

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF WEST HORSLEY, SURREY

England & Wales - Charity number 1179116

Details

Status Registered

Legal form Other

Registered 2018-07-09

Register [View on the Charity Commission register](#)

Contact

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West Horsley
Leatherhead
KT24 6LQ

Phone 01483281898

Email office@stmaryswesthorsley.co.uk

Website www.stmaryswesthorsley.co.uk

Activities

Objects: PROMOTING IN THE ECCLESIASTICAL PARISH THE WHOLE MISSION OF THE CHURCH.

Activities: Church Services, youth education in the Christian Faith. Meetings for special groups such as the elderly, mothers and young children

Classification

- **How:** Makes Grants To Individuals, Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Other Charitable Activities
- **What:** General Charitable Purposes, Disability, The Prevention Or Relief Of Poverty, Religious Activities, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- Surrey

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£814,162	£415,816	£677,225	5
2023-12-31	£452,517	£397,707	-	-
2022-12-31	£327,083	£335,048	-	-
2021-12-31	£349,764	£273,698	-	-
2020-12-31	£317,943	£284,064	-	-

Trustees

Name	Role	Appointed
Rev PHILIP EDWARD HERRINGTON	Chair	2016-01-11
BARBARA FIRTH		2025-04-27
CAROLINE LOUISE TITFORD		2018-04-22
Chris Puddle		2024-04-28
Ellen Theresa Harris		2025-05-18
Fiona Trinder		2024-04-28
Maggie Gwendolen Simmonds		2023-04-23
Michael David Gercke		2020-10-13
Oliver Stephen Ian Windridge		2023-04-23
Rachel Elizabeth Clark		2025-07-01
Richard Boyd		2024-04-28
Simon John Williams		2025-04-27
Victoria Gwendoline Rutherford		2023-04-23

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England & Wales - Charity number 1179116

Accounts



St Mary's
WEST HORSLEY

St Mary's

West Horsley

Annual Financial Statements

Year ended 31 December 2024

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Statement of Responsibilities of the Council

The St Mary's Parochial Church Council (PCC) is responsible for all parish finance, its management and control, including the appointment of a Treasurer. While it may delegate some of its duties, this does not remove its legal responsibilities. These include:

A. Keeping 'proper accounting records' which are sufficient to show and explain all the PCC's transactions and must include a record of all relevant assets and liabilities. The records, together with the annual financial statements, must be preserved for at least six years from the end of the financial year to which they relate. The records must:

- 1) show and explain all the PCC's transactions,
- 2) disclose the PCC's financial position at any time,
- 3) enable the required accounts to be prepared,
- 4) show on a day-to-day basis all receipts and payments and record their purpose
- 5) include a record of all assets and liabilities.

B. Ensuring that the finances of the PCC are under control. Such control may only be delegated for as long as the PCC's strategies, policies and objectives are complied with.

C. Preparing an annual account and report, which shall be presented to the Annual Parochial Church Meeting in accordance with the requirements of the Church Representation Rules.

D. Arranging for a suitable independent examination or audit of the financial statements.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE PCC OF THE PARISH OF ST MARY'S WEST HORSLEY

Opinion

We have audited the financial statements of The Parish of St Mary's West Horsley (the 'Church') for the year ended 31 December 2024 which comprise the Statement of Financial Activities, Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the church's affairs as at 31 December 2024 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011 and Church Accounting Regulations 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the church in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the PCC's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the church's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the PCC with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The PCC are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have

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performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the PCC's report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in responsibilities statement set out on page 3 the PCC are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the PCC determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the members of the PCC are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the PCC either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Discussions with and enquiries of management and those charged with governance were held with a view to identifying those laws and regulations that could be expected to have a material impact on the financial statements. During the engagement team briefing, the outcomes of these discussions and enquiries were shared with the team, as well as consideration as to where and how fraud may occur in the entity.

The following laws and regulations considered to have a direct effect on the financial statements include UK financial reporting standards, Charity Law and Pensions legislation.

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Those laws and regulations for which non-compliance may be fundamental to the continuing operations of the Church and therefore may have a material effect on the financial statements include health and safety legislation, employment law and GDPR.

Audit procedures undertaken in response to the potential risks relating to irregularities (which include fraud and non-compliance with laws and regulations) comprised of enquiries of management and those charged with governance as to whether the Church complies with such laws and regulations; enquiries with the same concerning any actual or potential litigation or claims; inspection of any relevant legal correspondence; review of PCC board minutes; testing the appropriateness of journal entries; and the performance of analytical review to identify unexpected movements in account balances which may be indicative of fraud.

No instances of material non-compliance were identified. However, the likelihood of detecting irregularities, including fraud, is limited by the inherent difficulty in detecting irregularities, the effectiveness of the entity's controls, and the nature, timing and extent of the audit procedures performed. Irregularities that result from fraud might be inherently more difficult to detect than irregularities that result from error. As explained above, there is an unavoidable risk that material misstatements may not be detected, even though the audit has been planned and performed in accordance with ISAs (UK).

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report

Use of our report

This report is made solely to the members of the PCC, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the PCC those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the church and the PCC as a body, for our audit work, for this report, or for the opinions we have formed.



CMB Partnership Limited
Statutory Auditor

7 Wey Court
Mary Road
Guildford
GU1 4QU

Date: 2. March 2025

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Annual Report of the Parochial Church Council for the year ended 31 December 2024

1) Introduction

St Mary's West Horsley is a medium sized village church with an electoral roll of 191 at April 2024 (191 April 2023).

It is a thriving evangelical church with a 1000 year history.

Each week two morning services are held, a traditional service in the church at 9.00am and a contemporary family service at 10.45am in East Horsley Village Hall. Across the two services approximately 180 adults attend although the weekly average is closer to 135 plus around 25 children. Approximately once a month there is an evening service with a time of extended worship and prayer ministry.

During the week approximately half the parishioners meet in Home Groups to worship, pray and study the bible using a mix of resources. These studies sometimes follow the sermon series.

Other regular weekday activities include mid- week said communion, Noah's Ark our thriving babies and toddler group, and a Friday morning café. Since 2023 there is a monthly lunch club for the community organised by one of our parishioners.

In addition there are regular Men's and Ladies Fellowship meetings held during the year.

2) Administrative Information

St Mary's West Horsley is a Church of England church in the Deanery of Leatherhead, part of the Diocese of Guildford. With its medium size congregation it promotes an active evangelical mission.

Charity Commission number	1179116	
		<u>Date appointed or reappointed</u>
Incumbent	Revd Philip Herrington	March 2016
Curate	Revd. Rachel Clark	July 2024
Licenced Lay Ministers (Readers)	Mary McAllister	
Wardens	Andy Lewis Caroline Titford Vicky Rutherford	Retired April 2024 October 2020 April 2024
Deputy Warden	Andy Lewis	April 2024
Deanery Synod Representatives	Carolyn Palmer Maggie Simmonds Richard Boyd	April 2023 April 2023 April 2024

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Current elected PCC members and Trustees

Patricia Davis	April 2022
Kellie Smitheman	April 2022
David Kratt	April 2022
Michael Gercke	April 2023
Mark Pinks	April 2023
Oliver Windridge	April 2023
Chris Puddle	April 2024
Hennie Theron	April 2024
Fiona Trinder	April 2024

Treasurer

Michael Gercke was appointed Treasurer in April 2020

Safeguarding Officer

Hazel Black was appointed Safeguarding Officer in January 2023

3) Structure, Governance and Management

The Parochial Church Council (PCC) is a corporate body established by the Church of England and operates under the Parochial Church Council Powers Measure. The method of appointment of PCC members is set out in the Church Representation Rules.

The PCC has appointed a Standing Committee which for 2024 comprised seven people (Rector, Curate, two Churchwardens, Deputy Church Warden, Treasurer and an elected member of the PCC).

The PCC has met six times this year. Besides standard PCC business our discussions have included; safeguarding; approving the church budget; approving any capital expenditure; reviewing mission and vision; and ongoing discussion and planning for the building of a church centre on the church site and a reordering of the interior of the church to enable (in time) all services to be held on the church site with children and young people provision, and having the facilities to better serve our ministries and the wider community.

There are several established sub-committees. These comprise the Standing Committee (which meets bi-monthly), which has the power to transact any business of the PCC between its meetings, subject to any direction given by the PCC; the Mission Committee, which works with our Mission Partners to keep the relationship close and vibrant, and allocates funds given to it by the PCC; the Fabric committee which oversees the care, maintenance and development of our Fabric (the church and the building known as the "Wheelhouse").

As reported in prior years, a Building Project Team was set up in 2021 to carry out a feasibility study for the church reordering and potential building of new facilities on the church site. This culminated in receipt in December 2022 of Pre-Application approval from Guildford Borough Council for the building of a new church centre on land adjacent to the church owned by the PCC.

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Since then the team has been working with our chosen architects and other professionals on plans for the church centre and church reordering. This culminated in submission of a detailed planning application for the church centre in July 2024. In addition change of use consent for the construction of a single 5 bed residential dwelling was concurrently submitted covering the land on 82 East Lane, West Horsley (the site of the Wheelhouse) where the current church hall and offices are situated.

In addition to the planning work on the church centre the team has also been preparing for the submission of a faculty for the church reordering.

The buildings team reports to the PCC and all major decisions are taken by the PCC.

The Rector and Wardens also meet weekly to ensure the smooth running of the church.

4) Objectives and Activities

St Mary's PCC has the responsibility of co-operating with the incumbent, the Reverend Philip Herrington, in promoting across the ecclesiastical parish the whole mission of the church, pastoral, evangelistic, social and ecumenical. It's responsibilities also include that of employer to the staff team, maintaining good financial controls, and maintenance responsibilities for the church and church yard and the Wheelhouse.

5) Review for the Year

Reports over the last few years have always had the shadow of the Covid-19 pandemic cast over them, but last year felt like a more normal year for the first time, with attendance numbers roughly back to where they were in 2019, new people and young families joining us and ministries flourishing.

Through the year we continued to try and ensure we delivered bible-based teaching that has relevance to navigating day to day life as Christians, with teaching drawn from across the Old and New Testament, from books like Habakkuk, 2 Timothy, the Psalms and 1 Thessalonians.

Some significant changes in the St Mary's staff team occurred in 2024. Rev'd Steve Green finished his curacy and, in April took on the Parish of St James, Rowledge, whilst in July Rev'd Rachel-Elizabeth Clark joined us at the start of her Curacy. In September, Andrew Kitcatt moved on from his worship leader role to a new role at a church in Bath. Later in the year Edd and Abby Cope resigned from their roles as CYM lead and Communications Manager, heading to a church near Birmingham. They officially left us in January 2025. Having had a fairly settled team for a long time, 2025 promises to be a year of change and new beginnings.

The Church Building's Team, headed up by Simon Harris, made significant progress last year with the submission of a full Planning Application to Guildford Borough Council for the construction of a Church Centre close to the grade 1 listed Church, and the work required for submission of a faculty for the reordering of the Church building. The Church Centre is of particular strategic importance as it would enable the Church family to worship together on one site, reuniting the two Sunday morning congregations, and giving us a fantastic base from which to serve the community. It will also lead to more intensive use of the church itself thereby preserving and securing its future

We have had a terrific start to our fundraising campaign, and have given ourselves a solid foundation to build upon. There will of course be future fundraising requests as we make our

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way on this journey. As of 31st December 2024, we had yet to hear back from the Borough Council.

Christmas was hugely successful once again, in terms of numbers. It remains a firm fixture in the rhythm of parishioners' Christmases. Throughput into the life of the Church itself remains low, but many seeds were sown which we continue to pray into.

The Bereavement Journey Course bore particular fruit last year, whilst Noah's Ark, our baby & toddler group, and the Friday Café continued to be our largest contact point with those outside the church on a regular basis.

Writing this report gives me a good opportunity to formally thank all those who serve the multiple ministry teams we have here, the PCC who help lead St Mary's, Mike Gercke, Sue Hook, Kate Aitken and Derek Rutherford who ensure our finances are in good shape and accurately accounted for, and the Wardens – Caroline Titford, Vicky Rutherford in her new Warden role and Andy Lewis as deputy - who fulfil their role as "friendly critics" with wisdom, grace and great faith.

As ever,

Rev'd Philip Herrington
Rector, West Horsley

6) Reserves Policy

The current reserves policy requires the church to seek to maintain a minimum of £100,000 in free reserves at all times which is equal to approximately 4 months expenditure. As before, the PCC will keep the policy under review as the church finances evolve.

In addition in 2022 & 2023 the PCC assigned sums totalling £75,000 of the surplus free reserves as a designated reserve to be spent on the building project. This designated reserve has now been used to help defray the professional costs incurred on the building project. Further details are contained in Note 9.

7) Financial Review

The church is in a healthy financial position. In 2024 regular church income from the congregation (including gift aid) increased by 10% due to growth in numbers, and faithful giving and commitment of parishioners despite the cost of living crisis. When account is taken of "Other income" total Unrestricted Income was up by 7% at £348,652

Operating costs at £311,400 is only marginally up on 2023 levels mainly due to postponement of certain maintenance works on the church.

In summary the Accounts for the 12 months to 31 December 2024 show an operating surplus of £37,252 of unrestricted income compared to £20,004 surplus in 2023.

After taking account of £24,386 of expenditure on the building project charged to Unrestricted funds the church is reporting a net surplus in Unrestricted funds of £12,866.

This has resulted in our General Reserves increasing to £182,730 which is comfortably ahead of our required reserves of £100,000.

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These additional reserves enable us to take advantage of opportunities to expand our ministries to the village. They also provide a buffer should our income fall as it is highly sensitive to the giving from a small number of large donors.

Restricted funds at 31 December 2024 totalled £494,495 of which £7,346 is restricted to general repairs to the church building, and £472,324 for the building fund for the new church centre and church reordering. The remaining £14,825 are a variety of restricted funds as described in Note 1.

In concluding that it is appropriate for the Accounts to be prepared on a going concern basis, the PCC are required to look forward for a period of 12 months from the date the Accounts are signed. The budget for 2025 was approved in January 2025 and a small surplus of £2,517 has been set and the PCC anticipates reserves at the year-end will exceed the required level as provided in our Reserves policy and will remain adequate into 2026.

The budget assumes a lower level of giving due to recent leavers. Expenditure is higher than 2024 due to more planned maintenance including expenditure deferred from 2024.

As a result of this assessment of our financial position and prospects the PCC have concluded that it remains appropriate to prepare the Accounts on a "Going concern basis".

Auditors

Our present Auditors, CMB Partnership Limited, Chartered Accountants of Guildford were proposed for re-election at the APCM on 28 April 2024.

The 2024 Annual Report and Accounts were approved by the PCC on 20 March 2025 and were signed on the PCC's behalf by the Treasurer, Michael Gercke and Churchwarden, Vicky Rutherford.

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Statement of Financial Activities for the year ended 31 December 2024

	Note	General Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	General Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £
OPERATING INCOME							
Donations, grants, fees and other general church income	2(a)	340,872	5,589	346,461	320,604	6,895	327,499
Income from investments	2(c)	4,914	-	4,914	3,127	-	3,127
Other Income	2 (d)	2,866	-	2,866	1,578	-	1,578
TOTAL OPERATING INCOME		348,652	5,589	354,241	325,309	6,895	332,204
OPERATING EXPENDITURE							
Mission and charitable giving	3(a)	33,354	1,856	35,210	30,305	3,020	33,325
Church activities	3(b)	267,428	2,035	269,463	265,218	1,996	267,214
Governance costs	3(d)	10,618	-	10,618	9,782	-	9,782
		311,400	3,891	315,291	305,305	5,016	310,321
OPERATING SURPLUS/(DEFICIT)		37,252	1,698	38,950	20,004	1,879	21,883
NEW CHURCH CENTRE & CHURCH REORDERING							
Income	2(b)	-	459,921	459,921	-	120,313	120,313
Expenditure	3(c)	(24,386)	(76,139)	(100,525)	(50,614)	(36,772)	(87,386)
NET INCOME/EXPENDITURE ON CHURCH CENTRE & CHURCH REORDERING		(24,386)	383,782	359,396	(50,614)	83,541	32,927
NET MOVEMENT IN FUNDS		12,866	385,480	398,346	(30,610)	85,420	54,810
Balances at 1 January 2024		169,864	109,015	278,879	200,474	23,595	224,069
Balances at 31 December 2024		182,730	494,495	677,225	169,864	109,015	278,879

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Balance Sheet at 31 December 2024

	Note	2024 £	2023 £
Fixed Assets			
Tangible	5	12,123	20,402
Current Assets			
Debtors	6	27,680	24,847
Short term deposits		660,755	241,835
Cash at bank		24,948	25,608
Total Current Assets		<u>713,383</u>	<u>292,290</u>
Current Liabilities			
Creditors: amounts falling due within one year	7	(43,281)	(33,813)
Net Current Assets		<u>670,102</u>	<u>258,477</u>
Loans due after one year	8	(5,000)	-
TOTAL NET ASSETS		<u>677,225</u>	<u>278,879</u>
PARISH FUNDS			
Unrestricted	9	182,730	169,864
Restricted	9	494,495	109,015
TOTAL FUNDS		<u>677,225</u>	<u>278,879</u>

Approved by the PCC and signed on its behalf by:

Victoria G Rutherford
Church Warden

Michael D Gercke
Treasurer

20 March 2025

Notes to the Financial Statements for the year ended 31 December 2024

1. Accounting Policies

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Charities SORP (FRS102) effective for accounting periods commencing on or after 1 January 2019.

The financial statements have been prepared under the historic cost convention and include all transactions, assets and liabilities for which the PCC is responsible in law.

Connected charities

The financial statements do not include those of church groups that are affiliated to other bodies or are informal gatherings of church members. Expenditure includes amounts paid to a 'connected charity' for rent on 7 Weston Lea owned by Samcot Trust.

Connected charities are those having similar objects to those of the PCC and having a majority of the trustees subject to appointment by the person(s) entitled to appoint a majority of the members of the PCC.

Funds

Restricted funds represent (a) income from trusts or bequests and which may be expended only on those restricted objects provided in the terms of the trust or bequest, and (b) donations 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 is carried forward as a balance on that fund.

<i>Buildings Repair Fund</i>	The fund originated from the appeal to repair St Mary's, West Horsley. New donations, grants and legacies towards the up keep of the church building are added to the fund.
<i>Rector's Resource Centre</i>	The fund is used to purchase books and other media for use by the congregation.
<i>Noah's Ark</i>	Subscriptions and specific donations received are spent on the activities of this baby & toddler group within the Children & Youth ministry.
<i>Friday Café</i>	Money raised from donations from those who attend is used to finance costs incurred.
<i>Special Appeals</i>	Money is raised for special causes and paid over to the beneficiaries at the end of the appeal.
<i>Special Collections</i>	Money is collected in the church at special services and remitted to a charitable organisation, as decided by the PCC.

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<i>Veterans Fund</i>	The church administers, on behalf of a Surrey charity, an annual donation to cover the cost of the annual Horsley Veterans Lunch and other small events for veterans during the year.
<i>Bucket Fund</i>	The Bucket Fund, founded in 2018 for the purpose of relieving acute financial distress for individuals or families known to the Rector within the congregation, currently holds a balance of £1,640. During 2024, there was income of £90 and outgoings of £230 made from the fund in accordance with its Terms of Reference. Appeals for contributions to the Bucket Fund may be made in future years at the discretion of the Rector.
<i>New Buildings Fund</i>	The New Buildings Fund was set up in 2023 for donations, grants and fundraising proceeds towards the planning and building of the new church centre and reordering of the interior of the church.

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. 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. Amounts received specifically for mission are dealt with as restricted funds. Repairs recommended following Quinquennial inspections are included once contracted for and expense incurred. All other expenditure is generally recognised when it is incurred and is accounted for on a gross basis.

Fixed assets

Consecrated and beneficed property is not included in the accounts in accordance with the Charities Act 2011.

Equipment used within the church premises, including portable computers and office equipment, is depreciated on a straight-line basis over 4 years. Individual items of equipment with a purchase price of £5,000 or less are written off when the asset is acquired. This amount was increased from £1,000 by PCC resolution during 2024.

2. Incoming Resources

	Unrestricted Funds £	Restricted Funds £	Total £	Unrestricted Funds £	Restricted Funds £	Total Funds £
	2024	2024	2024	2023	2023	2023
(a) Donations, grants, fees and other general church income						
Planned Giving:						
Regular donations	272,970	-	272,970	248,989	-	248,989
Tax recoverable	60,573	-	60,573	53,831	-	53,831
Legacies	-	-	-	-	-	-
Special collections	-	3,324	3,324	-	4,756	4,756
Insurance claims	-	-	-	6,000	-	6,000
Collections (open plate)	-	-	-	230	-	230
Grants	1,000	-	1,000	1,500	-	1,500
Building repair fund income	-	86	86	-	154	154
Donations	777	767	1,544	3,751	-	3,751
Fees, weddings & funerals (net)	5,552	-	5,552	6,303	-	6,303
Other	-	1,412	1,412	-	1,985	1,985
	340,872	5,589	346,461	320,604	6,895	327,499
(b) Income for Church Centre & Church reordering						
Donations	-	369,071	369,071	-	60,750	60,750
Tax recoverable	-	77,528	77,528	-	8,963	8,963
Trusts & Grants	-	3,090	3,090	-	50,000	50,000
Fundraising	-	4,604	4,604	-	338	338
Bank & deposit interest	-	5,628	5,628	-	262	262
	-	459,921	459,921	-	120,313	120,313
(c) Income from investments						
Bank & CBF deposit interest	4,914	-	4,914	3,127	-	3,127
(d) Other Income						
Wheelhouse lettings	2,790	-	2,790	1,529	-	1,529
Sundry items	76	-	76	49	-	49
	2,866	-	2,866	1,578	-	1,578
Total incoming resources in the year	348,652	465,510	814,162	325,309	127,208	452,517

3. Resources Expended

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £
(a) Mission & Charitable giving						
Charities - overseas	13,342	-	13,342	12,122	-	12,122
Charities - UK	20,012	-	20,012	18,183	-	18,183
Special collections	-	1,626	1,626	-	1,872	1,872
Individuals	-	230	230	-	1,148	1,148
	33,354	1,856	35,210	30,305	3,020	33,325
(b) Church activities						
Diocesan parish share payments	101,764	-	101,764	98,491	-	98,491
Administrative & Parish Office Costs	37,421	-	37,421	35,000	-	35,000
Rector's working expenses	3,400	-	3,400	2,848	-	2,848
Ministry, training and other allied parish activities	30,300	1,285	31,585	24,537	1,518	26,055
Assistant's salaries and working expenses	31,219	-	31,219	29,319	-	29,319
Church running and maintenance	24,680	750	25,430	36,907	478	37,385
Wheelhouse running costs	6,427	-	6,427	7,378	-	7,378
Website & Communications	11,798	-	11,798	10,506	-	10,506
Rent – Samcot Trust	12,140	-	12,140	12,090	-	12,090
Depreciation	8,279	-	8,279	8,142	-	8,142
	267,428	2,035	269,463	265,218	1,996	267,214
(c) Church Centre & Church reordering Professional fees						
Church Centre	-	70,612	70,612	-	42,364	42,364
Church Reordering	-	15,026	15,026	-	39,400	39,400
82 East Lane site	-	13,123	13,123	-	2,022	2,022
Fundraising & Promotional	-	1,764	1,764	-	3,600	3,600
Amount charged to Designated fund	24,386	(24,386)	-	50,614	(50,614)	-
	24,386	76,139	100,525	50,614	36,772	87,386
(d) Governance costs						
Audit Fees	3,900	-	3,900	3,600	-	3,600
Accounting & Payroll Fees	1,218	-	1,218	1,182	-	1,182
Honorarium - Accountant	5,500	-	5,500	5,000	-	5,000
	10,618	-	10,618	9,782	-	9,782
Total resources expended in the year	335,786	80,030	415,816	355,919	41,788	397,707

4. Staff and Other People Costs

	2024 £	2023 £
(a) Salaries		
Salaries & National Insurance	78,326	76,467
Pension	<u>2,630</u>	<u>2,566</u>
	<u>80,956</u>	<u>79,033</u>
 Staff numbers:		
Full time	1	1
Part time	4	4

No employee received emoluments in excess of £60,000 in the year. The number of part time employees decreased to 3 for the final quarter.

	2024 £	2023 £
(b) Honorarium		
Bookkeeping	<u>5,500</u>	<u>5,000</u>
	£	£
(c) Payments to PCC members	<u>Nil</u>	<u>Nil</u>

Parish of St Mary's, West Horsley, Surrey

5. Fixed Assets

	Car park £	Church equipment £	Lap-top computer £	Total £
<i>Cost</i>				
At 1 January 2024	1,500	72,252	2,799	76,551
Additions	-	-	-	-
At 31 December 2024	<u>1,500</u>	<u>72,252</u>	<u>2,799</u>	<u>76,551</u>
<i>Depreciation</i>				
At 1 January 2024	-	53,350	2,799	56,149
Depreciation for the year	-	8,279	-	8,279
At 31 December 2024	<u>-</u>	<u>61,629</u>	<u>2,799</u>	<u>64,428</u>
Net book value	<u>1,500</u>	<u>10,623</u>	<u>-</u>	<u>12,123</u>

In 2022 & 2023 the PCC invested in audio visual equipment including monitors to upgrade facilities for our services in the church and to enable live streaming of services such as Carols by Candlelight.

The PCC have title to the Wheelhouse which was previously "consecrated" and adjacent land. The Wheelhouse is a 1960's built building in East Lane, and because it was in the past consecrated it has never been included as an asset in the Accounts. Application has been made to Guildford Borough Council for change of use to residential. No existing use valuation of the building exists but in view of its age its value is likely to be modest, although the value of the land with residential consent is estimate to be the region of £1million.

6. Debtors

	2024 £	2023 £
Prepayments	4,264	917
Gift aid claim	21,901	23,357
Other debtors	1,515	573
	<u>27,680</u>	<u>24,847</u>

7. Creditors

	2024 £	2023 £
Creditors and accruals	21,834	15,508
Mission grants	21,447	18,305
	<u>43,281</u>	<u>33,813</u>

8 Creditors more than one year

A loan was given to the church for a term of 5 years for the building project

9. Funds

Restricted funds

		Building Repairs Fund £	Building Fund £	Other funds £	Total £
Balance at 1 January 2024		7,260	88,542	13,213	109,015
Incoming resources	2	86	459,921	5,503	465,510
Resources expended	3	-	(76,139)	(3,891)	(80,030)
Transfers		-			
Balance at 31 December 2024		7,346	472,324	14,825	494,495

The 'other funds' relate to specific church activities, also to special appeals and collections with details shown in notes 1 and 2(a) and 3(a) to these accounts.

General funds

	Unrestricted £
Balance at 1 January 2024	169,864
Operating Surplus for year	37,252
New Church Centre & Church reordering	(24,386)
Balance at 31 December 2024	182,730

In 2022 the PCC Designated £50,000 of Unrestricted General Reserves to the Building Fund. A further £25,000 was designated by the PCC in 2023. Of this £50,614 was expended in 2023 and the balance £24,386 utilised in 2024, towards the architectural and other professional fees for the work required prior to submission of the planning & faculty applications, for the Church Centre and reordering of the church.

10. Analysis of net assets

	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
Tangible fixed assets	12,123	-	12,123	20,402
Current assets	213,888	499,495	713,383	292,290
Liabilities - falling due within one year	(43,281)	-	(43,281)	(33,813)
Liabilities -falling due after one year	-	(5,000)	(5,000)	
	182,730	494,495	677,225	278,879

11. Transactions with connected charities

During 2014 Samcot Trust purchased a property (7 Weston Lea, West Horsley) for the charitable purpose of providing accommodation for the St Mary's Children's & Youth minister.

The PCC agreed to commence rental payments to Samcot Trust in October 2014 in the form of grants to Samcot Trust, as deemed necessary, towards expenditure relating to the property. Since March 2015 the property has been occupied by the Children's & Youth minister and his spouse until they moved away in January 2025. The PCC wish Samcot to retain the property for church use in the future and have resolved while the property is unoccupied to cover Samcot's mortgage costs on the property.

Payments made to Samcot Trust	2024	2023
	£	£
Rental payments	12,000	12,000
Grants towards property expenses	140	90
	<u>12,140</u>	<u>12,090</u>

12. Capital Commitments

At the year end the PCC had outstanding capital commitments totalling £nil (2023-Nil)

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF WEST HORSLEY, SURREY

England & Wales - Charity number 1179116

Accounts



St Mary's

West Horsley

Annual Financial Statements

Year ended 31 December 2023



St Mary's

West Horsley

Annual Financial Statements

Year ended 31 December 2023

Parish of St Mary's, West Horsley, Surrey

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Statement of Responsibilities of the Council

The St Mary's Parochial Church Council (PCC) is responsible for all parish finance, its management and control, including the appointment of a Treasurer. While it may delegate some of its duties, this does not remove its legal responsibilities. These include:

A. Keeping 'proper accounting records' which are sufficient to show and explain all the PCC's transactions and must include a record of all relevant assets and liabilities. The records, together with the annual financial statements, must be preserved for at least six years from the end of the financial year to which they relate. The records must:

- 1) show and explain all the PCC's transactions,
- 2) disclose the PCC's financial position at any time,
- 3) enable the required accounts to be prepared,
- 4) show on a day-to-day basis all receipts and payments and record their purpose
- 5) include a record of all assets and liabilities.

B. Ensuring that the finances of the PCC are under control. Such control may only be delegated for as long as the PCC's strategies, policies and objectives are complied with.

C. Preparing an annual account and report, this shall be presented to the Annual Parochial Church Meeting in accordance with the requirements of the Church Representation Rules.

D. Arranging for a suitable independent examination or audit of the financial statements.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE PCC OF THE PARISH OF ST MARY'S WEST HORSLEY

Opinion

We have audited the financial statements of The Parish of St Mary's West Horsley (the 'Church') for the year ended 31 December 2023 which comprise the Statement of Financial Activities, Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the church's affairs as at 31 December 2023 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011 and Church Accounting Regulations 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the church in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the PCC's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the church's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the PCC with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The PCC are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have

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performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the PCC's report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in responsibilities statement set out on page 3 the PCC are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the PCC determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the members of the PCC are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the PCC either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Discussions with and enquiries of management and those charged with governance were held with a view to identifying those laws and regulations that could be expected to have a material impact on the financial statements. During the engagement team briefing, the outcomes of these discussions and enquiries were shared with the team, as well as consideration as to where and how fraud may occur in the entity.

The following laws and regulations considered to have a direct effect on the financial statements include UK financial reporting standards, Charity Law and Pensions legislation.

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Those laws and regulations for which non-compliance may be fundamental to the continuing operations of the Church and therefore may have a material effect on the financial statements include health and safety legislation, employment law and GDPR.

Audit procedures undertaken in response to the potential risks relating to irregularities (which include fraud and non-compliance with laws and regulations) comprised of: enquiries of management and those charged with governance as to whether the Church complies with such laws and regulations; enquiries with the same concerning any actual or potential litigation or claims; inspection of any relevant legal correspondence; review of PCC board minutes; testing the appropriateness of journal entries; and the performance of analytical review to identify unexpected movements in account balances which may be indicative of fraud.

No instances of material non-compliance were identified. However, the likelihood of detecting irregularities, including fraud, is limited by the inherent difficulty in detecting irregularities, the effectiveness of the entity's controls, and the nature, timing and extent of the audit procedures performed. Irregularities that result from fraud might be inherently more difficult to detect than irregularities that result from error. As explained above, there is an unavoidable risk that material misstatements may not be detected, even though the audit has been planned and performed in accordance with ISAs (UK).

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report

Use of our report

This report is made solely to the members of the PCC, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the PCC those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the church and the PCC as a body, for our audit work, for this report, or for the opinions we have formed.

CMB Partnership Ltd

CMB Partnership Limited
Statutory Auditor

7 Wey Court
Mary Road
Guildford
GU1 4QU

Date: 21 March 2024

Parish of St Mary's, West Horsley, Surrey

Annual Report of the Parochial Church Council for the year ended 31 December 2023

1) Introduction

St Mary's West Horsley is a medium sized village church with an electoral roll of 191 at April 2023 (194 April 2022).

St Mary's is a thriving evangelical church with a 1000 year history.

Each week two morning services are held, a traditional service in the church at 9.00 and a contemporary family service at 10.45 in East Horsley Village Hall. Across the two services approximately 180 adults attend although the weekly average is closer to 135 plus around 25 children. 2023 saw the introduction of a monthly evening service with a time of extended worship and prayer ministry.

During the week approximately half the parishioners meet in Home Groups to worship, pray and study the bible using a mix of resources. These studies sometimes follow the sermon series.

Other regular weekday activities include mid-week communion, Noah's Ark our thriving mum's and toddler group, and a Friday morning café. We have introduced in 2023 a monthly lunch club for the community.

In addition there are regular Men's and Ladies Fellowship meetings held during the year.

Income has increased this year resulting in a healthy financial position.

2) Administrative Information

St Mary's West Horsley is a Church of England church in the Deanery of Leatherhead, part of the Diocese of Guildford. It is a medium size congregation and has an active evangelical mission.

Charity Commission number	1179116	
		<u>Date appointed or reappointed</u>
Incumbent	Revd Philip Herrington	March 2016
Curate	Revd. Stephen Green	July 2021
Licenced Lay Ministers (Readers)	Mary McAllister	
Wardens	Andy Lewis Caroline Titford	April 2017 October 2020
Deanery Synod Representatives	Carolyn Palmer Victoria Rutherford Maggie Simmonds	April 2023 April 2023 April 2023
Current elected PCC members	Hazel Black	April 2021

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Caroline Tod	April 2021
Louisa Winter	April 2021
Patricia Davis	April 2022
Kellie Smitheman	April 2022
David Kratt	April 2022
Michael Gercke	April 2023
Mark Pinks	April 2023
Oliver Windridge	April 2023

Treasurer

Michael Gercke was appointed Treasurer in April 2020

Safeguarding Officer

Hazel Black was appointed Safeguarding Officer in January 2023

3) Structure, Governance and Management

The Parochial Church Council (PCC) is a corporate body established by the Church of England and operates under the Parochial Church Council Powers Measure. The method of appointment of PCC members is set out in the Church Representation Rules.

The PCC has appointed a Standing Committee of six people (Rector, Curate, two Churchwardens, Treasurer and an elected member of the PCC).

The PCC has met seven times this year. Besides standard PCC business our discussions have included; approving the church budget; approving capital expenditure; reviewing mission and vision; and ongoing discussion and planning for the building of a church centre on the church site and a reordering of the interior of the church to enable (in time) all services to be held on the church site with children and young people provision, and having the facilities to better serve our ministries and the wider community.

There are several established sub-committees. These comprise the Standing Committee, which has the power to transact any business of the PCC between its meetings, subject to any direction given by the PCC; the Mission Committee, which works with our Mission Partners to keep the relationship close and vibrant, and allocates funds given to it by the PCC; the Fabric committee which oversees the care, maintenance and development of our Fabric.

As reported in prior years, a Building Project Team was set up in 2021 to carry out a feasibility study for the church reordering and potential building of new facilities on the church site. This culminated in receipt in December 2022 of Pre-Application approval from Guildford Borough Council for the building of a new church centre on land adjacent to the church owned by the PCC.

Throughout 2023 the team has been working with our chosen architects and other professionals to draw up plans for the church centre and church reordering in preparation for the submission of a planning application to the Council and a faculty application to the Diocese for this major project. This team reports to the PCC and all major decisions are taken by the PCC.

The Rector and Wardens also meet weekly to ensure the smooth running of the church.

4) Objectives and Activities

St Mary's PCC has the responsibility of co-operating with the incumbent, the Reverend Philip Herrington, in promoting across the ecclesiastical parish the whole mission of the church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the whole site, including the church, and the Wheelhouse, 82 East Lane, West Horsley.

5) Review for the Year

2023 felt like another year consolidating our post-pandemic numbers, whilst also welcoming in lots of new people at our services. During the year we introduced a monthly evening service with an extended time of worship and ministry.

We continued to try and ensure we delivered bible-based teaching that has relevance to navigating day to day life as Christians, with a series aimed at refreshing our understanding of core Christian doctrine, one looking at some of Jesus' parables in Luke's gospel, and a wonderfully practical three-part series delivered by our Curate, Steve Green, on the Spiritual Disciplines.

In January I held three stand-alone evening seminars to try and help the congregation understand what would be taking place in the national church's General Synod with regard to human sexuality and marriage.

A bereavement course was also run and has being repeated early in 2024.

The Church Building's Team, headed up by Simon Harris, made significant progress on the journey towards submitting a full Planning Application for the construction of a Church Centre and the reordering of the Church building. The Church Centre is of particular strategic importance as it would enable the Church family to worship together on one site, reuniting the two Sunday morning congregations, and giving us a terrific base for serving the community. In November the team launched its Fundraising campaign and once again St Mary's showed its generosity with over £1m being pledged in one way or another. Praise God.

Christmas was hugely successful once again, in terms of numbers. It remains a firm fixture in the rhythm of parishioners' Christmases. Throughput into the life of the Church itself remains low, but many seeds were sown.

In writing this report, it gives me a good opportunity to formally thank all those who serve the multiple ministry teams we have here, the PCC who help lead St Mary's, Mike Gercke, Sue Hook and Kate Aitken who ensure our finances are in good shape and accurately accounted for, and the Wardens – Caroline Titford and Andy Lewis - who fulfil their role as "friendly critics" with wisdom, grace and great faith.

As ever,

Rev'd Philip Herrington
Rector, West Horsley

6) Reserves Policy

The current reserves policy requires the church to seek to maintain a minimum of £100,000 in free reserves at all times which is equal to approximately 4 months expenditure. As before, the PCC will keep the policy under review as the church finances evolve.

In addition in January 2022 the PCC assigned £50,000 of the surplus free reserves as a designated reserve to be spent on the building project. This was increased to £75,000 during 2023. Part of this £75,000 has been used to cover the professional costs incurred in 2023 on the building project. Further details are contained in Note 8.

7) Financial Review

The church is in a healthy financial position. Regular church income from the congregation increased this year due to growth in numbers, and faithful giving and commitment of parishioners despite the cost of living crisis.

Operating costs have marginally increased compared to 2023 reflecting salary increases for the staff team, and increased church maintenance.

In summary the Accounts for the 12 months to 31 December 2023 show an operating surplus of £20,004 of unrestricted income compared to £6,921 surplus in 2022.

After taking account of the £50,614 of expenditure on the building project charged to Unrestricted funds the church is reporting a net deficit in Unrestricted funds of £30,610.

This has resulted in our General Reserves decreasing to £169,864 of which £24,386 represents the balance of the Designated fund unspent at 31 December 2023 (but will be spent in 2024). Net of this, free General Reserves at 31 December 2023 totalled £145,478 which is comfortably ahead of our required reserves of £100,000. However, we anticipate that with our expanding ministry needs these additional reserves will be required.

Restricted funds at 31 December 2023 totalled £109,015 of which £7,260 is restricted to general repairs to the church building, and £88,542 for the building fund for the new church centre and church reordering. The remainder are a variety of restricted funds as described in Note 1.

In concluding that it is appropriate for the Accounts to be prepared on a going concern basis, the PCC are required to look forward for a period of 12 months from the date the Accounts are signed. The budget for 2024 was approved in January and whilst a small deficit budget has been set the PCC still anticipates reserves at the year-end will exceed the required level as provided in our Reserves policy and will remain adequate into 2025.

As a result of this assessment of our financial position and prospects the PCC have concluded that it remains appropriate to prepare the Accounts on a "Going concern basis".

Auditors

Our present Auditors, CMB Partnership Limited, Chartered Accountants of Guildford were proposed for re-election at the APCM on 23 April 2023.

The 2023 Annual Report and Accounts were approved by the PCC on 21 March 2024 and were signed on the PCC's behalf by the Treasurer, Michael Gercke and Churchwarden, Andy Lewis.

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Statement of Financial Activities for the year ended 31 December 2023

	Note	General Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	General Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £
OPERATING INCOME							
Donations, grants, fees and other general church income	2(a)	320,604	6,895	327,499	298,719	25,591	324,310
Income from investments	2(c)	3,127	-	3,127	995	-	995
Other Income	2 (d)	1,578	-	1,578	1,778	-	1,778
TOTAL OPERATING INCOME		325,309	6,895	332,204	301,492	25,591	327,083
OPERATING EXPENDITURE							
Mission and charitable giving	3(a)	30,305	3,020	33,325	28,841	13,140	41,981
Church activities	3(b)	265,218	1,996	267,214	255,978	14,246	270,224
Governance costs	3(d)	9,782	-	9,782	9,752	-	9,752
		305,305	5,016	310,321	294,571	27,386	321,957
OPERATING SURPLUS/(DEFICIT)		20,004	1,879	21,883	6,921	(1,795)	5,126
NEW CHURCH CENTRE & CHURCH REORDERING							
Income	2(b)	-	120,313	120,313	-	-	-
Expenditure	3(c)	50,614	36,772	87,386	13,091	-	13,091
NET INCOME/EXPENDITURE ON CHURCH CENTRE & CHURCH REORDERING		(50,614)	83,541	32,927	(13,091)	-	(13,091)
NET MOVEMENT IN FUNDS		(30,610)	85,420	54,810	(6,170)	(1,795)	(7,965)
Balances at 1 January 2023		200,474	23,595	224,069	206,644	25,390	232,034
Balances at 31 December 2023		169,864	109,015	278,879	200,474	23,595	224,069

Parish of St Mary's, West Horsley, Surrey

Balance Sheet at 31 December 2023

	Note	2023 £	2022 £
Fixed Assets			
Tangible	5	20,403	24,052
Current Assets			
Debtors	6	24,847	40,808
Short term deposits		241,835	173,156
Cash at bank		25,608	24,807
Total Current Assets		<u>292,290</u>	<u>238,771</u>
Current Liabilities			
Creditors: amounts falling due within one year	7	(33,814)	(38,754)
Net Current Assets		<u>258,476</u>	<u>200,017</u>
TOTAL NET ASSETS		<u>278,879</u>	<u>224,069</u>
PARISH FUNDS			
Unrestricted	8	169,864	200,474
Restricted	8	109,015	23,595
TOTAL FUNDS	9	<u>278,879</u>	<u>224,069</u>

Approved by the PCC and signed on its behalf by:

Andrew P Lewis
Church Warden

Michael D Gercke
Treasurer

21 March 2024

Notes to the Financial Statements for the year ended 31 December 2023

1. Accounting Policies

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Charities SORP (FRS102) effective for accounting periods commencing on or after 1 January 2019.

The financial statements have been prepared under the historic cost convention and include all transactions, assets and liabilities for which the PCC is responsible in law.

Connected charities

The financial statements do not include those of church groups that are affiliated to other bodies or are informal gatherings of church members. Included are those items paid for by a 'connected charity' which would normally form part of the PCC's expenditure, where an equivalent amount is included as grants receivable in the PCC's income.

Connected charities are those having similar objects to those of the PCC and having a majority of the trustees subject to appointment by the person(s) entitled to appoint a majority of the members of the PCC.

Funds

Restricted funds represent (a) income from trusts or bequests and which may be expended only on those restricted objects provided in the terms of the trust or bequest, and (b) donations 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 is carried forward as a balance on that fund.

<i>Buildings Repair Fund</i>	The fund originated from the appeal to repair St Mary's, West Horsley. New donations, grants and legacies towards the upkeep of the church building are added to the fund.
<i>Churchyard Fund</i>	The fund is used for maintenance of the Churchyard.
<i>Rector's Resource Centre</i>	The fund is used to purchase books and other media for use by the congregation.
<i>Noah's Ark</i>	Subscriptions and specific donations received are spent on the activities of this toddler group within the Children & Youth ministry.
<i>Friday Café</i>	Money raised from donations from those who attend is used to finance costs incurred.
<i>Special Appeals</i>	Money is raised for special causes and paid over to the beneficiaries at the end of the appeal.

Parish of St Mary's, West Horsley, Surrey

<i>Special Collections</i>	Money is collected in the church at special services and remitted to a charitable organisation, as decided by the PCC. In 2022 the congregation was challenged to donate towards a fund to support those in the church community and more widely in the community. These funds together with related gift aid totalled approximately £15,000 and have been disbursed in both 2022 and 2023
<i>Veterans Fund</i>	The church administers, on behalf of a Surrey charity, an annual donation to cover the cost of the annual Horsley Veterans Lunch and other small events for veterans during the year.
<i>Bucket Fund</i>	The Bucket Fund, founded in 2018 for the purpose of relieving acute financial distress for individuals or families known to the Rector within the congregation, currently holds a balance of £1,780. During the year 2023, there was income of £2,780 and outgoings of £1,148 made from the fund in accordance with its Terms of Reference. Appeals for contributions to the Bucket Fund may be made in future years at the discretion of the Rector.
<i>New Buildings Fund</i>	The New Buildings Fund was set up in 2023 for donations, grants and fundraising proceeds towards the planning and building of the new church centre and reordering of the interior of the church.

Unrestricted funds are general funds which can be used for PCC ordinary purposes. As noted above, at its meeting in January 2022 the PCC resolved to designate £50,000 of the Unrestricted general funds be set aside towards the proposed building project. A further £25,000 was designated by the PCC at its meeting in July 2023.

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. 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. Amounts received specifically for mission are dealt with as restricted funds. Repairs recommended following Quinquennial inspections are included once contracted for. All other expenditure is generally recognised when it is incurred and is accounted for on a gross basis.

Fixed assets

Consecrated and beneficed property is not included in the accounts in accordance with the Charities Act 2011.

Equipment used within the church premises, including portable computers and office equipment, is depreciated on a straight-line basis over 4 years. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

Parish of St Mary's, West Horsley, Surrey

2. Incoming Resources

	Unrestricted Funds 2023	Restricted Funds 2023	Total 2023	Unrestricted Funds 2022	Restricted Funds 2022	Total 2022
	£	£	£	£	£	£
(a) Donations, grants, fees and other general church income						
Planned Giving:						
Regular donations	248,989	-	248,989	238,046	-	238,046
Tax recoverable	53,831	-	53,831	48,727	-	48,727
Legacies	-	-	-	-	-	-
Special collections	-	4,756	4,756	-	16,850	16,850
Insurance claims	6,000	-	6,000	2,000	-	2,000
Collections (open plate)	230	-	230	713	-	713
Grants	1,500	-	1,500	2,344	-	2,344
Building repair fund income	-	154	154	-	7,516	7,516
Donations	3,751	-	3,751	1,421	350	1,771
Fees, weddings & funerals (net)	6,303	-	6,303	5,468	-	5,468
Other	-	1,985	1,985	-	875	875
	320,604	6,895	327,499	298,719	25,591	324,310
(b) Income for Church Centre & Church reordering						
Donations	-	60,750	60,750	-	-	-
Tax recoverable	-	8,963	8,963	-	-	-
Trusts & Grants	-	50,000	50,000	-	-	-
Fundraising	-	338	338	-	-	-
Bank & deposit interest	-	262	262	-	-	-
	-	120,313	120,313	-	-	-
(c) Income from investments						
Bank & CBF deposit interest	3,127	-	3,127	995	-	995
(d) Other income						
Wheelhouse lettings	1,529	-	1,529	1,580	-	1,580
Sundry items	49	-	49	198	-	198
	1,578	-	1,578	1,778	-	1,778
Total incoming resources in the year	325,309	127,208	452,517	301,492	25,591	327,083

Parish of St Mary's, West Horsley, Surrey

3. Resources Expended

	Unrestricted Funds	Restricted Funds	Total	Unrestricted Funds	Restricted	Total
	2023	2023	2023	2022	2022	2022
	£	£	£	£	£	£
(a) Mission & Charitable giving						
Charities - overseas	12,122	-	12,122	11,536	-	11,536
Charities - UK	18,183	-	18,183	17,305	-	17,305
Special collections	-	1,872	1,872	-	12,085	12,085
Individuals	-	1,148	1,148	-	1,055	1,055
	30,305	3,020	33,325	28,841	13,140	41,981
(b) Church activities						
Diocesan parish share payments	98,491	-	98,491	98,361	-	98,361
Administrative & Parish Office Costs	35,000	-	35,000	36,063	-	36,063
Rector's working expenses	2,848	-	2,848	3,732	-	3,732
Ministry, training and other allied parish activities	24,537	1,518	26,055	27,949	682	28,631
Assistant's salaries and working expenses	29,319	-	29,319	28,055	-	28,055
Church running and maintenance	36,907	478	37,385	27,654	13,564	41,218
Wheelhouse running costs	7,378	-	7,378	6,396	-	6,396
Website & Communications	10,506	-	10,506	11,197	-	11,197
Grants – Samcot Trust	12,090	-	12,090	10,890	-	10,890
Depreciation	8,142	-	8,142	5,681	-	5,681
	265,218	1,996	267,214	255,978	14,246	270,224
(c) Church Centre & Church reordering Professional fees	50,614	36,772	87,386	13,091	-	13,091
(d) Governance costs						
Audit Fees	3,600	-	3,600	3,624	-	3,624
Accounting & Payroll Fees	1,182	-	1,182	1,128	-	1,128
Honorarium - Accountant	5,000	-	5,000	5,000	-	5,000
	9,782	-	9,782	9,752	-	9,752
Total resources expended in the year	355,919	41,788	397,707	307,662	27,386	335,048

4. Staff and Other People Costs

	2023 £	2022 £
(a) Salaries		
Salaries & National Insurance	76,467	73,274
Pension	<u>2,566</u>	<u>2,444</u>
	<u>79,033</u>	<u>75,718</u>
 Staff numbers:		
Full time	1	1
Part time	4	4
 No employee received emoluments in excess of £60,000 in the year		
 (b) Honorarium	 2023 £	 2022 £
Accountant	<u>5,000</u>	<u>5,000</u>
 (c) Payments to PCC members	 £	 £
	<u>Nil</u>	<u>Nil</u>

5. Fixed Assets

	Car park £	Church equipment £	Lap-top computer £	Total £
<i>Cost</i>				
At 1 Jan 2023	1,500	67,759	2,799	72,058
Additions	-	4,493	-	4,493
At 31 Dec 2023	1,500	72,252	2,799	76,551
<i>Depreciation</i>				
At 1 Jan 2023	-	45,207	2,799	48,006
Depreciation	-	8,142	-	8,142
At 31 Dec 2023	-	53,349	2,799	56,148
Net book value	1,500	18,903	-	20,403

In 2022 the PCC invested in audio visual equipment including monitors to upgrade facilities for our services in the church and to enable live streaming of services when needed. A further small amount was spent in 2023.

The PCC have title to the Wheelhouse which was previously "consecrated" and adjacent land. The Wheelhouse is a 1960's built building in East Lane, and because it was in the past consecrated it has never been included as an asset in the Accounts. No existing use valuation of the building exists but in view of its age its value is likely to be modest, although the value of the land is in the region of £1million.

6. Debtors

	2023 £	2022 £
Prepayments	917	1,190
Gift aid claim	23,357	39,618
Other debtors	573	-
	24,847	40,808

7. Creditors

	2023 £	2022 £
Creditors and accruals	15,509	21,913
Mission grants	18,305	16,841
	33,814	38,754

Parish of St Mary's, West Horsley, Surrey

8. Funds

Restricted funds

		Building Repairs Fund £	Building Fund £	Other funds £	Total £
Balance at 1 January 2023		12,234	-	11,361	23,595
Incoming resources	2	154	120,314	9,240	129,708
Resources expended	3	(128)	(36,772)	(7,388)	(44,288)
Transfers		(5000)	5,000	-	-
Balance at 31 December 2023		7,260	88,542	13,213	109,015

The 'other funds' relate to specific church activities, also to special appeals and collections with details shown in notes 1 and 2(a) and 3(a) to these accounts.

General funds

	Unrestricted £
Balance at 1 January 2023	200,474
Operating Surplus for year	20,004
New Church Centre & Church reordering	(50,614)
Balance at 31 December 2023	169,864

In 2022 the PCC Designated £50,000 of Unrestricted General Reserves to the Building Fund. A further £25,000 was designated by the PCC in 2023.

Expenditure incurred in 2023 on architectural and other professional fees for the work required prior to submission of the planning & faculty applications, for the Church Centre and reordering of the church, have been apportioned each month between the designated fund and restricted funds received for the project, in proportion to the monthly cumulative funds received from each source. This resulted in expenditure of £50,614 from the Designated fund and £36,772 from Restricted funds.

9. Analysis of net assets

	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
Tangible fixed assets	20,403	-	20,403	24,052
Current assets	183,275	109,015	292,290	238,771
Liabilities - falling due within one year	(33,814)	-	(33,814)	(38,754)
	169,864	109,015	278,879	224,069

10. Transactions with connected charities

During 2014 Samcot Trust purchased a property (7 Weston Lea, West Horsley) for the charitable purpose of providing accommodation for the current, and any future St Mary's Children's & Youth minister.

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The PCC agreed to commence rental payments to Samcot Trust in October 2014 and to make grants to Samcot Trust, as deemed necessary, towards expenditure relating to the property. Since March 2015 the property has been occupied by Edd and Abby Cope (the current Children's & Youth minister and his spouse).

Payments made to Samcot Trust	2023	2022
	£	£
Rental payments	12,000	10,800
Grants towards property expenses	90	90
	<u>12,090</u>	<u>10,890</u>

11. Capital Commitments

At the year end the PCC had outstanding capital commitments totalling £nil (2022-Nil)

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF WEST HORSLEY, SURREY

England & Wales - Charity number 1179116

Accounts



St Mary's
WEST HORSLEY

St Mary's

West Horsley

Annual Financial Statements

Year ended 31 December 2022

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Statement of Responsibilities of the Council

The St Mary's Parochial Church Council (PCC) is responsible for all parish finance, its management and control, including the appointment of a Treasurer. While it may delegate some of its duties, this does not remove its legal responsibilities. These include:

A. Keeping 'proper accounting records' which are sufficient to show and explain all the PCC's transactions and must include a record of all relevant assets and liabilities. The records, together with the annual financial statements, must be preserved for at least six years from the end of the financial year to which they relate. The records must:

- 1) show and explain all the PCC's transactions,
- 2) disclose the PCC's financial position at any time,
- 3) enable the required accounts to be prepared,
- 4) show on a day-to-day basis all receipts and payments and record their purpose
- 5) include a record of all assets and liabilities.

B. Ensuring that the finances of the PCC are under control. Such control may only be delegated for as long as the PCC's strategies, policies and objectives are complied with.

C. Preparing an annual account and report, this shall be presented to the Annual Parochial Church Meeting in accordance with the requirements of the Church Representation Rules.

D. Arranging for a suitable independent examination or audit of the financial statements.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE PCC OF THE PARISH OF ST MARY'S WEST HORSLEY

Opinion

We have audited the financial statements of The Parish of St Mary's West Horsley (the 'Church') for the year ended 31 December 2022 which comprise the Statement of Financial Activities, Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the church's affairs as at 31 December 2022 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011 and Church Accounting Regulations 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the church in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the PCC's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the church's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the PCC with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The PCC are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have

Parish of St Mary's, West Horsley, Surrey

performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the PCC's report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in responsibilities statement set out on page 3 the PCC are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the PCC determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the members of the PCC are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the PCC either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Discussions with and enquiries of management and those charged with governance were held with a view to identifying those laws and regulations that could be expected to have a material impact on the financial statements. During the engagement team briefing, the outcomes of these discussions and enquiries were shared with the team, as well as consideration as to where and how fraud may occur in the entity.

The following laws and regulations considered to have a direct effect on the financial statements include UK financial reporting standards, Charity Law and Pensions legislation.

Parish of St Mary's, West Horsley, Surrey

Those laws and regulations for which non-compliance may be fundamental to the continuing operations of the Church and therefore may have a material effect on the financial statements include health and safety legislation, employment law and GDPR.

Audit procedures undertaken in response to the potential risks relating to irregularities (which include fraud and non-compliance with laws and regulations) comprised of: enquiries of management and those charged with governance as to whether the Church complies with such laws and regulations; enquiries with the same concerning any actual or potential litigation or claims; inspection of any relevant legal correspondence; review of PCC board minutes; testing the appropriateness of journal entries; and the performance of analytical review to identify unexpected movements in account balances which may be indicative of fraud.

No instances of material non-compliance were identified. However, the likelihood of detecting irregularities, including fraud, is limited by the inherent difficulty in detecting irregularities, the effectiveness of the entity's controls, and the nature, timing and extent of the audit procedures performed. Irregularities that result from fraud might be inherently more difficult to detect than irregularities that result from error. As explained above, there is an unavoidable risk that material misstatements may not be detected, even though the audit has been planned and performed in accordance with ISAs (UK).

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report

Use of our report

This report is made solely to the members of the PCC, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the PCC those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the church and the PCC as a body, for our audit work, for this report, or for the opinions we have formed.



CMB Partnership Limited
Statutory Auditor

7 Wey Court
Mary Road
Guildford
GU1 4QU

Date 23 March 2023

Parish of St Mary's, West Horsley, Surrey

Annual Report of the Parochial Church Council for the year ended 31 December 2022

1) Introduction

St Mary's West Horsley is a medium sized village church with an electoral roll of 194 at April 2022 (200 April 2021).

The lifting of Covid restrictions in 2022 saw the church returning to running its normal activities both on a Sunday and during the week. At our Sunday services we would expect to see approximately 120 adults attending, split between two services — a traditional service in the church at 9am, and a contemporary service with provision for children's work at 10.45 in East Horsley Village Hall.

During the week approximately half the parishioners meet in Home Groups to worship, pray and study the bible using a mix of resources. These studies sometimes follow the sermon series.

Other regular weekday activities include mid-week communion, Noah's Ark our thriving mum's and toddler group, and a Friday morning café.

In addition there are regular Men's and Ladies Fellowship meetings held during the year.

2) Administrative Information

St Mary's West Horsley is a Church of England church in the Deanery of Leatherhead, part of the Diocese of Guildford. It is a medium size congregation and has an active evangelical mission.

Charity Commission number 1179116

		<u>Date appointed or reappointed</u>
Incumbent	Revd Phillip Herrington	March 2016
Curate	Revd. Stephen Green	September 2021
Licenced Lay Ministers (Readers)	Mary McAllister	
Wardens	Añdy Lewis Caroline Tifford	April 2017 October 2020
Deanery Synod Representatives	Sylvia Taylor Graeme Hampshire Carolyn Palmer	October 2020 October 2020 October 2020
Current elected PCC members	Pat Davis Dan Colledge Michael Gercke Mark Pinks Hazel Black Caroline Tod Louisa Winter Kellie Smitherman	April 2019 October 2020 October 2020 October 2020 April 2021 April 2021 April 2021 April 2022

Treasurer

Michael Gercke was appointed Treasurer in April 2020

Safeguarding Officer

Hazel Black- ex officio

January 2023

3) Structure, Governance and Management

The Parochial Church Council (PCC) is a corporate body established by the Church of England and operates under the Parochial Church Council Powers Measure. The method of appointment of PCC members is set out in the Church Representation Rules.

The PCC has appointed a Standing Committee of six people (Rector, Curate, two Churchwardens, Treasurer and an elected member of the PCC).

The PCC has met seven times this year. Besides standard PCC business our discussions have included; approving the church budget; approving capital expenditure; monitoring necessary building repairs to the church; reviewing mission and vision; and ongoing discussion and planning for church ordering and extension of our facilities on site to enable in time all services to be held on the church site with children and young people provision.

There are several established sub-committees. These comprise the Standing Committee, which has the power to transact any business of the PCC between its meetings, subject to any direction given by the PCC; the Mission Committee, which works with our Mission Partners to keep the relationship close and vibrant, and allocates funds given to it by the PCC; the Finance Sub-Committee; the Buildings Committee, which oversees the care, maintenance and development of our Fabric. In addition a committee was set up in 2021 to carry out a feasibility study for the church reordering and potential building of new facilities on the church site. This culminated in receipt in December 2022 of Pre-Application approval from Guildford Borough Council for the building of a new church centre on land adjacent to the church owned by the PCC and a small extension to the church for the provision of new toilets.

The Rector and Wardens also meet weekly to ensure the smooth running of the church.

4) Objectives and Activities

St Mary's PCC has the responsibility of co-operating with the incumbent, the Reverend Phillip Herrington, in promoting across the ecclesiastical parish the whole mission of the church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the whole site, including the church, and the Wheelhouse, 82 East Lane, West Horsley.

5) Review for the Year

2022 has been a momentous year in the life of the nation, with the death of Queen Elizabeth II and a good year in the life of the Church, with lots to give thanks for.

We have been delighted to see parishioner numbers recover from the impact of the Covid-19 pandemic and it has been lovely to welcome new people into our worshipping community.

Parish of St Mary's, West Horsley, Surrey

In May we had our first Church Weekend away in many a year, with around 130 of us, young and old, heading to Chesham for two days away in the De Vere hotel there. We were hugely blessed by the teaching of Paul and Christine Perkin, who spoke on the subject of Re-igniting Faith. In delivering the weekend, we all owe a great debt of thanks to Rhiannon Stroud and Louise Herrington. In May we also played our part in the Jubilee events, celebrating the Queen's 70 years on the throne.

Over the summer we had our usual Summer Sunday services, but September was shaped by the sad news of the Queen's death, calling an end to the second Elizabethan era. I am hugely thankful to the staff team who put into action the Church's plan for marking her death and enabling the community to acknowledge their grief and give thanks for the Queen's long, and Godly, reign. She will be sorely missed.

During the autumn run-in we were planning for a Covid-free Christmas, so were delighted that the numbers attending were back to pre-Covid levels, with the Church full for Carols by Candlelight, over-flowing for Christingle, and full again for Christmas morning!

During the year we made progress on our Pre-Application submission to Guildford Borough Council to see whether, in principle, it might be possible to build a hall on the site of St Mary's Church. On 27th December we finally received a very positive response to the submission we made in March, which means 2023 is full of new opportunities – and challenges of course! I am particularly grateful to Simon Harris for driving this feasibility stage.

The Church continues to tithe 10% of its freewill offering to support Christian charitable work locally, nationally and overseas. We also raised an astonishing £12,000 to help people within the congregation and village with the impact of high food and energy prices, which is being distributed in two tranches, the main one being just before Christmas 2022.

In writing this report, it gives me a good opportunity to formally thank all those who serve the multiple ministry teams we have here, the PCC who help lead St Mary's, Mike Gercke and Sue Hook who ensure our finances are in good shape and accurately accounted for, and the Wardens – Caroline Titford and Andy Lewis - who fulfil their role as "friendly critics" with wisdom, grace and great faith.

As ever,

Rev'd Philip Herrington
Rector, West Horsley

6) Reserves Policy

The current reserves policy requires the church to seek to maintain a minimum of £100,000 in free reserves at all times which is equal to approximately 4 months expenditure. As before, the PCC will keep the policy under review as the church finances evolve.

In addition in January 2022 the PCC created a designated reserve out of surplus free reserves of £50,000 towards the building project.

7) Financial Review

The church is in a healthy financial position. Regular church income from the congregation has remained steady this year due to the faithful giving and commitment of parishioners.

Operating costs have increased compared to 2021 as 2022 saw all our activities fully resume. In addition the employment of a worship pastor took place part way through 2021. The successful church weekend in May 2022 was a one off expense.

In summary the Accounts for the 12 months to 31 December 2022 show a deficit of £6,170 of unrestricted income compared to expenditure. This has resulted in our General Reserves decreasing to £200,474. As noted above the PCC resolved at its January 2022 meeting to set aside £50,000 of this sum as a designated fund towards the new building project.

Restricted funds at 31 December 2022 totalled £23,595 of which £7,234 is restricted to general repairs to the church building and £5,000 to the new building project.

In concluding that it is appropriate for the Accounts to be prepared on a going concern basis, the PCC are required to look forward for a period of 12 months from the date the Accounts are signed. The budget for 2023 was approved in January and whilst a deficit budget has been set the PCC still anticipates reserves at the year-end will exceed the required level as provided in our Reserves policy.

As a result of this assessment of our financial position and prospects the PCC have concluded that it remains appropriate to prepare the Accounts on a "Going concern basis".

Auditors

Our present Auditors, CMB Partnership Limited, Chartered Accountants of Guildford were proposed for re-election at the APCM on 24 April 2022. The 2022 Annual Report and Accounts were approved by the PCC on 23 March 2023 and were signed on the PCC's behalf by the Treasurer, Michael Gercke and Churchwarden, Andy Lewis.

Statement of Financial Activities for the year ended 31 December 2022

	Note	General Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
INCOMING RESOURCES					
Donations and legacies	2(a)	298,719	25,591	324,310	349,207
Income from investments	2(b)	995	0	995	79
Income from church activities	2 (c)	1,778	0	1,778	478
TOTAL INCOMING RESOURCES		301,492	25,591	327,083	349,764
RESOURCES EXPENDED					
Church activities	3(a)	297,910	27,386	325,296	319,360
Governance costs	3(b)	9,752	0	9,752	9,728
TOTAL RESOURCES EXPENDED		307,662	27,386	335,048	329,088
NET MOVEMENT IN FUNDS		(6,170)	(1,795)	(7,965)	20,676
Balances at 1 January 2022		206,644	25,390	232,034	211,358
Balances at 31 December 2022		200,474	23,595	224,069	232,034

Parish of St Mary's, West Horsley, Surrey

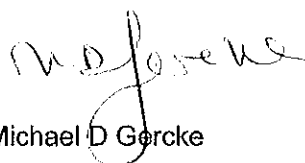
Balance Sheet at 31 December 2022

	Note	2022 £	2021 £
Fixed Assets			
Tangible	5	24,052	3,843
Current Assets			
Debtors	6	40,808	53,970
Short term deposits		173,156	193,882
Cash at bank		24,807	19,442
Total Current Assets		238,771	267,294
Current Liabilities			
Creditors: amounts falling due within one year	7	(38,754)	(39,103)
Net Current Assets		200,017	228,191
TOTAL NET ASSETS		224,069	232,034
PARISH FUNDS			
General unrestricted & designated	8	200,474	206,644
Restricted	8	23,595	25,390
TOTAL FUNDS	9	224,069	232,034

Approved by the PCC and signed on its behalf by:



Andrew P Lewis
Church Warden



Michael D Gercke
Treasurer

23 March 2023

Notes to the Financial Statements for the year ended 31 December 2022

1. Accounting Policies

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Charities SORP (FRS102) effective for accounting periods commencing on or after 1 January 2019.

The financial statements have been prepared under the historic cost convention and include all transactions, assets and liabilities for which the PCC is responsible in law.

Connected charities

The financial statements do not include those of church groups that are affiliated to other bodies or are informal gatherings of church members. Included are those items paid for by a 'connected charity' which would normally form part of the PCC's expenditure, where an equivalent amount is included as grants receivable in the PCC's income.

Connected charities are those having similar objects to those of the PCC and having a majority of the trustees subject to appointment by the person(s) entitled to appoint a majority of the members of the PCC.

Funds

Restricted funds represent (a) income from trusts or bequests and which may be expended only on those restricted objects provided in the terms of the trust or bequest, and (b) donations 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 is carried forward as a balance on that fund.

<i>Buildings Repair Fund</i>	The fund originated from the appeal to repair St Mary's, West Horsley. New donations, grants and legacies towards the upkeep of the church building are added to the fund.
<i>Churchyard Fund</i>	The fund is used for maintenance of the Churchyard.
<i>Rector's Resource Centre</i>	The fund is used to purchase books and other media for use by the congregation.
<i>Noah's Ark</i>	Subscriptions and specific donations received are spent on the activities of this toddler group within the Children & Youth ministry.
<i>Special Appeals</i>	Money is raised for special causes and paid over to the beneficiaries at the end of the appeal.
<i>Special Collections</i>	Money is collected in the church at special services and remitted to a charitable organisation, as decided by the PCC. In 2022 the congregation was challenged to donate towards a fund to support those in the church community and more widely in the community who are particularly

challenged by the cost of living pressures, raising over £12,000.

Veterans Fund

The church administers, on behalf of a Surrey charity, an annual donation to cover the cost of the annual Horsley Veterans Lunch and other small events for veterans during the year.

Bucket Fund

The Bucket Fund, founded in 2018 for the purpose of relieving acute financial distress for individuals or families known to the Rector within the congregation currently holds a balance of £148. During the year 2022, there was income of £0 and outgoings of £980 made from the fund in accordance with its Terms of Reference. Appeals for contributions to the Bucket Fund may be made in future years at the discretion of the Rector.

Unrestricted funds are general funds which can be used for PCC ordinary purposes. As noted above at its meeting in January 2022 the PCC resolved to designate £50,000 of the Unrestricted general funds be set aside towards the proposed building project intended to enable all our services and children's work to be held on the St Mary's site.

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. 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. Amounts received specifically for mission are dealt with as restricted funds. Repairs recommended following Quinquennial inspections are included once contracted for. All other expenditure is generally recognised when it is incurred and is accounted for on a gross basis.

Fixed assets

Consecrated and beneficed property is not included in the accounts in accordance with the Charities Act 2011.

Equipment used within the church premises, including portable computers and office equipment, is depreciated on a straight-line basis over 4 years. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

2. Incoming Resources

	Unrestricted	Restricted	Total	Total
	Funds	Funds	2022	2021
	£	£	£	£
(a) Donations and legacies				
Planned Giving:				
Regular donations	238,046	-	238,046	231,367
Tax recoverable	48,727	-	48,727	49,962
Legacies	-	-	-	-
Special collections	-	16,850	16,850	1,195
Insurance claims	2,000	-	2,000	-
Collections (open plate)	713	-	713	210
Grants	2,344	-	2,344	11,220
Building fund grants & donations	-	7,516	7,516	41,449
Donations	1,421	350	1,771	7,335
Fees, weddings & funerals (net)	5,468	-	5,468	6,469
Other		875	875	0
	<u>298,719</u>	<u>25,591</u>	<u>324,310</u>	<u>349,207</u>
(b) Income from investments				
Bank & CBF deposit interest	995	-	995	79
(c) Income from church activities				
Wheelhouse lettings	1,580	-	1,580	470
Sundry items	198	-	198	8
	<u>1,778</u>	<u>-</u>	<u>1,778</u>	<u>478</u>
Total incoming resources in the year	<u>301,492</u>	<u>25,591</u>	<u>327,083</u>	<u>349,764</u>

Parish of St Mary's, West Horsley, Surrey

3. Resources Expended

Church activities	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
(a) Missionary and charitable giving				
Charities - overseas	11,536	-	11,536	11,262
Charities - UK	17,305	-	17,305	16,892
Special collections	-	12,085	12,085	1,398
Individuals	-	1,055	1,055	275
	<u>28,841</u>	<u>13,140</u>	<u>41,981</u>	<u>29,827</u>
Diocesan parish share payments	98,361	-	98,361	97,691
Administrative & Parish Office Costs	36,063	-	36,063	39,014
Rector's working expenses	3,732	-	3,732	2,276
Ministry, training and other allied parish activities	27,949	682	28,631	14,470
Assistant's salaries and working expenses	28,055	-	28,055	27,973
Church running and maintenance	27,654	13,564	41,218	71,241
Buildings feasibility professional fees	13,091	-	13,091	8,040
Wheelhouse running costs	6,396	-	6,396	5,744
Website & Communications	11,197	-	11,197	10,268
Grants – Samcot Trust	10,890	-	10,890	11,813
Swimming club	-	-	-	176
Depreciation	5,681	-	5,681	827
	<u>297,910</u>	<u>27,386</u>	<u>325,296</u>	<u>319,360</u>
(b) Governance costs				
Audit Fees	3,624	-	3,624	3,600
Accounting & Payroll Fees	1,128	-	1,128	1,128
Honorarium - Accountant	5,000	-	5,000	5,000
	<u>9,752</u>	<u>-</u>	<u>9,752</u>	<u>9,728</u>
Total resources expended in the year	<u>307,662</u>	<u>27,386</u>	<u>335,048</u>	<u>329,088</u>

4. Staff Costs

	2022	2021
	£	£
(a) Salaries		
Salaries & National Insurance	73,274	61,220
Pension	<u>2,444</u>	<u>2,046</u>
	<u>75,718</u>	<u>63,266</u>
Staff numbers:		
Full time	1	1
Part time	4	4

No employee received emoluments in excess of £60,000 in the year. One member of staff joined mid-way through 2021.

	2022	2021
	£	£
(b) Honorarium		
Accountant	<u>5,000</u>	<u>5,000</u>

	£	£
(c) Payments to PCC members		
	<u>Nil</u>	<u>Nil</u>

5. Fixed Assets

	Car park £	Church equipment £	Lap-top computer £	Total £
Cost				
At 1 Jan 2022	1,500	41,869	2,799	46,168
Additions	-	25,890	-	25,890
At 31 Dec 2022	<u>1,500</u>	<u>67,759</u>	<u>2,799</u>	<u>72,058</u>
Depreciation				
At 1 Jan 2022	-	39,526	2,799	42,325
Depreciation	-	5,681	-	5,681
At 31 Dec 2022	<u>-</u>	<u>45,207</u>	<u>2,799</u>	<u>48,006</u>
Net book value	<u>1,500</u>	<u>22,552</u>	<u>-</u>	<u>24,052</u>

In 2022 the PCC invested in audio visual equipment including monitors to upgrade facilities for our services and to enable live streaming of services when needed.

The PCC have title to the Wheelhouse which was previously "consecrated" and adjacent land. The Wheelhouse is a 1960's built building in East Lane, and because it was in the past consecrated it has never been included as an asset in the Accounts. No existing use valuation of the building exists but in view of its age its value is likely to be modest.

	2022 £	2021 £
6. Debtors		
Prepayments	1,190	14,505
Gift aid claim	39,618	34,925
Other debtors	-	4,540
	<u>40,808</u>	<u>53,970</u>
7. Current Liabilities		
Creditors and accruals	21,913	19,238
Creditors - Restricted funds:		
Deposits & Advance payments	-	3,710
Mission grants	16,841	16,155
	<u>38,754</u>	<u>39,103</u>

8. Funds

Restricted funds

The 'other funds' relate to specific church activities, also to special appeals and collections with details shown in notes 2(a) and 3(a) to these accounts.

	Note	Buildings repair fund £	Other funds £	Total £
Balance at 1 January 2022		17,532	7,858	25,390
Incoming resources	2	7,516	18,075	25,591
Resources expended	3	12,814	14,572	27,386
Balance at 31 December 2022		12,234	11,361	23,595

General funds

	Unrestricted £
Balance at 1 January 2022	206,644
Deficit for year	(6,170)
Balance at 31 December 2022	200,474

Of the total of General funds the PCC has designated £50,000 for the new building project and church reordering.

9. Analysis of net assets

	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
Tangible fixed assets	24,052	-	24,052	3,843
Current assets	215,176	23,595	238,771	267,294
Liabilities - falling due within one year	(38,754)	-	(38,754)	(39,103)
	200,474	23,595	224,069	232,034

10. Transactions with connected charities

During 2014, Samcot Trust purchased a property (7 Weston Lea, West Horsley) for the charitable purpose of providing accommodation for the current, and any future St Mary's Children's & Youth minister.

The PCC agreed to commence rental payments to Samcot Trust in October 2014 and to make grants to Samcot Trust, as deemed necessary, towards expenditure relating to the property. The property has been occupied by Edd and Abby Cope (the current Children's & Youth minister and his spouse) since March 2015.

Parish of St Mary's, West Horsley, Surrey

Payments made to Samcot Trust	2022	2021
	£	£
Rental payments	10,800	10,800
Grants towards property expenses	90	588
Insurance	-	425
	<u>10,890</u>	<u>11,813</u>

11. Capital Commitments

At the year end the PCC had outstanding capital commitments totalling £nil (2021-£26,867)

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF WEST HORSLEY, SURREY

England & Wales - Charity number 1179116

Accounts



St Mary's

West Horsley

Annual Financial Statements

Year ended 31 December 2021

Parish of St Mary's, West Horsley, Surrey

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Parish of St Mary's, West Horsley, Surrey

Statement of Responsibilities of the Council

The St Mary's Parochial Church Council (PCC) is responsible for all parish finance, its management and control, including the appointment of a Treasurer. While it may delegate some of its duties, this does not remove its legal responsibilities. These include:

A. Keeping 'proper accounting records' which are sufficient to show and explain all the PCC's transactions and must include a record of all relevant assets and liabilities. The records, together with the annual financial statements, must be preserved for at least six years from the end of the financial year to which they relate. The records must:

- 1) show and explain all the PCC's transactions,
- 2) disclose the PCC's financial position at any time,
- 3) enable the required accounts to be prepared,
- 4) show on a day-to-day basis all receipts and payments and record their purpose
- 5) include a record of all assets and liabilities.

B. Ensuring that the finances of the PCC are under control. Such control may only be delegated for as long as the PCC's strategies, policies and objectives are complied with.

C. Preparing an annual account and report, this shall be presented to the Annual Parochial Church Meeting in accordance with the requirements of the Church Representation Rules.

D. Arranging for a suitable independent examination or audit of the financial statements.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE PCC OF THE PARISH OF ST MARY'S WEST HORSLEY

Opinion

We have audited the financial statements of The Parish of St Mary's West Horsley (the 'Church') for the year ended 31 December 2021 which comprise the Statement of Financial Activities, Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the church's affairs as at 31 December 2021 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011 and Church Accounting Regulations 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the church in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the PCC's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the church's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the PCC with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The PCC are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have

Parish of St Mary's, West Horsley, Surrey

performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the PCC's report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in responsibilities statement set out on page 3 the PCC are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the PCC determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the members of the PCC are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the PCC either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Discussions with and enquiries of management and those charged with governance were held with a view to identifying those laws and regulations that could be expected to have a material impact on the financial statements. During the engagement team briefing, the outcomes of these discussions and enquiries were shared with the team, as well as consideration as to where and how fraud may occur in the entity.

The following laws and regulations considered to have a direct effect on the financial statements include UK financial reporting standards, Charity Law and Pensions legislation.

Parish of St Mary's, West Horsley, Surrey

Those laws and regulations for which non-compliance may be fundamental to the continuing operations of the Church and therefore may have a material effect on the financial statements include health and safety legislation, employment law and GDPR.

Audit procedures undertaken in response to the potential risks relating to irregularities (which include fraud and non-compliance with laws and regulations) comprised of: enquiries of management and those charged with governance as to whether the Church complies with such laws and regulations; enquiries with the same concerning any actual or potential litigation or claims; inspection of any relevant legal correspondence; review of PCC board minutes; testing the appropriateness of journal entries; and the performance of analytical review to identify unexpected movements in account balances which may be indicative of fraud.

No instances of material non-compliance were identified. However, the likelihood of detecting irregularities, including fraud, is limited by the inherent difficulty in detecting irregularities, the effectiveness of the entity's controls, and the nature, timing and extent of the audit procedures performed. Irregularities that result from fraud might be inherently more difficult to detect than irregularities that result from error. As explained above, there is an unavoidable risk that material misstatements may not be detected, even though the audit has been planned and performed in accordance with ISAs (UK).

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report

Use of our report

This report is made solely to the members of the PCC, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the PCC those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the church and the PCC as a body, for our audit work, for this report, or for the opinions we have formed.



CMB Partnership Limited
Statutory Auditor

7 Wey Court
Mary Road
Guildford
GU1 4QU

Date: 10 March 2022

Parish of St Mary's, West Horsley, Surrey

Annual Report of the Parochial Church Council for the year ended 31 December 2021

1) Introduction

St Mary's West Horsley is a small village church with an electoral roll of 200 at April 2021 (201 April 2020).

2020 and 2021 have been unusual years as like all churches we have had to contend with the COVID restrictions such that the ability to hold our usual physical services has been restricted for a good part of the past two years. In normal years on a Sunday we would expect to see approximately 120 adults attending, split between the 2 services that we run – a traditional service in the church at 9am, and a contemporary service with provision for children's work at 1045 in East Horsley Village Hall. This year until September 2021 when we were able to meet physically we ran one service at 10.00 in the church. Since September we have been able to re-establish our pattern of two Sunday morning services.

2) Administrative Information

St Mary's West Horsley is a Church of England church in the Deanery of Leatherhead, part of the Diocese of Guildford. It is a small to medium size congregation and has an active evangelical mission.

Charity Commission number 1179116

		<u>Date appointed or reappointed</u>
Incumbent	Revd Philip Herrington	March 2016
Curate	Rev'd Stephen Green	September 2021
Licensed Lay Ministers (Readers)	Mary McAllister	
Wardens	Andy Lewis Caroline Titford	April 2017 October 2020
Deanery Synod Representatives	Sylvia Taylor Graeme Hampshire Carolyn Palmer	October 2020 October 2020 October 2020
Current elected PCC members		
	Lisa Burrell	April 2019
	Pat Davis	April 2019
	Miche Puddle	April 2019
	Dan Colledge	October 2020
	Michael Gercke	October 2020
	Mark Pinks	October 2020
	Hazel Black	April 2021
	Caroline Tod	April 2021
	Louisa Winter	April 2021

Treasurer

Michael Gercke was appointed Treasurer in April 2020

Safeguarding Officer

Sue Huntington- ex officio

May 2

3) Structure, Governance and Management

The Parochial Church Council (PCC) is a corporate body established by the Church of England and operates under the Parochial Church Council Powers Measure. The method of appointment of PCC members is set out in the Church Representation Rules.

The PCC has appointed a Standing Committee of six people (Rector, Curate, two Churchwardens, Treasurer and an elected member of the PCC).

The PCC has met seven times this year. Besides standard PCC business our discussions have included dealing with the implications of the pandemic; approving the church budget; approving capital expenditure; monitoring necessary building repairs to the church; and ongoing discussion and planning for church ordering and extension of our facilities on site to enable in time all services to be held on the church site with children and young people provision.

There are several established sub-committees. These comprise the Standing Committee, which has the power to transact any business of the PCC between its meetings, subject to any direction given by the PCC; the Mission Committee, which works with our Mission Partners to keep the relationship close and vibrant, and allocates funds given to it by the PCC; the Finance Sub-Committee, which oversees the overall financial direction of the church; the Buildings Committee, which oversees the care, maintenance and development of our Fabric. In addition a committee has been set up to carry out a feasibility study for the church reordering and potential building of new facilities on the church site.

The Rector and Wardens also meet weekly to ensure the smooth running of the church.

4) Objectives and Activities

St Mary's PCC has the responsibility of co-operating with the incumbent, the Reverend Philip Herrington, in promoting across the ecclesiastical parish the whole mission of the church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the whole site, including the church, and the Wheelhouse, 82 East Lane, West Horsley.

5) Review for the Year

This has been another difficult year for St Mary's, along with every other Church and organisation, given the nature of the ongoing pandemic. The first quarter of 2021 were spent in another lockdown, which had a detrimental effect upon many people, in different ways. From a ministry perspective it meant remaining online for much longer than we would have liked.

That said, through the year we have slowly journeyed back to a more normal service rhythm on a Sunday and restarting many of our ministries, albeit on a smaller scale. During the summer months we were able to hold some services outside, which were enjoyed by all.

St Mary's hasn't been alone in experiencing fewer people willing to volunteer at present, and in the last quarter of 2021, whilst our 9am service attendance returned to just under the pre-pandemic numbers, attendance at the second service was times lower than expected. We have learnt much from the experience, which we hope will equip us to go deeper as disciples in the coming years.

Even in difficult times, we have also experienced much blessing, for which we are enormously grateful. We have taken material steps forward during the year, with the welcoming of an

Parish of St Mary's, West Horsley, Surrey

excellent Curate in the form of the Revd Dr Steve Green; in the appointment of a part time Worship Leader; and in nearly completing a programme to assess the feasibility of building a new church hall up at St Mary's.

Our Homegroups have continued to thrive, with people enjoying the fellowship they provide and new people joining them. I remain indebted to the leaders for their skilful pastoring of their groups and the care they provide. We have heard many stories of how Homegroups have been pivotal in people's lives these past two years.

As we look back, we do so with gratitude for God's faithfulness to us, that our financial position has remained stable and robust and that we can look ahead to a bright future together, starting with our first church Weekend Away in a very long time, happening in May 2022. Praise God.

6) Reserves Policy

The current reserves policy requires the church to seek to maintain a minimum of £100,000 in free reserves at all times. As before, the PCC will keep the policy under review as the church finances evolve.

In addition in January 2022 the PCC created a designated reserve of £50,000 towards the building project.

7) Financial Review

The church is in a healthy financial position. Regular church income from the congregation has remained steady this year despite the pandemic due to the faithful giving and commitment of parishioners.

Operating costs have increased with the employment of a worship pastor, investment in a new boiler, major repairs to the church's north-west buttress, and expenditure on professional fees for the new building project feasibility study. We are grateful to Historic England and Horsley Community Fund for grants towards the buttress work.

In summary the Accounts for the 12 months to 31 December 2021 show a surplus of £6,047 of unrestricted income over unrestricted expenditure. This has resulted in our General Reserves increasing to £206,644. Since this is considerably in excess of the required level of reserves, as noted above the PCC resolved at its January 2022 meeting to set aside £50,000 of this sum as a designated fund towards the new building project.

Restricted funds include £9,400 donated towards the cost of restoration and preservation of one of the unique 12th century wall paintings on the west wall of the church with any excess used for other church restoration and repair. This work will be carried out during the coming year.

In concluding that it is appropriate for the Accounts to be prepared on a going concern basis, the PCC are required to look forward for a period of 12 months from the date the Accounts are signed. The budget for 2022 was approved in January and whilst a deficit budget has been set the PCC still anticipates reserves at the year-end will exceed the required level as provided in our Reserves policy.

As a result of this assessment of our financial position and prospects the PCC have concluded that it remains appropriate to prepare the Accounts on a "Going concern basis".

Parish of St Mary's, West Horsley, Surrey

Auditors

Our present Auditors, CMB Partnership Limited, Chartered Accountants of Guildford were proposed for re-election at the APCM on 20 April 2021. The 2021 Annual Report and Accounts were approved by the PCC on 10 March 2022 and were signed on the PCC's behalf by the Treasurer, Michael Gercke and Churchwarden, Andy Lewis.

Parish of St Mary's, West Horsley, Surrey

Statement of Financial Activities for the year ended 31 December 2021

	Note	General Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
INCOMING RESOURCES					
Donations and legacies	2(a)	303,688	45,519	349,207	306,049
Income from investments	2(b)	79	-	79	362
Income from church activities	2 (c)	478	-	478	934
TOTAL INCOMING RESOURCES		304,245	45,519	349,764	307,345
RESOURCES EXPENDED					
Church activities	3(a)	288,470	30,890	319,360	263,210
Governance costs	3(b)	9,728	-	9,728	10,458
TOTAL RESOURCES EXPENDED		298,198	30,890	329,088	273,668
NET MOVEMENT IN FUNDS		6,047	14,629	20,676	33,677
Balances at 1 January 2021		200,597	10,761	211,358	177,681
Balances at 31 December 2021		206,644	25,390	232,034	211,358

Parish of St Mary's, West Horsley, Surrey

Balance Sheet at 31 December 2021

	Note	2021 £	2020 £
Fixed Assets			
Tangible	5	3,843	4,670
Current Assets			
Debtors	6	53,970	12,460
Short term deposits		193,882	207,036
Cash at bank		19,442	23,012
		267,294	242,508
Current Liabilities			
Creditors: amounts falling due within one year	7	(39,103)	(35,820)
		228,191	206,688
Net Current Assets			
		232,034	211,358
TOTAL NET ASSETS			
PARISH FUNDS			
General unrestricted & designated	8	206,644	200,597
Restricted	8	25,390	10,761
		232,034	211,358
TOTAL FUNDS			

Approved by the PCC and signed on its behalf by:



Andrew P Lewis
Church Warden



Michael D Gercke
Treasurer

10 March 2021

Notes to the Financial Statements for the year ended 31 December 2021

1. Accounting Policies

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Charities SORP (FRS102) effective for accounting periods commencing on or after 1 January 2019.

The financial statements have been prepared under the historic cost convention and include all transactions, assets and liabilities for which the PCC is responsible in law.

Connected charities

The financial statements do not include those of church groups that are affiliated to other bodies or are informal gatherings of church members. Included are those items paid for by a 'connected charity' which would normally form part of the PCC's expenditure, where an equivalent amount is included as grants receivable in the PCC's income.

Connected charities are those having similar objects to those of the PCC and having a majority of the trustees subject to appointment by the person(s) entitled to appoint a majority of the members of the PCC.

Funds

Restricted funds represent (a) income from trusts or bequests and which may be expended only on those restricted objects provided in the terms of the trust or bequest, and (b) donations 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 is carried forward as a balance on that fund.

<i>Buildings Repair Fund</i>	The fund originated from the appeal to repair St Mary's, West Horsley. New donations, grants and legacies towards the upkeep of the church building are added to the fund.
<i>Churchyard Fund</i>	The fund is used for maintenance of the Churchyard.
<i>Rector's Resource Centre</i>	The fund is used to purchase books and other media for use by the congregation.
<i>Noah's Ark</i>	Subscriptions and specific donations received are spent on the activities of this toddler group within the Children & Youth ministry.
<i>Special Appeals</i>	Money is raised for special causes and paid over to the beneficiaries at the end of the appeal.
<i>Special Collections</i>	Money is collected in the church at special services and remitted to a charitable organisation, as decided by the PCC.

Parish of St Mary's, West Horsley, Surrey

Veterans Fund

The church administers, on behalf of a Surrey charity, an annual donation to cover the cost of the annual Horsley Veterans Lunch and other small events for veterans during the year.

Bucket Fund

The Bucket Fund, founded in 2018 for the purpose of relieving acute financial distress for individuals or families known to the Rector within the congregation currently holds a balance of £1,128. During the year 2021, there was income of £75 and outgoings of £275 made from the fund in accordance with its Terms of Reference. Appeals for contributions to the Bucket Fund may be made in future years at the discretion of the Rector.

Unrestricted funds are general funds which can be used for PCC ordinary purposes. At its meeting in January 2022 the PCC resolved to designate £50,000 of the Unrestricted general funds be set aside towards the proposed building project intended to enable all our services and children's work to be held on the St Mary's site.

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. 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. Amounts received specifically for mission are dealt with as restricted funds. Repairs recommended following Quinquennial inspections are included once contracted for. All other expenditure is generally recognised when it is incurred and is accounted for on a gross basis.

Fixed assets

Consecrated and beneficed property is not included in the accounts in accordance with the Charities Act 2011.

Equipment used within the church premises, including portable computers and office equipment, is depreciated on a straight-line basis over 4 years. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

Parish of St Mary's, West Horsley, Surrey

2. Incoming Resources

	Unrestricted	Restricted	Total	Total
	Funds	Funds	2021	2020
	£	£	£	£
(a) Donations and legacies				
Planned Giving:				
Regular donations	231,367	-	231,367	228,762
Tax recoverable	49,962	-	49,962	49,950
Legacies	-	-	-	-
Special collections	-	1,195	1,195	3,799
Collections (open plate)	210	-	210	252
Grants	11,220	-	11,220	2,099
Building fund grants & donations	-	41,449	41,449	-
Donations	4,460	2,875	7,335	16,535
Fees, weddings & funerals (net)	6,469	-	6,469	4,652
	<u>303,688</u>	<u>45,519</u>	<u>349,207</u>	<u>306,049</u>
(b) Income from investments				
Bank & CBF deposit interest	79	-	79	362
(c) Income from church activities				
Swimming club fees	-	-	-	290
Wheelhouse lettings	470	-	470	620
Sundry items	8	-	8	24
	<u>478</u>	<u>-</u>	<u>478</u>	<u>934</u>
Total incoming resources in the year	<u>304,245</u>	<u>45,519</u>	<u>349,764</u>	<u>307,345</u>

Parish of St Mary's, West Horsley, Surrey

3. Resources Expended

Church activities	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
(a) Missionary and charitable giving				
Charities - overseas	11,262	-	11,262	16,738
Charities - UK	16,892	-	16,892	11,159
Special collections	-	1,398	1,398	3,469
Individuals	-	275	275	600
	28,154	1,673	29,827	31,966
Diocesan parish share payments	97,691	-	97,691	97,691
Administrative & Parish Office Costs	39,014	-	39,014	31,408
Rector's working expenses	2,276	-	2,276	2,360
Ministry, training and other allied parish activities	14,020	450	14,470	15,027
Assistant's salaries and working expenses	27,973	-	27,973	28,193
Church running and maintenance	44,150	27,091	71,241	31,378
Buildings feasibility professional fees	8,040	-	8,040	-
Wheelhouse running costs	5,744	-	5,744	7,862
Website & Communications	8,768	1,500	10,268	5,669
Grants – Samcot Trust	11,813	-	11,813	11,230
Swimming club	-	176	176	288
Depreciation	827	-	827	138
	288,470	30,890	319,360	263,210
(b) Governance costs				
Audit Fees	3,600	-	3,600	3,336
Accounting & Payroll Fees	1,128	-	1,128	1,122
Honorarium - Accountant	5,000	-	5,000	6,000
	9,728	-	9,728	10,458
Total resources expended in the year	298,198	30,890	329,088	273,668

Parish of St Mary's, West Horsley, Surrey

4. Staff Costs

	2021	2020
	£	£
(a) Salaries		
Salaries & National Insurance	61,220	53,264
Pension	2,046	1,972
	<u>63,266</u>	<u>55,236</u>
Staff numbers		
Full time	1	1
Part time	4	3

No employee received emoluments in excess of £60,000 in the year.

	2021	2020
	£	£
(b) Honorarium		
Accountant	<u>5,000</u>	<u>6,000</u>

	£	£
(c) Payments to PCC members		
	<u>Nil</u>	<u>Nil</u>

5. Fixed Assets

	Unrestricted Funds			Total £	Restricted Funds £	Total £
	Car park £	Church equipment £	Lap-top computer £			
<i>Cost</i>						
At 1 Jan 2021	1,500	41,869	2,799	46,168	309	46,477
Additions	-	-	-	-	-	-
At 31 Dec 2021	1,500	41,869	2,799	46,168	309	46,477
<i>Depreciation</i>						
At 1 Jan 2021	-	38,699	2,799	41,498	309	41,807
Depreciation	-	827	-	827	-	827
At 31 Dec 2021	-	39,526	2,799	42,325	309	42,634
Net book value	1,500	2,343	-	3,843	-	3,843

The PCC have title to the Wheelhouse which was previously "consecrated" and adjacent land. The Wheelhouse is a 1960's built building in East Lane, and because it was in the past consecrated it has never been included as an asset in the Accounts. No existing use valuation exists but in view of its age its value is likely to be modest.

6. Debtors

	2021 £	2020 £
Prepayments	14,505	524
Gift aid claim	34,925	11,232
Other debtors	4,540	704
	53,970	12,460

7. Current Liabilities

	2021 £	2020 £
Creditors and accruals	19,238	17,214
Creditors - Restricted funds:		
Deposits & Advance payments	3,710	3,710
Mission grants	16,155	14,896
	39,103	35,820

Parish of St Mary's, West Horsley, Surrey

8. Funds

Restricted funds

The 'other funds' relate to specific church activities, also to special appeals and collections with details shown in notes 2(a) and 3 (a) to these accounts.

	Note	Buildings repair fund £	Other funds £	Total £
Balance at 1 January 2021		3,175	7,586	10,761
Incoming resources	2	41,449	4,070	45,519
Resources expended	3	27,092	3,798	30,890
Balance at 31 December 2021		17,532	7,858	25,390

General funds

	Unrestricted £
Balance at 1 January 2021	200,597
Surplus for year	6,047
Balance at 31 December 2021	206,644

9. Analysis of net assets

	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Tangible fixed assets	3,843	-	3,843	4,670
Current assets	241,904	25,390	267,294	242,508
Liabilities - falling due within one year	39,103	-	39,103	35,820
	206,644	25,390	232,034	211,358

10. Transactions with connected charities

During 2014, Samcot Trust purchased a property (7 Weston Lea, West Horsley) for the charitable purpose of providing accommodation for the current, and any future St Mary's Children's & Youth minister.

The PCC agreed to commence rental payments to Samcot Trust in October 2014 and to make grants to Samcot Trust, as deemed necessary, towards expenditure relating to the property. The property has been occupied by Edd and Abby Cope (the current Children's & Youth minister and his spouse) since March 2015.

Payments made to Samcot Trust

	2021 £	2020 £
Rental payments	10,800	10,800
Grants towards property expenses	588	90
Insurance	425	340
	11,813	11,230

11. Capital Commitments

At the year end the PCC had outstanding capital commitments totalling £26,867 in respect of the investment in the audio visual system at St Mary's. Of this sum £13,000 has been paid as a deposit and is included in Prepayments.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF WEST HORSLEY, SURREY

England & Wales - Charity number 1179116

Accounts



St Mary's
WEST HORSLEY

St Mary's

West Horsley

Annual Financial Statements

Year ended 31 December 2020

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Statement of Responsibilities of the Council

The St Mary's Parochial Church Council (PCC) is responsible for all parish finance, its management and control, including the appointment of a Treasurer. While it may delegate some of its duties, this does not remove its legal responsibilities. These include:

A. Keeping 'proper accounting records' which are sufficient to show and explain all the PCC's transactions and must include a record of all relevant assets and liabilities. The records, together with the annual financial statements, must be preserved for at least six years from the end of the financial year to which they relate. The records must:

- 1) show and explain all the PCC's transactions,
- 2) disclose the PCC's financial position at any time,
- 3) enable the required accounts to be prepared,
- 4) show on a day-to-day basis all receipts and payments and record their purpose
- 5) include a record of all assets and liabilities.

B. Ensuring that the finances of the PCC are under control. Such control may only be delegated for as long as the PCC's strategies, policies and objectives are complied with.

C. Preparing an annual account and report, this shall be presented to the Annual Parochial Church Meeting in accordance with the requirements of the Church Representation Rules.

D. Arranging for a suitable independent examination or audit of the financial statements.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE PCC OF THE PARISH OF ST MARY'S WEST HORSLEY

Opinion

We have audited the financial statements of The Parish of St Mary's West Horsley (the 'Church') for the year ended 31 December 2020 which comprise the Statement of Financial Activities, Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the church's affairs as at 31 December 2020 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011 and Church Accounting Regulations 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the church in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the PCC's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the church's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the PCC with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The PCC are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have

Parish of St Mary's, West Horsley, Surrey

performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the PCC's report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in responsibilities statement set out on page 3 the PCC are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the PCC determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the members of the PCC are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the PCC either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Discussions with and enquiries of management and those charged with governance were held with a view to identifying those laws and regulations that could be expected to have a material impact on the financial statements. During the engagement team briefing, the outcomes of these discussions and enquiries were shared with the team, as well as consideration as to where and how fraud may occur in the entity.

The following laws and regulations considered to have a direct effect on the financial statements include UK financial reporting standards, Charity Law and Pensions legislation.

Parish of St Mary's, West Horsley, Surrey

Those laws and regulations for which non-compliance may be fundamental to the continuing operations of the Church and therefore may have a material effect on the financial statements include health and safety legislation, employment law and GDPR.

Audit procedures undertaken in response to the potential risks relating to irregularities (which include fraud and non-compliance with laws and regulations) comprised of: enquiries of management and those charged with governance as to whether the Church complies with such laws and regulations; enquiries with the same concerning any actual or potential litigation or claims; inspection of any relevant legal correspondence; review of PCC board minutes; testing the appropriateness of journal entries; and the performance of analytical review to identify unexpected movements in account balances which may be indicative of fraud.

No instances of material non-compliance were identified. However, the likelihood of detecting irregularities, including fraud, is limited by the inherent difficulty in detecting irregularities, the effectiveness of the entity's controls, and the nature, timing and extent of the audit procedures performed. Irregularities that result from fraud might be inherently more difficult to detect than irregularities that result from error. As explained above, there is an unavoidable risk that material misstatements may not be detected, even though the audit has been planned and performed in accordance with ISAs (UK).

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report

Use of our report

This report is made solely to the members of the PCC, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the PCC those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the church and the PCC as a body, for our audit work, for this report, or for the opinions we have formed.



CMB Partnership Limited
Statutory Auditor

7 Wey Court
Mary Road
Guildford
Surrey GU1 4QU

Date : 30/3/21

Parish of St Mary's, West Horsley, Surrey

Annual Report of the Parochial Church Council for the year ended 31 December 2020

1) Introduction

St Mary's West Horsley is a small village church. In 2019 we saw numerical growth which had started in 2018 continue. Clearly 2020 was a unique year with the ability to hold physical services not possible or very limited. Nevertheless we have maintained the numbers on the electoral roll at 200 parishioners as at April 2021, (201 April 2020).. In previous years on a normal Sunday we would expect to see approximately 120 adults attending, split between the 2 services that we run – a traditional service in the church at 9am, and a contemporary service with provision for children's work at 1045 in East Horsley Village Hall. This year when we were able to meet physically we ran one service at 10.00 in the church. We have however offered an online service every Sunday from March 2020 which has been well attended, together with an online midweek message.

2) Administrative Information

St Mary's West Horsley is a Church of England church in the Deanery of Leatherhead, part of the Diocese of Guildford. It is a small to medium size congregation and has an active evangelical mission.

Charity Commission number 1179116

		<u>Date appointed</u>
Incumbent	Revd Philip Herrington	March 2016
Licensed Lay Ministers (Readers)	Mr Peter Davies (with 'Permission to Officiate') Mrs Mary McAllister	
Wardens	Mrs June Bailey (retired 13 October 2020) Mr Andy Lewis Mrs Caroline Tifford	April 2016 April 2017 October 2020
Deanery Synod Representatives	Mrs Sylvia Taylor Mr Graeme Hampshire Mrs Carolyn Palmer	October 2020 October 2020 October 2020
Current elected PCC members	Dan Colledge Hazel Black Miche Puddle Caroline Tod Lisa Burrell Pat Davis Michael Gercke Mark Pink	October 2020 April 2018 April 2018 April 2018 April 2019 April 2019 October 2020 October 2020

Treasurer

Michael Gercke was appointed Treasurer in April 2020 succeeding Andrew Simmonds.

Other elected members who retired in October 2020

PCC
Tim Bennett
Paul Simons
Caroline Tifford

3) Structure, Governance and Management

The Parochial Church Council (PCC) is a corporate body established by the Church of England and operates under the Parochial Church Council Powers Measure. The method of appointment of PCC members is set out in the Church Representation Rules.

The PCC has appointed a Standing Committee of five people (Rector, two Churchwardens, Treasurer and an elected member of the PCC).

The PCC has met eight times this year, including an away morning in January. Besides standard PCC business our discussions have included dealing with the implications of the pandemic; approving the church budget; approving capital expenditure to improve our worship by investing in AV equipment, and necessary building repairs to the church; and commencing discussion and planning for church ordering and extension of our facilities on site to enable in time all services to be held on the church site with children and young people provision.

There are several established sub-committees which meet on a regular basis between PCC meetings. These include the Standing Committee, which has the power to transact any business of the PCC between its meetings, subject to any direction given by the PCC; the Mission Committee, which works with our Mission Partners to keep the relationship close and vibrant, and allocates funds given to it by the PCC; the Finance Sub-Committee, which oversees the overall financial direction of the church by monitoring income and expenditure; the Buildings Committee, which oversees the care, maintenance and development of our Fabric; and the Communications Committee which, among other things, helps to keep our web presence fresh and up-to-date.

The Rector and Wardens also meet on an ad-hoc basis during the year to ensure the smooth running of the church.

4) Objectives and Activities

St Mary's PCC has the responsibility of co-operating with the incumbent, the Reverend Philip Herrington, in promoting across the ecclesiastical parish the whole mission of the church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the whole site, including the church, and the Wheelhouse, 82 East Lane, West Horsley.

5) Review for the Year

There is no hiding from the fact that this year has, of course, been fundamentally shaped by the global Covid-19 pandemic. West Horsley has not escaped this and, both as a church community and as individuals, we have all been touched by it in some way or another.

We started the year full of optimism with a successful PCC meeting one Saturday in early January, where we started to think again about our "building's situation". This was a hugely positive time together, bringing the existing Church Council up to speed on the previous proposals of the last thirty years and why they hadn't succeeded.

However, by the end of March the world had very much changed as we went into the first of two lockdowns. when churches were legally closed by the government. From a standing start, the staff team and volunteers quickly got us online, with St Mary's services now being viewed

Parish of St Mary's, West Horsley, Surrey

from the comfort of people's homes, all across the village, country and indeed world via Youtube.

All of our ministries had to adapt - Homegroup leaders learnt how to use Zoom to continue meeting, our Youth group met online, with the younger children following suit a few weeks later.

A team of people called those not in homegroups to check in on how they were doing; neighbours began helping each other out in buying food and picking up prescriptions. And West Horsley Parish Council asked for our help in dividing the village up into sections and appointing Road Champions. I am immensely proud of how St Mary's adapted.

From September we began meeting again in person, starting with a wonderful outdoor service in the churchyard, attended by c150 people, all socially distanced, of course! Complying with all the Church of England regulations to ensure "Covid-Secure worship", we met for two months into early November before another lockdown meant we had to stop meeting.

We ran a hugely successful online Alpha Course, which worked much better than anyone could have imagined, with around twenty guests (including one from Chile and one from Kenya) gathering every Wednesday evening for eight weeks.

We met once in early December to think about Safeguarding, before moving to online services for Christmas and then yet another move up the Tier System meant we were back online again into the New Year. At each point the Church Council has voted through the appropriate Resolutions to ensure we continue to comply with Canon Law.

The last ten months have not been wasted and God is always at work. The PCC has done a lot of thinking about our buildings and the opportunities to worship together. People have come forward with previously unseen gifts and used them for God's glory and the encouragement of us all. Our finances have survived, in part due to an unexpected, and generous, donation from a non-parishioner, and in part because of our own careful stewardship.

We have helped several couples navigate the stresses of organizing weddings and getting married this year and even more families deal with the difficulties of a loved one dying and organizing services where at best, just thirty people could attend, and at worst only 10-15.

We continue to support a number of Mission Partners financially and in prayer. These are:

- Happy Child International, working in Brazil
- Kampala Children's Centre, working in Uganda
- B@titude, working locally in Leatherhead
- International Justice Mission, working in India
- Salvation Army, working locally in Guildford

Like ourselves, all of these charities experienced a drop in their income from giving, so our continued support of them has been invaluable. And after more than 25 years, we decided to end our formal partnership with Happy Child, officially from early in 2021.

It has been a tumultuous year and I am sure we will have made mistakes. Have our online services been too much in the style of either of our two services? Should we have restarted meeting in July or August, rather than waiting until September? Could we have adapted ministry differently? These are all questions that I mull on regularly, but I do think that, when all is said and done, the St Mary's team and congregation have met the challenges of this past year very well.

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I am hugely indebted to the Warden's June Bailey, Andy Lewis and Caroline Titford (who took over from June in October 2020) for their unstinting love and support during these challenging times.

The PCC has been settled and united, even in our differences, which is something I am hugely grateful for. Andrew Simmonds handed on the Finance baton seamlessly to Mike Gercke, our new Treasurer, enabled by the tireless work of the brilliant Sue Hook.

I am massively grateful to my wife Louise for her unflappable, unfailing support and partnership in ministry leadership, and to God for calling us here. We feel so blessed to share our lives with the St Mary's congregation and wider parish and so I am grateful to everyone at St Mary's for being a part of what is an imperfect, but brilliant, church.

We have many challenges yet to encounter, but I remain convinced that if we keep God at the centre of all we do - which is harder than you might imagine - we shall continue to prevail as a church and, God willing, continue to grow.

Phil Herrington
Rector, St Mary's West Horsley

6) Reserves Policy

The current reserves policy requires the church to seek to maintain a minimum of £100,000 in free reserves at all times. As before, the PCC will keep the policy under review as the church finances evolve.

7) Financial Review

When the pandemic hit in the early part of 2020 the impact on our finances was inevitably uncertain. We anticipated there might be a reduction in the levels of giving. Whilst this did occur the extent was less than feared and overall income is only slightly down on both 2019 and on budget. However the reduction was offset by expenditure savings as many of the usual church activities could not be held due to government restrictions.

As a result the Accounts for the 12 months to 31 December 2020 show a surplus of £33,677. This has resulted in our Unrestricted Reserves increasing to £200,597. Whilst this is considerably in excess of the required level, the church will be incurring substantial expenditure in 2021 on necessary quinquennial church repairs and on investment in an AV system.

Whilst our Accounts are for the 12 months to 31 December 2020 we are required to look forward for a period of 12 months from the date the Accounts are signed. In preparing the budget for 2021 the leadership and the PCC carefully assessed the ongoing possible impact of COVID19 and in particular on levels of giving and service fees (for Weddings and Funerals for example). With our healthy level of Reserves and based on the experience over the past year and the prospect that vaccines will enable COVID restrictions to gradually be relaxed thereby enabling more of our usual ministry activities to resume we do not anticipate that our finances will constrain our ministry over the coming 12 months..

As a result of this assessment of our financial position and prospects the PCC have concluded that it remains appropriate to prepare the Accounts on a "Going concern basis".

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The 2019 comparative figures have been adjusted as the 2019 figures incorrectly included gift aid receivable in respect of two donations that had been claimed in the previous year totalling £742.

Auditors

Our present Auditors, CMB Partnership Limited, Chartered Accountants of Guildford were proposed for re-election at the APCM on 13 October 2020. The 2020 Annual Report and Accounts were approved by the PCC on 11 March 2021 and were signed on PCC's behalf by the Treasurer, Michael Gercke and Churchwarden, Andy Lewis.

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Statement of Financial Activities for the year ended 31 December 2020

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 Restated £
INCOMING RESOURCES					
Donations and legacies	2(a)	301,755	4,294	306,049	313,576
Income from investments	2(b)	362	-	362	657
Income from church activities	2©	620	314	934	3,710
TOTAL INCOMING RESOURCES		302,737	4,608	307,345	317,943
RESOURCES EXPENDED					
Church activities	3(a)	256,504	6,706	263,210	275,572
Governance costs	3(b)	10,458	-	10,458	8,492
TOTAL RESOURCES EXPENDED		266,962	6,706	273,668	284,064
NET MOVEMENT IN FUNDS		35,775	(2,098)	33,677	33,879
Balances at 1 January 2020		164,822	12,859	177,681	143,802
Balances at 31 December 2020		200,597	10,761	211,358	177,681

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Balance Sheet at 31 December 2020

	Note	2020 £	2019 Restated £
Fixed Assets			
Tangible	5	4,670	1,500
Current Assets			
Debtors	6	12,460	26,918
Short term deposits		207,036	165,344
Cash at bank		23,012	16,856
		242,508	209,118
Current Liabilities			
Creditors: amounts falling due within one year	7	(35,820)	(32,937)
Net Current Assets		206,688	176,181
TOTAL NET ASSETS		211,358	177,681
PARISH FUNDS			
Unrestricted		200,597	164,822
Restricted	8	10,761	12,859
TOTAL FUNDS	9	211,358	177,681

 Treasurer
 Church Warden
 30 March 2021

Notes to the Financial Statements for the year ended 31 December 2020

1. Accounting Policies

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Charities SORP (FRS102) effective for accounting periods commencing on or after 1 January 2019.

The financial statements have been prepared under the historic cost convention and include all transactions, assets and liabilities for which the PCC is responsible in law.

Connected charities

The financial statements do not include those of church groups that are affiliated to other bodies or are informal gatherings of church members. Included are those items paid for by a 'connected charity' which would normally form part of the PCC's expenditure, where an equivalent amount is included as grants receivable in the PCC's income.

Connected charities are those having similar objects to those of the PCC and having a majority of the trustees subject to appointment by the person(s) entitled to appoint a majority of the members of the PCC.

Funds

Restricted funds represent (a) income from trusts or bequests and which may be expended only on those restricted objects provided in the terms of the trust or bequest, and (b) donations 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 is carried forward as a balance on that fund.

<i>Buildings Repair Fund</i>	The fund originated from the appeal to repair St Mary's, West Horsley. New donations, grants and legacies towards the upkeep of the church building are added to the fund.
<i>Churchyard Fund</i>	The fund is used for maintenance of the Churchyard and is financed by a grant.
<i>Rector's Resource Centre</i>	The fund is used to purchase books and other media for use by the congregation.
<i>Noah's Ark</i>	Subscriptions and specific donations received are spent on the activities of this toddler group within the Children & Youth ministry.
<i>Special Appeals</i>	Money is raised for special causes and paid over to the beneficiaries at the end of the appeal.
<i>Special Collections</i>	Money is collected in the church at special services and remitted to a charitable organisation, as decided by the PCC.

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<i>Swimming Club</i>	The church hires Cranmore School swimming pool. Subscriptions are levied to cover pool lifeguard and hire costs.
<i>Veterans Fund</i>	The church administers, on behalf of a Surrey charity, an annual donation to cover the cost of the annual Horsley Veterans Lunch and other small events for veterans during the year.
<i>Bucket Fund</i>	The Bucket Fund, founded in 2018 for the purpose of relieving acute financial distress for individuals or families known to the Rector within the congregation currently holds a balance of £1,328. During the year 2020, there was income of £Nil and outgoings of £600 made from the fund in accordance with its Terms of Reference. Appeals for contributions to the Bucket Fund may be made in future years at the discretion of the Rector.

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. 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. Amounts received specifically for mission are dealt with as restricted funds. Repairs recommended following Quinquennial inspections are included once contracted for. All other expenditure is generally recognised when it is incurred and is accounted for on a gross basis.

Fixed assets

Consecrated and beneficed property is not included in the accounts in accordance with the Charities Act 2011.

Equipment used within the church premises, including portable computers and office equipment, is depreciated on a straight-line basis over 4 years. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

2. Incoming Resources

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 Restated £
(a) Donations and legacies				
Planned Giving:				
Regular donations	228,762	-	228,762	244,897
Tax recoverable	49,950	-	49,950	57,258
Legacies	-	-	-	-
Special collections	-	3,799	3,799	1,953
Collections (open plate)	252	-	252	939
Grants	2,099	-	2,099	500
Wheelhouse Appeal	-	-	-	88
Donations	16,040	495	16,535	5,086
Fees, weddings & funerals (net)	4,652	-	4,652	2,855
	<u>301,755</u>	<u>4,294</u>	<u>306,049</u>	<u>313,576</u>
(b) Income from investments				
Bank & CBF deposit interest	362	-	362	657
(c) Income from church activities				
Organ Recital	-	-	-	912
Swimming club fees	-	290	290	976
Wheelhouse lettings	620	-	620	1,641
Sundry items	-	24	24	181
	<u>620</u>	<u>314</u>	<u>934</u>	<u>3,710</u>
Total incoming resources in the year	<u>302,737</u>	<u>4,608</u>	<u>307,345</u>	<u>317,943</u>

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3. Resources Expended

Church activities	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
(a) Missionary and charitable giving				
Charities - overseas	16,738	-	16,738	18,185
Charities - UK	11,159	-	11,159	12,124
Special collections	-	3,469	3,469	3,174
Individuals	-	600	600	349
	<u>27,897</u>	<u>4,069</u>	<u>31,966</u>	<u>33,832</u>
Diocesan parish share payments	97,691	-	97,691	97,047
Administrative & Parish Office Costs	31,408	-	31,408	32,250
Rector's working expenses	2,360	-	2,360	3,535
Ministry, training and other allied parish activities	13,333	1,694	15,027	16,561
Assistant's salaries and working expenses	28,193	-	28,193	27,843
Church running and maintenance	30,723	655	31,378	32,371
Wheelhouse running costs	7,862	-	7,862	7,384
Wheelhouse refurbishment	-	-	-	-
Website & Communications	5,669	-	5,669	12,213
Grants – Samcot Trust	11,230	-	11,230	10,980
Swimming club running expenses	-	288	288	1,047
Depreciation	138	-	138	509
	<u>256,504</u>	<u>6,706</u>	<u>263,210</u>	<u>275,572</u>
(b) Governance costs				
Audit Fees	3,336	-	3,336	3,360
Accounting & Payroll Fees	1,122	-	1,122	1,132
Honorarium - Accountant	6,000	-	6,000	4,000
	<u>10,458</u>	<u>-</u>	<u>10,458</u>	<u>8,492</u>
Total resources expended in the year	<u>266,962</u>	<u>6,706</u>	<u>273,668</u>	<u>284,064</u>

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4. Staff Costs

	2020	2019
	£	£
(a) Salaries		
Salaries	53,264	55,991
Employers' national insurance	-	-
Pension	1,972	1,903
Total	<u>55,236</u>	<u>57,894</u>
Staff numbers		
Full time	1	1
Part time	3	3

No employee received emoluments in excess of £60,000 in the year.

	2020	2019
	£	£
(b) Honorarium		
Accountant	<u>6,000</u>	<u>4,000</u>
	£	£
(c) Payments to PCC members	<u>Nil</u>	<u>Nil</u>

5. Fixed Assets

	Unrestricted Funds			Total £	Restricted Funds £	Total £
	Car park £	Church equipment £	Lap-top computer £			
<i>Cost</i>						
At 1 Jan 2020	1,500	38,561	2,799	42,860	309	43,169
Additions	-	3,308	-	3,308	-	3,308
At 31 Dec 2020	1,500	41,869	2,799	46,168	309	46,477
<i>Depreciation</i>						
At 1 Jan 2020	-	38,561	2,799	41,360	309	41,669
Depreciation	-	138	-	138	-	138
At 31 Dec 2020	-	38,699	2,799	41,498	309	41,807
Net book value	1,500	3,170	-	4,670	-	4,670

	2020 £	2019 £
6. Debtors		
Prepayments	524	524
Gift aid claim	11,232	25,160
Other debtors	704	1,234
	12,460	26,918

	2020 £	2019 £
7. Current Liabilities		
Creditors and accruals	17,214	14,128
Creditors - Restricted funds:		
Deposits & Advance payments	3,710	-
Mission grants	14,896	18,809
	35,820	32,937

8. Funds

Restricted funds

The 'other funds' relate to specific church activities, also to special appeals and collections with details shown in notes 2(a) and 3 (a) to these accounts.

	Note	Buildings repair fund £	Other funds £	Total £
Balance at 1 January 2020		3,151	9,708	12,859
Incoming resources	2	24	4,584	4,608
Resources expended	3	-	6,706	6,706
Balance at 31 December 2020		3,175	7,586	10,761

9. Analysis of net assets

	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
Tangible fixed assets	4,670	-	4,670	1,500
Current assets	231,747	10,761	242,508	209,118
Liabilities - falling due within one year	35,820	-	35,820	32,937
	200,597	10,761	211,358	177,681

10. Parish Share

The church is in arrears with its Parish Share due to the Diocese of Guildford.

Year	Amount assessed £	Amount paid £	Arrears unpaid £
2007	71,128	63,507	7,621
2008	79,663	63,507	16,156
2009	88,426	50,000	38,426
2010	90,111	75,000	15,111
2011	92,570	80,000	12,570
2012	92,570	85,000	7,570
2013	92,570	92,570	-
2014	93,495	93,495	-
2015	93,495	93,495	-
2016	93,495	93,495	-
2017	93,495	93,495	-
2018	94,860	94,860	-
2019	97,047	97,047	-
2020	97,691	97,691	-

The Parish Share represents a voluntary contribution to the Diocese. The amounts shown above as arrears are therefore not included in the accounts as a liability. The underpayments between 2007 and 2012 are, however, acknowledged. No discussions regarding the above arrears were held with the Diocese during 2020.

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11. Transactions with connected charities

During 2014, Samcot Trust purchased a property (7 Weston Lea, West Horsley) for the charitable purpose of providing accommodation for the current, and any future St Mary's Children's & Youth minister.

The PCC agreed to commence rental payments to Samcot Trust in October 2014 and to make grants to Samcot Trust, as deemed necessary, towards expenditure relating to the property. The property is occupied by Edd and Abby Cope (the current Children's & Youth minister and his spouse) since March 2015.

Payments made to Samcot Trust	2020	2019
Rental payments	10,800	10,800
Grants towards property expenses	90	180
Insurance	340	-
	<u>11,230</u>	<u>10,980</u>