

## **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

		Unrestricted Funds	Restricted Funds	<b>TOTAL</b> <b>2020</b>	<b>TOTAL</b> <b>2019</b>
	Note	£	£	£	£
<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>		<u>12,855</u>	<u>19,117</u>	<u>31,972</u>	<u>36,588</u>
<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 £
FIXED ASSETS			
CBF Shares	5	33,626	39,755
Total		<u>33,626</u>	<u>39,755</u>
CURRENT ASSETS			
Cash	6	26,921	22,361
Other debtors		0	500
Accrued Income	7	12,000	11,000
Total		<u>38,921</u>	<u>33,861</u>
CURRENT LIABILITIES			
Creditors - amounts falling within one year	8	2,503	3,205
Parish Share	8	62,186	38,439
		<u>64,689</u>	<u>41,644</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		7,858	31,972
TOTAL NET FUNDS		<u>£ 7,858</u>	<u>£ 31,972</u>
PARISH FUNDS			
Accumulated General Fund		31,972	36,588
Profit and Loss Account		(24,113)	(4,616)
	9	<u>£ 7,858</u>	<u>£ 31,972</u>



## **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>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	(24,113)	(4,616)
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

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Julian Roberts FCA  
External examiner