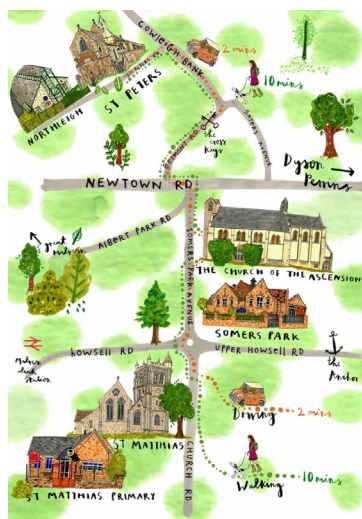




**Annual Report and Financial Statements of the Parochial Church Council  
for the year ending 31st December 2022**



**Incumbent:**

The Revd Phillip Johnson  
The Vicarage  
12 Lambourne Ave  
Malvern WR14 1NL

**Bank:**

CAF Bank Ltd.

**Independent Examiner:**

Mr Ian Jarvis  
The Guesten  
15 College Green  
Worcester. WR1 2LH

A handwritten signature in black ink, reading "Phillip Johnson". The signature is written in a cursive style with a large, prominent 'P'.

17th May 2023

## 2022 Annual Report and Financial Statement

### 1. Aim and purposes.

The primary object of all PCCs is the promotion of the gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. The PCC (Powers) Measure 1956 states that the PCC 'is to cooperate with the incumbent', the Reverend Phillip Johnson, 'in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical'.

The PCC is also specifically responsible for the maintenance of the fabric of the church buildings, the associated churchyards at St Matthias' Church and St Peter's Church and the maintenance of the Hall attached to the Church of the Ascension.

When planning our activities for the year, the incumbent and the PCC have considered the Commission's guidance on public benefit, particularly the specific guidance on charities for the advancement of religion. Our focus is to enable people to live out their faith as part of our parish community through:

- Worship and prayer - learning about the Gospel and developing their knowledge of the Christian faith.
- Provision of pastoral care for people living in the parish.
- Working closely with the schools in our parish (three church schools and one state)

To facilitate this work, it is important that we continue to invest in the maintenance and upgrade of the fabric of the three church buildings in our care and the associated Church Hall.

## 2022 Annual Report and Financial Statement

### 2. Objectives and Activities

The PCC began 2022 with the hope of completing the plans we had for 2020 / 2021 which had been disrupted by the pandemic and developing new initiatives.

- To provide pastoral care and connection to those living in our parish.
- To continue to provide high quality Worship in our churches.
- To continue to place a significant focus on our work in and for local schools, including weekly assemblies, leading Godly play sessions and providing Christian festival experiences for them and our Families' ministry, completing our St. Matthias' 175 Celebrations by running family fun days in July.
- To consolidate Christmas worship and outreach.
- To open a community fridge in the Ascension Hall in March.
- To launch The Ascension Centre for Contemplation and Reconciliation and be able to build further on our plans for SPArC (St. Peter's Arts Church).
- To continue to offer on-line services and events for those who do not wish to or cannot attend our churches in person.
- To find ways of heightening public awareness of the Dementia Meeting Centre and work towards making it sustainable.
- To begin to look for ways of reducing our carbon footprint and prepare a maintenance plan for the historic buildings in our care.

## 2022 Annual Report and Financial Statement

### 3. Achievements and Performance

#### Worship

In 2022 we continued the pattern of worship begun in 2021:

Sundays:

8am Said Eucharist service at St. Matthias' (1<sup>st</sup> and 3<sup>rd</sup> Sundays)

9:45am Sung Eucharist service – St. Matthias' (1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Sundays) when it was also live-streamed – The Church of The Ascension (2<sup>nd</sup> and 4<sup>th</sup> Sundays).

11:15 am Contemporary Worship – St. Peter's.

5pm – Our services include monthly Choral Evensong (St. Matthias'), Compline (The Ascension) and Taizé (The Ascension) services.

Thursday:

10:30am Said Eucharist

We held a full range of services at Easter and Christmas. As well as the Triduum at Easter there was a theatre production (The Passion), a film (Jesus of Montreal) and The Station of The Cross. At Christmas the crib services and outside carol (except one very wet one) were again well received. We had increased congregations at midnight mass and Christmas morning.

The Church of The Ascension hosted The Deanery Ascension Day Service.

We moved all the 9:45am services to St. Matthias' in December in order to reduce winter heating costs.

#### Fridays in Lent

12 Noon

St. Matthias' Church  
Church Road, Malvern

A short reflection followed  
by a simple lunch



Regular informal services were also led by our LLM Eileen, particularly for those who would find our regular Worship difficult to access.

Members of the congregation attended the Deanery online Lent Course. The Introduction to Christianity, Bishop Certificate Course, is running for the second year in a row.

In July we welcomed Revd. James Williams as our curate and in the autumn The Revd. Dr Alastair McKay became our associate priest.

Our grateful thanks go to our Licensed Lay Ministers: Mike Hancox, Allen Hudson and Eileen Tomlin, Fr Ted Stokes, Revd Mary Nobles, Fr Ian Prior and Fr Anthony Gann, for all they do to support Phillip, James and Alastair. We are particularly grateful for the support Mary and Ted and other clergy gave during Fr Phillip's sabbatical.

## 2022 Annual Report and Financial Statement

### Pastoral

Our services of occasional offices are still reduced since the Covid epidemic, the team performed only one wedding and nine baptisms, however the number of funerals in Church has returned to a normal level. The team took 14 funerals in St. Matthias' church and 17 at local crematoriums and cemeteries.

Our Dementia Meeting Centre continues to run two days a week, in The Link Room at St. Matthias' Church. Kirsty Hughes our centre manager changed role at the end of the year to work for Age UK in the community. We are pleased that Es Hoyle agreed to take on the manager role.



In March we opened a Community Fridge in the Ascension Hall on a Monday mornings, in the autumn we began to open on a Wednesday afternoon too. Our initial aim was to stop food waste but as the economic climate worsened the fridge has provided essential support for the community. We were pleased to receive funding which allowed us to provide the usual fridge users with Christmas hampers, which included the ingredients for a Christmas Dinner and more.

In December we began to hold a twice weekly Warm space session.

The very popular monthly lunchtime concerts arranged by our Director of Music, Peter Johnson continue to increase in popularity.

The Heritage Open Days provided different opportunities for members of the community to visit our churches.

Members of the congregation organised and hosted afternoon teas for Community Action who provide monthly afternoon teas for the older members of the community.

Our inaugural open garden weekend 'Love Your Neighbours' Gardens' was a great success.

SPaRC hosted a wide range of events, including both local artists and those arranged through 'Live and Local'. We are pleased that the Malvern Book Co-operative are now holding author talks at SPaRC. Our second Disability Film Festival was held in the autumn.

We showed the funeral of Queen Elizabeth II on a large screen.

## 2022 Annual Report and Financial Statement

### Children and Schools

Our weekly Monday Tots group, for babies and pre-school aged children in the local community, continues to thrive.

The Team takes weekly assemblies in our two local church primary schools. The schools regularly hold services in our churches.

Sarah Maxfield-Phillip trained as a Godly play teacher, joining Fr Phillip and Deb Cook. She leads weekly sessions in each school.

The new youth choir has progressed well, and they sing occasionally in services now.



We held summer children's activity sessions.

The much postponed 175 Family Fun Day was finally held in October and was a huge success with over 200 attending during the day.

Two experience events 'Experience Easter' and 'Experience Advent' were held for our two local church primary schools.

We are pleased that Vanessa Everitt has been appointed as a Diocesan funded Chaplain at Dyson Perrins High School and that her post will also include schools work for our Parish and the running of a youth group for us.

Our Christmas activities included two crib services, a theatre production (Babs of Bethlehem), a star craft workshop and a Christmas Bake-a-Long, as well as the previously mentioned outside carols.

### 4. Financial Report 2022

Due to complications arising from the change in accounting systems from Finance Coordinator to QuickBooks this year, the accounts have been prepared by our Accountant Mary Marsh. It was also decided to move from Accruals to Receipts and Payments accounting as our income fell below the £250,000 limit. All trade debtors and creditors have been edited so that anything dated prior to 31st December 2022 and still outstanding after year end is now shown as dated 1st January 2023 so whilst there were trade debtors and creditors at December 2021 there are none at December 2022. The Accounting Policies have been edited accordingly along with an explanation of the change to cash accounting. Note 5 in the accounts gives further details of the £225 balance under creditors. As QuickBooks does not keep track of movements by fund in the same way Finance Coordinator did, the CAF account year-end balance of £16,313 has been split across the funds, as detailed on page 9.

Total income for the year ended 31st December 2022 was £176,827 while expenditure totalled £207,291 resulting in a deficit of £30,464 as detailed in the accounts. While we



## **2022 Annual Report and Financial Statement**

benefitted from many generous donors, the rise in energy costs has hit our parish activities very hard forcing us to draw on reserves to top up general funds. Our Parish Share for 2022 was £65,755 of which £42,529 we were able to pay. The Diocese credited £3,955 in lieu of a church utilities grant – totalling £46,484 leaving a shortfall of £19,271. A Ministry Support Fund application to the Diocese is a way forward to affordable payments in future years. We are very grateful for all the grants we received during the year, which include administration elements, and are listed on page 10 of the accounts. These have enabled us to offer new services to our parish including a Community Fridge and Warm Space. Grant funding of £20,000 from the University of Worcester for the Dementia Centre is allocated to the Restricted Fund to cover management costs, while the income from users is allocated to a Designated Fund and can be used to offset Centre costs, hence the nil balance at year end. The plans for each church plus continued outreach to the parish indicate our confidence for future growth.

### *Reserves Policy*

The Designated Operational Reserve Fund fell to £11,827 following withdrawals from investments to cover increased running costs. A stewardship campaign is planned to help put us on a more sustainable financial footing in future years.

### *Restricted and Endowment Funds*

The PCC holds and administers a number of these funds as detailed on the Balance sheet. Restricted funds totalled £11,113 and Endowment funds totalled £39,652 as at 31st December 2022.

### *Designated Funds*

The PCC designates additional unrestricted reserves to be retained for an agreed purpose. These are reviewed on an annual basis and returned to the general fund if no longer considered justified. Designated funds totalled £20,945 as at 31st December 2022 as detailed on the Balance sheet.

### *Investments*

The PCC held a number of investment assets at 31st December 2022 as detailed in the Statement of Assets and Liabilities. These all showed losses in value this year, though the dividends and interest they generate provide a valuable income.

My thanks go to Susan Maxfield-Phillips for ably entering all the figures onto the new QuickBooks system this year, Anne Hancox and Jenny Purser for banking the collections and envelopes, also to Peter Edwards for reclaiming the gift aid on donations which brings in an invaluable source of income. With the help of Mary Marsh we have managed to adapt the accounts to QuickBooks, which should hopefully meet our future needs. After 18 years of making payments, entering all income and expenditure plus producing annual accounts, I will be retiring as Treasurer and from the PCC following the APCM this year.

Eileen Watson

## **2022 Annual Report and Financial Statement**

### **5. Plans for the future period.**

Whilst we have exciting new plans for 2023, particularly in the area of Worship, we also see it as a year to consolidate, making sure our projects are sustainable and viable for the future.

We will continue to place a significant focus on our work in and for local schools, including weekly assemblies, leading Godly play sessions and providing Christian festival experiences for them.

To develop our Children, Young People and Families' ministry alongside work in schools, specifically opening a youth group and developing our baptism ministry.

To develop the community fridge into a completely volunteer led project.

To develop a new Worshipping Community at The Church of The Ascension.

To work towards launching The Ascension Centre for Contemplation and Reconciliation.

To continue to grow our Arts Ministry.

To work in partnership with Malvern Hills District Council on their Community Builder project.

To find ways of heightening public awareness of the Dementia Meeting Centre and work towards making it sustainable

We will begin to look for ways of reducing our carbon footprint and prepare a maintenance plan for the historic buildings in our care.

Sadly, we need to look carefully at developing new sources of income for our parish and look to where costs can be cut.

### **Risk Management**

The principal risks implicit in the running of the Parish involve Finance, Public Liability, Employment Liability and Safeguarding. Arrangements for management and mitigating risk include the adoption and observance of policies and practices to ensure appropriate oversight and governance of risk-bearing activities and insurance against unforeseen occurrences.

The PCC sets, and periodically reviews, levels of authority to commit to expenditure appropriate to daily operations, routine maintenance and major projects. Banking transactions require the approval of two authorised signatories. Financial forecasts and performance to date are routinely reviewed by the Standing Committee and the PCC.



## 2022 Annual Report and Financial Statement

Financial activity, reporting and auditing follow the recommendations and guidelines of the PCC Accountability Guide (fifth edition) including its references to Charity Commission requirements.

Risk and Safety Inspection Documents are available for Church buildings and surrounds. Regular statutory inspections of fire safety appliances and electrical and heating installations are commissioned, the most recent being in 2022.

In respect of Safeguarding, the PCC has adopted the Safeguarding Policy (2017) formulated by the Archbishop's Council in compliance with the Safeguarding and Clergy Discipline Measure 2016 and continues to give due regard to the Safeguarding Policy in everything we undertake. The council has complied with the duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults under section 5 of the Safeguarding and Clergy Discipline Measure 2016. The Parish is using the Diocese Safeguarding Dashboard.

The standing committee continually reassess our current and future risks to identify where further risk mitigation measures, including training and use of professional services, are required.

### Safeguarding

**This Parochial Parish council has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults).**

Over the past year 19DBS applications successfully have been administered, for working with both children and vulnerable adults. These have been mainly for volunteers for the Dementia Meeting Centre, which we now run or for Monday Tots sessions. Others have been for LLMs, priests and officers of the church, such as the PCC, to comply with the new requirements from the diocese. No application was unsuccessful, and none have lapsed without either renewal or the applicant in question no longer being required to hold a DBS.

All DBS holders have also either completed the relevant level of training, or are in the process of doing so. I should personally like to thank everyone concerned for their prompt compliance with these requirements. All volunteers and officers in any capacity are now required to renew both DBS and training every three years, as opposed to the five years needed previously bringing the CofE into line with all other major UK organisations.

Advice has been sought from the Diocesan team on several occasions this year, been received and acted upon. We continue to update the Diocese on any matters pertaining to these enquiries and maintain confidential files on matters pertaining to them.

The Safeguarding officer has attended information meetings run by the Diocese and any new information has been shared and acted upon at subsequent PCC meetings. There is a safeguarding report at PCC meetings, and policies have been reviewed and re-adopted by them in accordance with national policy.

## 2022 Annual Report and Financial Statement

We now have several children's events running through the year [ Discover Easter/ Christmas/ Advent etc] plus the Youth choir and Monday Tots. We also now run the Dementia Meeting Centre. All staff and regular volunteers, including pastoral visitors, have been recruited following the Safer Recruitment procedures required by the national CofE policy, and are DBS and training compliant. All posts now have either a full job description in place or are in the process of being developed.

Joy Black PSO

### 6. Structure, governance and management

There are three church buildings in the Parish namely, the Church of the Ascension, St Matthias' Church and St Peter's Church. All have equal status and together constitute the Parish Church. Each church continues to be used for worship and for additional activities in ways which reflect their location and their varying attributes.

Financial and administrative control of all three churches rests with the PCC which is the responsible legal body. The financial statements for the Parish are prepared on an accrual basis, in accordance with the Church Accounting Regulations and Charity Commission Financial Guidance.

The method of appointment of PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll, members of which are the electors of the PCC. There were 101 people on the Roll revised in March 2022. Members elected to the PCC have a three-year term of office so that a third of the membership retires each year. Apart from the elected lay members, the Council includes the incumbent (the Chair), the curate, the churchwardens, a licensed lay minister and two representatives from the Parish elected to serve on the Deanery Synod (This will increase to four in 2023).

The Parochial Church Council is the responsible legal body and receives reports on finance, fabric and other general matters at each of its meetings. In 2022 there were five substantive meetings of the PCC. Between meetings PCC members were also asked to ratify proposals by email communication.

## 2022 Annual Report and Financial Statement

### 7. Administrative Information

Details of the three churches in the Parish of Malvern Link with Cowleigh, within the Diocese of Worcester are listed below:

- St Matthias Church, Church Road WR14 1LX
- Church of the Ascension, Somers Park Avenue WR14 1XA
- St Peter's Cowleigh Bank WR14 1QP

The principal contact address is The Malvern Link with Cowleigh Parish Office, The Church of The Ascension, Somers Park Avenue, Malvern. Worcestershire WR14 1XA

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2020) and a charity registered with the Charity Commission - No.1133920.

The following served on the PCC during 2022:

Vicar (Chair)	Revd. Phillip Johnson
Curate	James William (from July 2022)
Licensed Lay Minister	Eileen Tomlin
Churchwardens	Anne Hancox (until July 2022), Mark Cook, David Sims
Deanery Synod Representatives	Joy Black, Alison Sims
Elected Members	John Price (until May 2022), Martin Purser (until May 2022), Ruth Lane, Ian Hopwood (until May 2022), Tony Eberle, Jane James, Esther Partridge-Warner, Graham Anderson
Honorary Treasurer	Eileen Watson
Honorary Secretary	Susan Maxfield-Phillips
Safeguarding Officer	Joy Black

# **Parish of Malvern Link with Cowleigh**

## **End of Year Financial Statements**

**Year ending 31st December 2022**

Approved by the Parochial Church Council on 22nd March 2023 and signed on its behalf by The Revd. Phillip Johnson (Vicar)

A handwritten signature in black ink, reading 'Phillip Johnson', written in a cursive style.

# Statement of Financial Activities

1st January to 31st December 2022

	Notes	Unrestricted	Endowment	Restricted	Designated	This Year	Last Year
<b>INCOME FROM :</b>							
Regular donations	2	74,006	-	999	16	75,021	86,708
Income from charitable activities	2	30,389	-	25,559	88	56,037	65,598
Lettings	2	5,532	-	-	-	5,532	10,392
Income for Profit Centres	2	646	-	24,020	15,571	40,237	88,147
<b>TOTAL INCOME</b>		<b>110,573</b>	<b>-</b>	<b>50,579</b>	<b>15,675</b>	<b>176,827</b>	<b>250,846</b>
<b>EXPENDITURE ON :</b>							
Administrative expenditure	3	77,964	-	13,706	3,344	95,014	117,284
Maintenance of Service	3	10,174	-	1,863	-	12,037	11,876
Mission	3	46,218	-	3,137	-	49,355	64,764
Profits Centre expenditure	3	666	-	16,047	11,946	28,658	53,948
Outreach costs	3	3,789	-	5,239	( 56)	8,972	29,453
Parish Office costs	3	6,394	-	( 19)	-	6,375	7,154
Governance	3	6,880	-	-	-	6,880	17,501
<b>TOTAL EXPENDITURE</b>		<b>152,084</b>	<b>-</b>	<b>39,973</b>	<b>15,234</b>	<b>207,291</b>	<b>301,979</b>
<b>NET OPERATING EXPENDITURE</b>		<b>( 41,511)</b>	<b>-</b>	<b>10,606</b>	<b>441</b>	<b>( 30,464)</b>	<b>( 51,134)</b>
(Losses)/Gains on Investments		-	( 5,435)	-	( 2,525)	( 7,959)	3,311
Transfers between funds	8	30,479		( 4,337)	( 26,142)	-	-
<b>NET MOVEMENT IN FUNDS</b>		<b>( 11,032)</b>	<b>( 5,435)</b>	<b>6,269</b>	<b>( 28,225)</b>	<b>( 38,423)</b>	<b>( 47,822)</b>
<b>TOTAL FUNDS BROUGHT FORWARD</b>		<b>15,345</b>	<b>45,086</b>	<b>4,844</b>	<b>49,171</b>	<b>114,446</b>	<b>162,268</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>4,313</b>	<b>39,652</b>	<b>11,113</b>	<b>20,945</b>	<b>76,023</b>	<b>114,446</b>

## Balance Sheet

As at 31st December 2022

	Notes	Unrestricted	Endowment	Restricted	Designated	This year	Last year
<b>Fixed asset Investments</b>	4	-	37,652	-	11,823	49,475	<b>77,434</b>
<b>Current Assets</b>							
Cash at bank and in hand	4	4,088	2,000	11,113	9,122	26,323	<b>34,565</b>
Debtors		-	-	-	-	-	9,028
		<b>4,088</b>	<b>2,000</b>	<b>11,113</b>	<b>9,122</b>	<b>26,323</b>	<b>43,593</b>
<b>Current Liabilities</b>							
Amounts falling due within one year	5	( 225)	-	-	-	( 225)	6,581
<b>Net Current assets less liabilities</b>		<b>4,313</b>	<b>2,000</b>	<b>11,113</b>	<b>9,122</b>	<b>26,548</b>	<b>37,012</b>
<b>Total Assets less current liabilities</b>		<b>4,313</b>	<b>39,652</b>	<b>11,113</b>	<b>20,945</b>	<b>76,023</b>	<b>114,446</b>

### Represented by

#### Unrestricted

General fund	4,313	-	-	-	4,313	15,345
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#### Endowment

St M Ecclesiastical and CY	-	39,652	-	-	39,652	45,086
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#### Restricted

CYPF Fund	-	-	76	-	76	734
Community Fridge Fund	-	-	3,177	-	3,177	3,718
Contemplation Fund	-	-	-	-	-	178
Dementia Fund	-	-	832	-	832	( 2,151)
Music Fund	-	-	1,041	-	1,041	857
St M Churchyard maintenance	-	-	-	-	-	275
St Peter's Fabric Fund	-	-	50	-	50	50
Vicar's Discretionary Fund	-	-	776	-	776	1,183
Warm Space	-	-	5,160	-	5,160	-

#### Designated

Arts Fund	-	-	-	2,549	2,549	2,615
Dementia Fund	-	-	-	-	-	1,698
Fabric Fund	-	-	-	5,850	5,850	9,787
Mission Fund	-	-	-	719	719	719
Operational Reserve Fund	-	-	-	11,827	11,827	34,351

#### Funds of the Church

<b>4,313</b>	<b>39,652</b>	<b>11,113</b>	<b>20,945</b>	<b>76,023</b>	<b>114,446</b>
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## **Note1 – Accounting policies**

### **Basis of Preparation**

The financial statements are prepared under the Church Accounting Regulations and Charity Commission financial guidance. They are also prepared under the historical cost convention except for the valuation of investments, which are shown at market value at the year end.

Prior to 2022 the financial statements were prepared on the Finance Co-Ordinator system. From 1<sup>st</sup> January 2021 they were also prepared on Quickbooks Online and the two systems ran in tandem throughout 2021 with year end balances being agreed across the two systems at 31<sup>st</sup> December 2021. From 1<sup>st</sup> January 2022 the financial statements have been prepared only on Quickbooks.

The change of accounting system was an opportunity to revise the income and cost headings with more detailed analysis now possible of both administrative and other cost centres in Quickbooks. As a result of this there was some variation in the categorisation of individual income and cost items across the two systems during 2021. However, the overall comparative totals for Income and Expenditure agree to the 2021 accounts.

The accounts for 2021 were prepared on an accruals basis but, with the income falling under the £250,000 limit which requires that basis, the accounts for 2022 have largely been prepared on a cash basis. The Balance sheet and Statement of Assets and Liabilities carry the comparative figures for debtors and creditors that appeared in the 2021 accounts. The only debtor or creditor balance in the 2022 accounts arises out of the timing differences on the Agent accounts used to keep track of amounts due to and from undertakers etc. These accounts are included within liabilities in QuickBooks and at 31<sup>st</sup> December 2022 the overall balance is a debtor of £225. This amount therefore appears under Creditors : Amounts falling due within one year as a negative figure.

### **Funds**

Unrestricted funds represent the general funds of the PCC that are not subject to any restrictions regarding their use and are available for application to the general purposes of the PCC.

Funds that are designated for a particular purpose by the PCC are also unrestricted.

Restricted funds are those funds that must be spent on restricted purposes and details of the funds held and restrictions are provided via PCC-specific notes where appropriate.

Endowment funds where the capital must be retained, are also explained via PCC-specific notes where appropriate. The financial statements include all transactions, assets and liabilities for which the PCC is responsible by law. They do not include the financial statements of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

## **INCOMING RESOURCES**

### **Voluntary income and fundraising**

All income is accounted for on a receipts basis. Any funds raised by fêtes, garden parties and similar events are accounted for gross. Sales of books and magazines from the church are accounted for gross.

### **Other income**

Rental income is recognised on a receipts basis.

### **Investment gains and losses**

Realised gains and losses are recognised when the investment is sold. Unrealised gains and losses are accounted for on an annual basis with a year-end revaluation at 31<sup>st</sup> December.

Dividends and interest are accounted for on a receipts basis.

The value of any voluntary help received is not included in the accounts but is described in the Trustees' annual report.

## **RESOURCES EXPENDED**

Grants and donations are accounted for when paid over with a record being maintained of any binding obligations which exist prior to payment.

### **Activities directly relating to the work of the church**

Parish Share is acknowledged by the Diocese as a request for voluntary payment with a record being maintained of any ongoing shortfall. In exceptional circumstances the Diocesan policy is to ask parishes to pay whatever they can. They do not expect churches to draw down on their reserves to pay Parish Share.

**Governance costs**

Governance costs include costs for the preparation and examination of the statutory accounts, the costs of trustees' meetings and the cost of any legal advice to trustees on governance or constitutional matters.

**ASSETS****Consecrated property and moveable church furnishings**

Consecrated and beneficed property of any kind is excluded from the financial statements by Section 10(2) (a) and (c) of the Charities Act 2011.

Moveable church furnishings held by the incumbent and churchwardens on special trust for the PCC and which require a faculty for disposal, are accounted for as inalienable property unless consecrated. They are listed in the church inventory which can be inspected at any reasonable time.

For inalienable property acquired prior to 2000, there is insufficient cost information available and therefore such assets are not valued in these financial statements.

For items acquired since 1<sup>st</sup> January 2000, where the trustees consider these to have enduring economic value, these are capitalised at cost and depreciated in the financial statements over their currently anticipated useful economic life (over four years unless otherwise stated) on a straight-line basis.

For items acquired since 1<sup>st</sup> January 2000, where the trustees instead consider these to be like-for-like replacement expenditure of no enduring economic value, these are written off when the expenditure is incurred.

All expenditure incurred in the year on consecrated or beneficed buildings where individual items are under £1,000 or the repair of moveable church furnishings acquired before 1<sup>st</sup> January 2000, is written off.

**Other fixtures, fittings and office equipment**

Items of office, communications, audio-visual and domestic equipment with an initial purchase price of greater than £1,750 at 2022 values are taken into the balance sheet at the time of purchase and depreciated (over a four year period unless otherwise stated) on a straight-line basis. Acquisitions of items with a purchase price of £1,750 or less are treated as expenditure.

**Investments**

Investments are valued at market value at 31<sup>st</sup> December.

**Current Assets**

Amounts owing to the PCC at 31<sup>st</sup> December in respect of Agency fees for services are shown as debtors. Short-term deposits include cash held on deposit either with CBF Church of England Funds or at the bank.

**LIABILITIES**

Liabilities are recognised only to the extent that amounts are due in respect of Agency fees for services.

## Analysis of Income

1st January to 31st December 2022

### Note 2

	Unrestricted	Endowment	Restricted	Designated	This Year	Last Year
<b>Regular donations</b>						
Gift aid - Standing Orders	54,134	-	196	-	54,330	57,430
Gift aid - Envelopes	1,645	-	-	-	1,645	1,712
Gift aid - Planned Giving	1,603	-	55	-	1,658	2,197
Loose plate collections	3,718	-	-	-	3,718	2,595
Tax recovered from HMRC	11,225	-	749	16	11,989	20,716
Bank interest	98	-	-	-	98	5
Dividends	1,584	-	-	-	1,584	2,054
Total	<b>74,006</b>	<b>-</b>	<b>999</b>	<b>16</b>	<b>75,021</b>	<b>86,708</b>
<b>Income from charitable activities</b>						
Fundraising events	1,094	-	1,521	63	2,679	963
Occasional GA donations	5,397	-	2,664	20	8,081	16,228
GASDS	329	-	80	5	414	-
Occasional Non GA donations	6,399	-	20,225	-	26,624	19,806
Service fees	8,076	-	-	-	8,076	5,892
VAT reclaim	-	-	-	-	-	1,256
Legacies	6,884	-	-	-	6,884	11,000
Restricted Donations	-	-	705	-	705	4,177
CYPF	-	-	364	-	364	1,110
Other Income	840	-	-	-	840	4,881
Book sales - TAML	1,371	-	-	-	1,371	285
Total	<b>30,389</b>	<b>-</b>	<b>25,559</b>	<b>88</b>	<b>56,037</b>	<b>65,598</b>
<b>Lettings</b>						
St Matthias - Link room	1,093	-	-	-	1,093	1,480
AS Hall	1,059	-	-	-	1,059	6,737
St Peter's	3,210	-	-	-	3,210	2,050
AS Church	170	-	-	-	170	125
Total	<b>5,532</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,532</b>	<b>10,392</b>
<b>Income for Profit Centres</b>						
DEM - Development phase grants	-	-	-	-	-	31,800
DEM - Development phase GA	-	-	-	-	-	150
DEM - Development phase Non GA	-	-	-	-	-	6,397
DEM - Operational Grants	-	-	20,000	-	20,000	30,384
DEM - Non GA donations	-	-	4,020	-	4,020	10,728
DEM - User fees	75	-	-	7,054	7,129	1,713
SPARC - Development Grant	566	-	-	-	566	-
SPARC - Operational Grants	-	-	-	2,634	2,634	2,400
SPARC - Operational GA	-	-	-	-	-	50
SPARC - Operational Non GA	-	-	-	-	-	725
SPARC - Ticket sales	-	-	-	4,391	4,391	2,833
SPARC - Hospitality income	-	-	-	1,421	1,421	713
SPARC - Misc income	5	-	-	72	77	254
Total	<b>646</b>	<b>-</b>	<b>24,020</b>	<b>15,571</b>	<b>40,237</b>	<b>88,147</b>
<b>TOTAL INCOME</b>	<b>110,573</b>	<b>-</b>	<b>50,579</b>	<b>15,675</b>	<b>176,827</b>	<b>250,846</b>

## Analysis of Expenditure

1st January to 31st December 2022

### Note 3

	Unrestricted	Endowment	Restricted	Designated	This Year	Last Year
<b>Administrative expenditure</b>						
Payroll costs	30,384	-	7,161	-	37,545	33,287
Clergy Working exps	4,844	-	3,500	-	8,344	4,244
Vicar's telephone	1,029	-	-	-	1,029	1,326
StM Electricity	1,169	-	-	-	1,169	2,618
StM Gas	725	-	-	-	725	1,930
StM Water	139	-	-	-	139	150
StM Phone & BB	542	-	-	-	542	478
ASC Church Electricity	902	-	-	-	902	516
ASC Church Gas	1,373	-	-	-	1,373	512
ASC Church Water	286	-	-	-	286	252
ASC Church Phone & BB	417	-	-	-	417	379
St P Electricity	460	-	-	-	460	448
St P Gas	1,968	-	-	-	1,968	1,156
St P Water	183	-	-	-	183	72
St P Phone & BB	530	-	-	-	530	492
AS Hall Electricity	488	-	-	-	488	908
AS Hall Gas	1,285	-	-	-	1,285	851
Insurance	6,554	-	-	-	6,554	5,950
Cleaning contracts	6,193	-	-	-	6,193	5,965
Churchyard upkeep	8,412	-	-	-	8,412	9,370
Parsonage Hse Exps	415	-	-	-	415	230
StM Planned Maintenance	2,904	-	-	744	3,648	22,983
ASC Planned Maintenance	971	-	205	-	1,176	1,764
St P Planned Maintenance	1,461	-	-	-	722	791
Building repairs, Maintenance & upgrades	1,830	-	-	2,600	5,169	6,584
Equipment repairs & maintenance	2,500	-	-	-	2,500	-
Equipment purchase	-	-	2,840	-	2,840	14,028
Total	<b>77,964</b>	<b>-</b>	<b>13,706</b>	<b>3,344</b>	<b>95,014</b>	<b>117,284</b>
<b>Maintenance of Service</b>						
Printing	409	-	-	-	409	568
Sacristy	583	-	-	-	583	653
Music	-	-	240	-	240	-
Organist fee	4,000	-	-	-	4,000	4,150
Choir expenses	110	-	410	-	520	135
Performance licences	1,206	-	-	-	1,206	395
Organ & piano tuning	333	-	-	-	333	665
Junior Choir - Gross Salaries	210	-	-	-	210	-
Video Streaming equip purchase & install	586	-	-	-	586	2,277
Video Streaming Production man't	44	-	-	-	44	1,072
Video Streaming equip repair/maint	-	-	-	-	-	-
Devotional Materials	876	-	-	-	876	666
Training	1,489	-	-	-	1,489	229
CYPF	328	-	1,213	-	1,541	1,067
Total	<b>10,174</b>	<b>-</b>	<b>1,863</b>	<b>-</b>	<b>12,037</b>	<b>11,876</b>
<b>Mission</b>						
Parish share	42,529	-	-	-	42,529	53,066
Donations to Missionary societies	1,524	-	-	-	1,524	465
Donations to Relief & dev't agencies	-	-	-	-	-	90
Donations to Home mission	540	-	2,670	-	3,210	9,999
Donations to Secular charity	448	-	-	-	448	440
VICAR'S Discretionary Giving	-	-	407	-	407	230
Hospitality	1,177	-	60	-	1,237	473
Total	<b>46,218</b>	<b>-</b>	<b>3,137</b>	<b>-</b>	<b>49,355</b>	<b>64,764</b>

**Profits Centre expenditure**

DEM - Development - Building refurb	-	-	-	-	-	21,371
DEM - Development - kitchen equipment	-	-	-	-	-	1,691
DEM - Development - Electronic equip	-	-	-	-	-	5,363
DEM - Development - Furniture	-	-	-	-	-	11,605
DEM - Operational Age UK Man't fees	-	-	7,798	4,998	12,796	2,493
DEM - Operational Materials	-	-	-	810	810	294
DEM - Operational Accomodation	-	-	5,682	-	5,682	2,445
DEM - Operational Misc	-	-	-	993	993	1,423
DEM - Operational Gross salaries	-	-	1,190	-	1,190	-
SPARC - Development Kitchen Equip	44	-	-	-	44	-
SPARC - Development Electronics	-	-	-	2,034	2,034	-
SPARC - Artists fees	622	-	-	2,160	2,782	2,745
SPARC - Publicity	-	-	-	-	-	710
SPARC - Hospitality	-	-	-	772	772	287
SPARC - Programmes and Misc	-	-	-	180	180	698
ASC - Development - Office equipment	-	-	-	-	-	137
ASC - Development - Electronics	-	-	-	-	-	254
ASC - Development - Furniture	-	-	-	-	-	194
ASC - Development - Books and materials	-	-	120	-	120	775
ASC - Development - Training etc	-	-	1,213	-	1,213	1,461
ASC - Operational - leaders fees	-	-	44	-	44	-
Total	<b>666</b>	-	<b>16,047</b>	<b>11,946</b>	<b>28,658</b>	<b>53,947</b>

**Outreach costs**

Website licence	1,380	-	288	144	1,812	363
Website maint	-	-	3,300	-	3,300	8,053
Social media	6	-	200	-	206	10,010
Banners & leaflets	891	-	18	-	909	518
Marketing development	1,341	-	1,433	( 200)	2,574	10,409
Fetes and Events	171	-	-	-	171	100
Total	<b>3,789</b>	-	<b>5,239</b>	<b>( 56)</b>	<b>8,972</b>	<b>29,453</b>

**Parish Office costs**

Print Post Stationery	806	-	-	-	806	480
Office Equip costs	2,008	-	-	-	2,008	1,590
Bank charges	169	-	-	-	169	109
Software licences - Accounting etc	3,411	-	( 19)	-	3,392	4,976
Total	<b>6,394</b>	-	<b>( 19)</b>	-	<b>6,375</b>	<b>7,154</b>

**Governance**

Auditor fee	120	-	-	-	120	-
Accountancy support	3,942	-	-	-	3,942	7,446
HR Bureau Fee	2,376	-	-	-	2,376	2,160
Minor Admin exps - Misc	201	-	-	-	201	2,519
Cleaning and Hygiene Materials	221	-	-	-	221	-
Local Authority Licences	20	-	-	-	20	20
Governance Training	-	-	-	-	-	5,355
Total	<b>6,880</b>	-	-	-	<b>6,880</b>	<b>17,501</b>

<b>Total Expenditure</b>	<b>152,084</b>	-	<b>39,973</b>	<b>15,234</b>	<b>207,291</b>	<b>301,979</b>
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## Statement of Assets and Liabilities

As at 31st December 2022

Note 4	Unrestricted	Endowment	Restricted	Designated	This year	Last year
<b>Fixed asset Investments</b>						
St Matthias Income Fund	-	-	-	4,487	4,487	10,491
St Matthias Growth Fund	-	-	-	7,336	7,336	23,857
St Matthias Churchyard	-	19,052	-	-	19,052	22,005
St Matthias Ecclesiastical	-	18,599	-	-	18,599	21,081
	-	<b>37,652</b>	-	<b>11,823</b>	<b>49,475</b>	<b>77,434</b>
<b>Current Assets - Cash at bank and in hand</b>						
CAF Current Account	1,699	-	11,113	3,501	16,313	21,649
HSBC St Matthias' Churchyard account	746	-	-	-	746	135
St Matthias CBF Deposit Fund	1,470	2,000	-	5,621	9,091	12,607
St Peter's CBF Deposit Fund	169	-	-	-	169	169
St Peter's Income Fund	-	-	-	-	-	-
Cash in hand	5	-	-	-	5	5
	<b>4,088</b>	<b>2,000</b>	<b>11,113</b>	<b>9,122</b>	<b>26,323</b>	<b>34,565</b>
<b>Current Assets - Debtors</b>						
Accounts receivable	-	-	-	-	-	9,028
<b>Current Liabilities</b>						
Amounts falling due within one year	( 225)	-	-	-	( 225)	6,581
<b>Grand Total</b>	<b>4,313</b>	<b>39,652</b>	<b>11,113</b>	<b>20,945</b>	<b>76,023</b>	<b>114,446</b>



## Notes to the accounts - continued

### Note 5 – Creditors

As noted in the Accounting policies, the financial statements were prepared on a cash basis in 2022. There are two minor exceptions to this as follows :

Amounts due to NEST pensions at the year end	135.75
Amounts paid in advance for funeral services	<u>(360.97)</u>
Overall debtor balance	<u>225.22</u>

Because the Agency accounts have been created under Current liabilities within Quickbooks this balance is shown as a negative figure under Current Liabilities.

### Note 6 – Trustee Remuneration, Expenses and Donations

Payments were made to PCC members for expenses, on production of receipts.

### Note 7 – Related Party Transactions

Three people were on payroll in 2022, none having connections to PCC Trustees.

### Note 8 - Fund transfers

Transfers between funds arise where amounts paid out during the year have been recognised in Quickbooks as coming from the Unrestricted Fund whereas in fact they should have been treated as the spending of restricted or designated amounts. Similar transfers occurred in previous year and are shown in a single line at the bottom of the Statement of Financial Activities report on page 2.

### Note 9 - Grants

We are extremely grateful for all the grants received during 2022 which have been allocated across the funds as follows :

	TOTAL	Funds				
		Unrestricted	Comm Fridge	DEM	Warm Space	Arts
Film Hub Midlands	600					600
Malvern Rotary club	4,000			4,000		
MHDC	500		500			
National lottery Community fund	9,300		9,300			
University of Worcester	20,000			20,000		
Film Hub Midlands	2,600	566				2,034
Hubbub Pumpkin Foundation	521		521			
Diocese of Worcester	5,927	4,823	1,104			
National Grid Community Matters	8,000				8,000	
National Grid Community Matters	2,000	750	1,250			
	<b>53,448</b>	<b>6,139</b>	<b>12,675</b>	<b>24,000</b>	<b>8,000</b>	<b>2,634</b>



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Parish of Malvern Link with Cowleigh

**On accounts for the year  
ended**

31 December 2022

**Charity no  
(if any)**

1133920

**Set out on pages**

1 to 10

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 December 2022**.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 which gives me cause to believe that in, any material respect:

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

**Signed:**

**Date:** 27 April 2023

**Name:**

Ian Jarvis

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

FCA  
Institute of Chartered Accountants in England & Wales

**Address:**

The Guesten  
15 College Green  
Worcester. WR1 2LH

**Section B****Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

I found the accounting records to be in an excellent state and the accounts had been properly prepared from the records. The movement over to the Quickbooks accounting software appears to have gone very well and the evidence in your accounting records is very clear.