



THE CHURCH
OF ENGLAND

**PAROCHIAL CHURCH COUNCIL OF THE
ECCLESIASTICAL PARISH OF
ST THOMAS AND ST JOHN, BOLTON**

**ANNUAL REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED**

31ST DECEMBER 2024

**BARLOW ANDREWS LLP
CHARTERED ACCOUNTANTS
BOLTON**

**ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

INDEX

| | PAGE |
|-----------------------------------|---------------|
| Trustees' Annual Report | 1 - 3 |
| Independent Examiner's Report | 4 |
| Statement of Financial Activities | 5 |
| Balance Sheet | 6 |
| Notes to the Financial Statements | 7 - 12 |

**TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31ST DECEMBER 2024**

The Parochial Church Council (PCC) presents their report and accounts for the year ended 31st December 2024.

Reference and administrative information

The charity is named: Parochial Church Council of the Ecclesiastical Parish of St Thomas and St John, Bolton. Its registered charity number is 1134574.

It is located at:

Tempest Road
Lostock
Bolton
BL3 3QR

The PCC members are the trustees of the charity. Members who have served from 1 January 2024 until the date of approval of this report are:

| | |
|--|--|
| Rev. Terry Clark | Vicar and Chair of PCC |
| Rev. André Adefope | Curate |
| Mrs. Sheri Taylor | Secretary |
| Mr. George S Lawson | Treasurer & contact for Charity Commissioners (until April 2024) |
| Mrs. Justine Hatter | Treasurer & contact for Charity Commissioners (from May 2024) |
| Mrs. Sandra MacPherson | Church Warden |
| Mr. Nigel Newton | Church Warden |
| Mr. Kevan Porter | Vice Chair of PCC |
| Mrs. Samantha Abram | |
| Mr. Chris Bramah (until June 2024) | |
| Mrs. Siobhan Corr | |
| Mr. David Kavanagh | |
| Mrs. Lyn Lawson | |
| Mrs. Celia Nisbett | |
| Mr. Robert Shawcross (until November 2024) | |
| Mr. Geoffrey Spencer | |
| Mrs. Suja Varghese | |
| Mr. Martin Corr | |

Structure, governance and management

The PCC is a body corporate established by the Church of England, which operates under the Parochial Church Council Powers Measure 1956. The method of appointment of PCC members is set out in the Church Representation Rules 2006.

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. The incumbent of the parish is the chairman of the PCC. Under rule 15 of the Church Representation Rules the incumbent can invite the lay vice-chairman to act as chairman for the meetings and have all the powers vested in the chairman.

Objectives and activities

Public benefit

The PCC, in co-operation with the Vicar, facilitates the promoting in the Parish of the whole mission of the Church, evangelistic and pastoral. The Trustees have **paid** due regard to guidance issued by the Charity Commission in relation to activities for the public benefit in deciding what activities the Charity should undertake.

Mission statement

St Thomas and St John want to make Jesus known and loved as Lord and Saviour through the life of His church by:

- offering Bible teaching on the Christian faith and life;
- being a focus of Christian worship and prayer;
- showing Jesus' love through the way we live;
- seeking opportunities to reach out and involve people in God's work;
- offering fellowship, prayer and support for everyone.

Achievements and performance

Worship and prayer

The PCC are keen to offer a range of worship styles each month, including traditional and all-age. All are welcome to attend our weekly Sunday morning services. We provide Occasional Offices of Thanksgivings, Baptisms, Confirmations, Marriages and Funerals. Ten midweek weekly groups are jointly with Deane Parish Church for Bible study, fellowship and prayer. There is a Youth Group, a monthly Fellowship Group morning and monthly Quiz morning. There are 75 people on the electoral role.

Deanery Synod

Three members of the PCC sit on the Deanery Synod. This provides the PCC with a link between the parish and the wider structures of the church.

The Parish Centre

The Parish Centre facilities are used by church groups, such as Sunday School and Bible Study.

The Parish Centre is also at the heart of the parish's strategy to engage with the wider Lostock and Bolton community. The centre is used by a wide age group providing education, wellbeing and special interest groups.

An adjacent building is used exclusively by the Scout and Guide Association.

In 2024, total income from lettings of Church Centre facilities was £55,608

Pastoral care

Visits and pastoral care of the sick, bereaved and elderly are undertaken by the vicar and members of the congregation. Home communion, if requested, can be arranged.

Mission and Evangelism

Since September 2016, when we started sharing a minister with Deane Church, Lostock and Deane churches have increasingly worked together in mission and wider ministry. This includes a joint preaching programme and weekly Bible study notes, joint monthly prayer meeting, joint weekly Sunday evening youth group and joint Sunday services three times a year. We are also increasingly working together with St Andrew's Over Hulton and St Bede's Morris Green within the wider Mission Partnership.

We have a good relationship with the local (non-church) primary school and have welcomed the school into our church for a special assembly at Christmas and Easter.

Helping those in need is a demonstration of our faith.

We regularly hold community food collections which were donated to Urban Outreach, a local charity working with people living in deprivation in Bolton.

Children and youth

Children and youth make up around a third of the congregation. Groups for various ages on Sunday mornings continue to flourish, overseen by a team of volunteer leaders.

Future plans

In 2025 the PCC will be formulating a new Mission Action Plan for 2025-28. Meanwhile we continue with the general mission of Lostock Church as detailed elsewhere in this report and of the Church of England (www.churchofengland.org).

Financial review

Total income for the year was £112,841. Detail is given on pages 5 and 9 of the Financial Statements. Total expenditure for the year was £118,354. This included £35,500 towards our parish share which was set at £39,500. The outstanding balance on the 2024 Parish share was paid in January 2025. The Parish Share for 2025 has been set at £41,475.

The net excess of expenditure over income for the year was £5,513.

At 31 December 2024, the church had unrestricted funds of £319,058, of which £4,727 was free reserves (unrestricted funds which are neither tied up in tangible fixed assets or designated by trustees for specific purposes). It also had unrestricted designated funds of £43,674.

The PCC aims to hold sufficient free and designated reserves to cover running costs for 3 months. The total of free reserves and designated funds at the financial year end was £48,401, which equates to just under 5 months of annual expenditure on unrestricted funds (based on 2024 figures).

Charitable donations made by the church during the year via appeals included The Children's Society and Derian House.

This report has been approved by the Parochial Church Council and is signed on its behalf by:



Justine Hatter (PCC Honorary Treasurer)

10 April 2025

**INDEPENDENT EXAMINER'S REPORT
TO THE PCC OF THE CHURCH OF ST THOMAS AND
ST JOHN, LOSTOCK, BOLTON
FOR THE YEAR ENDED 31 DECEMBER 2024**

This report on the financial statements of the Charity for the year ended 31st December 2024, which are set out on pages 5 to 13, is in respect of an examination carried out under Regulation 3(3) of the Church Accounting Regulations 2006 (the Regulations) and section 145 of the Charities Act 2011 (the 2011 Act).

Respective Responsibilities of the PCC and the Examiner

As the members of the PCC you are responsible for the preparation of the financial statements; you consider that the audit requirement of the Regulations and section 144(2) of the 2011 Act does not apply.

Having satisfied myself that the Charity is not subject to audit under prevailing statute, it is my responsibility to examine the accounts under section 145 of the 2011 Act, to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act, and to state whether particular matters have come to my attention.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the PCC and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare financial statements which accord with the accounting records and comply with the requirements of the 2011 Act, have not been met; or
2. to which, in my opinion, attention should be drawn to enable a proper understanding of the financial statements to be reached.

**David A Kay, FCA
Barlow Andrews LLP
78 Chorley New Road
Bolton
BL1 4BY**

10 April 2025

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2024

| | Note | Unrestricted Funds 2024 | Restricted Funds 2024 | Total Funds 2024 | Unrestricted Funds 2023 | Restricted Funds 2023 | Total Funds 2023 |
|--|------|----------------------------|--------------------------|---------------------|----------------------------|--------------------------|---------------------|
| | | £ | £ | £ | £ | £ | £ |
| Income from: | | | | | | | |
| Donations and gift aid tax | 2(a) | 49,188 | - | 49,188 | 42,649 | - | 42,649 |
| Activities for generating funds | 2(b) | 2,232 | - | 2,232 | 1,523 | - | 1,523 |
| Church activities | 2(c) | 58,870 | 343 | 59,213 | 57,581 | - | 57,581 |
| Investment income | 2(d) | 2,208 | - | 2,208 | 1,296 | - | 1,296 |
| Total income | | 112,498 | 343 | 112,841 | 103,049 | - | 103,049 |
| Expenditure on: | | | | | | | |
| Church activities | 3(a) | 119,081 | 1,509 | 120,590 | 106,758 | 1,250 | 108,008 |
| Governance costs | 3(b) | 1,764 | - | 1,764 | 1,910 | - | 1,910 |
| Total expenditure | | 120,845 | 1,509 | 122,354 | 108,668 | 1,250 | 109,918 |
| Net (expenditure)/income before transfers | | (8,347) | (1,166) | (9,513) | (5,619) | (1,250) | (6,869) |
| Transfers between funds | | - | - | - | - | - | - |
| Net movement in funds for the year | | (8,347) | (1,166) | (9,513) | (5,619) | (1,250) | (6,869) |
| Balance brought forward at 1 January | | 323,405 | 1,418 | 324,823 | 329,024 | 2,668 | 331,692 |
| Balance carried forward at 31 December | 9 | 315,058 | 252 | 315,310 | 323,405 | 1,418 | 324,823 |

BALANCE SHEET AS AT 31 DECEMBER 2024

| | Note | 2024 £ | 2023 £ |
|---------------------------------|------|-----------|-----------|
| Tangible fixed assets | 7 | 270,657 | 274,810 |
| Current assets: | | | |
| Investments | | | |
| Duckworth Legacy | | 252 | 252 |
| Debtors | | | |
| Tax recoverable | | 4,795 | 4,226 |
| Cash at bank and in hand | | | |
| Central Board of Finance | | 43,674 | 41,472 |
| Bank accounts | | 5,220 | 6,126 |
| Cash | | 300 | 300 |
| | | 49,194 | 47,898 |
| Total current assets | | 54,241 | 52,376 |
| Current liabilities | | (9,588) | (2,363) |
| Other creditors and accruals | | | |
| Net current assets | | 44,653 | 50,013 |
| Net assets | 9 | 315,310 | 324,823 |
| Funds | | | |
| Unrestricted funds | | | |
| General fund | 8 | 271,384 | 281,933 |
| Central Board of Finance fund | 8 | 43,674 | 41,472 |
| | | 315,058 | 323,405 |
| Restricted funds | | | |
| Duckworth Legacy | 8 | 252 | 252 |
| Building Fund | 8 | - | 1,166 |
| | | 252 | 1,418 |
| Total funds | | 315,310 | 324,823 |

Approved by the Parochial Church Council on 10 April 2025 and signed on its behalf:



Rev Terry Clark
Incumbent



Justine E Hatter
Honorary Treasurer

**NOTES TO THE FINANCIAL STATEMENTS
31 DECEMBER 2024**

1. Accounting policies

(a) Basis of accounting

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 in October 2019 and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2019. The Charity is a Public Benefit Entity as defined by FRS 102.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following 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 in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The accounts are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these accounts are rounded to the nearest £.

(b) Going concern

At the time of approving the accounts, the trustees have reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus, the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

(c) Funds

Restricted funds represent donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund.

Unrestricted funds are funds which can be used for PCC ordinary purposes.

Designated funds are unrestricted funds which are put aside for specific purposes at the discretion of the trustees.

(d) Income

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Dividends are accounted for when receivable. Interest is accrued. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

(e) Investment income

All investment income arises from money held in interest bearing deposit accounts.

(f) Expenditure

Grants and donations are accounted for when paid over, or when awarded if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when due. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is generally recognised when it is incurred and is accounted for gross. Governance costs include those incurred in the governance of its assets and are directly associated with constitutional and statutory requirements.

**NOTES TO THE FINANCIAL STATEMENTS
(CONTINUED)
31 DECEMBER 2024**

(g) Tangible fixed assets

Consecrated and benefice property is not included in the financial statements.

Movable church furnishings held by the vicar and church wardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000, there is insufficient cost information available and therefore such assets are not valued in the financial statements. Subsequently no individual item has cost more than £1,000, so all such expenditure has been written off when incurred.

The Parish Centre is recognised in these financial statements at cost and was being depreciated on a straight-line basis over fifty years. The depreciation policy has been amended from 1st January 2017 and is now based upon the remaining value of the building at 31st December 2016 being depreciated on a straight-line basis over the next fifty years, to better reflect the expected life of the building.

Equipment used within the church premises is depreciated on a straight-line basis over four years, whilst the kitchen refurbishment and equipment used in the church centre is depreciated on a straight-line basis over five years.

(h) Financial instruments

The trust only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

NOTES TO THE FINANCIAL STATEMENTS
(CONTINUED)
31 DECEMBER 2024

2. Income

| | | Total Funds | | |
|--|---------------------------------|-------------------------------|-----------|-----------|
| | Unrestricted Funds 2024 £ | Restricted Funds 2024 £ | 2024 £ | 2023 £ |
| (a) Donations and gift aid tax | | | | |
| Planned giving: | | | | |
| Gift Aided | 35,753 | - | 35,753 | 32,567 |
| Tax recoverable | 9,298 | - | 9,298 | 8,118 |
| Collections (open plate) | 2,045 | - | 2,045 | 1,967 |
| Sundry donations | 807 | - | 807 | - |
| Appeals | 1,285 | - | 1,285 | - |
| | 49,188 | - | 49,188 | 42,649 |
| (b) Activities for generating funds | | | | |
| Christmas Fayre | 1,658 | - | 1,658 | 1,319 |
| Social activities | 574 | - | 574 | 204 |
| | 2,232 | - | 2,232 | 1,523 |
| (c) Income from church activities | | | | |
| Parish Centre lettings | 55,608 | - | 55,608 | 53,797 |
| SAGA accommodation | 584 | - | 584 | 568 |
| Fees | 1,782 | - | 1,782 | 1,147 |
| Miscellaneous Receipts | 114 | - | 114 | 888 |
| Charity | - | 343 | 343 | 485 |
| Coffee | 782 | - | 782 | 696 |
| | 58,870 | 343 | 59,213 | 57,581 |
| (d) Investment income | | | | |
| Central Board of Finance | 2,202 | - | 2,202 | 1,293 |
| Business reserve account | 6 | - | 6 | 3 |
| | 2,208 | - | 2,208 | 1,296 |
| | 112,498 | 343 | 112,841 | 99,096 |

**NOTES TO THE FINANCIAL STATEMENTS
(CONTINUED)
31 DECEMBER 2024**

| 3. Expenditure | Unrestricted Funds 2024 £ | Restricted Funds 2024 £ | Total 2024 £ | Total 2023 £ |
|---|--|--|-----------------------------|-----------------------------|
| (a) Church activities | | | | |
| Missionary & charitable giving | | | | |
| Church appeals | | | | |
| Charitable giving | 25 | 343 | 368 | 484 |
| | 25 | 343 | 368 | 484 |
| Other costs of church activities | | | | |
| Ministry - Diocesan Parish share | 39,500 | - | 39,500 | 40,270 |
| Incumbent expenses | 1,301 | - | 1,301 | 1,197 |
| Fees out and organist | 306 | - | 306 | 517 |
| Water, heating and lighting | 3,612 | - | 3,612 | 3,243 |
| Insurance | 1,479 | - | 1,479 | 1,465 |
| General repairs | 3,146 | 1,166 | 4,312 | 708 |
| Service aids | 248 | - | 248 | 303 |
| Parish Centre costs (see note 4) | 65,683 | - | 65,683 | 58,251 |
| Depreciation on church fixtures and fittings | 651 | - | 651 | 375 |
| PSA | 121 | - | 121 | 98 |
| Sundries | 2,345 | - | 2,345 | 670 |
| Bank charges | 217 | - | 217 | - |
| Security | 447 | - | 447 | 427 |
| Total other costs of church activities | 119,056 | 1,166 | 120,222 | 107,524 |
| Total cost of church activities | 119,081 | 1,509 | 120,590 | 108,008 |
| (b) Governance costs | | | | |
| Independent examination fees | 1,764 | - | 1,764 | 1,910 |

**NOTES TO THE FINANCIAL STATEMENTS
(CONTINUED)
31 DECEMBER 2024**

| 4. Parish Centre costs | 2024 | 2023 |
|------------------------------------|---------------|---------------|
| | £ | £ |
| Cleaning | 1,603 | 1,938 |
| Telephones and internet | 1,774 | 1,222 |
| Insurance | 1,479 | 1,466 |
| Water | 1,145 | 1,540 |
| Salaries including NI (see note 5) | 34,493 | 30,280 |
| Heating and lighting | 11,611 | 4,693 |
| Security and Fire Safety | 1,450 | 2,316 |
| Repairs and equipment | 4,004 | 4,302 |
| Sundries | 1,102 | 3,349 |
| Bank charges | 217 | 780 |
| Depreciation | 6,805 | 6,365 |
| | 65,683 | 58,251 |

| 5. Information about staff costs and numbers | 2024 | 2023 |
|---|---------------|---------------|
| | £ | £ |
| Salaries | 34,026 | 29,845 |
| Social security costs | - | - |
| Pension costs | 467 | 435 |
| | 34,493 | 30,280 |

The average number of employees for the year was 3 (2023: 3).

No employees had remuneration in excess of £60,000 in total in this or the previous year.

Pension costs are included in Parish Centre costs (note 4) and are wholly charged to unrestricted funds.

The charity trustees did not receive any remuneration or other benefits from employment with the church, nor were they reimbursed expenses in this or the previous year. No charity trustee received payment for professional or other services supplied to the charity.

6. Related party transactions

There were no disclosable related party transactions during the year (2023: None).

NOTES TO THE FINANCIAL STATEMENTS
(CONTINUED)

31 DECEMBER 2024

| 7. Tangible fixed assets | Parish Centre | Fixtures and Fittings - Church | Fixtures and Fittings – Church Centre | Refurbished Kitchen | Total |
|--------------------------|------------------|--------------------------------------|---|------------------------|---------|
| | £ | £ | | £ | £ |
| Cost | | | | | |
| At 1 January 2024 | 663,000 | 12,302 | - | 21,255 | 696,557 |
| Additions | - | 1,103 | 2,200 | - | 3,303 |
| At 31 December 2024 | 663,000 | 13,405 | 2,200 | 21,255 | 699,860 |
| Depreciation | | | | | |
| At 1 January 2024 | 389,315 | 11,177 | - | 21,255 | 421,747 |
| Charge for the year | 6,365 | 651 | 440 | - | 7,456 |
| At 31 December 2024 | 395,680 | 11,828 | 440 | 21,255 | 429,303 |
| Net Book Value | | | | | |
| At 31 December 2024 | 267,320 | 1,577 | 1,760 | - | 270,657 |
| At 31 December 2023 | 273,685 | 1,125 | - | - | 274,810 |

8. Information about funds

Unrestricted funds comprise general funds £275,384 (2023: £281,933) and designated funds of £43,674 (2023: £41,472). The latter is designated by the trustees for future improvements, including a new boiler. The designated funds balance is maintained in the Central Board of Finance Deposit Account. Interest earned from this account is added to the designated fund balance each year.

Restricted funds carried forward at year end comprises £252 remaining from the Duckworth Legacy, this amount being unchanged from the previous year. In addition, a brought forward balance of £1,166 on the Building Fund was fully spent in the year.

9. Analysis of net assets between funds

| | Unrestricted funds £ | Restricted funds £ | Total funds £ |
|---|----------------------------|--------------------------|------------------|
| Fund balances at 31 December 2024 are represented by: | | | |
| Tangible fixed assets | 270,657 | - | 270,657 |
| Net current assets | 44,401 | 252 | 44,653 |
| | 315,058 | 252 | 315,310 |
| Fund balances at 31 December 2023 are represented by: | | | |
| Tangible fixed assets | 274,810 | - | 274,810 |
| Net current assets | 48,595 | 1,418 | 50,013 |
| | 323,405 | 1,418 | 324,823 |