

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
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**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 Practice (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

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

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.

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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.

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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.

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

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.

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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

I 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

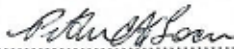
ST STEPHEN'S SHOTTERMILL PCC
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31st DECEMBER 2021

	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

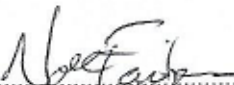
ST STEPHEN'S SHOTTERMILL PCC
BALANCE SHEET AT 31st DECEMBER 2021

	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						
General fund	13	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

14 February 2022
 Date


 Noel Fairbairn - Treasurer

14 Feb. 2022
 Date

**ST STEPHEN'S SHOTTERMILL PCC
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st DECEMBER 2021**

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:

ST STEPHEN'S SHOTTERMILL PCC
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st DECEMBER 2021

- 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 2021

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
		<u>276,377</u>		<u>£ 299,791</u>

ST STEPHEN'S SHOTTERMILL PCC
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st DECEMBER 2021

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
		<u>164,929</u>		<u>167,367</u>

ST STEPHEN'S SHOTTERMILL PCC
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st DECEMBER 2021

Note 4. Expenditure (continued); all funds consolidated

	2021		2020	
	£	£	£	£
4.2b PROPERTY EXPENSES				
Church Property Expenses				
Repairs & maintenance	2,353		6,680	
Quinquennial 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

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

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
	<u>188,258</u>	<u>193,253</u>
4.3 Other Expenses	93,902	87,318
Total expenditure	<u>282,160</u>	<u>280,571</u>

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
	<u>£974</u>	<u>£1,631</u>

6.2 Independent Examination fees

	2021 £	2020 £
Independent Examination fees	<u>£1,200</u>	<u>£1,170</u>

ST STEPHEN'S SHOTTERMILL PCC
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st DECEMBER 2021

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
	<u>51,040</u>	<u>51,446</u>
 RAINBOW		
Wages & salaries	73,525	67,003
Employer's NIC	-	610
Employer's pension contributions	2,014	1,973
	<u>75,539</u>	<u>69,586</u>
	<u><u>£126,579</u></u>	<u><u>£121,032</u></u>

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
Charitable Activities	2	2
Governance	0	0
Rainbow	5	5
	<u>7</u>	<u>7</u>

8. GRANT MAKING

None.

ST STEPHEN'S SHOTTERMILL PCC
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st DECEMBER 2021

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
	<u>22,735</u>	<u>11,643</u>

11. CREDITORS AND ACCRUALS

Amounts falling due within one year

	2021 £	2020 £
Accruals and deferred income	10,946	3,738
	<u>10,946</u>	<u>3,738</u>

12. TRANSACTIONS WITH RELATED PARTIES

None

ST STEPHEN'S SHOTTERMILL PCC
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st DECEMBER 2021

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
	<u>1,011,242</u>	<u>276,378</u>	<u>282,161</u>	<u>0</u>	<u>1,005,459</u>

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
	<u>992,021</u>	<u>299,792</u>	<u>280,571</u>	<u>0</u>	<u>1,011,242</u>

There were no transfers between funds in 2021 or 2020.

ST STEPHEN'S SHOTTERMILL PCC
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st DECEMBER 2021

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
	<u>84,040</u>	<u>86,917</u>
Expenditure on external items	83,899	76,203
Rent for Cross Hall paid to St Stephen's	10,003	11,115
	<u>93,902</u>	<u>87,318</u>
Deficit for the year	<u>-9,862</u>	<u>-401</u>

14.2 CROSS Hall

	2021	2020
	£	£
Rent received externally	0	0
Rent received from Rainbow	10,003	11,115
	<u>10,003</u>	<u>11,115</u>
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
	<u>8,527</u>	<u>7,608</u>
Surplus for the year	<u>1,476</u>	<u>3,507</u>

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