

Also including linked Charity Registration Number 1127825-1

THE PARISH OF THE BOURNE

ANNUAL REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31ST DECEMBER 2017

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YEAR ENDED 31ST DECEMBER 2017

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1. ADMINISTRATIVE INFORMATION

Legal Status

The Parish of The Bourne Parochial Church Council is registered with the Charity Commission, charity number 1127825, and forms part of the Diocese of Guildford. The PCC report also includes, with effect from 2014, the linked charity The Bourne Youth Trust, charity number 1127825-1. The PCC members are trustees of The Bourne Youth Trust.

Principal Address

The Parish of The Bourne
Parish Office
St Thomas's Church
Frensham Road
Farnham
Surrey
GU9 8HA

Parochial Church Council Members

Members of the PCC are either ex-officio, co-opted or elected by the Annual Parochial Church Meeting in accordance with the Church Representation Rules.

Elected members serve for a period of three years. A new member must be proposed and seconded to be able to serve on the council and must be registered on the electoral roll of the parish. The number of people on the electoral roll at 6th April 2017 was 305. PCC members are replaced as they retire.

Ex-officio members of the PCC include deanery and diocesan synod members, churchwardens and clergy and lay ministers.

The PCC may co-opt up to 2 members.

During the year the following served as members of the PCC: -

Ex - officio members:

Clergy	The Revd John Morris, vicar PCC chair (appointed during the year) The Revd Elaine Collins, curate The Revd Liz Lane, curate (on sabbatical during part of the year)
Licensed Lay Minister	Geraldine Molony
Deanery Synod Representatives	Yvonne Bryant (elected during the year) Phil Devin (resigned during the year) Gail Kyle (elected during the year)

Churchwardens Pamela Wagerfield (resigned during the year)
Dr Keith Newman
Michèle England (elected during the year)

Elected PCC Representatives:

PCC Representatives: Alice Askew (elected during the year)
David Brown
Stewart Davidson (deputy churchwarden)
Deirdre Findlay (resigned during the year)
Max Scott Healey
Rob Horton
Janet Hughes (resigned during the year)
Ruth Moore
Sarah Oates (elected during the year)
Jacqui Sellers
Pamela Wagerfield (elected during the year)
Brian White
Ann Williams
Janet Windeatt (resigned during the year)

Co-opted Michael Cock (treasurer)
Vanessa Horne (deputy churchwarden)

PCC Secretary: Simon Hillard (resigned during the year)
Nigel Lewis (elected to PCC in 2016, appointed during the year)

Bankers: CCLA Investment Management Limited
The CBF Church of England Funds
80 Cheapside
London
EC2V 6DZ

Lloyds TSB Bank PLC
75 Castle Street
Farnham
Surrey
GU9 7LT

Legal Advisers: Charles Russell LLP
Buryfields House
Bury Fields
Guildford
GU2 4AZ

Independent Examiners: Wise & Co.
Chartered Accountants & Statutory Auditors
Wey Court West
Union Road
Farnham
Surrey
GU9 7PT

2. AIMS AND PURPOSES OF THE PCC

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. It also has maintenance responsibilities for the churches of St. Thomas-on-The-Bourne and St. Martin by the Green and Brambleton Hall. The parish vision is: 'Radiating God's love: transforming lives and communities'. The PCC believe that reaching out to those in its community – whether churchgoers or not – is essential to its underlying mission. The many activities listed in this report are open to all who wish to participate and the PCC believes that this fulfils the Charity Commission requirement to operate in the public benefit.

3. AIMS AND PURPOSES OF THE BOURNE YOUTH TRUST

The Bourne Youth Trust (BYT) has a range of objectives to serve the needs of children and young people within the area including youthwork, youth clubs, education and training. Bourne Youth Trust funds are invested, and interest and dividends earned during the year are transferred to Bourne Parish Youthwork to enable the parish to support a range of activities with children and young people. This is in line with the BYT's objectives and is in the public benefit.

4. STRUCTURE, GOVERNANCE AND MANAGEMENT

The PCC meets every two months to oversee the financial affairs of the parish, the maintenance of its assets and to promote the mission of the church. A Standing Committee is responsible for decision-making between meetings; its members are Revd John Morris (chair) Keith Newman, Michèle England, Michael Cock, Nigel Lewis, Revd Elaine Collins and Revd Liz Lane.

To widen participation and effectiveness the PCC has established a number of Working Groups to oversee day-to-day running of the parish's activities; Buildings & Grounds, Children & Youth, Communications, Finance, Fundraising, Pastoral & Social Outreach and Worship & Spiritual

Development. Recommendations from the Working Groups requiring PCC approval are highlighted in reports sent to the PCC members prior to each PCC meeting.

Safeguarding

The PCC regards the safeguarding of children & vulnerable adults as a priority and pays due regard to guidance issued by the House of Bishops relating to it. No person included in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006) or convicted of an offence mentioned in Schedule 1 to the Children and Young Persons Act 1933 is allowed to serve as a member of the PCC, its Secretary or its Treasurer. Furthermore it is PCC policy that:

- All clergy with authority to officiate will have to participate in diocese approved arrangements for training in matters relating to the safeguarding of children and vulnerable adults.
- Safeguarding training will be provided for PCC members and other parishioners.
- Clergy must be satisfied that a person from another parish is of good standing before they are allowed to perform in the parish.
- Clergy who are prohibited or suspended under the Clergy Discipline Measure will not be permitted to robe during divine service.

The parish's safeguarding policy is available on the parish website and complies with new Church of England arrangements introduced or modified in 2017.

5. OBJECTIVES AND ACTIVITIES

The key objectives and activities of the PCC and the linked charity The Bourne Youth Trust are outlined below and serve the public interest through providing a broad range of services and activities to those in our local community:-

- ***Maintaining places of worship which provide an opportunity for all in the community to attend regular services. These include conducting baptisms, marriages and funerals and also services celebrating the major religious festivals***
- ***Supporting the spiritual development of our parishioners, by various approaches, including:-***
 - *Training those who wish to enter ministry in the Church of England, ranging from full-time stipendiary clergy to lay ministers.*
 - *Providing a broad range of styles of service, from formal and traditional to informal and free, to ensure the parish provides appropriately for a wide range of worship opportunities.*
 - *Helping all who wish to grow their spiritual awareness and understanding through providing teaching, courses and specially-formulated acts of worship as well as helping to prepare people for baptism, confirmation and marriage.*

In 2017 this also included:-

- *The use of prayer stations for the 9 days of prayer between Ascension Day and Pentecost*

- 6 Lent groups following the Pilgrim course
- 2 regular Bible study groups
- **Providing space and services for community activities serving many age groups. In 2017 this included the following activities:-**
 - Hosting a weekly 'Babes and Tots' group for young children and their parents.
 - Providing youth clubs in the community for young people.
 - Continuing a "Messy Church" initiative with the local Methodist church and providing similar weekly sessions for families during the summer holidays
 - Organising regular coffee mornings (at St Thomas's and St Martins) for members of the church and local community.
 - Hosting a local slimming group
 - Providing a venue for local and national election polling stations
 - Hosting monthly lunches for older members of the community (at Brambleton Hall).
 - Providing accommodation for a nursery and other social and community groups, notably a Boxing Club at Brambleton Hall.
 - Maintaining ongoing outreach to our local schools
- **Providing facilities for local musical and cultural groups to perform to the public. In 2017 this included:-**
 - A series of lunchtime concerts at St Thomas's during Lent.
 - Concerts by our own choir and other local choral and orchestral groups.
- **Continue to develop a large choir including adult male and younger boy and girl choristers to be one of the best Parish choirs in the country. The aim is for the choir to enhance our worship, and enable the church to reach out to those in the community who wish to develop their choral and musical ability, and to their families. The parish also has a chamber choir.**

In 2017:-

- The PCC funded employment of a part-time director of music and organist.
- The choirs performed regularly at St Thomas's, and also at other venues
- The choirs organised a tour to Belgium and a fund-raising concert at St Thomas's
- **Assisting other charities to raise funds, in addition to fund-raising on behalf of the PCC. In 2017 this included:-**
 - Several fund-raising activities on behalf of the parish.
 - Making donations from any surplus income after running costs have been deducted to charitable activities, including Step-by-Step; the Masindi Centre in Uganda; and McCabe Educational Trust which supports projects in The Holy Land.
 - Hosting various events and other activities in support of Christian Aid; hosting a Christmas Fair in support of the local Phyllis Tuckwell hospice to enable this charity to raise funds; donating the proceeds of the annual Remembrance Day service to the British Legion

- ***Communicating with all who wish to know more about the parish and its activities***
 - *Producing and distributing a high quality church and community magazine to subscribers and residents of The Bourne parish.*
 - *Maintaining a well-designed and easy to access website, and a Facebook page for existing and potential members to learn about current and planned activities.*
 - *In 2017 this also included an initiative called 'Follow that Star' which succeeded in building very strong attendance at all of our Christmas services.*

The PCC believes that reaching out to those in its community – whether regular churchgoers or not – is essential to its underlying mission. The many activities outlined above are open to all who wish to participate. The work of the PCC is made possible by the participation and commitment of many volunteers.

6. ACHIEVEMENTS AND PERFORMANCE IN 2017

In 2017, specific objectives of the parish are listed below:

- a) To appoint and install a new vicar of the united benefice (The Bourne Parish and Tilford Parish) before the end of the year.
- b) To encourage wider and deeper engagement with the parish vision.
- c) To ensure a range of worship styles and opportunities is offered across the parish.
- d) To maintain planned giving in order to achieve at least a cash breakeven position for unrestricted income.
- e) To raise further funds for the renovation of Brambleton Hall and obtain planning permission to commence work.
- f) To plan for future major items of expenditure, e.g. organ refurbishment that will be required in the next 5 years.

Most objectives were met in 2017. However, the parish did not attain a cash breakeven position for reasons outlined in the financial report. Furthermore, an unanticipated need for significant repair to the gable wall and roof at St Thomas' was apparent by the end of 2017.

The PCC was particularly pleased with the following outcomes:

- Growing the new Sunday afternoon congregation at St Martin's – gather@4 – which is now scheduled twice a month and led by clergy and local parishioners
- Maintaining attendance levels at all parish services throughout the year– with over 1,500 people attending services over the Christmas period and record attendance on Remembrance Sunday
- Continuing inspiring work with children and young people throughout the parish, enabled by volunteers and our energetic and committed youth co-ordinator Becky Speyer.
- Maintaining a consistently high standard of choral music and through this fostering connections with many local families
- The high level of support from volunteers to enable us to continue a wide range of activities for church and community. In 2017 the PCC was particularly grateful for the efforts of church

officers and parishioners in the projects at Brambleton Hall and the replacement of lighting in St Thomas's and the use of the Community Rehabilitation Company.

- Maintaining overall momentum throughout a lengthy vacancy period – guided by our dedicated curate – Revd Elaine Collins - and churchwardens Keith Newman, Pamela Wagerfield and Michèle England and supported by a number of retired clergy members.

The major decisions made by the PCC during 2017 are listed below:

Appointing new vicar

- Due to the inadequate response to the first advertisement the PCC agreed to readvertise the position of vicar in February 2017
- The PCC was delighted that The Revd John Morris subsequently accepted the role of vicar of the united benefice of The Bourne and Tilford parishes and was installed at an induction service on 18th October 2017.

Safeguarding

- The PCC approved amended Safeguarding arrangements, which were signed by the vicar, a churchwarden and the Parish Safeguarding Officer.
- The PCC were informed that a safeguarding folder containing all key materials was available in the parish office. The PCC noted the updated document from the Diocese of Guildford – 'Diocesan Safeguarding and Inclusion Protocol 2017 - Good Practice Guidelines for Working with Children and Adults at Risk'

Policies approved and adopted by the PCC:

- Guidelines for the use of advertising banners outside Brambleton Hall
- A policy on 'selling' activities after 10 o'clock services at St Thomas'
- Policies on Working at heights; Lone working; and Volunteers
- Guidelines on the use of St Thomas's by large groups
- A policy for the church community to be able to use the centenary rooms for children's parties with standard terms of use.

Buildings and Grounds

2017 was a particularly busy year for the care and maintenance of the parish's buildings.

Brambleton Hall

- Following the theft of copper from the roof at Brambleton Hall, the PCC approved expenditure on roof repairs; this was completed and has subsequently been part-funded by the PCC's insurance policies.
- In response to severe funding constraints in the organisations targeted to provide grants, the PCC agreed an alternative approach to the major refurbishment of Brambleton Hall. A step by step approach, starting with renovation of the kitchen was agreed.
- The plan to refurbish the kitchen at Brambleton Hall at a budget of £7,500 was approved by the PCC. The work was completed over the Christmas holiday and came in under budget as kitchen units were donated by a major supplier. Subsequently, the PCC approved the design for the renovation of the toilets at Brambleton Hall – scheduled for Easter 2018 - and the expenditure up to £750 on artificial grass for the play area at the hall.

St Thomas's and St Martins

- To address concerns about the electrical systems at St Thomas' and St Martin's the PCC approved full circuit testing at both churches at a cost of £1,900.
- A recommendation was made to the PCC to upgrade some of the lighting at St Thomas's for safety reasons, involving installation of new LED units which will also reduce running costs. The proposal was approved by the DAC lighting adviser and the PCC. 18 downlighters were replaced at a cost of £3,300.
- In the autumn, the PCC were informed that gaps had appeared in the tiles at the top of the west wall of St Thomas's. Evaluation indicated a potential danger and the west end of the church was closed as a precaution. Scaffolding was erected to secure the wall and enable access to fully assess the problem and identify solutions. Our insurers were informed and a visit from the loss adjuster confirmed that the actions taken were appropriate. The PCC approved a proposal to appoint David Pendery, our parish architect, to oversee and supervise the work to investigate the cause and rectify the problem with the gable wall and roof. The church architect had confirmed that the outer wall had become detached from the inner wall where it joins the roofline. The remedial action required is to insert pins and bolts through the outer wall to pull it back into place and fix the inner wall to the main roof beams. It was noted by the PCC that it was unlikely that our insurance policies will cover the cost as the cause is the result of 'wear and tear'. The PCC is waiting for quotations for the remedial work to assess the level of fund-raising required to finance these repairs, although the church remains in use and safe as result of the use of scaffolding.

Music

- The PCC agreed to underwrite the cost of providing three annual scholarships of £750 each for young counter-tenor or tenor voices. The PCC agreed support for a period of five years with an annual review with the Director of Music. The Director of Music is also seeking external grants to support the work of the choirs.
- The PCC were informed that Nicholson's (an organ renovation company) had inspected the organ at St Thomas's and subsequently confirmed that up to £50,000 might be required to address repairs and refurbishment and that the work should be scheduled in 2-3 years' time.

Other decisions

- The PCC agreed that 5% of prior year (ie 2016) income, less parish share, should remain the target for outward giving in 2017 and decided to make donations to two nominated charities – Step by Step and CMS
- Outside the formal PCC meeting Guy Raynsford was appointed as a Deputy Church Warden with a focus on St Martin's
- The PCC agreed an increase in staff salaries from January 2018 in line with diocesan guidelines and agreed that a music leader to support Gather@4 should be sought.
- The PCC approved the signing of a contract with *The Community Rehabilitation Company*. Through this agreement the company provide teams of workers, offenders from 18 years to 80 years old who undertake a defined amount of community work, to take on tasks across the parish at no cost to the parish.

2018

Decisions taken after the end of the financial year:-

- The PCC were informed that the parish has been approached by the diocese with a view to taking a training curate from 2019. Although housing will be an issue, the PCC agreed that the vicar should apply for allocation of a curate.
- The PCC were informed that the current Garden of Remembrance would have no further space in 18 – 24 months' time. It was proposed to extend the current Garden of Remembrance by using adjacent land.
- The PCC, as trustees of The Bourne Youth Trust, agreed unanimously to re-invest some maturing deposit funds into the CBF Investment Fund.
- The PCC ratified the proposal to stop the 8am informal Sunday service at St Martins.
- The PCC agreed a change to the administration of communion at the 10am Sunday service at St Thomas's, which had been tested over the Christmas period.

Objectives for 2018

The PCC has identified the following priorities in 2018

1. To ensure Safeguarding training has been completed by all key volunteers and employees in line with new diocesan and National Church guidelines.
2. To support the vicar in efforts to enable the parish to accept a training curate later in the year.
3. To undertake a major 'one-off' fund-raising appeal to address the need to repair the wall at St Thomas's; extend the Remembrance Garden; and refurbish the organ at St Thomas's.
4. To seek increases in regular planned giving to secure the future of youthwork in the parish in 2019 and beyond.
5. To ensure that the PCC complies with new data protection regulations (GDPR).

7. FINANCIAL REVIEW 2017

Incoming resources 2017

Total incoming resources for the year decreased slightly by (£5,249) (-2%) compared with 2016 to a total of £266,890 in 2017.

- Overall committed tax-efficient giving levels were at a much lower level compared to 2016; falling by £25k to £81,809. The reduction came from a large drop in one-off donations. Regular donations, collections and other income were in line with 2016.
- Donations received by Bourne Parish Youthwork were £5,000 lower than in 2016.
- Investment Income increased by 78% to £8,664 reflecting interest and dividend receipts from the Bourne Youth Trust investments.
- Fund-raising income was higher than 2016, whilst hall lettings and PCC fees remained broadly in line with last year.

Resources Expended in 2017

Total resources expended increased by £35,657 to £321,315 in 2017, an increase of over 12% vs 2016. Resources expended include a substantial depreciation charge on fixed assets (mainly property) of £25,013 in 2017.

Major items which contributed towards the increase in expenditure vs 2016 were as follows: -

- Church and Hall repair costs exceeded £15,000 in 2017. The main items were repointing of St Thomas's church and re-roofing of a part of Brambleton Hall.
- The “day to day” cost of maintaining the parish’s buildings, grounds & churchyards rose by over £10,000 compared to 2016, partly due to extra work carried out at Brambleton Hall.
- Parish employment costs increased by around £6,000 reflecting a pay increase from January 2017 and increased parish youth co-ordinator hours.
- The Bourne’s Parish Share of Diocese funding rose by £4,000 to just under £102,000.

Net incoming resources and cash flow 2017

Slightly reduced income and increased costs resulted in net outgoing resources of (£54,425) in 2017 vs (£13,519) in 2016. Excluding depreciation - mainly for buildings - the deficit was (£27,952) in 2017 compared with a surplus of £11,494 in 2016.

The Bourne Youth Trust (BYT) 2017

BYT funds are shown separately in the statement of financial activities and in the statement of restricted reserves shown in note 17. BYT income from interest and dividends amounted to £8,441 in 2017.

Taking into account income, transfers, costs and unrealised capital gains on investments, the value of the BYT funds at year end were £255,582 – an increase of 6% over the year.

In December 2017 a 2-year deposit held at Lloyds Bank matured and the Trustees decided, after a review of options, to re-invest the proceeds of £52,644 in additional shares in the CBF Church of England Investment Fund. This is a diversified portfolio which yielded 3.2% in 2017.

The remaining funds continue to be invested in the CBF Church of England Property Fund. In 2017, the fund’s yield was 5.5%.

Changes to fixed assets

There were no changes to fixed assets during the year.

Reserves

The parish currently holds monies on deposit to cover working capital and unexpected expenditure. The policy of the parish is to hold at least 3 months' cashflow in reserve and current levels conform to this policy. In December 2017, reserves were equal to just over 5 month’s cashflow.

Investments

The Bourne Youth Trust holds investments as outlined in the report above. These are held in custodian accounts by the Diocese of Guildford.

General

The financial statements comply with current statutory requirements, the requirements of the Statement of Recommended Practice and the Charity's governing document.

Thanks

Thanks are due to all the many volunteers who enable the work of the PCC to continue to thrive in our community. Special thanks in this report are due to those who contribute towards the financial administration and support of the parish, including Caz Cullum (accounts administrator), Tim Devis and Liz Witham (committed giving and Gift Aid administration), Ruth Moore (insurance) and Ron Mansfield, Hugh Batchelor and Brian and Yvonne Williams (banking) plus Nigel Cuthbert & Stewart Davidson of the Finance, Stewardship and Administration (FSA) working group and Rob Horton, Vanessa Horne and Nigel Lewis of the Fundraising working group for all their hard work in 2017.

8. COUNCIL MEMBERS' RESPONSIBILITIES

The council members are required to prepare for each financial year, financial statements which give a true and fair view of the state of the PCC and of the results for the period. In preparing the financial statement the council members are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements in accordance with the methods and principles set out in the Statement of Recommended Practice Accounting and Reporting by Charities and to state whether the accounts have been prepared in accordance with that statement and applicable accounting standards; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the church will continue in operation.

The council members are responsible for ensuring proper accounting records are kept which disclose, with reasonable accuracy at any time, the financial position of the PCC. They are also responsible for safeguarding the assets of the PCC and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed

Signed

Revd John Morris

Michael Cock ACMA

Vicar

Treasurer

Dated: April 2018

Dated: April 2018

The Parish of The Bourne – Annual Report and Financial Statements 2017

THE PARISH OF THE BOURNE						
CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES						
YEAR ENDED 31ST DECEMBER 2017						
	Notes	2017 Restricted Funds £	2017 Unrestricted Funds £	2017 BYT Funds £	2017 Total Funds £	2016 Total Funds £
Income from:						
Donations and legacies	2	6,794	174,940	-	181,734	202,117
Charitable activities	3	-	19,205	-	19,205	22,699
Other trading activities	4	4,949	42,498	-	47,447	41,423
Investment income	5	45	178	8,441	8,664	4,856
Other income	6	-	9,840	-	9,840	1,043
TOTAL INCOMING RESOURCES		11,788	246,661	8,441	266,890	272,139
Expenditure from:						
Charitable activities	7	28,520	292,795	-	321,315	285,658
TOTAL EXPENDITURE		28,520	292,795	-	321,315	285,658
Unrealised Gains / (Losses) on Investments	13	-	-	14,424	14,424	10,234
NET (OUTGOING)/INCOMING RESOURCES		(16,732)	(46,134)	22,865	(40,001)	(3,285)
Transfers between funds		-	-	-	-	-
NET MOVEMENT IN FUNDS		(16,732)	(46,134)	22,865	(40,001)	(3,285)
Reconciliation of funds:						
Total funds brought forward		91,740	1,188,781	231,948	1,512,469	1,515,754
Total funds carried forward		75,008	1,142,647	254,813	1,472,468	1,512,469
The statement of financial activities includes all gains and losses recognised in the year.						
All income and expenditure derives from continuing activities.						

THE PARISH OF THE BOURNE					
	Page 8				
NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31ST DECEMBER 2017					
1. Accounting Policies					
a)	<p>Basis of preparation The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.</p> <p>The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.</p> <p>The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.</p> <p>The PCC constitutes a public benefit entity as defined by FRS 102.</p>				
b)	<p>Linked Charity The statement of financial activities and the balance sheet include the assets, liabilities, income and expenditure of the charity and its linked charity Bourne Youth Trust.</p>				
c)	<p>Funds General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. These include funds designated for a particular purpose by the PCC.</p> <p>Details of the nature and purpose of restricted funds are shown in note 15 to the accounts, including the separate funds held by the linked charity.</p>				
d)	<p>Incoming Resources</p> <p>Income is recognised when the charity has entitlement to the fund, any performance conditions attached to the item(s) of income have been met, it is probable the the income will be received and the amount can be measured reliably.</p> <p>Donations, Legacies and Similar Resources</p> <p>i) Collections are included in the financial statements when received by or on behalf of the PCC. ii) Planned giving receivable under covenant is included in the financial statements only when received by the PCC. iii) Income tax recoverable on covenanted and gift aid donations is included in the financial statements when the donation is received. iv) Legacy income is accounted for when receivable. v) Grant income is accounted for when receivable.</p> <p>Income from investments, including interest received, is accounted for when due.</p>				
e)	<p>Resources expended Costs of generated funds and governance costs are accounted for when payable.</p>				
f)	<p>Fixed Assets</p> <p>Depreciation is charged in accordance with accounting standards and is calculated on a straight line basis for the following categories of fixed assets:</p> <table style="margin-left: 40px;"> <tr> <td>Freehold Property</td> <td>- Over 50 years</td> </tr> <tr> <td>Computer Equipment</td> <td>- Over 3 years</td> </tr> </table>	Freehold Property	- Over 50 years	Computer Equipment	- Over 3 years
Freehold Property	- Over 50 years				
Computer Equipment	- Over 3 years				
g)	<p>Investments</p> <p>Investments are valued at their closing mid-market value at the Balance Sheet date. Any gains or loss on revaluation is taken to the Statement of Financial Activities.</p>				
h)	<p>Taxation</p> <p>As a qualifying charity, the PCC is not liable to UK taxation.</p>				
i)	<p>Operating leases - the PCC as lessee</p> <p>Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.</p>				

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NOTES TO THE FINANCIAL STATEMENTS							
YEAR ENDED 31ST DECEMBER 2017							
				2017			2017
5.	Other income		Restricted £	Unrestricted £	BYT £		Total £
	Insurance income		-	7,500	-		7,500
	Other income		-	2,340	-		2,340
			-	9,840	-		9,840
			2016				2016
			Restricted £	Unrestricted £	BYT £		Total £
	Other income		-	1,043	-		1,043
			-	1,043	-		1,043
			2017				2017
6.	Investment income		Restricted £	Unrestricted £	BYT £		Total £
	Interest from deposits & trusts		45	178	8,441		8,664
			45	178	8,441		8,664
			2016				2016
			Restricted £	Unrestricted £	BYT £		Total £
	Interest from deposits & trusts		71	389	4,396		4,856
			71	389	4,396		4,856
			2017				2017
7.	Charitable activities		Restricted £	Unrestricted £	BYT £		Total £
	Grants to charities (see note 8)		-	1,427	-		1,427
	Mission activities		672	2,690	-		3,362
	Activities directly relating to church activities (see note 9)		9,489	198,871	-		208,360
	Church management & administration (see note 10)		18,359	89,807	-		108,166
			28,520	292,795	-		321,315
			2016				2016
			Restricted £	Unrestricted £	BYT £		Total £
	Grants to charities (see note 7)		1,530	3,750	-		5,280
	Mission activities		30	3,596	-		3,625
	Activities directly relating to church activities (see note 9)		5,385	169,498	-		174,883
	Church management & administration (see note 10)		16,174	85,695	-		101,869
			23,119	262,539	-		285,658

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8.	Grants to charities	2017			2017	
		Restricted £	Unrestricted £	BYT £	Total £	
	The Grassroots Trust	-	84	-	84	
	The Donkey Breed Society	-	20	-	20	
	Arthritis Research UK	-	172	-	172	
	Bishop of Guildfords Foundation	-	663	-	663	
	Wycliffe Bible translators	-	50	-	50	
	St. Thomas' Choir Fund	-	363	-	363	
	British Red Cross	-	75	-	75	
		-	1,427	-	1,427	
		2016			2016	
		Restricted £	Unrestricted £	BYT £	Total £	
	Masindi	1,530	-	-	1,530	
	Cancer Research UK	-	28	-	28	
	The Grassroots Trust	-	84	-	84	
	The Donkey Breed Society	-	20	-	20	
	Step by Step	-	1,155	-	1,155	
	FRRME	-	1,155	-	1,155	
	Church Mission Society	-	1,155	-	1,155	
	St George's, Jerusalem	-	120	-	120	
	Other charities	6	27	-	33	
		1,536	3,744	-	5,280	
		2017			2017	
9.	Activities directly relating to church activities	Restricted £	Unrestricted £	BYT £	Total £	
	Parish share	-	101,839	-	101,839	
	PCC fees payable to the diocese	-	4,254	-	4,254	
	Ministry - clergy expenses	-	641	-	641	
	Ministry - clergy property costs	-	3,975	-	3,975	
	Church running expenses	268	30,434	-	30,702	
	Church maintenance	-	10,907	-	10,907	
	Upkeep of services	-	1,242	-	1,242	
	Upkeep of the churchyard	-	2,789	-	2,789	
	Church Hall running costs	2,546	8,802	-	11,348	
	Church and Hall repairs	2,500	12,694	-	15,194	
	Music	-	20,813	-	20,813	
	BPY expenses	4,175	481	-	4,656	
		9,489	198,871	-	208,360	
		2016			2016	
		Restricted £	Unrestricted £	BYT £	Total £	
	Parish share	-	97,920	-	97,920	
	PCC fees payable to the diocese	-	4,120	-	4,120	
	Ministry - clergy expenses	-	1,382	-	1,382	
	Ministry - clergy property costs	-	1,232	-	1,232	
	Church running expenses	-	29,889	-	29,889	
	Church maintenance	-	7,674	-	7,674	
	Upkeep of services	-	901	-	901	
	Upkeep of the churchyard	-	1,399	-	1,399	
	Church Hall running costs	-	5,840	-	5,840	
	Music	-	18,819	-	18,819	
	BPY expenses	5,385	322	-	5,707	
		5,385	169,498	-	174,883	

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		2017			2017
10.	Church management & administration	Restricted	Unrestricted	BYT	Total
		£	£	£	£
	Office equipment & supplies	-	4,351	-	4,351
	General administration expenses	466	23,085	-	23,551
	Advertising	-	-	-	-
	Legal and professional fees	-	-	-	-
	Staff costs	17,893	37,358	-	55,251
	Depreciation on Freehold Property and Office Equipm	-	25,013	-	25,013
		18,359	89,807	-	108,166
	Included within Church Management & Administration:				
	Independent examiner's fees for year ended 31 December 2017	-	2,130	-	2,130
	Independent examiner's fees for year ended 31 December 2016	-	2,070	-	2,070
		-	4,200	-	4,200
		2016			2016
		Restricted	Unrestricted	BYT	Total
		£	£	£	£
	Office equipment & supplies	190	3,313	-	3,503
	General administration expenses	1,598	18,354	-	19,952
	Advertising	-	-	-	-
	Legal and professional fees	-	-	-	-
	Staff costs	14,366	39,035	-	53,401
	Depreciation on Freehold Property and Office Equipm	20	24,993	-	25,013
		16,174	85,695	-	101,869
	Included within Church Management & Administration:				
	Independent examiner's fees	-	1,710	-	1,710
		2017			2017
11.	Staff Costs	Restricted	Unrestricted	BYT	Total
		£	£	£	£
	Wages and salaries	17,893	50,054	-	67,947
	Social security costs	-	1,348	-	1,348
	Other pension costs	-	615	-	615
		17,893	52,017	-	69,910
		2017			Total
	Average staff numbers (full time equivalent):				
	Administrative staff			4	4
		2016			2016
		Restricted	Unrestricted	BYT	Total
		£	£	£	£
	Wages and salaries	14,366	39,015	-	53,381
	Social security costs	-	4,314	-	4,314
	Other pension costs	-	371	-	371
		14,366	43,700	-	58,066
		2016			Total
	Average staff numbers:				
	Administrative staff			4	4
	There was no change to the number of administrative /support staff (remains 4). Total employee numbers were 7 in 2017 (7 in 2016) including admin/support, music and youth co-ordinator				
	During the year expenses totalling £6,516 (2016: £2,893) were reimbursed to 8 (2016: 6) members and no remuneration was paid to members of the PCC in either year.				
	The amounts include the payment of expenses to the Vicar (chairman of the PCC) and to our Readers who are reimbursed in accordance with Church of England guidelines.				
	During the year the parishoners gifted £Nil (2016: £1,042) to the vicar for her services to the church.				

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YEAR ENDED 31ST DECEMBER 2017				
12. Tangible Fixed Assets				
		Freehold Property	Office Equipment	BPY Equipment
		£	£	£
	Cost			Total
				£
	Cost as at 1st January 2017	1,269,775	19,695	12,210
	Additions	-	-	-
	Cost as at 31st December 2017	<u>1,269,775</u>	<u>19,695</u>	<u>12,210</u>
	Depreciation			
	Depreciation as at 1st January 2017	181,813	19,695	12,210
	Charge for the year	25,013	-	-
	Depreciation as at 31st December 2017	<u>206,826</u>	<u>19,695</u>	<u>12,210</u>
	Net Book Value			
	As at 31st December 2017	<u>1,062,949</u>	<u>-</u>	<u>-</u>
	As at 31st December 2016	<u>1,087,962</u>	<u>-</u>	<u>-</u>
13. Investments				
			2017	
			£	
	Market Value			
	At 1 January 2017	241,158		
	Additions	-		
	Disposals	- 52,644		
		<u>188,514</u>		
	Change in Market Value	<u>14,424</u>		
		<u>202,938</u>		
	Historic cost	<u>105,290</u>		
	A summary of investments held by funds is as follows:			
			Market Value	
			2017	
			£	
	The CBF Church of England Investment Fund - income shares	151,348		
	Guildford DBF Investment Account (CCLA investment bond)	51,590		
		<u>202,938</u>		
	The investments are held in the name of the Bourne Youth Trust.			
14. Debtors			2017	2017
			PCC	Total
			£	£
	Other debtors	-	52,644	52,644
	Accrued income	10,161	711	10,872
		<u>10,161</u>	<u>53,355</u>	<u>63,516</u>
	Accrued Income includes £711 (2016: £713) due to The Bourne Youth Trust as the final year's interest payment on a 2-year deposit at Lloyds Bank.			
			2016	2016
			PCC	Total
			£	£
	Income tax recoverable	5,475	-	5,475
	Accrued income	50	713	763
		<u>5,525</u>	<u>713</u>	<u>6,238</u>

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				2017		2017
15.	Creditors		PCC	BYT		Total
			£	£		£
	Accruals		2,190	-		2,190
			2,190	-		2,190
				2016		2016
			PCC	BYT		Total
			£	£		£
	Sundry creditors		1,038	-		1,038
	BPY creditors		464	-		464
	Accruals		1,011	-		1,011
			2,513	-		2,513
16.	Operating lease commitments					
At 31 December 2017 the PCC had future minimum lease payments under non-cancellable operating leases as follows:						
				2017	2016	
				£	£	
	Not later than 1 year		2,438	940		
	Later than 1 year and no later than 5 years		4,824	1,645		
			7,262	2,585		
17.	Restricted Reserves					
			Resources	Unrealised gains		Balance as
	Balance as at 1st January 2017	Incoming resources	expended	on fixed asset	Transfers	at 31st
			£	£	£	December
						2017
						£
	Masindi	4,705	1,187	-	-	5,892
	Farnham Boxing Club	735	147	(24)	-	858
	Brambleton Development fur	15,000	473	(1,935)	-	13,538
	BYT	231,948	8,441	-	14,424	254,813
	BPY	24,118	-	(21,583)	-	2,535
	Other (incl property)	47,181	9,981	(4,978)	-	52,184
		323,688	20,229	(28,520)	14,424	-
						329,821
The BPY reserve funds The Bourne Parish Youthwork initiative. In the year £Nil (2016: £5,000) was donated by gift aid and transferred to the fund.						
The Bourne Youth Trust (BYT) was formed on 22 February 2014 to hold the net sale proceeds from the sale of Bourne Hall separately from the church funds - net income from this fund is for the use of youth projects and activities in the church.						
Other restricted reserves relates to funds which have been received for a purpose specified by the donor in the church and the community. A large part of this fund relates to the war memorial.						

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18. Analysis of Net Assets between Funds			2017		
	Restricted £	Unrestricted Funds £	Total £		
Tangible fixed assets	58,980	1,003,968	1,062,948		
Fixed asset investments	202,938	-	202,938		
Current assets	67,903	140,869	208,772		
Creditors due within one year	-	(2,190)	(2,190)		
	329,821	1,142,647	1,472,468		
			2016		
	Restricted £	Unrestricted £	Total £		
Tangible fixed assets	59,000	1,028,962	1,087,962		
Fixed asset investments	231,948	9,210	241,158		
Current assets	33,376	152,486	185,863		
Creditors due within one year	(636)	(1,877)	(2,513)		
	323,688	1,188,781	1,512,469		