

# **Ecclesiastical Parish of Badshot Lea and Hale**

Registered with the Charity Commission, England; No. 1128239

## **Accounts for the Parochial Church Council of The Ecclesiastical Parish of Badshot Lea and Hale**

for the

Year Ended 31 December 2020



## **AIMS AND PURPOSES**

The predominant objective of the Badshot Lea and Hale Parochial Church Council (PCC) is to co-operate with the Rector to promote the gospel of our Lord Jesus Christ according to the doctrine and practice of the Church of England. The main objectives also encompass the whole mission of the Church, collectively pastoral, evangelistic, social and ecumenical, within the ecclesiastical Parish.

The PCC is solely responsible for the preparation of the financial statements, keeping proper accounting records, for safeguarding church assets and for the detection of fraud.

The PCC is committed to enabling as many people as possible to worship at, and to participate in the full life of our Parish community at Badshot Lea and Hale. The PCC also maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within the Parish bounds. All of our services and worship aim to put faith into practice through prayer, scripture, music and sacrament.

The PCC is responsible for the maintenance of St. John's, St. George's and St. Mark's churches, the Church Centre complexes associated with St. Mark's and St. George's churches, and for the Parish property located at 195 Eton Place, Farnham.

## **OBJECTIVES AND ACTIVITIES**

### **Mission Statement.**

- We are one Parish of welcoming and inclusive churches.  
Our vision is for the growth of God's Kingdom so we aim to:
- Grow in Spiritual Maturity
  - Grow in Numbers
  - Grow Younger
  - Grow in Community Engagement

### **Activities**

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

The parish tries especially to enable ordinary people to live out their faith as part of our Parish community through:-

- Worship, prayer and teaching through regular services and meetings; learning about the Gospel; developing our knowledge and trust in Jesus Christ.
- Provision of pastoral care for all people living in the parish, e.g. visiting the sick, the bereaved and those with special needs; conducting preparation for baptism, confirmation and marriage services.
- Missionary and Outreach work; including offering an imaginative programme of teaching to children and youths, in parallel with other relevant events and activities; provision of a range of parenting courses, and Mother & Toddler facilities.
- Promoting and supporting mission partnerships with churches, organisations and people who have broadly similar aims and objectives both at home and abroad.
- To facilitate this work it is important that the Parish maintain the fabric of our three Churches and the two Church Annexes.

## 2020

This year has been unusual, to say the least! The pandemic has meant that for a large part of the year the church has not met in person, and instead pre-prepared video services have been broadcast. These have been well received and will become a regular part of the parishes offering in the months and years ahead as they enable those who cannot attend church on a Sunday morning, for whatever reason, to continue to join in worship.

As the church was closed, and people were not allowed to meet we lost a lot of hall bookings, however, in the time that we were allowed to meet we were able to gain new bookings, which we hope to keep going forwards. We also lost plate giving, particularly over Christmas.

Pastoral care was severely restricted by the banning of meeting, but many people have been involved in calling others to support them.

## ACHIEVEMENTS & PERFORMANCE

### Financial Management & Reserves

The Parish accounts are prepared on a 'receipts and payments' basis.

The Parish is cash poor and in 2020 we again made efforts to communicate the state of the parish finances to the congregations. This resulted in increased giving, for which the parish as a whole is grateful. The effects of this increased giving will be seen in 2021. General fund income of £82,478 was received in the year, which is similar to the income received in 2019.

£30,000 was paid in Parish Share in 2020. This is a significant shortfall on our total Parish Share obligations. Conversations with the diocese are continuing and, until they have been concluded, it has been decided that historic Parish Share shortfalls will not be shown in the accounts.

The Parish extends its thanks to all those who support its work via regular monthly giving. The Parish is also grateful to all those who assist with fundraising. In 2020 £8,912 was received in hall booking income which was an excellent performance given that the hall could not be let for half the year.

### Reserves Policy

The Parish does not maintain significant unrestricted liquid reserves. Although the cash reserves as shown in the accounts are c£36k the vast majority of this is held in restricted funds. The Parish currently has unrestricted reserves of c£1.5k.

### Risk Management

The PCC is aware of, and fulfils, our statutory requirements with respect to managing risk.

An ongoing programme and practices concerning repairs, maintenance and servicing of equipment were continued throughout the year. All mandatory inspections with respect to building, fire, electrical, gas, safety and operation; including portable appliance testing, were completed during the year.

The promotion of the safety, health and protection of children, youths and vulnerable adults is extremely important to the PCC. Parish policy in this area embodies a formal child protection and vulnerable adult policy following Diocesan guidelines. This policy is emphatically enforced, as well as reviewed regularly.

Financial management and recording procedures aim to prevent, or minimise, fraud in this area.

## VOLUNTEERS

The PCC & Trustees would like to take this opportunity to extend their grateful appreciation to all the volunteers who work so hard to make our churches the welcoming, vibrant and forward-looking community that it is. In particular the PCC would wish to mention the Churchwardens and Treasurer and Secretary who have worked so tirelessly on our behalf, and also to all those who lead worship or

serve on other committees within the parish, for their valuable contribution to our ministry and for keeping the churches operational.

## STRUCTURE, GOVERNANCE & MANAGEMENT

Our Church community is registered with the Charity Commission in England as the Parochial Church Council (PCC) of the Ecclesiastical Parish of Badshot Lea and Hale: Registration Number 1128239.

The structure, governance and management of the Parish, as well as the appointment of Members of the PCC are in accordance with the processes set out in the Church Representation Rules 2006. Governance is provided by the Rector, Associate Priest, Churchwardens and the PCC. Day-to-day management is the responsibility of the Standing Committee.

The PCC comprises the following members: the Rector (Incumbent), other licensed clergy & LLMs, Churchwardens, Deanery Synod Representatives, and representatives from each Church. The latter being elected by those who are listed on the Parish Electoral Roll. All eligible persons who attend services at St. John's, St. George's or St. Mark's churches are encouraged to register on the Electoral Roll and to stand for election to the PCC.

Members of the PCC have an overarching responsibility for all decisions relating to the aims and objectives of the Parish and for all matters of general concern and importance. The PCC is solely responsible for all decisions relating to the management of the parish finances.

The PCC aims to meet at least four times per year, including the Annual Parochial Church Meeting (APCM). Given its wide range of responsibilities, the PCC has a number of committees, each of which deals with a particular aspect of parish life. A Standing Committee (Clergy, Churchwardens, Deputy Wardens & Secretary) meets prior to each full PCC meeting to consider appropriate business and to arrange the Agenda.

Other committees present a regular summary report of their deliberations to the full PCC for discussion and ratification as appropriate.

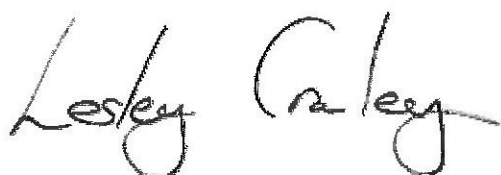
### Ex Officio members:

Rector: The Reverend Lesley Crawley (Chair)  
Associate Priest: The Reverend Alan Crawley  
Curate: The Reverend Hannah Moore (until 26/1/20)  
LLMs: Lesley Shatwell  
Craig Nobbs  
Wendy Edwards  
Wardens: Bill Thomas (to 14/1/20)  
Pamela Marsham Bob Shatwell  
Simon Alexander (from 11/10/20)  
Deputy Wardens Carol Le Page (to 1/7/20)  
Kris Lawrence (from 11/10/20)  
Simon Spiers (from 11/10/20)  
Deanery Synod: Stella Wiseman

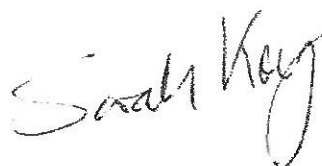
### Elected Representatives:

Sarah Kay (from 11/10/20)	Maxine Everitt	Diana Thomas (to 11/10/20)
Chris Brown (from 11/10/20)	Gemma Brown	Sorrel Price (to 11/10/20)
Jacquie Munroe (from 11/10/20)	John Boas	Sylvie Burrows (to 11/10/20)
Melisa Davies (from 11/10/20)		Vicky Kidney (to 11/10/20)
		Kris Lawrence (to 11/10/20)

Approved by the PCC on the 28<sup>th</sup> February 2021 and signed on their behalf by :-



Rev'd Lesley Crawley,  
Rector, & Chair PCC



Sarah Kay  
Parish Treasurer

## **Independent Examiner's Report**

### ***Independent Examiner's Report to the PCC of the Parish of Badshot Lea & Hale***

I report to the trustees on my examination of the accounts for the above charity for the year ending 31 December 2020 which are set out on pages 7-11.

#### ***Responsibilities and basis of report***

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 "the Act".

I report in respect of my examination of the accounts carried out under section 145 of the 2011 Act and, in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### ***Independent Examiner's Statement***

I have completed my examination, I confirm that no material matters have come to my attention in connection with the examination that give me cause to believe that, in any material respect:

- Accounting records were not kept in accordance with section 130 of the Act;
- The accounts do not accord with the accounting records; or
- The accounts do not comply with the applicable requirements concerning the form and contents of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and 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.



Hazel Day BSc (Hons) FCA DChA  
Tudor John Limited  
Nightingale House  
46-48 East Street  
Epsom  
Surrey  
KT17 1HQ

Date...~~2nd July 2021~~...

## RECEIPTS AND PAYMENTS ACCOUNT

	Unrestricted funds	Designated funds	Restricted funds	Total funds	Prior year total funds
<b>Receipts (note 7a)</b>					
Planned giving	48,405		1,218	49,623	43,585
Other planned giving					
Collections at services	4,924			4,924	11,894
Other voluntary receipts	6,399		5,258	11,656	21,545
Gift Aid recovered	462		167	629	5,375
Grants			15,000	15,000	5,000
Activities for generating funds	1,895			1,895	9,209
Rent of Eton Place	6,750			6,750	
Investment income	114		85	199	464
Interest					51
Statutory fees retained by the PCC	2,084			2,084	5,123
Trading activities	11,446			11,446	12,954
Other receipts					
<b>Total receipts</b>	<b>82,478</b>		<b>21,727</b>	<b>104,205</b>	<b>115,201</b>
<b>Payments (note 7b)</b>					
Cost of generating funds	718		200	918	3,707
Cost of renting Eton Place	1,412			1,412	
Parish Share	30,000			30,000	21,000
Salaries, Wages and honoraria	1,255			1,255	3,433
Clergy and Staffing costs	3,258			3,258	1,395
Church expenses: mission and evangelism					3,009
Church Running Expenses	40,668			40,668	37,269
Major repairs to church building					29,981
Church Repairs & Maintenance	5,118	2,500	3,146	10,763	13,305
St Johns' Project	3,725			3,725	1,954
Funds returns to executors					21,199
<b>Total payments</b>	<b>86,154</b>	<b>2,500</b>	<b>3,346</b>	<b>91,999</b>	<b>136,217</b>
<b>Excess of receipts over payments before transfer</b>	<b>-3,676</b>	<b>-2,500</b>	<b>18,382</b>	<b>12,206</b>	<b>(21,015)</b>
<b>Transfers</b>					
Gross transfers between funds	-1,727	1,244	482		0
<b>Net movement in funds</b>	<b>-5,402</b>	<b>-1,256</b>	<b>18,865</b>	<b>12,206</b>	<b>(21,015)</b>
<b>All assets at start of year</b>	<b>6,963</b>	<b>1,256</b>	<b>15,978</b>	<b>24,198</b>	<b>45,213</b>
<b>All assets at end of year</b>	<b>1,561</b>		<b>34,843</b>	<b>36,403</b>	<b>24,198</b>

## REPRESENTED BY

	Unrestricted funds	Designated funds	Restricted funds	Total funds	Prior year total funds
<b>Unrestricted</b>					
General fund	1,561			1,561	6,963
<b>Designated</b>					
Families Matter				0	250
Rectory Dilapidations				0	1,006
<b>Restricted</b>					
St Georges Fabric			0	0	(5,000)
St Georges AV Fund			6,500	6,500	6,500
St Johns Fabric			0	0	0
St Georges Car Park			749	749	749
St Johns Churchyard			2,625	2,625	-
St Marks Organ Fund ("Emily")			521	521	621
St Marks Murals ("Kitty")			20,004	20,004	8,784
St George's Flower Fund			20	20	20
St George's churchyard			35	35	
Parenting Course			474	474	474
Newcomb poor fund			3,915	3,915	3,830
<b>TOTAL FUNDS</b>	<b>1,561</b>		<b>34,843</b>	<b>36,404</b>	<b>24,198</b>

## STATEMENT OF ASSETS AND LIABILITIES

	Unrestricted funds	Designated funds	Restricted funds	Total funds	Prior year total funds
<b>Current assets:</b>					
<b>Cash at bank and in hand</b>					
Lloyds bank account	1,426			1,426	2,057
Newcombe PF – Lloyds			1,128	1,128	1,043
CAF bank account	135		16,645	16,780	5,103
BLAH Investment Account			14,137	14,137	14,023
Newcomb PF - Investment			2,787	2,787	2,787
Cash in hand			1,259	1,259	1,182
<b>Totals</b>	<b>1,561</b>		<b>35,955</b>	<b>37,516</b>	<b>26,195</b>
<b>Liabilities</b>					
Agency collections			1,112	1,112	1,997
<b>Totals</b>			<b>1,112</b>	<b>1,112</b>	<b>1,997</b>
<b>Grand total</b>	<b>1,561</b>		<b>34,843</b>	<b>36,404</b>	<b>24,198</b>

## Notes to the Accounts

1. The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts & Payments basis.
2. The fixed asset retained for Church use is the freehold house at 195 Eton Place.
3. Assets recognised but not valued in the Statement of Assets and Liabilities include:
  - movable church furnishings held by the church-wardens on special trust for the PCC and which require a faculty for disposal; and
  - office and gardening equipment.
4. The expenses paid to clergy may include a small immaterial proportion, which relates to their function as PCC members. Stella Wiseman has been paid as a parish administrator, and related people to Stella Wiseman and Carol Le Page have been paid as cleaners. All of these have been reported to the Charities Commission as required.
5. The Parish uses the Parish Giving Scheme to collect regular giving and to claim the Gift Aid, before remitting the total to the PCC. They only contact people who have already signed up to ask whether they wish to increase their giving in proportion to inflation.

6. The movements in designated and restricted funds during the year were:

### Fund movement by type

	Opening	Incoming	Outgoing	Transfers	Closing
<b>Unrestricted</b>					
General fund	6,963	82,478	86,154	-1,727	1,561
<b>Designated</b>					
Families Matter	250			-250	0
Rectory Dilapidation	1,006		2,500	1,494	0
St John's Designated	0				
<b>Restricted</b>					
St Georges Fabric	(5,000)	5,000			0
St Georges AV	6,500				6,500
St Johns Fabric	0	1,140	1,623	483	0
St Georges Car Park	749				749
St Johns Churchyard	0	3,495	870		2,625
St Marks Organ Fund "Emily"	621	408	508		521
St Marks Murals "Kitty"	8,784	11,220			20,004
St Georges Flowers	20				20
St Georges Churchyard		380	345		35
Parenting Course	474				474
Newcomb Poor Fund	3,830				3,915
Teacakes	0				
<b>Grand total</b>	<b>24,198</b>	<b>104,205</b>	<b>91,999</b>	<b>0</b>	<b>36,404</b>

### Transfers

Transfers between funds were made as follows:

- £1,494 was transferred from the general fund to the rectory dilapidations fund;
- £250 was transferred from the families matter designated fund to the general fund as this project has ceased;
- £483 was transferred from the general fund to the St John's fabric fund.

### Loans

There are no outstanding loans between funds.

### Notes to the funds

#### General Funds:

Represent those resources of the PCC that are not subject to any restriction regarding their use, and are thus available to be applied to the general purposes of the PCC.

#### Designated Funds:

Are resources that are 'ring-fenced' by the PCC for particular purposes, but which nevertheless remain unrestricted as the PCC is able to redesignate such funds as it so directs. The £250 designated for use by the families matter project was reassigned to the general fund in the year as this activity has now ceased. Due to the pandemic the St John's redevelopment project was put on hold in this year and no funds were designated for this purpose.

#### Restricted Funds:

Are funds collected or donated for a particular purpose which cannot be used by the PCC for any other purpose except by specific agreement with the donor.

One new restricted funds was created during the year:

- A new fund for the maintenance of St George's churchyard was set up.

The Bishop of Guildford Grant and St Marks churchyard fund were closed in the year.

NOTES TO THE FUNDS	
<b>Families Matter</b>	Money given by the Carnival designated to support Families Matter
<b>Rectory Dilapidations</b>	Money designated to allow for the redecoration of the Rectory at some future date.
<b>St George's Fabric</b>	Maintenance of the general fabric and grounds of St. George's Church and Church Room, including renewal of the heating system.
<b>St John's Fabric</b>	Maintenance of the general fabric and grounds of St. John's Church and Church Room.
<b>St Georges Car Park</b>	Maintenance of the Car Park enclosure and associated features at St. George's church.
<b>St Johns Churchyard</b>	Money given specifically for the upkeep of St John's Churchyard.
<b>St Marks Organ Fund ("Emily")</b>	The fund set up to manage an appeal to refurbish and maintain St Mark's Organ.
<b>St Marks Murals ("Kitty")</b>	The fund set up to manage an appeal to restore the murals by Kitty Milroy in St Marks Church.
<b>St George's Flower</b>	The funds that hold donations and appeals specifically in support of the provision of flowers (notably Easter and Christmas) at St. George's churches.

<b>St George's churchyard</b>	Maintenance of the churchyard at St George's church
<b>Parenting Course</b>	The fund that holds donations and appeals specifically in support of the Parenting Course run by the Families Matter Co-ordinator
<b>Newcomb Poor Fund</b>	A fund that holds the Vicar's discretionary fund, monies available for the Vicar to distribute as they see fit
<b>Teacakes</b>	A Fund to hold the Wyn Pragnell bequest for the benefit of "Teacakes"

### 7a. Analysis of unrestricted income:

Planned giving by PGS, including gift aid	42,080
Online giving (via Sum-up function)	2,770
Planned giving by standing order into Lloyds account	3,555
Collections at services	4,924
Other voluntary receipts	6,399
Gift aid recovered	462
Activities for generating funds:	
Craft Fayre	630
Coffee	113
Social events	170
Other	982
Investment income	114
Rent of Eton Place	6,750
Statutory fees retained by PCC	2,084
Trading activities:	
Magazine profit	2,535
Room hire	8,912
Other receipts	
<b>TOTAL UNRESTRICTED INCOME</b>	<b>82,478</b>

### 7b. Analysis of unrestricted expenditure

Cost of generating funds	718
Cost of renting Eton Place	1,412
2020 Parish Share	30,000
Salaries wages and honoraria	1,255
Clergy and staffing costs	3,258
Church running	1,768
Cleaning	1,160
Insurance	5,849
Office costs and sundries	23,853
Cost of services	170
Governance	600
Utility bills	7,267
Church repairs and maintenance	5,118
St John's project	3,725
<b>TOTAL UNRESTRICTED EXPENDITURE</b>	<b>86,154</b>

## FIXED ASSETS

### **195 Eton Place**

Market value as unfurnished sale  
Revalued at 14<sup>th</sup> September, 2016

255,000

#### Asset Notes:

- The benefice property, formerly the Curate's house, is currently shown as a tangible fixed asset (for church use) until such time as the PCC decides otherwise (investment holding or disposal).
- The St. Mark's Centre & St George's Church Hall are deemed part of their churches, and are thus not formally valued.

