

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF COLGATE AND ROFFEY

England & Wales - Charity number 1186553

Details

Other names ALL SAINTS, ROFFEY, ST SAVIOUR'S COLGATE

Status Registered

Legal form Other

Registered 2019-11-25

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

Contact

Address Crawley Road
Horsham
West Sussex
RH12 4HF

Phone 01293852870

Email treasurer@allsaintsroffey.org.uk

Website www.allsaintsroffey.org.uk

Activities

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

Activities: The charitable objects are primarily focused on the advancement of religion, which is recognised as a charitable purpose having public benefit.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Religious Activities
- **Who:** The General Public/mankind

Geography

- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£59,108	£57,219	-	-
2024-12-31	£77,813	£76,917	-	-
2023-12-31	£69,352	£80,805	-	-
2022-12-31	£81,717	£81,941	-	-
2021-12-31	£82,013	£70,217	-	-
2020-12-31	£72,739	£64,091	-	-

Trustees

Name	Role	Appointed
Brian David Double		2017-09-20
Carol Anne Barnes		2017-09-20
Elisabeth Rice		2025-05-27
James Eric Castle		2017-09-20
Julie Sturmer		2024-05-01
Paul Williams		2017-09-20
Randolph St Romaine		2017-09-20
Roger Ernest James Ottley		2017-09-20
Rosemary Mary Jane Lane		2017-09-20
Ruth Margaret Calvert		2023-05-31
Sandra Garham		2021-05-31
Thomas Becker		2017-09-20

Accounts

**Trustees Annual Report
and Financial Report of
The Parochial Church Council
of the Ecclesiastical Parish of Colgate and Roffey**
Registered Charity no. 1186553

For the year ended 31st December 2025



The Parish Church of All Saints, Roffey
All Saints Church, Crawley Road, Roffey RH12 4HF

The Parish Church of St Saviour's, Colgate
St Saviour's Church, Forest Road, Colgate RH12 4SZ

Website: www.allsaintsroffey.org.uk

Independent Examiner: Innocent Udia
48 Churchill Way, Broadridge Heath RH12 3TZ

Bankers: CAF Bank Ltd,
25 Kings Hill Avenue Kings Hill, West Malling, ME19 4JQ



A handwritten signature or set of initials in black ink, located in the bottom right corner of the page.

Trustees Annual Report for 2025

The Parish of Colgate and Roffey (Registered Charity no. 1186553)

Financial Review

Incoming and outgoing resources

The total receipts for the general unrestricted funds were £48,537 (2024: £69,601) as are detailed in the Financial Report. Planned Giving donations fell by £7,693 in the year compared to 2024 and cash donations fell by £1,678 vs 2024. Through our regular planned giving and other one-off donations we recovered £5,371 in Gift Aid.

Total receipts for the restricted funds came to £10,571 and donations were made to a number of funds. Details are provided in the Financial Reports.

Sharing the ministry costs of the Diocese of Chichester

The largest expenditure of the PCC was the sum of £26,000 (2024: £37,250) paid to the diocese for our share of all churches' Parish Ministry Costs.

The total relates directly to the housing, support, stipend and pension costs of the clergy of this parish, training of new ordinands, a contribution to national church funds and, shared costs of the Christian family throughout the whole diocese, including assistance towards the upkeep of churches less able to manage than ourselves.

The parish share reflects the fall in donations for 2025.

Staff costs

The PCC engages a gardener who maintains the churchyard at St Saviour's (Colgate) and 2 organists.

Why we hold some money in reserve

It is PCC policy to maintain a balance on the general unrestricted funds which equates to approximately two months' worth of unrestricted payments as contingency against unforeseen situations.

As well as holding the above general reserves, from time to time the PCC receives restricted legacies and grants for expenditure on restricted purposes, defined by the donor or grant making authority. We aim to expend such money as soon as possible after receiving it depending on the specific objectives of the donor, which are detailed in the accounts.



The PCC has an ongoing task of reviewing the major risks which impact on the work of the churches in the Parish. The usual electrical tests, fire extinguisher inspections and lightning conductor tests have been carried out.

The PCC consider that the principal risks and uncertainties are:

- The uncertainty around the Interregnum period and the time it will take to fill the Parish priest vacancy, with the impact it has on the Parish finances.
- The need to fund unexpected costs associated with the ongoing maintenance of the church buildings.
- An unexpected fall in income, particularly given the dependence of the church on a limited number of regular donors.
- The requirement to find volunteers with the appropriate skills, time and commitment to support the ministry of the congregation.
- Reliance upon the Diocese to continue to provide financial support whilst we work towards paying our full Parish Share for clergy ministry.

The PCC seeks to manage these risks and uncertainties by regularly reviewing both finances and maintain our properties to a high standard and carries out the priority items of a quinquennial review in a timely manner.

Stewardship campaigns regularly take place to emphasis God's generosity to the congregation and encourage the congregation to respond to that generosity in their giving through time, talents and money, as they are able.

Given the historic financial deficits, the PCC have been working with the Deanery to reduce temporarily the amount of the expected parish share, but to increase this as financial circumstances allow.



Structure, governance and management of the charity

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

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

Ex Officio members:

Associate Vicar: The Reverend David Howland (*Associate Vicar*)
Churchwardens: Mr Brian Double (*All Saints*)
Miss Carol Barnes (*All Saints*)
Mr Glenn Turner (*St Saviour's*)
Mrs Rosemary Lane (*St Saviour's*)

Elected members:

Mr Johny Armstrong
Mrs Elsiedale Armstrong
Mr Thomas Becker (*Treasurer*)
Mrs Ruth Calvert (*Vice-Chairman*)
Professor James Castle
Mrs Julie Sturmer
Mrs Sue Lee
Mrs Wendy Double
Mrs Sandy Garnham
Mrs Julie Jones
Mrs Suzannah Threlfall
Mr Roger Ottley
Mrs Elizabeth Rice
Mr Randolph St Romaine
Mr Paul Williams (*PCC Secretary*)
Mr Jamie Williams
Mr Michael Williams (*Electoral Roll Officer*)

Deanery Synod: Paul Williams
Jamie Williams

Safeguarding Officer: Mrs Carol Barnes

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (*the incumbent/priest-in-charge, curate, lay readers licensed to officiate in the church*), the churchwardens and members of the Deanery, Diocesan or General Synods and 16 members of the church who are elected at the Annual Parochial Church Meeting (*APCM*). Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.



Trustees Annual Report for 2025

The Parish of Colgate and Roffey (Registered Charity no. 1186553)

This Trustees' Annual Report was **approved** by the PCC and signed on their behalf by The Vice Chair Ruth Calvert

Date: 10th May 2026



The Parish of Colgate and Roffey Annual Financial Report for 2025

The Parish of Colgate (St Saviour's) and Roffey (All Saints) Summary of Financial Receipts and Payments

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total All Funds 2025	Total All Funds 2024	Notes
	General Fund	Designated Funds					
	£	£	£	£	£	£	
Income and endowments from:							
Donations and legacies	44,785	-	7,598	-	52,383	69,515	
Charitable activities	1,911	-	-	-	1,911	2,877	
Other trading activities	1,764	-	-	-	1,764	2,169	
Investments	77	-	1,973	-	2,050	2,252	
Other receipts	-	-	1,000	-	1,000	1,000	
Total received	48,537	-	10,571	-	59,108	77,813	3
Expenditure on:							
Cost of raising funds	-	-	-	-	-	-	
Charitable costs	51,620	-	-	-	51,620	73,395	
Trading costs	337	-	-	-	337	178	
Other payments	-	-	5,262	-	5,262	3,343	
Total paid	51,957	-	5,262	-	57,219	76,917	5
Reconciliation of funds:							
Net income or (net expenditure)	(3,420)	-	5,309	-	1,889	896	
Transfers between funds	2,327	-	(2,327)	-	-	-	
Transfers in from previous parishes	-	-	-	-	-	-	
Net movement in funds	(1,093)	-	2,982	-	1,889	896	
Bank accounts at 1 January 2025	17,269	0	56,114	-	73,383	72,487	
Bank accounts at 31 December 2025	16,176	0	59,096	-	75,273	73,383	

Annual Financial Report for 2025

The Parish of Colgate and Roffey (Registered Charity no. 1186553)

The Parish of Colgate (St Saviour's) and Roffey (All Saints) Statement of Assets and Liabilities

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total All Funds 2025	Total All Funds 2024	Notes
	General Fund	Designated Funds			£	£	
Assets:	£	£	£	£	£	£	
Bank current account	16,168	-	15,291	-	31,459	32,673	
Vicar's Discretionary Fund	-	-	-	-	-	-	
CBF Deposit Fund	8	-	43,805	-	43,813	41,917	
PCC - owned bank balance:	16,176	-	59,096	-	75,273	74,590	
Diocesan Assigned Fees received	382				382	167	
Other Liabilities					-	-	
Total bank and deposit accounts	16,558	-	59,096	-	75,655	74,757	
Gift Aid recoverable	-	-	-	-	-	-	
Debtors	-	-	-	-	-	-	
CBF Investment Fund shares	-	-	-	3,507	3,507	3,653	
Investment assets at market value	-	-	-	£3,507	£3,507	3,653	
Total assets	16,558	-	59,096	3,507	79,162	78,410	
Liabilities:							
Unpaid Diocesan fees for weddings/funerals	382	-	-	-	382	167	
Other	-	-	-	-	-	-	
Total liabilities	382	-	-	-	382	167	

Annual Financial Report for 2025

The Parish of Colgate and Roffey (Registered Charity no. 1186553)

The Parish of Colgate (St Saviour's) and Roffey (All Saints)

Notes to the Annual Financial Report

- The financial statements of the PCC have been prepared in accordance with the Charities Act 2011 and the Church Accounting Regulations 2006, using the Receipts and Payments basis.
- The following assets are recognised but not valued in the Statement of Assets and Liabilities: Movable church furnishings held by the churchwardens on special trust for the PCC, which require a faculty for disposal.
- Analysis of total received:

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total All Funds 2025	Total All Funds 2024	Notes
	General Fund	Designated Funds					
	£	£	£	£	£	£	
<i>Planned giving (excl. tax refunds)</i>	34,162	-	-	-	34,162	41,855	
<i>Cash collections</i>	5,252	-	-	-	5,252	6,930	
<i>Gift Aid recovered</i>	5,371	-	-	-	5,371	5,285	
<i>Special appeals</i>	-	-	5,328	-	5,328	-	
<i>100 Club income</i>	-	-	-	-	-	36	
<i>Christmas Quiz</i>	-	-	-	-	-	409	
<i>Legacies</i>	-	-	-	-	-	10,000	
<i>Parish Hall</i>	-	-	-	-	-	-	
<i>Bell Tower Window Repairs</i>	-	-	2,270	-	2,270	5,000	
Donations and legacies	44,785	-	7,598	-	52,383	69,515	
<i>Fees for weddings & funerals</i>	1,911	-	-	-	1,911	2,877	
<i>Charitable activities</i>	1,911	-	-	-	1,911	2,877	
<i>Christmas Fair</i>	1,764	-	-	-	1,764	2,169	4
<i>Summer Fete</i>	-	-	-	-	-	-	
<i>Other trading activities</i>	1,764	-	-	-	1,764	2,169	
<i>Bank & CBF deposit interest</i>	77	-	1,897	-	1,974	2,153	
<i>CBF investment fund dividend</i>	-	-	76	-	76	99	
<i>Investments</i>	77	-	1,973	-	2,050	2,252	
<i>Insurance Claims</i>	-	-	-	-	-	-	
<i>Cash Funding</i>	-	-	-	-	-	-	
<i>Grants</i>	-	-	1,000	-	1,000	1,000	5
Total received on all funds	48,537	-	10,571	-	59,108	77,813	

4 The Parish organised a Christmas Fair at the beginning of December which generated income of £1,764

5 The Parish received a grant of a £1,000 towards the cost of maintaining St Saviours churchyard from Colgate Parish Council.

Annual Financial Report for 2025

The Parish of Colgate and Roffey (Registered Charity no. 1186553)

The Parish of Colgate (St Saviour's) and Roffey (All Saints) Notes to the Annual Financial Report

6 Analysis of total paid:

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total	Total	Notes
	General Fund	Designated Funds			All Funds 2025	All Funds 2024	
	£	£			£	£	
	-	-	-	-	-	-	
Cost of raising funds	-	-	-	-	-	-	
Children Society	-	-	-	-	-	-	
Parish share to Chichester Diocese	26,000	-	-	-	26,000	37,250	7
Clergy expenses	1,131	-	-	-	1,131	2,651	8
Salaries and honoraria incl NI	-	-	-	-	-	0	
Vicarage expenses	-	-	-	-	-	1,045	
Worship costs	2,052	-	-	-	2,052	2,260	
Church music costs	2,743	-	-	-	2,743	6,012	
Church insurance	5,399	-	-	-	5,399	5,259	
Water, Gas, Electricity, and Oil	8,993	-	-	-	8,993	11,807	9
Printing & photocopying	370	-	-	-	370	1,015	
Hospitality	40	-	-	-	40	108	
Church maintenance	3,335	-	2,382	-	5,717	2,509	
Church Broadband	417	-	-	-	417	372	
Miscellaneous expenses	1,141	-	2,880	-	4,021	6,452	
Camera (online streaming)	-	-	-	-	-	0	
Charitable costs	51,620	-	5,262	-	56,882	76,738	
Summer fete expenses	-	-	-	-	-	178	
Christmas Christmas Fair	337	-	-	-	337		
Trading costs	337	-	-	-	337	178	
Discretionary Fund	-	-	-	-	-	0	
Other payments	-	-	-	-	-	0	
Total paid on all funds	51,957	-	5,262	-	57,219	76,917	

7 The Parish share to the Chichester Diocese is for the payment of Clergy and other central costs. The departure of Fr Russell Stagg in July-2024 impacted the level of giving and general donations in our Parish. With that in mind, the Parish was only able to commit to a Parish Share of £26,000 for 2025 as a contribution towards central clergy cost.

8 Payments to Trustees: Payments were made to B Double, Mike Williams, Fr David Howard and J St. Romaine for reimbursing expenses incurred on behalf of the PCC.

9 The Parish received a refund from the Diocese of £462.99 as a reimbursement for incurred electricity cost during the vacancy of the Vicarage. The property was re-let by the Diocese in February-2025

Annual Financial Report for 2025

The Parish of Colgate and Roffey (Registered Charity no. 1186553)

The Parish of Colgate (St Saviour's) and Roffey (All Saints) Notes to the Annual Financial Report

11 Statement of funds

	Balances b/fwd	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31-Dec-25
	£	£	£	£	£
Gage & Grahame White Grave Fund	3,653	-	-	(146)	3,507
Total of all endowed funds	3,653	-	-	(146)	3,507
Gage & Grahame White Grave Fund	829	76	-	-	905
Special Collections	1	3,000	(2,100)	(900)	1
Legacies	-	-	-	-	-
St Saviours Fabric Fund	11,947	507	-	-	12,455
St Saviours Roof Fund	1,804	2,328	(2,382)	-	1,750
All Saints Restoration Fund	5,363	243	-	-	5,605
All Saints Parish Hall Fund	26,397	1,147	-	-	27,544
Bell Tower Window Repair Fund	5,070	2,270	-	-	7,340
Grants	4,703	1,000	(780)	(1,427)	3,496
Total of all restricted funds	56,114	10,571	(5,262)	(2,327)	59,096
General Fund	17,269	48,537	(51,957)	2,327	16,176
Noah's Ark	-	-	-	-	-
Open Door	-	-	-	-	-
Vicar's Discretionary Fund	-	-	-	-	-
Total of all unrestricted funds	17,269	48,537	(51,957)	2,327	16,176
Total funds	77,036	59,108	(57,219)	(146)	78,779

The Gage and Grahame White Grave Fund is an endowment and the income is in a restricted fund to be used for the upkeep of the grave.

The restricted funds include: the All Saints Restoration Fund and St Saviours Fabric Fund, which hold funds for the upkeep of the respective churches; St Saviours Roof Fund which is restricted for use on St Saviour's Church roof and the All Saints Parish Hall Fund which is held for the development of the Parish Hall. A new restricted fund for the repair of windows at the All Saints bell tower was created. The balance as of 31st December 2025 was £7,340. A one-off donation of £3,000 was received by the Parish to cover the cost for cutting & pruning trees at All Saints Church (Roffey). The remaining surplus of £900 was transferred to the General Fund. Essential roof repairs at St Saviours (Colgate) for £2,382 were carried out during the year. They were funded by a restricted donation covering all the incurred expense. The Parish benefited again from a grant provided by Colgate Parish Council for a £1,000 towards the maintenance of St Saviours churchyard. Restricted funds are not invested permanently, but are to be spent within reasonable timescales.



Independent Examiner's Report to the PCC of Colgate and Roffey for the Year Ended 31st December, 2025

Section A

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of Colgate and Roffey on the annual report for the year ended 31st December 2025.

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

1. examine the accounts under section 145 of the Charities Act,
2. to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
3. to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement


In connection with my examination, no material matters have come to my attention (other than that disclosed below in Section B below *) which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

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

* Please delete the words in the (brackets) if they do not apply

Examiner's signature



Examiner's name CAPITALS

...Innocent Udia.....

Date

6th April 2026

Relevant professional qualification(s) or body if any

~~FCIA~~

Examiner's address

48 Churchill Way, Broadbridge Heath, Horsham, RH12 3TZ



Independent Examiner's Report to the PCC of Colgate and Roffey for the Year Ended 31st December, 2025

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners)

Give here brief details of any items that the examiner wishes to disclose

Accounts

**Trustees Annual Report
and Financial Report of
The Parochial Church Council
of the Ecclesiastical Parish of Colgate and Roffey**
Registered Charity no. 1186553

For the year ended 31st December 2024



The Parish Church of All Saints, Roffey

All Saints Church, Crawley Road, Roffey RH12 4HF

The Parish Church of St Saviour's, Colgate

St Saviour's Church, Forest Road, Colgate RH12 4SZ

Website: www.allsaintsroffey.org.uk

Incumbent: The Revd Fr. Russell J Stagg ssc
Roffey Vicarage, 1 Forest Oaks, Horsham RH13 6RX

Independent Examiner: Innocent Udia
48 Churchill Way, Broadridge Heath RH12 3TZ

Bankers: CAF Bank Ltd,
25 Kings Hill Avenue Kings Hill, West Malling, ME19 4JQ



The Parish of Colgate and Roffey Trustees Annual Report for 2024

(Registered Charity no. 1186553)

Our aims and purposes as a charity

The Parochial Church Council, hereafter referred to as the PCC has the responsibility of cooperating with the incumbent, the Revd Russell Stagg, in:

- The promotion of the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England
- Promoting in the parish the whole mission of the church, pastoral, social, evangelistic and, ecumenical
- Getting to know Jesus better and make Him better known;
- Practical support and care for people in the parish, from the youngest to the eldest, irrespective of level of need or ability to pay
- Providing financial support those in need and to other organisations with similar objectives.
- Maintaining the churches of St Saviour's Colgate and the attached churchyard and All Saints Roffey and the associated Parish Room and grounds
- Working with Colgate Memorial Hall Trustees in the overseeing of the Hall.

What we planned to do to achieve our charitable objectives

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

The council has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, fully recognising its duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults.

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

- Enabling as many people as possible to worship at our churches
- Enabling as many people as possible to become part of our parish community
- Teaching, baptising and nurturing new and existing believers
- Maintaining an overview of worship throughout the parish
- Putting faith into practice, through prayer, scripture, music, and sacrament
- Offering worship and prayer, learning about the Gospel, in small groups such as Lent Courses and Bible study
- Assisting people from all walks of life to develop their knowledge of, and trust in, Jesus
- Provision of pastoral care for people living in the parish
- Providing assistance to the poor and needy of the parish

Trustees Annual Report for 2024

The Parish of Colgate and Roffey (Registered Charity no. 1186553)

- Reaching out to the unchurched through the provision of the fundraising and social events including fêtes
- Maintaining the fabric of the church building as a historic centre and focus of life in the local community.

What we achieved and how we affected beneficiaries' lives

Attendance at worship

Our churches welcome visitors from within as well as outside the parish boundary. It is our great pleasure to welcome people from all walks of life to take part in the life and worship of the church. We contend that voluntary attendance to worship the Lord Jesus Christ, is a major demonstration of the public benefit of our activities.

The average regular weekly attendance, counted during October was 65 adults and 12 children, with the number increasing on festival days such as Christmas, Easter and Harvest Festival.

Christmas is a very special time of celebration where many sections of the community come together to join in the services including 5 of our local primary schools using our churches for their carol services.

Evangelism, outreach and activities

It was with great delight we enable our community to celebrate and thank God at milestones of their journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services, family and friends express their grief and give thanks for the life which is now complete in this world and commend the person into God's keeping. Last year in the parish we have celebrated 2 weddings, and held 5 funerals in our churches.

In August we held a free Barbecue and fun afternoon for the community which was attended by a number of people from within the church family and beyond. In December, we held our Christmas Fair which was opened by our Church School's choir singing.

During the month of November, we held special services during which we offered prayer and gave thanks for the lives of loved ones who have died. On Remembrance Sunday, we held the annual act of remembrance at the war memorials in both churches and were joined by members of the community and representatives of North Horsham Parish Council and Colgate Parish Council respectively.

During the year our local Primary Schools have used our churches as part of their learning making use of our new children corner as a learning zone. The churches have been used for a variety of lessons including RE, Art and English.

Alyce Andrews our new headteacher to our Church School and Fr Russell signed a memorandum of understanding regarding how to best work together between the church and school.

The parish fully embraces Social Media, having a website, Facebook page, Twitter, Youtube and Instagram accounts.

Provision of pastoral care for people living in the parish

Pastoral care in the parish is lead by the Incumbent with the assistance of a trained ALM. They are responsible for visiting parishioners in their homes and in hospitals. He also visits our local retirement home where he celebrates Mass once a month.

Trustees Annual Report for 2024

The Parish of Colgate and Roffey (Registered Charity no.

Provision of tangible support to the poor and needy

As a parish we work with Horsham Matters, the charitable arm of Churches Together in Horsham which provides for the poor and needy in our community. The work includes collecting food and other items for the local food bank. This year our Harvest collections were donated to Crawley Open House, a local homeless charity and The Horsham Food Bank.

The Incumbent has a discretionary fund which he has used to provide grants to help parishioners towards the cost of utilities, school uniforms and other items at his discretion.

Provision of the church building for people to enjoy

It is important to us that our churches are available for private prayer not just to the church family but to the wider community. To this end our church buildings are open daily. This provides the community with an oasis of quietness where they can come and pray, light a candle or just spend time in quiet contemplation.

Our churches are also open for our local schools to use as both as places of worship and as an extra classroom. Over the past year all 8 primary schools in the parish have visited at least one of our churches. They have been used to enhance the teaching of English, Art, History, and RE lessons. In order to facilitate these visits we have created an education corner in All Saints Church.

Working with Volunteers

Volunteers are important in making our churches the lively and vibrant communities they are. In particular, we want to mention our churchwardens who have worked tirelessly on our behalf in maintaining our church buildings and ensuring they are open daily; Our Treasurer, for all the hard work he puts in managing our finances.

There are so many who work hard to keep our church functioning, but especial thanks must go to all those who make sure our church is open daily; to those who keep the church clean and tidy for our worship; our Sacristan; our Flower fairies who skilfully decorate our church week by week; our Servers and Eucharistic Ministers, Readers and Intercessors and Authorised Lay Minister, who all add to the beauty and dignity of our worship. Thanks must also go to those who plan and arrange our fundraising events without whom our finances would not be so healthy, and to those who count and bank our money week by week, to our sides people who make sure everyone receives a warm welcome, those who provide refreshments after our service and to those who help with our young people at the 9am Mass and finally to all who serve on our PCC.

Trustees Annual Report for 2024

The Parish of Colgate and Roffey (Registered Charity no. 1186553)

Financial Review

Incoming and outgoing resources

The total receipts for the general unrestricted funds were £69,601 as are detailed in the Financial Report. The Parish benefited from a large legacy in 2024 of £10,000. Through our regular planned giving and other one off donations we recovered £5,285 in Gift Aid.

Total receipts for the restricted funds came to £8,212 of which £5,000 were donations towards the repairs of the Bell Tower windows at All Saints Church. The PCC received a grant from Colgate Parish Council of £1000 towards the upkeep of the Colgate Churchyard.

Sharing the ministry costs of the Diocese of Chichester

The largest expenditure of the PCC was the sum of £37,250 paid to the diocese for our share of all churches' Parish Ministry Costs.

The total relates directly to the housing, support, stipend and pension costs of the clergy of this parish, training of new ordinands, a contribution to national church funds and, shared costs of the Christian family throughout the whole diocese, including assistance towards the upkeep of churches less able to manage than ourselves.

Following the announcement of Fr Russell's departure in June last year and the start of the period of Interregnum in September, the PCC felt it necessary to reduce the Parish Share pledge for 2024 from £3,833.33 a month to £2,000 a month from June 2024.

Staff costs

The PCC pays a gardener who keeps the environs of the St Saviour's church welcoming, colourful and tidy and 2 organists.

Trustee payments and expenses

The PCC also supported the clergy by paying Council Tax, Water and environmental charges for the Vicarage plus costs towards travel, hospitality, telephone, postage and broadband and office equipment. With the departure of Fr. Russell, the Parish incurred costs for the Vicarage up to the leaving date at the beginning of August.

Why we hold some money in reserve

It is PCC policy to maintain a balance on the general unrestricted funds which equates to approximately two months' worth of unrestricted payments as contingency against unforeseen situations.

As well as holding the above general reserves, from time to time the PCC receives restricted legacies and grants for expenditure on restricted purposes, defined by the donor or grant making authority. We aim to expend such money as soon as possible after receiving it depending on the specific objectives of the donor, which are detailed in the accounts.

Management of risks and their mitigation

The PCC has an ongoing task of reviewing the major risks which impact on the work of the churches in the Parish. The usual electrical tests, fire extinguisher inspections and lightning conductor tests have been carried out.

The PCC consider that the principal risks and uncertainties are:

- The uncertainty around the Interregnum period and the time it will take to fill the Parish priest vacancy, with the impact it has on the Parish finances.
- The need to fund unexpected costs associated with the ongoing maintenance of the church buildings.
- An unexpected fall in income, particularly given the dependence of the church on a limited number of regular donors.
- The requirement to find volunteers with the appropriate skills, time and commitment to support the ministry of the congregation.
- Reliance upon the Diocese to continue to provide financial support whilst we work towards paying our full Parish Share for clergy ministry.

The PCC seeks to manage these risks and uncertainties by regularly reviewing both finances and maintain our properties to a high standard and carries out the priority items of a quinquennial review in a timely manner.

Stewardship campaigns regularly take place to emphasis God's generosity to the congregation and encourage the congregation to respond to that generosity in their giving through time, talents and money, as they are able.

Given the historic financial deficits, the PCC have been working with the Deanery to reduce temporarily the amount of the expected parish share, but to increase this as financial circumstances allow.

Trustees Annual Report for 2024

The Parish of Colgate and Roffey (Registered Charity no. 1186553)

Structure, governance and management of the charity

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

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

Ex Officio members:

Incumbent:	The Reverend Father Russell Stagg SSC (<i>Chairman</i>) (until Sep-2024)
Associate Vicar:	The Reverend David Howland (<i>Associate Vicar</i>)
Churchwardens:	Mr Brian Double (<i>All Saints</i>) Miss Carol Barnes (<i>All Saints</i>) Mr Glenn Turner (<i>St Saviour's</i>) Mrs Rosemary Lane (<i>St Saviour's</i>)

Elected members:

Mr Johny Armstrong
Mrs Elsiedale Armstrong
Mr Thomas Becker (*Treasurer*)
Mrs Ruth Calvert (*Vice-Chairman*)
Professor James Castle
Mrs Julie Sturmer
Mrs Sue Lee
Mrs Wendy Double
Mrs Sandy Garnham
Mrs Julie Jones
Mrs Suzannah Threlfall
Mr Roger Ottley
Mrs Elizabeth Rice
Mr Randolph St Romaine
Mr Paul Williams (*PCC Secretary*)
Mr Jamie Williams
Mr Michael Williams (*Electoral Roll Officer*)

Deanery Synod: Paul Williams
Jamie Williams

Safeguarding Officer: Mrs Carol Barnes

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (*the incumbent/priest-in-charge, curate, lay readers licensed to officiate in the church*), the churchwardens and members of the Deanery, Diocesan or General Synods and 16 members of the church who are elected at the Annual Parochial Church Meeting (*APCM*). Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

Trustees Annual Report for 2024

The Parish of Colgate and Roffey (Registered Charity no. 1186553)

This Trustees' Annual Report was **approved** by the PCC and signed on their behalf by The Vice Chair Ruth Calvert

Date: 6th May 2025

The Parish of Colgate and Roffey Annual Financial Report for 2024

The Parish of Colgate (St Saviour's) and Roffey (All Saints)

Summary of Financial Receipts and Payments

	<i>Unrestricted</i>		<i>Restricted Fund/s</i>	<i>Endowed Fund/s</i>	<i>Total All Funds 2024</i>	<i>Total All Funds 2023</i>	<i>Notes</i>
	<i>General Fund</i>	<i>Designated Funds</i>					
	£	£	£	£	£	£	
Income and endowments from:							
Donations and legacies	64,515	-	5,000	-	69,515	60,458	
Charitable activities	2,877	-	-	-	2,877	2,998	
Other trading activities	2,169	-	-	-	2,169	3,494	
Investments	41	-	2,212	-	2,252	1,402	
Other receipts	-	-	1,000	-	1,000	1,000	
Total received	69,601	-	8,212	-	77,813	69,352	3
Expenditure on:							
Cost of raising funds	-	-	-	-	-	-	
Charitable costs	73,395	-	-	-	73,395	80,609	
Trading costs	178	-	-	-	178	178	
Other payments	-	-	3,343	-	3,343	17	
Total paid	73,574	-	3,343	-	76,917	80,805	5
<i>Reconciliation of funds:</i>							
Net income or (net expenditure)	(3,972)	-	4,868	-	896	(11,453)	
Transfers between funds	2,524	(10)	(2,514)	-	-	-	
Transfers in from previous parishes	-	-	-	-	-	-	
Net movement in funds	(1,448)	(10)	2,354	-	896	(11,453)	
Bank accounts at 1 January 2024	18,717	10	53,760	-	72,487	83,941	
Bank accounts at 31 December 2024	17,269	0	56,114	-	73,383	72,487	

Annual Financial Report for 2024

The Parish of Colgate and Roffey (Registered Charity no. 1186553)

The Parish of Colgate (St Saviour's) and Roffey (All Saints)

Statement of Assets and Liabilities

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total All Funds 2024	Total All Funds 2023	Notes
	General Fund	Designated Funds					
	£	£	£	£	£	£	
Assets:							
Bank current account	17,261	-	14,206	-	31,467	32,673	
Vicar's Discretionary Fund	-	-	-	-	-	10	
CBF Deposit Fund	8	-	41,908	-	41,917	39,804	
PCC - owned bank balance:	17,269	-	56,114	-	73,383	72,487	
Diocesan Assigned Fees received	167				167	497	
Other Liabilities					-	150	
Total bank and deposit accounts	17,436	-	56,114	-	73,550	73,134	
Gift Aid recoverable	-	-	-	-	-	3,108	
Debtors	-	-	-	-	-	3,108	
CBF Investment Fund shares	-	-	-	3,653	3,653	3,572	
Investment assets at market value	-	-	-	£3,653	£3,653	3,572	
Total assets	17,436	-	56,114	3,653	77,204	79,814	
Liabilities:							
Unpaid Diocesan fees for weddings/funerals	167	-	-	-	167	497	
Other	-	-	-	-	-	150	
Total liabilities	167	-	-	-	167	647	

This Financial Report for the period ended 31st December 2024, including the notes following, was approved by the PCC and signed on its behalf by the Chair of the PCC of Colgate & Roffey - Mrs Ruth Calvert

.....
Date 6th May 2025

Annual Financial Report for 2024

The Parish of Colgate and Roffey (Registered Charity no. 1186553)

The Parish of Colgate (St Saviour's) and Roffey (All Saints) Notes to the Annual Financial Report

- The financial statements of the PCC have been prepared in accordance with the Charities Act 2011 and the Church Accounting Regulations 2006, using the Receipts and Payments basis.
- The following assets are recognised but not valued in the Statement of Assets and Liabilities: Movable church furnishings held by the churchwardens on special trust for the PCC, which require a faculty for disposal.
- Analysis of total received:

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total All Funds 2024	Total All Funds 2023	Notes
	General Fund	Designated Funds					
	£	£	£	£	£	£	
<i>Planned giving (excl. tax refunds)</i>	41,855	-	-	-	41,855	44,302	
<i>Cash collections</i>	6,930	-	-	-	6,930	11,282	
<i>Gift Aid recovered</i>	5,285	-	-	-	5,285	4,193	
<i>Special appeals</i>	-	-	-	-	-	-	
<i>100 Club income</i>	36	-	-	-	36	336	
<i>Christmas Quiz</i>	409	-	-	-	409	275	
<i>Legacies</i>	10,000	-	-	-	10,000	-	
<i>Parish Hall</i>	-	-	-	-	-	-	
<i>Bell Tower Window Repairs</i>	-	-	5,000	-	5,000	70	
Donations and legacies	64,515	-	5,000	-	69,515	60,458	
<i>Fees for weddings & funerals</i>	2,877	-	-	-	2,877	2,998	
<i>Charitable activities</i>	2,877	-	-	-	2,877	2,998	
<i>Christmas Fair</i>	2,169	-	-	-	2,169	2,300	4
<i>Summer Fete</i>	-	-	-	-	-	1,194	
Other trading activities	2,169	-	-	-	2,169	3,494	
<i>Bank & CBF deposit interest</i>	41	-	2,112	-	2,153	1,304	
<i>CBF investment fund dividend</i>	-	-	99	-	99	98	
Investments	41	-	2,212	-	2,252	1,402	
<i>Insurance Claims</i>	-	-	-	-	-	-	
<i>Cash Funding</i>	-	-	-	-	-	-	
<i>Grants</i>	-	-	1,000	-	1,000	1,000	5
Total received on all funds	69,601	-	8,212	-	77,813	69,352	

4 The Parish organised a Christmas Fair at the beginning of December which generated income of £2,169

5 The Parish received a grant of a £1,000 towards the cost of maintaining St Saviours churchyard from Colgate Parish Council.

Annual Financial Report for 2024

The Parish of Colgate and Roffey (Registered Charity no. 1186553)

The Parish of Colgate (St Saviour's) and Roffey (All Saints) Notes to the Annual Financial Report

6 Analysis of total paid:

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total All Funds 2024	Total All Funds 2023	Notes
	General Fund	Designated Funds					
	£	£					
	-	-	-	-	-	-	
Cost of raising funds	-	-	-	-	-	-	
Parish share to Chichester Diocese	37,250				37,250	44,917	7
Clergy expenses	2,651				2,651	5,709	8
Vicarage expenses	1,045				1,045	2,244	
Worship costs	2,260				2,260	1,151	
Church music costs	6,012				6,012	5,430	
Church insurance	5,259				5,259	5,129	
Water, Gas, Electricity, and Oil	9,014		2,793		11,807	6,766	9
Printing & photocopying	1,015				1,015	1,081	
Hospitality	108				108	147	
Church maintenance	2,509				2,509	1,284	
Church Broadband	372				372	391	
Miscellaneous expenses	5,902		550		6,452	5,545	
Camera (online streaming)					-	832	
Charitable costs	73,395	-	3,343	-	76,738	80,627	
Summer fete expenses	178				178	178	
Trading costs	178				178	178	
Other payments	-	-	-	-	-	0	
Total paid on all funds	73,574	-	3,343	-	76,917	80,805	

7 The Parish share to the Chichester Diocese is for the payment of Clergy and other central costs. The average parish ministry cost in 2024 with a full time stipendiary is £81,445. The Parish paid a share in 2024 of £37,250 towards these cost.

8 Payments to Trustees: Payments were made to B Double, Fr R Stagg, and J St. Romaine for reimbursing expenses incurred on behalf of the PCC.

9 The Parish incurred energy cost for gas and electricity of £11,040. These were partially covered by the remaining balance from the 'Energy Cost' fund of £2,793.

The Parish of Colgate (St Saviour's) and Roffey (All Saints) Notes to the Annual Financial Report

11 Statement of funds

	Balances b/fwd	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31-Dec-23
	£	£	£	£	£
Gage & Grahame White Grave Fund	3,265	-	-	307	3,572
Total of all endowed funds	3,265	-	-	307	3,572
Gage & Grahame White Grave Fund	632	98	-	-	730
Special Collections	763	70	(832)	-	1
Legacies	1,500	-	-	-	1,500
St Saviours Fabric Fund	11,052	330	-	-	11,382
St Saviours Roof Fund	1,804	-	-	-	1,804
All Saints Restoration Fund	4,934	158	-	-	5,092
All Saints Parish Hall Fund	24,373	747	-	-	25,120
All Saints Sound System	(0)	-	-	-	(0)
Grants	14,772	1,000	(7,642)	-	8,130
Total of all restricted funds	59,830	2,404	(8,474)	-	53,759
General Fund	23,246	66,948	(72,314)	837	18,717
Noah's Ark	413	-	-	(413)	-
Open Door	424	-	-	(424)	-
Vicar's Discretionary Fund	27	-	(17)	-	10
Total of all unrestricted funds	24,110	66,948	(72,331)	-	18,727
Total funds	87,205	69,352	(80,805)	307	76,058

The Gage and Grahame White Grave Fund is an endowment and the income is in a restricted fund to be used for the upkeep of the grave.

The restricted funds include: the All Saints Restoration Fund and St Saviours Fabric Fund, which holds funds for the upkeep of the respective churches; St Saviours Roof Fund which is restricted for use on St Saviour's Church roof; special collections made for various charities and the All Saints Parish Hall Fund which is held for the development of the Parish Hall. A grant for £12,700 received in 2022 from the Diocese in support of rising Energy cost is assigned to the restricted funds. The outstanding balance as of 31st Dec 2023 is £2,793. The Parish benefited again from a grant provided by Colgate Parish Council for a £1,000 towards the maintenance of St Saviours churchyard. Restricted funds are not invested permanently, but are to be spent within reasonable timescales.

The PCC has designated the net income collected at Noah's Ark and Open Door to be set aside for their respective uses. No additional donations were received for both funds in 2023 as all activities were suspended until further notice.

Independent Examiner's Report to the PCC of Colgate and Roffey for the Year Ended 31st December, 2024

Section A

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of Colgate and Roffey on the annual report for the year ended 31st December 2024.

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

1. examine the accounts under section 145 of the Charities Act,
2. to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
3. to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement


In connection with my examination, no material matters have come to my attention (other than that disclosed below in Section B below *) which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

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

** Please delete the words in the (brackets) if they do not apply*

Examiner's signature



Examiner's name CAPITALS

...Innocent Udia.....

Date
Relevant professional qualification(s) or body
if any

...1st May 2025.....

...FCCA.....

Examiner's address

...48 Churchill Way, Broadbridge Heath. Horsham. RH12 3TZ.....

Independent Examiner's Report to the PCC of Colgate and Roffey for the Year Ended 31st December, 2024

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners)

Give here brief details of any items that the examiner wishes to disclose

--

Accounts

**Trustees Annual Report
and Financial Report of
The Parochial Church Council
of the Ecclesiastical Parish of Colgate and Roffey**
Registered Charity no. 1186553

For the year ended 31st December 2023



The Parish Church of All Saints, Roffey

All Saints Church, Crawley Road, Roffey RH12 4HF

The Parish Church of St Saviour's, Colgate

St Saviour's Church, Forest Road, Colgate RH12 4SZ

Website: www.allsaintsroffey.org.uk

Incumbent: The Revd Fr. Russell J Stagg ssc
Roffey Vicarage, 1 Forest Oaks, Horsham RH13 6RX

Independent Examiner: Innocent Udia
48 Churchill Way, Broadridge Heath RH12 3TZ

Bankers: CAF Bank Ltd,
25 Kings Hill Avenue Kings Hill, West Malling, ME19 4JQ



The Parish of Colgate and Roffey Trustees Annual Report for 2023

(Registered Charity no. 1186553)

Our aims and purposes as a charity

The Parochial Church Council, hereafter referred to as the PCC has the responsibility of co-operating with the incumbent, the Revd Russell Stagg, in:

- The promotion of the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England
- Promoting in the parish the whole mission of the church, pastoral, social, evangelistic and, ecumenical
- Getting to know Jesus better and make Him better known;
- Practical support and care for people in the parish, from the youngest to the eldest, irrespective of level of need or ability to pay
- Providing financial support those in need and to other organisations with similar objectives.
- Maintaining the churches of St Saviour's Colgate and the attached churchyard and All Saints Roffey and the associated Parish Room and grounds
- Working with Colgate Memorial Hall Trustees in the overseeing of the Hall.

What we planned to do to achieve our charitable objectives

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

The council has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, fully recognising its duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults.

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

- Enabling as many people as possible to worship at our churches
- Enabling as many people as possible to become part of our parish community
- Teaching, baptising and nurturing new and existing believers
- Maintaining an overview of worship throughout the parish
- Putting faith into practice, through prayer, scripture, music, and sacrament
- Offering worship and prayer, learning about the Gospel, in small groups such as Lent Courses and Bibles study
- Assisting people from all walks of life to develop their knowledge of, and trust in, Jesus
- Provision of pastoral care for people living in the parish
- Providing assistance to the poor and needy of the parish
- Reaching out to the unchurched through the provision of the fundraising and social events including fêtes
- Maintaining the fabric of the church building as a historic centre and focus of life in the local community.

What we achieved and how we affected beneficiaries' lives

Attendance at worship

Our churches welcome visitors from within as well as outside the parish boundary. It is our great pleasure to welcome people from all walks of life to take part in the life and worship of the church. We contend that voluntary attendance to worship the Lord Jesus Christ, is a major demonstration of the public benefit of our activities.

The average regular weekly attendance, counted during October was 65 adults and 12 children, with the number increasing on festival days such as Christmas, Easter and Harvest Festival. We continue to live-stream our 10am Mass on Sundays, which continue to be popular with an average of 33 people viewing each week.

Christmas is a very special time of celebration where many sections of the community come together to join in the services including 5 of our local primary schools using our churches for their carol services.

Evangelism, outreach and activities

It was with great delight we enable our community to celebrate and thank God at milestones of their journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services, family and friends express their grief and give thanks for the life which is now complete in this world and commend the person into God's keeping. Last year in the parish we have celebrated 10 baptisms, 3 weddings, and 19 funerals in our churches.

In August we held a free Barbecue and fun afternoon for the community which was attended by a number of people from within the church family and beyond. In December, we reintroduced our Christmas Fair which was opened by our Church School's choir singing.

During the month of November, we held special services during which we offered prayer and gave thanks for the lives of loved ones who have died. On Remembrance Sunday, we held the annual act of remembrance at the war memorials in both churches and were joined by members of the community and representatives of North Horsham Parish Council and Colgate Parish Council respectively.

During the year our local Primary Schools have used our churches as part of their learning making use of our new children corner as learning zone. The churches has been used for a variety of lessons including RE, Art and English.

In September we welcomed Alyce Andrews as our new headteacher to our Church School and through her leadership the church and school have worked together on a number of events including Coffee Mornings.

The parish fully embraces Social Media, having a website, Facebook page, Twitter, Youtube and Instagram accounts.

Provision of pastoral care for people living in the parish

Pastoral care in the parish is lead by the Incumbent with the assistance of a trained ALM. They are responsible for visiting parishioners in their homes and in hospitals. He also visits our local retirement home where he celebrates Mass once a month.

Provision of tangible support to the poor and needy

As a parish we work with Horsham Matters, the charitable arm of Churches Together in Horsham which provides for the poor and needy in our community. The work includes collecting food and other items for the local food bank. This year our Harvest collections were donated to Crawley Open House, a local homeless charity and The Horsham Food Bank.

The Incumbent has a discretionary fund which he has used over the past year to provide grants to help parishioners towards the cost of utilities, school uniforms and other items at his discretion.

Provision of the church building for people to enjoy

It is important to us that our churches are available for private prayer not just to the church family but to the wider community. To this end our church building are open daily. This provides the community with an oasis of quietness where they can come and pray, light a candle or just spend time in quiet contemplation.

Our churches are also open for our local schools to use as both as places of worship and as an extra classroom. Over the past year all 8 primary schools in the parish have visited at least one of our churches. They have been used to enhance the teaching of English, Art, History, and RE lessons. In order to facilitate these visits we have created an education corner in All Saints Church.

Working with Volunteers

Volunteers are important in making our churches the lively and vibrant communities they are. In particular, we want to mention our churchwardens who have worked tirelessly on our behalf in maintaining our church building and ensuring they are open daily; Our Treasurer, for all the hard work he puts in managing our finances.

There are so many who work hard to keep our church functioning, but especial thanks must go to all those who make sure our church is open daily; to those who keep the church clean and tidy for our worship; our Sacristan; our Flower fairies who skilfully decorate our church week by week; our Servers and Eucharistic Ministers, Readers and Intercessors and Authorised Lay Minister, who all add to the beauty and dignity of our worship. Thanks must also go those who plan and arrange our fundraising events without whom our finances would not be so healthy, and to those who count and bank our money week by week, to our sides people who make sure everyone receives a warm welcome, those who provide refreshments after our service and to those who help with our young people at the gam Mass and finally to all who serve on our PCC.

Financial Review

Incoming and outgoing resources

The total receipts on general unrestricted funds received were £66,948 as are detailed in the Financial Report. Through our regular planned giving and other one off donations we recovered £4,193 in Gift Aid.

The PCC received a grant from Colgate Parish Council of £1000 towards the upkeep of the Colgate Churchyard.

Sharing the ministry costs of the Diocese of Chichester

The largest expenditure of the PCC was the sum of £44,917 paid to the diocese for our share of all churches' Parish Ministry Costs.

The total relates directly to the housing, support, stipend and pension costs of the clergy of this parish, training of new ordinands, a contribution to national church funds and, shared costs of the Christian family throughout the whole diocese, including assistance towards the upkeep of churches less able to manage than ourselves.

Staff costs

The PCC pays a gardener who keeps the environs of the St Saviour's church welcoming, colourful and tidy and 2 organists.

Trustee payments and expenses

The PCC also supported the clergy by paying Council Tax, Water and environmental charges for the Vicarage plus costs towards travel, hospitality, telephone, postage and broadband and office equipment.

Why we hold some money in reserve

It is PCC policy to maintain a balance on the general unrestricted funds which equates to approximately two months' worth of unrestricted payments as contingency against unforeseen situations.

As well as holding the above general reserves, from time to time the PCC receives restricted legacies and grants for expenditure on restricted purposes, defined by the donor or grant making authority. We aim to expend such money as soon as possible after receiving it depending on the specific objectives of the donor, which are detailed in the accounts.

Management of risks and their mitigation

The PCC has an ongoing task of reviewing the major risks which impact on the work of the churches in the parish. The usual electrical tests, fire extinguisher checks and lightning conductor tests have been carried out.

The PCC consider that the principal risks and uncertainties are:

- The need to fund unexpected costs associated with the ongoing maintenance of the church buildings.
- An unexpected fall in income, particularly given the dependence of the church on a limited number of regular donors.
- The requirement to find volunteers with the appropriate skills, time and commitment to support the ministry of the congregation.
- Reliance upon the Diocese to continue to provide financial support whilst we work towards paying our full Parish Share for clergy ministry.
- The PCC seeks to manage these risks and uncertainties by regularly reviewing both finances and maintain our properties to a high standard and carries out the priority items of a quinquennial review in a timely manner.

Stewardship campaigns regularly take place to emphasis God's generosity to the congregation and encourage the congregation to respond to that generosity in their giving through time, talents and money, as they are able.

Given the historic financial deficits, the PCC have been working with the Deanery to reduce temporarily the amount of the expected parish share, but to increase this as financial circumstances allow.

Structure, governance and management of the charity

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

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

Ex Officio members:

Incumbent: The Reverend Father Russell Stagg SSC (*Chairman*)
Associate Vicar: The Reverend David Howland (*Associate Vicar*)
Churchwardens: Mr Brian Double (*All Saints*)
Miss Carol Barnes (*All Saints*)
Mr John Sired (*St Saviour's*)
Mrs Rosemary Lane (*St Saviour's*)

Elected members:

Mr Johnny Armstrong
Mrs Elsie Armstrong
Mr Thomas Becker (*Treasurer*)
Mrs Ruth Calvert (*Vice-Chairman*)
Professor James Castle
Mrs Wendy Double
Mrs Sandy Garnham
Mrs Julie Jones
Mr Martyn Lewis (*until April 2023*)
Mr Roger Ottley
Mrs Elizabeth Rice
Mr Randolph St Romaine
Mr Paul Williams (*PCC Secretary*)
Mr Jamie Williams
Mr Michael Williams (*Electoral Roll Officer*)

Deanery Synod: Vacant x3

In attendance: Mr Nicholas Brown (*until Oct 2023 as Parish Safeguarding officer*)

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (*the incumbent/priest-in-charge, curate, lay readers licensed to officiate in the church*), the churchwardens and members of the Deanery, Diocesan or General Synods and 16 members of the church who are elected at the Annual Parochial Church Meeting (*APCM*). Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

This Trustees' Annual Report was **approved** by the PCC and signed on their behalf by The Revd. Fr. Russell Stagg ssc, PCC Chairman

Date: 7th April 2024

The Parish of Colgate and Roffey Annual Financial Report for 2023

(Registered Charity no. 1186553)

The Parish of Colgate (St Saviour's) and Roffey (All Saints)

Summary of Financial Receipts and Payments

	<i>Unrestricted</i>		<i>Restricted Fund/s</i>	<i>Endowed Fund/s</i>	<i>Total All Funds 2023</i>	<i>Total All Funds 2022</i>	<i>Notes</i>
	<i>General Fund</i>	<i>Designated Funds</i>					
	£	£	£	£	£	£	
Income and endowments from:							
Donations and legacies	60,388	-	70	-	60,458	66,503	
Charitable activities	2,998	-	-	-	2,998	216	
Other trading activities	3,494	-	-	-	3,494	653	
Investments	68	-	1,334	-	1,402	628	
Other receipts	-	-	1,000	-	1,000	13,716	
Total received	66,948	-	2,404	-	69,352	81,717	3
Expenditure on:							
Cost of raising funds	-	-	-	-	-	-	
Charitable costs	72,135	-	8,474	-	80,609	80,758	
Trading costs	178	-	-	-	178	450	
Other payments	-	17	-	-	17	-	
Total paid	72,314	17	8,474	-	80,805	81,208	5
<i>Reconciliation of funds:</i>							
Net income or (net expenditure)	(5,366)	(17)	(6,070)	-	(11,453)	508	
Transfers between funds	837	(837)	-	-	-	-	
Transfers in from previous parishes	-	-	-	-	-	-	
Net movement in funds	(4,529)	(854)	(6,070)	-	(11,453)	508	
Bank accounts at 1 January 2023	23,246	864	59,830	-	83,941	83,432	
Bank accounts at 31 December 2023	18,717	10	53,760	-	72,487	83,941	

Annual Financial Report for 2023

The Parish of Colgate and Roffey (Registered Charity no. 1186553)

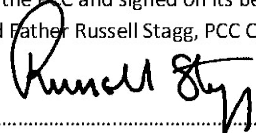
The Parish of Colgate (St Saviour's) and Roffey (All Saints) Statement of Assets and Liabilities

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total All Funds 2023	Total All Funds 2022	Notes
	General Fund	Designated Funds					
	£	£	£	£	£	£	
Assets:							
Bank current account	18,709	0	13,964	-	32,673	45,853	
Vicar's Discretionary Fund	-	10	-	-	10	27	
CBF Deposit Fund	8	-	39,796	-	39,804	38,569	
PCC - owned bank balance:	18,717	10	53,760	-	72,487	84,449	
Diocesan Assigned Fees received	497				497	445	
Other Liabilities	150				150		
Total bank and deposit accounts	19,364	10	53,760	-	73,134	84,894	
Gift Aid recoverable	3,108	-	-	-	3,108	2,055	9
Debtors	£3,108	-	-	-	£3,108	2,055	
CBF Investment Fund shares	-	-	-	3,572	3,572	3,265	
Investment assets at market value	-	-	-	£3,572	£3,572	3,265	
Total assets	22,472	10	53,760	3,572	79,814	90,213	
Liabilities:							
Unpaid Diocesan fees for weddings/funerals	497	-	-	-	497	445	
Other	150	-	-	-	150		
Total liabilities	647	-	-	-	647	445	

This Financial Report for the period ended 31st December 2023, including the notes following, was

Approved by the PCC and signed on its behalf by

The Reverend Father Russell Stagg, PCC Chairman:



Date 11th April 2024

Annual Financial Report for 2023

The Parish of Colgate and Roffey (Registered Charity no. 1186553)

The Parish of Colgate (St Saviour's) and Roffey (All Saints) Notes to the Annual Financial Report

- The financial statements of the PCC have been prepared in accordance with the Charities Act 2011 and the Church Accounting Regulations 2006, using the Receipts and Payments basis.
- The following assets are recognised but not valued in the Statement of Assets and Liabilities: Movable church furnishings held by the churchwardens on special trust for the PCC, which require a faculty for disposal.
- Analysis of total received:

	<i>Unrestricted</i>		<i>Restricted Fund/s</i>	<i>Endowed Fund/s</i>	Total All Funds 2023	<i>Total All Funds 2022</i>	<i>Notes</i>
	General Fund	Designated Funds					
	£	£	£	£	£	£	
<i>Planned giving (excl. tax refunds)</i>	44,302	-	-	-	44,302	45,628	
<i>Cash collections</i>	11,282	-	-	-	11,282	15,000	
<i>Gift Aid recovered</i>	4,193	-	-	-	4,193	3,078	
<i>Special appeals</i>	-	-	-	-	-	65	
<i>100 Club income</i>	336	-	-	-	336	-	
<i>Christmas Quiz</i>	275	-	-	-	275	1,000	
<i>Legacies</i>	-	-	-	-	-	733	
<i>Parish Hall</i>	-	-	-	-	-	1,000	
<i>Bell Tower Window Repairs</i>	-	-	70	-	70	-	
Donations and legacies	60,388	-	70	-	60,458	66,503	
<i>Fees for weddings & funerals</i>	2,998	-	-	-	2,998	216	
Charitable activities	2,998	-	-	-	2,998	216	
<i>Christmas Fair</i>	2,300	-	-	-	2,300	-	4
<i>Summer Fete</i>	1,194	-	-	-	1,194	653	5
Other trading activities	3,494	-	-	-	3,494	653	
<i>Bank & CBF deposit interest</i>	68	-	1,236	-	1,304	531	
<i>CBF investment fund dividend</i>	-	-	98	-	98	97	
Investments	68	-	1,334	-	1,402	628	
<i>Insurance Claims</i>	-	-	-	-	-	-	
<i>Cash Funding</i>	-	-	-	-	-	16	
<i>Grants</i>	-	-	1,000	-	1,000	13,700	6
Total received on all funds	66,948	-	2,404	-	69,352	81,717	

- The Parish organised a Christmas Fair at the beginning of December which generated income of £2,300
- In August, the Parish held a Summer Fete for the local community at All Saints Roffey. Costs of £178 were incurred and the fete generated income
- The Parish received a grant of a £1,000 towards the cost of maintaining St Saviours churchyard from Colgate Parish Council.

Annual Financial Report for 2023

The Parish of Colgate and Roffey (Registered Charity no. 1186553)

The Parish of Colgate (St Saviour's) and Roffey (All Saints) Notes to the Annual Financial Report

7 Analysis of total paid:

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total All Funds 2023	Total All Funds 2022	Notes
	General Fund	Designated Funds					
	£	£					
	-	-	-	-	-	-	
Cost of raising funds	-	-	-	-	-	-	
<i>Parish share to Chichester Diocese</i>	44,917	-	-	-	44,917	48,000	8
<i>Clergy expenses</i>	5,709	-	-	-	5,709	5,165	10
<i>Vicarage expenses</i>	2,244	-	-	-	2,244	2,343	
<i>Worship costs</i>	1,151	-	-	-	1,151	1,990	
<i>Church music costs</i>	5,430	-	-	-	5,430	5,332	
<i>Church insurance</i>	5,129	-	-	-	5,129	4,663	
<i>Water, Gas, Electricity, and Oil</i>	596	-	6,170	-	6,766	3,263	11
<i>Printing & photocopying</i>	1,081	-	-	-	1,081	1,245	
<i>Hospitality</i>	147	-	-	-	147	149	
<i>Church maintenance</i>	1,284	-	-	-	1,284	5,639	
<i>Church Broadband</i>	391	-	-	-	391	494	
<i>Miscellaneous expenses</i>	4,056	17	1,472	-	5,545	2,478	
<i>Camera (online streaming)</i>	-	-	832	-	832	0	
Charitable costs	72,135	17	8,474	-	80,627	80,758	
<i>Summer fete expenses</i>	178	-	-	-	178	450	
Trading costs	178	-	-	-	178	450	
Other payments	-	-	-	-	-	0	
Total paid on all funds	72,314	17	8,474	-	80,805	81,208	

- 8** The Parish share to the Chichester Diocese is for the payment of Clergy and other central costs. The average parish ministry cost in 2023 with a full time stipendiary is £76,967. The Parish paid a share in 2023 of £44,917 towards these cost.
- 9** Gift Aid recoverable is for donations received in Q3 and Q4 2023. Gift aid claim forms were submitted to HMRC for both quarters in February 2024 and the Parish is waiting a refund of £3,108.
- 10** Payments to Trustees: Payments were made to B Double, C Scott, Fr R Stagg, T Becker and J St. Romaine for reimbursing expenses incurred on behalf of the PCC.
- 11** The Parish incurred energy cost for gas and electricity of £7,115 which were allocated to the 'Energy Cost' fund.

Annual Financial Report for 2023

The Parish of Colgate and Roffey (Registered Charity no. 1186553)

The Parish of Colgate (St Saviour's) and Roffey (All Saints) Notes to the Annual Financial Report

11 Statement of funds

	Balances b/fwd	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31-Dec-23
	£	£	£	£	£
Gage & Grahame White Grave Fund	3,265	-	-	307	3,572
Total of all endowed funds	3,265	-	-	307	3,572
Gage & Grahame White Grave Fund	632	98	-	-	730
Special Collections	763	70	(832)	-	1
Legacies	1,500	-	-	-	1,500
St Saviours Fabric Fund	11,052	330	-	-	11,382
St Saviours Roof Fund	1,804	-	-	-	1,804
All Saints Restoration Fund	4,934	158	-	-	5,092
All Saints Parish Hall Fund	24,373	747	-	-	25,120
All Saints Sound System	(0)	-	-	-	(0)
Grants	14,772	1,000	(7,642)	-	8,130
Total of all restricted funds	59,830	2,404	(8,474)	-	53,759
General Fund	23,246	66,948	(72,314)	837	18,717
Noah's Ark	413	-	-	(413)	-
Open Door	424	-	-	(424)	-
Vicar's Discretionary Fund	27	-	(17)	-	10
Total of all unrestricted funds	24,110	66,948	(72,331)	-	18,727
Total funds	87,205	69,352	(80,805)	307	76,058

The Gage and Grahame White Grave Fund is an endowment and the income is in a restricted fund to be used for the upkeep of the grave.

The restricted funds include: the All Saints Restoration Fund and St Saviours Fabric Fund, which holds funds for the upkeep of the respective churches; St Saviours Roof Fund which is restricted for use on St Saviour's Church roof; special collections made for various charities and the All Saints Parish Hall Fund which is held for the development of the Parish Hall. A grant for £12,700 received in 2022 from the Diocese in support of rising Energy cost is assigned to the restricted funds. The outstanding balance as of 31st Dec 2023 is £2,793. The Parish benefited again from a grant provided by Colgate Parish Council for a £1,000 towards the maintenance of St Saviours churchyard. Restricted funds are not invested permanently, but are to be spent within reasonable timescales.

The PCC has designated the net income collected at Noah's Ark and Open Door to be set aside for their respective uses. No additional donations were received for both funds in 2023 as all activities were suspended until further notice.

Independent Examiner's Report to the PCC of Colgate and Roffey for the Year Ended 31st December, 2023

Section A

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of Colgate and Roffey on the annual report for the year ended 31st December 2023.

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

1. examine the accounts under section 145 of the Charities Act,
2. to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
3. to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention (other than that disclosed below in Section B below *) which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

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

** Please delete the words in the (brackets) if they do not apply*

Examiner's signature



Examiner's name CAPITALS

INNOCENT UDIA.....

Date
Relevant professional
qualification(s) or body
if any

3RD APRIL 2024.....

ACCA.....

Examiner's address

48 Churchill Way, Broadridge Heath Horsham. RH12 3TZ
.....

**Independent Examiner's Report
to the PCC of Colgate and Roffey
for the Year Ended 31st December, 2023**

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners)

Give here brief details of any items that the examiner wishes to disclose

Accounts

**Trustees Annual Report
and Financial Report of
The Parochial Church Council
of the Ecclesiastical Parish of Colgate and Roffey**
Registered Charity no. 1186553

For the year ended 31st December 2022



The Parish Church of All Saints, Roffey

All Saints Church, Crawley Road, Roffey RH12 4HF

The Parish Church of St Saviour's, Colgate

St Saviour's Church, Forest Road, Colgate RH12 4SZ

Website: www.allsaintsroffey.org.uk

Incumbent: The Revd Fr. Russell J Stagg ssc
Roffey Vicarage, 1 Forest Oaks, Horsham RH13 6RX

Independent
Examiner: Mrs Alison Styles

Bankers: CAF Bank Ltd,
25 Kings Hill Avenue Kings Hill, West Malling, ME19 4JQ

The Parish of Colgate and Roffey Trustees Annual Report for 2022

(Registered Charity no. 1186553)

Our aims and purposes as a charity

The Parochial Church Council, hereafter referred to as the PCC has the responsibility of co-operating with the incumbent, the Revd Russell Stagg, in:

- The promotion of the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England
- Promoting in the parish the whole mission of the church, pastoral, social, evangelistic and, ecumenical
- Getting to know Jesus better and make Him better known;
- Practical support and care for people in the parish, from the youngest to the eldest, irrespective of level of need or ability to pay
- Providing financial support those in need and to other organisations with similar objectives.
- Maintaining the churches of St Saviour's Colgate and the attached churchyard and All Saints Roffey and the associated Parish Room and grounds
- Working with Colgate Memorial Hall Trustees in the overseeing of the Hall.

What we planned to do to achieve our charitable objectives

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

The council has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, fully recognising its duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults.

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

- Enabling as many people as possible to worship at our churches
- Enabling as many people as possible to become part of our parish community
- Teaching, baptising and nurturing new and existing believers
- Maintaining an overview of worship throughout the parish
- Putting faith into practice, through prayer, scripture, music, and sacrament
- Offering worship and prayer, learning about the Gospel, in small groups such as Lent Courses and Bibles study
- Assisting people from all walks of life to develop their knowledge of, and trust in, Jesus
- Provision of pastoral care for people living in the parish
- Providing assistance to the poor and needy of the parish
- Reaching out to the unchurched through the provision of the fundraising and social events including fêtes
- Maintaining the fabric of the church building as a historic centre and focus of life in the local community.

What we achieved and how we affected beneficiaries' lives

Attendance at worship

Our churches welcome visitors from within as well as outside the parish boundary. It is our great pleasure to welcome people from all walks of life to take part in the life and worship of the church. We contend that voluntary attendance to worship the Lord Jesus Christ, is a major demonstration of the public benefit of our activities.

The average regular weekly attendance, counted during October was 70 adults and 11 children, with the number increasing on festival days such as Christmas, Easter and Harvest Festival. We continue to live-stream our 10am Mass on Sundays and our Wednesday mornings, which continue to be popular with an average of 30 people viewing each week.

Christmas is a very special time of celebration where many sections of the community come together to join in the services including 5 of our local primary schools using our churches for their carol services.

Evangelism, outreach and activities

It was with great delight we enable our community to celebrate and thank God at milestones of their journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services, family and friends express their grief and give thanks for the life which is now complete in this world and commend the person into God's keeping. Last year in the parish we have celebrated 17 baptisms, 5 weddings, 1 wedding blessing and 17 funerals in our churches.

In August we held a free Barbecue and fun afternoon for the community which was attended by a number of people from within the church family and beyond.

During the month of November, we held special services during which we offered prayer and gave thanks for the lives of loved ones who have died. On Remembrance Sunday, we held the annual act of remembrance at the war memorials in both churches and were joined by members of the community and representatives of North Horsham Parish Council and Colgate Parish Council respectively.

During the year our local Primary Schools have used our churches as part of their learning making use of our new children corner as learning zone. The churches has been used for a variety of lessons including RE, Art and English.

The parish fully embraces Social Media, having a website, Facebook page, Twitter, Youtube and Instagram accounts.

Provision of pastoral care for people living in the parish

Pastoral care in the parish is lead by the Incumbent with the assistance of a trained ALM. They are responsible for visiting parishioners in their homes and in hospitals. He also visits our local retirement home where he celebrates Mass once a month.

Provision of tangible support to the poor and needy

As a parish we work with Horsham Matters, the charitable arm of Churches Together in Horsham which provides for the poor and needy in our community. The work includes collecting food and other items for the local food bank. This year our Harvest collections were donated to Crawley Open House, a local homeless charity and The Horsham Food Bank.

The Incumbent has a discretionary fund which he has used over the past year to provide grants to help parishioners towards the cost of utilities, school uniforms and other items at his discretion.

Provision of the church building for people to enjoy

It is important to us that our churches are available for private prayer not just to the church family but to the wider community. To this end our church building are open daily. This provides the community with an oasis of quietness where they can come and pray, light a candle or just spend time in quiet contemplation.

Our churches are also open for our local schools to use as both as places of worship and as an extra classroom. Over the past year all 8 primary schools in the parish have visited at least one of our churches. They have been used to enhance the teaching of English, Art, History, and RE lessons. In order to facilitate these visits we have created an education corner in All Saints Church.

Working with Volunteers

Volunteers are important in making our churches the lively and vibrant communities they are. In particular, we want to mention our churchwardens who have worked tirelessly on our behalf in maintaining our church building and ensuring they are open daily; Our Treasurer, for all the hard work he puts in managing our finances.

There are so many who work hard to keep our church functioning, but especial thanks must go to all those who make sure our church is open daily; to those who keep the church clean and tidy for our worship; our Sacristan; our Flower fairies who skilfully decorate our church week by week; our Servers and Eucharistic Ministers, Readers and Intercessors and Authorised Lay Minister, who all add to the beauty and dignity of our worship. Thanks must also go those who plan and arrange our fundraising events without whom our finances would not be so healthy, and to those who count and bank our money week by week, to our sides people who make sure everyone receives a warm welcome, those who provide refreshments after our service and to those who help with our young people at the gam Mass and finally to all who serve on our PCC.

Financial Review

Incoming and outgoing resources

The total receipts on general unrestricted funds received were £65,354 as are detailed in the Financial Report. Through our regular planned giving and other one off donations we recovered £3,078 in Gift Aid.

The PCC received a grant from Colgate Parish Council of £1000 towards the upkeep of the Colgate Churchyard and a grant of £12,700 for the Diocese of Chichester towards energy costs.

Sharing the ministry costs of the Diocese of Chichester

The largest expenditure of the PCC was the sum of £48,000 paid to the diocese for our share of all churches' Parish Ministry Costs.

The total relates directly to the housing, support, stipend and pension costs of the clergy of this parish, training of new ordinands, a contribution to national church funds and, shared costs of the Christian family throughout the whole diocese, including assistance towards the upkeep of churches less able to manage than ourselves.

Staff costs

The PCC pays a gardener who keeps the environs of the St Saviour's church welcoming, colourful and tidy and 2 organists.

Trustee payments and expenses

The PCC also supported the clergy by paying Council Tax, Water and environmental charges for the Vicarage plus costs towards travel, hospitality, telephone, postage and broadband and office equipment.

Why we hold some money in reserve

It is PCC policy to maintain a balance on the general unrestricted funds which equates to approximately two months' worth of unrestricted payments as contingency against unforeseen situations.

As well as holding the above general reserves, from time to time the PCC receives restricted legacies and grants for expenditure on restricted purposes, defined by the donor or grant making authority. We aim to expend such money as soon as possible after receiving it depending on the specific objectives of the donor, which are detailed in the accounts.

Management of risks and their mitigation

The PCC has an ongoing task of reviewing the major risks which impact on the work of the churches in the parish. The usual electrical tests, fire extinguisher checks and lightning conductor tests have been carried out.

The PCC consider that the principal risks and uncertainties are:

- The need to fund unexpected costs associated with the ongoing maintenance of the church buildings.
- An unexpected fall in income, particularly given the dependence of the church on a limited number of regular donors.
- The requirement to find volunteers with the appropriate skills, time and commitment to support the ministry of the congregation.
- Reliance upon the Diocese to continue to provide financial support whilst we work towards paying our full Parish Share for clergy ministry.
- The PCC seeks to manage these risks and uncertainties by regularly reviewing both finances and maintain our properties to a high standard and carries out the priority items of a quinquennial review in a timely manner.

Stewardship campaigns regularly take place to emphasis God's generosity to the congregation and encourage the congregation to respond to that generosity in their giving through time, talents and money, as they are able.

Given the historic financial deficits, the PCC have been working with the Deanery to reduce temporarily the amount of the expected parish share, but to increase this as financial circumstances allow.

Structure, governance and management of the charity

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

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

Ex Officio members:

Incumbent: The Reverend Father Russell Stagg SSC (*Chairman*)
Associate Vicar: The Reverend David Howland (*Associate Vicar*)
Churchwardens: Mr Brian Double (*All Saints*)
Miss Carol Barnes (*All Saints*)
Mr John Sired (*St Saviour's*)
Mrs Rosemary Lane (*St Saviour's*)

Elected members:

Mr Johnny Armstrong
Mrs Elsiedale Armstrong
Mr Thomas Becker (*Treasurer*)
Mrs Ruth Calvert (*Vice-Chairman*)
Professor James Castle
Mrs Wendy Double
Mrs Sandy Garnham
Mr Dain Garnham (*until September 2022*)
Mrs Julie Jones
Mr Martyn Lewis
Mr Roger Ottley
Mrs Elizabeth Rice
Mr Randolph St Romaine
Miss Emily Scott
Mr Paul Williams (*PCC Secretary*)
Mr Jamie Williams (*from April 2022*)
Mr Michael Williams (*Electoral Roll Officer*)

Deanery Synod:

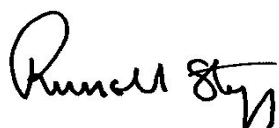
Mr Nicholas Brown (*until April 2022*)
Ms Carolyn Scott

In attendance:

Mr Nicholas Brown (*from Nov 2022 as Parish Safeguarding officer*)

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (*the incumbent/priest-in-charge, curate, lay readers licensed to officiate in the church*), the churchwardens and members of the Deanery, Diocesan or General Synods and 16 members of the church who are elected at the Annual Parochial Church Meeting (APCM). Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

This Trustees' Annual Report was **approved** by the PCC and signed on their behalf by The Revd. Fr. Russell Stagg ssc, PCC Chairman



Date: 25th April 2023

The Parish of Colgate and Roffey Annual Financial Report for 2022

(Registered Charity no. 1186553)

The Parish of Colgate (St Saviour's) and Roffey (All Saints)

Summary of Financial Receipts and Payments

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total All Funds 2022	Total All Funds 2021	Notes
	General Fund	Designated Funds					
	£	£	£	£	£	£	
Income and endowments from:							
Donations and legacies	64,438	-	2,065	-	66,503	78,500	
Charitable activities	216	-	-	-	216	3,350	
Other trading activities	653	-	-	-	653	50	
Investments	31	-	598	-	628	114	
Other receipts	-	16	13,700	-	13,716	-	
Total received	65,338	16	16,363	-	81,717	82,013	3
Expenditure on:							
Cost of raising funds	-	-	-	-	-	-	
Charitable costs	77,168	-	3,591	-	80,758	70,217	
Trading costs	450	-	-	-	450	-	
Other payments	-	-	-	-	-	-	
Total paid	77,618	-	3,591	-	81,208	70,217	5
<i>Reconciliation of funds:</i>							
Net income or (net expenditure)	(12,280)	16	12,772	-	508	11,796	
Transfers between funds	-	-	-	-	-	-	
Transfers in from previous parishes	-	-	-	-	-	-	
Net movement in funds	(12,280)	16	12,772	-	508	11,796	
Bank accounts at 1 January 2022	35,526	848	47,058	-	83,432	71,636	
Bank accounts at 31 December 2022	23,246	864	59,830	-	83,941	83,432	

Annual Financial Report for 2022

The Parish of Colgate and Roffey (Registered Charity no. 1186553)

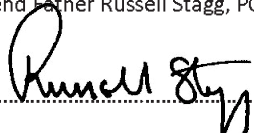
The Parish of Colgate (St Saviour's) and Roffey (All Saints) Statement of Assets and Liabilities

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total All Funds 2022	Total All Funds 2021	Notes
	General Fund	Designated Funds					
	£	£	£	£	£	£	
Assets:							
Bank current account	23,237	837	21,270	-	45,344	45,353	
Vicar's Discretionary Fund	-	27	-	-	27	11	
CBF Deposit Fund	8	-	38,560	-	38,569	38,068	
PCC - owned bank balance:	23,246	864	59,830	-	83,941	83,432	
Diocesan Assigned Fees received	445				445	1,065	
Total bank and deposit accounts	23,691	864	59,830	-	84,386	84,497	
Gift Aid recoverable	2,055	-	-	-	2,055	1,021	9
Debtors	£2,055	-	-	-	£2,055	1,021	
CBF Investment Fund shares	-	-	-	3,265	3,265	3,700	
Investment assets at market value	-	-	-	£3,265	£3,265	3,700	
Total assets	25,746	864	59,830	3,265	89,705	89,218	
Liabilities:							
Unpaid Diocesan fees for weddings/funerals	445	-	-	-	445	1,065	
Accruals	-	-	-	-	-	-	
Total liabilities	445	-	-	-	445	1,065	

This Financial Report for the period ended 31st December 2022, including the notes following, was

Approved by the PCC and signed on its behalf by

The Reverend Father Russell Stagg, PCC Chairman:



Date 25th April 2023

Annual Financial Report for 2022

The Parish of Colgate and Roffey (Registered Charity no. 1186553)

The Parish of Colgate (St Saviour's) and Roffey (All Saints)

Notes to the Annual Financial Report

- The financial statements of the PCC have been prepared in accordance with the Charities Act 2011 and the Church Accounting Regulations 2006, using the Receipts and Payments basis.
- The following assets are recognised but not valued in the Statement of Assets and Liabilities: Movable church furnishings held by the churchwardens on special trust for the PCC, which require a faculty for disposal.
- Analysis of total received:

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total All Funds 2022	Total All Funds 2021	Notes
	General Fund	Designated Funds					
	£	£	£	£	£	£	
Planned giving (excl. tax refunds)	45,628	-	-	-	45,628	45,016	
Cash collections	15,000	-	-	-	15,000	8,256	
Gift Aid recovered	3,078	-	-	-	3,078	6,529	
Special appeals	-	-	65	-	65	1,660	
100 Club income	-	-	-	-	-	15	
Camera (online streaming)	-	-	1,000	-	1,000	-	4
Summer BBQ	-	-	-	-	-	1,998	
Summer	-	-	-	-	-	-	
Legacies	733	-	-	-	733	15,026	5
Parish Hall	-	-	1,000	-	1,000	-	6
Horsham Foodbank appeal	-	-	-	-	-	-	
Donations and legacies	64,438	-	2,065	-	66,503	78,500	
Fees for weddings & funerals	216	-	-	-	216	3,350	
Charitable activities	216	-	-	-	216	3,350	
Parish Magazine Advert income	-	-	-	-	-	50	
Sale of bric-a-brac	-	-	-	-	-	-	
Sale of roof lead	-	-	-	-	-	-	
Craft Sale	-	-	-	-	-	-	
Christmas Fair	-	-	-	-	-	-	
Summer Fete	653	-	-	-	653	-	
Other trading activities	653	-	-	-	653	50	
Bank & CBF deposit interest	31	-	501	-	531	20	
nt CBF investment fund dividend	-	-	97	-	97	94	
Investments	31	-	598	-	628	114	
Insurance Claims	-	-	-	-	-	-	
Cash Funding	-	16	-	-	16	-	
Grants	-	-	13,700	-	13,700	-	7
Total received on all funds	65,338	16	16,363	-	81,717	82,013	

4 The parish received a donation of £1,000 for the purchase of a new camera for online -streaming at All Saints.

5 The Parish received one legacy at the beginning of 2022. The legacy was received from the estate of Mrs M Stills and was unrestricted.

6 The Parish received a donation of a £1,000 towards the 'Parish Hall' Fund.

7 The parish was the recipient of two grants in 2022. In March, the parish received a grant for £1,000 from Colgate parish council towards the cost of maintaining Saint Saviours' churchyard. We also successfully applied for engery cost support from the Diocese of Chichester and received a grant of £12,700 in December.

Annual Financial Report for 2022

The Parish of Colgate and Roffey (Registered Charity no. 1186553)

The Parish of Colgate (St Saviour's) and Roffey (All Saints)

Notes to the Annual Financial Report

5 Analysis of total paid:

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total All Funds 2022	Total All Funds 2021	Notes
	General Fund	Designated Funds					
	£	£					
	-	-	-	-	-	-	
Cost of raising funds	-	-	-	-	-	-	
<i>Children Society</i>	-	-	-	-	-	-	
<i>Parish share to Chichester Diocese</i>	48,000	-	-	-	48,000	36,000	8
<i>Clergy expenses</i>	5,165	-	-	-	5,165	4,594	10
<i>Salaries and honoraria incl NI</i>	-	-	-	-	-	0	
<i>Vicarage expenses</i>	2,343	-	-	-	2,343	1,909	
<i>Worship costs</i>	1,990	-	-	-	1,990	1,203	
<i>Church music costs</i>	5,332	-	-	-	5,332	3,129	
<i>Church insurance</i>	4,663	-	-	-	4,663	4,492	
<i>Water, Gas, Electricity, and Oil</i>	471	-	2,792	-	3,263	5,481	11
<i>Printing & photocopying</i>	1,245	-	-	-	1,245	708	
<i>Hospitality</i>	149	-	-	-	149	326	
<i>Church maintenance</i>	5,639	-	-	-	5,639	3,619	12
<i>Church Broadband</i>	494	-	-	-	494	393	
<i>Miscellaneous expenses</i>	1,679	-	799	-	2,478	8,364	
	-	-	-	-	-	0	
Charitable costs	77,168	-	3,591	-	80,758	70,217	
<i>Summer fete expenses</i>	450	-	-	-	450	0	
<i>Parish magazine printing</i>	-	-	-	-	-	0	
Trading costs	450	-	-	-	450	0	
	-	-	-	-	-	0	
Other payments	-	-	-	-	-	0	
	-	-	-	-	-	0	
Total paid on all funds	77,618	-	3,591	-	81,208	70,217	

8 The Parish share to the Chichester Diocese is for the payment of Clergy and other central costs. The average parish ministry cost in 2022 with a full time stipendiary is £76,967. The Parish paid a share in 2022 of £48,000 towards these cost.

9 Gift Aid recoverable is for donations received in Q3 and Q4 2022. Gift aid claim forms were submitted to HMRC for both quarters in January & February 2023 and the Parish is waiting a refund of £2,055.

10 Payments to Trustees: Payments were made to B Double, C Scott, Fr R Stagg, T Becker and J St. Romaine for reimbursing expenses incurred on behalf of the PCC.

11 The Parish incurred energy cost for gas and electricity of £2,792 which were allocated to the 'Energy Cost' fund.

12 The Parish incurred repair cost for the roof at All Saints parish hall of £3,000.

Annual Financial Report for 2022

The Parish of Colgate and Roffey (Registered Charity no. 1186553)

The Parish of Colgate (St Saviour's) and Roffey (All Saints)

Notes to the Annual Financial Report

11 Statement of funds

	Balances b/fwd	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31-Dec-22
	£	£	£	£	£
Gage & Grahame White Grave Fund	3,700	-	-	(436)	3,265
Total of all endowed funds	3,700	-	-	(436)	3,265
Gage & Grahame White Grave Fund	535	97	-	-	632
Special Collections	0	1,065	(302)	-	763
Legacies	1,500	-	-	-	1,500
St Saviours Fabric Fund	10,918	134	-	-	11,052
St Saviours Roof Fund	1,804	-	-	-	1,804
All Saints Restoration Fund	4,870	64	-	-	4,934
All Saints Parish Hall Fund	23,070	1,303	-	-	24,373
All Saints Sound System	(0)	-	-	-	(0)
Grants	4,360	13,700	(3,288)	-	14,772
Total of all restricted funds	47,058	16,363	(3,591)	-	59,830
General Fund	35,526	65,338	(77,618)	-	23,246
Noah's Ark	413	-	-	-	413
Open Door	424	-	-	-	424
Vicar's Discretionary Fund	11	16	-	-	27
Total of all unrestricted funds	36,374	65,354	(77,618)	-	24,110
Total funds	87,132	81,717	(81,208)	(436)	87,205

The Gage and Grahame White Grave Fund is an endowment and the income is in a restricted fund to be used for the upkeep of the grave.

The restricted funds include: the All Saints Restoration Fund and St Saviours Fabric Fund, which holds funds for the upkeep of the respective churches; St Saviours Roof Fund which is restricted for use on St Saviour's Church roof; special collections made for various charities and the All Saints Parish Hall Fund which is held for the development of the Parish Hall. In 2022 we opened two new restricted funds: a 'Energy Cost' fund of £12,700 funded through a grant from the Diocese and a 'Colgate churchyard maintenance' fund of £1,000 paid for by the local parish council. Both funds are reported as restricted. Restricted funds are not invested permanently, but are to be spent within reasonable timescales.

The PCC has designated the net income collected at Noah's Ark and Open Door to be set aside for their respective uses. No additional donations were received for both funds in 2022 as all activities were suspended until further notice. The Parish organised a summer BBQ where £653 were collected towards the General Fund. The fund also benefited from a legacy of £733.

Independent Examiner's Report to the PCC of Colgate and Roffey for the Year Ended 31st December, 2022

Section A

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of Colgate and Roffey on the annual report for the year ended 31st December 2022.

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

1. examine the accounts under section 145 of the Charities Act,
2. to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
3. to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

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

** Please delete the words in the (brackets) if they do not apply*

Examiner's signature



Examiner's name CAPITALS

...ALISON STYLES.....

Date
Relevant professional qualification(s) or body
if any

...18th May 2023

...FCMA.....

Examiner's address

...3 Oldbury Close, Horsham, RH12 5JZ.....

Annual Financial Report for 2022

The Parish of Colgate and Roffey (Registered Charity no. 1186553)

Accounts

**Trustees Annual Report
and Financial Report of
The Parochial Church Council
of the Ecclesiastical Parish of Colgate and Roffey**
Registered Charity no. 1186553

For the year ended 31st December 2021



The Parish Church of All Saints, Roffey

All Saints Church, Crawley Road, Roffey RH12 4HF

The Parish Church of St Saviour's, Colgate

St Saviour's Church, Forest Road, Colgate RH12 4SZ

Website: www.allsaintsroffey.org.uk

Incumbent: The Revd Fr. Russell J Stagg ssc
Roffey Vicarage, 1 Forest Oaks, Horsham RH13 6RX

Independent
examiner: Mrs Alison Styles

Bankers: CAF Bank Ltd,
25 Kings Hill Avenue Kings Hill, West Malling, ME19 4JQ

The Parish of Colgate and Roffey Trustees Annual Report for 2021

(Registered Charity no. 1186553)

Our aims and purposes as a charity

The Parochial Church Council, hereafter referred to as the PCC has the responsibility of co-operating with the incumbent, the Revd Russell Stagg, in:

- The promotion of the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England
- Promoting in the parish the whole mission of the church, pastoral, social, evangelistic and, ecumenical
- Getting to know Jesus better and make Him better known;
- Practical support and care for people in the parish, from the youngest to the eldest, irrespective of level of need or ability to pay
- Providing financial support those in need and to other organisations with similar objectives.
- Maintaining the churches of St Saviour's Colgate and the attached churchyard and All Saints Roffey and the associated Parish Room and grounds
- Working with Colgate Memorial Hall Trustees in the overseeing of the Hall.

What we planned to do to achieve our charitable objectives

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

The council has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, fully recognising its duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults.

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

- Enabling as many people as possible to worship at our churches
- Enabling as many people as possible to become part of our parish community
- Teaching, baptising and nurturing new and existing believers
- Maintaining an overview of worship throughout the parish
- Putting faith into practice, through prayer, scripture, music, and sacrament
- Offering worship and prayer, learning about the Gospel, in small such as Lent Courses
- Assisting people from all walks of life to develop their knowledge of, and trust in, Jesus
- Provision of pastoral care for people living in the parish
- Providing assistance to the poor and needy of the parish
- Reaching out to the unchurched through the provision of the fundraising and social events including fetes
- Maintaining the fabric of the church building as a historic centre and focus of life in the local community.

What we achieved and how we affected beneficiaries' lives

Attendance at worship

Our churches welcome visitors from within as well as outside the parish boundary. It is our great pleasure to welcome people from all walks of life to take part in the life and worship of the church. We contend that voluntary attendance to worship the Lord Jesus Christ, is a major demonstration of the public benefit of our activities.

The average regular weekly attendance, counted during October was 72 adults and 11 children, with the number increasing on festival days such as Christmas, Easter and Harvest Festival. Due to Covid-19 pandemic we have experienced a drop in attendance over the course of the last few years. At the start of the pandemic we introduced live-streaming our services, which continue to be popular.

Christmas is a very special time of celebration where many sections of the community come together to join in the services. All of the services held in the run up to Christmas in 2021 saw large congregations. Especially popular this year was our 'Outdoor Carol Service' which saw a large increase in attendance over last year.

Evangelism, outreach and activities

It was with great delight we enable our community to celebrate and thank God at milestones of their journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services, family and friends express their grief and give thanks for the life which is now complete in this world and commend the person into God's keeping. Last year in the parish we have celebrated 14 baptisms, 6 weddings, 1 wedding blessing and 11 funerals in our churches.

In August we held a free Barbecue and fun afternoon for the community which was attended by a number of people from within the church family and beyond.

During the month of November, we held special services during which we offered prayer and gave thanks for the lives of loved ones who have died. On Remembrance Sunday, we held the annual act of remembrance at the war memorials in both churches and were joined by members of the community and representatives of North Horsham Parish Council and Colgate Parish Council respectively.

A highlight of the year was the celebration of the 150th anniversary of ministry and mission to the people of Colgate. On the anniversary of the consecration of St Saviour's Church we celebrated with a service of Songs of Praise at which the Bishop of Horsham preached, followed by a reception in the Memorial Hall.

Our Open Door drop in morning for the lonely reopened in the summer but due to the increase in the spread of Covid-19 during the winter months it was decided to suspend the group until after Easter 2022. Cuppa and Chat at Colgate has also been closed since the first lockdown. We hope to be in a position to reopen after Easter. Noah's Ark, our mother and toddler group remains closed due to Covid-19 and a lack of volunteers.

The parish fully embraces Social Media, having a website, Facebook page and Twitter and Youtube and Instagram account.

Provision of pastoral care for people living in the parish

Pastoral care in the parish is lead by the Incumbent who is responsible for visiting parishioners in their homes and in hospitals. He also visits our local retirement home where he celebrates Mass once a month.

Provision of tangible support to the poor and needy

As a parish we work with Horsham Matters, the charitable arm of Churches Together in Horsham which provides for the poor and needy in our community. The work includes collecting food and other items for the local food bank. This year our Harvest collections were donated to Crawley Open House, a local homeless charity.

The Incumbent has a discretionary fund which he has used over the past year to provide grants to help parishioners towards the cost of utilities, school uniforms and other items at his discretion.

Provision of the church building for people to enjoy

It is important to us that our churches are available for private prayer not just to the church family but to the wider community. To this end our church building are open daily. This provides the community with an oasis of quietness where they can come and pray, light a candle or just spend time in quiet contemplation.

Our churches are also open for our local schools to use as both as places of worship and as an extra classroom. Over the past year all 8 primary schools in the parish have visited at least one of our churches. They have been used to enhance the teaching of English, Art, History, and RE lessons. In order to facilitate these visits we have created an education corner in All Saints Church.

Working with Volunteers

Volunteers are important in making our churches the lively and vibrant communities they are. In particular, we want to mention our churchwardens who have worked so tirelessly on our behalf in maintaining our church building and ensuring they are open daily; Our Treasurer, for all the hard work he puts in managing our finances.

There are so many who work hard to keep our church functioning, but especial thanks must go to all those who make sure our church is open daily; to those who keep the church clean and tidy for our worship; our Sacristan; our Flower fairies who skilfully decorate our church week by week; our Servers and Eucharistic Ministers, Readers and Intercessors who all add to the beauty and dignity of our worship. Thanks must also go those who plan and arrange our fundraising events without whom our finances would not be so healthy, and to those who count and bank our money week by week, to our sides people who make sure everyone receives a warm welcome, to those who help with our young people at the 9am Mass and finally to all who serve on our PCC.

Financial Review

Incoming and outgoing resources

The total receipts on general unrestricted funds received were £80,149 as are detailed in the Financial Report. Through our regular planned giving and other one off donations we recovered £6,529 in Gift Aid.

The PCC received a grant from Colgate Parish Council of £750 towards the upkeep of the Colgate Churchyard.

Sharing the ministry costs of the Diocese of Chichester

The largest expenditure of the PCC was the sum of £36,000 paid to the diocese for our share of all churches' Parish Ministry Costs.

The total relates directly to the housing, support, stipend and pension costs of the clergy of this parish, training of new ordinands, a contribution to national church funds and, shared costs of the Christian family throughout the whole diocese, including assistance towards the upkeep of churches less able to manage than ourselves.

Staff costs

The PCC pays a gardener who keeps the environs of the St Saviour's church welcoming, colourful and tidy and 2 organists.

Trustee payments and expenses

The PCC also supported the clergy by paying Council Tax, Water and environmental charges for the Vicarage plus costs towards travel, hospitality, telephone, postage and broadband and office equipment.

Why we hold some money in reserve

It is PCC policy to maintain a balance on the general unrestricted funds which equates to approximately two months' worth of unrestricted payments as contingency against unforeseen situations.

As well as holding the above general reserves, from time to time the PCC receives restricted legacies and grants for expenditure on restricted purposes, defined by the donor or grant making authority. We aim to expend such money as soon as possible after receiving it depending on the specific objectives of the donor, which are detailed in the accounts.

Management of risks and their mitigation

The PCC has an ongoing task of reviewing the major risks which impact on the work of the churches in the parish. The usual electrical tests, fire extinguisher checks and lightning conductor tests have been carried out.

The PCC consider that the principal risks and uncertainties are:

- The need to fund unexpected costs associated with the ongoing maintenance of the church buildings.
- An unexpected fall in income, particularly given the dependence of the church on a limited number of regular donors.
- The requirement to find volunteers with the appropriate skills, time and commitment to support the ministry of the congregation.
- Reliance upon the Diocese to continue to provide financial support whilst we work towards paying our full Parish Share for clergy ministry.
- The PCC seeks to manage these risks and uncertainties by regularly reviewing both finances and maintain our properties to a high standard and carries out the priority items of a quinquennial review in a timely manner.

Stewardship campaigns regularly take place to emphasis God's generosity to the congregation and encourage the congregation to respond to that generosity in their giving through time, talents and money, as they are able.

Given the historic financial deficits, the PCC have been working with the Deanery to reduce temporarily the amount of the expected parish share, but to increase this as financial circumstances allow.

Structure, governance and management of the charity

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

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

Ex Officio members:

Incumbent: The Reverend Father Russell Stagg SSC (*Chairman*)
Associate Vicar: The Reverend David Howland
Churchwardens: Mr Brian Double (*All Saints*)
Miss Carol Barnes (*All Saints*)
Mr John Sired (*St Saviour's*)
Mrs Rosemary Lane (*St Saviour's*)

Elected members:

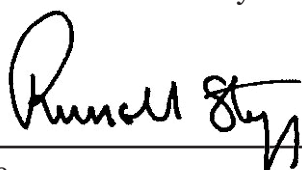
Mr Johnny Armstrong
Mrs Elsiedale Armstrong
Mr Thomas Becker (*Treasurer*)
Mrs Marigold Butler (*until April 2021*)
Mrs Ruth Calvert (*Vice-Chairman*)
Professor James Castle
Mrs Wendy Double
Mr Peter Game (*until April 2021*)
Mrs Sandy Garnham (*from April 2021*)
Mr Dain Garnham (*from November 2021*)
Mrs Anne Hartwell
Mrs Julie Jones
Mr Martyn Lewis
Mr Roger Ottley
Mrs Elizabeth Rice
Mr Randolph St Romaine
Miss Emily Scott (*from April 2021*)
Mr Paul Williams (*PCC Secretary*)
Mr Michael Williams (*Electoral Roll Officer*)

Deanery Synod:

Mr Nicholas Brown
Mrs Hilary Rodriguez-Azcona (*until August 2021*)
Ms Carolyn Scott
Mrs Susan Spence

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (*the incumbent/priest-in-charge, curate, lay readers licensed to officiate in the church*), the churchwardens and members of the Deanery, Diocesan or General Synods and 16 members of the church who are elected at the Annual Parochial Church Meeting (*APCM*). Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

This Trustees' Annual Report was **approved** by the PCC and signed on their behalf by The Revd. Fr. Russell Stagg ssc, PCC Chairman



Date: 01/03/2022

The Parish of Colgate and Roffey Annual Financial Report for 2021

(Registered Charity no. 1186553)

The Parish of Colgate (St Saviour's) and Roffey (All Saints)

Summary of Financial Receipts and Payments

	<i>Unrestricted</i>		<i>Restricted Fund/s</i>	<i>Endowed Fund/s</i>	Total All Funds 2021	<i>Total All Funds 2020</i>	<i>Notes</i>
	General Fund	Designated Funds					
	£	£	£	£	£	£	
Income and endowments from:							
Donations and legacies	76,250	90	2,160	-	78,500	69,858	
Charitable activities	3,350	-	-	-	3,350	721	
Other trading activities	50	-	-	-	50	955	
Investments	-	-	114	-	114	256	
Other receipts	-	-	-	-	-	949	
Total received	79,649	90	2,274	-	82,013	72,739	3
Expenditure on:							
Cost of raising funds	-	-	-	-	-	-	
Charitable costs	64,678	391	5,149	-	70,217	64,091	
Trading costs	-	-	-	-	-	-	
Other payments	-	-	-	-	-	-	
Total paid	64,678	391	5,149	-	70,217	64,091	5
<i>Reconciliation of funds:</i>							
Net income or (net expenditure)	14,971	(301)	(2,875)	-	11,796	8,648	
Transfers between funds	(1,361)	-	1,361	-	-	-	
Transfers in from previous parishes	-	-	-	-	-	-	
Net movement in funds	13,611	(301)	(1,514)	-	11,796	8,648	
Bank accounts at 1 January 2021	21,915	1,149	48,573	-	71,636	62,988	
Bank accounts at 31 December 2021	35,526	848	47,058	-	83,432	71,636	

Annual Financial Report for 2021

The Parish of Colgate and Roffey (Registered Charity no. 1186553)

The Parish of Colgate (St Saviour's) and Roffey (All Saints)

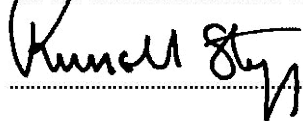
Statement of Assets and Liabilities

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total All Funds 2021	Total All Funds 2020	Notes
	General Fund	Designated Funds					
	£	£	£	£	£	£	
Assets:							
Bank current account	35,517	837	8,999	-	45,353	32,988	
Vicar's Discretionary Fund	-	11	-	-	11	572	
CBF Deposit Fund	8	-	38,060	-	38,068	38,048	
PCC - owned bank balance:	35,526	848	47,058	-	83,432	71,608	
Diocesan Assigned Fees received	1,065				1,065	28	
Total bank and deposit accounts	36,591	848	47,058	-	84,497	71,608	
Gift Aid recoverable	1,021	-	-	-	1,021	4,678	7
Debtors	£1,021	-	-	-	£1,021	4,678	
158 CBF Investment Fund shares	-	-	-	3,700	3,700	3,237	
Investment assets at market value	-	-	-	£3,700	£3,700	3,237	
Total assets	37,612	848	47,058	3,700	89,218	79,523	
Liabilities:							
Unpaid Diocesan fees for weddings/funerals	1,065	-	-	-	1,065	28	
Accruals	-	-	-	-	-	-	
Total liabilities	1,065	-	-	-	1,065	28	

This Financial Report for the period ended 31st December 2021, including the notes following, was

Approved by the PCC and signed on its behalf by

The Reverend Father Russell Stagg, PCC Chairman:



Date March 2022

Annual Financial Report for 2021

The Parish of Colgate and Roffey (Registered Charity no. 1186553)

The Parish of Colgate (St Saviour's) and Roffey (All Saints) Notes to the Annual Financial Report

- The financial statements of the PCC have been prepared in accordance with the Charities Act 2011 and the Church Accounting Regulations 2006, using the Receipts and Payments basis.
- The following assets are recognised but not valued in the Statement of Assets and Liabilities: Movable church furnishings held by the churchwardens on special trust for the PCC, which require a faculty for disposal.
- Analysis of total received:

	<i>Unrestricted</i>		<i>Restricted Fund/s</i>	<i>Endowed Fund/s</i>	Total All Funds 2021	<i>Total All Funds 2020</i>	<i>Notes</i>
	General Fund	Designated Funds					
	£	£	£	£	£	£	
<i>Planned giving (excl. tax refunds)</i>	45,016	-	-	-	45,016	42,205	
<i>Cash collections</i>	8,166	90	-	-	8,256	19,701	
<i>Gift Aid recovered</i>	6,529	-	-	-	6,529	3,331	
<i>Special appeals</i>	-	-	1,660	-	1,660	-	4
<i>100 Club income</i>	15	-	-	-	15	516	
<i>Special appeals</i>	-	-	-	-	-	-	
<i>Summer BBQ</i>	1,998	-	-	-	1,998	3,619	
<i>Summer</i>	-	-	-	-	-	-	
<i>Legacies</i>	14,526	-	500	-	15,026	-	5
<i>Church Broadband</i>	-	-	-	-	-	230	
<i>Horsham Foodbank appeal</i>	-	-	-	-	-	255	
Donations and legacies	76,250	90	2,160	-	78,500	69,373	
<i>Fees for weddings & funerals</i>	3,350	-	-	-	3,350	721	
Charitable activities	3,350	-	-	-	3,350	721	
<i>Parish Magazine Advert income</i>	50	-	-	-	50	-	
<i>Sale of bric-a-brac</i>	-	-	-	-	-	-	
<i>Sale of roof lead</i>	-	-	-	-	-	-	
<i>Craft Sale</i>	-	-	-	-	-	-	
<i>Christmas Fair</i>	-	-	-	-	-	-	
<i>Summer Fete</i>	-	-	-	-	-	955	4
Other trading activities	50	-	-	-	50	955	
<i>Bank & CBF deposit interest</i>	-	-	20	-	20	166	
<i>CBF investment fund dividend</i>	-	-	94	-	94	91	
Investments	-	-	114	-	114	256	
<i>Insurance Claims</i>	-	-	-	-	-	449	
<i>Cash Funding</i>	-	-	-	-	-	-	
<i>Grants</i>	-	-	-	-	-	500	
Total received on all funds	79,649	90	2,274	-	82,013	72,254	

4 The Parish held two special collections during 2021. The first one was for the purchase of a new digital camera at All Saints Roffey in order to improve the live-streaming of all Church services. In total £910 were collected. The second appeal was for the purchase of a new digital music player 'Hymnal Plus'. In total £750 were donated.

5 The Parish received two legacies during 2021. The first legacy was received from the estate of Mr H Sparks for the amount of £14,526 and was unrestricted. The second was donated to the Parish from the estate of Mrs M Rattray for an amount of £500. This last donation was restricted and went towards the purchase of 'Hymnal Plus' at Saint Saviours.

Annual Financial Report for 2021

The Parish of Colgate and Roffey (Registered Charity no. 1186553)

The Parish of Colgate (St Saviour's) and Roffey (All Saints) Notes to the Annual Financial Report

5 Analysis of total paid:

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total All Funds 2021	Total All Funds 2020	Notes
	General Fund	Designated Funds					
	£	£					
<i>Summer fete expenses</i>	-	-	-	-	-	-	
Cost of raising funds	-	-	-	-	-	-	
<i>Children Society</i>	-	-	-	-	-	99	
<i>Parish share to Chichester Diocese</i>	36,000	-	-	-	36,000	33,000	6
<i>Clergy expenses</i>	4,594	-	-	-	4,594	5,947	8
<i>Salaries and honoraria incl NI</i>	-	-	-	-	-	4,400	
<i>Vicarage expenses</i>	1,909	-	-	-	1,909	2,060	
<i>Worship costs</i>	1,203	-	-	-	1,203	1,068	
<i>Church music costs</i>	3,129	-	-	-	3,129	2,929	
<i>Church insurance</i>	4,492	-	-	-	4,492	4,478	
<i>Water, Gas, Electricity, and Oil</i>	5,481	-	-	-	5,481	4,158	
<i>Printing & photocopying</i>	708	-	-	-	708	426	
<i>Hospitality</i>	326	-	-	-	326	176	
<i>Church maintenance</i>	3,619	-	-	-	3,619	3,536	10
<i>Church Broadband</i>	393	-	-	-	393	219	
<i>Miscellaneous expenses</i>	2,824	391	5,149	-	8,364	1,406	9
<i>PPE (Covid-19) expenses</i>	-	-	-	-	-	190	
Charitable costs	64,678	391	5,149	-	70,217	<i>64,091</i>	
Trading costs	-	-	-	-	-	0	
Other payments	-	-	-	-	-	0	
Total paid on all funds	64,678	391	5,149	-	70,217	<i>64,091</i>	

- 6** The Parish share to the Chichester Diocese is for the payment of Clergy and other central costs. The average parish ministry cost in 2021 with a full time stipendiary is £74,300. The Parish paid a much reduced share in 2021 of £36,000 due to the ongoing COVID 19 pandemic.
- 7** Gift Aid is recoverable on donations received up to 30th September 2021, as the last claim for £1,021 was submitted after the year end, covering donations for the quarter ended 31st December 2021.
- 8** Payments to Trustees: Payments were made to B Double, C Scott, Fr R Stagg and J St. Romaine for reimbursing expenses incurred on behalf of the PCC.
- 9** The Parish bought a new digital music player for Saint Saviour's, Colgate largely funded through a special collection. In addition the Parish purchased new children furniture to improve the children's area for £1,434. This was funded by the 'Children Area Grant'. A new camera was purchased at All Saints, Roffey in order to continue the live-streaming of all church services. The cost of £992 was funded by donations. Out of the legacy received from the estate of Mr H Sparks, the Parish purchased a new oak altar for £1,047.50 to be used at family services at All Saints.
- 10** The Parish incurred repair cost for the boiler and heating system at All Saints of £ 1,159.80.

Annual Financial Report for 2021

The Parish of Colgate and Roffey (Registered Charity no. 1186553)

The Parish of Colgate (St Saviour's) and Roffey (All Saints)

Notes to the Annual Financial Report

11 Statement of funds

	Balances b/fwd	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31-Dec-21
	£	£	£	£	£
Gage & Grahame White Grave Fund	3,237	-	-	463	3,700
Total of all endowed funds	3,237	-	-	463	3,700
Gage & Grahame White Grave Fund	441	94	-	-	535
Special Collections	967	1,660	(3,715)	1,088	0
Legacies	1,000	500	-	-	1,500
St Saviours Fabric Fund	10,512	5	-	401	10,918
St Saviours Roof Fund	1,804	-	-	-	1,804
All Saints Restoration Fund	4,868	3	-	-	4,870
All Saints Parish Hall Fund	23,058	12	-	-	23,070
All Saints Sound System	102	-	-	(102)	(0)
Grants	5,820	-	(1,434)	(26)	4,360
Total of all restricted funds	48,572	2,274	(5,149)	1,361	47,058
General Fund	21,915	79,649	(64,678)	(1,361)	35,526
Noah's Ark	413	-	-	-	413
Open Door	334	90	-	-	424
Vicar's Discretionary Fund	402	-	(391)	-	11
Total of all unrestricted funds	23,064	79,739	(65,069)	(1,361)	36,374
Total funds	74,873	82,013	(70,218)	463	87,132

The Gage and Grahame White Grave Fund is an endowment and the income is in a restricted fund to be used for the upkeep of the grave.

The restricted funds include: the All Saints Restoration Fund and St Saviours Fabric Fund, which holds funds for the upkeep of the respective churches; St Saviours Roof Fund which is restricted for use on St Saviour's Church roof; special collections made for various charities and the All Saints Parish Hall Fund which is held for the development of the Parish Hall. In 2021 no major fundraising activities were carried out due to the global pandemic and lockdown restrictions. The congregation raised £1,660 for the purchase of a new digital camera at All Saints and a new digital music player 'Hymnal Plus' at Saint Saviour's. Restricted funds are not invested permanently, but are to be spent within reasonable timescales.

The unrestricted fund includes a designated sum of £402 which the PCC has contributed to the Vicar's discretionary fund of which £391 were used in 2021. The PCC have designated the net income collected at Noah's Ark and Open Door to be set aside for their respective uses. In lieu of a Summer fair we had a collection which raised £1,998 towards the General Fund. The fund also benefited from legacies worth £14,526. This led to a substantial increase in the reserve position of the General Fund of £13,611 in 2021.

Independent Examiner's Report to the PCC of Colgate and Roffey for the Year Ended 31st December, 2021

Section A

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of Colgate and Roffey on the annual report for the year ended 31st December 2021.

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

1. examine the accounts under section 145 of the Charities Act,
2. to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
3. to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention (other than that disclosed below in Section B below *) which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

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

** Please delete the words in the (brackets) if they do not apply*

Examiner's signature

.....

Examiner's name CAPITALS

...ALISON STYLES.....

Date

...30th March 2022.....

Relevant professional qualification(s) or body
if any

...FCMA.....

Examiner's address

...3 Oldbury Close, Horsham, RH12 5JZ.....

Independent Examiner's Report to the PCC of Parish of Colgate and Roffey for the Year Ended 31st December, 2021

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners)

Give here brief details of any items that the examiner wishes to disclose

