

# **Trustees Annual Report and Financial Report**

of

**The Parochial Church Council of the Ecclesiastical Parish of**

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## ***St Mary's Church, Balcombe***

**St Mary's Church, London Road, Balcombe RH17 6PX**

Registered Charity no. 1175472

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**For the year ended 31<sup>st</sup> December 2019**

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Website: [stmarys-balcombe.org](http://stmarys-balcombe.org)

Incumbent: The Revd Canon Keith Richards, The Rectory, Haywards Heath Road, Balcombe RH17 6PA

Independent  
examiner: Mr R Land-Smith, Deanlands, Stockcroft Road, Balcombe RH17 6LN

Bankers: Barclays PLC

## **Trustees Annual Report for 2019**

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### **Our aims and purposes as a charity**

The PCC has the responsibility of co-operating with the incumbent, the Revd Canon Keith Richards who was appointed in February 2019, in:

- The promotion of the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England;
- Promoting in the parish the whole mission of the church, pastoral, social, evangelistic and ecumenical;
- Getting to know Jesus better and making Him better known;
- Providing practical support and care for people in the parish, from the youngest to the eldest, irrespective of level of need or ability to pay; and
- Providing financial support to those in need and to other organisations with similar objectives.

### **What we planned to do to achieve our charitable objectives**

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

For 2019 we discussed and planned the following objectives and activities to fulfil our aims:

- Enabling as many people as possible to worship at our church;
- Enabling as many people as possible to become part of our parish community;
- Teaching, baptising and nurturing new and existing believers;
- Maintaining an overview of worship throughout the parish;
- Considering how services can involve the many groups that live within the parish;
- Putting faith into practice, through prayer and scripture, music and sacrament;
- Offering worship and prayer, and learning about the Gospel, in small group situations;
- Assisting people from all walks of life to develop their knowledge of, and trust in, Jesus;
- Providing pastoral care for people living in the parish, including visiting the sick and the bereaved and holding monthly communion services and carol services in the two local care homes;
- Providing, with the support of the Parish Council, a youth group with a Christian ethos;
- Supporting, and becoming involved in, the activities of Balcombe Church of England Primary School, including the 'Open the Book' initiative;
- Supporting other charities and missionary organisations, locally and nationally;
- Reaching out to the whole community, including by having a stall at the village fete, holding a parish barbecue and extending our harvest celebrations to holding an auction of donated goods for charity in the village pub; and
- Maintaining the fabric of the church building, both as a historic building and as a focus of life in the village.

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

## Trustees Annual Report for 2019

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### What we achieved and how we affected beneficiaries' lives

#### **Attendance at worship**

The church family welcomes visitors from within as well as outside the parish boundary. Visitors attend by personal choice and 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.

As at 31 December 2019, there were 129 parishioners on the Church Electoral Roll, 24 of whom were not resident in the parish. The electoral roll was renewed during the year.

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*"[The crib service] is the highlight of our Christmas Eve and is now a family tradition."*

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The average regular weekly attendance counted during October was 56 (including children). The school harvest festival service, which was attended by a total of 150 children and adults, also took place in October as did the Play and Praise Teddy Bear party, which was attended by 7 children and 10 adults. The number attending worship on Easter Day was 164 and

the number attending worship on Christmas Eve and Christmas Day was 390.

During the year, there were six baptisms, one wedding and two wedding blessings. Sadly, a total of 16 funerals and memorial services were held in the church and a further six services were taken at local crematoria. Our church continues to be appreciated by our parishioners, and many others, as a space where life events are celebrated with joy and thanksgiving.

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*"Our silver wedding anniversary [was] made extra special by renewing our vows .. in church with family and friends."*

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#### **Review of the year**

After nearly 18 months of interregnum, we were delighted to welcome our new rector, the Revd Canon Keith Richards, with his institution service taking place on 26 February 2019.

During 2019, the PCC met six times with an average level of attendance of around 70%. Committees met and communicated between meetings and details of their deliberations were received by the full PCC and discussed as necessary. In order to facilitate greater involvement from the congregation and wider community, and to benefit from their skills, a new structure is in the process of being established whereby three groups are being set up, being Mission and Renewal, Social and Fundraising, and Buildings, Maintenance and Finance. These groups will include both PCC members and additional members from the congregation and community and will report to the PCC.

The Church services and worship opportunities at St Mary's continue to include two services each Sunday (including a family service on the first Sunday of the month), an Evensong once a month, the Sunday School (which runs twice a month) and Play and Praise which is held four times a year, including the annual October Teddy Bears' Tea Party. There are several small Christian faith and Bible study groups held throughout the year; at present three weekly house groups (all of which are ecumenical) meet on Monday mornings and evenings during term time and a Wednesday morning group meets monthly.

An annual World Day of Prayer meeting is organised by church members and is open to all.

During Lent, we meet together one evening a week with members of other churches to follow a course on a specific theme. In 2019, we also held a series of Lenten lunches, the proceeds from which were donated to the Chestnut Tree House children's hospice.

The Pastoral Care Team is responsible for hospital and home visits and home communions. This team also visits the two care homes in the village where monthly communion services are held. Carol services are also held in the two local care homes and were attended by a total of some 70 residents, relatives and staff.

## Trustees Annual Report for 2019

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Our church choir continues to thrive. It provides all who wish to attend with a regular singing opportunity and an increasing number, including children, are joining to help provide music for weddings, funerals and special events, including All Souls, the Advent carol service, the Nine lessons and Carols service and the leading of the singing at the popular village carols around the Christmas tree. We continue to be extremely grateful to Max Preston Bell for acting as our music director.

We also ran and were involved in a number of community events, during some of which funds were raised for St Mary's. We had our annual open garden afternoon at Birchanger in May, a stall and prayer box at the village fete in July, our annual parish barbecue in August and a concert by Ardingly College Senior School, which was free and open to all, was held in the church in October. The EAC returned in December for a very well attended and much enjoyed Christmas concert. We also provided tea and refreshments for a parish walk with Bishop Richard.

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*"What a wonderful evening of music! How extremely talented the students were."*

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Our refurbished bells are continuing to be very popular with local bell ringing groups and a number of bell ringing events have been held at St Mary's. We are grateful to the volunteers from other churches who come to join our bell ringing at Sunday services.

Ongoing general fund raising activities during the year included the '100' Club, which continues to make an important contribution to Church funds. The monthly parish magazine, as well as containing information about our church services and all of our activities, has information from the local Catholic church at Worth and also provides an essential village service, being the only printed source of information and publicity for village societies and events.

Our emphasis upon the family and the children's ministry in Balcombe continues. Sunday School and Play and Praise take place in the church. The youth group, Locus, continues to have a thriving group of young people (aged between 11 and 15) who attend regularly and take part in a variety of activities twice a month. We are very thankful to the Parish Council for their continued support of this group, both in providing volunteers to help run the sessions and funding for a youth worker. We were sorry to say goodbye to our youth worker, Dee Sharpe, during the year and are in the process of trying to recruit a replacement.

We have maintained our strong links with Balcombe Primary School. Up to three members of the PCC are foundation governors of the school, working with others on the governing board to ensure the effectiveness of the school as a place of learning where Christian values flourish. Our rector is an ex-officio governor and the PCC holds two other foundation governor positions, one of which is currently vacant. Representatives of the church also take a school assembly every week during term time. One week,

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*"It is so good to see the bible come alive for these young people."*

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*"Thank you so much for providing prayer spaces to our children ... they are so worthwhile."*

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the incumbent or church warden leads a traditional assembly. The alternate week, a group from the church presents a dramatized Bible story, using the 'Open the Book' scheme run by the Bible Society. All members of the school, together with staff and parents, attend a service in the church at harvest, Christmas and Easter and have a leaving service at the end of the school year. Some members of St Mary's also run a well-attended after-school club, Pathfinders, at which activities are based on a different Bible story or faith

theme each week. We have made a donation towards the school's annual Bowles trip and our School Fund has funded the provision of bibles for all school leavers. Another Prayer Spaces day was also held at the school and proved to be very popular with children and teachers alike.

Grants were also made from the Mrs Robinson Fund for clothing for school children.

## Trustees Annual Report for 2019

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Two harvest services were held in the church, one for the school and one for the wider community. Some of the donated goods were passed on to Family Support Work, and the remainder were auctioned at an extremely well attended, open to all evening at the village pub, the proceeds from which were donated to the Easter Team and Family Support Work.

We continue to receive family history enquiries from within and without the parish, and the burials and monumental inscriptions database created for us by a member of the Balcombe History Society is invaluable in enabling us to provide detailed information when serving these enquiries.

The work being undertaken to renovate the churchyard has continued during the year, the results of which have been much appreciated by all who visit it. We are very grateful to all the volunteers who help in the graveyard, particularly at our spring and autumn tidy-ups, and to John Pierpoint who for many years has maintained the bank by the churchyard.

As well as the support to the school referred to above, further donations totalling £2,930 were made to a number of mission and charitable societies, including the Bible Society, Chichester Diocesan Family Support Work, the Church Army, the Church Mission Society, USPG, the Clergy Support Trust, the Leprosy Society and the Samaritans, as well as to some local charities including the Easter Team, Off The Fence Trust and Sussex Historic Churches. In addition to this, collections and other funds were raised for the following charities:

• The Royal British Legion	£601
• The Children's Society	£267
• Crawley Open House	£181
• Chestnut tree House	£278
• Family Support Work	£460
• The Easter team	£460
• The Diocesan Bishop's Discretionary Fund	£460

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*"Donations such as yours truly  
make a difference, and we are  
extremely grateful!"*

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Other monies, collected as agent, were passed on to Chichester Diocese (in respect of their share of fees for wedding and funerals) and the relevant funeral directors or charities in relation to collections at funerals. There were no balances held at the year end.

### Financial Review

The total income on general unrestricted funds was £70,500 (2018 - £67,710) and is detailed in the Financial Report.

General donations and legacy income was £2,000 lower than in 2018, due to a fall in giving and donations and the fact that no legacies were received during the year (2018 - £1,000). Fee income rose substantially due to the large number of funerals held during the year. Other differences include an increase in magazine advertising fees (largely due to timing differences in 2018) and an increase in fundraising receipts, although fund raising income net of costs fell due to a reduction in the take up of the '100' Club.

Income on our restricted funds included a donation of £1,500 towards our children's activities and a donation of £2,000 (2018 - £8,000) to continue funding our parish administrator through to the autumn. Since then, these costs have been borne by the general funds. Further grants were also received from Balcombe Parish Council to fund the employment of a youth worker, and a grant towards the VAT costs on some fabric repairs incurred in 2018 was also received during the year.



## **Trustees Annual Report for 2019**

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### ***Sharing the ministry costs of the Diocese of Chichester***

The largest expenditure of the PCC was the sum of £45,016 paid to the diocese for our share of the Diocese Parish Ministry Costs. This amount covers the housing, stipend and pension costs of the clergy and, also, a standard sum for diocesan central costs, clergy training and a contribution to national church funds.

As in previous years, we met our parish share in full. It is also important to note that approximately 52% of the total paid relates directly to the clergy costs of this parish, the remainder being the shared costs of the Christian family throughout the whole Church of England, including assistance towards the upkeep of churches less able to manage than ourselves.

### ***Staff and contract costs***

The PCC employed a youth worker for part of the year to help run the youth group and an administrator for the whole year. Further details of these payments are provided in note 9 to the accounts.

The services of a gardener, to maintain the churchyard, and some organists are also paid for although we benefitted from our volunteer music director donating his services for free during the year.

### ***Other costs***

We are generally managing to keep our basic general costs (including church and churchyard running costs and administration costs) at a steady level. We are in the fortunate position of having our fabric fund to cover necessary expenditure on repairs to the church and our legacy funds to cover additional discretionary expenditure such as on the churchyard. This fund will also be used next year to finance the parish administrator.

### ***Trustee payments and expenses***

The PCC supported the clergy by paying council tax of £1,703 and water and environmental charges amounting to £311 for the rectory plus other annual costs towards broadband amounting to £478.

Payments to trustees and persons connected to trustees are set out in notes 10 and 11 to the accounts.

## **Why we hold some money in reserve**

It is PCC policy to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately two months' worth of unrestricted payments as contingency against unforeseen situations. The closing balance of £4,849 this year did not achieve this. Given the low nature of our general funds, we have reluctantly taken the decision to inform our deanery that we cannot commit to meeting our parish share in full in 2020. We have however undertaken to do our utmost to meet the full parish share during the year and are planning a stewardship campaign, although this has had to be delayed due to the current closure of our church and other restrictions as a result of the Coronavirus. Nevertheless, given our reduced parish share, we expect to have sufficient cash flow to continue to pay bills when they fall due.

We also have considerable funds received from legacies, £150,000 of which has been invested and the remainder placed in a deposit account while plans are established for these funds.

As well as holding the above general and designated reserves, from time to time the PCC receives restricted donations for expenditure on particular purposes, defined by the donor. We aim to expend such money as soon as possible after receiving the donation. Details of our restricted funds are given in Note 15 to the accounts.

## Trustees Annual Report for 2019

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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*

Incumbent: The Revd. Canon Keith Richards (appointed February 2019)  
Reader: Mrs Rosemary Corder  
Wardens: Mrs Jacky Hall  
Mr Charles Wilson (resigned as warden - April 2019)  
Mrs Denise Vickerstaff (appointed as warden - April 2019)

#### *Elected Members*

Mrs Paula Bennett  
Miss Caroline Carpenter  
Mrs Rachel Dinneen Secretary  
Mrs Sue Etheridge  
Mr Mostyn Field (appointed April 2019)  
Mrs Julie Mitchell  
Mr Paul Mitchell (appointed April 2019)  
Mrs Lorna Robinson  
Mrs Jenny Smith  
Mrs Rosy Telford Treasurer  
Mrs Denise Vickerstaff  
Mr George Wiginton (resigned April 2019)  
Mr Charles Wilson

#### *Deanery Synod*

Mrs Rachel Field  
Mrs Jane Lindsay-Stewart

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent and the lay reader licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synods and up to 12 members of the church who are elected at the Annual Parochial Church Meeting (APCM). The PCC members are responsible for making decisions on all matters of general concern and importance to the parish, including deciding on how the funds of the PCC are to be spent. Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

The PCC has a Standing Committee as required by law. This committee has the power to transact the business of the PCC between its meetings, subject to any directions given by the full PCC.

This Trustees' Annual Report was approved by the PCC and signed on their behalf by The Revd. Canon Keith Richards, PCC Chairman



Date 28.4.2020.

## Summary of Financial Receipts and Payments

The financial effect of our activities during the year can be summarised as follows:

	<i>Unrestricted</i>		<i>Restricted</i> Funds	<i>Total</i> All Funds	<i>Total</i> All Funds	Notes
	General Fund	Designated Funds		2019	2018	
	£	£	£	£	£	
<b>Income and endowments from:</b>						
Donations and legacies	46,230	-	5,026	<b>51,256</b>	62,560	
Charitable activities	4,969	-	-	<b>4,969</b>	3,232	
Other trading activities	16,723	-	161	<b>16,884</b>	13,860	
Investments	2,578	-	-	<b>2,578</b>	2,466	
<b>Total received</b>	<b>70,500</b>	-	<b>5,187</b>	<b>75,687</b>	82,118	3
<b>Expenditure on:</b>						
Cost of raising funds	171	-	-	<b>171</b>	80	
Charitable costs	65,889	4,420	7,495	<b>77,804</b>	85,067	
Trading costs	6,939	-	-	<b>6,939</b>	3,840	
Investments	-	-	-	-	-	
<b>Total paid</b>	<b>72,999</b>	<b>4,420</b>	<b>7,495</b>	<b>84,914</b>	88,987	6
<b>Net income / (net expenditure)</b>	<b>(2,499)</b>	<b>(4,420)</b>	<b>(2,308)</b>	<b>(9,227)</b>	<b>(6,869)</b>	
Transfers between funds	(150)	-	150	-	-	
<b>Net movement in funds</b>	<b>(2,649)</b>	<b>(4,420)</b>	<b>(2,158)</b>	<b>(9,227)</b>	<b>(6,869)</b>	
Bank accounts at 1 January	7,498	29,808	28,097	<b>65,403</b>	72,272	
<b>Bank accounts at 31 December</b>	<b>4,849</b>	<b>25,388</b>	<b>25,939</b>	<b>56,176</b>	65,403	A&L




# Statement of Assets and Liabilities

Our assets and liabilities at the year-end were as follows:

	Unrestricted		Restricted Funds	Total All Funds 2019	Total All Funds 2018	Notes
	General Fund	Designated Funds				
	£	£	£	£	£	
<b>Assets:</b>						
Bank current accounts	4,849	7,057	-	11,906	1,739	
Bank deposit accounts	-	18,331	25,939	44,270	63,664	
<b>Total bank and deposit accounts</b>	<b>4,849</b>	<b>25,388</b>	<b>25,939</b>	<b>56,176</b>	<b>65,403</b>	
2971 CBF Investment Fund shares	-	100,000	-	100,000	100,000	13
29875 CBF Fixed interest Securities Fund shares	-	50,000	-	50,000	50,000	13
<b>Investment assets at cost</b>	<b>-</b>	<b>150,000</b>	<b>-</b>	<b>150,000</b>	<b>150,000</b>	
<b>Total bank deposits and investments (at cost)</b>	<b>4,849</b>	<b>175,388</b>	<b>25,939</b>	<b>206,176</b>	<b>215,403</b>	
Gift Aid recoverable	1,602	-	-	1,602	1,490	14
Other debtors	-	-	-	-	1,050	
<b>Debtors</b>	<b>1,602</b>	<b>-</b>	<b>-</b>	<b>1,602</b>	<b>2,540</b>	
Piano	4,462	-	-	4,462	4,462	
Sound system	9,366	-	-	9,366	9,366	
Photocopier	6,231	-	-	6,231	6,231	
<b>Tangible fixed assets at cost</b>	<b>20,059</b>	<b>-</b>	<b>-</b>	<b>20,059</b>	<b>20,059</b>	
<b>Total assets</b>	<b>26,510</b>	<b>175,388</b>	<b>25,939</b>	<b>227,837</b>	<b>238,002</b>	
<b>Liabilities:</b>						
Grant for youth worker received in advance	-	-	122	122	40	
Utilities used since last billed	664	-	-	664	466	
Hall fees due	-	-	50	50	60	
<b>Total liabilities</b>	<b>664</b>	<b>-</b>	<b>172</b>	<b>836</b>	<b>566</b>	

This Financial Report for the year ended 31<sup>st</sup> December 2019, including the notes following, was approved by the PCC and signed on its behalf by The Revd. Canon Keith Richards, PCC Chairman:

  
 Date 28.4.2020.

## Notes to the Financial Report

1 The financial statements of the PCC have been prepared in accordance with the Charities Act 2011 and current Church Accounting Regulations, using the Receipts and Payments basis.

2 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.

3 Total receipts can be analysed as follows:

	Unrestricted		Restricted Funds	Total All Funds 2019	Total All Funds 2018	Notes
	General Fund	Designated Funds				
	£	£	£	£	£	
Tax efficient planned giving (excl. tax refunds)	27,963	-	-	27,963	28,007	
Other planned giving	841	-	-	841	1,302	
Loose cash collections and other donations	8,391	-	3,500	11,891	21,505	
Gift Aid recovered	9,035	-	-	9,035	8,875	
Legacies	-	-	-	-	1,000	4
Grants	-	-	1,526	1,526	1,871	5
<b>Donations and legacies</b>	<b>46,230</b>	<b>-</b>	<b>5,026</b>	<b>51,256</b>	<b>62,560</b>	
Fees for weddings & funerals	4,969	-	-	4,969	3,232	
<b>Charitable activities</b>	<b>4,969</b>	<b>-</b>	<b>-</b>	<b>4,969</b>	<b>3,232</b>	
Fund-raising events	8,436	-	-	8,436	5,501	
Sales (books and donated items)	-	-	-	-	-	
Sales of the parish magazine	2,587	-	-	2,587	2,749	
Magazine advertisement fees	5,430	-	-	5,430	3,585	
Youth group subscriptions	-	-	161	161	88	
Other (including for trips)	270	-	-	270	1,937	
<b>Other trading activities</b>	<b>16,723</b>	<b>-</b>	<b>161</b>	<b>16,884</b>	<b>13,860</b>	
Bank deposit interest	606	-	-	606	494	
CBF Fixed Interest Securities dividends	1,972	-	-	1,972	1,972	
<b>Investments</b>	<b>2,578</b>	<b>-</b>	<b>-</b>	<b>2,578</b>	<b>2,466</b>	
<b>Total received on all funds</b>	<b>70,500</b>	<b>-</b>	<b>5,187</b>	<b>75,687</b>	<b>82,118</b>	

4 The 2018 legacy income represents a bequest from the estate of the late Mr Graham Gosney.

5 The grants received represent amounts received from the Listed Places of Worship Scheme towards VAT incurred on works to the fabric and from Balcombe Parish Council towards the costs of the youth worker.

# St Mary's Church, Balcombe registered charity number 1175742

## Notes to the Financial Report

6 Total payments can be analysed as follows:

	Unrestricted		Restricted	Total	Total	Notes
	General	Designated		All Funds	All Funds	
	Fund	Funds	Funds	2019	2018	
	£	£	£	£	£	
Stewardship costs	171	-	-	171	80	
<b>Cost of raising funds</b>	<b>171</b>	<b>-</b>	<b>-</b>	<b>171</b>	<b>80</b>	
Charitable grants and donations	2,930	-	313	3,243	4,408	7
Parish share to Chichester Diocese	45,016	-	-	45,016	43,641	8
Salaries and honoraria incl NI	1,082	-	4,916	5,998	2,930	9
Clergy expenses (including rectory)	3,041	-	-	3,041	6,453	
Organists	201	-	-	201	2,290	
Provision of services	2,142	870	-	3,012	2,210	
Junior church	-	-	-	-	75	
Church running costs and maintenance	4,901	-	-	4,901	4,834	
Insurance	3,092	-	-	3,092	3,002	
Repairs and renewals and Quinquennial costs	-	845	1,946	2,791	9,280	
Upkeep of churchyard	2,007	2,705	-	4,712	3,816	
Administration, printing and stationery	1,477	-	-	1,477	1,443	
Youth group activities	-	-	320	320	320	
Other charitable costs	-	-	-	-	325	
<b>Charitable costs</b>	<b>65,889</b>	<b>4,420</b>	<b>7,495</b>	<b>77,804</b>	<b>85,067</b>	
Fund-raising events and activities	4,288	-	-	4,288	432	
Parish magazine printing	1,360	-	-	1,360	1,581	
Other trading costs (including cost of trips)	1,291	-	-	1,291	1,827	
<b>Trading costs</b>	<b>6,939</b>	<b>-</b>	<b>-</b>	<b>6,939</b>	<b>3,840</b>	
<b>Investments</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total paid on all funds</b>	<b>72,999</b>	<b>4,420</b>	<b>7,495</b>	<b>84,914</b>	<b>88,987</b>	

7 Details of charitable grants and donations are given in the Trustees Report.

8 The Parish share to the Chichester Diocese is for the payment of Clergy and other central costs.

9 Payments to PCC employees were as follows:

	2019	2018
	£	£
Wages, salaries and honoraria	5,998	2,930
Employer National Insurance	-	-
Employer pension contributions	-	-
	<b>5,998</b>	<b>2,930</b>

# St Mary's Church, Balcombe registered charity number 1175742

## Notes to the Financial Report

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### 10 Payments to PCC members

The Revd Canon Keith Richards, as a trustee, received a refund of expenses amounting to £491, broken down between travel of £265 and IT costs of £226.

Jane Lindsay-Stewart, a member of the PCC, was paid £5,400 for the provision of administration and business services.

No other payments were made to PCC members except in reimbursement for purchases they personally and properly made on behalf of the PCC.

### 11 Transactions with persons related to PCC members

Payments totalling £4,613 were made to Neil Lindsay-Stewart, the husband of Jane Lindsay-Stewart, for services relating to the maintenance and renovation of the churchyard.

### 12 Transactions with related charities

The Friends of St Mary's Balcombe Trust, a separate charity, is a related party to this PCC. Keith Richards, Charles Wilson and Rosemary Corder are trustees of that charity. The Balcombe Parish Room is also a separately registered charity of which the churchwardens are trustees. Sue Etheridge is also on the management committee of this charity. Rosy Telford is a trustee of the Balcombe Gardeners' Association.

The only payments to these connected parties during the year were payments totalling £200 to Balcombe Parish Room for room hire for the youth group meetings. The only receipt during the year from connected parties was £120 from the Balcombe Gardeners' Association for the printing of their year book.

### 13 Investments

The 2,971 shares in the CBF Church of England Investment Fund cost £100,000 and had a bid market value of £125,655 at 31 December 2019 (2018 - £102,631) and the 29,875 shares in the CBF Church of England Fixed Interest Securities Fund cost £50,000 and had a bid market value of £48,838 at 31 December 2019 (2018 - £47,786).

### 14 Gift Aid is recoverable on donations received up to year end, since the last claim was submitted covering donations to 30 June 2019.

### 15 Statement of funds

**Restricted funds** are not invested permanently but are to be spent within reasonable timescales.

The Major Projects Fund is restricted to projects relating to, and maintenance of, the church building.

The Organ Appeal Fund is a historic fund which will be used for major repairs to/replacement of the organ.

The School Fund represents donations to be used to assist Balcombe Church of England Primary School in developing its religious and spiritual environment.

The Youth Group Fund represents funds belonging to the youth group, Locus, along with funds received from Balcombe Parish Council to fund the youth worker.

The Mrs Robinson fund represents funds restricted to help needy children and women in the parish.

The Administrator Fund comprised donations received to fund the services of a parish administrator. The funds were fully utilised during the year and the fund is now closed.

**Unrestricted funds** are not subject to any donor restrictions and can be spent as the PCC decides. The Legacies Fund represents legacies received that, in accordance with our legacy policy, are to be spent on development projects in the parish.

The summary of receipts and payments by fund appears on the next page.

## Notes to the Financial Report

### 15 Statement of funds (continued)

Receipts and payments by fund, together with opening and closing cash and investment balances (at cost) can be summarised as follows:

	Cash and investment balances 1 Jan 2019	Receipts	Payments	Transfers	Cash and investment balances 31 Dec 2019
	£	£	£	£	£
Major projects/fabric	16,667	846	(1,945)	-	15,568
Organ appeal	5,214	-	-	-	5,214
School and children fund	574	1,500	(69)	-	2,005
Youth group	189	841	(918)	150	262
Mrs Robinson fund	3,135	-	(245)	-	2,890
Administrator	2,318	2,000	(4,318)	-	-
<b>Total of all restricted funds</b>	<b>28,097</b>	<b>5,187</b>	<b>(7,495)</b>	<b>150</b>	<b>25,939</b>
<b>Designated fund - Legacies</b>	<b>179,808</b>		<b>(4,420)</b>	<b>-</b>	<b>175,388</b>
General fund	7,498	70,500	(72,999)	(150)	4,849
<b>Total of all unrestricted funds</b>	<b>187,306</b>	<b>70,500</b>	<b>(77,419)</b>	<b>(150)</b>	<b>180,237</b>
<b>Total cash and investment balances</b>	<b>£215,403</b>	<b>£75,687</b>	<b>£(84,914)</b>	<b>-</b>	<b>£206,176</b>

# Independent Examiner's Report to the PCC of St Mary's Church, Balcombe for the Year Ended 31<sup>st</sup> December 2019

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St Mary, Balcombe, on the annual report for the year ended 31<sup>st</sup> December 2019 set out on pages 7 to 12.

## Respective responsibilities of trustees and examiner

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

It is my responsibility to:

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

## Basis of independent examiner's statement

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

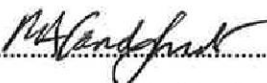
## Independent examiner's statement

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

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

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

Examiner's signature



Examiner's name CAPITALS

R. A. LAND-SMITH

Date

28/4/2020

Relevant professional qualification(s) or body if any

MAAT

Examiner's address

DEANLANDS, STOCKCROFT ROAD, BALCOMBE, W. SUSSEX RH17 6LN