

The Parochial Church Council of the  
Ecclesiastical Parish of  
St Andrew Bishopthorpe  
(Registered Charity 1161767)

Annual Report and Accounts  
For the year to 31 December 2023

The Parochial Church Council of the Ecclesiastical Parish of St Andrew Bishopthorpe  
(Registered Charity 1161767)

**INDEX PAGE**

MEMBERS REPORT 1-7

INDEPENDENT EXAMINER'S REPORT 8

RECEIPTS AND PAYMENTS ACCOUNT 9

ASSETS AND LIABILITIES 10

NOTES TO THE ACCOUNTS 11 - 14

The Parochial Church Council of the Ecclesiastical Parish of St Andrew Bishopthorpe  
**MEMBERS' REPORT FOR THE YEAR TO 31 DECEMBER 2023**

**ADMINISTRATIVE INFORMATION**

St Andrew's Church is situated on Church Lane, Bishopthorpe. It is in the Diocese of York within the Church of England. The correspondence address is The Parish Office, St Andrew's Church Hall, Church Lane, Bishopthorpe. YO23 2QG

The Parochial Church Council (PCC) is a charity registered with the Charity Commission. The Charity Commission Registration Number is 1161767. The members confirm that the Charity has complied with its duty to have regard to the guidance on public benefit published by the Charity Commission.

The PCC met every two months throughout 2023, plus one extraordinary meeting in November.

Members are elected at the APCM and/or co-opted through the year as required:

- Romy Dunn
- Sally Sutton
- Matt Probert (representative on Deanery Synod)
- Christine Hall

**Ex Officio members:**

- |                                 |   |
|---------------------------------|---|
| ● Priest-in-Charge (Shared **): | Rev. Simon Bray.                                |
| ● Reader with PTO               |   |
| Permission to Officiate:        | Tom Whaley                                      |
| ● Churchwarden:                 | Steven Hall, Martin Sutton appointed April 2023 |
| ● Safeguarding Officer:         | Sally Sutton                                    |
| ● Banking transaction approver: | Brian Mellors (retired churchwarden)            |

PCC Secretary: Christine Hall

**PCC Treasurer Function:**

HPH Chartered Accountants, 54 Bootham, York. YO30 7XZ.

\*\* Shared with St Chad's and St Clements, York, the "Bishopthorpe Road Parishes Benefice".

## **MEMBERS' REPORT FOR THE YEAR TO 31 DECEMBER 2023**

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure.

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

### **OBJECTIVES AND ACTIVITIES**

The object of the PCC is to co-operate with the priest-in-charge in promoting in the Parish of St Andrew Bishopthorpe and across the newly-formed benefice of St Andrew's Bishopthorpe, St Chad's York and St Clement's York, i.e. the 'Bishopthorpe Road Parishes', the whole mission of the Church – pastoral, evangelistic, social and ecumenical. And to continue our ecumenical relationship with Bishopthorpe Methodist church.

The PCC is responsible for:

- the financial management of the church;
- the care and maintenance of the church fabric;
- the care and maintenance of the church hall.

The PCC has powers under the Parochial Church Councils (Powers Measure) 1956 to enable it to discharge its duties by:

- acquiring, managing and administering property for ecclesiastical purposes affecting the parish;
- formulating and approving an annual budget for maintenance of church work;
- making representation to the Archbishop with regard to matters affecting the welfare of the parish.

## MEMBERS' REPORT FOR THE YEAR TO 31 DECEMBER 2023

### ACHIEVEMENTS AND PERFORMANCE (Review of the Year)

**Electoral Roll.** There are 75 names on the electoral roll.

During the year the full PCC met 6 times: 19th January, 16th March, 11th May, 20th July, 16th November, 23rd November (Budget meeting)

Combined Benefice PCC Meetings were held before the full PCC meetings on May 11th, July 20th. The combined benefice meeting without split was held on 21st September.

The Standing Committee met on the 6th Feb, 25th April, 13th June, 29th August, 16th October and the 11th December.

#### **Sunday average attendance**

4 Sunday services were held during October, on which the annual count is based:

Three 10.30am Holy Communions, one 9am traditional Communion and one 10.30am Praise Service.

Average attendance over 4 Sundays in October is 24 adults and 4 children

#### **List of Sunday Services, recorded, streamed and live (in-person)**

10:30am Eucharist every Sunday except the 3<sup>rd</sup> Sunday of the month, where instead there is a 9am Traditional Eucharist and 10:30 praise service.

#### **List of weekday Services**

2<sup>nd</sup> and 4<sup>th</sup> Friday of every month at 10:15am. Other weekday services are available within the Benefice.

#### **Metrics:**

Baptisms:	10
Confirmation candidates/services:	0 / 0
Weddings:	3
Funerals in church:	10
Funerals in church with burial in churchyard:	5
Burial of ashes:	14
Average Weekly Attendance:	24 adults, 4 children
Easter Communicants/Worshippers:	50 / 54 (3 under 16) + 31 at Sunrise service
Christmas Eve Communicants:	benefice communion not at St A
Christmas Eve Attendants:	222 adults/116 children at Christingle
Christmas Day Communicants:	33
Christmas Day Worshippers:	43 adults 14 children
Total Attendance at Christmas Services as above:	265 adults + 130 children (best estimate).

The Parochial Church Council of the Ecclesiastical Parish of St Andrew Bishopthorpe  
**MEMBERS' REPORT FOR THE YEAR TO 31 DECEMBER 2023**

**Church Activities**

2023 was another year of change for St Andrew's within the Bishopthorpe Road Parishes Benefice. With the weekly Communion service continuing at St Andrew's and a renewed focus on encouraging families to be welcomed to services with Children@Church; and Praise services to allow space for Love Worship to share their gifts through more contemporary worship.

This year the three PCCs began to hold joint meetings prior to their separate meetings on each occasion (remaining on alternate months), with Standing Committees meeting in the other months. During the year there has been significant progress made on the decision to work towards a shared online presence, which will come to fruition in 2024; having appointed a part-time Pioneer Worker we look forward to more growth and change in this area; and in November, as a Benefice, we appointed an Operational Leader.

Our connections to St. Chad's and St. Clement's continue to grow with regular combined services at each location and combined PCC meetings spaced throughout the year when we all get together and exchange ideas and worship together.

The church held a Garden Party on Sunday 29th July. This was an opportunity both for people to give and also to discover what the church is doing.

We had a very successful Good Friday families trail and shared service with the Methodists including a walk of witness.

Members of St Andrews are regulars and strong supporters of Benefice activities including: Explore Groups, Community Connect, The 4.15, Taize, and Love Worship.

In the parish, St Andrew's had a stall at the Autumn Village Fair and members attended regular village events most often selling knitted items.

**FUNDRAISING AND CHARITABLE GIVING**

The major fundraiser for the church this year was the St Andrew's Garden Party including stalls, mouse trail and bell ringing.

The church members ran two major fundraisers for charity, the Christingle service to raise money for The Children's Society and a brass band concert to raise money for Christian Aid. In addition, the church also made a number of smaller donations to local charities.

**CHILDREN AND YOUNG PEOPLE**

Although DangerZone is no longer running Summit continues to be popular, particularly for those in Y11 but it is open to all from Y8 upwards. They meet on Fridays and welcome young people from all churches and none. 8-10 young people on the register.

JAM (Jesus and Me) has been meeting as a lunchtime club in the junior school and since September has been running 2 groups with approximately 30 children attending.

Youth Leaders have updated their Safeguarding training and some also attended practical training events off site.

## MEMBERS' REPORT FOR THE YEAR TO 31 DECEMBER 2023

The summer holiday club ran for the first time for a full week post covid in partnership with St Edward's in Dringhouses, including 33 children year 6 and below and 3 teenagers, all from St Andrews. The teenagers supported the morning activities and then took part in their own activities in the afternoon.

St Andrew's church bell ringers' practiced every Friday except Good Friday and rang for Sunday service and a few weddings. There were notable times when the bells rang to celebrate the Coronation of King Charles III, in support of the annual Ringing World National Youth Contest and the Church Open Day.

### OTHER

Members of the church have set up a rota to ensure that the church can be opened every day between at least 10am and 4pm for whosoever would like to enter.

The Church Hall is fully open to the community though not yet bringing in enough to support its costs. The church has been booked a few times by outside organisations, mainly for musical events.

After 8s, house groups and St Andrew's Fellowship continue to provide support and nurture for people in their faith.

A number of services were held jointly with our ecumenical partners at the Methodist church including Remembrance Sunday and the carol service in December.

We have a collecting point for the nearest food bank at the back of the church and approximately one 'green box' is delivered every fortnight.

The Parochial Church Council of the Ecclesiastical Parish of St Andrew Bishopthorpe  
**MEMBERS' REPORT FOR THE YEAR TO 31 DECEMBER 2023**

**FINANCIAL REVIEW**

During the year voluntary income increased by £3,649. The income from fundraising including church hall lettings decreased by £1,121.

The church contributed £27,500 to the diocesan parish which largely provides the stipends and housing for the clergy. This equated to 43% of the total income they received.

The church has excess of receipts over payments of £11,261. Excluding the loan receipts, the church cash funds increased by £1,761 (2022 – decreased by £2,127).

The level of funds held in the general purpose fund is £66,516 which equates to between 12-13 months of expenditure.

**RESERVES POLICY**

Money should only be kept in reserve for specific reasons – whilst the Bible clearly indicates that we should not hoard it is also clear that sensible planning for known events and responsibly for others is important.

- The PCC already has in place restricted and unrestricted reserved funds allocation as shown in the accounts.
- The PCC's main financial concern is to reduce the current annual financial deficit. Following a significant legacy in 2012-13 the PCC had agreed planned losses to help with the development of the church in the Bishopthorpe community. Due to a previous years' increase in the Diocese of York Free Will Offering, an unplanned significant reduction in planned giving, and a loan of £54,000 to Bishopthorpe Old Church School, the annual losses are depleting the churches reserves at too high a rate.
- Various initiatives are now being taken to reduce the annual deficit.
- It was felt appropriate to keep three months general running costs in reserve £15,390.

Policy: It is the policy of this church to keep three months running costs, in the general fund, to cover unforeseen emergencies. Initiatives are being taken to increase funding to the church. A strict policy that no expenditure will be incurred unless a higher benefit will be the direct result.



The Parochial Church Council of the Ecclesiastical Parish of St Andrew Bishopthorpe  
**MEMBERS' REPORT FOR THE YEAR TO 31 DECEMBER 2023**

**Advisors**

**Investment Managers:** CCLA Investment Management Limited, Senator House, 85 Queen Victoria Street, London

**Bankers:** CAF Bank, Santander, Shawbrook Bank

**Accountants:** HPH, 54 Bootham, York, YO30 7XZ

**Independent Examiner:**

Approved by the Members on 19 May 2024 and signed on behalf of the Charity by:



.....  
Simon Bray - (PCC Chair)  
Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF  
ST ANDREW BISHOPTHORPE**

I report to the trustees on my examination of the accounts of The Parochial Church Council of the Ecclesiastical Parish of St Andrew Bishopthorpe ("the PCC") for the year ended 31 December 2023.

This report is made solely to the PCC's trustees, as a body, in accordance with section 154 of the Charities Act 2011. My independent examination work has been undertaken so that I might state to the PCC's trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the PCC and the PCC's trustees as a body, for my independent examination work, for this report, or for the opinions I have formed.

**Responsibilities and basis of report**

As the charity trustees of the PCC, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act') and the Church Accounting Regulations 2006 ('the regulations').

I report in respect of my examination of the PCC'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. My examination was also carried out in accordance with the terms found in the Church guidance, 2006 edition, issue by the Finance Division of the Archbishops' Council.

**Independent examiner's statement**

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

1. accounting records were not kept in respect of the PCC as required by section 130 of the 2011 Act or
2. the accounts do not accord with those records.

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.



Andrew Hindle MAAT  
18th May 2024

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL OF ST ANDREW BISHOPTHORPE**

**RECEIPTS AND PAYMENTS ACCOUNT**

**FOR THE YEAR ENDED 31 DECEMBER 2023**

	Note	Unrestricted Funds	Restricted Funds	Total Funds	
		£	£	2023 £	2022 £
<b>Receipts</b>					
Voluntary Income					
Planned giving		8,935	-	8,935	9,689
Collections at services		6,133	-	6,133	4,173
All other giving/voluntary receipts	3(a)	11,502	-	11,502	9,186
Gift aid recovered		3,023	-	3,023	2,896
		29,593	-	29,593	25,944
Activities for generating funds	3(b)	17,166	-	17,166	17,259
Investment income	3(c)	1,777	-	1,777	592
Church activities	3(d)	4,521	681	5,202	6,753
Other incoming resources	3(e)	9,582	-	9,582	9,582
		62,639	681	63,320	60,130
Loan receipts		9,500	-	9,500	6,000
<b>Total Receipts</b>		72,139	681	72,820	66,130
<b>Payments</b>					
Church activities					
Diocesan parish contribution		27,500	-	27,500	30,000
Clergy costs		622	-	622	233
Church running expenses	4(a)	19,557	925	20,482	18,776
Hall running costs	4(b)	9,168	-	9,168	10,452
Governance costs	4(c)	3,787	-	3,787	3,317
<b>Total Payments</b>		60,634	925	61,559	62,778
<b>Excess of receipts over payments/(payments over receipts)</b>		11,505	(244)	11,261	3,352
<b>Transfer between funds</b>		-	-	-	-
<b>Bank balances brought forward at 1 January</b>		108,568	9,484	118,052	114,700
<b>Bank balances carried forward at 31 December</b>		<b>£ 120,073</b>	<b>£ 9,240</b>	<b>£ 129,313</b>	<b>£ 118,052</b>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL OF ST ANDREW BISHOPTHORPE

STATEMENT OF ASSETS AND LIABILITIES

AS AT 31 DECEMBER 2023

	Unrestricted Funds £	Restricted Funds £	Total Funds	
			2023 £	2022 £
<b>Current Assets - Bank Balances</b>				
Short term deposits	26,050	-	26,050	25,869
Cash at bank	98,623	9,240	107,863	92,382
Funds held as agent	(4,600)	-	(4,600)	(199)
	<b>120,073</b>	<b>9,240</b>	<b>129,313</b>	<b>118,052</b>
<b>Fixed Assets</b>				
Church Hall (valued September 1998)	147,646	-	147,646	147,646
<b>Investment Assets</b>				
CBF investment fund income shares at market value	97,823	-	97,823	86,903
<b>Other Monetary Assets</b>				
Long term loan	23,493	-	23,493	32,993
Debtor	-	-	-	1,023
	<b>23,493</b>	<b>-</b>	<b>23,493</b>	<b>34,016</b>
<b>Assets retained for church use</b>	<b>£ 389,035</b>	<b>£ 9,240</b>	<b>£ 398,275</b>	<b>£ 386,617</b>
<b>Liabilities</b>				
Creditors for church activities payments	2,177	-	2,177	980
	<b>£ 2,177</b>	<b>£ -</b>	<b>£ 2,177</b>	<b>£ 980</b>

Approved by the Parochial Church Council on 16 May 2024  
and signed on its behalf by

.....  
Simon Bray - PCC Chair

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL OF ST ANDREW BISHOPTHORPE

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

### 1. Accounting Policies

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006, using the receipts and payments basis.

### 2. Funds

General purpose funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Restricted funds represent income which is to be expended on the restricted purposes intended by the donor or for a specific PCC activity intended by the donor.

### Analysis of Funds

	B/F				C/F
	01.01.23	Receipts	Payments	Transfer	31.12.23
<b>Restricted funds</b>					
Churchyard maintenance fund	500	-	-	-	500
Bellringing fund	4,710	681	204	-	5,187
Margaret Jones youth fund	502	-	478	-	24
Music & choir fund	2,205	-	-	-	2,205
Sanctuary fund	302	-	143	-	159
Vicar's discretionary fund	1,265	-	100	-	1,165
	<u>£ 9,484</u>	<u>£ 681</u>	<u>£ 925</u>	<u>£ -</u>	<u>£ 9,240</u>

All the restricted funds held above relate to income received for the maintenance of various parts of the church or specific activities.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL OF ST ANDREW BISHOPTHORPE**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2023**

**2. Funds - continued**

	<b>B/F</b>			<b>Gains/</b>		<b>C/F</b>
	<b>01.01.23</b>	<b>Receipts</b>	<b>Payments</b>	<b>Losses</b>	<b>Transfer</b>	<b>31.12.23</b>
<b>Designated funds</b>						
Accumulated fund - hall value	147,646	-	-	-	-	147,646
Church building improvement fund	69,167	-	-	-	-	69,167
Church repair fund	24,899	-	427	-	-	24,472
Churchyard maintenance fund	8,935	-	1,420	-	-	7,515
Church hall fund	206	-	-	-	-	206
Car park fund	11,109	648	-	-	-	11,757
Kneeler fund	748	-	-	-	-	748
Margaret Jones youth fund	8,827	563	367	-	-	9,023
Church repair fund - sound system	374	-	-	-	-	374
Organ fund	5,859	-	-	-	-	5,859
Sanctuary fund	7	-	-	-	-	7
Mission fund	4,750	-	-	-	-	4,750
	<b>£ 282,527</b>	<b>£ 1,211</b>	<b>£ 2,214</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 281,524</b>
<b>Unrestricted undesignated funds</b>						
General purpose fund	63,508	70,928	58,420	-	(9,500)	66,516
Investment value fund	30,075	-	-	10,920	-	40,995
Movements between cash and assets	-	(9,500)	-	-	9,500	-
	<b>£ 93,583</b>	<b>£ 61,428</b>	<b>£ 58,420</b>	<b>£ 10,920</b>	<b>£ -</b>	<b>£ 107,511</b>
<b>Total funds</b>	<b>£ 385,594</b>	<b>£ 63,320</b>	<b>£ 61,559</b>	<b>£ 10,920</b>	<b>£ -</b>	<b>£ 398,275</b>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL OF ST ANDREW BISHOPTHORPE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

	Unrestricted Funds	Restricted Funds	Total Funds	
	£	£	2023	2022
	£	£	£	£
<b>3. Receipts</b>				
<b>3(a) All other giving/voluntary receipts</b>				
Legacies	-	-	-	1,000
Donations	3,931	-	3,931	2,326
Grants - Feoffees (Church Insurance)	5,071	-	5,071	4,610
Grants - Heating	2,500	-	2,500	1,250
	11,502	-	11,502	9,186
<b>3(b) Activities for generating funds</b>				
Fundraising Events	1,632	-	1,632	679
St Crux	-	-	-	1,006
Gift day	1,063	-	1,063	2,742
Hospitality	225	-	225	350
Church centre lettings	41	-	41	470
Rent - Car park	648	-	648	648
Hall Letting Income	13,557	-	13,557	11,364
	17,166	-	17,166	17,259
<b>3(c) Income from investments</b>				
Bank and CCLA Deposit Fund interest	1,777	-	1,777	592
	1,777	-	1,777	592
<b>3(d) Income from church activities</b>				
Fees for weddings and funerals	4,521	681	5,202	6,753
	4,521	681	5,202	6,753
<b>3(e) Other incoming resources</b>				
Mobile mast income	9,582	-	9,582	9,582
	9,582	-	9,582	9,582



**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL OF ST ANDREW BISHOPTHORPE**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2023**

	Unrestricted Funds	Restricted Funds	Total Funds	
	£	£	2023	2022
	£	£	£	£
<b>4. Payments</b>				
<b>4(a) Church running costs</b>				
Property costs				
- Church insurance	4,994	-	4,994	4,583
- Utilities	3,412	-	3,412	3,383
- Church cleaning	-	-	-	18
- Fabric maintenance and repairs	627	478	1,105	979
- Church yard maintenance	1,420	-	1,420	679
Sanctuary costs	313	347	660	541
Director of Music and other music costs	1,174	-	1,174	1,053
Telephone	946	-	946	994
Printing stationery and books	182	-	182	109
School books and bibles	10	-	10	532
Photocopying	1,997	-	1,997	1,842
Sundry expenses	899	-	899	790
Legal and professional fees	1,420	-	1,420	1,364
Youth club	367	-	367	-
Bank charges	116	-	116	109
Grants and deanery offering	1,680	100	1,780	1,800
	19,557	925	20,482	18,776
<b>4(b) Hall running costs</b>				
Refuse collection	193	-	193	169
Cleaning - staff	4,984	-	4,984	4,643
Cleaning - other expenses	911	-	911	751
Electricity	709	-	709	754
Gas	1,361	-	1,361	807
Water	380	-	380	1,161
Repairs and maintenance	302	-	302	1,163
Booking secretary salary and expenses	-	-	-	772
Sundry expenses	328	-	328	232
	9,168	-	9,168	10,452
<b>4(c) Governance costs</b>				
Accountancy fees	3,787	-	3,787	3,317
	3,787	-	3,787	3,317

**5. Payments to PCC members**

No member of the PCC received any remuneration.