

St Peter's Parochial Church Council
Report and Financial Statements
Year Ending 31 December 2023

Aims and Purposes

St. Peter's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, Canon Tim Hillier, in promoting the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also responsible for the maintenance and development of the church buildings.

Objectives and Activities

The primary objective of the PCC is the promotion of the gospel of Jesus Christ according to the doctrines and practices of the Church of England. We are committed to ministering as widely as possible across the community of Chertsey in order to draw men, women and children into a living relationship with Jesus Christ and to serve, unreservedly, the wider community.

One significant development to support this objective was the re-ordering of the main Church building to create a flexible and comfortable layout. The pews have been replaced with modern, stackable chairs, to enable the building to be used throughout the week by a larger and wider range of participants and activities and not just on a Sunday.

The PCC also aims to operate a policy of tithing 10% of the church's income from congregational giving to the General Fund. Every three years the PCC identifies four or five charitable trusts (local, national and international) to be recipients of our tithe. In addition to this, funds are raised and given to other charitable trusts each year. For 2023, the PCC agreed to commit £12,000 from voluntary income – representing 9% of congregational income.

The church is part of the Benefice of Chertsey, Lyne and Longcross within the Runnymede Deanery and Anglican Diocese of Guildford.

Financial Review

The 2023 accounts show a positive carry forward of funds as the Church continues its recovery post COVID 19 pandemic and despite the disruption to normal activities caused by the Church re-ordering project. Total General Fund Income was £236,721 assisted by two significant legacies. Expenses were managed closely despite the ongoing impact of inflation but there were exceptional items caused by a break-in and repairs to the boiler. The departure of the Curate and an inability to appoint a new Youth worker also reduced expected expenses. Investment has begun to refresh and upgrade the AV proposition following completion of the re-ordering in September.

The Total General Fund Expenditure was £239,562 resulting in a slight *deficit* on this fund of £2,591 after including the Coffee Break Fund transfer balance of £250 – leaving reserves of £22,400 and £461 to carry forward respectively.

Total receipts on the Restoration fund were £203,610 following substantial new grants, continued congregational gifting and VAT reclaim against the building works. This re-ordering started in March and was finished by September 2023. Total expenditure is shown as £33,668 as the building related items are depreciated over a 10-year period but the actual capital cash outlay in the period was over £330,000. The carry forward balance of this fund is £349,274.

During the year the total fund balances increased from £207,504 to £341,765. The average number of people in our regular giving scheme each month was 80 – positive growth despite some leavers compared to 75 last year.

Reserves Policy

The PCC works towards maintaining a cash reserve amount equivalent to 3 months of expenses should there be sufficient funds available to enable this. As at 31 December 2023 the cash reserve equated to 34 days of cover (LY 40).

Structure, Governance and Management

The method of appointment of church members is set out in the church representation rules. All church attendees are encouraged to register on the Electoral Roll, who are then eligible for election to the PCC. The PCC of St. Peter's Church is a registered charity with the Charities Commission number 1159207.

The elected members of the PCC are the trustees of the charity. Any individuals co-opted or in attendance at any PCC meetings have been, and will in future be, at the specific invitation of the elected PCC. Such individuals have no legal standing as trustees or voting rights on the PCC.

Administrative Information

St. Peter's Parochial Church is situated in Chertsey, Surrey. It is part of the Diocese of Guildford, within the Church of England. The correspondence address is London Street, Chertsey, Surrey KT16 8AS.

Members of the Parochial Church Council

All the members of the Parochial Church Council were elected at the APCM. The members of the Parochial Church Council during the year were:

Vicar	Canon Tim Hillier	Chairman
Curate	Rev. Anna Norton (Ex Officio Member) Rev. Sue Phillips (OLM) (Ex Officio Member)	
Asst. Minister	Rev. Christine Pattinson (Ex Officio Member)	
Ministry Team	Canon Tim Hillier (Ex Officio Member) George Hobbs (LLM) (Ex Officio Member) Rev. Anna Norton (Ex Officio Member) – until Sept 2023 Rev. Sue Phillips (OLM) (Ex Officio Member) Rev. Christine Pattinson (Ex Officio Member)	
Churchwardens	David Phillips Janet Alexander	
Elected members	Jackie Churchman Dominic Maher Lisa Maher Hannah Crees Edward Raven Elizabeth Glendinning-Smith Clare Rice Ronald Howell Christine Leach Ian Osman James Robertson Laura South	Secretary Treasurer DBS/Safeguarding

St Peter's Church, Chertsey : Report and Financial Statements for the year ended 31 December 2023

James Teader

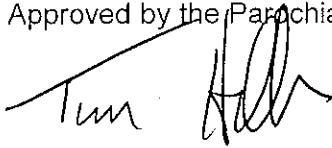
Co-opted members

Annie Burnham
Stuart Boreham

Deanery Synod Reps

Paul Tennant
Rosemary Richards
Kate Schuil

Approved by the Parochial Church Council on the 23rd April 2024 and signed on its behalf by :

A handwritten signature in black ink, appearing to read 'Tim Hillier', written over a horizontal line.

Canon Tim Hillier
Chairman

Independent Examiner Statement

I report on the accounts of the PCC for the year ended 31 December 2023, which are set out on pages 6 to 13.

Respective responsibilities of the PCC and examiner

The PCC is responsible for the preparation of the accounts. The PCC 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.

As examiner, 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 report

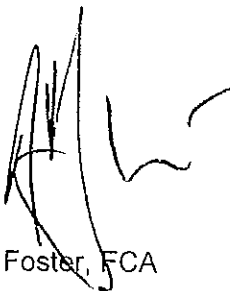
My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or 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 next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements: to keep accounting records in accordance with section 130 of the 2011 Act, and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act 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



John W Foster, FCA

40 Ellingham Road, Chessington, KT9 2JA

Statement of Financial Activities

	£	£	£	£
	Unrestricted Funds	Restricted funds	Total funds	Prior year total funds
Incoming resources				
Incoming resources from generated funds				
Voluntary income	211,547	152,040	363,587	317,777
Activities for generating funds	22,870	—	22,870	28,818
Investment income	10	1,712	1,722	266
Other incoming resources	3,062	49,858	52,919	4,470
Total income	237,490	203,610	441,100	351,331
Resources used				
Charitable activities	239,962	33,668	273,630	279,194
Total expenditure	239,962	33,668	273,630	279,194
Net income / (expenditure) resources before transfer	(2,472)	169,942	167,470	72,136
Total funds brought forward	25,333	182,171	207,504	135,368
Total funds carried forward	22,861	352,113	374,974	207,504

Balance sheet

	£	£
	2023	2022
Fixed assets		
Tangible assets	331,449	8,131
	331,449	8,131
Current assets		
Investments	594	594
Cash at bank and in hand	43,381	210,779
	43,975	211,373
Liabilities		
Creditors: Amounts falling due in one year	450	12,000
	450	12,000
Total net assets less liabilities	374,974	207,504
Represented by		
Unrestricted		
General fund	22,400	24,991
Designated		
Coffee Break - Charity Collections	461	342
Restricted		
Belfry Fund	1,781	1,781
Restoration Fund	349,274	179,332
Uganda - Moyo Hospital Fund	1,058	1,058
Funds of the church	374,974	207,504

Notes to the Accounts

Accounting Policies

The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, together with applicable accounting standards and the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2015).

The financial statements have been prepared on an accrual's basis under the historical cost convention.

Incoming Resources

Recognition of Incoming Resources

These are included in the Statement of Financial Activities (SOFA) when:

- the PCC becomes legally entitled to the benefit of the use of the resources;
- their ultimate receipt is virtually certain; and
- the monetary value can be measured with sufficient reliability

Grants and Donations

Grants and donations are included in the SOFA when any pre-conditions preventing their use by the PCC have been met. For collections and planned giving this is when the funds are received.

Gift Aid Tax Claims on Cash Donations

Gift Aid and other tax claims are included in the SOFA in the same accounting period as the cash donations to which they relate.

Volunteer Help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Investment Income

This is included in the accounts when receivable.

Expenditure and Liabilities

Liability Recognition

Liabilities are recognized as soon as the legal or constructive obligation arises.

Grants Payable

These are recognized when a commitment has been made.

Outward Giving

Giving to charitable organizations represents approved PCC giving as a commitment from current year activities.

Assets

Consecrated and benefice property

Consecrated and benefice property of any kind is excluded from the financial statements in accordance with Section 10(2) (a) and (c) of the Charities Act 2011.

Moveable Church Furnishings

These are capitalised at cost and depreciated over their useful economic life other than where insufficient cost information is available - in this case the item is not capitalized, but all items are included in the Church's inventory in any case.

Tangible Fixed Assets

These are capitalised if they can be used for more than one year, and cost at least £1,000. They are valued at cost and depreciated over their useful economic lives. The costs of the major re-ordering of the church in 2023 are being depreciated over a ten-year period.

Short Term Deposits

These include cash held on deposit either with the CBF Church of England Funds or at the bank.

Funds

Unrestricted Funds

These represent the funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use or for spending on future projects and which are therefore not included in its 'free reserves'.

Restricted/Designated Funds

These are funds that must be spent on restricted purposes.

Fund	Purpose
General Fund objectives	Unrestricted, undesignated, available for any of the PCC's
Belfry	Restricted for the expenses relating to the church bells and tower
Uganda - Moyo Hospital Fund	Restricted for the fundraising of medical equipment
Coffee Break	Designated for the collection and distribution of funds raised through specific Church events
Restoration Fund	Restricted for the expenses relating to the planned redevelopment of the church and church hall.

Bankers

National Westminster Bank PLC.

CBF Church of England Deposit Fund.

Analysis of Income and Expenditure

	£	£	£	£	£
	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>2023</u>	<u>2022</u>
INCOME AND ENDOWMENTS					
Incoming resources from generated funds - Voluntary income					
Planned giving	129,929	—	2,109	132,038	152,482
Income tax recovered on gift aid	21,387	—	21,529	42,916	40,383
Collections & donations	5,327	769	86,402	92,498	34,650
Legacies	49,135	—	—	49,135	70,914
Children & family worker	1,000	—	—	1,000	868
Youth & children worker	—	—	—	—	—
Curates accommodation	—	—	—	—	1,730
Grants	4,000	—	42,000	46,000	16,746
Total	210,778	769	152,040	363,587	317,777
Incoming resources from generated funds - Activities for generating funds					
Hall Hire	9,450	—	—	9,450	15,540
Fees income (gross)	9,394	—	—	9,394	12,623
Book sales	472	—	—	472	—
Catering	1,844	—	—	1,844	—
Social activities	1,710	—	—	1,710	655
Total	22,870	—	—	22,870	28,818
Incoming resources from generated funds - Investment income					
Bank interest	10	—	1,712	1,722	266
Total	10	—	1,712	1,722	266
Other incoming resources					
Misc Income	(538)	—	49,858	49,320	870
Deanery Admin	3,600	—	—	3,600	3,600
Total	3,062	—	49,858	52,920	4,470
INCOME TOTAL	236,720	769	203,610	441,099	351,331

	£	£	£	£	£
	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>2023</u>	<u>2022</u>
EXPENDITURE					
Charitable activities					
Outward giving	12,000	400	—	12,400	12,500
Runnymede Foodbank	—	—	—	—	400
Local Outward Giving	526	—	—	526	585
Parish share	97,562	—	—	97,562	94,680
Deanery	543	—	—	543	543
Telephone	406	—	—	406	427
Ministry team expenses	1,232	—	—	1,232	1,721
Curate accommodation	9,600	—	—	9,600	14,400
Fees payable to the Diocese	2,027	—	—	2,027	3,705
Fees - Staff paid for services	3,290	—	—	3,290	4,475
Altar requisites and flowers	181	—	—	181	54
Advertising, Newslink, Bridge	—	—	—	—	—
Organist	—	—	—	—	—
Licenses and subscriptions	150	—	—	150	150
Youth and children's worker	—	—	—	—	8,538
Young church / youth work	—	—	—	—	269
Parent & toddler group	986	—	—	986	—
Adult training and teaching materials	29	—	—	29	61
Children and family worker	12,540	—	—	12,540	12,817
Children's Church Leader	8,000	—	—	8,000	7,867
Water rates manse	717	—	—	717	659
Gas, electricity, water	11,518	—	—	11,518	7,947
Insurance	5,215	—	—	5,215	6,101
Verger / cleaner	4,718	—	—	4,718	2,739
Routine maintenance and cleaning	5,966	—	—	5,966	9,376
Extinguishers, security alarms, boiler	1,213	—	—	1,213	478
Audio visual and sound system	5,251	—	—	5,251	70
Depreciation on Hall replacement windows	—	—	2,033	2,033	2,033
Secretarial	21,392	—	—	21,392	20,676
Stationery, postage, telephone & sundries	1,491	—	—	1,491	693
Photocopier	2,681	—	—	2,681	2,570
Catering	7,670	—	—	7,670	2,278
Professional fees	2,762	—	19,687	22,450	37,248
General expenses	16,286	—	—	16,286	19,535
Deanery Admin	3,600	—	—	3,600	3,600
Building Project costs	—	—	3,605	3,605	—
Depreciation on Re-Ordering Project	—	—	7,825	7,825	—
Depreciation on New Chairs	—	—	517	517	—
Total	239,562	400	33,668	273,630	279,194
EXPENDITURE TOTAL	239,562	400	33,668	273,630	279,194
TOTAL INCOME LESS EXPENDITURE	(2,841)	369	169,942	167,470	72,136

Employee Emoluments

The number of persons employed by the PCC during the year was 9.

Total employment cost	£53,541
Total social security costs	£4,505
Total pension costs	£2,754

The social security costs were within the limit of the Employment allowance for the year.

Members of the PCC paid a salary during the year were:

Annie Burnham	£12,540
Christine Leach	£21,393
Clare Rice	£8,000

Independent Examiners Remuneration

Total cost £0

Fixed Assets

Tangible assets	Church Hall Windows	New Chairs	Church Re-Ordering
Cost	£10,165	£20,685	£313,007
Net book value: At 31 st December 2022	£8,132	NA	NA
Charge for the year	£2,033	£517	£7,825
Net book value: At 31 st December 2023	£6,099	£20,168	£305,182

Grants received

	2023	2022
Haberdashers	£3,000	£7,000
Guildford Diocese	£1,000	£4,467
Benefact Trust	£NA	£5,000
Surrey CC	£17,000	£NA
Garfield Weston	£20,000	£NA
Beatrice Laing	£5,000	£NA

Liabilities of more than one year

There is a liability to pay £1682.98 a year on the photocopier lease until October 2025

Fund movement by type

	£	£	£	£	£
	Opening	Incoming	Outgoing	Transfers	Closing
Belfry - Belfry Fund					
Restricted	1,781	—	—	—	1,781
Sub-total for Belfry	1,781	—	—	—	1,781
CoffeeBrk - Coffee Break Fund					
Designated	342	769	400	(250)	461
Sub-total for CoffeeBrk	342	769	400	(250)	461
Restore - Restoration Fund					
Restricted	179,332	203,610	33,668	—	349,274
Sub-total for Restore	179,332	203,610	33,668	—	349,274
Uganda - Uganda - Moyo Hospital					
Restricted	1,058	—	—	—	1,058
Sub-total for Uganda	1,058	—	—	—	1,058
General - General fund					
Unrestricted	24,991	236,721	239,562	250	22,400
Sub-total for General	24,991	236,721	239,562	250	22,400
Grand total	207,504	441,100	273,630	—	374,974

