



**The Parochial Church Council of the Ecclesiastical Parish of All
Saints', Woodham**

Trustees Annual Report & Financial Statements

For The Year Ended 31st December 2023

Charity Number 1136433

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Aims and Purposes

The Parochial Church Council Of The Ecclesiastical Parish Of All Saints', Woodham (hereinafter referred to as 'the PCC') has the responsibility of co-operating with the incumbent, in promoting the ecclesiastical parish, the mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is also specifically responsible for the maintenance of the Parish Hall at the rear of the premises at 564 Woodham Lane.

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 All Saints.

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 and also outside organisations that hire out our facilities. Our pattern of services and worship put faith into practice through sacrament, prayer, scripture and music.

When planning our activities for the year, we have considered the commission's guidelines 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:

- Sacrament, prayer and scripture developing individuals knowledge and trust in Jesus;
- Provision of pastoral care for people living within the parish along with the community who live outside the parish;
- Missionary and outreach work.

To facilitate this work it is important that we maintain the fabric of the Church of All Saints' and the Parish Hall.

Achievements and Performance

Incumbent's Review

It has been another excellent year at All Saints, Woodham with growth in our health as a congregation and slowly becoming financially viable. There is so much to rejoice about for us as a church family. I am very grateful for so many of our congregation who go the extra mile to ensure our welcome, worship, outreach, fellowship and care are the very best we can offer. In particular I would like to thank the Church Wardens, **Mr Adrian Vincent and Mr Dave Evans** who do so much behind the scenes. We are truly blessed to have them both. **Mrs Tracy Woodward** the church administrator and who also manages the running of the Parish Hall, our key income generator.

I am grateful to the Staff Team, **Revd Canon Bev Hunt, Carole Gasson LLM** and we are looking forward to welcoming **Dean Dianne Gwilliams and Revd Janet Allan** both with recent PTO's from Bishop Andrew. We are also grateful to **Revd Jo Winn Smith** and her ongoing support.

Our Eucharistic worship is key to us and the preparation of these and the liturgy within them is vital, I am grateful to **Gavin Loveday and Zac Winn Smith**, our serving team and all those who assist them. Our weekly services are well supported, several marriages and baptisms, numerous funerals and the whole rich range of seasonal services that have taken place. Our Tuesday Taize Eucharist has started to outgrow the 15 seated Lady Chapel which is a joy.

Music is a huge part of the life of All Saints and I am grateful for the vast experience and skill that **Mr Jeffrey Gray** brings to the church, both in his playing and to his guidance and direction of the superb choir. The congregation and I are delighted that we continue to have such a dedicated choir and they lift our worship in so many ways.

We are currently halfway through the Diocesan Health & Viability process and it has been both enriching and a new challenge for us but we are hoping for a very positive outcome in the next phase. We are looking forward to the guidance and support the diocesan mission team through the **Revd Jens Mankel** can offer moving forward.

The Friends of Woodham is still in existence and beginning to plan events for the Organ Refurbishment Fund. I am grateful to **Janet St John-Austen and Jenny Linnell** and all the Friends Trustees for their dedication. I am grateful for **Rupert Wilmouth** taking on the Project Lead for the organ and **Mike Smith** overseeing the Fund Raising. I would also like to thank all the choral groups and choirs who use us as a concert venue, in particular **Anna Loveday and the Loveday Singers**, our resident singers. They all add a richness to the sacred space that is All Saints.

Plans moving forward include new toilet facilities, refurbishment of the superb organ, updating of the lighting system, smaller projects and finances allow and developing a more sustainable church. This is achievable because of legacies received by the church and I encourage all church members to consider leaving a legacy in their wills to All Saints.

Our Mission Partner at St Michaels, Sheerwater continues to undertake vital community work and under the guidance of the **Revd Gillaine Holland** offer that community the love and support it needs in this current economic climate. We look forward to working together on the mission and development of Sheerwater.

All those who have written reports and coordinate weekly and seasonal events are key to our life as a church and I am very grateful to all they do. You can read their reports within this document.

Finally, it is an absolute privilege to serve as the priest of All Saints, Woodham and help lead the church family forward. I wish to finish by adding into my review the **Woodham Psalm**, written by the 2024 Lent Study Group, set to music by **Mrs Jane Carter and Jeffrey Gray** and sung beautifully by our choir on Easter Day 2024.

The Woodham Psalm

1. I will sing a new song to you my God; I will make music in my heart to your Risen Son
2. With heart and voice we praise the Lord; with my whole being I adore you.
3. I yearned to believe and you answered me; who am I that you should care for me
4. Hide not your face from me when I am troubled; though I struggle to see you, you are here beside me.
5. O taste and see that the Lord is good; his love is sweeter than honey.
6. You made me in your image; your grace heals my heart.
7. Let the Saints of Woodham rejoice in the Lord; for he has greatly blessed us.
8. With holy voices from the past; loud Alleluias overcome the noise without.
9. With heart and voice we praise the Lord, Alleluia.

Fr Roland Olliff

Churchwarden's Review

2023 was a very steady year for all of us. We have grown in terms of average attendance throughout the year for Sunday Mass (average attendance now 50 per week), the Taize Weekday Mass also has a steady core group (average attendance 10 per week).

IT and Livestreaming

We have continued to livestream the majority of our services on our facebook page in order to carry on engaging with our dispersed members. We have had the services of Charlotte as she undertook her Duke of Edinburgh Bronze Award.

Events

Main events throughout the year have included:

January	Annual Quiz Night
August	Friends of Woodham Assumption Lunch (13th)
September	Heritage Open Day (16th)
December	Loveday Singers Christmas Concert (19th)

Church Grounds

We have been on the look out for someone to maintain the grounds following the departure of Yvonne Wolvern a few years ago, and then the decision by Adrian's parents not being able to continue (we thank Adrian's parents for all their hard work over the years). We have now contracted a local gardening company to maintain the grounds.

Social Media

Our website has been fully upgraded to a newer more interactive site.

In regards to social media and specifically our Facebook page. Below are some statistics:

Page Likes:	506 registers followers (2022: 376)
Average Page Reach:	1,500 user reach weekly (2022: 1,000)

Dave Evans

Church Fabric Review

Works carried out in 2023

January

- Installation of an electric heater in the Choir Room. By CES Lighting and Electrical.

February

- New hall porch roof tiles and guttering. By K D Roofing Services Ltd.
- New stone threshold for the Narthex (which was a trip hazard) and new stone wall to the gas meter cupboard (the original had collapsed). By stonemason Richard Stone of Anstey & Stone Ltd.
- Replacement of the broken sewage pipes to the left-hand side of the Hall. By J&G Drain Services.
- New power backup for the organ. By Michael Farley Organ builder.

March

- New laminate flooring for the church office. By volunteers.
- CCTV and burglar alarm system for the church. By Verisure.
- Replacing the five paper towel dispensers in the hall toilets with five electric hand dryers due to repeated toilet blockages from children putting the paper towels down the loo rather than the bin. By CES.

April

- Refurbishment of the pulley wheels of the font cover in the annual service by Malcolm L. Smith.

May

- Replacement of the broken sewage pipe to the right-hand side of the Hall. By ASL Drainage Ltd.
- New Hall entrance door and external kitchen door, and replacement of single glazed windows with double glazing. By Sheerwater Glass.
- New gas main from Woodham Lane to the Hall, as part of the works to replace the gas mains in the area. By Cadent Gas Ltd without charge.
- New gas boiler for the Hall kitchen. By Heating Homes Ltd, with electrical supply by CES Lighting and Electrics.

September

- Cedar Tree outside the Lady Chapel removed, following the grant of a Faculty. By Brackendale Tree Care Ltd.

October

- Electrical problem to the Organ fixed by CES Lighting and Electrical.

November

- Church external doors treated by a mixture of beeswax, linseed oil and turpentine, as advised by the architect. By Adrian Vincent.
- Annual service of the fire extinguishers, some replaced and installed on hooks or stands. By Chubb.
- December: electrical works to the Hall following a 5 yearly electrical inspection report by CES. Including replacing some damaged sockets and electrical trunking.
- Repairs to the marble surround of the Lady Chapel reredos that had fallen off. By Richard Stone.
- Five new ceiling lights for the Hall. By CES.

Quinquennial Inspection Report

By law, every five years the church building must be inspected by a specialist architect recommended by the Diocesan Advisory Committee. Our inspecting architect is Mandy Lorenz and she produced her 40 page five yearly report on the church building on April 2023 (I can provide a copies on request). It is my aim that all recommendations will be completed by the time of the next Report in 2028. The main recommendations were:

Roof - "Gutters require checking and re-aligning... replace damaged/missing tiles... Install gutter brackets [to the South Porch]."

Stained glass windows - "Repair leaded lights... De-rust ferramenta...Repair affected masonry as necessary... A specialist should be approached and all windows of the church in need of repair assessed together"

Stonework

Lady Chapel external wall: "Repoint masonry" [not done last time by the stonemason as he was stung by bees from the bees nest in the Lady Chapel wall].

South Porch: adjust threshold.

External North elevation: "The pointing on this side of the church was largely replaced with cementitious mortar, luckily it was not repointed deeply. Ideally this should be repointed in lime mortar when the church will be repointed in the future."

Reredos: some minor open joints can be seen in the north wall and around the east screen carvings.

Bees nest in the Lady Chapel exterior wall where it joins the Nave - "The hidden gutter here sitting between the Lady Chapel and the Nave is difficult to reach and due to the bees' nest was not inspected. A removal quote was given, however this was reported to have required removing the masonry externally which appears excessive. A specialist should be consulted again to consider removal from the inside, by carefully taking down the internal boarding. Consideration should be given to relocating the bees alive. If the masonry does need to be removed, perhaps this can be done by the excellent stone mason that worked on the church before, who could then also carry out any repointing as necessary."

Access to the bell tower - "There is no internal access to the belltower. The only access in the past was via a ladder up to the hidden gutter between the Sacristy and Vestry. From there, an unsafe ladder arrangement leads to the external, very narrow and small bellower hatch. This access is unsafe and must not be used, the ladder should be removed entirely. A different access system needs to be designed to ensure that the belltower fabric can be inspected and maintained safely and regularly...When it will be installed, enough space should be left between the stair and wall for maintenance and repairs in the future, without having to remove it...The bell was last inspected in 2019...The bell was cast in 1863 by G. Mears and Co. Founders, London. Regular inspection must be carried out; a safer new access route is required for this."

Drainage - "Ideally a French drain should be installed all around the building, especially where tarmac was poured right up to the facades (such as on the west side), retaining water at the base of the walls making these damp, especially when angled towards the church. If an opportunity presents itself, the tarmac should be replaced with a more permeable surface finish."

West Door and Sacristy North Door - “the ironmongery would benefit from de-rusting and redecorating.”

Sacristy Floor - “Oak block flooring...a few blocks near the door are loose.”

Sanctuary Carpet - “the blue carpet distracts from this beautiful space. Its removal should be considered, this would reveal the beautiful floor finish below, reduce the fire risk, reduce the cleaning / maintenance costs as well as aid ventilation to the damp floor below as the carpet traps moisture.

Nave altar rails - (currently stored in the churchwarden’s shed), “It should be considered to reinstall the retained and stored altar rails.”

Chairs - “The beautiful original wooden chairs...are in good condition. Unfortunately it is now envisaged to change these chairs. If that can’t be avoided it should be ensured that the new ones have the same wooden finish to compliment the interior, ideally not have upholstery to not add fire risk (if upholstery is chosen it must match the warm interior and new red tiles, blue for example would be unsuitable) and should be stackable onto chair trolleys which are space saving”

Walsingham Chapel (the small chapel off the Lady Chapel) - “must be clear at all times and be accessible in accordance with the fire exit plan.” “there was no light to this area, this should be changed” [the light switch in the room does not work but there is a light switch for it in the Lady Chapel that does work].

Muniments Room (the storage room up the stairs from the door in the South Wall) - “The handrail to the timber platform forms just the minimum fall protection to the staircase below and is slightly moving, this must be fixed.”

Health and safety - “Update fire risk assessment, implement recommendations”.

Narthex corridor: “ensure that no flammable material is stored on this fire exit route”.

“A new access and disability audit should be carried out.”

“all items located in the churchyard such as spare tiles etc. should be removed as to not provide items that could be used to damage the church or aid break ins.”

Adrian Vincent

Deanery Synod Review

Since I joined Adrian as a Deanery Synod representative for All Saints at the last AGPCM there have been two meetings.

The first, held in June at Christchurch Woking, was opened by the Rev Adrian Beavis with prayer and songs. After a brief reflection the meeting moved on to the main item which was to discuss how churches could promote and encourage discipleship. This was led by Richard Lloyd, head of the Diocesan Mission Enabler team.

Context: Most of the churches in the Deanery had just been through the Parish Needs Process, the principle role of which is to give direction on vision, mission and ministry. The aim is to help parishes think strategically about where to grow and invest. The output is a church development plan- three priority areas and specific action points. (As All Saints has not yet completed its Health and Viability Study it has not yet needed to undergo a Parish Needs Process.) However for 83% of churches in our deanery developing small group ministry had been identified as a priority area and so the next part of the meeting was dedicated to the discussion of how this could be fostered.

The second meeting I attended was held at All Saints on October 3rd. After a welcome from Geoff Pugh the opening worship was led by Father Roland and members of the laity. The main item on the agenda was an explanation of the Diocese's new lay training plan and how it could benefit churches. This was led by the Rev. Dr. John Valentine, Dean of the Local Ministry Programme. This is a comprehensive course entitled "The Diocese of Guildford's Foundation in Ministry Programme". Several copies of this have been available in the Narthex since the meeting. I also have a copy should anyone wish to consult this.

At the end of each meeting there is a short business section when local news is shared- appointments, local initiatives etc. These are summed up in the minutes received by the Deanery representatives and again I have a copy should anyone be interested. However I can't help wondering if many of us are really interested in Deanery matters or perhaps I am mistaken in this?

Janet Cummins

LLM Report

During the past year I have preached and assisted at Holy Communion. I have also attended Reader training days and personal quiet days and have become a member of the Readers Board. I coordinate the weekly Intercession Rota. It was a great joy to prepare Sebastian for Communion before Confirmation. During Advent I ran a 3-week bible study course.

It is a joy to serve All Saints Woodham as a LLM (R) And to work alongside Fr. Roland, Rev. Beverley and the churchwardens.

Carole Gasson

Safeguarding Review

The PCC has the responsibility to ensure the church does its best to safeguard the members. There are two aspects to this:

1. Safeguarding of children and young adults

This entails making sure any person interacting with either group over and above the confines of a church service has been DBS checked. It also means looking out for signs of abuse of those in our midst. The PCC members must each complete training in safeguarding and domestic abuse (currently online), provided by the diocese.

2. Risk Assessment

Each time the church puts on an activity, over and above the regular church services, it is required to complete a risk assessment. This should then be approved by the PCC.

Outside users and hirers of the church, church hall and parish room are required to sign to confirm they have completed a risk assessment for the activity before it can be held. They also sign to say they are aware of the Church of England's safeguarding policy to which we adhere to at All Saints.

The PCC and churchwardens also make sure the church premises is fit for purpose.

Two copies of the Church of England's Safeguarding Handbook are in the parish office. These are required reading for the PCC, but may also be signed out and read by any member of the congregation. The handbook can also be found online <https://www.churchofengland.org/safeguarding/policy-and-practice-guidance/templates-and-resources>

Safer recruitment training has been completed by additional members of the PCC.

"The care and protection of children, young people and vulnerable adults involved in Church activities is the responsibility of the whole Church. Everyone who participates in the life of the Church has a role to play in promoting a Safer Church for all." Promoting a safer church policy document, Church of England.

Flower Arranging Review

Our little band of flower decorators continue to arrange a continuous display of flowers through the year in front of the statue of Our Lady. Historically, we have kept Advent and Lent free of flowers. Fr. Roland has requested a small arrangement be placed in front of Our Lady throughout these two periods in the Church calendar. At other times of the year, a full display is arranged including the High Altar for high/holy days. We aim to colour match the flowers to the appropriate festival.

We are grateful to those people who give contributions to our displays and we thank them for their generosity.

Jennie Shand Higgins & Team

Parish Hall Review

We had another very good year for bookings in the hall and revenue was up from 2022.

Further improvements were also made to the hall fabric, with the remaining windows all being replaced in May to new double-glazed windows throughout, along with new front and kitchen doors.

We had to replace the boiler/water heater as it failed its' annual inspection and the main centre lights were replaced to more energy efficient lights which are also able to be dimmed.

Friary Band are still storing equipment in the hall and pay a monthly fee for this.

A new dance school can on board from September and use the hall on a Wednesday evening. The other dance school extended its' use and now use the hall on both Monday and Thursday late afternoon/early evening.

The Light and Life church decided to stop using the hall on a Friday evening after the summer but still use our hall for occasional use.

Papillon Cakes made a lot of use of the hall kitchen, especially during the summer months.

Hall bookings for all types of parties was strong throughout the year, meaning the hall is used frequently over the weekends.

The hall was also used for a Christmas dance cabaret production one weekend in December.

A consequence of the hall's usage increasing is that it means that the upkeep and stewarding of the hall takes more time and this is something that Adrian Vincent and I share between us, but it can be demanding at time. If you feel you could offer time in managing the hall please contact me.

Tracy Woodward

Music Review

The Organ

All Saints houses one of the finest organs in the diocese. It is a great responsibility on all of us to maintain it to a high standard and to secure it into the future. The organ has had no work done on it for 32 years. The time has come to have it thoroughly cleaned and for its systems to be updated. The opportunity also presents itself to make some modest enhancements. Here is a summary of the work to date:

- The diocesan organ advisor, Adrian Mumford, visited the church to make an analysis. It is his responsibility to protect the essential integrity of instruments in the diocese. He was very supportive of our ambitions. He gave us useful advice to prevent us going down paths that would not be supported.
- At Adrian's suggestion, we contracted the organ specialist, Paul Hale (former Organist of Southall Minster), to draw up a detailed report, outlining the state of the organ and carefully spelling out our ambitions for refurbishment and enhancement. This is a really interesting document. Hard copies are available for inspection in the church office. I can send an e copy to anyone who would be interested.
- A committee has been formed to take forward all aspects of the work, including the contracting of the work and the essential business of drawing together funds from all sources, internal and external. Rupert Wilmouth is chairing that committee.
- Rupert's first major piece of work was to send Paul Hale's report, which contains a detailed specification of works to be carried out, to three organ builders, inviting them to contract for the work.
- The three firms are Harrison & Harrison (the organ is essentially a Harrison & Harrison instrument), Manders (an alternative high-profile organ builder) and Michael Farley (the organ builder who currently tunes and maintains the instrument). We have had some initial responses, but we await fuller ones.

Other Instruments

As reported last year, the provision of an instrument to replace the clapped-out electric piano in the hall could be something we should actively consider very soon, both for our own benefit and because it would enhance the attractiveness of the facility to other users.

Robes

The choir's robes have become shabby and outdated. The ambition is to have a set of simple but dignified robes. Their function is to enable people to come to church in whatever clothes they want to wear, but then to present as a uniform outfit as befits all (choir, clergy and others) working in the sanctuary for liturgical events in a church such as ours. Fiddliness (as with the present ladies' robes) should be avoided. And the concept of different robes for different genders is outdated; the solution should allow everyone to wear the same. I haven't taken much personal interest in this, but members of the PC who are concerned are taking it up on our behalf in meetings.

The Choir

The basic choral set up has grown a little. It remains quite small and brittle - vulnerable to situations where people need to be away - but it is keen and very supportive. Throughout the last year, it has continued to provide a regular and popular choral aspect to the weekly Sunday service to a high standard. There has been an encouraging growth in the numbers of friendly additional people we can call upon for services for which we want a greater choral enhancement. We have fulfilled the rough ambition of maintaining a regular sequence of additional choral services. Often, this swings around the highlights of the liturgical year, but we

maintain a (roughly) monthly evening observance, by having a Choral Evensong on a Sunday evening from time to time.

Anything Else?

Those are the thoughts that spring to mind, but I am happy to be quizzed on other aspects of the musical set up. And I am happy to engage on any of the content of this document.

Jeffrey Gray

Lectors' Review

All Saints Woodham is blessed with many willing and enthusiastic readers in our congregation. Thirty-eight different people have read God's word from the Bible during the past year, at Sunday Mass and other special festival services and I would like to thank them for their willingness and reliability.

It is good to hear all the different voices and reading is open to all so if anyone else wishes to read please speak to Father Roland or the leadership team.

Sandy Smith

Sacristy Review

I am very grateful to all who have assisted throughout the year in serving at the various liturgies. My specific thanks go to **Gavin Loveday, Adrian Vincent and Zac Winn-Smith** who have helped maintain where possible a regular serving team alongside myself.

We could do with more (as is always the case) in order to ease the workload on just three of us at present. If you feel able to assist in becoming a server please let Tracy or myself know.

Dave Evans

Welcome Team

I took on the role of Coordinator for the Welcome Team in August 2023, the aim being to meet and greet our Church Family, Friends, visitors and guests for Sunday Services. It is important that we are seen to be a welcoming and friendly Church for all occasions.

I am grateful to those within our Church Community who have assisted in acting as Sidespersons during this time: Andrew Aylott; Babs and Lulu Akinyanju; Denise Bailey; Janet Busby; Jonathon Gasson; Anna Loveday; Tracy Woodward. It would be ideal if we had a regular team of two sidespersons each Sunday. Additional assistance is always welcome during special services - Baptism; Church Festivals; Easter; Christmas; Special occasions when large numbers are expected.

If you would like to join the Welcome Team or assist on the occasional Sunday, or need more information please speak to me. I am usually in Church most Sundays.

From April I intend to have a 'sign up' sheet in the Narthex hoping all Sundays are covered.

Jenny McMahon

Financial Review

Incoming Resources

The financial situation of the parish is relatively healthy state as at the end of the year. However we are hugely reliant on our parish hall to maintain our income to enable us to maintain all aspects of parish life.

We have been part of the Parish Giving Scheme for nearly 2 years and this is proving much easier to manage for regular giving as has reduced the burden of work on the treasurer. If you have not joined the Parish Giving Scheme and are a regular contributor please do consider moving across to this scheme.

Total incoming resources during the year were **£175,312** of which **£553** was restricted.

New Heating and New Flooring	£112,730
Fr Iain Leaving Collection	£ 1,376
Mission Giving	£ 1,702
St Michael's Sheerwater	£ 240

Our main source of income outside of regular giving and donations is from the Parish Hall. This has increased year on year as follows:

2022	£38,857
2023	£41,935

Planned giving over the past year has declined by around **£1,300** over the course of the year. We are growing in numbers so anticipation would be that our giving increases. I would add that our cash and card collections have increased, however this technically does not count towards our planned giving. This figure is very important when it comes to the diocese and in the eventuality we need another incumbent in the future.

Outgoing Resources

In terms of expenditure our largest item is our Parish Share to the Diocese which decreased to **£67,716** a decrease on previous years of **£6,004** - this has been paid in full. This is due the appointment of Fr Roland Olliff.

All other unrestricted expenditure was as standard for the running of the parish.

Reserves Policy

Even though the parish finances are in relatively good order, the level of reserves has increased, however we should not be complacent in the funds we generate in order to maintain those reserves for major works. The PCC notes the importance of maintaining the fabric and major projects which are currently in process and future projects for the survival of the parish. As per last year the Treasurer will maintain a minimum working capital of £25,000 in order to cover unexpected issues.

Structure, Governance and Management

The method of appointment of PCC members is set out in the Church Representation Rules. The membership of the PCC consists of the incumbent, churchwarden/s, the reader and members elected by those members of the congregation who are on the electoral roll of the church. All those who attend our services/members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent. New members receive initial training into the workings of the PCC. The full PCC met 6 times during the year with an average level of attendance of 11.

Given its wide responsibilities the PCC has a standing committee which makes decision between the bi-monthly PCC meetings.

Administrative Information

All Saints' Church is situated on Woodham Lane, Woking near to the Six Ways roundabout. It is part of the Diocese of Guildford within the Church of England. The correspondence address is:

**The Parish Office
All Saints Church
564 Woodham Lane
Woking
Surrey
GU21 5SH**

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a charity currently excepted from registration with the Charity Commission. PCC members who have served at any time from 1st January 2020 until the date on this report are as follows:

Ex-Officio Members

Incumbent (Chair):	Reverend Father Roland Olliff
Licenced Lay Reader:	Mrs Carole Gasson
Churchwardens (Vice Chair):	Mr Dave Evans
	Mr Adrian Vincent
PCC Secretary:	Mrs Tracy Woodward
PCC Treasurer:	Mr Dave Evans

Elected Members

Deanery Synod Reps:	Mr Adrian Vincent
	Mrs Janet Cummins
PCC Members:	Mr Rupert Wilmouth
	Mrs Sandy Smith
	Ms Angela Scott
	Ms Jenny McMahon
	Mrs Anna Loveday
	Mrs Denise Bailey
	Mr Andrew Aylott (from APCM 2023)

Independent Examiner's Report On The Accounts

Report to the trustees and members of: **Woodham Parochial Church Council**
On the accounts for the year ended: **31st December 2023**
Charity No: **1136433**

I report to the trustees on my examination of the accounts of the PCC of the Church of All Saints, Woodham ("the Trust") for the year ended 31st December 2023, which are set out in pages **19 to 30**

Responsibilities and Basis of Report

As the charity's trustees, 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 Trust'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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

the accounting records were not kept in accordance with section 130 of the Charities Act; or
the accounts did not accord with the accounting records; or
the accounts did 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.



Signed:

Name: **Gavin Loveday, FCCA**

Date: **31/03/2024**

Parish Church Council of the Ecclesiastical Parish of All Saints' Church, Woodham

Statement of Financial Activities

For the year ending 31st December 2023

	<u>Note</u>	<u>General</u>	<u>Restricted</u>	<u>Total 2023</u>	<u>Total 2022</u>	<u>Change</u>
<u>Incoming Resources</u>	2					
Incoming Resources from Donors	2.1	112,698	300	112,998	132,452	(19,455)
Activities in Furtherance of the Council's						
Aims & Objectives	2.2	1,584	253	1,837	1,788	49
Activities Generating Funds	2.3	4,306	0	4,306	3,578	727
Parish Hall Income	2.4	41,935	0	41,935	38,857	3,078
Other Incoming Resources	2.5	14,237	0	14,237	98,781	(84,545)
Total Incoming Resources		174,759	553	175,312	275,457	(100,145)
<u>Resources Used</u>	3					
Expenditure in Furtherance of the Council's						
Aims & Objectives	3.1	(110,368)	0	(110,368)	(384,325)	273,957
Support Costs	3.2	(32,715)	(2)	(32,717)	(33,851)	1,134
Grant and Donations	3.3	(1,000)	0	(1,000)	(102)	(898)
Governance Costs	3.4	0	0	0	0	0
Parish Hall Expenditure	3.5	(42,899)	0	(42,899)	(10,628)	(32,271)
Total Resources Used		(186,982)	(2)	(186,984)	(428,906)	241,922
Net Incoming/(Outgoing) Resources		(12,223)	551	(11,672)	(153,449)	141,777
Exceptional Item/s	4	0	0	0	0	0
Balance Brought Forward from Previous Year		246,482	(145,528)	100,954	254,402	(153,448)
Funds Carried Forward (Pre-Revaluation)		234,259	(144,977)	89,282	100,953	(11,671)
Revaluation reserve		0	75,000	75,000	75,000	0
Total Funds Carried Forward		234,259	(69,977)	164,282	175,953	(11,671)

Parish Church Council of the Ecclesiastical Parish of All Saints' Church, Woodham

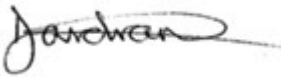
Balance Sheet

As at 31st December 2023

	<u>Note</u>	<u>Total 2023</u>	<u>Total 2022</u>	<u>Change</u>
<u>Fixed Assets</u>	5			
Land & Buildings at St Michael's Dartmouth Avenue	5.0A-01	75,000	75,000	0
Land and Buildings at 288 Albert Drive	5.0A-02	64,598	64,598	0
Parish Hall at Woodham Lane	5.0A-03	0	0	0
Total Fixed Assets		139,598	139,598	0
<u>Current Assets</u>	6			
Receivables	6.1	3,729	16,299	(12,570)
Cash In Hand and at Banks	6.2	308,057	32,983	275,074
Total Current Assets		311,786	49,282	262,504
<u>Liabilities</u>	7			
Operational Creditors	7.1	(13,196)	(7,567)	(5,629)
Other Short Term Creditors	7.2	(273,907)	(5,360)	(268,547)
Total Liabilities		(287,103)	(12,927)	(274,176)
Net Assets less Liabilities		164,281	175,953	(11,672)
<u>Funds Represented</u>	8			
General Fund		67,062	79,285	(12,223)
Restricted Fund		4,719	4,168	551
Designated Fund		92,500	92,500	0
Total Fund Of The PCC		164,281	175,953	(11,672)

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

 Date: 31.03.2024
Reverend Father Roland Olliff (Incumbent)

 Date: 31.03.2024
David Evans (Churchwarden)

Parish Church Council of the Ecclesiastical Parish of All Saints' Church, Woodham
Notes to the Financial Statements for the year ended 31st December 2023

Church Accounting Regulations would usually require financial statements to be prepared for The Parish of Woodham Parochial Church Council on a consolidated basis to include St Michael's Church, Sheerwater which is itself shared with the Methodist Church. St Michael's accounts are not subject to examination. During the period of the Bishop's Mission Order for Sheerwater, the PCC is not responsible for the finances of St Michael's, therefore this report relates strictly to the financial affairs of All Saint's Church, Woodham alone and has been reviewed by an independent examiner.

1. Accounting Standards and Policies

The financial statements have been prepared in accordance with the financial reporting standard applicable in the UK and Republic of Ireland (FRS 102); The Charities Commission Statement of Recommended Practice applicable to charities (effective 1st January 2015); and the Church Accounting Regulations 2006. The financial statements have been prepared on an accruals basis (meaning all expenses are included even if not paid).

1A. Funds

General Funds - this represents the funds of the PCC that are not subject to any restrictions regarding their use and are available in a general purpose of the PCC.

Restricted Funds - this represents those funds received for a specific purpose or invited by the PCC for a specific purpose and must be spent on that purpose.

Designated Funds - this represents the funds of the PCC which have been designated for a specific purposes, although these remain as unrestricted and can be drawn back to general funds following decision made by the PCC

Details of these funds and their restrictions are set out later in this report.

1B. Incoming Resources

Voluntary Income and Capital Sources

- Collections are recognised when received by or on behalf of the PCC;
- Planned Giving receivable under Gift Aid is recognised only when it is received;
- Tax recoverable on Gift Aid donations is recognised when the donation is recognised.

Other Income

- Rental Income from parish hall lettings is recognised at the point of hire;
- Funds raised through events and sales etc are counted gross.

Investment Income Gains and Losses

- Dividends and interest entitlements are accounted for when due and payable;
- Realised gains and losses are recognised when investments are sold;
- Unrealised gains and losses on investments are evaluated on 31st December, annually.

Grants and Legacies

- Grants and legacies to the PCC are recognised once the PCC has evidence of entitlement and once the amount can be measured with reasonable certainty.

1C. Resources Used

Cost of Generating Funds

- The cost of generating funds are those costs incurred in attracting voluntary income including the running of the Parish Hall

Expenditure in Furtherance of the Council's Aims & Objectives

- Activities directly related to the work of the church including the Diocesan Parish Share payable to the Diocese, clergy cost and church running costs. Any parish share payable to the diocese which is unpaid as at the 31st December, is provided for in these financial statements as an operational though not a legal liability and is shown as a creditor in the balance sheet.

Support Costs

- Support Costs include the cost of the Parish Administrator and the Organist

1D. Assets

Fixed Assets

- Capitalised functional assets will be depreciated at annual rates which spread the cost evenly over the useful life of the asset.

1E. Liabilities

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

Parish Church Council of the Ecclesiastical Parish of All Saints' Church, Woodham

Notes to the Financial Statements for the year ended 31st December 2023

2. Notes on Incoming Resources

2.1 Incoming Resources from Donors

	<u>General</u>	<u>Restricted</u>	<u>Total 2023</u>	<u>Total 2022</u>	<u>Change</u>
<u>Planned Giving</u>					
Planned Monthly Giving	29,267	240	29,507	36,594	(7,087)
Parish Giving Scheme	20,673	0	20,673	14,853	5,820
Gift Aid Recoverable	13,270	0	13,270	10,672	2,598
Sub-Total - Planned Giving	63,210	240	63,450	62,119	1,331
<u>Collections & Other Donations</u>					
Cash & Card Collections	5,917	10	5,927	2,223	3,704
"Friends" Donation	37,485	0	37,485	53,300	(15,815)
General Donations Received	6,086	50	6,136	3,580	2,556
Specific Donations Received	0	0	0	11,230	(11,230)
Sub-Total - Collections	49,488	60	49,548	70,333	(20,785)
<u>Legacies</u>					
Legacies Received	0	0	0	0	0
Sub-Total - Legacies	0	0	0	0	0
Total - Incoming Resources from Donors	112,698	300	112,998	132,452	(19,454)

2.2 Activities in Furtherance of the Council's Aims & Objectives

Statutory Fees

	<u>General</u>	<u>Restricted</u>	<u>Total 2023</u>	<u>Total 2022</u>	<u>Change</u>
Weddings	981	0	981	1,344	(363)
Funerals	569	0	569	342	227
Baptisms	34	0	34	0	34
Sub-Total - Statutory Fees	1,584	0	1,584	1,686	(102)

Mission Giving

	<u>General</u>	<u>Restricted</u>	<u>Total 2023</u>	<u>Total 2022</u>	<u>Change</u>
General Mission Fund	0	65	65	0	65
Harvest Appeals	0	0	0	102	(102)
Macular Society	0	188	188	0	188
Sub-Total - Collections	0	253	253	102	151
Total - Activities in Furtherance of the Council's Aims & Objectives	1,584	253	1,837	1,788	49

Parish Church Council of the Ecclesiastical Parish of All Saints' Church, Woodham

Notes to the Financial Statements for the year ended 31st December 2023

2. Notes on Incoming Resources (continued)

2.3 Activities Generating Funds	<u>General</u>	<u>Restricted</u>	<u>Total 2023</u>	<u>Total 2022</u>	<u>Change</u>
Special Events	0	0	0	1,846	(1,846)
Concert & Recitals	1,548	0	1,548	991	558
Hospitality	1,210	0	1,210	710	500
Books & Publications	18	0	18	32	(14)
Other Fundraising	1,529	0	1,529	0	1,529
Sub-Total - Fundraising	4,306	0	4,306	3,578	727
Total - Activities Generating Funds	4,306	0	4,306	3,578	727
2.4 Parish Hall Income	<u>General</u>	<u>Restricted</u>	<u>Total 2023</u>	<u>Total 2022</u>	<u>Change</u>
Letting Income	41,935	0	41,935	38,857	3,078
Books & Publications	0	0	0	0	0
Other Fundraising	0	0	0	0	0
Sub-Total - Parish Hall	41,935	0	41,935	38,857	3,078
Total - Parish Hall Income	41,935	0	41,935	38,857	3,078
2.5 Other Incoming Resources	<u>General</u>	<u>Restricted</u>	<u>Total 2023</u>	<u>Total 2022</u>	<u>Change</u>
Insurance Claims	0	0	0	0	0
Church Lettings	763	0	763	306	457
Major Projects - Grants	10,000	0	10,000	51,000	(41,000)
VAT Refunds	2,025	0	2,025	46,381	(44,355)
Interest Received	35	18	52	46	6
Other Income	1,414	0	1,414	1,048	366
Sub-Total - Fundraising	14,237	18	14,254	98,781	(84,527)
Total - Activities Generating Funds	14,237	18	14,254	98,781	(84,527)

Parish Church Council of the Ecclesiastical Parish of All Saints' Church, Woodham

Notes to the Financial Statements for the year ended 31st December 2023

3. Notes on Resources Used

3.1 Expenditure in Furtherance of the Council's Aims & Objectives

Regular Expenditure

	<u>General</u>	<u>Restricted</u>	<u>Total 2023</u>	<u>Total 2022</u>	<u>Change</u>
Diocesan Parish Share	(67,716)	0	(67,716)	(73,720)	6,004
Diocesan Statutory Fees	0	0	0	0	0
Visiting Clergy	0	0	0	(306)	306
Vicarage Expenses	(2,412)	0	(2,412)	(477)	(1,935)
Church Utilities (Electricity, Gas & Water)	(7,684)	0	(7,684)	(7,365)	(319)
Church Insurance	(4,008)	0	(4,008)	(3,830)	(178)
Church Maintenance	(14,992)	0	(14,992)	(13,014)	(1,978)
Church Grounds Maintenance	(4,138)	0	(4,138)	(814)	(3,325)
Music & Worship	(6,935)	0	(6,935)	(7,510)	575
Sub-Total - Regular Expenditure	(107,885)	0	(107,885)	(107,036)	(850)

Major Expenditure

Church Electrical Costs	(2,394)	0	(2,394)	0	(2,394)
Church Roof Costs	0	0	0	0	0
Church Quinquennial Costs	(96)	0	(96)	0	(96)
Church Organ Costs	0	0	0	0	0
Church Heating Costs	0	0	0	(277,289)	277,289
Sub-Total - Major Expenditure	(2,490)	0	(2,490)	(277,289)	274,800

Total - Expenditure in Furtherance of the Council's Aims & Objectives

(110,375)	0	(110,375)	(384,325)	273,950
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3.2 Support Costs

	<u>General</u>	<u>Restricted</u>	<u>Total 2023</u>	<u>Total 2022</u>	<u>Change</u>
Parish Staff Salaries & Associated Costs	(12,275)	0	(12,275)	(11,658)	(617)
Telephone & Broadband	(1,054)	0	(1,054)	(935)	(118)
Photocopier	(3,832)	0	(3,832)	(3,802)	(30)
Stationery & Office Supplies	(1,535)	0	(1,535)	(421)	(1,113)
IT Costs	(2,285)	0	(2,285)	(4,098)	1,813
Accounting Services	(316)	0	(316)	(342)	26
Housekeeping	(5,535)	0	(5,535)	(5,446)	(89)
Hospitality Costs	(2,941)	0	(2,941)	(4,321)	1,380
Concerts & Recital Costs	(1,132)	0	(1,132)	(861)	(270)
Sundry Expenses	(1,812)	(2)	(1,813)	(1,965)	152
Total - Support Costs	(32,715)	(2)	(32,717)	(33,851)	1,134

3. Notes on Resources Used (continued)

3.3 Grants & Donations	<u>General</u>	<u>Restricted</u>	<u>Total 2023</u>	<u>Total 2022</u>	<u>Change</u>
General Mission Fund Payments	-1,000	0	-1,000	-102	-898
BMO St Michaels Costs	0	0	0	0	0
Friends Funding	0	0	0	0	0
Total - Grants & Donations	-1,000	0	-1,000	-102	-898

3.4 Governance Costs	<u>General</u>	<u>Restricted</u>	<u>Total 2023</u>	<u>Total 2022</u>	<u>Change</u>
Independent Examiner's Remuneration	0	0	0	0	0
Total - Governance Cost/s	0	0	0	0	0

3.5 Parish Hall Expenditure	<u>General</u>	<u>Restricted</u>	<u>Total 2023</u>	<u>Total 2022</u>	<u>Change</u>
Utilities (Electricity, Gas & Water)	-5,508	0	-5,508	-3,654	-1,854
Housekeeping	-498	0	-498	0	-498
Insurance	-2,197	0	-2,197	-2,046	-151
General Maintenance	-18,537	0	-18,537	-4,928	-13,609
Hall Sundry Expenses	0	0	0	0	0
Major Repairs/Projects	-16,159	0	-16,159	0	-16,159
Total - Parish Hall Expenditure	-42,899	0	-42,899	-10,628	-32,271

4.0 Exceptional Cost/s	<u>General</u>	<u>Restricted</u>	<u>Total 2023</u>	<u>Total 2022</u>	<u>Change</u>
Exceptional Items	0	0	0	0	0
Total - Exceptional Cost/s	0	0	0	0	0

Employee Emoluments

The PCC continued to engage the services of an organist and parish administrator.

Total emoluments & associated payroll costs for the year amount to **£11,658 (2021: £12,177)**

Related Party Transactions

The PCC appointed the Parish Administrator as PCC Secretary during the year. This will remain the case going forward in that the Parish Administrator will always act as secretary to the PCC. No remuneration or reimbursement of personal expenses during the year.

Parish Church Council of the Ecclesiastical Parish of All Saints' Church, Woodham

Notes to the Financial Statements for the year ended 31st December 2023

5.0A Tangible Assets - Land & Buildings

5.0A-01 Sheerwater Churches Limited

The PCC entered into an agreement with the local Methodist Circuit to pool resources and build a new church on Sheerwater. They formed a limited company, Sheerwater Churches Ltd, each holding a 50% stake.

	<u>General</u>	<u>Restricted</u>	<u>Total 2023</u>	<u>Total 2022</u>	<u>Change</u>
Land and Buildings at St Michael's, Dartmouth Avenue	75,000	0	75,000	75,000	0

Total - Sheerwater Churches Limited	75,000	0	75,000	75,000	0
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5.0A-02 288 Albert Drive, Sheerwater

On the basis of a sharing agreement entered into by the representatives of the Anglican and Methodist Church on the 24th March 1974, the freehold land and church at 288 Albert Drive, Sheerwater was purchased on the 10th April 1976 to be owned and maintained by Sheerwater Churches Ltd, as Custodian Trustee. Under a subsequent Declaration of Trust, entered into on the 14th April 1997, beneficial ownership of the property is divided between the Anglican and Methodist Churches in the following proportions:

The Methodist Circuit	50% (or 69/138)
The Anglican Church	50% (or 69/138)
divisible as follows:-	
Diocese of Guildford	28% (or 39/138)
Woodham PCC	22% (or 39/138)

The total purchase price was £130,000 of which the Parochial Church Council of the Ecclesiastical Parish of All Saints Woodham share was £30,000. Based on an informal valuation by the Diocese of Guildford as at the 31st December 2002, the value of the PCC's share was assessed at £56,522. Since then improvements have been made to the property at a further cost to the parish of £8,076 and the value of the property has been revised accordingly to the present value of £64,598.

Land & Buildings at 288 Albert Drive, Sheerwater	64,598	0	64,598	64,598	0
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Total - Land & Buildings at 288 Albert Drive, Sheerwater	64,598	0	64,598	64,598	0
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5.0A Tangible Assets - Land & Buildings (continued)

5.0A-03 Parish Hall

<u>General</u>	<u>Restricted</u>	<u>Total 2023</u>	<u>Total 2022</u>	<u>Change</u>
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The historical cost of constructing the Parish Hall, which was built many years ago is deemed unsustainable. The Parish Hall is main major income contributor to the pastoral and financial operation of the parish.

The Parish Hall's position adjacent to the church and some residential properties restricts its use. There is no drainage and the electrical supply is on the end of the line. For all practical purposes, the Parish Hall is considered un-saleable.

Accordingly, no value is shown for the Parish Hall in the Balance Sheet. The fabric of the building is now showing a lot of degradation and potential repairs and possible redevelopment to bring it up to modern standards. During 2020 we managed to complete the toilets and front facing windows project which has much improved the potential hireability of the Parish Hall. There is still further works that need to be carried to improve furthermore in the future. Therefore at this time, until those further works are carried no value will be presented on the Balance Sheet.

Parish Hall	0	0	0	0	0
Total - Parish Hall	0	0	0	0	0

6.0 Current Assets

6.1 Debtors

<u>General</u>	<u>Restricted</u>	<u>Total 2023</u>	<u>Total 2022</u>	<u>Change</u>
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Gift Aid Not Received	970	0	970	1,344	(374)
Other Debtors Outstanding	2,758	0	2,758	1,902	856
Accrued Income	0	0	0	13,053	(13,053)
Total - Debtors	3,728	0	3,728	16,299	(12,571)

6.2 Cash at Bank and in Hand

<u>General</u>	<u>Restricted</u>	<u>Total 2023</u>	<u>Total 2022</u>	<u>Change</u>
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Cash In Hand	3,664	0	3,664	2,433	1,231
Current Accounts	304,393	0	304,393	30,540	273,853
Savings Accounts	0	0	0	9	(9)
Total - Cash at Bank and in Hand	308,057	0	308,057	32,983	275,074

Parish Church Council of the Ecclesiastical Parish of All Saints' Church, Woodham

Notes to the Financial Statements for the year ended 31st December 2023

7.0 Liabilities

7.1 Operating Creditors

	<u>General</u>	<u>Restricted</u>	<u>Total 2023</u>	<u>Total 2022</u>	<u>Change</u>
Parish Share Creditor	0	0	0	0	0
Creditors Not Due For Payment	(13,196)	0	(13,196)	(7,567)	(5,629)
Total - Operating Creditors	(13,196)	0	(13,196)	(7,567)	(5,629)

7.2 Other Creditors

	<u>General</u>	<u>Restricted</u>	<u>Total 2023</u>	<u>Total 2022</u>	<u>Change</u>
Future Liabilities (Tidd/Friends)	(267,069)	0	(267,069)	0	(267,069)
Accrued Expenses - Church	(2,750)	0	(2,750)	(1,007)	(1,743)
Accrued Expenses - Hall	0	0	0	(545)	545
Payroll Creditors	(327)	0	(327)	(361)	34
Diocesan Statutory Fees Payable	(569)	0	(569)	0	(569)
Hall Deposits Held	(3,100)	0	(3,100)	(3,285)	185
Other Fees Payable	(92)	0	(92)	(162)	70
Total - Other Creditors	(273,907)	0	(273,907)	(5,360)	(268,547)

Parish Church Council of the Ecclesiastical Parish of All Saints' Church, Woodham

Notes to the Financial Statements for the year ended 31st December 2023

8.0 Funds

8.1 Fund Name	<u>Op Bal at</u> <u>31.12.2022</u>	<u>Fund</u> <u>Transfers</u>	<u>Incoming</u> <u>Resources</u>	<u>Outgoing</u> <u>Resources</u>	<u>Cl Bal at</u> <u>31.12.2023</u>
General Fund - Unrestricted	79,285	0	174,759	(186,982)	67,062
<i>Restricted Funds</i>					
Car Park (R)	687	0	0	0	687
Garden of Remembrance (R)	1,125	0	0	0	1,125
Church Hall (R)	0	0	0	0	0
Church Heating (R)	0	0	0	0	0
Church Organ Fund (R)	82	0	50	0	132
Fr Iain Leaving Collection ®	0	0	0	0	0
Mission Giving - Special Appeals ®	0	0	263	(2)	261
St Michael's, Sheerwater (R)	2,274	0	240	0	2,514
Sub Total - Restricted Funds	4,168	0	553	(2)	4,720
<i>Designated Funds</i>					
Revaluation Reserve (D)	75,000	0	0	0	75,000
Church Heating Fund (D)	0	0	0	0	0
Church Organ Fund (D)	12,500	0	0	0	12,500
Garden of Remembrance (D)	5,000	0	0	0	5,000
Sub Total - Designated Funds	92,500	0	0	0	92,500
Total - Funds	175,953	0	175,312	(186,984)	164,282