and has enhanced the work of existing volunteer teams working in schools and with younger children and carers in 'The Hive' Toddler group.

Outreach to our 2 Parish primary schools is a key part of the ministry here. We have led worship in each school weekly, delivering this in a variety of interactive and engaging ways. We have an after school Christian group for 8-11 year olds running weekly in both schools providing a 'safe' space for children wanting to grow their understanding and engagement in the Christian faith. A new special needs school opened in the Parish in September and 'Godly play' sessions have been welcomed by the head teacher.

Helping those in need is a demonstration of our faith. Over the year we have been active in supporting mission activities both abroad and in our own community. The church supported a variety of international, national and local charities over the year; giving a total of over £3.2K to these causes. Our World Affairs Group (WAGS) has continued to support its links with Uganda and held successful events to raise money for their work raising over £1.86K. Our *Teas on the Rec* initiative, has become a major form of outreach & support to the local community. It raised in excess of £14K for a variety of local, national and international charities.

The Hear Here Clinic which started in 2024 has continued to take place in the local community cafe at the village hall. The service is much appreciated and creates opportunities for pastoral conversations and formation of new links with people in the community.

Through running a number of groups and courses over the year some new people have come to explore faith for themselves alongside church members wanting to explore their faith further with others. Through the ministry in one care home a resident was also prepared for Baptism.

The Local foodbank continues to receive considerable help through the church. Church members have been involved providing a premises, trustees, volunteers & other support.

Our parish news magazine is distributed monthly to subscribers around the parish. The magazine keeps our parishioners informed of the important matters affecting our Church and articles that help develop our knowledge and trust in Jesus, and frequent invitations to 'come and see', either through special services or evangelism courses.

### **Financial review**

Total receipts on unrestricted funds were £146,695 (2024: £130,071) of which £67,278 (2024: £64,012) was unrestricted planned voluntary donations, and a further £17,190 (2024: £14,347) was from Gift Aid. Restricted grants and donations of £25,846 were received during the year (2024: £7,215).

£133,677 (2024: £124,906) was spent from unrestricted funds to provide the Christian ministry within the parish, including the contribution to the diocesan parish share of £87,127 (2024: £82,200), which provides stipends and housing for diocesan clergy as well as supporting the work of the wider diocese.

The sum that the churches in the deanery have to find is shared between the churches according to a formula that is based mainly on a head count of the congregations.

Net movement in unrestricted funds for the year was a decrease of £13,568 (2024: decrease of £9,577). During the year, the total fund balances decreased from £213,514 to £200,278 of which £4,238 is restricted.

### **Reserves policy**

It is PCC policy to seek to maintain a balance on free reserves (net current assets) to smooth out fluctuations in cash flow and to meet emergencies. The balance of the free reserves at the year-end was £196,040.

It is our policy to invest the majority of our reserves between the CCLA Church of England Investment Fund and the CCLA Church of England Deposit Fund.

### **Volunteers**

We would like to thank all the many volunteers who have continued to work so hard throughout this year to make our church the lively and vibrant community it is.

### **Structure, governance and management**

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is a Registered Charity.

The method of appointment of PCC members is set out in the Church Representation Rules. At Bisley & West End the membership of the PCC consists of the incumbent (our Rector), churchwardens and members elected by those members of the congregation who are on the electoral roll of the church. All those who attend our services are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

The full PCC met six times during the year with an average level of attendance of 83.5%. Given its wide responsibilities the PCC has a number of sub-committees, each deal with a particular aspect of parish life. These committees are all responsible to the PCC and report back to it regularly.

### **Administrative information**

St John the Baptist Church is situated in Church Lane, Bisley and Holy Trinity Church is situated in Church Road, West End. The parish population is 10,331. It is part of the Diocese of Guildford within the Church of England. The correspondence address is The Rectory, Clews Lane, Bisley. Registered charity number 1133838.

PCC members who have served at any time from 1 January 2025 until the date this report was approved are:

**Ex Officio members:**

Incumbent: The Reverend Fiona Simon (Chairman)

Churchwardens: Alison Clay  
Paul Hounsham – until APCM 2025  
Alison Wainwright  
Jane Moore  
Charles Whiffin – appointed April 2025

**Elected members:**

Jackie Jenkins (Parish Safeguarding Officer)  
Tim Clay #  
Lynne O'Regan  
Kathryn Iyer – until APCM 2025  
Stacey Hyde – resigned November 2025  
Sarah Bolton  
Wendy Hobson  
Mike Reeve  
Helen Hallett  
Jane Valner – appointed April 2025  
Debbie Chowns – appointed April 2025  
Kees Jan Steenhoek – appointed April 2025  
  
#Deanery/Diocesan Synods Representative

The PCC would like to record its particular thanks to the Rector Fiona, Assistant Minister Cara and Childrens and families ministry leader Jo for their leadership and all they do for us in supporting the Parish and community more widely.

Approved by the PCC on 17 April 2026

## Bisley and West End PCC Statement of Financial Activities

For the year ending 31 December 2025

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL 2025 £	TOTAL 2024 £
<b>INCOME</b>					
Voluntary income	2(a)	110,427	25,846	136,273	101,082
Activities for generating funds	2(b)	22,269	14,500	36,769	34,617
Income from investments	2(c)	6,192	0	6,192	7,786
PCC Fees	2(d)	7,807	0	7,807	8,841
<b>TOTAL INCOME</b>		<b>146,695</b>	<b>40,346</b>	<b>187,041</b>	<b>152,325</b>
<b>PARISH EXPENSES</b>					
Church Activities	3(a)	134,677	38,676	173,353	145,296
Fund raising Costs	3(b)	9,512	1,338	10,850	10,259
<b>TOTAL PARISH EXPENSES</b>		<b>144,189</b>	<b>40,014</b>	<b>184,203</b>	<b>155,554</b>
<b>NET INCOME BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>		<b>2,506</b>	<b>332</b>	<b>2,838</b>	<b>(3,230)</b>
Depreciation	5	(14,786)	0	(14,786)	(6,799)
Gain/(Loss) on investment assets upon revaluation		(1,288)	0	(1,288)	688
<b>NET MOVEMENT IN FUNDS</b>		<b>(13,568)</b>	<b>332</b>	<b>(13,236)</b>	<b>(9,340)</b>
<b>BALANCE B/FWD 1 JANUARY</b>		<b>209,608</b>	<b>3,906</b>	<b>213,514</b>	<b>222,854</b>
<b>BALANCES C/FWD 31 DECEMBER</b>		<b>£ 196,040</b>	<b>£ 4,238</b>	<b>£200,278</b>	<b>£ 213,514</b>

The notes on pages 3 to 6 form part of these accounts.

**Bisley and West End PCC**  
**Balance Sheet**  
at 31 December 2025

	Notes	2025 £	2024 £
<b>FIXED ASSETS</b>			
CBF Shares	4	31,297	31,695
Tangible Fixed Assets, at net book value	5	55,916	29,665
Total		87,213	61,361
<b>CURRENT ASSETS</b>			
Cash	6	114,890	163,822
Other debtors		137	137
Accrued Income	7	5,959	5,000
Total		120,986	168,959
<b>CURRENT LIABILITIES</b>			
Creditors - amounts falling within one year	8	7,920	16,805
		7,920	16,805
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		200,278	213,514
<b>TOTAL NET FUNDS</b>		<b>£ 200,278</b>	<b>£ 213,514</b>
<b>PARISH FUNDS</b>			
Accumulated General Fund		213,514	222,854
Profit and Loss Account		(13,236)	(9,340)
	9	<b>£ 200,278</b>	<b>£ 213,514</b>

## **Notes to the financial statements**

For the Year ending 31 December 2025

### **1. ACCOUNTING POLICIES**

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the SORP 2005.

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

#### **Funds**

*Restricted funds* represent donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they are given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

*Unrestricted funds* are general funds which can be used for PCC ordinary purposes.

#### **Income**

Planned giving, collections and donations are recognized when received. Tax refunds are recognized when the income to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Dividends are accounted for when receivable, interest is accrued. All income is accounted for gross.

#### **Parish Expenses**

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when paid. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is generally recognized when it is incurred and is accounted for gross.

#### **Fixed Assets**

Consecrated and benefice property is not included in the accounts in accordance with s.96(2)(a) of the Charities Act 1993.

Moveable church furnishings held by the rector and the churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements.

Equipment used within church premises is depreciated on a straight-line basis over four years. Individual items of equipment with a purchase price of £500 or less are written off when the asset is acquired.

*Investments* are valued at market value at 31 December.

	TOTAL 2025 £	TOTAL 2024 £
<b>4 CBF SHARES</b>		
Market Value at 1 January	31,695	30,162
Acquisitions at cost	890	845
Sold during year	0	0
(Decrease)/Increase in value in the year	<u>(1,288)</u>	<u>688</u>
Market Value at 31 December	<u>31,297</u>	<u>31,695</u>
<b>5 FIXED ASSETS</b>		
<b>Cost</b>		
Technology equipment		
Opening balance	18,195	17,285
Additions	<u>12,495</u>	<u>910</u>
Closing balance	<u>30,690</u>	<u>18,195</u>
Fixtures & Fittings		
Opening balance	20,430	0
Additions	<u>28,541</u>	<u>20,430</u>
Closing balance	<u>48,971</u>	<u>20,430</u>
<b>Depreciation</b>		
Technology equipment		
Opening balance	6,596	2,161
Charge for the year	<u>6,111</u>	<u>4,435</u>
Closing balance	<u>12,706</u>	<u>6,596</u>
Fixtures & Fittings		
Opening balance	2,364	0
Charge for the year	<u>8,675</u>	<u>2,364</u>
Closing balance	<u>11,039</u>	<u>2,364</u>
<b>Net Book Value</b>	<u>55,916</u>	<u>29,665</u>
<b>6 CASH</b>		
Current account	7,367	12,815
Parish Magazine account	3,757	3,329
Bisley Old School Education Fund	3,808	15,313
Fabric Fund account	4,239	3,906
CBF Cash Deposit Savings Fund	94,464	127,162
Petty Cash - Rectory	47	47
Teas on the Rec	1,195	1,178
Petty Cash - TOTR	13	69
	<u>114,890</u>	<u>163,822</u>
<b>7 ACCRUED INCOME</b>		
Tax refund due on Gift aided donations up to 31 December	5,959	5,000
<b>8 LIABILITIES</b>		
Amounts falling due in one year.	7,920	16,804
<b>9 PARISH FUNDS</b>		
<b>Accumulated General Fund</b>		
As at 31 December 2024	213,514	222,854
Profit & Loss Account	<u>(13,236)</u>	<u>(9,340)</u>
Balance at 31 December 2025	<u>200,278</u>	<u>213,514</u>
The Accumulated General Fund comprises:		
Restricted Funds	4,238	3,906
Unrestricted Funds	<u>196,040</u>	<u>209,608</u>
TOTAL Accumulated General Fund	<u>200,278</u>	<u>213,514</u>

<b>3. PARISH EXPENSES</b>		Unrestricted	Restricted	TOTAL	TOTAL
		Funds	Funds	2025	2024
		£	£	£	£
<b>3 (a) Ministry</b>					
	Diocesan Parish share	87,127	0	87,127	82,200
	Rector	1,593	0	1,593	1,361
	Associate Minister	729	0	729	0
	Heat & Light	4,940	0	4,940	3,486
	Minor Repairs	1,568	5,133	6,701	2,408
	Upkeep of Services	3,466	0	3,466	3,582
	Churchyards	5,741	2,340	8,081	833
	Lay staff salaries	18,547	8,258	26,805	18,281
	Messy Church & Youth Work	0	3,517	3,517	3,409
	Local Mission	1,705	0	1,705	454
	Parish Office	8,262	0	8,262	9,227
	Buildings Insurance	-1	3,924	3,924	3,656
	<b>Total Ministry Expenses</b>	<b>133,677</b>	<b>23,172</b>	<b>156,850</b>	<b>128,896</b>
<b>Payments to Charities</b>					
	Home Missions	0	501	501	360
	Overseas Missions	0	2,350	2,350	2,271
	Secular Charities	1000	12,652	13,652	13,768
	From collections	0	0	0	0
	<b>Total Payments to Charities</b>	<b>1,000</b>	<b>15,503</b>	<b>16,503</b>	<b>16,399</b>
	<b>Total Church Activities Expenses</b>	<b>134,677</b>	<b>38,676</b>	<b>173,353</b>	<b>145,296</b>
		Unrestricted	Restricted	TOTAL	TOTAL
		Funds	Funds	2025	2024
		£	£	£	£
<b>3 (b) Fund raising costs</b>					
	Parish News	8,706	0	8,706	8,632
	Fund raising events	0	0	0	0
	Teas on the Rec (TOTR)	40	1,338	1,378	1,627
	Christmas Tree Festival	766	0	766	0
		<b>9,512</b>	<b>1,338</b>	<b>10,850</b>	<b>10,259</b>
	<b>Total Parish Expenses</b>	<b>144,189</b>	<b>40,013</b>	<b>184,203</b>	<b>155,555</b>

**3 (c) Payments to charities**

Charities supported during the year included: Royal British Legion, Ripple Effect, Bisley & West End Foodbank, The Bishop of Guildford's Foundation, Woking and Sam Beare Hospice, The Children's Society, Assistance Dogs UK and Christian Aid. This list excludes charities supported directly via TOTR.

**3 (d) Staff**

During the year the PCC employed a part time Children and Families Ministry Leader and a part time parish office administrator, together with self employed organists. Together these employees equated to less than two full time employees.

**3 (e) Payments to PCC members**

Any payments made to members of the PCC were solely a repayment of costs incurred for the activities or fundraising of the church. None of these have been material.

**2. PARISH INCOME**

	Unrestricted Funds £	Restricted Funds £	TOTAL 2025 £	TOTAL 2024 £
<b>2(a) Voluntary income</b>				
Planned giving				
Gift aid giving	67,278	0	67,278	64,012
Non-Gift Aid giving	165	0	165	100
Gift Aid Tax recovered	17,190	0	17,190	14,347
Collections and donations	12,116	2,340	14,456	12,974
Grants	11,600	13,506	25,106	9,549
Fabric Donations	0	10,000	10,000	100
Legacies	2,078	0	2,078	0
	<u>110,427</u>	<u>25,846</u>	<u>136,273</u>	<u>101,082</u>
<b>2(b) Activities for generating funds</b>				
Parish News	14,996	0	14,996	14,329
Fund Raising Events	3,910	0	3,910	1,275
Teas on the Rec (TOTR)	0	14,500	14,501	19,013
Christmas Tree Festival	3,363	0	3,363	0
	<u>22,269</u>	<u>14,500</u>	<u>36,769</u>	<u>34,617</u>
<b>2(c) Income from investments</b>				
Dividend and interest	<u>6,192</u>	<u>0</u>	<u>6,192</u>	<u>7,786</u>
	<u>6,192</u>	<u>0</u>	<u>6,192</u>	<u>7,786</u>
<b>2(d) PCC Fees, net</b>	<u>7,807</u>	<u>0</u>	<u>7,807</u>	<u>8,841</u>
	<u>7,807</u>	<u>0</u>	<u>7,807</u>	<u>8,841</u>
<b>TOTAL PARISH INCOME</b>	<u>146,695</u>	<u>40,346</u>	<u>187,041</u>	<u>152,325</u>

**Independent Examiner's Report  
to the PCC of Bisley and West End**

I report to the trustees on my examination of the accounts of the Bisley & West End PCC (the PCC) for the year ended 31 December 2025.

**Responsibilities and basis of report**

As the charity trustees of the PCC you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the PCC's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

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

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out

in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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

Julian Roberts FCA  
External Examiner

26 April 2026

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# Accounts

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## **2024 Report and Accounts for the Parochial Church Council of Bisley & West End**

*This report complies with the requirements of the Charities Act, 2011*

### **Aim and purposes**

Bisley & West End Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Fiona Simon, in promoting in the ecclesiastical parish, the whole mission of the Church: pastoral, evangelistic, social and ecumenical.

### **Objectives and activities**

The PCC Vision for our church is to

***'Grow and nurture what God has planted to build a flourishing church and community in Bisley and West End'.***

To this end, we have produced a CDP (Church Development Plan) during the year with the 3 main stated objectives being to

1. Improving facilities and our Churches visibility
2. Growing younger and more diverse
3. Growing faith and involvement

In each of these areas we are working through several actions and remain focused and intentional to working within these areas to make progress. In all these elements we seek to be Christ centred and guided through prayer.

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

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

To facilitate this work, it is important that we maintain the fabric of the Churches of St John the Baptist, Bisley and Holy Trinity, West End.

### **Achievements and performance**

#### **Worship and prayer**

The PCC is keen to offer a variety of worship services each month and over the course of the year, which help those across our community connect and receive spiritual nourishment. The range includes the traditional 8am BCP Communion, Common Worship Communion services with choir, all age informal services with worship led by a band and Messy Church which takes place in Bisley Village Hall.

#### **Electoral Roll**

All are welcome to attend our regular services. At present there are 92 (2023: 92) parishioners on the Church Electoral Roll.

The Roll is required to be completely refreshed every six years, and this last fell due in 2019. In order to comply with our legal requirements relating to the holding of personal information,

and the uses to which that information is put, it is critical that we maintain accurate records of members of the parish. The Electoral Roll is an important tool to assist with this process, and in some circumstances, we need to seek specific consent from parishioners to hold or to use their personal information.

The average weekly attendance, counted during October, was 68, 58 adults/10 children (2023: 98, 73 adults/25 children - but included an outreach service of 109 children and 80 adults) .

As well as our regular services, we enable our community to celebrate and thank God at the milestones of their journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and to commend the person into God's keeping. In 2024, 12 baptisms (2023: 13), 4 weddings (2023: 7), and 19 (2023: 12) funerals were held in our churches.

### **Deanery Synod**

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

### **The Church Fabric**

Regular maintenance to enhance the fabric of both churches and churchyards has taken place over the year. Of particular note are the

- Installation of under pew electric heating at Holy Trinity Church to replace the old Victorian heating pipes.
- Addition of pew cushions at Holy Trinity for comfort and warmth.
- Significant improvements to the hedges and general churchyard maintenance at Holy Trinity courtesy of a new volunteer.

### **Pastoral care**

We currently have four trained Pastoral Assistants who work in this aspect of ministry. They work as a team with the Rector to cover pastoral needs in the parish. This involves

- Visiting and supporting the sick in their homes, care homes or hospital and keeping them connected with the life of the parish.
- Monthly and festival services in the 3 care homes
- Monthly songs of Praise Service,
- Follow up contact and support to those who have been bereaved.
- Providing refreshments and support for those who come to the weekly Toddler group.

### **Mission, Evangelism & Outreach**

Helping those in need is a demonstration of our faith. Over the year we have been active in supporting mission activities both abroad and in our own community. The church supported a variety of charities over the year, 2 International, 3 national and one local; giving a total of over £2.8K to these causes. Our World Affairs Group (WAGS) has continued to support its links with Uganda and held successful events to raise money for their work raising over £1.6K. Our *Teas on the Rec* initiative, has become a major form of outreach & support to the local

community. It raised in excess of £15K for a variety of local, national and international charities.

In September this year the parish started up a monthly Hear Here Clinic which takes place in the local community cafe at the village hall. The service has been much appreciated and creates opportunities for pastoral conversations and formation of new links with people in the community.

The church had a number of people attend our Alpha group in the summer and as a result a new homegroup was formed and has thrived.

Outreach to our 2 local primary schools is a key part of the ministry here. During 2024, 'Open the Book' assemblies were continued by the team, along with the Rector's monthly whole school worship and Godly play sessions once a month. The afterschool 'Kingdom Explorers Club', a collaboration between the parish church and the charity 'Engage' continued to be run and well received at Bisley school. The Bisley school choir supported the church summer concert at Bisley church singing with the church choir and the West End school and church came together over a joint 'Holy Trinity' art project in the autumn term creating a visual image to clearly connect us together.

The PCC employed the services of a consultant childrens and families advisor in October to work with us for 6 months in order to recommend how we can improve our work with children and families and take this to the next level of growth and engagement.

The Local foodbank continues to receive considerable help through the church. Church members have been involved providing a premises, trustees, volunteers & other support.

Our parish news is distributed monthly to subscribers around the parish. The magazine keeps our parishioners informed of the important matters affecting our Church and articles that help develop our knowledge and trust in Jesus, and frequent invitations to 'come and see', either through special services or evangelism courses.

### **Financial review**

Total receipts on unrestricted funds were £130,071 (2023: £120,817) of which £64,012 (2023: £61,805) was unrestricted planned voluntary donations, and a further £14,347 (2023: £13,734) was from Gift Aid. Restricted grants and donations of £7,215 were received during the year (2023: £6,130).

£124,906 (2023: £121,636) was spent from unrestricted funds to provide the Christian ministry within the parish, including the contribution to the diocesan parish share, which largely provides stipends and housing for diocesan clergy.

The sum that the churches in the deanery have to find is shared between the churches according to a formula that is based mainly on a head count of the congregations.

Net movement in unrestricted funds for the year was a decrease of £9,577 (2023: increase of £159,493). During the year, the total fund balances decreased from £222,854 to £213,514 of which £3,906 is restricted.

### **Reserves policy**

It is PCC policy to seek to maintain a balance on free reserves (net current assets) to smooth out fluctuations in cash flow and to meet emergencies. The balance of the free reserves at the year-end was £209,608.

It is our policy to invest the majority of our reserves between the CCLA Church of England Investment Fund and the CCLA Church of England Deposit Fund.

### **Volunteers**

We would like to thank all the many volunteers who have continued to work so hard throughout this year to make our church the lively and vibrant community it is.

### **Structure, governance and management**

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is a Registered Charity.

The method of appointment of PCC members is set out in the Church Representation Rules. At Bisley & West End the membership of the PCC consists of the incumbent (our Rector), churchwardens and members elected by those members of the congregation who are on the electoral roll of the church. All those who attend our services are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

The full PCC met six times during the year, either in person or online, with an average level of attendance of 86%. Given its wide responsibilities the PCC has a number of sub-committees, each deal with a particular aspect of parish life. These committees are all responsible to the PCC and report back to it regularly.

### **Administrative information**

St John the Baptist Church is situated in Church Lane, Bisley and Holy Trinity Church is situated in Church Road, West End. The parish population is 10331. It is part of the Diocese of Guildford within the Church of England. The correspondence address is The Rectory, Clews Lane, Bisley. Registered charity number 1133838.

PCC members who have served at any time from 1 January 2024 until the date this report was approved are:

**Ex Officio members:**

Incumbent: The Reverend Fiona Simon (Chairman)

Churchwardens: Alison Clay  
Paul Hounsham  
Chris Tew (Until April APCM)  
Alison Wainwright  
Jane Moore – appointed April APCM 2024

**Elected members:**

Jackie Jenkins (Parish Safeguarding Officer)  
Tim Clay #  
Jane Moore - until APCM 2024  
Lynne O'Regan - re-appointed 2024  
Charles Whiffin  
Kathryn Iyer  
Stacey Hyde #  
Sarah Bolton  
Wendy Hobson  
Mike Reeve  
Helen Hallett – appointed April 2024

# Deanery Synod Representative

The PCC would like to record its particular thanks to the Rector Fiona for her leadership and all she does for us and her support of the Parish and community more widely.

Approved by the PCC on 16<sup>th</sup> April 2025

# Bisley and West End PCC Statement of Financial Activities

For the year ending 31 December 2024

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL 2024 £	TOTAL 2023 £
<b>INCOME</b>					
Voluntary income	2(a)	93,867	7,215	101,082	93,852
Activities for generating funds	2(b)	19,578	15,039	34,617	34,283
Income from investments	2(c)	7,785	0	7,785	2,906
PCC Fees	2(d)	8,841	0	8,841	8,858
<b>TOTAL INCOME</b>		<u>130,070</u>	<u>22,254</u>	<u>152,324</u>	<u>139,899</u>
<b>PARISH EXPENSES</b>					
Church Activities	3(a)	124,906	20,390	145,296	144,226
Fund raising Costs	3(b)	8,632	1,627	10,259	10,186
<b>TOTAL PARISH EXPENSES</b>		<u>133,538</u>	<u>22,017</u>	<u>155,555</u>	<u>154,411</u>
<b>NET INCOME BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>		<u>(3,467)</u>	<u>237</u>	<u>(3,231)</u>	<u>(14,512)</u>
Depreciation	6	(6,798)	0	(6,798)	(2,161)
Extraordinary Item					
Profit on sale of land	11	0	0	0	169,476
Gain/(Loss) on investment assets upon revaluation		688	0	688	2,557
<b>NET MOVEMENT IN FUNDS</b>		<u>(9,577)</u>	<u>237</u>	<u>(9,340)</u>	<u>155,360</u>
<b>BALANCE B/FWD 1 JANUARY</b>		<u>219,185</u>	<u>3,669</u>	<u>222,854</u>	<u>67,494</u>
<b>BALANCES C/FWD 31 DECEMBER</b>		<u>209,608</u>	<u>3,906</u>	<u>213,514</u>	<u>222,854</u>

The notes on pages 3 to 6 form part of these accounts.

**Bisley and West End PCC**  
**Balance Sheet**  
at 31 December 2024

	Notes	2024 £	2023 £
<b>FIXED ASSETS</b>			
CBF Shares	5	31,695	30,162
Tangible Fixed Assets, at net book value	6	29,665	15,124
Total		61,360	45,286
<b>CURRENT ASSETS</b>			
Cash	7	163,821	167,665
Other debtors		137	0
Accrued Income	8	5,000	16,013
Total		168,958	183,677
<b>CURRENT LIABILITIES</b>			
Creditors - amounts falling within one year	9	16,804	6,109
		16,804	6,109
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		213,514	222,854
<b>TOTAL NET FUNDS</b>		£ 213,514	£ 222,854
<b>PARISH FUNDS</b>			
Accumulated General Fund		222,854	67,494
Profit and Loss Account		(9,340)	155,360
	10	£ 213,514	£ 222,854

## Notes to the financial statements

For the Year ending 31 December 2024

### 1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the SORP 2005.

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

#### **Funds**

*Restricted funds* represent donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they are given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

*Unrestricted funds* are general funds which can be used for PCC ordinary purposes.

#### **Income**

Planned giving, collections and donations are recognized when received. Tax refunds are recognized when the income to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Dividends are accounted for when receivable, interest is accrued. All income is accounted for gross.

#### **Parish Expenses**

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when paid. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is generally recognized when it is incurred and is accounted for gross.

#### **Fixed Assets**

Consecrated and benefice property is not included in the accounts in accordance with s.96(2)(a) of the Charities Act 1993.

Moveable church furnishings held by the rector and the church wardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements.

Equipment used within church premises is depreciated on a straight-line basis over four years. Individual items of equipment with a purchase price of £500 or less are written off when the asset is acquired.

*Investments* are valued at market value at 31 December.

PARISH INCOME	Unrestricted Funds £	Restricted Funds £	TOTAL 2024 £	TOTAL 2023 £
<b>2(a) Voluntary income</b>				
Planned giving				
Gift aid giving	64,012	0	64,012	61,805
Non-Gift Aid giving	100	0	100	100
Gift Aid Tax recovered	14,347	0	14,347	13,734
Collections and donations	9,988	2,986	12,974	13,968
Grants	5,420	4,129	9,549	3,165
Fabric Donations	0	100	100	1,080
Legacies	0	0	0	0
	<u>93,867</u>	<u>7,215</u>	<u>101,082</u>	<u>93,852</u>
<b>2(b) Activities for generating funds</b>				
Parish Magazine	14,329	0	14,329	14,780
Fund Raising Events	1,275	0	1,275	1,165
Teas on the Rec	3,974	15,039	19,013	15,812
Christmas Tree Festival	0	0	0	2,526
	<u>19,578</u>	<u>15,039</u>	<u>34,617</u>	<u>34,283</u>
<b>2(c) Income from investments</b>				
Dividend and interest, including tax recoverable	7,785	0	7,785	2,493
Rental income	0.00	0	0	413
	<u>7,785</u>	<u>0</u>	<u>7,785</u>	<u>2,906</u>
<b>2(d) PCC Fees, net</b>				
	<u>8,841</u>	<u>0</u>	<u>8,841</u>	<u>8,858</u>
	<u>8,841</u>	<u>0</u>	<u>8,841</u>	<u>8,858</u>
<b>TOTAL PARISH INCOME</b>	<u>130,070</u>	<u>22,254</u>	<u>152,324</u>	<u>139,899</u>

PARISH EXPENSES	Unrestricted Funds £	Restricted Funds £	TOTAL 2024 £	TOTAL 2023 £
<b>3(a) Ministry</b>				
Diocesan Parish share	82,200	0	82,200	78,217
Rector	1,361	0	1,361	910
Associate Minister	0	0	0	0
Heat & Light	3,486	0	3,486	7,153
Minor Repairs	1,546	862	2,408	2,915
Upkeep of Services	3,582	0	3,582	2,450
Churchyards	833	0	833	5,913
Lay staff salaries	18,281	0	18,281	16,916
Messy Church & Youth Work	281	3,129	3,409	1,850
Local Mission	454	0	454	1,391
Parish Office	9,227	0	9,227	7,781
Professional Fees	0	0	0	0
Buildings Insurance	3,656	0	3,656	3,517
Major repairs to churches	0	0	0	0
<b>Total Ministry Expenses</b>	<b>124,906</b>	<b>3,991</b>	<b>128,897</b>	<b>129,013</b>
<b>Payments to Charities</b>				
Home Missions	0	360	360	320
Overseas Missions	0	2,271	2,271	2,748
Secular Charities	0	13,768	13,768	12,145
From collections	0	0	0	0
<b>Total Payments to Charities</b>	<b>0</b>	<b>16,399</b>	<b>16,399</b>	<b>15,213</b>
<b>Total Church Activities Expenses</b>	<b>124,906</b>	<b>20,390</b>	<b>145,296</b>	<b>144,226</b>
	Unrestricted Funds £	Restricted Funds £	TOTAL 2024 £	TOTAL 2023 £
<b>3(b) Fund raising costs</b>				
Magazine	8,632	0	8,632	9,028
Garden Party	0	0	0	68
Teas on the Rec	0	1,627	1,627	624
Other	0	0	0	466
	<b>8,632</b>	<b>1,627</b>	<b>10,259</b>	<b>10,186</b>
<b>Total Parish Expenses</b>	<b>133,538</b>	<b>22,017</b>	<b>155,555</b>	<b>154,411</b>

4 (a) Staff

During the year the PCC employed a few organists and a part time parish office administrator. Together these employees equated to less than two full time employees.

(b) Payments to PCC members

Any payments made to members of the PCC were solely a repayment of costs incurred for the activities or fundraising of the church.

None of these have been material.

	TOTAL 2024 £	TOTAL 2023 £
<b>5 CBF Shares</b>		
Market Value at 1 January	30,162	26,795
Acquisitions at cost	845	810
Sold during year	0	0
Increase/(Decrease) in value in the year	688	2,557
Market Value at 31 December	<u>31,695</u>	<u>30,162</u>
<b>6 Fixed Assets</b>		
<b>Cost</b>		
Technology equipment		
Opening balance	17,285	0
Additions	910	17,285
Closing balance	<u>18,195</u>	<u>17,285</u>
Fixtures & Fittings		
Opening balance	0	0
Additions	20,430	0
Closing balance	<u>20,430</u>	<u>0</u>
<b>Depreciation</b>		
Technology equipment		
Opening balance	2,161	0
Charge for the year	4,435	2,161
Closing balance	<u>6,596</u>	<u>2,161</u>
Fixtures & Fittings		
Opening balance	0	0
Charge for the year	2,364	0
Closing balance	<u>2,364</u>	<u>0</u>
<b>Net Book Value</b>	<u>29,665</u>	<u>15,124</u>
<b>7 Cash</b>		
Current account	12,815	18,450
Parish Magazine account	3,329	3,268
Bisley Old School Education Fund	15,313	404
Fabric Fund account	3,906	3,669
CBF Cash Deposit Savings Fund	127,162	140,223
Petty Cash - Rectory	47	47
Teas on the Rec	1,178	1,565
Petty Cash - TOTR	69	39
	<u>163,822</u>	<u>167,665</u>
<b>8 Accrued Income</b>		
Tax refund due on Gift aided donations up to 31 December	5,000	16,013
<b>9 Liabilities</b>		
Amounts falling due in one year.	16,804	6,109
<b>10 Parish Funds</b>		
<b>Accumulated General Fund</b>		
As at 31 December 2023	222,854	67,494
Profit & Loss Account	(9,340)	155,360
Balance at 31 December 2024	<u>213,514</u>	<u>222,854</u>
The Accumulated General Fund comprises:		
Restricted Funds	3,906	3,669
Unrestricted Funds	209,608	219,185
TOTAL Accumulated General Fund	<u>213,514</u>	<u>222,854</u>
<b>11 Prior Year Extraordinary Item</b>		

In the Will of Isabella Campion, dated 1506, a field near Chobham, known as Broachmead, was left to the parish. In 2023, following consultations with the Guildford Diocesan Board of Finance, the field was sold for £180,250 which, after professional fees associated with the sale, yielded a net gain of £169,476. The field had not previously been recorded in the financial statements of the parish.

**Independent Examiner's Report  
to the PCC of Bisley and West End**

I report to the trustees on my examination of the accounts of the Bisley & West End PCC (the PCC) for the year ended 31 December 2024.

**Responsibilities and basis of report**

As the charity trustees of the PCC you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the PCC's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

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

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set

out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

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

Julian Roberts FCA  
External examiner

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External examiner

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# Accounts

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## *2023 Report and Accounts for the Parochial Church Council of Bisley & West End*

*This report complies with the requirements of the Charities Act, 2011*

### *Aim and purposes*

*Bisley & West End Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Fiona Simon, in promoting in the ecclesiastical parish, the whole*

*mission of the Church: pastoral, evangelistic, social and ecumenical.*

### *Objectives and activities*

*The PCC Vision for our church is to 'Grow and nurture what God has planted to build a flourishing church and community in Bisley and West End'. To this end, we have produced a CDP (Church Development Plan) during the year with the 3 main stated objectives being to*

*1. Making the most of our buildings*

*2. Grow the Congregation*

*3. Grow leadership and involvement*

*In each of these areas we are working through several actions and remain focused and intentional to working within these areas to make progress. In all these elements we seek to be Christ centered and guided through prayer.*

*When planning our activities for the year, we have also considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the*

*advancement of religion. In particular, we try to enable ordinary people to live out their faith as part of our parish community through:*

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

*To facilitate this work, it is important that we maintain the fabric of the Churches of St John the Baptist, Bisley and Holy Trinity, West End.*

### *Achievements and performance*

#### *Worship and prayer*

*The PCC is keen to offer a variety of worship services each month and over the course of the year, which help those across our community connect and receive spiritual nourishment. These range from the BCP Communion service to All Age informal services and Messy Church which takes place in Bisley Village Hall.*

#### *Electoral Roll*

*All are welcome to attend our regular services. At present there are 92 (2022: 89) parishioners on the Church Electoral Roll.*

*The Roll is required to be completely refreshed every six years, and this last fell due in 2019.*

*In order to comply with our legal requirements relating to the holding of personal information,*

*and the uses to which that information is put, it is critical that we maintain accurate records of members of the parish. The Electoral Roll is an important tool to assist with this process, and in some circumstances, we need to seek specific consent from parishioners to hold or to use their personal information.*

*4*

*The average weekly attendance, counted during October, was 98, 73 adults/25 children (2022: 76, 67adults/9 children). This number included a special outreach Messy Church with a much larger than*

normal attendance of 109 children/ 80 adults).

As well as our regular services, we enable our community to celebrate and thank God at the milestones of their journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and to commend the person into God's keeping. In 2023, 12 baptisms (2022: 17), 7 weddings (2022: 6), and 10 (2022: 15) funerals were held in our churches.

#### *Deanery Synod*

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

#### *The Church Fabric*

Regular maintenance to enhance the fabric of both churches and churchyards has taken place

over the year. Of particular note are the

I. electrical surveys and upgrades of sockets and installation of USB charge points.

II. Landscaping to expand useable space in Bisley Churchyard for burials and division of field area by new hedge planting

III. Installation of a large central screen and projector at Holy Trinity Church, with smaller monitors in the chancel area for the choir.

#### *Pastoral care*

We currently have four trained Pastoral Assistants who work in this aspect of ministry. They work as a team with the Rector to cover pastoral needs in the parish. This involves visiting and supporting the sick in their homes, care homes or hospital and keeping them connected with the life of the parish. They also run monthly and festival services in the 3 care homes, and follow up contact and support to those who have been bereaved.

#### *Mission, Evangelism & Outreach*

Helping those in need is a demonstration of our faith. Over the year we have been active in supporting mission activities both abroad and in our own community. The church supported a variety of charities over the year, 3 International and 4 national ones, giving a total of over £3K to these causes. Our World Affairs Group (WAGS) has continued to support its links with Uganda and held successful events to raise money for their work raising over £1.5K. Our Teas on the Rec initiative, which has become a major form of outreach & support to the local community continued its work again this summer. It raised in excess of £13K for a variety of local, national and international charities.

Outreach to our 2 local primary schools is a key part of the ministry here. During 2023, weekly assemblies were continued by the team, along with the Rector's monthly whole school

worship and Godly play sessions once a month. A new afterschool Christian Club, a collaboration between the parish church and the Christian charity 'Engage' started up in the Autumn term at Bisley School.

The Local foodbank continues to receive considerable help through the church. Church members have been involved providing a premises, trustees, volunteers & other support.

5

Our parish news is distributed monthly to subscribers around the parish. The magazine keeps our parishioners informed of the important matters affecting our Church and articles that help develop our knowledge and trust in Jesus, and frequent invitations to 'come and see', either through special services or evangelism courses.

### *Financial review*

*Total receipts on unrestricted funds were £120,817 (2022: £126,897) of which £61,805 (2022:*

*£57,099) was unrestricted planned voluntary donations, and a further £13,734 (2022: £21,833)*

*was from Gift Aid. Restricted grants and donations of £6,130 were received during the year (2022: £15,508).*

*During the year, and following discussions with the Diocese and the Charity Commission, a field, which had been bequeathed to the parish in the 16<sup>th</sup> Century and known as Broachmead,*

*was sold for a net consideration, after fees and expenses, of £169,476. The field had not previously been recorded in the financial accounts of the parish.*

*£121,636 (2022: £109,924) was spent from unrestricted funds to provide the Christian ministry within the parish, including the contribution to the diocesan parish share, which largely provides stipends and housing for diocesan clergy.*

*The sum that the churches in the deanery have to find is shared between the churches according to a formula that is based mainly on a head count of the congregations.*

*Net movement in unrestricted funds for the year was an increase of £159,493 (2022: increase*

*of £4,020). During the year, the total fund balances increased from £67,494 to £222,854 of which £3,669 is restricted.*

### *Reserves policy*

*It is PCC policy to seek to maintain a balance on free reserves (net current assets) of around £20,000 to smooth out fluctuations in cash flow and to meet emergencies. The balance of the*

*free reserves at the year-end was £219,186.*

*It is our policy to invest the majority of our reserves between the CCLA Church of England Investment Fund and the CCLA Church of England Deposit Fund.*

### *Volunteers*

*We would like to thank all the many volunteers who have continued to work so hard throughout this year to make our church the lively and vibrant community it is.*

### *Structure, governance and management*

*The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is a Registered Charity.*

*The method of appointment of PCC members is set out in the Church Representation Rules.*

*At Bisley & West End the membership of the PCC consists of the incumbent (our Rector), churchwardens and members elected by those members of the congregation who are on the electoral roll of the church. All those who attend our services are encouraged to register on the Electoral Roll and stand for election to the PCC.*

*6*

*The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent. The full PCC met six times during the year, either in person or online, with an average level of attendance of 76%. Given its wide responsibilities the PCC has a number of subcommittees,*

*each deal with a particular aspect of parish life. These committees are all*

*responsible to the PCC and report back to it regularly.*

*Administrative information*

*St John the Baptist Church is situated in Church Lane, Bisley and Holy Trinity Church is situated in Church Road, West End. The parish is part of the Diocese of Guildford within the Church of England. The correspondence address is The Rectory, Clews Lane, Bisley.*

*Registered charity number 1133838.*

*PCC members who have served at any time from 1 January 2023 until the date this report was approved are:*

*Ex Officio members:*

*Incumbent: The Reverend Fiona Simon (Chairman)*

*Churchwardens: Alison Clay*

*Paul Hounsham*

*Chris Tew*

*Alison Wainwright*

*Elected members:*

*Jackie Jenkins (Parish Safeguarding Officer)*

*Tim Clay #*

*Chris Perry*

*Pauleene Hammett*

*Peter Fry*

*Jane Moore*

*Lynne O'Regan*

*Charles Whiffin*

*Katy Tanton*

*Kathryn Iyer*

*Stacey Hyde #*

*Sarah Bolton – appointed 23<sup>rd</sup> April 2023*

*Wendy Hobson – appointed 23<sup>rd</sup> April 2023*

*Mike Reeve – appointed 23<sup>rd</sup> April 2023*

*# Deanery Synod Representative*

*The PCC would like to record its particular thanks to the Rector Fiona for her leadership and all she does for us and her support of the Parish and community more widely.*

*Approved by the PCC on 25.04.2024*

# Bisley and West End PCC Statement of Financial Activities

For the year ending 31 December 2023

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL 2023 £	TOTAL 2022 £
<b>INCOME</b>					
Voluntary income	2(a)	87,722	6,130	93,852	109,700
Activities for generating funds	2(b)	21,331	12,952	34,283	35,378
Income from investments	2(c)	2,906	0	2,906	1,418
PCC Fees	2(d)	8,858	0	8,858	9,693
<b>TOTAL INCOME</b>		<u>120,817</u>	<u>19,082</u>	<u>139,899</u>	<u>156,190</u>
<b>PARISH EXPENSES</b>					
Church Activities	3(a)	121,636	22,590	144,226	137,302
Fund raising Costs	3(b)	9,562	624	10,186	10,765
<b>TOTAL PARISH EXPENSES</b>		<u>131,197</u>	<u>23,214</u>	<u>154,411</u>	<u>148,067</u>
<b>NET INCOME BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>		<u>(10,380)</u>	<u>(4,132)</u>	<u>(14,512)</u>	<u>8,123</u>
Depreciation	6	(2,161)	0	(2,161)	0
Extraordinary Item					
Profit on sale of land	11	169,476	0	169,476	0
Gain/(Loss) on investment assets upon revaluation		2,557	0	2,557	(3,507)
<b>NET MOVEMENT IN FUNDS</b>		<u>159,493</u>	<u>(4,132)</u>	<u>155,360</u>	<u>4,616</u>
<b>BALANCE B/FWD 1 JANUARY</b>		<u>59,693</u>	<u>7,801</u>	<u>67,494</u>	<u>62,878</u>
<b>BALANCES C/FWD 31 DECEMBER</b>		<u>219,186</u>	<u>3,669</u>	<u>222,854</u>	<u>67,494</u>

The notes on pages 3 to 6 form part of this account

**Bisley and West End PCC**  
**Balance Sheet**  
at 31 December 2023

	Notes	2023 £	2022 £
<b>FIXED ASSETS</b>			
CBF Shares	5	30,162	26,795
Office Equipment, at net book value	6	15,124	0
<b>Total</b>		<u>45,286</u>	<u>26,795</u>
<b>CURRENT ASSETS</b>			
Cash	7	167,665	22,848
Other debtors		0	0
Accrued Income	8	16,013	26,007
<b>Total</b>		<u>183,677</u>	<u>48,855</u>
<b>CURRENT LIABILITIES</b>			
Creditors - amounts falling within one year	9	6,109	8,155
		<u>6,109</u>	<u>8,155</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		222,854	67,494.46
<b>TOTAL NET FUNDS</b>		<u>£ 222,854</u>	<u>£ 67,494</u>
<b>PARISH FUNDS</b>			
Accumulated General Fund		67,494	62,878
Profit and Loss Account		155,360	4,616
	10	<u>£ 222,854</u>	<u>£ 67,494</u>

## **Notes to the financial statements**

For the Year ending 31 December 2023

### **1. ACCOUNTING POLICIES**

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the SORP2005.

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

### **Funds**

*Restricted funds* represent donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they are given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

*Unrestricted funds* are general funds which can be used for PCC ordinary purposes.

## **Income**

Planned giving, collections and donations are recognized when received. Tax refunds are recognized when the income to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Dividends are accounted for when receivable, interest is accrued. All income is accounted for gross.

## **Parish Expenses**

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when paid. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is generally recognized when it is incurred and is accounted for gross.

## **Fixed Assets**

Consecrated and benefice property is not included in the accounts in accordance with s.96(2)(a) of the Charities Act 1993.

Moveable church furnishings held by the rector and the church wardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements.

Equipment used within church premises is depreciated on a straight-line basis over four years. Individual items of equipment with a purchase price of £500 or less are written off when the asset is acquired. Please see exception in note 3(a).

*Investments* are valued at market value at 31 December.

PARISH INCOME	Unrestricted Funds £	Restricted Funds £	TOTAL 2023 £	TOTAL 2022 £
<b>2(a) Voluntary income</b>				
Planned giving				
Gift aid giving	61,805	0	61,805	65,106
Non-Gift Aid giving	100	0	100	0
Gift Aid Tax recovered	13,734	0	13,734	21,883
Collections and donations	11,083	2,885	13,968	16,924
Grants	1,000	2,165	3,165	4,000
Fabric Donations	0	1,080	1,080	1,787
Legacies	0	0	0	0
	<u>87,722</u>	<u>6,130</u>	<u>93,852</u>	<u>109,700</u>
<b>2(b) Activities for generating funds</b>				
Parish Magazine	14,780	0	14,780	17,768
Fund Raising Events	1,165	0	1,165	989
Teas on the Rec	2,860	12,952	15,812	16,622
Christmas Tree Festival	2,526	0	2,526	0
	<u>21,331</u>	<u>12,952</u>	<u>34,283</u>	<u>35,378</u>
<b>2(c) Income from investments</b>				
Dividend and interest, including tax recoverable	2,493.24	0	2,493	798
Rental income	413.16	0	413	620
	<u>2,906</u>	<u>0</u>	<u>2,906</u>	<u>1,418</u>
<b>2(d) PCC Fees</b>	<u>8,858</u>	<u>0</u>	<u>8,858</u>	<u>9,693</u>
	<u>8,858</u>	<u>0</u>	<u>8,858</u>	<u>9,693</u>
<b>TOTAL PARISH INCOME</b>	<u>120,817</u>	<u>19,082</u>	<u>139,899</u>	<u>156,190</u>

PARISH EXPENSES	Unrestricted Funds £	Restricted Funds £	TOTAL 2023 £	TOTAL 2022 £
<b>3(a) Ministry</b>				
Diocesan Parish share	78,217	0	78,217	76,767
Rector	910	0	910	541
Associate Minister	0	0	0	0
Heat & Light	7,153	0	7,153	3,299
Minor Repairs	1,465	1,450	2,915	662
Upkeep of Services	2,450	0	2,450	1,547
Churchyards	738	5,175	5,913	1,191
Lay staff salaries	16,916	0	16,916	17,985
Messy Church & Youth Work	1,098	752	1,850	1,214
Local Mission	1,391	0	1,391	984
Parish Office	7,781	0	7,781	7,595
Professional Fees	0	0	0	6,007
Buildings Insurance	3,517	0	3,517	3,331
Major repairs to churches	0	0	0	0
<b>Total Ministry Expenses</b>	<b>121,636</b>	<b>7,377</b>	<b>129,013</b>	<b>121,122</b>
<b>Payments to Charities</b>				
Home Missions	0	320	320	560
Overseas Missions	0	2,748	2,748	4,472
Secular Charities	0	12,145	12,145	11,148
From collections	0	0	0	0
<b>Total Payments to Charities</b>	<b>0</b>	<b>15,213</b>	<b>15,213</b>	<b>16,180</b>
<b>Total Church Activities Expenses</b>	<b>121,636</b>	<b>22,590</b>	<b>144,226</b>	<b>137,302</b>
<b>3(b) Fund raising costs</b>				
Magazine	9,028	0	9,028	9,446
Garden Party	68	0	68	0
Teas on the Rec	0	624	624	1,318
Other	466	0	466	0
	<b>9,562</b>	<b>624</b>	<b>10,186</b>	<b>10,765</b>
<b>Total Parish Expenses</b>	<b>131,197</b>	<b>23,214</b>	<b>154,411</b>	<b>148,067</b>

#### 4 (a) Staff

During the year the PCC employed a few organists and a part time parish office administrator. Together these employees equated to less than two full time employees.

#### (b) Payments to PCC members

Any payments made to members of the PCC were solely a repayment of costs incurred for the activities or fundraising of the church.

None of these have been material.

	TOTAL 2023 £	TOTAL 2022 £
<b>5 CBF Shares</b>		
Market Value at 1 January	26,795	29,519
Acquisitions at cost	810	783
Sold during year	0	0
Increase/(Decrease) in value in the year	2,557	(3,507)
Market Value at 31 December	<u>30,162</u>	<u>26,795</u>
<b>6 Fixed Assets</b>		
<b>Cost</b>		
Technology equipment		
Opening balance	0	0
Additions	17,285	0
Closing balance	<u>17,285</u>	<u>0</u>
<b>Depreciation</b>		
Technology equipment		
Opening balance	0	0
Charge for the year	2,161	0
Closing balance	<u>2,161</u>	<u>0</u>
Net Book Value	<u>15,124</u>	<u>0</u>
<b>7 Cash</b>		
Current account	18,450	9,259
Parish Magazine account	3,268	2,826
Garden Party account	404	404
Fabric Fund account	3,669	7,801
CBF Cash Deposit Savings Fund	140,223	1,194
Petty Cash - Rectory	47	47
Teas on the Rec	1,565	1,277
Petty Cash - TOTR	39	39
	<u>167,665</u>	<u>22,848</u>
<b>8 Accrued Income</b>		
Tax refund due on Gift aided donations up to 31 December	16,013	26,007
<b>9 Liabilities</b>		
Amounts falling due in one year.	6,109	8,155
<b>10 Parish Funds</b>		
<b>Accumulated General Fund</b>		
As at 31 December 2021	67,494	62,878
Profit & Loss Account	155,360	4,616
Balance at 31 December 2022	<u>222,854</u>	<u>67,494</u>
The Accumulated General Fund comprises:		
Restricted Funds	3,669	7,801
Unrestricted Funds	219,186	59,693
TOTAL Accumulated General Fund	<u>222,854</u>	<u>67,494</u>
<b>11 Extraordinary Item</b>		

In the Will of Isabella Campion, dated 1506, a field near Chobham, known as Broachmead, was left to the parish. During the year, following consultations with the Guildford Diocesan Board of Finance, the field was for £180,250 which, after professional fees associated with the sale, yielded a net gain of £169,476. The field had not previously been recorded in the financial statements of the parish.

**Independent Examiner's Report  
to the PCC of Bisley and West End**

I report to the trustees on my examination of the accounts of the Bisley & West End PCC (the PCC) for the year ended 31 December 2023.

**Responsibilities and basis of report**

As the charity trustees of the PCC you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the PCC's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

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

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

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

Julian Roberts FCA  
External examiner

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# Accounts

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## **2022 Report and Accounts for the Parochial Church Council of Bisley & West End**

*This report complies with the requirements of the Charities Act, 2011*

### **Aim and purposes**

Bisley & West End Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Fiona Simon, in promoting in the ecclesiastical parish, the whole mission of the Church: pastoral, evangelistic, social and ecumenical.

### **Objectives and activities**

The PCC Vision for our church is to 'Grow and nurture what God has planted to build a flourishing church and community in Bisley and West End'. To this end, we have produced a CDP (Church Development Plan) during the year with the 3 main stated objectives being to

1. Making the most of our buildings
2. Grow the Congregation
3. Grow leadership and involvement

In each of these areas we are working through several actions and remain focused and intentional to working within these areas to make progress. In all these elements we seek to be Christ centered and guided through prayer.

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

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

To facilitate this work, it is important that we maintain the fabric of the Churches of St John the Baptist, Bisley and Holy Trinity, West End.

### **Achievements and performance**

#### **Worship and prayer**

The PCC is keen to offer a variety of worship services each month and over the course of the year, which help those across our community connect and receive spiritual nourishment. These range from the BCP Communion service to All Age informal services and Messy Church which takes place in Bisley Village Hall.

#### **Electoral Roll**

All are welcome to attend our regular services. At present there are 89 (2021:77) parishioners on the Church Electoral Roll.

The Roll is required to be completely refreshed every six years, and this last fell due in 2019. In order to comply with our legal requirements relating to the holding of personal information, and the uses to which that information is put, it is critical that we maintain accurate records of members of the parish. The Electoral Roll is an important tool to assist with this process,

and in some circumstances, we need to seek specific consent from parishioners to hold or to use their personal information.

The average weekly attendance, counted during October, was 45 (2021: 31).

As well as our regular services, we enable our community to celebrate and thank God at the milestones of their journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and to commend the person into God's keeping. In 2022, 17 baptisms (2021: 13), 6 weddings (2021: 7), and 15 (2021: 18) funerals were held in our churches.

### **Deanery Synod**

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

### **The Church Fabric**

No major fabric repairs were undertaken this year.

### **Pastoral care**

We currently have four trained Pastoral Assistants who work in this aspect of ministry. They work as a team with the Rector to cover pastoral needs in the parish. This involves visiting and supporting the sick in their homes or hospital and keeping them connected with the life of the parish. They also run monthly and festival services in the 3 care homes, and follow up contact and support to those who have been bereaved.

### **Mission, Evangelism & Outreach**

Helping those in need is a demonstration of our faith. Over the year we have been active in supporting mission activities both abroad and in our own community. The church supported a variety of charities over the year, 4 International and 2 national ones, giving a total of over £4.5K to these causes. Our World Affairs Group (WAGS) has continued to support its links with Uganda and held successful events to raise money for their work raising over £900. Our *Teas on the Rec* initiative, which has become a major form of outreach & support to the local community resumed its work again this summer after the pandemic's disruption. It raised in excess of £12.4K for a variety of local, national and international charities.

Outreach to our 2 local primary schools is a key part of the ministry here. During 2022, weekly assemblies were resumed by the team, along with the Rector's monthly whole school worship and Godly play sessions once a month.

The Local foodbank continues to receive considerable help through the church who have provided a premises, trustees, volunteers & other support.

Our parish magazine is distributed monthly to subscribers around the parish. The magazine keeps our parishioners informed of the important matters affecting our Church and articles that help develop our knowledge and trust in Jesus, and frequent invitations to 'come and see', either through special services or evangelism courses.

## **Financial review**

Total receipts on unrestricted funds were £126,897 (2021: £98,688) of which £57,099 (2021: £46,025) was unrestricted planned voluntary donations, and a further £21,883 (2021: £15,563) was from Gift Aid. Restricted grants and donations of £15,508 were received during the year (2021: £14,262).

£109,924 (2021: £100,400) was spent from unrestricted funds to provide the Christian ministry within the parish, including the contribution to the diocesan parish share, which largely provides stipends and housing for diocesan clergy.

The sum that the churches in the deanery have to find is shared between the churches according to a formula that is based mainly on a head count of the congregations.

Net movement in unrestricted funds for the year was an increase of £4,020 (2021: decrease of £7,406). During the year, the total fund balances increased from £62,868 to £67,494 of which £7,801 is restricted.

## **Reserves policy**

It is PCC policy to seek to maintain a balance on free reserves (net current assets) of around £20,000 to smooth out fluctuations in cash flow and to meet emergencies. The balance of the free reserves at the year-end was £59,693.

It is our policy to invest the majority of our reserves in the CCLA Church of England Investment Fund.

## **Volunteers**

We would like to thank all the many volunteers who have continued to work so hard throughout this year to make our church the lively and vibrant community it is. A special thanks goes to Chris Tew and Mike Reeve who have stepped up to support the preaching ministry this year.

## **Structure, governance and management**

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is a Registered Charity.

The method of appointment of PCC members is set out in the Church Representation Rules. At Bisley & West End the membership of the PCC consists of the incumbent (our Rector), churchwardens and members elected by those members of the congregation who are on the electoral roll of the church. All those who attend our services are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

The full PCC met six times during the year, either in person or online, with an average level of attendance of 73%. Given its wide responsibilities the PCC has a number of sub-committees, each deal with a particular aspect of parish life. These committees are all responsible to the PCC and report back to it regularly.

### **Administrative information**

St John the Baptist Church is situated in Church Lane, Bisley and Holy Trinity Church is situated in Church Road, West End. The parish is part of the Diocese of Guildford within the Church of England. The correspondence address is The Rectory, Clews Lane, Bisley. Registered charity number 1133838.

PCC members who have served at any time from 1 January 2022 until the date this report was approved are:

### **Ex Officio members:**

Incumbent:               The Reverend Fiona Simon (Chairman)

Churchwardens:       Angela Astall  
                              Alison Clay  
                              Paul Hounsham  
                              Chris Tew

### **Elected members:**

Jackie Jenkins# (Parish Safeguarding Officer)  
Tim Clay #  
Chris Perry  
Pauleene Hammett  
Alison Clay

Peter Fry  
Jane Moore  
Lynne O'Regan  
Charles Whiffin  
Katy Tanton – appointed 22<sup>nd</sup> May 2022  
Kathryn Iyer - appointed 22<sup>nd</sup> May 2022  
Stacey Hyde # - appointed 22<sup>nd</sup> May 2022

# Deanery Synod Representative

The PCC wishes to express its thanks for the many years of ministry given by Reverend Richard Abbott, our associate minister, who was unable to serve this year through illness and sadly passed away in October. He is deeply missed. It would also like to record its particular thanks to the Rector Fiona for her leadership and all she does for us and her support of the Parish and community more widely.

*Approved by the PCC on 11<sup>th</sup> April 2023.*

**Bisley and West End PCC**  
**Statement of Financial Activities**

For the year ending 31 December 2022

	Note	Unrestricted Funds £	Restricted Funds £	<b>TOTAL 2022 £</b>	<b>TOTAL 2021 £</b>
<b>INCOME</b>					
Voluntary income	2(a)	94,192	15,508	109,700	84,179
Activities for generating funds	2(b)	21,594	13,784	35,378	21,792
Income from investments	2(c)	1,418	0	1,418	1,609
PCC Fees	2(d)	9,693	0	9,693	6,625
<b>TOTAL INCOME</b>		<u>126,897</u>	<u>29,292</u>	<u>156,190</u>	<u>114,206</u>
<b>PARISH EXPENSES</b>					
Church Activities	3(a)	109,924	27,378	137,302	116,766
Fund raising Costs	3(b)	9,446	1,318	10,765	9,512
<b>TOTAL PARISH EXPENSES</b>		<u>119,370</u>	<u>28,696</u>	<u>148,067</u>	<u>126,277</u>
<b>NET INCOME BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>		<u>7,527</u>	<u>596</u>	<u>8,123</u>	<u>-12,072</u>
Gain/Loss on investment assets on revaluation		-3,507	0	-3,507	4,905
<b>NET MOVEMENT IN FUNDS</b>		4,020	596	4,616	-7,167
<b>BALANCE B/FWD 1 JANUARY</b>		55,673	7,205	62,878	70,045
<b>BALANCES C/FWD 31 DECEMBER</b>		<u>59,693</u>	<u>7,801</u>	<u>67,494</u>	<u>62,878</u>

The notes on pages 3 to 6 form part of this account

Bisley and West End PCC  
Balance Sheet  
at 31 December 2022

	Notes	2022 £	2021 £
<b>FIXED ASSETS</b>			
CBF Shares	5	26,795	29,519
Total		26,795	29,519
<b>CURRENT ASSETS</b>			
Cash	6	22,848	32,354
Other debtors		0	0
Accrued Income	7	26,007	13,942
Total		48,855	46,296
<b>CURRENT LIABILITIES</b>			
Creditors - amounts falling within one year	8	8,155	12,937
		8,155	12,937
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		67,494	62,878
<b>TOTAL NET FUNDS</b>		£ 67,494	£ 62,878
<b>PARISH FUNDS</b>			
Accumulated General Fund		62,878	70,045
Profit and Loss Account		4,616	(7,167)
	9	£ 67,494	£ 62,878

## **Notes to the financial statements**

For the Year ending 31 December 2022

### **I. ACCOUNTING POLICIES**

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the SORP2005.

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

#### **Funds**

*Restricted funds* represent donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they are given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

*Unrestricted funds* are general funds which can be used for PCC ordinary purposes.

## **Income**

Planned giving, collections and donations are recognized when received. Tax refunds are recognized when the income to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Dividends are accounted for when receivable, interest is accrued. All income is accounted for gross.

## **Parish Expenses**

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when paid. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is generally recognized when it is incurred and is accounted for gross.

## **Fixed Assets**

Consecrated and benefice property is not included in the accounts in accordance with s.96(2)(a) of the Charities Act 1993.

Moveable church furnishings held by the rector and the church wardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements.

Equipment used within church premises is depreciated on a straight-line basis over four years. Individual items of equipment with a purchase price of £500 or less are written off when the asset is acquired. Please see exception in note 3(a).

*Investments* are valued at market value at 31 December.

PARISH INCOME	Unrestricted Funds £	Restricted Funds £	TOTAL 2022 £	TOTAL 2021 £
<b>2(a) Voluntary income</b>				
Planned giving				
Gift aid giving	57,099	8,007	65,106	47,900
Non-Gift Aid giving	0	0	0	5,897
Gift Aid Tax recovered	21,883	0	21,883	15,563
Collections and donations	13,210	3,714	16,924	11,320
Grants	2,000	2,000	4,000	3,500
Fabric Donations	0	1,787	1,787	0
Legacies	0	0	0	0
	<u>94,192</u>	<u>15,508</u>	<u>109,700</u>	<u>84,179</u>
<b>2(b) Activities for generating funds</b>				
Parish Magazine	17,768	0	17,768	15,667
Garden Party	989	0	989	0
Teas on the Rec	2,837	13,784	16,622	3,456
Christmas Tree Festival	0	0	0	2,669
	<u>21,594</u>	<u>13,784</u>	<u>35,378</u>	<u>21,792</u>
<b>2(c) Income from investments</b>				
Dividend and interest, including tax recoverable	798	0	798	989
Rental income	620	0	620	620
	<u>1,418</u>	<u>0</u>	<u>1,418</u>	<u>1,609</u>
<b>2(d) PCC Fees</b>	<u>9,693</u>	<u>0</u>	<u>9,693</u>	<u>6,625</u>
	<u>9,693</u>		<u>9,693</u>	<u>6,625</u>
<b>TOTAL PARISH INCOME</b>	<u>126,897</u>	<u>29,292</u>	<u>156,190</u>	<u>114,206</u>

PARISH EXPENSES	Unrestricted Funds £	Restricted Funds £	TOTAL 2022 £	TOTAL 2021 £
<b>3(a) Ministry</b>				
Diocesan Parish share	76,767	0	76,767	70,000
Rector	541	0	541	1,685
Associate Minister	0	0	0	138
Heat & Light	3,299	0	3,299	2,683
Minor Repairs	662	0	662	1,836
Upkeep of Services	1,547	0	1,547	763
Churchyards	0	1,191	1,191	1,202
Lay staff salaries	14,485	3,500	17,985	17,501
Messy Church & Youth Work	714	500	1,214	965
Local Mission	984	0	984	0
Parish Office	7,595	0	7,595	8,502
Professional Fees	0	6,007	6,007	0
Buildings Insurance	3,331	0	3,331	2,901
Major repairs to churches	0	0	0	6,350
<b>Total Ministry Expenses</b>	<b>109,924</b>	<b>11,198</b>	<b>121,122</b>	<b>114,526</b>
<b>Payments to Charities</b>				
Home Missions	0	560	560	235
Overseas Missions	0	4,472	4,472	0
Secular Charities	0	11,148	11,148	2,005
From collections	0	0	0	0
<b>Total Payments to Charities</b>	<b>0</b>	<b>16,180</b>	<b>16,180</b>	<b>2,240</b>
<b>Total Church Activities Expenses</b>	<b>109,924</b>	<b>27,378</b>	<b>137,302</b>	<b>116,766</b>
<b>3(b) Fund raising costs</b>				
Magazine	9,446	0	9,446	8,845
Garden Party	0	0	0	0
Teas on the Rec	0	1,318	1,318	138
Other	0	0	0	528
	<b>9,446</b>	<b>1,318</b>	<b>10,765</b>	<b>9,512</b>
<b>Total Parish Expenses</b>	<b>119,370</b>	<b>28,696</b>	<b>148,067</b>	<b>126,277</b>

#### 4 (a) Staff

During the year the PCC employed a few organists, a part time parish office administrator and a part time Children & Families Worker. The latter resigned in September 2022. Together these employees equated to less than two full time employees.

#### (b) Payments to PCC members

Any payments made to members of the PCC were solely a repayment of costs incurred for the activities or fundraising of the church. None of these have been material.

	TOTAL 2022 £	TOTAL 2021 £
<b>5 CBF Shares</b>		
Market Value at 1 January	29,519	33,626
Acquisitions at cost	783	988
Sold during year	0	(10,000)
Increase/(Decrease) in value in the year	(3,507)	4,905
Market Value at 31 December	<u>26,795</u>	<u>29,519</u>
<b>6 Cash</b>		
Current account	9,259	19,729
Parish Magazine account	2,826	2,882
Garden Party account	404	404
Fabric Fund account	7,801	7,205
CBF John Cooper Bible Fund	1,194	1,179
Petty Cash - Rectory	47	47
Teas on the Rec	1,277	868
Petty Cash - TOTR	39	39
	<u>22,848</u>	<u>32,354</u>
<b>7 Accrued Income</b>		
Tax refund due on Gift aided donations up to 31 December	26,007	13,942
<b>8 Liabilities</b>		
Amounts falling due in one year.	8,155	12,937
<b>9 Parish Funds</b>		
<b>Accumulated General Fund</b>		
As at 31 December 2021	62,878	70,045
Profit & Loss Account	4,616	(7,167)
Balance at 31 December 2022	<u>67,494</u>	<u>62,878</u>
The Accumulated General Fund comprises:		
<b>Restricted Funds</b>		
Held within the Fabric account	7,801	7,204
Held within main PCC account	0	0
TOTAL Restricted Funds	<u>7,801</u>	<u>7,204</u>
<b>Unrestricted Funds</b>	59,693	55,674
TOTAL Accumulated General Fund	<u>67,494</u>	<u>62,878</u>

#### 10 Unrecorded assets

In the Will of Isabella Campion, dated 1506, a field near Chobham, known as Broachmead, was left to the parish. It is not recorded in the financial accounts of the parish but currently yields annual rental income of £620, which is recorded.

**Independent Examiner's Report  
to the PCC of Bisley and West End**

I report to the trustees on my examination of the accounts of the Bisley & West End PCC (the PCC) for the year ended 31 December 2022.

**Responsibilities and basis of report**

As the charity trustees of the PCC you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the PCC's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

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

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

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

Julian Roberts FCA  
External examiner

**Bisley and West End PCC**  
**Statement of Financial Activities**

For the year ending 31 December 2022

	Note	Unrestricted Funds £	Restricted Funds £	<b>TOTAL 2022 £</b>	<b>TOTAL 2021 £</b>
<b>INCOME</b>					
Voluntary income	2(a)	94,192	15,508	109,700	84,179
Activities for generating funds	2(b)	21,594	13,784	35,378	21,792
Income from investments	2(c)	1,418	0	1,418	1,609
PCC Fees	2(d)	9,693	0	9,693	6,625
<b>TOTAL INCOME</b>		<u>126,897</u>	<u>29,292</u>	<u>156,190</u>	<u>114,206</u>
<b>PARISH EXPENSES</b>					
Church Activities	3(a)	109,924	27,378	137,302	116,766
Fund raising Costs	3(b)	9,446	1,318	10,765	9,512
<b>TOTAL PARISH EXPENSES</b>		<u>119,370</u>	<u>28,696</u>	<u>148,067</u>	<u>126,277</u>
<b>NET INCOME BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>		<u>7,527</u>	<u>596</u>	<u>8,123</u>	<u>-12,072</u>
Gain/Loss on investment assets on revaluation		-3,507	0	-3,507	4,905
<b>NET MOVEMENT IN FUNDS</b>		4,020	596	4,616	-7,167
<b>BALANCE B/FWD 1 JANUARY</b>		55,673	7,205	62,878	70,045
<b>BALANCES C/FWD 31 DECEMBER</b>		<u>59,693</u>	<u>7,801</u>	<u>67,494</u>	<u>62,878</u>

The notes on pages 3 to 6 form part of this account

Bisley and West End PCC  
Balance Sheet  
at 31 December 2022

	Notes	2022 £	2021 £
<b>FIXED ASSETS</b>			
CBF Shares	5	26,795	29,519
Total		26,795	29,519
<b>CURRENT ASSETS</b>			
Cash	6	22,848	32,354
Other debtors		0	0
Accrued Income	7	26,007	13,942
Total		48,855	46,296
<b>CURRENT LIABILITIES</b>			
Creditors - amounts falling within one year	8	8,155	12,937
		8,155	12,937
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		67,494	62,878
<b>TOTAL NET FUNDS</b>		£ 67,494	£ 62,878
<b>PARISH FUNDS</b>			
Accumulated General Fund		62,878	70,045
Profit and Loss Account		4,616	(7,167)
	9	£ 67,494	£ 62,878

## **Notes to the financial statements**

For the Year ending 31 December 2022

### **I. ACCOUNTING POLICIES**

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the SORP2005.

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

#### **Funds**

*Restricted funds* represent donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they are given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

*Unrestricted funds* are general funds which can be used for PCC ordinary purposes.

## **Income**

Planned giving, collections and donations are recognized when received. Tax refunds are recognized when the income to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Dividends are accounted for when receivable, interest is accrued. All income is accounted for gross.

## **Parish Expenses**

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when paid. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is generally recognized when it is incurred and is accounted for gross.

## **Fixed Assets**

Consecrated and benefice property is not included in the accounts in accordance with s.96(2)(a) of the Charities Act 1993.

Moveable church furnishings held by the rector and the church wardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements.

Equipment used within church premises is depreciated on a straight-line basis over four years. Individual items of equipment with a purchase price of £500 or less are written off when the asset is acquired. Please see exception in note 3(a).

*Investments* are valued at market value at 31 December.

PARISH INCOME	Unrestricted Funds £	Restricted Funds £	TOTAL 2022 £	TOTAL 2021 £
<b>2(a) Voluntary income</b>				
Planned giving				
Gift aid giving	57,099	8,007	65,106	47,900
Non-Gift Aid giving	0	0	0	5,897
Gift Aid Tax recovered	21,883	0	21,883	15,563
Collections and donations	13,210	3,714	16,924	11,320
Grants	2,000	2,000	4,000	3,500
Fabric Donations	0	1,787	1,787	0
Legacies	0	0	0	0
	<u>94,192</u>	<u>15,508</u>	<u>109,700</u>	<u>84,179</u>
<b>2(b) Activities for generating funds</b>				
Parish Magazine	17,768	0	17,768	15,667
Garden Party	989	0	989	0
Teas on the Rec	2,837	13,784	16,622	3,456
Christmas Tree Festival	0	0	0	2,669
	<u>21,594</u>	<u>13,784</u>	<u>35,378</u>	<u>21,792</u>
<b>2(c) Income from investments</b>				
Dividend and interest, including tax recoverable	798	0	798	989
Rental income	620	0	620	620
	<u>1,418</u>	<u>0</u>	<u>1,418</u>	<u>1,609</u>
<b>2(d) PCC Fees</b>	<u>9,693</u>	<u>0</u>	<u>9,693</u>	<u>6,625</u>
	<u>9,693</u>		<u>9,693</u>	<u>6,625</u>
<b>TOTAL PARISH INCOME</b>	<u>126,897</u>	<u>29,292</u>	<u>156,190</u>	<u>114,206</u>

PARISH EXPENSES	Unrestricted Funds £	Restricted Funds £	TOTAL 2022 £	TOTAL 2021 £
<b>3(a) Ministry</b>				
Diocesan Parish share	76,767	0	76,767	70,000
Rector	541	0	541	1,685
Associate Minister	0	0	0	138
Heat & Light	3,299	0	3,299	2,683
Minor Repairs	662	0	662	1,836
Upkeep of Services	1,547	0	1,547	763
Churchyards	0	1,191	1,191	1,202
Lay staff salaries	14,485	3,500	17,985	17,501
Messy Church & Youth Work	714	500	1,214	965
Local Mission	984	0	984	0
Parish Office	7,595	0	7,595	8,502
Professional Fees	0	6,007	6,007	0
Buildings Insurance	3,331	0	3,331	2,901
Major repairs to churches	0	0	0	6,350
<b>Total Ministry Expenses</b>	<b>109,924</b>	<b>11,198</b>	<b>121,122</b>	<b>114,526</b>
<b>Payments to Charities</b>				
Home Missions	0	560	560	235
Overseas Missions	0	4,472	4,472	0
Secular Charities	0	11,148	11,148	2,005
From collections	0	0	0	0
<b>Total Payments to Charities</b>	<b>0</b>	<b>16,180</b>	<b>16,180</b>	<b>2,240</b>
<b>Total Church Activities Expenses</b>	<b>109,924</b>	<b>27,378</b>	<b>137,302</b>	<b>116,766</b>
<b>3(b) Fund raising costs</b>				
Magazine	9,446	0	9,446	8,845
Garden Party	0	0	0	0
Teas on the Rec	0	1,318	1,318	138
Other	0	0	0	528
	<b>9,446</b>	<b>1,318</b>	<b>10,765</b>	<b>9,512</b>
<b>Total Parish Expenses</b>	<b>119,370</b>	<b>28,696</b>	<b>148,067</b>	<b>126,277</b>

#### 4 (a) Staff

During the year the PCC employed a few organists, a part time parish office administrator and a part time Children & Families Worker. The latter resigned in September 2022. Together these employees equated to less than two full time employees.

#### (b) Payments to PCC members

Any payments made to members of the PCC were solely a repayment of costs incurred for the activities or fundraising of the church. None of these have been material.

	TOTAL 2022 £	TOTAL 2021 £
<b>5 CBF Shares</b>		
Market Value at 1 January	29,519	33,626
Acquisitions at cost	783	988
Sold during year	0	(10,000)
Increase/(Decrease) in value in the year	(3,507)	4,905
Market Value at 31 December	<u>26,795</u>	<u>29,519</u>
<b>6 Cash</b>		
Current account	9,259	19,729
Parish Magazine account	2,826	2,882
Garden Party account	404	404
Fabric Fund account	7,801	7,205
CBF John Cooper Bible Fund	1,194	1,179
Petty Cash - Rectory	47	47
Teas on the Rec	1,277	868
Petty Cash - TOTR	39	39
	<u>22,848</u>	<u>32,354</u>
<b>7 Accrued Income</b>		
Tax refund due on Gift aided donations up to 31 December	26,007	13,942
<b>8 Liabilities</b>		
Amounts falling due in one year.	8,155	12,937
<b>9 Parish Funds</b>		
<b>Accumulated General Fund</b>		
As at 31 December 2021	62,878	70,045
Profit & Loss Account	4,616	(7,167)
Balance at 31 December 2022	<u>67,494</u>	<u>62,878</u>
The Accumulated General Fund comprises:		
<b>Restricted Funds</b>		
Held within the Fabric account	7,801	7,204
Held within main PCC account	0	0
TOTAL Restricted Funds	<u>7,801</u>	<u>7,204</u>
<b>Unrestricted Funds</b>	59,693	55,674
TOTAL Accumulated General Fund	<u>67,494</u>	<u>62,878</u>

#### 10 Unrecorded assets

In the Will of Isabella Campion, dated 1506, a field near Chobham, known as Broachmead, was left to the parish. It is not recorded in the financial accounts of the parish but currently yields annual rental income of £620, which is recorded.

**Independent Examiner's Report  
to the PCC of Bisley and West End**

I report to the trustees on my examination of the accounts of the Bisley & West End PCC (the PCC) for the year ended 31 December 2022.

**Responsibilities and basis of report**

As the charity trustees of the PCC you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the PCC's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

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

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

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

Julian Roberts FCA  
External examiner

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# Accounts

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## **2021 Report and Accounts for the Parochial Church Council of Bisley & West End**

*This report complies with the requirements of the Charities Act, 2011*

### **Aim and purposes**

Bisley & West End Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Fiona Simon, in promoting in the ecclesiastical parish, the whole mission of the Church: pastoral, evangelistic, social and ecumenical.

### **Objectives and activities**

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

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

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

To facilitate this work it is important that we maintain the fabric of the Churches of St John the Baptist, Bisley and Holy Trinity, West End.

### **Achievements and performance**

#### **Pandemic**

For a second year, the ongoing effects of the pandemic have significantly impacted the way we have been able to operate. Throughout, we have closely followed the guidance of both government and diocesan authorities and sought to ensure the safest possible environment for those who have worked, volunteered and worshipped during this time. Many events have been cancelled, not least our most significant fundraising events, but we have nonetheless continued to provide help and support to the most vulnerable members of our church and wider community.

#### **Worship and prayer**

The PCC is keen to offer a wide range of services during the week and over the course of the year, which our community find both beneficial and spiritually fulfilling. For example, we offer services from the Book of Common Prayer, whilst opportunities are also provided for people to engage in more outgoing worship such as our Messy Worship services. This has continued when possible within the constraints of lockdown and other restrictions.

#### **Electoral Roll**

All are welcome to attend our regular services. At present there are 77 (2020: 75) parishioners on the Church Electoral Roll.

The Roll is required to be completely refreshed every six years, and this last fell due in 2019. In order to comply with our legal requirements relating to the holding of personal information, and the uses to which that information is put, it is critical that we maintain accurate records of members of the parish. The Electoral Roll is an important tool to assist with this process, and in some circumstances we need to seek specific consent from parishioners to hold or to use their personal information.

The average weekly attendance, counted during October, was 31 (2020: 26 plus 12 online).

As well as our regular services, we enable our community to celebrate and thank God at the milestones of their journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and to commend the person into God's keeping. In 2021, 13 baptisms (2020: 0), 7 weddings (2020: 4), and 18 (2020: 20) funerals were held in our churches.

### **Deanery Synod**

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

### **The Church Fabric**

No major fabric repairs were undertaken this year.

### **Pastoral care**

We currently have four trained Pastoral Assistants who work in this aspect of ministry.

Some members of our parish are unable to attend church due to sickness or age. Members of the Ministry Team have visited all church members (when pandemic restrictions were not in place), to celebrate communion with them either at their homes or in hospital. They have also kept regular contact via phone when people have been confined to their homes and shielding.

### **Mission and evangelism**

Helping those in need is a demonstration of our faith. Our World Affairs Group (WAGS) has continued to support its links with Uganda and has held a number of successful events to raise money for their work. Our *Teas on the Rec* initiative, which has become a major form of outreach into the local community and raised thousands of pounds for a variety of local and national charities, has been forced to pause this year but we look forward to the time when it can return.

Our parish magazine is distributed monthly to subscribers around the parish. The magazine keeps our parishioners informed of the important matters affecting our Church and articles that help develop our knowledge and trust in Jesus.

### **Financial review**

Total receipts on unrestricted funds were £98,688 (2020: £89,484) of which £46,025 (2020: £39,868) was unrestricted planned voluntary donations, and a further £15,563 (2020: £14,763) was from Gift Aid. Restricted grants and donations of £14,262 were received during the year (2020: £9,823).

£100,400 (2020: £95,500) was spent from unrestricted funds to provide the Christian ministry within the parish, including the contribution to the diocesan parish share, which largely provides stipends and housing for diocesan clergy.

The sum that the churches in the deanery have to find is shared between the churches according to a formula that is based mainly on a head count of the congregations.

It had been the policy of the PCC to record any underpayments of the requested parish share, as an ongoing liability to be paid in future years. Following discussions with the diocese during the year, it was confirmed that the parish share payments were considered donations and that any underpayment did not give rise to any future liability. Accordingly, the reserves of the PCC were adjusted, resulting in a decrease in current liabilities of £62,186 and a corresponding increase in reserves of the same amount. This was reflected in the accounts by way of a Prior Year Adjustment.

Net movement in unrestricted funds for the year was a decrease of £7,406 (2020: £11,961). During the year, the total fund balances decreased from £70,045 (as adjusted) to £62,878 of which £7,205 is restricted.

### **Reserves policy**

It is PCC policy to seek to maintain a balance on free reserves (net current assets) of around £20,000 to smooth out fluctuations in cash flow and to meet emergencies. Following the change in accounting policy referred to above, the balance of the free reserves at the year-end was £55,673.

It is our policy to invest the majority of our reserves in the CCLA Church of England Investment Fund.

### **Volunteers**

We would like to thank all the many volunteers who have continued to work so hard throughout such a difficult year to make our church the lively and vibrant community it is. Sadly they are too numerous to mention here but they know who they are!

### **Structure, governance and management**

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is a Registered Charity.

The method of appointment of PCC members is set out in the Church Representation Rules. At Bisley & West End the membership of the PCC consists of the incumbent (our Rector), our Associate Minister, churchwardens and members elected by those members of the congregation who are on the electoral roll of the church. All those who attend our services are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

The full PCC met six times during the year, either in person or online, with an average level of attendance of over 80%. Given its wide responsibilities the PCC has a number of sub-committees, each deal with a particular aspect of parish life. These committees are all responsible to the PCC and report back to it regularly.

### Administrative information

St John the Baptist Church is situated in Church Lane, Bisley and Holy Trinity Church is situated in Church Road, West End. The parish is part of the Diocese of Guildford within the Church of England. The correspondence address is The Rectory, Clews Lane, Bisley. Registered charity number 1133838.

PCC members who have served at any time from 1 January 2020 until the date this report was approved are:

<b>Ex Officio members:</b> Incumbent:	The Reverend Fiona Simon (Chairman)
Ministers:	The Reverend Richard Abbott
Churchwardens:	Angela Astall Alison Clay Paul Hounsham Chris Tew
<b>Elected members:</b>	Jackie Jenkins*# (Parish Safeguarding Officer) Tim Clay # Chris Perry* Pauleene Hammett* Alison Clay* Peter Fry Jane Moore – <i>appointed 25 April 2021</i> Lynne O'Regan – <i>appointed 25 April 2021</i> Charles Whiffin – <i>appointed 25 April 2021</i> Katy Tanton^ * Pastoral Assistant # Deanery Synod Representative ^ Co-opted on to the PCC in January 2021

The PCC wishes to record its particular thanks to our ordained ministers, Fiona and Richard, who do so much for so many people within our parish.

*Approved by the PCC on 11 May 2022.*

**Bisley and West End PCC**  
**Statement of Financial Activities**

For the year ending 31 December 2021

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL 2021 £	TOTAL 2020 £
<b>INCOME</b>					
Voluntary income	2(a)	69,917	14,262	84,179	77,119
Activities for generating funds	2(b)	20,536	1,256	21,792	13,097
Income from investments	2(c)	1,609	0	1,609	1,828
PCC Fees	2(d)	6,625	0	6,625	7,262
<b>TOTAL INCOME</b>		<u>98,688</u>	<u>15,518</u>	<u>114,206</u>	<u>99,307</u>
<b>PARISH EXPENSES</b>					
Church Activities	3(a)	101,625	15,141	116,766	117,475
Fund raising Costs	3(b)	9,373	138	9,512	8,613
<b>TOTAL PARISH EXPENSES</b>		<u>110,998</u>	<u>15,279</u>	<u>126,277</u>	<u>126,088</u>
<b>NET INCOME BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>		<u>(12,310)</u>	<u>239</u>	<u>(12,072)</u>	<u>(26,781)</u>
Gain/Loss on investment assets on revaluation		4,905	0	4,905	2,668
<b>NET MOVEMENT IN FUNDS</b>		<b>(7,406)</b>	239	<b>(7,167)</b>	<b>(24,113)</b>
<b>BALANCE B/FWD 1 JANUARY</b>		63,079	6,966	70,045	31,972
Prior Year Adjustment Write Off Parish Share Liability	8	0	0	0	62,186
<b>RESTATED Balance Forward</b>		63,079	6,966	70,045	70,045
<b>BALANCES C/FWD 31 DECEMBER</b>		<u>55,673</u>	<u>7,205</u>	<u>62,878</u>	<u>70,045</u>

The notes on pages 3 to 7 form part of these accounts.

Bisley and West End PCC  
Balance Sheet  
at 31 December 2021

	Notes	2021 £	As Restated 2020 £
<b>FIXED ASSETS</b>			
CBF Shares	5	29,519	33,626
Total		29,519	33,626
<b>CURRENT ASSETS</b>			
Cash	6	32,354	26,922
Other debtors		0	0
Accrued Income	7	13,942	12,000
Total		46,296	38,922
<b>CURRENT LIABILITIES</b>			
Creditors - amounts falling within one year	8	12,937	2,503
		12,937	2,503
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		62,878	70,045
<b>TOTAL NET FUNDS</b>		£ 62,878	£ 70,045
<b>PARISH FUNDS</b>			
Accumulated General Fund		70,045	31,972
Profit and Loss Account		(7,167)	38,073
	9	£ 62,878	£ 70,045

## **Notes to the financial statements**

For the Year ending 31 December 2021

### **I. ACCOUNTING POLICIES**

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the SORP2005.

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

#### **Funds**

*Restricted funds* represent donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they are given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

*Unrestricted funds* are general funds which can be used for PCC ordinary purposes.

## **Income**

Planned giving, collections and donations are recognized when received. Tax refunds are recognized when the income to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Dividends are accounted for when receiveable, interest is accrued. All income is accounted for gross.

## **Parish Expenses**

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when paid. Amounts received specifically for mission are deal with as restricted funds. All other expenditure is generally recognized when it is incurred and is accounted for gross.

## **Fixed Assets**

Consecrated and benefice property is not included in the accounts in accordance with s.96(2)(a) of the Charities Act 1993.

Moveable church furnishings held by the rector and the church wardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any resonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements.

Equipment used within church premises is depreciated on a straight-line basis over fours years  
Individual items of equipment with a purchase price of £500 or less are written off when the asset is acquired. Please see exception in note 3(a).

*Investments* are valued at market value at 31 December.

PARISH INCOME	Unrestricted Funds £	Restricted Funds £	TOTAL 2021 £	TOTAL 2020 £
<b>2(a) Voluntary income</b>				
Planned giving				
Gift aid giving	45,400	2,500	47,900	39,848
Non-Gift Aid giving	625	5,272	5,897	20
Gift Aid Tax recovered	15,563	0	15,563	14,763
Collections and donations	8,330	2,990	11,320	16,288
Grants	0	3,500	3,500	6,000
Fabric Donations	0	0	0	200
Legacies	0	0	0	0
	<u>69,917</u>	<u>14,262</u>	<u>84,179</u>	<u>77,119</u>
<b>2(b) Activities for generating funds</b>				
Parish Magazine	15,667	0	15,667	12,892
Garden Party	0	0	0	175
Teas on the Rec	2,200	1,256	3,456	0
Christmas Tree Festival	2,669	0	2,669	30
	<u>20,536</u>	<u>1,256</u>	<u>21,792</u>	<u>13,097</u>
<b>2(c) Income from investments</b>				
Dividend and interest, including tax recoverable	989	0	989	1,208
Rental income	620	0	620	620
	<u>1,609</u>	<u>0</u>	<u>1,609</u>	<u>1,828</u>
<b>2(d) PCC Fees</b>	<u>6,625</u>	<u>0</u>	<u>6,625</u>	<u>7,262</u>
	<u>6,625</u>	<u>0</u>	<u>6,625</u>	<u>7,262</u>
<b>TOTAL PARISH INCOME</b>	<u>98,688</u>	<u>15,518</u>	<u>114,206</u>	<u>99,307</u>



	TOTAL 2021 £	TOTAL 2020 £
<b>5 CBF Shares</b>		
Market Value at 1 January	33,626	39,755
Acquisitions at cost	988	1,203
Sold during year	-10,000	-10,000
Change in value in the year	4,905	2,668
Market Value at 31 December	<u>29,519</u>	<u>33,626</u>

#### 6 Cash

Current account	19,729	13,611
Parish Magazine account	2,882	4,374
Garden Party account	404	404
Fabric Fund account	7,205	6,713
CBF John Cooper Bible Fund	1,179	1,178
Petty Cash - Rectory	47	47
Teas on the Rec	868	565
Petty Cash - TOTR	39	29
	<u>32,354</u>	<u>26,922</u>

#### 7 Accrued Income

Tax refund due on Gift aided donations up to 31 December 2021	13,942	12,000
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#### 8 Liabilities

Creditors	6,092	2,502
Funds held on behalf of Bisley Old School Trust	6,844	0
Parish Share	0	0
Total Amounts falling due within one year.	<u>12,937</u>	<u>2,502</u>

Historic "underpayment" of Parish Share was previously recorded as a liability. After a review with the GDBF it has been agreed that this is not appropriate and that there is no liability. Accordingly, for comparative purposes, the prior year has been restated to remove the historic liability, resulting in a credit to reserves of £62,186, shown as a Prior Year Adjustment. Parish Share is now only recorded as it is paid.

#### 9 Parish Funds

##### Accumulated General Fund

As at 31 December 2020	70,045	70,411
Profit & Loss Account	(7,167)	(366)
Balance at 31 December 2021	<u>62,878</u>	<u>70,045</u>

The Accumulated General Fund comprises:

##### Restricted Funds

Held within the Fabric account	7,205	6,712
Held within main PCC account	0	254
TOTAL Restricted Funds	<u>7,205</u>	<u>6,966</u>

##### Unrestricted Funds

TOTAL Accumulated General Fund	<u>62,878</u>	<u>70,045</u>
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#### 10 Unrecorded assets

In the Will of Isabella Campion, dated 1506, a field near Chobham, known as Broachmead, was left to the parish. It is not recorded in the financial accounts of the parish but currently yields annual rental income of £620, which is recorded.

**Independent Examiner's Report  
to the PCC of Bisley and West End**

I report to the trustees on my examination of the accounts of the Bisley & West End PCC (the PCC) for the year ended 31 December 2021.

**Responsibilities and basis of report**

As the charity trustees of the PCC you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the PCC's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

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

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

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

Julian Roberts FCA  
External examiner

**Bisley and West End PCC**  
**Statement of Financial Activities**

For the year ending 31 December 2021

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL 2021 £	TOTAL 2020 £
<b>INCOME</b>					
Voluntary income	2(a)	69,917	14,262	84,179	77,119
Activities for generating funds	2(b)	20,536	1,256	21,792	13,097
Income from investments	2(c)	1,609	0	1,609	1,828
PCC Fees	2(d)	6,625	0	6,625	7,262
<b>TOTAL INCOME</b>		<u>98,688</u>	<u>15,518</u>	<u>114,206</u>	<u>99,307</u>
<b>PARISH EXPENSES</b>					
Church Activities	3(a)	101,625	15,141	116,766	117,475
Fund raising Costs	3(b)	9,373	138	9,512	8,613
<b>TOTAL PARISH EXPENSES</b>		<u>110,998</u>	<u>15,279</u>	<u>126,277</u>	<u>126,088</u>
<b>NET INCOME BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>		<u>(12,310)</u>	<u>239</u>	<u>(12,072)</u>	<u>(26,781)</u>
Gain/Loss on investment assets on revaluation		4,905	0	4,905	2,668
<b>NET MOVEMENT IN FUNDS</b>		<b>(7,406)</b>	239	<b>(7,167)</b>	<b>(24,113)</b>
<b>BALANCE B/FWD 1 JANUARY</b>		63,079	6,966	70,045	31,972
Prior Year Adjustment Write Off Parish Share Liability	8	0	0	0	62,186
<b>RESTATED Balance Forward</b>		63,079	6,966	70,045	70,045
<b>BALANCES C/FWD 31 DECEMBER</b>		<u>55,673</u>	<u>7,205</u>	<u>62,878</u>	<u>70,045</u>

The notes on pages 3 to 7 form part of these accounts.

Bisley and West End PCC  
Balance Sheet  
at 31 December 2021

	Notes	2021 £	As Restated 2020 £
<b>FIXED ASSETS</b>			
CBF Shares	5	29,519	33,626
Total		29,519	33,626
<b>CURRENT ASSETS</b>			
Cash	6	32,354	26,922
Other debtors		0	0
Accrued Income	7	13,942	12,000
Total		46,296	38,922
<b>CURRENT LIABILITIES</b>			
Creditors - amounts falling within one year	8	12,937	2,503
		12,937	2,503
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		62,878	70,045
<b>TOTAL NET FUNDS</b>		£ 62,878	£ 70,045
<b>PARISH FUNDS</b>			
Accumulated General Fund		70,045	31,972
Profit and Loss Account		(7,167)	38,073
	9	£ 62,878	£ 70,045

## **Notes to the financial statements**

For the Year ending 31 December 2021

### **I. ACCOUNTING POLICIES**

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the SORP2005.

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#### **Funds**

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*Unrestricted funds* are general funds which can be used for PCC ordinary purposes.

## **Income**

Planned giving, collections and donations are recognized when received. Tax refunds are recognized when the income to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Dividends are accounted for when receiveable, interest is accrued. All income is accounted for gross.

## **Parish Expenses**

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when paid. Amounts received specifically for mission are deal with as restricted funds. All other expenditure is generally recognized when it is incurred and is accounted for gross.

## **Fixed Assets**

Consecrated and benefice property is not included in the accounts in accordance with s.96(2)(a) of the Charities Act 1993.

Moveable church furnishings held by the rector and the church wardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any resonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements.

Equipment used within church premises is depreciated on a straight-line basis over fours years  
Individual items of equipment with a purchase price of £500 or less are written off when the asset is acquired. Please see exception in note 3(a).

*Investments* are valued at market value at 31 December.

PARISH INCOME	Unrestricted Funds £	Restricted Funds £	TOTAL 2021 £	TOTAL 2020 £
<b>2(a) Voluntary income</b>				
Planned giving				
Gift aid giving	45,400	2,500	47,900	39,848
Non-Gift Aid giving	625	5,272	5,897	20
Gift Aid Tax recovered	15,563	0	15,563	14,763
Collections and donations	8,330	2,990	11,320	16,288
Grants	0	3,500	3,500	6,000
Fabric Donations	0	0	0	200
Legacies	0	0	0	0
	<u>69,917</u>	<u>14,262</u>	<u>84,179</u>	<u>77,119</u>
<b>2(b) Activities for generating funds</b>				
Parish Magazine	15,667	0	15,667	12,892
Garden Party	0	0	0	175
Teas on the Rec	2,200	1,256	3,456	0
Christmas Tree Festival	2,669	0	2,669	30
	<u>20,536</u>	<u>1,256</u>	<u>21,792</u>	<u>13,097</u>
<b>2(c) Income from investments</b>				
Dividend and interest, including tax recoverable	989	0	989	1,208
Rental income	620	0	620	620
	<u>1,609</u>	<u>0</u>	<u>1,609</u>	<u>1,828</u>
<b>2(d) PCC Fees</b>	<u>6,625</u>	<u>0</u>	<u>6,625</u>	<u>7,262</u>
	<u>6,625</u>	<u>0</u>	<u>6,625</u>	<u>7,262</u>
<b>TOTAL PARISH INCOME</b>	<u>98,688</u>	<u>15,518</u>	<u>114,206</u>	<u>99,307</u>

PARISH EXPENSES	Unrestricted	Restricted	TOTAL	TOTAL
	Funds	Funds	2021	2020
	£	£	£	£
<b>3(a) Ministry</b>				
Diocesan Parish share	70,000	0	70,000	49,000
Rector	1,685	0	1,685	3,089
Associate Minister	138	0	138	500
Heat & Light	2,683	0	2,683	2,201
Minor Repairs	1,447	389	1,836	3,446
Upkeep of Services	763	0	763	417
Churchyards	57	1,145	1,202	6,712
Lay staff salaries	12,001	5,500	17,501	17,133
Sunday School & Youth Work	965	0	965	150
Local Mission	0	0	0	0
Parish Office	8,502	0	8,502	6,983
Buildings Insurance	2,159	742	2,901	2,974
Major repairs to churches	0	6,350	6,350	0
<b>Total Ministry Expenses</b>	<b>100,400</b>	<b>14,126</b>	<b>114,526</b>	<b>92,604</b>
<b>Payments to Charities</b>				
Home Missions	25	210	235	1,123
Overseas Missions	0	0	0	0
Secular Charities	1200	805	2,005	0
From collections	0	0	0	0
<b>Total Payments to Charities</b>	<b>1,225</b>	<b>1,015</b>	<b>2,240</b>	<b>1,123</b>
<b>Total Church Activities Expenses</b>	<b>101,625</b>	<b>15,141</b>	<b>116,766</b>	<b>93,727</b>
	Unrestricted	Restricted	TOTAL	TOTAL
	Funds	Funds	2021	2020
	£	£	£	£
<b>3(b) Fund raising costs</b>				
Magazine	8,845	0	8,845	8,613
Garden Party	0	0	0	0
Teas on the Rec	0	138	138	0
Other	528	0	528	0
	<b>9,373</b>	<b>138</b>	<b>9,512</b>	<b>8,613</b>
<b>Total Parish Expenses</b>	<b>110,998</b>	<b>15,279</b>	<b>126,277</b>	<b>102,340</b>

#### 4 (a) Staff

During the year the PCC employed a few organists, a part time parish office administrator and a part time Children & Families Worker.  
Together these employees equate to less than two full time employees.

#### (b) Payments to PCC members

Any payments made to members of the PCC were solely a repayment of costs incurred for the activities or fundraising of the church.  
None of these have been material.

	TOTAL 2021 £	TOTAL 2020 £
<b>5 CBF Shares</b>		
Market Value at 1 January	33,626	39,755
Acquisitions at cost	988	1,203
Sold during year	-10,000	-10,000
Change in value in the year	4,905	2,668
Market Value at 31 December	<u>29,519</u>	<u>33,626</u>

#### 6 Cash

Current account	19,729	13,611
Parish Magazine account	2,882	4,374
Garden Party account	404	404
Fabric Fund account	7,205	6,713
CBF John Cooper Bible Fund	1,179	1,178
Petty Cash - Rectory	47	47
Teas on the Rec	868	565
Petty Cash - TOTR	39	29
	<u>32,354</u>	<u>26,922</u>

#### 7 Accrued Income

Tax refund due on Gift aided donations up to 31 December 2021	13,942	12,000
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#### 8 Liabilities

Creditors	6,092	2,502
Funds held on behalf of Bisley Old School Trust	6,844	0
Parish Share	0	0
Total Amounts falling due within one year.	<u>12,937</u>	<u>2,502</u>

Historic "underpayment" of Parish Share was previously recorded as a liability. After a review with the GDBF it has been agreed that this is not appropriate and that there is no liability. Accordingly, for comparative purposes, the prior year has been restated to remove the historic liability, resulting in a credit to reserves of £62,186, shown as a Prior Year Adjustment. Parish Share is now only recorded as it is paid.

#### 9 Parish Funds

##### Accumulated General Fund

As at 31 December 2020	70,045	70,411
Profit & Loss Account	(7,167)	(366)
Balance at 31 December 2021	<u>62,878</u>	<u>70,045</u>

The Accumulated General Fund comprises:

##### Restricted Funds

Held within the Fabric account	7,205	6,712
Held within main PCC account	0	254
TOTAL Restricted Funds	<u>7,205</u>	<u>6,966</u>

##### Unrestricted Funds

TOTAL Accumulated General Fund	<u>62,878</u>	<u>70,045</u>
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#### 10 Unrecorded assets

In the Will of Isabella Campion, dated 1506, a field near Chobham, known as Broachmead, was left to the parish. It is not recorded in the financial accounts of the parish but currently yields annual rental income of £620, which is recorded.

**Independent Examiner's Report  
to the PCC of Bisley and West End**

I report to the trustees on my examination of the accounts of the Bisley & West End PCC (the PCC) for the year ended 31 December 2021.

**Responsibilities and basis of report**

As the charity trustees of the PCC you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the PCC's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

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

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

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

Julian Roberts FCA  
External examiner

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# Accounts

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## **2020 Report and Accounts for the Parochial Church Council of Bisley & West End**

*This report complies with the requirements of the Charities Act, 2006*

### **Aim and purposes**

Bisley & West End Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Fiona Simon, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

### **Objectives and activities**

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

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

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

To facilitate this work it is important that we maintain the fabric of the Churches of St John the Baptist, Bisley and Holy Trinity, West End.

### **Achievements and performance**

#### **Pandemic**

Overarching all that we have done during the year has been the effects of the Coronavirus pandemic. It has led to prolonged periods when our churches have been physically closed and we have moved much of our worship to digital, online platforms. Throughout, we have closely followed the guidance of both government and diocesan authorities and sought to ensure the safest possible environment for those who have worked, volunteered and worshipped during this time. Many events have been cancelled, not least our most significant fundraising events, but we have nonetheless continued to provide help and support to the most vulnerable members of our church and wider community.

### **Worship and prayer**

The PCC is keen to offer a wide range of services during the week and over the course of the year, which our community find both beneficial and spiritually fulfilling. For example, we offer weekly services from the Book of Common Prayer, whilst opportunities are also provided for people to engage in more outgoing worship such as our Messy Worship services. This has continued when possible within the constraints of lockdown and other restrictions.

### **Electoral Roll**

All are welcome to attend our regular services. Following the renewal of the Roll, at present there are 67 (2019: 69) parishioners on the Church Electoral Roll.

The Roll is required to be completely refreshed every six years, and this fell due in 2019. In order to comply with our legal requirements relating to the holding of personal information, and the uses to which that information is put, it is critical that we maintain accurate records of members of the parish. The Electoral Roll is an important tool to assist with this process, and in some circumstances we need to seek specific consent from parishioners to hold or to use their personal information.

The average weekly attendance, counted during October, was 26 plus 12 online (2019: 78).

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

through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and to commend the person into God's keeping. Due to Coronavirus restrictions, we have not been able to celebrate any baptisms (2019: 19) and only 4 (2019: 8) weddings. There have been and 20 (2019: 36) funerals in our churches this year.

### **Deanery Synod**

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

### **The Church Fabric**

No major fabric repairs were undertaken this year.

### **Pastoral care**

We currently have four trained Pastoral Assistants who work in this aspect of ministry.

Some members of our parish are unable to attend church due to sickness or age. Members of the Ministry Team have visited all church members (when pandemic restrictions were not in place), to celebrate communion with them either at their homes or in hospital. They have also kept regular contact via phone when people have been confined to their homes and shielding.

### **Mission and evangelism**

Helping those in need is a demonstration of our faith. Our World Affairs Group (WAGS) has continued to support its links with Uganda and has held a number of successful events to raise money for their work. Our *Teas on the Rec* initiative, which has become a major form of outreach into the local community and raised thousands of pounds for a variety of local and national charities, has been forced to pause this year but we look forward to the time when it can return.

Our parish magazine is distributed monthly to subscribers around the parish. The magazine keeps our parishioners

informed of the important matters affecting our Church and articles that help develop our knowledge and trust in Jesus.

### **Financial review**

Total receipts on unrestricted funds were £89,484 (2019: £95,869) of which £39,868 (2019: £37,405) was unrestricted planned voluntary donations, and a further £14,763 (2019: £14,412) was from Gift Aid. Restricted grants and donations of £9,823 were received during the year (2019: £6,061).

£95,500 (2019: £102,706) was spent from unrestricted funds to provide the Christian ministry within the parish, including the contribution to the diocesan parish share, which largely provides stipends and housing for diocesan clergy.

The sum that the churches in the deanery have to find is shared between the churches according to a formula that is based mainly on a head count of the congregations.

Net movement in unrestricted funds was a decrease of £11,961 (2019: £9,514). Largely as a result of the pandemic-related restrictions on fundraising activities, during the year, the total fund balances decreased from £31,972 to £7,859 of which £6,965 is restricted.

### **Reserves policy**

It is PCC policy to seek to maintain a balance on free reserves (net current assets) of around £20,000 to smooth out fluctuations in cash flow and to meet emergencies. The balance of the free reserves at the year-end was £893. Plans are in place to increase the level of these reserves.

It is our policy to invest our reserves in the CCLA Church of England Investment Fund.

### **Staffing**

In January 2020, Bronwen Hall left her post as Parish Administrator to take up the new position of Children & Families Worker. She was replaced as Parish Administrator by Phillippa Pluess.

### **Volunteers**

We would like to thank all the many volunteers who have continued to work so hard throughout such a difficult year to make our church the lively and vibrant community it is. Sadly they are too numerous to mention here but they know who they are!

### **Structure, governance and management**

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is a Registered Charity.

The method of appointment of PCC members is set out in the Church Representation Rules. At Bisley & West End the membership of the PCC consists of the incumbent (our Rector), our Associate Minister, churchwardens and members elected by those members of the congregation who are on the electoral roll of the church. All those who attend our services are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

The full PCC met six times during the year, either in person or online, with an average level of attendance of over 80%. Given its wide responsibilities the PCC has a number of sub-committees, each deal with a particular aspect of parish life. These committees are all responsible to the PCC and report back to it regularly.

### **Administrative information**

St John the Baptist Church is situated in Church Lane, Bisley and Holy Trinity Church is situated in Church Road, West End. The parish is part of the Diocese of Guildford within the Church of England. The correspondence address is The Rectory, Clews Lane, Bisley. Registered charity number 1133838.

In November 2020, The Reverend Fiona Simon was appointed as Rector of the parish, following an almost 12 month interregnum.

PCC members who have served at any time from 1 January 2020 until the date this report was approved are:

**Ex Officio members:**

Incumbent: The Reverend Fiona Simon (Chairman)

Ministers: The Reverend Richard Abbott

Churchwarden Tom Moss

s: Chris Tew

**Elected**

**members:** Jackie Jenkins\*# (Parish Safeguarding Officer)

Chris Perry\*^ - *resigned 19 October 2020*

Pauleene Hammett\*

Alison Clay\*

Christine Fulcher#

Tim Clay

Peter Fry

Mark Jones - *resigned 19 October 2020*

David Pearce - *resigned 19 October 2020*

Angela Astall - *appointed 19 October 2020*

\* Pastoral Assistant

# Deanery Synod Representative

^ Co-opted on to the PCC in November 2020

The PCC wishes to record its particular thanks to our ordained ministers, Fiona and Richard, who do so much for so many people within our parish.

*Approved by the PCC on 25 April 2021.*

**Bisley and West End PCC**  
**Statement of Financial Activities**

For the year ending 31 December 2020

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL 2020 £	TOTAL 2019 £
<b>INCOME</b>					
Voluntary income	2(a)	67,296	9,823	77,120	74,428
Activities for generating funds	2(b)	13,097	0	13,097	32,050
Income from investments	2(c)	1,828	0	1,828	1,574
PCC Fees	2(d)	7,262	0	7,262	8,317
<b>TOTAL INCOME</b>		<u>89,484</u>	<u>9,823</u>	<u>99,306</u>	<u>116,368</u>
<b>PARISH EXPENSES</b>					
Church Activities	3(a)	95,500	21,975	117,475	117,022
Fund raising Costs	3(b)	8,613	0	8,613	11,297
<b>TOTAL PARISH EXPENSES</b>		<u>104,113</u>	<u>21,975</u>	<u>126,088</u>	<u>128,319</u>
<b>NET INCOME BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>		<u>(14,629)</u>	<u>(12,152)</u>	<u>(26,781)</u>	<u>(11,951)</u>
Gain/Loss on investment assets on revaluation		2,668	0	2,668	7,334
<b>NET MOVEMENT IN FUNDS</b>		<u>(11,961)</u>	<u>(12,152)</u>	<u>(24,113)</u>	<u>(4,616)</u>
<b>BALANCE B/FWD 1 JANUARY</b>		12,855	19,117	31,972	36,588
<b>BALANCES C/FWD 31 DECEMBER</b>		<u>894</u>	<u>6,965</u>	<u>7,859</u>	<u>31,972</u>

The notes on pages 3 to 6 form part of this account

Bisley and West End PCC  
Balance Sheet  
at 31 December 2020

	Notes	2020 £	2019 £
<b>FIXED ASSETS</b>			
CBF Shares	5	33,626	39,755
Total		33,626	39,755
<b>CURRENT ASSETS</b>			
Cash	6	26,921	22,361
Other debtors		0	500
Accrued Income	7	12,000	11,000
Total		38,921	33,861
<b>CURRENT LIABILITIES</b>			
Creditors - amounts falling within one year	8	2,503	3,205
Parish Share	8	62,186	38,439
		64,689	41,644
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		7,858	31,972
<b>TOTAL NET FUNDS</b>		£ 7,858	£ 31,972
<b>PARISH FUNDS</b>			
Accumulated General Fund		31,972	36,588
Profit and Loss Account		(24,113)	(4,616)
	9	£ 7,858	£ 31,972

## **Notes to the financial statements**

For the Year ending 31 December 2018

### **I. ACCOUNTING POLICIES**

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the SORP2005.

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

#### **Funds**

*Restricted funds* represent donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they are given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

*Unrestricted funds* are general funds which can be used for PCC ordinary purposes.

## **Income**

Planned giving, collections and donations are recognized when received. Tax refunds are recognized when the income to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Dividends are accounted for when receiveable, interest is accrued. All income is accounted for gross.

## **Parish Expenses**

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when due. Amounts received specifically for mission are deal with as restricted funds. All other expenditure is generally recognized when it is incurred and is accounted for gross.

## **Fixed Assets**

Consecrated and benefice property is not included in the accounts in accordance with s.96(2)(a) of the Charities Act 1993.

Moveable church furnishings held by the rector and the church wardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any resonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements.

Equipment used within church premises is depreciated on a straight-line basis over fours years  
Individual items of equipment with a purchase price of £500 or less are written off when the asset is acquired. Please see exception in note 3(a).

*Investments* are valued at market value at 31 December.

PARISH INCOME	Unrestricted Funds £	Restricted Funds £	TOTAL 2020 £	TOTAL 2019 £
<b>2(a) Voluntary income</b>				
Planned giving				
Gift aid giving	39,848	2,500	42,348	35,989
Non-Gift Aid giving	20	0	20	1,416
Gift Aid Tax recovered	14,763	0	14,763	14,412
Collections and donations	12,665	1,123	13,788	16,549
Grants	0	6,000	6,000	4,611
Fabric Donations	0	200	200	1,450
Legacies	0	0	0	0
	<u>67,296</u>	<u>9,823</u>	<u>77,120</u>	<u>74,428</u>
<b>2(b) Activities for generating funds</b>				
Parish Magazine	12,892	0	12,892	14,167
Garden Party	175	0	175	3,372
Teas on the Rec	0	0	0	14,511
Christmas Tree Festival	30	0	30	0
	<u>13,097</u>	<u>0</u>	<u>13,097</u>	<u>32,050</u>
<b>2(c) Income from investments</b>				
Dividend and interest, including tax recoverable	1,208	0	1,208	1,367
Rental income	620	0	620	207
	<u>1,828</u>	<u>0</u>	<u>1,828</u>	<u>1,574</u>
<b>2(d) PCC Fees</b>				
	<u>7,262</u>	<u>0</u>	<u>7,262</u>	<u>8,317</u>
	<u>7,262</u>	<u>0</u>	<u>7,262</u>	<u>8,317</u>
<b>TOTAL PARISH INCOME</b>	<u>89,484</u>	<u>9,823</u>	<u>99,307</u>	<u>116,368</u>

PARISH EXPENSES	Unrestricted Funds £	Restricted Funds £	TOTAL 2020 £	TOTAL 2019 £
<b>3(a) Ministry</b>				
Diocesan Parish share	72,747	0	72,747	71,549
Rector	3,089	0	3,089	4,970
Associate Minister	500	0	500	0
Heat & Light	2,201	0	2,201	3,386
Minor Repairs	506	2,940	3,446	2,759
Upkeep of Services	417	0	417	1,838
Churchyards	47	6,665	6,712	552
Lay staff salaries	8,633	8,500	17,133	9,757
Sunday School & Youth Work	150	0	150	274
Local Mission	0	0	0	35
Parish Office	6,983	0	6,983	7,487
Buildings Insurance	227	2,747	2,974	2,625
Major repairs to churches	0	0	0	0
<b>Total Ministry Expenses</b>	<b>95,500</b>	<b>20,852</b>	<b>116,352</b>	<b>105,232</b>
<b>Payments to Charities</b>				
Home Missions	0	1,123	1,123	0
Overseas Missions	0	0	0	0
Secular Charities	0	0	0	11,790
From collections	0	0	0	0
<b>Total Payments to Charities</b>	<b>0</b>	<b>1,123</b>	<b>1,123</b>	<b>11,790</b>
<b>Total Church Activities Expenses</b>	<b>95,500</b>	<b>21,975</b>	<b>117,475</b>	<b>117,022</b>
<b>3(b)</b>				
<b>Fund raising costs</b>				
Magazine	8,613	0	8,613	9,814
Garden Party	0	0	0	196
Teas on the Rec	0	0	0	1,287
Other	0	0	0	0
	<b>8,613</b>	<b>0</b>	<b>8,613</b>	<b>11,297</b>
<b>Total Parish Expenses</b>	<b>104,113</b>	<b>21,975</b>	<b>126,088</b>	<b>128,319</b>

#### 4 (a) Staff

During the year the PCC employed a few organists, a part time parish office administrator and a part time Children & Families Worker.

Together these employees equate to less than two full time employee.

#### (b) Payments to PCC members

Any payments made to members of the PCC were solely a repayment of costs incurred for the activities or fundraising of the church.

None of these have been material.

	TOTAL 2020 £	TOTAL 2019 £
<b>5 CBF Shares</b>		
Market Value at 1 January	39,755	41,062
Acquisitions at cost	1,203	1,359
Sold during year	-10,000	-10,000
Change in value in the year	2,668	7,334
Market Value at 31 December	<u>33,626</u>	<u>39,755</u>

<b>6 Cash</b>		
Current account	13,611	1,621
Parish Magazine account	4,374	2,578
Garden Party account	404	229
Fabric Fund account	6,713	16,117
CBF John Cooper Bible Fund	1,176	1,173
Petty Cash - Rectory	47	47
Teas on the Rec	565	565
Petty Cash - TOTR	29	29
	<u>26,921</u>	<u>22,360</u>

#### 7 Accrued Income

Tax refund due on Gift aided donations up to 31 December	12,000	11,000
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#### 8 Liabilities

Amounts falling due in one year.	2,503	3,204
Parish Share (£10,394 owing from 2006)	62,186	38,439

#### 9 Parish Funds

##### **Accumulated General Fund**

As at 31 December 2019	31,972	36,588
Profit & Loss Account	<span style="color: red;">(24,113)</span>	<span style="color: red;">(4,616)</span>
Balance at 31 December 2020	<u>7,858</u>	<u>31,972</u>

The Accumulated General Fund comprises:

##### **Restricted Funds**

Held within the Fabric account	6,711	16,117
Held within main PCC account	254	3,000
TOTAL Restricted Funds	<u>6,965</u>	<u>19,117</u>

##### **Unrestricted Funds**

TOTAL Accumulated General Fund	<u>7,858</u>	<u>31,972</u>
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#### 10 Unrecorded assets

In the Will of Isabella Campion, dated 1506, a field near Chobham, known as Broachmead, was left to the parish. It is not recorded in the financial accounts of the parish but currently yields annual rental income of £620, which is recorded.

After the Balance Sheet date, an agreement in principle was reached to grant a long lease on Broachmead to a third party for a single payment of £65,000. The transaction is expected to complete in 2021.

**Independent Examiner's Report  
to the PCC of Bisley and West End**

This report on the accounts of the PCC for the year ended 31 December 2020, which are set out on the attached pages, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 and Section 43 of the Charities Act 1993.

**Respective responsibilities of the PCC and the Examiner**

As members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of the Regulations and Section 43(2) of the Act do not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of the Regulations.

**Basis of this report**

My examination was carried out in accordance with the General Directions given by the Charity Commission under Section 43(7)(b) of the Act and to be found in the Church Guidance, SORP 2005 edition, issued by the Finance Division of the Archbishops Council. 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 such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

**Independent Examiners Statement**

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

1. gives me reasonable cause to believe that, in any material respect, the requirements to keep accounting records in accordance with Section 41 of the Act and to prepare accounts which accord with the accounting records and comply with the requirements of the Act and the regulations, have not been met; nor
2. in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Julian Roberts FCA  
External examiner

**Independent Examiner's Report  
to the PCC of Bisley and West End**

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**Independent Examiners Statement**

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1. gives me reasonable cause to believe that, in any material respect, the requirements to keep accounting records in accordance with Section 41 of the Act and to prepare accounts which accord with the accounting records and comply with the requirements of the Act and the regulations, have not been met; nor
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Julian Roberts FCA  
External examiner