

# St Mary Magdalene, South Bersted

## Trustees Annual Report for 2022

### OUR AIMS AND PURPOSES AS A CHARITY

The primary objective of St Mary Magdalene's PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. The PCC has the responsibility of co-operating with the incumbent, the Revd Tim Crook, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

Our aim at South Bersted, as stated in our Mission Statement, is, 'To know Jesus Christ better and make Him better known' and to make and mature, maturing-making disciples of Jesus Christ. Mindful always of this, our objectives for 2022 were:

**BELONG:** Everyone hospitably welcomed, loved, supported & encouraged to frequently attend and be at home in one of our congregations and a small group. We are all broken sinners whose only hope is Jesus and equal at the foot of the Cross.

**EXALT:** Raising our supernatural God to His rightful first place in all of our thoughts, words and deeds. Meeting for corporate prayer expressing with gratitude our entire dependence on Him.

**RESOURCE:** Giving generously our treasure, time & talents, serving a ministry within this church and a mission beyond it, according to SHAPE.

**SHEPHERD:** Leading one another to our Chief Shepherd Jesus for pastoral care.

**TEACH:** Gospel-driven Bible truth, equipping all ages to navigate God's way and thrive in life's challenges today.

**EVANGELISE:** Unashamed clear and confident Gospel sharing, purposefully invitational to services, events, courses & 1-2-1's.

**DISCIPLE:** Making and maturing more disciple-making, growing and grace-filled Jesus followers.

### **WHAT WE PLANNED TO DO TO ACHIEVE OUR CHARITABLE OBJECTIVES**

When planning our activities for the year, our incumbent and the PCC have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on 'charities for the advancement of religion'. The PCC has complied with the duty to have due regard under section 5 of the Safeguarding and Clergy Discipline Measure 2016, fully recognising its duty to have full regard to House of Bishop's guidance on safeguarding children and vulnerable adults. The safeguarding policy is accessible from the Church's website.

For 2022, the following objectives and activities were planned to fulfil our aims:

- to provide worship services which are relevant and accessible to all members of our parish community
- to teach, baptise and nurture new and existing believers
- to engage in evangelism and outreach to the parish in various ways
- to provide pastoral care for people whether part of South Bersted Church or not
- to support Christian mission activities in this country and abroad

## **WHAT WE ACHIEVED AND HOW WE AFFECTED BENEFICIARIES LIVES**

### **ATTENDANCE AT WORSHIP**

The church family welcomes visitors from within as well as outside the parish boundary, especially on our Livestream. It is our great pleasure to welcome anyone from all walks of life to take part in the life of the church. We believe that voluntary attendance to worship the Lord Jesus Christ is a major demonstration of the public benefit of our activities.

The Electoral Roll at the end of 2022 stood at 79, of whom 32 were resident in the parish and 47 were non-resident.

The church endeavoured to continue providing worship opportunities through on-line live-streamed services on YouTube. Average service numbers, affected by members not ready to return, were 15 at 8.30am and 33 at 10.30am/11am.

Small Groups continued to meet throughout the year, when possible in physical meetings or else on 'Zoom', or 'hybrid' with a mixture of the two.

We look to encourage the deepening of the faith of all ages.

Over the Christmas period a variety of services were held, both inside the church, including:

- An 'Operation Christmas Child' shoebox collection partnering with Samaritan's Purse
- Carols by Candlelight
- Crib Services
- Christmas Communion

### **TEACHING, BAPTISING AND NURTURING NEW AND EXISTING BELIEVERS**

2 weddings, 2 baptism and 5 Thanksgivings were held in the church during 2022.

Throughout the year the Gospel has been preached faithfully in Sunday sermons, which are also available on the website for those who miss them for any reason.

All preaching series are followed up in Small Groups, which enable members to dig deeper into the Bible together, to learn more about God's plan for us, and to encourage one another in our daily walk. We joined with other churches in the 'A Passion For Life' initiative, training in personal evangelism in the Spring. We studied the book 'Love Your Church' and learnt the 'Two Ways To Live' gospel outline in the summer before studying Philippians throughout the Autumn.

A key development in the year was the introduction of the experimental 'Jude's Sunday Gang' service in our Hall at 10am in term-time for families. Using the excellent resource material, Jude (a puppet lion) introduces bible stories. Families sit and learn together at tables, engaging in the up-front bible teaching led by the vicar and discussions, quizzes, crafts and songs. Children must be accompanied by an adult. Breakfast Baps are served from 9.45am.

As a church, we are involved in helping the children of our local Church of England primary school to explore all aspects of faith, and once again our vicar has either gone into the school on a regular basis or provided online assemblies to the school as they requested.

Sadly, this year our annual church weekend at Duncton Village Hall in July had to be cancelled for the third year due to the pandemic. This was much missed by those who have previously enjoyed meeting together to get to know each other on a deeper level, socialise, share meals and dig deeper into the Bible together. It is hoped that this weekend will be able to take place again in coming years.

## **TO ENGAGE IN EVANGELISM AND OUTREACH TO THE PARISH IN VARIOUS WAYS**

As well as regular special services during the year, to which we invite all residents of the parish and beyond, we endeavour to put on various social events to which we can invite friends, family and neighbours and the Hope Explored course. A highlight was a Charity Festive Christmas Concert with the Bognor Regis Concert Band and Regis Jazz Band.

Our church continues to be appreciated by our parishioners and others as a space where life events are celebrated with joy and thanksgiving. Funerals are a special time for 'providing comfort to the bereaved', and we do all they can to ensure that the service provides that comfort and help.

The church building has in the past been open most Saturday mornings when a community Fairtrade coffee morning is held. The coffee morning has provided somewhere for local people to come and enjoy a coffee, homemade cake, and there are always church members or the vicar there to talk to if someone has a particular need. This outreach opportunity was reintroduced after the global pandemic in the autumn and an additional time of Thursdays 9-11.30am.

Our Church Hall is available for use by community groups and organisations. The church seeks to ensure that the hall serves the local community, and aims to maintain good relationships with hall users. The caretaker and others work hard to ensure that the hall is clean, safe and fit for purpose.

## **TO PROVIDE PASTORAL CARE FOR PEOPLE WHETHER PART OF SOUTH BERSTED CHURCH OR NOT**

Our church has provided pastoral care to many members who have been ill or housebound during the year. This has involved hospital visiting, taking round meals, sending cards, taking people to hospital, telephoning, praying and many other things, often quietly in the background with no-one knowing.

We have partnered with the Bognor Regis Food Bank for many years, where our vicar is chair of Trustees.

## **TO SUPPORT CHRISTIAN CHARITIES AT HOME AND ABROAD**

In 2022 we restated our commitment that the first 5% of income should go to Christian Mission giving.

We also support the Samaritan's Purse Operation Christmas Child Shoebox Appeal, which is a major event in the life of the church.

## **FINANCIAL REVIEW**

### **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 level of financial commitments held. The trustees aim to ensure that 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 have not impinged in any way on restricted funds or CCLA investments and will endeavour not to set aside funds unnecessarily.

The trustees undertake an annual Risk Assessment and actively review the major risks which the charity faces 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 trustees have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

**The PCC has written policies on the following procedures:**

1. Legacies;
2. Investments;
3. Conflict of Interest;
4. Complaints Handling;
5. Risk Management;
6. Committed to Volunteering;
7. Safeguarding

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Parochial Church Council [PCC] is registered with the Charity Commission as required by the Charities Act 2011. Its governing document is the Parochial Parish Councils [Powers] Measure 1956.

During the year the following served as members of the Parochial Church Council.

*Ex-Officio members*

Incumbent	Revd Tim Crook	Chairman
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*Deanery Synod Reps*

Mrs Paula Moorcroft [appointed May 2021 until 2024]  
Mr Paul Lacy [appointed to PCC May 2021 and to Deanery Synod July 2021, until 2024]  
Mr Dave Shawyer [appointed to PCC May 2021 and to Deanery Synod July 2021, until 2024]

*Elected Members*

Mrs Ann Hammond [appointed April 2019, until May 2022]	
Mr Darren Barber [appointed May 2022, until 2025]	Treasurer
Mrs Donna Tarrant [appointed October 2020, resigned November 2022]	Covid Risk Assessor
Mrs Carolyn Lacy [appointed May 2021, resigned November 2022]	
Mrs June Shawyer [appointed May 2021, until 2024]	
Mr Peter Lambert [appointed May 2022, until 2025]	

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members [the Incumbent, Churchwardens and Deanery Synod representatives] and up to 9 (or 12 if the total Electoral Roll is more than 100) members of the Electoral Roll who are elected at the Annual Parochial Church Meeting [APCM] to serve for 3 years on a staggered basis. The PCC has not passed a resolution to limit those who have served from being re-elected. Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

This Trustees' Annual Report was **approved** by the PCC  
and signed on their behalf by  
The Revd Tim Crook, PCC Chairman



Date 13<sup>th</sup> May 2023

**ANNUAL REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31ST DECEMBER 2022**

**PAROCHIAL CHURCH COUNCIL  
ST MARY MAGDALENE  
SOUTH BERSTED, BOGNOR REGIS**

**CHARITY REGISTRATION NUMBER: 1162924**

**Correspondance address:**

**Church Office, Bersted Street, Bognor Regis, West Sussex PO21 2EH**

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Independent Examiners Limited  
Unit 2 The Broadbridge Business Centre  
Delling Lane  
Bosham  
West Sussex  
PO18 8NF

## 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 2022 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.

J Irvine-Smith FCIE  
Independent Examiners Limited  
Unit 2 The Broadbridge Business Centre  
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Date 19th May 2023

**SOUTH BERSTED PAROCHIAL CHURCH COUNCIL**

**STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR  
ENDED 31ST DECEMBER 2022**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
<b>RECEIPTS :</b>					
Voluntary Receipts	2a	67,778	-	67,778	52,108
Activities for Generating Funds (Trading)	2b	22,630	-	22,630	16,835
Charitable Activities	2c	3,778	313	4,091	1,459
Investment Income	2d	-	119	119	118
Other Receipts	2e	1,091	-	1,091	1,288
<b>TOTAL RECEIPTS</b>		<b>95,277</b>	<b>432</b>	<b>95,709</b>	<b>71,808</b>
<b>PAYMENTS :</b>					
Fundraising Costs (Trading)	3a	17,237	-	17,237	8,188
Charitable Activities	3b	64,867	797	65,664	61,757
<b>TOTAL PAYMENTS</b>		<b>82,104</b>	<b>797</b>	<b>82,901</b>	<b>69,944</b>
<b>NET RECEIPTS/(PAYMENTS)</b>		<b>13,173</b>	<b>-365</b>	<b>12,808</b>	<b>1,864</b>
Cash funds last year end		21,893	4,207	26,100	24,380
Funds Transfer / Adjustments	4	-	-	-	-
Agency Funds Transferred		-	-	-	-144
<b>CASH FUNDS THIS YEAR END</b>		<b>35,066</b>	<b>3,842</b>	<b>38,908</b>	<b>26,100</b>

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 2022

	Unrestricted Fund £	Restricted Fund £	31-Dec 2022 Total £	31-Dec 2021 Total £
<b>ASSETS</b>				
<b>Church Cash Funds:</b>				
Current Account	35,066	3,842	38,908	11,375
Designated & Restricted Account			-	14,725
<b>TOTAL CASH FUNDS</b>	<b>35,066</b>	<b>3,842</b>	<b>38,908</b>	<b>26,100</b>
<b>Represented by:</b>				
Unrestricted Funds	11,866	-	11,866	10,512
Designated Funds	23,200	-	23,200	11,381
Restricted Funds	-	3,842	3,842	4,207
	<b>35,066</b>	<b>3,842</b>	<b>38,908</b>	<b>26,100</b>
<b>Investments Assets:</b>				
Fletcher Income Shares	-	3,820	3,820	4,369
<b>Other Monetary Assets:</b>				
Other Recoverable Amounts Due	166	-	166	166
	<b>166</b>	<b>3,820</b>	<b>3,986</b>	<b>4,535</b>
<b>LIABILITIES</b>				
Independent Examiners Fee	750	-	750	720
Diocesan Fees (Weddings & Funerals)	-	-	-	2,111
HMRC PAYE	200	-	200	113
Wages and Salaries	-	-	-	28
Credit Card	75	-	75	302
	<b>1,025</b>	<b>-</b>	<b>1,025</b>	<b>3,274</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 3 to 4.

Approved by the Parochial Church Council on ..... 13<sup>th</sup> May 2023 ..... 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 2022

### 1. BASIS OF ACCOUNTING

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

### 2. RECEIPTS

	Note	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
<b>a) Voluntary Receipts</b>					
Planned Giving		23,113	-	23,113	34,539
Planned Giving Non Gift Aid		276	-	276	396
Legacies		19,200	-	19,200	0
Donations		8,006	-	8,006	5,259
Loose Offerings		1,704	-	1,704	1,081
Easy Fundraising		80	-	80	145
Gift Aid Tax Recovered		10,464	-	10,464	7,153
Grants		900	-	900	2,000
Special Appeals		4,035	-	4,035	1,535
		<b>67,778</b>	<b>0</b>	<b>67,778</b>	<b>52,108</b>
<b>b) Activities for Generating Funds (Trading)</b>					
Weddings & Funerals - PCC Fees	7	1,040	-	1,040	2,024
Weddings & Funerals - Diocesan Fees		1,496	-	1,496	2,111
Weddings & Funerals - Provision of Organist		180	-	180	250
Weddings & Funerals - Provision of Verger		90	-	90	295
Church Hall Lettings		19,824	-	19,824	12,155
		<b>22,630</b>	<b>0</b>	<b>22,630</b>	<b>16,835</b>
<b>c) Charitable Activities</b>					
Open For Coffee		2,438	-	2,438	220
CAP Money		100	-	100	-
Event Income		338	-	338	-
Hospitality		192	-	192	-
Teaching Resources		710	-	710	-
Other Designated Funds		-	-	-	1,049
Other Restricted Funds		-	313	313	190
		<b>3,778</b>	<b>313</b>	<b>4,091</b>	<b>1,459</b>
<b>d) Investment Income</b>					
Fletcher Dividends Received	4	-	119	119	118
		<b>0</b>	<b>119</b>	<b>119</b>	<b>118</b>
<b>e) Other Receipts</b>					
Appeals		649	-	649	300
Miscellaneous Income		-	-	-	288
Returnable Deposits		442	-	442	700
		<b>1,091</b>	<b>0</b>	<b>1,091</b>	<b>1,288</b>

# SOUTH BERSTED PAROCHIAL CHURCH COUNCIL

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2022

### 3. PAYMENTS

	Note	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
<b>a) Fundraising Costs (Trading)</b>					
<b>Weddings &amp; Funerals</b>					
Weddings & Funerals - Verger Fees	4	-	-	-	35
Weddings & Funerals - Diocesan Fees (2021 Liability)		2,095	-	2,095	-
Weddings & Funerals - Diocesan Fees (2022)	7	1,510	-	1,510	-
Weddings & Funerals - Provision of Organist		-	-	-	-
<b>Church Hall</b>					
Caretaker		3,752	-	3,752	2,256
Insurance		2,152	-	2,152	2,061
Maintenance & Hall Supplies		391	-	391	384
Utilities		2,400	-	2,400	1,040
Waste Collection		1,111	-	1,111	816
<b>Events and Resources</b>					
Event Expenditure	4	217	-	217	275
Open for Coffee	4	2,492	-	2,492	219
Hospitality	4	134	-	134	460
Teaching Resources	4	983	-	983	642
		<b>17,237</b>	<b>0</b>	<b>17,237</b>	<b>8,188</b>
<b>b) Charitable Activities</b>					
<b>Ministry Costs</b>					
Parish Share	6	33,864	-	33,864	31,206
<b>Church Running Costs</b>					
Services		1,436	-	1,436	1,214
Vicar's PA		6,178	-	6,178	6,110
PAYE Paid		354	-	354	191
Broadband		388	-	388	637
Advertising		-	-	-	243
<b>Church Maintenance</b>					
Office Expenses		2,533	-	2,533	1,973
Utilities		3,867	-	3,867	2,719
Insurance		2,630	-	2,630	2,520
Repairs and Maintenance		1,841	-	1,841	463
Quinquennial Expenditure		3,706	-	3,706	0
Organ Tuning		-	-	-	254
<b>Vicar and Vicarage</b>					
Council Tax and Utilities		3,314	-	3,314	3,223
Vicar's Expenses		119	-	119	0
Grants		900	-	900	1,200
<b>Other General Fund Payments</b>					
Organist		504	-	504	706
Examination Costs and Governance		763	-	763	720
Miscellaneous		-	-	-	23
<b>Restricted and Designated Fund Payments</b>					
Mission Giving	4	1,379	-	1,379	790
Appeals	4	419	-	419	300
All Other Designated Funds Payments	4	672	-	672	6,666
All Other Restricted Funds Payments	4	-	797	797	600
		<b>64,867</b>	<b>797</b>	<b>65,664</b>	<b>61,757</b>

# SOUTH BERSTED PAROCHIAL CHURCH COUNCIL

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2022

### 4. FUNDS

Note	Balance 01-Jan 2022 £	Income £	Expenditure £	Transfers £	Balance 31-Dec 2022 £
<b>GENERAL FUNDS</b>	<b>10,512</b>	<b>71,899</b>	<b>76,040</b>	<b>5,495</b>	<b>11,866</b>
<b>DESIGNATED FUNDS</b>					
ABC	304	-	-	-	304
Appeals	-	648	419	-	229
Book Sales	43	-	-	-	43
Candy Floss	151	-	-	-	151
Christians Against Poverty (CAP)	-	100	20	372	452
Churchyard	4,495	-	-	-	4,495
Church Sound and Projection	240	-	414	400	226
Duncton	21	-	-	-	21
Hospitality	4	192	134	-	62
Marketing Fund	66	-	-	-	66
Mission	680	-	1,378	2,153	1,455
Open for Coffee	1	2,438	2,492	905	852
Teaching Resources	58	710	982	-	214
Vicar's PA - Additional Hours	1,114	-	-	-905	209
Verger's Fund	1,153	90	225	992	2,010
Other Designated Funds	3,051	19,200	-	-9,412	12,839
<b>TOTAL DESIGNATED</b>	<b>11,381</b>	<b>23,378</b>	<b>6,064</b>	<b>- 5,495</b>	<b>23,200</b>
<b>TOTAL UNRESTRICTED</b>	<b>21,893</b>	<b>95,277</b>	<b>82,104</b>	<b>-</b>	<b>35,066</b>
<b>RESTRICTED FUNDS</b>					
Choir	69	-	-	-	69
Fletcher Alms	1,906	119	105	-	1,920
Flower Fund	111	262	245	-	128
Hall Kitchen	651	-	-	-	651
Puppets	12	-	-	-	12
Sunday School	1,455	-	447	-	1,008
Vicar's Projects	3	51	-	-	54
<b>TOTAL RESTRICTED</b>	<b>4,207</b>	<b>432</b>	<b>797</b>	<b>0</b>	<b>3,842</b>
<b>GRAND TOTALS</b>	<b>26,100</b>	<b>95,709</b>	<b>82,901</b>	<b>0</b>	<b>38,908</b>

## SOUTH BERSTED PAROCHIAL CHURCH COUNCIL

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2022

#### 5. STAFF COSTS AND PAYMENTS TO TRUSTEES

The collective PCC members received reimbursement payments for purchases made on behalf of the Church totalling **£1,381.12** and individual grants totalling **£900**. 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, excluding Gift Aid claimed on their behalf, totalling **£9,564.19**. No material transactions took place between the Church and PCC members or any person connected to them.

#### 6. PARISH SHARE

In 2022, South Bersted PCC pledged a figure of **£33,865** which was equal to 44% 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 2023.

#### 7. FEES FROM WEDDINGS & FUNERALS

##### *Historic Activity Overview*

2018 - 29 funeral services, 3 weddings

2019 - 14 funeral services, 3 weddings

2020 - 13 funeral services, 0 weddings

2021 - 11 funeral services, 2 weddings

**2022 - 8 funeral services, 2 weddings**

**ANNUAL REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31ST DECEMBER 2022**

**PAROCHIAL CHURCH COUNCIL  
ST MARY MAGDALENE  
SOUTH BERSTED, BOGNOR REGIS**

**CHARITY REGISTRATION NUMBER: 1162924**

**Correspondance address:**

**Church Office, Bersted Street, Bognor Regis, West Sussex PO21 2EH**

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## INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

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### 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.

J Irvine-Smith FCIE  
Independent Examiners Limited  
Unit 2 The Broadbridge Business Centre  
Delling Lane  
Bosham  
West Sussex  
PO18 8NF



Date 19th May 2023

**SOUTH BERSTED PAROCHIAL CHURCH COUNCIL**

**STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR  
ENDED 31ST DECEMBER 2022**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
<b>RECEIPTS :</b>					
Voluntary Receipts	2a	67,778	-	67,778	52,108
Activities for Generating Funds (Trading)	2b	22,630	-	22,630	16,835
Charitable Activities	2c	3,778	313	4,091	1,459
Investment Income	2d	-	119	119	118
Other Receipts	2e	1,091	-	1,091	1,288
<b>TOTAL RECEIPTS</b>		<b>95,277</b>	<b>432</b>	<b>95,709</b>	<b>71,808</b>
<b>PAYMENTS :</b>					
Fundraising Costs (Trading)	3a	17,237	-	17,237	8,188
Charitable Activities	3b	64,867	797	65,664	61,757
<b>TOTAL PAYMENTS</b>		<b>82,104</b>	<b>797</b>	<b>82,901</b>	<b>69,944</b>
<b>NET RECEIPTS/(PAYMENTS)</b>		<b>13,173</b>	<b>-365</b>	<b>12,808</b>	<b>1,864</b>
Cash funds last year end		21,893	4,207	26,100	24,380
Funds Transfer / Adjustments	4	-	-	-	-
Agency Funds Transferred		-	-	-	-144
<b>CASH FUNDS THIS YEAR END</b>		<b>35,066</b>	<b>3,842</b>	<b>38,908</b>	<b>26,100</b>

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 2022

	Unrestricted Fund £	Restricted Fund £	31-Dec 2022 Total £	31-Dec 2021 Total £
<b>ASSETS</b>				
<b>Church Cash Funds:</b>				
Current Account	35,066	3,842	38,908	11,375
Designated & Restricted Account			-	14,725
<b>TOTAL CASH FUNDS</b>	<b>35,066</b>	<b>3,842</b>	<b>38,908</b>	<b>26,100</b>
<b>Represented by:</b>				
Unrestricted Funds	11,866	-	11,866	10,512
Designated Funds	23,200	-	23,200	11,381
Restricted Funds	-	3,842	3,842	4,207
	<b>35,066</b>	<b>3,842</b>	<b>38,908</b>	<b>26,100</b>
<b>Investments Assets:</b>				
Fletcher Income Shares	-	3,820	3,820	4,369
<b>Other Monetary Assets:</b>				
Other Recoverable Amounts Due	166	-	166	166
	<b>166</b>	<b>3,820</b>	<b>3,986</b>	<b>4,535</b>
<b>LIABILITIES</b>				
Independent Examiners Fee	750	-	750	720
Diocesan Fees (Weddings & Funerals)	-	-	-	2,111
HMRC PAYE	200	-	200	113
Wages and Salaries	-	-	-	28
Credit Card	75	-	75	302
	<b>1,025</b>	<b>-</b>	<b>1,025</b>	<b>3,274</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 3 to 4.

Approved by the Parochial Church Council on ..... 13<sup>th</sup> May 2023 ..... 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 2022

### 1. BASIS OF ACCOUNTING

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

### 2. RECEIPTS

	Note	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
<b>a) Voluntary Receipts</b>					
Planned Giving		23,113	-	23,113	34,539
Planned Giving Non Gift Aid		276	-	276	396
Legacies		19,200	-	19,200	0
Donations		8,006	-	8,006	5,259
Loose Offerings		1,704	-	1,704	1,081
Easy Fundraising		80	-	80	145
Gift Aid Tax Recovered		10,464	-	10,464	7,153
Grants		900	-	900	2,000
Special Appeals		4,035	-	4,035	1,535
		<b>67,778</b>	<b>0</b>	<b>67,778</b>	<b>52,108</b>
<b>b) Activities for Generating Funds (Trading)</b>					
Weddings & Funerals - PCC Fees	7	1,040	-	1,040	2,024
Weddings & Funerals - Diocesan Fees		1,496	-	1,496	2,111
Weddings & Funerals - Provision of Organist		180	-	180	250
Weddings & Funerals - Provision of Verger		90	-	90	295
Church Hall Lettings		19,824	-	19,824	12,155
		<b>22,630</b>	<b>0</b>	<b>22,630</b>	<b>16,835</b>
<b>c) Charitable Activities</b>					
Open For Coffee		2,438	-	2,438	220
CAP Money		100	-	100	-
Event Income		338	-	338	-
Hospitality		192	-	192	-
Teaching Resources		710	-	710	-
Other Designated Funds		-	-	-	1,049
Other Restricted Funds		-	313	313	190
		<b>3,778</b>	<b>313</b>	<b>4,091</b>	<b>1,459</b>
<b>d) Investment Income</b>					
Fletcher Dividends Received	4	-	119	119	118
		<b>0</b>	<b>119</b>	<b>119</b>	<b>118</b>
<b>e) Other Receipts</b>					
Appeals		649	-	649	300
Miscellaneous Income		-	-	-	288
Returnable Deposits		442	-	442	700
		<b>1,091</b>	<b>0</b>	<b>1,091</b>	<b>1,288</b>

# SOUTH BERSTED PAROCHIAL CHURCH COUNCIL

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2022

### 3. PAYMENTS

	Note	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
<b>a) Fundraising Costs (Trading)</b>					
<b>Weddings &amp; Funerals</b>					
Weddings & Funerals - Verger Fees	4	-	-	-	35
Weddings & Funerals - Diocesan Fees (2021 Liability)		2,095	-	2,095	-
Weddings & Funerals - Diocesan Fees (2022)	7	1,510	-	1,510	-
Weddings & Funerals - Provision of Organist		-	-	-	-
<b>Church Hall</b>					
Caretaker		3,752	-	3,752	2,256
Insurance		2,152	-	2,152	2,061
Maintenance & Hall Supplies		391	-	391	384
Utilities		2,400	-	2,400	1,040
Waste Collection		1,111	-	1,111	816
<b>Events and Resources</b>					
Event Expenditure	4	217	-	217	275
Open for Coffee	4	2,492	-	2,492	219
Hospitality	4	134	-	134	460
Teaching Resources	4	983	-	983	642
		<b>17,237</b>	<b>0</b>	<b>17,237</b>	<b>8,188</b>
<b>b) Charitable Activities</b>					
<b>Ministry Costs</b>					
Parish Share	6	33,864	-	33,864	31,206
<b>Church Running Costs</b>					
Services		1,436	-	1,436	1,214
Vicar's PA		6,178	-	6,178	6,110
PAYE Paid		354	-	354	191
Broadband		388	-	388	637
Advertising		-	-	-	243
<b>Church Maintenance</b>					
Office Expenses		2,533	-	2,533	1,973
Utilities		3,867	-	3,867	2,719
Insurance		2,630	-	2,630	2,520
Repairs and Maintenance		1,841	-	1,841	463
Quinquennial Expenditure		3,706	-	3,706	0
Organ Tuning		-	-	-	254
<b>Vicar and Vicarage</b>					
Council Tax and Utilities		3,314	-	3,314	3,223
Vicar's Expenses		119	-	119	0
Grants		900	-	900	1,200
<b>Other General Fund Payments</b>					
Organist		504	-	504	706
Examination Costs and Governance		763	-	763	720
Miscellaneous		-	-	-	23
<b>Restricted and Designated Fund Payments</b>					
Mission Giving	4	1,379	-	1,379	790
Appeals	4	419	-	419	300
All Other Designated Funds Payments	4	672	-	672	6,666
All Other Restricted Funds Payments	4	-	797	797	600
		<b>64,867</b>	<b>797</b>	<b>65,664</b>	<b>61,757</b>

# SOUTH BERSTED PAROCHIAL CHURCH COUNCIL

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2022

### 4. FUNDS

Note	Balance 01-Jan 2022 £	Income £	Expenditure £	Transfers £	Balance 31-Dec 2022 £
<b>GENERAL FUNDS</b>	<b>10,512</b>	<b>71,899</b>	<b>76,040</b>	<b>5,495</b>	<b>11,866</b>
<b>DESIGNATED FUNDS</b>					
ABC	304	-	-	-	304
Appeals	-	648	419	-	229
Book Sales	43	-	-	-	43
Candy Floss	151	-	-	-	151
Christians Against Poverty (CAP)	-	100	20	372	452
Churchyard	4,495	-	-	-	4,495
Church Sound and Projection	240	-	414	400	226
Duncton	21	-	-	-	21
Hospitality	4	192	134	-	62
Marketing Fund	66	-	-	-	66
Mission	680	-	1,378	2,153	1,455
Open for Coffee	1	2,438	2,492	905	852
Teaching Resources	58	710	982	-	214
Vicar's PA - Additional Hours	1,114	-	-	-905	209
Verger's Fund	1,153	90	225	992	2,010
Other Designated Funds	3,051	19,200	-	-9,412	12,839
<b>TOTAL DESIGNATED</b>	<b>11,381</b>	<b>23,378</b>	<b>6,064</b>	<b>- 5,495</b>	<b>23,200</b>
<b>TOTAL UNRESTRICTED</b>	<b>21,893</b>	<b>95,277</b>	<b>82,104</b>	<b>-</b>	<b>35,066</b>
<b>RESTRICTED FUNDS</b>					
Choir	69	-	-	-	69
Fletcher Alms	1,906	119	105	-	1,920
Flower Fund	111	262	245	-	128
Hall Kitchen	651	-	-	-	651
Puppets	12	-	-	-	12
Sunday School	1,455	-	447	-	1,008
Vicar's Projects	3	51	-	-	54
<b>TOTAL RESTRICTED</b>	<b>4,207</b>	<b>432</b>	<b>797</b>	<b>0</b>	<b>3,842</b>
<b>GRAND TOTALS</b>	<b>26,100</b>	<b>95,709</b>	<b>82,901</b>	<b>0</b>	<b>38,908</b>

## SOUTH BERSTED PAROCHIAL CHURCH COUNCIL

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2022

#### 5. STAFF COSTS AND PAYMENTS TO TRUSTEES

The collective PCC members received reimbursement payments for purchases made on behalf of the Church totalling **£1,381.12** and individual grants totalling **£900**. 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, excluding Gift Aid claimed on their behalf, totalling **£9,564.19**. No material transactions took place between the Church and PCC members or any person connected to them.

#### 6. PARISH SHARE

In 2022, South Bersted PCC pledged a figure of **£33,865** which was equal to 44% 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 2023.

#### 7. FEES FROM WEDDINGS & FUNERALS

##### *Historic Activity Overview*

2018 - 29 funeral services, 3 weddings

2019 - 14 funeral services, 3 weddings

2020 - 13 funeral services, 0 weddings

2021 - 11 funeral services, 2 weddings

**2022 - 8 funeral services, 2 weddings**