

**ANNUAL REPORT and FINANCIAL STATEMENTS**  
of the  
**PAROCHIAL CHURCH COUNCIL TRUSTEES**  
for the  
**PARISH of WORTHING – CHRIST CHURCH**  
**For the year ended 31<sup>st</sup> December 2021**

Registered with the Regulator for Charities in England and Wales

Charity Registration Number 1152846

**Bankers:**

Lloyds Bank, South Street, Worthing  
BOOM [Formerly West Sussex Credit Union]

**Independent Examiner:**

Paul Bernard Robinson MAAT FCIE  
Independent Examiners Ltd  
Unit 2 The Broadbridge Business Centre  
Delling Lane  
BOSHAM  
West Sussex PO18 8NF

**PARISH of WORTHING - CHRIST CHURCH**

Registered Charity Number 1152846

ANNUAL REPORT and FINANCIAL STATEMENTS of  
THE TRUSTEES of the PAROCHIAL CHURCH COUNCIL  
of the

**PARISH of WORTHING – CHRIST CHURCH**

**Christ Church, Grafton Road, Worthing.**

**Report for the year 2021**

**1<sup>st</sup> January to 31<sup>st</sup> December**

**Aim and Purposes**

The primary objective of Christ Church is the promotion of the Gospel of Jesus Christ, according to the doctrines and practices of the Church of England. The Parochial Church Council [PCC] has the responsibility of promoting, in the ecclesiastical parish, the whole mission of the Church pastoral, evangelistic and ecumenical

**Vision, Objectives and Activities**

The mission of Christ Church is to live and show Christ's love to the Parish and Community we serve to each other and to the town in which we live.

The Benefice of Worthing - Christ Church came into being as the result of a Pastoral Scheme ratified by the Church Commissioners on 21<sup>st</sup> August 2018. The scheme came into effect on 1<sup>st</sup> September 2018. The primary objects of this new Parish remain as detailed above.

In our Mission Action Plan, the PCC set out the following objectives:

- Enabling as many people as possible to worship at our church, and
- Enabling as many people as possible to become part of the parish community at Christ Church.

The Minister, Churchwardens and PCC are Trustees of the Charity named Parish of Worthing – Christ Church, and they maintain an overview of worship, outreach and financial stewardship throughout the parish and make suggestions on how our services and stewardship can involve the many

groups and organisations that live within our parish.

The PCC are mindful of scripture [Matthew 6 [NIV]] and in this context fulfil its direction as well as applying Charity law and legal statutes in relation to those in whom we serve in our Aims, Purposes, Objectives and Activities.

The Minister is entrusted to look after the spiritual needs and growth of not only the congregation, but the whole parish which includes the Civic and Town Centre, the Town Hall, and its administrative buildings; all staff of the shops, offices, and commerce, including law enforcement, the people who travel to the town for shopping and for the holidaymakers. Christ Church is a town centre church with town centre aspirations of reaching out to all who live in and visit our parish.

The Outreach committee plan the many activities throughout the year and when planning, our Minister and the PCC have consideration of the Charity Commissioners' guidance on public benefit and the specific guidance on 'charities for the advancement of religion.' We try to enable local people to live out their faith as part of our community through:

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

### **Our Service to the Community, Mission & Pastoral Care**

Services, on alternate weeks, will be Morning Prayer and Holy Communion and begin at 10:30 am. On alternate Sunday Evenings there is a Book of Common Prayer Service and Thursday mornings a Book of Common Prayer Service Holy Communion which begin at 6:00 pm and 10:30 am respectively. All information is clearly displayed on the two Church notice boards to the east and west of the church building.

Included on the boards are details of the Minister to contact, which includes the telephone number. There are other notice boards to inform the community of all other activities available throughout the week. The Church website is updated weekly to ensure the wider community have information relating to the services and wider information.



A magazine is published monthly and delivered to the community. A pew sheet, which includes all services and activities is produced weekly. All of which is published on the Church website. There is also a facility, on the website, for folk to contact the Church laity or the Minister for advice on weddings, funerals, christening, and historical matters relating to the Churchyard.

### **Church Life & Review of the Year**

From 15<sup>th</sup> March 2020, our Minister had a requirement to shield from the Covid virus and therefore has been unable to fulfil pastoral duties since this date. From October 2020, he has been signed sick and unable to fulfil his Canon law duties to officiate to the Parish to end of this fiscal year. The organisation of Christ Church has been fulfilled by the Churchwardens and the Parochial Church Council.

In January 2021, following Government guidance on a mutant strain of the Covid virus, the PCC decided, in the interests of safety, to close the Church for services from 7<sup>th</sup> January 2021. The Church, following Government advice that the virus was under control, and with full consultation of the PCC and Covid Risk Assessment team, re-opened for services from 7<sup>th</sup> March 2021,

Attendance for services averaged at between 45 and 50 per week during the Covid easement rules. Then from the period from re-opening there had been a steady flow of folk who worshipped at Christ Church because their own Church was in lockdown or conducting virtual services for which they had no access to. Average attendance to our Sunday services grew from an easement to lockdown and averaged 55/65 and then tapered down slowly from uncertainty of the Omicron strain the latter part of the year.

The Christ Church family are practical, faithful Christians who welcome visitors from within as well as outside the parish boundary. People attend by personal choice and, it is our pleasure to welcome any age from all levels of society to take part in the life of the church, to know the Lord and to want to know the Lord through our actions, our scriptural life, and our services.

Most of the Christ Church family have undergone familiarity sessions in understanding dementia and received their Dementia Friendly recognition. Christ Church will continue to offer use of the building to local community groups. All meet without charge as the PCC deem this a community initiative

and public benefit.

The need to move forward in faith and invest in people and to modernise our church building, point to a hopeful future. A decision by the PCC to proceed with an application for faculty was agreed unanimously on 18<sup>th</sup> August 2020.

Preparation work commenced December 2021. Work will start in January 2022. Pews have been removed to allow a more open space, to enhance the church interior, and enlarge the meeting area complete with a kitchenette facility in the North West corner. Work is expected to take four to five months.

Worthing Borough Council Homeless Persons Unit asked if their team could use Christ Church as a drop-in centre for the homeless. The Parochial Church Council agreed, and the Council team now open twice a week. They offer advice and meals. During days of extreme cold, the Church will be open overnight to offer a Night Shelter to the vulnerable. [Luke 4 v18-19]

#### **Minister and the Parish Team**

The Reverend David Renshaw has been on long term sick absence since March 2020.

#### **Retired Clergy**

The Reverend Canon Muriel Pargeter retired from Services December 2021  
The Reverend Greville [Alex] Grubb who died in September

The Churchwardens and Christ Church Family extend gratitude for their Ministry and guidance at Christ Church for over a number of years.

#### **Churchwardens**

Mr Kenneth Hobbs  
Mr Stephen Davis

#### **Laity**

Mrs Janine Hobbs – Safeguarding Officer/Parish Administrator/PCC Secretary  
Ms Ann Photiades Mr Stephen & Mrs Karen Davis, Mrs Val Grubb  
– assisting in administration  
Mrs Lorraine Roberts – Verger  
Mr John Collins – Organist  
Mr Miles Young – Pianist left August 2021



Miss Sylvia Anning – Sacristan assisted by Ms Sally Turley  
Mrs Jenny Chandler – Pianist from August 2021  
Mr Kenneth Hobbs – Finance  
Dr John Bull – Publicity and a body of folk who deal with the cleaning and  
flower decoration of the Church and the Gardening team

### **The role of the Churchwarden and the Vestry Meeting**

Churchwardens are Bishop's Officers and senior lay representatives of the parish. The role is extremely varied but involves management, maintenance, and mission in accordance with the Churchwardens Measure 2001 and the Canons of the Church of England [Canon E1]. They are foremost in representing the laity and in co-operating with the Minister, and they have a duty to maintain order and decency in the church and churchyard, particularly during the times of divine service.

In cooperation with the Minister, they are responsible for the day-to-day functioning of the parish. In relation to safeguarding, the churchwardens work with the Minister, PCC and parish safeguarding officer. They are charged with active participation in the Church's mission –

*"...use their best endeavours by example and precept to encourage the parishioners in the practice of true religion and to promote peace and unity among them"*

- Ensure that in the period of a vacancy [during an interregnum], that the incumbent's safeguarding roles and responsibilities are fulfilled, in consultation with the PCC, parish safeguarding officer and the rural dean,
- Pay attention to the specific needs of children and vulnerable adults when undertaking health and safety inspections and risk assessment; Ensure that risk assessments are carried out before new activities are undertaken,
- Ensure that all parish activities with children and vulnerable adults are supervised and insured,
- Ensure that the parish has procedures for responding to complaints and grievances,
- Answer questions regarding safeguarding as they arise in the archdeacon's visitations, and respond to any specific safeguarding advice, which may be

given from the archdeacon,

As to duties previously owed by the churchwardens with respect to:

[a] The financial affairs of the church including the collection and administration of all moneys raised for church purposes and the keeping of accounts in relation to such affairs and moneys.

[b] The care maintenance preservation and insurance of the fabric of the church and the goods and ornaments thereof.

[c] The care and maintenance of any churchyard [open or closed]...; as to any duties under enactments imposing duties on churchwardens, vestries, or church trustees; s.6[4] as to the duty to keep the diocesan authority indemnified; and as to the provision of financial statements to the annual parochial church meeting.

In accordance with The Churchwardens [Appointment & Resignation] Measure 1964 replaced by the Churchwarden Measure 2001, a meeting is held separately, and the nomination is received by the Minister or Vice Chair [in Ministers absence] prior to the meeting, which is held no later than 31<sup>st</sup> May [Rule change from 2020] and prior to the APCM.

**Vestry Meeting  
Election of Church Wardens  
held prior to the Annual Parish Church Meeting  
on Sunday 25<sup>th</sup> April 2021**

Nominated at the Vestry Meeting for 2021-2022 and elected were:

**Mr Kenneth Hobbs and Mr Stephen Davis**

**The Annual Parish Church Meeting [APCM]  
held on Sunday 25<sup>th</sup> April 2021**

**Structure, Governance and Management**

The PCC met 5 times during 2021. The Standing Committee did not meet. The average level of attendance at the PCC is given as 100% and at Standing Committee 100%. Various other committees delegated from the PCC were able to meet. The Fabric Committee met to discuss the faculty application for



the West end reordering.

The PCC are the main decision makers of the parish. The PCC is made up as follows: - Clergy, Churchwardens, Deanery, and others elected by the APCM of the parish. Its powers and duties are defined by legislation and can principally be found in the Parochial Church Councils [Powers] Measure 1956.

This responsibility, along with the Minister, is to promote the mission of God in the parish. Legally, the PCC is responsible for the finances of the parish. It also has ultimate responsibility for the care and maintenance of all church buildings and their contents.

The Minister's role is to provide leadership concerning safeguarding, and to encourage everyone to promote a safer church. Although these responsibilities are executed by the Safeguarding Officer, Minister and Churchwardens, all PCC members share in the oversight of the Charity.

The PCC has a voice in the forms of service used by the church, with the guidance from their Minister, and may make representations to the Bishop on matters that affect the welfare of the parish.

The PCC is registered with the Charity Commission as required by the Charities Act 2011. It must comply with the Charity Commission guidance and legislation in relation to registered charities. Every member of the PCC is also a charity trustee and has collective responsibility for the decisions and actions taken on behalf of the charity and the church fellowship.

Membership of the PCC and Standing Committee is determined under the Church Representation Rules – Appendix II Rule 13 & 14 [a] [b], according to Electoral Roll [ER] numbers for the whole Parish. The PCC would consist of ex-officio members [Incumbent, Priest-in-Charge, Curate, and those licenced to officiate in the church], the Churchwardens and members of the Deanery, plus readers and members of the Church. *[Those in parentheses would not be entered onto the ER]*

### **Church Attendance & Electoral Roll**

There were 96 members on the Church Electoral Roll [ER] at the beginning of May 2021. The Electoral Roll is reviewed annually. The next renewal of the register will be 2025



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

At present the application of the rules is interpreted as follows: -

**The Parochial Church Council [PCC] for 2021 - 2022**

Nominated at the APCM for 2021-2022 and elected were:

Mr Kenneth Hobbs, Mr Stephen Davis, Mrs Karen Davis, Mr Robin Biggs, Mrs Dorothy Foan, Mrs Janet Atkinson, Mrs Norma Carter, Mrs Valerie Grubb, Mrs Janine Hobbs, Dr Anthony Stead and Miss Sylvia Anning

Twelve persons able to be proposed from the parish to the APCM, and eleven proposed, nominated, and then confirmed and voted for at the APCM.

It is the vote of the PCC that members are elected annually. This decision is reviewed six yearly and was again supported by the APCM in 2019. The next Review will be in 2025 with effect from 2026.

**Deanery Synod Representatives: for 2020 - 2023**

Three persons can be elected to Deanery Synod – two people were nominated and elected: Dr. John Bull and Mrs Lorraine Roberts

**PCC Elected Minute Secretary**

Mrs Jenny Stead

**Standing Committee Meetings**

The Standing Committee, for 2021: - Churchwardens, PCC Secretary and the Parish Treasurer and 2 PCC members and at the discretion of the Standing Committee, other interested folk who will contribute to an issue involving a decision.

**Governance**

The parish has a robust safeguarding policy and procedure, with all trustees having undergone safeguarding training during the early part of the year with new members to be trained as soon as possible. Safeguarding is a permanent agenda item on each full PCC meeting. Christ Church is also a Dementia friendly church, having undergone dementia training and

understanding.

In order to conform with all standards required of the Charity by the Charity Commission, the parish is compliant and has in place policies and guidelines on the following: -

Complaints; Disciplinary; Employer/Employee contract and conduct; Safeguarding [Child Protection & Vulnerable Adults]; Grievance; Finance; Risk Management; Volunteers; Health & Safety; Conflict of Interest and Equality. The Policy document is reviewed annually and will include new guidelines as and when required.

The parish is also compliant with the General Data Protection Regulations [GDPR] and is 100% compliant with all Safeguarding issues required by Government and the Diocese of Chichester.

The PCC agreed to finance a laptop computer for our Minister's use at home for pastoral purposes at a cost of £355.00 on 23<sup>rd</sup> March 2020. A stand-alone computer purchased for Church use is also being used at the Minister's home from March 2020. Both remain the property of the PCC.

#### **Financial & General Review including Covid Restrictions from the Churchwardens.**

As part of the Parish commitment for community outreach and public benefit, the PCC agreed to invest in BOOM [formerly West Sussex Credit Union], regular sums of restricted investment income, which is specific, to help those in need.

BOOM is regulated by the Financial Services Authority and are well versed in offering affordable, low interest financial help and advice to those who are most vulnerable and in most need; by investing in this credit union, the PCC feel well placed to know that when and where there is need, BOOM are there to help. It is also worth noting that whilst clients are asking for consideration on loans, they are also encouraged to save with BOOM, to give that added incentive of ownership. The PCC are pleased to state that throughout the Covid-19 pandemic crisis, we were able to continue this quarterly deposit, ensuring help to those in need during this challenging time. The PCC agreed that this need could be well served by turning to BOOM, whose office is in the town centre and in our Parish.



In March, the PCC agreed to make a discretionary payment to the Mothers Union to help towards the refurbishment of their static caravan at Winchelsea. The caravan has been extensively used for children with mental and physical disabilities, allowing them respite with their parent/carers. The Mothers Union informed the PCC that whilst there is confidentiality about the use, families from the Parish would have used and would be able to use the facility, should there be a need. The Mothers Union informed the PCC, had it not been for the help, the caravan would not have been operable.

It is good to see the use of Gift Aid through the Parish Giving Scheme [PGS] and giving in general using the Parish Gift Aid envelopes. It is encouraging to note that the PCC is claiming the maximum amount of gift aid allowed for by the Government. As the congregation grows there have been more joining the PGS scheme.

Government and Church of England Covid advice was there should be no monetary offering during services. Instead, there is a collection point at the entrance of Church. This allows for some members to use the facility. Others, instead, donate directly into the Church banking system.

The PCC are actively seeking alternate ways of encouraging giving, one idea is mobile contactless bank machines.

The PCC decided that specific collections during the Advent and Christmas period would be equally divided between the Missions supported by Christ Church. This was by way of compensating those societies normally supported by the Wednesday morning coffee sessions and as well as our Mission days.

The largest expenditure of the PCC was the sum paid to the Diocese to cover our Parish Ministry Costs [PMC]. This amount covers the housing, stipend and pensions costs of the clergy and a standard sum for diocesan central costs, clergy training and a contribution to the national church fund.

There were no trustees who sought reimbursement for any Parish business expenses in their role as trustee of the PCC, excepting the Chair of the PCC, the Reverend David Renshaw. His expenses are detailed in the Church accounts which are incorporated within this report and are detailed below: -

Taxable gain is levied on Fixed Monthly Charge for Telephone and Broadband

Internet and therefore is subject to HMR&C declaration by Clergy.

The PCC met 100% of their commitment to pay the Parish Ministry Cost [PMC] of £35,247 for 2021. It is also important to note that the total cost relates directly to the clergy of this parish, the remainder being shared costs of the Christian family throughout the whole Church of England, including assistance towards the upkeep of churches less able to manage than ourselves within the Deanery.

The PCC employ: A Verger, an administrator, and an organist. The PCC contracts Mrs Lorraine Roberts to work as Verger and is paid £45 per calendar month. The Verger role is paid at £10.38 per hour for one hour per week. Additional time worked is on a voluntary basis. She is also a Trustee but receives no remuneration for this role. Mr John Collins is contracted by the PCC as Organist and is paid £35 per service increasing to £40 from August. The PCC contracts Mrs Janine Hobbs to work as an administrator and receives £433.33 per calendar month. The administrator role is paid £10.00 per hour for ten hours per week. Additional time worked is on a voluntary basis. She is also a Trustee but receives no remuneration for this role. The remunerations are above the national hourly rate.

The Minister is also a Trustee but has received no remuneration for this role.

Trustees are entitled to claim expenses incurred in undertaking their specific role as a trustee.

All employees are paid under the P.A.Y.E system using HMR&C computer software and the Parish is regulated and registered by HMR&C for Income Tax and National Insurance purposes. The Parish is fully compliant with all HMR&C rules and regulations and offer the Parish options for training at any time.

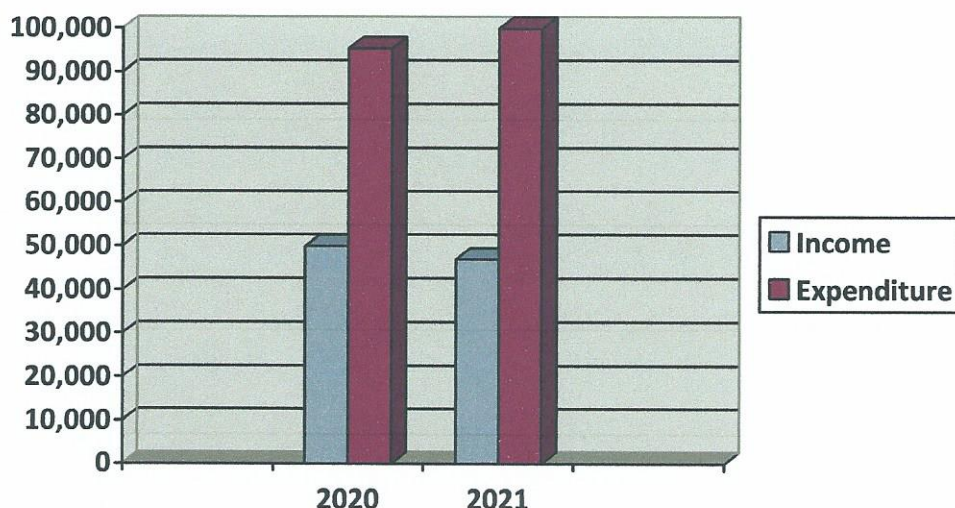
### **Reserves Policy**

It is PCC policy to maintain a balance on the general unrestricted funds [excluding property] which equates to approximately three months' worth of unrestricted payments as contingency against unforeseen situations. The closing balance of **£415,586**, despite the deficit of **£53,006** this year, is a positive step and we still have enough cash flow to continue to pay bills when they fall due from designated funds which form part of general funds.

As well as holding the above general reserves, from time to time the PCC will



receive a legacy and donations for expenditure on purposes, defined by the donor. We aim to expend such money as soon as possible after receiving the legacy or donation, depending on the specific objectives of the donor. The legacy and donations of the Re-order fund fall into this category. If the PCC identify that the specific purpose can only be achieved by delaying the expenditure, the legacy is invested, temporarily, until the need for expenditure is identified and the donors notified.



**Total Receipts for the Parish** **£46,918**

**Payments of the Parish** **£99,924**

**OVERALL DEFICIT FOR 2021** **£53,006**

### **Financial Conclusion**

There is no doubt that Coronavirus [Covid-19] in 2020, influenced the annual finances of the Church for this year ending, but not to the extent feared. Expenditure in some areas reduced, whilst in others increased, this was to ensure communication with church members, one example would be postage and printing.

It should be noted that the CBF Restricted and Endowment Investment Asset [Item 5 to the accounts] totalling £116,228 is maintained in trust by the Chichester Diocesan Board of Finance and the Church of England Investment Board known as the CCLA. The value of this investment saw a capital increase in 2021, of £10,743. The PCC endeavour to use this specified

income, which is received every four months in a year as best they can, by investing the income within BOOM formally West Sussex Credit Union, as mentioned above. It is encouraging to note that despite Covid-19, investment continued to rise. COIF Cortis Gift and COIF Investment E M Garland fund valued at £25,637 are restricted funds to assist folk in need.

Efforts to realise the Investment Asset, as detailed in Item 5, could only be agreed providing the terms in which the capital held is used specifically for its restrictive purpose.

There remains a continuing need to explore all means of increasing income from the present church membership while at the same time, by our united witness to the Gospel, encouraging more people to join us.

Government initiatives are available, such as Gift Aid reclaiming, not only on our planned giving but for loose collection from those who are not taxpayers; this is called Gift Aid Small Donations Scheme [GASDS]. The maximum amount of loose collection is £8,000 over a previous tax period [6 April to 5 April].

In real terms this means the Parish could receive the maximum gift aid of £2,000. The tax year for GASDS 2020/21 will show a reduced claim due to Covid-19 and the lack of services from April to December.

The PCC agreed, for the budget year 2021, to seek help from a volunteer to fulfil the role of Gift Aid Officer, to be able to deal with Gift Aid and to maximise the potential of help from HMR&C

The Parish Giving Scheme [PGS] allows gift aid to be added to the giving in advance of claiming from HMR&C and paid to the parish within 10 days from the end of each month. There is also an option to review giving annually. PGS will also, when take up is stronger, allow the parish to budget more soundly knowing there is regular, uninterrupted giving.

### **Prospects and Activity in our Parish**

**Christianity celebrates God's great descent. His nature does not trap him in heaven, but it leads him to earth. In God's great gospel, he not only sends, he becomes, he not only talks to us, he lives with us as one of us!**



The PCC will walk forward, **together** in faith in the sure knowledge that God, our Father, will guide and support us. Prayer is a positive and integral part of our growth in His Ministry at Christ Church and in the town centre of Worthing.

We take huge comfort in the verse above and from comments of those who visit and/or worship at Christ Church. All that we do at Christ Church is to serve. We believe with His help Christ Church will continue to serve the community and encourage all to benefit from what He has to offer, the Good News of his son Jesus Christ.

Certainly, the PCC have thought carefully about the services to ensure they engage the people who come into town and those who regularly worship at Christ Church.

The Church that prays together stays together and we have done this by ensuring a clarity of reason and communication, by not allowing conflict and valuing input, by spreading the workload, being clear who is taking the lead, by not stopping change, looking for quality and continuity in the lead on worship, by organising pastoral care, welcoming newcomers, and encouraging attendance and Prayer!!!

Christ Church have a reputation for being friendly and community based with Jesus at the centre. The Church is openly active during the week. The PCC need to be more intentional about making the most of these attributes. How much do we think we can grow by as a church next year? How does our own activity contribute to the wider family? How do we engage with the Town Centre?

The responsibility is ours, but God also sets the aim, and it is clear; -

*That he lives with us as one of us!*

On behalf of the Trustees of Parochial Church Council by the Churchwardens

Handwritten signatures of Ken and Steve in cursive script.

Kenneth Hobbs & Stephen Davis  
31<sup>st</sup> December 2021

**PARISH OF WORTHING  
CHRIST CHURCH  
STATEMENT OF RECEIPTS AND PAYMENTS  
FOR THE YEAR ENDED 31ST DECEMBER 2021**

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
<b>RECEIPTS :</b>						
Voluntary Receipts	2a	36,894	0	0	36,894	39,073
Activities for Generating Funds	2b	147	0	0	147	995
Investment Income	2c	5,879	0	0	5,879	5,715
Charitable Activities	2d	0	1,199	2,768	3,967	2,712
Other Receipts	2e	31	0	0	31	1,414
<b>TOTAL RECEIPTS</b>		<b>42,951</b>	<b>1,199</b>	<b>2,768</b>	<b>46,918</b>	<b>49,909</b>
<b>PAYMENTS :</b>						
Fundraising Costs (Trading)	3a	8	0	0	8	1,901
Charitable Activities	3b	76,917	14,080	8,919	99,916	93,490
<b>TOTAL PAYMENTS</b>		<b>76,925</b>	<b>14,080</b>	<b>8,919</b>	<b>99,924</b>	<b>95,391</b>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		<b>-33,974</b>	<b>-12,881</b>	<b>-6,151</b>	<b>-53,006</b>	<b>-45,482</b>
Balances Brought Forward		382,646	71,035	14,911	468,592	514,074
Transfer Between Funds	4	-300,000	300,000	0	0	0
<b>BALANCES CARRIED FORWARD</b>		<b>48,672</b>	<b>358,154</b>	<b>8,760</b>	<b>415,586</b>	<b>468,592</b>

The notes on pages 3 to 7 form part of these accounts.  
All operations are continuing operations.



**PARISH OF WORTHING  
CHRIST CHURCH  
STATEMENT OF ASSETS AND LIABILITIES  
AS AT 31ST DECEMBER 2021**

	Notes	Unrestricted Funds	Designated Funds	Restricted Funds	Endowment Funds	31-Dec 2021 Total	31-Dec 2020 Total
<b>ASSETS</b>		£	£	£	£	£	£
<b>Cash Funds:</b>							
Central Ministry							
Parish Account No 1		-4,927	-	13,508	-	8,581	14,610
Parish Account No 2		-	358,154	-5,113	-	353,041	82,165
Parish Account No 4 (Boom)		17,420	-	-	-	17,420	13,100
COIF Charities Deposit Fund		-	-	365	-	365	365
Fixed Term Account No 5		-	-	-	-	-	321,284
Christ Church							
Lloyds Account (No 3)		36,179	-	-	-	36,179	37,068
		<b>48,672</b>	<b>358,154</b>	<b>8,760</b>	<b>0</b>	<b>415,586</b>	<b>468,592</b>
<b>Represented by:</b>							
Unrestricted Funds		48,672	-	-	-	48,672	382,646
Designated Funds		-	358,154	-	-	358,154	71,035
Restricted Funds		-	-	8,760	-	8,760	14,911
Endowment Funds		-	-	-	-	-	-
		<b>48,672</b>	<b>358,154</b>	<b>8,760</b>	<b>0</b>	<b>415,586</b>	<b>468,592</b>
<b>Other Monetary Assets:</b>							
Investment assets:							
CBF Investment Fund		54,367	-	-	96,857	151,224	132,294
CBF Fixed Interest Fund		19,371	-	-	-	19,371	20,750
COIF Investment Fund		9,978	-	15,659	-	25,637	22,631
	5	<b>83,716</b>	<b>0</b>	<b>15,659</b>	<b>96,857</b>	<b>196,232</b>	<b>175,675</b>
<b>Debtors and Prepayments:</b>							
Central Ministry							
		-	-	-	-	-	-
Holy Trinity:							
		-	-	-	-	-	-
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Liabilities:</b>							
Central Ministry: Examination Fee							
		1,260	-	-	-	1,260	1,140
		<b>1,260</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,260</b>	<b>1,140</b>

**TRUSTEES RESPONSIBILITIES IN RELATION TO FINANCIAL STATEMENTS**

Charity Law requires the Trustees to prepare financial statements for each financial year which comply with the regulations set out in the Charities Act 2011. The Trustees have elected to take advantage of the provisions that apply to small charities and have prepared a Receipts and Payments Account and Statement of Assets and Liabilities which are set out on pages 1 to 2.

Approved by the Parochial Church Council on Tuesday .....

22nd March 2022

Signed on their behalf by Ken Hobbs .....

Ken Hobbs (Vice Chair, Church Warden, Parish Treasurer)

Signed on their behalf by Steve Davis .....

Steve Davis (Church Warden)

**PARISH OF WORTHING  
CHRIST CHURCH  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31ST DECEMBER 2021**

**1. BASIS OF ACCOUNTING**

The accounts have been prepared under the "Receipts and Payments" basis as prescribed by the Charity Commissioners, and they meet the appropriate legal requirements.

**2. RECEIPTS**

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
<b>a) Voluntary Receipts</b>						
Planned & Loose Collection /Gift Aided		7,967			7,967	8,527
Gift Aid Tax Recovered		5,395			5,395	6,739
Planned & Loose Collection /Non Gift Aided		2,909			2,909	2,189
Donations		971			971	1,605
Parish Giving Scheme		15,182			15,182	15,913
Giving via CAF		4,470			4,470	4,100
Legacies					0	0
National Heritage Grant					0	0
		<b>36,894</b>	<b>0</b>	<b>0</b>	<b>36,894</b>	<b>39,073</b>

**b) Activities for Generating Funds (Trading)**

Fees					0	513
Church and Hall Hire		147			147	482
Events						
		<b>147</b>	<b>0</b>	<b>0</b>	<b>147</b>	<b>995</b>

**c) Investment Income**

Bank Interest		1,449			1,449	1,284
Dividends		4,430			4,430	4,431
		<b>5,879</b>	<b>0</b>	<b>0</b>	<b>5,879</b>	<b>5,715</b>



**PARISH OF WORTHING  
CHRIST CHURCH  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31ST DECEMBER 2021**

**2. RECEIPTS (Continued)**

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
<b>d) Charitable Activities</b>	4					
Re-ordering Fund			1,199		1,199	0
Mission Fund				2,042	2,042	1,708
Flower Fund					0	
Discretionary Churchwarden's Fund				60	60	350
Discretionary Vicar's Fund				666	666	654
Keeping in Touch Fund						
		<b>0</b>	<b>1,199</b>	<b>2,768</b>	<b>3,967</b>	<b>2,712</b>

**e) Other Receipts**

Insurance Claims and Refunds					0	1,205
Miscellaneous		31			31	209
		<b>31</b>	<b>0</b>	<b>0</b>	<b>31</b>	<b>1,414</b>

**3. PAYMENTS**

**a) Fundraising Costs (Trading)**

Church Flat Expenses & Commissior	4				0	1,470
Trading Expenses for Churches & Halls		8			8	431
		<b>8</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>1,901</b>

**b) Charitable Activities**

Parish						
Contribution		36,000			36,000	35,195
Costs		7,485			7,485	8,098
Administration and PAYE costs	6	5,749			5,749	5,728
Fabric		1,982			1,982	829
Organist	6	2,196			2,196	1,764
Clergy & Housing		3,400			3,400	3,127
Independent Examination Fee		1,140			1,140	1,500
Appeals	4			5,000	5,000	0
Restricted Warden Fund	4				0	0
Restricted Vicar's Fund	4			634	634	200
Keeping in Touch	4				0	0
Verger Expenses	6	540			540	540
PCC Fees					0	108
Giving Expenses		44			44	14
Carried forward		58,536	0	5,634	64,170	57,103

**PARISH OF WORTHING  
CHRIST CHURCH  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31ST DECEMBER 2021**

**3. PAYMENTS**

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
<b>b) Charitable Activities</b>						
Brought forward		58,536	0	5,634	64,170	57,103
Mission Fund	4			2,042	2,042	1,708
Telephone and Broadband		659			659	689
Electricity						
Hall					0	6
Christ Church		1,198			1,198	1,339
Gas						
Christ Church		3,201			3,201	4,556
Water						
Hall					0	0
Christ Church		128			128	0
Photocopier Lease/ Printing & Stationery		3,930			3,930	5,138
Church & Hall						
Cleaning		4,562			4,562	4,262
Repairs and Renewals	4		1,126		1,126	8,926
Professional Services	4		12,111	265	12,376	4,788
Equipment	4		843	249	1,092	0
Insurance		4,170			4,170	4,169
Organ Maintenance	4			729	729	0
Miscellaneous		533			533	806
		<b>76,917</b>	<b>14,080</b>	<b>8,919</b>	<b>99,916</b>	<b>93,490</b>



**PARISH OF WORTHING  
CHRIST CHURCH  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31ST DECEMBER 2021**

<b>4. FUNDS OF THE CHARITY</b>	Balance		Expend-		Balance
<b>UNRESTRICTED FUNDS</b>	01-Jan-21	Income	ture	Transfers	31-Dec-21
Central Ministry	345,578	42,951	76,925	-300,000	11,604
Christ Church (No 3 A/c)	37,068	-	-	-	37,068
<b>Total Unrestricted Funds</b>	<b>382,646</b>	<b>42,951</b>	<b>76,925</b>	<b>-300,000</b>	<b>48,672</b>
<b>DESIGNATED FUNDS</b>					
Central Ministry					
No.2 A/c					
Re-order Fund	33	1,199	11,727	250,000	239,505
Designated Fund	26,697	-	-	50,000	76,697
Designated Legacy Fund	44,305	-	2,353	-	41,952
<b>Total Designated Funds</b>	<b>71,035</b>	<b>1,199</b>	<b>14,080</b>	<b>300,000</b>	<b>358,154</b>
<b>RESTRICTED FUNDS</b>					
Central Ministry					
No.1 A/c					
Mission Fund	2	2,042	2,042	-	2
Discretionary Churchwardens' Fund	1,151	666	-	-	1,817
Discretionary Vicar's Fund	2,628	60	634	-	2,054
Christ Church Organ & Maintenance	-	-	-	-	-
Subtotal	3,781	2,768	2,676	-	3,873
No.2 A/c					
Organ	4,113	-	978	-	3,135
Youth Fund	7,017	-	5,265	-	1,752
Subtotal	11,130	0	6,243	0	4,887
<b>Total Restricted Funds</b>	<b>14,911</b>	<b>2,768</b>	<b>8,919</b>	<b>0</b>	<b>8,760</b>
<b>Total Funds</b>	<b>468,592</b>	<b>46,918</b>	<b>99,924</b>	<b>0</b>	<b>415,586</b>

**PARISH OF WORTHING  
CHRIST CHURCH  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31ST DECEMBER 2021**

**5. INVESTMENT ASSETS**

		Market Value 31-Dec-21 £	Market Value 31-Dec-20 £	Cost £
<b>Christ Church Worthing</b>				
CBF Investment Fund	Unrestricted	54,367	47,559	7,195
COIF Investment Fund (Cortis Gift)	Restricted	9,978	8,808	Unknown*
		<u>64,345</u>	<u>56,367</u>	<u>N/A</u>
CBF Investment Fund	Endowment	96,857	84,735	Unknown*
CBF Fixed Interest Fund	Endowment	19,371	20,750	Unknown*
COIF Investment Fund (E M Garland for poor)	Restricted	15,659	13,823	Unknown*
		<u>131,887</u>	<u>119,308</u>	<u>N/A</u>
<b>TOTALS</b>		<b><u>196,232</u></b>	<b><u>175,675</u></b>	<b><u>N/A</u></b>

\*Original costs for those marked funds were established many years ago are not available.

**6. STAFF COSTS AND PAYMENTS TO PCC MEMBERS**

	<b>31-Dec 2021 £</b>	<b>31-Dec 2020 £</b>
Gross Salaries and Wages:		
Christ Church Worthing	8,485	8,032
Employers NIC	0	0
Pension	0	0
<b>TOTAL STAFF COSTS</b>	<b><u>8,485</u></b>	<b><u>8,032</u></b>

Christ Church employs a part time Verger Mrs Lorraine Roberts, a Trustee, who received £540 (£540 - 2020) and Janine Hobbs, a Trustee, who received £5,200 as Parish Administrator (£5,200 - 2020). This payment is gross and Income Tax is deducted at source.

Mr John Collins is employed as an Organist and received £2,196 (£1,764 - 2020). This payment is gross and Income Tax is deducted at source.

**Clergy Costs:**

There have been no Clergy costs nor any other payments made to Parochial Church Council members in their roles as trustees other than reimbursements.

**7. RESERVES POLICY**

The trustees have considered the level of reserves they wish to retain, appropriate to the charity's needs. This is based on the charity's size and the level of financial commitments held. The trustees aim to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The trustees will endeavour not to set aside funds unnecessarily.

**8. RISK ASSESSMENT**

The PCC actively review the major risks which the churches face on a regular basis and believe that maintaining the free reserves stated combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The PCC have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

**9. PUBLIC BENEFIT**

The charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the charity has achieved this are provided in the trustees report. The trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake.



## INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees/members of the Parish of Worthing Christ Church, on the annual accounts for the year ended 31st December 2021.

### Respective responsibilities of trustees and examiner

The trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the Act), and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145 of the Act),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 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 General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the organisation 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the trustees requirements:
  - to keep accounting records in accordance with section s.130 of the Act; and
  - to prepare accounts which accord with these accounting records have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

P B Robinson MAAT FCIE  
Independent Examiners Ltd  
2 The Broadbridge Business Centre  
Delling Lane  
Bosham  
West Sussex  
PO18 8NF



Date: 22nd March 2022