

Financial Statements of the Parochial Church Council of St. Mary's, Oxted
for the year 1 January - 31 December 2022
Charity Number: 1164439

St. Mary's Financial Review	2022	2021
(Deficit) on the Unrestricted Fund	£ (20,735)	£ (32,319)

The general (unrestricted) fund incurred a loss of £20,735 which, while an improvement on last year, is an unsustainable level. Both 2020 and 2021 were adversely affected by Covid-19, but by 2022 the effects of the pandemic were receding as life returns to normal. If the loss continues at the current rate the Church will run out of funds by 2025, just three years away.

Voluntary income which includes giving by standing order, blue envelopes, cash & digital collections was down by 1.1% to £76,142. An increasing challenge as banks close is the ability to bank cash which from June 2023 must be taken to Barclays in Redhill or Sevenoaks.

In 2023 members of the congregation will be encouraged to pay by standing order or digital payment methods. The blue envelope scheme is gradually being withdrawn, and it is proposed that cash will initially be banked monthly and then quarterly.

Income from fundraising events, including the May Fayre, contributed a much needed £4,379.

Investment income of £5,000 is the ground rent from the Oxted Community Hall. PCC Fee income from weddings, baptisms and funerals was £3,948 compared to £5,084 last year.

St. Peter's PCC contributes 28% [last year 30%] towards the cost of curate accommodation and shared administration costs. This is based on the relative Parish support fund payments.

Donations to missions and charities increased to £10,124 representing 13.3% of income, exceeding the 10% PCC target.

The Parish Support Fund payment was increased by 3.2% to £65,000 which together with St. Peter's payment of £25,000 ensures that the United Benefice's combined contribution of £90,000 exceeds the Southwark diocese requirement for funding a stipendiary minister.

Our curate having left the Parish in December 2021, meant a significant saving of £17,387 on accommodation. The residual cost is for the Team Ministry curate which is shared expenditure of the four team parishes.

The restricted fund showed a surplus of £68,586 due to delayed repairs to the church tower.

St. Mary's acquired the former Crossroads accommodation within the Oxted Community Hall in July 2022 for £60,000, largely funded by the Heritage Trust. This has been named "St. Mary's The_Space" The shortfall in funding, £10,677 and its refurbishment, is financed by a transfer from the General Fund and allows the church to host exciting outreach and evangelism projects.

Approved by the Parochial Church Council on 8 April 2023 and signed on its behalf by:



James Ashton (Vicar)



Martin Fisher (PCC Treasurer)

Parochial Church Council of St. Mary's, Oxted

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 December 2022

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2022 £	2021 £
Incoming resources					
Voluntary income					
Planned giving		56,274	-	56,274	59,104
Collections and recurring donations		6,702	-	6,702	2,806
Digital collections		861	-	861	427
Gift aid recoverable		12,305	-	12,305	14,683
		<u>76,142</u>	<u>-</u>	<u>76,142</u>	<u>77,020</u>
Donations, legacies, groups, and grants	1	9,198	90,574	99,772	67,917
Special appeals		-	500	500	2,000
Fundraising events		4,379	-	4,379	354
Investment income		5,000	-	5,000	5,024
PCC Fees		3,948	-	3,948	5,084
St Peter's PCC		5,295	-	5,295	9,925
Total incoming resources		103,962	91,074	195,036	167,324
Resources expended					
Church activities:					
Donations to missions & charities	2	10,124	1,307	11,431	8,000
Parish Support Fund		65,000	-	65,000	63,000
Church groups and evangelism projects		2,894	173	3,067	1,429
St Marys The_Space		2,591	-	2,591	-
Provision of services		6,329	-	6,329	6,490
Clergy & ministry team expenses		1,408	-	1,408	1,545
Curate accommodation	3	3,928	-	3,928	21,315
Maintenance and minor repairs		3,233	500	3,733	5,489
Light, heat & water		3,845	-	3,845	1,887
Insurance		5,329	-	5,329	5,018
Fundraising expenditure		3,003	-	3,003	2,153
Admin, communications and governance	4	17,013	-	17,013	18,415
		<u>124,697</u>	<u>1,980</u>	<u>126,677</u>	<u>134,741</u>
Major expenditure					
Church repairs		-	1,080	1,080	84,995
Fees on purchase of Crossroads Space		-	5,306	5,306	5,139
Depreciation of Oxted Community Hall	5	-	13,852	13,852	11,600
Total Resources expended		124,697	22,218	146,915	236,475
Net (Outgoing)/incoming resources		(20,735)	68,856	48,121	(69,151)
Transfer between funds	9	(15,936)	15,936	-	-
Net movement in Funds		(36,671)	84,792	48,121	(69,151)
Balances brought forward 1 January		100,064	433,148	533,212	602,363
Balances carried forward 31 December		<u>63,393</u>	<u>517,940</u>	<u>581,333</u>	<u>533,212</u>

The notes on pages 5 to 7 form part of these accounts

Parochial Church Council of St. Mary's, Oxted

BALANCE SHEET at 31 DECEMBER 2022

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2022 £	2021 £
Tangible fixed assets	5	-	474,265	474,265	417,600
Current assets					
Debtors	6	6,821	-	6,821	13,719
Cash at Solicitors		-	-	-	50,000
Cash at bank	7	60,891	43,676	104,567	106,609
		67,713	43,676	111,388	170,328
Current liabilities					
Creditors	8	(4,320)	-	(4,320)	(54,716)
Net current assets		63,393	43,676	107,068	115,612
Total net assets		63,393	517,940	581,333	533,212
Parish funds					
Unrestricted		63,393	-	63,393	100,064
Restricted – Church	9	-	42,700	42,700	13,591
Restricted – Youth	9	-	976	976	1,150
Restricted – Charities	9	-	-	-	807
Restricted –Oxted Com Hall	9	-	474,264	474,264	417,600
		63,393	517,940	581,333	533,212

Approved by the Parochial Church Council on 8 April 2023 and signed on its behalf by:



James Ashton (Vicar)



Martin Fisher (Treasurer)

The notes on pages 5 to 7 form part of these accounts

Parochial Church Council of St. Mary's, Oxted

ACCOUNTING POLICIES

Basis of preparation of accounts

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006, together with applicable accounting standards and the FRS 102 (SORP).

The financial statements have been prepared under the historical cost convention and include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of St. Mary's Oxted Heritage Trust (the Heritage Trust) as this is a separate registered charity.

Funds

Restricted funds represent donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund.

Unrestricted funds are general funds which can be used for PCC ordinary purposes.

Incoming resources

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Interest receivable is accrued. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

Resources expended

Grants and donations are accounted for when paid over, or when awarded if that award creates a binding or constructive obligation on the PCC. The Diocesan parish share is accounted for when due. All other expenditure is generally recognised when it is incurred and is accounted for gross.

Fixed assets

Consecrated and benefice property is not included in the accounts in accordance with s.10(2)(a) and (c) of the Charities Act 2011.

The Heritage Trust has partially funded the construction costs of Oxted Community Hall, subject to a proportion of such costs being funded by East Surrey Crossroads Care Attendant Scheme Limited (Crossroads), who did hold part of the property on a 99 year lease. During 2007, the Heritage Trust transferred the value of the Community Hall to the PCC. The transfer value represents the estimated cost, less contribution from Crossroads. In 2022 the church acquired the Crossroads space for £60,000. The Community Hall is built on land vested in the Southwark Diocesan Board of Finance and held in trust on behalf of the PCC.

The construction cost of the Community Hall is being depreciated over 50 years at 2% per annum on a straight line basis, apart from the equipment and fittings which are depreciated at 10% per annum on a straight line basis over 10 years.

Movable church furnishings held by the Rector and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory which can be inspected (at any reasonable time). Expenditure to renew, improve or add to them is written off as an expense in the financial year in which it occurs.

Equipment used within the church premises and parish office is depreciated at 20% per annum on a straight line basis, unless the individual items cost £1,000 or less in which case they are expensed when acquired.

Parochial Church Council of St. Mary's, Oxted

ACCOUNTING POLICIES (Continued)

RESERVES POLICY

The PCC cash reserves are assessed as medium risk and represent 28 weeks of ordinary expenditure. The PCC is aware of this and the need for continued maintenance of the church building, for which the fundraising has been carried out by St Mary's Oxted Heritage Trust.

RELATED PARTIES

The PCC has a close relationship with St. Mary's Oxted Heritage Trust (the Heritage Trust), a registered charity, and Oxted Community Hall Management Limited, a "benefit of the community" Industrial and Provident Society and exempt charity. There are PCC appointees to the governing bodies of both charities.

The objects of the Heritage Trust are broadly the repair and restoration of St. Mary's Church and its associated grounds and buildings, and construction of any buildings within the curtilage. The Trust funded the costs of Oxted Community Hall and in 2007 it transferred the asset to the PCC at an estimated cost value of £580,000.

Oxted Community Hall Management Limited has leased the majority of the Community Hall from the PCC for a period of 25 years from October 2007 for a ground rent of £5,000 per annum. The company collects the rentals and funds the maintenance of the Community Hall. The space formally occupied by Crossroads was purchased by St Mary's Church in 2022 for £60,000 plus fees of £10,455.

NOTES TO THE FINANCIAL STATEMENTS

1. DONATIONS, LEGACIES AND GRANTS

	2022	2021
	£	£
Unrestricted donations	9,198	4,776
Restricted Funds		
Heritage Trust donation to church fund	30,000	30,000
Heritage Trust donation to St Mary's The_Space	52,386	-
Oxted Community donation to St Mary's The_Space	7,500	-
Historical England Grant	-	25,000
Church Repair – HMRC VAT refund	-	7,591
Oxted Parish Council Grant for Churchyard	500	500
Other	188	50
	<u>99,772</u>	<u>67,917</u>

2. DONATIONS TO MISSIONS AND CHARITIES

	2022			2021		
	Collections	PCC	Donated	Collections	PCC	Donated
	£	£	£	£	£	£
Mission Africa Jersey	-	1,600	1,600	-	2,000	2,000
The Leprosy Mission	-	1,600	1,600	-	2,000	2,000
Sparks Ministry	807	2,793	3,600	-	-	-
Ukraine Appeal	500	777	1,277	-	-	-
Their Voice	-	1,600	1,600	-	2,000	2,000
Crosslight Advice	-	1,600	1,600	-	2,000	2,000
Other UK	-	154	154	-	-	-
	<u>1,307</u>	<u>10,124</u>	<u>11,431</u>	<u>-</u>	<u>8,000</u>	<u>8,000</u>

Parochial Church Council of St. Mary's, Oxted

NOTES TO THE FINANCIAL STATEMENTS

3. CURATE ACCOMMODATION

The PCC entered into a lease to provide accommodation for the curate in June 2016 which came to an end in December 2021. The PCC now supports the Team Ministry curate accommodation which is a shared cost between all four Team parishes.

4. STAFF COSTS AND PAYMENTS TO PCC MEMBERS

As the Parish Administrator, Mrs N. Copp, who is a member of the PCC, was paid £7,453 (2021: £6,966) during the year. The Administration officer was paid £4,738 (2021: £4,212). St. Mary's PCC was reimbursed 28% of these costs together with Parish Office expenses by St. Peter's, Tandridge PCC.

The PCC also made ex-gratia payment to the organist and incidental small vergers fees to various church members. The total paid was £2,640 (2021: £2,480). No payments were made to any member of the PCC or other related parties apart from the Parish Administrator.

5. FIXED ASSETS (RESTRICTED FUND)

Cost or Valuation	Freehold Building £	Equipment & fittings £	Total £
Oxted Community Hall			
At 1 January 2022 – Transfer Value	580,000	20,000	600,000
Additions St Mary's_The_Space	60,000	10,517	70,517
At 31 December 2022	640,000	30,517	670,517
Depreciation			
1 January 2022	162,400	20,000	182,400
Charge in the year	12,800	1,052	13,852
31 December 2022	175,200	21,052	196,252
Net Book value			
31 December 2022	464,800	9,465	474,265
31 December 2021	417,600	-	417,600

In 2022 the PCC of St Marys acquired from Crossroads their section of the Oxted Community Hall for £60,000 excluding fees and commenced refurbishment with £10,517.

6. DEBTORS

	2022 £	2021 £
<u>Unrestricted fund</u>		
Tax recoverable under gift aid	1,376	2,500
St Peter's, Tandridge	5,295	3,628
PCC Fees	150	-
<u>Restricted fund</u>		
Church repair – HMRC VAT refund	-	7,591
	<u>6,821</u>	<u>13,719</u>

Parochial Church Council of St. Mary's, Oxted

NOTES TO THE FINANCIAL STATEMENTS

7. CASH AT BANK

	2022	2021
	£	£
Unrestricted fund	60,891	91,061
Restricted fund – Youth work	976	1,149
Restricted fund – Charity collection	-	808
Restricted fund – Church Fund	42,700	13,591
	<u>104,567</u>	<u>106,609</u>

8. CREDITORS (UNRESTRICTED FUND)

	2022	2021
	£	£
Oxted Community Hall deferred income	1,250	1,250
PCC Fees	-	966
Accruals	3,070	-
Crossroads accrual	-	52,500
	<u>4,320</u>	<u>54,716</u>

9. RESTRICTED FUNDS

	Church Fabric Fund	Youth	Community Hall	Charities Church yard	Total
	£	£	£	£	£
Opening Balance	13,591	1,150	417,600	807	433,148
Incoming resources	30,189	-	59,885	1,000	91,074
Resources expended	(1,080)	(174)	(5,305)	(1,807)	(8,366)
Depreciation	-	-	(13,852)	-	(13,852)
From unrestricted fund	-	-	15,936	-	15,936
Closing Balance	<u>42,700</u>	<u>976</u>	<u>474,264</u>	<u>-</u>	<u>517,940</u>

The restricted fund is topped up from the general fund through a transfer when expenses exceed the restricted fund balance.

10 CASH FLOW STATEMENT

	2022	2021
	£	£
Net incoming/(outgoing) resources	48,120	(69,151)
Additions Building & Equipment	(70,516)	-
Add depreciation	13,852	11,600
Movement in working capital	(43,498)	49,303
Net Cash Flow	<u>(52,042)</u>	<u>(8,248)</u>
Cash and short-term deposits as at 1 January	156,609	164,857
Cash and short-term deposits as at 31 December	<u>104,567</u>	<u>156,609</u>

Parochial Church Council of St. Mary's, Oxted

INDEPENDENT EXAMINER'S REPORT TO THE PAROCHIAL CHURCH COUNCIL OF ST MARY'S, OXTED.

I report on the accounts for the year ended 31st December 2022 which are set out on pages 1 to 7.

Respective responsibilities of the PCC and Independent Examiner

The members of the PCC consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the PCC 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 management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In connection with my examination, no matters have come to my attention

1. which give me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with s.130 of the 2011 Act; or
 - 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.

Roger Thomas



10 April 2023