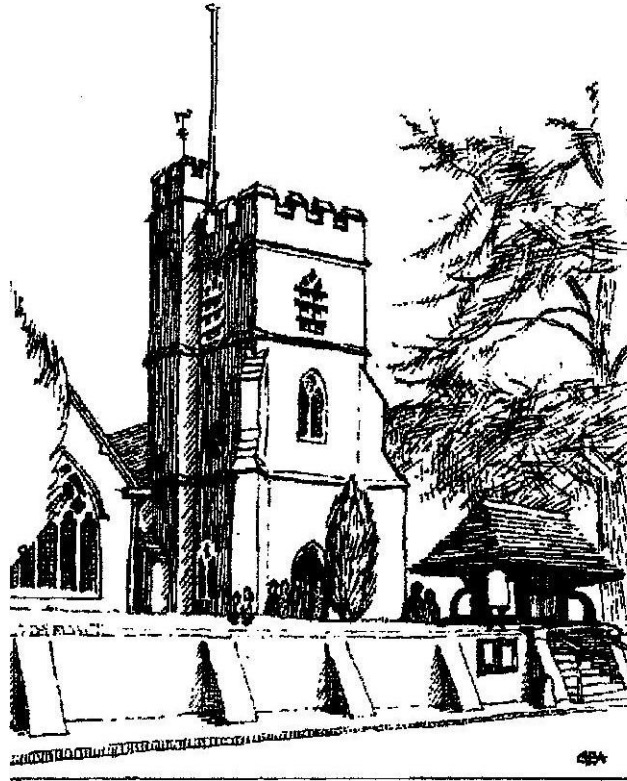


# St Mary-the-Virgin Horsell



The Annual Parishioners Meeting and  
The Annual Parochial Church Meeting  
Sunday, 22<sup>nd</sup> April 2018, 11.30 a.m.  
St Mary's Church, Horsell

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## **Agendas & Minutes**

### **AGENDAS FOR THE ANNUAL MEETING OF PARISHIONERS and THE ANNUAL PAROCHIAL CHURCH MEETING of ST MARY-THE-VIRGIN, HORSELL 11.30am Sunday 22nd April 2018 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 2017 Annual Meeting of Parishioners (see page 2)
4. Election of Churchwardens for 2018-2019

#### **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 2017 Annual Parochial Church Meeting (Record of Decisions approved at the May PCC Meeting)
2. Annual Report for 2017
  - 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 – 4 elections
  - c) Sidesmen
5. Annual Reports from Church Organisations (Book 2)
6. Vicar's report for 2017
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 starts).

**RECORD OF DECISIONS OF THE ANNUAL MEETING OF PARISHIONERS and  
THE ANNUAL PAROCHIAL CHURCH MEETING of ST MARY-THE-VIRGIN, HORSELL**

**11.30am Sunday 30th April 2017 in St Mary's Church**

**ANNUAL MEETING OF PARISHIONERS**

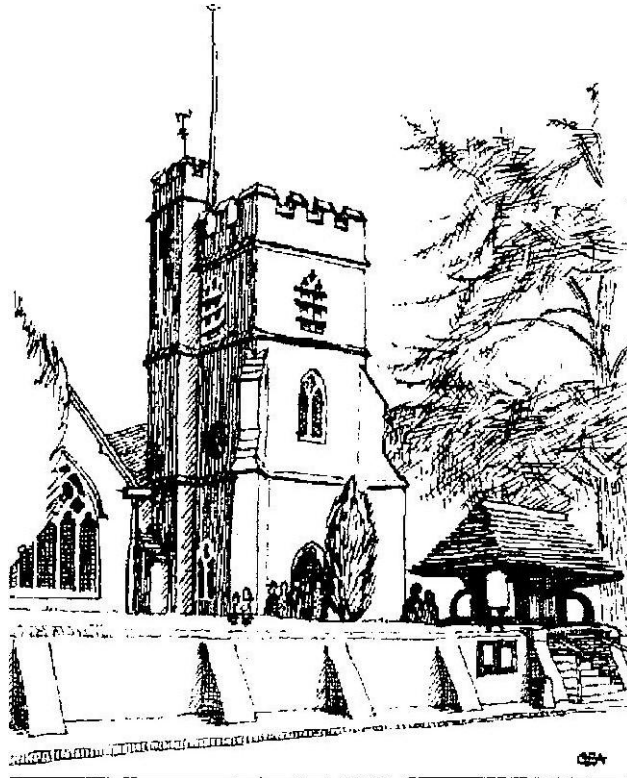
46 people present

1. Prayers
2. Apologies  
Received from 3 people
3. Minutes of the 2016 Annual Meeting of Parishioners  
Agreed
4. Election of Churchwardens for 2017-2018  
Michael Couper and Helen Edwards elected unanimously

**ANNUAL PAROCHIAL CHURCH MEETING**

1. Minutes of 2016 Annual Parochial Church Meeting  
Agreed
2. Vicar's report  
Noted
3. Annual Report for 2016
  - a) Electoral Roll
  - b) Report on the fabric, goods and ornaments
  - c) Report on the PCC's proceedings
  - d) Report on deanery synod
  - e) Financial StatementsAll noted
4. Appointment of the Independent Examiner  
Re-appointment of David Weller approved nem con
5. Elections:
  - a) Deanery Synod  
Re-election of Ruth Carter, David Leach and Gill Squibb approved unanimously
  - b) Parochial Church Council  
Re-election of Hilary Mills and Lesley Templeman approved unanimously  
Appointment of Sarah Gladstone, Pamela Rowe and Brian Sheriff approved unanimously  
3 vacancies remain
  - c) Sidemen  
Existing lists approved unanimously
6. Annual Reports from Church Organisations  
Noted
7. Discussion on matters of general parochial interest.  
Vote of thanks to Rev Sarah Hayes carried with acclamation.

# **Church of St Mary-the-Virgin Horsell**



## **PCC Annual Report for 2017**

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

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

Incumbent: Revd Sarah Hayes  
Tel: 01483 772901  
e-mail: [sarah@sehayes.co.uk](mailto:sarah@sehayes.co.uk)  
The Vicarage, Wilson Way, Horsell, Woking, Surrey

Assistant Minister: Revd Peter Brown  
6 Waldens Park Road

Parish Administrator: Helen Gravette  
01483 772134  
Email: [stmaryshorsell@btinternet.com](mailto:stmaryshorsell@btinternet.com)  
Parish Office, The Vicarage, Wilson Way, Horsell, Woking, Surrey  
(Tues, Wed, Fri 9am — 1pm)

Wardens: Helen Edwards c/- Parish Office

Michael Couper,  
17 Pine Close, Horsell, Woking, Surrey  
Tel: 01483 770920

Hon Secretary: Richard Carter

Hon Treasurer: David Leach

Bank: CAF Bank  
25 Kings Hill Avenue,  
West Malling,  
ME19 5TA

Independent Examiner: David Weller

Charity registration number: 1128175

### **(PCC Annual Report for the year ended 31st December 2017)**

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:* Michael Couper  
Helen Edwards (from APCM 2016)

*Representatives on the Deanery Synod:*

Ruth Carter  
David Leach  
Gill Squibb

*Elected members:* Richard Carter (until October 2017)  
Sue Dunsford  
Sarah Gladstone (from APCM 2017)  
Adrian Harvey (until APCM 2017)  
Margaret Johnson  
Mark McMurtrie  
Hilary Mills  
Jennifer Richards  
Pamela Rowe (from APCM 2017)  
Brian Sheriff (from APCM 2017)  
Lesley Templeman  
Gill Walsh (until APCM 2017)

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

1. At the end of the year there were 183 on the Church Electoral Roll (compared with 169 at the end of 2016).
2. The usual adult Sunday attendance, counted during October, was 95 (104 in October 2016). 232 adults and children attended services at Easter (224 in 2016) and 1147 on Christmas Eve and Christmas Day (1444 in 2016).

## **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.

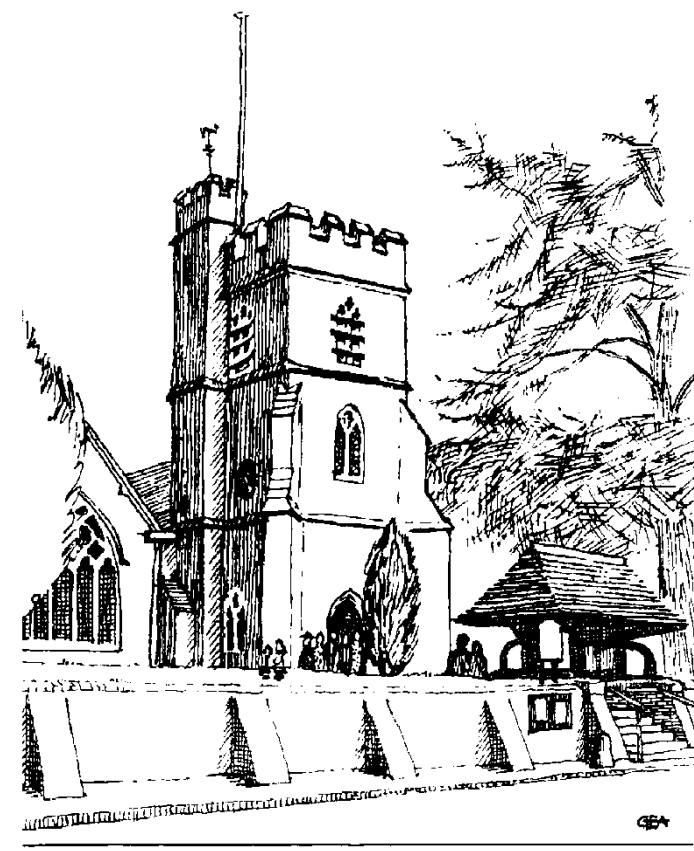
## **Review of the PCC Year**

4. The PCC met 4 times during 2017. The average attendance was 76%. Since APCM 2017 we were delighted to welcome Sarah Gladstone, Pamela Rowe and Brian Sheriff as new members of the PCC.
5. The PCC has continued to structure its meetings to ensure the bulk of its time is spent on strategic items. Often there are additional members of the congregation invited to attend. In addition, the PCC held an Away Day in February to consider how to lead St Mary's from where it currently was to where God wanted it to be. Item 6 describes in more detail the successful day.
6. At the Away Day we looked at the initiatives introduced since 2014 – closer links with the Residents Association, a more integrated use of the church in special events, and a determined effort to encourage numerical growth among children and families. Plans were discussed to compile a Development Plan based on the Diocesan's leaflet [Transforming Church, Transforming Lives](#). There are 12 goals to work towards. The 4 goals that were chosen were shown to the congregation at the APCM in April.
7. The PCC continues to be helped by the enormous amount of work which takes place, behind the scene, by the members of the Finance & Property, Pastoral Care and Outward Giving Teams. They show a true enthusiasm for the work they do in a prayerful and well organised manner.
8. In November a Training Core One Parish Safeguarding Session was organised. There were 35 attendees, including all those who are involved with all ages, from the very youngest to the oldest members of our congregation. It proved to be very well received and successful. Thanks to Chris Pulford (Safeguarding Officer) for organising this important session.
9. Clergy resources have been greatly helped by the appointment on a three year contract of Peter Brown as Assistant Minister. There have been a number of new initiatives, partly organised by him: Who Let the Dads Out (with a team of male volunteers to provide cooked breakfast and activities), the Wise?Men, a fortnightly evening session at Gary Rutherford's home (out of the parish). He has also taken over the responsibility of the midweek Holy Communion service. We are also blessed with having Elaine Brown (Peter's wife) as an additional LLM on the clergy staff team.



10. At each of the PCC Meetings there are reports from t both the sub-committees and the regular weekly/monthly groups. This is an informative of any progress made by these groups, and the opportunity to make positive comments about needs that must be addressed. This often involves a much needed increase of volunteers or helpers.
11. A parish funding programme was organised during the Spring, details of which can be found in the Financial Statement.
12. **Safeguarding** – is a regular item on the Agenda of the PCC Meetings. There has been a huge increase of awareness by the diocese in this very important area. Suitable courses have been se up. Most of the people involved with either children or vulnerable adults have attended sessions during the year. Many thanks to Chris Pulford for making sure that the necessary training is completed.
13. The PCC also had regular reports from the **Deanery Synod**. There has been a move to make the meetings more open to visitors, and we were hosts at one such meeting during the year.
14. Other key themes at PCC meetings included:-
  - a) a greater emphasis on the use of prayer, both at the regular meetings, also before services and at the monthly evening meeting.
  - b) a continuation of the close links with the local community, especially the Second Thursday Club. Regular weekly visits to the local schools with the Open the Book Team continue to be very successful, as well as the use of the church for services at the special times of the Christian Year.
  - c) the support given by the PCC in the new version of Horsell Matters, well received by the readers, and still in need of volunteers to help.
  - d) continued preparation for the proposed closure of the churchyard.
15. Applications to the Diocese under Section B (permission required from the Archdeacon) were made during the year, all of which were granted. They involved maintenance work on the yew trees and the planting of a flowering cherry tree in the churchyard.
16. At the March meeting the PCC considered the Parish Development Plan for 2017, and welcomed in particular its focus on key strategic areas where a limited number of sustainable and well-structured initiatives could help make significant progress in delivering God's vision in the Parish.
17. The PCC endorsed the idea of a 'Prayer Safari' using prayer points around the parish, a collecting card with stamps for the children to be involved.
18. At the October meeting, the PCC reviewed the investment in the Children & Families Worker. There was much to praise and be congratulated. Marcus' appointment has proved to be very successful, and the areas with which he is most closely involved have all grown substantially. The PCC agreed that this is vitally important to a growth in both numbers and faith with both the children and their families. Funding the role is vital, and it was agreed that in 2018 a fresh approach would be made to encourage generous support financially.

## Annual Parochial Church Meeting



### **Financial Statements of Horsell Parochial Church Council**

**For the year ending 31<sup>st</sup> December 2017**

## OUTWARD GIVING 2017

	From church funds	Special collections	Direct giving	Totals
<b>Locally</b>				
York Road Project	1,250			
York Road Project (On Your Own Lunch group)			83	
York Road Project (Sunday Coffee)			100	<b>1,433</b>
Engage Woking Schools	1,100			<b>1,100</b>
Horsell Church of England Junior School	3,000			<b>3,000</b>
Young Carers (Pop In Coffee)			300	<b>300</b>
Woking Hospice (Heritage Weekend)**			90	<b>90</b>
<b>Nationally</b>				
Children's Society (Christingle Collection Christmas 2017)		1,101		
Children's Society (Collection boxes)			387	
Children's Society (Pop In Coffee)			376	<b>1,864</b>
The Bible Reading Fellowship	2,200			<b>2,200</b>
MacMillan Coffee morning (Pop In Coffee)			525	
MacMillan (Sunday Coffee)			100	<b>625</b>
Crisis (Sunday Coffee)			100	<b>100</b>
<b>Globally</b>				
Bible Society	1,650			<b>1,650</b>
Butere Diocese, Kenya	1,000			<b>1,000</b>
Christian Aid *	1,000			
Christian Aid (Quiz)*		115		
Christian Aid (Harvest Collection)*		202		
Christian Aid (Christmas Collection)*		71		
Christian Aid (Sunday Coffee)*			100	<b>1,488</b>
Open Doors - to support persecuted Christian children	500			<b>500</b>
	<b>11,700</b>	<b>1,489</b>	<b>2,161</b>	<b>15,350</b>
* £2,173 was also given directly to Christian Aid via Christian Aid Week collections co-ordinated by St Mary's.				
St Mary's also contributed plants and helpers to the Christian Aid Week Plant Sale held at Trinity Methodist Church.				
** Donation from church funds raised at special event				

## **Financial Review**

### *General Income and Expenditure*

General Unrestricted income for the year was up at £144,945 (£123,186 in 2016) due to increased voluntary giving and a £9,000 legacy. The PCC are extremely grateful for the generous response to the Parish Funding Campaign held at the start of the year. This year's income also included some £20,592 of gifts (placed in a Restricted Fund) towards the Children and Families Worker.

Income from investments and deposit accounts was broadly the same at £14,099 (£12,429 in 2016).

General expenditure for the year was broadly unchanged at £125,969 (£129,194 in 2016). The Parish Share continues to be our most significant outgoing of £81,216 with Insurance at £3,484 and Gas and Electricity combined at £3,979. At the start of 2017, the printing and advertising of Horsell Matters parish magazine was transferred to an external company whereby the magazine is printed for free in return for the printing company receiving advertising revenue, reducing income by £5,095 and expenditure by £5,085 compared to 2016.

Children and Families Work expenditure totalled £25,970, in line with the prior year.

Overall, income exceeded expenditure by £7,380 in 2017, reversing the deficit of £10,324 in 2016. This small surplus was only recorded due to a one-off legacy of £9,000. The PCC are aware that with inflation currently running at 3%, sustaining income to cover expenditure remains a real challenge.

### *Investments*

Investment values increased by £29,606 for the year to 31 December 2017, making 2 years running of sizeable increases (£35,279 in 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 2017 was £296,584; this is up from last year (£256,731) 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 2017.

## 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:

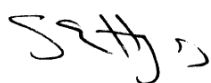
- Select suitable accounting policies and apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards and Statements of Recommended Practice have been followed, subject to any material departures disclosed and explained in 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.

Chairman



Date 19 March 2018

## **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 2017 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**

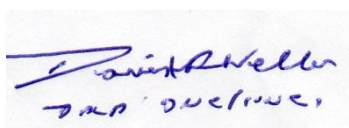
My examination was carried out in accordance with the general directions given by the Charity Commission and as contained in the Church guidance. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering 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:

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 :

A handwritten signature in blue ink, appearing to read 'David Weller', with '22 Feb 2018' written below it.

David Weller DMA, ONC/HNC  
22 February 2018

## Statement of Financial Activities

For the period from 01 January 2017 to 31 December 2017

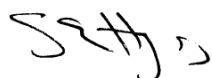
	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b>Receipts</b>						
Planned giving	74,926	—	11,650	—	86,576	66,718
Collections and other giving	19,363	—	1,446	—	20,809	17,426
Other voluntary receipts	10,689	—	—	—	10,689	1,000
Gift Aid recovered	17,216	—	4,241	—	21,458	19,202
Activities for generating funds	1,332	—	—	—	1,332	9,819
Investment Income	11,865	—	2,233	—	14,099	30,429
Receipts from church activities	9,551	—	—	—	9,551	11,950
<b>Total income</b>	<b>144,945</b>	<b>—</b>	<b>19,571</b>	<b>—</b>	<b>164,517</b>	<b>156,547</b>
<b>Payments</b>						
Cost of generating funds	1,898	599	—	—	2,498	5,539
Missionary and Charitable Giving	11,905	—	—	—	11,905	11,300
Parish Share	81,216	—	—	—	81,216	78,093
Clergy and Staffing costs	3,738	4,597	25,970	—	34,307	37,861
Church Running Expenses	25,686	—	—	—	25,686	29,834
Church Repairs & Maintenance	1,524	—	—	—	1,524	4,244
<b>Total expenditure</b>	<b>125,969</b>	<b>5,197</b>	<b>25,970</b>	<b>—</b>	<b>157,137</b>	<b>166,872</b>
<b>Net income / (expenditure) resources before transfer</b>	<b>18,976</b>	<b>(5,197)</b>	<b>(6,399)</b>	<b>—</b>	<b>7,380</b>	<b>(10,324)</b>
<b>Transfers</b>						
Gross transfers between funds - in	11,515	—	8,942	—	20,457	4,599
Gross transfers between funds - out	(8,942)	—	(11,515)	—	(20,457)	(4,599)
<b>Other recognised gains / losses</b>						
Gains / losses on investment assets	18,302	—	11,304	—	29,606	35,279
<b>Net movement in funds</b>	<b>39,852</b>	<b>(5,197)</b>	<b>2,331</b>	<b>—</b>	<b>36,986</b>	<b>24,954</b>
<b>Total funds brought forward</b>	<b>256,731</b>	<b>741,803</b>	<b>203,716</b>	<b>—</b>	<b>1,202,251</b>	<b>1,177,296</b>
<b>Total funds carried forward</b>	<b>296,584</b>	<b>736,605</b>	<b>206,048</b>	<b>—</b>	<b>1,239,238</b>	<b>1,202,251</b>
<b>Represented by</b>						
<b>Unrestricted</b>						
General fund	296,584	—	—	—	296,584	256,731
<b>Designated</b>						
Buildings, Fixtures and Fittings	—	700,000	—	—	700,000	700,000
Church Growth Fund	—	36,605	—	—	36,605	41,803
<b>Restricted</b>						
Family Worker	—	—	17,226	—	17,226	16,917
Restricted Endowment Fund	—	—	188,822	—	188,822	186,799

## **Balance Sheet as at 31<sup>st</sup> December 2017**

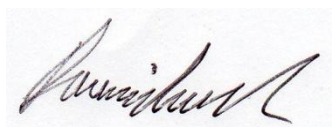
### Balance sheet

	Total funds	Prior year funds
<b>Fixed assets</b>		
Tangible assets	700,000	700,000
Investments	410,059	389,733
	<b>1,110,059</b>	<b>1,089,733</b>
<b>Current assets</b>		
Debtors	21,241	19,227
Cash at bank and in hand	108,347	93,699
	<b>129,589</b>	<b>112,926</b>
<b>Liabilities</b>		
Creditors: Amounts falling due in one year	410	409
	<b>410</b>	<b>409</b>
<b>Net current assets less current liabilities</b>	<b>129,179</b>	<b>112,517</b>
<b>Total assets less current liabilities</b>	<b>1,239,238</b>	<b>1,202,251</b>
<b>Total net assets less liabilities</b>	<b>1,239,238</b>	<b>1,202,251</b>
<b>Represented by</b>		
<b>Unrestricted</b>		
General fund	296,584	256,731
<b>Designated</b>		
Buildings, Fixtures and Fittings	700,000	700,000
Church Growth Fund	36,605	41,803
<b>Restricted</b>		
Family Worker	17,226	16,917
Restricted Endowment Fund	188,822	186,799
<b>Funds of the church</b>	<b>1,239,238</b>	<b>1,202,251</b>

Approved by the Parochial Church Council on 19 March 2018 and signed on its behalf by:



Sarah Hayes (Chairman)



David Leach (Treasurer)



## **Notes to the Financial Statements for the year ended 31<sup>st</sup> December 2017**

### ***Planned giving***

					<b>Total</b>	
	<b>Unrestricted</b>	<b>Designated</b>	<b>Restricted</b>	<b>Endowment</b>	<b>This year</b>	<b>Last year</b>
Planned Giving - Bank	56,885	—	(8,942)	—	47,943	39,325
Planned Giving - Envelopes	15,942	—	—	—	15,942	15,551
Donations - General	2,098	—	—	—	2,098	1,306
Donations - Children's Worker	—	—	20,592	—	20,592	10,536
<b>Total</b>	<b>74,926</b>	<b>—</b>	<b>11,650</b>	<b>—</b>	<b>86,576</b>	<b>66,718</b>

### ***Collections and other giving***

					<b>Total</b>	
	<b>Unrestricted</b>	<b>Designated</b>	<b>Restricted</b>	<b>Endowment</b>	<b>This year</b>	<b>Last year</b>
Cash Collections - Gift Aided	8,499	—	—	—	8,499	7,441
Cash Collections	8,998	—	—	—	8,998	8,596
Cash Collections - Charitable	608	—	—	—	608	72
Community giving	1,256	—	1,446	—	2,702	1,166
Curate House Rental	—	—	—	—	—	149
<b>Total</b>	<b>19,363</b>	<b>—</b>	<b>1,446</b>	<b>—</b>	<b>20,809</b>	<b>17,426</b>

### ***Other voluntary receipts***

					<b>Total</b>	
	<b>Unrestricted</b>	<b>Designated</b>	<b>Restricted</b>	<b>Endowment</b>	<b>This year</b>	<b>Last year</b>
Legacies	9,000	—	—	—	9,000	600
Building use	1,689	—	—	—	1,689	400
<b>Total</b>	<b>10,689</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>10,689</b>	<b>1,000</b>

### ***Gift Aid recovered***

					<b>Total</b>	
	<b>Unrestricted</b>	<b>Designated</b>	<b>Restricted</b>	<b>Endowment</b>	<b>This year</b>	<b>Last year</b>
Tax recoverable on Gift Aid	17,216	—	4,241	—	21,458	19,202
<b>Total</b>	<b>17,216</b>	<b>—</b>	<b>4,241</b>	<b>—</b>	<b>21,458</b>	<b>19,202</b>

### ***Activities for 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>
Other funds generated	158	—	—	—	158	744
Parish Magazine Advertising	—	—	—	—	—	5,095
Bellringers & Flowers	1,173	—	—	—	1,173	3,980
<b>Total</b>	<b>1,332</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>1,332</b>	<b>9,819</b>

### ***Investment Income***

					<b>Total</b>	
	<b>Unrestricted</b>	<b>Designated</b>	<b>Restricted</b>	<b>Endowment</b>	<b>This year</b>	<b>Last year</b>
Dividends	11,641	—	2,233	—	13,875	12,023
Bank Interest	224	—	—	—	224	405
Rent from lands or buildings	—	—	—	—	—	18,000
<b>Total</b>	<b>11,865</b>	<b>—</b>	<b>2,233</b>	<b>—</b>	<b>14,099</b>	<b>30,429</b>

### Receipts from church activities

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
Church Fees	2,421	—	—	—	2,421	6,106
Churchyard Fees	2,650	—	—	—	2,650	3,658
General Fund raising - social events	4,263	—	—	—	4,263	2,137
Youth group	217	—	—	—	217	49
Total	9,551	—	—	—	9,551	11,950
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<b>INCOME TOTAL</b>	144,945	—	19,571	—	164,517	156,547

### Cost of generating funds

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
Costs of stewardship campaign	72	—	—	—	72	—
Bank charges	304	—	—	—	304	768
Church Growth	53	599	—	—	653	3,484
General Fund raising - social events	1,467	—	—	—	1,467	1,285
Total	1,898	599	—	—	2,498	5,539

### Missionary and Charitable Giving

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
Giving - Missionary Societies	3,150	—	—	—	3,150	3,000
Giving - Relief and Development Agencies	1,115	—	—	—	1,115	1,000
Giving - Home Mission	6,300	—	—	—	6,300	6,100
Giving - Secular Charities	1,340	—	—	—	1,340	1,200
Total	11,905	—	—	—	11,905	11,300

### Parish Share

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
Diocesan Quota	81,216	—	—	—	81,216	78,093
Total	81,216	—	—	—	81,216	78,093

### Clergy and Staffing costs

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
Clergy Cover	—	—	—	—	—	318
Vicar Working Expenses	3,015	—	—	—	3,015	3,034
Vicarage Expenses - Water Rates	88	—	—	—	88	164
Curate Working Expenses	243	50	—	—	293	2,270
Curate House Expenses - Water Rates	—	258	—	—	258	303
Curate House Expenses - Repairs & Maintenance	390	432	—	—	823	5,276
Curate House Expenses - Insurance	—	402	—	—	402	379
Curate House Expenses - Council Tax	—	3,453	—	—	3,453	454
Children's Work	—	—	25,970	—	25,970	25,657
Total	3,738	4,597	25,970	—	34,307	37,861

### Church Running Expenses

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
Church Running Expenses - Gas	2,459	—	—	—	2,459	1,839
Church Running Expenses - Electric	1,520	—	—	—	1,520	981
Church Running Expenses - Insurance	3,484	—	—	—	3,484	3,328
Church Running Expenses - Minor Equipment	86	—	—	—	86	162
Upkeep of Services - Bread/Wine/Candles	993	—	—	—	993	325
Upkeep of Services - Service Resources	399	—	—	—	399	354
Confirmations & Baptisms	100	—	—	—	100	35
Flower Arrangers	756	—	—	—	756	1,247
Bell Ringers	803	—	—	—	803	2,209
Music & Subscriptions	181	—	—	—	181	289
Organ & Piano	247	—	—	—	247	396
Churchyard - Gardening	1,958	—	—	—	1,958	1,661
Churchyard - Water Rates	73	—	—	—	73	71
Churchyard - Waste	195	—	—	—	195	170
Churchyard - Supplies/Repairs/Maintenance	2,191	—	—	—	2,191	683
Parish Magazine - Printing	—	—	—	—	—	5,085
Training	49	—	—	—	49	500
JAM	151	—	—	—	151	568
Toddler	512	—	—	—	512	298
Youth	566	—	—	—	566	—
Awayday etc expenses	30	—	—	—	30	—
Parish Office	8,661	—	—	—	8,661	9,364
Other Organisations Admin	261	—	—	—	261	256
Total	25,686	—	—	—	25,686	29,834

### Church Repairs & Maintenance

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
Church Repairs & Maintenance	1,524	—	—	—	1,524	4,244
Total	1,524	—	—	—	1,524	4,244

<b>EXPENDITURE TOTAL</b>	125,969	5,197	25,970	—	157,137	166,872
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<b>GRAND TOTAL</b>	18,976	(5,197)	(6,399)	—	7,380	(10,324)
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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 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 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 £81,216 (2016 £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.

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

	Property	Building	Fixtures Fittings & Equipment	Total
Cost or Valuation	£	£	£	£
Balance at 1 January 2017	700,000	0	59,812	759,812
Revaluation	0	0	0	0
disposal		0	0	0
Balance at 31 December 2017	700,000	0	59,812	759,812
Accumulated depreciation				
Balance at 1 January 2017	0	0	59,812	59,812
Charge for year	0	0	0	0
disposal		0	0	0
Balance at 31 December 2016	0	0	59,812	59,812
Net Book Value at 31 December 2017	700,000	0	0	700,000
Net Book Value at 31 December 2016	700,000	0	0	700,000

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.

## Other Fixed Asset Investments

Investments consist of the following:

		Unrestricted	Restricted	Total	
		Funds	Funds	2017	2016
		£	£	£	£
Market value 1 <sup>st</sup> Jan 2017		202,934	186,799	389,733	353,230
Acquisitions at cost		0	0	0	2,286
Disposals at cost		0	(9,281)	(9,281)	(2,286)
Net unrealised (loss)/gain		18,302	11,304	29,606	36,503
Market Value 31 <sup>st</sup> Dec 2017		221,236	188,822	410,059	389,733

## Debtors Due Within 1 Year

	Unrestricted Funds	
	2017 £	2016 £
HMRC	21,179	19,202
Sundry Debtors	62	25
<b>Total</b>	<b>21,241</b>	<b>19,227</b>

## Creditors Due Within 1 Year

	Unrestricted Funds	
	2017 £	2016 £
Sundry Creditors (Fees and Stipend)	0	0
PAYE & NI	410	409
<b>Total</b>	<b>410</b>	<b>409</b>

## Analysis of Net Assets By Fund

	Unrestricted	Designated	Restricted	Total	
	Funds	Funds	Funds	2017	2016
<b>Fixed Assets:</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Property/equipment		700,000	-	700,000	700,000
Investments	221,236	-	188,822	410,059	389,733
<b>Total Fixed Assets</b>	<b>221,236</b>	<b>700,000</b>	<b>188,822</b>	<b>1,110,059</b>	<b>1,089,733</b>
Current Assets	75,347	36,606	17,636	129,589	112,926
Current Liabilities	-	-	-410	-410	-409
<b>Total Net Assets</b>	<b>296,583</b>	<b>736,606</b>	<b>206,048</b>	<b>1,239,238</b>	<b>1,202,250</b>

## Analysis of Movement of Funds for the year to 31st December 2017

		Opening	Incoming	Outgoing	Transfers	Gains/losses	Closing
<b>Buildings, Fixtures</b>							
Designated		700,000	—	—	—	—	700,000
<b>Sub-total for Buildings</b>		<b>700,000</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>700,000</b>
<b>Church Growth Fund</b>							
Designated		41,803	—	5,197	—	—	36,605
<b>Sub-total for Ch-Growth</b>		<b>41,803</b>	<b>—</b>	<b>5,197</b>	<b>—</b>	<b>—</b>	<b>36,605</b>
<b>Family Worker</b>							
Restricted		16,917	17,337	25,970	8,942	—	17,226
<b>Sub-total for Fam-Wkr</b>		<b>16,917</b>	<b>17,337</b>	<b>25,970</b>	<b>8,942</b>	<b>—</b>	<b>17,226</b>
<b>Restricted Endowment</b>							
Restricted		186,799	2,233	—	(11,515)	11,304	188,822
<b>Sub-total for Res-Endow</b>		<b>186,799</b>	<b>2,233</b>	<b>—</b>	<b>(11,515)</b>	<b>11,304</b>	<b>188,822</b>
<b>General fund</b>							
Unrestricted		256,731	144,945	125,969	2,573	18,302	296,584
<b>Sub-total for General</b>		<b>256,731</b>	<b>144,945</b>	<b>125,969</b>	<b>2,573</b>	<b>18,302</b>	<b>296,584</b>
<b>Grand total</b>		<b>1,202,251</b>	<b>164,517</b>	<b>157,137</b>	<b>—</b>	<b>29,606</b>	<b>1,239,238</b>

## **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.

### 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.

### 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 2016 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.

*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.