

Ruscombe and Twyford Parochial Church Council

Charity registration number 1143142

Report and Accounts

For the year ended 31 December 2023

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Four churches, one family – following Christ

Ruscombe and Twyford Parochial Church Council

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Introduction

The Parochial Church Council (PCC) presents its annual report for the year ended 31st December 2023.

Reference and administrative information

The PCC is a registered charity:- registration number 1143142.

Trustees / members of the PCC who served from 1st January 2023 until the date this report was approved are:-

Ex Officio Members

<i>Vicar</i>	vacancy	
<i>Wardens</i>	John Porter	
	Lucy Bowley (<i>Lay Vice Chair</i>)	
	Simon Farrar	

Elected Members, their expected term of appointment and (where appropriate) date of appointment /resignation

<i>Deanery Synod Representatives</i>	Rachel Leitch-Devlin	2011-2026
	Linda Jackson	2022-2026
	Alan Gwynn	04/23-2026
<i>Other members</i>	Kevin Cowley	2018-2024
	Keith Hay (Hon Treasurer)	2015-2024
	Claire Lawrence	2021-2024
	Karen Ricketts	2022-2025
	Thanda Mhlana	2022-2025
	Chris Tennant	2022-2025
	Hope Lawrence	2022-2025 (<i>secretary</i>)
	Cyndy Gray	2022-2024
	Hans Gutmann	2022-2026
	Katie Sabberton-Coe	2022-2026
	Duncan Steele	2022-2026

Other office holders (non-trustees)

Assistant Treasurer Karen Ricketts

Principal Address:- St Mary's Church Office, Station Road, Twyford, Reading, RG10 9NT

Independent Examiner:- Philip Dean. F.C.I.E
Independent Examiner
7 Stirling Close
Uxbridge
Middlesex
UB8 2BA

Bank:- Santander



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Structure, Governance and Management

The PCC is governed by the Parochial Church Council (Powers) Measure 1956 and the Church Representation Rules.

PCC members are recruited in a number of ways from the electoral roll and are either ex officio, elected by the Annual Parochial Church Meeting (APCM) or co-opted by the PCC in accordance with the Church Representation Rules, and in line with the Constitution of the Local Ecumenical Partnership (LEP) agreed in 2001 (see below).

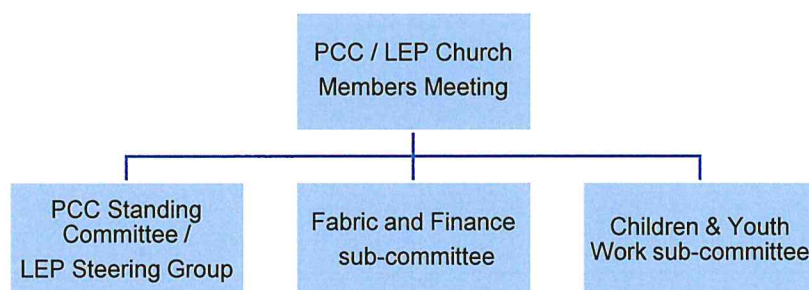
The PCC is responsible for all parish finance and its management and control, including the appointment of a Treasurer. Members of the PCC are responsible for keeping accounting records which disclose, with reasonable accuracy, the financial position of the PCC, and enable them both to ascertain the financial position of the PCC and to ensure that the financial statements comply with the Church Accounting Regulations 2006, the Charities Act 2011 and the Statement of Recommended Practice 'Accounting by Charities' 2015 (SORP - FRSSE) Financial Reporting Standard for Smaller Entities. The PCC is also responsible for safeguarding its assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The PCC is also required to ensure that the financial statements are examined by an independent examiner or auditor prior to presentation to the APCM.

In preparing the financial statements, the PCC is required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- Follow applicable accounting standards and statements or recommended best practice, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will remain in operation.

The PCC makes all decisions corporately except that the Standing Committee has delegated powers to make decisions between PCC meetings, subject to keeping the PCC informed as fully as necessary.

In 2001 a Local Ecumenical Partnership (LEP) was entered into between the PCC and the United Reformed Church, Twyford. The ongoing purpose of the LEP is to develop a closer relationship between the Anglican and URC congregations of Ruscombe and Twyford, and to work to a common purpose. The PCC consequently organises and discharges its business through the following governance structure:



Since 1st March 2012, the Parish of Ruscombe and Twyford has also been part of the Benefice of Ruscombe & Twyford with Hurst. This does not directly impact on the governance structure described above since both PCCs (Ruscombe & Twyford and St Nicholas' Hurst) retain their distinct legal identities.

PCC / LEP Church Members Meetings. Under the LEP constitution, PCC meetings take place concurrently with Church Members Meetings. Where legally required, PCC members may vote separately on specific agenda items, subject to a valid quorum. During 2023, the LEP Church Members Meeting met on four occasions including the AGM held on 26th April. The PCC also met separately six times in the year to discuss and decide on issues relating solely to the Anglican churches.



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We have continued to pay particular attention to Safeguarding and to Data Protection during the year.

In line with the policy agreed by the PCC in 2016, revised pay rates for our paid staff were implemented on 1st April 2023. These apply to our regular employees such as Youth Worker, Children & Families Worker, Office Team and cleaners. The PCC policy links our pay rates to the Real Living Wage which is published each November by the Living Wage Foundation.

To meet our legal duties under the Government's Workplace Pensions legislation, an employee pension scheme was introduced on 1st April 2017. At the end of 2023, the scheme had three members.

Quinquennial inspections for both St James; and St Mary's, took place in February 2023, although production of the reports was delayed until the summer. Work is underway to consider the recommendations of these reports and to identify sources of funding to cover the recommended work on our church buildings. The PCC has continued to add to our Designated Building Reserve as a precaution.

Standing policies such as health and safety, risk assessment and safeguarding were reviewed during the year, amended where necessary and approved.

PCC Standing Committee. Meets as part of the LEP Steering Group which comprises representatives of the PCC and the URC Elders. The Steering Group is charged with carrying out the work of the PCC between PCC meetings. In 2023 the LEP Steering Group met on three occasions. In addition, the Ministry Team members, Churchwardens and other key staff members meet weekly to keep track of day-to-day activities and any issues requiring attention.

The Finance and Fabric Sub Committee. Ensures that the finances of the PCC are conducted in a safe and efficient manner and guides the PCC on all financial matters. It ensures that the PCC's obligation to ensure that the fabric of the churches is well maintained and suitably developed is properly discharged. The Committee is chaired by the Treasurer, with the day to day work carried out by the Treasurer, the Assistant Treasurer and the Churchwardens. The committee met on four occasions in 2023.

The Children's and Youth Work Sub Committee. The purpose of this committee is to ensure that our children's, families and youth work within the LEP & Benefice is carried out for the benefit of all young people and children in our villages. The committee ensures that all our work with children and young people is rooted in Christ as the Cornerstone. The committee also provides assurance that appropriate governance arrangements are in place and are effective; it focuses on quality and safety in our activities and is accountable to the two Benefice PCCs. The committee normally meets once a term and is chaired by the Benefice Leader of our Children and Young People's work. Three full meetings were held during 2023.

Objectives and activities

The Ruscombe and Twyford Parochial Church Council (PCC) is a corporate body whose objectives are defined by the Parochial Church Council (Powers) Measure 1956 as 'to co-operate with the minister in promoting in the ecclesiastical parish the whole mission of the Church; pastoral, evangelistic, social and ecumenical'. The PCC also has the responsibility for the maintenance of the Church and Graveyards of St James the Great, Ruscombe, and the Church, Graveyards and Church Centre complex of St Mary the Virgin, Twyford.

In carrying out its duties, the PCC pays due regard to Charity Commission Public Benefit guidance when exercising any powers or duties to which the guidance is relevant.

In its oversight of church activities, the PCC complies with the duty to have due regard to the House of Bishops' guidance on safeguarding children and vulnerable adults, Section 5 of the Safeguarding and Clergy Discipline Measure 2016. This includes ensuring that our Safeguarding Policy is regularly reviewed and updated, that compliance with the policy is appropriately monitored, and that all relevant employees and volunteers are subject to DBS checking and appropriate safeguarding training.

Ruscombe and Twyford Parochial Church Council



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Achievements and Performance

It has been a busy year!

We remain in Vacancy, and we have been blessed to have the continued support, encouragement and guidance of Revd Helen Charlton. Revd Helen has worked tirelessly to ensure a 'business as usual' approach is taken. Revd Helen manages the rota, takes a significant number of services, supports many of us pastorally, and she guides and challenges our thinking in many areas of parish life, this is in addition to her work for the Oxford Diocese. Revd Helen is supported by Revd Graham Theobald who supports primarily at Ruscombe. Revd Juliet Straw and John Boylan have also been very generous with their time, they work extremely well alongside our band of licensed lay preachers. This has meant that services have continued, and we have been fed, nurtured and challenged spiritually over the last year. Sadly, Paul Minton died in February 2024. Paul was a Licensed Lay Minister for many years here. Whilst Paul retired from leading services a few years ago we will miss his wisdom, knowledge and humility.

We were delighted to welcome +Steven in June to celebrate communion with us and to preach at St Mary's for a joint service across the Benefice and LEP.

THRU-meets events continued for the majority of the year. 50 members of the church enjoyed a weekend away in Bournemouth led by Revd Helen and Revd Karen Wellman. This was a time where we got to know each other better and drew closer to God. The weekend was pivotal in us moving forward together as a family, building relationships where we have grown to support each other over a challenging year. We held a celebration for the coronation of King Charles III. Great to have the service played in the church, followed by a BBQ. Such a great atmosphere. In addition, you can never beat a sing-along film, Abba and Mamma Mia 2 gave us an opportunity to "Let it go" with our singing!

The PCC, after much discernment, voted in March to move away from the Benefice of Ruscombe & Twyford with Hurst and to become a separate Benefice. This was a very difficult decision to make, but it was felt that we needed to concentrate on Ruscombe & Twyford and that we would look to advertise for a full-time incumbent to lead us forward. Duncan Steele headed up a team to work on our website. This was a crucial piece of work that needed to be completed prior to advertising. He worked very hard on this along with our new administrator Harriet Swinyard.

The parish profile is nearly complete. So many of the PCC worked so hard and I would like to thank them all for the work they have done. Not able to name everyone but I would like to mention Lorna Roberts who chaired the team over many months to produce an impressive document. In addition, Hope Lawrence has come in at the end and collated the whole profile and formatted it to be a piece of work that not only should they all be very proud of but that reflects us as Twyford and Ruscombe, where we have come from, and some of the direction of travel going forward. Once the Vacancy is advertised the profile will be available on the website.

I have been leading a small team working with Hurst and the area dean, Richard Lamey, on how pastorally we separate the Benefice.

Phillippa Middleton became our Children's and Families worker in February 2023. This is a shared post with Hurst, so she works 12 hours a week including 2 Sundays for us. Phillippa hit the ground running by coming on the parish weekend and leading the children's work. She leads the Trailblazer sessions and ToTs on Tuesdays as well as delivering school assemblies. It has been a difficult year for this area of work. Numbers on a Sunday have been erratic. The family services continue to be extremely popular, and the team always come up with a fun, creative and slightly chaotic way of proclaiming the Gospel. Connor Heath, our Youth Worker, left in the summer to begin his training towards ordination, and several of the volunteer Trailblazer leaders have stood down after many years. We took the decision not to employ another Youth Worker until the Vacancy is filled. The boys group still meet fortnightly on a Monday.

Worship is central to our Sunday services both at St Mary's and St James'. Many thanks to the gentlemen who play the organ at St James'. With three tv screens in St Mary's, tech is important, and a few more willing volunteers to help with this would be appreciated – it's really not as scary as it looks.

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The worship bands at Twyford are smaller than in previous years. Lois Heath moved away with Connor in September, Matthew Steele headed to university in Bath and Chris Easton has retired from parish music due to ill health. Chris did the most wonderful job keeping the rota in good order and encouraging us all. Chris played at St James', St Mary's and at the URC, so him not being in a position to play has left a hole. Coffee is always served at St Mary's and this is important to our pastoral ministry. Pearl Stephenson heads up the team and we are very grateful to them all for the time they give.

Numbers remain static which in a Vacancy of this length is encouraging. It has been great to welcome new members to the congregation at both churches this year, all of whom have actively joined in with things outside of the Sunday services.

Spiritual growth is extremely important to us and the homegroups continue to flourish. A 4x4 enquirers group has been running. This course lasts for four weeks and questions and explores together the Christian faith. The same group have met again for another block of four weeks, where they have decided the focus for the sessions. So grateful to Revd Helen, Julie Phillippo and Linda Jackson who have been running this. All 5 of our boys group asked to be admitted to communion before confirmation. Revd Helen ran a course with them over three evenings. Whilst pizza and football were important aspects of these evenings, their spiritual growth each week was evident and the Holy Spirit was certainly at work in all of them.

Harriet Swinyard replaced Fiona Archer-Lock as our Parish Administrator in June. Fiona has moved to Devon. Harriet has settled in very well and is both professional and pastoral with all those who make contact with the church office.

Last year I said "This past year has shown what an amazing church family we are. Jesus is very much at the centre as we build up in our relationship with God, ourselves and each other, and build out into our community and beyond." This year the workload for many continues to be heavy, but I stand by that statement. We are a family with Jesus at the centre.

Approved by the PCC on 25th March 2024 and signed on its behalf by:

Lucy Bowley
Lay Vice Chair
Ruscombe & Twyford PCC

Ruscombe and Twyford Parochial Church Council

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Independent Examiner's Report to the Parochial Church Council of Ruscombe and Twyford

This report on the financial statements of the PCC for the year ended 31 December 2023, which are set out on pages 8-13, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and s.145 of the Charities Act 2011 ('the Act').

Respective responsibilities of the PCC and examiner

The charity's trustees, the PCC, are responsible for the preparation of the financial statements. The PCC consider that an audit is not required for this year under section 144(2) of the Act and that an independent examination is needed. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission under s.145 of the Act. An examination includes a review of the accounting records kept by the PCC and a comparison of the financial statements 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, I do not express an audit opinion on the view given by the financial statements.

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 Act; and to prepare financial statements, which accord with the accounting records and comply with the accounting requirements of the Act and the Regulations have not been met;

or

(2) : to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Philip Dean. F.C.I.E
Independent Examiner
7 Stirling Close
Uxbridge
Middlesex
UB8 2BA

Date:- 25-03-2024

Ruscombe and Twyford Parochial Church Council

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Receipts and Payments Account

2022		Notes	Unrestricted Funds	Designated Funds	Restricted Funds	Total
£			£	£	£	£
CASH RECEIPTS						
138,272	Voluntary income	2a	127,475	0	24,512	151,987
27,830	Activities for generating funds	2b	19,078	0	10,510	29,588
1,705	Investment income	2c	4,887	0	0	4,887
-	Other cash receipts	2d	0	0		0
167,807	Total cash receipts		151,440	0	35,022	186,462
CASH PAYMENTS						
-	Cost of generating voluntary income	3a	0	0	0	0
2,000	Fundraising costs	3b	1,646	0	9,682	11,328
118,056	Church activities	3c	106,759	0	21,802	128,561
7,409	Charitable donations	3d	7,409	0	0	7,409
22,805	Church management \ administration	3e	25,991	0	1,097	27,088
150,270	Total cash payments		141,805	0	32,581	174,386
17,537	NET RECEIPTS / (PAYMENTS)		9,635	0	2,441	12,076
-	Transfers between funds		0	0	0	0
17,537	NET RECEIPTS / (PAYMENTS) after transfers		9,635	0	2,441	12,076
157,029	Cash bals at start of year		40,202	102,596	31,768	174,566
174,566	Cash bals end of year		49,837	102,596	34,209	186,642

Ruscombe and Twyford Parochial Church Council

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Statement of assets and liabilities as at 31 December 2023

2022		Unrestricted Funds	Designated Funds	Restricted Funds	Total
£	Notes	£	£	£	£
Monetary Assets					
174,566	Cash at Bank & CBF	49,837	102,596	34,209	186,642
<u>174,566</u>		<u>49,837</u>	<u>102,596</u>	<u>34,209</u>	<u>186,642</u>
Other Monetary Assets					
21,750	Tax Reclaim Due	22,500	-	-	22,500
<u>21,750</u>		<u>22,500</u>	<u>-</u>	<u>-</u>	<u>22,500</u>
Liabilities					
500	Independent Examiners Fee	500	-	-	500
7,200	Mission Payments	7,600	-	-	7,600
<u>7,700</u>		<u>8,100</u>	<u>-</u>	<u>-</u>	<u>8,100</u>

Under s.133 of the Act, there is no requirement to place a value on fixed assets. It is in any case deemed that as St. James's, Ruscombe is a Grade I listed building and St. Mary's, Twyford a Grade II listed building, it would be almost impossible to attribute a valuation. As the Church Centre is attached to St. Mary's and insures with St. Mary's, no valuation of the Church Centre can be ascertained. Consecrated and beneficed property is excluded from the accounts by s.10(2)(c) of the Charities Act 2011. No value is placed on movable church furnishings held by the churchwardens on special trusts for the PCC and which require a faculty for disposal, since the PCC considers this to be inalienable property. There were no contingent liabilities.

The Notes on Pages 10-13 form part of these accounts

These financial statements were approved by the PCC on 25th March 2024 and signed on its behalf by:

Lucy Bowley

PCC Lay Vice Chair

Ruscombe and Twyford Parochial Church Council

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Notes to Financial Statements

1. Accounting Policies

The financial statements have been prepared in accordance with section 133 of the Charities Act 2011 using the receipts and payments basis and in accordance with the Church Accounting Regulations 2006.

Receipts are taken into account when cash or cheques are received by the PCC. Payments are recognised when cash is physically handed over or a cheque is written and released.

2. Analysis of incoming resources

2022		Notes	Unrestricted	Designated	Restricted	Total
£			£	£	£	£
2(a) Voluntary income						
<u>Recurring income:</u>						
82,595	Tax efficient planned giving (ex. Tax)		84,799	0	0	84,799
2,969	Collections of loose cash at services		2,947	0	0	2,947
15,179	Other planned giving		14,422	0	0	14,422
5,433	Other individual donations	8	2,979	0	2,672	5,651
22,616	Tax recovered on planned giving		20,836	0	0	20,836
590	Tax recovered on unplanned giving, donations and collections		1,492	0	0	1,492
129,382			127,475	0	2,672	130,147
<u>Non-recurring income:</u>						
1,000	Legacies	8	0	0	10,000	10,000
7,890	Special appeals	8		0	11,840	11,840
138,272			127,475	0	24,512	151,987
2(b) Activities for generating funds						
8,032	Courses and Events	8	1,568	0	5,427	6,995
5,206	Church Centre letting		6,420	0	0	6,420
14,592	Fees - weddings, funerals etc	8	11,090		5,083	16,173
27,830			19,078	0	10,510	29,588
2(c) Investment income						
1,705	Interest		4,887	0	0	4,887
1,705			4,887	0	0	4,887
2(d) Other incoming resources						
0	Sundries		0	0	0	0
0			0	0	0	0

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Notes to Financial Statements

3. Analysis of resources expended

2022		Notes	Unrestricted	Designated	Restricted	Total
£			£	£	£	£
3(a) Costs of generating voluntary income						
0			0	0	0	0
0			0	0	0	0
3(b) Fundraising costs						
2,000	Courses and events	8	1,646	0	9,682	11,328
2,000			1,646	0	9,682	11,328
3(c) Church activities						
59,865	Parish Share		54,894	0	0	54,894
16,136	Heat, Light, Water, Insurance & Cleaning	8	18,916	0	0	18,916
7,854	Church Property		9,751	0	2,324	12,075
1,580	Fees due to Oxford Diocese	8	-	0	1,141	1,141
3,670	Wedding Expenses (Verger etc.)	8	0	0	2,845	2,845
3,162	Clergy & Curate expenses		3,355	0	0	3,355
23,983	Youth Work	8	17,116	0	11,340	28,456
-	Training		0	0	0	0
1,806	Cost of church services		2,727	0	4,152	6,879
118,056			106,759	0	21,802	128,561
3(d) Charitable donations						
7,409	Charitable donations	5	7,409	0	0	7,409
7,409			7,409	0	0	7,409
3(e) Church Management \ Administration						
2,449	Print, stationery and telephone		4,295	0	0	4,295
19,010	Administrative Salaries	8	20,939	0	1,097	22,036
871	Sundries		307	0	0	307
475	Independent Examiner's fee		450	0	0	450
22,805			25,991	0	1,097	27,088

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Notes to Financial Statements

4. Statement of Disclosure of Trustee and Employee remuneration, expenses and Related Party Transactions

The Vicar, Associate Priests and Licensed Lay Ministers ('the Clergy'), who are ex officio members of the PCC, are not employed by the PCC. They are not remunerated for their services on the PCC, but were paid expenses in their respective roles for the church as detailed above (Note 3(c))

During 2023 no member of the PCC received remuneration or other benefit for their work on the PCC, nor claimed travel expenses, although they may have been entitled to do so for attending meetings.

There have been no Related Party transactions.

The PCC employed 6 part time employees during 2023, who worked a total average of 64 hours per week with total costs of £53,263. This includes £1,870 of pension costs. There were no NI costs.

5. Charitable Donations

In 2023 the following donations were made based on 2022 Unrestricted Income.

2022		2023
£		£
<i>Home missions and church societies</i>		
2,064	Christians Against Poverty	1,667
500	Wycliffe Bible Translators	-
2,064	Church Army	1667
-	Christian Aid	1667
717	Berkshire Clergy Charity	741
<i>Secular charities</i>		
2,064	Yeldall Christian Centres	1,667
7,409		7,409

During 2023 the PCC and congregation nominated various services and events for a selection of charitable causes at which a total of £5348 was raised. The charitable causes included Mission Partners as above, Generators for Ukraine, Woodley Food Bank, RBL Poppy Fund, Berks Historic Churches (Ride and Stride) and others. Giving at 2023 Christmas Services raised £1,234 for Christian Aid and Christians against Poverty (CAP). As this included online giving, proceeds were not received and remitted until early 2024.

6. General Fund Analysis

	Fund balances brought forward	Incoming resources	Resources expended	Transfers	Fund balances carried forward
	£	£	£	£	£
General Funds	40,202	151,440	141,805	-	49,837
	40,202	151,440	141,805	-	49,837

All general funds are held in cash.

Ruscombe and Twyford Parochial Church Council

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Notes to Financial Statements

7. Designated Fund Analysis

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Income Reserve	40,602	-	-	-	40,602
Buildings Reserve	61,994	-	-	-	61,994
	102,596	-	-	-	102,596

The income reserve, reflecting approximately ¼ of unrestricted annual income, exists to protect the PCC from unexpected increases in expenditure, decreases in income and any cash shortfalls arising from delays in receipt of cash income (particularly Gift Aid). The building maintenance reserve reflects the PCC's responsibility for two listed buildings and the increasing probability of significant future expenditure on the buildings. The amount of the income and building reserves are reviewed annually.

All designated funds are held in cash.

8. Restricted Fund Analysis

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Twyford Bells	2,078	0	0	0	2,078
Fees to Oxford Diocese	0	1,141	-1,141	0	0
Wedding & Funeral Fees	0	2,845	-2,845	0	0
Admin Assist and Printing	0	1,097	-1,097	0	0
Youth Work /Tots	1,976	12,357	-12,372	0	1,961
St James graveyard	3,656	500	-500	0	3,656
St James Building	14,614	10,000	0	0	24,614
St Mary's Roof grant	1,500	0	0	0	1,500
QI Fees from Diocese	1,824	0	-1,824	0	0
Weekend and TV screens deposit / dons	5,720	7,082	-12,802	0	0
Ruscombe Memorial	400			0	400
	31,768	35,022	-32,581	0	34,209

All restricted funds are held in cash.