

# **St Leonard's Church Chesham Bois**



## **TRUSTEES' ANNUAL REPORT & ACCOUNTS**

**For the Year Ended 31<sup>st</sup> December 2022**

**Registered Charity Number 1134113**



## **Contents**

<b>Trustees' Annual Report</b>	<b>Pages 1-11</b>
<b>Independent Examiner's Report</b>	<b>Page 12</b>
<b>Statement of Financial Activities</b>	<b>Pages 13-24</b>



## ST LEONARD'S CHURCH, CHESHAM BOIS

### TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2022

**REGISTERED CHARITY 1134113**

#### OBJECTIVES & ACTIVITIES

The primary object of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England.

The PCC has the responsibility of co-operating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic and social.

We focus on Jesus because he defines our identity. The Father shows us what to do, we trust him in all circumstances and we expect to see the Kingdom manifest. We seek to maintain the values, vision and mission of the Parish.

Quinquennial inspection repairs are normally addressed along with other items including ongoing maintenance items.

The PCC also has ongoing maintenance responsibility for the Parish Centre and 19 Stubbs End Close.

#### CHURCH ACTIVITIES

Sunday	8.00am 10.30am 10.30am 7.00pm	BCP Holy Communion in Church (online and in person) Morning Prayer or Holy Communion in Church, (Sept-Dec) time changed to 09:00am Family Celebration in Beacon School Encounter (Fortnightly) in Church
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A variety of other meetings and youth and children's activities take place during the week including other services, fellowship groups and young people's and children's meetings as below.

Maryland Pre-School Nursery Youth and Children's activities Home groups Training Prayer groups
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We rely very heavily upon and are indebted to the voluntary effort and resources of our membership, particularly those who support the youth minister and children's ministers to run all the activities on Sundays as well as during the week. We are grateful for the voluntary effort of the teams that look after the flowers, welcome teams, hospitality and all those others who perform many and varied tasks in and around the parish. Following the COVID Restrictions a number of the services and activities have remained "Online" to give greater access.



**ST LEONARD'S CHURCH, CHESHAM BOIS**  
**TRUSTEES' REPORT & ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2022**

## **PUBLIC BENEFIT**

The PCC has referred to the guidance in the Charity Commission's General Guidance on Public Benefit when reviewing its aims and objectives and in planning its future activities. In particular the PCC considers how planned activities will contribute to the aims and objectives it has set.

The Church of St. Leonard's Chesham Bois has a public duty and charge to the 'cure of souls' for the associated ecclesiastical parish. The overall ministry and work of the PCC, the clergy and staff routinely embraces this charge. All services and the majority of activities are accessible and open to our local and wider community with the sermons also available online. As an Anglican Church we serve parishioners through arranging baptism, funeral, and wedding ceremonies which includes wedding preparation. We recognise that in following Jesus it is possible to live in a community that not only builds up and strengthens our members but can also be a blessing to the wider community in which we live. Normal activities would include involvement and integration with Chesham Bois CE School, including curriculum support, pastoral support (including Transforming Lives for Good) and church visits.

## **ACHIEVEMENTS & PERFORMANCE**

The Electoral Roll was updated in April 2022 and recorded 164 members.

In 2022 there were:-

- |    |             |
|----|-------------|
| 11 | Baptisms    |
| 2  | Dedications |
| 3  | Weddings    |
| 7  | Funerals    |

Our understanding is that as Christians, our life together is expressed in community and this is most readily realised in smaller group meetings beyond Sunday services. These groups are committed to realising in practice the values of the church. We have 7 adult home groups and 2 youth groups.



**ST LEONARD'S CHURCH, CHESHAM BOIS**  
**TRUSTEES' REPORT & ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2022**

## **STAFF AND LEADERSHIP**

The staff and leadership teams comprise:

Laurie Clow	Rector
Chris Clare	Associate Minister
Ruth Leach	Office Manager, Freedom Prayer Coordinator and Rector's PA
Alice Somervell	Administrator and Events Coordinator
Bekki Hadley	Children & Families Worker
Jonny Somervell	Worship Pastor
Jackie Lambert	Licensed Lay Minister
Peter Flory	Licensed Lay Minister
Owen Melville-Thomas	Placement Student Youth Ministry (Jan-Aug)
Paul Evans	Production & A/V Equipment trainer / Intern (Jan-July)
Diana Wright	Prophet
Denise Kolb	Safeguarding Officer, Community Outreach Coordinator
Rebecca Flory	Maryland Manager
Jane Pepler	Deputy Maryland Manager

## **PCC**

The PCC met 7 times during the year. There was an additional emergency meeting in Jun 2022 to discuss the church's response to the Parish Centre Redevelopment decision and how to proceed. The average level of attendance was 80%. Matters considered during the year are tabulated below.

<p>Budgets and expenditure</p> <p>Health and Safety, Risk Assessments and Safeguarding</p> <p>Maryland – intake numbers, staff ratios, staff and children's well being</p> <p>Financial matters including CCT property rentals, staff costs</p> <p>Mission and our Kingdom Partners</p> <p>Children's and Youth work</p> <p>Worship matters</p> <p>Church Property Maintenance</p> <p>Staff Matters including office members</p> <p>PCC Committees</p> <p>Parish Centre redevelopment</p> <p>Parish Council Office rental in the parish centre.</p> <p>Church weekend away</p> <p>One-off Financial gifts and support of Church members and other Churches, Budgets.</p> <p>PCC Committees</p> <p>The feel and style of the existing Church services</p> <p>Ongoing support of Jesus Ministries</p> <p>Deanery Synod updates</p> <p>Laurie's sabbatical in early 2023</p>
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**ST LEONARD'S CHURCH, CHESHAM BOIS**  
**TRUSTEES' REPORT & ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2022**

## **MISSION & TRAINING**

The church membership were involved with the following activities during the course of the year:-

Seniors' Ministry with other churches in Amersham  
Freedom Prayer  
Wedding Preparation  
Restore Hope Outreach and Food Distribution initiatives

These and other activities are fully reported in the APCM Annual Report Booklet.

## **FINANCIAL REVIEW**

The PCC accounts for the year 2022 are attached and have been duly examined and approved.

The accounts indicate an increase in the level of income in 2022 over 2021 and a increase in the expenditure of the Council in 2022 over 2021.

The overall normal expenditure is greater than normal income.

The ongoing financial commitments of the PCC are related to the continued ministry of the church, its members and payment of employed staff that support them and to the maintenance and fabric of the buildings.

In 2022, one Intern, one student youth worker, and one children and families worker were housed in 19 Stubbs End Close. Council tax for 19 Stubbs End Close is met by the PCC. This property is occupied by annual licence from the Chiltern Christian Trust.

The PCC paid the Parish Share in full in 2022.

The impact of Covid-19 pandemic has been to reduce income both in collections and bankers order as well as rental income on the Parish Centre.

At the end of the year the PCC Maryland Fund stood at -£9,381.17 despite having received a grant in January from Buckinghamshire Council's, Sustainability and quality improvement fund for £8,500.00 to cover the 2021 deficit and cost of heaters following the failure of the boiler. The management committee are aiming to attract more pupils and thus increase fee income in 2023.

The PCC Parish Centre Fund sustained a loss of £15,262.46 and at the end of the year stood at -£17,568.06. This, like the church building costs, has been heavily impacted by rising fuel costs. The PCC are actively involved in negotiations to increase rental income.

The PCC had hoped that the Parish Weekend would be self-financing, however there was a shortfall of £5,836.88.

The underwriting of the housing for Jesus Ministries resulted in a cost to the PCC of £4,445.30.

## **RESERVES POLICY**

In January 2021, the PCC set the reserve policy level at £60,000 following the annual review.

This is set at a suitable amount to cover general operational expenditure for three months excluding the Parish Share.

At the end of the 2022 the general unrestricted funds available to the PCC amounted to £24,347.43.



## STRUCTURE, GOVERNANCE & MANAGEMENT

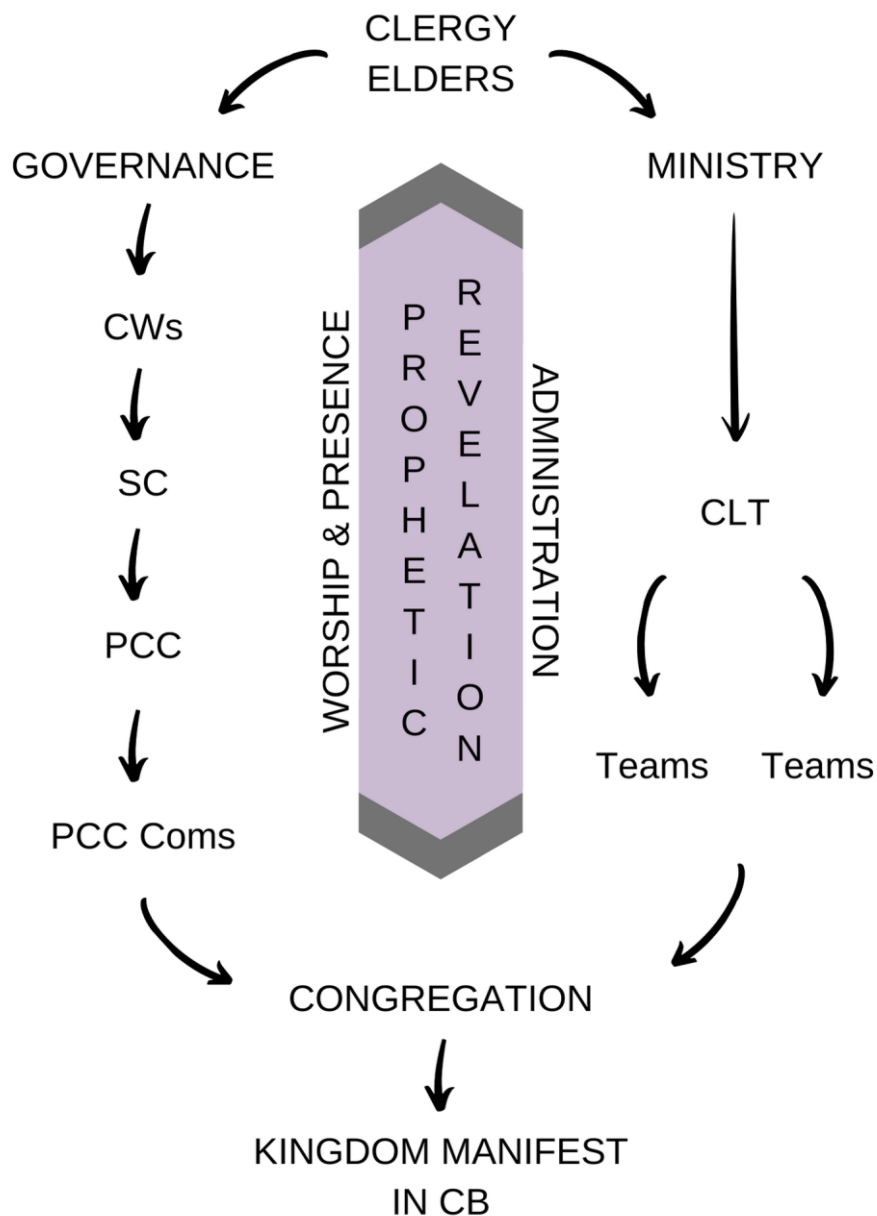
The Parochial Church Council (PCC) is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC became a registered charity with the Charity Commission on the 5<sup>th</sup> February 2010.

Members of the PCC are either ex-officio, elected by the Annual Parochial Church Meeting (APCM) or co-opted in accordance with the Church Representation Rules.

Policies and procedures for Health & Safety, Disability Discrimination legislation and Safeguarding are regularly reviewed. The PCC applies the Diocese of Oxford Safeguarding Policy and the Safeguarding Representative is Denise Kolb.

A review of the major risks and a risk register with action plan exists and is held by the Office Manager.

Illustrative diagram showing the current structures, roles and responsibilities.







**ST LEONARD'S CHURCH, CHESHAM BOIS**  
**TRUSTEES' REPORT & ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2022**

The PCC operated with five main committees in 2022

<b>Standing Committee</b> <i>Chair: Rector</i>	Standing committee is the executive committee of the PCC. It has power to transact the business of the PCC between PCC meetings, subject to any parameters set by the Council including spending up to £400. Standing committee shapes the agenda for PCC meetings.
<b>Mission Committee</b> <i>Chair: Chris Clare</i>	This committee oversees the mission support function of the Church, supporting individuals, societies and projects at home and overseas. It recommends the allocation of funds to the PCC and is responsible for the distribution of these monies.
<b>Fabric Committee</b> <i>Chair: Rector</i>	This committee oversees the repair and maintenance of all the church properties advising and making recommendations to the PCC.
<b>Safeguarding Committee</b> <i>Chair: Chris Clare</i>	This committee oversees the safeguarding of all activities within the church and ensures it adheres to Diocesan policy and the law.
<b>Maryland Committee</b> <i>Chair: Andrea Hayers</i>	This committee oversees the operational running of the Maryland Pre-School.



**ST LEONARD'S CHURCH, CHESHAM BOIS**  
**TRUSTEES' REPORT & ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2022**

## REFERENCE & ADMINISTRATIVE DETAILS

<b>Full Name</b>	The Parochial Church Council of St. Leonard's Chesham Bois
<b>Church Address</b>	High Bois Lane, Chesham Bois, Amersham, Buckinghamshire, HP6 6DG
<b>Correspondence Address</b>	The Church Office, Parish Centre, Glebe Way, Chesham Bois, Amersham, Buckinghamshire, HP6 5ND
<b>Bank Address</b>	TSB Bank, PO Box 373, Leeds, LS14 9GQ
<b>Independent Examiner</b>	Nicola Anderson FCA FCIE, 189 Baldwins Lane, Croxley Green, Rickmansworth, Herts. WD3 3LL
<b>Rector</b>	Revd Laurie Clow

## MEMBERSHIP OF THE PAROCHIAL CHURCH COUNCIL DURING 2022

<b>Rector (Chairman)</b>	Revd Laurie Clow		
<b>Self-Supporting Minister</b>	Revd Chris Clare		
<b>Licensed Lay Ministers</b>	Jackie Lambert	Peter Flory	
<b>Churchwardens</b>	Choi van Rest	Cathy Baldwin	
<b>PCC Secretary</b>	Adrian Dunn		
<b>PCC Treasurer</b>	Katie Flory		
<b>Diocesan Representatives</b>	Peter Flory		
<b>Deanery Representatives</b>	Jackie Lambert	Peter Flory	
<b>Lay Representatives</b>	<b>Elected</b>		
	<b>2019</b>	Edoardo Cavallo	Adrian Dunn
	<b>2020</b>	Katie Flory	Jenny Robinson
		Alison Greenhalgh	Edoardo Cavallo
	<b>2021</b>	Marion Campbell-Brown	Andrew Pimenta ♂
		Samantha McEwen	Malcolm Hafner
	<b>2022</b>	Alan Lewis ∞	
	∞ From Annual Parochial Church Meeting 11 <sup>th</sup> April 2022		
	♂ Until 11 <sup>th</sup> April 2022		



## STATEMENT OF TRUSTEES' RESPONSIBILITIES

The members of the Parochial Church Council are required to prepare financial statements each year. These give a true and fair view of the Parochial Church Council's financial activities during the year and of its financial position at year end. In preparing financial statements giving a true and fair view, the members should follow best practice and:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Parochial Church Council will continue in operation.

The members of the Parochial Church Council are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the Parochial Church Council and which enable them to ascertain the financial position of the Parochial Church Council and ensure that the financial statements comply with the Charities Act 2011 and 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 published on 16 July 2014. They are also responsible for safeguarding the assets of the Parochial Church Council and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## RELATED PARTY TRANSACTIONS AND TRUSTEES' REMUNERATIONS

Statements and details of related transactions can be found in Note 9 of the accounts.

Approved by the Parochial Church Council 27<sup>th</sup> March 2023 signed on their behalf.

Choi Van Rest  
Churchwarden



## INDEPENDENT EXAMINER'S REPORT

I report to the Trustees on my examination of the accounts of St Leonard's Church (charity no. 1134113) for the year ended 31 December 2022 as set out on pages 13 – 24.

### Responsibilities and basis of report

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

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 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.

### Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

1. Accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. The accounts do not accord with those records.

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.

Nicola Anderson FCA FCIE

dated:

189 Baldwins Lane  
Croxley Green  
Rickmansworth  
Hertfordshire  
WD3 3LL



**ST LEONARD'S CHURCH, CHESHAM BOIS**  
**TRUSTEES' REPORT & ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2022**

**STATEMENT OF FINANCIAL ACTIVITIES**

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds 2021 £
<b>Income from:</b>									
<i>Incoming resources from donors</i>	<b>2(a)</b>	261,304.56	2,864.08	24,732.44	288,901.08	245,733.29	706.15	12,561.39	259,000.83
<i>Other voluntary incoming resources</i>	<b>2(b)</b>	2,136.79	0.00	21,942.52	24,079.31	728.00	0.00	19,589.94	20,317.94
<i>Income from charitable and ancillary trading</i>	<b>2(c)</b>	4,546.96	71,969.03	0.00	76,515.99	2,341.00	62,732.42	0.00	65,073.42
<i>Other ordinary incoming resources</i>	<b>2(d)</b>	5,021.80	0.00	0.00	5,021.80	0.00	33,993.63	0.00	33,993.63
<i>Income from investments</i>	<b>2(e)</b>	1,390.24	0.00	0.00	1,390.24	62.22	0.00	0.00	62.22
<b>Total Income from:</b>		<b>274,400.35</b>	<b>74,833.11</b>	<b>46,674.96</b>	<b>395,908.42</b>	<b>248,864.51</b>	<b>97,432.20</b>	<b>32,151.33</b>	<b>378,448.04</b>
<b>Expenditure on:</b>									
<i>Grants</i>	<b>3(a)</b>	525.00	24,480.00	15,561.81	40,566.81	0.00	24,530.00	13,893.66	38,423.66
<i>Activities directly relating to the work of the church</i>	<b>3(b)</b>	254,879.25	40,546.73	36,717.01	332,142.99	221,038.20	16,724.20	11,037.48	248,799.88
<i>Costs of generating funds</i>	<b>3(c)</b>	1,030.21	90,279.73	12.55	91,322.49	905.11	81,410.80	7.43	82,323.34
<b>Total Expenditure on:</b>		<b>256,434.46</b>	<b>155,306.46</b>	<b>52,291.37</b>	<b>464,032.29</b>	<b>221,943.31</b>	<b>122,665.00</b>	<b>24,938.57</b>	<b>369,546.88</b>
<b>Net Income/ (Expenditure) Resources before Transfer</b>		17,965.89	-80,473.35	-5,616.41	-68,123.87	26,921.20	-25,232.80	7,212.76	8,901.16
<b>Transfers</b>									
Gross Transfer between Funds - In		15.00	71,469.38	4,195.50	75,679.88	0.00	48,592.62	1,157.97	49,750.59
Gross Transfer between Funds - Out		-67,532.42	-7,309.50	-837.96	-75,679.88	-23,352.62	-24,640.00	-1,757.97	-49,750.59
<b>Net movement in Funds</b>		<b>-49,551.53</b>	<b>-16,313.47</b>	<b>-2,258.87</b>	<b>-68,123.87</b>	<b>3,568.58</b>	<b>-1,280.18</b>	<b>6,612.76</b>	<b>8,901.16</b>
<b>Reconciliation of Funds</b>									
<b>Total Funds Brought Forward</b>		73,898.96	80,106.35	11,977.76	165,983.07	70,330.38	81,386.53	5,365.00	157,081.91
<b>Total Funds Carried Forward</b>		<b>24,347.43</b>	<b>63,792.88</b>	<b>9,718.89</b>	<b>97,859.20</b>	<b>73,898.96</b>	<b>80,106.35</b>	<b>11,977.76</b>	<b>165,983.07</b>



**ST LEONARD'S CHURCH, CHESHAM BOIS**  
**TRUSTEES' REPORT & ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2022**

## BALANCE SHEET

	Note	Unrestricted £	Designated £	Restricted £	2022 £	2021 £
<b>Fixed assets</b>						
Photocopier, Boiler, PA equipment	5	2,720.00	4,670.38	0.00	7,390.38	11,535.08
		<b>2,720.00</b>	<b>4,670.38</b>	<b>0.00</b>	<b>7,390.38</b>	<b>11,535.08</b>
<b>Current assets</b>						
Debtors		11,947.23	1,607.42	5,169.80	18,724.45	27,315.55
Cash at bank and in hand		15,144.10	63,628.86	11,268.67	90,041.63	135,321.32
		<b>27,091.33</b>	<b>65,236.28</b>	<b>16,438.47</b>	<b>108,766.08</b>	<b>162,636.87</b>
<b>Liabilities</b>						
Creditors: Amounts falling due in one year		5,463.90	6,113.78	6,719.58	18,297.26	8,188.88
		<b>5,463.90</b>	<b>6,113.78</b>	<b>6,719.58</b>	<b>18,297.26</b>	<b>8,188.88</b>
<b>Net current assets less current liabilities</b>		<b>21,627.43</b>	<b>59,122.50</b>	<b>9,718.89</b>	<b>90,468.82</b>	<b>154,447.99</b>
<b>Total assets less current liabilities</b>		<b>24,347.43</b>	<b>63,792.88</b>	<b>9,718.89</b>	<b>97,859.20</b>	<b>165,983.07</b>
<b>Total net assets less liabilities</b>		<b>24,347.43</b>	<b>63,792.88</b>	<b>9,718.89</b>	<b>97,859.20</b>	<b>165,983.07</b>
<b>Represented by</b>						
General Fund		24,347.43	0.00	0.00	24,347.43	73,898.96
General Reserve for Future Activities Fund		0.00	88,245.87	0.00	88,245.87	88,245.87
Mission Fund		0.00	2,283.32	0.00	2,283.32	6.39
PCC Maryland Fund		0.00	-9,381.17	0.00	-9,381.17	-6,382.94
PCC Parish Centre Fund		0.00	-17,568.06	0.00	-17,568.06	-2,305.59
Parish Centre Redevelopment Project Fund		0.00	87.92	0.00	87.92	417.62
Parish Centre Redevelopment Build Fund		0.00	125.00	3,365.00	3,490.00	3,490.00
Gifts Specified by Donor		0.00	0.00	6,353.89	6,353.89	8,238.89
Parish Events Fund		0.00	0.00	0.00	0.00	373.87
<b>Funds of the church</b>	7	<b>24,347.43</b>	<b>63,792.88</b>	<b>9,718.89</b>	<b>97,859.20</b>	<b>165,983.07</b>

These accounts have been approved by the PCC on 27<sup>th</sup> March 2023  
and are signed on their behalf by:

Katie Flory  
**Treasurer**



ST LEONARD'S CHURCH, CHESHAM BOIS  
TRUSTEES' REPORT & ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2022

## STATEMENT OF CASH FLOWS

	Note	2022 £	2021 £
<b><i>Cash flows from operating activities:</i></b>			
Net cash provided by/ (used in) operating activities	A	-46,669.93	-15,016.71
<b><i>Cashflows from investing activities</i></b>			
Interest		1,390.24	62.22
<b>Change in cash in year</b>		<b>-45,279.69</b>	<b>-14,954.49</b>
Cash at beginning of the year		135,321.32	150,275.81
Cash at end of the year	B	<b><u>90,041.63</u></b>	<b><u>135,321.32</u></b>
<b>A Reconciliation of net income/(expenditure) to net cash flows</b>			
Purchase of Fixed Assets		0.00	-12,982.78
Net income /(expenditure) for year per the statement of financial activities		-68,123.87	8,901.16
Dividends, interest and rents from investments		-1,390.24	-62.22
(Increase)/Decrease in debtors		8,591.10	-16,334.63
Increase/(Decrease) in creditors		10,108.38	1,317.06
Depreciation of Fixed Assets		4,144.70	4,144.70
<b>Net cash provided by (used in) operating activities</b>		<b><u>-46,669.93</u></b>	<b><u>-15,016.71</u></b>
<b>B Analysis of cash and cash equivalents</b>			
Cash in hand		31.39	25.22
Notice deposits (less than 3 months)		90,010.24	135,296.10
		<b><u>90,041.63</u></b>	<b><u>135,321.32</u></b>



## NOTES TO THE ACCOUNTS

### 1 ACCOUNTING POLICIES

#### **Basis of Preparation**

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

#### **Funds**

General Funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application to the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted. The restricted funds are those which are given for specific purposes.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of church members.

#### **Income from:**

##### *Income from Donors*

Collections are recognised when banked by or on behalf of the PCC.

Planned giving is recognised only when received.

Income tax recoverable on Gift Aid donations is recognised when the income is recognised.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably certain.

##### *Income from charitable and ancillary trading*

Rental income from the letting of church premises is recognised when the rental is received.

##### *Income from investments*

Bank interest entitlements are accounted for as they are received.





**ST LEONARD'S CHURCH, CHESHAM BOIS**  
**TRUSTEES' REPORT & ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2022**

**Expenditure on:**

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

*Grants*

Grants and donations are accounted for when paid over, and when allocated by the PCC.

*Activities directly relating to the work of the church*

The Diocesan parish share is accounted for when paid.

**Fixed Assets**

*Parish Centre*

The Parish Centre is held by the Oxford Diocesan Board of Finance for the beneficial ownership of the Rector and Churchwardens. No value is included in the PCC accounts for this asset. In the absence of carrying out a valuation it is not possible to accurately establish the current value of this asset.

*Consecrated property and moveable church furnishings*

Consecrated and beneficed property is excluded from the accounts by s.10(2)(a)&(c) of the Charities Act 2011. No value is placed on moveable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be unalienable property. All expenditure incurred during the year on consecrated or benefice buildings or moveable church furnishings, whether maintenance or improvement, is written off as expenditure in the SOFA.

*Other fixtures, fittings and office equipment*

Equipment used within the premises, parish centre or other aspects of the church's work is capitalised where this cost is more than £2,000 and depreciated over 4 years.

**Current Assets**

Amounts owing to the PCC at 31st December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectable.  
Short-term deposits include cash held on deposit with the bank.



**ST LEONARD'S CHURCH, CHESHAM BOIS**  
**TRUSTEES' REPORT & ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2022**

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds 2022 £	2021 £
<b>2 Income From:</b>					
<b>2(a) Incoming resources from donors</b>					
Income from Individuals					
Bankers Orders	166,439.91			166,439.91	173,748.32
Envelopes				0.00	2,540.00
One-Off and Irregular Gifts	42,330.85			42,330.85	24,466.00
Collections	616.37			616.37	357.00
Gift Aid Refund	41,007.48	1,333.73	4,608.75	46,949.96	37,072.62
GASDS	393.70		170.21	563.91	239.25
Property Rent	1,700.00			1,700.00	4,200.00
Income from Organisations & Trusts	8,776.25		390.96	9,167.21	6,532.50
Parish Weekend Contributions		1,530.35	14,472.45	16,002.80	0.00
Youth Activities	40.00		4,490.07	4,530.07	8,095.14
Home Grown Worship			600.00	600.00	1,750.00
	<b>261,304.56</b>	<b>2,864.08</b>	<b>24,732.44</b>	<b>288,901.08</b>	<b>259,000.83</b>
<b>2(b) Other voluntary incoming resources</b>					
Specified Giving			14,249.84	14,249.84	11,787.86
Special Collections			512.00	512.00	458.30
Sundry	1,520.42			1,520.42	10.00
Donations	370.00			370.00	518.00
Parish Centre Redevelopment				0.00	1,500.00
Collaborative Ministries including Celebrate			7,180.68	7,180.68	5,843.78
MAD Income	246.37			246.37	200.00
	<b>2,136.79</b>	<b>0.00</b>	<b>21,942.52</b>	<b>24,079.31</b>	<b>20,317.94</b>
<b>2(c) Income from charitable and ancillary trading</b>					
Maryland		64,898.48		64,898.48	59,888.20
Parish Centre		7,070.55		7,070.55	2,844.22
Bookstall	100.96			100.96	56.00
Wedding Fees	3,015.00			3,015.00	1,050.00
Funeral Fees	1,415.00			1,415.00	1,235.00
Baptisms	16.00			16.00	0.00
	<b>4,546.96</b>	<b>71,969.03</b>	<b>0.00</b>	<b>76,515.99</b>	<b>65,073.42</b>
<b>2(d) Other ordinary incoming resources</b>					
Legacies	5,021.80			5,021.80	33,993.63
	<b>5,021.80</b>	<b>0.00</b>	<b>0.00</b>	<b>5,021.80</b>	<b>33,993.63</b>
<b>2(e) Income from investments</b>					
Bank Interest	1,390.24			1,390.24	62.22
	<b>1,390.24</b>	<b>0.00</b>	<b>0.00</b>	<b>1,390.24</b>	<b>62.22</b>
<b>Total Income from:</b>	<b>274,400.35</b>	<b>74,833.11</b>	<b>46,674.96</b>	<b>395,908.42</b>	<b>378,448.04</b>



**ST LEONARD'S CHURCH, CHESHAM BOIS**  
**TRUSTEES' REPORT & ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2022**

Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds	
			2022 £	2021 £

### 3 Expenditure on:

#### 3(a) Grants

Frontiers - Project 1		3,480.00	3,480.00	3,480.00
Frontiers - Project 2		6,000.00	6,000.00	6,600.00
Church Missionary Society - Steve Poulson		3,000.00	3,000.00	3,000.00
Church Missionary Society - Clares		3,000.00	3,000.00	3,000.00
Lunchbowl Network	250.00	3,000.00	10.00	3,260.00
Oak Church		3,000.00	1,250.00	4,250.00
Tree of Life/Portals		3,000.00	3,000.00	4,750.00
Tear Fund			1,000.00	1,000.00
Restore Hope	250.00		1,499.69	1,749.69
Specified Gifts - Non Mission	25.00		11,802.12	11,827.12
Gifts to Individuals			0.00	10,088.75
				300.00
	<b>525.00</b>	<b>24,480.00</b>	<b>15,561.81</b>	<b>40,566.81</b>
				<b>38,423.66</b>

Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds	
			2022 £	2021 £

#### 3(b) Activities directly relating to the work of the church

Parish Share	83,513.23		83,513.23	84,138.53
Insurance	4,545.51		4,545.51	4,557.31
Church Building Costs	14,012.15		14,012.15	6,366.19
Worship Services	5,696.32		5,696.32	5,899.88
Churchyard & Field Maintenance	1,830.00		1,830.00	2,068.00
External Rent & Costs	18,825.29		18,825.29	6,954.96
Home Grown Worship		1,215.00	1,215.00	1,950.00
House Group Materials	84.00		84.00	100.68
Staff Salaries	80,050.63		80,050.63	68,288.89
Staff Training	135.00		135.00	426.40
Staff Expenses	2,461.35		2,461.35	1,798.59
General Staff Costs	2,241.55		2,241.55	1,419.03
Housing - 19 Stubbs End Close	19,105.56		19,105.56	18,352.56
Housing - 37 Milton Lawns			0.00	4,252.07
LLM Costs	138.00		138.00	0.00
Youth Ministry	3,551.51	6,125.07	9,676.58	1,750.74
Children's Ministry	1,726.46		1,726.46	520.03
Transforming Lives for Good	600.00		600.00	900.00
Seniors' Ministry	104.04		104.04	130.84
Rectory	2,140.00		2,140.00	3,035.32
Safeguarding	328.00		328.00	103.58
Baptisms	588.29		588.29	33.33
Weddings	2,038.30		2,038.30	778.52
Funerals	1,314.00		1,314.00	1,128.00
Speaker Fees	100.00		100.00	0.00
Chesham Bois School	543.05		543.05	455.00
Lay Training	24.00		24.00	129.34
Outreach	420.01		420.01	257.26
Living in Freedom/School of the Prophetic	173.49		173.49	92.59
Office Costs	2,910.75		2,910.75	2,349.41
IT Hardware, Software & Website	1,432.78		1,432.78	1,237.51
Equipment Depreciation (Photocopier)	899.00		899.00	899.00
Equipment Depreciation (Church PA & Camera)	910.50		910.50	910.50
Subscriptions & Affiliations	170.00		170.00	175.00



**ST LEONARD'S CHURCH, CHESHAM BOIS**  
**TRUSTEES' REPORT & ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2022**

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds 2022 £	2021 £
Recruitment				0.00	158.11
Independent Examination Fee	800.00			800.00	800.00
Publicity	-29.22			-29.22	219.85
General Miscellaneous	1,112.44			1,112.44	923.47
General Catering	383.26			383.26	127.71
Other Parish Socials			398.19	398.19	0.00
Collaborative Ministries including Celebrate			11,999.85	11,999.85	6,887.48
Parish Centre Redevelopment		28,734.20	4,195.50	32,929.70	18,224.20
Parish Weekend		11,812.53	12,783.40	24,595.93	0.00
	<b>254,879.25</b>	<b>40,546.73</b>	<b>36,717.01</b>	<b>332,142.99</b>	<b>248,799.88</b>

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds 2022 £	2021 £
<b>3(c) Costs of generating funds</b>					
Maryland		60,652.21		60,652.21	60,399.21
Parish Centre		27,292.32		27,292.32	18,676.39
Parish Centre Boiler Depreciation		2,335.20		2,335.20	2,335.20
Bookstall	363.24			363.24	177.76
Bank Charges	666.97		12.55	679.52	734.78
	<b>1,030.21</b>	<b>90,279.73</b>	<b>12.55</b>	<b>91,322.49</b>	<b>82,323.34</b>
<b>Total Expenditure on:</b>	<b>256,434.46</b>	<b>155,306.46</b>	<b>52,291.37</b>	<b>464,032.29</b>	<b>369,546.88</b>

**Categorisation of Grants (3a)**

6 grants totalling £19,307.28 were made to Overseas Mission  
 2 grants totalling £4,250.00 were made to Home Mission  
 2 grants totalling £4,260.00 was made to Relief & Development Agencies  
 2 grants totalling £1,849.53 were made to other charities  
 5 grants totalling £10,900.00 were to made to individuals

	2022 £	2021 £
<b>4 STAFF COSTS (including Maryland)</b>		
Salaries	136,101.00	125,444.82
Employer's NI	3,026.48	2,067.42
Pension costs	2,178.77	1,727.40
	<b>141,306.25</b>	<b>129,239.64</b>
Administrative Staff	1	1
Management Staff	3	3
Operational Staff	4	4
Interns	2	2
Maryland Play Assistants	3	3
	<b>13</b>	<b>13</b>



**ST LEONARD'S CHURCH, CHESHAM BOIS**  
**TRUSTEES' REPORT & ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2022**

## 5 FIXED ASSETS FOR USE BY THE PCC

The PCC does not hold any land or buildings.

Diocesan House holds conveyance documents for the Parish Centre dated 8th September 1938 which shows that the title is held in trust by the Oxford Diocesan Board of Finance for the beneficial ownership of the Rector and Churchwardens.

In September 2022, the PCC renewed a licence to occupy 19 Stubbs End Close for 12 months at a rent of £1,000 per month.

	2022 £	2022 £	2021 £
<b>FIXED ASSETS</b>			
<b>Cost</b>			
At 1st January 2022		16,579.18	3,596.40
Additions - Photocopier	0.00		0.00
Additions - PC Boiler	0.00		9,340.78
Additions - PA Equipment	0.00		3,642.00
		0.00	
Disposals		0.00	0.00
<b>At 31st December 2022</b>		<b><u>16,579.18</u></b>	<b><u>16,579.18</u></b>
<b>Depreciation</b>			
At 1st January 2022		5,044.10	899.40
Charge for the Year - Photocopier	899.00		899.00
Charge for the Year - PC Boiler	2,335.20		2,335.20
Charge for the Year - PA Equipment	910.50		910.50
		4,144.70	
Disposals		0.00	0.00
<b>At 31st December 2022</b>		<b><u>9,188.80</u></b>	<b><u>5,044.10</u></b>
<b>Net Book Value</b>			
<b>At 31st December 2022</b>		<b><u>7,390.38</u></b>	<b><u>11,535.08</u></b>

## 6 CAPITAL COMMITMENTS

There were no capital commitments outstanding at the end of 2022



**ST LEONARD'S CHURCH, CHESHAM BOIS**  
**TRUSTEES' REPORT & ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2022**

## 7 FUNDS

### 7a FUND DETAILS 2022

	Opening Balances £	Income £	Expenditure £	Transfers £	Closing Balances £
<b>Restricted Funds</b>					
Specified Giving	8,238.89	17,775.51	18,822.55	-837.96	6,353.89
Parish Events Fund	373.87	28,899.45	29,273.32	0.00	0.00
Parish Centre Redevelopment Project Fund	0.00	0.00	4,195.50	4,195.50	0.00
Parish Centre Redevelopment Build Fund	3,365.00	0.00	0.00	0.00	3,365.00
	<b>11,977.76</b>	<b>46,674.96</b>	<b>52,291.37</b>	<b>3,357.54</b>	<b>9,718.89</b>
<b>Unrestricted Funds</b>					
Designated					
Mission Fund	6.39	1,283.73	24,480.00	25,473.20	2,283.32
Parish Events Fund	0.00	1,530.35	11,812.53	10,282.18	0.00
General Reserve for Future Activities	88,245.87	0.00	0.00	0.00	88,245.87
PCC Maryland Fund	-6,382.94	64,948.48	60,652.21	-7,294.50	-9,381.17
PCC Parish Centre Fund	-2,305.59	7,070.55	29,627.52	7,294.50	-17,568.06
Parish Centre Redevelopment Project Fund	417.62	0.00	28,734.20	28,404.50	87.92
Parish Centre Redevelopment Build Fund	125.00	0.00	0.00	0.00	125.00
	<b>80,106.35</b>	<b>74,833.11</b>	<b>155,306.46</b>	<b>64,159.88</b>	<b>63,792.88</b>
General	73,898.96	274,400.35	256,434.46	-67,517.42	24,347.43
	<b>154,005.31</b>	<b>349,233.46</b>	<b>411,740.92</b>	<b>-3,357.54</b>	<b>88,140.31</b>
	<b>165,983.07</b>	<b>395,908.42</b>	<b>464,032.29</b>	<b>0.00</b>	<b>97,859.20</b>

### 7b FUND DETAILS 2021

	Opening Balances £	Income £	Expenditure £	Transfers £	Closing Balances £
<b>Restricted Funds</b>					
Specified Giving	2,000.00	24,107.55	16,110.69	-1,757.97	8,238.89
Parish Events	0.00	6,543.78	7,327.88	1,157.97	373.87
Parish Centre Redevelopment Project Fund	0.00	1,500.00	1,500.00	0.00	0.00
Parish Centre Redevelopment Build Fund	3,365.00	0.00	0.00	0.00	3,365.00
	<b>5,365.00</b>	<b>32,151.33</b>	<b>24,938.57</b>	<b>-600.00</b>	<b>11,977.76</b>
<b>Unrestricted Funds</b>					
Designated					
Mission Fund	31.37	552.40	24,530.00	23,952.62	6.39
Parish Events	0.00	0.00	0.00	0.00	0.00
General Reserve for Future Activities	71,252.24	33,993.63	0.00	-17,000.00	88,245.87
PCC Maryland Fund	1,614.32	60,041.95	60,399.21	-7,640.00	-6,382.94
PCC Parish Centre Fund	8,221.78	2,844.22	21,011.59	7,640.00	-2,305.59
Parish Centre Redevelopment Project Fund	141.82	0.00	16,724.20	17,000.00	417.62
Parish Centre Redevelopment Build Fund	125.00	0.00	0.00	0.00	125.00
	<b>81,386.53</b>	<b>97,432.20</b>	<b>122,665.00</b>	<b>23,952.62</b>	<b>80,106.35</b>
General	70,330.38	248,864.51	221,943.31	-23,352.62	73,898.96
	<b>151,716.91</b>	<b>346,296.71</b>	<b>344,608.31</b>	<b>600.00</b>	<b>154,005.31</b>
	<b>157,081.91</b>	<b>378,448.04</b>	<b>369,546.88</b>	<b>0.00</b>	<b>165,983.07</b>

See the Financial Review in the Trustees' Annual Report for details of the deficits in the PCC Maryland Fund and PCC Parish Centre Fund.



**ST LEONARD'S CHURCH, CHESHAM BOIS**  
**TRUSTEES' REPORT & ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2022**

## **7 FUNDS (Cont'd)**

### **Restricted Funds**

Specified Giving is money given to St Leonard's to pass on to individuals or other charities or for specific purposes. The Parish Centre Redevelopment Build Fund (Capital) was created to facilitate management of the funds required for the Parish Centre site build phase.

The Parish Centre Redevelopment Project Fund was created to facilitate management of the funds required for the Parish Centre site project phase.

### **Unrestricted - Designated Funds**

The Mission Fund is the money tithed by St Leonard's for mission activities. The Mission Committee handles its distribution.

The General Reserve for future activities was created to hold funds for long term projects.

The PCC Maryland Fund was created to hold designated grants received by the pre-school as well as rolling profits or losses.

The PCC Parish Centre Fund was created to hold the operational rolling profits or losses as well as to build up funds to do repairs and major works as may be needed given the age of the building.

The Events Fund was created to facilitate management of Parish Events.

The Parish Centre Redevelopment Project Fund was created to facilitate management of the funds required for the Parish Centre site project phase.

The General Fund holds the operating monies of the PCC.

## **8 PARISH CENTRE REDEVELOPMENT PROJECT FUNDS**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Opening Balance</b>	<b>417.62</b>	<b>141.82</b>
<b>Income</b>		
Gifts	0.00	1,500.00
Gift Aid	0.00	0.00
In Memoriam	0.00	0.00
	<b>0.00</b>	<b>1,500.00</b>
<b>Expenditure</b>		
Specialist Consultants	17,488.80	6,960.00
Planning Consultants	4,461.00	3,808.20
Project Management	3,061.50	7,446.00
Architect	0.00	0.00
Other	7,918.40	10.00
	<b>32,929.70</b>	<b>18,224.20</b>
<b>Transfers</b>		
Transfers From Other Funds	32,600.00	17,000.00
<b>Fund Balance</b>	<b>87.92</b>	<b>417.62</b>



**ST LEONARD'S CHURCH, CHESHAM BOIS**  
**TRUSTEES' REPORT & ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2022**

**9 RELATED PARTY TRANSACTIONS AND TRUSTEES REMUNERATIONS**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
No Lay PCC members were paid mileage expenses	0.00	0.00
1 PCC member was paid for the book-keeping of Maryland Pre-School	884.00	1,018.20
Total giving of PCC members and their spouses	49,699.00	39,652.00

All related parties have signed "Interested Party Declarations" which are on file with the PCC Secretary.