

# Trustees Annual Report and Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

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## ***St Mary's Church, Balcombe***

**St Mary's Church, London Road, Balcombe RH17 6PX**

Registered Charity no. 1175472

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**For the year ended 31<sup>st</sup> December 2023**

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Website: [stmarys-balcombe.org](http://stmarys-balcombe.org)

Incumbent: The Revd D King, The Rectory, Haywards Heath Road, Balcombe RH17 6PA

Independent examiner: Independent Examiners, Unit 2, The Broadbridge Business Centre, Delling Lane, Bosham, PO18 8NF

Bankers: Barclays PLC



# Trustees Annual Report for 2023

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## Our aims and purposes as a charity

The PCC has the responsibility of co-operating with the incumbent, the Revd David King, in:

- The promotion of the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England;
- Promoting in the parish the whole mission of the church, pastoral, social, evangelistic and ecumenical;
- Getting to know Jesus better and making Him better known;
- Providing practical support and care for people in the parish, from the youngest to the eldest, irrespective of creed, level of need or ability to pay; and
- Providing financial support to those in need and to other organisations with similar objectives.

## What we planned to do to achieve our charitable objectives

When planning our activities for the year, the PCC considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on 'charities for the advancement of religion'.

For 2023 we discussed and planned the following objectives and activities to fulfil our aims:

- Enabling as many people as possible to worship at our church;
- Enabling as many people as possible to become part of our parish community;
- Teaching, baptising and nurturing new and existing believers;
- Maintaining an overview of worship throughout the parish;
- Considering how services can involve the many groups that live within the parish;
- Putting faith into practice, through prayer and scripture, music and sacrament;
- Offering worship and prayer, and learning about the Gospel, in small group situations;
- Assisting people from all walks of life to develop their knowledge of, and trust in, Jesus;
- Providing pastoral care for people living in the parish, including visiting the sick and the bereaved and holding monthly communion services and other services (such as harvest and carol services) in the two local care homes;
- Providing a youth group with a Christian ethos;
- Engaging with Balcombe Church of England Primary School on the governing body and supporting, and being involved in, its activities, including weekly acts of collective worship (and the 'Open the Book' initiative), services in church and in any other way required;
- Helping those in need and supporting other charities and missionary organisations, locally and nationally;
- Reaching out to the whole community; and
- Maintaining the fabric of the church building, both as a historic Grade 1 listed building and as a focus of life in the village.

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, fully recognising its duty to have due regard to the House of Bishops' guidance on safeguarding children and vulnerable adults. We are very grateful to Julia Wilson who continued to hold the position of Safeguarding Officer for the church and who works hard to ensure that the Safeguarding Policy is implemented in all church activities.

## **Trustees Annual Report for 2023**

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### **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. Visitors attend by personal choice and it is our great pleasure to welcome anyone from all walks of life to take part in the life of the church. We contend that voluntary attendance to worship the Lord Jesus Christ is a major demonstration of the public benefit of our activities.

As at 31 December 2023, there were 129 parishioners on the Church Electoral Roll, 32 of whom were not resident in the parish. Five new members were added during the year and one was removed either through death or because they moved away from the area.

During the year, the average regular weekly attendance (including children) counted during October was 95, excluding the school harvest festival, which also took place in October and was attended by a total of 209 children and adults. The number attending worship on Easter Day was 159 and the number attending Christmas services on Christmas Eve and Christmas Day was 329.

Our regular Sunday services during 2023 included the weekly 8am communion service (BCP) and a 10am Eucharist which is replaced by a family service on the first Sunday of the month. We are very grateful to the group of retired clergy who take our Eucharist services on Sundays when Father David is officiating at St Richard's in Haywards Heath and to the family service team.

Sunday Club was temporarily suspended in the summer due to low numbers. Its future is being kept under review. Children's activities are always available at the back of the church.

Special services and festivals that were held and observed during the year included the following:

- A Mothering Sunday Parish Eucharist, with distribution of posies;
- A World Day of Prayer service, which this year came from Taiwan, followed by a Taiwanese pineapple cake, in March;
- An Ash Wednesday service;
- A full programme of services for Holy Week and Easter, which included a Eucharistic service on Palm Sunday with distribution of palm crosses; a Eucharistic service on Maundy Thursday with an Agape meal; both a family 'Sounds of Holy Week' service on Good Friday morning and a service of reflection, music and readings in the afternoon; a Dawn Easter Morning Service on Easter Sunday and a distribution of Easter eggs at our 10am Eucharist;
- A Coronation family service in May, followed by Pimms and cake;
- A Forest Church family service in June, followed by refreshments;
- A Family Pet Service in August, where all were invited to bring pets or pictures of pets;
- A Harvest Family Service, for which the church window sills were beautifully decorated by the school and other Balcombe groups. Non-perishable harvest items brought to the service were offered to local foodbanks;
- An All Souls Remembrance Service, at which the names of those we wished to be remembered were read out and candles were lit;
- The Annual Service of Remembrance in November, which was attended by Balcombe Scout groups and members of the wider community, followed by a meal in the Balcombe Club;
- A candlelit Advent Carol Service of readings, carols and anthems;
- A service of nine lessons and carols, candlelit and followed by mince pies and mulled wine for all; and
- Christmas Services: On Christmas Eve, we held a very well attended family Christingle and Crib Service, at which the Posada arrived back after its journey round the parish throughout Advent, and we welcomed the birth of our Lord Jesus Christ at a Midnight Eucharist with carols. On Christmas Day morning we held a Holy Communion (BCP) service and then a joyful Family Eucharist.

## Trustees Annual Report for 2023

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All of our services are enriched by the high standard of musical support provided by the choir under the direction of our Music Director and Organist, Max Preston Bell, assisted by Ethan Merrick. We are immensely grateful to them all for their hard work, not just for our regular services but also for festivals, weddings, funerals and memorial services as requested. Our growing choir is testament to the effort that has been put into increasing the musical reach of both the choir and the congregation. We are pleased to encourage families to join the choir for the monthly family services.

Bellringing is also an important part of our Christian tradition and worship. We are most grateful to our tower captain, John Moore, who leads our bell ringers every Sunday and on other notable occasions. In 2023 these included the coronation of King Charles, where the ringing involved regular ringers and also gave those who had never rang before the opportunity to do so, and the ringing in of the new year. Our bells also continue to be popular among visiting bellringer groups, and we were glad to receive several visits from the Sussex County Association of Change Ringers and one visit from a group of their young ringers.

Worship in our church is also enhanced by beautiful flower arrangements, particularly at major festivals, and we are very grateful to the small group of people who provide these.

### ***Teaching, baptising and nurturing new and existing believers***

As well as our regular church services and main festivals, we undertook a range of services and activities both within and outside the church during the year with the aim of welcoming and nurturing as many from our parish as possible and providing the opportunity for all to join us in a variety of settings. These included:

- The celebration of the baptism of eight children;
- A fortnightly session at Buttercup Barn Nursery, at which this very young group of children enjoy a Bible storytelling with prayer and singing;
- Locus Youth Club, which continues to be popular with 19 young people ranging from 11 to 14 years of age on our books. We meet monthly and the children participate in a range of activities ranging from craft making, baking, toasting marshmallows on a camp fire, paddle boarding on Ardingly reservoir and other sports activities;
- The celebration of the confirmation of three members of our church;
- A pilgrimage to Walsingham shrine in Norfolk with members from St Richard's Church;
- The Avon House Bible Group, which is run weekly during term times;
- Services of communion for the residents of the Avon House and Russettings care homes in the village and to those at home who were not able to attend church services;
- A Lent study group, open to all denominations, which was held in the Parish Room, following the Diocesan Lent Study Course. We were pleased to also welcome some members of St Richard's Church to this group;
- Lent lunches, which were held in Bramble Hall and included a short reflective act of worship;
- A Bible house group and a prayer group that meet on alternate weeks;
- A spring songs of praise service and a harvest service in Russettings care home at which members of the choir and congregation joined the residents in song and prayer.
- Annual care homes carol services. Members of the choir and congregation joined the residents of Avon House and Russettings for short services of carols, with reading and reflection, followed by refreshments. Residents and staff were also invited to suggest favourite carols; and
- Involvement with Balcombe CofE Primary School – see below.

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*"It was such a lovely [Baptism] service. It felt like a real celebration..."*

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## Trustees Annual Report for 2023

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### **Balcombe CofE Primary School**

As well as having three foundation governors on the school's board of governors, St Mary's was involved in the following school related activities during the year:

- Acts of Collective Worship and 'Open the book': These are held every Tuesday at the school, with Acts of Collective Worship taken by Father David. The 'Open the Book' sessions (based on a scheme created by The Bible Society) are very much enjoyed by pupils, some of whom participate in the presentations of Bible stories and reflection organised and led by a group of volunteers;
  - A monthly prayer group for the school;
  - School services at harvest, Christmas, Easter and in the Summer (the leavers' service) in St Mary's, which were attended by pupils, staff and some family members; and
  - The presentation of Bibles to all school leavers at the end of the school year. Additionally, in 2023, a Bible story book was given to each Reception child;
  - The running of the Pathfinders after-school club at which crafts and games are based on a different Bible story or faith theme each week.

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*"I loved the Bible story book, I've nearly finished reading it already..."*

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### **Outreach**

Our activities included:

- The distribution of over 800 Easter and Christmas cards from St Mary's to homes throughout the parish;
- Providing teas and cakes on a sunny afternoon at the beautiful Birchanger Gardens, during which we raised over £500;
- The holding of 'Coffee + ' mornings on Mondays during term times at which free coffee, tea and pastries are available in the church;
- A pancake café on Shrove Tuesday, open to all and during which donations were collected for the Christian Aid DEC turkey/Syria earthquake appeal;
- At the village coronation picnic in May, members of the St Mary's choir led the singing and Father David awarded the fancy dress prize;
- The Kings Men Concert in July. The church was filled with church and non-church members from within and out of the parish on a glorious evening for this spectacular concert by Choral Scholars of King's College performing a repertoire which included beautiful harmonies, traditional folk songs and more modern hits. £1,260 was raised through ticket sales and donations;
- Attendance at the Village Fete, which was postponed to September, at which the St Mary's stall ran a successful Walls of Jericho activity and displayed details of the restoration work that has been undertaken on the church building;
- The holding of an extremely enjoyable harvest supper and barn dance which was attended by church and non church members of the village;
- At the village Carols around the Christmas Tree, St Mary's choir joined the procession of Mary and Joseph (and donkey) to the village centre and, with Max Preston Bell, led the carol singing;
- Welcoming members from the wider community into our choir. Our choir is open to all and new singers are always very welcome to join us for practices on Fridays, 6.30 to 8pm, and to sing at both our regular services and at special services such as at Easter, Advent and Christmas; and
- Welcoming members of the wider community to join in with bellringing at St Mary's. Practices are held every Tuesday from 7.45pm to 9 pm and new ringers are always welcome to join.

### **Pastoral care**

As well as the care home and home visits referred to above, the pastoral care team continued to be active within the village and valued being kept informed by our church family and friends in the village about people who may be in need of any help or hospital visits. We also provide a contact number for people to use in order to reach us.

## Trustees Annual Report for 2023

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### ***Provision of the church building for use by the community***

During the year, eight baptisms and two weddings took place in the church. A total of six funerals and one memorial service were also held in the church and there were seven interments during the year. Our church continues to be appreciated by our parishioners, and many others, as a space where life events are celebrated with joy and thanksgiving.

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*"Thank you for keeping your church open. I was glad of the opportunity of a quiet moment..."*

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It is important to us that the church is available for private prayer not just to the church family but to the wider visiting community. To this end, since the completion of the main works of our renovation project, the church is now open every day for personal prayer and reflection.

Our Book of Remembrance and the opportunity to light candles in remembrance of loved ones continued to provide focus of reflection valued by members of our Balcombe community.

### ***Maintenance of our historic church building***

2023 saw a major renovation project to help restore the church and to protect its 800 years of history. This project included exterior repairs comprising the roof, valley gutters, wall pointing and entry stones, along with interior repairs to the North Aisle/Vestry arch, Chancel and Chancel arch, the Lady Chapel ceiling and the South Aisle ceiling/wall. The amount of work required was extensive and had to be expanded as further issues were uncovered during the course of the project. The project is now complete, subject to some minor snagging associated with damp. The project work was kindly supported by grants from The Friends of St Mary's, the Benefact Trust, the Foulerton Trust, the Sussex Historic Churches Trust, the National Churches Trust and the Garfield Weston Foundation.

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*"Fascinating history. A church that is clearly loved."*

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The annual church and churchyard tidy in November was supported by the Guerilla Gardeners and other members of the wider community, both children and adults, and was an opportunity for social interaction, with the added attraction of free refreshments and cakes to keep up strength and spirits.

The 5 yearly Quinquennial Review of the fabric of the church is being carried out in early 2024, setting the agenda for any further repair and maintenance work for the church building.

We are very grateful to Alex Henderson, our Health and Safety Officer, who has worked hard ensure that all people using and visiting the church and churchyard are kept safe at all times.

### ***Helping those in need***

Activities during the year included:

- Ukrainian Refugees: St Mary's continues to maintain the Balcombe Friends of Ukraine Fund which has made donations of £2,895 during the year to provide support to Ukrainian guests in our village, some of whom have now returned to Ukraine. However, they remain in our hearts and one of their carols was once again sung in Ukrainian at our service of Nine Lessons and Carols at Christmas;
- Gifts from the Harvest Festival to local foodbanks;
- Assisting with the collection of donations of clothing and other provisions for Refugees Welcome Crawley;
- Providing grants totalling £815 to support Balcombe CofE Primary School in developing its religious and spiritual environment and in funding bibles for all school leavers; and
- A small grant from the Mrs Robinson Fund to help towards school uniform costs.

## Trustees Annual Report for 2023

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As well as the support referred to above, further donations totalling £2,850 were made out of our general funds to a number of mission and charitable societies (see note 4 to the accounts for details). In addition to this, collections were also raised for the following charities:

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*"Thank you for your wonderful gift ... to support our work tackling poverty."*

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• The Royal British Legion	£414
• Christian Aid Turkey/Syria earthquake appeal	£717
• The Samara Aid Appeal	£130
• The Children's Society	£370
• Crawley Open House	£109

Other monies, collected as agent, were passed on to Chichester Diocese (in respect of their share of fees for wedding and funerals) and the relevant funeral directors or charities in relation to collections at funerals. There were no balances held at the year end.

### Financial Review

Our total income for the year for both our general and restricted funds was £250,943 (2022 – £127,445)

Of this, the income relating to our general unrestricted funds was £77,009, slightly lower than in 2022 (£78,754) (see detail in the accounts). Total costs on our general unrestricted funds were £71,799 (2022 - £70,622) and are also detailed in the accounts. The resulting surplus for the year on our general unrestricted funds was £5,210 (2022 – £8,132).

Whilst we are managing to keep our general costs fairly steady, they are under pressure and we need to address our general income levels, particularly as we have sadly lost some of our older members.

We are most grateful to all those who donate and who help with our fundraising. Our thanks are also due to Paula Bennett who organises the 100 Club for us and keeps us informed every month of the lucky winners from St Mary's, the wider community and even former residents of the village.

The parish magazine also continues to be an important source of income and we are grateful to Julie Rezac and Alison Musker for dealing with the advertising and to the whole of the magazine distribution team.

Income on our restricted funds totalled £121,326 (2022 - £45,876), most of which related to the Fabric Fund, the income for which included £16,600 of donations, and £104,500 of grants towards our renovation project.

The costs of the renovation project totalled over £367,000 although we received grants of over £54,000 from the Listed Places of Worship Scheme towards the VAT element of these costs. The balance of the costs has been met from grants and from our designated legacies fund, together with an Archdeacon's loan of £25,000.

A summary of movements on all of our funds is set out in note 17 of the accounts.

### **Sharing the ministry costs of the Diocese of Chichester**

The largest expenditure of the PCC was the sum of £39,400 (2022 – £42,500) paid to the Diocese for our share of the Diocese Parish Ministry Costs. Approximately 62% of this amount relates directly to the clergy costs of this parish such as housing, stipend and pension, the remainder going towards the shared costs of the Christian family including a standard sum for Diocesan central costs, clergy training and a contribution to national church funds, as well as assistance towards the upkeep of churches less able to manage than ourselves.

### **Staff and contract costs**

Due to ongoing difficulties in recruiting a youth group leader, our youth group continues to be run by volunteers. We also no longer have an employed parish administrator. We therefore had no employment costs during the year (see note 5 to the accounts).

The services of a gardener to maintain the churchyard and a parish administrator (through our Legacies Fund) are also paid for although we benefitted from our volunteer music director donating his services for free during the year.

### **Other costs**

We strive to keep our basic general costs (including church and churchyard running costs and administration costs) at a steady level although costs are under pressure. Church running costs were particularly high this year due to high gas and electricity costs together with some one-off maintenance costs.

## Trustees Annual Report for 2023

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### *Trustee payments and expenses*

Payments to trustees and persons connected to trustees are set out in notes 6 and 7 to the accounts.

### *Volunteers*

We are in the fortunate position of having a large number of volunteers, who freely give up their time to enable us to do all that we do. The value of this time is immeasurable and we are deeply grateful to them all.

### **Why we hold some money in reserve**

It is PCC policy to seek to maintain a balance on the general unrestricted funds which equates to a minimum of approximately three months' worth of unrestricted payments as contingency against unforeseen situations, together with a further £50,000 for fabric repair emergencies, given that we are a Grade 1 listed building.

The closing balances on our general and designated funds at the year end are some £16,000 in excess of the amount set out in our reserves policy above. However, some of these funds have been earmarked for other, specific purposes. Taking these into account, our reserves at the year end are in line with our reserves policy. Having reviewed the overall position, the PCC considers that the funds held at the year end are sufficient to meet its needs.

As well as holding the reserves referred to above, the PCC from time to time receives restricted donations for expenditure on particular purposes, defined by the donor. We aim to expend such money as soon as possible after receiving the donation. Details of our restricted funds are given in Note 17 to the accounts.

### **Management of risks and their mitigation**

The PCC regularly reviews the major risks which might impact on the work of the church and maintains a risk register summarising all potential risks. The PCC considers that the principal risks and uncertainties are:

- The need to fund unexpected costs associated with the church's listed building.
- The requirement to find volunteers with the appropriate skills, time and commitment to support the ministry of the congregation.
- Insufficient income, particularly as we lose some of our older, generous donors.
- Lack of sufficient space in the churchyard. We are liaising with the Parish Council in relation to this.
- The health and safety within the church building.

These issues are regularly reviewed by the PCC and actions taken to mitigate risks where possible.

### **Structure, governance and management of the charity**

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

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

#### *Ex Officio members*

Incumbent:	The Revd David King	
Wardens:	Mrs Karen Deck	(resigned as warden April 2023)
	Mr Mostyn Field	(appointed as warden April 2023)
	Mrs Denise Vickerstaff	

## Trustees Annual Report for 2023

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### *Ex-Officio members (cont'd)*

<i>Deanery Synod</i>	Mrs Rachel Field	(resigned June 2023)
	Mr Andrew Hewitt	(appointed November 2023)
	Mrs Jane Lindsay-Stewart	(resigned April 2023)
	Mrs Denise Vickerstaff	
	Mrs Julia Wilson	(appointed as Deanery Synod rep April 2023)

<i>Elected Members</i>	Miss Caroline Carpenter	(resigned February 2024)
	Mrs Rachel Dinneen	(Secretary – resigned April 2023)
	Mrs Sue Etheridge	
	Mr Mostyn Field	
	Mrs Jacky Hall	
	Mr Oliver Jackson	(appointed April 2023)
	Mr Paul Mitchell	
	Mrs Rosy Telford	
	Mr Jeff Thompson	
	Mrs Julia Wilson	

In addition, Mrs Susie Hewitt took over the post of Secretary to the PCC in April 2023.

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent; the churchwardens; members of the Deanery, Diocesan or General Synods) and up to 12 lay members of the church who are elected at the Annual Parochial Church Meeting (APCM). The PCC members are responsible for making decisions on all matters of general concern and importance to the parish, including deciding on how the funds of the PCC are to be spent. Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

The PCC has a Standing Committee as required by law. This committee has the power to transact the business of the PCC between its meetings, subject to any directions given by the full PCC.

Deanery synod meetings are attended, when possible, by our Deanery Synod Representatives and the church community are always welcome to attend and do so on occasions.

We are delighted that Father David was appointed as Honorary Canon of Chichester Cathedral, taking the Stall of the Prebendary of Bury, in September 2023. Members of our congregation enjoyed attending his service of installation at Chichester Cathedral.

This Trustees' Annual Report was approved by the PCC and signed on their behalf by The Revd David King, PCC Chairman.

  
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Date: 25 April 2024

# Statement of Financial Activities

The financial effect of our activities during the year can be summarised as follows:

	Unrestricted		Restricted Funds	Total All Funds 2023	Restated All Funds 2022	Notes
	General Fund	Designated Funds				
	£	£	£	£	£	
<b>Income and endowments from:</b>						
Donations and legacies	54,939	52,608	121,220	<b>228,767</b>	104,826	
Charitable activities	4,531	-	-	<b>4,531</b>	5,095	
Other trading activities	15,528	-	106	<b>15,634</b>	15,958	
Investments	2,011	-	-	<b>2,011</b>	1,566	
<b>Total income</b>	<b>77,009</b>	<b>52,608</b>	<b>121,326</b>	<b>250,943</b>	127,445	2
<b>Expenditure on:</b>						
Raising funds	-	-	-	-	299	
Charitable activities	66,012	204,744	170,746	<b>441,502</b>	99,706	
Other trading activities	5,787	-	-	<b>5,787</b>	7,791	
Other expenditure	-	-	-	-	-	
<b>Total expenditure</b>	<b>71,799</b>	<b>204,744</b>	<b>170,746</b>	<b>447,289</b>	107,796	3
Net gains (or losses) on investments	-	<b>9,063</b>	-	<b>9,063</b>	(16,777)	10
<b>Net income or (net expenditure)</b>	<b>5,210</b>	<b>(143,073)</b>	<b>(49,420)</b>	<b>(187,283)</b>	2,872	
<i>Reconciliation of funds:</i>						
<b>Net movement in funds</b>	<b>5,210</b>	<b>(143,073)</b>	<b>(49,420)</b>	<b>(187,283)</b>	2,872	
Total funds brought forward	35,959	185,311	61,792	<b>283,062</b>	280,190	
<b>Total funds carried forward</b>	<b>41,169</b>	<b>42,238</b>	<b>12,372</b>	<b>95,779</b>	283,062	

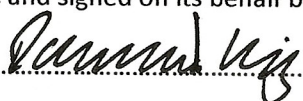
# St Mary's Church, Balcombe registered charity number 1175472

## Balance Sheet

Our financial position and summary of funds at the year end were as follows:

	Total Funds 2023	Restated Total Funds 2022	Notes
	£	£	
Tangible assets	1	1	
Investments	102,292	93,229	
<b>Total fixed assets</b>	<b>102,293</b>	<b>93,230</b>	<b>10</b>
Debtors	5,350	7,070	12
Short term deposits	5,025	31,877	
Cash at bank and in hand	52,036	151,553	
<b>Total current assets</b>	<b>62,411</b>	<b>190,500</b>	
Creditors: Amounts falling due within one year	(43,925)	(668)	13
<b>Net current assets or (liabilities)</b>	<b>18,486</b>	<b>189,832</b>	
<b>Total assets less current liabilities</b>	<b>120,779</b>	<b>283,062</b>	
Creditors: Amounts falling due after more than one year	(25,000)	-	14
<b>Total net assets or (liabilities)</b>	<b>95,779</b>	<b>283,062</b>	
<b>The funds of the charity:</b>			
Restricted income funds	12,372	61,792	
Unrestricted funds - General	41,169	35,959	
Unrestricted fund - Designated	42,238	185,311	
<b>Total unrestricted funds</b>	<b>83,407</b>	<b>221,270</b>	
<b>Total charity funds</b>	<b>95,779</b>	<b>283,062</b>	<b>17</b>

This Financial Report for the year ended 31<sup>st</sup> December 2023, including the notes following, was approved by the PCC and signed on its behalf by the Revd David King, PCC Chairman:



Date: 25 April 2024

# Notes to the Financial Statements

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## 1 Accounting policies

### Basis of preparation

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and the Church Accounting Regulations 2006, in accordance with applicable accounting standards and the current Statement of Recommended Practice, Accounting and Reporting by Charities (SORP (FRS 102)).

The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those which are informal gatherings of church members.

### Funds accounting

Funds held by the PCC are:

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

*Designated funds* - monies set aside by the PCC out of unrestricted funds for specific future purposes or projects

*Restricted funds* – These comprise: a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest; b) 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 the year is carried forward as a balance on that fund.

### Income

All income is accounted for without deduction for any costs of receivability and is recognised when there is evidence of entitlement, receipt is probable, and the amount can be measured reliably.

### Donations and legacies

*Collections* are recognised when received.

*Planned giving receivable* is recognised when there is evidence of entitlement, receipt is probable, and the amount accords with the Gift Aid declaration or other record of intention to donate.

*Gift aid recovered* is recognised when the income to which it is attached is recognised.

*Grants and legacies* are recognised when the formal offer in writing of the funding, is received by the PCC.

### Charitable activities

Statutory fees for weddings and funerals are recognised when the office occurs.

### Other trading activities

Trading activities are where income is receivable in return for selling goods or providing services. Income from trading is recognised either: a) when received; or b) in the case of concerts, for the year in which the event occurs, irrespective of date of receipt. Advance bookings are included in creditors until the concert has taken place.

Sales of parish magazines and for parish magazine advertising are recognised when received.

### Investment income

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue.

### All other income

All other income is recognised in accordance with the above overall policy

### Gains and losses on investments

Realised gains are recognised when the investments are sold.

Unrealised gains and losses are accounted for on revaluation at 31 December.

## Notes to the Financial Statements

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### **Expenditure**

Expenditure is recognised when there is evidence of entitlement, payment is probable, and the amount can be measured reliably.

### **Grants**

Grants and donations are accounted for when paid over, or when awarded where the award creates a binding obligation on the PCC.

### **Church activities**

The diocesan parish contribution is accounted for on an annual basis, reflecting the allocation set by our Deanery. Any parish contribution unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the balance sheet.

### **Taxation**

The Parochial Church Council of Balcombe is a registered charity and has no tax liability for the year.

### **Fixed assets**

#### *Tangible fixed assets*

Consecrated and beneficed property of any kind is excluded from the accounts by s.10(2) of the Charities Act 2011.

Movable church furnishing held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected but are not included in the financial statements. For other property acquired prior to 2000 there is insufficient cost information available and therefore the cost of such assets is stated at a nominal £1 in the financial statements

All expenditure on consecrated or beneficed buildings and individual items costing under £1,000 are written off in the year they were incurred

#### *Depreciation*

Depreciation is calculated to write down the cost of tangible fixed assets, excluding freehold properties, over their expected useful lives. The rates generally applicable are:

Fixtures and fittings	20%
Audio visual	20%
Office equipment	20%

### **Investments**

Investments are stated at market value at the balance sheet date.

### **Current Assets**

Debtors and creditors receivable or payable within one year are recorded at transaction price, less a provision for any amounts that may prove uncollectable.any losses from impairment.

Short-term deposits include cash held on deposit at the bank that are available within a notice period of less than one year.

Cash at bank represent funds available to the PCC with no notice period.

### **Creditors due in over one year**

Creditors due in over one year represent amounts owing in relation to an ArchDeacon's loan. No interest is payable and these amounts are recorded at transaction price.

# Notes to the Financial Statements

## 2 Analysis of income

	Unrestricted		Restricted	Total	Restated
	General	Designated		All Funds	All Funds
	Fund	Funds	Funds	2023	2022
	£	£	£	£	£
Planned giving, gift-aided (excl. tax refunds)	27,683	-	-	<b>27,683</b>	29,546
Planned giving, non gift-aided	3,060	-	-	<b>3,060</b>	1,634
Loose cash collections and other donations	13,916	-	16,600	<b>30,516</b>	36,555
Gift Aid recoverable	9,848	-	-	<b>9,848</b>	10,171
Legacies	-	-	-	-	-
Grants	432	52,608	104,620	<b>157,660</b>	26,920
<b>Donations and legacies</b>	<b>54,939</b>	<b>52,608</b>	<b>121,220</b>	<b>228,767</b>	104,826
Fees for weddings & funerals	4,531	-	-	<b>4,531</b>	5,095
<b>Charitable activities</b>	<b>4,531</b>	-	-	<b>4,531</b>	5,095
Fund-raising	8,546	-	-	<b>8,546</b>	8,575
Sales of the parish magazine	2,727	-	-	<b>2,727</b>	2,697
Magazine advertisement fees	4,106	-	-	<b>4,106</b>	4,407
Youth group subscriptions	-	-	106	<b>106</b>	86
Other	149	-	-	<b>149</b>	193
<b>Other trading activities</b>	<b>15,528</b>	-	<b>106</b>	<b>15,634</b>	15,958
Bank deposit interest	1,079	-	-	<b>1,079</b>	386
CBF Short Duration Bond Fund dividends	932	-	-	<b>932</b>	1,180
<b>Investments</b>	<b>2,011</b>	-	-	<b>2,011</b>	1,566
<b>Total income on all funds</b>	<b>77,009</b>	<b>52,608</b>	<b>121,326</b>	<b>250,943</b>	127,445

# Notes to the Financial Statements

## 3 Analysis of expenditure

	Unrestricted		Restricted Funds	Total All Funds 2023	Restated All Funds 2022	Notes
	General Fund	Designated Funds				
	£	£	£	£	£	
Stewardship costs	-	-	-	-	299	
<b>Cost of raising funds</b>	-	-	-	-	£299	
Charitable grants and donations	2,850	-	3,726	<b>6,576</b>	11,765	4
Diocesan parish share	39,400	-	-	<b>39,400</b>	42,500	
Clergy and other people's expenses	3,598	-	-	<b>3,598</b>	2,674	
Parish administrator	-	3,825	-	<b>3,825</b>	3,950	
Salaries and honoraria incl NI / organists	-	-	-	-	90	
Provision of services	2,543	-	-	<b>2,543</b>	1,193	
Church running costs and maintenance	13,385	-	-	<b>13,385</b>	8,226	
Junior church	-	-	-	-	222	
Repairs and renewals and quinquennial costs	-	200,919	166,714	<b>367,633</b>	23,440	
Upkeep of churchyard	1,820	-	-	<b>1,820</b>	2,932	
Administration, printing and stationery	1,359	-	-	<b>1,359</b>	461	
Youth group activities	-	-	306	<b>306</b>	111	
Governance costs	1,035	-	-	<b>1,035</b>	-	
Depreciation	-	-	-	-	1,143	8
Other charitable costs	22	-	-	<b>22</b>	999	
<b>Cost of charitable activities</b>	<b>66,012</b>	<b>204,744</b>	<b>170,746</b>	<b>441,502</b>	<b>99,706</b>	
Fund-raising events and activities	3,649	-	-	<b>3,649</b>	4,276	
Parish magazine printing	1,993	-	-	<b>1,993</b>	2,234	
Other trading costs	145	-	-	<b>145</b>	1,281	
<b>Cost of other trading activities</b>	<b>5,787</b>	-	-	<b>5,787</b>	<b>7,791</b>	
<b>Total expended on all funds</b>	<b>71,799</b>	<b>204,744</b>	<b>170,746</b>	<b>447,289</b>	<b>107,796</b>	

# Notes to the Financial Statements

## 4 Charitable grants and donations

	Unrestricted Fund	Designated Fund	Restricted Funds	Total Funds 2023	Restated Total Funds 2022
	£	£	£	£	£
<b>UK:</b>					
<i>Chichester Diocese Family Support Work</i>	600	-	-	<b>600</b>	438
<i>Refugees Welcome Crawley</i>	600	-	-	<b>600</b>	300
<i>Off the Fence Trust</i>	600	-	-	<b>600</b>	300
<i>Befriended</i>	600	-	-	<b>600</b>	300
<i>Sussex Historic Churches Trust</i>	300	-	-	<b>300</b>	300
<i>National Churches Trust</i>	100	-	-	<b>100</b>	-
<i>Mind</i>	-	-	-	-	300
<i>Crawley Open House</i>	-	-	-	-	300
<i>The Samaritans</i>	-	-	-	-	300
<i>Hope Charity Project</i>	-	-	-	-	300
<i>Grants / donations from School Fund</i>	-	-	815	<b>815</b>	583
<i>Grants / donations from BFOU Fund</i>	-	-	2,895	<b>2,895</b>	7,474
<i>Other</i>	50	-	16	<b>66</b>	870
	<b>2,850</b>	-	<b>3,726</b>	<b>6,576</b>	11,765

## 5 Staff costs

	Unrestricted Fund	Designated Fund	Restricted Funds	Total Funds 2023	Total Funds 2022	Notes
	£	£	£	£	£	
<b>Remuneration</b>						
<i>Wages and salaries</i>	-	-	-	-	30	
<i>Employer social security costs</i>	-	-	-	-	-	
<i>Employer pension costs</i>	-	-	-	-	-	
	-	-	-	-	30	

## 6 Payments to PCC members

The PCC supported the clergy by paying council tax of £1,351 and water and environmental charges amounting to £404 for the rectory plus other costs, including towards broadband, amounting to £784.

No other payments were made to PCC members except in reimbursement for purchases they personally and properly made on behalf of the PCC.

## Notes to the Financial Statements

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### 7 Transactions with persons related to PCC members

Payments totalling £1,820 (2022 - £2,931) were made to Neil Lindsay-Stewart, the husband of Jane Lindsay-Stewart, for services relating to the maintenance and renovation of the churchyard. Payments of £nil (2022 - £220) were also made to Toby Vickerstaff, a son of Denise Vickerstaff, for maintenance of the rectory garden whilst in interregnum.

### 8 Transactions with related charities

The Friends of St Mary's Balcombe Trust, a separate charity, is a related party to this PCC. The Revd David King and Denise Vickerstaff are trustees of that charity. A grant of £80,000 was received from this charity during the year (2022 - £nil).

The Balcombe Parish Room is also a separately registered charity of which the churchwardens are trustees. Sue Etheridge and Mostyn Field are also on the management committee of this charity. Payments of £285 (2022 - £60) for room hire were made to this charity.

Rosy Telford is a trustee of the Balcombe Gardeners' Association. A receipt of £150 (2022 - £120) was received from the Balcombe Gardeners' Association for the printing of their year book.

### 9 Governance costs

The governance costs incurred during the year comprise the fee for the independent examination of the accounts of £930 (2022 - £nil) and room hire costs for trustees' meetings of £105 (2022 - £nil).

### 10 Fixed assets

#### a) Investments

	Unrestricted Fund	Designated Fund	Restricted Funds	Total Funds 2023
	£	£	£	£
Market value 1 January 2023 (restated)	-	93,229	-	93,229
Disposals at carrying value	-	-	-	-
Purchases at cost	-	-	-	-
Net gains and revaluation	-	9,063	-	9,063
Transfer	35,000	(35,000)	-	-
<b>Market value 31 December 2023</b>	<b>35,000</b>	<b>67,292</b>	<b>-</b>	<b>102,292</b>

The investments held at 31 December 2023 comprised:

- 989 shares in the CBF Church of England Investment Fund with a cost of £35,424 (2022 - £35,424) and a market value of £59,047 (2022 - £52,416); and
- 29,875 shares in the CBF Short Duration Bond Fund with a cost of £50,000 (2022 - £50,000) and a market value of £43,245 (2022 - £40,813).

# Notes to the Financial Statements

## 10 Fixed assets (continued)

### b) Tangible fixed assets

	Piano and other	Audio visual equipment	Office equipment	Total fixed assets
	£	£	£	£
<b>Cost</b>				
At 1 January (restated) and 31 December 2023	<b>4,463</b>	<b>9,368</b>	<b>6,231</b>	<b>20,062</b>
<b>Charge for impairment</b>				
At 1 January 2023	(4,462)	(9,368)	(6,231)	<b>(20,061)</b>
Charge for the year	-	-	-	-
At 31 December 2023	<b>(4,462)</b>	<b>(9,368)</b>	<b>(6,231)</b>	<b>(20,061)</b>
<b>Net book amounts</b>				
<b>At 31 December 2023</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>1</b>
<i>At 31 December 2022 - restated</i>	<i>1</i>	<i>-</i>	<i>-</i>	<i>1</i>

## 11 Analysis of net assets by fund

	Unrestricted Fund	Designated Fund	Restricted Funds	Total Funds 2023	<i>Restated Total Funds 2022</i>
	£	£	£	£	£
Tangible fixed assets for church use	1	-	-	<b>1</b>	<i>1</i>
Investments - fixed assets	35,000	67,292	-	<b>102,292</b>	<i>93,229</i>
Current assets (except cash)	4,196	1,154	-	<b>5,350</b>	<i>7,070</i>
Cash at bank and on deposit	4,149	40,540	12,372	<b>57,061</b>	<i>183,430</i>
Current liabilities	(2,177)	(41,748)	-	<b>(43,925)</b>	<i>(668)</i>
Long term liabilities	-	(25,000)	-	<b>(25,000)</b>	<i>-</i>
	<b>41,169</b>	<b>42,238</b>	<b>12,372</b>	<b>95,779</b>	<i>283,062</i>

## 12 Debtors

	Unrestricted Fund	Designated Fund	Restricted Funds	Total Funds 2023	<i>Restated Total Funds 2022</i>
	£	£	£	£	£
Income tax recoverable	3,547	-	-	<b>3,547</b>	<i>3,518</i>
Prepayments and accrued income	217	-	-	<b>217</b>	<i>-</i>
Other debtors	432	1,154	-	<b>1,586</b>	<i>3,552</i>
	<b>4,196</b>	<b>1,154</b>	<b>-</b>	<b>5,350</b>	<i>7,070</i>

## Notes to the Financial Statements

### 13 Creditors: amounts falling due within one year

	Unrestricted Fund	Designated Fund	Restricted Funds	Total Funds 2023	Restated Total Funds 2022
	£	£	£	£	£
Accruals for utilities and other costs	2,177	41,748	-	43,925	668
Other creditors	-	-	-	-	-
	<b>2,177</b>	<b>41,748</b>	-	<b>43,925</b>	<b>668</b>

### 14 Creditors: amounts falling due after more than one year

	Unrestricted Fund	Designated Fund	Restricted Funds	Total Funds 2023	Total Funds 2022
	£	£	£	£	£
Archdeacon's loan	-	25,000	-	25,000	-
	-	<b>25,000</b>	-	<b>25,000</b>	-

The Archdeacon's loan is interest free and, when received in April 2023, was stated to be repaid in two years. Since the year end, it has been agreed to repay the loan in three annual instalments, starting in April 2024.

### 15 Prior year Statement of Financial Activities comparative figures for this year

	Unrestricted		Restricted Funds	Restated All Funds 2022
	General Fund	Designated Funds		
	£	£	£	£
<b>Income and endowments from:</b>				
Donations and legacies	56,221	2,815	45,790	104,826
Charitable activities	5,095	-	-	5,095
Other trading activities	15,872	-	86	15,958
Investments	1,566	-	-	1,566
<b>Total income</b>	<b>78,754</b>	<b>2,815</b>	<b>45,876</b>	<b>127,445</b>
<b>Expenditure on:</b>				
Raising funds	299	-	-	299
Charitable activities	62,532	23,168	14,006	99,706
Other trading activities	7,791	-	-	7,791
<b>Total expenditure</b>	<b>70,622</b>	<b>23,168</b>	<b>14,006</b>	<b>107,796</b>
Net gains (or losses) on investments	-	(16,777)	-	(16,777)
<b>Net income or (net expenditure)</b>	<b>8,132</b>	<b>(37,130)</b>	<b>31,870</b>	<b>2,872</b>
<i>Reconciliation of funds:</i>				
<b>Net movement in funds</b>	<b>8,132</b>	<b>(37,130)</b>	<b>31,870</b>	<b>2,872</b>
Total funds brought forward	27,827	222,441	29,922	280,190
<b>Total funds carried forward</b>	<b>35,959</b>	<b>185,311</b>	<b>61,792</b>	<b>283,062</b>

## Notes to the Financial Statements

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### 16 Restatement of prior year figures

The figures from the 2022 account have been restated to reflect the change from Receipts and Payments accounts to Accruals accounts. The effect on the balances as at 31<sup>st</sup> December 2022 is as follows:

	Unrestricted		Restricted Funds	Restated All Funds 2022
	General Fund	Designated Funds		
	£	£	£	£
<b>Bank balances as previously stated</b>	32,845	89,267	61,318	<b>183,430</b>
Inclusion of:				
Tangible assets	1	-	-	<b>1</b>
Investments	-	93,229	-	<b>93,229</b>
Debtors	3,781	2,815	474	<b>7,070</b>
Creditors (under one year)	(668)	-	-	<b>(668)</b>
<b>Total assets as restated</b>	<b>35,959</b>	<b>185,311</b>	<b>61,792</b>	<b>283,062</b>

### 17 Statement of funds

**Restricted funds** are not invested permanently but are to be spent within reasonable timescales.

The Major Projects / Fabric Fund is restricted to projects relating to, and the maintenance of, the church building.

The Organ Appeal Fund is a historic fund which will be used for major repairs to/replacement of the organ.

The School Fund represents donations to be used to assist Balcombe Church of England Primary School in developing its religious and spiritual environment.

The Youth Group Fund represents funds belonging to the youth group, Locus.

The Mrs Robinson Fund represents funds restricted to help needy children and women in the parish.

The Balcombe Friends of Ukraine Fund was established primarily to help provide practical support for refugees from the Ukraine housed in Balcombe.

**Unrestricted funds** are not subject to any donor restrictions and can be spent as the PCC decides. The Legacies Fund represents legacies received that, in accordance with our legacy policy, are to be spent on development projects in the parish, whether buildings, equipment, mission or staff.

The balances on the funds can be summarised as follows:

## Notes to the Financial Statements

### 17 Statement of funds (continued)

	Restated Balances b/fwd 1 Jan 2023	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31 Dec 2023
	£	£	£	£	£
Major projects / fabric	45,614	121,100	(166,714)	-	-
Organ appeal	5,214	-	-	-	5,214
School and children fund	2,413	-	(815)	-	1,598
Youth group	259	226	(306)	-	179
Mrs Robinson fund	1,745	-	(16)	-	1,729
Balcombe Friends of Ukraine	6,547	-	(2,895)	-	3,652
Other	-	-	-	-	-
<b>Total of all restricted funds</b>	<b>61,792</b>	<b>121,326</b>	<b>(170,746)</b>	<b>-</b>	<b>12,372</b>
General fund	35,959	77,009	(71,799)	-	41,169
Designated fund - legacies	185,311	52,608	(204,744)	9,063	42,238
<b>Total of all unrestricted funds</b>	<b>221,270</b>	<b>129,617</b>	<b>(276,543)</b>	<b>9,063</b>	<b>83,407</b>
<b>Total funds</b>	<b>283,062</b>	<b>250,943</b>	<b>(447,289)</b>	<b>9,063</b>	<b>95,779</b>

# Independent Examiner's Report to the PCC of St Mary's Church, Balcombe for the Year Ended 31<sup>st</sup> December 2023

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This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St Mary, Balcombe, on the annual accounts for the year ended 31<sup>st</sup> December 2023 set out on pages 9 to 20.

## Respective responsibilities of trustees and examiner

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

It is my responsibility to:

1. examine the accounts under section 145 of the Charities Act,
2. to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
3. 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 Commission. An examination includes a review of the accounting records kept by the charity 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

The charity's gross income exceeded £250,000 and I am qualified to carry out the independent examination by being a member of the Association of Charity Independent Examiners, which is one of the listed bodies. In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave 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.

## Examiner's signature



## Examiner's name CAPITALS

J IRVINESMITH

## Date

25 April 2024

## Relevant professional qualification(s) or body

FCIE

## Examiner's address

Unit 2, The Broadbridge Business Centre, Delling Lane, Bosham, PO18 8NF