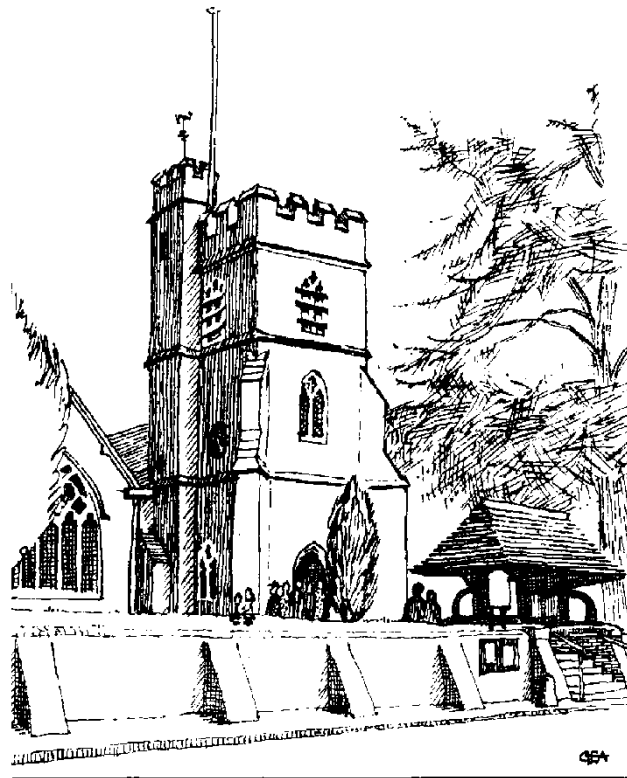


Church of St Mary-the-Virgin Horsell



PCC Annual Report for 2016

**St Mary-the-Virgin
Church Hill, Horsell, Woking, Surrey**

www.stmarys-horsell.org.uk

Incumbent: Revd Sarah Hayes
e-mail: sarah@sehayes.co.uk
The Vicarage, Wilson Way, Horsell, Woking, Surrey

Assistant Minister: Revd Peter Brown
6 Waldens Park Road

Parish Administrator: Helen Gravette
email office@stmarys-horsell.org.uk
Parish Office, The Vicarage, Wilson Way, Horsell, Woking, Surrey
(Tues, Wed, Fri 10am – 1pm)

Wardens: Helen Edwards

Michael Couper,

Hon Secretary: Richard Carter

Hon Treasurer: David Leach

Bank: CAF Bank
25 Kings Hill Avenue,
West Malling,
ME19 4TA

Independent Examiner: David Weller

Charity registration number: 1128175

PCC Annual Report for the year ended 31st December 2016

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: Revd Sarah Hayes

Wardens: Barbara Brown (until APCM 2016)
Michael Couper
Helen Edwards (from APCM 2016)

Representatives on the Deanery Synod:

Ruth Carter
David Leach
Gill Squibb

Elected members: Richard Carter (from APCM 2016, previously co-opted)
Nick Duncan-Brown (from APCM 2016)
Sue Dunsford (until APCM 2016)
Helen Edwards (ex officio from APCM 2016)
Adrian Harvey
Margaret Johnson
Mark McMurtrie
Hilary Mills
Helen Rendall (resigned December 2016)
Jennifer Richards
Sally Sutherland (from APCM 2016 resigned March 2017)
Lesley Templeman
Shelley Tuohy (resigned January 2016)
Gill Walsh

Electoral Roll, PCC and Church Attendance

1. At the end of the year there were 169 on the Church Electoral Roll (compared with 176 at the end of 2015).
2. The usual adult Sunday attendance, counted during October, was 104 (128 in October 2015). 224 adults and children attended services at Easter (221 in 2015) and 1444 on Christmas Eve and Christmas Day (1430 in 2015).

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 6 times during 2016. The average attendance was 74%. Since APCM 2016 Helen Rendall and Sally Sutherland have resigned from the PCC for personal reasons.
5. The PCC has increasingly structured its meetings to ensure the bulk of its time is spent on strategic items, often also inviting the Readers to attend. In addition, the PCC held an away half day in February 2017 to consider the Diocese of Guildford's work on "Transforming church Transforming lives" and the implications for St Mary's.
6. The PCC is enormously helped by the work of its various sub-committees or teams who undertake much of the daily work, as well as making recommendations to the full PCC. The sub-committees and teams (which include members drawn from the wider congregation) share a vision and enthusiasm for the work that they do, and have the opportunity to report to each PCC meeting. The PCC's Standing Committee meets as required to conduct urgent business between PCC meetings.
7. The key theme for the PCC throughout the year was developing the church's Mission in Horsell. The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St. Mary's. Our services and worship aim to put faith into practice through prayer and scripture, music and sacrament. In particular, we try to enable ordinary people to live out their faith as part of our parish community through:
 - Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus;
 - Provision of pastoral care for people living in the parish;
 - Missionary and outreach work. The PCC maintained its policy of 10% of its core income being devoted to outward giving, and substantial additional funds aside from the PCC's own finances were also collected by church members for this.
8. There were three main practical ways in which these issues were addressed by the PCC in its meetings: clergy resource; children and families work; and prayerful giving of money.
9. In terms of clergy resource, there has now been the longest gap between curates in living memory. The PCC devoted considerable time in late 2015 and early 2016 to considering the implications for the Church's Ministry, and in exploring alternative options going forward. It concluded the most appropriate way forward would be to seek an assistant minister who would work 3 days a week, supporting the Vicar. The PCC would be responsible for providing appropriate accommodation, and meeting appropriate expenses. This is the type of arrangement called a "House for Duty Minister". The idea had the strong support of the Diocese.

10. The PCC were delighted when it became clear very quickly that Revd Peter Brown was being called to serve as Assistant Minister, and he took up post in October.
11. At each of its meetings the PCC considered reports on children and families work. 2016 was a year of significant progress – for example in Twinkle Tots, Open the Book, and in JAM. But the PCC also recognised continuing challenges especially around creating a community for older children. The new 10-13 group meeting monthly is helping fill this need, but needs more leaders.
12. The PCC has for some time been considering its financial position, and the extremely low levels of regular giving for general purposes compared with other parishes in the deanery. Its May meeting was largely given over to a discussion on stewardship and planned giving with Juliet Evans, the Diocesan Stewardship Adviser. Following further prayer, the PCC decided at its July meeting to launch a parish funding programme in January 2017, focussed on planned giving. This has meant much hard work, especially by David Leach as Treasurer.
13. **Safeguarding** – both of children and of vulnerable adults – is a standing item on each PCC agenda. The PCC adopted the Diocesan Safeguarding statement at its meeting in September, and the Safeguarding officer continued to ensure current DBS certificates were in place as appropriate.
14. After many years of service as Parish Safeguarding Representative and Parish Identity Checker, Mrs Barbara Brown indicated she would like to step down. The PCC is very grateful for her hard work. Mrs Christine Pulford has agreed to take over both roles, and this was approved by the PCC at its November meeting.
15. The PCC believes it has complied with the duty under s5 Safeguarding and Clergy Discipline Measure 2016 to have due regard to the House of Bishops' guidance on safeguarding children and vulnerable adults. It is also in the process of arranging further appropriate training from the Diocese.
16. The PCC also had regular reports from the **deanery synod**. A common theme from many of its meetings was church growth, both in terms of parishes learning from each other, and also diocesan initiatives.
17. Other key themes at PCC meetings included:
 - a) the need to encourage the congregations to worship as a whole, rather than simply attending the services that were of greatest individual appeal;
 - b) wider community relations, including burgeoning links with Horsell Residents, and social events to build the sense of community;
 - c) the importance of prayer. The monthly prayer group established in 2015 has continued to meet for an hour at the beginning of each month, and would welcome more people attending;
 - d) the arrangements for the future of *Horsell Matters*, and
 - e) the preparations for what happens when there is no more space in the churchyard for new graves.
18. Throughout the year the PCC, and its Finance and Property subcommittee, devoted time to the maintenance of the Church fabric. The quinquennial inspection of the church fabric, in April 2015, found that in general the fabric was in good condition, and the few key repairs were completed in 2016.
19. The Church of England revised the faculty process from 1 January 2016. During the year a faculty was obtained to enable the church audio-visual system to be improved by adding two monitors facing the

altar. This means that for example the choir and music group can see the same images as the main congregation. In addition, under the new arrangements, the Archdeacon approved the new installation of a donated bench in the churchyard. In January 2017, the Archdeacon also approved some maintenance work on the yews in the churchyard.

20. During 2016 Hilary Mills was licensed as a pastoral assistant, and Marcus Brookfield and Richard Carter completed the Diocesan training to be Occasional Preachers.

21. The PCC is grateful for the help the second Thursday Club of Horsell Residents give in maintaining the churchyard.

**St Mary the Virgin
Horsell**



PCC Financial Statements

for the year ending 31st December 2016

Charity number 1128175

OUTWARD GIVING 2016

	From church funds	Special collections	Direct giving	Totals
Locally				
York Road Project	1,000			
York Road Project (On Your Own Lunch group)			117	
York Road Project (Sunday Coffee)			100	1,217
Engage Woking Schools	1,000			1,000
Horsell Church of England Junior School	3,000			3,000
Young Carers (Pop In Coffee)			300	300
Woking Hospice (Heritage Weekend)			70	
Woking Hospice (Mayor's Charity - Civic Service)		597		667
Nationally				
Children's Society (donations April 2016)		76		
Children's Society (Christingle collection Christmas 2016)		877		
Children's Society (Pop In Coffee)			514	
Children's Society (July coffee morning)			279	
Children's Society (Collecting Boxes)			247	
Children's Society (Donation)			10	
Children's Society (Craft event)**			200	
Children's Society (Card sales)			320	2,523
The Bible Reading Fellowship	2,000			2,000
MacMillan Coffee morning (Pop In Coffee)			664	
MacMillan (Sunday Coffee)			100	764
Crisis (Sunday Coffee)			100	100
Globally				
Bible Society	1,500			1,500
Butere Diocese, Kenya	1,500			1,500
Christian Aid (Harvest collection)*		275		
Christian Aid (Christmas collections)*		73		
Christian Aid (Sunday Coffee)*			100	448
Open Doors - for Syria and Iraq appeal	1,000			1,000
Big Brew for Traidcraft (Pop In Coffee)			48	48
	11,000	1,899	3,169	16,068

* £1,769 was also given directly to Christian Aid via Christian Aid Week collections co-ordinated by St Mary's.

** Donation from church funds raised at special event

Financial Review

General Income and Expenditure

General Unrestricted income for the year was £123,186 (£161,726 in 2015). Income was higher last year due to receiving legacies totalling £25,829. This year's income also included some £10,536 of gifts (placed in a Restricted Fund) towards the Children and Families Worker.

Income from investments and deposit accounts was broadly the same at £12,429 (£13,912 in 2015). The net income of £18,000 received from the rental of 6 Walden's Park Road has been placed in a designated fund to aid Church growth. Following the appointment of a house-for-duty Associate Minister in October 2016, this income stream has ceased.

General expenditure for the year was broadly unchanged at £129,194 (£135,110 in 2015). The Parish Share continues to be our most significant outgoing of £78,093 with Insurance at £3,328 and Gas and Electricity combined at £2,820.

Children and Families Work expenditure of £25,629 was incurred in the first full year following the appointment of a Children & Families Worker in October 2015.

Non-recurring expenditure included £3,484 on new notice boards and £5,276 redecorating 6 Walden's Park Road.

It is evident that with the current level of sustainable unrestricted funds (income that we are allowed to use to cover day-to-day Church costs) that we are continuing to run at deficit each year and further giving is required to sustainably cover expenditure over the longer term.

Investments

Investment values increased again in 2016 with a sizable gain of £35,279 (£598 in 2015) from general investments for the year to 31 December 2016.

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.

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 general reserve at 31 December 2016 was £256,731; this is up from last year (£238,116) due to sizable gains from revaluation of investment funds.

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 her role. There were no financial transactions between the Parish Institute and the PCC during 2016.

Structure of the Financial Statements

The PCC accounts consist of the following and also include 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 judgements 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 fulfil its obligations.

Adoption of report and financial statements

Adopted and signed on behalf of the PCC.

Sarah Hayes, Chairman

Date 21st March 2017

Report of the Independent Examiner to Horsell Parochial Church Council

This report is on the financial statements of the PCC for the year ended 31st December 2016 which are set out on pages 17 to 29 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:

1. Which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 130 of the 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

2. 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
7 March 2017

Horsell Parochial Church Council
Financial statements for the year ended 31st December 2016

Statement of Financial Activities
For the period from 01 January 2016 to 31 December 2016

	Notes	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total Funds Funds 2016	Total Funds 2015
Receipts							
Planned giving	2 (a)	56,182	—	10,536	—	66,718	74,764
Collections and other giving	2 (b)	17,426	—	—	—	17,426	35,826
Other voluntary receipts	2 (c)	1,000	—	—	—	1,000	25,829
Gift Aid recovered		16,690	—	2,511	—	19,202	19,000
Activities for generating funds	2 (d)	9,819	—	—	—	9,819	7,033
Investment Income	2 (e)	10,115	18,000	2,313	—	30,429	13,912
Receipts from church activities	2 (f)	11,950	—	—	—	11,950	11,557
Total receipts		123,186	18,000	15,361	—	156,547	187,925
Payments							
Cost of generating funds	3 (a)	2,054	3,484	—	—	5,539	2,221
Missionary and Charitable Giving	3 (b)	11,300	—	—	—	11,300	12,000
Parish Share		78,093	—	—	—	78,093	78,093
Clergy and Staffing costs	3 (c)	3,667	8,534	25,659	—	37,861	12,239
Church Running Expenses	3 (d)	29,834	—	—	—	29,834	30,328
Church Repairs & Maintenance	3 (e)	4,244	—	—	—	4,244	7,360
Total payments		129,194	12,018	25,659	—	166,872	142,242
Net incoming / outgoing resources before transfer		(6,007)	5,981	(10,297)	—	(10,324)	45,683
Transfers							
Gross transfers between funds - in		4,599	—	—	—	4,599	—
Gross transfers between funds - out		—	—	(4,599)	—	(4,599)	—
Net incoming / outgoing before other gains / losses		(1,408)	5,981	(14,897)	—	(10,324)	45,683
Other recognised gains / losses							
Gains / losses on investment assets		20,024	(1,223)	16,479	—	35,279	598
Gains on revaluation, fixed assets, charity/s...		—	—	—	—	—	—
Net movement in funds		18,615	4,757	1,581	—	24,954	46,281
Reconciliation of funds							
Total funds brought forward		238,116	737,045	202,134	—	1,177,296	1,131,014
Total funds carried forward		256,731	741,803	203,716	—	1,202,251	1,177,296
Represented by							
Unrestricted							
General fund		256,731	—	—	—	256,731	238,116
Designated							
Buildings, Fixtures and Fittings		—	700,000	—	—	700,000	701,223
Church Growth Fund		—	41,803	—	—	41,803	35,822
Restricted							
Family Worker		—	—	16,917	—	16,917	29,528
Restricted Endowment Fund		—	—	186,799	—	186,799	170,562
Restricted Income		—	—	—	—	—	2,043

Horsell Parochial Church Council
Financial statements for the year ended 31st December 2016

Balance Sheet as at 31st December 2016

	As at 31/12/2016 £	As at 31/12/2015 £
Fixed assets		
Tangible assets	700,000	701,223
Investments	389,733	353,230
	<hr/> 1,089,733	<hr/> 1,054,454
Current assets		
Debtors	19,227	19,389
Cash at bank and in hand	93,699	103,904
	<hr/> 112,926	<hr/> 123,294
Liabilities		
Creditors: Amounts falling due in one year	409	452
Net current assets less current liabilities	<hr/> 112,517	<hr/> 122,842
Total assets less current liabilities	<hr/> 1,202,251	<hr/> 1,177,296
Total net assets less liabilities	<hr/> 1,202,251	<hr/> 1,177,296
Represented by		
Unrestricted		
Unrestricted - General fund	256,731	238,116
Designated		
Designated - Buildings, Fixtures and Fittings	700,000	701,223
Designated - Church Growth Fund	41,803	35,822
Restricted		
Restricted - Family Worker	16,917	29,528
Restricted - Restricted Endowment Fund	186,799	170,562
Restricted - Restricted Income	—	2,043
Funds of the church	<hr/> 1,202,251	<hr/> 1,177,296

Approved by the Parochial Church Council on 21st March 2017 and signed on its behalf by:

Sarah Hayes (Chairman)

David Leach (Treasurer)

Notes to the Financial Statements for the year ended 31st December 2016

	Unrestricted	Designated	Restricted	Endowment	Total 2016	Total 2015
Receipts						
2 (a) Planned giving						
Planned Giving - Bank	39,325	—	—	—	39,325	39,256
Planned Giving - Envelopes	15,551	—	—	—	15,551	16,880
Donations - General	1,306	—	—	—	1,306	1,082
Donations - Childrens Worker	—	—	10,536	—	10,536	17,546
Planned giving Sub-totals	56,182	—	10,536	—	66,718	74,764
2 (b) Collections and other giving						
Cash Collections - Gift Aided	7,441	—	—	—	7,441	6,423
Cash Collections	8,596	—	—	—	8,596	7,139
Cash Collections - Charitable	72	—	—	—	72	265
Miscellaneous Income	1,166	—	—	—	1,166	1,457
Curate House Rental*	149	—	—	—	149	20,539
Collections and other giving Sub-totals	17,426	—	—	—	17,426	35,826
2 (c) Other voluntary receipts						
Legacies	600	—	—	—	600	25,829
Other Organisations	400	—	—	—	400	—
Other voluntary receipts Sub-totals	1,000	—	—	—	1,000	25,829
2 (d) Activities for generating funds						
Other funds generated	744	—	—	—	744	—
Parish Magazine Advertising	5,095	—	—	—	5,095	4,780
Bellringers & Flowers	3,980	—	—	—	3,980	2,252
Activities for generating funds Sub-totals	9,819	—	—	—	9,819	7,033
2 (e) Investment Income						
Dividends	9,709	—	2,313	—	12,023	13,618
Bank Interest	405	—	—	—	405	294
Curate House Rental*	—	18,000	—	—	18,000	—
Investment Income Sub-totals	10,115	18,000	2,313	—	30,429	13,912

*Curate House Income has been re-categorised from Other Giving to Investment Income after a review of recently published & updated Statements of Recommended Practice (SORP)

Horsell Parochial Church Council
Financial statements for the year ended 31st December 2016

	Unrestricted	Designated	Restricted	Endowment	Total 2016	Total 2015
2 (f) Receipts from church activities						
Church Fees	6,106	—	—	—	6,106	3,376
Churchyard Fees	3,658	—	—	—	3,658	3,407
General Fund raising – social events	2,137	—	—	—	2,137	4,358
Holiday Club	49	—	—	—	49	416
Receipts from church activities Sub-totals	11,950	—	—	—	11,950	11,557
Payments						
3 (a) Cost of generating funds						
Bank Charges	768	—	—	—	768	—
Notice boards	—	3,484	—	—	3,484	753
General Fund raising - social events	1,285	—	—	—	1,285	1,467
Cost of generating funds Sub-totals	2,054	3,484	—	—	5,539	2,221
3 (b) Missionary and Charitable Giving						
Giving - Missionary Societies	3,000	—	—	—	3,000	4,000
Giving - Relief and Development Agencies	1,000	—	—	—	1,000	1,000
Giving - Home Mission	6,300	—	—	—	6,300	7,000
Giving - Secular Charities	1,000	—	—	—	1,000	—
Missionary and Charitable Giving Sub-totals	11,300	—	—	—	11,300	12,000
3 (c) Clergy and Staffing costs						
Clergy Cover	318	—	—	—	318	334
Vicar Working Expenses	3,034	—	—	—	3,034	3,300
Vicarage Expenses - Water Rates	164	—	—	—	164	216
Vicarage Expenses - Repairs & Maintenance	—	—	—	—	—	46
Associate Minister Working Expenses - Moving expenses	—	2,270	—	—	2,270	—
Curate House Expenses - Water Rates	149	153	—	—	303	275
Curate House Expenses - Repairs & Maintenance	—	5,276	—	—	5,276	1,335
Curate House Expenses - Insurance	—	379	—	—	379	353
Curate House Expenses - Council Tax	—	454	—	—	454	—
Children's Work	—	—	25,657	—	25,657	6,377
Clergy and Staffing costs Sub-totals	3,667	8,534	25,659	—	37,861	12,239

Horsell Parochial Church Council
Financial statements for the year ended 31st December 2016

	Unrestricted	Designated	Restricted	Endowment	Total 2016	Total 2015
3 (d) Church Running Expenses						
Church Running Expenses - Gas	1,839	—	—	—	1,839	2,835
Church Running Expenses - Electricity	981	—	—	—	981	551
Church Running Expenses - Insurance	3,328	—	—	—	3,328	3,329
Church Running Expenses - Minor Equip	162	—	—	—	162	58
Upkeep of Services - Bread/Wine/Candles	325	—	—	—	325	756
Upkeep of Services - Service Resources	354	—	—	—	354	552
Confirmations & Baptisms	35	—	—	—	35	11
Flower Arrangers	1,247	—	—	—	1,247	776
Bell Ringers	2,209	—	—	—	2,209	1,353
Music & Subscriptions	289	—	—	—	289	258
Organist	—	—	—	—	—	200
Organ & Piano Tuning	396	—	—	—	396	544
Churchyard - Gardening	1,661	—	—	—	1,661	2,434
Churchyard - Water Rates	71	—	—	—	71	70
Churchyard - Waste	170	—	—	—	170	145
Churchyard - Supplies/Repairs/Maint	683	—	—	—	683	282
Parish Magazine - Printing	5,085	—	—	—	5,085	4,920
Training	500	—	—	—	500	1,140
JAM	568	—	—	—	568	615
Holiday Club expenses	—	—	—	—	—	219
Toddler/After School Services	298	—	—	—	298	490
Awayday etc expenses	—	—	—	—	—	19
Parish Office - staff	5,564	—	—	—	5,564	5,240
Parish Office - Broadband	684	—	—	—	684	635
Parish Office - Stationery	1,169	—	—	—	1,169	1,112
Parish Office - Printing	923	—	—	—	923	451
Parish Office - Postage	1	—	—	—	1	—
Parish Office – Computer Expenses	372	—	—	—	372	494
Parish Office - Subscriptions	333	—	—	—	333	357
Parish Office - Miscellaneous	318	—	—	—	318	269
Parish Office - Heat & Light	—	—	—	—	—	152
Other Organisations Admin	256	—	—	—	256	54
Church Running Expenses	29,834	—	—	—	29,834	30,328
Sub-totals						
3 (e) Church Repairs & Maintenance						
Church Repairs & Maintenance	4,244	—	—	—	4,244	2,550
Church Repairs - New Boiler	—	—	—	—	—	2,949
Quinquennial - Architects Fees	—	—	—	—	—	944
Quinquennial - Electrics	—	—	—	—	—	916
Church Repairs & Maintenance	4,244	—	—	—	4,244	7,360
Sub-totals						

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.

Amounts receivable under gift aid are recognised only when received.

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 or in 2019. 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 31st December.

h) **Current Assets**

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

i) **Current Liabilities**

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

4. Staff Numbers and Costs

The PCC employed a Children & Families worker in October 2015. The costs can be found 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 £78,093 (2015 £78,093) 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. The costs for these can be found under the Financial Statement Notes.

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 with the PCC is extremely grateful. It is not possible to financially quantify the value of this work. Expenses were reimbursed to the vicar and Children's & Families worker for the usual ministry working expenses. The Associate Minister's moving costs were met by the PCC in accordance with Central Stipends Authority guidelines. The parish administrator received the payment shown in the Notes. 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.

5. 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.

6. Fixed Assets for the use of the PCC

	Property	Building	Fixtures Fittings & Equipment	Total
Cost or Valuation	£	£	£	£
Balance at 1 January 2016	700,000	0	59,812	759,812
Revaluation	0	0	0	0
Disposal		0	0	0
Balance at 31 December 2016	700,000	0	59,812	759,812
Accumulated depreciation				
Balance at 1 January 2016	0	0	58,588	58,588
Charge for year	0	0	1,224	1,224
Disposal		0	0	0
Balance at 31 December 2016	0	0	59,812	59,812
Net Book Value at 31 December 2016	700,000	0	0	700,000
Net Book Value at 31 December 2015	700,000	0	1,224	701,224

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 or in 2019. 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 2012 and the audio/visual equipment.

7. Other Fixed Asset Investments

Investments consist of the following:

	Unrestricted	Restricted	Total	
	Funds	Funds	2016	2015
	£	£	£	£
Market value 1st Jan 2016	180,624	172,606	353,230	351,408
Acquisitions at cost	2,286	0	2,286	0
Disposals at cost	0	(2,286)	(2,286)	0
Net unrealised (loss)/gain	20,024	16,479	36,503	1,822
Market Value 31st Dec 2016	202,934	186,799	389,733	353,230

8. Debtors Due Within 1 Year

	Unrestricted Funds	
	2016 £	2015 £
HMRC	19,202	19,389
Sundry Debtors	25	0
Total	19,227	19,389

9. Creditors Due Within 1 Year

	Unrestricted Funds	
	2016 £	2015 £
Sundry Creditors (Fees and Stipend)	0	43
PAYE & NI	409	409
Total	409	452

10. Analysis of Net Assets By Fund

	Unrestricted Funds	Designated Funds	Restricted Funds	Total	
				2016	2015
Fixed Assets:	£	£	£	£	£
Property/equipment		700,000	-	700,000	701,224
Investments	202,934	-	186,799	389,733	353,230
Total Fixed Assets	202,934	700,000	186,799	1,089,733	1,054,454
Current Assets	53,797	41,803	17,326	112,926	123,294
Current Liabilities	-	-	-409	-409	-452
Total Net Assets	256,731	741,803	203,716	1,202,250	1,177,296

11 a) Analysis of Movement of Funds for the year to 31st December 2016

Fund	Fund balances brought forward	Incoming Resources	Outgoing Resources	Transfers	Gains and Losses	Fund balances carried forward
Buildings, Fixtures and Fittings	701,223				(1,223)	700,000
Church Growth Fund	35,822	18,000	12,018			41,803
Children and Family Worker	29,528	13,047	25,659			16,917
Restricted Endowment Fund	170,562	2,247		(2,247)	16,237	186,799
General fund	238,116	123,186	129,194	4599	20,024	256,731
Restricted Income	2,043	66		(2,351)	242	-
Total	1,177,296	156,547	166,872		35,279	1,202,251

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11 b) Fund Statement of Change for the year to 31st December 2016

Fund	Brought Forward			Movement			Carried Forward		
	Unrestricted	Designated	Restricted	Unrestricted	Designated	Restricted	Unrestricted	Designated	Restricted
Buildings	-	701,223.76	-	-	(1,223.76)	-	-	700,000.00	-
Church Growth	-	35,822.18	-	-	5,981.07	-	-	41,803.25	-
Children & Family Worker	-	-	29,528.73	-	-	(12,611.68)	-	-	16,917.05
Restricted Endowment	-	-	170,562.13	-	-	16,237.17	-	-	186,799.30
General	238,116.19	-	-	18,615.61	-	-	256,731.80	-	-
Income	-	-	2,043.72	-	-	(2,043.72)	-	-	-
Total	238,116.19	737,045.94	202,134.58	18,615.61	4,757.31	1,581.77	256,731.80	741,803.25	203,716.35

Notes to the funds

Unrestricted general funds

Accumulated fund - This is the main reserve of the PCC. The surplus or deficit from the Statement of Financial Activities is transferred to this fund at the end of each year. Part of the accumulated fund is invested in CBF investment accounts and a further part in a deposit account. Also included in the fund is an account known as "the St Andrew's Mission Church Fund". This fund was opened in May 1965 and is now considered to form part of the general funds of the PCC.

Investment revaluation - Investments are shown in the financial statements at market value. This reserve is the difference between the cost and the market value of the unrestricted investments.

Associated organisations - The Church accounting regulations 2006 require the PCC to include in the financial statements, financial information relating to associated organisations that are not separately registered charities. The above table includes the movements of funds held by these organisations.

Designated Funds

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

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

Churchyard reserve - A wayleave of £35 was received in 1969 relating to the laying of a cable through the churchyard. In 1981, this was combined with other churchyard funds held in a deposit account and with a small holding of consolidated stock and the new Churchyard reserve fund was invested in the CBF investment account.

As there was no known legal duty to maintain the capital and the PCC's expenditure on the churchyard was not limited to the Fund's income, the PCC agreed at its September 2016 meeting that maintaining the separate fund did not serve any useful purpose, and to therefore subsume the Churchyard reserve into the General Fund. This did not in any way change the PCC's commitment to maintenance of the churchyard.

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.

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.

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 2012.