

**Parochial Church Council of St Andrew Bishopstone**

**(Charity Registration No. 1196160)**

**Report and Accounts**

**For the year ended December 31, 2021**

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## **Parochial Church Council of St Andrew, Bishopstone**

### **Trustees' Annual Report for 2021**

#### **Introduction**

The Trustees (Members of the PCC) present their report and accounts for the year ended December 31<sup>st</sup> 2021.

#### **Aim and Purposes**

The primary objective of St. Andrew's 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 has the responsibility of co-operating with the Benefice Rector and the Priest at St Andrew's in promoting in the ecclesiastical parish the whole mission of the Church pastoral, evangelistic social and ecumenical.

#### **Objectives and Activities**

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St. Andrew's. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament. When planning our activities for the year, we have considered the Commission's guidance on public benefit and, in particular, the supplementary guidance on 'charities for the advancement of religion'. In particular we try to enable local people to live out their faith as part of our Parish community through:

Worship and prayer; learning about the gospel; and developing their knowledge and trust in Jesus.

Teaching, baptizing and nurturing new and existing believers

Provision of pastoral care for people living in the parish.

Supporting missionary and outreach work as part of our charitable giving.

To facilitate this work it is important that we maintain the fabric of the Church of St. Andrew's, and also maintain the "open" churchyard to enable relatives and visitors alike to experience peace in this sacred place. An annual open air service is held in memory of those at rest in the churchyard.

#### **Achievement and performance**

##### **Church attendance:**

The church family welcomes visitors from within as well as outside the parish boundary. It is our great pleasure to welcome anyone from all walks of life to take part in the life 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.

Our public worship and services have been less severely curtailed than in 2020 because of the lifting of Government restrictions imposed due to the Covid 19 pandemic.

In 2021 a Revised Electoral Roll was created. The total number on the Revised Roll was 90 a reduction of five from the previous year.

Our public worship was curtailed at the start of the year when no actual services took place, but the church did open for private prayer on Sunday mornings from 8am to 11am and on Wednesdays from 10am to 12noon. This remained in place until Palm Sunday 28<sup>th</sup> March when usual services were able to be held. Once again the comparing of attendance for services could not be reported in the usual way for 2021. There were three Baptisms during the year and weddings were able to take place again. Three couples who had postponed their wedding from 2020 went ahead in 2021. There were **seven** funerals in church.

The PCC were able to meet five times during the year.

## **Review of the Year:**

### **The Rector's Report**

In the year of 2021 the church of St Andrew's has continued to adjust and cope with the demands of the pandemic. In contrast to 2020, worship has been continually offered albeit in various forms to ensure the safety of our congregations and adherence to the guidelines. We have been pleased to see the gradual recovery of our fuller worship with the return of singing, the removal of social distancing, the return of weddings and our gratitude to be a church community once more. I thank the congregation for their patience and Michael Burton (organist) in particular for his patience and flexibility around the musical life of our worship.

The pandemic overall has been made much less challenging by the faithful diligence of Hilary Norsworthy, Churchwarden, assisted by a great number of wonderful parishioners. We hope that next year will bring forward new PCC Members and a second Churchwarden to share the considerable workload that life at St Andrew's creates but we give thanks for the arrival of our Assistant Curate Fr Joe Padfield in June 2021. The pastoral care undertaken by the Rector, Fr. Trevor all clergy and members of the congregation remained a great strength in the church and parish throughout year. We continue to steward church opening times on Wednesdays and Saturdays to welcome visitors which they value as can be seen by comments in our visitors book.

We have reeled from the loss of significant characters and people from within our congregation and with sadness continue to note their absence from our pews. Father Trevor returned, from his long sick leave, to active ministry in August 2021 and we were greatly blessed by his pastoral presence for three months until his retirement to Devon in November 2021 which was marked by a very well attended service and a wonderful leaving party. This meant that we ended our year in vacancy for the House for Duty post and our ministry covered by the Rector ably supported by The Assistant Curate, Benefice Reader, and retired clergy continue to cover the ministry at St Andrew's. Ministry at St Andrew's continues in full force and we look forward to welcoming a new House for Duty priest to the team in the future.

It was a great joy to hold our first post-pandemic social event with an open afternoon in August at which we welcomed many people from our local community, to whom we offered a free cream tea, art exhibition and stalls to help rebuild our community. In November we were delighted to welcome Bishop Michael Langrish to our Patronal Festival and held a parish lunch in the village hall afterwards. Similarly we rejoiced at being able to hold a winter concert, a Christingle and Outdoor Carols in December, all of which were well attended. My thanks goes to everyone involved with all of these events and I look forward to the development of further events next year given that we have seen such an encouraging response.

The year of 2021 has seen us draw together our consultation of 2020, with prayer and creativity, and produce our new Mission Action Plan which will guide us in revitalising and growing the parish. This has already been helped by the appointment of a new treasurer who has brought the much needed gifts and skill of financial knowledge and management to the PCC. Anne Clark (taking over from Hilary Norsworthy as the new Treasurer from September 8th 2021) manages the church finances and helps us to steward our resources with the best effect. With the receipt of an extremely generous legacy from the estate of Jean Mossop we end 2021 in a more secure financial position than ever previously known. Our building and churchyard continues to be excellently cared for and managed by Richard Martin who is ably supported by Philip Pople.

Within the Benefice we have been able to identify areas of shared ministry between us and St Peter's. This has led to the development of collaborative working on areas such as Children Young People, Pastoral Outreach, Admin functions and we are now studying together very regularly. We continue to discern and develop this shared approach to these aspects of ministry. Our Gift Day this year raised funds of £4,127 including Gift Aid towards Children and Young People project. As the year progressed our Rector found that more and more of her time was spent dealing with administration, and so it was proposed and agreed that a Part-time Parish Admin Assistant be employed. The successful candidate started in January working from the office in St. Peter's Chapel Rooms.

Considering the state of things at the end of 2020, it is remarkable how much of our common life we have been able to recover. We still yearn for people to come and help us to lead and minister, but we end the year of 2021 in good spirits, with hope and encouragement, and most importantly of all faith in the plans that God has for us in the parish of Bishopstone.

### **The Fabric Report compiled by The Fabric Officer on behalf of the Churchwarden**

We continue to look after and care for our 'open' churchyard. The grass cutting is carried out by contractors. The trees are also cared for and pruned when necessary.

It was reported at last years APCM that all the work in priority list A of the quinquennial survey had now been completed except for the securing of some wood blocks in the floor and the replacement of the external black sealant to one window. These items are still ongoing.

We instructed D F Tourle in 2020 to carry out the redecoration of the gutters and downpipes and carry out repairs to the lychgate. These two items were completed in 2021 at a total cost of £7194.00 as reported last year. At a meeting of the PCC on 25<sup>th</sup> April it was further agreed to replace the remaining panels and an overhead cover plate in the Lych gate at a cost of £3067.20 Inc. vat. This extra work was completed in the summer. No fees were payable in respect of any of these works.

It was discovered during the course of carrying out the repointing of the tower in 2020 that there was a large void in the middle of the wall which possibly originally contained a timber beam used in the construction of the tower centuries before. As a result of discussions with the archaeologist and the DAC the pointing was completed without any work to the voids except that a specification of work was prepared by the architect at a cost of £1397.65 Inc. vat and expenses which was authorised at the PCC meeting on 5<sup>th</sup> May.

At a meeting of the PCC on 2<sup>nd</sup> June it was agreed that we would instruct our Architect to prepare a feasibility study for the provision of toilet accommodation, a vestry and kitchen facilities at St Andrew at a cost of £1886.16 Inc. vat and expenses.

At a meeting of the PCC on 8<sup>th</sup> August it was agreed that following advice from the Architect, Archaeologist, DAC, Historic England and Society for the Protection of Ancient Buildings we should proceed with a borescope inspection and survey of the voids in the tower at a cost of £1560.00 plus vat and expenses and obtain an interim faculty from the Registrar.

In September The Rector with two members of the PCC met on site with some five or six members of the DAC including the Archdeacon and the DAC archaeologist to discuss the provision of toilets etc. The outcome was that they were on our side but that a lot more ground work had to be done before matters could be taken further. This would include a feasibility study of the whole site, not just the church itself and a very full and thorough statement of need. They pointed out that the process could take up to four years.

The Rector with two members of the PCC visited the churches at Firle, Fletching and Telscombe to look at recently provided toilet facilities. They were impressed by the installation at both Firle and Fletching and enquired which architect was employed. It was Richard Andrews of Carden and Godfrey, who incidentally were the inspecting architects some years ago.

At the PCC meeting on 10<sup>th</sup> November it was agreed that we should instruct Richard Andrews to prepare a much more detailed study than had previously been produced at a cost of £2000 plus vat. This study was received in January 2022.

In accordance with the latest regulations and the insurance company's recommendations a test of the lightning conductor was carried out in November at a cost of £150.00 Inc. vat

As a result of a fault with two of the lights in the nave of the church we instructed J K Pope and Son. The internal workings were found to be damaged and two new ones fitted at a cost of £978.58 Inc. vat.

Priority Fire Services made their annual maintenance inspection in September. As a result, one new extinguisher was purchased and the total cost was £244.82 including vat

In 2020 the PCC agreed that the grass in the church yard should be cut by contractors. This was continued this year at a cost of £740.00. In addition, they cut the perimeter hedge adjacent to the village green for £180.00

It was reported at the PCC meeting on 8<sup>th</sup> September that three further elm trees required to be felled due to Dutch Elm Disease and three further trees in the lower churchyard needed pruning. An estimate was received for £1280. Application was made to Lewes District Council for consent as the trees are within a conservation area. Consent was granted on 17<sup>th</sup> December and the work carried out in January 2022 at a cost of £680.00. (no vat)

### **Treasurer's Financial Review**

**Excess of Income over Expenditure:** - Unrestricted £510,386. Restricted funds reduced by £5,806 Total **£504,580** as in the Financial Statement.

Everyone is encouraged whenever possible to sign up to the Diocesan Parish Giving Scheme (PGS) which we have now run for the past four years. This scheme automatically calculates gift aid payable monthly and deposits it directly into St. Andrew's bank account along with the actual donation. A claim under the Gift Aid Small Donations Scheme is separately made including all other Gift Aided donations received.

We are grateful to Jean Mossop for a legacy to date (the administration of the estate remains ongoing) of £575,000, spread over 2020 and 2021. That led to the need for the church to formally register as a charity which was done during 2021. That brings with it several additional responsibilities regarding Charity Commission annual returns, but also the need to produce accounts on an accruals basis which has been done for 2021.

There was also a need to invest the money until such time as future projects can be carried out. The funds were split into investments and deposits. Investments of £200,000 were placed with St James's Place in December and we are grateful to Mark Holland for waiving his fee to handle the investments for us. The sum of £335,000 was placed on deposit with Flagstone – a deposit platform which enables us to split the total into FSA protected individual deposits for variable lengths of time to maximise interest rates. It was agreed by the PCC that the deposit with CCLA was not achieving a lot so would be transferred to Martin Hunter Financial management, as well as the sum of £40,000 from the legacy to add to the sums already held with Aegon (originally Co-Funds). That transfer is due to take place in March 2022.

The largest expenditure of the PCC was the Parish Share contribution paid to the Diocese to cover our ministry costs. Our pledge for 2021 was £36,216.

### **Reserves Policy**

The trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately six months of unrestricted charitable expenditure. The trustees consider that this level will provide sufficient funds to respond to church upkeep and ensure that support and governance costs are covered.

The balance held as unrestricted is higher than is needed at present due to the significant legacy and the need to expend this on special projects which will take several years to plan and complete.

The trustees consider the reserve requirements of restricted funds separately. There is one endowment fund (Stella Fund) the balance of which was £6,276 at 31<sup>st</sup> December 2021, only the income from which can be used for churchyard maintenance, which is invested with the CBF Church of England Funds through CCLA. For the remaining restricted funds both capital and interest can be spent provided it is for the designated purpose. At 31<sup>st</sup> December 2021 this was:

Fabric Fund	£30,761
Flower fund	£133
Youth Worker Fund	£4,127

### **Structure, governance and management**

The Parochial Church Council (PCC) is a registered charity, number 1196160. It was registered with the Charity Commission on October 15th 2021. Its governing document is the Parochial Church Council (Powers Measure 1956).

Our Safeguarding and Health & Safety Officer ensures that we are compliant with the current regulations, and we have been issued with a certificate for SQP (Simple Quality Protects).

**Website:** <http://ebbchurches.org.uk>

### **Rector:**

The Revd. Arwen Folkes, The Rectory, 86 Belgrave Road, Seaford BN25 2HE

### **Priest:**

The Revd. Trevor Smyth, St. Andrew's House, 14 Marine Drive, Bishopstone, Seaford, BN25 2RS  
(Retired 17 November 2021)

### **Membership**

The Trustees are elected at the Annual Parochial Church Meeting, and membership of the PCC is determined, in accordance with the Church Representation Rules.

The PCC 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 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.

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

Rector	The Revd. Arwen Folkes
Priest	The Revd. Trevor Smyth (Retired November 3rd 2021)
Deacon	The Revd. Joe Padfield (from July 4th 2021)
Reader	United Benefice Mrs Kay Blackburn
Wardens	Mrs Hilary Norsworthy - (also Treasurer until September 8th 2021) Mrs Eva Tayler (Resigned September 8th 2021 due to ill-health)

### **Representatives**

On Deanery Synod : Mrs Liz Riley  
Mrs Eva Tayler (Resigned September 8th 2021 due to ill-health)

Elected Members:

Mrs Ann Abbott	from APCM 2019
Mrs Jane Lucy	“
Mrs Vi Roberts	from APCM 2020
Mrs Sara Hobro	“
Mrs Gladys Pople	“
Mr. Jim Taylor	“
Mrs Chris Jennings	from APCM 2021
Mr Richard Martin	Fabric Officer (Co-opted)
Mrs Pauline Martin	Secretary (Co-opted)
Mrs Anne Clark	Treasurer (Co-opted)

**Independent Examiner:**

Mr. David Rooke FCA MBA, 27 Deneside, East Dean, Eastbourne, BN20 0HY

**Bankers:**

Lloyds Bank, 17 Pelham Place, Seaford BN25 1LH

CBF Church of England Funds, Senator House, 85 Queen Victoria St, London EC4V 4ET

**Investment Advisers**

Hunter Financial Management, 9 Sutton Road, Seaford, East Sussex, BN25 1RU

Flagstone Investment Management Ltd, 1st Floor, Clareville House  
26-27 Oxendon Street, London SW1Y 4EL

Mark Holland Wealth Management Ltd, 30-34, North Street, Hailsham, East Sussex, BN27 1DW

This Trustees' Annual Report was approved by the PCC on 3rd April 2022 and signed on its behalf by Revd Arwen Folkes, Benefice Rector and the Incumbent PCC chair.

Signed \_\_\_ The Revd. Arwen Folkes \_\_\_\_\_ Date 6th April 2022 \_\_\_\_\_

**Independent Examiner's Report to the PCC of St Andrew, Bishopstone on the accounts for the year ended December 31, 2021. (Charity No. 1196160)**

I report to the Parochial Church Council of St Andrew, Bishopstone (PCC) , on the financial statements for the year ended 31<sup>st</sup> December 2021 set out on pages 10 to 20.

**Respective responsibilities of the Trustees (members of the PCC) and the Examiner**

As PCC members you are responsible for the preparation of the accounts. You consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- 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 you as 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**

The Charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales

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:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

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.

Signed: D P Rooke

Date: April 7th 2022

**Name: D P Rooke FCA MBA, Independent Examiner**

**Address: 27 Deneside, East Dean, Eastbourne, BN20 0HY**

## Parochial Church Council of St Andrew, Bishopstone

### Statement of Financial Activities year ended December 31, 2021

	Unrestricted Fund	Restricted Fund/s	Endowed Fund/s	Total Funds 2021	Total Funds 2020	Notes
	£	£	£	£	£	
<b>Income and endowments from:</b>						
Donations and legacies	560,198	7,940	-	568,138	117,172	
Charitable activities	7,752	-	-	7,752	4,095	
Other trading activities	1,841	-	-	1,841	1,221	
Investments	362	-	-	362	502	
Other receipts	-	-	-	-	-	
<b>Total income</b>	<b>570,153</b>	<b>7,940</b>	<b>-</b>	<b>578,093</b>	<b>122,990</b>	<b>2</b>
<b>Expenditure on:</b>						
Raising funds	520	-	-	520	470	
Charitable activities	58,747	13,746	-	72,493	65,204	
Other trading activities	500	-	-	500	-	
Other expenditure	-	-	-	-	-	
<b>Total expenditure</b>	<b>59,767</b>	<b>13,746</b>	<b>-</b>	<b>73,513</b>	<b>65,674</b>	<b>3</b>
Net gains (or losses) on investments	-	-	-	-	-	
<b>Net income or (net expenditure)</b>	<b>510,386</b>	<b>(5,806)</b>	<b>-</b>	<b>504,580</b>	<b>57,316</b>	
<b>Transfers between funds</b>	-	-		-		
	510,386	(5,806)	-	504,580	57,316	
<b>Other recognised gains/(losses):</b>						
Gains/(losses) on revaluation of fixed assets	4,659	-	785	5,444	(1,204)	8
Other gains/(losses)	-	-	-	-	-	
<i>Reconciliation of funds:</i>						
<b>Net movement in funds</b>	<b>515,045</b>	<b>(5,806)</b>	<b>785</b>	<b>510,024</b>	<b>56,112</b>	
Total funds brought forward	135,053	40,827	5,491	181,371	125,259	
<b>Total funds carried forward</b>	<b>650,098</b>	<b>35,021</b>	<b>6,276</b>	<b>691,395</b>	<b>181,371</b>	

## Parochial Church Council of St Andrew, Bishopstone

### Balance Sheet as at December 31, 2021

	Total Funds 2021	Total Funds 2020	Notes
	£	£	
Intangible assets	-	-	
Tangible assets	-	-	
Heritage assets	-	-	
Investments	240,556	35,112	
<b>Total fixed assets</b>	<b>240,556</b>	<b>35,112</b>	<b>8</b>
Stocks	-	-	
Debtors	7,496	3,353	10
Investments	-	-	
Cash at bank and in hand	444,111	143,316	
<b>Total current assets</b>	<b>451,607</b>	<b>146,669</b>	
Creditors: Amounts falling due within one year	(768)	(410)	11
<b>Net current assets or (liabilities)</b>	<b>450,839</b>	<b>146,259</b>	
<b>Total assets less current liabilities</b>	<b>691,395</b>	<b>181,371</b>	
Creditors: Amounts falling due after more than one year	-	-	
Provisions for liabilities	-	-	
<b>Total net assets or (liabilities)</b>	<b>691,395</b>	<b>181,371</b>	
<b>The funds of the charity:</b>			
Endowment funds	6,276	5,491	
Restricted income funds	35,021	40,827	
Unrestricted funds	650,098	135,053	
Revaluation reserve			
<b>Total unrestricted funds</b>	<b>650,098</b>	<b>135,053</b>	
<b>Total charity funds</b>	<b>691,395</b>	<b>181,371</b>	<b>12</b>

This Annual Financial Report, for the year ended 31st December 2021, including the notes following, was approved by the members of the PCC of St Andrew, Bishopstone on 3rd April 2022 and signed on its behalf by

The Revd. Arwen Folkes, Benefice Rector:

Mrs Anne Clark, Treasurer:

Date 6th April 2022

Date 6th April 2022

## Parochial Church Council of St Andrew, Bishopstone

### Statement of Cash Flows

	Total Funds <u>2021</u>	Total Funds <u>2020</u>	Notes
	£	£	
<b>Cash flows from operating activities:</b>			
Net cash provided by (used in) operating activities	500,433	57,669	
<b>Cash flows from investing activities:</b>			
Dividends, interest and rents from investments	362	502	
Proceeds from the sale of property, plant and equipment		-	
Purchase of property, plant and equipment		-	
Proceeds from sale of investments		-	
Purchase of investments	- 200,000	-	
Net cash provided by (used in) investing activities	- 199,638	502	
<b>Cash flows from financing activities:</b>			
Repayments of borrowing		-	
Cash inflows from new borrowing		-	
Receipt of endowment		-	
Net cash provided by (used in) financing activities	-	-	
<b>Change in cash and cash equivalents in the reporting period</b>	<b>300,795</b>	<b>58,171</b>	
Cash and cash equivalents at the beginning of the reporting period	143,316	85,145	
<b>Cash and cash equivalents at the end of the reporting period</b>	<b>444,111</b>	<b>143,316</b>	

#### Reconciliation of net income/(expenditure) to net cash flow from operating activities

	Total Funds <u>2021</u>	Total Funds <u>2020</u>	Notes
	£	£	
<b>Net income for the reporting period from the statement of financial activities</b>	<b>510,024</b>	<b>56,112</b>	
<b>Adjustments for:</b>			
Depreciation charges	-	-	
(Gains)/losses on investments	- 5,444	1,204	
Dividends, interest and rents from investments	- 362	502	
Loss/(profit) on the sale of fixed assets	-		
(Increase)/decrease in stocks	-		
(Increase)/decrease in debtors	- 4,143	849	
Increase/(decrease) in creditors	358	6	
<b>Net cash provided by (used in) operating activities</b>	<b>500,433</b>	<b>57,669</b>	

# Parochial Church Council of St Andrew, Bishopstone

## Notes to the financial report

### For the year ended December 31, 2021

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#### **1 Accounting policies**

##### **a Basis of preparation**

The financial statements have been prepared in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) second edition 2019, and the Charities Act 2011.

The charity is a public benefit entity as defined by FRS102 and is unincorporated.

The PCC considers the use of the going concern basis to be appropriate.

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##### **b Funds accounting**

Funds held by the PCC are:

Unrestricted funds - general funds which can be used for PCC ordinary purposes

Designated funds - monies set aside by the PCC out of unrestricted funds for specific future projects.

Restricted funds - a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest; b) 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 the year is carried forward as a balance on that fund.

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##### **c Income and endowments**

All income and endowments are accounted for without deduction for any costs of receivability, are recognised when there is evidence of entitlement, receipt is probable, and the amount can be measured reliably.

###### **Donations and legacies**

Collections are recognised when received.

Planned giving receivable is recognised when there is evidence of entitlement, receipt is probable, and the amount accords with the Gift Aid declaration or other record of intention to Gift aid recovered is recognised when the income to which it is attached is recognised.

Grants and legacies are recognised when the formal offer in writing of the funding, is received by the PCC.

###### **Other trading activities**

Trading activities are where income is receivable in return for selling goods or providing services. Income from trading is recognised when received,

Investment income

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue.

# Parochial Church Council of St Andrew, Bishopstone

## Notes to the Financial Report

### For the year ended December 31, 2021

#### **All other income**

All other income is recognised in accordance with the above overall policy.

#### **Gains and losses on investments**

Realised gains are recognised when the investments are sold

Unrealised gains and losses are accounted for on revaluation at 31 December.

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#### **d Expenditure**

Expenditure is accounted for on an accruals basis and accounted for gross.

##### **Grants**

Grants and donations are accounted for when paid over, or when awarded where the award creates a binding obligation on the PCC.

##### **Church Activities**

The diocesan parish contribution is accounted for on an annual basis, reflecting the allocation set by our Deanery. Any parish contribution unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the balance sheet.

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#### **e Corporation Tax**

The charity is exempt from corporation tax according to schedule 3 of the Charities Act 2011.

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#### **f Fixed Assets**

##### **Tangible fixed assets**

Consecrated and beneficed property of any kind is excluded from the accounts by s.10(2) of the Charities Act 2011.

No cost or value is placed on movable church furnishings held by the Stewards in trust for the PCC and which require a faculty for disposal, since the PCC considers them to be inalienable property. All expenditure on consecrated buildings and movable church furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities.

##### **Depreciation**

No depreciation is provided on freehold property as it is the PCC's policy to maintain these assets in a continual state of sound repair. The useful economic life of these assets is so long and residual values so high that any depreciation would not be material. These assets will be subject to annual impairment reviews. Provision will be made if there has been any permanent diminution in value.

##### **Investments**

The PCC uses the services of two professional investor advisory service companies to manage their Investments, which are stated at mid market value at the balance sheet date.

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#### **g Current Assets**

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors. Cash at bank comprises deposits either with the CBF Church of England Funds or with a bank, either directly or via Flagstone investment Management Ltd.

## Parochial Church Council of St Andrew, Bishopstone

### Notes to the financial report year ended December 31, 2021

#### 2 Analysis of income and endowments

	Unrestricted Fund	Restricted Fund/s	Endowed Fund/s	Total Funds 2021	Total Funds 2020	Notes
	£	£	£	£	£	
Planned giving (excl. tax refunds)	21,046		-	21,046	21,678	
Loose cash collections	1,821		-	1,821	1,656	
Special Appeals Gift Day		3,398		3,398	3,973	
Other donations	2,045	1,560		3,605	7,785	
Diocesan grant re sale of vicarage			-	-	22,030	
Donations Fabric & Churchyard			-	-	100	
Other Donations for Charities		453	-	453	495	
Gift Aid tax recoverable	5,285	729	-	6,014	6,769	
VAT recovered					2,678	
Legacies	530,000	1,800	-	531,800	50,000	
Miscellaneous	1		-	1	8	
<b>Donations and legacies</b>	<b>£560,198</b>	<b>£7,940</b>	<b>-</b>	<b>£568,138</b>	<b>£117,172</b>	
Council tax recovered	177			177	-	
Grave plot reservation fees	-	-	-	-	675	
Weddings, funerals, stone fees	7,575	-	-	7,575	3,420	
<b>Charitable activities</b>	<b>£7,752</b>	<b>-</b>	<b>-</b>	<b>£7,752</b>	<b>£4,095</b>	
Summer fete		-	-	-	60	
100 Club	1,020	-	-	1,020	1,140	
Plants/ books/ cards	10	-	-	10	21	
Open Church	811	-	-	811	-	
<b>Other trading activities</b>	<b>£1,841</b>	<b>-</b>	<b>-</b>	<b>£1,841</b>	<b>£1,221</b>	
Bank & CBF deposit interest	203		-	203	348	
Stella Fund Dividend (Churchyard)	159	-		159	154	
<b>Investments</b>	<b>£362</b>	<b>-</b>	<b>-</b>	<b>£362</b>	<b>£502</b>	
Other receipts	-	-	-	-	-	
<b>Total received on all funds</b>	<b>£570,153</b>	<b>£7,940</b>	<b>-</b>	<b>£578,093</b>	<b>£122,990</b>	

In her will, dated December 13, 2017 the late Jean Mossop left a pecuniary legacy of £50,000 to the PCC "for the general purposes of St Andrew's Church". This was received and accounted for in 2020.

She also left to the PCC a share in the residue of her estate, three instalments of which (£525,000) were received in 2021.

These amounts are all accounted for as unrestricted funds. The administration of the estate by the Executors remains ongoing.

## Parochial Church Council of St Andrew, Bishopstone

### Notes to the financial report year ended December 31, 2021

#### 3 Analysis of payments

	Unrestricted Fund	Restricted Fund/s	Endowed Fund/s	Total Funds 2021	Total Funds 2020	Notes
	£	£	£	£	£	
Open Church	50	-	-	50	-	
100 Club Expenses/prizes	470	-	-	470	470	
<b>Cost of raising funds</b>	<b>£520</b>	<b>-</b>	<b>-</b>	<b>£520</b>	<b>£470</b>	
Charitable grants and donations	3,000	454	-	3,454	645	4
Parish share to Chichester Diocese	36,216	-	-	36,216	29,213	
Organist/other Clergy/Altar supplies	6,602	-	-	6,602	4,946	
Church Insurance	1,656	-	-	1,656	1,652	
Flowers	-	284	-	284	97	
Clergy mileage/tel/broadband	1,242	-	-	1,242	1,109	
Architects' Professional fees	1,886	1,398	-	3,284	1,628	
Subscriptions	439	-	-	439	473	
Elec/oil/heating/organ maint	2,425	-	-	2,425	1,711	
Printing and photocopying	196	-	-	196	280	
Upkeep of churchyard	920	-	-	920	1,496	
Anniversary gift Father Trevor	-	-	-	-	1,095	
Leaving gift Father Trevor	-	1,350	-	1,350	-	
Pew cushions	-	-	-	-	3,330	
Verger fees/hall hire/miscellaneous	617	-	-	617	528	
Tower repairs	-	-	-	-	13,512	
Church maintenance	1,399	10,260	-	11,659	1,713	
Clergy council tax/water	2,149	-	-	2,149	1,776	
Governance	-	-	-	-	-	
<b>Cost of charitable activities</b>	<b>£58,747</b>	<b>£13,746</b>	<b>-</b>	<b>£72,493</b>	<b>£65,204</b>	
Investment Management fees	500	-	-	500	-	
Other trading costs	-	-	-	-	-	
<b>Cost of other trading activities</b>	<b>£500</b>	<b>-</b>	<b>-</b>	<b>£500</b>	<b>-</b>	
<b>Total expended on all funds</b>	<b>£59,767</b>	<b>£13,746</b>	<b>-</b>	<b>£73,513</b>	<b>£65,674</b>	

## Parochial Church Council of St Andrew, Bishopstone

### Notes to the financial report year ended December 31, 2021

#### 4 Missionary and charitable giving:

	Unrestricted Fund	Restricted Fund/s	Endowed Fund/s	Total Funds 2021	Total Funds 2020	Notes
	£	£	£	£	£	
<b>Overseas:</b>						
<i>George Muller Charity Trust</i>	200	-	-	200	150	
<i>Mission to Seafarers</i>	300	-	-	300		
<i>Mission Aviation Fellowship</i>	300	-	-	300		
	-			-		
<b>Home:</b>						
<i>The Childrens Society</i>		124	-	124	52	
<i>Assistant Curate Society</i>		112		112	79	
<i>Family Support Work</i>	300	30		330	82	
<i>Sussex Historic Churches Trust</i>		188		188		
<i>Livability</i>	300			300		
<i>Beachy Head Chaplaincy</i>	300			300		
<i>First Responders</i>	300			300		
<i>St Wilfrids Hospice</i>	300			300		
<i>Computers for Charities</i>	100			100		
<i>Homelink</i>	300			300		
<i>Waves</i>	300			300		
<i>St James</i>				-	141	
<i>St Annes</i>				-	141	
<b>Total Charitable giving</b>	<b>3,000</b>	<b>454</b>	<b>-</b>	<b>3,454</b>	<b>645</b>	

#### 5 Staff costs

	Unrestricted Fund	Restricted Fund/s	Endowed Fund/s	Total Funds 2021	Total Funds 2020	Notes
	£	£	£	£	£	
<b>Remuneration</b>						
<i>Wages and salaries</i>				-	-	
<i>Employer social security costs</i>				-	-	
<i>Employer pension costs</i>		-		-	-	
	-	-		-	-	

The PCC had no employees and no PCC members received any payments other than for reimbursed expenses and occasionally for acting as duty wardens at weddings and funerals.

#### 6 Governance

	Unrestricted Funds	Restricted Fund/s	Endowed Fund/s	Total Funds 2021	Total Funds 2020	Notes
	£	£	£	£	£	
<i>Independent examination</i>				-	-	
<i>Accounts production</i>		-		-	-	
<i>Bookkeeping</i>	-	-		-	-	
	-	-		-	-	

## Parochial Church Council of St Andrew, Bishopstone

### Notes to the financial report year ended December 31, 2021

#### 8 Fixed Assets

##### a Investments

	Unrestricted Fund	Restricted Fund/s	Endowed Fund/s	Total Funds 2021
	£	£	£	£
Market value 1 January 2021	29,621	-	5,491	35,112
Disposals at carrying value	-	-	-	-
Purchases at cost	200,000	-	-	200,000
Net gains and revaluation	4,659	-	785	5,444
<b>Market value 31 December 2021</b>	<b>£234,280</b>	<b>-</b>	<b>£6,276</b>	<b>£240,556</b>

##### b Tangible fixed assets

	Freehold land and buildings	Audio visual equipment	Office equipment	Total fixed assets
	£	£	£	£
<b>Cost or valuation</b>				
At 1 January 2021	-	-	-	-
Additions	-	-	-	-
Disposals	-	-	-	-
Revaluation	-	-	-	-
At 31 December 2021	-	-	-	-
<b>Charge for impairment</b>				
At 1 January 2021	-	-	-	-
Additions	-	-	-	-
Disposals	-	-	-	-
Revaluation	-	-	-	-
At 31 December 2021	-	-	-	-
<b>Net book amounts</b>				
At 31 December 2020	-	-	-	-
At 31 December 2021	-	-	-	-

## Parochial Church Council of St Andrew, Bishopstone

### Notes to the financial report year ended December 31, 2021

#### 9 Analysis of net assets by fund

	Unrestricted Funds	Restricted Fund/s	Endowed Fund/s	Total Funds 2021	Total Funds 2020	Notes
	£	£	£	£	£	
Fixed assets for church use	-	-	-	-	-	
Investment fixed assets	234,280	-	6,276	240,556	35,112	
Current assets (except cash)	6,767	729	-	7,496	3,353	
Cash at bank and on deposit	409,819	34,292	-	444,111	143,316	
Current liabilities	(768)	-	-	(768)	(410)	
Long term liabilities	-	-	-	-	-	
	<b>£650,098</b>	<b>£35,021</b>	<b>£6,276</b>	<b>£691,395</b>	<b>£181,371</b>	

#### 10 Debtors

	Unrestricted Funds	Restricted Fund/s	Endowed Fund/s	Total Funds 2021	Total Funds 2020	Notes
	£	£	£	£	£	
Gift Aid tax recoverable	1,652	729	-	2,381	3,353	
Prepayments and accrued income	115	-	-	115	-	
Other debtors	5,000	-	-	5,000	-	
	<b>£6,767</b>	<b>£729</b>	<b>-</b>	<b>£7,496</b>	<b>£3,353</b>	

#### 11 Creditors: amounts falling due within one year

	Unrestricted Funds	Restricted Fund/s	Endowed Fund/s	Total Funds 2021	Total Funds 2020	Notes
	£	£	£	£	£	
Deferred income	180	-	-	180	276	
Accruals for utilities and other costs	88	-	-	88	-	
Other creditors	500	-	-	500	134	
	<b>£768</b>	<b>-</b>	<b>-</b>	<b>£768</b>	<b>£410</b>	

#### Creditors: amounts falling due after more than one year

	Unrestricted Funds	Restricted Fund/s	Endowed Fund/s	Total Funds 2021	Total Funds 2020	Notes
	£	£	£	£	£	
Deferred income	-	-	-	-	-	
Accruals for utilities and other costs	-	-	-	-	-	
Archdeacon's loan	-	-	-	-	-	
Other creditors	-	-	-	-	-	
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## Parochial Church Council of St Andrew, Bishopstone

### Notes to the financial report year ended December 31, 2021

#### 12 Statement of funds

	Balances b/fwd 1 Jan 2021	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31 Dec 2021
	£	£	£	£	£
Stella Fund	5,491	-	-	785	6,276
				-	-
<b>Total of all endowed funds</b>	<b>5,491</b>	<b>-</b>	<b>-</b>	<b>785</b>	<b>6,276</b>
Fabric fund	40,620	1,800	(11,659)	-	30,761
General fund	-	1,803	(1,803)	-	-
Flower fund	207	210	(284)	-	133
Youth Worker fund	-	4,127	-	-	4,127
<b>Total of all restricted funds</b>	<b>40,827</b>	<b>7,940</b>	<b>(13,746)</b>	<b>-</b>	<b>35,021</b>
General fund	135,053	570,153	(59,767)	4,659	650,098
	-	-	-	-	-
<b>Total of all unrestricted funds</b>	<b>135,053</b>	<b>570,153</b>	<b>(59,767)</b>	<b>4,659</b>	<b>650,098</b>
<b>Total funds</b>	<b>£181,371</b>	<b>£578,093</b>	<b>£(73,513)</b>	<b>£5,444</b>	<b>£691,395</b>

#### 13 Related party transactions

There were no related party transactions during the year.