

Trustees Annual Report and Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of ST JAMES THE LESS, LANCING

St James the Less Church, Lancing, In Vacancy

St James the Less Church, Manor Road, Lancing, BN15 0EY

Registered Charity no. 1145807

From 1st January 2021 to 31st August 2021

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Balance sheet

Notes to the accounts

Report of the independent examiner

Incumbent: In Vacancy

Independent
examiner: Mrs Rosanne Nulty

Bankers: CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West
Malling, Kent, ME19 4JQ

St James the Less, Lancing In Vacancy

Trustees Annual Report for period ending August 2021

Our aims and purposes as a charity

- 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
- Practical support and care for people in the parish, from the youngest to the eldest

What we planned to do to achieve our charitable objectives

The council has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, fully recognising its duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults.

For 2021 we discussed and planned the following objectives and activities to fulfil our aims:

- Enabling as many people as possible to worship at our church
- Enabling as many people as possible to become part of our parish community at St James the Less

The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that within the parish.

Our services and worship put faith into practice through prayer and scripture, music, and sacrament.

When planning our activities for the year, the PCC have considered the Charity Commission's guidance on public benefit and, in particular the specific guidance on 'charities for the advancement of religion'. In particular we try to enable local people to live out their faith as part of our parish community through:-

- Worship and prayer; learning about the Gospel; and developing their knowledge of trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Mission and outreach work.

To facilitate this it is important that we maintain the fabric of St James the Less and our Church Hall.

What we achieved

Attendance at worship

The church family welcomes visitors from within as well as outside the parish boundary.

The average regular weekly attendance, counted during April was 36 adults.

There are 78 parishioners on the church electoral roll.

Review of the year

Up to 31st August 2021 there were 2 weddings and 8 baptisms.

The PCC met three times (two were Zoom meetings due to Covid 19 restrictions) during the period up to August 2021 with an average attendance of 64%.

All activities were once curtailed this year due to the Covid 19 pandemic restrictions. During this period, we were tasked with meeting these challenges as we attempted to meet our aims and purposes as a charity. We continued to

distribute a weekly newsletter, either electronically, bypost or hand delivered. Along with the newsletter we continued to send weekly Readings & Thoughts prepared by one of our visiting Priests. During this time the numbers were limited to attend Services by the government guidelines. On most Sundays church attendance came to the maximum number permitted.

Charitable Giving

Church members responded to provide many toiletries and other essentials for the turning tides homeless charity. £498.00 was raised for this charity.

The Mission Team is to be congratulated on their fund-raising efforts. During the period up to August 2021 money was raised for various charities, local, national, and international.

The Lancing Parochial Charities Trust continued during this period with their aims and objectives of the Trust. The Trust Committee is chaired by the Vice-Chairman and draws its membership from the two churchwardens and two members from Lancing Parish Council. The total income is known at the end of the December 2021.

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.

Ex Officio members

Incumbent:	In Vacancy	
Wardens:	Mr Roger Frewin	Acting Chairman
	Mr Peter Bowers	Vice Chairman

Elected Members

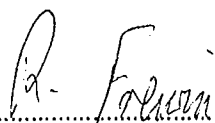
Mrs R Berkley	
Mrs E Doran	from May 2021
Mrs M Gauntlett	
Miss R Hitchcox	left May 2021
Mrs A Hughes	Secretary
Mrs P Phillips	
Mr P Tester	from May 2021
Mrs S Turner	
Mr G Turner (co-opted)	Treasurer
Mr M Young	

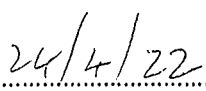
Deanery Synod

Mrs P Durrant
Miss J Harwood

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 9 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.

This Trustees' Annual Report was **approved** by the PCC and signed on their behalf by Mr R Frewin , Acting PCC Chairman


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Date..........

Financial Review

Incoming and outgoing resources

Total receipts on general unrestricted funds received were £47,506 and are detailed in the Financial Report. The planned giving through envelopes and banker's orders to August 2021 totalled £18,011 which, when projected against the 2020 total represents an increase of 2.6%.

Loose cash collections have decreased significantly, however this is likely to be due to the number of individuals now donating through the Parish Giving Scheme and COVID restrictions, which resulted in temporary closure and restrictions on service attendance.

Income generated through the rental of the church hall and the two investment properties (St Michaels Ct and Mill Rd) totalled £16,466.

The PCC were grateful to receive legacies totalling £2,000 to August 2021. A legacy of £1,000 was received from the estate of W Bertrand, which at the request of W Bertrand was restricted for use on the church fabric. The majority of this legacy was used September to replace and repair the outside lighting at the church. A second legacy of £1,000 was received from the estate of A Newnham which was transferred to the general unrestricted fund.

Sharing the ministry costs of the Diocese of Chichester

The largest expenditure of the PCC was the sum of £16,720 paid to the diocese for the share of all churches' Parish Ministry Costs. This figure includes the contribution of £2,000 from Coombes. The total relates directly to the housing, support stipend and pension costs of the clergy of this parish, training of new ordinands, a contribution to national church funds and, shared costs of the Christian family throughout the whole diocese, including assistance towards the upkeep of churches less able to manage than ourselves.

Staff costs

The PCC pays for an office administrator and a cleaner.

Repairs to the fabric of the church building

Between January 2021 and August 2021, the PCC incurred expenses of £6,828 (previously approved within the 2021 budget), relating to repairs to the church roof and lady chapel leaks.

Reserves policy

It is PCC policy to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately two months' worth of unrestricted payments as contingency against unforeseen situations. The unrestricted general fund closing balance in our current account of £48,856 on 31st August 2021 achieved this.

It is PCC policy to invest temporarily surplus general funds with the CBF Church of England deposit fund, returning proportionately these funds to our current account, as they are needed, to pay day-to-day bills. There are currently no funds invested in this way.

It is PCC policy to invest legacies restricted as to their objects, with the Churches, Charities and Local Authorities financial provider, CCLA, until such time that suitable beneficiaries are identified by the PCC, and payments to them can be made.

Notes to the Annual Financial Report St. James the Less, Lancing

Analysis of total received:

	Unrestricted		Restricted	Total	Total
	General	Designated		All Funds	All Funds
	Fund	Funds	Fund/s	Aug-21	Dec-20
	£	£	£	£	£
Planned giving (excl. tax refunds)	15,540	-	-	15,540	24,226
Planned giving (no tax refunds)	2,471	-	-	2,471	2,095
Loose cash collections	124	-	-	124	507
Special appeals	-	-	-	-	-
Gift Aid recovered	4,143	-	-	4,143	6,908
Summer fete & Christmas bazaar	-	-	-	-	214
Christmas music concert	-	-	-	-	-
Donations	2,160	-	-	2,160	6,170
Legacies	1,000	-	1,000	2,000	5,000
Grants	-	-	-	-	2,000
Recoverable VAT	4,619	-	-	4,619	-
Donations and legacies	30,056	-	1,000	31,056	47,121
Fees for weddings & funerals	307	-	-	307	714
Charitable activities	307	-	-	307	714
Summer/spring Xmas fetes	-	-	-	-	-
Car boot/cream tea	-	-	-	-	-
other fundraising	677	-	-	677	297
Sales of the parish magazine	-	-	-	-	72
Temporary letting of property	-	-	-	-	-
Bible study notes	-	-	-	-	-
Church centre hiring fees	5,071	-	-	5,071	4,169
messy ch/toddler/wltdo	-	-	-	-	14
Bookstall sales	-	-	-	-	-
Other trading activities	5,748	-	-	5,748	4,552
Bank deposit interest	-	-	-	-	83
long term hall hire fees	-	-	-	-	-
Letting of investment properties	11,395	-	-	11,395	17,772
Investments	11,395	-	-	11,395	17,855
Net funds from asset release	-	-	-	-	-
Other receipts	-	-	-	-	-
Total received on all funds	47,506	-	1,000	48,506	70,242

Notes to the Annual Financial Report St. James the Less, Lancing

Analysis of total paid:

	Unrestricted		Restricted	Total	Total
	General	Designated			
	Fund	Funds	Fund/s	All Funds	All Funds
	£	£	£	Aug-21	Dec-19
Summer fete expenses	-	-	-	-	-
Concert posters & musicians expenses	-	-	-	-	-
Other appeals expenses	-	-	-	-	-
Cost of raising funds	-	-	-	-	-
Charitable grants and donations	-	-	-	-	-
Parish share to Chichester Diocese	16,720	-	-	16,720	19,200
Salaries and honoraria incl NI	4,384	-	-	4,384	7,178
Upkeep of service/stewardship	437	-	-	437	1,418
Mission & evangelism costs	-	-	-	-	-
Messy ch/todd/wltdo	-	-	-	-	-
upkeep of church yard	-	-	-	-	628
water,gas,elec	-	-	-	-	-
Office costs	1,628	-	-	1,628	2,811
Other regular church running costs	3,909	-	-	3,909	6,113
Accounting and Examiner's fees	-	-	-	-	-
Church maintenance & redecoration	6,828	-	-	6,828	29,744
New building work	-	-	-	-	-
Charitable costs	33,906	-	-	33,906	67,092
Summer fete expenses	-	-	-	-	-
Car boot/cream tea	-	-	-	-	-
Church hall running costs	5,554	-	-	5,554	6,775
vicarage costs	-	-	-	-	577
Rented property costs	9,016	-	-	9,016	4,636
St Michaels lease ext.	-	-	-	-	-
Bookstall costs	-	-	-	-	-
Other trading costs	-	-	-	-	1,658
Bank charges	64	-	-	64	60
Trading costs	14,634	-	-	14,634	13,705
Total paid on all funds	48,540	-	-	48,540	80,798

Notes to the Annual Financial Report St. James the Less, Lancing

Staff costs

	Aug-21	Dec-20
	£	£
Wages, salaries and honoraria	4,384	7,178
Employer National Insurance	-	-
Employer pension contributions	-	-
	4,384	7,178

Notes to the Annual Financial Report St. James the Less, Lancing

Statement of funds

	Balances b/fwd 01-Jan-21	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31-Aug-21	Notes
	£	£	£	£	£	
Fabric fund	96	-	-	-	96	
Flower Fund	165	-	-	-	165	
Organ	2,171	-	-	-	2,171	
Upkeep Church	£10,010	1,000	-	-	11,010	
Belfry	-	-	-	-	-	
Waterloo	-	-	-	-	-	
Chichester DBF Chancel Insurance Grant	8,861	147	-	-	9,008	
Total of all restricted funds	21,303	1,147	-	-	22,450	
General fund	200,225	47,506	(48,540)	-	199,191	1
Total of all unrestricted funds	200,225	47,506	(48,540)	-	199,191	
Total funds	£221,528	£48,653	£(48,540)	-	£221,640	

Notes to the Annual Financial Report 1

In accordance with the Charities Act 2011 and the current Church Accounting Regulations, the opening balance of the general fund has been adjusted by £151,347 to include the value of the investment assets held at cost, the 2020 opening balance adjustment of £435 and the brought forward liabilities of £1,752.

Statement of Assets and Liabilities St. James the Less, Lancing

	Unrestricted		Restricted	Total	Total	Notes
	General Fund	Designated Funds		All Funds Aug-21	All Funds 2020	
	£	£	£	£	£	
Assets:						
Bank current account	48,856	-	13,441	62,297	61,753	
Treasurer Petty Cash	-	-	-	-	-	
WLTD0 Petty Cash	-	-	-	-	-	
CBF Deposit Fund	-	-	-	-	-	
PCC-owned bank balance	48,856	-	13,441	62,297	61,753	
Diocesan Assigned Fees received	-	-	-	-	-	
Total bank and deposit accounts	48,856	-	13,441	62,297	61,753	
Late nursery fees	-	-	-	-	906	
Vat recoverable	-	-	-	-	4,619	
Gift Aid recoverable	-	-	-	-	-	
Chichester DBF Chancel insurance grant	-	-	9,008	9,008	8,861	2
Debtors	-	-	9,008	9,008	14,386	
2 St Michaels court	152,664	-	-	152,664	152,663	
Hall Complex	1	-	-	1	1	
Investment assets at cost	152,665	-	-	152,665	169,938	
Total assets	201,521	-	22,449	223,970	228,802	
Liabilities:						
Advanced wedding fees	1,752	-	-	1,752	1,752	
Office costs	-	-	-	-	-	
Electricity used since last billed (est'd)	-	-	-	-	-	
Deposits collected on behalf of third parties	-	578	-	578	-	
Total liabilities	1,752	578	-	2,330	1,752	

Notes to the Annual Financial Report 2

Following a review of the law the Chichester DBF decided in 2019 that the previous presentation of Chancel Funds had been misunderstood and that a revision was required. Income received from Chancel trusts is not investment income, as the PCC does not own the trust fund nor its investments. Income from Chichester DBF is a Restricted charitable grant to reimburse the cost of insuring the Chancel, which previously has been paid by the PCC from General Funds. The amount of £9,008 has been removed from the value of PCC investments to reflect that the PCC does not legally nor beneficially own the Chancel trust fund nor its investments.

Summary of Financial Receipts and Payments St. James the Less, Lancing

	<i>Unrestricted</i>		<i>Restricted</i>	<i>Total</i>	<i>Total</i>	<i>Notes</i>
	<i>General</i>	<i>Designated</i>		<i>All Funds</i>	<i>All Funds</i>	
	<i>Fund</i>	<i>Funds</i>	<i>Fund/s</i>	<i>Aug-21</i>	<i>2020</i>	
	£	£	£	£	£	
Income and endowments from:						
Donations and legacies	30,056	-	1,000	31,056	47,121	
Charitable activities	307	-	-	307	714	
Other trading activities	5,748	-	-	5,748	4,552	
Investments	11,395	-	-	11,395	17,855	
Other receipts	-	578	-	578	-	
Total received	47,506	578	1,000	49,084	70,242	
Expenditure on:						
Cost of raising funds	-	-	-	-	-	
Charitable costs	33,906	-	-	33,906	67,092	
Trading costs	14,634	-	-	14,634	13,705	
Other payments	-	-	-	-	-	
Total paid	48,540	-	-	48,540	80,798	
<i>Reconciliation of funds:</i>						
Net income or (net expenditure)	(1,034)	578	1,000	544	(10,556)	
net income from release of assets	-	-	-	-	-	
Net movement in funds	(1,034)	578	1,000	544	(10,556)	
Bank accounts at 1 January	49,297	-	12,456	61,753	70,557	
Bank accounts at 31 August	48,263	578	13,456	62,297	60,001	

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Notes to the Annual Financial Report 3

An adjustment of £1,752 has been made to the 2020 bank account closing balance to reflect the statement value. The previous amount of £60,001 had been adjusted to include the £1,752 current liability.

This Annual Financial Report, For the period ended 31/08/2021, including the notes following was approved by the PCC and signed on it's behalf by Roger Frewin, acting PCC Chairman

R. Frewin

Date *24/11/22*



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

St James the Less Church, Lancing

**On accounts for the year
ended**

1st January 2021 to 31st August 2021

**Charity no
(if any)**

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the period ended **31 / 08 / 2021**

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no material concerns and 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.

Signed:

Date: 5th April 2022

Name:

Rosanne Nulty

**Relevant professional
qualification(s) or body
(if any):**

Chartered Institute of Public Finance and Accountancy, and Chartered Institute of Internal Auditors

Address:

4 Below, 4 Heene Terrace

Worthing

BN11 3NP

Section B

Disclosure

Trustees Annual Report and Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of LANCING WITH COOMBES

St James the Less Church, Lancing & Coombes Church, Coombes

St James the Less, 63 Manor Road, Lancing, BN15 0EY
Coombes Church, Coombes Farm, Coombes, Lancing, BN15 0RS

Registered Charity no. 1145807

From 1st September to 31st December 2021

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Trustees annual report

Statement of financial receipts and payments

Statement of assets and liabilities

Notes to the accounts

Report of the independent examiner

Website: Chalkspringchurches.org

Incumbent: The Rev'd Felix Smith
St Michael's Vicarage, 117 Penhill Road, Lancing, BN15 8H

Associate
Vicar: The Rev'd Ian Edgar
The Vicarage, 3 Norbury Drive, Lancing, BN15 0QN

Independent
Examiner: Mrs Rosanne Nulty

Bankers: CAF Bank LTD, 25 Kings Hill Avenue, Kings Hill, West Malling,
Kent, ME19 4JQ: Barclays Bank, 1 Churchill Place, London E14
5HB

LANCING WITH COOMBES

Trustees Annual Report from September 2021

Our aims and purposes as a charity

The PCC has the responsibility of co-operating with the incumbent, the Rev'd F Smith and the Associate Vicar, Rev'd I Edgar, 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.

What we planned to do to achieve our charitable objectives

When planning our activities for the year, our incumbent and the PCC have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on 'charities for the advancement of religion'.

The council has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, fully recognising its duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults.

For this year we discussed and planned the following objectives and activities to fulfil our aims:

- Enabling as many people as possible to worship at our church
- Enabling as many people as possible to become part of our parish community
- Teaching, baptising and nurturing new and existing believers
- Maintaining an overview of worship throughout the parish
- Considering how services can involve the many groups that live within the parish
- Putting faith into practice, through prayer and scripture, music and sacrament
- Offering worship and prayer, learning about the Gospel, in small group situations
- 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
- Providing assistance to the poor and needy of the parish
- Giving grants to missionary organisations
- Reaching out to the unchurched through provision of the village fete and offering food and fun at Harvest
- 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

Attendance at worship

The church family welcomes visitors from within as well as outside the parish boundary. Visitors attend by personal choice and, it is our great pleasure to welcome anyone from all walks of life. Since the arrival October, the opportunity to worship has greatly increased/ A regular pattern of worship based upon the services of Morning and Evening Prayer takes place each day of the week at St James, except Tuesday (the associate vicar's day off). Though attendance at these services is not high, there is a small but committed number that attend each day. The regular pattern, which is advertised, places prayer at the heart of everything the parish does. It also ensures parishioners and others outside the worshipping community know that the priest is regularly praying for them and is pastorally available at those times. The average weekly attendance in November was 52 adults at the Parish Eucharist at St James. Once a month the Holy Eucharist was celebrated at Coombes Church at 9am, on the second Sunday of the month. There are 108

parishioners on the electoral roll. During Advent, concerns about the Omicron variant of the Covid-19 virus caused some concern about planned special services such as the Christmas Carol Concert, and a family Christingle service. However, with precautions these were able to take place and attendance was good at all Christmas services at St James. This was the first time since 2019 that public family services were able to be offered for the wider community at Christmas.

Review of the year & Evangelism and Outreach

We celebrated 9 baptisms, 3 weddings, 4 funerals and 1 burial of ashes in our church during the year. Our church continues to be appreciated by our parishioners and many others, as a space where life events are celebrated with joy and thanksgiving. 4 classes from North Lancing Primary School years 1&2 visited St James the Less in the Advent season at the request of their RE teachers. Fr Ian showed them around the church explaining the architecture and furniture, as well as teaching them about the about Christmas, the origins of the feast and the current practice. A Christmas Carol concert had been scheduled with Sir Robert Woodard Academy, however due to Omicron concerns this was cancelled by the academy, though we hope to welcome them next year.

It is important to us that the church is available for private prayer not just to the church family but to the wider visiting community. To this end the church building is usually open from 8:30am to 5:30pm, and the many entries in the Visitors' Book testify to this.

Many remark not only how refreshing it is to find an open church but, also the sense of peacefulness and spirituality the church pervades. Fr Ian has had several meetings with people who have come into the church whilst it has been open, who have suffered recent bereavements, or other difficult situations. Everyone has been very glad that the church was open and available to them.

Other remarks include the sense of history within; that people of much earlier generations found life and presence there and, comments on the appreciation of the architectural beauty of the building and biblical archaeology.

Provision of Pastoral Care

With the arrival of the associate vicar, support was given to the parish's lay ministers of Holy Communion. Fr Ian was able to visit home communicants with the lay ministers to meet them and has also connected with some other members who through the pandemic are no longer able to attend worship regularly. The aim is to have housebound communicants visited once a month either by the associate vicar or a lay minister of Holy Communion.

Provision of Church Buildings for the use of the Community -James' Church Hall has been regularly rented by a nursery school since 1979. Prior the coming together of the two parishes and with the resumption of regular attendance at the nursery school, the rate of the hall rent was increased. This was to end the net loss situation with the hall rental, which had been the case for some years, which meant that the parish was effectively subsidising the nursery school which is a private, for profit business. For a number of factors, the nursery school decided to cease operating at the

end of 2021. St James Church Hall remains available to let for social functions and is used regularly by Girl Guides, as well as other social groups, and receptions after Baptisms and funerals. The PCC also meet in St James' Church Hall.

Charitable Giving

Church members still responded to provide toiletries and other essentials for the Turning Tides homeless charity for the rest of the year. £203.00 was raised through our Christmas collection. In total £1,148.38 was raised for various charities local, national, and international.

The Lancing Parochial Charities Trust continued during this period with their aims and objectives of the Trust. The Trust Committee is chaired by the Chairman and draws its membership from the two churchwardens and two members from Lancing Parish Council. The total income for the year was £1,289. One person received £150 from the charity.

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 Felix Smith	
Associate Vicar:	The Revd Ian Edgar	Chairman
Wardens:	Mr R Frewin	Vice-Chairman
	Mr Peter Bowers	

Elected Members


Mrs R Berkley	
Mrs E Doran	
Mr R Doran	
Mrs J Flake	
Mrs A Hughes	Secretary
Mrs P Phillips	
Mrs J Rawlinson	
Mr R Reeve	
Mr P Tester	
Mr G Turner (co-opted)	Treasurer
Mrs S Turner	
Mr M Young	

Deanery Synod

Mrs Pam Durrant
Miss J Harwood

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 Synod and 12 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.

This Trustees' Annual Report was **approved** by the PCC and signed on their behalf by The Rev'd Ian Edgar, PCC Chairman


.....
Date 27 April 2022

Financial Review

Incoming and outgoing resources

Total receipts on general unrestricted funds received were £14,084 and are detailed in the Financial Report. The planned giving through envelopes and banker's orders to December 2021 totalled £8,384 and loose cash collections totalled £1,778.

Income generated through the rental of the church hall and the two investment properties (St Michaels Ct and Mill Rd) totalled £13,711.

Sharing the ministry costs of the Diocese of Chichester

The largest expenditure of the PCC was the sum of £8,360 paid to the diocese for the share of all churches' Parish Ministry Costs. The total relates directly to the housing, support stipend and pension costs of the clergy of this parish, training of new ordinands, a contribution to national church funds and, shared costs of the Christian family throughout the whole diocese, including assistance towards the upkeep of churches less able to manage than ourselves.

Staff costs

The PCC pays for an office manager, office administrator and cleaner.

Repairs to the fabric of the church building

Between August 2021 and December 2021, the PCC incurred expenses of £2,084 relating to electrical repairs to the church, which were identified through the Quinquennial Inspection. Other maintenance and redecoration expenses were incurred through heating and lighting repairs, window repairs and new signage.

Reserves policy

It is PCC policy to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately two months' worth of unrestricted payments as contingency against unforeseen situations. The unrestricted general fund closing balances in our current accounts of £53,667 on 31st December 2021 achieved this.

It is PCC policy to invest temporarily surplus general funds with the CBF Church of England deposit fund, returning proportionately these funds to our current account, as they are needed, to pay day-to-day bills. There are currently no funds invested in this way.

It is PCC policy to invest legacies restricted as to their objects, with the Churches, Charities and Local Authorities financial provider, CCLA, until such time that suitable beneficiaries are identified by the PCC, and payments to them can be made.

Notes to the Annual Financial Report - Lancing with Coombes

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.

Analysis of total received

	Unrestricted		Restricted	Total All Funds Dec-21
	General Fund	Designated Funds		
	£	£	£	£
Planned giving (excl. tax refunds)	7,606	-	-	7,606
Planned giving (no tax refunds)	778	-	-	778
Loose cash collections	1,778	-	-	1,778
Special appeals	-	-	-	-
Gift Aid recovered	2,396	-	-	2,396
Summer fete & Christmas bazaar	-	-	-	-
Christmas music concert	-	-	-	-
Donations	1,527	-	-	1,527
Legacies	-	-	-	-
Grants	-	-	-	-
Recoverable VAT	-	-	-	-
Donations and legacies	14,084	-	-	14,084
Fees for weddings & funerals	1,878	-	-	1,878
Charitable activities	1,878	-	-	1,878
Summer/spring Xmas fetes	-	-	-	-
Car boot/cream tea	-	-	-	-
other fundraising	422	-	-	422
Sales of the parish magazine	-	-	-	-
Temporary letting of property	-	-	-	-
Bible study notes	-	-	-	-
Church centre hiring fees	5,811	-	-	5,811
messy ch/toddler/wltdo	-	-	-	-
Bookstall sales	-	-	-	-
Other trading activities	6,233	-	-	6,233
Bank deposit interest	-	-	-	-
long term hall hire fees	-	-	-	-
Printing & Stationary Income	937	-	-	937
Letting of investment properties	7,900	-	-	7,900
Investments	8,837	-	-	8,837
Net funds from asset release	-	-	-	-
Other receipts	-	-	-	-
Total received on all funds	31,032	-	-	31,032

Notes to the Annual Financial Report - Lancing with Coombes

Analysis of total paid

	Unrestricted		<i>Restricted</i>	Total All Funds
	General Fund	Designated Funds		
	£	£	£	£
Summer fete expenses	-	-	-	-
Concert posters & musicians expenses	-	-	-	-
Other appeals expenses	-	-	-	-
Cost of raising funds	-	-	-	-
Charitable grants and donations	-	-	-	-
Parish share to Chichester Diocese	8,360	-	-	8,360
Salaries and honoraria incl NI	4,846	-	-	4,846
Upkeep of service/stewardship	-	-	-	-
Mission & evangelism costs	-	-	-	-
Messy ch/todd/wltdo	-	-	-	-
upkeep of church yard	-	-	-	-
water,gas,elec	-	-	-	-
Office costs	2,290	-	-	2,290
Other regular church running costs	1,664	-	-	1,664
Accounting and Examiner's fees	-	-	-	-
Church maintenance & redecoration	2,697	-	862	3,559
New building work	-	-	-	-
Charitable costs	19,856	-	862	20,718
Summer fete expenses	-	-	-	-
Car boot/cream tea	-	-	-	-
Church hall running costs	2,920	-	-	2,920
vicarage costs	1,978	-	-	1,978
Rented property costs	1,638	-	-	1,638
St Michaels lease ext.	-	-	-	-
Bookstall costs	-	-	-	-
Other trading costs	-	-	-	-
Bank charges	32	-	-	32
Trading costs	6,568	-	-	6,568
Total paid on all funds	26,424	-	862	27,286

Notes to the Annual Financial Report - Lancing with Coombes

Payments to PCC employees:

Wages, salaries and honoraria
Employer National Insurance
Employer pension contributions

Dec-21
£
4,839
7
-
4,846

Notes to the Annual Financial Report - Lancing with Coombes

Summary of funds

	Balances b/fwd 01-Sep-21	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31-Dec-21
	£	£	£	£	£
Fabric fund	96	-	-	-	96
Flower Fund	164	-	-	-	164
Organ	2,171	-	-	-	2,171
Upkeep Church	£11,010	-	(862)	-	10,148
Belfry	-	-	-	-	-
Waterloo	-	-	-	-	-
CCLA Deposit fund	10,779	1	-	-	10,780
Chichester DBF Chancel Insurance Grant	9,008	51	-	-	9,059
Total of all restricted funds	33,228	52	(862)	-	32,418
General fund	201,722	31,032	(26,424)	-	206,330
Total of all unrestricted funds	201,722	31,032	(26,424)	-	206,330
Total funds	£234,949	£31,085	£(27,286)	-	£238,748

Statement of Assets and Liabilities - Lancing with Coombes

	Unrestricted		Restricted Fund/s	Total All Funds Dec-21	Notes
	General Fund	Designated Funds			
	£	£	£	£	
Assets:					
Bank current account	49,451	-	12,578	62,029	
Bank current account - Barclays	4,216	-	-	4,216	
Treasurer Petty Cash	-	-	-	-	
WLTD0 Petty Cash	-	-	-	-	
PCC-owned bank balance	53,667	-	12,578	66,245	
Diocesan Assigned Fees received	-	-	-	-	
Total bank and deposit accounts	53,667	-	12,578	66,245	
Late nursery fees	-	-	-	-	
Vat recoverable	-	-	-	-	
Gift Aid recoverable	-	-	-	-	
Chichester DBF Chancel insurance grant	-	-	9,059	9,059	1
Debtors	-	-	9,059	9,059	
CCLA Deposit Fund	-	-	10,781	10,781	
Investment assets at market value	-	-	10,781	10,781	
2 St Michaels court	152,662	-	-	152,662	
Hall Complex	1	-	-	1	
Investment assets at cost	152,663	-	-	152,663	
Total assets	206,330	-	32,418	238,748	
Liabilities:					
Advanced wedding fees	-	-	-	-	
Office costs	-	-	-	-	
Electricity used since last billed (est'd)	-	-	-	-	
Deposits collected on behalf of third parties	-	-	-	-	
Total liabilities	-	-	-	-	

Notes to the Annual Financial Report 1

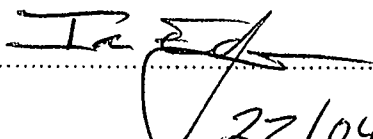
Following a review of the law the Chichester DBF decided in 2019 that the previous presentation of Chancel Funds had been misunderstood and that a revision was required. Income received from Chancel trusts is not investment income, as the PCC does not own the trust fund nor its investments.

Income from Chichester DBF is a Restricted charitable grant to reimburse the cost of insuring the Chancel, which previously has been paid by the PCC from General Funds. The amount of £9,059 has been removed from the value of PCC investments to reflect that the PCC does not legally nor beneficially own the Chancel trust fund nor its investments.

Summary of Financial Receipts and Payments - Lancing with Coombes

	Unrestricted		Restricted Fund/s	Total	Notes
	General Fund	Designated Funds		All Funds Dec-21	
	£	£	£	£	
Income and endowments from:					
Donations and legacies	14,084	-	-	14,084	
Charitable activities	1,878	-	-	1,878	
Other trading activities	6,233	-	-	6,233	
Investments	8,837	-	-	8,837	
Other receipts	-	-	-	-	
Total received	31,032	-	-	31,032	
Expenditure on:				-	
Cost of raising funds	-	-	-	-	
Charitable costs	19,856	-	862	20,718	
Trading costs	6,568	-	-	6,568	
Other payments	-	-	-	-	
Total paid	26,424	-	862	27,286	
Reconciliation of funds:					
Net income or (net expenditure)	4,609	-	(862)	3,747	
net income from release of assets	-	-	-	-	
Net movement in funds	4,609	-	(862)	3,747	
CAF Bank	46,511	-	13,456	59,967	
Barclays	2,531	-	-	2,531	
Bank accounts at 1 September	49,042	-	13,456	62,498	
Bank accounts at 31 December	53,651	-	12,594	66,245	

This Annual Financial Report, For the period ended 31/12/2021, including the notes following was approved by the PCC and signed on it's behalf by Associate Vicar and PCC Chairman, Father Ian Edgar.


 Date..... 22/04/2022.....



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Lancing with Coombes Parish

**On accounts for the year
ended**

1st September 2021 to 31st December
2021

**Charity no
(if any)**

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the period ended **31 / 12 / 2021**

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no material concerns and 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.

Signed:

Date: 5th April 2022

Name:

Rosanne Nulty

**Relevant professional
qualification(s) or body
(if any):**

Chartered Institute of Public Finance and Accountancy, and Chartered Institute of Internal Auditors

Address:

4 Below, 4 Heene Terrace

Worthing

BN11 3NP

Section B

Disclosure