

**Trustees Annual Report
and Financial Report of
The Parochial Church Council
of the Ecclesiastical Parish of Colgate and Roffey**
Registered Charity no. 1186553

For the year ended 31st December 2021



The Parish Church of All Saints, Roffey
All Saints Church, Crawley Road, Roffey RH12 4HF

The Parish Church of St Saviour's, Colgate
St Saviour's Church, Forest Road, Colgate RH12 4SZ

Website: www.all saints roffey.org.uk

Incumbent: The Revd Fr. Russell J Stagg ssc
Roffey Vicarage, 1 Forest Oaks, Horsham RH13 6RX

Independent
examiner: Mrs Alison Styles

Bankers: CAF Bank Ltd,
25 Kings Hill Avenue Kings Hill, West Malling, ME19 4JQ

The Parish of Colgate and Roffey Trustees Annual Report for 2021

(Registered Charity no. 1186553)

Our aims and purposes as a charity

The Parochial Church Council, hereafter referred to as the PCC has the responsibility of co-operating with the incumbent, the Revd Russell Stagg, 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 make Him better known;
- Practical support and care for people in the parish, from the youngest to the eldest, irrespective of level of need or ability to pay
- Providing financial support those in need and to other organisations with similar objectives.
- Maintaining the churches of St Saviour's Colgate and the attached churchyard and All Saints Roffey and the associated Parish Room and grounds
- Working with Colgate Memorial Hall Trustees in the overseeing of the Hall.

What we planned to do to achieve our charitable objectives

When planning our activities for the year, our incumbent 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 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.

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

- Enabling as many people as possible to worship at our churches
- 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
- Putting faith into practice, through prayer, scripture, music, and sacrament
- Offering worship and prayer, learning about the Gospel, in small such as Lent Courses
- Assisting people from all walks of life to develop their knowledge of, and trust in, Jesus
- Provision of pastoral care for people living in the parish
- Providing assistance to the poor and needy of the parish
- Reaching out to the unchurched through the provision of the fundraising and social events including fetes
- Maintaining the fabric of the church building as a historic centre and focus of life in the local community.

What we achieved and how we affected beneficiaries' lives

Attendance at worship

Our churches welcome visitors from within as well as outside the parish boundary. It is our great pleasure to welcome people from all walks of life to take part in the life and worship 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.

The average regular weekly attendance, counted during October was 72 adults and 11 children, with the number increasing on festival days such as Christmas, Easter and Harvest Festival. Due to Covid-19 pandemic we have experienced a drop in attendance over the course of the last few years. At the start of the pandemic we introduced live-streaming our services, which continue to be popular.

Christmas is a very special time of celebration where many sections of the community come together to join in the services. All of the services held in the run up to Christmas in 2021 saw large congregations. Especially popular this year was our 'Outdoor Carol Service' which saw a large increase in attendance over last year.

Evangelism, outreach and activities

It was with great delight we enable our community to celebrate and thank God at milestones of their journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services, family and friends express their grief and give thanks for the life which is now complete in this world and commend the person into God's keeping. Last year in the parish we have celebrated 14 baptisms, 6 weddings, 1 wedding blessing and 11 funerals in our churches.

In August we held a free Barbecue and fun afternoon for the community which was attended by a number of people from within the church family and beyond.

During the month of November, we held special services during which we offered prayer and gave thanks for the lives of loved ones who have died. On Remembrance Sunday, we held the annual act of remembrance at the war memorials in both churches and were joined by members of the community and representatives of North Horsham Parish Council and Colgate Parish Council respectively.

A highlight of the year was the celebration of the 150th anniversary of ministry and mission to the people of Colgate. On the anniversary of the consecration of St Saviour's Church we celebrated with a service of Songs of Praise at which the Bishop of Horsham preached, followed by a reception in the Memorial Hall.

Our Open Door drop in morning for the lonely reopened in the summer but due to the increase in the spread of Covid-19 during the winter months it was decided to suspend the group until after Easter 2022. Cuppa and Chat at Colgate has also been closed since the first lockdown. We hope to be in a position to reopen after Easter. Noah's Ark, our mother and toddler group remains closed due to Covid-19 and a lack of volunteers.

The parish fully embraces Social Media, having a website, Facebook page and Twitter and Youtube and Instagram account.

Provision of pastoral care for people living in the parish

Pastoral care in the parish is lead by the Incumbent who is responsible for visiting parishioners in their homes and in hospitals. He also visits our local retirement home where he celebrates Mass once a month.

Provision of tangible support to the poor and needy

As a parish we work with Horsham Matters, the charitable arm of Churches Together in Horsham which provides for the poor and needy in our community. The work includes collecting food and other items for the local food bank. This year our Harvest collections were donated to Crawley Open House, a local homeless charity.

The Incumbent has a discretionary fund which he has used over the past year to provide grants to help parishioners towards the cost of utilities, school uniforms and other items at his discretion.

Provision of the church building for people to enjoy

It is important to us that our churches are available for private prayer not just to the church family but to the wider community. To this end our church building are open daily. This provides the community with an oasis of quietness where they can come and pray, light a candle or just spend time in quiet contemplation.

Our churches are also open for our local schools to use as both as places of worship and as an extra classroom. Over the past year all 8 primary schools in the parish have visited at least one of our churches. They have been used to enhance the teaching of English, Art, History, and RE lessons. In order to facilitate these visits we have created an education corner in All Saints Church.

Working with Volunteers

Volunteers are important in making our churches the lively and vibrant communities they are. In particular, we want to mention our churchwardens who have worked so tirelessly on our behalf in maintaining our church building and ensuring they are open daily; Our Treasurer, for all the hard work he puts in managing our finances.

There are so many who work hard to keep our church functioning, but especial thanks must go to all those who make sure our church is open daily; to those who keep the church clean and tidy for our worship; our Sacristan; our Flower fairies who skilfully decorate our church week by week; our Servers and Eucharistic Ministers, Readers and Intercessors who all add to the beauty and dignity of our worship. Thanks must also go those who plan and arrange our fundraising events without whom our finances would not be so healthy, and to those who count and bank our money week by week, to our sides people who make sure everyone receives a warm welcome, to those who help with our young people at the 9am Mass and finally to all who serve on our PCC.

Financial Review

Incoming and outgoing resources

The total receipts on general unrestricted funds received were £80,149 as are detailed in the Financial Report. Through our regular planned giving and other one off donations we recovered £6,529 in Gift Aid.

The PCC received a grant from Colgate Parish Council of £750 towards the upkeep of the Colgate Churchyard.

Sharing the ministry costs of the Diocese of Chichester

The largest expenditure of the PCC was the sum of £36,000 paid to the diocese for our share of all churches' Parish Ministry Costs.

The total relates directly to the housing, support, stipend and pension costs of the clergy of this parish, training of new ordinands, a contribution to national church funds and, shared costs of the Christian family throughout the whole diocese, including assistance towards the upkeep of churches less able to manage than ourselves.

Staff costs

The PCC pays a gardener who keeps the environs of the St Saviour's church welcoming, colourful and tidy and 2 organists.

Trustee payments and expenses

The PCC also supported the clergy by paying Council Tax, Water and environmental charges for the Vicarage plus costs towards travel, hospitality, telephone, postage and broadband and office equipment.

Why we hold some money in reserve

It is PCC policy to maintain a balance on the general unrestricted funds which equates to approximately two months' worth of unrestricted payments as contingency against unforeseen situations.

As well as holding the above general reserves, from time to time the PCC receives restricted legacies and grants for expenditure on restricted purposes, defined by the donor or grant making authority. We aim to expend such money as soon as possible after receiving it depending on the specific objectives of the donor, which are detailed in the accounts.

Management of risks and their mitigation

The PCC has an ongoing task of reviewing the major risks which impact on the work of the churches in the parish. The usual electrical tests, fire extinguisher checks and lightning conductor tests have been carried out.

The PCC consider that the principal risks and uncertainties are:

- The need to fund unexpected costs associated with the ongoing maintenance of the church buildings.
- An unexpected fall in income, particularly given the dependence of the church on a limited number of regular donors.
- The requirement to find volunteers with the appropriate skills, time and commitment to support the ministry of the congregation.
- Reliance upon the Diocese to continue to provide financial support whilst we work towards paying our full Parish Share for clergy ministry.
- The PCC seeks to manage these risks and uncertainties by regularly reviewing both finances and maintain our properties to a high standard and carries out the priority items of a quinquennial review in a timely manner.

Stewardship campaigns regularly take place to emphasis God's generosity to the congregation and encourage the congregation to respond to that generosity in their giving through time, talents and money, as they are able.

Given the historic financial deficits, the PCC have been working with the Deanery to reduce temporarily the amount of the expected parish share, but to increase this as financial circumstances allow.

Trustees Annual Report for 2021

The Parish of Colgate and Roffey (Registered Charity no. 1186553)

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:	The Reverend Father Russell Stagg SSC (<i>Chairman</i>)
Associate Vicar:	The Reverend David Howland
Churchwardens:	Mr Brian Double (<i>All Saints</i>) Miss Carol Barnes (<i>All Saints</i>) Mr John Sired (<i>St Saviour's</i>) Mrs Rosemary Lane (<i>St Saviour's</i>)

Elected members:

Mr Johny Armstrong
Mrs Elsiedale Armstrong
Mr Thomas Becker (<i>Treasurer</i>)
Mrs Marigold Butler (<i>until April 2021</i>)
Mrs Ruth Calvert (<i>Vice-Chairman</i>)
Professor James Castle
Mrs Wendy Double
Mr Peter Game (<i>until April 2021</i>)
Mrs Sandy Garnham (<i>from April 2021</i>)
Mr Dain Garnham (<i>from November 2021</i>)
Mrs Anne Hartwell
Mrs Julie Jones
Mr Martyn Lewis
Mr Roger Ottley
Mrs Elizabeth Rice
Mr Randolph St Romaine
Miss Emily Scott (<i>from April 2021</i>)
Mr Paul Williams (<i>PCC Secretary</i>)
Mr Michael Williams (<i>Electoral Roll Officer</i>)

Deanery Synod:

Mr Nicholas Brown
Mrs Hilary Rodriguez-Azcona (<i>until August 2021</i>)
Ms Carolyn Scott
Mrs Susan Spence

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (*the incumbent/priest-in-charge, curate, lay readers licensed to officiate in the church*), the churchwardens and members of the Deanery, Diocesan or General Synods and 16 members of the church who are elected at the Annual Parochial Church Meeting (*APCM*). Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

This Trustees' Annual Report was **approved** by the PCC and signed on their behalf by The Revd. Fr. Russell Stagg ssc, PCC Chairman

Date: 01/03/2022

The Parish of Colgate and Roffey Annual Financial Report for 2021

(Registered Charity no. 1186553)

The Parish of Colgate (St Saviour's) and Roffey (All Saints)

Summary of Financial Receipts and Payments

	<i>Unrestricted</i>		<i>Restricted Fund/s</i>	<i>Endowed Fund/s</i>	<i>Total All Funds 2021</i>	<i>Total All Funds 2020</i>	<i>Notes</i>
	<i>General Fund</i>	<i>Designated Funds</i>				£	
Income and endowments from:							
Donations and legacies	76,250	90	2,160	-	78,500	69,858	
Charitable activities	3,350	-	-	-	3,350	721	
Other trading activities	50	-	-	-	50	955	
Investments	-	-	114	-	114	256	
Other receipts	-	-	-	-	-	949	
Total received	79,649	90	2,274	-	82,013	72,739	3
Expenditure on:							
Cost of raising funds	-	-	-	-	-	-	
Charitable costs	64,678	391	5,149	-	70,217	64,091	
Trading costs	-	-	-	-	-	-	
Other payments	-	-	-	-	-	-	
Total paid	64,678	391	5,149	-	70,217	64,091	5
Reconciliation of funds:							
Net income or (net expenditure)	14,971	(301)	(2,875)	-	11,796	8,648	
Transfers between funds	(1,361)	-	1,361	-	-	-	
Transfers in from previous parishes	-	-	-	-	-	-	
Net movement in funds	13,611	(301)	(1,514)	-	11,796	8,648	
Bank accounts at 1 January 2021	21,915	1,149	48,573	-	71,636	62,988	
Bank accounts at 31 December 2021	35,526	848	47,058	-	83,432	71,636	

Annual Financial Report for 2021

The Parish of Colgate and Roffey (Registered Charity no. 1186553)

The Parish of Colgate (St Saviour's) and Roffey (All Saints)

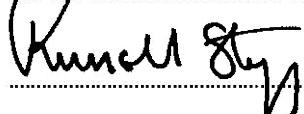
Statement of Assets and Liabilities

	<i>Unrestricted</i>		<i>Restricted Fund/s</i>	<i>Endowed Fund/s</i>	<i>Total All Funds 2021</i>	<i>Total All Funds 2020</i>	<i>Notes</i>
	<i>General Fund</i>	<i>Designated Funds</i>					
Assets:	£	£	£	£	£	£	
Bank current account	35,517	837	8,999	-	45,353	32,988	
Vicar's Discretionary Fund	-	11	-	-	11	572	
CBF Deposit Fund	8	-	38,060	-	38,068	38,048	
PCC - owned bank balance:	35,526	848	47,058		83,432	71,608	
Diocesan Assigned Fees received	1,065				1,065	28	
Total bank and deposit accounts	36,591	848	47,058		84,497	71,608	
Gift Aid recoverable	1,021	-	-	-	1,021	4,678	7
Debtors	£1,021	-	-		£1,021	4,678	
158 CBF Investment Fund shares	-	-	-	3,700	3,700	3,237	
Investment assets at market value	-	-	-	£3,700	£3,700	3,237	
Total assets	37,612	848	47,058		89,218	79,523	
Liabilities:							
Unpaid Diocesan fees for weddings/funerals	1,065	-	-	-	1,065	28	
Accruals	-	-	-	-	-	-	
Total liabilities	1,065	-	-		1,065	28	

This Financial Report for the period ended 31st December 2021, including the notes following, was

Approved by the PCC and signed on its behalf by

The Reverend Father Russell Stagg, PCC Chairman:



Date March 2022

Annual Financial Report for 2021

The Parish of Colgate and Roffey (Registered Charity no. 1186553)

The Parish of Colgate (St Saviour's) and Roffey (All Saints)

Notes to the Annual Financial Report

- 1 The financial statements of the PCC have been prepared in accordance with the Charities Act 2011 and the Church Accounting Regulations 2006, 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 Analysis of total received:

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total All Funds 2021	Total All Funds 2020	Notes
	General Fund	Designated Funds					
	£	£	£	£	£	£	
Planned giving (excl. tax refunds)	45,016	-	-	-	45,016	42,205	
Cash collections	8,166	90	-	-	8,256	19,701	
Gift Aid recovered	6,529	-	-	-	6,529	3,331	
Special appeals	-	-	1,660	-	1,660	-	4
100 Club income	15	-	-	-	15	516	
Special appeals	-	-	-	-	-	-	
Summer BBQ	1,998	-	-	-	1,998	3,619	
Summer	-	-	-	-	-	-	
Legacies	14,526	-	500	-	15,026	-	5
Church Broadband	-	-	-	-	-	230	
Horsham Foodbank appeal	-	-	-	-	-	255	
Donations and legacies	76,250	90	2,160	-	78,500	69,373	
Fees for weddings & funerals	3,350	-	-	-	3,350	721	
Charitable activities	3,350	-	-	-	3,350	721	
Parish Magazine Advert income	50	-	-	-	50	-	
Sale of bric-a-brac	-	-	-	-	-	-	
Sale of roof lead	-	-	-	-	-	-	
Craft Sale	-	-	-	-	-	-	
Christmas Fair	-	-	-	-	-	-	
Summer Fete	-	-	-	-	-	955	4
Other trading activities	50	-	-	-	50	955	
Bank & CBF deposit interest	-	-	20	-	20	166	
CBF investment fund dividend	-	-	94	-	94	91	
Investments	-	-	114	-	114	256	
Insurance Claims	-	-	-	-	-	449	
Cash Funding	-	-	-	-	-	-	
Grants	-	-	-	-	-	500	
Total received on all funds	79,649	90	2,274	-	82,013	72,254	

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The Parish held two special collections during 2021. The first one was for the purchase of a new digital camera at All Saints Roffey in order to improve the live-streaming of all Church services. In total £910 were collected. The second appeal was for the purchase of a new digital music player 'Hymnal Plus'. In total £750 were donated.

5 The Parish received two legacies during 2021. The first legacy was received from the estate of Mr H Sparks for the amount of £14,526 and was unrestricted. The second was donated to the Parish from the estate of Mrs M Rattray for an amount of £500. This last donation was restricted and went towards the purchase of 'Hymnal Plus' at Saint Saviours.

Annual Financial Report for 2021

The Parish of Colgate and Roffey (Registered Charity no. 1186553)

The Parish of Colgate (St Saviour's) and Roffey (All Saints)

Notes to the Annual Financial Report

5 Analysis of total paid:

	<i>Unrestricted</i>		<i>Restricted Fund/s</i>	<i>Endowed Fund/s</i>	Total All Funds 2021	Total All Funds 2020	Notes
	<i>General Fund</i>	<i>Designated Funds</i>					
	£	£	£	£	£	£	
<i>Summer fete expenses</i>	-	-	-	-	-	-	
Cost of raising funds	-	-	-	-	-	-	
<i>Children Society</i>	-		-	-	-	99	
<i>Parish share to Chichester Diocese</i>	36,000			-	36,000	33,000	6
<i>Clergy expenses</i>	4,594			-	4,594	5,947	8
<i>Salaries and honoraria incl NI</i>	-				-	4,400	
<i>Vicarage expenses</i>	1,909			-	1,909	2,060	
<i>Worship costs</i>	1,203			-	1,203	1,068	
<i>Church music costs</i>	3,129			-	3,129	2,929	
<i>Church insurance</i>	4,492			-	4,492	4,478	
<i>Water, Gas, Electricity, and Oil</i>	5,481			-	5,481	4,158	
<i>Printing & photocopying</i>	708			-	708	426	
<i>Hospitality</i>	326			-	326	176	
<i>Church maintenance</i>	3,619			-	3,619	3,536	10
<i>Church Broadband</i>	393				393	219	
<i>Miscellaneous expenses</i>	2,824	391	5,149	-	8,364	1,406	9
<i>PPE (Covid-19) expenses</i>	-				-	190	
Charitable costs	64,678	391	5,149	-	70,217	64,091	
Trading costs	-	-	-	-	-	0	
Other payments	-	-	-	-	-	0	
Total paid on all funds	64,678	391	5,149	-	70,217	64,091	

- 6 The Parish share to the Chichester Diocese is for the payment of Clergy and other central costs. The average parish ministry cost in 2021 with a full time stipendiary is £74,300. The Parish paid a much reduced share in 2021 of £36,000 due to the ongoing COVID 19 pandemic.
- 7 Gift Aid is recoverable on donations received up to 30th September 2021, as the last claim for £1,021 was submitted after the year end, covering donations for the quarter ended 31st December 2021.
- 8 Payments to Trustees: Payments were made to B Double, C Scott, Fr R Stagg and J St. Romaine for reimbursing expenses incurred on behalf of the PCC.
- 9 The Parish bought a new digital music player for Saint Saviour's, Colgate largely funded through a special collection. In addition the Parish purchased new children furniture to improve the children's area for £1,434. This was funded by the 'Children Area Grant'. A new camera was purchased at All Saints, Roffey in order to continue the live-streaming of all church services. The cost of £992 was funded by donations. Out of the legacy received from the estate of Mr H Sparks, the Parish purchased a new oak altar for £1,047.50 to be used at family services at All Saints.
- 10 The Parish incurred repair cost for the boiler and heating system at All Saints of £ 1,159.80.

Annual Financial Report for 2021

The Parish of Colgate and Roffey (Registered Charity no. 1186553)

The Parish of Colgate (St Saviour's) and Roffey (All Saints)

Notes to the Annual Financial Report

11 Statement of funds

	Balances b/fwd	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd
	£	£	£	£	£
Gage & Grahame White Grave Fund	3,237	-	-	463	3,700
Total of all endowed funds	3,237	-	-	463	3,700
Gage & Grahame White Grave Fund	441	94	-	-	535
Special Collections	967	1,660	(3,715)	1,088	0
Legacies	1,000	500	-	-	1,500
St Saviours Fabric Fund	10,512	5	-	401	10,918
St Saviours Roof Fund	1,804	-	-	-	1,804
All Saints Restoration Fund	4,868	3	-	-	4,870
All Saints Parish Hall Fund	23,058	12	-	-	23,070
All Saints Sound System	102	-	-	(102)	(0)
Grants	5,820	-	(1,434)	(26)	4,360
Total of all restricted funds	48,572	2,274	(5,149)	1,361	47,058
General Fund	21,915	79,649	(64,678)	(1,361)	35,526
Noah's Ark	413	-			413
Open Door	334	90			424
Vicar's Discretionary Fund	402		(391)		11
Total of all unrestricted funds	23,064	79,739	(65,069)	(1,361)	36,374
Total funds	74,873	82,013	(70,218)	463	87,132

The Gage and Grahame White Grave Fund is an endowment and the income is in a restricted fund to be used for the upkeep of the grave.

The restricted funds include: the All Saints Restoration Fund and St Saviours Fabric Fund, which holds funds for the upkeep of the respective churches; St Saviours Roof Fund which is restricted for use on St Saviour's Church roof; special collections made for various charities and the All Saints Parish Hall Fund which is held for the development of the Parish Hall. In 2021 no major fundraising activities were carried out due to the global pandemic and lockdown restrictions. The congregation raised £1,660 for the purchase of a new digital camera at All Saints and a new digital music player 'Hymnal Plus' at Saint Saviour's. Restricted funds are not invested permanently, but are to be spent within reasonable timescales.

The unrestricted fund includes a designated sum of £402 which the PCC has contributed to the Vicar's discretionary fund of which £391 were used in 2021. The PCC have designated the net income collected at Noah's Ark and Open Door to be set aside for their respective uses. In lieu of a Summer fair we had a collection which raised £1,998 towards the General Fund. The fund also benefited from legacies worth £14,526. This led to a substantial increase in the reserve position of the General Fund of £13,611 in 2021.

Annual Financial Report for 2021

The Parish of Colgate and Roffey (Registered Charity no. 1186553)

Independent Examiner's Report to the PCC of Colgate and Roffey for the Year Ended 31st December, 2021

Section A

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of Colgate and Roffey on the annual report for the year ended 31st December 2021.

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 (other than that disclosed below in Section B below *) 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.

* Please delete the words in the (brackets) if they do not apply

Examiner's signature

.....

Examiner's name CAPITALS

...ALISON STYLES.....

Date

...30th March 2022.....

Relevant professional qualification(s) or body
if any

...FCMA.....

Examiner's address

...3 Oldbury Close, Horsham, RH12 5JZ.....

Independent Examiner's Report to the PCC of Parish of Colgate and Roffey for the Year Ended 31st December, 2021

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32,
Independent examination of charity accounts: directions and guidance for
examiners)

Give here brief details of any
items that the examiner
wishes to disclose



THE PARISH COLGATE AND ROFFEY

CHURCHES OF ST SAVIOUR, COLGATE AND ALL SAINTS, ROFFEY

**The Annual Parochial Church Meeting will be held on
Tuesday 26th April 2022 at 7.30pm
in All Saints Church, Roffey**

and via ZOOM

Join Zoom Meeting

<https://us06web.zoom.us/j/83620731536?pwd=cjJabWZGOXJKOFFNbE1IU0w0TUV1dz09>

Meeting ID: 836 2073 1536

Passcode: 996921

A G E N D A

VESTRY MEETING

1. Opening prayers
2. Apologies for absence
3. Minutes of the 2021 Vestry Meeting
4. Election of Churchwardens for St Saviours and All Saints.
5. Election of deputy Churchwarden for the Parish.

ANNUAL PAROCHIAL CHURCH MEETING

1. Apologies for absence
2. Minutes of the 2021 APCM
3. Electoral roll report
4. Election of PCC representatives
5. Presentation of annual accounts
6. Review of annual reports (circulated prior to meeting)
7. Engagement of independent examiner
8. Fabric Report on both churches.
9. Report of the Deanery Synod
10. Vicar's Report
11. The blessing

Topic	Vestry Minutes 28 th April 2021
Opening prayer	Fr Russell led everyone in prayer
Present	Fr Russell (Chair), Paul Williams (secretary), Carolyn Scott (Ordinand), Brian Double (Churchwarden), John Sired (Churchwarden), Rosemary Lane (Churchwarden), Carol Barnes (Churchwarden) Mike Williams and Thomas Becker (Treasurer) were all present in All Saints Church with parishioners also participating via Zoom.
Apologies for Absence	Martyn Lewis.
Approval of Minutes from last meeting	Minutes of Vestry meeting on 28 th October 2020 were proposed by Fr Russell and unanimously approved.
Election of Churchwardens for St Saviours and All Saints	Fr Russell advised that all four candidates for the Churchwarden posts were unopposed and are elected for 1 year; All Saints Carol Barnes and Brian Double St Saviours John Sired and Rosemary Lane Fr Russell thanked the Churchwardens for all their work over the last 6 to 12 months.
Election of Deputy Churchwarden for the Parish	Fr Russell confirmed that Randolph St Romaine was to be the one Deputy Churchwarden for the whole parish.

The Parish of Colgate and Roffey	Minutes of the Vestry Meeting and Annual Parochial Church Meeting held on 28 th April 2021	
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Topic	Annual Parochial Church Meeting (APCM) Minutes
Apologies for Absence	Martyn Lewis.
Approval of Minutes from last meeting	Minutes of APCM meeting on 28 th October 2020 were unanimously approved as amended by Fr Russell.
Electoral Roll Report	Fr Russell advised that in 2020 there were 196 people on the electoral roll.
Election of PCC Representatives	Fr Russell confirmed that the following representatives were elected; Paul Williams Martyn Lewis Sandra Garnham
Presentation of Annual Accounts	Thomas Becker took the meeting through the accounts (attached) and explained that the overall position of the finances was good. Fr Russell advised that the accounts that were circulated before the meeting and had received no comments and were accepted. Fr Russell thanked Thomas Becker for his hard work as Treasurer preparing the accounts.
Review of Annual Reports (circulated prior to meeting)	Fr Russell took the report circulated before the meeting as read with nothing to be added.
Engagement of Independent Examiner	Fr Russell confirmed that Alison Styles had been appointed as the Independent Examiner.
Fabric Report on both Churches	Fr Russell advised that there was nothing to be added to the report circulated (attached) and thanked the Churchwardens for their hard work over the last 12 months.
Vicar's report	Fr Russell advised that the last year had been eventful with the whole year in lockdown. Carolyn Scott had undertaken a vocation to an ordained ministry and had been advised to give up her role as Treasurer and Thomas Becker had returned to the role he previously held. Fr Russell thanked both for their work on maintaining the financial records. Fr Russell advised that Nick Brown had been employed as the pastoral assistant and administrator thanks to the sponsorship of the Catholic assistance and had been a great help to him. Fr Russell advised that he wanted to thank everyone for their help and in particular the churchwardens, treasurer, secretary, pcc members and Emily and Carolyn for their help with young children during services at All Saints. Fr Russell thanked Fr Michael and Marigold for their support and guidance with his ministry and Fr David for all his support throughout the parish.

The Blessing	Fr Russell concluded the evening with prayer.

The Parish of Colgate and Roffey	Minutes of PCC Meeting 25th August 2019	Emergency Meeting
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