

St Mary Magdalene, South Bersted

Trustees Annual Report for 2023

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 to be a BERSTED church for 2023 were to:

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 2023, 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

Our worshipping community welcomes visitors from within as well as outside the parish boundary, especially on our Livestream. It is our great pleasure to serve 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 2023 stood at 71, of whom 29 were resident in the parish and 42 were non-resident.

The church endeavoured to continue providing worship opportunities through on-line live-streamed services on YouTube.

We look to encourage the deepening of the faith of all ages, our monthly 'Powerhouse' prayer meeting was relaunched.

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

- An 'Operation Christmas Child' shoebox collection partnering with Samaritan's Purse
- Christingle
- Comedy & Carols with Paul Kerensa
- South Bersted School Carols
- Old School Nursery Carols
- Carols by Candlelight
- Crib Services
- Christmas Communion

Teaching, Baptising and Nurturing New and Existing Believers

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 termtime 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 participated in Chichester Diocese's 'Year of the Old Testament' initiative by preaching through Exodus, Joshua and Nehemiah. We reviewed the 'Two Ways To Live' gospel outline in the summer. The Bible In One Year was promoted.

A key development in the year was the continuation 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 goes into the school on a regular basis for collective worship, R.E lessons, and whole school worship in the church building. Helen Lambert has become an invaluable Foundation Governor.

A 'Walk Through the Old Testament' day was held and led by Ian Crossley.

3 weddings, 0 baptisms and 4 Thanksgivings were held in the church during 2023.

To Engage in Evangelism and Outreach to the Parish in Various Ways

As well as regular special services during the year, including Candlemas, Ishmael Praise Party, Good Friday by Candlelight, Harvest & Remembrance to which we invite all residents of the parish and beyond. we endeavour to host various social events to which we can invite friends, family, colleagues, neighbours and contacts. In 2023 these were a Burns Night Ceilidh and children's Light Party (a positive alternative to Halloween), Charity Festive Christmas Concert with the Bognor Regis Concert Band and Regis Jazz Band, raising funds to be able to install an external Defibrillator to serve our community.

We attempted to make the most of the King's Coronation weekend with a prayer vigil, livestreaming from Westminster Abbey, special services, Big Help Out churchyard tidy up and BBQ Bank Holiday lunch with Regis Jazz Band.

The Word 121, Hope Explored and Christianity Explored courses have all been offered.

We hosted the Mayor's Civic Carol Service, at which our school choir, in addition to our own choir sang.

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.

Funerals: In Church = 6; Crematorium = 2, Committal only = 1. A 'Thanksgiving For Loved Ones' service was held in November.

We have partnered with the Bognor Regis Food Bank for many years, where our vicar chaired the Trustees through 2023. CAP Money (Christians Against Poverty) courses have been regularly offered.

Monthly 'Everyone@11' gatherings are followed by a fellowship Bring & Share lunch to help unite our church family.

To Support Christian Charities at Home and Abroad

In 2023 we restated our commitment that the first 5% of income should go to Christian outreach 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

Deanery Synod Reps

Mr Paul Lacy [appointed to PCC May 2021 until 2024 and to Deanery Synod July 2021]
Mr Peter Lambert [appointed to PCC May 2022 until 2025 and to Deanery Synod Nov 2023].
Mrs Paula Moorcroft [appointed May 2021 until 2024]
Mr Dave Shawyer [appointed to PCC May 2021 and to Deanery Synod July 2021, until 2024]
resigned 30/8/23

Elected Members

Mr Darren Barber [appointed May 2022, until 2025]
Mrs June Shawyer [appointed May 2021, until 2024] resigned 30/8/23

Treasurer

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 26th April 2024



**ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31ST DECEMBER 2023**

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

CHARITY REGISTRATION NUMBER: 1162924

Page 2 Independent Examiner's Report to the Trustees

Page 3 Statement of Receipts and Payments

Page 4 Statement of Assets and Liabilities

Pages 4 to 8 Notes to the Accounts

INDEPENDENT EXAMINER:

Paul Bailey MAAT

19 Regents Way

West Meads

Bognor Regis

West Sussex

PO21 5QW

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 2023 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.

Paul Bailey MAAT
19 Regents Way
West Meads
Bognor Regis
West Sussex
PO21 5QW

Date: 1st May 2024

SOUTH BERSTED PAROCHIAL CHURCH COUNCIL

STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31ST DECEMBER 2023

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
RECEIPTS :					
Voluntary Receipts	2a	54,978	220	55,198	67,778
Activities for Generating Funds (Trading)	2b	24,485	-	24,485	22,630
Charitable Activities	2c	4,987	1,209	6,196	4,091
Investment Income	2d	-	120	120	119
Other Receipts	2e	70	-	70	1,091
TOTAL RECEIPTS		84,520	1,549	86,069	95,709
PAYMENTS :					
Fundraising Costs (Trading)	3a	16,034	-	16,034	17,237
Charitable Activities	3b	52,800	902	53,702	65,664
TOTAL PAYMENTS		68,834	902	69,736	82,901
NET INCOMING/(OUTGOING) RESOURCES		15,685	647	16,333	12,808
Cash funds last year end		35,066	3,842	38,908	26,100
Funds Transfer		-	-	-	-
CASH FUNDS THIS YEAR END		50,751	4,489	55,241	38,908

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 2023

	Unrestricted Fund £	Restricted Fund £	31-Dec 2023 Total £	31-Dec 2022 Total £
ASSETS				
Church Cash Funds:				
Current Account	55,241	0	55,241	38,908
TOTAL CASH FUNDS	55,241	0	55,241	38,908
Represented by:				
Unrestricted Funds	16,578	0	16,578	11,866
Designated Funds	34,173	0	34,173	23,200
Restricted Funds	0	4,490	4,490	3,842
	50,751	4,490	55,241	38,908
Assets retained for the Charity's own use:				
Fletcher Income Shares	0	4,202	4,202	3,820
Other Monetary Assets:				
Other Recoverable Amounts Due	0	0	0	166
	0	4,202	4,202	3,986
LIABILITIES				
Independent Examiners Fee	0	0	0	750
Diocesan Fees (Weddings & Funerals)	2,000	0	2,000	0
HMRC PAYE	0	0	0	200
Wages and Salaries	0	0	0	0
Credit Card	51	0	51	75
	2,051	0	2,051	1,025

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 **13th April 2024**

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 2023

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 2023 £	Total 2022 £
a) Voluntary Receipts					
Planned Giving		18,177	0	18,177	23,113
Planned Giving Non Gift Aid		276	0	276	276
Legacies		18,769	0	18,769	19,200
Donations		6,967	0	6,967	8,006
Loose Offerings		2,141	0	2,141	1,704
Easy Fundraising		179	0	179	80
Gift Aid Tax Recovered		6,275	220	6,495	10,464
Grants		0	0	0	900
Special Appeals		2,194	0	2,194	4,035
		54,978	220	55,198	67,778
b) Activities for Generating Funds (Trading)					
Weddings & Funerals - PCC Fees	7	2,121	0	2,121	1,040
Weddings & Funerals - Diocesan Fees		2,000	0	2,000	1,496
Weddings & Funerals - Provision of Organist		130	0	130	180
Weddings & Funerals - Provision of Verger		295	0	295	90
Church Hall Lettings		19,939	0	19,939	19,824
		24,485	0	24,485	22,630
c) Charitable Activities					
	4				
Open For Coffee		2,896	0	2,896	2,438
CAP Money		0	0	0	100
Event Income		0	0	0	338
Hospitality		1,170	0	1,170	192
Teaching Resources		358	0	358	710
Other Designated Funds		563	0	563	0
Other Restricted Funds		0	1,209	1,209	313
		4,987	1,209	6,196	4,091
d) Investment Income					
Fletcher Dividends Received	4	0	120	120	119
		0	120	120	119
e) Other Receipts					
Appeals		70	0	70	649
Returnable Deposits		0	0	0	442
		70	0	70	1,091

SOUTH BERSTED PAROCHIAL CHURCH COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2023

3. PAYMENTS

	Note	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
a) Fundraising Costs (Trading)					
Weddings & Funerals					
Weddings & Funerals - Diocesan Fees (2022 Liability)		0	0	0	2,095
Weddings & Funerals - Diocesan Fees (2023)	7	0	0	0	1,510
Church Hall					
Caretaker		3,752	0	3,752	3,752
Insurance		2,367	0	2,367	2,152
Maintenance & Hall Supplies		885	0	885	391
Utilities		5,895	0	5,895	2,400
Waste Collection		1,091	0	1,091	1,111
Events and Resources					
Event Expenditure		0	0	0	217
Open for Coffee		996	0	996	2,492
Hospitality		837	0	837	134
Teaching Resources		211	0	211	983
		16,034	0	16,034	17,237
b) Charitable Activities					
Ministry Costs					
Parish Share	6	19,699	0	19,699	33,864
Church Running Costs					
Office Expenses		2,805	0	2,805	2,533
Services		1,379	0	1,379	1,436
Vicar's PA		6,802	0	6,802	6,178
PAYE Paid		487	0	487	354
Broadband		439	0	439	388
Advertising		22	0	22	0
Church Maintenance					
Utilities		4,765	0	4,765	3,867
Insurance		2,894	0	2,894	2,630
Repairs and Maintenance		1,345	0	1,345	1,841
Quinquennial Expenditure		0	0	0	3,706
Organ Tuning		499	0	499	0
Vicar and Vicarage					
Council Tax and Utilities		3,712	0	3,712	3,314
Vicar's Expenses		1,919	0	1,919	119
Grants		0	0	0	900
Other General Fund Payments					
Organist		0	0	0	504
Examination and Accountancy Costs		762	0	762	763
Miscellaneous		23	0	23	0
Restricted and Designated Fund Payments					
Mission Giving	4	3,533	0	3,533	1,379
Appeals		0	0	0	419
All Other Designated Funds Payments		1,716	0	1,716	672
All Other Restricted Funds Payments		0	902	902	797
		52,800	902	53,702	65,664

SOUTH BERSTED PAROCHIAL CHURCH COUNCIL

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2023**

4. FUNDS

	Note	Balance 01-Jan 2022 £	Income £	Expenditure £	Transfers £	Balance 31-Dec 2023 £
GENERAL FUNDS		11,866	60,693	61,542	5,561	16,578
DESIGNATED FUNDS						
ABC		304	-	-	-	304
Appeals		229	70	-	229	70
Book Sales		43	-	-	-	43
Candy Floss		151	-	-	-	151
Christians Against Poverty (CAP)		452	-	240	229	441
Churchyard		4,495	-	-	-	4,495
Church Sound and Projection		226	-	231	5	0
Duncton		21	-	-	-	21
Hospitality		62	1,170	837	-	395
Marketing Fund		66	-	-	-	66
Mission		1,455	563	3,533	1,649	134
Open for Coffee		852	2,896	996	-	2,752
Quinquennial Provision		-	-	-	600	600
Storage Container		-	-	-	4,500	4,500
Teaching Resources	-	214	358	211	67	0
Vicar's PA - Additional Hours		210	-	-	-	210
Verger's Fund		2,009	-	-	1,190	3,199
Other Designated Accounts		12,839	18,770	1,245	13,572	16,792
TOTAL DESIGNATED		23,200	23,826	7,292	5,561	34,173
TOTAL UNRESTRICTED		35,066	84,520	68,834	-	50,751
RESTRICTED FUNDS						
Choir		69	-	17	-	52
Defibrillator Fund		-	1,429	-	-	1,429
Fletcher Alms		1,920	120	-	-	2,040
Flower Fund		128	-	-	-	128
Hall Kitchen		651	-	553	-	98
Puppets		12	-	-	-	12
Sunday School		1,008	-	332	-	676
Vicar's Projects		54	-	-	-	54
TOTAL RESTRICTED		3,843	1,549	902	0	4,490
GRAND TOTALS		38,908	86,069	69,736	0	55,241

SOUTH BERSTED PAROCHIAL CHURCH COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2023

5. STAFF COSTS AND PAYMENTS TO TRUSTEES

The collective PCC members received reimbursement payments for purchases made on behalf of the Church totalling **£3,696.60**. 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 **£8,306.69**. No material transactions took place between the Church and PCC members or any person connected to them.

6. PARISH SHARE

In 2023, South Bersted PCC pledged a figure of **£19,699** which was equal to 25% 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 2024.

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

2023 - 9 funeral services, 3 weddings

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

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Date: 1st May 2024