

**THE ECCLESIASTICAL PARISH OF ST. JOHN THE BAPTIST  
WEST BYFLEET**

**REPORT AND ACCOUNTS  
FOR THE YEAR  
1st JANUARY 2023 TO 31st DECEMBER 2023**

**Registered Charity number 1149648**

# **Trustees Annual Report**

## **2023 Report and Accounts for the Parochial Church Council of St. John the Baptist Church, West Byfleet**

### **Aim and Purpose**

St. John's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Keith Elford, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC also has responsibilities for the Church and Cornerstone Centre and acknowledges its requirement to demonstrate clearly that it must have charitable purposes or aims that are for the public benefit. Details of how the PCC has achieved this are provided in this report. The PCC confirms that it has paid due regard to the Charity Commission guidance on public benefit before deciding what activities it should undertake.

### **Objectives and activities**

Our purpose is to 'Walk the Way of Life in Christ': living in God's abundance, centred on Christ and living that life in and for the world. We understand the world to be the arena of God's creative and redeeming activity.

As a moderately catholic, broad church, Church of England parish:

We value order, ritual, choral singing and, especially, the Eucharist, in our worship and the Word of God; that is, learning and preaching. We understand ourselves to be on a journey with the Holy Spirit through history in which truth is continually being revealed.

We are critical as well as faithful and we aim to be open to the world and its concerns and wisdom, and generous and compassionate in our outlook.

We aim to:

**Welcome** all-comers, help people find their way in.

**Serve** our parish, that is, its individuals and families and the common good.

**Celebrate** all that God gives us as a church and wider community.

**Grow** as a community of faith and love.

**Engage** with the world and its issues.

**Share** our faith in Christ

To facilitate all of this it is of course important that we maintain the fabric of the Church of St. John's and the Cornerstone Centre.

### **Achievements and Performance**

A perspective from the Vicar.

We continued to implement the vision and strategy adopted in 2022. We set a number of specific goals for 2023. These were:

- a) Open and develop use of the Community Fridge
- b) Take forward the work with families and children in a new way, following Emma's departure. In particular to make sure we hold termly afternoon services
- c) Plan, fundraise and complete the improvements to Cornerstone. This included improving the acoustics and refitting the kitchen, plus installing WiFi across the Church and Cornerstone.
- d) Narthex – complete what we had started by developing signage, library, lighting.
- e) Reduce the financial deficit; in the short term this will entail a mini stewardship campaign.

The community fridge opened in April 2023 and has proved a great success. A team of volunteers led by Jo Pritchard and Amanda Hodson ensure that surplus food is collected from the Co-Op and other supermarkets every Friday night. These volunteers are a mix of church members and others from the wider community. The fridge is open on Saturday mornings, usually attended by 50-60 people and all the food (an average of 150kg) is taken most weeks. This is a very significant reduction in food waste and a boon to many local people.

We introduced a service aimed at families and children in the Spring and Summer 'terms' to add to the Christingle service that normally takes place in November. A pancake themed service was held on the Sunday before Lent and a Pentecost themed service on Pentecost Sunday. These services are all held at 4.00pm and involve a short service followed by food and refreshments. The 2023 services were all attended by 50-60 parents and children and we intend to repeat the pattern of services in 2024.

In August under the leadership of Ian Church, supported by members of the choir and others, we held a holiday club with a difference. The club was explicitly focused on choral singing and the 18 children who came learned songs and led services every day. Those who attended the holiday club were subsequently invited to join a new junior choir. Fourteen of them accepted the invitation. Since then the junior choir has sung and helped to lead the liturgy at the Family Eucharist, often including baptisms, on the third Sunday of the month. This development has given the third Sunday services a real purpose and distinctiveness. The junior choir also performed a musical nativity play as part of the Sunday service on 10 December. This innovative approach to work with children and their families has been, so far a marvellous and heartening success. Congratulations are absolutely due to Ian, Stephanie and the team.

The Cornerstone improvements have been partially achieved. The blinds in the main hall have been replaced and the DH Room carpet cleaned. The acoustics in the main hall have been radically improved meaning that the room is much quieter and suitable for conversation. Work has been done to investigate the kitchen upgrade but we need to be clearer on how we intend to use the kitchen in order to develop the right specification and to fundraise for what will be an expensive project.

The work on the Narthex has not been taken any further but the space is radically improved as a result of the clear out that took place in 2022.

An appeal for increased financial giving was made to the congregation in May. Many made increases but this was offset to a fair degree by the number of regular givers that died or moved away. Our finances were, however, significantly improved by the biggest development of the year.

In April the parishes of West Byfleet and New Haw agreed to unite as a single benefice with each retaining their status as parishes. In May Keith became Priest-in-charge of All Saints', New Haw as well as St John the Baptist, West Byfleet. In June he and Annabelle moved into the New Haw vicarage. In October Keith was licensed as Vicar of the new benefice. This arrangement ensures that the two parishes (neither of which can fund a full-time incumbent) were freed from uncertainty about the future and given a basis on which to work together and prosper in the future. The new arrangement significantly reduced parish share for both parishes. The new relationship was celebrated at the licensing service in October and a commissioning service (led by the Bishop of Guildford) in December.

### **Worship and Prayer**

The Parochial Church Council (PCC), in partnership with the Vicar and Ministry Team, endeavours to offer services of worship which are open to all, and which enable everyone attending to enter into, and express, worship as fully as possible.

At the time of writing we have between 60 and 70 or more at the Sunday 10.00am Eucharist, around 4-5 at most Sunday 8.00am Eucharists, and between 8-10 at the Wednesday Eucharist. The drop in numbers at the said eucharists on Sundays and Wednesdays is a source of some concern and we have attempted to attract more attendees through publicity posters and posts on Facebook.

Our pattern continues to centre on eucharistic worship, with all Sunday 10.00am services eucharistic, with the exception of Harvest, Remembrance and Mothering Sunday which are designated "Community" services. Sunday mornings on the third Sunday of the month are designated "Family Eucharists" with a standard eucharistic structure combined with content more suitable for families and children. These services have been considerably enlivened since a junior choir was formed. The choir helps to lead the liturgy as well as the singing.

We offer regular, termly services for families and children on Sunday afternoons at 4.00pm, combined with tea. There is now a pattern of one of these services per 'term'.

We continue to offer evensong or other services of music and readings once a month at 6.30pm, with attendance averaging 36; this increases for services such as Advent Sequence or Easter Praise. 'Talk, Think, Pray' continues to provide an opportunity for those of an enquiring disposition on third Sunday evenings of the month.

Morning prayer takes place on Mondays at 9.30 am and is shared with Our Lady RC Church every second Monday of the month

### **Pastoral Care**

We have continued to provide a good level of Pastoral Care within the Parish. We have three Pastoral Assistants in post. They continue to take communion to the homes of members who are unable to get to services, as well as coming alongside a number of the congregation and members of the community who need their services. The Pastoral Assistants have been greatly supported by a number of the Ministry Team, as well as some selected members of the congregation. Communion is also taken monthly into three nursing homes in the parish, Oakcroft, Charrington Manor and West Hall. We are thankful for Terry and Hazel Craig who have supported the Vicar and Pastoral Assistants in this role. The relationship with these establishments has been strengthened during the year by further involvement within these homes including Coffee Mornings, Summer Fetes, Harvest Festivals, Lunches, Wine Tastings, as well as Services of Remembrance, Carol Services and also taking part in our now annual Christmas Community Festival in church during Advent.

We have had a number of the congregation who have required extra support during the year, mostly because of ill health.

We continue to pray for further church members to train as Pastoral Assistants and take up this very rewarding and necessary ministry. This year our prayers have been answered and Gill Ayton-Smith is about to embark on the Diocesan Pastoral Visitors Course. We look forward to having Gill on the Team and wish her well in her training. Since the new Benefice was created we have welcomed Pam Bridger Pastoral Assistant from All Saints New Haw as a valued member of the Pastoral Team. Pam works on her own at New Haw so the opportunity to feel part of a team for her is very important.

One of our Pastoral Assistants continues to work with families bringing children to Baptism. We send an anniversary card to let those who have been baptised know that they continue to be in our prayers. We have also introduced the presentation of a knitted Teddy Bear to each of our candidates; families and their teddies were invited to a "Teddy Bears Picnic" in September - a great time was had by all.

The Living with Pain Group continues to run led by one of our team; although numbers have dropped considerably, the need for the few remains high.

One of our Pastoral Assistants remains a Tutor on the Pastoral Visitors Foundation course for the Diocese.

### **Mission and Evangelism**

We aim to be clear and intentional in reaching out to the parish with the Good News of Jesus Christ.

Besides our regular worship, extra people came to St John's for such occasions as baptisms and funerals. Attendance at Remembrance and Christmas services was excellent. The Summer and Christmas Fairs and the Christmas Wreaths Festival attracted large numbers of visitors. Regular activities such as Baby and Toddler Group, Pain Support Group and New Horizons (a social group for the over 55s) continue to meet. Communication with the wider community continues to be critical. This is enacted through provision of on line recordings of our services, Spotlight magazine, increased on-site signage, our website and Facebook page.

We are pleased to see more families and children at our Sunday 10.00am service and to have had an adult candidate for baptism.

The diocesan mission enabler allotted to us challenged us in 2022 to be more deliberate in our outreach and to consider going to people as well as inviting them here. This is an area which we have done little to pursue directly. We will endeavour to give the matter more attention in 2024.

### **Voluntary Work at St. John's**

This year has been another challenging one and the church would not have been able to continue in its ministry without the dedication of members of the congregation giving their time freely and with love. The PCC would like to thank all the volunteers who work so hard to make our church lively and vibrant, and to name people individually would be impossible. However, the volunteers cover all aspects of church life from the Spiritual to the practical – recording services, welcoming, cleaning, flowers, catering, buildings maintenance and social teams to name a few. In addition to the benefit to the church, everyone who takes part in these activities has a sense of belonging and achievement.

'Volunteers' is an accepted term. However, it is helpful to note that in Christian churches, unpaid work is frequently an act of loving service and, at St John's, supports our desire to welcome, worship and serve.

### **Church Centre Complex**

#### **Churchwarden's report on the Church Building and Fabric**

The exterior and interior of the Church have continued to be maintained in very good order during 2023. This has been due, in no small part, to the continued commitment and skill of volunteers, such as Terry and Hazel Craig and the Cleaning Team. Our sincere thanks go to these individuals who continue to give freely of their time, energy and expertise. Their efforts significantly reduce our reliance on external contractors, which under challenging economic circumstances is very welcomed.

Beautiful floral arrangements have filled the Church each week, and we remain indebted to the team for their creative skills and time during the last year.

We are also very grateful for the renewed commitment and additional volunteers from our Sides people team, who ensure that the Church is a welcoming place for visitors and regular members of the congregation.



The church grounds have continued to be regularly maintained to a good standard. Daniel Jackson has continued to keep the lawns in good order, Agnieszka has again cleared the autumn leaves and work has been carried out on the holly bushes and yew trees to enhance them in years to come. We are immensely grateful to Daniel and Agnieszka for freely giving their time, and to Geoff for freely giving his time to manage the other grounds work with the contractors. Our Church grounds offer a sanctuary of outdoor space for any in the community, which would not be possible without the work of volunteers.

Alongside the regular maintenance of the church building during 2023, we have started to explore the installation of Wi-Fi, and this will be picked up as a priority in 2024. There will also be a Quinquennial inspection in 2024, which may require further works to be carried out.

### **Cornerstone Centre**

The Cornerstone Centre income increased by 9% versus prior year. Whilst this has been a welcome return of income, the monies have been offset by boiler replacements, which were required unexpectedly to provide hot water (a legal requirement for public use). The Langsmead room, which was a good source of income, has continued to remain vacant during 2023. It is unclear at this stage what can be done to change this situation, having previously tried a number of different options to encourage a tenant.

The carpet in the Dora Honor room was professionally cleaned for free by Nigel, which has considerably improved the room. We are immensely grateful to him for this work. We also continue to employ Karen, as the part-time cleaner for the Cornerstone Centre. Not only have the standards of cleaning significantly improved as a result, but we have also managed costs by no longer using an external contract cleaning company, reducing them by 50%.

As part of the Strategy the acoustic panels were installed in Cornerstone during 2023 and they have really improved the verb-rate. This has made the Cornerstone centre a more versatile space for mixed use. The kitchen was also given a small makeover; removing an old table and reducing the glasses. There are no further planned works for the Cornerstone Centre in 2024. It is hoped however that the improvements made in 2023, will make the Cornerstone Centre a more appealing venue and improve bookings further.

Following a couple of accidents in 2022, the stairs and doorway into the Dora Honor room have remained closed off in 2023. Finding a new contractor willing to take on the work has been a challenge. Until a new contractor can be found we continue to use the side door for access to the Dora Honor room.

### **Deanery Synod**

St John's is entitled to 2 lay representatives on Woking Deanery Synod. This provides the PCC with an important link between the parish and the wider structures of the church.

### **Safeguarding**

Safeguarding vulnerable adults and children

The PCC 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.

### **Training on Safeguarding**

Chris Adamson is the Safeguarding Training Co-ordinator and contacts all those requiring safeguarding training and refresher courses to explain the courses that they need to complete, alerting them to renewal dates and recording the dates and courses of all safeguarding

training completed. During the year the database of training requirements versus roles has been updated and there has been a good response to requests to undertake or refresh training. Most groups are now over 80% up to date and the dashboard reflects that.

### **Incidents**

In addition to adhoc advice on safeguarding there have been three instances this year where the Parish Safeguarding Officer provided information and sought advice from the Diocesan team.

One issue which did not involve church members, but on information received by the Church office, was deemed of concern. The duty team at Surrey County Council assessed the information and forwarded onto Surrey Police for information and potential action. There has been no further involvement with St John's on this case.

### **Communication**

A report on our Safeguarding activities is provided to all PCC meetings. On July 10th, the PCC reviewed and adopted the House of Bishops' Safeguarding Policy together with the supporting safeguarding practice guidance and signed the Statement of Safeguarding Policy: this is displayed in the church and on our website.

Our website and our notice boards include policies, contact details and information on keeping adults and children safe.

### **Safeguarding Dashboard**

The Church of England requires churches to assess their actions to ensure safeguarding with a Safeguarding Dashboard. The Church of England's safeguarding policy statement, Promoting a Safer Church, says: "All Church bodies should ensure that they have a 'Promoting a Safer Church' action plan in place that sets out, in line with national and local priorities, how the policy is being put into action and is reviewed regularly."

Our Dashboard is completed by several nominated people at St Johns, including the churchwardens, Vicar, PCC secretary and Safeguarding Officer. It gives a broad picture of all that is in place in the church as well as those areas that require further action and is reviewed at every PCC meeting. There are three levels of the Safeguarding Dashboard and at time of writing, we have achieved the highest level (3).

### **Financial Review**

In 2023 expenditure exceed income by £458 which is a significant improvement on 2022 when expenditure exceeded income by £44,764. The general reserve is now £54,329.

### **Incoming and Outgoing resources.**

The total income in 2023 was £142,597, an increase of 12.8% over 2022 but still 7.9% below the pre-pandemic income in 2019. This includes investment income of £5,728 which is re-invested for future requirements. The Financial Report gives a breakdown of these amounts.

Planned giving through envelopes, banker's orders, the Parish Giving Scheme and the related income tax recovery increase by 9.0% in 2023 the first increase for four years.

Income from the Cornerstone Centre, events and other fund-raising activities was £46,306 compared with £41,644 in 2022. This result exceeds the 2019 pre-pandemic income.

The market value of investments at 31<sup>st</sup> December 2022 was £207,996 including cash held of £8,359. The investments are viewed as long term investments and are liable to short term volatility. Net profits on investments in 2023 amounted to £7,963 compared with losses of £32,144, in the previous year. During the year £7,500 was

withdrawn from our investments with Brewin Dolphin to help fund day to day costs. The total withdrawal to date is £214,500.

### **Expenditure**

The total expenditure in 2023 was £151,017, 8.6% higher than in 2022.

Our largest expenditure is the amount paid to the diocese for our share of all churches' parish ministry costs. This amount covers housing, stipend and pension costs of clergy, and, also a standard sum for diocesan central costs, clergy training and a contribution to national church funds. This amounted to £58,655 in 2023 compared with £63,264 in 2022. The reduction results from the charge being reduced from May following the formation of the united benefice.

### **Charitable Giving**

During 2018 the PCC agreed a temporary suspension to our charitable giving due to our inability to meet our own running costs out of income. This situation has continued until this year.

Given the improvement in our financial position it was agreed to reinstate charitable giving and that a total of 5% of annual income from planned giving would be donated to three charities chosen by the PCC. £3,674 has been accrued in these accounts for this purpose.

### **Staff Costs.**

The PCC employs a Parish Co-Ordinator, who assists with the administration of the parish, and also acts as the Publicity Officer. Since September 2022 we have employed a part time cleaner for the Cornerstone Centre rather than using external cleaners. Further details are provided in the notes to the accounts.

### **Trustee payments and expenses.**

The PCC meets the associated costs of having a clergy presence in the parish.

Reimbursement of expenses of office (travel, hospitality, telephone, postage and broadband costs) amounting to £1,560 were paid in the year. The vicarage is currently rented. The rental income is received by the diocese.

Payments to PCC members and to persons related to or connected to the trustees are given in note 4b.

### **Reserves Policy**

The reserves policy is regularly reviewed by the Finance Group.

Reserves are held to support the current and future activities of St Johns'. Total reserves amount to £187,657 including £133,328 held in Designated Funds.

The principle reason for maintaining reserves is to provide for:

a) £133,328 in respect of the short and long term maintenance needs of the St John's estate, comprising the church building itself, associated plant including the organ, and the attached Cornerstone Centre. The maintenance needs are assessed by the architect and churchwardens during regular inspections, but particularly following the quinquennial cycle:

b) The PCC policy is to maintain approximately six months' worth of unrestricted general fund payments as a contingency against unforeseen situations. This amounts to approximately £64,000. The total of the unrestricted general fund reserve was £54,329. This amounts to 85% of the required amount. The income versus expenditure will continue to be regularly monitored by the Treasurer, the PCC and Finance Group who are aware of the deteriorating financial position.

### **Investment policy**

The reserves are held in a nominee account managed by Brewin Dolphin. Reports are sent to the trustees every three months, and an annual meeting is held with Brewin Dolphin to discuss progress of the investments against



the agreed benchmark (APCIMS Balanced); a benchmark that is classified as 'diversified risk' with an emphasis on both income and growth

### **Structure and Governance**

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure and is a registered charity. The method of appointment of PCC members set out in the Church Representation Rules. All who attend our services and/or are members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC. Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM). Members elected to the PCC serve for 3 years.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding how the funds of the PCC are to be spent; it met six times during the year with an average level of over 80% attendance. The PCC operates through a number of committees and action groups, which meet between the full meetings of the Council; reports from these are issued to PCC members and held with the PCC minutes.

#### *Standing, Property and Finance Committee:*

The Standing Committee is required by law. It has power to transact the business of the PCC between meetings, subject to any directions given by the Council. The Committee oversees the general financial dimension of the work of the PCC, monitoring income and expenditure and maintaining the appropriate financial controls. It attends to the maintenance and necessary repair of church properties and plant.

#### *Finance Group*

This group regularly reviews financial matters, including budgets, forecasts and investments, and advises the PCC accordingly.

#### *Action Groups:*

Buildings Action Group and the Social Team

### **Administrative Information**

St. John's Church is situated on Camphill Road, West Byfleet. It is part of the Diocese of Guildford within the Church of England. The correspondence address is St. John the Baptist Church, Camphill Road, West Byfleet KT14 6EH. The registered charity number is 1149648

*Incumbent:* Revd Keith Elford

*Churchwardens:* Mrs Jenny Blamey  
Mr Ian Church

*Licenced Clergy* Revd Clive Kirk  
*with permission to officiate* Revd Jean Robinson

*Licenced Lay Minister* Mrs Di Manthorpe  
*With permission to officiate*

*Licensed Lay Minister* Ms Rosalind Cyphus

*Representatives on  
the Deanery Synod:*

Mrs Jenny Blamey  
Ms Rosalind Cyphus

Elected members since 2021 – Grace Gray, Amanda Hodson

Elected members since 2022 - Chris Adamson, Richard Cartledge, Denise Evans

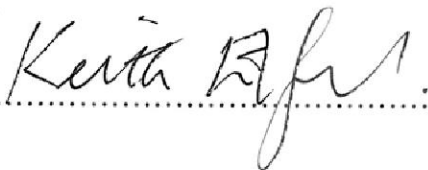
Elected members since 2023 – Angie Dedman, Geoff Jones, Neil Hatton (from June)

We continue to carry a one year casual vacancy

**PCC Officers and Appointments for year 2023-2024**

Chair of PCC:	Revd Keith Elford
Lay Vice Chair of PCC:	Mrs Jenny Blamey
PCC Secretary	Mrs Amanda Hodson
PCC Treasurer	Mr John Dedman
Safeguarding Officer	Mrs Jo Pritchard
Electoral Roll Officer	Mrs Angie Dedman
Independent Examiner	Mr Steve Brentnall

Signed on behalf of the PCC



24/03/24

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
St. John the Baptist Church Parochial Church Council [Registered Charity No. 1149648]**

I report on the accounts of St. John the Baptist Church, West Byfleet for the year ended 31st December 2023 which are set out on pages 11 to 18.

**Respective responsibilities of trustees and examiner**

The church's trustees are responsible for the preparation of the accounts. The church's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the church is eligible for independent examination, it is my responsibility to :-

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the 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 seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the 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 give me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the 2011 Act, or
- the accounts do not accord with the accounting records, or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have 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 by :-

Steve Brentnall

1 Meadow View Cottages

Town Littleworth

LEWES

BN8 4TH



Date: 14 April 2024

**PAROCHIAL CHURCH COUNCIL OF ST. JOHN THE BAPTIST, WEST BYFLEET**

**STATEMENT OF FINANCIAL ACTIVITIES**

**For the year ending 31st December 2023**

	Note	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
<b>Income and Endowments</b>					
Donations and legacies	2a	78,634	8,488	87,122	76,052
Charitable Activities	2b	3,441	0	3,441	1,978
Other Trading Activities	2c	46,306	0	46,306	41,644
Investments	2d	5,728	0	5,728	6,797
<b>TOTAL</b>		<u>134,109</u>	<u>8,488</u>	<u>142,597</u>	<u>126,471</u>
<b>Expenditure</b>					
Raising funds	3a	3,957	0	3,957	3,225
Charitable Activities	3b	139,527	7,533	147,060	135,867
<b>TOTAL</b>		<u>143,484</u>	<u>7,533</u>	<u>151,017</u>	<u>139,092</u>
Net (losses) / gains on investments	3c	7,963	0	7,963	(32,144)
<b>Net (expenditure) / income</b>		<u>(1,412)</u>	<u>954</u>	<u>(458)</u>	<u>(44,764)</u>
<b>Transfers between funds</b>	11	0	0	0	0
<b>Net Movements in Funds</b>		<u>(1,412)</u>	<u>954</u>	<u>(458)</u>	<u>(44,764)</u>
<b>Reconciliation of funds</b>					
Total funds brought forward	12	189,069	15,753	204,822	249,586
<b>Total funds carried forward</b>		<u>187,657</u>	<u>16,707</u>	<u>204,364</u>	<u>204,822</u>

# THE PAROCHIAL CHURCH COUNCIL OF ST. JOHN THE BAPTIST, WEST BYFLEET

## BALANCE SHEET AS AT 31ST DECEMBER 2023

	Total Funds 2023 £	Total Funds 2022 £	Further details
<b>Fixed Assets</b>			
Investments	199,636	201,134	5
<b>Total Fixed Assets</b>	<u>199,636</u>	<u>201,134</u>	
<b>Current Assets</b>			
Debtors	1,232	1,620	6
Cash at bank and in hand	21,885	13,850	
<b>Total Current Assets</b>	<u>23,117</u>	<u>15,470</u>	
<b>Current Liabilities</b>			
Creditors : Amounts falling due within one year	(18,389)	(11,782)	7
<b>Net Current Assets or (Liabilities)</b>	<u>4,728</u>	<u>3,688</u>	
<b>Total Assets less Current Liabilities</b>	<u>204,364</u>	<u>204,822</u>	
Net asset or liabilities excluding pension asset or liability	204,364	204,822	
<b>Total net assets</b>	<u>204,364</u>	<u>204,822</u>	
<b>Funds</b>			
Restricted income funds	16,707	15,753	9
Unrestricted funds	187,657	189,069	9
<b>Total charity funds</b>	<u>204,364</u>	<u>204,822</u>	10

This Financial report for the year ended 31st December 2023, including the notes following, was approved by the Parochial Church Council and signed on its behalf by :-

*Keith Byfield*

(Chair)

*JAT*

(Treasurer)

Date 24/03/24

The notes on pages 13 to 18 form part of these accounts



**THE PAROCHIAL CHURCH COUNCIL OF ST. JOHN THE BAPTIST  
WEST BYFLEET  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2023**

**1. ACCOUNTING POLICIES**

**Basis of preparation**

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and the Church Accounting Regulations 2006, in accordance with applicable accounting standards and the current (2015) Statement of Recommended Practice, Accounting and Reporting by Charities (SORP (FRS102)).

The financial statements have been prepared under the historic cost convention as modified by inclusion of investments at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those that are informal gatherings of church members.

**Fund Accounting**

Restricted funds comprise revenue donations or grants for a specific PCC activity intended by the donor

Unrestricted funds are income funds which are to be spent on the PCC's general purposes.

**Incoming Resources**

Planned giving, collections and similar donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Dividends are reinvested in the investment and accounted for at the year end. All incoming resources are accounted for gross.

**Resources expended**

Grants and donations are accounted for when paid over. The diocesan parish share is paid over monthly and accounted for when paid.

All other expenditure is generally recognised when it is incurred and is accounted for gross.

**Fixed Assets**

Consecrated and beneficed property of any kind is excluded from the accounts by s.10(2) of the Charities Act 2011. Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected but are not included in the financial statements.

Equipment used within the Church premises would normally be depreciated on a straight line basis over four years. Our policy is to write individual items of equipment off when the asset is acquired

Investments are valued at market value at 31st December.

**PAROCHIAL CHURCH COUNCIL OF ST. JOHN THE BAPTIST, WEST BYFLEET**  
**NOTES TO THE FINANCIAL STATEMENTS**

2

**INCOME AND ENDOWMENTS**

	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
	£	£	£	£
<b>2a Donations and Legacies</b>				
Giving	46,122	0	46,122	42,448
Tax Recoverable	14,030	0	14,030	12,754
Cash Collections	3,968	0	3,968	3,639
Donations	14,514	8,488	23,002	17,211
	<u>78,634</u>	<u>8,488</u>	<u>87,122</u>	<u>76,052</u>
<b>2b Charitable Activities</b>				
PCC Fees etc.	3,441	0	3,441	1,978
	<u>3,441</u>	<u>0</u>	<u>3,441</u>	<u>1,978</u>
<b>2c Other Trading Activities</b>				
Rent	33,573	0	33,573	29,361
Hire of Church	2,164	0	2,164	1,517
Events	10,006	0	10,006	10,310
Sundry	563	0	563	456
	<u>46,306</u>	<u>0</u>	<u>46,306</u>	<u>41,644</u>
Dividends - Brewin Dolphin	5,728	0	5,728	6,797
	<u>5,728</u>	<u>0</u>	<u>5,728</u>	<u>6,797</u>
<b>Total Incoming Resources</b>	<u><u>134,109</u></u>	<u><u>8,488</u></u>	<u><u>142,597</u></u>	<u><u>126,471</u></u>

**PAROCHIAL CHURCH COUNCIL OF ST. JOHN THE BAPTIST, WEST BYFLEET**  
**NOTES TO THE FINANCIAL STATEMENTS**

**3 EXPENDITURE**

	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
	£	£	£	£
<b>3a Raising Funds</b>				
Investment Management Costs	1,967	0	1,967	2,185
Events Costs	1,990	0	1,990	1,040
	<u>3,957</u>	<u>0</u>	<u>3,957</u>	<u>3,225</u>
<b>3b Charitable Activities</b>				
Poppy Appeal	173	0	173	211
Overseas aid	519	0	519	1,164
Home Mission	3,733	0	3,733	219
Parish Share	58,655	0	58,655	63,264
Ministry	1,404	0	1,404	12,367
Worship	0	0	0	0
Running Costs	23,832	0	23,832	15,060
Insurance	6,966	0	6,966	6,467
Cornerstone Running Costs	23,910	0	23,910	15,020
Maintenance & Replacements	3,945	0	3,945	2,378
Church Grounds	2,220	0	2,220	0
Music, Organists, Choir	9,225	4,028	13,253	9,436
Organ & Piano	1,165	0	1,165	1,207
Other	1,397	3,505	4,902	5,345
Printing & Stationery	1,558	0	1,558	2,944
Independent Examination	825	0	825	785
<b>Total Resources Used</b>	<u>139,527</u>	<u>7,533</u>	<u>147,060</u>	<u>135,867</u>
<b>3c Net (losses) / gains on investments</b>				
On disposal	(1,903)	0	(1,903)	(11,344)
On revaluation	9,866	0	9,866	(20,800)
	<u>7,963</u>	<u>0</u>	<u>7,963</u>	<u>(32,144)</u>

**PAROCHIAL CHURCH COUNCIL OF ST. JOHN THE BAPTIST, WEST BYFLEET**  
**NOTES TO THE FINANCIAL STATEMENTS**

**4(a) STAFF COSTS**

	2023 £	2022 £
Wages and salaries	9,829	17,453
Social security costs	0	0
Defined contribution pension costs	0	118
	<u>9,829</u>	<u>17,571</u>
	Number	Number
The average number of employees during the year was	2	2

During the year the PCC employed a parish co-ordinator and publicity officer and a cleaner for the Cornerstone Centre. Both positions were part time.

**4(b) PAYMENTS TO PCC MEMBERS**

As the parish director of music, Mr I Church, who is also a PCC member, was paid £8,153 during the year (2022 £8,153). Mr Church also received £1,730 (2022 £819) for playing at weddings and funerals during the year.

Mr Mark Cyphus, who is the brother of a PCC member was paid £390 (2022 £710) for playing at services during the year.

No other payments or expenses were paid to any other PCC member, persons closely connected to them or related parties.

**5. FIXED ASSETS**

**Investments**

Investments with Brewin Dolphin

	2023 £	2022 £
Market Value at 1st January 2023	201,134	239,032
Disposals	(50,488)	(58,066)
Purchases at cost	41,027	52,312
Net (losses) / gains on disposal	(1,903)	(11,344)
Net gains on revaluation	9,866	(20,800)
Market Value at 31st December 2023	<u>199,636</u>	<u>201,134</u>

**6. CURRENT ASSETS**

	2023 £	2022 £
<b>Debtors</b>		
Other debtors (unrestricted funds)	1,082	1,620
Prepayments	150	0
	<u>1,232</u>	<u>1,620</u>

**PAROCHIAL CHURCH COUNCIL OF ST. JOHN THE BAPTIST, WEST BYFLEET**  
**NOTES TO THE FINANCIAL STATEMENTS**

**7. Current Liabilities**

	2023	2022
	£	£
Amounts falling due in one year (Unrestricted funds)		
Accruals and other costs	16,730	8,042
Other creditors	1,659	3,740
	<u>18,389</u>	<u>11,782</u>

**8. Long Term Liabilities**

There are no long term liabilities.

**9. Funds**

**UNRESTRICTED FUNDS**

	Balance 1st January 2023	Incoming	Gains / (losses) on investments	Outgoing	Transfers	Balance 31st December 2023
	£	£	£	£	£	£
General Fund	56,002	132,548	7,963	(141,384)	(800)	54,329
Designated Long Term Maintenance	128,002			(539)		127,463
Designated Short Term Maintenance	865					865
Cornerstone improvements	0	1,561		(1,561)		0
Cornerstone redecoration	2,500				500	3,000
Replacement Chairs	1,700				300	2,000
Total Unrestricted Funds	<u>189,069</u>	<u>134,109</u>	<u>7,963</u>	<u>(143,484)</u>	<u>0</u>	<u>187,657</u>

**RESTRICTED FUNDS**

	Balance 1st January 2023	Incoming	Gains / (losses) on investments	Outgoing	Transfers	Balance 31st December 2023
	£	£	£	£	£	£
Organ Training Fund	702			(320)		384
Organ Fund	6,166			0		5,603
Community Fridge	0			(1,887)		613
Youth Fellowship Fund	93			0		93
Choir fund	3,966	1,330		(1,620)		3,676
Flower Fund	199	1,038		(1,084)		153
Crisis	15					15
Christmas Lunch	666			0		666
Choir scholarship fund	479			(58)		421
New piano fund	3,396	510				3,906
Ukrainian Group	427	0		(195)		232
Others	642	2,673		(2,370)	0	945
Total Restricted Funds	<u>15,753</u>	<u>8,488</u>	<u>0</u>	<u>(7,533)</u>	<u>0</u>	<u>16,707</u>
Total Funds	<u>204,822</u>	<u>142,597</u>	<u>7,963</u>	<u>(151,017)</u>	<u>0</u>	<u>204,364</u>



**PAROCHIAL CHURCH COUNCIL OF ST. JOHN THE BAPTIST, WEST BYFLEET**  
**NOTES TO THE FINANCIAL STATEMENTS**

**10. Analysis of Net Assets by Fund**

	Unrestricted	Restricted	Total 2023	Total 2022
	£	£	£	£
Investment Assets	182,929	16,707	199,636	201,134
Current Assets	23,117	0	23,117	15,470
Current Liabilities	(18,389)	0	(18,389)	(11,782)
	<u>187,657</u>	<u>16,707</u>	<u>204,364</u>	<u>204,822</u>

**11. Transfers between funds**

	Unrestricted	Restricted	Total 2023	Total 2022
	£	£	£	£
General Fund	(800)	0	(800)	(800)
Cornerstone redecoration	500	0	500	500
Replacement Chairs	300	0	300	300
<b>Total</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**12. Comparatives for the statement of financial activities.**

	Unrestricted Funds	Restricted Funds	Total 2022
	£	£	£
<b>Income and Endowments</b>			
Donations and legacies	72,466	3,586	76,052
Charitable Activities	1,978	0	1,978
Other Trading Activities	41,644	0	41,644
Investments	6,797	0	6,797
Other	0	0	0
<b>TOTAL</b>	<u>122,885</u>	<u>3,586</u>	<u>126,471</u>
<b>Expenditure</b>			
Raising funds	3,225	0	3,225
Charitable Activities	131,485	4,382	135,867
Other expenditure	0	0	0
<b>TOTAL</b>	<u>134,710</u>	<u>4,382</u>	<u>139,092</u>
Net gains/(losses ) on investments	(32,144)	0	(32,144)
<b>Net income/(expenditure)</b>	<u>(43,969)</u>	<u>(795)</u>	<u>(44,764)</u>
<b>Transfers between funds</b>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Other recognised gains/(losses):</b>			
Gains/(losses) on revaluation of fixed assets	0	0	0
Other gains/(losses)	0	0	0
<b>Net Movements in Funds</b>	<u>(43,969)</u>	<u>(795)</u>	<u>(44,764)</u>
<b>Reconciliation of funds</b>			
Total funds brought forward	233,038	16,548	249,586
Total funds carried forward	<u>189,069</u>	<u>15,753</u>	<u>204,822</u>