

St John the Baptist Church, The Lee

**Annual Report  
and  
Financial Statements  
of the  
Parochial Church Council**

for the year ended 31 December 2024

**Incumbent:**

The Reverend Chris Haywood  
The Vicarage  
The Lee

**Bank:**

Barclays Bank plc

**Independent examiner:**

Mr S Wills  
Brun Grange  
St Leonards HP23 6NS

## The Lee Parochial Church Council - Annual Report 2024

The Lee Parochial Church Council is a Registered Charity whose Trustees are the members for the time being of the Council, and its function is to manage the affairs of the Parish Church of St John the Baptist at The Lee, near Great Missenden in the County of Buckinghamshire. In particular, the Council is required by the Parochial Church Council (Powers) Measure 1956 to co-operate with the Minister in promoting in the parish the whole mission of the Church, pastoral, evangelical, social and ecumenical.

In 2024, and up to the date of this report, the Council was constituted as follows:-

<i>Incumbent:</i>	The Reverend Chris Haywood	Chairman
<i>Wardens:</i>	Mr Trevor Pearce	
<i>Elected Members:</i>	Mrs Judy Hart Mr David Stephenson	Treasurer

The Council met XX times during the course of the year to regulate the affairs of the Church and to manage its financial resources.

The financial results for 2024 record an excess of expenditure over income of £11,830 (before unrealised gains on unrestricted and restricted investments of £1,805) compared to a deficit in 2023 of £1,592 (before unrealised investment gains of £5,555). The adverse variance of £10,238 between 2023 and 2024 (before unrealised gains or losses) comprises a £4,721 reduction in receipts, and a £5,517 increase in expenditure.

### Income

As indicated last year, income in 2023 benefitted from two significant receipts which did recur in 2024, being a donation of £5,200 to match the takings at the annual donation Church Fete and filming fees for use of the Old Church of £1,750. Excluding these receipts, underlying income in 2024 increased from £35,294 to £37,523, an increase of £2,229.

In total donations, legacies and fundraising activities raised £7,373 compared with £13,933 in 2022, a reduction of £6,560.

Remaining receipts including direct debits, loose collections, Gift Aid, fees re funerals and weddings, contributions from the Hilltop churches and the Diocese and dividends and interest. This increased by £4,331, reflecting principally increased giving at regular and other services (up £585), increased direct debit income (up £1,734), a £574 increase in investment income and a £1,597 increase in net fees.

In a change to the previous accounting policy, the accounts for 2024 have been prepared solely on an income and expenditure basis and hence exclude the contribution due by the Hilltop parishes to The Lee in respect of clergy expenses of £2,498 which will be included in the 2025 accounts (2024: £2,536).

## **Expenditure**

For 2024 a full parish share was paid by the church, amounting to £32,448, an increase of £926 on 2023.

Clergy expenses increased by £926. Heat, light and power costs fell by £378 (due to the timing of oil purchases for the boiler).

Included in repair costs is the cost of the churchyard gates of £5,191. A balance of £733 remains to be paid in respect of the replacement notice board.

Other than the ongoing maintenance costs of both the church and the churchyard, there are no significant financial commitments which the PCC is aware of that are outstanding other than a final payment in respect of the notice board.

## **Forecast**

2024 was to something close to "business as usual" with a Church Fete and increases in planned and cash giving, and a full parish share cost, other than the one off costs of the churchyard gates.

Excluding the £5,191 of non-recurring payments in respect of the gates, the church would have recorded an excess of expenditure over income of around £6,500, before unrealised investment gains.

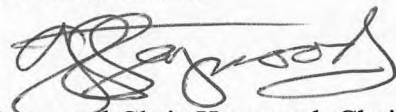
It is therefore likely that the church will record another excess of expenditure over income in 2025, although given the cash and investment reserves of the church, this should be manageable, at least in the short to medium term in the absence of any significant one-off payments.

## **Unrestricted funds**

At 31<sup>st</sup> December 2024 the unrestricted Parochial Fund was £69,323 inclusive of movements in the value of the investment portfolio (2023: £79,587).

Any comments on this report, or the accompanying accounts, would be welcome and should be addressed to the Council at The Vicarage, The Lee, Great Missenden, Bucks HP16 9LZ.

Signed on behalf of The Lee Parochial Church Council



The Reverend Chris Haywood, Chairman

25 May 2025

# THE LEE PAROCHIAL CHURCH COUNCIL

## STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 December 2024

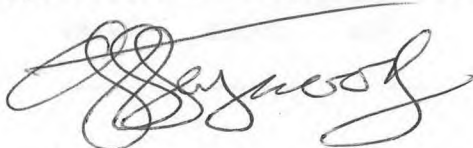
		Unrestricted	Restricted	Endowment	TOTAL FUNDS	
	Note	Fund	Funds	Fund	2024	2023
		£	£	£	£	£
<b>INCOMING RESOURCES</b>						
<i>Incoming resources from donors</i>	2(a)	23,141	825	-	23,966	21,762
<i>Other voluntary incoming resources</i>	2(b)	7,373	-	-	7,373	13,933
<i>Income from charitable and ancillary trading</i>	2(c)	3,249	-	-	3,249	1,652
<i>Other ordinary incoming resources</i>	2(d)	-	-	-	-	2,536
<i>Income from investments</i>	2(e)	2,935	-	-	2,935	2,361
<b>TOTAL INCOMING RESOURCES</b>		<u>36,698</u>	<u>825</u>	<u>-</u>	<u>37,523</u>	<u>42,244</u>
<b>RESOURCES USED</b>						
<i>Grants</i>	3(a)	-	825	-	825	350
<i>Activities directly relating to the work of the Church</i>	3(b)	48,375	-	-	48,375	43,486
<i>Fund-raising</i>	3(c)	-	-	-	-	-
<i>Church Management and Administration</i>	3(d)	-	-	-	-	-
<b>TOTAL RESOURCES USED</b>		<u>48,375</u>	<u>825</u>	<u>-</u>	<u>49,200</u>	<u>43,836</u>
<b>NET INCOMING RESOURCES</b>		(11,677)	-	-	(11,677)	(1,592)
<b>GAINS (LOSSES) ON INVESTMENTS</b>						
- unrealised		<u>1,566</u>	<u>252</u>	<u>(34)</u>	<u>1,784</u>	<u>5,555</u>
<b>NET MOVEMENT IN FUNDS</b>		(10,111)	252	(34)	(9,893)	3,963
<b>BALANCES BROUGHT FORWARD</b>						
AT 1 JANUARY 2024 (2023)		<u>79,587</u>	<u>23,131</u>	<u>934</u>	<u>103,652</u>	<u>99,689</u>
<b>BALANCES CARRIED FORWARD</b>						
AT 31 DECEMBER 2024 (2023)		<u>69,476</u>	<u>23,383</u>	<u>900</u>	<u>93,759</u>	<u>103,652</u>
		=====	=====	=====	=====	=====

# THE LEE PAROCHIAL CHURCH COUNCIL


## BALANCE SHEET AT 31 DECEMBER 2024

	Note	2024 £	2023 £
<b>FIXED ASSETS</b>			
Investments, at market value	4(a)	79,363	77,590
<b>CURRENT ASSETS</b>			
Debtors	4(b)	-	2,536
Short term deposits		218	207
Cash at Bank and in hand		14,178	23,319
Payment in advance		-	-
		<u>14,396</u>	<u>26,062</u>
<b>LIABILITIES</b>			
Sundry Creditors		-	-
		<u>-</u>	<u>-</u>
<b>NET CURRENT ASSETS</b>		<u>14,396</u>	<u>26,062</u>
<b>NET ASSETS</b>		<u>93,759</u>	<u>103,652</u>
<b>FUNDS</b>	5		
Unrestricted		69,476	79,587
Restricted		23,383	23,131
Endowment		900	934
		<u>93,759</u>	<u>103,652</u>

Approved by the Standing Committee of the Parochial Church Council on 25 May 2025 and signed on its behalf



Rev C Haywood



D A Stephenson

Adopted by the Annual Meeting of Parishioners on 25 May 2025



# THE LEE PAROCHIAL CHURCH COUNCIL

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2024

### 1 ACCOUNTING POLICIES AND OTHER MATTERS

The financial statements have been prepared in accordance with the Church Accounting Regulations 1997 to 2001 and applicable accounting standards. Movable Church furnishings held by the churchwardens on special trust for the PCC and listed in the Church Inventory are not included in the Balance Sheet.

No fee is charged by the Independent Examiner in respect of the examination of these accounts.

### 2 INCOMING RESOURCES

	Unrestricted Fund £	Restricted Funds £	Endowment Fund £	TOTAL FUNDS	
				2024 £	2023 £
2(a) <i>Incoming resources from donors</i>					
Planned giving:					
Gift Aid receipts by Bankers Order	12,059	-	-	12,059	10,325
Other giving:					
Gift Aid receipts in cash at services	7,524	825	-	8,349	7,971
Other collections at services	207	-	-	207	-
Sundry Donations				-	-
Income tax recoverable under Gift Aid	3,351	-	-	3,351	3,466
	<u>23,141</u>	<u>825</u>	<u>-</u>	<u>23,966</u>	<u>21,762</u>
2(b) <i>Other voluntary incoming resources</i>					
Donations, appeals, etc.	673	-	-	673	7,700
Insurance claim receipt	-	-	-	-	-
Legacies	-	-	-	-	-
Church Fete, Teas and other fund-raising events	6,700	-	-	6,700	6,233
	<u>7,373</u>	<u>-</u>	<u>-</u>	<u>7,373</u>	<u>13,933</u>
2(c) <i>Income from charitable and ancillary trading</i>					
Fees (net of payments to Diocese)	3,249	-	-	3,249	1,652
	<u>3,249</u>	<u>-</u>	<u>-</u>	<u>3,249</u>	<u>1,652</u>
2(d) <i>Other ordinary incoming resources</i>					
Contributions from others towards clergy expenses and insurance (including claims)	-	-	-	-	2,536
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,536</u>
2(e) <i>Income from investments</i>					
Dividends and interest	2,935	-	-	2,935	2,361
	<u>2,935</u>	<u>-</u>	<u>-</u>	<u>2,935</u>	<u>2,361</u>
<b>TOTAL INCOMING RESOURCES</b>	<u>36,698</u>	<u>825</u>	<u>-</u>	<u>37,523</u>	<u>42,244</u>

# THE LEE PAROCHIAL CHURCH COUNCIL

## NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2024

### 3 RESOURCES USED

	Unrestricted Fund £	Restricted Funds £	Endowment Fund £	TOTAL FUNDS 2024      2023 £      £	
3(a) <i>Grants</i>					
Missionary and charitable giving:					
- missionary societies	-	-	-	-	-
- relief and development agencies	-	-	-	-	-
Home missions and other Church societies	-	-	-	-	350
Other charities		825		825	-
	<u>-</u>	<u>825</u>	<u>-</u>	<u>825</u>	<u>350</u>
3(b) <i>Activities directly relating to the work of the Church</i>					
Ministry: Parish Share	32,448	-	-	32,448	31,522
Clergy expenses	5,339	-	-	5,339	4,881
Other clergy costs	-	-	-	-	-
Church - lighting, heating and water	826	-	-	826	1,204
- repairs	5,847	-	-	5,847	1,902
- insurance	2,452	-	-	2,452	2,418
Sunday School	-	-	-	-	-
Upkeep of churchyard	-	-	-	-	-
Organ - upkeep and fees	413	-	-	413	414
Choir	-	-	-	-	-
Miscellaneous expenses	1,050	-	-	1,050	1,145
	<u>48,375</u>	<u>-</u>	<u>-</u>	<u>48,375</u>	<u>43,486</u>
3(c) <i>Fundraising</i>					
Fundraising expenses	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
3(d) <i>Church management and administration</i>					
Printing, stationery, Bank charges, etc.	-	-	-	-	-
Fees paid to Parish Clerk	-	-	-	-	-
Youth Worker	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL RESOURCES USED</b>	<u>48,375</u>	<u>825</u>	<u>-</u>	<u>49,200</u>	<u>43,836</u>

# THE LEE PAROCHIAL CHURCH COUNCIL

## NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2024

### 4(a) FIXED ASSETS FOR USE BY THE PCC

	Unrestricted Fund £	Restricted Funds £	Endowment Fund £	TOTAL FUNDS	
				2024 £	2023 £
<i>Investments</i>					
2017.23 Income Units in COIF Charities Investment Fund at market value	35,205	5,731	-	40,936	40,032
503 shares in Charibond at market value	543	-	-	543	563
499.500 shares in Charinco at market value (The Gladys Stewart Memorial Fund)	-	708	-	708	741
512.821 shares in Charinco at market value (The Hall Churchyard Trust)	-	-	727	727	761
1891.104 shares in Charinco at market value	-	-	-	-	-
3922.821 shares in Charishare at market value	29,374	-	-	29,374	28,576
306 shares in the CBF Church of England Investment Fund at market value (The Lee Old Churchyard Trust)	-	7,075	-	7,075	6,917
	<u>65,122</u>	<u>13,514</u>	<u>727</u>	<u>79,363</u>	<u>77,590</u>

### 4(b) DEBTORS

<i>Gift Aid tax refund</i>	-	-	-	-	-
<i>Refund of Old Church insurance</i>	-	-	-	-	-
<i>Contribution to clergy expenses</i>	-	-	-	-	2,536
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,536</u>

### 4(c) CREDITORS

<i>Church Youth Worker</i>	-	-	-	-	-
<i>Charity donations</i>	-	-	-	-	-
<i>Other creditors (HMRC refund)</i>	-	-	-	-	-
<i>Church repairs</i>	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>



# THE LEE PAROCHIAL CHURCH COUNCIL

## 5 FUND DETAILS

The unrestricted fund is the Parochial Fund. The restricted funds consist of the Sunday School Fund, the Charitable Giving Fund, the Gladys Stewart Memorial Fund, the Outreach Fund and the Churchyard Fund.

The Endowment Funds included in the Balance Sheet represent two Perpetual Endowments, viz. (1) The Lee Old Churchyard Trust, created many years ago to preserve the amenities of the churchyard at The Lee, and (2) the Hall Churchyard Trust, created in 2003 for a similar purpose. The capital of these endowments, which may not be spent, is invested as shown above.

There is another Perpetual Endowment (the "Mrs E.M. Judge Bequest") whose trustees are the Vicar and Churchwardens for the time being of the Church of St John the Baptist at The Lee, and which was created in 1980 for the upkeep of the churchyard. The capital, which may not be spent, is held by Diocesan Trustees (Oxford) Ltd. and is invested in 306 Income Shares in the CBF Church of England Investment Fund. The income, which is mandated to the PCC, is included in the accounts. The value of these share at 31 December 2024 was £10,983.

## Independent Examiner's Report to the Parochial Church Council (PCC)

### St John the Baptist Church, The Lee

I report on the accounts for the year ended 31<sup>st</sup> December 2024 which are set out on pages 3 to 8.

#### Respective responsibilities of the PCC and Independent Examiner

The members of the PCC consider that an audit is not required for the year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- Follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
- State whether particular matters have come to my attention.

#### Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the PCC concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit and consequently I do not express an opinion on the accounts.

#### Independent Examiner's Statement

In connection with my examination, no matters have come to my attention:

(1) Which give me reasonable cause to believe that in any material respect the requirements

- a. To keep accounting records in accordance with Section 130 of the 2011 Act; or
- b. To prepare accounts which accord with the accounting records have not been met, or

(2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Steve Wills, FCA

Brun Grange

St Leonards

Tring HP23 6NS

May 2025

