

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

**REPORT AND ACCOUNTS  
FOR THE YEAR  
1st JANUARY 2024 TO 31st DECEMBER 2024**

**Registered Charity number 1149648**

# **Trustees Annual Report**

## **2024 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 several specific goals for 2024. These were:

- a. Eco church – form Eco Team, develop plan and seek A Rocha Bronze Award. Specifically create a plan to make more of our extensive grounds
- b. WiFi –create Wifi access to internet across the site
- c. Maximise the Community Fridge – add to the once-a-month coffee morning including a more explicitly spiritual element
- d. Signage – review and update our signage externally to make the church and grounds more accessible

- e. In the short term, we need to sort all the signage in the grounds to make sure they are all up to date and relevant.
- f. Partnership with All Saints – develop the partnership and joint projects

The Eco Church Team developed through the year under the leadership of Anthony Hopkins and Neil Hatton. Thanks to the team's hard work St John's was given the A Rocha Bronze Award at the end of the year. This is only the beginning of what will be a long journey to improve our stewardship of God's creation. The team also prepared a land management plan which will be going to PCC in March 2025. The aim is to ensure our grounds are used in ways that engage the community and improve biodiversity without compromising their existing appeal or usefulness. We celebrated the season of Creationtide again in 2024 to ensure that the importance of eco work was understood theologically.

Wifi internet connection was made available across the site thanks to the dedicated project management provided by Stuart Evans. This has also allowed us to make a card reader for donations permanently available in church.

The Community Fridge continues to be very well supported both by the supermarkets, volunteers and visitors. A very large amount of food has been diverted from landfill. We have not yet actioned the proposal to add a spiritual dimension to the Saturday morning routine of the fridge but hope to do so soon. This will be in conjunction with the coffee mornings which are proving increasingly popular; free coffee and pastries are provided and there is always lots of chat and fellowship.

Martin Gwilliams has offered to provide a review of our external signage and suggest improvements. This is Martin's professional expertise provided free, so we are most grateful. This will happen in 2025. Meanwhile we have improved the provision of signage by providing posters in a more consistent and timely fashion for forthcoming events and services in the grounds, on the Junior School noticeboard and on the website.

Throughout the year we have worked on developing the partnership with All Saints'. Plans include the provision of 'Open the Book' assemblies to schools in West Byfleet and New Haw. The partnership extends to Heathervale Baptist Church and it is intended to include also St Michael's Sheerwater and All Saints' Woodham in due course. Open the Book is a way of telling bible stories at primary school assemblies and the scheme is managed by the Bible Society. The team is being formed and trained in early 2025 with a view to starting assemblies in the summer term.

We continue to hold at least one benefice service per term and these have been well-attended in both churches.

We have also continued to work closely with our partners in Churches Together on Lent Groups, Holy Week and Easter services and on Advent Groups. We intend to work as closely as possible with St Michael's Sheerwater and All Saints' Woodham in particular in order to be 'stronger together'.

Finally, the diocesan parish needs process launched in our deanery in September. This requires us to update our strategy at St John's and develop further our approach as a benefice, specifically to offer development plans for 2025-2026. Work has commenced and draft will be presented to PCCs in March 2025 and to the congregation at the May APCM.

### **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.

Over the year we have had congregations of 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 numbers at the said eucharists on Sundays and Wednesdays remains a source of some concern despite attempts to give the services more publicity.

Our pattern continues to centre on eucharistic worship, with all Sunday 10.00am services eucharistic, with the exception of 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. The junior choir helps to lead the liturgy as well as the singing at these services. Family eucharists are frequently also baptisms. Increasingly we are finding that baptism families continue to come to services at St John's after the baptisms have taken place and attend the annual Teddy Bears Picnic which is arranged by the Baptism team.

We offer regular, termly services for families and children on Sunday afternoons at 4.00pm, combined with tea. There is now a pattern one of these services per 'term'. These are well supported by Guides, Brownies and Rainbows.

We continue to offer evensong or services of music and readings once a month. 'Talk, Think, Pray' continues to provide an opportunity for those of an enquiring disposition on third Sundays 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**

The Pastoral Care Team is made up of three fully trained and experienced Pastoral Assistants and a newly trained Pastoral Visitor along with one or two experienced members of the congregation. The Pastoral Visitors very kindly assist them in their tasks, often working on long term frailty within the congregation. This team along with the Vicar – Rev. Dr. Keith Elford, has met regularly during the year to review its work both with members of our congregation and within the parish as a whole.

All Pastoral Assistants and those assisting them are fully up to date with all necessary Safeguarding Training.

Baptism families are still prepared by one of our PAs and we are pleased to report that several of these families are now regular worshippers with us. This year we have continued to provide monthly Communion Services to three nursing homes in the parish, West Hall, Charrington Manor and Oakcroft. Between us we have offered "end of life" prayer in all homes if requested.

We also form the main part of after worship prayer on rota basis.

One of our Pastoral Assistants continued to act as a tutor on the Pastoral Visitors Course for the Diocese., although he has now stepped down.

Geoff Jones continues to act as Pastoral lead in the parish, working directly with the Vicar and the Safeguarding Officer.

### **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 and up on 2023. The Summer and Christmas Fairs and the Christmas Tree 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 and enjoy good attendances. Communication with the wider community continues to be critical. This is enacted through provision of online recordings of our services, Spotlight magazine, increased on-site signage, our website and Facebook page.

We are pleased that we continue to see more families and children at our Sunday 10.00am service.

We are exploring where we can add more explicitly spiritual content to our regular activities in the hope of building the basis of mini congregations – the Community Fridge is an obvious candidate.

We also continue to value our relationship with West Byfleet Junior and Infant Schools. The junior school held Easter and Christmas services in church and the Vicar visited the infant school several times. We hope to launch 'Open the Book' assemblies in both schools in 2025 and gathered an Open the Book team late in 2024 for that purpose. This will work across both parishes in the benefice.

### **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, Junior Choir Assistants, 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 2024. 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 welcome.

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 especially want to thank Geoff Jones who has led the flower team for many years, as he decides to step back in 2025.

We are also very grateful for the renewed commitment and additional volunteers from our Sides people team and Coffee 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. County Garden Services, now managed by Andrew and Steven, have continued to keep the lawns in good order free of charge. They have also taken on the leaf clearing and hedge trimming this year, which was charged work. Woking Good Gym Volunteers, a fitness group in the Woking area who offer their services free of charge, have helped in grounds and drain clearance. Their work has been of a high standard. We are immensely grateful to Andrew, Steven and Woking Good Gym for offering their services at no charge. Our Church grounds offer a sanctuary of outdoor space for any in the community, which would not be possible without these contributions. A future project, as part of Eco Church, to review the church grounds and their use, is in the early stages of being discussed.

Alongside the regular maintenance of the church building during 2024, Wi-Fi was installed across the site which allowed for a card machine to be set up at the back of the church. Huge thanks to Stuart Evans for leading on the Wi-Fi project. We have already seen some healthy contributions through the card machine, especially at large services, which demonstrates the return on investment.

In late 2024 we had our Quinquennial inspection, carried out by our new architect, Daniel Burton. Reassuringly, there were no critical items, however there are still several items which will require ongoing expense to rectify. Our thanks to Terry and Hazel for being in attendance and for maintaining the log and maintenance book for 2024.

Newly formed in 2024, was a management support team. This team meets six times a year to discuss and action day-to-day operational items, reporting back to PCC. The team consists of Terry and Hazel Craig, Rich Blamey, Dave Roberts, the Churchwardens and the Vicar. This new team has been a resounding success, tackling any operational issues in a timely manner and consolidating all operational items into one place. Thank you to the team for your ongoing support.

### **Cornerstone Centre**

The Cornerstone Centre income decreased versus prior year and was circa £2,000 short of budget. It is unclear why income dropped, especially as we invested in new blinds and acoustics in 2023.

There have also been some significant expenses identified as part of the regular maintenance, some of which were remedied in 2024, with others impacting 2025 budget. Most notably, after a health and safety concern, the Cornerstone floor was re-lacquered and sealed at a cost of £3350.

The Wi-Fi which was installed across the site, covers the Cornerstone centre. We are exploring whether we can create a separate guest Wi-Fi for hirers.

The Langsmead room, which was a good source of income pre-Covid, has continued to remain vacant during 2024. No further action has been taken to address this situation.

We also continue to employ Karen as the part-time cleaner for the Cornerstone Centre. The standards of cleaning have significantly improved as a result, with comments from hall hirers to that effect.

There are no further planned works for the Cornerstone Centre in 2025, although there is a discussion in progress on improving the kitchen further. It is hoped however that the improvements made in 2023 and 2024, will make the Cornerstone Centre a more appealing venue and improve income.

The Dora Honor room steps have remained closed off and it has been agreed at PCC that they are not a priority to resolve.

## **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 there has been a focus on improving the numbers of people refreshing their training. Most groups are now over 80% up to date. This is reflected on the dashboard.

## **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, Level 3.

A new area, the Safeguarding Hub, has been added to the Dashboard where St John's can specify the safeguarding training requirements and DBS levels by role, and therefore by individuals undertaking the roles. The system will automatically show renewal dates and provide the PCC with an overview as to compliance and any areas of risk.

## **Financial Review**

In 2024 income exceeded expenditure by £13,022 which is a significant improvement on 2023 when expenditure exceeded income by £458. The general reserve is now £67,772.

## **Incoming and Outgoing resources.**

The total income in 2024 was £150,201, an increase of 6% over 2023 but still 3% below the pre-pandemic income in 2019. This includes investment income of £5,200 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 increased by 6.0% in 2024.

Income from the Cornerstone Centre, events and other fund-raising activities was £46,110 which was almost the same as in 2023.

The market value of investments at 31<sup>st</sup> December 2024 was £215,850 including cash held of £4,866. The investments are viewed as long term investments and are liable to short term volatility. Net profits on investments in 2024 amounted to £14,621 which is the main reason for the improvement in the general reserve. During the year £10,000 was withdrawn from our investments with Brewin Dolphin to help fund day to day costs. The total withdrawal to date is £224,500.

### **Expenditure**

The total expenditure in 2024 was £151,800 compared with £151,017 in 2023.

At the start of 2024 there were some exceptionally large one-off maintenance costs including work on the organ blower motor, the Cornerstone boiler and the blower room pump totalling in excess of £10,000. These costs, which are included in the total above, were funded by donations received as a result of an appeal made at the time.

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 £56,646 in 2024 compared with £58,655 in 2023. The small reduction in 2024 reflects the full year benefit of the formation of the united benefice in May 2023. The 2025 charge will be £60,092. These amounts all include a £3,000 per annum payment towards arrears from previous years.

### **Staff Costs.**

The PCC employs a Parish Co-Ordinator, who assists with the administration of the parish, and also acts as the Publicity Officer and a part time cleaner for the Cornerstone Centre. Both roles are part time. 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 £685 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 £201,332 including £133,560 held in Designated Funds.

The principal reason for maintaining reserves is to provide for:

a) £133,560 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 £68,500. The total of the unrestricted



general fund reserve was £67,772. The reserves policy has therefore been met. Income versus expenditure will continue to be regularly monitored by the Treasurer, the PCC and Finance Group.

### **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 Events 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

<i>Incumbent:</i>	Revd Keith Elford
<i>Churchwardens:</i>	Mrs Jenny Blamey Mr Neil Hatton
<i>Licenced Clergy with permission to officiate</i>	Revd Clive Kirk Revd Jean Robinson
<i>Licenced Lay Minister</i>	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 2022 - Chris Adamson, Richard Cartledge, Denise Evans

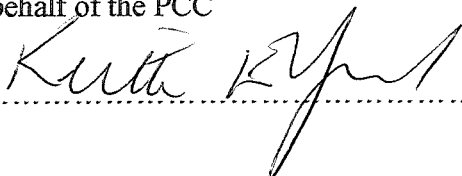
Elected members since 2023 - Angie Dedman, Geoff Jones (resigned October)

Elected members since 2024 – Grace Gray, Amanda Hodson, Louise Morgan. Dave Roberts took on the 2 year vacancy so will retire in 2026.

**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



14 April 2025

**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 2024 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*

I Meadow View Cottages

Town Littleworth

LEWES

BN8 4TH



Date: *17th April* 2025

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

## STATEMENT OF FINANCIAL ACTIVITIES

For the year ending 31st December 2024

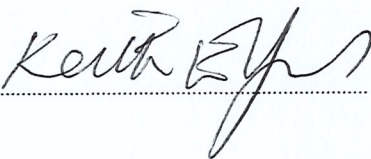
	Note	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
<b>Income and Endowments</b>					
Donations and legacies	2a	91,634	4,451	96,085	87,122
Charitable Activities	2b	2,806	0	2,806	3,441
Other Trading Activities	2c	46,110	0	46,110	46,306
Investments	2d	5,200	0	5,200	5,728
<b>TOTAL</b>		<u>145,750</u>	<u>4,451</u>	<u>150,201</u>	<u>142,597</u>
<b>Expenditure</b>					
Raising funds	3a	5,543	0	5,543	3,957
Charitable Activities	3b	141,153	5,104	146,257	147,060
<b>TOTAL</b>		<u>146,696</u>	<u>5,104</u>	<u>151,800</u>	<u>151,017</u>
Net gains / (losses) on investments	3c	14,621	0	14,621	7,963
<b>Net (expenditure) / income</b>		<u>13,675</u>	<u>(653)</u>	<u>13,022</u>	<u>(458)</u>
<b>Transfers between funds</b>	11	0	0	0	0
<b>Net Movements in Funds</b>		<u>13,675</u>	<u>(653)</u>	<u>13,022</u>	<u>(458)</u>
<b>Reconciliation of funds</b>					
Total funds brought forward	12	187,657	16,707	204,364	204,822
<b>Total funds carried forward</b>		<u>201,332</u>	<u>16,054</u>	<u>217,386</u>	<u>204,364</u>

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

## BALANCE SHEET AS AT 31ST DECEMBER 2024

	Total Funds 2024 £	Total Funds 2023 £	Further details
<b>Fixed Assets</b>			
Investments	210,984	199,636	5
Total Fixed Assets	<u>210,984</u>	<u>199,636</u>	
<b>Current Assets</b>			
Debtors	1,755	1,232	6
Cash at bank and in hand	20,495	21,885	
Total Current Assets	<u>22,250</u>	<u>23,117</u>	
<b>Current Liabilities</b>			
Creditors : Amounts falling due within one year	(15,848)	(18,389)	7
Net Current Assets or (Liabilities)	<u>6,402</u>	<u>4,728</u>	
Total Assets less Current Liabilities	<u>217,386</u>	<u>204,364</u>	
Net asset or liabilities excluding pension asset or liability	217,386	204,364	
<b>Total net assets</b>	<u>217,386</u>	<u>204,364</u>	
<b>Funds</b>			
Restricted income funds	16,054	16,707	9
Unrestricted funds	<u>201,332</u>	<u>187,657</u>	9
<b>Total charity funds</b>	<u>217,386</u>	<u>204,364</u>	10

This Financial report for the year ended 31st December 2024, including the notes following, was approved by the Parochial Church Council and signed on its behalf by :-



(Chair)



(Treasurer)

Date 14/04/2025

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 2024**

**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 2024	Total 2023
	£	£	£	£
<b>2a Donations and Legacies</b>				
Giving	46,544	0	46,544	46,122
Tax Recoverable	16,901	0	16,901	14,030
Cash Collections	5,015	0	5,015	3,968
Donations	21,674	4,451	26,125	23,002
Grants	1,500	0	1,500	0
	<u>91,634</u>	<u>4,451</u>	<u>96,085</u>	<u>87,122</u>
<b>2b Charitable Activities</b>				
PCC Fees etc.	2,806	0	2,806	3,441
	<u>2,806</u>	<u>0</u>	<u>2,806</u>	<u>3,441</u>
<b>2c Other Trading Activities</b>				
Rent	31,743	0	31,743	33,573
Hire of Church	1,506	0	1,506	2,164
Events	12,352	0	12,352	10,006
Sundry	509	0	509	563
	<u>46,110</u>	<u>0</u>	<u>46,110</u>	<u>46,306</u>
Dividends - Brewin Dolphin	5,200	0	5,200	5,728
	<u>5,200</u>	<u>0</u>	<u>5,200</u>	<u>5,728</u>
<b>Total Incoming Resources</b>	<u><u>145,750</u></u>	<u><u>4,451</u></u>	<u><u>150,201</u></u>	<u><u>142,597</u></u>

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

**3 EXPENDITURE**

	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
	£	£	£	£
<b>3a Raising Funds</b>				
Investment Management Costs	1,966	0	1,966	1,967
Events Costs	3,577	0	3,577	1,990
	<u>5,543</u>	<u>0</u>	<u>5,543</u>	<u>3,957</u>

**3b Charitable Activities**

Poppy Appeal	173	0	173	173
Overseas aid	519	0	519	519
Home Mission	3,313	0	3,313	3,733
Parish Share	56,646	0	56,646	58,655
Ministry	1,190	0	1,190	1,404
Worship	0	0	0	0
Running Costs	21,241	0	21,241	23,832
Insurance	7,244	0	7,244	6,966
Cornerstone Running Costs	22,225	0	22,225	23,910
Maintenance & Replacements	6,888	0	6,888	3,945
Church Grounds	360	0	360	2,220
Music, Organists, Choir	11,650	2,943	14,593	13,253
Organ & Piano	4,937	0	4,937	1,165
Other	1,912	2,161	4,073	4,902
Printing & Stationery	2,015	0	2,015	1,558
Independent Examination	840	0	840	825
<b>Total Resources Used</b>	<u>141,153</u>	<u>5,104</u>	<u>146,257</u>	<u>147,060</u>

	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
	£	£	£	£
<b>3c Net gains / (losses) on investments</b>				
On disposal	1,955	0	1,955	(1,903)
On revaluation	12,666	0	12,666	9,866
	<u>14,621</u>	<u>0</u>	<u>14,621</u>	<u>7,963</u>



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

**4(a) STAFF COSTS**

	2024	2023
	£	£
Wages and salaries	10,498	9,829
Social security costs	0	0
Defined contribution pension costs	0	0
	<u>10,498</u>	<u>9,829</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**

The parish director of music, Mr I Church, was a PCC member until 3 March 2024, he was paid £1,764 during this period (2023 year £8,153). Mr Church also received £240 during this period (2023 year £1,730) for playing at weddings and funerals.

Ms R Cyphus, who is a PCC member, received a £200 contribution towards training costs in the year (2023 £nil)

Mr M Cyphus, who is the brother of a PCC member was paid £305 (2023 £390) 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

	2024	2023
	£	£
Market Value at 1st January 2024	199,636	201,134
Disposals	(49,546)	(50,488)
Purchases at cost	46,273	41,027
Net gains / (losses) on disposal	1,955	(1,903)
Net gains on revaluation	12,666	9,866
Market Value at 31st December 2024	<u>210,984</u>	<u>199,636</u>

**6. CURRENT ASSETS**

	2024	2023
	£	£
<b>Debtors</b>		
Other debtors (unrestricted funds)	1,618	1,082
Prepayments	137	150
	<u>1,755</u>	<u>1,232</u>

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

**7. Current Liabilities**

	2024 £	2023 £
Amounts falling due in one year (Unrestricted funds)		
Accruals and other costs	13,949	16,730
Other creditors	1,899	1,659
	<u>15,848</u>	<u>18,389</u>

**8. Long Term Liabilities**

There are no long term liabilities.

**9. Funds**

**UNRESTRICTED FUNDS**

	Balance 1st January 2024 £	Incoming £	Gains / (losses) on investments £	Outgoing £	Transfers £	Balance 31st December 2024 £
General Fund	54,329	144,250	14,621	(144,628)	(800)	67,772
Designated Long Term Maintenance	127,463	1,500		(2,068)		126,895
Designated Short Term Maintenance	865					865
Cornerstone redecoration	3,000				500	3,500
Replacement Chairs	2,000				300	2,300
Total Unrestricted Funds	<u>187,657</u>	<u>145,750</u>	<u>14,621</u>	<u>(146,696)</u>	<u>0</u>	<u>201,332</u>

**RESTRICTED FUNDS**

	Balance 1st January 2024 £	Incoming £	Gains / (losses) on investments £	Outgoing £	Transfers £	Balance 31st December 2024 £
Organ Training Fund	384	0		0		384
Organ Fund	5,603	400		0		6,003
Community Fridge	613	47		(70)		590
Youth Fellowship Fund	93	0		0		93
Choir fund	3,676	363		(741)		3,298
Flower Fund	153	998		(953)		197
Crisis	15					15
Christmas Lunch	666			0		666
Choir scholarship fund	421	0		(172)		249
New piano fund	3,906	130		0		4,036
Ukrainian Group	232	0		0		232
Others	945	2,514		(3,168)	0	291
Total Restricted Funds	<u>16,707</u>	<u>4,451</u>	<u>0</u>	<u>(5,104)</u>	<u>0</u>	<u>16,054</u>
Total Funds	<u>204,364</u>	<u>150,201</u>	<u>14,621</u>	<u>(151,800)</u>	<u>0</u>	<u>217,386</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 2024	Total 2023
	£	£	£	£
Investment Assets	194,931	16,054	210,984	199,636
Current Assets	22,250	0	22,250	23,117
Current Liabilities	(15,848)	0	(15,848)	(18,389)
	<u>201,333</u>	<u>16,054</u>	<u>217,386</u>	<u>204,364</u>

**11. Transfers between funds**

	Unrestricted	Restricted	Total 2024	Total 2023
	£	£	£	£
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 2023
	£	£	£
<b>Income and Endowments</b>			
Donations and legacies	78,634	8,488	87,122
Charitable Activities	3,441	0	3,441
Other Trading Activities	46,306	0	46,306
Investments	5,728	0	5,728
Other	0	0	0
<b>TOTAL</b>	<u>134,109</u>	<u>8,488</u>	<u>142,597</u>
<b>Expenditure</b>			
Raising funds	3,957	0	3,957
Charitable Activities	139,527	7,533	147,060
Other expenditure	0	0	0
<b>TOTAL</b>	<u>143,484</u>	<u>7,533</u>	<u>151,017</u>
Net gains/(losses ) on investments	<u>7,963</u>	<u>0</u>	<u>7,963</u>
<b>Net income/(expenditure)</b>	<u>(1,412)</u>	<u>954</u>	<u>(458)</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>(1,412)</u>	<u>954</u>	<u>(458)</u>
<b>Reconciliation of funds</b>			
Total funds brought forward	189,069	15,753	204,822
<b>Total funds carried forward</b>	<u>187,657</u>	<u>16,707</u>	<u>204,364</u>