

# St Mary-the -Virgin Horsell



The Annual Parishioners Meeting and  
The Annual Parochial Church Meeting  
18<sup>th</sup> October 2020, 11:15 a.m.  
St Mary's Church, Horsell

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. AGENDAS FOR THE ANNUAL MEETING OF PARISHIONERS and THE  
ANNUAL PAROCHIAL CHURCH MEETING of ST MARY-THE-VIRGIN,  
HORSELL 11.15am Sunday 18<sup>th</sup> October 2020 in St Mary's Church

ANNUAL MEETING OF PARISHIONERS

You are entitled to vote in the election of Churchwardens if you are either on the Church Electoral Roll or on a register of Local Government Electors because you live in the ecclesiastical parish.

1. Prayers
2. Apologies
3. Minutes of the 2019 Annual Meeting of Parishioners
4. Election of Churchwardens for 2020 - 2021

ANNUAL PAROCHIAL CHURCH MEETING

You are entitled to vote at the Annual Parochial Church Meeting (APCM) if you are on the Church Electoral Roll.

1. Minutes of 2019 Annual Parochial Church Meeting
2. Annual Report for 2019
  - a) Electoral Roll
  - b) Report on the fabric, goods, and ornaments
  - c) Report on the PCC's proceedings
  - e) Financial Statements
3. Appointment of the Independent Examiner
4. Elections:
  - a) Deanery Synod
  - b) Parochial Church Council
5. Annual Reports from Church Organisations (Book 2).
6. Vicar's report for 2019
7. Discussion on matters of general parochial interest (it would be helpful, although not essential) if you would notify the Vicar or Secretary of any items before the meeting begins.

**Minutes of The Annual Meeting of Parishioners and  
The Annual Parochial Church Meeting  
Sunday 28<sup>th</sup> April 2019 at 11:30  
In St Mary's Church, Horsell**

**Minutes of The Annual Meeting of Parishioners**

1. **Prayers** – Rev'd Hayes said a prayer for the meeting.
2. **Apologies** – Rosemary Foster, Brian Hughes, Geoffrey Johnson, Alan Nichols, Tony Noel, Vanessa McMurtrie, June Osborne, Marian Wernham, Roy Wernham, Elizabeth Williams
3. **Minutes of the 2018 Annual Meeting of Parishioners** – Accepted unanimously.
4. **Elections of Churchwardens for 2019 – 2020**

Rev'd Hayes reminded the meeting that Helen Edwards and Mike Couper were re-elected last year; Helen for the third year, and Mike for the fourth year. Many thanks to both of them. The Vicar asked the meeting to give them a big hand of applause to show appreciation for all their work and support. Helen has decided to step down from being a Churchwarden but hopes to continue to serve on the PCC. Mike Couper presented Helen with a gift of wine from the parish. Mike Couper has agreed to serve for another year. Pam Rowe has also been asked to stand as a Churchwarden. The PCC Secretary has received nomination papers for each of them. There are no other nominations.

Mike Couper was re-elected as a Churchwarden unanimously. Pam Rowe was elected as a Churchwarden unanimously.

**Minutes of The Annual Parochial Church Meeting**

1. **Minutes of the 2018 Annual Parochial Church Meeting** – Accepted Unanimously.
2. **Annual Report for 2018**
  - a) **Electoral Roll** - In the annual report for 2018 the electoral roll number fell from 183 to 167 at the end of 2017.

This reflected a significant number of deaths as well as people moving out of the area. (Rev'd Hayes reported that as of the 12<sup>th</sup> April 2019, 158 were on the new electoral roll and this is 160 at present.) St Mary's has done fantastically with 55 new people, of those the majority are new to the church in the last 5 years. Rev'd Hayes reminded the meeting of the brochure 'What it means to be a member here at St Mary's'. Many thanks to Brian Sheriff and his work on the Electoral Roll revision in 2019.
  - b) **Report on the Fabric, goods, and ornaments** – All in good order.
  - c) **Report on the PCC's proceedings** – Thank you to the Churchwardens and PCC Secretary for putting this together. The Vicar spoke about the focus of PCC meetings being key mission and vision items before addressing other ordinary business.
  - d) **Deanery Synod** – St Mary's Deanery Synod representatives are Ruth Carter, David Leach and Gill Squibb. Rev'd Hayes gave a brief report on the Deanery Synod for 2018. There has been good attendance at the meetings by St Mary's representatives and Rev'd Hayes. The year began with a talk by a speaker from The London Institute for Contemporary Christianity on being an everyday Christian. Bishop Andrew was also a speaker in 2018 with his talk on Sexuality.
  - e) **Financial Statements** - David Leach (PCC Treasurer) presented the financial statements. St Mary's financial review included slides with graphs showing sources of expenditure, sources of income, total Planned Giving income, Planned Giving, as well as the age profile of St Mary's, and statistics on giving by

the Diocese. The Treasurer also showed a helpful video explaining Parish Share. David highlighted the age profile in terms of giving. He reminded the meeting that the investment in Children and Families has made a difference. David talked to the parishioners about how they can help. He thanked those who give regularly and asked that people review their giving. David also reminded the meeting that Planned Giving is the way to support the church and contribute to it. He concluded by saying that it would be very much appreciated if parishioners join Planned Giving. In closing, David thanked Hilary Mills for doing the banking, Lucy Leach for handling Gift Aid, and the Finance and Property Committee for the support they give to him as PCC Treasurer.

- 3. Appointment of the Independent Examiner** – Proposer -Helen Teresa Edwards, Seconder – Hilary Mills, Unanimously approved.

**4. Elections:**

**a) Deanery Synod** – No elections this year.

**b) Parochial Church Council** – With the new electoral roll size the PCC will remain at 12 this year, although further members can be co-opted.

Hilary Mills, a long-standing member of the PCC, has decided to retire. Rev'd Hayes thanked Hilary for her work as a PCC member and in leading the Pastoral Team. Hilary will continue to support Pastoral Care as well as continuing with the banking. Hilary was presented with a gift from the parish.

There are now 2 vacancies on the PCC.

Helen Teresa Edwards elected unanimously to the PCC.

There is now one further vacancy on the PCC which means a member can be co-opted during 2019.

**c) Sidesmen** - Rev'd Hayes read out the list of Sidesmen and thanked the men and women who serve as Sidesmen and Mark McMurtrie who leads the team. She also thanked the Welcome team as well, led by Jennifer Richards. The list of Sidesmen was unanimously approved.

- 5. Annual Reports from Church Organisations (Book 2)** – Rev'd Hayes thanked all involved at St Mary's, the cleaners, coffee makers, and all who help keep the church operating. She also thanked all involved in Church organisations for all their hard work.

**6. Vicar's report for 2018**

Reverend Sarah Hayes began by saying there are many things for which we need to give thanks.

Since last year's APCM the parish said farewell to some much-loved Church members: Arthur Bennett, Trevor Brokenshire, Margaret Eatough, Muriel Green, Muriel Jerrard, Chrisa Dickson Leach, Frank Osborne, Joan Payne, John Simonson, Joan Stevens and in 2019, David Bramwell, Pauline Medhurst and Cyril Pawley.

There are many new people as well, with 55 new to the parish on the electoral roll.

Rev'd Hayes told the meeting that St Mary's was committed to the investment of the Children and Families worker for the next 3 years. As Children and Families worker, Marcus Brookfield, has a fundamental role 'sowing seeds of vision and faith'. There are 7 in the 9-13 group who are preparing for confirmation in June. Rev'd Hayes reminded the parish that the 'Open the Book' team has an amazing ministry with weekly dramatisations for services and school and thanked them for this work. She also spoke of the importance of Marcus building relationships with the Junior School and thanked the Governors of the school. Rev'd Hayes talked about the important links St Mary's has with the community; hosting school visits from Goldsworth Park School and St Andrew's School, as well as with the Rainbows, Cubs, Guides, and Brownies. She thanked Marcus for his dedication and enthusiasm.

The Vicar told the meeting that the PCC decided to ask the Diocese to extend the licence for Rev'd Peter Brown. His complimentary ministry is very much appreciated. Rev'd Brown continues to lead the evening Taize Services and the Prayer Team, and this year also led a retreat at Salisbury. In 2018 both Elaine Brown and Roy Wernham have continued to serve as LLM's. Rev'd Hayes also reminded the meeting of the monthly and weekly prayer meetings and encouraged people to attend.

Rev'd Hayes thanked Brian Sheriff for his work on GDPR, as St Mary's now has a new database, as well as the Finance and Property Committee, for all their work in 2018.

She reported that the closure of the churchyard work is progressing, as Woking Borough Council will be taking on its maintenance. Rev'd Hayes reminded the meeting of all the ways St Mary's has been making links in the community and working with them: on the Wildflower garden for the Garden Safari, the Churchyard Poppy Trail, the Garden Safari, and with all Nurseries, as well as the Junior School and the High School.

St Mary's also hosts the meetings for Horsell Prepared as well as other events in 2018: The Flower Festival, Heritage Festival, St Mary's Beacon and the Operatic Society to name a few.

Rev'd Hayes spoke about the success of the pilot for Messy Church which is part of the Bible Reading Fellowship. Whole families are attending with an average age range of 85-90 attendees. It is for the Messy Church Tea that it would be helpful to remove some of the pews in the North Aisle of the Church. The PCC has decided to run Messy Church Monthly, and it now has a team of 17 people!

Rev'd Hayes talked of 'sowing seeds of Good News and Faith' and concluded saying 'In Jesus we have something of priceless value to share'.

**7. Discussion on matters of general parochial interest.** There were no items for discussion.

Margaret Johnson had some words of praise and thanks for Rev'd Hayes and thanked her for all that she does as Vicar.

**The Meeting concluded with The Grace Prayer**

Church of St Mary-the-Virgin  
Horsell



PCC Annual Report for 2019

## Directory

[www.stmarys-horsell.org.uk](http://www.stmarys-horsell.org.uk)

Incumbent: Rev'd Sarah Hayes

Tel: 01483 721901 e-mail: [sarah@sehayes.co.uk](mailto:sarah@sehayes.co.uk)

The Vicarage, Wilson Way, Horsell, Woking, Surrey

Assistant Minister: Rev'd Peter Brown

6 Waldens Park Road

Parish Administrator: Helen Gravette

01483772134 email [stmaryshorsell@btinternet.com](mailto:stmaryshorsell@btinternet.com)

Parish Office, The Vicarage, Wilson Way, Horsell, Woking, Surrey (Tues, Wed, Fri 9am — 1 pm)

Wardens: Pamela Rowe co/- Parish Office

Michael Couper,

17 Pine Close, Horsell, Woking,  
Surrey

Tel: 01483 770920

Secretary: Sarah Bugler

Treasurer: David Leach

Bank: CAF Bank  
25 Kings Hill Avenue,  
West Matling,  
ME19 ATA

Independent Examiner: David Weller

Charity registration number: 1128175



## **PCC Annual Report for the year ended 31<sup>st</sup> December 2019**

The Parochial Church Council (PCC) is responsible for co-operating with the incumbent, Reverend Sarah Hayes in promoting in the ecclesiastical parish of Horsell the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibility for the Church of St. Mary the Virgin, Horsell and its grounds.

### **Membership**

The incumbent, churchwardens and synod representatives are automatically members of the PCC. Other members are elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules or are co-opted by the PCC.

During the year the following served as members of the PCC:

Incumbent: Reverend Sarah Hayes

Wardens: Michael Couper

Pamela Rowe

Representatives on the Deanery Synod:

Ruth Carter

David Leach

Gill Squibb

Elected members:

Sarah Bugler

Helen Teresa Edwards

Sarah Gladstone

Margaret Johnson

Mark McMurtrie

Jennifer Richards

Brian Rowlatt

Brian Sheriff

Lesley Templeman

## **Electoral Roll, PCC and Church Attendance**

1. At the end of the year there were 167 on the Church Electoral Roll (compared with 183 at the end of 2018).
2. The usual Sunday attendance, counted during October, was 104 (95 in October 2018). 266 adults and children attended services at Easter (232 in 2018) and 1225 on Christmas Eve and Christmas Day (1147 in 2018).

## **Fabric, goods and ornaments**

3. The Churchwardens have undertaken the annual inventory of the goods and fabric of the Church and report that all are in good order.

## **Review of the PCC Year**

4. The PCC met 5 times in 2019. The average attendance was 83%. The PCC welcomed Brian Rowlatt who was co-opted to the PCC in May 2019.
5. At PCC meetings throughout the year the focus was again on strategic mission and vision items.
6. In January, the PCC discussed good reviews of the Christmas services, as well as Christmas Craft making, The Bible Course, and the Sermon Series. In 2019 the Easter services were also very well attended, and Easter Day was full.
7. In 2019 'Pause for prayer for St Mary's Church ministries' in the middle of the meeting, has continued to be led by a member of the PCC.
8. St Mary's Teams and Sub-Committees are key to supporting the PCC's involvement with the congregation, as well as in the Parish, and the community. The Pastoral Care Team, the Outward Giving Team as well as the Finance and Property Sub-Committee, each commit a great deal of time every year. Along with the papers for each PCC meeting, each member is sent reports from each of St Mary's extremely dedicated teams and Sub-Committees, as well as the many Church Groups, and the Deanery Synod representatives, put together by Helen Gravette (Parish Administrator). This allows the PCC to discuss how best to plan to meet any needs they may have, encourage people to volunteer and help, as well as what progress they have made.
9. At the first PCC Meeting of 2019, it was reported that 113 people attended the most recent Messy Church meeting for families and people of all ages. There was an update that new team members had been recruited, and there was a need to create more space for this successful service at St Mary's to continue to flourish. As the pilot for Messy Church was now completed (the first meeting was Sunday 13<sup>th</sup> May 2018), some changes were planned. The PCC approved the purchase of a dozen more tables, and it became clear that some of the North Aisle pews in the church would need to be moved to accommodate both crafts and serving a meal during Messy Church.
10. Marcus Brookfield (Children and Families Worker) gave a report to the PCC at the meeting in July, with updates including the 'Jesus and Me' Sunday Groups, as well as the All Age Service. He highlighted the need for new leaders for 'Jesus and Me' as well as the 9-13's Group. In August, Rev'd Sarah Hayes and Marcus Brookfield held several brainstorming meetings to consider and plan St Mary's Children and Families work going forward.
11. St Mary's Parish Safeguarding Officer, Chris Pulford, visited the first PCC meeting of 2019 to review
12. Safeguarding. She gave a training update, and a Parish Self-Audit was completed together with an Action Plan. As her term in this role was ending in August 2019, a new Parish Safeguarding Officer would need to be recruited.
13. At the PCC meeting in May, 'The Annual Review and Adoption of the House of Bishops Safeguarding Policy Statement and supporting policies and practice guidelines', was agreed by the PCC.

14. In early 2019, Margaret Johnson stepped down as St Mary's Representative on the 'Churches Together in Woking' Committee, a role she has shared with Gill Squibb for many years. Brian Sheriff and Gill Squibb are St Mary's Representatives currently, continuing this important link with the wider church community.
15. In March, the PCC considered an outline paper and diagram prepared by the Finance and Property Sub-Committee to extend St. Andrew's Room, and a new sub-committee was formed to take this forward. The PCC contemplated the need for an extension for much required space and facilities, as well as considering the changing needs of the St Mary's congregations, Church Groups, and Teams.
16. Over the course of the year it was necessary to find a new printer for 'Horsell Matters' magazine. The PCC felt that it was very important to St Mary's, and the community, to continue this informative parish magazine, edited as well as formatted by Rev'd Hayes.
17. The new Baptism Team: The Vicar and Coral Colclough, was announced to the PCC at the October PCC meeting to help families prepare for Baptism.
18. In July, Lesley Templeman decided to retire after 29 years of service as a Horsell Church of England Junior School Governor. She continues to serve as a PCC member.
19. In October, Roger King gave his first written report to the PCC as the new Parish Safeguarding Officer. He took over this role in September for a two-year period.
20. At the October PCC meeting, the PCC Treasurer, David Leach, gave a report on Parish Share with details of Parish Share 2020. Details in the Financial Statements.
21. It was announced by the Churchwardens to the congregation in October that the Vicar, Rev'd Sarah Hayes would be leaving St Mary's in January 2020 after six years. The Archdeacon, The Venerable Paul Davies, confirmed this news and gave details of the preparations for a Vacancy in the 'Archdeacon's newsletter for the Parish of Horsell'. In the New Year, the parish will say goodbye and give thanks for Rev'd Hayes' ministry at St Mary's, support the Churchwardens during the Vacancy, and pray for the right person to be chosen as the new Vicar.

### **Review of the Deanery Synod Year Deanery Synod met three times in 2019.**

At the February 2019 meeting, Bishop Andrew spoke on same sex relationships and relationships more generally. Bishop Andrew asked whether the church was a bit obsessed with marriage and risked excluding single people. Bishop Andrew thought that the church could move forward without division and spoke of covenant friendship such as David and Jonathan or Naomi and Ruth.

At the May 2019 meeting, churches in Woking considered the Strengths, Weaknesses, Opportunities and Threats to Woking's churches and prayed together.

Strengths: Numbers who pass through our buildings, toddler groups and links with schools

Weaknesses: Church buildings hidden among other buildings, without parking and costly to maintain. Limited diversity.

Opportunities: New housing areas. The need for a sense of community

Threats: Erosion of Sunday as a holy day. Busyness, commuting and comfortable lifestyles. Ageing congregations.

At the October 2019 meeting, David Welch from Guildford Diocese spoke on youth work advising that 13% of 11-18 year olds are practising Christians and 21% identify as followers of Jesus. Young people are looking for meaning, faithfulness and to be individually loved by Christians of any age.

During 2019, Woking Deanery saw key personnel changes. Martin Breadmore was appointed as Archdeacon of Dorking of which Woking forms a part of. Peter Harwood, vicar of Christchurch and Area Dean was appointed Director of Mission for Guildford Diocese. Peter was succeeded as Area Dean by Jonathan Thomas, vicar of St Peter's, Old Woking. John Keelty moved out of Woking and stood down as lay chair of Deanery Synod. John was succeeded by Geoff Pugh.

### **Safeguarding and Disclosure and Barring Service Checks 2019-2020**

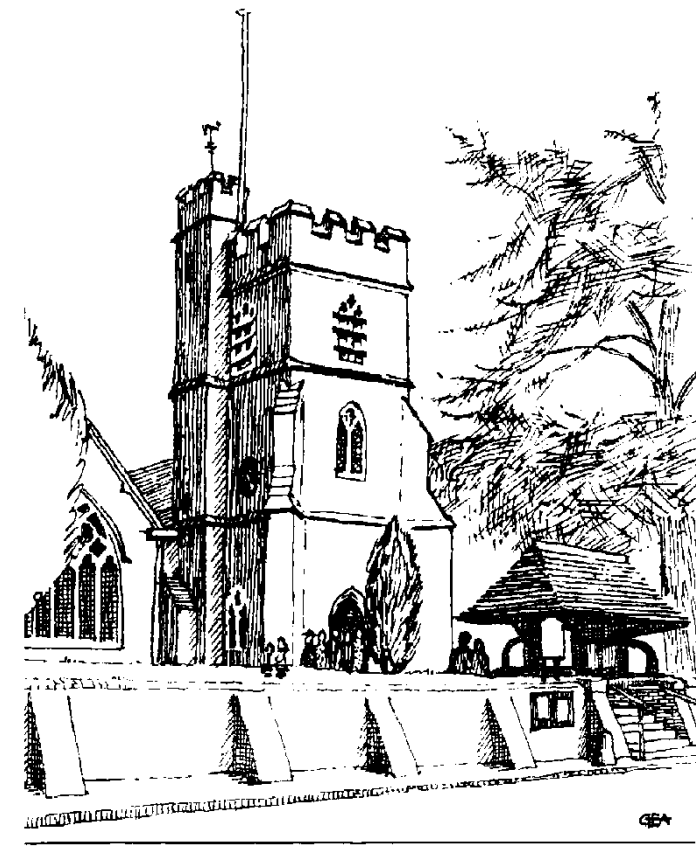
We wish to extend our thanks to Christine Pulford for all her hard work over recent years on managing activities relating to Safeguarding and Disclosure checking. This has been greatly appreciated by all of us at St Mary's. Roger King was appointed Parish Safeguarding Officer and DBS Validator with effect from 1 September 2019.

The PCC has had due regard during the year to the House of Bishops' Safeguarding Policy and Practice Guidance and has formally adopted a Statement of Safeguarding Policy which adopts the Church of England Promoting a Safer Church Policy Statement and the House of Bishops' Practice Guidance and the supporting diocesan safeguarding protocols.

A Safeguarding self-audit has been completed and a return made to the diocese. The self-audit identified some areas in which further work is required, notably the preparation and updating of risk assessments and the finalisation of role descriptions for the various roles within St Mary's.

Disclosure and Barring Service (DBS) checks and renewals have been carried out as needed throughout the year

Annual Parochial Church Meeting



**Financial Statements  
of Horsell Parochial Church Council  
For the year ending 31<sup>st</sup> December 2019**

## OUTWARD GIVING 2019

Outward Giving 2019				
	From church funds	Special collections	Direct giving	Totals
<b>Locally</b>				
York Road Project	1,500			
York Road Project (On Your Own Lunch group)			115	
York Road Project (donation via church group)			250	
York Road Project (Sunday Coffee)			100	<b>1,965</b>
Engage Woking Schools	1,126			<b>1,126</b>
Horsell Church of England Junior School	3,000			<b>3,000</b>
Young Carers (Pop In Coffee)			300	<b>300</b>
Bishop of Guildford's Communities Fund (confirmation service)		539		<b>539</b>
<b>Nationally</b>				
Children's Society (Christingle Collection Christmas 2019)		1,416		
Children's Society (Collection boxes)			265	
Children's Society (Card sales)			225	
Children's Society (Pop In Coffee)			468	<b>2,374</b>
The Bible Reading Fellowship	2,500			<b>2,500</b>
MacMillan Coffee morning (Pop In Coffee)		546		
MacMillan (Sunday Coffee)			100	<b>646</b>
Crisis (Sunday Coffee)			100	<b>100</b>
<b>Globally</b>				
Bible Society	1,500			<b>1,500</b>
Five Talents	1,250			<b>1,250</b>
Christian Aid *	1,250			
Christian Aid (Harvest Collection)*		602		
Christian Aid (Sunday Coffee)*			100	<b>1,952</b>
Traidcraft Exchange (Big Brew)			60	<b>60</b>
	<b>12,126</b>	<b>3,103</b>	<b>2,083</b>	<b>17,312</b>
* £1,272 was also given directly to Christian Aid via Christian Aid Week collections co-ordinated by St Mary's.				

## Financial Review

### *Income and Expenditure*

Income for the year was slightly down at £145,801 (£146,998 in 2018) due to a reduction in planned giving. The PCC are extremely grateful for the generous voluntary giving which provides 80% of our total income.

Income from investments and deposit accounts was broadly the same at £15,074 (£14,547 in 2018).

We continue to donate 10% of our unrestricted income to key mission partners as we believe it is a joy to give from what God has so generously given to us and share Jesus' love in our world

Expenditure for the year was up £3,728 at £170,924 (£167,196 in 2018) due to inflation. The Parish Share continues to be our most significant outgoing of £85,812 with Insurance at £3,693 and Gas and Electricity combined at £3,892. Costs of running the parish office were broadly unchanged at £8,570.

Children and Families Work expenditure totaled £27,131, in line with the prior year.

Overall, expenditure exceeded income by £25,123 in 2019 as the PCC continues to invest in the growth of our church over the short to medium term. The PCC are aware that running at deficit is not sustainable over the longer term.

### *Investments*

Investment values increased significantly (£72,104) for the year to 31 December 2019.

### Risk Management

In line with best practice the PCC is aware of the risks to which it is exposed in the following categories:-

Financial risks

Reputational risk

Statutory and legal requirements

Operational risk

There is a robust structure of various sub-committees reporting to the PCC and independent financial management.

### Reserves Policy

It is the long term policy of the PCC for annual income to cover annual budgeted expenditure. The PCC have accrued reserves from investment gains and are utilising these funds to support growth of our church over the short to medium term.

Legacies are excluded from the annual budgeted income.

The PCC's policy on reserves is to have sufficient in order to fund known future expenditure with an appropriate contingency.

The unrestricted reserves at 31 December 2019 were £241,435.

### Related Charities

*Parish Institute* - The Trustees of the Parish Institute are the Incumbent of St Mary's and the Bishop of Winchester. The PCC assists the Incumbent in carrying out their role. There were no financial transactions between the Parish Institute and the PCC during 2019.

### Structure of the Financial Statements

The PCC accounts consist of the following including comparative figures for the previous year:

Statement of financial activities showing all resources available and all expenditure incurred and reconciling all changes in funds.

Balance sheet setting out the assets, liabilities and funds of the PCC

Notes to the financial statements explaining the accounting policies adopted and explanations of information contained in the accounting statements

The financial statements have been prepared in accordance with statutory requirements, the Statement of Recommended Practice *Accounting and Reporting by Charities 2015 (SORP)* and the Church Accounting Regulations.

### Responsibilities of the PCC

Under charity law, the PCC is required to prepare financial statements for this financial year which show a true and fair view of the state of affairs of the charity and of the net movement in funds. In preparing the financial statements, generally accepted practice requires the PCC to:

Select suitable accounting policies and apply them consistently.

Make judgments and estimates that are reasonable and prudent.

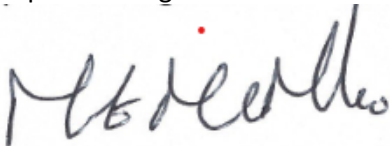
State whether applicable accounting standards and Statements of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statements.

Prepare the financial statements on the going concern basis unless it is inappropriate to presume the PCC will continue in business.

The PCC is responsible for keeping proper accounting records which disclose with reasonable accuracy, at any time, the financial position of the PCC and enable them to ensure that the financial statements have been prepared in accordance with the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (SORP 2015), issued in July 2014, UK Accounting Standards and the Charities Act 2011. The PCC has general responsibility for taking such steps as are reasonably available to safeguard its assets and to prevent and detect fraud and other irregularities. The PCC confirms that its assets are available and adequate to fulfill its obligations.

Adoption of report and financial statements

Adopted and signed on behalf of the PCC.



Chairman

Date 13 July 2020



## Report of the Independent Examiner to Horsell Parochial Church Council

This report is on the financial statements of the PCC for the year ended 31<sup>st</sup> December 2019 which are set out on pages 6 to 16 and is in respect of an examination carried out in accordance with section 145 of the Charities Act 2011 ('the Act') and the Church Accounting Regulations 2006 ('the Regulations').

### Respective responsibilities of trustees and examiner

The Church Trustees are responsible for the preparation of the accounts. The Church Trustees consider that an audit is not required as set out in Section 144(2) of the Act and Regulations and that an independent examination is needed.

It is my responsibility to:

examine the accounts and ensure that they are kept in accordance with section 145 of the Act to report if the accounts do not accord with the accounting records or do not comply with the General Directions given by the Commissioners section 145(5)(b) of the Act (other than in respect of the requirements for a true and fair view) and state whether particular matters have come to my attention

### Basis of independent examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission and as contained in the Church guidance. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering 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 I do not express an audit opinion on the view given by the financial statements.

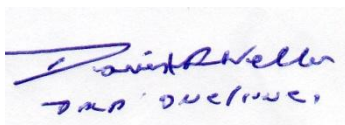
### Independent examiner's statement

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

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 Act; and to prepare accounts which accord with the accounting records and comply with the regulations, as also contained in the Church Accounting Regulations 2008 have not been met: or

To which in my opinion attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Signed :



David Weller DMA, ONC/HNC  
1 March 2020

**Horsell Parochial Church Council**  
**Financial Report for the year ended 31<sup>st</sup> December 2019**

**Statement of Financial Activities**

**For the period from 01 January 2019 to 31 December 2019**

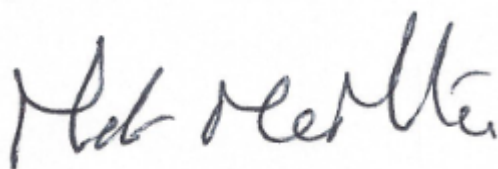
	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b>Receipts</b>						
Planned giving	74,011	—	400	—	74,411	79,915
Collections and other giving	18,545	1,185	—	—	19,730	18,379
Other voluntary receipts	3,770	1,000	—	—	4,770	3,291
Gift Aid recovered	14,323	—	1,629	—	15,952	18,663
Other receipts	—	—	—	—	—	—
Activities for generating funds	7,054	—	—	—	7,054	2,159
Investment Income	13,000	—	2,074	—	15,074	14,547
Receipts from church activities	8,808	—	—	—	8,808	10,041
<b>Total income</b>	<b>139,511</b>	<b>2,185</b>	<b>4,103</b>	<b>—</b>	<b>145,801</b>	<b>146,998</b>
<b>Payments</b>						
Cost of generating funds	1,623	51	—	—	1,675	2,859
Missionary and Charitable Giving	12,326	—	—	—	12,326	12,153
Parish Share	85,812	—	—	—	85,812	83,136
Clergy and Staffing costs	3,568	4,434	27,131	—	35,134	38,623
Church Running Expenses	31,406	1,314	—	—	32,721	29,572
Church Repairs & Maintenance	3,254	—	—	—	3,254	851
<b>Total expenditure</b>	<b>137,992</b>	<b>5,801</b>	<b>27,131</b>	<b>—</b>	<b>170,924</b>	<b>167,196</b>
<b>Net income / (expenditure) resources before transfer</b>	<b>1,519</b>	<b>(3,615)</b>	<b>(23,027)</b>	<b>—</b>	<b>(25,123)</b>	<b>(20,198)</b>
<b>Transfers</b>						
Gross transfers between funds - in	2,074	—	7,356	—	9,430	103,287
Gross transfers between funds - out	(7,356)	—	(2,074)	—	(9,430)	(103,287)
<b>Other recognised gains / losses</b>						
Gains / losses on investment assets	45,814	—	26,290	—	72,104	(18,677)
Gains on revaluation, fixed assets, charity's own use	—	—	—	—	—	—
<b>Net movement in funds</b>	<b>42,052</b>	<b>(3,615)</b>	<b>8,543</b>	<b>—</b>	<b>46,980</b>	<b>(38,875)</b>
<b>Total funds brought forward</b>	<b>199,383</b>	<b>797,642</b>	<b>203,335</b>	<b>—</b>	<b>1,200,362</b>	<b>1,239,238</b>
<b>Total funds carried forward</b>	<b>241,435</b>	<b>794,027</b>	<b>211,879</b>	<b>—</b>	<b>1,247,342</b>	<b>1,200,362</b>
<b>Represented by</b>						
<b>Unrestricted</b>						
General fund	241,435	—	—	—	241,435	199,383
<b>Designated</b>						
Buildings, Fixtures and Fittings	—	702,360	—	—	702,360	703,147
Church Growth Fund	—	14,456	—	—	14,456	18,942
Organ fund	—	2,209	—	—	2,209	552
St Andrew's Room extension	—	75,000	—	—	75,000	75,000
<b>Restricted</b>						
Restricted Endowment Fund	—	—	213,759	—	213,759	187,469
Family Worker	—	—	(1,879)	—	(1,879)	15,866

Horsell Parochial Church Council  
Financial Report for the year ended 31<sup>st</sup> December 2019

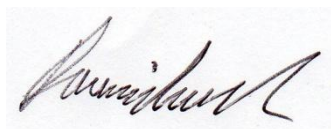
**Balance Sheet as at 31<sup>st</sup> December 2019**

	<b>Total funds</b>	<b>Prior year funds</b>
<b>Fixed assets</b>		
Tangible assets	702,360	703,147
Investments	463,486	391,382
	<b>1,165,847</b>	<b>1,094,529</b>
<b>Current assets</b>		
Debtors	16,680	18,735
Cash at bank and in hand	65,230	87,783
	<b>81,911</b>	<b>106,518</b>
<b>Liabilities</b>		
Creditors: Amounts falling due in one year	415	685
	<b>415</b>	<b>685</b>
<b>Net current assets less current liabilities</b>	<b>81,495</b>	<b>105,832</b>
<b>Total assets less current liabilities</b>	<b>1,247,342</b>	<b>1,200,362</b>
<b>Total net assets less liabilities</b>	<b>1,247,342</b>	<b>1,200,362</b>
<b>Represented by</b>		
<b>Unrestricted</b>		
General fund	241,435	199,383
<b>Designated</b>		
Buildings, Fixtures and Fittings	702,360	703,147
Church Growth Fund	14,456	18,942
Organ fund	2,209	552
St Andrew's Room extension	75,000	75,000
<b>Restricted</b>		
Family Worker	(1,879)	15,866
Restricted Endowment Fund	213,759	187,469
<b>Funds of the church</b>	<b>1,247,342</b>	<b>1,200,362</b>

Approved by the Parochial Church Council on 13 July 2020 and signed on its behalf by:



Mark McMurtrie (Chairman)



David Leach (Treasurer)

Horsell Parochial Church Council  
Financial Report for the year ended 31<sup>st</sup> December 2019

**Notes to the Financial Statements for the year ended 31<sup>st</sup> December 2019**

*Planned giving*

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
0101 - Planned Giving - Bank	59,175	—	—	—	59,175	58,262
0110 - Planned Giving - Envelopes	13,702	—	—	—	13,702	15,079
0551 - Donations - General	1,132	—	—	—	1,132	3,151
0553 - Donations - Childrens Worker	—	—	400	—	400	3,423
Total	74,011	—	400	—	74,411	79,915

*Collections and other giving*

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
0301 - Cash Collections - Gift Aid	7,106	1,079	—	—	8,185	7,378
0310 - Cash Collections	10,372	106	—	—	10,479	9,910
0401 - Cash Collections - Charitable	366	—	—	—	366	589
0501 - Miscellaneous Income	699	—	—	—	699	500
Total	18,545	1,185	—	—	19,730	18,379

*Other voluntary receipts*

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
0701 - Legacies	1,250	1,000	—	—	2,250	600
0801 - Other Organisations	2,520	—	—	—	2,520	2,691
Total	3,770	1,000	—	—	4,770	3,291

*Gift Aid recovered*

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
0601 - Tax recoverable on Gift Aid	14,323	—	1,629	—	15,952	18,663
Total	14,323	—	1,629	—	15,952	18,663

*Activities for generating funds*

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
0901 - Other funds generated	267	—	—	—	267	99
1220 - Parish Magazine Advertising	4,497	—	—	—	4,497	—
1410 - Bellringers & Flowers	2,290	—	—	—	2,290	2,059
Total	7,054	—	—	—	7,054	2,159

*Investment Income*

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
1001 - Dividends	12,508	—	2,074	—	14,583	14,171
1020 - Bank Interest	491	—	—	—	491	376
Total	13,000	—	2,074	—	15,074	14,547

**Horsell Parochial Church Council**  
**Financial Report for the year ended 31<sup>st</sup> December 2019**

*Receipts from church activities*

		<b>Total</b>					
	<b>Unrestricted</b>	<b>Designated</b>	<b>Restricted</b>	<b>Endowment</b>	<b>This year</b>	<b>Last year</b>	
1101 - Church Fees	2,372	—	—	—	2,372	3,306	
1110 - Churchyard Fees	2,874	—	—	—	2,874	3,135	
1241 - General Fund raising - social events	3,513	—	—	—	3,513	3,556	
1250 - Age 9 - 13 activities	48	—	—	—	48	44	
Total	8,808	—	—	—	8,808	10,041	
<hr/>							
<b>INCOME TOTAL</b>	139,511	2,185	4,103	—	145,801	146,998	

*Cost of generating funds*

		<b>Total</b>					
	<b>Unrestricted</b>	<b>Designated</b>	<b>Restricted</b>	<b>Endowment</b>	<b>This year</b>	<b>Last year</b>	
1740 - Investment management costs	191	—	—	—	191	200	
1750 - Church Growth	—	51	—	—	51	247	
2511 - General Fund raising - social events	1,432	—	—	—	1,432	2,411	
Total	1,623	51	—	—	1,675	2,859	

*Missionary and Charitable Giving*

		<b>Total</b>					
	<b>Unrestricted</b>	<b>Designated</b>	<b>Restricted</b>	<b>Endowment</b>	<b>This year</b>	<b>Last year</b>	
1801 - Giving - Missionary Societies	1,500	—	—	—	1,500	2,500	
1830 - Giving - Relief and Development Agencies	2,500	—	—	—	2,500	2,000	
1850 - Giving - Home Mission	6,826	—	—	—	6,826	6,403	
1870 - Giving - Secular Charities	1,500	—	—	—	1,500	1,250	
Total	12,326	—	—	—	12,326	12,153	

*Parish Share*

		<b>Total</b>					
	<b>Unrestricted</b>	<b>Designated</b>	<b>Restricted</b>	<b>Endowment</b>	<b>This year</b>	<b>Last year</b>	
1901 - Diocesan Quota	85,812	—	—	—	85,812	83,136	
Total	85,812	—	—	—	85,812	83,136	

*Clergy and Staffing costs*

		<b>Total</b>					
	<b>Unrestricted</b>	<b>Designated</b>	<b>Restricted</b>	<b>Endowment</b>	<b>This year</b>	<b>Last year</b>	
2001/5 - Vicar Working Expenses	2,692	—	—	—	2,692	3,057	
2010 - Vicarage Expenses - Water Rates	183	—	—	—	183	159	
2011 - Vicarage Expenses - Repairs & Maintenance	—	—	—	—	—	189	
2022/5 - Associate Minister Working Expenses	—	921	—	—	921	511	
2030 - Curate House Expenses - Water Rates	—	268	—	—	268	258	
2031 - Curate House Expenses - Repairs & Maintenance	260	—	—	—	260	4,798	
2032 - Curate House Expenses -	433	—	—	—	433	421	
						21	

**Horsell Parochial Church Council**  
**Financial Report for the year ended 31<sup>st</sup> December 2019**

Insurance						
2033 - Curate House Expenses - Council Tax	—	3,245	—	—	3,245	3,118
2040/4 - Children's Worker	—	—	27,131	—	27,131	26,108
<b>Total</b>	<b>3,568</b>	<b>4,434</b>	<b>27,131</b>	<b>—</b>	<b>35,134</b>	<b>38,623</b>

*Church Running Expenses*

	<b>Unrestricted</b>	<b>Designated</b>	<b>Restricted</b>	<b>Endowment</b>	<b>Total</b>	
					<b>This year</b>	<b>Last year</b>
2101 - Church Running Expenses - Gas	2,284	—	—	—	2,284	2,922
2102 - Church Running Expenses - Electric	1,608	—	—	—	1,608	1,572
2103 - Church Running Expenses - Insurance	3,693	—	—	—	3,693	3,590
2104 - Church Running Expenses - Minor Equipment	1,820	—	—	—	1,820	786
2201 - Upkeep of Services - Bread/Wine/Candles	1,282	—	—	—	1,282	629
2202 - Upkeep of Services - Service Resources	809	—	—	—	809	1,024
2203 - Confirmations & Baptisms	338	—	—	—	338	113
2204 - Flower Arrangers	705	—	—	—	705	1,202
2205 - Bell Ringers	1,078	—	—	—	1,078	1,300
2210 - Music & Subscriptions	105	—	—	—	105	103
2211 - Organist	—	—	—	—	—	95
2212 - Organ & Piano	105	528	—	—	633	430
2300 - Churchyard - Gardening	54	—	—	—	54	2,517
2301 - Churchyard - Water Rates	75	—	—	—	75	75
2302 - Churchyard - Waste	195	—	—	—	195	195
2303 - Churchyard - Supplies/Repairs/Maintenance	1,227	—	—	—	1,227	1,649
2401 - Parish Magazine - Printing	6,004	—	—	—	6,004	—
2501 - Training	407	—	—	—	407	705
2502 - JAM	—	—	—	—	—	13
2504 - Toddler/After School Services	350	—	—	—	350	292
2506 - Youth	126	—	—	—	126	397
2510 - Away day etc expenses	260	—	—	—	260	—
2601/8 - Parish Office	8,570	—	—	—	8,570	8,947
2615 - Other Organisations Admin	300	—	—	—	300	216
2620 - Photocopier Depreciation	—	786	—	—	786	786
<b>Total</b>	<b>31,406</b>	<b>1,314</b>	<b>—</b>	<b>—</b>	<b>32,721</b>	<b>29,572</b>

*Church Repairs & Maintenance*

	<b>Unrestricted</b>	<b>Designated</b>	<b>Restricted</b>	<b>Endowment</b>	<b>Total</b>	
					<b>This year</b>	<b>Last year</b>
2105 - Church Repairs & Maintenance	1,511	—	—	—	1,511	851
2110 - Other Organisations - Repairs/Equipment	1,743	—	—	—	1,743	—
<b>Total</b>	<b>3,254</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>3,254</b>	<b>851</b>

<b>EXPENDITURE TOTAL</b>	<b>137,992</b>	<b>5,801</b>	<b>27,131</b>	<b>—</b>	<b>170,924</b>	<b>167,196</b>
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<b>GRAND TOTAL</b>	<b>1,519</b>	<b>(3,615)</b>	<b>(23,027)</b>	<b>—</b>	<b>(25,123)</b>	<b>(20,198)</b>
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## Accounting Policies

The following accounting policies have been applied to items which are considered material to the PCC's financial statements.

a) **Basis of Preparation** The financial statements have been prepared in accordance with the Church Accounting Regulations, applicable accounting standards, and the Statement of Recommended Practice *Accounting by Charities*. The financial statements have also been prepared under the historical cost accounting rules, modified to include the revaluation of property for the use of the PCC and listed investments, at market value.

b) **Funds** Unrestricted general funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application to the general purposes of the PCC. Unrestricted designated funds are funds that the PCC has set aside for a particular purpose. Restricted funds are funds that have been given for a particular purpose and cannot be used for any other purpose. Endowment Funds are funds where a capital sum has been given which the PCC must invest and use the income for a particular purpose.

c) **Transactions included** The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include financial information relating to groups within the Church that are affiliated to another body.

d) **Incoming Resources**

i) Voluntary income and capital sources

Collections are recognised when received by or on behalf of the PCC.

Income tax recoverable on gift aid donations is recognised when the income is recognised.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its entitlement and the likely amount due.

Funds raised by social events are accounted for gross.

Income from investments

Dividends and interest are accounted for when receivable and gross where tax is recoverable.

e) **Resources Expended**

i) Grants and donations are accounted for when agreed to be paid.

ii) Activities relating to the work of the Church Other costs, including diocesan quota are accounted for when due.

f) **Revaluation of investments**

Gains or losses on revaluation of investments and property at the 31st December are included in the Statement of Financial Activities as unrealised.

g) **Fixed Assets**

i) Consecrated land and buildings and movable church furnishings

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

ii) No value is placed on movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. Expenditure on the maintenance of consecrated or benefice buildings and moveable church furnishings is shown in the SOFA as expenditure during the year.

iii) Other land and buildings

Property for the use of the PCC for its own purposes is normally valued at cost less depreciation, and this is the basis of the valuation of the Parish Office which was fully depreciated in 2007. The Clergy house at 6 Waldens Park Road was valued by Waterfall, Barclay and Durrant in April 2014 for £700,000. It will be revalued when the PCC deem appropriate. No depreciation is charged against this property, as the PCC agreed at their meeting on 18th November 1997, that it would be more appropriate to show this property at valuation. Expenditure on maintenance or improvements of the clergy house is written off as incurred.

iv) Reordering building work, other fixtures, fittings and office equipment

Equipment used within the church premises is depreciated on a straight line basis over 5 years. Individual

items of equipment with a purchase price of £2,000 or less are written off in the period in which the asset is acquired. Reordering building works are not depreciated but charged to expense accounts as incurred.

v) Listed investments

Listed investments are valued annually by the Central Board of Finance of the Church of England (CBF) on 31<sup>st</sup> December.

h) **Current Assets**

Debtors are comprised of amounts owing to the PCC at 31<sup>st</sup> December. Deposits relate to sums held on deposit with the CBF.

i) **Current Liabilities**

Creditors relate to sums owed by the PCC at 31<sup>st</sup> December. These include payments in respect of suppliers of goods and services to the 31<sup>st</sup> December for which accounts had not been received at that date and certain claims for reimbursement of costs up to the year end.

### **Staff Numbers and Costs**

The PCC employed a Children & Families worker in October 2015. The cost is including within children's work under the Financial Statement Notes.

The PCC employed a part-time Associate Minister in October 2016 on a house-for-duty basis.

Clergy are employed by the diocese. The PCC paid quota payments of £85,812 (2018 £83,136) to cover all diocesan costs on a formula basis. Others providing services to the PCC on a part-time, self-employed basis are: a Parish Administrator and various Churchyard Maintainers.

Considerable voluntary assistance was given to the PCC during the year, in particular by readers, organists & musicians, financial, accountancy and independent examination, PCC sub-committee administration, church and churchyard maintenance for which the PCC is extremely grateful. It is not possible to financially quantify the value of this work. Expenses were reimbursed to the vicar, associate minister and Children's & Families worker for the usual ministry working expenses. Other PCC members were reimbursed for expenses that would otherwise have been incurred direct by the PCC. No employee received employee benefits over £60,000.

### **Independent Examiner's remuneration and fees for financial services**

As mentioned in 4 above, the PCC is not charged independent examiner's fees or fees for any financial or accountancy services.



**Fixed Assets for the use of the PCC**

	<b>Property</b>	<b>Building</b>	<b>Fixtures Fittings &amp; Equipment</b>	<b>Total</b>
<b>Cost or Valuation</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Balance at 1 January 2019	700,000	0	57,628	757,628
Revaluation	0	0	0	0
Disposal	0	0	0	0
Acquisition	0	0	0	0
Balance at 31 December 2019	700,000	0	57,628	757,628
<b>Accumulated depreciation</b>				
Balance at 1 January 2019	0	0	54,481	54,481
Disposal	0	0	0	0
Charge for year	0	0	787	787
<b>Balance at 31 December 2019</b>	<b>0</b>	<b>0</b>	<b>55,268</b>	<b>55,268</b>
<b>Net Book Value at 31 December 2019</b>	<b>700,000</b>	<b>0</b>	<b>2,360</b>	<b>702,360</b>
<i>Net Book Value at 31 December 2018</i>	<i>700,000</i>	<i>0</i>	<i>3,147</i>	<i>703,147</i>

Property relates to the Clergy house at 6 Waldens Park Road, which was re-valued in 2014 with a market value of £700,000 and will be re-valued again when the PCC deem appropriate. St Andrew's Room was fully depreciated in 1987 the year it was constructed. Buildings includes the Parish Office, constructed in 1997 and fully depreciated in 2007. Fixtures Fittings and Equipment relates to the new photocopier purchased in 2018 and the audio/visual equipment.

### Other Fixed Asset Investments

Investments consist of the following:

		Unrestricted	Restricted	Total	
		Funds	Funds	2019	2018
		£	£	£	£
Market value 1st Jan 2019		203,912	187,470	391,382	410,059
Acquisitions at cost		0	0	0	0
Disposals at cost		0	0	0	0
Net unrealised (loss)/gain		45,814	26,290	72,104	(18,676)
Market Value 31st Dec 2019		249,726	213,760	463,486	391,382

### Debtors Due Within 1 Year

	2019	2018
	£	£
HMRC	16,680	18,732
Sundry Debtors	0	3
<b>Total</b>	<b>16,680</b>	<b>18,735</b>

### Creditors Due Within 1 Year

	2019	2018
	£	£
Sundry Creditors (Fees and Stipend)	0	271
PAYE & NI	415	414
<b>Total</b>	<b>415</b>	<b>685</b>

Horsell Parochial Church Council  
Financial Report for the year ended 31<sup>st</sup> December 2019

Analysis of Net Assets By Fund

	Unrestricted Funds	Designated Funds	Restricted Funds	Total	
				2019	2018
<b>Fixed Assets:</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Property/equipment		702,360	-	702,360	703,147
Investments	174,726	75,000	213,760	463,486	391,382
<b>Total Fixed Assets</b>	<b>174,726</b>	<b>777,360</b>	<b>213,760</b>	<b>1,165,846</b>	<b>1,094,529</b>
Current Assets	66,709	16,666	-1,464	81,911	106,518
Current Liabilities	-	-	-415	-415	-685
<b>Total Net Assets</b>	<b>241,435</b>	<b>794,026</b>	<b>211,881</b>	<b>1,247,342</b>	<b>1,200,362</b>

Analysis of Movement of Funds for the year to 31st December 2019

	Opening	Incoming	Outgoing	Transfers	Gains/losses	Closing
<b>Buildings - Buildings, Fixtures</b>						
Designated	703,147	—	786	—	—	702,360
<b>Sub-total for Buildings</b>	<b>703,147</b>	<b>—</b>	<b>786</b>	<b>—</b>	<b>—</b>	<b>702,360</b>
<b>Ch-Growth - Church Growth Fund</b>						
Designated	18,942	—	4,486	—	—	14,456
<b>Sub-total for Ch-Growth</b>	<b>18,942</b>	<b>—</b>	<b>4,486</b>	<b>—</b>	<b>—</b>	<b>14,456</b>
<b>Fam-Wkr - Family Worker</b>						
Restricted	15,866	2,029	27,131	7,356	—	(1,879)
<b>Sub-total for Fam-Wkr</b>	<b>15,866</b>	<b>2,029</b>	<b>27,131</b>	<b>7,356</b>	<b>—</b>	<b>(1,879)</b>
<b>Organ - Organ fund</b>						
Designated	552	2,185	528	—	—	2,209
<b>Sub-total for Organ</b>	<b>552</b>	<b>2,185</b>	<b>528</b>	<b>—</b>	<b>—</b>	<b>2,209</b>
<b>Res-Endow - Restricted Endowment</b>						
Restricted	187,469	2,074	—	(2,074)	26,290	213,759
<b>Sub-total for Res-Endow</b>	<b>187,469</b>	<b>2,074</b>	<b>—</b>	<b>(2,074)</b>	<b>26,290</b>	<b>213,759</b>
<b>SAR - St Andrew's Room ext</b>						
Designated	75,000	—	—	—	—	75,000
<b>Sub-total for SAR</b>	<b>75,000</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>75,000</b>
<b>General - General fund</b>						
Unrestricted	199,383	139,511	137,992	(5,281)	45,814	241,435
<b>Sub-total for General</b>	<b>199,383</b>	<b>139,511</b>	<b>137,992</b>	<b>(5,281)</b>	<b>45,814</b>	<b>241,435</b>
<b>Grand total</b>	<b>1,200,362</b>	<b>145,801</b>	<b>170,924</b>	<b>—</b>	<b>72,104</b>	<b>1,247,342</b>

## **Notes to the funds**

### Unrestricted general funds

This is the main reserve of the PCC. The general surplus or deficit from the Statement of Financial Activities is transferred to this fund at the end of each year. Part of the general fund is invested in CBF investment accounts and a further part in a deposit account.

### Designated Funds

A Designated fund for Church Growth was created in 2014 to receive monies from the net rental of 6 Waldens Park Road. This fund is used to promote Church Growth in the coming years including the expenses from providing housing for the Associate Minister.

A designated fund for the organ was created in 2018 to receive donations from organ concerts and is used to cover maintenance costs of the organ.

£75,000 was set aside in 2018 as seed money for a potential extension to St Andrew's Room.

### Endowment Funds

In accordance with the directions given by Guildford Diocesan Board of Finance all Endowment funds have been re-designated as Restricted funds. In order to accommodate this, a new Restricted Fund called Restricted-Endowment was created and all Endowment monies transferred to this fund.

### Restricted funds

A new Restricted fund, Family Worker, was created in 2014 to receive donations for funding the Children and Families Worker.

### Capital funds

*Churchyard bequests* - These are bequests to the PCC of sums of money, with a particular request that the interest be used towards the maintenance of the Churchyard. The churchyard is expected to become full and be closed to new burials in the near future, at which point maintenance will transfer to Woking Borough Council. With future maintenance costs likely to be lower, six small bequests were wound up in 2017 with the capital used for minor repairs.

*St Andrew's Recoupment Fund* – In 2008 a new order was made by the Charity Commission creating a permanent endowment the income from which is allocated to the general funds of the PCC. This fund is now known as St Andrew's Recoupment Fund.

In 1965 a fund known as "the St Andrew's Mission Church Fund" was created from the sale of donated land. After further research, this fund has been reclassified as restricted capital fund.

*Current assets for charity use* - These funds represent the value to the PCC of functional assets held by the PCC. These consist of the re-ordering audio visual equipment and the new photocopier purchased in 2018.