

St Dunstan's
Monks Risborough



St Peter's
Owlswick

**THE PAROCHIAL CHURCH COUNCIL
OF THE ECCLESIASTICAL PARISH OF
ST DUNSTAN, MONKS RISBOROUGH**

Annual Report & Accounts
of the Parochial Church Council
for the year ended 31st December 2023

INCLUDING

Receipts and Payment Account
Statement of Assets and Liabilities
Notes to the Financial Statements
Independent Examiner's Report

Registered charity number: 1153849

Annual Report for the Year Ended 2023

Aim and purposes

The PCC has the responsibility to promote, both in the parish and throughout the Risborough Team, the gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England, and to co-operate with the minister in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It has responsibility for the maintenance of St Dunstan's Church, the church hall and churchyard, and the Chapel of Ease of St Peter at Owlswick. It must also ensure that appropriate safeguarding and health and safety procedures are in place. The Team Vicar is commissioned to minister both within the parish, and throughout the Risborough Team.

Objectives and Activities

Throughout 2023, we offered worship and hosted community groups and events, which continued to rebuild and strengthen in the wake of the coronavirus pandemic.

The Eucharist is our central act of worship, with full use made of the seasonal range of liturgical material for Holy Communion from Common Worship (CW) produced by The Church of England. Services of Holy Communion and Evensong according to the Book of Common Prayer (BCP) also form a core part of the life of the worshipping community.

The pattern of services typically follows this pattern (all services are at St Dunstan's unless specified):

First Sunday of the month:	8am BCP Holy Communion 10am CW All-Age Holy Communion 3pm (Winter) / 6pm (Summer) BCP Evensong
Second Sunday of the month:	9am BCP Holy Communion (St Peter's Owlswick) 10am CW Holy Communion 3pm (Winter) / 6pm (Summer) BCP Evensong
Third & Fifth Sunday of the month:	10am CW Holy Communion 3pm (Winter) / 6pm (Summer) BCP Evensong
Fourth Sunday of the month:	10am CW Holy Communion 3pm (Winter) / 6pm (Summer) BCP Evensong (St Peter's Owlswick)

Additional services are held for the major feasts of the Church year.

Activities such as the Fellowship Group, Friendship Group, and the Lunch Club enable the church to provide a pastoral presence for the local community.

The PCC aims to donate ten percent of its income to charitable causes. The Standing Committee discusses the financial viability of this in the context of its finances towards the end of the year, and makes a recommendation to the PCC, which then votes on a proposal.

Achievements and Performance

Attendance at both Sunday and midweek services was fairly steady throughout the year. We welcomed plenty of worshippers – both regular and occasional – to services at Easter and Christmas: 127 people attended either the Easter Vigil or one of the Easter Day services across St Dunstan's and St Peter's, with 104 people receiving Holy Communion; 484 people attended worship across our five services on Christmas Eve and Christmas Day, with 102 people receiving Holy Communion. A further 105 people attended carol services at St Dunstan's and St Peter's on the third Sunday of Advent. During the year four children were baptized; we held three marriages; we held eight funerals in St Dunstan's Church and our ministers conducted a further four at crematoria; there were a further seven interment-only services in the churchyard, and three memorial services held in St Dunstan's (all of which followed services conducted by our ministers at a crematorium).

Groups such as the 10 O'clock Club (Sunday School) and the Lunch Club continued their activities, bringing in people of all ages. St Dunstan's church was successfully used as a venue for Bucks Art Week, as it has done for many years.

The season of Advent brought with it the Advent Craft Fair and the Chinnor Silver Band Concert, two events that bring a significant number of people into St Dunstan's who would not normally be there.

The Rev'd Sally Prendergast was formally licensed as an Assistant Curate (known as our Associate Priest) of our parish on 9th May by the Bishop of Buckingham; the parish has benefitted greatly from her ministry in innumerable ways, from the new things she has introduced such as Quiet Days, through to the continuity and stability she provided during the Vicar's period of paternity leave.

Financial Review

This year saw our income increase by over £14,000 compared to last year. Our expenditure increased by around £7,000, largely as a consequence of spending on the bell tower £5,000 of restricted money from a legacy received last year. We are therefore pleased to report a surplus for the year of nearly £5,000.

As in previous years, the largest single element of our income came from parishioner's donations, much of which was gift aided. Use of the Parish Giving Scheme for regular donations continued to grow, with 22 people using the scheme and over 40% of our gift aided donations now being made this way. We are now able to collect one off donations through the scheme, which we hope will facilitate donations from visitors as well as from more regular worshippers at St Dunstan's. Despite this increased use of the Parish Giving Scheme, our overall income from regular donations was down approximately 9%, but this decrease was balanced by an increase of £7,000 in other planned giving.

The church's fund-raising activities made a significant contribution to our income, for which thanks go to all involved whether organising or participating in these events.

Again this year we paid our full parish share contribution to the Diocese and gave in total £12,800, that is 10% of our income, to 8 mostly local charities. We replaced the bell tower sound boards at a cost of around £5,000 and undertook further maintenance on the church's heating system. Our utility costs were significantly higher than the previous year's. However, thanks to the foresight of our previous treasurer, long term fixed price contracts protected us from the worst effects of the increases in energy prices which have caused problems for so many people and organisations around the world.

For a combination of factors, in part related to recovery from the pandemic, we received gift aid tax payments in 2023 relating to two tax years. In 2024 we are likely to receive gift aid payments that will be around £15,000 less than those received in 2023. Shortly after the start of 2024 we received a legacy of £5,000. The 2023 restricted funds expenditure on the new bell tower sound boards should not recur. We do not plan any major repair and maintenance projects other than longstanding repairs to St Peter's chapel, Owlswick. Excluding that project, unforeseen costly maintenance work and any new initiatives requiring significant expenditure, we can therefore reasonably hope to be close to break-even in 2024.

In closing we would like to express our enormous gratitude to Anne White, our previous treasurer, not only for her decade of tireless service, but also for preparing the 2022 accounts for the 2023 APCM, and for the excellent training, encouragement and support she has given the new treasurer as he has taken over the role.

Reserves Policy

The Reserves Policy is that the church should maintain sufficient free, that is neither restricted nor designated, funds to cover at least 3 months expenditure on normal running costs as well as any forecast expenditure on committed capital projects.

At the end of 2023, free reserves stood at £38,482. Three months normal running costs amount to around £30,000. We anticipate carrying out this year the longstanding repairs to St Peter's chapel Owlswick, which are now estimated to cost around £16,500. We have some designated and restricted funds which can be applied to this work. Other essential repair and maintenance work consists of safety related work on trees in the churchyard at a cost of around £3,000, some minor remedial work to the church's ceiling, to which designated fabric funds can be applied, and replacement of a church hall window estimated at £500. On that basis, we are pleased to report that our reserves look to be compliant with the Reserves Policy.

The organ at St Dunstan's is in need of significant repair. We are in the process of determining the best way forward, but the cost looks likely to exceed a level we could reasonably meet from reserves such that we face the prospect of a significant fund-raising campaign.

Plans for the Future

A glimpse of plans for 2024 include:

- Continuing to offer new opportunities for prayer and discipleship, such as Quiet Days.
- Considering how we can build up our ministry to families and young people.
- Undertaking building works on St Peter's Chapel Owlswick
- Establishing a serving team, to enhance worship in the sanctuary.

Structure, Governance and Management

The Parochial Church Council (PCC) is a corporate body established by the Church of England and operating under the Parochial Church Council Powers Measure. The PCC is a charity registered under the full title of THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST DUNSTAN, MONKS RISBOROUGH (No 1153869). Members of the PCC are the trustees of the charity. The PCC met 5 times during the year.

The method and appointment of PCC members is set out in the Church Representation Rules. The Team Vicar, Assistant Curate and Churchwardens are ex officio members of the PCC.

Meetings are frequently preceded by a Standing Committee meeting, with the Standing Committee having the power to transact the business of the PCC between PCC meetings, subject to any directions given by the PCC, and to undergo preparatory work on behalf of the PCC ahead of full Council meetings. The Standing Committee comprises the Team Vicar, Assistant Curate, Churchwardens, Treasurer, and PCC Secretary.

Composition

During 2023, the following served as members of the PCC:

Team Vicar:	Peter Godden (Chairman)
Assistant Curate:	Sally Prendergast
Churchwardens:	Sue Ingram (as Churchwarden from March APCM) (Secretary until March APCM; Vice-Chairman from March APCM) Mick White (until March APCM) Paul Woodward-Court (Vice-chairman until March APCM)
Elected Members:	David Curry (Treasurer) Jane Curry (Deanery Synod representative) Charlie Fairall Anne-Marie Longshaw Alison Maycock (from March APCM) Simon Merchant Debbie Norie Lucy Nott (Secretary from March APCM) Margaret Pitman (Deanery Synod representative until March APCM) Jane Rogers (Deanery Synod representative until March APCM; remained on PCC thereafter) Angeline Vere Anne White (until March APCM)

The number of parishioners on the church electoral roll for 2023 was 149 (compared with 138 in 2022).

The Incumbent and Churchwardens are also trustees of Hody's Charity: a small charity established by a previous incumbent of the parish, and which offers young people from the parish support with education.

Administrative Information

The parish of Monks Risborough with Owlswick centres around two places of worship: St. Dunstan's Church, in the village of Monks Risborough; and St. Peter's Chapel in the hamlet of Owlswick. The parish forms part of the Risborough Team Ministry, in the Buckingham area of the Diocese of Oxford, within the Church of England.

St. Dunstan's Church is situated on Mill Lane, Monks Risborough, HP27 9JF.

St. Peter's Chapel is situated at Owlswick, Princes Risborough, HP27 9RH.

The correspondence address for both is: The Rectory, Mill Lane, Monks Risborough, HP27 9JE.

The parish website is www.stdunstanschurch.com.

The PCC is registered charity number 1153869.

Parish Bankers

Barclays Bank, Aylesbury

Independent Examiner

Ann Tomkins

St Dunstan's Church Monks Risborough Parochial Church Council
Accounts for the year ended 31 December 2023

Receipts and Payments account

2022		Notes	Unrestricted funds	Restricted funds	Designated funds	Total
£			£	£	£	£
	RECEIPTS					
	Receipts from generated funds:					
89,687	Voluntary income	2	96,528	1,378	0	97,906
19,558	Activities for generating funds	3	23,028	2,089		25,117
336	Investment income	4	315	0	781	1,096
<u>109,581</u>			<u>119,871</u>	<u>3,467</u>	<u>781</u>	<u>124,119</u>
5,848	Other cash receipts	5	3,455	1,885	0	5,340
<u>115,429</u>	Total receipts		<u>123,326</u>	<u>5,352</u>	<u>781</u>	<u>129,459</u>
	PAYMENTS					
	Payments for generating funds:					
0	Cost of generating voluntary income	6	455	0	0	455
5,190	Fundraising costs	7	4,511	770	0	5,281
	Investment management costs	8	0	0	0	
<u>5,190</u>			<u>4,966</u>	<u>770</u>	<u>0</u>	<u>5,736</u>
99,810	Church activities	9	97,419	7,135	0	104,554
11,842	Charitable donations	10	12,800	0	0	12,800
170	Church management & administration	11	67	0	0	67
	Other cash payments	12	0	1,318	0	1,318
<u>117,012</u>	Total payments		<u>115,252</u>	<u>9,223</u>	<u>0</u>	<u>124,475</u>
(1,583)	NET RECEIPTS / (PAYMENTS)		8,074	(3,871)	781	4,984
0	Transfers between funds		(1,000)	600	400	0
<u>(1,583)</u>	NET RECEIPTS / (PAYMENTS) after transfer:		<u>7,074</u>	<u>(3,271)</u>	<u>1,181</u>	<u>4,984</u>
61,975	Cash balances at start of year		31,408	5,000	23,984	60,392
<u>60,392</u>	Cash balances at end of year		<u>38,482</u>	<u>1,729</u>	<u>25,165</u>	<u>65,376</u>

The notes on the following pages form part of these accounts.

**St Dunstan's Church Monks Risborough Parochial Church Council
Accounts for the year ended 31 December 2023**

Statement of Assets & Liabilities

2022		Unrestricted funds	Restricted funds	Designated funds	Total
£		£	£	£	£
	Monetary assets				
0	Cash				0
11,210	Bank current account	7,292	1,729		9,022
24,798	Bank Subscription account	31,189			31,189
3,538	CBF Deposit account			3,651	3,651
2,075	CBF Organ Fund			2,141	2,141
18,771	CBF Fabric Fund			19,373	19,373
<u>60,392</u>		<u>38,482</u>	<u>1,729</u>	<u>25,165</u>	<u>65,376</u>

Other monetary assets

Investments assets

Assets used for the charity's own use

Liabilities

There were no contingent liabilities

The notes on the following pages form part of these accounts

These financial statements were approved by the Parochial Church Council on 14th of March 2024



Chairman



Trustee

St Dunstan's Church, Monks Risborough Parochial Church Council
Accounts for the year ended 31 December 2023
Notes to the financial statements

2022 1 Accounting policies

The financial statements have been prepared in accordance with Section 42(3) of the Charities Act 1993 using the receipts and payments basis and in accordance with the Church Accounting Regulations 1997 to 2001

2 Voluntary Income

Recurring income:

	Unrestricted Funds	Restricted Funds	Designated Funds	Total
54,076 Tax - efficient planned giving (excl. tax)	50,194			50,194
7,641 Collections of loose cash at services	5,724			5,724
3,322 Other planned giving (bankers order and payroll)	10,125	200		10,325
15,412 Tax recovered	30,485			30,485
80,451	96,528	200	-	96,728

Non-recurring income:

5,000 Legacies	-	-	-	-
600 Special appeals (Owlswick Building Fund)		1,093	-	1,093
1,450 Stewardship Campaign Donations with G/A	-			-
40 Other Stewardship Campaign Donations	-			-
2,146 Other Grants Received	-	50	-	50
- Insurance Claim	-			-
- Donations to Fabric Fund		-		-
- Fabric Grants		-		-
- Donations to General & Organ Fund		35		35
89,687	96,528	1,378	-	97,906

3

- Summer Fete/Advent Fayre	1,151			1,151
2,204 Concerts/Film Nights	3,779			3,779
6,598 Fees - weddings, funerals etc	11,066			11,066
2,856 Church magazine/Bookstall	1,872	770		2,642
2,773 Bucks Arts Week	3,572			3,572
859 Church Coffee/Coffee Mornings/Cream Teas	462			462
- Carol Singing	-			-
900 Parish Bar-B-Q/Harvest Lunch	927			927
447 Special Collections		1,138		1,138
185 Action Aid		181		181
269 Church Notelets/Church Booklets	199			199
2,467 Flower/Christmas Tree Festival	-			-
19,558	23,028	2,089	-	25,117

St Dunstan's Church, Monks Risborough Parochial Church Council
Accounts for the year ended 31 December 2023
Notes to the financial statements

2022

4 Investment income

	CBF deposit accounts		781	781
336	Bank interest	315		315
336		315	-	1,096

5 Other cash receipts

1,500	Council Grants		1,500	1,500
-	Deanery Grant for Mission	-		-
1,495	Sundry Income	56		56
755	Church Hall funds received	2,155		2,155
347	Donations for Flowers	-	385	385
928	Refunded VAT	957		957
823	Fellowship Group	288		288
5,848		3,455	1,885	5,340

6 Cost of generating voluntary income

	Gift Aid envelopes	455		455
--	--------------------	-----	--	-----

7 Fundraising costs

-	Summer Fete/Advent Fayre	210		210
3,336	Church magazine	2,584	770	3,354
33	Church Coffee/Cream Teas	56		56
404	Concerts/Film Nights	941		941
659	Parish Bar-b-q/Harvest Lunch	629		629
758	Flower/Christmas Tree Festival	-		-
	Church Notelets/Church Booklets	90		90
5,190		4,511	770	5,281

8 Investment management costs

	Investment advice			-
--	-------------------	--	--	---

9 Church activities

63,414	Parish Share	59,931		59,931
-	Church running costs:			-
4,621	Heating/Lighting/Water/Cleaning	10,395		10,395
1,701	Church Hall expenses	2,047		2,047
9,673	Repairs	4,636	5,200	9,836
6,130	Insurance	6,707		6,707
757	Flowers	680	385	1,065
372	Organ Maintenance	504		504
3,452	Existing Churchyard & Grounds	826	1,550	2,376
63	Church Equipment	-		-
893	Clergy Expenses	1,131		1,131
3,875	Cost of Services	3,074		3,074
1,095	10 O'clock Club/Young People's Ministry	1,446		1,446
2,474	Fees paid	5,301		5,301
143	Fellowship Group	219		219
-	New Churchyard	-		-
-	Use of Deanery Grant	-		-
1,147	Sundry Parish Expenses	522		522
99,810		97,419	7,135	104,554

St Dunstan's Church, Monks Risborough Parochial Church Council
Accounts for the year ended 31 December 2023
Notes to the financial statements

2022

10 Charitable donations

11,842	12,800			12,800
<u>11,842</u>	<u>12,800</u>	<u>-</u>	<u>-</u>	<u>12,800</u>

11 Church management and administration

-	Computer costs			-
170	Printing & stationery	67		67
<u>170</u>		<u>67</u>	<u>-</u>	<u>67</u>

12 Other payments

	Special Payments		1,318	1,318
	Extraordinary payments			-
<u>-</u>		<u>-</u>	<u>1,318</u>	<u>1,318</u>

13 Fund movements

		Receipts	Payments	At 31/12/23
		£	£	£
- 7,495	General Funds	123,326	115,252	8,074
5,000.00	Restricted funds	5,352	9,223 -	3,871
912	Designated Fund	781	-	781
<u>(1,583)</u>	Total fund movements	<u>129,459</u>	<u>124,475</u>	<u>4,984</u>

Independent examiners report to the trustees of St Dunstan's Church, Monks Risborough

I report to the Trustees on my examination of the accounts of St Dunstan's, Monks Risborough (St Dunstan's) for the year ended 31 December 2022 set out on pages 1 to 5.

Respective responsibilities of trustees and examiner

The church's trustees, the PCC, are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Act).

I report in respect of my examination of St Dunstan's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act).

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with my examination giving me cause to believe that in, any material respect:

- accounting records were not kept in respect of St Dunstan's as required by section 130 of the Act;
- the accounts do not accord with those records; or
- the accounts do 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 no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: Ann Tomkins

Professional qualification FCA

Date: 5th March 2024