

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 December 2023
for
The Parish of Nork with Burgh Heath

Ark Accountancy Limited
Chartered Certified Accountant
31 Cheam Road
Epsom
Surrey
KT17 1QX

The Parish of Nork with Burgh Heath

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for the Year Ended 31 December 2023

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The Parish of Nork with Burgh Heath

Report of the Trustees
for the Year Ended 31 December 2023

The trustees present their report with the financial statements of the charity for the year ended 31 December 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Parish is part of the Diocese of Guildford, and in the Deanery of Epsom.

With the development of structures of the Parish each church has local objectives and activities.

Public benefit

The PCC are aware of the Charity Commission's guidance on public benefit in "The advancement of religion for the Public Benefit" and have had regard to it in their administration of the churches.

The PCC believes that by promoting the Christian faith it provides a benefit to the public by:

- providing facilities for public worship, pastoral care and spiritual development, both for existing church members and for anyone who wishes to benefit from what the churches offer; and
- promoting Christian values, and service by members of the churches in and to their communities, to the benefit of individuals and society as a whole.

Volunteers

The PCC is very reliant on volunteers to carry out all its activities. However, it is not possible to place any monetary value on the contribution of volunteers.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Parish Ministries

Mission Partners

During 2023, 5% of giving to the parish was shared out between our 6 mission partners, who are also supported by regular prayer and relationship with the church family.

1. The Baxter's African Children's School Educational Charitable Trust (an international mission partner)
2. Bridges Nepal, the projects which Yagya and Sally Singh work on (an international mission partner)
3. Open Doors, who support persecuted Christians across the world (an international mission partner)
4. Christians Against Poverty (a national mission partner - supporting those struggling with finances across the UK)
5. Street Pastors and in particular Sutton Street Pastors (a national and local mission partner)
6. London City Mission (a local mission partner)

The remaining 5% (to make up 10% of giving received to the parish being spent on mission) was put towards local mission in the parish, due to the privilege of having a curate for 3 years.

As well as this, one-off gifts were given to support three charities: Christian Aid (£300), BACSECT (£360) and Dyscover (£250), using monies raised from fundraising events.

Messy Church: has been running at St. Mary's since 2014, now in its eighth year of being part of the Sunday morning service.

Community Alive: the contemporary family service, runs once a month (on the 2nd Sunday) at St. Paul's, at 9 am

Forest Church: a fresh-expression, runs once a month, except in the winter (on the fourth Sunday) in the St. Paul's 'Backlands' (behind the church hall), at 3pm.

Whole Parish Services: occur each month, on the fourth Sunday of the month, at 10 am, with some additional whole parish services for special occasions or seasons. Both churches pause their usual services for this week and enjoy being as one family all together.

Refresh@10: is a monthly Saturday coffee morning open to all. It seeks to support the local community and is well attended by them.

Little Roots: Our Parish Toddler Group, 'Little Roots' runs on Tuesday and Wednesday mornings every week in term time, from 9-11 am.

Craft Mornings: Are run approximately half-termly at St Paul's for children & families in the local area, where they can come and work on crafts and receive refreshments.

Prayer Meetings: We hold prayer meetings for the parish once a month and other prayer events occur for specific purposes or times of need. There is a St. Mary's prayer group who meet on Monday mornings for pastoral prayer support of members of the church family.

Connect groups: Several connect groups meet in the parish, either weekly or fortnightly.

Courses: During 2023 we ran the Alpha Course and a Lent course in the parish.

Nursing Homes: Monthly services are run at Fir Tree House, Montclair and Banstead Manor Nursing homes and Alex and others visit for pastoral and other meetings at additional times. Bible studies series have also been run twice at Banstead Manor during 2023.

Schools: Links with the Warren Mead schools and Aberdour Prep and Pre-Prep have continued. Alex continues to be one of the Governing Body members for both Warren Mead Infant and Junior schools.

The Parish of Nork with Burgh Heath

Report of the Trustees for the Year Ended 31 December 2023

Charities: Monthly food bank collections have been an important part of 2023, supporting the Epsom & Ewell foodbank and the parish collected 98 boxes for Operation Christmas Child in November.

Banstead Five: The Parish of Nork with Burgh Heath is a member of the Banstead Five, a group of local churches seeking to serve the area of Banstead together. Since September, Alex has been Chair of this group.

FINANCIAL REVIEW

Financial position

The parish was formed on 1 July 2018 from the Parish of St Paul's Nork and part of the Parish of St Paul's Howell Hill with St Mary's Burgh Heath. As a result, the new parish has been blessed with reserves inherited from each of its two constituent churches. The totality and make up of those reserves can be found in the detail of the accounts outlined in this report. The PCC's accounts comprise a number of funds - the General Fund and other specific funds relating to particular activities.

Funds

The General Fund produced an overall deficit for the year of £50,589 (2022 £20,915). During the year £4,651.98 (2022 £4,895.32) has been given to our 6 parish mission partners. The PCC agreed at the start of 2022 that for the 3 years of having David Packham as our Curate, the 10% of missional giving in the parish would be split between the mission partners (5%) and local mission in the parish (5%).

The Restricted Funds produced an overall deficit for the year of £nil (2022 £nil). Giving in the period (including tax refunds of £6,829) amounted to £129,308 (2022 £131,128). The PCC allocates yearly a fund of £1000 to be spent as the Vicar's Discretionary fund.

The balance on the General Fund at the end of 2023 amounted to £149,114 (2022: £199,703) of which £66,069 (2022: £81,472) is to improve the ambience and usability of our buildings. This means that in terms of free reserves, the General Fund amounts to £83,045.

Grants and Donations

Grants of nil (2022 £nil) were made to partner and other agencies.

Strategic Development Fund

Reference was made earlier to an amount of £66,069 designated to improve the environment for worship in our buildings to make them fit for greater community use and to develop our links in the community. There is a development plan in place and we continue to invest in our buildings, using this fund, which will reduce further over the coming year.

Reserves policy

Day to day running costs of the parish are generally met from current income (donations), and therefore the PCC does not hold significant free reserves. The current PCC policy is to hold free reserves of at least £50,000. As noted above, current free reserves are £149,114.

Policy for key management personnel remuneration

The three paid staff members of the parish are the Vicar, Revd Alex Stevens, the Curate, Revd David Packham and the Operations Manager, Michelle Cahill.

Revd Alex Stevens took up her post on 10 April 2019. She is licensed by the Bishop of Guildford, remunerated in accordance with the stipend rates in place for Church of England clergy and is paid directly by the Church Commissioners, administered by the Diocese of Guildford. The vicar's stipend is covered by the parish share paid to the Diocese of Guildford.

Revd David Packham took up his post on 3rd July 2022. He is licensed by the Bishop of Guildford, remunerated in accordance with the stipend rates in place for Church of England clergy and is paid directly by the Church Commissioners, administered by the Diocese of Guildford. As this is a training role the curate's stipend is covered by the Diocese of Guildford.

Michelle Cahill took up her post on 6th April 2021. She is paid by the parish, including NI and pension contributions.

FUTURE PLANS

The PCC and the Standing Committee regularly review the activities and programmes in place throughout the parish to seek to ensure the stated aims and objectives are met.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a constitution, and constitutes a charitable incorporated organisation, a charity registered as a body corporate under part 11 of the Charities Act 2011.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC was registered with the charity commission on 5 November 2018, under charity number 1180563.

The appointment of PCC members is governed by and set out in the Church Representation Rules.

The PCC is made up of elected members. Elected members are elected by the Annual Parochial Church Meeting, and serve for a term of 3 years. Elected members are eligible for re-election, but may only serve for a maximum of 2 terms in succession. Other church members may be co-opted to the PCC primarily to cover particular areas of expertise that are deemed necessary for the functioning of the PCC e.g. Finance, Premises.

PCC members are provided with guidance on the role of trustees. In addition, PCC Members receive a document detailing their responsibilities as members of the PCC and receive ongoing guidance as necessary. The frequency of PCC meetings is currently 9 times a year where the PCC oversees the strategic direction of the Parish and approves policy and budgets. The Standing Committee meets at intervals as required between PCC meetings to deal with administrative matters as they arise. The Wardens and the Vicar meet monthly.

Names of all the members of the PCC who have served in the period from 1 January 2022 to the date of this report are as follows:

Clergy:	Alex Stevens (Vicar) David Packham
Church Wardens	George Drewitt Sue Wharton
Diocesan Synod Member:	Alex Stevens (Vicar)
Deanery Synod Members	Alex Stevens (Vicar) David Packham Neill Oakley Andrew Shaw Theresa Allen (from April 2023)
PCC Members:	Revd Alex Stevens (Vicar) Sue Wharton (ex officio) George Drewitt (ex officio) Neill Oakley (ex officio) Andrew Shaw (ex officio) Theresa Allen (ex officio) Tomos Davies (Treasurer) Christopher Moore Sylvia Henze (until April 2023) Morna Moore Judy Parnall David Packham
Bankers:	Barclays Bank plc of 82/84 High Street, Epsom KT19 8BA

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The PCC reports that it has given consideration to the risks faced by the churches. The major risks that the churches are exposed to relate to people, including safeguarding of children and vulnerable adults. The PCC has formal controls in place, working with the Diocese of Guildford, to manage these risks. Other main risks relate to financial matters, compliance with legal and statutory requirements and the activities of the parish. The PCC has policies and, procedures in place to manage all these risks.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1180563

Principal address

St Paul's Church
Warren Road
Banstead
Surrey
SM7 1LG

Trustees

Rev A L Stevens Vicar
Rev D A J Packham Curate
C A Moore
J N G Oakley ex officio
A Shaw ex officio
Ms T M Allen
T Davies Treasurer
Ms M Y Moore
Mrs J S Pamall
Mrs S L Wharton ex officio
G F J Drewitt ex officio
Miss S N Henze (resigned 24.4.23)

Independent Examiner

Mary E Ryan
Ark Accountancy Limited
Chartered Certified Accountant
31 Cheam Road
Epsom
Surrey
KT17 1QX

Approved by order of the board of trustees on 18 June 2024 and signed on its behalf by:



Rev A L Stevens - Trustee

Independent Examiner's Report to the Trustees of
The Parish of Nork with Burgh Heath

Independent examiner's report to the trustees of The Parish of Nork with Burgh Heath

I report to the charity trustees on my examination of the accounts of The Parish of Nork with Burgh Heath (the Trust) for the year ended 31 December 2023.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Mary E Ryan

Ark Accountancy Limited
Chartered Certified Accountant
31 Cheam Road
Epsom
Surrey
KT17 1QX

18 June 2024

The Parish of Nork with Burgh Heath

Statement of Financial Activities
for the Year Ended 31 December 2023

	Notes	Unrestricted funds £	Restricted funds £	31.12.23 Total funds £	31.12.22 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		129,308	-	129,308	131,128
Charitable activities					
Events & activities		-	-	-	2,002
Other trading activities	2	453	-	453	-
Investment income	3	24,915	-	24,915	30,524
Total		<u>154,676</u>	<u>-</u>	<u>154,676</u>	<u>163,654</u>
EXPENDITURE ON					
Charitable activities					
Ministry costs		99,956	-	99,956	90,996
Church running		67,570	-	67,570	53,202
Support costs		37,739	-	37,739	40,371
Total		<u>205,265</u>	<u>-</u>	<u>205,265</u>	<u>184,569</u>
NET INCOME/(EXPENDITURE)		(50,589)	-	(50,589)	(20,915)
RECONCILIATION OF FUNDS					
Total funds brought forward		199,703	411,720	611,423	632,338
TOTAL FUNDS CARRIED FORWARD		<u><u>149,114</u></u>	<u><u>411,720</u></u>	<u><u>560,834</u></u>	<u><u>611,423</u></u>

The notes form part of these financial statements

The Parish of Nork with Burgh Heath

Balance Sheet

31 December 2023

	Notes	Unrestricted funds £	Restricted funds £	31.12.23 Total funds £	31.12.22 Total funds £
FIXED ASSETS					
Tangible assets	7	-	411,720	411,720	411,720
CURRENT ASSETS					
Debtors	8	9,012	-	9,012	17,539
Cash at bank and in hand		149,009	-	149,009	190,383
		<u>158,021</u>	<u>-</u>	<u>158,021</u>	<u>207,922</u>
CREDITORS					
Amounts falling due within one year	9	(8,907)	-	(8,907)	(8,219)
NET CURRENT ASSETS		<u>149,114</u>	<u>-</u>	<u>149,114</u>	<u>199,703</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>149,114</u>	<u>411,720</u>	<u>560,834</u>	<u>611,423</u>
NET ASSETS		<u>149,114</u>	<u>411,720</u>	<u>560,834</u>	<u>611,423</u>
FUNDS	10				
Unrestricted funds				149,114	199,703
Restricted funds				<u>411,720</u>	<u>411,720</u>
TOTAL FUNDS				<u>560,834</u>	<u>611,423</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 18 June 2024 and were signed on its behalf by:



A L Stevens - Trustee

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

PA & computer equipment - at varying rates on cost

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Notes to the Financial Statements - continued
for the Year Ended 31 December 2023

2. OTHER TRADING ACTIVITIES

	31.12.23	31.12.22
	£	£
Fundraising events	453	-
	<u>453</u>	<u>-</u>

3. INVESTMENT INCOME

	31.12.23	31.12.22
	£	£
Rents received	23,895	30,338
Deposit account interest	1,020	186
	<u>24,915</u>	<u>30,524</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2022 nor for the year ended 31 December 2021. Revd Alex Stevens and Revd David Packham are trustees, but their stipend is paid by the Church of England

Trustees' expenses

Trustees' expenses were paid to two trustees for the year ended 31 December 2023 of £6,768 (2022 £15,017) as reimbursement for items purchased for the parish.

5. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.12.23	31.12.22
	1	2
Administration	<u>1</u>	<u>2</u>

No employees received emoluments in excess of £60,000.

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	131,128	-	131,128
Charitable activities			
Events & activities	2,002	-	2,002
Investment income	30,524	-	30,524
Total	<u>163,654</u>	<u>-</u>	<u>163,654</u>
EXPENDITURE ON			
Charitable activities			
Ministry costs	90,996	-	90,996
Church running	53,202	-	53,202
Support costs	40,371	-	40,371
Total	<u>184,569</u>	<u>-</u>	<u>184,569</u>

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
NET INCOME/(EXPENDITURE)	(20,915)	-	(20,915)
Transfers between funds	855	(855)	-
Net movement in funds	(20,060)	(855)	(20,915)
RECONCILIATION OF FUNDS			
Total funds brought forward	219,763	412,575	632,338
TOTAL FUNDS CARRIED FORWARD	<u>199,703</u>	<u>411,720</u>	<u>611,423</u>

7. TANGIBLE FIXED ASSETS

	Freehold property £	PA & computer equipment £	Totals £
COST			
At 1 January 2023 and 31 December 2023	<u>411,720</u>	<u>8,587</u>	<u>420,307</u>
DEPRECIATION			
At 1 January 2023 and 31 December 2023	<u>-</u>	<u>8,587</u>	<u>8,587</u>
NET BOOK VALUE			
At 31 December 2023	<u>411,720</u>	<u>-</u>	<u>411,720</u>
At 31 December 2022	<u>411,720</u>	<u>-</u>	<u>411,720</u>

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.23 £	31.12.22 £
Trade debtors	627	330
Tax	5,483	14,323
Prepayments	2,902	2,886
	<u>9,012</u>	<u>17,539</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.23	31.12.22
	£	£
Trade creditors	4,703	5,479
Taxation and social security	518	511
Other creditors	3,686	2,229
	<u>8,907</u>	<u>8,219</u>

10. MOVEMENT IN FUNDS

	At 1.1.23	Net movement in funds	At 31.12.23
	£	£	£
Unrestricted funds			
General fund	118,231	(35,186)	83,045
The General Development Fund	81,472	(15,403)	66,069
	<u>199,703</u>	<u>(50,589)</u>	<u>149,114</u>
Restricted funds			
Fixed Asset Fund	411,720	-	411,720
	<u>611,423</u>	<u>(50,589)</u>	<u>560,834</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	154,676	(189,862)	(35,186)
The General Development Fund	-	(15,403)	(15,403)
	<u>154,676</u>	<u>(205,265)</u>	<u>(50,589)</u>
TOTAL FUNDS	<u>154,676</u>	<u>(205,265)</u>	<u>(50,589)</u>

10. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.1.22 £	Net movement in funds £	Transfers between funds £	At 31.12.22 £
Unrestricted funds				
General fund	120,004	(2,628)	855	118,231
St Paul's development fund	62,709	-	(62,709)	-
St Mary's Fit for Mission & Vision Fund	34,044	-	(34,044)	-
Missional Purposes Fund	3,006	(3,006)	-	-
The General Development Fund	-	(15,281)	96,753	81,472
	<u>219,763</u>	<u>(20,915)</u>	<u>855</u>	<u>199,703</u>
Restricted funds				
Fixed Asset Fund	411,720	-	-	411,720
Vicar's discretionary fund	471	-	(471)	-
Property income fund	384	-	(384)	-
	<u>412,575</u>	<u>-</u>	<u>(855)</u>	<u>411,720</u>
TOTAL FUNDS	<u>632,338</u>	<u>(20,915)</u>	<u>-</u>	<u>611,423</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	163,654	(166,282)	(2,628)
Missional Purposes Fund	-	(3,006)	(3,006)
The General Development Fund	-	(15,281)	(15,281)
	<u>163,654</u>	<u>(184,569)</u>	<u>(20,915)</u>
TOTAL FUNDS	<u>163,654</u>	<u>(184,569)</u>	<u>(20,915)</u>

11. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2023.

The Parish of Nork with Burgh Heath

Detailed Statement of Financial Activities
for the Year Ended 31 December 2023

	31.12.23 £	31.12.22 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Other donations	2,318	1,002
Gift-aided donations	101,732	103,740
Gift aid tax refunds	24,258	24,282
Grants	1,000	2,104
	<hr/>	<hr/>
	129,308	131,128
Other trading activities		
Fundraising events	453	-
Investment income		
Rents received	23,895	30,338
Deposit account interest	1,020	186
	<hr/>	<hr/>
	24,915	30,524
Charitable activities		
Church format events	-	2,002
	<hr/>	<hr/>
Total incoming resources	154,676	163,654
EXPENDITURE		
Charitable activities		
Insurance	7,802	6,616
Light and heat	23,941	16,694
Parish share	88,257	79,823
Ministry/workshop	468	457
Travel & subsistence	1,874	873
Children & youth work	1,741	1,387
Outreach	7,616	8,456
Cleaning & servicing	3,962	732
Maintenance, equipment & IT	20,267	16,750
Operations running expenses	8,678	7,485
Gardening	2,920	3,132
PA & computer depreciation	-	1,793
	<hr/>	<hr/>
	167,526	144,198
Support costs		
Management		
Wages	32,174	32,000
Pensions	773	773
Staff office costs	2,654	4,779
	<hr/>	<hr/>
	35,601	37,552

This page does not form part of the statutory financial statements

The Parish of Nork with Burgh Heath

Detailed Statement of Financial Activities
for the Year Ended 31 December 2023

	31.12.23 £	31.12.22 £
Management		
Finance		
Bank charges	60	60
Governance costs		
Accountancy fees	878	1,759
Independent examiner's fee	1,200	1,000
	<hr/> 2,078	<hr/> 2,759
Total resources expended	<hr/> 205,265	<hr/> 184,569
Net expenditure	<hr/> <hr/> (50,589)	<hr/> <hr/> (20,915)