

# Trustees Annual Report and Financial Report

*of the Parochial Church Council of the Ecclesiastical Parish of West Chiltington*

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## St Mary's Church, West Chiltington

Generous in Prayer and Giving

St Mary's Church, Church Street, West Chiltington, RH20 2JW

Registered Charity no. 1138034

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For the year ended 31 December 2023

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**Website:** [www.stmaryswestchilt.co.uk](http://www.stmaryswestchilt.co.uk)

**Incumbent:** Father Stephen Merriman SSC, The Rectory, East Street, West Chiltington, RH20 2JY

**Independent examiner:** Mr Adrian C Radford, 7 Curbey Close, West Chiltington, RH20 2HU

**Bankers:** The NatWest Bank, 5 East Street, Chichester, PO19 1HH

## Trustees Annual Report for 2023

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### Our aims and purposes as a charity

The PCC has the responsibility of co-operating, with the Rector in

- The promotion of the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England;
- Promoting in the parish the whole mission of the church, pastoral, social, evangelistic and, ecumenical;
- To know Jesus better and make Him better known;
- Practical support and care for people in the parish, from the youngest to the eldest, irrespective of level of need or, ability to pay;
- Providing support for those in need and, to other organisations with similar objectives.
- To promote a generosity in giving: of Time, in Prayer, and Financial.
- Supporting, encouraging and attending regularly services, making Jesus know and present in word and sacrament.

### What we planned to do to achieve our charitable objectives

When planning our activities for the year, the PCC have considered the Charity Commission's guidance on public benefit and the specific guidance on 'charities for the advancement of religion'. For 2023 we discussed and planned the following objectives and activities to fulfil our aims:

#### *Enabling all in our church*

- Work with our Rector to extend the Christian influence in the village;
- Opening our Church every day for prayer, reflection and well-being;
- Teaching and nurturing new and existing believers within the parish;
- Attending regular services which are made available;
- Make available those occasional offices, wedding, baptism, confirmation and funerals;
- Continue to reach out to our community school and youth organisations;
- Invite and encourage those who live within the Village to attend services;
- Putting faith into practice Sacramentally and other outreach services.
- Taking communion to those at Home, Nursing Home, celebrating the Eucharist within the community;
- Assisting people from all walks of life to develop their knowledge of, and trust in, Jesus;
- Provision of pastoral care for people living in the parish and those in need of specific support.

- Helping the vulnerable of the parish;
- Encourage charitable giving through our services and other activities within the parish;
- Outreach to the encouraging all who live in the Village whether they are active members of the Church community of not to access the Church and Hall facilities, which includes the Friendship lunch and Refresh! Café, which is part of our regular monthly outreach.
- Maintaining the fabric of the church building as a historic centre and focus of life in the village.

## What we achieved and how we affected beneficiaries' lives

### *Overview of the Year*

This year is the first year since the Covid-19 pandemic began the Church was able to implement and maintain a full act of Worship and events that encouraged the Villagers to enjoy acts of worship and community events led by the Church family of St Marys these have included:

- Sunday services 8am 1662 Book of Common Prayer and 10am Common Worship Eucharist.
- Keeping Holy Days of obligation according to the Church of England.
- Weekly Eucharists;
- Weekly time of silent prayer and spiritual reflection;
- Monthly services for Healing – laying on of hands and anointing;
- Monthly Requiem;
- Two monthly eucharist within the community;
- Monthly Friendship Lunch – A Christmas party with Carols supported by Shipwrecked and Musicians.
- The Refresh! Café;
- Outside Church we have had a visual representation of the Resurrection of Jesus - Eastertide and Nativity - Christmastide;
- Coming together with other Christian communities in pray for Christian unity.
- Lent:
  - Study: A Lent Course at the Rectory;
  - Prayer: A Lent Walk - walking around village praying for all who live and work in our Village,
  - Station of the Cross - weekly pray and reflection upon our Salvation;
  - Outreach: weekly Lent Lunches in the Church Hall,
- Palm Sunday procession from the community School to the Church.
- Holy Week and Easter services. On Holy Saturday Night after the service an Easter Party;
- The Kings Coronation celebration, A service of Thanksgiving and lunch party.
- Study Day on the Old Testament at The Palace Chichester;
- Patronal Festival celebrated with the Archdeacon of Chichester;
- Harvest Flower Festival - Beauty of creation, with folk music evening led by Shipwrecked local Folk Music group and harvest festival lunch;
- Pet Service with blessing of pets. Collection taken in support of The Cats Trust;
- We personally invite those who are recently bereaved in the past 12 months of the calendar year to a service of remembrance. This falls on the feast day of All Souls. This is a good opportunity to offer on going pastoral support and contacts with those of the village.

- Armistice Day Service and Remembrance Sunday Service;
- Pilgrimage to Walsingham;
- Our first year for supporting Link to Hope Shoebox appeal, this was a great success and one that will be undertaken next year;
- Carols in the Village, throughout Advent at Kensington Close, The Roundabout Hotel and Nine Lessons and Carols in Church;
- Christmas Party - Mulled wine and Mince pies at the Rectory;
- Crib and Christingle Service;
- Midnight Mass and Christmas Day services.
- Fundraising: 5 Members of the Church Community took part in the Snowdrop Appeal walking around the Arundel Estate.

### *Attendance at worship*

The Church family welcomes visitors from in and outside the ecclesiastical parish. All attend by personal choice and it is our great pleasure to welcome those from all walks of life. The attendance is voluntary to worship the Lord Jesus Christ, we strongly hold the view this has a major public and personal benefit. The pattern of worship in church is as follows Sunday: 8am 1662 Book of Common Prayer Eucharist and 10am Common Worship Eucharist. Our midweek services occur on Wednesday and Thursday: On Wednesday 9:30am we have exposition of the blessed sacrament a time of quiet prayer and reflection followed by The Book of Common Prayer Eucharist at 10am. On Thursday's 9:30am Rosary or during Lent Stations of the Cross, this has also become a source of ecumenical relationship as we are joined regularly by a member of the Roman Catholic Church. This is followed by 10am Common Worship Eucharist, on the first Thursday of each month at 10am we hold a Healing Service – Laying on of Hands and Anointing. On the Last Thursday of each month, we hold a Monthly Requiem. These are wonderful times to be still in the busy life we lead and many who come have expressed their delight to just be still and calm before God and in the quiet of the Church building, to find God's healing and to remember their loved in in prayer. Sunday mornings can be hectic and noisy.

The Church remains open daily for private prayer and those visiting are freely able to light a candle as an act of prayer. The average count during October was 73 and increased compared to 2022 as we had a baptism service, and the number of members on the electoral role decreased by 3 to 119. All of the special services associated with the church festivals were well attended especially the Armistice Day and Christmastide services, with more visitors than regular worshippers. It is worth noting - Advent 4 was also Christmas eve, those who fall in the under 17 age group attended the 10am Advent 4 Parish Eucharist, 4pm Crib Service, 11pm Midnight Mass and 10am Christmas Day Eucharist. This should be acknowledged and great appreciation to these faithful members of the Church who are not represented on the PCC, this should be a source of engagement to the rest of the Church community.

One notable event in the Church calendar of 2023 other than acts of Christian worship was the Flower Festival, titled 'Beauty of Creation'. This was a three-day event Friday 29<sup>th</sup> September – Sunday 1<sup>st</sup> October. It can not be underestimated of the benefit to the village and the outreach that was offered across this event. From those who visited the Church locally or further afield, welcomed and stayed for Lunch. The beauty of God's creation was managed by Mrs Brenda Bull

and a team of flower ladies the generosity of time and talent was appreciated by all who attended. We were also blessed by the generosity of local businesses who made donations from advertising to raffle prizes. The three-day event had music from a local folk group Shipwrecked, a Pet Service and Harvest festival. The time given by so many from the Church community in big or small ways was gratefully received and much appreciated by everyone. This was a great achievement and our sincere Thank you to all who played a part in this before and during.

### *Teaching, baptising and nurturing new and existing believers*

As part of our nurturing new believers and teaching we have a well-established monthly service at Kensington Close a housing association, where the Eucharist, prayer and biblical teaching occur monthly. This has grown in number over the year meeting the spiritual needs of those who attend, especially for those within the village who are unable to attend St Mary's Church, this has been a great source of outreach by the Church into the community. To also encourage teaching of the bible the Rector organised a Study Day on the Old Testament to be held at The Palace, Chichester and this was open to the whole Deanery, this was also held alongside the Lent Course based on the Chichester Diocese Lent Course on the Old Testament. There is one home group, which now meets regularly. The Rector organised and led a Parish Pilgrimage to Walsingham which was also open to the Storrington Deanery, this enabled those who attended to encounter God and other Christians from across the country. This was a joyful time and it was quickly decided to hold another Deanery Pilgrimage to Walsingham in 2024.

We celebrated 2 baptisms, 4 Weddings, 13 Church funerals, 1 Crematorium Funeral and 10 interments of Ashes.

We are pleased the church is open daily, and in the winter months the Church remains open as part of a Warm Space, Warm Welcome, for all to enjoy God's house and encounter God in the stillness and quietness and for those interested in History to marvel at the 12th and 13th century wall paintings.

### *Provision of Church facilities*

The Church Hall use remained more or less the same during 2023, with the Rainbows & Brownies, two Art Groups, Ladies that Boogie, The West Chiltington Silver Band and West Chiltington Cavaliers continuing their regular meetings.

The Refresh Café held the first Thursday of the month, in the morning. This is a free café, serving homemade cakes, tea and coffee, this is for all villagers to gather and talk, and it has been especially beneficial for those who live alone. The time for Refresh café was moved from 10:30am to 11am. This was to encourage those who attend the Café to come to the service of healing which occurs at 10am that morning. To receive refreshment in both senses, spiritual and physical.

The Friendship lunch occurs on the third Thursday of the month, at 12:30pm it is a lunch time meal, which is charged at a very reasonable price, and monies raised goes to various charities, with

seasonal meals being served and the highlight is most definitely the Christmas lunch, with the music group.

Please see attached appendix Reports written by Pam Wells on these two events.

### *Provision of pastoral care for people living in the parish*

The Pastoral Team offers pastoral support within the parish and they support the Rector in the pastoral care and support within the village. Home communion is also made available to those unable to attend public worship. Those receiving Communion at home has more than doubled throughout the year with now 14 communicants regularly receiving Holy Communion at home monthly.

The Family Support Work has once again been well supported throughout the year, a large wicker basket is left within the Church porch for donations and the Harvest Festival donations went to the Family Support Work as well as a toy appeal.

Please see attached appendix Reports written by Sally Boyland

### *Communications*

We publish a monthly Church village magazine; this has been available for many years and it is widely read by villagers of the Church and wider community. It is much appreciated for the village to share their news and events as well as the Church family sharing and advertising forth coming events and services in the Church and Village.

Our new and improved Church website is a vital way to communicate all activities of the Church. This is updated regularly with church services, events and information to access the life of the Church here in West Chiltington. It has proven to be a valuable asset to the life of the Church.

### *Other charitable giving*

- Christian Aid week
- Family Support Work
- The Children's Society
- Link to Hope
- Embrace the Middle East
- Cats Protection
- Royal Agricultural Benevolent Institution

### *Maintaining the fabric of the church building as a historic centre and focus of life in the village*

Replacement of stolen lead from the vestry link roof has progressed. A helpful discussion with the loss adjuster confirmed that the extent of insurance cover on the roof itself was limited to £7000

with a further £7000 of cover for consequential damage due to water penetration and damage to internal decorations. The loss adjuster also required the internal ceilings to be removed together with interstitial roof insulation so that the roof beams may be treated to prevent future rotting due to rainwater exposure. Light fittings were also to be replaced and electrics checked. A full planning application was prepared detailing a change of roofing material as required by the conservation officer and planning approval eventually obtained. In early October the temporary roofing was replaced with a steel cladding which is less likely to be stolen than the original lead. The cost was £24,212.88 and the building is once again weathertight. Repair to the internal ceilings and woodwork remains outstanding and the builders have been chased as this work was first promised in the autumn and then again in early January. In parallel, a dialogue with loss adjusters was maintained to question the £7000 limit on the insurance cover. It has now been agreed there is no limit on the policy for the type of claim we have submitted and finally confirmation was received that our full claim of £29,799.33, covering the cost of both the external roof repair and the internal works, less a £250 excess would be recommended to the insurance company for payment.

The fixed term contracts for supply of electricity and gas to the Church Hall and electricity to the Church were renewed from the end of June. A large increase in the electricity daily charge was largely offset by a reduction in the unit rate. The net effect on annual costs, given the same usage, will be an increase in electricity costs of approximately £230 for electricity to the Church and Church Hall and a reduction of approximately £230 in the price of gas to the Church Hall. The British Gas contract for the supply of gas to the Church itself, which represents 80% of St Marys energy costs, was renegotiated in mid-October. EDF was considered as a competitive supplier alongside British Gas. EDF not only offered a slightly lower unit rate but a dramatically lower daily charge. It was felt prudent to change supplier to EDF and lock in this offer with a contract for 3years.

After several years of painstaking work, Rob Parker's repair to the Churchyard wall bordering Church Street has been completed. However there remains a 10-meter section which bulges and is in a very poor condition making it unsafe to tackle in the same way. This section will require the involvement of professional stone masons and heavy equipment together with provision of new matching stone which is difficult to obtain. The PCC has been advised this section of wall remains in need of attention to avoid complete collapse at some unpredictable point in time.

Statutory biannual electrical testing at the Church and Church Hall has been carried out and Certificates have been issued. The small amount of remedial work recommended will be put in hand in due course. Periodic testing of the lightning conductor has also been carried out and a pass certificate issued. Protection remains very good. Alongside these items annual PAT testing of all electrical devices and boiler maintenance have been completed.

Following vandalism over recent years, an opportunity occurred to protect the Church Hall with CCTV at no cost to the Church. The system also covers much of the car park.

Whites, bellhangers, have advised on bell maintenance as identified in quinquennial inspection reports. Recently a number of problems have arisen including failure of two of the bell ropes due to the pulley system. A quotation for essential works has been obtained.

## Financial Review

### *Incoming and outgoing resources*

The total receipts on general unrestricted funds were £103,251 and are detailed in the Financial Report. This is an overall increase of £1,202 compared with 2022. Regular givings were up £2,574, however there was a reduction of £945 in the total received in ad-hoc donations, and of this £1,000 was restricted. Outgoing from general unrestricted funds were £89,256 down from £112,002 in 2022, which included the cost of demolishing the derelict youth building.

No legacies were received in 2023.

### *Sharing the ministry costs of the Diocese of Chichester*

The largest expenditure of the PCC was the sum of £40,000 paid to the diocese for our share of all churches' Parish Ministry Costs. This PMC covers the housing, stipend and pension costs of the clergy, and a standard sum for diocesan central costs, clergy training and a contribution to national church funds. It is also important to note that approximately 80% of the PMC relates directly to the clergy costs of this parish, the remainder being the shared costs of the Christian family throughout the whole Church of England, including helping churches less able to manage than ourselves.

### *Staff costs*

The PCC pays for a secretary to assist the Rector in the church office located at the Rectory, a cleaner for the church hall and new vestry and an organist. Further details are provided in the notes to the accounts.

### *Trustee payments and expenses*

We pay Council, Water, and Environmental rates for the Rectory and electricity to heat the parish office. Mrs Brenda Bull, who is also a trustee, received £3,780 for duties as parish Secretary. There were no other payments to persons related to or connected to the current trustees.

### *Repairs to the fabric of the church building*

No major work was carried out during the year to either the Church or Church Hall during 2023.

## Why we hold some money in reserve

It has been PCC policy to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately **three months' worth of unrestricted payments as contingency against unforeseen situations**. The impact of Covid has forced careful consideration of future finances and a reserve of about 6 months income will be retained. As we face significant repair costs to the buildings which are our responsibility, part of the reserve will be held in a Designated Building Fund. The closing balance of this year is in line with this policy.

It is PCC policy to invest surplus funds with the CBF Church of England deposit fund, returning proportionately these funds to our current account, as they are needed, to pay larger bills.



As well as holding the above general reserves, from time to time the PCC receives restricted legacies for expenditure on purposes defined by the donor. We aim to expend such money as soon as possible after receiving the legacy, depending on the specific objectives of the donor. Where we have identified that the specific purpose can only be achieved by delaying the expenditure, we invest the legacy temporarily until such time as the need for appropriate expenditure is identified.

## Footnote

Our report above sets out a valuable support to the parish during a year of significant changes in individual freedoms and we would wish to thank our Rector, Church Wardens, and PCC Officers for the way they have steered us through this year with many changes to the regulations. Also, a thank you to our members for their steady support in spite of the ever-changing situation and into the forthcoming year. Thank you.

## Structure, governance, and management of the charity

The Parochial Church Council (PCC) is registered with the Charity Commission as required by the Charities Act 2011. Its governing document is the Parochial Church Councils (Powers) Measure 1956.

During the year the following served as members of the Parochial Church Council:

### *Ex Officio members*

Incumbent:	The Revd. Stephen Merriman	Chairman
Wardens:	Mr Patrick Higham	Vice Chairman
	Mr Cosmo Goldsmith	
Lay Reader:	Mr Jim Latter	
<i>Elected Members</i>	Mrs Pam Wells	Safeguarding Officer
	Mrs Brenda Bull	PCC Treasurer
	Mrs Diane Bennett	
	Mrs Alison Littleboy	
	Mr Clive Cole	
Deanery Synod:	Mrs Ann Chapman	
	Mrs Vanessa Llambias	
	Mr Phil Race	
PCC Secretary:	Mrs Brenda Bull	

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent/priest-in-charge, curate, lay readers licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synods and currently 5 but can be up to 8 members of the church who are elected at the Annual Parochial Church Meeting (APCM).

Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

During the year the PCC reviewed both their Safeguarding policy and their policy under the General Data Protection Regulations, both of which are available in the church porch.

This Trustees' Annual Report was approved by the PCC and signed on their behalf by The Revd. Stephen Merriman, Chairman

signed The Revd Stephen R Merriman

Dated .....

# Annual Financial Report

of the Parochial Church Council of the

## St Mary's Church, West Chiltonington

Generous in Prayer and Giving

St Mary's Church, Church Street, West Chiltonington, RH20 2JW

Registered Charity no. 1138034

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For the year ended 31 December 2023

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## Trustees Annual Report for 2023

### Statement of Financial Receipts and Payments

#### Statement of Financial Receipts and Payments

	Unrestricted			Restricted funds	Endowed Funds	Total All Funds 2023	Total All Funds 2022	Notes
	General Fund	Designated Building Fund	Designated Hall Fund					
	£		£	£	£	£	£	
<b>Income and endowments from:</b>								
Donations and legacies	65817	0		1000		66817	69773	
Charitable activities	9123					9123	4214	
Other trading activities	21710		5449			27159	22534	
Investments	775		2	1849		2626	1406	
Other receipts	375					375	10030	
<b>Total received</b>	<b>97800</b>	<b>0</b>	<b>5451</b>	<b>2849</b>	<b>0</b>	<b>106100</b>	<b>107955</b>	
<b>Expenditure on:</b>								
Cost of raising funds	864					864	0	
Charitable costs	75788	1146	2933	24519		104386	102467	
Trading costs	5017		2208			7225	5539	
Other payments	1264		36	1507		2807	16287	
<b>Total paid</b>	<b>82933</b>	<b>1146</b>	<b>5177</b>	<b>26026</b>	<b>0</b>	<b>115282</b>	<b>124293</b>	
Reconciliation of funds:								
Net income or (net expenditure)	14867	-1146	274	-23177	0	-9182	-16338	
	<b>14867</b>	<b>-1146</b>	<b>274</b>	<b>-23177</b>	<b>0</b>	<b>-9182</b>	<b>-16338</b>	
Transfer between funds	-101	101						
<b>Net movement in funds</b>	<b>14766</b>	<b>-1045</b>	<b>274</b>	<b>-23177</b>	<b>0</b>	<b>-9182</b>	<b>-16338</b>	
Bank accounts at 1 January 2023	26358	1045	2369	85452		115224	131561	
Bank accounts at 31 December 2023	41124	0	2643	62275	0	106042	115223	

# Statement of Assets and Liabilities

## Statement of Assets and Liabilities

	Unrestricted						
	General Fund	Designated Funds	Restricted funds	Endowed Funds	Total All Funds 2023	Total All Funds 2022	Notes
	£		£	£	£	£	
<b>Assets</b>							
Bank current account	41124	2555	30856		74535	84696	
CBF Deposit Fund		88	31419		31507	30528	
PCC-owned bank balance	41124	2643	62275	0	106042	115224	
Chancel Fund Deposit Account					0	0	
<b>Total bank and deposit accounts</b>	<b>41124</b>	<b>2643</b>	<b>62275</b>	<b>0</b>	<b>106042</b>	<b>115224</b>	
Insurance claim repayment due			24268		24268	0	
CCLA bank interest Oct - Dec		1	421		422		
Gift Aid recoverable					0		
<b>Debtors</b>	<b>0</b>	<b>1</b>	<b>24689</b>	<b>0</b>	<b>24690</b>	<b>0</b>	
407 CBF shares Francis Charity (at cost)				324	324	324	
970 CBF Investment Fund shares (at cost)			4400		4400	4400	
Diocesan Fixed Interest Fund	800				800	800	
<b>Investment assets at cost</b>	<b>800</b>		<b>4400</b>	<b>324</b>	<b>5524</b>	<b>5524</b>	
Kensington Memorial Hall at cost		4612			4612	4612	
<b>Total assets</b>	<b>41924</b>	<b>7256</b>	<b>91364</b>	<b>324</b>	<b>140868</b>	<b>125360</b>	
<b>Liabilities:</b>							
Electricity used since last bill (est.)					0	0	
Advertising received in adv	10220				10220	10750	
<b>Total Liabilities</b>	<b>10220</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10220</b>	<b>10750</b>	

## Notes to the Financial Report

1. The financial statements of the PCC have been prepared in accordance with the Charities Act 2011 and current Church Accounting Regulations, using the Receipts and Payments basis.
2. The following assets are recognised but not valued in the Statement of Assets and Liabilities: Movable church furnishings held by the churchwardens on special trust for the PCC, which require a faculty for disposal.
3. Analysis of total received

General Fund	Unrestricted		Restricted funds	Endowed Funds	Total All Funds 2023	Total All Funds 2022	Notes
	Designated Building Fund	Designated Hall Fund					
£		£	£	£	£	£	
37565					37565	36441	
5408					5408	4458	
7900					7900	7400	
1410			1000		2410	653	
606					606	3308	
					0	0	
11228					11228	10812	
					0	5000	
1700					1700	1700	
65817	0	0	1000	0	66817	69772	
9123					9123	4214	
9123	0	0	0	0	9123	4214	
4944					4944	1011	
		5449			5449	5122	
					0	0	
676					676	472	
1553					1553	1942	
11529					11529	10750	
3007					3007	3317	
21709	0	5449	0	0	27159	22614	
775		2	976		1753	531	
0			873		873	874	
775	0	2	1849	0	2626	1405	
375					375	9950	
97800	0	5451	2849	0	106100	107956	

4. Legacies.

No legacies were received in 2023.

## Notes to the Financial Report

### 4. Analysis of total paid:

Unrestricted							
General Fund	Designated Building Fund	Designated Hall Fund	Restricted funds	Endowed Funds	Total All Funds 2023	Total All Funds 2022	Notes
£		£	£	£	£	£	
864					864		
864	0	0	0	0	864	0	
1553					1553	1941	
40000					40000	69000	
7665					7665	7075	
5336					5336	4674	
					0	0	
					0	0	
2478					2478	2573	
1970		900			2870	2589	
7591		1308			8899	3259	
2242					2242	1795	
5183			306		5489	5518	
					0	0	
					0	0	
1771			24213		25984	1176	
			1507		1507	0	
75789	0	2208	26026	0	104023	99600	
					0	0	
		2520			2520	2400	
		412			412	1317	
5017					5017	4688	
					0	0	
					0	0	
5017	0	2932	0	0	7949	8405	
1264	1146	36			2446	16287	
82933	1146	5176	26026	0	115281	124292	

- Charitable grants and donations were made to Family Support Work, Christian Aid (Turkey Earthquake Appeal), Royal Agricultural Benevolent Institution, Cats Protection, The Children's Society and Embrace The Middle East.
- The Parish share to the Chichester Diocese is for the payment to Clergy and other central costs. The full cost of parish ministry amounts to approximately £81,445.

## Notes to the Financial Report

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7. The church hall is on a freehold property also used as a church car park which is owned by the PCC adjoining the church and cost £4,612 to build.
8. The Restricted fund represents accumulated donations and appeals for the maintenance of the church building.
9. Gift Aid is recovered on donations received up to year end, the last claim was submitted mid-December 2023, covering donations to that date.
10. Payment to PCC employees:

	2023	2022
	£	
Wages, salaries and honoraria	10185	9475
Employer National Insurance		
	10185	9475

11. Payments to PCC members:

Mrs Brenda Bull received £3,780 for Secretarial support to the Rector.

12. Transactions with persons related to PCC members:

There were none.

13. Transactions with related charities:

There are no related charities.

14. Statement of funds:

Endowment funds are required by the donors to be invested and the income spent on specific objectives.

The Francis Charity is an endowment invested in CBF Investment Fund shares, with the income to be spent on churchyard maintenance.

Restricted funds are not invested permanently but are to be spent within reasonable timescales.



The longstanding Restoration Fund is invested in CBF Investment Fund shares with the income to be spent on the fabric of the Church.

The other restricted funds comprise the Church Restoration Fund.

The Richard Legacy fund is to be spent on the organ and Audio-visual improvements in the church.

The Church IT Fund is to be used towards the installation of audio / visual equipment in the church.

Unrestricted funds are not subject to any donor restrictions and can be spent as the PCC decides.

The General Fund received the normal church income to cover the day-to-day activities of the church.

The Hall Fund is used to cover the running of the hall as a designated fund to clearly identify the finances of this important outreach activity.

The Building Fund is money set aside to cover anticipated expenditure in respect of the church hall, which may need to be met from the General Fund, and previously including the cost of making safe and then demolishing the old youth building. The expenditure in 2023 was slightly higher than anticipated, and the resulting overdraft balance has been cleared by transferring funds from the General Fund at year end. As there are no planned works for the Church Hall for 2024 the balance has been left at £0.

The summary of all funds appears on the next page.

## Notes to the Financial Report

### 16 Summary of funds

Fund income and expenditure and final balances are as follows:

	<b>Balances b/f 1 Jan 2023</b>	<b>Income</b>	<b>Expenditure, Transfers, Other Gains and Losses</b>	<b>Balances c/f 31 Dec 2023</b>
	£	£	£	£
Francis Charity at cost	324			<b>324</b>
<b>Total of all endowed funds</b>	<b>324</b>	<b>0</b>	<b>0</b>	<b>324</b>
Restoration Fund Investment at cost	4400			<b>4400</b>
Church Restoration fund	79322	2849	-24519	<b>57652</b>
Richards Legacy	5130		-1507	<b>3623</b>
Church IT Fund	1000			<b>1000</b>
<b>Total of all restricted funds</b>	<b>89852</b>	<b>2849</b>	<b>-26026</b>	<b>66675</b>
Fixed interest investment at cost	800			<b>800</b>
General fund	26358	97699	-82933	<b>41124</b>
Designated Building Fund	1045	101	-1146	<b>0</b>
Designated Church Hall fund	2369	5451	-5177	<b>2643</b>
<b>Total of all unrestricted funds</b>	<b>30572</b>	<b>103251</b>	<b>-89256</b>	<b>44567</b>
<b>Total Funds</b>	<b>120748</b>	<b>106100</b>	<b>-115282</b>	<b>111566</b>

### 17 Market value of investments @ 31<sup>st</sup> December 2023

The market value of shares shown in the Statement of Assets and Liabilities at cost is as follows:

	<b>Number held</b>	<b>Original cost £</b>	<b>Value 2023 £</b>	<b>Value 2022 £</b>
CBF Francis Charity	407	324	9200	8403
CBF Restoration	970	4400	21927	20027
Diocesan Fixed Interest Fund	713	800	1032	978
		5524	32159	29408

# Independent Examiner's Report to the PCC of St Mary's Church, West Chiltington for the Year Ended 31<sup>st</sup> December 2023

## Section A

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St Mary West Chiltington on the annual report for the year ended 31<sup>st</sup> December 2023 set out on pages 12 to 18.

### Respective responsibilities of trustees and examiner

The PCC members are responsible for the preparation of the annual reports. The PCC members consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under section 145 of the Charities Act,
2. to follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
3. to state whether particular matters have come to my attention.

### Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the 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 accounts 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 material matters have come to my attention which gives me cause to believe that in, any material respect:

- a. accounting records were not kept in accordance with section 130 of the Charities Act; or
- b. the accounts do not accord with the accounting records

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Examiner's signature** .....

**Examiner's name** CAPITALS .....

**Address** 7 Curbey Close, West Chiltington RH20 2HU

**Relevant professional** ..... **Dated** .....  
**qualification or body**

## Section B

## Disclosure

**Only complete if the examiner needs to highlight material problems *for example*:**

- accounting records have not been kept in accordance with s132 of the Charities Act 2011 and those accounts do not comply with the requirements of the 2008 Regulations setting out the form and content of charity accounts;
- any material expenditure or action which appears not to be in accordance with the trusts of the charity;
- any failure to be provided with information and explanations by any past or present trustee, officer or employee; and
- any material inconsistency between the accounts and the trustees' annual report.

**Give here brief details of any items that the examiner wishes to disclose**