

Trustees Annual Report and Financial Report

The Friends of St Mary's Church, Shoreham-by-Sea

Registered Charity 280315

For the year ended 31 December 2020

Friends of St Mary's Church, Shoreham-by-Sea

Trustees: The Reverend Canon Ann Waizeneker

Ian Tompkin, Edith Leslie

The Vicarage, Church Street, Shoreham-by-Sea BN43 5DQ

Independent examiner: TC Group, The Courtyard, Shoreham Road,

Upper Beeding, Steyning BN44 3TN

Bankers: HSBC Bank PLC, 1/3 Warwick St, Worthing BN11 3DE

**The Friends of St Mary's Church, Shoreham-by-Sea
Registered Charity No 280315**

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THE FRIENDS OF ST MARY'S

Trustees Annual Report for the Financial Year Ending 31st of December 2020 Registered Charity Number 280315

Aims and Purposes as a Charity

The Friends of St Mary's is a registered charitable trust, governed, administered and determined by the Trust Deed of April 1981. Its purpose is to carry out fundraising in order to assist with the funding of works associated with the maintenance and ongoing restoration to our Grade 1 listed church.

Objectives and Activities

In setting the objectives The Trustees have complied with the duty in section 4 of the Charities Act 2011 to have had due regard to the Charity Commission's guidance on public benefit. The main activities undertaken by the charity to further its charitable purpose for public benefit in 2020 were:

To carry out necessary maintenance to the church, as well as continuing to provide finance to enable the PCC to fund the Project Development Manager until the end February 2020, and fees in respect of the appointed architects, Acanthus Clews.

Maintenance and Repairs

The PCC was successful in obtaining a grant from Historic England for repairs to the exterior stonework on the west wall above the main entrance door, in order that the interior lighting could be reinstated. As scaffolding was needed to carry out these works, it was decided to undertake further adjacent stonework repairs and the Friends of St Mary's funded this work which came to £16096 as well as financing the reinstatement of the lighting. We are very grateful for donations totalling £7798 received from the community and congregation towards the stonework repairs

The Friends also funded essential repairs to the boiler flues and to wood flooring in church and roof repairs. We are very thankful to have received £500 from St Mary of the Harbour Lodge towards the boiler flue repairs.

St Mary's remains on the Historic England Heritage at Risk Register (no 1192780) and the condition is listed as "poor".

Work continues on uploading information to the Burial Ground Management System and we continue to be very grateful to the member of the congregation undertaking this detailed research.

The PCC is responsible for the maintenance of the Medieval Ruined Nave, a scheduled ancient monument, and we hope to make more of this as part of our heritage and for educational purposes.

Social and Community Events

Because of the Covid19 pandemic and national lockdown, all social events were stopped in March. This meant we were unable to hold the annual Arts Festival, church tours, Heritage Lectures or the monthly Farmer's Market coffee mornings in church to name but two of the many events usually run by the Friends.

Finance

Income for the year totalled £20,498 (2019: £28,983), with the majority of income continuing to be derived from donations and legacy income.

Expenditure for the year totalled £44,612 (2019: £59,085). The Friends continued to provide finance for the Project Development Manager working on the redevelopment plans to the end of her contract in February 2020. A bequest, several generous donations, reclamation of VAT and Gift Aid helped to raise funds.

Necessary maintenance costs (including tower expenditure) came to £29,048 in 2020 (2019: £5,464).

The charity record an overall deficit for the year of £24,114 (2019: £30,102).

Reserves Policy

The unrestricted funds are expendable at the discretion of the Trustees and the reserves policy was amended in 2019 to reflect the call on funds to be transferred to the PCC to progress the redevelopment of St Mary's. In the light of these circumstances the Trustees agreed that there should be a reduction in the contingency funds to £20,000 within the reserves to meet any essential maintenance that may arise.

The charity held reserves of £81,368 at the year end (2019: £105,482).

Structure, governance and management of the charity

The Trustees as set out in the Trust Deed are the Vicar and Churchwardens of the Parish Church of St Mary de Haura New Shoreham, who are responsible to the PCC.

The Trustees have powers to appoint the following officials:

- Treasurer.
- Secretary.
- Chairman of the Friends Committee.
- Any other officials that the Trustees may consider to be important in support of the work of the Trust.

The Committee is elected from the membership of the members at the Annual General meeting of the Friends of St Mary's.

Legislation determining the constitution and workings of the Friends:

- The Incumbents and Churchwardens Trust's Measure of 1964
- The Parochial Church Council's (Powers) Measure 1956.

Vicar and Churchwardens report at each meeting of the PCC on the Fabric, any works that should be agreed, the Friends being asked to meet the costs involved dependent of the state of the finances of the Friends. The PCC is the employer and party to any contracts which may be formulated. The Friends will if possible and should circumstances allow, assist with the funding of works associated with the maintenance and ongoing restoration to our Grade 1 listed church.

Proposed Changes to the Committee

In 2020, the Trustees proposed a restructure to the membership of the existing committee in order to deliver the most efficient strategic direction. The Trustees suggested a smaller executive committee to focus on the areas of marketing, increasing membership and grant funding. The proposed new committee structure will operate alongside a PCC fundraising committee, whose remit will be to raise income and revenue for all aspects of the running of the church and parish, with a focus on event fundraising.

The Trust Deed of the Friends, (May 1981) allows the Trustees (Vicar and Churchwardens), considerable flexibility in such matters as delegation. In line with these delegated powers and bearing in mind the urgent need for moving the Friends forward the Trustees proposed the following:

1. A new committee to replace the existing committee and to consist of:
 - Vicar and Churchwardens as the Trustees.
 - Secretary and Treasurer as Executive Officers.
 - One member elected from the membership.
 - The Committee to co-opt other members from outside as required.
2. One Churchwarden for the next year to act as Chairman of the Committee, but making allowance for a future chairman to come from outside the existing committee.
3. In accordance with the Trust Deed the new committee to be responsible to the Trustees. Both Trustees and Committee are responsible to the PCC.

This proposal was approved by the PCC on 17 November 2020 and adopted at the Friends' AGM on 25 November 2020 where the Committee membership was confirmed as follows:

Trustees-Ex Officio.

- | | |
|-----------------------------------|---|
| The Reverend Canon Ann Waizeneker | Vicar and Chairman of the Trustees |
| Mr Ian Tompkin. | Churchwarden and Trustee, and Chairman of the Committee |
| Mrs Sue Clay | Churchwarden and Trustee |

Executive Officers:

- | | |
|--------------------|-----------|
| Mr Philip Crompton | Treasurer |
| Mrs Jayne Crompton | Secretary |

Elected member:

Mrs Sarah Hadwen

Risk

The trustees hold overall responsibility for risk management of the organisation and have conducted a review of the major risks to which the organisation is exposed. Consequently and where appropriate, systems or procedures have been established to manage the risks that the charity faces.

COVID-19

The charity continue to monitor their reserves position in light of the COVID-19 pandemic and manage expenditure to ensure sufficient reserves are held for the charity to continue in existence. The trustees consider the charity to be a going concern. This conclusion takes into account the financial effect pf the COVID-19 pandemic.

Statement of Trustees'/Executive Committee Responsibilities

The trustees/executive committee are required by law of England and Wales to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year and the financial position at the end of the year.

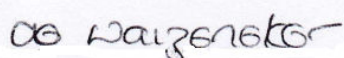
In preparing those financial statements the trustees are required to:

- a) Select suitable accounting policies and then apply them consistently
- b) Observe the methods and principles in the Charities SORP
- c) Make judgement and estimates that are reasonable and prudent
- d) State whether applicable accounting standard and statements of recommended practice have been followed, subject to any material departures, disclosed and explained in the financial statements
- e) Prepare the statements on a going concern basis unless it is inappropriate to presume that the Association will continue in operation.

The trustees/executive committee are responsible for keeping accounting records which disclose with reasonable accuracy at any time, the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

This Trustees' Annual Report was **approved** by the Trustees and signed on their behalf by The Reverend Canon Ann Waizeneker, Chairman of the Trustees

Date: 27 April 2021



INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE FRIENDS OF ST MARY'S CHURCH, SHOREHAM-BY-SEA

I report on the charity trustees on my examination of the accounts of the Charity for the year ended 31 December 2020.

Responsibilities and basis of report

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 145 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of the 2011 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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

Signed:

TC Group

**Mr Jonathan Aikens ACA, DChA
for and on behalf of TC Group**

The Courtyard
Shoreham Road
Upper Beeding
Steyning
West Sussex
BN44 3TN

Dated: 28 April 2021

THE FRIENDS OF ST MARY'S CHURCH SHOREHAM BY SEA CHARITY NUMBER: 280315

**Statement of Financial Activities
for the year ended 31 December 2020**

	Unrestricted Funds	Restricted Fund/s	Total Funds 2020	Total Funds 2019	<i>Notes</i>
	£	£	£	£	
Income and endowments from:					
Donations and legacies	11,606	7,799	19,405	22,255	
Other trading activities	777	-	777	6,049	
Investments	316	-	316	679	
Total income	12,699	7,799	20,498	28,983	4
Expenditure on:					
Charitable activities	35,148	7,799	42,947	56,013	
Fundraising	1,566	-	1,566	2,035	
Other trading	99	-	99	1,037	
Total expenditure	36,813	7,799	44,612	59,085	5
Net movement in funds	(24,114)	-	(24,114)	(30,102)	
Reconciliation of funds:					9
Total funds brought forward	105,482	-	105,482	135,584	
Total funds carried forward	81,368	-	81,368	105,482	

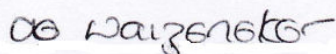
THE FRIENDS OF ST MARY'S CHURCH SHOREHAM BY SEA

Balance Sheet at 31 December 2020

	Total Funds <u>2020</u>	Total Funds <u>2019</u>	Notes
	£	£	
Debtors	2,975	9,475	10
Cash at bank and in hand	79,353	96,637	
Total current assets	82,328	106,112	
Creditors: Amounts falling due within one year	(960)	(630)	11
Net current assets	81,368	105,482	
Total assets less current liabilities	81,368	105,482	
Total net assets	81,368	105,482	
The funds of the charity:			
Unrestricted funds	81,368	105,482	
Total charity funds	81,368	105,482	9

This Annual Financial Report, for the year ended 31st December 2020, including the notes following, was approved by the Trustees and signed on their behalf by

The Revd Ann Waizeneker, Chair of Trustees
Date: 27 April 2021



Charity number: 280315

THE FRIENDS OF ST MARY'S CHURCH SHOREHAM BY SEA

Notes to the financial report for the year ended 31 December 2020

1 Legal Status

The Charity is an unincorporated charitable trust registered in England and Wales, further details can be found on the front cover of these accounts.

2 Accounting policies

a Accounting convention

The financial statements have been prepared under the Charities Act 2011 in accordance with applicable accounting standards and the current (2015) Statement Of Recommended Practice, Accounting and Reporting by Charities SORP (FRS 102).

The charity meets the definition of a public benefit entity under FRS 102. There are no material uncertainties about the charity's ability to continue as a going concern. This conclusion takes into account the financial effect of the Covid-19 pandemic.

The financial statements have been prepared under the historical cost convention. The financial statements include all transactions, assets and liabilities.

The functional currency of the church is pounds sterling. Items in the accounts are rounded to the nearest pound.

b Funds accounting

Funds held by the PCC are:

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

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 charity 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.

c Income

All income is 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

Donations are 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 donate.

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 and the charity becomes entitled to the income.

Other trading activities

Trading activities are where income is receivable in return for selling goods or providing services. Income from trading is recognised as entitlement of the funds are transferred to the charity, irrespective of date of receipt.

Investment income

Interest entitlements are accounted for as they accrue.

THE FRIENDS OF ST MARY'S CHURCH SHOREHAM BY SEA

Notes to the financial report (continued) for the year ended 31 December 2020

d Expenditure

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

e Debtors

Amounts owing to the charity at 31 December are shown as debtors less provision for amounts that may prove uncollectible.

f Cash Flow Statement

In accordance with Section 7 of FRS 102 the charity is claiming exemption from the requirement to prepare a cash flow statement on account of its size.

g Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments. The Trustees seek to use short term deposits where possible to maximise the return on monies held at the bank and to manage cash flow.

h Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

i Trustee remuneration

All the trustees donate their time spent running the charity on a voluntary basis and do not receive any remuneration for their work.

j Estimates and judgements

Estimates and underlying assumptions are reviewed by trustees on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised.

The trustees do not consider that there are any critical estimates or areas of judgement that need to be brought to the attention of the readers of the financial statements.

THE FRIENDS OF ST MARY'S CHURCH SHOREHAM BY SEA

Notes to the accounts (continued)

3 Comparative Funds Statement of Financial Activities for the year ended 31 December 2019

	Unrestricted Funds	Restricted Fund/s	Total Funds 2019	Notes
	£	£	£	
Income and endowments from:				
Donations and legacies	13,355	8,900	22,255	
Other trading activities	6,049	-	6,049	
Investments	679	-	679	
Total income	20,083	8,900	28,983	4
Expenditure on:				
Charitable activities	41,272	14,741	56,013	
Fundraising	2,035		2,035	
Other trading	1,037	-	1,037	
Total expenditure	44,344	14,741	59,085	5
Net movement in funds	(24,261)	(5,841)	(30,102)	
Reconciliation of funds:				9
Total funds brought forward	129,743	5,841	135,584	
Total funds carried forward	105,482	-	105,482	

THE FRIENDS OF ST MARY'S CHURCH SHOREHAM BY SEA
Notes to the financial report (continued)
for the year ended 31 December 2020

	Unrestricted Funds	Restricted Fund/s	Total Funds 2020	Total Funds 2019
	£	£	£	£
4 Analysis of income and endowments:				
Donations	7,606	7,799	15,405	13,355
Grants	4,000	-	4,000	8,900
Donations and legacies	11,606	7,799	19,405	22,255
Festival income	72	-	72	2,666
Other trading Activities	705	-	705	3,383
Other trading activities	777	-	777	6,049
Interest receivable	316	-	316	679
Investments	316	-	316	679
Total received on all funds	12,699	7,799	20,498	28,983

	Unrestricted Funds	Restricted Fund/s	Total Funds 2020	Total Funds 2019
	£	£	£	£
5 Analysis of expenditure on:				
Tower expenditure	16,098	-	16,098	-
Music at St Mary de Haura transfer	-	-	-	8,058
PCC grants	2,207	-	2,207	21,968
Architect fees	4,154	-	4,154	19,800
Repairs and maintenance	5,151	7,799	12,950	5,464
NSCT donation	6,500	-	6,500	-
Other	78	-	78	93
Support costs (note 7)	960	-	960	630
Charitable activities	£35,148	£7,799	42,947	56,013
Fundraising activities	1,566	-	1,566	2,035
Fundraising	£1,566	-	1,566	2,035
Festival costs	99	-	99	1,037
Other trading	£99	-	99	1,037
Total expended on all funds	36,813	7,799	44,612	59,085

THE FRIENDS OF ST MARY'S CHURCH SHOREHAM BY SEA
Notes to the financial report (continued)
for the year ended 31 December 2020

6 Staff costs

No staff were employed by the charity during the year (2019: none).

	Unrestricted Funds	Total Funds 2020	Total Funds 2019
	£	£	£
7 Support costs (including Governance costs)			
Independent examination	960	960	630
	960	960	630

8 Trustees:

Trustees did not receive any remuneration for their role as trustee, or any expenditure reimbursements during 2020 or 2019.

	Unrestricted Funds	Total Funds 2020	Total Funds 2019
	£	£	£
9 Analysis of net assets by fund - year ended 31 Dec 2020			
Current assets	82,328	82,328	106,112
Current liabilities	(960)	(960)	(630)
	£81,368	£81,368	105,482

	Unrestricted Funds	Total Funds 2019	Total Funds 2018
	£	£	£
Analysis of net assets by fund - year ended 31 Dec 2019			
Current assets	106,112	106,112	126,098
Current liabilities	(630)	(630)	(600)
	£105,482	£105,482	125,498

	Unrestricted Funds	Total Funds 2020	Total Funds 2019
	£	£	£
10 Debtors			
PCC Hymn book loan	2,975	2,975	2,975
Loan - trustees of St Mary's Hall	-	-	6,500
	£2,975	£2,975	9,475

	Unrestricted Funds	Total Funds 2020	Total Funds 2019
	£	£	£
11 Creditors: amounts falling due within one year			
Accruals	960	960	630
	£960	£960	630

THE FRIENDS OF ST MARY'S CHURCH SHOREHAM BY SEA

Notes to the financial report (continued)

for the year ended 31 December 2020

	Balances b/fwd 1 Jan 2020	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31 Dec 2020
	£	£	£	£	£
12 Statement of funds					
Unrestricted Fund					
General fund	105,482	12,699	(36,813)	-	81,368
	105,482	12,699	(36,813)	-	81,368
Restricted Funds					
Stone wall appeal	-	7,799	(7,799)	-	-
	-	7,799	(7,799)	-	-
Total funds	105,482	20,498	(44,612)	-	81,368

Restricted Funds are not invested permanently but are to be spent within reasonable timescales

The Stone Wall Fund relates to funds raised specifically for stone wall repairs.

Unrestricted funds are not subject to any donor restrictions and can be spent as the trustees decide

13 Control

The charity is under the control of the Trustees.

14 Taxation

As a charity, The Friends of St Mary's Church Shoreham by Sea is exempt from tax on income and gains to the extent that these are applied to its charitable objects.

15 Related party transactions

During the year, the charity wrote off a loan of £6,500 due from The New Shoreham Church Trust. Ian Tompkin and Ann Waizeneker are also Trustees of The New Shoreham Church Trust.