

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
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The Engine House
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**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 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, 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

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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.

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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 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

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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

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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 operate 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

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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.

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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

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.



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

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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

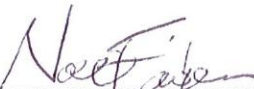
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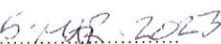
FUNDS OF THE CHARITY						
	13					
General fund		140,553	0	0	140,553	134,665
Designated funds		999,842	0	0	999,842	869,060
Restricted income funds		0	1,734	0	1,734	1,734
Endowment funds			0	0	0	0
TOTAL FUNDS		1,140,395	1,734	0	1,142,129	1,005,459

Signed by two trustees on behalf of all the trustees:


 Peter Soar - Churchwarden


 Date


 Noel Fairbairn - Treasurer


 Date

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

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31st DECEMBER 2022

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 2022

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	<u>25,066</u>	137,260	<u>26,823</u>	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	<u>137</u>	15,008	<u>386</u>	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	<u>18,000</u>	38,260	<u>18,000</u>	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	<u>0</u>	100,572	<u>0</u>	84,040
	<u>291,100</u>		<u>276,377</u>	

ST STEPHEN'S SHOTTERMILL PCC
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st DECEMBER 2022

Note 4. Expenditure; all funds consolidated

	2022		2021	
	£	£	£	£
4.1 COST OF RAISING FUNDS				
Stewardship costs		<u>0</u>		<u>0</u>
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	<u>540</u>	29,857	<u>608</u>	51,648
Personal Expenses				
Vicar	0		25	
Curate & ordinands	0		218	
Youth & Children's Minister	<u>45</u>	45	<u>341</u>	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	<u>695</u>	1,774	<u>1,239</u>	2,548
Community Outreach				
Community resources	100		0	
Social & Hospitality	<u>423</u>	523	<u>185</u>	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	<u>0</u>	730	<u>80</u>	1,771
Training, books & materials				
Ordinand training grants	1,081		1,081	
Training - courses, accom & travel	120		58	
Books and resource materials	<u>244</u>	1,445	<u>170</u>	1,309
Mission & Giving				
Special collections payments	1,470			
Home	4,482		4,998	
Overseas	<u>8,664</u>	14,616	<u>10,007</u>	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	<u>4,728</u>	9,604	<u>4,728</u>	8,878
		<u>128,913</u>		<u>164,929</u>

ST STEPHEN'S SHOTTERMILL PCC
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st DECEMBER 2022

Note 4. Expenditure (continued); all funds consolidated

	2022		2021	
	£	£	£	£
4.2b PROPERTY EXPENSES				
Church Property Expenses				
Repairs & maintenance	1,560		2,353	
Quinquennial Inspection	0		1,238	
Cleaning	1,452		1,240	
Electricity	1,373		609	
Gas	4,348		2,047	
Water	96		34	
Insurance	<u>2,131</u>	10,960	<u>1,732</u>	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	<u>7,418</u>	15,936	<u>756</u>	8,527
Other Property Expenses				
Flat 2	1,000		828	
Flat 3	1,110		3,037	
Vicarage	686		328	
Sunvale - repairs & maintenance	<u>384</u>	3,180	<u>1,356</u>	5,549
		<u>30,076</u>		<u>23,329</u>
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		<u>15,427</u>		<u>14,160</u>
		<u>95,441</u>		<u>93,902</u>

ST STEPHEN'S SHOTTERMILL PCC
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st DECEMBER 2022

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
	<u>158,989</u>	<u>188,258</u>
4.3 Other Expenses	95,441	93,902
Total expenditure	<u>254,430</u>	<u>282,160</u>

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
	<u>£0</u>	<u>£243</u>

6.2 Independent Examination fees

	2022 £	2021 £
Independent Examination fees	<u>£1,230</u>	<u>£1,200</u>

ST STEPHEN'S SHOTTERMILL PCC
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st DECEMBER 2022

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
	<u>29,317</u>	<u>51,040</u>
 RAINBOW		
Wages & salaries	74,194	73,525
Employer's NIC	95	0
Employer's pension contributions	2,058	2,014
	<u>76,347</u>	<u>75,539</u>
	<u>£105,664</u>	<u>£126,579</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:

	2022	2021
Fundraising	0	0
Charitable Activities	1	2
Governance	0	0
Rainbow	4	5
	<u>5</u>	<u>7</u>

8. GRANT MAKING

None.

ST STEPHEN'S SHOTTERMILL PCC
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st DECEMBER 2022

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	<u>380,000</u>	<u>550,000</u>	<u>1,750</u>	<u>14,894</u>	<u>946,644</u>

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	<u>9,756</u>	<u>10,693</u>
	<u>12,682</u>	<u>22,735</u>

11. CREDITORS AND ACCRUALS

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

12. TRANSACTIONS WITH RELATED PARTIES

None

ST STEPHEN'S SHOTTERMILL PCC
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st DECEMBER 2022

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
	<u>1,005,459</u>	<u>291,100</u>	<u>100,000</u>	<u>254,430</u>	<u>0</u>	<u>1,142,129</u>

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

ST STEPHEN'S SHOTTERMILL PCC
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st DECEMBER 2022

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
	<u>99,572</u>	<u>84,040</u>
Expenditure on external items	84,326	83,899
Rent for Cross Hall paid to St Stephen's	11,115	10,003
	<u>95,441</u>	<u>93,902</u>
Deficit for the year	<u>4,131</u>	<u>-9,862</u>

14.2 CROSS Hall

	2022	2021
	£	£
Rent received externally	120	0
Rent received from Rainbow	11,115	10,003
	<u>11,235</u>	<u>10,003</u>
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
	<u>15,936</u>	<u>8,527</u>
Deficit (2021 surplus) for the year	<u>-4,701</u>	<u>1,476</u>

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	<u>276,377</u>	<u>0</u>	<u>0</u>	<u>276,377</u>
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	<u>282,160</u>	<u>0</u>	<u>0</u>	<u>282,160</u>
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	<u>1,003,725</u>	<u>1,734</u>	<u>0</u>	<u>1,005,459</u>