

# **Trustees Annual Report and Financial Report**

of

The Parochial Church Council of the Ecclesiastical Parish of

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

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

Registered Charity no. 1175472

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**For the year ended 31<sup>st</sup> December 2018**

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

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

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

Bankers: Barclays PLC

## **Trustees Annual Report for 2018**

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

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

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

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

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

For 2018 we discussed and planned the following objectives and activities to fulfil our aims:

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

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

## **Trustees Annual Report for 2018**

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

#### **Attendance at worship**

The church family welcomes visitors from within as well as outside the parish boundary. Visitors attend by personal choice and it is our great pleasure to welcome anyone from all walks of life to take part in the life of the church. We contend that voluntary attendance to worship the Lord Jesus Christ is a major demonstration of the public benefit of our activities.

As at 31 December 2018, there were 148 parishioners on the Church Electoral Roll, 37 of whom were not resident in the parish. Three members were added during the year and three were removed either through death or because they moved away from the area.

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*"It has been such a pleasure [to help The Parish during the interregnum]. It is a worshipping community of great depth and insight."*

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The average regular weekly attendance counted during October was 55 (including children). In addition, attendance at the monthly Evensong was 16. The school harvest festival service, which was attended by a total of 150 children and adults, also took place in October as did the Play and Praise Teddy Bear party. The number attending worship on Easter Day was 117 and the number attending worship on Christmas Eve and Christmas Day was 382.

Being in interregnum, 2018 was a relatively quiet year but there were 7 baptisms and 5 weddings. There were also 3 church funerals and 4 further

interments. Our church continues to be appreciated by our parishioners, and many others, as a space where life events are celebrated with joy and thanksgiving.

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

We were in interregnum throughout 2018 but we are delighted both that the suspension in our benefice has been lifted and that the Revd Canon Keith Richards was been appointed to be our new rector, with his institution service taking place on 26 February 2019.

During 2018, the PCC met six times with an average level of attendance of around 70%. Committees met and communicated between meetings and details of their deliberations were received by the full PCC and discussed as necessary.

The Church services and worship opportunities at St Mary's include two services each Sunday (including a family service on the first Sunday of the month), an Evensong once a month, the Sunday School (which runs twice a month) and Play and Praise which is held four times a year, including the annual October Teddy Bears' Tea Party (which was attended by about 12 children and their parents/carers). There are several small Christian faith and Bible study groups held throughout the year; at present two weekly house groups (both of which are ecumenical) meet on Monday mornings and evenings during term time and a Wednesday morning group meets monthly.

The annual Women's World Day of Prayer unfortunately had to be cancelled this year due to snow but some donations were received and forwarded to the organising charity.

During Lent, we meet together one evening a week with members of other churches to follow a course on a specific theme. We also hold an annual 'Day of reflection/Quiet Day' and for this year joined members of the Cuckfield Deanery Synod for a Day of Prayer and Reflection at Storrington Priory.

The Pastoral Care Team is responsible for hospital and home visits and home communions. This team also visits the two care homes in the village where monthly communion services are held. Carol services are also held in the two local care homes which were attended by a total of some 80 residents, relatives and staff.

Our church choir continues to thrive. It provides all who wish to attend with a regular singing opportunity and an increasing number are joining to help provide music for weddings, funerals and special events, including All Souls, the Advent carol service, the Nine lessons and Carols service, the leading of the singing at the popular village carols around the Christmas tree (which this year moved inside to the Victory Hall) and at a local Christmas small business promotion

## Trustees Annual Report for 2018

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event. Our children's choir also provides opportunities for children to be involved in significant services and events. We were very sorry to say goodbye to our wonderful music director, Jeff Lloyd-Roberts who has left to pursue his operatic career but are extremely grateful to Max Preston Bell for taking over the reins for the time being.

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*"...such a memorable occasion, it will certainly be etched in our minds for years to come."*

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The church choir also sang at a whole village World War One centenary event, which members of St Mary's helped initiate and organise. Funds raised at this event went to the Royal British Legion as did the collection from the Remembrance Day service, for which there was standing room only. The bank outside the church was also used by Balcombe Parish Council to plant ceramic poppies in remembrance of those Balcombe residents who lost their lives at war.

We also ran and were involved in a number of community events during which funds were raised for St Mary's, including a concert by Coro Nuovo in March and one by Ardingly College Senior School in October, the latter of which was free and open to all. We had our now annual open garden afternoon at Birchanger in May and the parish outing to Windsor Castle was very well attended, as was the annual parish barbecue.

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*"It was a wonderful concert with so many talented youngsters, we thoroughly enjoyed it."*

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We were pleased to be able to open the church to a local film making group for the production of a short film. This led to a much enjoyed film evening, which was free and open to all, at which the film and others were shown. It is hoped to make this an annual event.

Our refurbished bells are proving very popular with local bell ringing groups and a number of bell ringing events have been held at St Mary's, with quarter peels being rung for the royal wedding and other occasions. We are grateful to the volunteers from other churches who come to join our bell ringing at Sunday services.

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

Our emphasis upon the family and the children's ministry in Balcombe continues. Sunday School and Play and Praise take place in the church. The youth group, Locus, continues to have a thriving group of young people (aged between 11 and 15) who attend regularly and take part in a variety of activities twice a month. We are very thankful to the Parish Council for their continued support of this group, both in providing volunteers to help run the sessions and funding for a youth worker. We are also grateful to the Balcombe Fete committee for providing a grant towards a youth group outing.

We have also maintained our strong links with Balcombe Primary School. Representatives of the church take a school assembly every week during term time. One week, the incumbent or church warden leads a traditional assembly. The alternate week, a group from the church presents a dramatized Bible story, using the 'Open the Book' scheme run by the Bible Society. All members of the school, together with staff and parents, attend a service in the church at harvest, Christmas and Easter and have a leaving service at the end of the school year. Some members of St Mary's also run a well-attended after-school club, Pathfinders, at which activities are based on a different Bible story or faith theme each week. Our School Fund has funded the provision of bibles for all school leavers and has provided financial support to help maintain the Forest School. A Prayer Spaces day was also held at the school.

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

Two harvest services were held in the church, one for the school and one for the wider community. Donated goods were passed on to the Easter team and to Family Support Work.

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*"I was thrilled to get your email with all the information about [my ancestors], many, many thanks."*

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We are extremely grateful to Tony Perkins, a member of Balcombe History Society, who has created a burials and monumental inscriptions database. This has helped us enormously in the provision of detailed information when serving public enquiries.

## Trustees Annual Report for 2018

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As well as the support to the school, further donations totalling £2,878 were made to a number of mission and charitable societies, including the Bible Society, Chichester Diocesan Family Support Work, the Church Army, the Church Mission Society, USPG, Friends of the Clergy, the Leprosy Society and the Samaritans, as well as to some local charities including the Easter Team, Off The Fence Trust and Sussex Historic Churches. In addition to this, collections were also made for the following charities:

- The Royal British Legion           £1,612
- The Children's Society           £457
- Crawley Open House           £209

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

### Financial Review

The total income on general unrestricted funds was £67,710 (2017 - £73,771) and is detailed in the Financial Report.

Part of the decrease relates to a small fall in the level of total voluntary income on the general fund, including tax recovered but excluding legacies, which was slightly (2%) lower than last year. Of greater significance was an over 50% decrease in fees income (which was high last year due to the number of funerals that took place in the church) and a fall in fundraising income (although fundraising costs were also considerably lower). Parish magazine advertising revenue was also lower than in 2017 but this was due to timing differences, with some 2018 income being invoiced and received in 2017. While a fall in income is perhaps not unexpected during an interregnum we now need to focus on increasing our general income.

The PCC was extremely grateful to receive a legacy of £1,000 from the estate of Graham Gosney, who gave much support and encouragement to St Mary's during his lifetime and is sadly missed.

Income on our restricted funds included a donation of £8,000 (2017 - £5,000) to fund a parish worker, together with the grant from Balcombe Parish Council to fund the employment of a youth worker. Some donations were also received towards fabric and related projects, including the installation of a new handrail in memory of Robin Lindsay-Stewart.

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

The largest expenditure of the PCC was the sum of £43,641 paid to the diocese for our share of the Diocese Parish Ministry Costs. This amount covers the housing, stipend and pension costs of the clergy and, also, a standard sum for diocesan central costs, clergy training and a contribution to national church funds. In previous years, this amount has also included insurance but this is now paid separately.

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

### *Staff and contract costs*

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

The services of a gardener, to maintain the churchyard, and organists are also paid for.

### *Church and churchyard maintenance and fabric costs*

Church running and maintenance costs fell to £4,800 in 2018 from £8,500 in 2017, the latter being high due to electrical work as a result of the five year survey. However repairs and renewal costs increased from £5,800 to £9,300 as a result of work required by the Quinquennial report. There is still some further such work to be carried out.

Churchyard costs increased as we continue to undertake work to renovate the churchyard. This work is being met out of the Legacies fund.



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### **Administration costs**

Our administration costs have fallen from £8,300 to £1,400 as the 2017 costs included the purchase of a new photocopier for £6,200. We are also now benefitting from cheaper printing costs.

### **Trustee payments and expenses**

As we have been in interregnum for the entire year, no payments have been made to a rector, although costs have been incurred decorating the rectory and maintaining utilities there.

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

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

It is PCC policy to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately two months' worth of unrestricted payments as contingency against unforeseen situations. The closing balance of £7,498 this year did not achieve this, although we still expect to have sufficient cash flow to continue to pay bills when they fall due.

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

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

### **Structure, governance and management of the charity**

The Parochial Church Council (PCC) is registered with the Charity Commission as required by the Charities Act 2011. Its governing document is the Parochial Church Councils (Powers) Measure 1956.

During the year the following served as members of the Parochial Church Council:

#### **Ex Officio members**

Incumbent: In interregnum during 2018. The Revd. Canon Keith Richards was appointed in February 2019.

Reader: Mrs Rosemary Corder

Wardens: Mrs Jacky Hall

Mr Charles Wilson

Vice Chairman

**Elected Members** Mrs Paula Bennett

Miss Caroline Carpenter

Mrs Rachel Dinneen

Secretary

Mrs Sue Etheridge

Mrs Julie Mitchell (appointed April 2018)

Mrs Lorna Robinson

Mrs Jenny Smith

Mrs Rosy Telford

Treasurer

Mrs Denise Vickerstaff

Mr George Wiginton

**Deanery Synod** Mrs Rachel Field

Mrs Jane Lindsay-Stewart

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent and the lay reader licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synods and up to 12 members of the church who are elected at the Annual Parochial Church Meeting (APCM). The PCC members are responsible for making decisions on all matters of general concern

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and importance to the parish, including deciding on how the funds of the PCC are to be spent. Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

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

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



Date...19.3.2019

## Summary of Financial Receipts and Payments

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

	Unrestricted		Restricted Funds	Total All Funds 2018	Total All Funds 2017	Notes
	General Fund	Designated Funds				
	£	£	£	£	£	
<b>Income and endowments from:</b>						
Donations and legacies	48,240	866	13,454	<b>62,560</b>	263,055	
Charitable activities	3,232	-	-	<b>3,232</b>	6,790	
Other trading activities	13,772	-	88	<b>13,860</b>	20,498	
Investments	2,466	-	-	<b>2,466</b>	123	
<b>Total received</b>	<b>67,710</b>	<b>866</b>	<b>13,542</b>	<b>82,118</b>	290,466	3
<b>Expenditure on:</b>						
Cost of raising funds	80	-	-	<b>80</b>	126	
Charitable costs	62,760	5,479	16,828	<b>85,067</b>	101,192	
Trading costs	3,840	-	-	<b>3,840</b>	7,732	
Investments	-	-	-	-	150,000	
<b>Total paid</b>	<b>66,680</b>	<b>5,479</b>	<b>16,828</b>	<b>88,987</b>	259,050	6
<b>Net income / (net expenditure)</b>	<b>1,030</b>	<b>(4,613)</b>	<b>(3,286)</b>	<b>(6,869)</b>	<b>31,416</b>	
Transfers between funds	2,357	(3,324)	967	-	-	
<b>Net movement in funds</b>	<b>3,387</b>	<b>(7,937)</b>	<b>(2,319)</b>	<b>(6,869)</b>	31,416	
Bank accounts at 1 January	4,111	37,745	30,416	<b>72,272</b>	40,856	
<b>Bank accounts at 31 December</b>	<b>7,498</b>	<b>29,808</b>	<b>28,097</b>	<b>65,403</b>	72,272	A&L




# Statement of Assets and Liabilities

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

	Unrestricted		Restricted Funds	Total All Funds 2018	Total All Funds 2017	Notes
	General Fund	Designated Funds				
	£	£	£	£	£	
<b>Assets:</b>						
Bank current account	1,739	-	-	1,739	101	
Bank deposit accounts	5,759	29,808	28,097	63,664	72,171	
<b>Total bank and deposit accounts</b>	<b>7,498</b>	<b>29,808</b>	<b>28,097</b>	<b>65,403</b>	<b>72,272</b>	
2971 CBF Investment Fund shares	-	100,000	-	100,000	100,000	13
29875 CBF Fixed interest Securities Fund shares	-	50,000	-	50,000	50,000	13
<b>Investment assets at cost</b>	<b>-</b>	<b>150,000</b>	<b>-</b>	<b>150,000</b>	<b>150,000</b>	
<b>Total bank deposits and investments (at cost)</b>	<b>7,498</b>	<b>179,808</b>	<b>28,097</b>	<b>215,403</b>	<b>222,272</b>	
Gift Aid recoverable	1,490	-	-	1,490	1,933	14
Other debtors	205	-	846	1,051	836	
<b>Debtors</b>	<b>1,695</b>	<b>-</b>	<b>846</b>	<b>2,541</b>	<b>2,769</b>	
Piano	4,462	-	-	4,462	4,462	
Sound system	9,366	-	-	9,366	9,366	
Photocopier	6,231	-	-	6,231	6,231	
<b>Tangible fixed assets at cost</b>	<b>20,059</b>	<b>-</b>	<b>-</b>	<b>20,059</b>	<b>20,059</b>	
<b>Total assets</b>	<b>29,251</b>	<b>179,808</b>	<b>28,943</b>	<b>238,002</b>	<b>245,100</b>	
<b>Liabilities:</b>						
Parish magazine ads received in advance	-	-	-	-	990	
Grant for youth worker received in advance	-	-	40	40	240	
Utilities used since last billed (est'd)	466	-	-	466	595	
Hall fees due	-	-	60	60	60	
<b>Total liabilities</b>	<b>466</b>	<b>-</b>	<b>100</b>	<b>566</b>	<b>1,885</b>	

This Financial Report for the year ended 31st December 2018, including the notes following, was approved by the PCC and signed on its behalf by The Revd. Canon Keith Richards, PCC Chairman:

  
Date 19.3.2019

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

## Notes to the Financial Report

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

2 The following assets are recognised but not valued in the Statement of Assets and Liabilities: Movable church furnishings held by the churchwardens on special trust for the PCC, which require a faculty for disposal.

3 Total receipts can be analysed as follows:

	Unrestricted		Restricted Funds	Total All Funds 2018	Total All Funds 2017	Notes
	General Fund	Designated Funds				
	£	£	£	£	£	
Tax efficient planned giving (excl. tax refunds)	28,007	-	-	28,007	29,187	
Other planned giving	1,302	-	-	1,302	1,445	
Loose cash collections	8,906	-	-	8,906	6,678	
Donations and other	-	-	12,599	12,599	9,243	
Gift Aid recovered	8,875	-	-	8,875	10,880	
Legacies	1,000	-	-	1,000	197,598	4
Grants	150	866	855	1,871	8,024	5
<b>Donations and legacies</b>	<b>48,240</b>	<b>866</b>	<b>13,454</b>	<b>62,560</b>	<b>263,055</b>	
Fees for weddings & funerals	3,232	-	-	3,232	6,790	
<b>Charitable activities</b>	<b>3,232</b>	<b>-</b>	<b>-</b>	<b>3,232</b>	<b>6,790</b>	
Fund-raising events	5,501	-	-	5,501	9,346	
Sales (books and donated items)	-	-	-	-	55	
Sales of the parish magazine	2,749	-	-	2,749	2,684	
Magazine advertisement fees	3,585	-	-	3,585	5,553	
Youth group subscriptions	-	-	88	88	114	
Other (including for trips)	1,937	-	-	1,937	2,746	
<b>Other trading activities</b>	<b>13,772</b>	<b>-</b>	<b>88</b>	<b>13,860</b>	<b>20,498</b>	
Bank deposit interest	494	-	-	494	123	
CBF Fixed Interest Securities dividends	1,972	-	-	1,972	-	
<b>Investments</b>	<b>2,466</b>	<b>-</b>	<b>-</b>	<b>2,466</b>	<b>123</b>	
<b>Total received on all funds</b>	<b>67,710</b>	<b>866</b>	<b>13,542</b>	<b>82,118</b>	<b>290,466</b>	

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

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

# Notes to the Financial Report

6 Total payments can be analysed as follows:

	Unrestricted		Restricted	Total	Total	Notes
	General	Designated				
	Fund	Funds	Funds	All Funds	All Funds	
	£	£	£	2018	2017	
Stewardship costs	80	-	-	80	126	
<b>Cost of raising funds</b>	<b>80</b>	<b>-</b>	<b>-</b>	<b>80</b>	<b>126</b>	
Charitable grants and donations	2,878	-	1,530	4,408	3,926	7
Parish share to Chichester Diocese	43,641	-	-	43,641	47,232	8
Salaries and honoraria incl NI	-	-	2,930	2,930	840	9
Clergy expenses (including rectory and Administrator)	821	2,200	3,432	6,453	10,020	
Organists	2,290	-	-	2,290	3,738	
Provision of services	1,307	903	-	2,210	8,852	
Junior church	75	-	-	75	72	
Church running costs and maintenance	4,834	-	-	4,834	8,534	
Insurance	3,002	-	-	3,002	-	
Repairs and renewals and Quinquennial costs	704	-	8,576	9,280	5,756	
Upkeep of churchyard	1,440	2,376	-	3,816	2,745	
Administration, printing and stationery	1,443	-	-	1,443	8,285	
Youth group activities	-	-	360	360	337	
Other charitable costs	325	-	-	325	855	
<b>Charitable costs</b>	<b>62,760</b>	<b>5,479</b>	<b>16,828</b>	<b>85,067</b>	<b>101,192</b>	
Fund-raising events and activities	432	-	-	432	3,028	
Cost of sales (book printing costs)	-	-	-	-	390	
Parish magazine printing	1,581	-	-	1,581	1,890	
Other trading costs (including cost of trips)	1,827	-	-	1,827	2,424	
<b>Trading costs</b>	<b>3,840</b>	<b>-</b>	<b>-</b>	<b>3,840</b>	<b>7,732</b>	
<b>Investments</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>150,000</b>	
<b>Total paid on all funds</b>	<b>66,680</b>	<b>5,479</b>	<b>16,828</b>	<b>88,987</b>	<b>259,050</b>	

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

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

9 Payments to PCC employees were as follows:

	2018	2017
	£	£
Wages, salaries and honoraria	2,930	840
Employer National Insurance	-	-
Employer pension contributions	-	-
	<b>2,930</b>	<b>840</b>

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

## Notes to the Financial Report

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### 10 Payments to PCC members

Jane Lindsay-Stewart, a member of the PCC, was paid £5,682 for the provision of administration and business services.

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

### 11 Transactions with persons related to PCC members

Payments totalling £3,924 were made to Neil Lindsay-Stewart, the husband of Jane Lindsay-Stewart, for services relating to the maintenance and renovation of the churchyard.

### 12 Transactions with related charities

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

The only payments to these connected parties during the year were payments totalling £180 to Balcombe Parish Room for room hire for the youth group meetings. The only receipt during the year from connected parties was £120 from Balcombe Gardeners' Association for the printing of their year book.

### 13 Investments

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

- 14 Gift Aid is recoverable on donations received up to year end, since the last claim was submitted covering donations to 30 June 2018.

### 15 Statement of funds

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

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

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

The Bell Ropes fund arose from a legacy to fund the replacement of the bell ropes. This was done during the year and this fund is now closed.

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

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

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

The Admin Fund comprises a donation received to fund the services of a parish administrator.

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

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

## Notes to the Financial Report

### 15 Statement of funds (continued)

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

	Cash and investment balances 1 Jan 2018	Receipts	Payments	Transfers	Cash and investment balances 31 Dec 2018
	£	£	£	£	£
Major projects/fabric	19,563	4,764	(7,660)	-	16,667
Organ appeal	4,314		-	900	5,214
Bell ropes	1,000		(917)	(83)	-
School	1,244		(670)	-	574
Youth group	511	778	(1,250)	150	189
Mrs Robinson fund	3,784	-	(649)	-	3,135
Administrator	-	8,000	(5,682)	-	2,318
<b>Total of all restricted funds</b>	<b>30,416</b>	<b>13,542</b>	<b>(16,828)</b>	<b>967</b>	<b>28,097</b>
Furniture, equipment and refurbishment	4,658	866	(2,200)	(3,324)	-
Legacies	183,087		(3,279)	-	179,808
<b>Total of designated funds</b>	<b>187,745</b>	<b>866</b>	<b>(5,479)</b>	<b>(3,324)</b>	<b>179,808</b>
General fund	4,111	67,710	(66,680)	2,357	7,498
<b>Total of all unrestricted funds</b>	<b>191,856</b>	<b>68,576</b>	<b>(72,159)</b>	<b>(967)</b>	<b>187,306</b>
<b>Total cash and investment balances</b>	<b>£222,272</b>	<b>£82,118</b>	<b>£(88,987)</b>	<b>-</b>	<b>£215,403</b>

# Independent Examiner's Report to the PCC of St Mary's Church, Balcombe for the Year Ended 31<sup>st</sup> December 2018

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St Mary, Balcombe, on the annual report for the year ended 31<sup>st</sup> December 2018 set out on pages 7 to 12.

## Respective responsibilities of trustees and examiner

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

It is my responsibility to:

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

## Basis of independent examiner's statement

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

## Independent examiner's statement

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

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

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

Examiner's signature



Examiner's name CAPITALS

R.A. LAND-SYITH

Date

19/3/2019

Relevant professional  
qualification(s) or body  
if any

MAAT

Examiner's address

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