



**2020 REPORT AND**

**ANNUAL ACCOUNTS FOR**

**THE PAROCHIAL CHURCH COUNCIL**

**ST JOHN THE BAPTIST WESTBOURNE**

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*Rector:* The Revd Andrew Doye

*Independent examiner:* Mr Alan Wright

*Bankers:* CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, WEST MALLING ME19 4JQ

**The Ecclesiastical Parish of St John the Baptist, Westbourne with Woodmancote,  
in the Diocese of Chichester**

Westbourne Parish Hall, Westbourne Road, Westbourne, Emsworth PO10 8UL  
www.westbourneparishchurch.org.uk      Rector: 01243 372867

Charity Number 1130732

## Administrative information

The Parochial Church Council is a registered charity and the members of the PCC are its trustees.

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

Incumbent:	The Revd Andrew Doye	Chairman
Lay Reader:	Mr Martin Brown	Ex Officio
Churchwardens:	Mrs Jane Stuttard Mrs Angie Leggett	Vice Chair
Deputy Churchwardens:	Mr Andrew Turner	Parish Hall Manager

Representatives on the Deanery Synod (2020-2023):

Mrs Fiona Greville	(Elected 2020)
Mrs Marjorie Kipling	(Elected 2020)
Mr Andrew Turner	(Elected 2020)
Mrs Jane Wilkinson	(Elected 2020)

Deanery Synod Treasurer (ex officio):	Mr Peter Rogers
Deanery Representative to Diocesan Synod (ex officio)	Mr Michael Driver

Elected Members:	Mr Andrew Gordon-Lennox	(Elected 2018)
	Mr David Olliff	(Elected 2019 – for 2 yrs)
	Mrs Karen Doye	(Elected 2019)
	Mr Guy Elgood	(Re-elected 2019)
	Mrs Rachael Bridger	(Elected 2020)
	Mrs Judith Davis	(Elected 2020 – for 1 yr)
	Mrs Susie Driver	(Re-elected 2020)
	Mrs Ali George	(Elected 2020)
	Mrs Sarah Pitts	(Elected 2020)

*Elections were held in October, rather than April (due to Covid). Mrs Evelyn Pearce, Mr Tony Pearce, Mrs Ali Rawlinson and Mrs Isobel Stuart-Gordon retired during the year.*

Co-opted (to represent Woodmancote)	Mrs Abigail Rowe
Secretary:	Mrs Marjorie Kipling
Treasurer:	Mr Stewart Taylor

## Structure, governance and management

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members, the incumbent, the churchwardens, members of the Deanery Synod and members of the church who are elected at the Annual Parochial Church Meeting (APCM) or subsequently co-opted by the PCC. Church 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 full PCC met 9 times during the year with an average level of attendance of 78%, and with a variety of face-to-face and Zoom meetings. The PCC has a number of sub-committees each

dealing with a particular aspect of parish life, such as education and mission. The PCC receives the notes of sub-committee meetings for information and discussion if required.

Communication with the congregation and the local community has been a bigger challenge this year, but use has been made of the email route and we have tried to ensure those without computers still receive weekly news. With the added challenges of dealing with cash, or the lack of it, donations can now be made to the church using online payments. The PCC regularly reviews the financial management accounts, and receives deanery and diocesan news.

#### *Church Roll*

At the end of 2020 there were 199 names on the roll, 1 name having been removed since the APCM in October when the roll had 200 names.

#### *Church Attendance*

The 'usual Sunday attendance' regularly counted for the Church of England was not possible for 2020, when nothing was 'usual'. Early in the year, a new Tots service was held on a Monday morning but ceased with everything else in March. The Mission Statistics for the year sought different information including 'Church at Home' services, so our on-line Zoom services were included under this heading. There were no weddings during the year, but 2 baptisms, and 11 funerals in church and 7 at the cemetery or crematorium. Services in the Church after the start of the pandemic were held when Government restrictions allowed, and organised with appropriate social distancing and thus much reduced attendance numbers.

#### **Aims and purposes**

The primary aim of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. The PCC has the responsibility of co-operating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Churches (St John the Baptist Westbourne and Woodmancote Church) and the Parish Hall.

#### **Objectives and Activities**

The PCC is committed to enabling as many people as possible to worship at our churches and to become part of our parish community. We have followed our five-year Mission Action Plan, agreed in September 2018. Our Vision for the future continues:

To share the experience of Christian faith with others.

To grow our Christian faith and community together.

To reach out to people in Westbourne and further afield.

There are three broad objectives in the Action Plan. They are:

- 1. To provide a great welcome and ensure services, events and communication are inclusive of all.**
- 2. To provide inspiring and passionate services that will appeal to young and old, long standing and new members and some visitors who are trying us out.**
- 3. To venture confidently into the future.**

#### *During 2020:*

Things began as normal with Services of Worship of various kinds in the Church until mid-March, and we had another successful Marmalade Festival in February. Once the restrictions to minimise the risk of spreading Covid 19 were announced, Services of Worship in the Church

ceased, but we were allowed to keep the Church open for private prayer – but only for a week before the full lockdown began. We had to suspend the printing and distribution of the Westbourne Magazine for May and June – but were thankful for the ability to go ‘online’. Many of us learnt to use Zoom, and we have held Sunday services, weekday Morning Prayer and occasional fund-raising events via this medium of communication.

### **Worship and Prayer**

After the initial changes, gradually over the summer months we were allowed to do a little more outside, and then opened the Church for private prayer from mid-September. Social distancing inside buildings had to be maintained, so Parish Communion and Evening Prayer were only practical on Sunday evenings when small numbers wished to attend. We were fortunate to have a good attendance at the Sunday 9.30am Zoomed services, and mid-week Morning Prayer via Zoom more than doubled its ‘in Church’ attendance.

Excellent visual presentations have been used weekly via Zoom for our 9.30am Sunday services. These 9.30am services has included a mix of Parish Communion, Morning Prayer and All-age Communion. We have been blessed to have between 40 and 60 sharing Zoom Sunday services, with variability depending on travel possibilities and lockdown.

Hopes that Services would be possible in the Autumn were dashed when we went into lockdown in November, so Remembrance Sunday was marked with a short Act of Remembrance and laying of wreaths at the War Memorial in the Churchyard and just a small socially distanced group attending. Plans for Advent Carol Services had to be changed, but fortunately two choirs (Juniors and Seniors) worked learning via Zoom and this allowed us to have one Advent Carol Service and three Christmas Carol Services in the church, with our Junior Choir singing for one service.

Our Sunday School continued meeting on Sundays, until March, but has not met since. The monthly informal Sunday evening service had to cease from March. Sadly, with the need for social distancing and some people’s need to shield, attendances at services in the Churches have had very restricted attendances even when we did open the building.

At the beginning of the year a new Bible study group met and a group went on retreat to Alton Abbey.

### **Services for the Wider Community**

- The Home and Overseas Support Group ran Friday lunches at the beginning of the year, including part of Lent and £820 was raised for various charities. In addition, some 10% (£6.6k) of our general voluntary giving has been donated to Mission and Aid work here and overseas, including support for needy local families.
- There was no house-to-house collection for Christian Aid this year, but we did produce publicity for the week, and encourage donations and had a plant stall and an online Quiz.
- A few activities have taken place to encourage giving to charities, for example a virtual coffee morning for the Leprosy Mission.
- Our Drop-In sessions in the Hall also ceased in March, and it has not been practical to continue at all during the rest of the year. Also, chatting after the morning service on a Sunday with a cup of coffee was something else we missed.
- While we shared ‘Comfort & Joy’ with our neighbours at Christmas, other house-to house communications have not occurred.
- 

### **Fundraising**

- Events this year were limited to a successful Marmalade Festival in February, and a virtual Scavenger Hunt.

- A large plant & produce stall in the Hall car park was the extent of the Summer Fete. While there was an opportunity for socially-distanced chatting and we launched our contactless giving machine, it was not the village event that we would have wished. A 'Name the Teddy' competition and a Quiz on Zoom, together with many generous donations to mark the day, led to a successful fundraising occasion.
- We are grateful to everyone who has been able to continue their regular giving to the Church, while we have been unable to have collections at services and so few fundraising activities.

The reports from the various groups in the Church produced separately have fuller details than appear here. *(Annual Review to be produced for the APCM)*

Throughout the year the Parochial Church 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 House of Bishops' guidance on safeguarding children and vulnerable adults. Members of the PCC have undertaken online safeguarding training. We successfully completed the diocesan audit of safeguarding processes and were awarded the Level 1 Simple Quality Protects Certificate

### **Our Buildings**

Following the quinquennial inspection of St John the Baptist Church in 2018, progress on proceeding with the essential work has been on hold during 2020. We are now in receipt of the necessary permissions, and anticipate work might begin in April 2021. We were able to organise the major clean and overhaul for the church tower clock to begin in August, and had a very successful Appeal to raise the funds to pay for the work. We hope the clock will be striking the hours once again very soon.

Regular working parties have taken place to ensure the whole of the church and the churchyard is kept clean and tidy.

The lockdown gave us the opportunity to replace the floor in the Hall during the summer break, but so far the Nursery has been the main beneficiary of this addition. Andrew Turner has continued to deal with the regular small repairs that are always requiring attention.

### **Financial review** *(from Stewart Taylor, Treasurer)*

The year was dominated by the unprecedented calamity of the Covid-19 pandemic and the profound effect that this had on our income. Nevertheless, as reported below, the financial consequences could have been worse and at the end of 2020 we had met our Parish Share commitment, honoured our policy to give 10% of our regular giving to Mission funding and maintained our reserves intact.

Funds are held in CAF Bank current and deposit accounts, the CCLA Church of England Deposit Fund and the CCLA Church of England Investment Fund.

Total receipts to unrestricted funds were £ 127,078, of which £64,075 was unrestricted voluntary donations and a further £18,240 tax was recovered from Gift Aid. An unrestricted legacy from Barbara Shepherd, a long-standing member of our congregation, was a welcome bright spot in the year and funded the replacement of the Parish Hall floor, the condition of which was becoming a cause for concern.

Restricted donations were also received and are detailed in the financial statements; the largest sum resulted from the successful response to our appeal to fund the restoration of the church tower clock and the addition of an electric winding mechanism. A grant of £4,000 from the Ian M Foulerton Trust, secured through the good offices of Deputy Churchwarden Ali

George, was a major boost to the appeal. It is worth emphasising that we have been able to finance the clock project without requiring any funding from the PCC.

Fund raising income was badly hit and fell from £40,085 in 2019 to £19,705 in 2020. The position was ameliorated by some successful 'virtual' fund raising events and income from the Parish Hall.

Net income from Hall lettings, when we were able to open for limited periods during the year, was £4,619 after deduction of costs and expenditure on repairs. This is a good result in the circumstances.

An important source of income was the Westbourne Magazine. In addition to funding all the printing costs for the weekly service materials it returned a net surplus of £3,000.

Voluntary giving was reduced by 3% on 2019 as a result of the cessation of services in March and the resultant loss of most plate collections and wedding and funeral fees.

Interest from bank deposits improved by 190% as a result of moving a large part of our deposits to accounts that paid better interest rates. This will not be repeated in 2021 as interest rates are now close to zero and the PCC will consider early in 2021 the best way to respond to this threat to the value of our reserves.

During the first quarter of the year £820 was raised by the Home and Overseas group for mission giving and a further £6,650 was donated from PCC funds at the end of the year. Further details will be found in the H&OSG report.

£128,461 was spent from unrestricted funds to provide the Christian ministry from our two churches, including £74,035 contribution to the Diocesan Parish share (the full amount due).

Somewhat surprisingly in the circumstances, our investment in the CCLA CBF Investment Fund performed well and delivered a gain on paper of £2,949 for the year.

The net result for the year (not including investment gains) was a deficit of £1,790 on unrestricted funds; the comparable figure in 2019 was a surplus of £27,413. Adding bank and deposit balances brought forward from the beginning of the year, the balances carried forward on unrestricted funds totalled £126,819, of which £73,740 is allocated for designated purposes.


PCC policy is to maintain the equivalent of 10 weeks of typical expenditure in unrestricted funds. In view of the current uncertain situation approximately double this figure is held as a contingency provision. Other provisions are in the statement of Designated Funds as set out in the accounts.

In response to the decline in cash giving the PCC set up alternative arrangements which have been quite successful. These include giving via direct credits to the PCC bank account, the 'donate now' button on the website, a QR code and a contactless card machine. By year end the contactless machine had taken £646 and £1,621 was received via the website or the special clock appeal web location. Dealing with the various reports associated with these new methods has resulted in more work for the Treasurer, an inevitable consequence of our increasingly 'cashless' society and undoubtedly the pattern for the future.

My thanks are due to Anne de Poitier for her efficient management of the magazine advertising revenue, to Alan Wright our Independent Examiner and especially to Marjorie Kipling for her steadfast support throughout the year.

*Stewart Taylor*

Signed on behalf of the PCC



Jane Stuttard (Churchwarden & Vice-Chairman)

Date 24<sup>th</sup> March 2021

Parochial Church Council of St John the Baptist, Westbourne and Woodmancote Church

**STATEMENT OF FINANCIAL ACTIVITIES**

for the year ended 31 December 2020

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL 2020	TOTAL 2019
<b>INCOME AND ENDOWMENTS</b>						
Donations and legacies		18,099	-	-	18,099	
Voluntary income	2(a)	83,490	12,128	-	95,618	98,499
Activities for generating funds	2(b)	19,705	-	-	19,705	40,085
Income from investments	2(c)	555	65	-	620	212
Church activities	2(d)	5,231	-	-	5,231	10,053
Pantomime 'fund'		-	-	-	-	908
<b>TOTAL INCOME</b>		<b>127,080</b>	<b>12,193</b>	<b>-</b>	<b>139,273</b>	<b>149,757</b>
<b>EXPENDITURE</b>						
Church activities	3(a)	128,461	4,206	-	132,667	126,259
Raising funds	3(b)	408	-	-	408	2,542
<b>TOTAL EXPENDITURE</b>		<b>128,869</b>	<b>4,206</b>	<b>-</b>	<b>133,075</b>	<b>128,801</b>
NET INCOME/(EXPENDITURE) BEFORE INVESTMENT GAINS		(1,789)	7,987	-	6,198	20,956
NET GAINS ON INVESTMENTS	5(b)	2,949	-	248	3,197	5,868
NET INCOME/(EXPENDITURE)		1,160	7,987	248	9,395	26,824
PRIOR YEAR ADJUSTMENT		-	-	-	-	1,530
TRANSFERS BETWEEN FUNDS		-	-	-	-	-
NET MOVEMENT IN FUNDS		1,160	7,987	248	9,395	28,354
Total funds brought forward		125,660	12,585	3,709	141,954	113,600
<b>Total funds carried forward</b>		<b>126,820</b>	<b>20,572</b>	<b>3,957</b>	<b>151,349</b>	<b>141,954</b>

Parochial Church Council of St John the Baptist, Westbourne and Woodmancote Church

**BALANCE SHEET**

at 31 December 2020

<b>FIXED ASSETS</b>	Notes	<b>2020</b>	<b>2019</b>
Tangible	5(a)	4,597	5,530
Investments	5(b)	35,815	32,617
		<hr/>	<hr/>
<b>Total fixed assets</b>		<b>40,412</b>	<b>38,147</b>
		<hr/>	<hr/>
<b>CURRENT ASSETS</b>			
Debtors and prepayments		-	-
Short term deposits		106,831	96,808
Cash at bank and in hand		5,376	7,333
		<hr/>	<hr/>
<b>Total current assets</b>		<b>112,207</b>	<b>104,141</b>
		<hr/>	<hr/>
<b>LIABILITIES</b>			
Creditors – amounts falling due within one year	6	1,270	334
		<hr/>	<hr/>
<b>NET CURRENT ASSETS</b>		<b>110,937</b>	<b>103,807</b>
		<hr/>	<hr/>
<b>TOTAL NET ASSETS</b>		<b>151,349</b>	<b>141,954</b>
		<hr/> <hr/>	<hr/> <hr/>
<b>PARISH FUNDS</b>			
Unrestricted	7 & 8	53,080	33,560
Designated	7 & 8	73,740	92,100
Restricted	7 & 8	20,572	12,585
Endowment	7 & 8	3,957	3,709
		<hr/>	<hr/>
		<b>151,349</b>	<b>141,954</b>
		<hr/> <hr/>	<hr/> <hr/>

Approved by the Parochial Church Council on 24 February 2021 and signed on its behalf

Revd Andrew Doye  
Rector

Jane Stuttard  
Vice Chairman & Churchwarden

The notes on pages A3 to A8 form part of these accounts.



**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST WESTBOURNE  
AND WOODMANCOTE MISSION CHAPEL**

**NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2020**

**1 ACCOUNTING POLICIES**

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the Regulations' "true and fair view" provisions and under FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP[FRS102]).

**ASSETS**

**Consecrated and benefice property**

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by Section 10(2) (a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements.

**Moveable church furnishings**

These are capitalised at cost and depreciated over their useful economic life other than where insufficient cost information is available. In this case the item is not capitalised, but all items are included in the church's inventory in any case.

**Tangible fixed assets for use by the charity**

These are capitalised if they can be used for more than one year and cost at least £1,000. They are valued at cost or else, for gifts-in-kind, at a reasonable estimate of their open market value on receipt.

Depreciation is calculated to write off the capitalized cost of fixed assets less their currently anticipated residual fair value over their estimated useful lives as follows:

Land	Nil
Fixtures and fittings	20 years
Office and other equipment	3 years

No depreciation is provided on the Parish Hall as the currently estimated residual value of the property is not less than its carrying value and the remaining life of this asset currently exceeds 50 years, so that any depreciation charges would be immaterial.

An impairment review is carried out each year and any resultant loss identified is included in expenditure for the year.

**Investments**

Investments quoted on a recognised stock exchange or whose value derives from them are valued at market value at the year end. Other investment assets are included at the PCC's best estimate of market value.

**Short term deposits**

These are cash held on deposit either with CCLA or at the bank.

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST WESTBOURNE  
AND WOODMANCOTE MISSION CHAPEL**

**NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2020**

**FUNDS**

**Unrestricted Funds**

These represent the remaining income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use or for spending on a future project and which are therefore not included in its 'free reserves' as disclosed in the trustees' report.

**Restricted Funds**

These are income funds that must be spent on restricted purposes and details of the funds held and restrictions provided are shown in the notes to the accounts.

**Endowment Funds**

These are restricted funds that must be retained as trust capital either permanently or subject to a discretionary power to spend capital as income, and where use of any income or other benefit derived from the capital may be restricted or unrestricted. Full details of all their restrictions are shown in the notes to the accounts.

**2 INCOME AND ENDOWMENTS**

		Unrestricted funds	Restricted funds	Endowment funds	TOTAL 2020	TOTAL 2019
		£	£	£	£	£
<b>2(a) Voluntary income</b>						
Planned giving	Gift Aid donations	62,147	5,356		67,502	64,432
	Tax recoverable	18,240	1,263		19,503	19,792
	Other	340	808		1,149	912
Collections	(open plate)	1,563			1,563	7,681
Grants		1,200	4,000		5,200	200
H&OS income			701		701	5,481
Legacy		18,099			18,099	
		<b>101,589</b>	<b>12,128</b>		<b>113,717</b>	<b>98,499</b>
<b>2(b) Activities for generating funds</b>						
General fund raising		536			536	6,058
Church fetes		3,015			3,015	5,191
Hire of church		-			-	205
Church hall lettings		11,213			11,213	22,741
Magazine advertising		4,941			4,941	5,890
		<b>19,705</b>			<b>19,705</b>	<b>40,085</b>
<b>2(c) Income from investments</b>						
Dividends on CCLA investment funds		47	65		112	109
Interest on bank deposits		508			508	103
		<b>555</b>	<b>65</b>		<b>620</b>	<b>212</b>
<b>2(d) Income from church activities</b>						
Fees for weddings and funerals		2,029			2,029	2,857
Drop-ins and Sunday coffee		753			753	3,148
50:50 club income		-			-	1,099
Parish magazine and bookstall sales		2,449			2,449	2,949
		<b>5,231</b>			<b>5,231</b>	<b>10,053</b>
<b>Total income</b>		<b>127,080</b>	<b>12,193</b>		<b>139,273</b>	<b>148,849</b>

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST WESTBOURNE  
AND WOODMANCOTE MISSION CHAPEL**

**NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2020**

**3 EXPENDITURE**

	Note	Unrestricted funds £	Restricted funds £	Endowment funds £	TOTAL 2020 £	TOTAL 2019 £
<b>3(a) Church activities</b>						
Missionary and charitable giving		6,901	701		7,602	16,330
Diocesan parish share		74,035			74,035	71,883
Deanery contribution		-			-	100
Other clergy costs		5,430			5,430	5,357
Administration costs (including website)		1,819			1,819	995
Youth and education		-	39		39	118
Misc expenditure (incl parish events)		166			166	778
Pastoral care						16
Church running costs – St John’s		5,274	78		5,352	7,392
Church running costs – Woodmancote		390			390	558
Parish hall running costs		6,594			6,594	12,073
Upkeep of services (incl music)		2,435	102		2,537	5,885
Magazine costs, including printing		4,368			4,368	4,774
Churchyard maintenance		1,194			1,194	
Major repairs – St John’s		1,496	3,286		4,782	-
Major repairs – Parish Hall (new floor)		18,360			18,360	-
		<b>128,462</b>	<b>4,206</b>		<b>132,668</b>	<b>126,259</b>
<b>3(b) Raising Funds</b>						
Drop-ins and Sunday coffee costs		228	-	-	228	172
50:50 club		160	-	-	160	500
General fund raising		20	-	-	20	1,372
Fetes		-	-	-	-	497
		<b>408</b>			<b>408</b>	<b>2,541</b>
<b>Total resources expended</b>		<b>128,870</b>	<b>4,206</b>	<b>-</b>	<b>133,076</b>	<b>128,800</b>

**4 STAFF COSTS**

There were no employees during the year. The Director & Assistant Director of Music, the Parish Administrator and the Hall Manager are unpaid volunteers. During part of the year the PCC has used the services of a cleaner for the Parish Hall on a part time self-employed basis.

No PCC members, nor persons closely connected to them, received any remuneration; nor are expenses resulting from membership reimbursed.

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST WESTBOURNE  
AND WOODMANCOTE MISSION CHAPEL**

**NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2020**

**5 FIXED ASSETS**

5 (a) Tangible (All unrestricted)

	Freehold land and buildings £	Equipment £	Total fixed assets £
Cost at 1 <sup>st</sup> January 2020	-	9,018	9,018
Additions during the year	-	1,664	1,664
Cost at 31 <sup>st</sup> December 2020	-	10,682	10,682
Depreciation at 1.1.20	-	3,488	3,488
Charge for the year	-	2,597	2,597
At 31 December 2020	-	6,085	6,085
Net book value at 31.12.20	-	4,597	4,597
Net book value at 31.12.19	-	5,530	5,530

Equipment comprises office equipment (photocopier), a lawn mower purchased in 2019 for the maintenance of the churchyard and a cleaning machine purchased in 2020 for maintenance of the Parish Hall floor.

Westbourne Parish Hall is included in the accounts at a nominal value of £1. The property is vested in the Diocese of Chichester as Custodian Trustee to the PCC, which is the management trustee. The PCC has full use of the property and does not envisage the sale of it. The nominal value of the Hall is not accounted for as it is immaterial.

5(b) Investments	Market value 31 December 2020	Net gain/(loss) on Revaluation	Market value at 31 December 2019
CBF C of E Investment Fund	31,858	2,949	28,909
Old National School Endowment Fund	2,336	151	2,185
Anna Maria Cooper Endowment Fund	1,621	97	1,524
<b>Total Investment Funds</b>	<b>35,815</b>	<b>3,197</b>	<b>32,618</b>

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST WESTBOURNE  
AND WOODMANCOTE MISSION CHAPEL**

**NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2020**

**6 LIABILITIES**

Creditors	2020	2019
	£	£
Accruals*	660	334
Creditors#	610	-
	<hr/>	<hr/>
	1,270	334

. # Occasional Office fees due to Diocese (£579) + misc

\* Donation to Leprosy Mission deferred to Feb '21 to take advantage of Government match funding.

**7 FUNDS**

The restricted funds comprise:

Bunch memorial funds	Maintenance for the church and parish hall audio systems
Dale memorial fund	For musical development within the church.
Organ fund	Balance of funds raised for the installation of the organ, and additional restricted donations for future major repairs.
Youth fund	For youth development work. Funded from dividends from the Old National School Endowment Fund and any other income for youth work. Usually fully expended in the year (not possible in 2020 as a result of pandemic).

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST WESTBOURNE  
AND WOODMANCOTE MISSION CHAPEL**

**NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2020**

**8 SUMMARY OF FUND MOVEMENTS**

	Brought forward	Incoming resources	Outgoing resources	Investment gains/(losses)	Transfers	Carried forward
Bunch memorial funds	659		(78)			581
Dale memorial	1,752		(102)			1,650
Organ (restricted)	9,906	313				10,219
Clock appeal	268	11,114	(3,286)			8,096
Youth <sup>Note 1</sup>	0	-	(39)	65		26
Restricted collections <sub>Note 2</sub>	0	700	(700)			0
<b>Total restricted funds</b>	<b>12,585</b>	<b>12,127</b>	<b>(4,205)</b>	<b>65</b>		<b>20,572</b>
Endowment funds <sup>1</sup>	3,709	-	-	248		3,957
Unrestricted funds	125,661	127,080	(128,870)	2,949		126,820

Note 1 Dividends from Old National School funds.

Note 2 This is a control fund to ensure that all restricted collections reach their intended destination in the year of donation.

Designated funds as at 31<sup>st</sup> December 2020 were:

£	
50,000	Future major works to St John's church
8,000	Contingency to cover unexpected unavailability of volunteer for Director of Music, Parish Administrator or Hall Manager
1,640	Future major works to Parish Hall (£18,360 expended in 2020 for replacement of floor)
7,000	Future replacement of photocopying machine used primarily for production of pew sheets and Westbourne Magazine.
7,100	Organ fund (designated) for organ maintenance
<b>73,740</b>	<b>Total designated funds</b>

(The PCC may review and re-allocate designated funds at any time.)

## **The Independent Examiner's Report** to the PCC of St John the Baptist, Westbourne.

This is my report to the Parochial Church Council of the Parish of St John the Baptist Westbourne, on the accounts of the PCC for the year ended 31<sup>st</sup> December 2020 which are set out on pages A1 to A8.

### **Respective responsibilities of the PCC and the examiner**

As members of the PCC you are responsible for the preparation of the accounts; you consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under the Church Accounting Regulations and section 145 of the 2011 Act;
- To follow the procedures laid down in the general Directions of the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

### **Basis of this report**

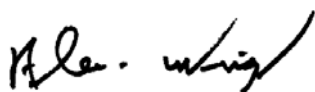
My examination was carried out in accordance with the general Directions given by the Charity Commission. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the PCC as 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 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 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act and the Regulations have not been met;or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed



Alan Wright FCA (Ret'd)  
Date 16<sup>th</sup> February 2021  
9 Chantry Hall, Foxbury Lane,  
Westbourne, EMSWORTH PO10 8GF

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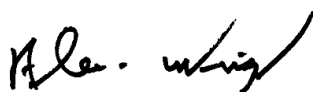
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