THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST STEPHEN`S, SHOTTERMILL

England & Wales · Charity number 1134016

Details

Other names	ST STEPHEN`S PCC, SHOTTERMILL
Status	Registered
Legal form	Previously excepted
Registered	2010-02-03
Register	View on the Charity Commission register

Contact

Address	St. Stephens Church Office Church Road Shottermill Haslemere GU27 1NS
Phone	01428642609
Email	office@shottermillparish.org.uk
Website	www.shottermillparish.org.uk

Activities

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

Activities: Church of England parish church

Classification

- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Services, Other Charitable Activities
- **What:** General Charitable Purposes, Education/training, The Prevention Or Relief Of Poverty, Religious Activities
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies

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Geography

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

Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£240,637	£205,100	-	-
2024-12-31	£220,261	£198,212	-	-
2023-12-31	£300,665	£274,919	-	-
2022-12-31	£291,100	£254,430	-	-
2021-12-31	£276,377	£282,160	-	-
2020-12-31	£299,791	£280,571	-	-

Trustees

Name	Role	Appointed
Donna-Louise Attwell Rigby		2024-05-13
John Paul Howard Finey		2025-05-12
Rev Timothy Simon Radcliffe		2023-06-15

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THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST STEPHEN`S, SHOTTER

England & Wales - Charity number 1134016

Accounts

St Stephen's Shottermill

Annual Financial Statements of the Parochial Church Council

for the year ended
31st December 2025

(Registered charity number 1134016)

Bankers

CAF Bank
25 Kings Hill Avenue
Kings Hill
West Malling
Kent ME19 4JQ

Independent Examiner

Mr David Sanders BA (Hons) FCA BFP
Sheen Stickland
The Engine House
77 Station Road
Petersfield
Hampshire GU32 3EL

ST STEPHEN'S SHOTTERMILL
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st DECEMBER 2025

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ST STEPHEN'S SHOTTERMILL
ANNUAL REPORT
FOR THE YEAR ENDED 31st DECEMBER 2025

The Members of the Parochial Church Council (PCC) present their report together with the financial statements for the year ending 31st December 2025. The members of the PCC have adopted the provisions of the Statement of Recommended Practise (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

Aim and Purposes

St Stephen's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, or wardens during a vacancy, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church and associated buildings of St Stephen's Church, Shottermill, Haslemere.

Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St Stephen's. 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 knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Provision of Families, Children's and Young People's work in this parish and with other local churches.
- Partnering with other organisations, Churches and Charities to meet needs in the local community.
- Supporting local and global partners.

Achievements and Performance

Worship and prayer

The PCC is dedicated to offering a range of services during the week and over the course of the year. These include: Sunday worship services, midweek pre-school groups, after school kids and youth groups, prayer gatherings, community lunches, community events, eco days, special seasonal events, short courses, weekly groups for adults, school services and assemblies, services & communion in the local care homes, pastoral care (including home visits), funerals and weddings. We continue to stream some Sunday services online.

ST STEPHEN'S SHOTTERMILL
ANNUAL REPORT
FOR THE YEAR ENDED 31st DECEMBER 2025

All are welcome to attend our regular services. At present there are 95 parishioners on the Church Electoral Roll, 59 of whom are not resident within the parish. The average weekly attendance, across the year was 91 adults and 16 children. Our 'worshipping community' is much larger and incorporates the local primary schools who join us for Harvest, Christmas and Easter services. We also take termly school assemblies. Our activities also include a monthly prayer and worship evening (Embers), a weekly Noah's Ark group with kids praise (parents and pre-school children), seasonal gatherings for our 'Seniors' group (Prime Time) and various other gathering and fundraising events in the Church.

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

Vicar, Curate and Ordinands

Rev Tim Radcliffe, has served as our Vicar since June 2023.

The Rev John Baxter has a permission to officiate (PTO) at Stephen's and provided cover for Tim, when he took his annual leave.

Alan Thain and Sarah Weldon continue to serve as Licensed Lay Ministers (LLMs).

Deanery Synod

Two members of the PCC, Fiona Short and Jean Leston, sat on the Godalming Deanery Synod during the year. This Deanery Synod provides the PCC with an important link between the parish and the wider structures of the church.

The Church and Associated Buildings

General ongoing maintenance is budgeted to come from general church funds and we have to repair and maintain all our properties: The Church, The Church Rooms of St Stephen's (CROSS), Glover's House Flats 2 and 3 and the 'curate's house' in Sunvale Avenue. The total cost during 2025 was £16,433 (2024 £42,135). Significant items during the year were:

CROSS - £7,626 replace consumer units and new LED hall lighting.

Redevelopment – Further consideration has been given to our plans to redevelop the Church and the Cross. Rev Tim has worked with the PCC this last year, to agree the 1st priority is to improve the Church Hall (the Cross). Taking a phased approach, phase 1 will involve new lighting (completed) and redecoration (early 2026) of the Hall itself. Phase 2 will seek to look at improving accessibility to the building and improving the toilets. Phase 3 will seek to improve the kitchen and potentially increase the space and capacity of the building. Phase 3 is still to be agreed and will be done alongside the potential opportunities in the Church building itself. Work was carried out during the year to make safe and improve the outside climbing frames and garden areas.

Pastoral care

St Stephen's continues to provide pastoral care to the community through trained pastoral assistants, clergy visits and school's work. A team of volunteers also administers communion in local care homes. The church has a pastoral team headed by a trained counsellor that meets monthly and includes three Diocesan trained Pastoral Assistants.

Evangelism

St Stephen's continues to place high importance on evangelism and making a difference both locally and globally. We have worked hard to "bridge the gap" between Church and the Community, finding different ways to make connections within the parish and further afield. This has included a mixture of activity such as a community lunch (monthly), Alpha course for those interested in exploring faith, Tearfund Quiz night, Ceilidh, Easter Fun Day, Roaming Nativity and hosting services for local schools.

The church continued to give financially to external partners most of which were registered charities. Further details can be seen in the Financial Review Global and Local Partnership Team section.

Ecumenical Relationships

St Stephen's works closely with other local churches through community service events such as youth work and a ministers' network.

FINANCIAL REVIEW

Examination of Accounts

Under the Charities Acts, St Stephen's Shottermill PCC is a registered charity (number 1134016) and with an income of under £250,000 in both of the last two years is not required to have its Accounts examined by an independent professionally qualified accountant, but has opted to do so.

The 2025 Annual Financial Statements of the Parochial Church Council ('the Accounts') were prepared by the Treasurer and the independent examination was carried out by Sheen Stickland, Chartered Accountants, 77 Station Road, Petersfield, Hampshire GU32 3FQ.

Assets

The church and surrounding land including the graveyard are not shown as an asset in the Accounts as they are registered in the name of the Diocese and not the PCC.

Leases of Glover's House Flats 2 & 3 were acquired by St Stephen's many years ago. Both Flats 2 & 3 are let on a commercial basis. The flats were revalued during the 2023 and the current market value of £430,000 as shown on the Balance Sheet is accepted as realistic by the PCC.

The parish also owns the freehold of a semi-detached residential house at 33 Sunvale Avenue (known as 'the curate's house'). The PCC accepts the current realistic market value is around £550,000.

The PCC arranges and pays for Employers Liability and contents insurance on both the Church and the CROSS, and pays buildings insurance on 33 Sunvale Avenue directly, and for Glovers House flats via its management company.

The Log Cabin and Storage Sheds were treated as additions during 2018 at their cost of £29,786 and depreciated over their expected life of at least ten years. During 2021 the old AV System was replaced at a cost of £5,250; this enables online streaming of selected services to reach a wider audience.

Income

Voluntary income

Voluntary income from donations excluding gift aid was £150,692 (2024 £133,429) which included Special Projects designated giving of £25,557 (2024 £29,991). Income, excluding Special Projects, shows an increase of 20% (2024 -16%) year on year. Income of course is not guaranteed and can fluctuate for many reasons not least of which are people moving away, unemployment, illness, retirement, and new people moving into the area. Quarterly updates are provided to the congregations showing total actual income against budget figures. Finances are discussed regularly at Standing Committee and PCC who review how best to manage our Stewardship activities to further enhance giving from the congregation.

Gift Aid

The Treasurer and Churchwardens continue to ask all givers who are taxpayers to sign a Gift Aid Declaration. Gift Aid allows us to reclaim the income tax already paid to HMRC and is worth 25% of gift aided donations received by the church.

During 2025 Gift Aid amounted to £36,376 (2024 £31,426) which included £1,125 (2024 £1,532) from HMRC's Gift Aid Small Donations Scheme (GASDS).

Some regular and one-off donations are made via employment (GAYE) or from CAF, Stewardship or private trusts – all of which are received 'gross' so gift aid and tax reclaims are not involved.

Other income

Other income includes rent from the commercially let Glover's House Flat 2 £9,600 (2024 £9,600), Flat 3 £10,950 (2024 £10,800), 33 Sunvale Avenue £22,200 (2024 £22,200) and CROSS hall hire £231 (2024 £106). Cross hall hire income from Rainbow Nursery ceased in August 2023 with the nursery's closure; after refurbishment the hall will be available for hire from early 2026.

Expenditure

Charitable Activities

Charitable Activities totalling £205,100 (2024 £198,212) are broken down into Ministry Expenses £168,958 (2024 £135,472) and Property Expenses £36,142 (2024 £62,740) to give a better understanding of the great variety and nature of expenditure by St Stephen's.

Parish Share

Parish Share paid was £72,600 (2024 £67,779). As a reminder, Parish Share is our parish's annual contribution to Guildford Diocese. As well as covering the vicar's salary and pension contributions (stipend) and vicarage (accommodation), plus any curate's stipend (but not accommodation), the parish share contributes towards the running of the Diocese and indirectly helps those parishes less fortunate and numerically strong as ourselves. Guildford Diocese is particularly strong in offering subsidised training for ordinands, local ordained ministry, licensed lay ministry, pastoral assistants, worship leaders, occasional preaching, communion assistants – to name but a few and most of which we take advantage of. During 2025 Parish Share was paid at 82% (2024 77%) of the requested amount.

Expenditure Detail

Expenditure on charitable activities as a whole was £205,100 (2024 £198,212). Main one-off items of maintenance on property assets are shown in this report above under 'The Church and Associated Buildings'.

Global and Local Partnership Team

The PCC delegates its outward giving to a PCC sub-committee whose members are drawn from both inside and outside the PCC. The church aims to give a minimum of 10% of its voluntary unrestricted income (excluding designated income), including Gift Aid, allocated by the committee to a range of Christian and secular charities and for projects based locally, nationally and overseas. During 2025 £14,650 (2024 £13,000) was given in the form of gifts and donations.

Other Outward Giving

During 2025 the church made donations out of its income for special causes from time to time, for example at Harvest (Tearfund) and Christmas (Home For Good, Growing Hope). In addition, occasionally collections are taken as leaving presents for members moving away or as fundraising for a particular cause, appeal or charity. In all these cases monies are treated as 'special collections income and payments' in the Accounts.

It is worth remembering that we also expend money on a number of causes and projects which are outwardly directed but which are not directly classified as outward giving by St Stephens. Examples of this would be significant parts of the children and youth ministries.

The CROSS (Church Hall)

As shown in note 14 to the Accounts, if measured on a standalone basis the CROSS shows a deficit of £16,944 (2024 deficit £15,872). Rent from Rainbow covered the majority of outgoings and was designed to broadly reflect the costs associated with that building and the proportion of time utilised by the Nursery School; also, with the school occupying the CROSS every weekday this made the hall unavailable for other outside hire. The Nursery School closed on 21st July 2023; previous income was: 2023 £7,410; 2022 £11,115. The PCC replaced most of the old windows with modern sealed unit uPVC windows during 2024 (£5,600); during 2025 consumer unit replacement and new LED lighting (£7,626); leaving redecoration for early 2026 after which the objective is to once again generate income from hall hire.

Funds

Note 13 to the Accounts contains full details of all the church funds. No restricted income was received during 2025 or 2024. The restricted Organ Fund had £1,694 remaining at 31st December 2025 and this amount was transferred to General Fund on that date; faculty permission was received in October 2025 for removal of the redundant organ. The designated Special Projects fund has £127,635 (2024 £136,372) in hand which includes during 2025 gifts totalling £24,875 (2024 £18,250) given with the suggestion, without being a restriction, that they could contribute towards additional children and youth worker staff employment costs which started in September 2024 and continued throughout 2025.

Reserves Policy

The PCC acknowledges the church is dependent on the Lord and the support of its members and congregations and considers it unnecessary to maintain substantial free reserves. However, it is prudent to maintain the balance on General Fund at a level sufficient to cover day-to-day running expenses of at least three months and this is PCC policy. At the Balance Sheet date free reserves were £167,951 (2024 £121,943).

ADMINISTRATIVE INFORMATION

Structure, Governance and Management

The PCC 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, number 1134016.

The method of appointment of PCC members is set out in the Church Representation Rules. At St Stephen's membership of the PCC consists of the incumbent (our vicar), churchwardens, curate, LLMs registered to St Stephen's, and members elected by those 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. New members receive initial training into the workings of the PCC. The full PCC met 7 times during the year; the PCC appoints a treasurer annually and authorises members of the Standing Committee to deal with Church affairs in-between meetings.

Location

St Stephen's Church is situated in Shottermill, Haslemere. It is part of the Diocese of Guildford within the Church of England. The correspondence address is: The Church Office, St Stephen's Church, Church Road, Haslemere GU27 1NS. Registered charity number 1134016.

ST STEPHEN'S SHOTTERMILL
ANNUAL REPORT
FOR THE YEAR ENDED 31st DECEMBER 2025

PCC MEMBERSHIP

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

Role	Name	Position	Stand Down
Vicar	Rev Tim Radcliffe*#	Ex officio	
Lay Reader/LLM	Alan Thain	Ex officio	
Lay Reader/LLM	Sarah Weldon	Ex officio	
Churchwarden / Lay Vice Chair	John Finey*#	Ex-officio	Annually
Churchwarden	Donna Rigby*#	Ex-officio	Annually
Churchwarden	Peter Soar	Ex-officio	2025
Deanery Synod Rep	Jean Leston	Elected (DS)	2027
Deanery Synod Rep	Fiona Short	Elected (DS)	2027
Treasurer	Noel Fairbairn*	Co-opted	Annually
PCC Secretary	Julie Fox	Co-opted	Annually
Member	Jim Honeywood	Elected (PCC)	2025
Member	Simon Burchell	Elected (PCC)	2025
Member	Jane Saunders	Elected (PCC)	2026
Member	Jane Harding	Elected (PCC)	2026
Member	Alisdair Walker	Elected (PCC)	2027
Member	Marlon Nolan	Elected (PCC)	2027
Member	Penny Goddin	Elected (PCC)	2027
Member	Robert Uffold	Elected (PCC)	2028
Member	Nicky Lee*	Elected (PCC)	2028

*Members of the Standing Committee of the PCC at 31 December 2025
All members of the PCC are trustees of the charity; the vicar and churchwardens as managing trustees are registered with the Charity Commission.

Approved by the PCC on 5/4/2026 and signed on their behalf by lay vice-chairman of the PCC.

John Finey - Churchwarden

INDEPENDENT EXAMINER'S REPORT
TO THE MEMBERS OF THE PCC OF ST STEPHEN'S SHOTTERMILL

I report to the members of the PCC on my examination of the accounts of the PCC for the year ended 31st December 2025 which consists of the Statement of Financial Activities, the Balance Sheet and notes to the accounts pages 9 to 20.

Respective responsibilities of the PCC and the Examiner

As members of the PCC you are responsible for the preparation of the accounts in accordance with the requirements of the Church Accounting Regulations 2006 ("the Regulations") and the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 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 and to be found in the Regulations.

The members of the PCC consider that an audit is not required for this year under section 144(2) of the Act but although the charity's gross income is below £250,000, they have opted for an independent examination by a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Certified Accountants in England and Wales which is one of the listed bodies.

Independent Examiner's Statement

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

(1) accounting records were not kept in respect of the PCC 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.



Mr David Sanders BA (Hons) FCA BFP
Chartered Accountant
Sheen Stickland
The Engine House
77 Station Road
Petersfield
GU32 3FQ

Date: 28/04/2026

ST STEPHEN'S SHOTTERMILL PCC
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31st DECEMBER 2025

	Notes	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total this year 2025 £	Total last year 2024 £
INCOME AND ENDOWMENTS	3					
Donations and legacies	3.1	187,068	0	0	187,068	164,855
Charitable activities	3.2	2,095	0	0	2,095	1,778
Other trading activities		0	0	0	0	0
Investment income	3.3	47,782	0	0	47,782	48,499
Separate material item of income: Other income	3.4	3,692	0	0	3,692	5,129
Total		**240,637**	**0**	**0**	**240,637**	**220,261**
EXPENDITURE ON	4					
Raising funds	4.1	0	0	0	0	0
Charitable activities	4.2	205,060	40	0	205,100	198,212
Separate material item of expense Other expense	4.3	0	0	0	0	0
Total		**205,060**	**40**	**0**	**205,100**	**198,212**
NET INCOME		35,577	-40	0	35,537	22,049
Gains (losses) on investments		0	0	0	0	0
Extraordinary items		0	0	0	0	0
Transfers between funds	13	1694	-1694	0	0	0
NET MOVEMENT IN FUNDS		**37,271**	-1,734	0	**35,537**	**22,049**
Reconciliation of funds: Total funds brought forward		1,238,315	1,734	0	1,240,049	1,218,000
TOTAL FUNDS CARRIED FORWARD		**1,275,586**	**-**	**0**	**1,275,586**	**1,240,049**

ST STEPHEN'S SHOTTERMILL PCC
BALANCE SHEET AT 31st DECEMBER 2025

	Notes	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	31st December 2025 £	31st December 2024 £
FIXED ASSETS						
Tangible assets	9	985,960	0	0	985,960	988,938
Total Fixed Assets		**985,960**	0	0	**985,960**	**988,938**
CURRENT ASSETS						
Debtors & prepayments	10	8,287	0	0	8,287	10,339
Cash at bank		289,121	0	0	289,121	247,479
Total Current Assets		**297,408**	0	0	**297,408**	**257,818**
CURRENT LIABILITIES						
Creditors & accruals: amounts falling due within one year	11	7,782	0	0	7,782	6,707
Net Current Assets		**289,626**	0	0	**289,626**	**251,111**
Total Assets less Current Liabilities		**1,275,586**	0	0	**1,275,586**	**1,240,049**
Creditors: amount falling due after one year		0	0	0	0	0
Provisions for liabilities & charges		0	0	0	0	0
NET ASSETS		**1,275,586**	0	0	**1,275,586**	**1,240,049**
represented by:						
FUNDS OF THE CHARITY	13					
General fund		167,951	0	0	167,951	121,942
Designated funds		1,107,635	0	0	1,107,635	1,116,373
Restricted income funds		0	0	0	-	1,734
Endowment funds			0	0	0	0
TOTAL FUNDS		**1,275,586**	**0**	**0**	**1,275,586**	**1,240,049**

Signed by two trustees on behalf of all the trustees:

John Finey - Churchwarden — Date 5/4/26

Donna Rigby - Churchwarden — Date 5.4.26

Note 1 Summary of significant accounting policies

a) General information and basis of preparation.

The PCC is a registered charity in England. The nature of the charity's operations and principal activities are shown in the annual report.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) the Charities Act 2011, and UK Generally Accepted Practice.

The charity has taken advantage in the provisions in the Charities SORP for smaller charities, not to prepare a statement of cash flows.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

b) Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Note 2 Accounting policies

This standard list of accounting policies has been applied by the charity. Where a different or additional policy has been adopted then this is detailed in the notes below.

INCOMING RESOURCES

Recognition of incoming resources. These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Incoming resources with related expenditure. Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SOFA.

Grants and donations. Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Tax reclaims on donations and gifts. Incoming resources from tax reclaims are included in the SOFA at the same time as the gift to which they relate.

Gifts in kind. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts of assets are included at market value.

Donated services and facilities. These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

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

Investment income. This is included in the accounts when receivable.

Investment gains and losses. This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

EXPENDITURE AND LIABILITIES

Liability recognition. Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

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

ASSETS

Tangible fixed assets for use by charity. These are capitalised if they can be used for more than one year, and cost at least £1,000. They are valued at cost or a reasonable value on receipt.

Investments. Investment assets are included at trustees' best estimate of market value.

Depreciation. Leasehold and freehold properties are not depreciated. Office equipment is fully depreciated over three years. Fixtures and fittings are fully depreciated over ten years or the life of the asset if less.

ST STEPHEN'S SHOTTERMILL PCC
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st DECEMBER 2025

Note 3 Income; all funds consolidated

	2025		2024	
	£	£	£	£
3.1 Donations and legacies				
Donations - CAF, GAYE & trusts	2,378		3,362	
Donations - gift aid monthly	118,602		117,642	
Donations - no gift aid monthly	4,837		6,942	
Cash collections	2,393		3,307	
One off gifts - gift aid	21,360		260	
One off gifts - no gift aid	1,122		1,916	
Legacies	0		0	
Tax recoverable	36,376	187,068	31,426	164,855
3.2 Charitable Activities				
Cross hall hire	231		106	
Service fees	564		396	
Special collections income	1,040		1,067	
Special Projects activities	260	2,095	209	1,778
3.3 Investment Income				
Bank interest	5,032		5,899	
Glovers House Flat 2 income	9,600		9,600	
Glovers House Flat 3 income	10,950		10,800	
33 Sunvale Avenue	22,200	47,782	22,200	48,499
3.4 Other Income				
Rainbow fee income	-		348	
Church Grant towards Mission	3,000		4,000	
Other income	692	3,692	781	5,129
		240,637		220,261

ST STEPHEN'S SHOTTERMILL PCC
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st DECEMBER 2025

Note 4. Expenditure; all funds consolidated

	2025		2024	
	£	£	£	£
4.1 COST OF RAISING FUNDS				
Stewardship costs		0		0
4.2a MINISTRY EXPENSES				
Parish Contribution to Diocese		72,600		67,779
Salaries & NIC				
Youth & Children's Pastor	28,000		9,240	
Pre-Shool Pastor	8,300		2,767	
Church Administrator	23,397		20,990	
Pension contributions	1,533		889	
Payroll bureau	806	62,036	623	34,509
Personal Expenses				
Vicar	585		373	
Pastors	72	657	214	587
Parish Ministry				
Church Services				
Worship & music group	1,022		2,186	
Publicity & website	905		701	
Clergy fees	0		0	
Speakers fees, gifts, travel	45		79	
Upkeep of Service	1,478	3,450	1,892	4,858
Community Outreach				
Community resources	- 97		379	
Social & Hospitality	1,864	1,767	2,047	2,426
Youth & Children's work				
Noah's Ark	0		0	
Youth and Children's work	1,610		919	
Training, books & resources	693	2,303	93	1,012
Training, books & materials				
Ordinand training grants	0		0	
Training - courses, accom & travel	364		576	
Books and resource materials	634	998	342	918
Mission & Giving				
Special collections payments	1,040		1,067	
Home	3,150		3,250	
Overseas	11,500	15,690	9,750	14,067
Church Office				
Office telephone	679		638	
Office sundry costs	35		29	
Copy costs and paper supplies	1,424		872	
Bank charges	60		60	
Postage & carriage	27		46	
Stationery & office equipment	164		232	
Computer expenses & software	2,420		2,476	
Staff recruitment & DBS checks	38		305	
Independent Examiner fee	1,632		1,680	
Depreciation of assets	2,978	9,457	2,978	9,316
		168,958		135,472

Note 4. Expenditure (continued); all funds consolidated

	2025		2024	
	£	£	£	£
4.2b PROPERTY EXPENSES				
Church Property Expenses				
Repairs & maintenance	2,217		16,375	
Cleaning	1,439		1,565	
Electricity	2,066		2,357	
Gas	3,542		4,240	
Water	267		242	
Insurance	2,390	11,921	2,348	27,127
CROSS Property Expenses				
Electricity	1,601		1,552	
Gas	1,240		1,579	
Water	814		849	
Insurance	1,593		1,565	
Cleaning	2,601		1,941	
Repairs & maintenance	9,326	17,175	8,492	15,978
Other Property Expenses				
Flat 2	1,720		7,905	
Flat 3	2,923		3,638	
Vicarage	2,156		2,367	
Sunvale - repairs & maintenance	247	7,046	5,725	19,635
		36,142		62,740

ST STEPHEN'S SHOTTERMILL PCC
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st DECEMBER 2025

Note 4 Expenditure (continued); all funds consolidated

	2025 £	2024 £
EXPENDITURE SUMMARY		
4.1 Cost of Raising Funds	0	0
4.2 Charitable Activities		
4.2a Ministry expenses	168,958	135,472
4.2b Property expenses	36,142	62,740
	205,100	198,212
4.3 Other Expenses	0	0
Total expenditure	205,100	198,212

5. SUPPORT COSTS	2025 £	2024 £
Total support costs	0	0

6. DETAILS OF CERTAIN ITEMS OF EXPENDITURE

6.1 Trustee Expenses

Details of the amount of any payment or reimbursement of out-of-pocket expenses made to trustees or to a third party for expenses incurred by trustees.in the performance of their duties.

	2025 £	2024 £
Number of trustees who were paid expenses	1	1
Vicar	585	373
	£585	£373

6.2 Independent Examination fees

	2025 £	2024 £
Independent Examination fees	£1,632	£1,680

7. PAID EMPLOYEES

7.1 Staff Costs

	2025	2024
	£	£
Wages & salaries	59,697	32,572
Employer's NIC		425
Employer's pension contributions	1,533	889
	61,230	33,886

No employees received total employee benefits of more than £60,000

7.2 Staff Numbers

Average number of employees engaged in each of the following activities:

	2025	2024
Fundraising	0	0
Charitible Activities	3	1
Governance	0	0
	3	1

8. GRANT MAKING

None.

9. TANGIBLE ASSETS

	Leasehold Property £	Freehold Property £	Office Equipment £	Fixtures and Fittings £	Total £
1st January 2025 b/fwd	430,000	550,000	0	8,938	988,938
Additions	0	0	0	0	0
Revaluations	0	0	0	0	0
Disposals	0	0	0	0	0
Depreciation	0	0	0	2,978	2,978
31st December 2025 c/fwd	430,000	550,000	0	5,960	985,960

The PCC owns the leasehold of Glovers House flats 2 & 3; both flats are let at a commercial rent.
During 2023 a valuation of the two flats resulted in a market value uplift of £50,000.
The historical cost of the leasehold property is £260,000.

The PCC also owns the freehold of 33 Sunvale Avenue, Haslemere, Surrey GU27 1PJ which is used by curates when training in the parish, but during 2025 was let at a commercial rent. All properties have been revalued in the past three years and the PCC are satisfied this is still a reasonable guide to current market value.

The two leasehold flats and the freehold house are investment assets of the parish, however their actual use changes from time to time with a combination of accommodation for a curate, accommodation for church employees, and commercial lets.

10. DEBTORS AND PREPAYMENTS

	2025 £	2024 £
Recoverable Gift Aid	4,761	5,905
Prepayments and accrued income	3,526	4,434
	8,287	10,339

11. CREDITORS AND ACCRUALS

Amounts falling due within one year

	2025 £	2024 £
Accruals and deferred income	7,782	6,707
	7,782	6,707

12. TRANSACTIONS WITH RELATED PARTIES

None

13. SUMMARY OF FUNDS AND MOVEMENTS

The following funds were in existence during the year and showed movements:

Fund name	Type of fund	Use of fund
Organ Fund	Restricted	Repair and maintenance of church organ
Glovers Flats	Designated	Market value of two flats owned by the church
Sunvale	Designated	Market value of residential property owned by the church
Special Projects	Designated	Special projects as specified by PCC from time to time
General Fund	Undesignated	General purposes

Classification of Funds

Restricted	Donations given for a specific purpose; funds can be used only for this purpose.
Designated	General donations which the PCC wishes to earmark for particular uses and which can be reallocated by them as the need arises.
Undesignated	General donations which are used for any charitable activity.

Movements in Funds 2025

Fund name	b/forward 01.01.25	Income	Revaluation	Expenditure	Transfers	c/forward 31.12.25
	£	£	£	£	£	£
Organ	1,734	0	0	-40	-1,694	0
Glovers	430,000	0	0	0	0	430,000
Sunvale	550,000	0	0	0	0	550,000
Projects	136,372	35,189	0	-43,926	0	127,635
General	121,943	205,448	0	-161,134	1,694	167,951
	1,240,049	240,637	0	-205,100	0	1,275,586

During the year a Faculty was obtained permitting removal and disposal of the redundant organ at scrap value; the remaining £1,694 was trasferred to general funds.

Movements in Funds 2024

Fund name	b/forward 01.01.24	Income	Revaluation	Expenditure	Transfers	c/forward 31.12.24
	£	£	£	£	£	£
Organ	1,734	0	0	0	0	1,734
Glovers	430,000	0	0	0	0	430,000
Sunvale	550,000	0	0	0	0	550,000
Projects	108,096	40,283	0	-12,007	0	136,372
General	128,045	179,978	0	-186,080	0	121,943
	1,217,875	220,261	0	-198,087	0	1,240,049

ST STEPHEN'S SHOTTERMILL PCC
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st DECEMBER 2025

14. ADDITIONAL DISCLOSURES

The following are significant matters that are not shown elsewhere in the Financial Statements:

14. CROSS CHURCH HALL

	2025	2024
	£	£
Rent received externally	231	106
Maintenance and repairs	9,326	8,492
Gas, electricity and water	3,655	3,980
Insurance	1,593	1,565
Cleaning and waste disposal	2,601	1,941
	17,175	15,978
Deficit for the year	-16,944	-15,872

15. COMPARATIVE FIGURES 2024 BY FUND TYPE

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 2024
Income and Endowments	£	£	£	£
Donations and legacies	164,855	0	0	164,855
Charitable activities	1,778	0	0	1,778
Investment income	48,499	0	0	48,499
Other income	5,129	0	0	5,129
Total	**220,261**	**0**	**0**	**220,261**
Expenditure on				
Raising funds	-	0	0	-
Charitable activities	198,212	0	0	198,212
Other expenses	-	0	0	-
Total	**198,212**	**0**	**0**	**198,212**
Net Income	22,049	0	0	22,049
Gains (losses) on investments	-	0	0	-
Net movement in funds	22,049	0	0	22,049
Funds brought forward	1,216,266	1,734	0	1,218,000
Total funds carried forward	**1,238,315**	**1,734**	0	**1,240,049**

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST STEPHEN`S, SHOTTER

England & Wales - Charity number 1134016

Accounts

St Stephen's Shottermill

Annual Financial Statements of the Parochial Church Council

for the year ended
31st December 2024

(Registered charity number 1134016)

Bankers

CAF Bank

25 Kings Hill Avenue

Kings Hill

West Malling

Kent ME19 4JQ

Independent Examiner

Mr David Sanders BA (Hons) FCA BFP

Sheen Stickland

The Engine House

77 Station Road

Petersfield

Hampshire GU32 3EL

ST STEPHEN'S SHOTTERMILL
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st DECEMBER 2024

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ST STEPHEN'S SHOTTERMILL
ANNUAL REPORT
FOR THE YEAR ENDED 31st DECEMBER 2024

The Members of the Parochial Church Council (PCC) present their report together with the financial statements for the year ending 31st December 2024. The members of the PCC have adopted the provisions of the Statement of Recommended Practise (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

Aim and Purposes

St Stephen's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, or wardens during a vacancy, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church and associated buildings of St Stephen's Church, Shottermill, Haslemere.

Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St Stephen's. 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 knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Provision of Families, Children's and Young People's work in this parish and with other local churches.
- Partnering with other organisations, Churches and Charities to meet needs in the local community.
- Supporting local and global partners.

Achievements and Performance

Worship and prayer

The PCC is dedicated to offering a range of services during the week and over the course of the year. These include: Sunday worship services, midweek pre-school groups, after school kids and youth groups, prayer gatherings, community lunches, community events, eco days, special seasonal events, short courses, weekly groups for adults, school services and assemblies, services & communion in the local care homes, pastoral care (including home visits), funerals and weddings. Our church buildings have been open, and the average number of worshippers are steadily increasing and almost at 2019 (pre-pandemic) levels. We continue to stream some Sunday services online.

ST STEPHEN'S SHOTTERMILL
ANNUAL REPORT
FOR THE YEAR ENDED 31st DECEMBER 2024

All are welcome to attend our regular services. At present there are 90 parishioners on the Church Electoral Roll, 48 of whom are not resident within the parish. The average weekly attendance, across the year was 80 adults and 11 children. Our 'worshipping community' is much larger and incorporates the local primary schools who join us for Harvest, Christmas and Easter services. We also take termly school assemblies. Our activities also include a monthly prayer and worship evening (Embers), a weekly Noah's Ark group with kids praise (parents and pre-school children), seasonal gatherings for our 'Seniors' group (Prime Time) and various other gathering and fundraising events in the Church.

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

Vicar, Curate and Ordinands

Rev Tim Radcliffe, has served as our Vicar since June 2023.

The Rev John Baxter has a permission to officiate (PTO) at Stephen's and provided cover for Tim, when he took his annual leave.

Louisa Mason LLM (Licenced Lay Minister) was ordained as a Deacon in July 2024. She is now serving her curacy at Elstead, Shackleford and Peper Harow. We are so grateful for her ministry at St Stephen's and wish her all the best for her curacy.

Alan Thain and Sarah Weldon continue to serve as Licensed Lay Ministers (LLMs).

Deanery Synod

Two members of the PCC, Fiona Short and Jean Leston, sat on the Godalming Deanery Synod during the year. This Deanery Synod provides the PCC with an important link between the parish and the wider structures of the church.

The Church and Associated Buildings

General ongoing maintenance is budgeted to come from general church funds and we have to repair and maintain all our properties: The Church, The Church Rooms of St Stephen's (CROSS), Glover's House Flats 2 and 3 and the 'curate's house' in Sunvale Avenue. The total cost during 2024 was £42,135 (2023 £40,819). Significant items during the year were:

Church - £11,994 masonry repointing**. CROSS** - £5,600 window replacement. **Sunvale** - £3,200 bay window replacement. **Flat 2** - £4,696 new gas boiler, oven and hob.

Redevelopment – Further consideration has been given to our plans to redevelop the Church and the Cross. Rev Tim has worked with the PCC this last year, to agree the 1st priority is to improve the Church Hall (the Cross). Taking a phased approach, phase 1 will involve new lighting and refurbishment of the Hall itself. Phase 2 will seek to look at improving accessibility to the building and improving the toilets. Phase 3 will seek to improve the kitchen and potentially increase the space and capacity of the building. Phase 3 is still to be agreed and will be done alongside the potential opportunities in the Church building itself. Work was carried out during the year to make safe and improve the outside climbing frames and garden areas.

Pastoral care

St Stephen's continues to provide pastoral care to the community through trained pastoral assistants, clergy visits and school's work. A team of volunteers also administers communion in local care homes. The church has a pastoral team headed by a trained counsellor that meets monthly and includes three Diocesan trained Pastoral Assistants.

Evangelism

St Stephen's continues to place high importance on evangelism and making a difference both locally and globally. We have worked hard to "bridge the gap" between Church and the Community, finding different ways to make connections within the parish and further afield. This has included a mixture of activity such as a community lunch (monthly), Alpha course for those interested in exploring faith, Tearfund Quiz night, Ceilidh, Roaming Nativity and hosting services for local schools.

The church continued to give financially to external partners most of which were registered charities. Further details can be seen in the Financial Review Local and Global Partnership Team section.

Ecumenical Relationships

St Stephen's works closely with other local churches through community service events such as youth work and a ministers' network.

FINANCIAL REVIEW

Examination of Accounts

Under the Charities Acts, St Stephen's Shottermill PCC is a registered charity (number 1134016) and with an income of over £250,000 in either of the last two years is required to have its Accounts examined by an independent professionally qualified accountant.

The 2024 Annual Financial Statements of the Parochial Church Council ('the Accounts') were prepared by the Treasurer and the independent examination was carried out by Sheen Stickland, Chartered Accountants, 77 Station Road, Petersfield, Hampshire GU32 3FQ.

Assets

The church and surrounding land including the graveyard are not shown as an asset in the Accounts as they are registered in the name of the Diocese and not the PCC.

Leases of Glover's House Flats 2 & 3 were acquired by St Stephen's many years ago. Both Flats 2 & 3 are let on a commercial basis. The flats were revalued during the 2023 and the current market value of £430,000 as shown on the Balance Sheet is accepted as realistic by the PCC.

The parish also owns the freehold of a residential house at 33 Sunvale Avenue (known as 'the curate's house'). The PCC accepts the current realistic market value is around £550,000.

The PCC arranges and pays for Employers Liability and contents insurance on both the Church and the CROSS, and pays buildings insurance on 33 Sunvale Avenue directly, and for Glovers House flats via its management company.

The Log Cabin and Storage Sheds were treated as additions during 2018 at their cost of £29,786 and depreciated over their expected life of at least ten years. During 2021 the old AV System was replaced at a cost of £5,250; this enables online streaming of selected services to reach a wider audience.

Income

Voluntary income

Voluntary income from donations excluding gift aid was £133,429 (2023 £118,635) which included Special Projects designated giving of £29,991 (2023 £29,806). Income, excluding Special Projects, shows an increase of 16% (2023 -2%) year on year. Income of course is not guaranteed and can fluctuate for many reasons not least of which are people moving away, unemployment, illness, retirement, and new people moving into the area. Quarterly updates are provided to the congregations showing total actual income against budget figures. Finances are discussed regularly at Standing Committee and PCC who review how best to manage our Stewardship activities to further enhance giving from the congregation.

Gift Aid

The Treasurer and Churchwardens continue to ask all givers who are taxpayers to sign a Gift Aid Declaration. Gift Aid allows us to reclaim the income tax already paid to HMRC and is worth 25% of gift aided donations received by the church.

During 2024 Gift Aid amounted to £31,426 (2023 £27,372) which included £1,532 (2023 £360) from HMRC's Gift Aid Small Donations Scheme (GASDS).

Some regular and one-off donations are made via employment (GAYE) or from CAF, Stewardship or private trusts – all of which are received 'gross' so gift aid and tax reclaims are not involved.

Other income

Other income includes rent from the commercially let Glover's House Flat 2 £9,600 (2023 £9,150), Flat 3 £10,800 (2023 £10,800), 33 Sunvale Avenue £22,200 (2023 £19,050) and CROSS hall hire £106 (2023 £7,410). Cross hall hire income from Rainbow Nursery ceased in August 2023 with the nursery's closure (2024 £nil; 2023 £7,410; 2022 £11,115).

Expenditure

Charitable Activities

Charitable Activities totalling £198,212 (2023 £190,560) are broken down into Ministry Expenses £135,472 (2023 £119,422) and Property Expenses £62,740 (2023 £71,118) to give a better understanding of the great variety and nature of expenditure by St Stephen's.

Parish Share

Parish Share paid was £67,779 (2023 £64,100). As a reminder, Parish Share is our parish's annual contribution to Guildford Diocese. As well as covering the vicar's salary and pension contributions (stipend) and vicarage (accommodation), plus any curate's stipend (but not accommodation), the parish share contributes towards the running of the Diocese and indirectly helps those parishes less fortunate and numerically strong as ourselves. Guildford Diocese is particularly strong in offering subsidised training for ordinands, local ordained ministry, licensed lay ministry, pastoral assistants, worship leaders, occasional preaching, communion assistants – to name but a few and most of which we take advantage of. During 2024 Parish Share was paid at 77% (2023 75%) of the requested amount.

Expenditure Detail

Expenditure on charitable activities as a whole was £198,212 (2023 £190,560). Main one-off items of maintenance on property assets are shown in this report above under 'The Church and Associated Buildings'.

Local and Global Partnership Team

The PCC delegates its outward giving to a PCC sub-committee whose members are drawn from both inside and outside the PCC. The church aims to give a minimum of 10% of its voluntary unrestricted income (excluding designated income), including Gift Aid, allocated by the committee to a range of Christian and secular charities and for projects based locally, nationally and overseas. During 2024 £13,000 (2023 £11,997) was given in the form of gifts and donations.

Other Outward Giving

During 2024 the church made donations out of its income for special causes from time to time, for example at Harvest (Tearfund) and Christmas (Home Start, CRY). In addition, occasionally collections are taken as leaving presents for members moving away or as fundraising for a particular cause, appeal or charity. In all these cases monies are treated as 'special collections income and payments' in the Accounts.

It is worth remembering that we also expend money on a number of causes and projects which are outwardly directed but which are not directly classified as outward giving by St Stephens. Examples of this would be significant parts of the children and youth ministries.

The CROSS (Church Hall)

As shown in note 14.2 to the Accounts, if measured on a standalone basis the CROSS shows a deficit of £15,872 (2023 deficit £5,531). Rent from Rainbow covered the majority of outgoings and was designed to broadly reflect the costs associated with that building and the proportion of time utilised by the Nursery School; also, with the school occupying the CROSS every weekday this made the hall unavailable for other outside hire. The Nursery School closed on 21st July 2023; previous income was: 2023 £7,410; 2022 £11,115. The PCC replaced most of the old windows with modern sealed unit uPVC windows at a cost of £5,600 during 2024. The intention is to modernise the hall during 2025 by replacing the lighting, soft furnishings, and redecorating, after which the objective is to generate income from hall hire.

Rainbow Nursery Pre-school

It was with reluctance the PCC had no other option but to close Rainbow at the end of summer term in July 2023. Although Rainbow had an excellent reputation and was a well-loved community asset it was not possible to recruit both a manager and assistant manager without whom the nursery could not operate legally and safely. Income and expenditure was consolidated with the church and the totals shown in notes 3.4 and 4.3 to the Accounts under 'other income' and 'other expenses', and in note 14.1 to the Accounts. In 2023 Rainbow paid the church £7,410 (2022 £11,115) for renting the CROSS five days a week during term time; rent included electricity, gas, water, some cleaning and WC supplies, use of photocopier and some admin help. The PCC aims to replace this income stream after the CROSS refurbishment mentioned above.

Funds

Note 13 to the Accounts contains full details of all the church funds. No restricted income was received during 2024 or 2023. The restricted Organ Fund has £1,734 remaining. The designated Special Projects fund has £136,372 in hand which includes during 2024 gifts totalling £18,250 given with the suggestion, without being a restriction, that they could contribute towards additional staff employment which started in September 2024.

Reserves Policy

The PCC acknowledges the church is dependent on the Lord and the support of its members and congregations and considers it unnecessary to maintain substantial free reserves. However, it is prudent to maintain the balance on General Fund at a level sufficient to cover day-to-day running expenses of at least three months and this is PCC policy. At the Balance Sheet date free reserves were £121,943 (2023 £128,045),

ADMINISTRATIVE INFORMATION

Structure, Governance and Management

The PCC 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, number 1134016.

The method of appointment of PCC members is set out in the Church Representation Rules. At St Stephen's membership of the PCC consists of the incumbent (our vicar), churchwardens, curate, LLMs registered to St Stephen’s, and members elected by those 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. New members receive initial training into the workings of the PCC. The full PCC met 6 times during the year; the PCC appoints a treasurer annually and authorises members of the Standing Committee to deal with Church affairs in between meetings.

Location

St Stephen's Church is situated in Shottermill, Haslemere. It is part of the Diocese of Guildford within the Church of England. The correspondence address is: The Church Office, St Stephen's Church, Church Road, Haslemere GU27 1NS. Registered charity number 1134016.

ST STEPHEN'S SHOTTERMILL
ANNUAL REPORT
FOR THE YEAR ENDED 31st DECEMBER 2024

PCC MEMBERSHIP

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

Role	Name	Position	Stand Down
Vicar	Rev Tim Radcliffe*#	Ex officio	
Lay Reader/LLM	Alan Thain	Ex officio	
Lay Reader/LLM	Sarah Weldon	Ex officio	
Churchwarden/ Lay Vice Chair	Peter Soar*#	Ex-officio	Annually
Churchwarden	Donna Rigby*#	Ex-officio	Annually
Churchwarden	Maura Howard	Ex-officio	2024
Deanery Synod Rep	Jean Leston	Elected (DS)	2027
Deanery Synod Rep	Fiona Short	Elected (DS)	2027
Treasurer	Noel Fairbairn*	Co-opted	Annually
PCC Secretary	Julie Fox	Co-opted	Annually
Member	Val Porteous	Elected (PCC)	2024
Member	Bill Kennedy	Elected (PCC)	2024
Member	Jill Soar	Elected (PCC)	2024
Member	Jim Honeywood	Elected (PCC)	2025
Member	Simon Burchell	Elected (PCC)	2025
Member	Nicky Lee*	Elected (PCC)	2025
Member	Jane Saunders	Elected (PCC)	2026
Member	Jane Harding	Elected (PCC)	2026
Member	Robert Noble	Elected (PCC)	Resigned July 2024
Member	Alisdair Walker	Elected (PCC)	2027
Member	Marlon Nolan	Elected (PCC)	2027
Member	Penny Goddin	Elected (PCC)	2027

*Members of the Standing Committee of the PCC at 31 December 2024
All members of the PCC are trustees of the charity; the vicar and churchwardens as managing trustees are registered with the Charity Commission.

Approved by the PCC on 7 April 2025 and signed on their behalf by lay vice-chairman of the PCC.

Peter Soar - Churchwarden

INDEPENDENT EXAMINER'S REPORT
TO THE MEMBERS OF THE PCC OF ST STEPHEN'S SHOTTERMILL

I report to the members of the PCC on my examination of the accounts of the PCC for the year ended 31st December 2024 which consists of the Statement of Financial Activities, the Balance Sheet and notes to the accounts pages 9 to 20.

Respective responsibilities of the PCC and the Examiner

As members of the PCC you are responsible for the preparation of the accounts in accordance with the requirements of the Church Accounting Regulations 2006 ("the Regulations") and the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 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 and to be found in the Regulations.

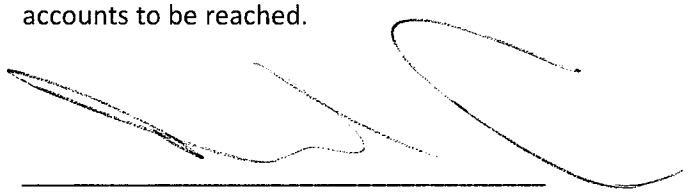
The members of the PCC consider that an audit is not required for this year under section 144(2) of the Act and that an independent examination is needed. Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Certified Accountants in England and Wales which is one of the listed bodies.

Independent Examiner's Statement

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

(1) accounting records were not kept in respect of the PCC 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.



Mr David Sanders BA (Hons) FCA BFP
Chartered Accountant
Sheen Stickland
The Engine House
77 Station Road
Petersfield
GU32 3FQ

Date: 9th April 2025

ST STEPHEN'S SHOTTERMILL PCC
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31st DECEMBER 2024

	Notes	Unrestricted Funds	Restricted Funds	Endowment Funds	Total this year 2024	Total last year 2023
		£	£	£	£	£
INCOME AND ENDOWMENTS	3					
Donations and legacies	3.1	164,855	0	0	164,855	156,007
Charitable activities	3.2	1,778	0	0	1,778	13,597
Other trading activities		0	0	0	0	0
Investment income	3.3	48,499	0	0	48,499	42,594
Separate material item of income:						
Other income	3.4	5,129	0	0	5,129	88,467
Total		**220,261**	**0**	**0**	**220,261**	**300,665**
EXPENDITURE ON	4					
Raising funds	4.1	0	0	0	0	0
Charitable activities	4.2	198,212	0	0	198,212	190,560
Separate material item of expense						
Other expense	4.3	0	0	0	0	84,359
Total		**198,212**	**0**	**0**	**198,212**	**274,919**
NET INCOME		22,049	0	0	22,049	25,746
Gains (losses) on investments		0	0	0	0	50,000
Extraordinary items		0	0	0	0	0
Transfers between funds		0	0	0	0	0
NET MOVEMENT IN FUNDS		**22,049**	0	0	**22,049**	**75,746**
Reconciliation of funds:						
Total funds brought forward		1,216,266	1,734	0	1,218,000	1,142,129
TOTAL FUNDS CARRIED FORWARD		**1,238,315**	**1,734**	**0**	**1,240,049**	**1,217,875**

ST STEPHEN'S SHOTTERMILL PCC
BALANCE SHEET AT 31st DECEMBER 2024

	Notes	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	31st December 2024 £	31st December 2023 £
FIXED ASSETS						
Tangible assets	9	988,938	0	0	988,938	991,916
Total Fixed Assets		**988,938**	0	0	**988,938**	**991,916**
CURRENT ASSETS						
Debtors & prepayments	10	10,339	0	0	10,339	12,081
Cash at bank		245,745	1,734	0	247,479	222,866
Total Current Assets		**256,084**	**1,734**	0	**257,818**	**234,947**
CURRENT LIABILITIES						
Creditors & accruals: amounts falling due within one year	11	6,707	0	0	6,707	8,988
Net Current Assets		**249,377**	**1,734**	0	**251,111**	**225,959**
Total Assets less Current Liabilities		**1,238,315**	**1,734**	0	**1,240,049**	**1,217,875**
Creditors: amount falling due after one year		0	0	0	0	0
Provisions for liabilities & charges		0	0	0	0	0
NET ASSETS		**1,238,315**	**1,734**	0	**1,240,049**	**1,217,875**
represented by:						
FUNDS OF THE CHARITY	13					
General fund		121,942	0	0	121,942	128,045
Designated funds		1,116,373	0	0	1,116,373	1,088,096
Restricted income funds		0	1,734	0	1,734	1,734
Endowment funds			0	0	0	0
TOTAL FUNDS		**1,238,315**	**1,734**	-	**1,240,049**	**1,217,875**

Signed by two trustees on behalf of all the trustees:

Peter Soar - Churchwarden — Date: 7 April 2025

Donna Rigby - Churchwarden — Date: 07.04.25

Note 1 Summary of significant accounting policies

a) General information and basis of preparation.

The PCC is a registered charity in England. The nature of the charity's operations and principal activities are shown in the annual report.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) the Charities Act 2011, and UK Generally Accepted Practice.

The charity has taken advantage in the provisions in the Charities SORP for smaller charities, not to prepare a statement of cash flows.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

b) Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Note 2 Accounting policies

This standard list of accounting policies has been applied by the charity. Where a different or additional policy has been adopted then this is detailed in the notes below.

INCOMING RESOURCES

Recognition of incoming resources. These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Incoming resources with related expenditure. Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SOFA.

Grants and donations. Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Tax reclaims on donations and gifts. Incoming resources from tax reclaims are included in the SOFA at the same time as the gift to which they relate.

Gifts in kind. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts of assets are included at market value.

Donated services and facilities. These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

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

Investment income. This is included in the accounts when receivable.

Investment gains and losses. This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

EXPENDITURE AND LIABILITIES

Liability recognition. Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

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

ASSETS

Tangible fixed assets for use by charity. These are capitalised if they can be used for more than one year, and cost at least £1,000. They are valued at cost or a reasonable value on receipt.

Investments. Investment assets are included at trustees' best estimate of market value.

Depreciation. Leasehold and freehold properties are not depreciated. Office equipment is fully depreciated over three years. Fixtures and fittings are fully depreciated over ten years or the life of the asset if less.

ST STEPHEN'S SHOTTERMILL PCC
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st DECEMBER 2024

Note 3 Income; all funds consolidated

	2024		2023	
	£	£	£	£
3.1 Donations and legacies				
Donations - CAF, GAYE & trusts	3,362		6,200	
Donations - gift aid monthly	89,142		75,749	
Donations - no gift aid monthly	6,942		5,088	
Cash collections	3,307		2,198	
One off gifts - gift aid	28,760		28,110	
One off gifts - no gift aid	1,916		1,290	
Legacies	0		10,000	
Tax recoverable	31,426	164,855	27,372	156,007
3.2 Charitable Activities				
Cross hall hire	106		7,410	
Service fees	396		1,750	
Special collections income	1,067		4,281	
Special Projects activities	209	1,778	156	13,597
3.3 Investment Income				
Bank interest	5,899		3,594	
Glovers House Flat 2 income	9,600		9,150	
Glovers House Flat 3 income	10,800		10,800	
33 Sunvale Avenue	22,200	48,499	19,050	42,594
3.4 Other Income				
Rainbow fee income	348		77,966	
Rainbow other income	0		588	
Donations for Rainbow assets	0		1698	
Guildford Diocese energy grant	0		1,000	
Congregation Energy Appeal	0		5,215	
Church Grant towards Mission	4,000		2,000	
Other income	781	5,129	0	88,467
		220,261		300,665

Note 4. Expenditure; all funds consolidated

	2024		2023	
	£	£	£	£
4.1 COST OF RAISING FUNDS				
Stewardship costs		0		0
4.2a MINISTRY EXPENSES				
Parish Contribution to Diocese		67,779		64,100
Salaries & NIC				
Youth & Children's Pastor	9,240		0	
Pre-Shool Pastor	2,767		0	
Church Administrator	20,990		22,276	
Pension contributions	889		608	
Payroll bureau	623	34,509	559	23,443
Personal Expenses				
Vicar	373		300	
Pastors	214	587	0	300
Parish Ministry				
Church Services				
Worship & music group	2,186		517	
Publicity & website	701		438	
Clergy fees	0		0	
Speakers fees, gifts, travel	79		0	
Upkeep of Service	1,892	4,858	1,346	2,301
Community Outreach				
Community resources	379		0	
Social & Hospitality	2,047	2,426	817	817
Youth & Children's work				
Noah's Ark	0		0	
Breakout	919		252	
Rainbow pre-school	0		1,054	
Liquid Youth	0		0	
Training, books & resources	93	1,012		1,306
Training, books & materials				
Ordinand training grants	0		0	
Training - courses, accom & travel	576		614	
Books and resource materials	342	918	71	685
Mission & Giving				
Special collections payments	1,067		4,281	
Home	3,250		3,142	
Overseas	9,750	14,067	8,855	16,278
Church Office				
Office telephone	638		593	
Office sundry costs	29		0	
Copy costs and paper supplies	872		789	
Bank charges	60		61	
Postage & carriage	46		71	
Stationery & office equipment	232		207	
Computer expenses & software	2,476		1,528	
Staff recruitment & DBS checks	305		795	
Independent Examiner fee	1,680		1,440	
Depreciation of assets	2,978	9,316	4,728	10,212
		135,472		119,442

ST STEPHEN'S SHOTTERMILL PCC
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st DECEMBER 2024

Note 4. Expenditure (continued); all funds consolidated

	2024		2023	
	£	£	£	£
4.2b PROPERTY EXPENSES				
Church Property Expenses				
Repairs & maintenance	16,375		10,712	
Architect's fees	0		1,161	
Cleaning	1,565		1,560	
Electricity	2,357		1,898	
Gas	4,240		8,857	
Water	242		108	
Insurance	2,348	27,127	2,277	26,573
CROSS Property Expenses				
Electricity	1,552		1,944	
Gas	1,579		2,937	
Water	849		1,572	
Insurance	1,565		1,455	
Cleaning	1,941		3,111	
Repairs & maintenance	8,492	15,978	1,922	12,941
Other Property Expenses				
Flat 2	7,905		17,612	
Flat 3	3,638		1,323	
Vicarage	2,367		3,419	
Sunvale - repairs & maintenance	5,725	19,635	9,250	31,604
		62,740		71,118

4.3 OTHER EXPENSES		
Rainbow admin, fees, training	0	796
Rainbow equipment, materials, stationery	0	1,301
Rainbow food and milk	0	5
Rainbow salaries, NIC and payroll costs	0	70,856
Rainbow - other expenses	0	11,401
	0	84,359

ST STEPHEN'S SHOTTERMILL PCC
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st DECEMBER 2024

Note 4 Expenditure (continued); all funds consolidated

	2024 £	2023 £
EXPENDITURE SUMMARY		
4.1 Cost of Raising Funds	0	0
4.2 Charitable Activities		
4.2a Ministry expenses	135,472	119,442
4.2b Property expenses	62,740	71,118
	198,212	190,560
4.3 Other Expenses	0	84,359
Total expenditure	198,212	274,919

5. SUPPORT COSTS

	2024 £	2023 £
Total support costs	0	0

6. DETAILS OF CERTAIN ITEMS OF EXPENDITURE

6.1 Trustee Expenses

Details of the amount of any payment or reimbursement of out-of-pocket expenses made to trustees or to a third party for expenses incurred by trustees.in the performance of their duties.

	2024 £	2023 £
Number of trustees who were paid expenses	1	1
Vicar	373	300
	£373	£300

6.2 Independent Examination fees

	2024 £	2023 £
Independent Examination fees	£1,680	£1,440

7. PAID EMPLOYEES

7.1 Staff Costs

	2024	2023
PCC	**£**	**£**
Wages & salaries	32,572	20,678
Employer's NIC	425	1,598
Employer's pension contributions	889	608
	33,886	22,884
RAINBOW		
Wages & salaries	0	68,214
Employer's NIC	0	163
Employer's pension contributions	0	1,786
	0	70,163
	£33,886	£93,047

No employees received total employee benefits of more than £60,000

7.2 Staff Numbers

Average number of employees engaged
in each of the following activities:

	2024	2023
Fundraising	0	0
Charitible Activities	1	1
Governance	0	0
Rainbow	0	5
	1	6

8. GRANT MAKING

None.

9. TANGIBLE ASSETS

	Leasehold Property	Freehold Property	Office Equipment	Fixtures and Fittings	Total
	£	£	£	£	£
1st January 2024 b/fwd	430,000	550,000	0	11,916	991,916
Additions	0	0	0	0	0
Revaluations	0	0	0	0	0
Disposals	0	0	0	0	0
Depreciation	0	0	0	2,978	2,978
31st December 2024 c/fwd	430,000	550,000	0	8,938	988,938

The PCC owns the leasehold of Glovers House flats 2 & 3; both flats are let at a commercial rent. Flat 2 bathroom and electrics were totally refurbished in 2023, after which a valuation was obtained, which resulted in a market value uplift of £50,000 for both flats. The historical cost of the leasehold property is £260,000.

The PCC also owns the freehold of 33 Sunvale Avenue, Haslemere, Surrey GU27 1PJ which is used by curates when training in the parish, but during 2024 was let at a commercial rent. All properties have been revalued in the past three years and the PCC are satisfied this is still a reasonable guide to current market value.

The two leasehold flats and the freehold house are investment assets of the parish, however their actual use changes from time to time with a combination of accommodation for a curate, accommodation for church employees, and commercial lets.

10. DEBTORS AND PREPAYMENTS

	2024	2023
	£	£
Recoverable Gift Aid	5,905	6,589
Prepayments and accrued income	4,434	5,492
	10,339	12,081

11. CREDITORS AND ACCRUALS

Amounts falling due within one year

	2024	2023
	£	£
Accruals and deferred income	6,707	8,988
	6,707	8,988

12. TRANSACTIONS WITH RELATED PARTIES

None

13. SUMMARY OF FUNDS AND MOVEMENTS

The following funds were in existence during the year and showed movements:

Fund name	Type of fund	Use of fund
Organ Fund	Restricted	Repair and maintenance of church organ
Glovers Flats	Designated	Market value of two flats owned by the church
Sunvale	Designated	Market value of residential property owned by the church
Rainbow Nursery	Designated	To provide working capital for running of nursery school
Special Projects	Designated	Special projects as specified by PCC from time to time
General Fund	Undesignated	General purposes

Classification of Funds

Restricted	Donations given for a specific purpose; funds can be used only for this purpose.
Designated	General donations which the PCC wishes to earmark for particular uses and which can be reallocated by them as the need arises.
Undesignated	General donations which are used for any charitable activity.

Movements in Funds 2024

Fund name	b/forward 01.01.24	Income	Revaluation	Expenditure	Transfers	c/forward 31.12.24
	£	£	£	£	£	£
Organ	1,734	0	0	0	0	1,734
Glovers	430,000	0	0	0	0	430,000
Sunvale	550,000	0	0	0	0	550,000
Rainbow	0	0	0	0	0	0
Projects	108,096	40,283	0	-12,007	0	136,372
General	128,045	179,978	0	-186,080	0	121,943
	1,217,875	220,261	0	-198,087	0	1,240,049

Movements in Funds 2023

Fund name	b/forward 01.01.23	Income	Revaluation	Expenditure	Transfers	c/forward 31.12.23
	£	£	£	£	£	£
Organ	1,734	0	0	0	0	1,734
Glovers	380,000	0	50,000	0	0	430,000
Sunvale	550,000	0	0	0	0	550,000
Rainbow	10,639	78,554	0	84,359	-4,834	0
Projects	59,203	48,893	0	0	0	108,096
General	140,553	173,218	0	190,560	4,834	128,045
	1,142,129	300,665	50,000	274,919	0	1,217,875

During the year £4,834, being Rainbow bank balance on nursery closure, was transferred to Church General Fund.

14. ADDITIONAL DISCLOSURES

The following are significant matters that are not shown elsewhere in the Financial Statements:

14.1 Rainbow Nursery Pre-school

As Rainbow was wholly owned by the St Stephen's Church, its accounts were fully consolidated with those of the Church. Rainbow Nursery closed at the end of academic year 2022/23 on 21st July 2023.

	2024	2023
	£	£
Income from external sources	0	78,554
Expenditure on external items	0	76,949
Rent for Cross Hall paid to St Stephen's	0	7,410
	0	84,359
Deficit for the year	0	-5,805

14.2 CROSS Hall

	2024	2023
	£	£
Rent received externally	**106**	**0**
Rent received from Rainbow	0	7,410
	106	7,410
Maintenance and repairs	8,492	1,922
Gas, electricity and water	3,980	6,453
Insurance	1,565	1,455
Cleaning and waste disposal	1,941	3,111
	15,978	12,941
Deficit for the year	-15,872	-5,531

15. COMPARATIVE FIGURES 2023 BY FUND TYPE

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 2023
Income and Endowments	£	£	£	£
Donations and legacies	156,007	0	0	156,007
Charitable activities	13,597	0	0	13,597
Investment income	42,594	0	0	42,594
Other income	88,467	0	0	88,467
Total	**300,665**	**0**	**0**	**300,665**
Expenditure on				
Raising funds	0	0	0	0
Charitable activities	190,560	0	0	190,560
Other expenses	84,359	0	0	84,359
Total	**274,919**	**0**	**0**	**274,919**
Net Income	25,746	0	0	25,746
Gains (losses) on investments	50,000	0	0	50,000
Net movement in funds	75,746	0	0	75,746
Funds brought forward	1,140,395	1,734	0	1,142,129
Total funds carried forward	**1,216,141**	**1,734**	**0**	**1,217,875**

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST STEPHEN`S, SHOTTER

England & Wales - Charity number 1134016

Accounts

St Stephen's Shottermill

Annual Financial Statements of the Parochial Church Council

for the year ended
31st December 2023

(Registered charity number 1134016)

Bankers

CAF Bank

25 Kings Hill Avenue

Kings Hill

West Malling

Kent ME19 4JQ

Independent Examiner

Mr David Sanders BA (Hons) FCA BFP

Sheen Stickland

The Engine House

77 Station Road

Petersfield

Hampshire GU32 3EL

ST STEPHEN'S SHOTTERMILL
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st DECEMBER 2023

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ST STEPHEN'S SHOTTERMILL
ANNUAL REPORT
FOR THE YEAR ENDED 31st DECEMBER 2023

The Members of the Parochial Church Council (PCC) present their report together with the financial statements for the year ending 31st December 2023. The members of the PCC have adopted the provisions of the Statement of Recommended Practise (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

Aim and Purposes

St Stephen's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, or wardens during a vacancy, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church and associated buildings of St Stephen's Church, Shottermill, Haslemere.

Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St Stephen's. 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 knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Provision of Children's and Young People's work in this parish and with other local churches.
- Provision of a Nursery Pre-school (closed 21st July 2023).
- Supporting local and global partners.

Achievements and Performance

Worship and prayer

The PCC is dedicated to offering a range of services during the week and over the course of the year. These range from Morning Prayer, evening reflections, services for children, Praise & Prayer and regular Sunday worship services.

Our church buildings have been open, but numbers of worshippers have not yet recovered to pre-covid levels; we continue to stream some Sunday services online.

All are welcome to attend our regular services. At present there are 90 parishioners on the Church Electoral Roll, 48 of whom are not resident within the parish. The average weekly attendance, counted during October, was 65 adults and 9 children. In particular, there are separate events for children not included in the "October Count". Our 'worshipping community' is much larger and has incorporated such activities as Kids Praise (monthly service for our Rainbow Nursery children and parents), Noah's Ark (parents and toddlers), Prime Time and various gathering and fundraising events in the Church.

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

Vicar, Curate and Ordinands

After a vacancy of 10 months we were very pleased to welcome our new vicar Rev Tim Radcliffe, instituted by Rt Revd Andrew Watson, Bishop of Guildford and inducted and installed by the Venerable Paul Davies, Archdeacon of Surrey, which took place on 15th June 2023.

Meanwhile Louisa Mason LLM (Licenced Lay Minister) has been training for ordination at Sarum College since September 2022.

Sarah Weldon was licenced as a LLM at a service held at St Stephen's on 24th June 2023, presided over by Rt Revd Andrew Watson, Bishop of Guildford

Deanery Synod

Two members of the PCC, Fiona Short and Jean Leston, sat on the Godalming Deanery Synod during the year. This Deanery Synod provides the PCC with an important link between the parish and the wider structures of the church. We were able to access mission funding from them to support a new evangelistic event over Christmas (Roaming Nativity), which was a great success.

The Church and Associated Buildings

General ongoing maintenance is budgeted to come from general church funds and we have to repair and maintain all our properties: The Church, The Church Rooms of St Stephen's (CROSS), Glover's House Flats 2 and 3 and the 'curate's house' in Sunvale Avenue. The total cost during 2023 was £40,819 (2022 £11,472). Significant items during the year were:

Church - £4,502 churchyard gates replacement; £3,355 electrical works; **Sunvale** - £7,228 patio replacement; £1,345 carpet replacement. **Flat 2** - £16,611 refurbishment of bathroom and consumer unit.

Redevelopment - the congregation is aware of and has been consulted on potential redevelopment of the CROSS and the Church. The intention is to take a phased approach to redevelopment, beginning with installation of an accessible toilet and new office space which will allow us to expand our use of the church building in the week. Providing these basic facilities in the same building as the events will mean we are able to host many more activities, such as coffee mornings, social and discipleship groups and community events. Due to vacancy in the first half of the year with our new vicar then joining us no further action was taken during 2023.

Pastoral care

St Stephen's continues to provide pastoral care to the community through trained pastoral assistants, clergy visits and schools work. A team of volunteers also administers communion in local care homes. The church has a pastoral team headed by a trained counsellor that meets monthly and includes three Diocesan trained Pastoral Assistants.

Evangelism

St Stephen's continues to place high importance on evangelism and making a difference both locally and globally. We have worked hard to "bridge the gap" between Church and the Community, finding different ways to make connections within the parish and further afield. This has included a mixture of activity such as a community lunch (monthly) and an Alpha course for those interested in exploring faith.

The church continued to give financially to external partners most of which were registered charities. Further details can be seen in the Financial Review Local and Global Partnership Team section.

Ecumenical Relationships

St Stephen's works closely with other local churches through community service events such as youth work and a ministers' network and now we have a new vicar relationships will be strengthened.

FINANCIAL REVIEW

Examination of Accounts

Under the Charities Acts, St Stephen's Shottermill PCC is a registered charity (number 1134016) and with an income of over £250,000 is required to have its Accounts examined by an independent professionally qualified accountant.

The 2023 Annual Financial Statements of the Parochial Church Council ('the Accounts') were prepared by the Treasurer and the independent examination was carried out by Sheen Stickland, Chartered Accountants, 77 Station Road, Petersfield, Hampshire GU32 3FQ.

Assets

The church and surrounding land including the graveyard are not shown as an asset in the Accounts as they are registered in the name of the Diocese and not the PCC.

Leases of Glover's House Flats 2 & 3 were acquired by St Stephen's many years ago. Both Flats 2 & 3 are let on a commercial basis. The flats were revalued during the year and the current market value of £430,000 (2022: £380,000) as shown on the Balance Sheet is accepted as realistic by the PCC.

The parish also owns the freehold of a residential house at 33 Sunvale Avenue (known as 'the curate's house'). The PCC accepts the current realistic market value is around £550,000 (£550,000).

The PCC arranges and pays for Employers Liability and contents insurance on both the Church and the CROSS, and pays buildings insurance on 33 Sunvale Avenue directly, and for Glovers House flats via its management company.

The Log Cabin and Storage Sheds were treated as additions during 2018 at their cost of £29,786 and depreciated over their expected life of at least ten years. During 2021 the old AV System was replaced at a cost of £5,250; this enables online streaming of selected services to reach a wider audience.

Income

Voluntary income

Voluntary income from donations excluding gift aid was £118,635 (2022 £112,194) which included Special Projects designated giving of £29,806 (2022 £21,567). Income, excluding Special Projects, shows a reduction of 2% (2022 24%) year on year. Income of course is not guaranteed and can fluctuate for many reasons not least of which are people moving away, unemployment, illness, retirement, and new people moving into the area. Not having an incumbent during the first half of 2023 shows in the figures. Quarterly updates are provided to the congregations showing total actual income against budget figures. Finances are discussed regularly at Standing Committee and PCC who review how best to manage our Stewardship activities to further enhance giving from the congregation.

Gift Aid

The Treasurer and Churchwardens continue to ask all givers who are taxpayers to sign a Gift Aid Declaration. Gift Aid allows us to reclaim the income tax already paid to HMRC and is worth 25% of gift aided donations received by the church.

During 2023 Gift Aid amounted to £27,372 (2022 £25,066) which included £360 (2022 £168) from HMRC's Gift Aid Small Donations Scheme (GASDS).

Some regular and one-off donations are made via employment (GAYE) or from CAF, Stewardship or private trusts – all of which are received 'gross' so gift aid and tax reclaims are not involved.

Other income

During the year a legacy of £10,000 was received which the PCC designated to special projects. Other income includes rent from the commercially let Glover's House Flat 2 £9,150 (2022 £8,800), Flat 3 £10,800 (2022 £10,800), 33 Sunvale Avenue £19,050 (2022 £18,000) and CROSS hall hire £7,410 (2022 £11,235). During 2023 CROSS hall hire was £7,410 from Rainbow Nursery which ceased in August 2023 due to the nursery's closure.

Expenditure

Charitable Activities

Charitable Activities totalling £190,560 (2022 £158,989) are broken down into Ministry Expenses £119,442 (2022 £128,913) and Property Expenses £71,118 (2022 £30,076) to give a better understanding of the great variety and nature of expenditure by St Stephen's.

Parish Share

Parish Share paid was £64,100 (2022 £70,319). As a reminder, Parish Share is our parish's annual contribution to Guildford Diocese. As well as covering the vicar's salary and pension contributions (stipend) and vicarage (accommodation), plus any curate's stipend (but not accommodation), the parish share contributes towards the running of the Diocese and indirectly helps those parishes less fortunate and numerically strong as ourselves. Guildford Diocese is particularly strong in offering subsidised training for ordinands, local ordained ministry, licensed lay ministry, pastoral assistants, worship leaders, occasional preaching, communion assistants – to name but a few and most of which

we take advantage of. During 2023 due to the income drop of 24% in 2022 and 2% in 2023 (see 'Voluntary income' above) Parish Share was paid at 75% of the requested amount.

Expenditure Detail

Expenditure on charitable activities as a whole was £190,560 (2022 £158,989). Main one-off items of maintenance on property assets are shown in this report above under 'The Church and Associated Buildings'.

Local and Global Partnership Team

The PCC delegates its outward giving to a PCC sub-committee whose members are drawn from both inside and outside the PCC. The vicar is a permanent member. The church aims to give a minimum of 10% of its voluntary unrestricted income (excluding designated income), including Gift Aid, allocated by the committee to a range of Christian and secular charities and for projects based locally, nationally and overseas. During 2023 £11,997 (2022 £13,146) was given in the form of gifts and donations.

Other Outward Giving

During 2023 the church made donations out of its income for special causes from time to time, for example at Harvest (Tearfund) and Christmas (World Vision, Home for Good). In addition, occasionally collections were taken for specific purposes eg Ukraine, Christian Aid, Bishop of Guilford's Fund; Rev John Baxter (leaving present after serving the church in vacancy); Rev T Radcliffe and family (welcome to the parish). In addition, occasionally collections are taken as leaving presents for members moving away or as fundraising for a particular cause or charity. In all these cases monies are treated as 'special collections income and payments' in the Accounts.

It is worth remembering that we also expend money on a number of causes and projects which are outwardly directed but which are not directly classified as outward giving by St Stephens. Examples of this would be significant parts of the children and youth ministries.

The CROSS (Church Hall)

As shown in note 14.2 to the Accounts, if measured on a standalone basis the CROSS shows a deficit of £5,531 (2022 deficit £4,701). Rent from Rainbow amounted to £7,410 (2022 £11,115) and from elsewhere £nil (2022 £120). Rainbow "rent" is designed to broadly reflect the costs associated with that building and the proportion of time utilised by the Nursery School; also, with the school occupying the CROSS every weekday this makes it unavailable for other outside hire. The Nursery School closed on 21st July 2023 and the PCC intends refurbishing and modernising during 2024.

Rainbow Nursery Pre-school

Under its manager Kim Windebank, Rainbow aimed to operate on a financially self-sustaining basis although with some extra support from the church. Oversight was provided by a steering committee appointed by the PCC comprising the vicar and churchwardens, with others co-opted as the need arises. This met at least once per term. Income and expenditure is consolidated with the church and totals show in notes 3.4 and 4.3 to the Accounts under 'other income' and 'other expenses', and in note 14.1 to the Accounts. Rainbow operated a separate bank account for ease of day-to-day administration. It paid the church £7,410 for rent of the CROSS five days a week; rent included electricity, gas, water, some cleaning and WC supplies, use of photocopier and some admin help. A deficit was recorded of £5,805 (2022 surplus £4,131 but this was after the SCC Early Years Recovery Fund grant of £7,500). The church further helped by letting Rainbow claim all the £5,000 HMRC annual

employment allowance (offsets employer's NIC). The nursery manager gave in her notice for the end of academic year 2022/23 after over 18 years as an employee; although Rainbow had an excellent reputation and was a well-loved community asset it was not possible to recruit both a manager and assistant manager without whom the nursery could not operate legally and safely. It was with reluctance the PCC had no other option but to close at the end of summer term in July 2023.

Funds

Note 13 to the Accounts contains full details of all the church funds. No restricted income was received during 2022 or 2023. The restricted Organ Fund has £1,734 remaining. The designated Special Projects fund has £108,096 in hand which includes during 2023 a gift of £20,000 plus gift aid; and a gift of £6,000 plus gift aid and a church grant of £2,000 both with the suggestion, without being a restriction, that they could contribute towards additional staff employment starting during 2024.

Reserves Policy

The PCC acknowledges the church is dependent on the Lord and the support of its members and congregations and considers it unnecessary to maintain substantial free reserves. However, it is prudent to maintain the balance on General Fund at a level sufficient to cover day-to-day running expenses of at least three months and this is PCC policy. At the Balance Sheet date free reserves were £128,045 (2022 £140,553),

ADMINISTRATIVE INFORMATION

Structure, Governance and Management

The PCC 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, number 1134016.

The method of appointment of PCC members is set out in the Church Representation Rules. At St Stephen's membership of the PCC consists of the incumbent (our vicar), churchwardens, curate, LLMs registered to St Stephen's, and members elected by those 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. New members receive initial training into the workings of the PCC. The full PCC met 6 times during the year; the PCC appoints a treasurer annually and authorises members of the Standing Committee to deal with Church affairs in between meetings.

Location

St Stephen's Church is situated in Shottermill, Haslemere. It is part of the Diocese of Guildford within the Church of England. The correspondence address is: The Church Office, St Stephen's Church, Church Road, Haslemere GU27 1NS. Registered charity number 1134016.

ST STEPHEN'S SHOTTERMILL
ANNUAL REPORT
FOR THE YEAR ENDED 31st DECEMBER 2023

PCC MEMBERSHIP

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

Role	Name	Position	Stand Down
Vicar	Rev Tim Radcliffe*#	Ex officio	
Interim Priest	Rev John Baxter		15 June 2023
Lay Reader/LLM	Louisa Mason	Ex officio	Resigned 7 July 2023
Lay Reader/LLM	Alan Thain	Ex officio	
Lay Reader/LLM	Sarah Weldon	Ex officio	
Churchwarden/ Lay Vice Chair	Peter Soar*#	Ex-officio	Annually
Churchwarden	Maura Howard*#	Ex-officio	Annually
Deanery Synod Rep	Jean Leston	Elected (DS)	2024
Deanery Synod Rep	Fiona Short	Elected (DS)	2024
Treasurer	Noel Fairbairn*	Co-opted	Annually
PCC Secretary	Julie Fox*		
Member	Brian Baker	Elected (PCC)	2023
Member	Hilary Bicknell	Elected (PCC)	2023
Member	Penelope Cave	Elected (PCC)	2023
Member	Val Porteous	Elected (PCC)	2024
Member	Bill Kennedy	Elected (PCC)	2024
Member	Jill Soar	Elected (PCC)	2024
Member	Jim Honeywood	Elected (PCC)	2025
Member	Simon Burchell	Elected (PCC)	2025
Member	Nicky Lee	Elected (PCC)	2025
Member	Jane Saunders	Elected (PCC)	2026
Member	Jane Harding	Elected (PCC)	2026
Member	Robert Noble	Elected (PCC)	2026

*Members of the Standing Committee of the PCC at 31 December 2023
All members of the PCC are trustees of the charity; the vicar and churchwardens as managing trustees are registered with the Charity Commission.

Approved by the PCC on 19 Feb 2024 and signed on their behalf by lay vice-chairman of the PCC.

Peter Soar

Peter Soar - Churchwarden

INDEPENDENT EXAMINER'S REPORT
TO THE MEMBERS OF THE PCC OF ST STEPHEN'S SHOTTERMILL

I report to the members of the PCC on my examination of the accounts of the PCC for the year ended 31st December 2023 which consists of the Statement of Financial Activities, the Balance Sheet and notes to the accounts pages 9 to 20.

Respective responsibilities of the PCC and the Examiner

As members of the PCC you are responsible for the preparation of the accounts in accordance with the requirements of the Church Accounting Regulations 2006 ("the Regulations") and the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 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 and to be found in the Regulations.

The members of the PCC consider that an audit is not required for this year under section 144(2) of the Act and that an independent examination is needed. Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Certified Accountants in England and Wales which is one of the listed bodies.

Independent Examiner's Statement

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

(1) accounting records were not kept in respect of the PCC 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.

Mr David Sanders BA (Hons) FCA BFP
Chartered Accountant
Sheen Stickland
The Engine House
77 Station Road
Petersfield
GU32 3FQ

Date: 8th March 2024.

ST STEPHEN'S SHOTTERMILL PCC
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31st DECEMBER 2023

	Notes	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total this year 2023 £	Total last year 2022 £
INCOME AND ENDOWMENTS	3					
Donations and legacies	3.1	156,007	0	0	156,007	137,260
Charitable activities	3.2	13,597	0	0	13,597	15,008
Other trading activities		0	0	0	0	0
Investment income	3.3	42,594	0	0	42,594	38,260
Separate material item of income:						
Other income	3.4	88,467	0	0	88,467	100,572
Total		**300,665**	**0**	**0**	**300,665**	**291,100**
EXPENDITURE ON	4					
Raising funds	4.1	0	0	0	0	0
Charitable activities	4.2	190,560	0	0	190,560	158,989
Separate material item of expense						
Other expense	4.3	84,359	0	0	84,359	95,441
Total		**274,919**	**0**	**0**	**274,919**	**254,430**
NET INCOME		25,746	0	0	25,746	36,670
Gains (losses) on investments		50,000	0	0	50,000	100000
Extraordinary items		0	0	0	0	0
Transfers between funds		0	0	0	0	0
NET MOVEMENT IN FUNDS		**75,746**	0	0	**75,746**	**136670**
Reconciliation of funds:						
Total funds brought forward		1,140,395	1,734	0	1,142,129	1,005,459
TOTAL FUNDS CARRIED FORWARD		**1,216,141**	**1,734**	**0**	**1,217,875**	**1,142,129**

ST STEPHEN'S SHOTTERMILL PCC
BALANCE SHEET AT 31st DECEMBER 2023

	Notes	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	31st December 2023 £	31st December 2022 £
FIXED ASSETS						
Tangible assets	9	991,916	0	0	991,916	946,644
Total Fixed Assets		**991,916**	0	0	**991,916**	**946,644**
CURRENT ASSETS						
Debtors & prepayments	10	12,081	0	0	12,081	12,682
Cash at bank		221,132	1,734	0	222,866	191,782
Total Current Assets		**233,213**	**1,734**	0	**234,947**	**204,464**
CURRENT LIABILITIES						
Creditors & accruals: amounts falling due within one year	11	8,988	0	0	8,988	8,979
Net Current Assets		**224,225**	**1,734**	0	**225,959**	**195,485**
Total Assets less Current Liabilities		**1,216,141**	**1,734**	0	**1,217,875**	**1,142,129**
Creditors: amount falling due after one year		0	0	0	0	0
Provisions for liabilities & charges		0	0	0	0	0
NET ASSETS		**1,216,141**	**1,734**	0	**1,217,875**	**1,005,459**
represented by:						
FUNDS OF THE CHARITY	13					
General fund		128,045	0	0	128,045	151,247
Designated funds		1,088,096	0	0	1,088,096	989,148
Restricted income funds		0	1,734	0	1,734	1,734
Endowment funds			0	0	0	0
TOTAL FUNDS		**1,216,141**	**1,734**	0	**1,217,875**	**1,142,129**

Signed by two trustees on behalf of all the trustees:

Peter Soar - Churchwarden — 3 mar 2024 — Date

Noel Fairbairn - Treasurer — 3 March 2024 — Date

Note 1 Summary of significant accounting policies

a) General information and basis of preparation.

The PCC is a registered charity in England. The nature of the charity's operations and principal activities are shown in the annual report.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) the Charities Act 2011, and UK Generally Accepted Practice.

The charity has taken advantage in the provisions in the Charities SORP for smaller charities, not to prepare a statement of cash flows.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

b) Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Note 2 Accounting policies

This standard list of accounting policies has been applied by the charity. Where a different or additional policy has been adopted then this is detailed in the notes below.

INCOMING RESOURCES

Recognition of incoming resources. These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Incoming resources with related expenditure. Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SOFA.

Grants and donations. Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Tax reclaims on donations and gifts. Incoming resources from tax reclaims are included in the SOFA at the same time as the gift to which they relate.

Gifts in kind. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts of assets are included at market value.

Donated services and facilities. These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

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

Investment income. This is included in the accounts when receivable.

Investment gains and losses. This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

EXPENDITURE AND LIABILITIES

Liability recognition. Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

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

ASSETS

Tangible fixed assets for use by charity. These are capitalised if they can be used for more than one year, and cost at least £1,000. They are valued at cost or a reasonable value on receipt.

Investments. Investment assets are included at trustees' best estimate of market value.

Depreciation. Leasehold and freehold properties are not depreciated. Office equipment is fully depreciated over three years. Fixtures and fittings are fully depreciated over ten years or the life of the asset if less.

ST STEPHEN'S SHOTTERMILL PCC
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st DECEMBER 2023

Note 3 Income; all funds consolidated

	2023		2022	
	£	£	£	£
3.1 Donations and legacies				
Donations - CAF, GAYE & trusts	6,200		6,395	
Donations - gift aid monthly	75,749		79,565	
Donations - no gift aid monthly	5,088		4,676	
Cash collections	2,198		1,188	
One off gifts - gift aid	28,110		20,000	
One off gifts - no gift aid	1,290		370	
Legacies	10,000		-	
Tax recoverable	27,372	156,007	25,066	137,260
3.2 Charitable Activities				
Cross hall hire	7,410		11,235	
Service fees	1,750		2,166	
Special collections income	4,281		1,470	
Special Projects activities	156	13,597	137	15,008
3.3 Investment Income				
Bank interest	3,594		660	
Glovers House Flat 2 income	9,150		8,800	
Glovers House Flat 3 income	10,800		10,800	
33 Sunvale Avenue	19,050	42,594	18,000	38,260
3.4 Other Income				
Rainbow fee income	77,966		91,592	
Rainbow SCC Early Years Recover	-		7500	
Rainbow other income	588		480	
	78,554		99,572	
Guildford Diocese energy grant	1,000		1,000	
Congregation Energy Appeal	5,215		0	
Church Grant towards Mission	2,000		0	
Donations for Rainbow assets	1,698	88,467	0	100,572
		300,665		291,100

Note 4. Expenditure; all funds consolidated

	2023		2022	
	£	£	£	£
4.1 COST OF RAISING FUNDS				
Stewardship costs		-		-
4.2a MINISTRY EXPENSES				
Parish Contribution to Diocese		64,100		70,319
Salaries & NIC				
Youth & Children's Minister	0		7,483	
Church Administrator	22,276		21,125	
Pension contributions	608		709	
Payroll bureau	559	23,443	540	29,857
Personal Expenses				
Vicar	300		-	
Curate & ordinands	-		-	
Youth & Children's Minister		300	45	45
Parish Ministry				
Church Services				
Worship & music group	517		469	
Publicity & website	438		431	
Clergy fees	0		179	
Speakers fees, gifts, travel	0		0	
Upkeep of Service	1,346	2,301	695	1,774
Community Outreach				
Community resources	0		100	
Social & Hospitality	817	817	423	523
Youth & Children's work				
Noah's Ark	0		-	
Breakout	252		268	
Rainbow pre-school	1,054		462	
Liquid Youth	0		-	
Training, books & resources		1,306	0	730
Training, books & materials				
Ordinand training grants	-		1,081	
Training - courses, accom & travel	614		120	
Books and resource materials	71	685	244	1,445
Mission & Giving				
Special collections payments	4,281		1,470	
Home	3,142		4,482	
Overseas	8,855	16,278	8,664	14,616
Church Office				
Office telephone	593		454	
Office sundry costs	0		53	
Copy costs and paper supplies	789		637	
Bank charges	61		82	
Postage & carriage	71		34	
Stationery & office equipment	207		76	
Computer expenses & software	1,528		1,292	
Staff recruitment & DBS checks	795		1,018	
Independent Examiner fee	1,440		1,230	
Depreciation of assets	4,728	10,212	4,728	9,604
		119,442		128,913

ST STEPHEN'S SHOTTERMILL PCC
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st DECEMBER 2023

Note 4. Expenditure (continued); all funds consolidated

	2023		2022	
	£	£	£	£
4.2b PROPERTY EXPENSES				
Church Property Expenses				
Repairs & maintenance	10,712		1,560	
Architect's fees	1,161		0	
Cleaning	1,560		1,452	
Electricity	1,898		1,373	
Gas	8,857		4,348	
Water	108		96	
Insurance	2,277	26,573	2,131	10,960
CROSS Property Expenses				
Electricity	1,944		2,150	
Gas	2,937		1,751	
Water	1,572		463	
Insurance	1,455		1,421	
Cleaning	3,111		2,733	
Repairs & maintenance	1,922	12,941	7,418	15,936
Other Property Expenses				
Flat 2	17,612		1,000	
Flat 3	1,323		1,110	
Vicarage	3,419		686	
Sunvale - repairs & maintenance	9,250	31,604	384	3,180
		71,118		30,076
4.3 OTHER EXPENSES				
Rainbow admin, fees, training		796		761
Rainbow equipment, materials, stationery		1,301		1,984
Rainbow food and milk		5		12
Rainbow salaries, NIC and payroll costs		70,856		77,257
Rainbow - other expenses		11,401		15,427
		84,359		95,441

ST STEPHEN'S SHOTTERMILL PCC
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st DECEMBER 2023

Note 4 Expenditure (continued); all funds consolidated

	2023 £	2022 £
EXPENDITURE SUMMARY		
4.1 Cost of Raising Funds		
4.2 Charitable Activities		
4.2a Ministry expenses	119,442	128,913
4.2b Property expenses	71,118	30,076
	190,560	158,989
4.3 Other Expenses	84,359	95,441
Total expenditure	274,919	254,430

5. SUPPORT COSTS	2023 £	2022 £
Total support costs	0	0

6. DETAILS OF CERTAIN ITEMS OF EXPENDITURE

6.1 Trustee Expenses

Details of the amount of any payment or reimbursement of out-of-pocket expenses made to trustees or to a third party for expenses incurred by trustees.in the performance of their duties.

	2023 £	2022 £
Number of trustees who were paid expenses	1	0
Vicar	300	0
	£300	£0

6.2 Independent Examination fees

	2023 £	2022 £
Independent Examination fees	£1,440	£1,230

7. PAID EMPLOYEES

7.1 Staff Costs

	2023	2022
PCC	£	£
Wages & salaries	20,678	26,555
Employer's NIC	1,598	2,053
Employer's pension contributions	608	709
	22,884	29,317
RAINBOW		
Wages & salaries	68,214	74,194
Employer's NIC	163	95
Employer's pension contributions	1,786	2,058
	70,163	76,347
	£93,047	£105,664

No employees received total employee benefits of more than £60,000

7.2 Staff Numbers

Average number of employees engaged in each of the following activities:

	2023	2022
Fundraising	0	0
Charitible Activities	1	1
Governance	0	0
Rainbow	5	4
	6	5

8. GRANT MAKING

None.

9. TANGIBLE ASSETS

	Leasehold Property	Freehold Property	Office Equipment	Fixtures and Fittings	Total
	£	£	£	£	£
1st January 2023 b/fwd	380,000	550,000	1,750	14,894	946,644
Additions	0	0	0	0	0
Revaluations	50,000	0	0	0	50,000
Disposals	0	0	0	0	0
Depreciation	0	0	1,750	2,978	4,728
31st December 2023 c/fwd	430,000	550,000	-	11,916	991,916

The PCC owns the leasehold of Glovers House flats 2 & 3; both flats are let at a commercial rent. Flat 2 bathroom and electrics were totally refurbished during the year, after which a valuation was obtained; this has resulted in a market value uplift of £50,000 for both flats. The historical cost of the leasehold property is £260,000.

The PCC also owns the freehold of 33 Sunvale Avenue, Haslemere, Surrey GU27 1PJ which is used by curates when training in the parish, but during 2023 was let at a commercial rent. In 2022 the PCC revalued at £550,000 and they are satisfied this is still a reasonable guide to current market value.

The two leasehold flats and the freehold house are investment assets of the parish, however their actual use changes from time to time with a combination of accommodation for a curate, accommodation for church employees, and commercial lets.

10. DEBTORS AND PREPAYMENTS

	2023	2022
	£	£
Recoverable Gift Aid	6,589	2,926
Prepayments and accrued income	5,492	9,756
	12,081	12,682

11. CREDITORS AND ACCRUALS

Amounts falling due within one year

	2023	2022
	£	£
Accruals and deferred income	8,988	8,979
	8,988	8,979

12. TRANSACTIONS WITH RELATED PARTIES

None

13. SUMMARY OF FUNDS AND MOVEMENTS

The following funds were in existence during the year and showed movements:

Fund name	Type of fund	Use of fund
Organ Fund	Restricted	Repair and maintenance of church organ
Glovers Flats	Designated	Market value of two flats owned by the church
Sunvale	Designated	Market value of residential property owned by the church
Rainbow Nursery	Designated	To provide working capital for running of nursery school
Special Projects	Designated	Special projects as specified by PCC from time to time
General Fund	Undesignated	General purposes

Classification of Funds

Restricted	Donations given for a specific purpose; funds can be used only for this purpose.
Designated	General donations which the PCC wishes to earmark for particular uses and which can be reallocated by them as the need arises.
Undesignated	General donations which are used for any charitable activity.

Movements in Funds 2023

Fund name	b/forward 01.01.23	Income	Revaluation	Expenditure	Transfers	c/forward 31.12.23
	£	£	£	£	£	£
Organ	1,734	0	0	0	0	1,734
Glovers	380,000	0	50,000	0	0	430,000
Sunvale	550,000	0	0	0	0	550,000
Rainbow	10,639	78,554	0	84,359	-4,834	0
Projects	59,203	48,893	0	0	0	108,096
General	140,553	173,218	0	190,560	4,834	128,045
	1,142,129	300,665	50,000	274,919	0	1,217,875

During the year £4,834, being Rainbow bank balance on nursery closure, was transferred to Church General Fund.

Movements in Funds 2022

Fund name	b/forward 01.01.22	Income	Revaluation	Expenditure	Transfers	c/forward 31.12.22
	£	£	£	£	£	£
Organ	1,734	0	0	0	0	1,734
Glovers	380,000	0	0	0	0	380,000
Sunvale	450,000	0	100,000	0	0	550,000
Rainbow	6,507	99,572	0	95,440	0	10,639
Projects	32,553	26,650	0	0	0	59,203
General	134,665	164,878	0	158,990	0	140,553
	1,005,459	291,100	100,000	254,430	0	1,142,129

14. ADDITIONAL DISCLOSURES

The following are significant matters that are not shown elsewhere in the Financial Statements:

14.1 Rainbow Nursery Pre-school

As Rainbow is wholly owned by the St Stephen's Church, its accounts are fully consolidated with those of the Church. Rainbow Nursery closed at the end of academic year 2022/23 on 21st July 2023.

	2023	2022
	£	£
Income from external sources	78,554	92,072
SCC Early Years Recovery Fund Grant	0	7,500
	78,554	99,572
Expenditure on external items	76,949	84,326
Rent for Cross Hall paid to St Stephen's	7,410	11,115
	84,359	95,441
Deficit for the year	-5,805	4,131

14.2 CROSS Hall

	2023	2022
	£	£
Rent received externally	0	120
Rent received from Rainbow	7,410	11,115
	7,410	11,235
Maintenance and repairs	1,922	7,418
Gas, electricity and water	6,453	4,364
Insurance	1,455	1,421
Cleaning and waste disposal	3,111	2,733
	12,941	15,936
Deficit for the year	-5531	-4701

15. COMPARATIVE FIGURES 2022 BY FUND TYPE

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 2,022
Income and Endowments	£	£	£	£
Donations and legacies	137,260	0	0	137,260
Charitable activities	15,008	0	0	15,008
Investment income	38,260	0	0	38,260
Other income	100,572	0	0	100,572
Total	**291,100**	**0**	**0**	**291,100**
Expenditure on				
Raising funds	-	0	0	-
Charitable activities	158,989	0	0	158,989
Other expenses	95,441	0	0	95,441
Total	**254,430**	**0**	**0**	**254,430**
Net Income	36,670	0	0	36,670
Gains (losses) on investments	100,000	0	0	100,000
Net movement in funds	136,670	0	0	136,670
Funds brought forward	1,003,725	1,734	0	1,005,459
Total funds carried forward	**1,140,395**	**1,734**	**0**	**1,142,129**

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST STEPHEN`S, SHOTTER

England & Wales - Charity number 1134016

Accounts

St Stephen's Shottermill

Annual Financial Statements of the Parochial Church Council

for the year ended
31st December 2022

(Registered charity number 1134016)

Bankers

CAF Bank

25 Kings Hill Avenue

Kings Hill

West Malling

Kent ME19 4JQ

Independent Examiner

Mr David Sanders BA (Hons) FCA BFP

Sheen Stickland

The Engine House

77 Station Road

Petersfield

Hampshire GU32 3EL

ST STEPHEN'S SHOTTERMILL
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st DECEMBER 2022

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ST STEPHEN'S SHOTTERMILL
ANNUAL REPORT
FOR THE YEAR ENDED 31st DECEMBER 2022

The Members of the Parochial Church Council (PCC) present their report together with the financial statements for the year ending 31st December 2022. The members of the PCC have adopted the provisions of the Statement of Recommended Practise (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

Aim and Purposes

St Stephen's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, or wardens during a vacancy, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church and associated buildings of St Stephen's Church, Shottermill, Haslemere.

Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St Stephen's. 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 knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Provision of Children's and Young People's work in this parish and with other local churches.
- Provision of a Nursery Pre-school
- Missionary and outreach work.

Achievements and Performance

Worship and prayer

The PCC is dedicated to offering a range of services during the week and over the course of the year. These range from Morning Prayer, evening reflections, services for children, Praise & Prayer and regular Sunday worship services.

Our church buildings have been open, but numbers of worshippers have not yet recovered to pre-covid levels; we continue to stream some Sunday services online.

All are welcome to attend our regular services. At present there are 85 parishioners on the Church Electoral Roll, 45 of who are not resident within the parish. The average weekly attendance, counted during October, was 67 adults and 8 children, although this was partially estimated from online viewing figures so these numbers are offered with caution. In particular, there are separate events for children not included in the "October Count". Our 'worshipping community' is much larger and incorporates such activities as Kids Praise (monthly service for our Rainbow Nursery children and

parents), Noah's Ark (parents and toddlers), Prime Time and various events held in the church for both social and charity fundraising.

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

Vicar, Curate and Ordinands

Unfortunately, the ill health and absence of our vicar Rev Jenn Riddlestone continued into 2022 which resulted in her resignation at the end of August. We are very thankful Rev John Baxter stepped in voluntarily as interim priest; his presence has been invaluable.

Helen Mitchell transferred in autumn to a neighbouring church where she could continue her curacy training under an incumbent.

Meanwhile Louisa Mason LLM (Licenced Lay Minister) felt God's calling to train for ordination and started at Sarum College part time in August 2022. Sarah Weldon continued with her Licenced Lay Ministry training and has started her third and final year. In the absence of both vicar and curate Louisa and Sarah have provided invaluable support.

Deanery Synod

One member of the PCC sat on the Godalming Deanery Synod. This Deanery Synod provides the PCC with an important link between the parish and the wider structures of the church.

The Church and Associated Buildings

General ongoing maintenance is budgeted to come from general church funds and we have to repair and maintain all our properties: The Church, The Church Rooms of St Stephen's (CROSS), Glover's House Flats 2 and 3 and the 'Curate's house' in Sunvale Avenue. The total cost during 2022 was £11,472 (2021 £9,568). Significant items during the year were:

The CROSS - £2,829 boiler and TRVs replacement; £1,259 lobby flooring; £758 kitchen sinks and taps replacement; £991 renew exterior wood steps.

Redevelopment - the congregation is aware of and has been consulted on potential redevelopment of the CROSS and the Church. The intention is to take a phased approach to redevelopment, beginning with installation of an accessible toilet and new office space which will allow us to expand our use of the church building in the week. Providing these basic facilities in the same building as the events will mean we are able to host many more activities, such as coffee mornings, social and discipleship groups and community events. Due to the absence of our vicar through ill health no further action was taken during 2022.

Pastoral care

St Stephen's continues to provide pastoral care to the community through trained pastoral assistants, clergy visits and schools work. A team of volunteers also administers home communion for the housebound. The church has a pastoral team headed by a trained counsellor that meets regularly and includes two Diocesan trained Pastoral Assistants.

Mission and Evangelism

St Stephen's continues to put high importance on mission and evangelism both locally and internationally. A number of social events were run in the Church which were aimed at different age groups. The purpose of these events is to build relationships with those on our 'fringe'.

The church continued to give financially to external partners most of which were registered charities. Further details can be seen in the Financial Review Mission Partnership Team section.

Ecumenical Relationships

St Stephen's works closely with other local churches through community events such as occasional joint Sunday services, youth work and a ministers' network.

FINANCIAL REVIEW

Examination of Accounts

Under the Charities Acts, St Stephen's Shottermill PCC is a registered charity (number 1134016) and with an income of over £250,000 is required to have its Accounts examined by an independent professionally qualified accountant.

The 2022 Annual Financial Statements of the Parochial Church Council ('the Accounts') were prepared by the Treasurer and the independent examination was carried out by Sheen Stickland, Chartered Accountants, 77 Station Road, Petersfield, Hampshire GU32 3FQ.

Assets

The church and surrounding land including the graveyard are not shown as an asset in the Accounts as they are registered in the name of the Diocese and not the PCC.

Leases of Glover's House Flats 2 & 3 were acquired by St Stephen's many years ago. Both Flats 2 & 3 are now let on a commercial basis. The flats were professionally revalued in October 2019 and the current market value of £380,000 as shown on the Balance Sheet is accepted as realistic by the PCC.

The parish also owns the freehold of a residential house at 33 Sunvale Avenue (known as 'the curate's house'). This was also valued in October 2019 at around £450,000 but the PCC accepts the current realistic market value is now around £550,000 and has adjusted the Balance Sheet to reflect this.

The PCC arranges and pays for Employers Liability and contents insurance on both the Church and the CROSS, and pays buildings insurance on 33 Sunvale Avenue directly, and for Glovers House flats via its management company.

The Log Cabin and Storage Sheds were treated as additions during 2018 at their cost of £29,786 and depreciated over their expected life of at least ten years. During 2021 the old AV System was replaced at a cost of £5,250; this enables online streaming of selected services to reach a wider audience.

Income

Voluntary income

Voluntary income from donations excluding gift aid was £112,194 (2021 £120,970) which included Special Projects designated giving of £26,650 (2021 £1,811). Income, excluding Special Projects, shows a reduction of 28% (2021 5.3%) year on year. Income of course is not guaranteed and can fluctuate for

many reasons not least of which are people moving away, unemployment, illness, retirement, and new people moving into the area. Not having an incumbent during 2022 to build community shows in the figures. Quarterly updates are provided to the congregations showing total actual income against budget figures. Finances are discussed regularly at Standing Committee and PCC who review how best to manage our Stewardship activities to further enhance giving from the congregation.

Gift Aid

The Treasurer and Churchwardens continue to ask all givers who are taxpayers to sign a Gift Aid Declaration. Gift Aid allows us to reclaim the income tax already paid to HMRC and is worth 25% of gift aided donations received by the church.

During 2022 Gift Aid amounted to £25,066 (2021 £26,823) which included £168 (2021 £79) from HMRC's Gift Aid Small Donations Scheme (GASDS).

Some regular and one-off donations are made via employment (GAYE) or from CAF or private trusts – all of which are received 'gross' so gift aid and tax reclaims are not involved.

Other income

Other income includes rent from the commercially let Glover's House Flat 2 £8,800 (2021 £8,700), Flat 3 £10,800 (2021 £6,008), 33 Sunvale Avenue £18,000 (2021 £18,000) and CROSS hall hire £11,235 (2021 £10,003). During 2022 CROSS hall hire was £11,115 from Rainbow Nursery, other lettings £120.

Expenditure

Charitable Activities

Charitable Activities totalling £158,989 (2021 £188,258) are broken down into Ministry Expenses and Property Expenses to give a better understanding of the great variety and nature of expenditure by St Stephen's.

Parish Share

Parish Share paid was £70,319 (2021 £83,001). As a reminder, Parish Share is our parish's annual contribution to Guildford Diocese. As well as covering the vicar's salary and pension contributions (stipend) and vicarage (accommodation), plus any curate's stipend (but not accommodation), the parish share contributes towards the running of the Diocese and indirectly helps those parishes less fortunate and numerically strong as ourselves. Guildford Diocese is particularly strong in offering subsidised training for ordinands, local ordained ministry, licensed lay ministry, pastoral assistants, worship leaders, occasional preaching, communion assistants – to name but a few and most of which we take advantage of. During 2022 due to the income drop of 28% (see 'Voluntary income' above) Parish Share was paid at 75% of the requested amount for 8 months, 100% for 4 months.

Expenditure Detail

Expenditure on charitable activities as a whole was £158,989 (2021 £188,258). Main one-off items of maintenance on property assets are shown in this report above under 'The Church and Associated Buildings'.

Mission Partnership Team

The PCC delegates its outward giving to a PCC sub-committee whose members are drawn from both inside and outside the PCC. The vicar is a permanent member. The church aims to give a minimum of 10% of its voluntary unrestricted income (excluding designated income), including Gift Aid, allocated

by the committee to a range of Christian and secular charities and for projects based locally, nationally and overseas. During 2022 £14,616 (2021 £15,005) was given in the form of gifts and donations.

Other Outward Giving

The church makes donations out of its income for special causes from time to time, for example at Harvest (Tearfund) and Christmas (Crisis and/or Children's Society). In addition, occasionally collections are taken as leaving presents for members moving away or as fundraising for a particular cause or charity. In all these cases monies are treated as 'special collections income and payments' in the Accounts.

It is worth remembering that we also expend money on a number of causes and projects which are outwardly directed but which are not directly classified as outward giving by St Stephens. Examples of this would be significant parts of the children and youth ministries.

The CROSS (Church Hall)

As shown in note 14.2 to the Accounts, if measured on a standalone basis the CROSS shows a deficit of £4,701 (2021 surplus £1,476). Rent from Rainbow amounted to £11,115 (2021 £10,003) and from elsewhere £120 (2021 £nil). Rainbow "rent" is designed to broadly reflect the costs associated with that building and the proportion of time utilised by the Nursery School; also, with the school occupying the CROSS every weekday this makes it unavailable for other outside hire. The Nursery School is of course an important part of the Church's activities and outreach to the community.

Rainbow Nursery Pre-school

Under its manager Kim Windebank, Rainbow aims to operates on a financially self-sustaining basis although with some extra support from the church. Oversight is provided by a steering committee appointed by the PCC comprising the vicar and churchwardens, with others co-opted as the need arises. This meets at least once per term. Income and expenditure is consolidated with the church and totals show in notes 3.4 and 4.3 to the Accounts under 'other income' and 'other expenses', and in note 14.1 to the Accounts. Rainbow operates a separate bank account for ease of day-to-day administration. It paid the church £11,115 for rent of the CROSS five days a week; rent includes electricity, gas, water, some cleaning and WC supplies, use of photocopier and some admin help. A surplus was recorded of £4,131 (2021 deficit £9,862) but this was after the SCC Early Years Recovery Fund grant of £7,500. The church further helps by letting Rainbow claim all the £4,000 HMRC annual employment allowance (offsets employer's NIC). It is becoming increasingly difficult to commercially run a pre-school nursery from 9.30am to 3.30pm when over 90% of children's hours are government funded at a rate lower than cost. However, this pre-school nursery has an excellent reputation and provides a much loved service to the parish and community which will be continued hopefully way into the future.

Funds

Note 13 to the Accounts contains full details of all the church funds. No restricted income was received during 2021 or 2022. The restricted Organ Fund has £1,734 remaining. The designated Special Projects fund has £59,203 in hand which includes a 2018 legacy of £20,000 and a 2022 gift of £25,000 including gift aid.

Reserves Policy

The PCC acknowledges the church is dependent on the Lord and the support of its members and congregations and considers it unnecessary to maintain substantial free reserves. However, it is

prudent to maintain the balance on General Fund at a level sufficient to cover day-to-day running expenses of at least three months and this is PCC policy. At the Balance Sheet date free reserves were £140,553 (2021 £134,665),

ADMINISTRATIVE INFORMATION

Structure, Governance and Management

The PCC 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, number 1134016.

The method of appointment of PCC members is set out in the Church Representation Rules. At St Stephen's membership of the PCC consists of the incumbent (our vicar), churchwardens, curate, LLMs registered to St Stephen's, and members elected by those 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. New members receive initial training into the workings of the PCC. The full PCC met 5 times during the year; the PCC appoints a treasurer annually and authorises members of the Standing Committee to deal with Church affairs in between meetings.

Location

St Stephen's Church is situated in Shottermill, Haslemere. It is part of the Diocese of Guildford within the Church of England. The correspondence address is: The Church Office, St Stephen's Church, Church Road, Haslemere GU27 1NS. Registered charity number 1134016.

ST STEPHEN'S SHOTTERMILL
ANNUAL REPORT
FOR THE YEAR ENDED 31st DECEMBER 2022

PCC MEMBERSHIP

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

Role	Name	Position	Stand Down
Incumbent by Sequestration	Rev Simon Taylor	Ex-officio	
Vicar on sick leave	Rev Jenn Riddlestone		Resigned August 2022
Interim Priest	Rev John Baxter		
Lay Reader/LLM	Louisa Mason	Ex-officio	
Lay Reader/LLM	Alan Thain	Ex-officio	
Churchwarden/ Lay Vice Chair	Peter Soar*#	Ex-officio	Annually
Churchwarden	Maura Howard*#	Ex-officio	Annually
Deanery Synod Rep	Louisa Mason	Elected (DS)	Resigned August 2022
Treasurer	Noel Fairbairn*	Co-opted	Annually
PCC Secretary	Julie Fox*	Co-opted	Annually
Member	Brian Baker*	Elected (PCC)	2023
Member	Hilary Bicknell	Elected (PCC)	2023
Member	Penelope Cave	Elected (PCC)	2023
Member	Val Porteous	Elected (PCC)	2024
Member	Bill Kennedy	Elected (PCC)	2024
Member	Andrew Riddlestone	Elected (PCC)	Resigned August 2022
Member	Jill Soar	Elected (PCC)	2024
Member	Jim Honeywood	Elected (PCC)	2025
Member	Simon Burchell	Elected (PCC)	2025
Member	Nicky Lee	Elected (PCC)	2025

*Members of the Standing Committee of the PCC at 31 December 2022
All members of the PCC are trustees of the charity; the vicar and churchwardens as managing trustees are registered with the Charity Commission.

Approved by the PCC on 13 Feb 2023 and signed on their behalf by lay vice-chairman of the PCC.

Peter Soar - Churchwarden

INDEPENDENT EXAMINER'S REPORT
TO THE MEMBERS OF THE PCC OF ST STEPHEN'S SHOTTERMILL

I report to the members of the PCC on my examination of the accounts of the PCC for the year ended 31st December 2022 which consists of the Statement of Financial Activities, the Balance Sheet and notes to the accounts pages 9 to 20.

Respective responsibilities of the PCC and the Examiner

As members of the PCC you are responsible for the preparation of the accounts in accordance with the requirements of the Church Accounting Regulations 2006 ("the Regulations") and the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 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 and to be found in the Regulations.

The members of the PCC consider that an audit is not required for this year under section 144(2) of the Act and that an independent examination is needed. Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Certified Accountants in England and Wales which is one of the listed bodies.

Independent Examiner's Statement

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

(1) accounting records were not kept in respect of the PCC 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.



Mr David Sanders BA (Hons) FCA BFP
Chartered Accountant
Sheen Stickland
The Engine House
77 Station Road
Petersfield
GU32 3FQ

Date: 18/03/2023

ST STEPHEN'S SHOTTERMILL PCC
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31st DECEMBER 2022

	Notes	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total this year 2022 £	Total last year 2021 £
INCOME AND ENDOWMENTS	3					
Donations and legacies	3.1	137,260	0	0	137,260	147,793
Charitable activities	3.2	15,008	0	0	15,008	11,821
Other trading activities		0	0	0	0	0
Investment income	3.3	38,260	0	0	38,260	32,723
Separate material item of income:						
Other income	3.4	100,572	0	0	100,572	84,040
Total		**291,100**	**0**	**0**	**291,100**	**276,377**
EXPENDITURE ON	4					
Raising funds	4.1	0	0	0	0	0
Charitable activities	4.2	158,989	0	0	158,989	188,258
Separate material item of expense						
Other expense	4.3	95,441	0	0	95,441	93,902
Total		**254,430**	**0**	**0**	**254,430**	**282,160**
NET INCOME		36,670	0	0	36,670	-5,783
Gains (losses) on investments		100,000	0	0	100,000	0
Extraordinary items		0	0	0	0	0
Transfers between funds		0	0	0	0	0
NET MOVEMENT IN FUNDS		**136,670**	0	0	**136,670**	**-5783**
Reconciliation of funds:						
Total funds brought forward		1,003,725	1,734	0	1,005,459	1,011,242
TOTAL FUNDS CARRIED FORWARD		**1,140,395**	**1,734**	**0**	**1,142,129**	**1,005,459**

ST STEPHEN'S SHOTTERMILL PCC
BALANCE SHEET AT 31st DECEMBER 2022

	Notes	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	31st December 2022 £	31st December 2021 £
FIXED ASSETS						
Tangible assets	9	946,644	0	0	946,644	851,372
Total Fixed Assets		**946,644**	0	0	**946,644**	**851,372**
CURRENT ASSETS						
Debtors & prepayments	10	12,682	0	0	12,682	22,735
Cash at bank		190,048	1,734	0	191,782	142,298
Total Current Assets		**202,730**	**1,734**	0	**204,464**	**165,033**
CURRENT LIABILITIES						
Creditors & accruals: amounts falling due within one year	11	8,979	0	0	8,979	10,946
Net Current Assets		**193,751**	**1,734**	0	**195,485**	**154,087**
Total Assets less Current Liabilities		**1,140,395**	**1,734**	0	**1,142,129**	**1,005,459**
Creditors: amount falling due after one year		0	0	0	0	0
Provisions for liabilities & charges		0	0	0	0	0
NET ASSETS		**1,140,395**	**1,734**	0	**1,142,129**	**1,005,459**
represented by:						
FUNDS OF THE CHARITY	13					
General fund		140,553	0	0	140,553	134,665
Designated funds		999,842	0	0	999,842	869,060
Restricted income funds		0	1,734	0	1,734	1,734
Endowment funds			0	0	0	0
TOTAL FUNDS		**1,140,395**	**1,734**	**0**	**1,142,129**	**1,005,459**

Signed by two trustees on behalf of all the trustees:

Peter Soar - Churchwarden — Date: 5 Mar 2023

Noel Fairbairn - Treasurer — Date: 5 MAR 2023

Note 1. Summary of significant accounting policies

a) General information and basis of preparation.

The PCC is a registered charity in England. The nature of the charity's operations and principal activities are shown in the annual report.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) the Charities Act 2011, and UK Generally Accepted Practice.

The charity has taken advantage in the provisions in the Charities SORP for smaller charities, not to prepare a statement of cash flows.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

b) Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Note 2. Accounting policies

This standard list of accounting policies has been applied by the charity. Where a different or additional policy has been adopted then this is detailed in the notes below.

INCOMING RESOURCES

Recognition of incoming resources. These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Incoming resources with related expenditure. Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SOFA.

Grants and donations. Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Tax reclaims on donations and gifts. Incoming resources from tax reclaims are included in the SOFA at the same time as the gift to which they relate.

Gifts in kind. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts of assets are included at market value.

Donated services and facilities. These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

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

Investment income. This is included in the accounts when receivable.

Investment gains and losses. This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

EXPENDITURE AND LIABILITIES

Liability recognition. Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

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

ASSETS

Tangible fixed assets for use by charity. These are capitalised if they can be used for more than one year, and cost at least £1,000. They are valued at cost or a reasonable value on receipt.

Investments. Investment assets are included at trustees' best estimate of market value.

Depreciation. Leasehold and freehold properties are not depreciated. Office equipment is fully depreciated over three years. Fixtures and fittings are fully depreciated over ten years or the life of the asset if less.

Note 3. Income; all funds consolidated

	2022		2021	
	£	£	£	£
3.1 Donations and legacies				
Donations - CAF, GAYE & trusts	6,395		5,425	
Donations - gift aid monthly	79,565		98,293	
Donations - no gift aid monthly	4,676		5,016	
Donations - gift aid weekly	0		130	
Donations - no gift aid weekly	0		0	
Cash collections	1,188		398	
One off gifts - gift aid	20,000		8,860	
One off gifts - no gift aid	370		848	
Legacies	0		2,000	
Tax recoverable 2020	25,066	137,260	26,823	147,793
3.2 Charitable Activities				
Cross hall hire	11,235		10,003	
Service fees	2,166		1,432	
Special collections income	1,470		0	
Special Projects activities	137	15,008	386	11,821
3.3 Investment Income				
Bank interest	660		15	
Glovers House Flat 2 income	8,800		8,700	
Glovers House Flat 3 income	10,800		6,008	
33 Sunvale Avenue	18,000	38,260	18,000	32,723
3.4 Other Income				
Rainbow fee income	91,592		72,057	
Rainbow SCC Early Years Recovery Grant	7,500		7,500	
Rainbow Coronavirus JRS grants	0		2,837	
Rainbow other income	480		1,646	
Guildford Diocese energy grant	1,000		0	
Church Coronavirus JRS grants	0	100,572	0	84,040
		291,100		276,377

Note 4. Expenditure; all funds consolidated

	2022		2021	
	£	£	£	£
4.1 COST OF RAISING FUNDS				
Stewardship costs		0		0
4.2a MINISTRY EXPENSES				
Parish Contribution to Diocese		70,319		83,001
Salaries & NIC				
Youth & Children's Minister	7,483		31,252	
Church Administrator	21,125		18,514	
Pension contributions	709		1,274	
Payroll bureau	540	29,857	608	51,648
Personal Expenses				
Vicar	0		25	
Curate & ordinands	0		218	
Youth & Children's Minister	45	45	341	584
Parish Ministry				
Church Services				
Worship & music group	469		501	
Publicity & website	431		474	
Clergy fees	179		249	
Speakers fees, gifts, travel	0		85	
Upkeep of Service	695	1,774	1,239	2,548
Community Outreach				
Community resources	100		0	
Social & Hospitality	423	523	185	185
Youth & Children's work				
Noah's Ark	0		120	
Children's work	0		418	
Breakout	268		667	
Rainbow pre-school	462		460	
Liquid	0		26	
Training, books & resources	0	730	80	1,771
Training, books & materials				
Ordinand training grants	1,081		1,081	
Training - courses, accom & travel	120		58	
Books and resource materials	244	1,445	170	1,309
Mission & Giving				
Special collections payments	1,470			
Home	4,482		4,998	
Overseas	8,664	14,616	10,007	15,005
Church Office				
Office telephone	454		365	
Office sundry costs	53		78	
Copy costs and paper supplies	637		513	
Bank charges	82		96	
Postage & carriage	34		71	
Stationery & office equipment	76		88	
Computer expenses & software	1,292		1,729	
Staff recruitment & DBS checks	1,018		10	
Independent Examiner fee	1,230		1,200	
Depreciation of assets	4,728	9,604	4,728	8,878
		128,913		164,929

Note 4. Expenditure (continued); all funds consolidated

	2022		2021	
	£	£	£	£
4.2b PROPERTY EXPENSES				
Church Property Expenses				
Repairs & maintenance	1,560		2,353	
Quinquenniel Inspection	0		1,238	
Cleaning	1,452		1,240	
Electricity	1,373		609	
Gas	4,348		2,047	
Water	96		34	
Insurance	2,131	10,960	1,732	9,253
CROSS Property Expenses				
Electricity	2,150		1,903	
Gas	1,751		941	
Water	463		812	
Insurance	1,421		1,744	
Cleaning	2,733		2,371	
Repairs & maintenance	7,418	15,936	756	8,527
Other Property Expenses				
Flat 2	1,000		828	
Flat 3	1,110		3,037	
Vicarage	686		328	
Sunvale - repairs & maintenance	384	3,180	1,356	5,549
		30,076		23,329

4.3 OTHER EXPENSES		
Rainbow admin, fees, training	761	1,395
Rainbow equipment, materials, stationery	1,984	1,774
Rainbow food and milk	12	60
Rainbow salaries, NIC and payroll costs	77,257	76,513
Rainbow - other expenses	15,427	14,160
	95,441	93,902

Note 4. Expenditure (continued); all funds consolidated

	2022 £	2021 £
EXPENDITURE SUMMARY		
4.1 Cost of Raising Funds	0	0
4.2 Charitable Activities		
4.2a Ministry expenses	128,913	164,929
4.2b Property expenses	30,076	23,329
	158,989	188,258
4.3 Other Expenses	95,441	93,902
Total expenditure	254,430	282,160

5. SUPPORT COSTS	2022 £	2021 £
Total support costs	0	0

6. DETAILS OF CERTAIN ITEMS OF EXPENDITURE

6.1 Trustee Expenses

Details of the amount of any payment or reimbursement of out-of-pocket expenses made to trustees or to a third party for expenses incurred by trustees in the performance of their duties.

	2022 £	2021 £
Number of trustees who were paid expenses	0	3
Vicar	0	25
Curate	0	218
Youth worker	0	0
	£0	£243

6.2 Independent Examination fees

	2022 £	2021 £
Independent Examination fees	£1,230	£1,200

7. PAID EMPLOYEES

7.1 Staff Costs

	2022	2021
PCC	**£**	**£**
Wages & salaries	26,555	45,931
Employer's NIC	2,053	3,835
Employer's pension contributions	709	1,274
	29,317	51,040
RAINBOW		
Wages & salaries	74,194	73,525
Employer's NIC	95	0
Employer's pension contributions	2,058	2,014
	76,347	75,539
	£105,664	£126,579

No employees received total employee benefits of more than £60,000

7.2 Staff Numbers

Average number of employees engaged
in each of the following activities:

	2022	2021
Fundraising	0	0
Charitible Activities	1	2
Governance	0	0
Rainbow	4	5
	5	7

8. GRANT MAKING

None.

9. TANGIBLE ASSETS

	Leasehold Property	Freehold Property	Office Equipment	Fixtures and Fittings	Total
	£	£	£	£	£
1st January 2022 b/fwd	380,000	450,000	3,500	17,872	851,372
Additions	0	0	0	0	0
Revaluations	0	100,000	0	0	100,000
Disposals	0	0	0	0	0
Depreciation	0	0	1,750	2,978	4,728
31st December 2022 c/fwd	380,000	550,000	1,750	14,894	946,644

The PCC owns the leasehold of Glovers House flats 2 & 3; both flats are let at a commercial rent.
A valuation was obtained in October 2019 and the PCC accepts the market value of £380,000 is still current.
The historical cost of the leasehold property is £260,000.

The PCC also owns the freehold of 33 Sunvale Avenue, Haslemere, Surrey GU27 1PJ which is used by curates when training in the parish, but during 2022 was let at a commercial rent.The house was valued in October 2019 at £450,000. The PCC has approved a revaluation to £550,000 being in their opinion a reasonable guide to current market value.

The two leasehold flats and the freehold house are investment assets of the parish, however their actual use changes from time to time with a combination of accommodation for a curate, accommodation for church employees, and commercial lets.

10. DEBTORS AND PREPAYMENTS

	2022	2021
	£	£
Recoverable Gift Aid	2,926	12,042
Prepayments and accrued income	9,756	10,693
	12,682	22,735

11. CREDITORS AND ACCRUALS

Amounts falling due within one year	2022	2021
	£	£
Accruals and deferred income	8,979	10,946
	8,979	10,946

12. TRANSACTIONS WITH RELATED PARTIES

None

13. SUMMARY OF FUNDS AND MOVEMENTS

The following funds were in existence during the year and showed movements:

Fund name	Type of fund	Use of fund
Organ Fund	Restricted	Repair and maintenance of church organ
Glovers Flats	Designated	Market value of two flats owned by the church
Sunvale	Designated	Market value of residential property owned by the church
Rainbow Nursery	Designated	To provide working capital for running of nursery school
Special Projects	Designated	Special projects as specified by PCC from time to time
General Fund	Undesignated	General purposes

Classification of Funds

Restricted	Donations given for a specific purpose; funds can be used only for this purpose.
Designated	General donations which the PCC wishes to earmark for particular uses and which can be reallocated by them as the need arises.
Undesignated	General donations which are used for any charitable activity.

Movements in Funds 2022

Fund name	b/forward 01.01.22	Income	Revaluation	Expenditure	Transfers	c/forward 31.12.22
	£	£	£	£	£	£
Organ	1,734	0	0	0	0	1,734
Glovers	380,000	0	0	0	0	380,000
Sunvale	450,000	0	100,000	0	0	550,000
Rainbow	6,507	99,572	0	95,440	0	10,639
Projects	32,553	26,650	0	0	0	59,203
General	134,665	164,878	0	158,990	0	140,553
	1,005,459	291,100	100,000	254,430	0	1,142,129

Movements in Funds 2021

Fund name	b/forward 01.01.21	Income	Revaluation	Expenditure	Transfers	c/forward 31.12.21
	£	£	£	£	£	£
Organ	1,734	0	0	0	0	1,734
Glovers	380,000	0	0	0	0	380,000
Sunvale	450,000	0	0	0	0	450,000
Rainbow	16,370	84,040	0	93,903	0	6,507
Projects	30,742	1,811	0	0	0	32,553
General	132,396	190,527	0	188,258	0	134,665
	1,011,242	276,378	0	282,161	0	1,005,459

14. ADDITIONAL DISCLOSURES

The following are significant matters that are not shown elsewhere in the Financial Statements:

14.1 Rainbow Nursery Pre-school

As Rainbow is wholly owned by the St Stephen's Church, its accounts are fully consolidated with those of the Church.

	2022	2021
	£	£
Income from external sources	92,072	76,540
SCC Early Years Recovery Fund Grant	7,500	7,500
	99,572	84,040
Expenditure on external items	84,326	83,899
Rent for Cross Hall paid to St Stephen's	11,115	10,003
	95,441	93,902
Deficit for the year	4,131	-9,862

14.2 CROSS Hall

	2022	2021
	£	£
Rent received externally	120	0
Rent received from Rainbow	11,115	10,003
	11,235	10,003
Maintenance and repairs	7,418	756
Gas, electricity and water	4,364	3,656
Insurance	1,421	1,744
Cleaning and waste disposal	2,733	2,371
	15,936	8,527
Deficit (2021 surplus) for the year	-4,701	1,476

15. COMPARATIVE FIGURES 2021 BY FUND TYPE

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 2021
Income and Endowments	£	£	£	£
Donations and legacies	147,793	0	0	147,793
Charitable activities	11,821	0	0	11,821
Investment income	32,723	0	0	32,723
Other income	84,040	0	0	84,040
Total	**276,377**	**0**	**0**	**276,377**
Expenditure on				
Raising funds	0	0	0	0
Charitable activities	188,258	0	0	188,258
Other expenses	93,902	0	0	93,902
Total	**282,160**	**0**	**0**	**282,160**
Net Income	-5,783	0	0	-5,783
Gains (losses) on investments	0	0	0	0
Net movement in funds	-5,783	0	0	-5,783
Funds brought forward	1,009,508	1,734	0	1,011,242
Total funds carried forward	**1,003,725**	**1,734**	0	**1,005,459**

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST STEPHEN`S, SHOTTER

England & Wales - Charity number 1134016

Accounts

St Stephen's Shottermill

Annual Financial Statements of the Parochial Church Council

for the year ended
31st December 2021

(Registered charity number 1134016)

Vicar: Reverend Jenn Riddlestone

Bankers

CAF Bank

25 Kings Hill Avenue

Kings Hill

West Malling

Kent ME19 4JQ

Independent Examiner

Mrs AC Kensett FMAAT FCCA

Sheen Stickland

35 Lavant Street

Petersfield

Hampshire GU32 3EL

ST STEPHEN'S SHOTTERMILL
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st DECEMBER 2021

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ST STEPHEN'S SHOTTERMILL
ANNUAL REPORT
FOR THE YEAR ENDED 31st DECEMBER 2021

The Members of the Parochial Church Council (PCC) present their report together with the financial statements for the year ending 31st December 2021. The members of the PCC have adopted the provisions of the Statement of Recommended Practise (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

Aim and Purposes

St Stephen's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church and associated buildings of St Stephen's Church, Shottermill, Haslemere.

Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St Stephen's. 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 knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Provision of Children's and Young People's work in this parish and with other local churches.
- Provision of a Nursery Pre-school
- Missionary and outreach work.

Achievements and Performance

Worship and prayer

The PCC is dedicated to offering a range of services during the week and over the course of the year. These range from Morning Prayer, evening reflections, services for children and regular Sunday worship services.

Of course, the impact of the COVID 19 crisis has affected the way that services have been delivered. Where possible within the guidelines, we have opened the church buildings.

All are welcome to attend our regular services. At present there are 117 parishioners on the Church Electoral Roll, 67 of who are not resident within the parish. The average weekly attendance, counted during October, was 60 adults and 6 children, although this was partially estimated from online viewing figures so these numbers are offered with caution. In particular, there are separate events for children not included in the "October Count". Our 'worshipping community' is much larger and

incorporates such activities as Kids Praise (monthly service for our Rainbow Nursery children and parents), Noah's Ark (parents and toddlers) and various Messy Church events.

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

Vicar, Curate and Ordinands

Rev Jenn Riddlestone continued her ministry as our Vicar until September 2021 when both she and Rev Helen Mitchell had to take leave of absence due to being unwell.

Meanwhile Louisa Mason, who completed her Licenced Lay Ministry in October 2020, and Sarah Weldon who started Licenced Lay Ministry training in September 2020, have both provided invaluable support.

Deanery Synod

Two members of the PCC sat on the Godalming Deanery Synod up to the recent APCM. This Deanery Synod provides the PCC with an important link between the parish and the wider structures of the church.

The Church and Associated Buildings

General ongoing maintenance is budgeted to come from general church funds and we have to repair and maintain all our properties: The Church, The Church Rooms of St Stephen's (CROSS), Glover's House Flats 2 and 3 and the 'Curate's house' in Sunvale Avenue. The total cost during 2021 was £9,568 (2020 £13,282). Significant items during the year were:

Glovers Flat 3 - £1,820 on electrical safety and cleaning. **Church** - £1,290 on repairing external lightning conductor.

Redevelopment - the congregation is aware of and has been consulted on potential redevelopment of the CROSS and the Church. The intention is to take a phased approach to redevelopment, beginning with installation of an accessible toilet and new office space which will allow us to expand our use of the church building in the week. Providing these basic facilities in the same building as the events will mean we are able to host many more activities, such as coffee mornings, social and discipleship groups and community events. Due to Covid-19 restrictions on access to our buildings this project was put on hold during 2020 and 2021.

Pastoral care

St Stephen's continues to provide pastoral care to the community through trained pastoral assistants, clergy visits and schools work. A team of volunteers also administers communion in local care homes. The church has a pastoral team headed by a trained counsellor that meets monthly and includes three Diocesan trained Pastoral Assistants.

Mission and Evangelism

St Stephen's continues to put high importance on mission and evangelism both locally and internationally. A number of social events were also run using both the Church and online which were

aimed at different age groups. The purpose of these events is to build relationships with those on our 'fringe'. We continue to run various online courses to connect with those in the community who are interested in finding out more about faith, including Alpha, the Prayer Course and the Bible Course.

The church continued to give financially to external partners most of which were registered charities. Further details can be seen in the Financial Review Mission Partnership Team section.

Ecumenical Relationships

St Stephen's works closely with other local churches through community service events such as the Recharge, youth work and a ministers' network.

FINANCIAL REVIEW

Examination of Accounts

Under the Charities Acts, St Stephen's Shottermill PCC is a registered charity (number 1134016) and with an income of over £250,000 is required to have its Accounts examined by an independent professionally qualified accountant.

The 2021 Annual Financial Statements of the Parochial Church Council ('the Accounts') were prepared by the Treasurer and the independent examination was carried out by Sheen Stickland, Chartered Accountants, 77 Station Road, Petersfield, Hampshire GU32 3FQ.

Assets

The church and surrounding land including the graveyard are not shown as an asset in the Accounts as they are registered in the name of the Diocese and not the PCC.

Leases of Glover's House Flats 2 & 3 were acquired by St Stephen's many years ago. Both Flats 2 & 3 are now let on a commercial basis, with the Children and Youth Minister leaving Flat 3 for his own property in July 2021. The flats were professionally revalued in October 2019 and the current market value of £380,000 as shown on the Balance Sheet is accepted as realistic by the PCC.

The parish also owns the freehold of a residential house at 33 Sunvale Avenue (known as 'the curate's house'). This was also valued in October 2019 at around £450,000 and the PCC accepts this is the current realistic market value.

The PCC arranges and pays for Employers Liability and contents insurance on both the Church and the CROSS, and pays buildings insurance on 33 Sunvale Avenue directly, and for Glovers House flats via its management company.

The Log Cabin and Storage Sheds were treated as additions during 2018 at their cost of £29,786 and depreciated over their expected life of at least ten years. During 2021 the old AV System was replaced at a cost of £5,250; this enables online streaming of selected services to reach a wider audience.

Income

Voluntary income

Voluntary income from donations was £120,970 (2020 £127,735) which included Special Projects designated giving of £1,811 (2020 £3,704). Income shows a reduction of 5.3% (2020 10.7%) year on year. Income of course is not guaranteed and can fluctuate for many reasons not least of which are people moving away, unemployment, illness, retirement, and new people moving into the area. Quarterly updates are provided to the congregations showing total actual income against budget figures. Finances are discussed regularly at Standing Committee and PCC who review how best to manage our Stewardship activities to further enhance giving from the congregation.

Gift Aid

The Treasurer and Churchwardens continue to ask all givers who are taxpayers to sign a Gift Aid Declaration. Gift Aid allows us to reclaim the income tax already paid to HMRC and is worth 25% of gift aided donations received by the church.

During 2021 Gift Aid amounted to £26,823 (2020 £29,603) which included £79 (2020 £1,493) from HMRC's Gift Aid Small Donations Scheme (GASDS).

Some regular and one-off donations are made via employment (GAYE) or from CAF or private trusts – all of which are received 'gross' so gift aid and tax reclaims are not involved.

Other income

Other income includes rent from the commercially let Glover's House Flat 2 £8,700 (2020 £8,700), Flat 3 £6,008 (2020 £9,000), 33 Sunvale Avenue £18,000 (2020 £18,000) and CROSS hall hire £10,003 (2020 £11,115). CROSS hall hire was entirely from Rainbow Nursery, there were no other lettings.

Expenditure

Charitable Activities

Charitable Activities totalling £188,258 (2020 £193,253) are broken down into Ministry Expenses and Property Expenses to give a better understanding of the great variety and nature of expenditure by St Stephen's.

Parish Share

Parish Share was £83,001 (2020 £83,001). As a reminder, Parish Share is our parish's annual contribution to Guildford Diocese. As well as covering the vicar's salary and pension contributions (stipend) and vicarage (accommodation), plus any curate's stipend (but not accommodation), the parish share contributes towards the running of the Diocese and indirectly helps those parishes less fortunate and numerically strong as ourselves. Guildford Diocese is particularly strong in offering subsidised training for ordinands, local ordained ministry, licensed lay ministry, pastoral assistants, worship leaders, occasional preaching, communion assistants – to name but a few and most of which we take advantage of.

Expenditure Detail

Expenditure on charitable activities as a whole was £188,258 (2020 £193,253). Main one-off items of maintenance on property assets are shown in this report above under 'The Church and Associated Buildings'.

Mission Partnership Team

The PCC delegates its outward giving to a sub-committee whose members are drawn from both inside and outside the PCC. The vicar is a permanent member. The church aims to give a minimum of 10% of its voluntary unrestricted income (excluding designated income), including Gift Aid, allocated by the committee to a range of Christian and secular charities and for projects based locally, nationally and overseas. During 2021 £15,005 (2020 £17,000) was given in the form of gifts and donations.

Other Outward Giving

The church makes donations out of its income for special causes from time to time, for example at Harvest (Tearfund) and Christmas (Stonepillow, Crisis and Children's Society). In addition, occasionally collections are taken as leaving presents for members moving away or as fundraising for a particular cause or charity. In all these cases monies are treated as 'special collections income and payments' in the Accounts.

It is worth remembering that we also expend money on a number of causes and projects which are outwardly directed but which are not directly classified as outward giving by St Stephens. Examples of this would be significant parts of the children and youth ministries.

The CROSS (Church Hall)

As shown in note 14.2 to the Accounts, if measured on a standalone basis the CROSS shows a surplus of £1,476 (2020 £3,507). Rent from Rainbow amounted to £10,003 (2020 £11,115) and from elsewhere £nil (2020 £nil). Rainbow "rent" is designed to broadly reflect the costs associated with that building and the proportion of time utilised by the Nursery School; also, with the school occupying the CROSS every weekday this makes it unavailable for other outside hire. The Nursery School is of course an important part of the Church's activities and outreach to the community.

Rainbow Nursery Pre-school

Under its manager Kim Windebank, Rainbow operates on a financially self-sustaining basis with oversight from a steering committee appointed by the PCC comprising the vicar and churchwardens, with others co-opted as the need arises. This meets at least once per term. Income and expenditure is consolidated with the church and totals show in notes 3.4 and 4.3 to the Accounts under 'other income' and 'other expenses', and in note 14.1 to the Accounts. Rainbow operates a separate bank account for ease of day-to-day administration. It paid the church £10,003 for rent of the CROSS five days a week; rent includes cleaning, electricity, gas, water, some cleaning and WC supplies, use of photocopier and some admin help. A deficit was recorded of £9,862 (2020 deficit £401) but this was after the SCC Early Years Recovery Fund grant of £7,500. The church further helps by letting Rainbow claim all the £4,000 HMRC annual employment allowance (offsets employer's NIC). It is becoming increasingly difficult to commercially run a pre-school nursery from 9.30am to 3.30pm when over 90% of children's hours are government funded at a rate lower than cost. However, this pre-school nursery has an excellent reputation and provides a much loved service to the parish and community which will be continued hopefully way into the future.

Funds

Note 13 to the Accounts contains full details of all the church funds. No restricted income was received during 2021. The restricted Organ Fund has £1,734 remaining. The designated Special Projects fund has £32,553 in hand which includes a 2018 legacy of £20,000.

Reserves Policy

The PCC acknowledges the church is dependent on the Lord and the support of its members and congregations and considers it unnecessary to maintain substantial free reserves. However, it is prudent to maintain the balance on General Fund at a level sufficient to cover day-to-day running expenses of at least three months and this is PCC policy. At the Balance Sheet date free reserves were £134,665 (2020 £132,396),

ADMINISTRATIVE INFORMATION

Structure, Governance and Management

The PCC 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, number 1134016.

The method of appointment of PCC members is set out in the Church Representation Rules. At St Stephen's membership of the PCC consists of the incumbent (our vicar), churchwardens, curate, the reader and members elected by those 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. New members receive initial training into the workings of the PCC. The full PCC met 6 times during the year; the PCC appoints a treasurer annually and authorises members of the Standing Committee to deal with Church affairs in between meetings.

Location

St Stephen's Church is situated in Shottermill, Haslemere. It is part of the Diocese of Guildford within the Church of England. The correspondence address is: The Church Office, St Stephen's Church, Church Road, Haslemere GU27 1NS. Registered charity number 1134016.

ST STEPHEN'S SHOTTERMILL
ANNUAL REPORT
FOR THE YEAR ENDED 31st DECEMBER 2021

PCC MEMBERSHIP

PCC members who have served at any time from 1st January 2021 until the date this report was approved are:

Role	Name	Position	Stand Down
Vicar	Rev Jenn Riddlestone*#		
Curate/OLM	Rev Helen Mitchell	Ex-officio	
Lay Reader/LLM	Louisa Mason*	Ex officio	
Churchwarden/ Lay Vice Chair	Peter Soar*#	Ex-officio	Annually
Churchwarden (from 07.11.21)	Maura Howard*#	Ex-officio	Annually
Deanery Synod Rep	Louisa Mason*	Elected (DS)	2024
Treasurer	Noel Fairbairn*	Co-opted	Annually
PCC Secretary	Julie Fox*		
Member	Liza Caie	Elected (PCC)	2021
Member	Donna Rigby	Elected (PCC)	2021
Member	Jenny Hanson	Elected (PCC)	2021
Member	Jim Honeywood	Elected (PCC)	2022
Member	Simon Burchell	Elected (PCC)	2022
Member	Brian Baker*	Elected (PCC)	2023
Member	Hilary Bicknell	Elected (PCC)	2023
Member	Penelope Cave	Elected (PCC)	2023
Member	Simon McEvansoneya	Elected (PCC)	2024
Member	Val Porteous	Elected (PCC)	2024
Member	Bill Kennedy	Elected (PCC)	2024
Member	Andrew Riddlestone	Elected (PCC)	2024
Member	Jill Soar	Elected (PCC)	2024

*Members of the Standing Committee of the PCC at 31 December 2021
All members of the PCC are trustees of the charity; the vicar and churchwardens as managing trustees are registered with the Charity Commission.

Approved by the PCC on 14 February 2022 and signed on their behalf by lay vice-chairman of the PCC.

Peter Soar - Churchwarden

INDEPENDENT EXAMINER'S REPORT
TO THE MEMBERS OF THE PCC OF ST STEPHEN'S SHOTTERMILL

I report to the members of the PCC on my examination of the accounts of the PCC for the year ended 31st December 2021 which consists of the Statement of Financial Activities, the Balance Sheet and notes to the accounts pages 9 to 20.

Respective responsibilities of the PCC and the Examiner

As members of the PCC you are responsible for the preparation of the accounts in accordance with the requirements of the Church Accounting Regulations 2006 ("the Regulations") and the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 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 and to be found in the Regulations.

The members of the PCC consider that an audit is not required for this year under section 144(2) of the Act and that an independent examination is needed. Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Certified Accountants in England and Wales which is one of the listed bodies.

Independent Examiner's Statement

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

(1) accounting records were not kept in respect of the PCC 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.



Mrs AC Kensett FMAAT FCCA
Chartered Certified Accountant
Sheen Stickland
The Engine House
77 Station Road
Petersfield
GU32 3FQ

Date: 17/02/2022

ST STEPHEN'S SHOTTERMILL PCC
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31st DECEMBER 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total this year 2021 £	Total last year 2020 £
INCOME AND ENDOWMENTS	3					
Donations and legacies	3.1	147,793	0	0	147,793	157,338
Charitable activities	3.2	11,821	0	0	11,821	15,690
Other trading activities		0	0	0	0	0
Investment income	3.3	32,723	0	0	32,723	35,794
Separate material item of income:						
Other income	3.4	84,040	0	0	84,040	90,969
Total		**276,377**	**0**	**0**	**276,377**	**299,791**
EXPENDITURE ON	4					
Raising funds	4.1	0	0	0	0	0
Charitable activities	4.2	188,258	0	0	188,258	193,253
Separate material item of expense						
Other expense	4.3	93,902	0	0	93,902	87,318
Total		**282,160**	**0**	**0**	**282,160**	**280,571**
NET INCOME		-5,783	0	0	-5,783	19,220
Gains (losses) on investments		0	0	0	0	-
Extraordinary items		0	0	0	0	0
Transfers between funds		0	0	0	0	0
NET MOVEMENT IN FUNDS		**-5,783**	0	0	**-5,783**	19,220
Reconciliation of funds:						
Total funds brought forward		1,009,508	1,734	0	1,011,242	992,022
TOTAL FUNDS CARRIED FORWARD		**1,003,725**	**1,734**	**0**	**1,005,459**	**1,011,242**

ST STEPHEN'S SHOTTERMILL PCC
BALANCE SHEET AT 31st DECEMBER 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	31st December 2021 £	31st December 2020 £
FIXED ASSETS						
Tangible assets	9	851,372	0	0	851,372	850,850
Total Fixed Assets		**851,372**	0	0	**851,372**	**850,850**
CURRENT ASSETS						
Debtors & prepayments	10	22,735	0	0	22,735	11,643
Cash at bank		140,564	1,734	0	142,298	152,487
Total Current Assets		**163,299**	**1,734**	0	**165,033**	**164,130**
CURRENT LIABILITIES						
Creditors & accruals: amounts falling due within one year	11	10,946	0	0	10,946	3,738
Net Current Assets		**152,353**	**1,734**	0	**154,087**	**160,392**
Total Assets less Current Liabilities		**1,003,725**	**1,734**	0	**1,005,459**	**1,011,242**
Creditors: amount falling due after one year		0	0	0	0	0
Provisions for liabilities & charges		0	0	0	0	0
NET ASSETS		**1,003,725**	**1,734**	0	**1,005,459**	**1,011,242**
represented by:						
FUNDS OF THE CHARITY	13					
General fund		134,665	0	0	134,665	132,396
Designated funds		869,060	0	0	869,060	877,112
Restricted income funds		-	1,734	0	1,734	1,734
Endowment funds		0	0	0	0	0
TOTAL FUNDS		**1,003,725**	**1,734**	-	**1,005,459**	**1,011,242**

Signed by two trustees on behalf of all the trustees:

Peter Soar - Churchwarden — Date: 14 February 2022

Noel Fairbairn - Treasurer — Date: 14 Feb 2022

Note 1 Summary of significant accounting policies

a) General information and basis of preparation.

The PCC is a registered charity in England. The nature of the charity's operations and principal activities are shown in the annual report.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) the Charities Act 2011, and UK Generally Accepted Practice.

The charity has taken advantage in the provisions in the Charities SORP for smaller charities, not to prepare a statement of cash flows.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

b) Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Note 2 Accounting policies

This standard list of accounting policies has been applied by the charity. Where a different or additional policy has been adopted then this is detailed in the notes below.

INCOMING RESOURCES

Recognition of incoming resources. These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Incoming resources with related expenditure. Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SOFA.

Grants and donations. Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Tax reclaims on donations and gifts. Incoming resources from tax reclaims are included in the SOFA at the same time as the gift to which they relate.

Gifts in kind. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts of assets are included at market value.

Donated services and facilities. These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

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

Investment income. This is included in the accounts when receivable.

Investment gains and losses. This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

EXPENDITURE AND LIABILITIES

Liability recognition. Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

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

ASSETS

Tangible fixed assets for use by charity. These are capitalised if they can be used for more than one year, and cost at least £1,000. They are valued at cost or a reasonable value on receipt.

Investments. Investment assets are included at trustees' best estimate of market value.

Depreciation. Leasehold and freehold properties are not depreciated. Office equipment is fully depreciated over three years. Fixtures and fittings are fully depreciated over ten years or the life of the asset if less.

Note 3 Income; all funds consolidated

	2021		2020	
	£	£	£	£
3.1 Donations and legacies				
Donations - CAF, GAYE & trusts	5,425		6,075	
Donations - gift aid monthly	98,293		109,326	
Donations - no gift aid monthly	5,016		4,389	
Donations - gift aid weekly	130		1,146	
Donations - no gift aid weekly	-		36	
Cash collections	398		1,465	
One off gifts - gift aid	8,860		2,756	
One off gifts - no gift aid	848		2,542	
Legacies	2,000		-	
Tax recoverable 2020	26,823	147,793	29,603	157,338
3.2 Charitable Activities				
Cross hall hire	10,003		11,115	
Training courses	-		3,215	
Service fees	1,432		939	
Special Projects activities	386	11,821	421	15,690
3.3 Investment Income				
Bank interest	15		94	
Glovers House Flat 2 income	8,700		8,700	
Glovers House Flat 3 income	6,008		9,000	
33 Sunvale Avenue	18,000	32,723	18,000	35,794
3.4 Other Income				
Rainbow fee income	72,057		76,616	
Rainbow SCC Early Years Recovery Grant	7,500		-	
Rainbow Coronavirus JRS grants	2,837		10,027	
Rainbow other income	1,646		274	
Church Coronavirus JRS grants	-	84,040	4,052	90,969
		276,377		£ 299,791

Note 4. Expenditure; all funds consolidated

	2021		2020	
	£	£	£	£
4.1 COST OF RAISING FUNDS				
Stewardship costs		-		-
4.2a MINISTRY EXPENSES				
Parish Contribution to Diocese		83,001		83,001
Salaries & NIC				
Youth & Children's Minister	31,252		31,283	
Church Administrator	18,514		18,025	
Children's Worker	-		910	
Pension contributions	1,274		1,229	
Payroll bureau	608	51,648	703	52,150
Personal Expenses				
Vicar	25		647	
Curate & ordinands	218		716	
Youth & Children's Minister	341	584	392	1,755
Parish Ministry				
Church Services				
Worship & music group	501		352	
Publicity & website	474		148	
Clergy fees	249		92	
Speakers fees, gifts, travel	85		-	
Upkeep of Service	1,239	2,548	694	1,286
Community Outreach				
Social & Hospitality	185	185	38	38
Youth & Children's work				
Noah's Ark	120		50	
Children's work	418		320	
Breakout	667		605	
Rainbow pre-school	460		174	
Liquid	26		189	
Training, books & resources	80	1,771	-	1,338
Training, books & materials				
Ordinand training grants	1,081		1,030	
Training - courses, accom & travel	58		110	
Books and resource materials	170	1,309	562	1,702
Mission & Giving				
Home	4,998		4,250	
Overseas	10,007	15,005	12,750	17,000
Church Office				
Office telephone	365		369	
Office sundry costs	78		60	
Copy costs and paper supplies	513		266	
Bank charges	96		60	
Postage & carriage	71		186	
Stationery & office equipment	88		312	
Computer expenses & software	1,729		3,642	
Staff recruitment & DBS checks	10		54	
Independent Examiner fee	1,200		1,170	
Depreciation of assets	4,728	8,878	2,978	9,097
		164,929		167,367

Note 4. Expenditure (continued); all funds consolidated

	2021		2020	
	£	£	£	£
4.2b PROPERTY EXPENSES				
Church Property Expenses				
Repairs & maintenance	2,353		6,680	
Quinquenniel Inspection	1,238		-	
Cleaning	1,240		1,287	
Electricity	609		518	
Gas	2,047		2,132	
Water	34		43	
Insurance	1,732	9,253	2,082	12,742
CROSS Property Expenses				
Electricity	1,903		1,269	
Gas	941		822	
Water	812		577	
Insurance	1,744		1,343	
Cleaning	2,371		1,990	
Repairs & maintenance	756		1,491	
Waste disposal	-	8,527	116	7,608
Other Property Expenses				
Flat 2	828		864	
Flat 3	3,037		3,500	
Vicarage	328		425	
Sunvale - repairs & maintenance	1,356	5,549	747	5,536
		23,329		25,886

4.3 OTHER EXPENSES		
Rainbow admin, fees, training	1,395	780
Rainbow equipment, materials, stationery	1,774	1,402
Rainbow food and milk	60	142
Rainbow salaries, NIC and payroll costs	76,513	70,626
Rainbow - other expenses	14,160	14,368
	93,902	87,318

Note 4 Expenditure (continued); all funds consolidated

	2021 £	2020 £
EXPENDITURE SUMMARY		
4.1 Cost of Raising Funds	-	-
4.2 Charitable Activities		
4.2a Ministry expenses	164,929	167,367
4.2b Property expenses	23,329	25,886
	188,258	193,253
4.3 Other Expenses	93,902	87,318
Total expenditure	282,160	280,571

5. SUPPORT COSTS	2021 £	2020 £
Total support costs	0	0

6. DETAILS OF CERTAIN ITEMS OF EXPENDITURE

6.1 Trustee Expenses

Details of the amount of any payment or reimbursement of out-of-pocket expenses made to trustees or to a third party for expenses incurred by trustees.

	2021 £	2020 £
Number of trustees who were paid expenses	3	3
Nature of the expenses: vicar expenses	25	647
curate expenses	218	212
property manager labour & materials	731	772
	£974	£1,631

6.2 Independent Examination fees

	2021 £	2020 £
Independent Examination fees	£1,200	£1,170

7. PAID EMPLOYEES

7.1 Staff Costs

	2021	2020
PCC	**£**	**£**
Wages & salaries	45,931	46,360
Employer's NIC	3,835	3,858
Employer's pension contributions	1,274	1,228
	51,040	51,446
RAINBOW		
Wages & salaries	73,525	67,003
Employer's NIC	-	610
Employer's pension contributions	2,014	1,973
	75,539	69,586
	£126,579	£121,032

No employees received total employee benefits of more than £60,000

7.2 Staff Numbers

Average number of employees engaged in each of the following activities:

	2021	2020
Fundraising	0	0
Charitible Activities	2	2
Governance	0	0
Rainbow	5	5
	7	7

8. GRANT MAKING

None.

9. TANGIBLE ASSETS

	Leasehold Property	Freehold Property	Office Equipment	Fixtures and Fittings	Total
	£	£	£	£	£
1st January 2021 b/fwd	380,000	450,000	0	20,850	850,850
Additions	0	0	5,250		5,250
Revaluations	0	0	0	0	0
Disposals	0	0	0	0	0
Depreciation	0	0	1,750	2,978	4,728
31st December 2021 c/fwd	380,000	450,000	3,500	17,872	851,372

The PCC owns the leasehold of Glovers House flats 2 & 3. Flat 3 is occupied by the Youth & Children's Minister while flat 2 is let at a commercial rent. A valuation was obtained in October 2019 and the PCC accepts the market value of £380,000 is still current.The historical cost of the leasehold property is £260,000.

The PCC also owns the freehold of 33 Sunvale Avenue, Haslemere, Surrey GU27 1PJ which is used by curates when training in the parish. The house was valued in October 2019 and the PCC accepts the holding value of £450,000 is a reasonable guide to current market value. The historical cost of the freehold property is £450,000.

The two leasehold flats and the freehold house are investment assets of the parish, however their actual use changes from time to time with a combination of accommodation for a curate, accommodation for church employees, and commercial lets.

10. DEBTORS AND PREPAYMENTS

	2021	2020
	£	£
Recoverable Gift Aid	12,042	6,884
Prepayments and accrued income	10,693	4,759
	22,735	11,643

11. CREDITORS AND ACCRUALS

Amounts falling due within one year

	2021	2020
	£	£
Accruals and deferred income	10,946	3,738
	10,946	3,738

12. TRANSACTIONS WITH RELATED PARTIES

None

13. SUMMARY OF FUNDS AND MOVEMENTS

The following funds were in existence during the year and showed movements:

Fund name	Type of fund	Use of fund
Organ Fund	Restricted	Repair and maintenance of church organ
Glovers Flats	Designated	Market value of two flats owned by the church
Sunvale	Designated	Market value of residential property owned by the church
Rainbow Nursery	Designated	To provide working capital for running of nursery school
Special Projects	Designated	Special projects as specified by PCC from time to time
General Fund	Undesignated	General purposes

Classification of Funds

Restricted	Donations given for a specific purpose; funds can be used only for this purpose.
Designated	General donations which the PCC wishes to earmark for particular uses and which can be reallocated by them as the need arises.
Undesignated	General donations which are used for any charitable activity.

Movements in Funds 2021

Fund name	b/forward 01.01.21	Income	Expenditure	Transfers	c/forward 31.12.21
	£	£	£	£	£
Organ	1,734	0	0	0	1,734
Glovers	380,000	0	0	0	380,000
Sunvale	450,000	0	0	0	450,000
Rainbow	16,370	84,040	93,903	0	6,507
Projects	30,742	1,811	0	0	32,553
General	132,396	190,527	188,258	0	134,665
	1,011,242	276,378	282,161	0	1,005,459

Movements in Funds 2020

Fund name	b/forward 01.01.20	Income	Expenditure	Transfers	c/forward 31.12.20
	£	£	£	£	£
Organ	1,734	0	0	0	1,734
Glovers	380,000	0	0	0	380,000
Sunvale	450,000	0	0	0	450,000
Rainbow	16,771	86,917	87,318	0	16,370
Projects	27,037	3,705	0	0	30,742
General	116,479	209,170	193,253	0	132,396
	992,021	299,792	280,571	0	1,011,242

There were no transfers between funds in 2021 or 2020.

14. ADDITIONAL DISCLOSURES

The following are significant matters that are not shown elsewhere in the Financial Statements:

14.1 Rainbow Nursery Pre-school

As Rainbow is wholly owned by the St Stephen's Church, its accounts are fully consolidated with those of the Church.

	2021	2020
	£	£
Income from external sources	76,540	86,917
SCC Early Years Recovery Fund Grant	7,500	0
	84,040	86,917
Expenditure on external items	83,899	76,203
Rent for Cross Hall paid to St Stephen's	10,003	11,115
	93,902	87,318
Deficit for the year	-9,862	-401

14.2 CROSS Hall

	2021	2020
	£	£
Rent received externally	0	0
Rent received from Rainbow	10,003	11,115
	10,003	11,115
Maintenance and repairs	756	1,491
Gas, electricity and water	3,656	2,668
Insurance	1,744	1,343
Cleaning and waste disposal	2,371	2,106
	8,527	7,608
Surplusfor the year	1,476	3,507

15. COMPARATIVE FIGURES 2020 BY FUND TYPE

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 2020
Income and Endowments	£	£	£	£
Donations and legacies	157,338	0	0	157,338
Charitable activities	15,690	0	0	15,690
Investment income	35,794	0	0	35,794
Other income	90,969	0	0	90,969
Total	**299,791**	**0**	**0**	**299,791**
Expenditure on				
Raising funds	-	0	0	-
Charitable activities	193,253	0	0	193,253
Other expenses	87,318	0	0	87,318
Total	**280,571**	**0**	**0**	**280,571**
Net Income	19,220	0	0	19,220
Gains (losses) on investments	-	0	0	-
Net movement in funds	19,220	0	0	19,220
Funds brought forward	990,288	1734	0	992,022
Total funds carried forward	**1,009,508**	**1734**	0	**1,011,242**