

**PARISH CHURCH OF ST JOHN THE BAPTIST,
NEEDHAM MARKET (with BADLEY)**

ANNUAL REPORT FOR YEAR ENDING DECEMBER 2023
LEGAL & ADMINISTRATIVE INFORMATION

CHURCH LOCATION: High Street, Needham Market, Ipswich, Suffolk in the Diocese of St Edmundsbury and Ipswich

CORRESPONDENCE The Rectory
 10 Meadow View
 Needham Market
 IP6 8RH

The following served on the PCC during 2023

From 6th September 2023 – Revd Tracey James

CHURCHWARDENS

David Sewell

Ian Jeffreys

DEANERY SYNOD REPRESENTATIVES

Two new representatives were elected April 2023

Mr Philip Pitt

Shirley Thomas

PCC MEMBERS	ELECTED	PCC MEMBERS	ELECTED
David Long	April 2021	Margaret Brown	April 2021
Peter Groom	May 2022	Jean Annis	May 2022
Margaret Wilcox	May 2022	Helen Grimbley	April 2023 (resigned 4 th September 2023)
Bernadette Pitt	April 2023	Michael Turner	April 2023
Kate Dines	April 2023		

TREASURER

Mr R Brown appointed Treasurer (non-voting PCC Member) commenced January 2000

PCC SECRETARY

Mrs C Long appointed Secretary, (non-voting PCC member) May 2022

INDEPENDENT EXAMINER

Mr Hugh S Wolley, Milestone House, High Street, Yoxford, Suffolk. IP17 3EP

AIMS AND OBJECTIVES

The PCC (Powers) Measure 1956 states the PCC "is to co-operate with the minister in promoting in the parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical".

When out of vacancy, the PCC consists of the incumbent, two churchwardens a maximum of nine elected PCC members plus two Deanery Synod Representatives. The Treasurer and secretary are non-voting members. The PCC meets regularly to oversee finance, preparation for worship and social events/functions, the fabric and contents of the Church, discuss future ministry/ mission work and as representatives of the congregation, while supporting the incumbent in their work in our parish. The PCC is supported by the Standing Committee which consists of the incumbent plus officers of the PCC and meets between PCC meetings to deal with smaller issues and put together the initial framework for larger projects which need to be discussed by the whole PCC. The

Ministry Team currently consists of Revd Tracey James, Kate Holmes, (Lay Reader), Jean Annis, (organist), and the Churchwardens. We have a varied Sunday worship as well as Wednesday morning prayer time. A Home Group meets monthly on a Monday. We also have a very active Mothers' Union.

Tuesday Totis is well established and we find that we have an almost completely new group of parents and grandparents and very young children. On Thursday mornings there is a well established St John's Pantry, providing provisions for the local community. This is well attended. A variety of tasks from the leading of worship and preparing for services to flower arranging and involvement in general administration continue to be undertaken by many members of the congregation, without whose input the church would be much the poorer. Open the Book has continued at the local Primary School and is hugely valued. Our current Sunday service is streamed on line for those who are unable to join us in Church. As a PCC we were delighted to welcome our new incumbent Revd Tracey James, who has made a priority of becoming a visible presence in the community and has also created a variety of new service sheets to allow for seasonal provision for Harvest, Advent and Christmas etc.

ACHIEVEMENTS AND PERFORMANCE

The total number of people reported as being on the Electoral Roll of our parish was 67 members at the APCM in April 2023. The usual number of attendees at a Sunday service is between 35 and 40 with around an additional 5 watching on line. A special prayer is said at Communion to include those watching on line. We had a Patronal lunch and a Harvest celebration and a supper which were well supported. We held two Christingle services which involved many of the children from the Primary School. We held our annual Crib service on Christmas Eve and a Midnight Mass.

During the year to 31 December 2023 the following services were held:-

Marriages 0 Baptisms 5 Funeral Services In Church 7 Graveside Funeral 0, Churchyard Burials 7, Burial of Cremated Remains in Churchyard 6 There were also Funeral Services at the Crematorium

Whilst in vacancy we continued with services in Church with the assistance of visiting Clergy. In addition we were fortunate that Revd Aileen Mortimer, one of our congregation, continued to officiate and this is a great asset to us. We have been very grateful for all the support we have received from visiting clergy and this has resulted in more diverse services. This was not an easy time but we managed to continue with services and fellowship in our church and it should be noted that the members of our worshipping family provided great support in our time of need. Fundraising in 2023 continued with major contributions coming from the Produce stalls, Historic Churches Cycle ride, Lent Soup lunches, Christmas Bazaar and Castleton Brass Christmas Concert.

PLANS FOR THE FUTURE

2023 proved to be an interesting and exciting year for St Johns as we welcomed our new incumbent. We look forward to supporting and working with her, as well as our involvement with the Lightwave Community and the ideas and initiatives that they will bring to us.

FINANCIAL REVIEW

Total receipts on unrestricted funds totalled £61,297 and £56,121 was spent providing Christian ministry from St John the Baptist church as detailed in the financial statements. The largest element of this expenditure was £47,000 contribution towards our diocesan parish share, which largely provides the stipends & housing of the clergy and the cost of ministry, support & training. The sum that the parishes in the deanery have to find is shared between them according to a formula based mainly on the clergy time enjoyed. The net result of income over expenditure on unrestricted funds was a surplus of £5,176 and this was added to the reserves accumulated in previous years, resulting in a balance carried forward on unrestricted reserves of £27,668.

The restricted funds saw a net inflow of £10,646 largely as a result of grants received but unspent by the year end for repair and improvement work on the Church Hall (ARK). The balance on restricted funds, most of which are held for the purposes of maintenance and enhancement of the church fabric, at the year end amounted to £103,703.

RESERVE POLICY

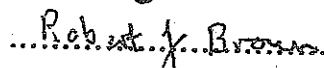
It is PCC policy to maintain a positive balance on each of the restricted and unrestricted funds. Ideally, the balance on the general fund should be sufficient to cover emergency situations that may arise from time to time. Sadly this has not proved feasible in recent years and this year was not sufficient to cover day to day expenditure including our full commitment to the diocesan parish share. With such low reserves, any failure in income levels to increase in line with inflation or major non-routine expenditure would leave PCC finances severely stretched and increasingly unable to meet annual diocesan parish share commitments.

It is our policy to invest our longer term funds in an interest bearing account with COIF Charity Funds, whilst bank accounts are maintained with Santander UK plc and Barclays bank for day to day requirements.

Signed on behalf of the PCC



Revd Tracey James



Mr R Brown (Treasurer)



Mrs C Long (PCC Secretary)

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF ST JOHN THE
BAPTIST CHURCH, NEEDHAM MARKET PAROCHIAL CHURCH COUNCIL**

I report on the accounts for the year ended 31st December 2023, which are set out on pages 1 to 6.

Respective responsibilities of the PCC and Independent Examiner

As trustees of the charity, the members of the PCC are responsible for the preparation of the accounts. They consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

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

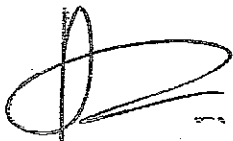
Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the management committee of any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

1. which give me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with s.130 of the 2011 Act; or
 - to prepare accounts which accord with these accounting records have not been met: or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Name

H.S. WOLLEY AEA.

Address

MILESTONE HOUSE, YOXFORD, IP17 3EP

Parochial Church Council of St John The Baptist, Needham Market
Statement of Financial Activities

For the year ending 31 December 2023

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS	
				2023 £	2022 £
INCOMING RESOURCES					
Voluntary income	2(a)	42,608	12,142	54,750	46,951
Activities for generating funds	2(b)	2,307	6,933	9,240	7,686
Income from investments	2(c)	29	1,126	1,155	286
Church activities	2(d)	16,353	0	16,353	15,495
TOTAL INCOMING RESOURCES		<u>61,297</u>	<u>20,201</u>	<u>81,498</u>	<u>70,418</u>
RESOURCES EXPENDED					
Fund-raising costs	3(b)	0	0	0	0
Church activities	3(a)	56,121	9,555	65,676	93,975
TOTAL RESOURCES EXPENDED		<u>56,121</u>	<u>9,555</u>	<u>65,676</u>	<u>93,975</u>
NET INCOMING/(OUTGOING) RESOURCES		5,176	10,646	15,822	-23,557
TRANSFER BETWEEN UNRESTRICTED AND RESTRICTED FUNDS	7	0	0	0	0
NET MOVEMENT IN FUNDS		<u>5,176</u>	<u>10,646</u>	<u>15,822</u>	<u>-23,557</u>
BALANCES B/FWD 1 JANUARY		22,492	93,057	115,549	139,106
BALANCES C/FWD 31 DECEMBER		<u>27,668</u>	<u>103,703</u>	<u>131,371</u>	<u>115,549</u>

The notes on pages 3 to 6 form part of this account

Parochial Church Council of St John The Baptist, Needham Market
Balance Sheet at 31 December 2023

	Note	2022 £	2021 £
FIXED ASSET			
Investment asset Central Board Of Finance		1,062	1,099
CURRENT ASSETS			
Debtors	5	877	706
Short term deposits		26,489	26,489
Cash at bank and in hand		104,741	94,558
		<u>132,107</u>	<u>121,753</u>
LIABILITIES AMOUNTS FALLING DUE WITHIN ONE YEAR			
Other creditors	6	<u>1,798</u>	<u>7,303</u>
NET CURRENT ASSETS		<u>130,309</u>	<u>114,450</u>
NET ASSETS		<u>131,371</u>	<u>115,549</u>
FUNDS			
Unrestricted	7	27,668	22,492
Restricted	7	103,703	93,057
		<u>131,371</u>	<u>115,549</u>

Robert J Brown

R J Brown (Hon Treasurer)

Approved by the Parochial Church Council on 14 March 2024 and signed on its behalf by:

 D B Long

The notes on pages 3 to 6 form part of these accounts

Parochial Church Council of St John The Baptist, Needham Market
Notes to the Financial Statements

For the year ending 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 SORP 2005.

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

Funds

Restricted Funds represent donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund.

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

Incoming resources

Planned giving, collections, donations and interest are recognized when received. Tax refunds are recognized 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 recognized when it is receivable. All incoming resources are accounted for gross.

Resources expended

Grants and donations are accounted for when paid over. The diocesan parish share is accounted for when due. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is generally recognized when it is incurred and is accounted for gross.

Fixed assets

Consecrated and beneficed property is not included in the accounts in accordance with s.96(2)(a) of the Charities Act 1993.

Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For inalienable property there is insufficient cost information available and therefore such assets are not valued in the accounts.

The Church Hall and Cottage are in the custody of the Diocesan Board of Finance, although managed by Needham Market Parochial Church Council. Therefore, they have not been valued as one of the PCC's assets in these statements.

Equipment used within the church premises or purchased for use by the PCC or its officers is written off through the Statement of Financial Activities in the year of purchase.

Investments

Investments are held in the balance sheet at valuation.

Parochial Church Council of St John The Baptist, Needham Market
Notes to the Financial Statements

For the year ending 31 December 2023

2 INCOMING RESOURCES

	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS	
			2023 £	2022 £
2(a) Voluntary income				
Planned giving				
Gift Aid donations	21,763	810	22,573	25,833
Tax recoverable	5,466	203	5,669	6,465
Parish Giving & Other Schemes	760	0	760	293
Other	1,665	0	1,665	2,846
Collections at services	2,313	0	2,313	1,425
Tax Recoverable - GASDS	1,180	115	1,295	2,093
Grants	1,250	7,200	8,450	2,300
Donations, appeals, etc				
Gift Aid donations	297	0	297	1,310
Tax recoverable	82	0	82	298
Other	3,058	3,814	6,872	4,088
Legacies	4,774	0	4,774	0
	<u>42,608</u>	<u>12,142</u>	<u>54,750</u>	<u>46,951</u>
2(b) Activities for generating funds				
Fund-raising	2,307	6,933	9,240	7,686
	<u>2,307</u>	<u>6,933</u>	<u>9,240</u>	<u>7,686</u>
2(c) Income from investments				
Interest and Other	<u>29</u>	<u>1,126</u>	<u>1,155</u>	<u>286</u>
2(d) Income from church activities				
Church hall lettings	650	0	650	570
Church hall contribution towards costs	900	0	900	0
Cottage rent	6,607	0	6,607	6,600
Fees	7,966	0	7,966	8,242
Refreshments	230	0	230	83
	<u>16,353</u>	<u>0</u>	<u>16,353</u>	<u>15,495</u>
Total incoming resources	<u>61,297</u>	<u>20,201</u>	<u>81,498</u>	<u>70,418</u>

Parochial Church Council of St John The Baptist, Needham Market
Notes to the Financial Statements

For the year ending 31 December 2023

3 RESOURCES EXPENDED

	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS	
			2023 £	2022 £
3(a) Church activities				
Missionary and charitable giving				
Overseas				
Kagera Fund	0	1,030	1,030	2,135
DEC Turkey/Syria Earthquake	0	300	300	0
Home				
The Childrens Society	0	165	165	307
Relief of Hardship in Parish				
St John's Pantry	0	3,681	3,681	2,817
RSPCA	0	80	80	0
	<u>0</u>	<u>5,256</u>	<u>5,256</u>	<u>5,259</u>
Ministry: Diocesan parish share	47,000	0	47,000	47,000
Other ministry costs	512	0	512	3,353
Church running and maintenance	4,945	4,707	9,652	9,702
Church hall running costs	2,308	0	2,308	3,322
Church cottage running costs	0	0	0	232
Church office	1,301	0	1,301	757
Church Building Quinquennial Repairs	0	-408	-408	24,239
Sundry other	55	0	55	111
	<u>56,121</u>	<u>9,555</u>	<u>65,676</u>	<u>93,975</u>
3(b) Fund-raising costs				
Bazaars and other fund raising events	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL RESOURCES EXPENDED	<u>56,121</u>	<u>9,555</u>	<u>65,676</u>	<u>93,975</u>

4 PAYMENTS TO PCC MEMBERS

There were no disclosable transactions in respect of PCC members.

Parochial Church Council of St John The Baptist, Needham Market
Notes to the Financial Statements

For the year ending 31 December 2023

	2023 £	2022 £
5 DEBTORS		
Tax recoverable	847	706
Prepayments and accrued income	30	0
	<u>877</u>	<u>706</u>

6 LIABILITIES		
Amounts falling due in one year		
Accruals for utilities, parish share and other costs	1,798	5,091
Accrual for Quinquennial Repairs completed by year end	0	2,212
	<u>1,798</u>	<u>7,303</u>

7 FUNDS					
	Balance at 1 Jan 2023 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 Dec 2023 £
Unrestricted Funds					
General Fund	417	46,790	52,983	6,000	224
Ark Fund	0	2,434	2,308	0	126
Church Cottage Fund	4,908	6,607	0	-6,000	5,515
Flower Fund	399	693	830	0	262
Legacy Fund	16,768	4,773	0	0	21,541
	<u>22,492</u>	<u>61,297</u>	<u>56,121</u>	<u>0</u>	<u>27,668</u>
Restricted Funds					
Capital Reserve Fund	1,099	-37	0	0	1,062
Fabric Fund	39,586	6,184	303	0	45,467
Organ Fund	795	0	198	0	597
Special Collections Fund	382	1,610	1,575	0	417
Roof Repair and Church Building Fund	45,643	0	3,168	0	42,475
Chair Fund	1,500	0	0	0	1,500
Altar Frontal / Church Furnishings Fund	165	0	0	0	165
Café Church Fund	100	0	0	0	100
Rector and Curate's Fund	3,030	0	630	0	2,400
St Johns Pantry Fund	757	6,530	3,681	0	3,606
Ark Repair Fund	0	5,000	0	0	5,000
Ark Cooker Fund	0	914	0	0	914
	<u>93,057</u>	<u>20,201</u>	<u>9,555</u>	<u>0</u>	<u>103,703</u>

8 ANALYSIS OF NET ASSETS BY FUND			
	Unrestricted Funds £	Restricted Funds £	Total £
Investment Fixed Assets	0	1,062	1,062
Current Assets	28,831	103,276	132,107
Current Liabilities	-1,163	-635	-1,798
Fund balance	<u>27,668</u>	<u>103,703</u>	<u>131,371</u>