

**ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31ST DECEMBER 2020**

**PAROCHIAL CHURCH COUNCIL
ST MARY MAGDALENE
SOUTH BERSTED**

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2 Broadbridge Business Centre
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Bosham
West Sussex
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INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees/members of the South Bersted Parochial Church Council on the annual accounts for the year ended 31st December 2020 set out on pages 3 to 8.

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
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Date: 26th March 2021

SOUTH BERSTED PAROCHIAL CHURCH COUNCIL

STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31ST DECEMBER 2020

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
RECEIPTS :					
Voluntary Receipts	2a	52,747	-	52,747	68,117
Activities for Generating Funds (Trading)	2b	9,441	-	9,441	17,608
Charitable Activities	2c	2,879	181	3,060	5,078
Investment Income	2d	-	115	115	112
Other Receipts	2e	2,761	-	2,761	1,301
TOTAL RECEIPTS		67,829	296	68,125	92,216
PAYMENTS :					
Fundraising Costs (Trading)	3a	10,148	-	10,148	16,394
Charitable Activities	3b	70,684	449	71,133	97,374
TOTAL PAYMENTS		80,832	449	81,281	113,768
NET INCOMING/(OUTGOING) RESOURCES		-13,003	-153	-13,156	-21,552
Adjusted Cash Balances Brought Forward as at 1st January 2020	10	32,844	4,692	37,536	59,088
Funds Transfer	5	-	-	-	-
BALANCES CARRIED FORWARD		19,841	4,539	24,380	37,536

The notes on pages 5 to 8 form part of these accounts.
All operations are continuing operations.

SOUTH BERSTED PAROCHIAL CHURCH COUNCIL

STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST DECEMBER 2020

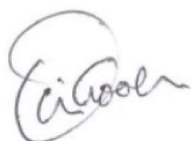
	Unrestricted Fund £	Restricted Fund £	31-Dec 2020 Total £	31-Dec 2019 Total £
ASSETS				
Church Cash Funds:				
Current Account	8,914	-	8,914	13,464
Restricted Account	10,927	4,395	15,322	21,432
After Eights		144	144	27
	19,841	4,539	24,380	34,923
Church Hall Account			-	2,613
TOTAL CASH FUNDS	19,841	4,539	24,380	37,536
Represented by:				
Unrestricted Funds	4,229		4,229	9,888
Designated Funds	15,611		15,611	6,189
Restricted Funds		4,539	4,539	21,459
Endowment Funds		-	-	-
	19,841	4,539	24,380	37,536
Other Monetary Assets:				
Assets retained for the Charity's own use:				
Fletcher Income Shares		3,899	3,899	3,623
	0	3,899	3,899	3,623
Liabilities				
Diocesan Fees				813
Independent Examiners Fee			720	500
	0	0	720	1,313

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 3 to 4.

Approved by the Parochial Church Council on 18th March 2021 and

Signed on their behalf by



..... Revd Tim Crook, Chairman

SOUTH BERSTED PAROCHIAL CHURCH COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2020

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 £	Restricted Funds £	Total 2020 £	Total 2019 £
a) Voluntary Receipts					
Donations and Collections		2,826		2,826	2,806
Gift Aid Tax Recovered		8,373		8,373	14,005
Loose Offerings		1,869		1,869	5,860
Planned Giving		32,995		32,995	38,190
Planned Giving Non Gift Aid		596		596	1,266
Special Appeals		6,088		6,088	5,990
		52,747	0	52,747	68,117

b) Activities for Generating Funds (Trading)

Weddings & Funerals - PCC Fees	8	1,070		1,070	3,153
Weddings & Funerals - Diocesan Fees		2,398		2,398	1,987
Weddings & Funerals - Provision of Organist		120		120	510
Weddings & Funerals - Provision of Verger		175		175	295
Weddings & Funerals - Locum Fees				0	165
Church Hall Lettings		5,678		5,678	11,498
		9,441	0	9,441	17,608

c) Charitable Activities

After Eights	5		181	181	304
Duncton Weekend Away				0	1,520
Easy Fundraising		98		98	268
Open For Coffee		593		593	1,297
Other Income				0	782
Designated Funds		2,188		2,188	512
Restricted Funds				0	394
		2,879	181	3,060	5,078

d) Investment Income

Fletcher Dividends Received	5		115	115	112
		0	115	115	112

e) Other Receipts

Appeals				0	515
PAYE Contributions from Church Hall				0	686
Miscellaneous Income	9	2,021		2,021	0
Returnable Deposits		740		740	100
		2,761	0	2,761	1,301

3. PAYMENTS

a) Fundraising Costs (Trading)

Weddings & Funerals

Weddings & Funerals - Diocesan Fees (2019 Liability)		813		813	4,383
Weddings & Funerals - Diocesan Fees (2020)		2,021		2,021	1,624
Weddings & Funerals - Provision of Organist		96		96	360

Church Hall

Caretaker	5	2,188		2,188	3,686
Insurance		1,992		1,992	1,958
Maintenance & Hall Supplies		45		45	589
Utilities		2,183		2,183	3,290
Waste Collection		810		810	504

		10,148	0	10,148	16,394
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SOUTH BERSTED PAROCHIAL CHURCH COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2020

3. PAYMENTS (Continued)

	Note	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
b) Charitable Activities					
Ministry Costs					
Locum Clergy Fees				0	165
Parish Share	7	37,018		37,018	55,418
Church Running Costs					
Services		1,340		1,340	1,191
Vicar's PA		5,803		5,803	5,832
PAYE Paid		763		763	967
Broadband		802		802	250
Church Maintenance					
Office Expenses		2,026		2,026	3,247
Subscriptions				0	45
Repairs and Maintenance		1,472		1,472	312
Organ Tuning		241		241	234
Utilities		3,722		3,722	4,590
Insurance		2,496		2,496	2,457
General Expenses		74		74	26
Music					
Organist		706		706	1,210
Vicar and Vicarage					
Council Tax and Utilities		3,188		3,188	2,782
Mission Giving		5560		5,560	4,950
Grants		1,200		1,200	1,200
Appeals				0	615
Duncton Weekend Away				0	1,549
After Eights	5		64	64	284
Governance		24		24	0
Examination and Accountancy Costs		480		480	840
Miscellaneous		162	-	162	1,492
Designated Legacy Spending		3,607		3,607	0
All Other Restricted Funds	5		385	385	7,718
		70,684	449	71,133	97,374

4. STAFF COSTS AND PAYMENTS TO TRUSTEES

The collective PCC members received reimbursement payments for purchases made on behalf of the Church and individual grants totalling £3,139. No payments were made to PCC members in the form of salary or wage as employees of the PCC. The collective PCC members made voluntary contributions to Church funds, including Gift Aid claimed on their behalf, totalling £6,787. No material transactions took place between the Church and PCC members or any person connected to them.

SOUTH BERSTED PAROCHIAL CHURCH COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2020

5. FUNDS

Note	Balance 01-Jan 2020 £	Income £	Expend- iture £	Transfers £	Balance 31-Dec 2020 £
GENERAL FUNDS	9,888	59,195	64,447	-406	4,229
DESIGNATED FUNDS					
CHURCH HALL ACCOUNT	2,614	5,678	7,218	-	1,074
Additional Church AV (Legacy funded)	2,638			- 2,638	-
ABC	164	140			304
Book Sales	43				43
Candy Floss	151				151
Christmas Cards	50		50	-	-
Churchyard	2,850	1,425		220	4,495
Church in the Car Park (summer)	-		432	432	-
Church Sound and Projection	493		1,400	2,689	1,781
Dunton	21			-	21
Hall Projection	50			- 50	-
Hospitality	78			-	78
Marketing Fund	66			-	66
Memorial Benches	175	575	530	- 220	-
Mission	4,465		5,560	3,368	2,273
Open for Coffee	834	593	170	- 1,257	-
Rob Newey (Legacy funded)	350			- 350	-
Sundae Service (Legacy funded)	977			- 977	-
Teaching Resources	115	48	126	-	37
Vicar's PA - Additional Hours (Legacy funded)	1,784		442	-	1,342
Verger's Fund	1,403	175		- 1,578	-
Adjustment	60			- 60	-
OTHER DESIGNATED ACCOUNTS	3,575		456	827	3,946
TOTAL DESIGNATED	22,956	8,634	16,384	406	15,611
TOTAL UNRESTRICTED	32,844	67,829	80,832	0	19,841
RESTRICTED FUNDS					
Choir	74		5		69
Fletcher Alms	1,708	115	5		1,818
Flower Fund	213				213
Friends of South Bersted Church	115		115		-
Hall Kitchen	651				651
Puppets	33		19		14
Sunday School (Legacy funded)	1,853		226		1,627
Vicar's Projects	18		15		3
	4,665	115	386	0	4,394
RESTRICTED FUND WITH OWN BANK ACCOUNT					
After Eight Group	27	181	64		144
TOTAL RESTRICTED	4,692	296	449	0	4,539
GRAND TOTALS	37,536	68,124	81,281	0	24,380

SOUTH BERSTED PAROCHIAL CHURCH COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2020

6. BANK ACCOUNT STRUCTURE

During the 2020 calendar year, the separate Fees and Church Hall bank accounts were both closed and their surplus balances were transferred to the General account. Following a similar move of the Designated account in 2019, the PCC now operates two key bank accounts for General Funds (non-restricted) for holding legacy funds and maintaining the church and church hall general requirements; and a second dedicated bank account for the collective Restricted Funds.

7. PARISH SHARE

For the 2020 year, Arun & Bognor Deanery amended their requisition method to be a pledge based system. Each Parish is requested to submit their own pledge based on their bespoke affordability. In 2020, South Bersted PCC pledged a figure of £37,018 which was equal to 50% of the Parish Ministry Costs for the year and during the year were able to pay the full amount of that pledge, leaving no liability to be carried into 2021.

8. FEES FROM WEDDINGS & FUNERALS

Activity Overview

2018 - 29 funeral services, 3 weddings

2019 - 14 funeral services, 3 weddings

2020 - 13 funeral services, 0 weddings

9. MISCELLANEOUS INCOME - TALENTS

In the final 2 months of 2020, a project was undertaken as an initiative of the Vicar under the auspices of the Parable of the Talents. The Vicar presented a gift of £10 from his personal funds to each adult member of the worshipping community and suggested in the spirit of the Parable that this money could be put to work for the good of the Church. As at 31st December 2020, a sum of £2,021 had been raised and donated to the Church funds from a variety of activities such as cake baking, craft sales, furniture upcycling and general donations.

10. ADJUSTMENT TO BALANCES BROUGHT FORWARD

The status of all funds has been considered by the PCC and the conclusion drawn was that only the funds listed below are truly restricted and all others function as designated funds even though many of these were previously shown as restricted. To reduce the complexity of showing all transfers of these funds from being restricted to designated it has been decided to make an adjustment to the 'Closing balances as at 31st December 2019 carried forward' and show this as the 'Opening balance as at 1st January 2020'. This is all detailed below:

	Unrestricted £	Designated £	Restricted £	Total £
Closing balance 31 December 2019	9,888	6,189	21,459	37,536
Restricted Funds				
Choir			74	
Fletcher Alms			1,708	
Flower Fund			213	
Friends of South Bersted Church			115	
Hall Kitchen			651	
Puppets			33	
Sunday School (Legacy funded)			1,853	
Vicar's Projects			18	
After Eight Group			27	
Designated Funds				
All other funds as shown in note 5		22,956		
Adjusted Opening balance 1 January 2020	9,888	22,956	4,692	37,536