

**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***



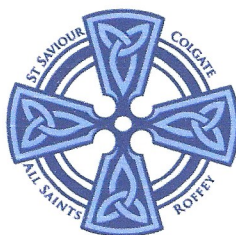
**The Parish Church of All Saints, Roffey**  
All Saints Church, Crawley Road, Roffey RH12 4HF

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

Website: [www.allsaintsroffey.org.uk](http://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



# Trustees Annual Report for 2025

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

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## **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.

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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.

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## ***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 ( <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*)

<b><i>Deanery Synod:</i></b>	Paul Williams Jamie Williams
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<b><i>Safeguarding Officer:</i></b>	Mrs Carol Barnes
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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)

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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					
	£	£	£	£	£	£	
<b>Income and endowments from:</b>							
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	
<b>Total received</b>	<b>48,537</b>	<b>-</b>	<b>10,571</b>	<b>-</b>	<b>59,108</b>	<b>77,813</b>	3
<b>Expenditure on:</b>							
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	
<b>Total paid</b>	<b>51,957</b>	<b>-</b>	<b>5,262</b>	<b>-</b>	<b>57,219</b>	<b>76,917</b>	5
<b>Reconciliation of funds:</b>							
Net income or (net expenditure)	(3,420)	-	5,309	-	1,889	896	
Transfers between funds	2,327	-	(2,327)	-	-	-	
Transfers in from previous parishes	-	-	-	-	-	-	
<b>Net movement in funds</b>	<b>(1,093)</b>	<b>-</b>	<b>2,982</b>	<b>-</b>	<b>1,889</b>	<b>896</b>	
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				Total	Total	Notes
	General	Designated	Restricted	Endowed	All Funds	All Funds	
	Fund	Funds	Fund/s	Fund/s	2025	2024	
	£	£	£	£	£	£	
Planned giving (excl. tax refunds)	34,162	-	-	-	34,162	41,855	
Cash collections	5,252	-	-	-	5,252	6,930	
Gift Aid recovered	5,371	-	-	-	5,371	5,285	
Special appeals	-	-	5,328	-	5,328	-	
100 Club income	-	-	-	-	-	36	
Christmas Quiz	-	-	-	-	-	409	
Legacies	-	-	-	-	-	10,000	
Parish Hall	-	-	-	-	-	-	
Bell Tower Window Repairs	-	-	2,270	-	2,270	5,000	
Donations and legacies	44,785	-	7,598	-	52,383	69,515	
Fees for weddings & funerals	1,911	-	-	-	1,911	2,877	
Charitable activities	1,911	-	-	-	1,911	2,877	
Christmas Fair	1,764	-	-	-	1,764	2,169	4
Summer Fete	-	-	-	-	-	-	
Other trading activities	1,764	-	-	-	1,764	2,169	
Bank & CBF deposit interest	77	-	1,897	-	1,974	2,153	
CBF investment fund dividend	-	-	76	-	76	99	
Investments	77	-	1,973	-	2,050	2,252	
Insurance Claims	-	-	-	-	-	-	
Cash Funding	-	-	-	-	-	-	
Grants	-	-	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 All Funds 2025	Total All Funds 2024	Notes
	General Fund	Designated Funds					
	£	£	£	£	£	£	
	-	-	-	-	-	-	
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 31<sup>st</sup> 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 31<sup>st</sup> 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

~~FRS~~

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 31<sup>st</sup> 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