

ST ANDREW'S PAROCHIAL CHURCH COUNCIL, COBHAM

ANNUAL REPORT and ACCOUNTS

For the

YEAR ENDED 31ST DECEMBER 2022

Charity Number 1130717

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St Andrew's Parochial Church Council

REFERENCE AND ADMINISTRATIVE DETAILS

St Andrew's Church is situated in Church Street, Cobham, Surrey and is part of the Diocese of Guildford within the Church of England. The correspondence address is The Parish Office, Church Gate House, Downside Bridge Road, Cobham, KT11 3EJ.

The Parochial Church Council (PCC) is a registered charity number 1130717. PCC members who have served from 1st January to 31 December 2022 were:

Rector: Chairman	Revd Dr Michael Branscombe	
Associate Ministers	Revd Charleen Hollington Revd Dr Monilola Babatunde	
Training Curates	Revd Bryan Silletti Revd Tori Silletti	
Churchwardens:	Michael Elson Paul Hurrell Sam Acquaye	(to April 2022) Lay Vice-Chairman (from April 2022)

Lay Representatives on the Deanery Synod:

Claire Costard
David Greenwood
David Taylor

Elected members:

Keith Baird	
Leonard Beighton	Secretary
Kim Constable	
Malcolm Graham	Treasurer
Sue Kilpatrick	
Freddie Marshall	(To April 2022)
Tolani Martin	
Clive Moorman	
Lynn Moreno	
Carrie Taylor	
David Tipping	
Michael Elson	(From April 2022)
Geoffrey Morris	(From April 2022 previously co-opted)

St Andrew's Parochial Church Council

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Parochial Church Council (PCC) is a corporate body established by the Church of England and operates under the Parochial Church Councils (Powers) Measure 1956.

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

OBJECTIVES AND ACTIVITIES

The primary objective of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England.

The PCC is responsible for co-operating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC has agreed a vision statement as follows:
To Know, Glorify and Make Christ Known

St Andrews continues to seek to be a Christian community through which all can come to know and accept God's love for them and reflect that love wherever they are.

ACHIEVEMENTS AND PERFORMANCE

2022 was a year of welcomes and a farewell and the first nearly full year of post Covid restrictions.

The church returned back to its previous rota of services but with our 10am service still being available on You Tube.

In July we welcomed Tori and Bryan Silletti as our curates who will be offering more ministry in the north west part of our parish and living in the house we bought in that area.

We have also been creating a Church Development Plan which will be presented to the APCM.

Our farewell was Rev Peter Vickers death on 1st November. Peter had served as a Youth Club leader and for 30 years as a member of the parish clergy. He will be missed by the whole community.

St Andrew's Parochial Church Council, Cobham

FINANCIAL REVIEW

Total unrestricted income was £244,026, after deducting expenditure of £225,630, a surplus of £18,396 resulted. The surplus was due to fund raising - "Mission and Ministry" which increased our income particularly in one off gifts which raised from £12,350 to £41,830 with an associated increase in Gift Aid claims. Also the holding of services post Covid restrictions increased giving associated with services.

Some area of expenditure increased in particular church maintenance, heating this winter and costs of purchasing a house for the new curates.

In 2020 the PCC decided that the legacy received from Gerald Stanford estate should be transferred to 3 designated funds, called "Now" "Later" and "Never" in the ratios 35%, 60% and 5%. The total legacy received was £241,926.

The Now fund would be used for expenditure to update our communications, signage, visual identity, logo, audio technology and similar expenditure.

The Later fund would be used towards extending our vision and implementing the work of the "Moving Forward Group."

The Never fund would be used for charitable causes particularly those in which Gerald was involved e.g. Chatterbus.

In March 2022 the Designated and Later fund balance were transferred to the Unrestricted Fund as our investments and cash balances were required for the purchase of 57 Coveham Crescent.

The sales of investments compared to values at 31 December 2021 generated a loss of £889.

The Restricted reserves increased from £878 to £5,354 an increase of £4,476 which was in the Vicar's Restricted fund.

RESERVES POLICY

The PCC has agreed to maintain sufficient reserves of not less than six months average expenditure to cover emergency situations that may arise from time to time. After the purchase of 57 Coveham Crescent, and due to successful fund raising our liquid reserves are still just about adequate to meet this criteria.

For the year ending 31st December 2022

	Note	Un - restricted Funds £	Designated Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
INCOMING RESOURCES						
Voluntary income	2a	206614		12500	219114	146422
Activities for generating funds	2b	17453		0	17453	11592
Income from investments	2c	15138	0	0	15138	15198
Income from church activities	2d	4821		0	4821	4492
Income from other sources		0		1000	1000	0
TOTAL INCOMING RESOURCES		244026	0	13500	257526	177704
RESOURCES EXPENDED						
Fund raising costs	3b	762		0	762	1223
Church activities	3a	215693	7852	9024	232569	218648
Support costs	3c	9175		0	9175	6221
TOTAL RESOURCES USED		225630	7852	9024	242506	226092
Net incoming/(outgoing) resources		18396	-7852	4476	15020	-48388
Transfers between funds	9	205492	-205492		0	
Loss against 31/12/2021 value on sale of investments	5b	-889			-889	77095
NET MOVEMENT IN FUNDS		222999	-213344	4476	14131	28707
Balances brought forward		699619	265439	878	965936	937229
BALANCES CARRIED FORWARD	9	922618	52095	5354	980067	965936

**Balance Sheet
As at 31st December 2022**

	Note	Un- Restricted Funds £	Designated Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
FIXED ASSETS						
Tangible Assets	5a	356496	0	0	356496	356496
Purchase of 57 Coveham Crescent	5b	480000	0	0	480000	0
Investment assets	5c	0	0	0	0	366761
Total fixed assets		<u>836496</u>	<u>0</u>	<u>0</u>	<u>836496</u>	<u>723257</u>
CURRENT ASSETS						
Debtors	6	38612	0	0	38612	12304
Deposit Account	7	0	0	0	0	130092
Cash at bank	8	63913	52095	5354	121362	106012
LESS CURRENT LIABILITIES	9	<u>16401</u>		<u>0</u>	<u>16401</u>	<u>5797</u>
NET CURRENT ASSETS		<u>86124</u>	<u>52095</u>	<u>5354</u>	<u>143573</u>	<u>242611</u>
NET ASSETS		<u>922620</u>	<u>52095</u>	<u>5354</u>	<u>980069</u>	<u>965868</u>
FUNDS						
Unrestricted	9	922620			922620	699619
Designated	9		52095		52095	265439
Restricted	9			5354	5354	878
		<u>922620</u>	<u>52095</u>	<u>5354</u>	<u>980069</u>	<u>965936</u>

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

April 2023

Rev Dr Mike Branscombe
Chairman & Vicar

Leonard Beighton
Secretary

St Andrew's Parochial Church Council, Cobham

NOTES TO THE ACCOUNTS For the year ended 31st December 2022

1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Charities (the application of FRS 102).

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

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

Funds

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

Designated funds are funds put aside from the Unrestricted funds by the Parochial Church Council for a special purpose. They can be returned to Unrestricted funds if the Parochial Church Council subsequently decides.

Restricted funds represent donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund.

Incoming resources

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the income to which they relate is received. Grants and legacies are accounted for when received or when the PCC is legally entitled to the amounts due. Dividends are accounted for when receivable, interest is accrued. All other income is recognised when it is receivable.

All incoming resources are accounted for gross.

Resources used

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC. The diocesan parish share is accounted for when due. All other expenditure is generally recognised when it is incurred and is accounted for gross.

Fixed assets

Benefice and consecrated property is not included in the accounts in accordance with s.10(2)(a) and (c) of the Charities Act 2011.

No value is attributable to movable church furnishings held by the churchwardens on special trust for the PCC, and which require a faculty for disposal, since the PCC considers these to be inalienable property.

Any expenditure during the year on consecrated or benefice property and movable church furnishings, whether maintenance or improvement, has been written off.

Church Gate House Centre, including the flat and the land on which it stands are valued at cost. No depreciation is charged on these properties but expenditure on maintenance or improvement is written off as incurred. These buildings are subject to an annual impairment review.

Equipment acquired for Church Gate House Centre has been depreciated, on a straight line, basis over 10 years. The piano, the computer and the projector have been fully depreciated. . Individual items of equipment costing under £1000 are written off when the asset is acquired.

The house at 57 Coveham Crescent is valued at cost.

Current Assets

Amounts owing to the PCC at 31st December in respect of tax, rent or other income are shown as debtors.

2 INCOMING RESOURCES

	Un- Restricted Funds £	Designated Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
2a Voluntary income					
Planned giving	93028			93028	87,600
Yellow envelopes & Just giving	11713			11713	7,800
Income Tax recovered	38832		2500	41332	22,565
Other giving Sumup/Goodbox (non GA/CAF etc)	18946			18946	12,565
Family Magazine donations	15			15	119
Loose plate collections	10935			10935	2,914
Giving through church boxes	315			315	509
One off Gift Aid gifts	31830		10000	41830	12,350
Spire and weather vane fund raising	0			0	-
Legacies	1000			1000	-
	<u>206614</u>	<u>0</u>	<u>12500</u>	<u>219114</u>	<u>146,422</u>
2b Activities for generating funds					
Social and other events	1282			1282	30
Church Gate House lettings	13599			13599	10157
Donations for use of church	1113			1113	794
Other funds generated	1459			1459	611
	<u>17453</u>	<u>0</u>	<u>0</u>	<u>17453</u>	<u>11,592</u>
Income from investments					
Rent from flat	14744			14744	14,454
Interest and dividends	394			394	744
	<u>15138</u>	<u>0</u>	<u>0</u>	<u>15138</u>	<u>15,198</u>
Income from church activities					
Fees for weddings, funerals	4821			4821	4,492
2d	<u>4821</u>	<u>0</u>	<u>0</u>	<u>4821</u>	<u>4,492</u>
Income from other sources					
Insurance claims				0	
2e Diocesan heating grant			1000	1000	
	<u>0</u>	<u>0</u>	<u>1000</u>	<u>1000</u>	<u>-</u>
TOTAL INCOMING RESOURCES	<u>244026</u>	<u>0</u>	<u>13500</u>	<u>257526</u>	<u>177,704</u>

3 RESOURCES EXPENDED

	Un - Restricted Funds £	Designated Funds	Restricted Funds £	Total 2022 £	Total 2021 £
3a Church activities					
Grants					
Mission and relief -					
Garden Route Childrens Trust	2000			2000	2000
Operation Mobilisation - Nepal	2000			2000	2000
Christians Against Poverty				0	1200
Leprosy Mission Intl	500			500	
Subtotal	4500		0	4500	5200
Home Mission -					
St. Andrews School	500			500	500
A Rocha UK	1000			1000	2000
Subtotal	1500		0	1500	2500
Other charities -					
Elmbridge CAN	3000			3000	
Crisis at Christmas	645			645	221
Leatherhead Youth Project				0	1000
Transforming Lives for Good	1000			1000	1000
Cobam Area Foodbank	1000			1000	1000
Shelterbox				0	1180
Oasis Childcare	3000			3000	2000
Subtotal	8645	0	0	8645	6401
carried forward	14645	0	0	14645	14101
Collections made for				2022	2021
Garden Route Childrens Trust				223	160
Operation Mobilisation - Nepal				123	160
Cobham Area Foodbank				50	
Transforming Lives for Good				123	
Oasis				123	
DEC Ukraine				100	
Total collections				742	320
Total giving and collections				15387	14421

RESOURCES EXPENDED (cont'd)

	Un- Restricted Funds £	Designated Funds	Restricted Funds £	Total 2022 £	Total 2021 £
brought forward	14645	0	0	14645	14101
Church activities (cont'd)					
Parish share	93534			93534	93603
Salaries	49815		2500	52315	44638
Clergy Housing costs	1019			1019	402
Clergy and assistant staff expenses	200			200	435
Church running expenses including heating	13481		1000	14481	12259
Church maintenance & repairs	3754	7428	440	11622	2661
Altar, choir, services and music	3842			3842	4075
Family magazine costs	0			0	354
CGH running expenses including heating	13108			13108	9765
CGH repairs	6769		31	6800	2851
Upkeep church yard		675		675	0
Other property upkeep incl flat	1950			1950	4740
Retreat Costs	326			326	0
Youth, SAY and Sunday school	4775			4775	4021
Training incl. Sunday School	1555			1555	1011
Transforming lives for Good	900			900	934
Ecocommittee	35			35	35
Upgrade sound system		-300		-300	17711
Rebranding Exercise costs	4196	49		4245	5052
Purchasing curates house	1789		5053	6842	0
	<u>215693</u>	<u>7852</u>	<u>9024</u>	<u>232569</u>	<u>218648</u>
3b Fund raising costs					
Social and other events	762			762	1223
3c Support costs					
Parish Office	6608			6608	5083
Independent Examiner	588			588	588
Bank charges	692			692	550
Printing history books	1287			1287	0
	<u>9175</u>	<u>0</u>	<u>0</u>	<u>9175</u>	<u>6221</u>
TOTAL RESOURCES USED	<u>225630</u>	<u>7852</u>	<u>9024</u>	<u>242506</u>	<u>226092</u>
4 Salaries and Fees					
Staff costs (Net of statutory deductions)	39578	0	2500	42078	35812
HMRC payments *	8018			8018	6991
Nest Pension contributions	2219			2219	1835
	<u>49815</u>	<u>0</u>	<u>2500</u>	<u>52315</u>	<u>44638</u>
Number of employees				<u>3</u>	<u>2</u>
*Employer, employee NI contributions Income tax.					

Payments to PCC members

In 2022 a total of £1,945 was paid to 4 members of PCC as reimbursement for expenses incurred on behalf of the PCC.

In 2021, 4 members of the PCC received £4,431

5 FIXED ASSETS

	Depn Rate 0%	Freehold Land & Buildings £	Equipment £	Total £
5a				
Tangible Assets				
Church Gate House complex				
ACTUAL/DEEMED COST				
At 1st January 2022				
	Nil	43762		43762
	Nil	312734		312734
	10%		33416	33416
	10%		3405	3405
	25%		453	453
	25%		5915	5915
		<u>312734</u>	<u>43189</u>	<u>399685</u>
* "Church Gate House" refers to the land and buildings purchased in January 1964. The current CGH hall had not been built at that time but in its place were outbuildings attached to the CGH building.				
** "The Church Gate House complex" refers to the hall and kitchen which was built in 1998 In place of the previous outbuildings.				
DEPRECIATION				
At 1st January 2022				
			43189	43189
			0	0
			<u>43189</u>	<u>43189</u>
NET BOOK VALUE of CGH Complex				
At 1st January 2022				
		<u>312734</u>	<u>0</u>	<u>356496</u>
		<u>312734</u>	<u>0</u>	<u>356496</u>
5b		<u>480000</u>		<u>480000</u>
5c				
Investment Assets				
		Un- Restricted Funds £	Designated Funds	Restricted Funds £
Market Value				
At 1st January 2022				
		24080		24080
		342681		342681
		<u>366761</u>	<u>0</u>	<u>366761</u>
Receipt on sale of investments				
		21177		21177
		-2903		-2903
		344695		344695
		2014		2014
		<u>0</u>	<u>0</u>	<u>0</u>
Balances 31/12/22				

	2022 £	2021 £
6 DEBTORS		
Prepaid management fees on CGH flat let	1098	0
Income Tax Recoverable	32958	6652
Other debtors	656	2876
Prepayments	3900	2776
	<u>38612</u>	<u>12304</u>
7 DEPOSIT ACCOUNT		
C of E Investment Board of Finance - Deposit Account	<u>0</u>	<u>130160</u>
8 BANK ACCOUNTS AND CASH		
Current Account (Natwest Main account)	114795	98868
Current Account (Lloyds bank account)	6303	5266
Current Account - (Natwest) Fellowship & Social & cash	0	1081
Current Account -(Lloyds 2020 Natwest 2019) Lunch club	86	86
Petty Cash & other cash	178	711
	<u>121362</u>	<u>106012</u>
9 CURRENT LIABILITIES		
Prepaid CGH flat rent	7638	1510
CGH and church Utilities	2372	738
Church website development	763	420
Due to Diocese funeral wedding fees	566	946
Administration parish charge card	521	320
Independent examiner fee accrual	588	588
Reimburse Staff Kids church expenses	152	584
CGH prepaid bookings	535	
Owed to Spiritual Cinema	603	603
Various church expenses	1408	
Agency account 2021 Bags of Hope balance	337	88
CGH expenses	918	
	<u>16401</u>	<u>5797</u>

10 MOVEMENT OF FUNDS

	1st Jan 2022	Income P/L sheet	Expenditure P/L sheet	Profit/loss on sale of investments compared to 31/12/21 values	Transfers Out	Transfers In	31st Dec 2022
Unrestricted Fund	699619	244026	225630		-889	205492	922618
Restricted Funds							
Diocesan power/Heat grant		1000	1000				0
Flag	384						384
Vicars fund		10000	5524				4476
Altar covering fund	107						107
Restricted Appeals	272						272
Youthcamp	115						115
Children's Missioners		2500	2500				0
Subtotal	878	13500	9024				5354
Designated Funds							
Belltower Saunders legacy	5000						5000
Now Fund	60022		-251		60273		0
Later Fund	145219				145219		0
Never Fund	10596						10596
M Gifford Fund	35453		675				34778
R Sherlock Fund	9149		7428				1721
Subtotal	265439	0	7852		205492		52095
Total	965936	257526	242506	0	-889	205492	980067

**Independent Examiner's Report
TO THE PAROCHIAL CHURCH COUNCIL(PCC) OF ST ANDREW'S COBHAM**

I report on the accounts for the year ended 31 December 2022 which are set out on pages 1 to 13.

Respective responsibilities of the Trustees and Independent Examiner

The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

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

Basis of Independent Examiner's Statement

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

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those accounts. 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 a full audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

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

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

Aidan Crilly BA FCA
Wyvern House
1 Church Road
Great Bookham
Surrey
KT23 3PD



26 APRIL 2023