

Charity Registration Number: 1127825

Also including linked Charity
Registration Number 1127825-1

THE PARISH OF THE BOURNE

ANNUAL REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31ST DECEMBER 2019

THE PARISH OF THE BOURNE

**INDEX TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2019**

PCC Information	Page 1
Council Members' Report	Pages 2 to 6
Independent Examiner's Report	Page 7
Consolidated Statement of Financial Activities	Page 8
Balance Sheets	Page 9
Notes to the Financial Statements	Pages 10 to 16

PCC INFORMATION

Principal Address	The Parish of The Bourne Parish Office St Thomas' Church Frensham Road Farnham Surrey GU9 8HA	
Parochial Church Council Members	<p>Members of the PCC are either ex-officio, co-opted or elected by the Annual Parochial Church Meeting in accordance with the Church Representative Rules.</p> <p>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 5th April 2019 was 210 (307 in March 2018). PCC members are replaced as they retire.</p> <p>Ex-officio members of the PCC include deanery and diocesan synod members, churchwardens and clergy and lay ministers.</p> <p>The PCC may co-opt up to 2 members.</p> <p>During the year the following served as members of the PCC:</p>	
Ex - officio members:		
Clergy	The Revd John Morris, Vicar and PCC chair The Revd Liz Lane, Curate The Revd Elaine Collins, Curate Sandy Clarke, Curate	
Licensed Lay Minister	Geraldine Molony	
Churchwardens	Keith Newman Peter Neukom Michèle England	(resigned during the year)
Treasurer	Michael Cock ACMA	
Deanery Synod Representatives	Yvonne Bryant Gail Kyle Rachel Neukom Eliza Craig	(resigned during the year)
Elected PCC Representatives:		
PCC Representatives :	Alice Askew David Brown Michael Cock (Treasurer) Stewart Davidson Frances Garland Geoff Hooker Vanessa Horne Nigel Lewis Keith Newman Martin Quicke Sarah Oates Jacqui Sellers Pamela Wagerfield	(resigned during the year) (elected during the year) (elected during the year) (resigned during the year) (elected during the year) (elected during the year)
Co-opted:	Anne Williams Ruth Moore	
PCC Secretary :	Nigel Lewis	
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	

**COUNCIL MEMBERS REPORT
YEAR ENDED 31ST DECEMBER 2019**

1. Legal Status

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 11227825-1.

The PCC members are trustees of the Bourne Youth Trust.

2. Aims and purpose 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 purpose 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) Peter Neukom, Michèle England, Michael Cock, Nigel Lewis, Revd Elaine Collins, Revd Liz Lane and Revd Sandy Clarke.

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 Stewardship & Administration, Appeals and Giving, Pastoral & Social Outreach and Worship and Spiritual Growth. 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 that 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 PCC believes it has complied with its duty to have due regard for the House of Bishops' guidance on safeguarding children and vulnerable adults under section 5 of the Safeguarding and Clergy Discipline Measure 2016. The parish's safeguarding policy is available on the parish website and complies with new Church of England arrangements introduced or modified in 2017 and 2018.

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:-**
 - o Training those who wish to enter ministry in the Church of England, ranging from full-time stipendiary clergy to lay ministers.
 - o 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.
 - o 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 2019 this also included:-

 - o A revision and expansion of the Stations of the Cross-devotional material and leadership
 - o 8 Lent groups following the Pilgrim course
 - o 3 regular Bible study groups
- **Providing space and services for community activities serving many age groups. In 2019 this included the following activities:-**
 - o Hosting a weekly 'Babes and Tots' group for young children and their parents and introducing regular bible stories for the children from members of the ministry team.
 - o Organising regular coffee mornings (at St Thomas's and St Martins) for members of the church and local community.
 - o Hosting a local slimming group
 - o Providing a venue for local and national election polling stations
 - o Hosting monthly lunches for older members of the community (at Brambleton Hall).
 - o Providing accommodation for a nursery and other social and community groups, notably a Boxing Club at Brambleton Hall.
 - o Maintaining and increasing ongoing outreach to our local schools
- **Providing facilities for local musical and cultural groups to perform to the public. In 2019 this included:-**
 - o A series of lunchtime concerts at St Thomas's during Lent.
 - o Concerts by our own choir and other local choral and orchestral groups.

**COUNCIL MEMBERS REPORT
YEAR ENDED 31ST DECEMBER 2018**

5. Objectives and activities (continued)

- **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 2019:-
 - o The PCC funded employment of a part-time director of music and organist.
 - o The choirs performed regularly at St Thomas's, and also at other venues
- **Assisting other charities to raise funds, in addition to fund-raising on behalf of the PCC. In 2019 this included:-**
 - o Several fund-raising activities on behalf of the parish.
 - o 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**
 - o Producing and distributing a high quality church and community magazine free to all residents of The Bourne parish three times a year.
 - o Initiating a regular electronic newsletter to all who wish to receive more frequent updates on parish activities
 - o 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.

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 2019

In 2019, specific objectives of the parish are listed below:

- a) To encourage wider and deeper engagement with the parish vision.
- b) To ensure a range of worship styles and opportunities is offered across the parish.
- c) To maintain planned giving in order to achieve at least a cash breakeven position for unrestricted income.
- d) To raise further funds for the continued renovation of Brambleton Hall and obtain planning permission to commence work.
- e) 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 2019. The parish recorded a modest cash surplus and further details can be found in the financial report.

The PCC was particularly pleased with the following outcomes:

- A continued growth in attendance levels at parish services in St Thomas's and maintaining levels of attendance at St Martins and Brambleton throughout the year with the Sunday morning congregation being close to 190 on several occasions. Large numbers attending services over the Christmas period and another record attendance on Remembrance Sunday.
- Successfully recruiting a Youth Minister who extended the reach of the church into local secondary schools and the sixth form college.
- Growing the new Sunday afternoon congregation at gather@4 in Brambleton Hall.
- 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 2019 the PCC was particularly grateful for the efforts of church officers and parishioners in the further redecoration and progression of projects at Brambleton Hall and the use of the Community Rehabilitation Company.
- Thanks to sterling work by Nigel Lewis and others, the Electoral roll was completely revised.
- Office administration and oversight of the introduction of new office systems has been led by Dr Keith Newman.
- A safeguarding audit was achieved highlighting training needs amongst a number of PCC members and key stakeholders and volunteers in the parish.
- The Parish was awarded Bronze status as an Eco-Church.

The major decisions made by the PCC during 2019 are listed below:

Ministry update

- Revd Sandy Clarke a training curate was ordained in June 2019. Although in her initial year as a Deacon, Sandy has already brought significant benefits to the parish with her ministry, gifts and skills.
- Jordan Amadi-Meyer, the parish's full-time youth minister was recruited and started work on Good Friday. He established very successful new links with local schools and the sixth form college.
- A Vision Day for key parish leaders was held in September 2019.

Safeguarding

- The Parish Safeguarding Arrangements were adopted by the PCC and most PCC members and key workers have now completed their safeguarding training.

Buildings and Grounds**Brambleton Hall**

- Refurbishment of the hall continued. The district council approved in principle the leasing of an area of land behind the hall to enable a new outdoor play area to be built, releasing land to the side of the hall currently used as an outdoor play area to be used for the building of a new boxing gymnasium.

St Thomas's and St Martins

- The PCC agreed to postpone temporarily a proposal to extend the car parking area at St Thomas's
- Work on preparing some parish rooms for conversion to accommodation, and the seeking of planning permission for this, have progressed and a planning application has been lodged with the council and are now waiting for approval.
- The extension of the Garden of Remembrance at St Thomas's was successfully completed during 2019.

**COUNCIL MEMBERS REPORT
YEAR ENDED 31ST DECEMBER 2019**

Other decisions

- The PCC purchased two debit/credit card readers to encourage casual giving after services by this method and also process payments to the parish.
- The revised communications approach including a revamped parish weekly broadsheet; launching a monthly e-newsletter; and reducing the number of copies of the parish magazine to 3 issues per year, but ensuring that every household in the parish received a copy was successfully instigated.
- The PCC approved a programme to upgrade the parish's administrative capabilities by adopting new software (Church Suite, Expense Plus and Microsoft 365) and documenting all key processes
- The PCC approved a Year of Music initiative for 2020, aimed at enhancing the parish's reputation as one of the country's leading choral parishes and aiding recruitment of new choristers.
- The PCC approved faculty applications covering:- a votive candle stand in the Lady Chapel at St Thomas's; the purchase and installation of a new hearing loop and speaker system in the parish rooms; moving two pews from the rear of St Thomas's to the music rooms to enable a soft play area to be established in the church; the installation of a commemorative plaque at the entrance to the Old Churchyard.
- The PCC approved a proposal to explore the potential de-consecration and sale of a small segment of the Old Churchyard to a neighbour.
- PCC agreed to purchase a debit/credit card reader to encourage casual giving after services by this method and also process payments to the parish. This was put into use in December 2019.
- Approved the use of a stall to sell Traidcraft goods after services at St Thomas's
- Approved a 'toilet twinning' initiative based on fund raising in the parish

Objectives for 2020

The PCC has identified the following priorities in 2020:-

- To achieve the handover of the land at Brambleton from the council and start work on fencing it and converting it to a play area.
- To receive planning approval for change of use of the upper rooms above the choir rooms for use as a residential flat.
- To recruit a new Youth Minister.
- To recruit a temporary Assistant Director of Music to assist Rob Lewis in training probationer choristers.
- To develop the outreach of the parish via the internet and consider the live streaming of services.
- To develop the parish's musical and choral tradition through a series of events during a 'Year of Music'.

7. Deanery Report 2019

Farnham Deanery Synod met on four occasions in 2019, instead of the usual three, with an additional Saturday morning meeting in January.

The January meeting was held at St James' Church in Rowledge and started with a parish update from the Vicar, Revd Russell Gant. The focus of the discussions was on adapting the 'Transforming Church Transforming Lives' TCTL goal-orientated framework to the Deanery Synod, to be called 'Transforming Deanery Transforming Lives' (TDTL). Responding to concerns arising from the previous meeting in October 2018, the Area Dean recognised that the TCTL/TDTL template could become just a 'Diocesan process' and a 'tick box exercise', rather than an opportunity to identify and prioritise discussions and activities and then agree clear action points to deliver a more purposeful and connected Deanery Synod. All present recognised that the twelve TCTL goals were too much to consider all at once.

It was agreed that it would be more effective to focus on fewer goals of greater importance to parishes. To this end, communication was identified as most important. After considering a number of systems, the creation of a website was decided upon. This would enable the sharing of resources and skills (e.g. courses run, risk assessment forms) and help to reduce the workload for parishes.

To guide the future Deanery discussions the Lay Chair agreed to collate Church Development Plans (CDPs) and identify common aims amongst the parishes.

The second meeting of the year was held at St Thomas-on-the-Bourne in mid-April. Laura Mead from Christian Aid explained this global charity's current fundraising campaign to improve support and healthcare for pregnant women and their young children in Africa.

The discussion focused on Deanery communications. A member from Badshot Lea and Hale and offered to help develop a website having professional experience in this area.

The Lay Chair was continuing to collate the Church Development Plans from parishes.

The July meeting was hosted by All Saints' Church in Tilford.

The guest speaker was the Revd Peter Lovell, Chaplain to the Parkinson's and Cancer Group at Loseley Park. He described his work in supporting patients and carers, of any denomination or none, three Tuesdays a month.

Archdeacon Paul Davies also attended this meeting and provided an update on the Church House review. He said that the Diocese was aiming to have a strategic head and a pastoral heart and particular topics were clergy wellbeing, resourced churches and churchwardens. Church House would be more focused on parish needs, with Mission Enablers appointed to visit parishes to assess those needs and help to formulate CDPs. A 'Deanery purpose' paper was also being written and, in the light of new housing developments, parish boundaries were being looked at. However, this latter issue was not without its own difficulties and wider considerations.

In October, the Synod met at St Luke's Church in Grayshott. Chris Stratta from the Leprosy Mission outlined its work, with an estimated three million people in the world still affected by the disease. Leprosy can be cured with the correct medication (Multi-Drug Therapy or MDT) and its debilitating effects mitigated by proper care and corrective surgery. The charity also educates the communities in which leprosy occurs about the importance of seeking early intervention and accepting sufferers back after treatment.

Work on the Deanery communication strategy had continued, and key information was requested from the parishes to populate the Deanery website. The intention was to include a resources page including a skills register. The Diocese had drafted a 'Deanery purpose' document and it would be circulated once ratified. The Diocese had also issued a Churchwarden's Handbook, which was to be launched at the annual training day.

8. Financial review 2019**Incoming resources 2019**

Total incoming resources for 2019 fell significantly by £89,945 (24%) compared with 2018 to a total of £287,092. However, this was still £20k (8%) higher than in 2017. There had been significant fundraising efforts in the previous year which were not repeated in 2019.

- Although donations via the Parish Giving Scheme increased by 6%, tax efficient planned giving fell by £49,996 (46%) to £57,969. The Parish did not hold a dedicated Gift Day in 2019, so was unable to match the £15k raised a year earlier. Other fundraising in 2018 to help pay for work on the roof at St Thomas' was also absent in 2019.
- Tax refunds through Gift Aid also fell by £10k to £32,079 due to the lower level of giving.
- Fundraising for restricted funds was £66k lower than the previous year. In 2018, large grants & donations had been received for the Choir (£27k), Youthwork (£15k) and the Garden of Remembrance extension (£11k). No comparable income was received in 2019 although £15k was donated to aid Youthwork in early 2020.
- Investment income increased by 8% to £10,316 reflecting increased interest and dividend receipts from the Bourne Youth Trust investments.
- Donations and fees received for the use of Church buildings fell by 18% in 2019 to £34,021. This was mostly due to reduced hire income (-£6k) from Brambleton Hall in early 2019 whilst the toilet facilities were renovated.
- Magazine income fell by 31% due to the reduction of editions produced in the year. It was still able to make a small surplus of £1k.

**COUNCIL MEMBERS REPORT
YEAR ENDED 31ST DECEMBER 2019**

Resources Expended in 2019

Total resources expended fell by £37,207 to £329,904 in 2019, a decrease of over 10% vs 2018. Resources expended include a substantial depreciation charge on fixed assets (mainly property) of £25,013 in 2019.

Major items which contributed towards the increase in expenditure vs. 2018 were as follows: -

- Hall repair costs were only £10k in 2019; a decrease of £47k. Most of the planned refurbishment work at Brambleton Hall had been carried out in 2018.
- Church grounds costs were £5k higher than the previous year because of work on the extension to the Garden of Remembrance.
- The "day to day" cost of maintaining the parish's buildings, grounds & churchyards rose by £8k compared to 2018, however. Almost £3k of this was due to increased utilities costs.
- The flat above the Choir Room at St. Thomas' required £4k of repair work before it could be rented.
- Clergy property costs were £7,727 in 2019; an increase of over £6k due to accommodation costs for the new curate which were necessary from June.
- Parish employment costs increased by around £4,500 due to increased social security and pension payments.
- The Bourne's Parish Share of Diocese funding rose by £2,500 to just under £108,350.

Net incoming resources and cash flow 2019

Both income and costs decreased significantly in 2019, resulting in a net deficit of (£6,733) in 2019 vs a surplus of £6,578 in 2018. Excluding depreciation - mainly for buildings – there was actually a surplus of £18,280 in 2019. This was £13,311 (42%) lower than a year earlier.

The Bourne Youth Trust (BYT) 2019

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 £9,737 in 2019.

Taking into account income, transfers, costs and unrealised capital losses on investments, the value of the BYT funds at year end were £288,314 – an increase of 12% over the year.

Since January 2018, 75% of trust funds have been invested in shares in the CBF Church of England Investment Fund. This is a diversified portfolio which yielded 2.9% in 2018.

The remaining funds remain invested in the CBF Church of England Property Fund. In 2019, the fund's yield was 5.5%.

Changes to fixed assets

There were no changes to fixed assets during the year

9. 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 2019, reserves were equal to just over 3 ¼ month's cashflow.

10. Investments

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

11. Risks

The major risks to which the PCC is exposed, as identified by the PCC members, have been reviewed and systems have been established to mitigate those risks.

12. General

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

**COUNCIL MEMBERS REPORT
YEAR ENDED 31ST DECEMBER 2019****13. 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), Nigel Cuthbert (office systems & utilities) & Hugh Batchelor and Brian and Yvonne Williams (banking). Keith Newman led the work in the parish office to migrate the parish systems over to ChurchSuite and ExpensePlus, which will be completed in 2020. Lastly, a heartfelt thank you to Ron Mansfield, who finally retired from his financial duties after many years of service to the parish.

14. Members Appointments and New Members Proceedings

Members of the Parochial Church Council are elected each year at the Annual Parochial Church Meeting. Each member is elected for a period of three years. A new member must be proposed and seconded to be able to serve on the council. Members are replaced as they retire. Ex-officio members of the PCC include deanery and diocesan synod members, churchwardens and clergy.

15. 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 affairs 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
Revd John Morris
Vicar
Dated :

Signed
Michael Cock ACMA
Treasurer
Dated :

**REPORT OF THE INDEPENDENT EXAMINER TO THE COUNCIL MEMBERS OF
THE PARISH OF THE BOURNE****Independent examiner's report to the PCC of the Parish of the Bourne**

This report on the accounts of the PCC for the year ended 31 December 2019 which are set out on pages 7 to 15, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 (the Regulations) and s130 of the Charities Act 2011 (the 2011 Act).

The financial statements have been prepared in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

This has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on the after 1 January 2015.

Respective responsibilities of the PCC and the examiner

The members of the PCC are responsible for the preparation of the accounts. The members consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The PCC's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales (ICAEW).

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioner under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioner. 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 the seeking of explanations from you as members concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- which gives me reasonable cause to believe that, in any material respect, the requirements:
 - (a) to keep accounting records in accordance with section 130 of the 2011 Act; and
 - (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

S G Morgan FCA
Wise & Co
Chartered Accountants &
Statutory Auditors
Wey Court West
Union Road
Farnham
Surrey
GU9 7PT

Dated :

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31ST DECEMBER 2019

	Notes	2019 Restricted Funds £	2019 Unrestricted Funds £	2019 BYT Funds £	2019 Total Funds £	2018 Total Funds £
Income from:						
Donations and legacies	2	4,062	200,475	-	204,537	288,648
Charitable activities	3	-	24,365	-	24,365	19,715
Other trading activities	4	400	45,439	-	45,839	57,128
Investment income	6	9,810	507	-	10,316	9,520
Other income	5	-	2,034	-	2,034	2,025
TOTAL INCOMING RESOURCES		14,272	272,820	-	287,092	377,037
Expenditure from:						
Charitable activities	7	33,099	296,805	-	329,904	367,111
TOTAL EXPENDITURE		33,099	296,805	-	329,904	367,111
Unrealised Gains / (Losses) on Investments	13	-	-	36,079	36,079	(3,347)
NET (OUTGOING)/INCOMING RESOURCES		(18,827)	(23,985)	36,079	(6,733)	6,580
Transfers between funds		24,863	(24,863)	-	-	-
NET MOVEMENT IN FUNDS		6,036	(48,848)	36,079	(6,733)	6,580
Reconciliation of funds:	17					
Total funds brought forward		106,543	1,120,269	252,235	1,479,046	1,472,468
Total funds carried forward		112,578	1,071,420	288,314	1,472,312	1,479,046

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

BALANCE SHEET
YEAR ENDED 31ST DECEMBER 2019

	Notes	2019		2018	
		£	£	£	£
Fixed Assets					
Tangible Assets-PCC	12	1,022,226		1,037,934	
Investments	13	288,314		252,235	
Total Fixed Assets			1,310,540		1,290,169
Current Assets					
Debtors	14	14,935		23,647	
CBF Deposits		67,750		67,750	
CBF Deposits-BPY		10,000		10,000	
Cash at Bank		57,551		75,710	
Cash at Bank-BPY		14,015		13,923	
Total Current Assets		164,251		191,030	
Liabilities					
Creditors:amounts falling due within one year	15	2,479		2,153	
Net Current Assets			161,772		188,877
Total Net Assets			1,472,312		1,479,046
The funds of the PCC:					
Restricted Funds					
Balance as at 1st January 2019		358,778		329,821	
Net movement in funds in year		42,114		28,957	
Balance as at 31st December 2019	17		400,892		358,778
Unrestricted Funds					
Balance as at 1st January 2019		1,120,269		1,142,647	
Net movement in funds in year		(48,849)		(22,378)	
Balance as at 31st December 2019			1,071,420		1,120,269
Total PCC funds	18		1,472,312		1,479,046

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

Signed
Revd John Morris
Vicar

Signed
Michael Cock ACMA
Treasurer

Date:

Date:

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2019**

1. Accounting Policies**a) 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.

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.

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.

The PCC constitutes a public benefit entity as defined by FRS 102.

b) 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.

c) 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.

Details of the nature and purpose of restricted funds are shown in note 17 to the accounts, including the separate funds held by the linked charity.

d) Incoming Resources

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.

Donations, Legacies and Similar Resources

- 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.

Income from investments, including interest received, is accounted for when due.

e) Resources expended

Costs of generated funds and governance costs are accounted for when payable.

f) Fixed Assets

Depreciation is charged in accordance with accounting standards and is calculated on a straight line basis for the following categories of fixed assets:

Freehold Property	- Over 50 years
Computer Equipment	- Over 3 years

g) Investments

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.

h) Taxation

As a qualifying charity, the PCC is not liable to UK taxation.

i) Operating leases - the PCC as lessee

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2019**2. Donations and legacies**

	Restricted £	2019 Unrestricted £	BYT £	2019 Total £
Planned giving - tax efficient	528	57,431	-	57,959
Tax refunds via Gift Aid	-	32,079	-	32,079
Planned giving - non tax efficient	-	1,173	-	1,173
Collections (open plate)	-	15,409	-	15,409
Parish giving scheme	-	73,913	-	73,913
All other giving	600	5,500	-	6,100
Donations and appeals	2,934	4,971	-	7,905
Legacies	-	10,000	-	10,000
	4,062	200,475	-	204,537

	Restricted £	2018 Unrestricted £	BYT £	2018 Total £
Planned giving - tax efficient	19,258	88,707	-	107,965
Tax refunds via Gift Aid	1,678	40,115	-	41,794
Planned giving - non tax efficient	538	6,799	-	7,337
Collections (open plate)	-	12,859	-	12,859
Parish giving scheme	-	69,731	-	69,731
All other giving	546	5,686	-	6,232
Donations and appeals	12,797	4,383	-	17,180
Grants received	24,550	-	-	24,550
Legacies	-	1,000	-	1,000
	59,368	229,280	-	288,649

3. Charitable activities

	Restricted £	2019 Unrestricted £	BYT £	2019 Total £
Magazines	-	3,468	-	3,468
PCC Fees	-	20,897	-	20,897
	-	24,365	-	24,365

	Restricted £	2018 Unrestricted £	BYT £	2018 Total £
Magazines	-	4,995	-	4,995
PCC Fees	-	14,720	-	14,720
	-	19,715	-	19,715

4. Other trading activities

	Restricted £	2019 Unrestricted £	BYT £	2019 Total £
Hall rent	-	34,021	-	34,021
Fund raising events	400	5,607	-	6,007
Flat rent	-	5,810	-	5,810
	400	45,439	-	45,838

	Restricted £	2018 Unrestricted £	BYT £	2018 Total £
Hall rent	26	41,707	-	41,733
Fund raising events	11,250	4,145	-	15,395
	11,276	45,852	-	57,129

5. Other income	Restricted £	2019 Unrestricted £	BYT £	2019 Total £
Other income	-	2,034	-	2,034
	-	2,034	-	2,034
	Restricted £	2018 Unrestricted £	BYT £	2018 Total £
Other income	-	2,025	-	2,025
	-	2,025	-	2,025
6. Investment income	Restricted £	2019 Unrestricted £	BYT £	2019 Total £
Interest from deposits & trusts	9,810	507	-	10,316
	9,810	507	-	10,316
	Restricted £	2018 Unrestricted £	BYT £	2018 Total £
Interest from deposits & trusts	9,513	7	-	9,520
	9,513	7	-	9,520
7. Charitable activities	Restricted £	2019 Unrestricted £	BYT £	2019 Total £
Grants to charities (see note 8)	-	839	-	839
Mission activities	-	1,064	-	1,064
Activities directly relating to church activities (see note 9)	19,454	206,040	-	225,493
Church management & administration (see note 10)	13,645	88,862	-	102,508
	33,099	296,805	-	329,904
	33,099	296,805	-	329,904
	Restricted £	2018 Unrestricted £	BYT £	2017 Total £
Grants to charities (see note 8)	-	3,378	-	3,378
Mission activities	4,864	813	-	5,677
Activities directly relating to church activities (see note 9)	45,676	213,147	-	258,824
Church management & administration (see note 10)	11,636	87,597	-	99,233
	62,176	304,935	-	367,111
	62,176	304,935	-	367,111

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2019**8. Grants to charities**

	Restricted £	2019 Unrestricted £	BYT £	2019 Total £
The Grassroots Trust	-	84	-	84
St. Thomas' Choir Fund	-	335	-	335
The Bishop of Guildford's Communities Fund	-	353	-	353
Carver Funeral Collection	-	67	-	67
	-	839	-	839
	Restricted £	2018 Unrestricted £	BYT £	2018 Total £
The Grassroots Trust	-	84	-	84
The Donkey Breed Society	-	30	-	30
The Kent, Surrey & Sussex Air Ambulance	-	100	-	100
Wrecclesham Choir donation	-	75	-	75
St. Thomas' Choir Fund	-	3,089	-	3,089
	-	3,378	-	3,378

9. Activities directly relating to church activities

	Restricted £	2019 Unrestricted £	BYT £	2019 Total £
Parish share	-	108,349	-	108,349
PCC fees payable to the diocese	-	9,216	-	9,216
Ministry - clergy expenses	-	1,261	-	1,261
Ministry - clergy property costs	-	7,727	-	7,727
Church running expenses	281	30,261	-	30,542
Church maintenance	-	8,604	-	8,604
Upkeep of services	-	2,165	-	2,165
Upkeep of the churchyard	7,690	1,641	-	9,331
St Thomas Flat expenses	-	3,878	-	3,878
Church Hall running costs	168	6,490	-	6,658
Church and Hall repairs	9,458	-	-	9,458
Music	796	23,368	-	24,164
BPY expenses	1,062	164	-	1,225
Vicar expenses	-	2,913	-	2,913
	19,454	206,040	-	225,492
	Restricted £	2018 Unrestricted £	BYT £	2018 Total £
Parish share	-	105,912	-	105,912
PCC fees payable to the diocese	-	8,234	-	8,234
Ministry - clergy expenses	-	41	-	41
Ministry - clergy property costs	-	1,330	-	1,330
Church running expenses	385	30,030	-	30,415
Church maintenance	6,137	626	-	6,763
Upkeep of services	-	1,310	-	1,310
Upkeep of the churchyard	800	3,331	-	4,131
Church Hall running costs	1,851	7,503	-	9,354
Church and Hall repairs	34,692	24,183	-	58,875
Music	-	22,946	-	22,946
BPY expenses	1,811	3,593	-	5,404
Vicar expenses	-	4,108	-	4,108
	45,676	213,147	-	258,824

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2019

10. Church management & administration

	Restricted £	2019 Unrestricted £	BYT £	2019 Total £
Office equipment & supplies	-	6,440	-	6,440
General administration expenses	694	16,893	-	17,587
Legal and professional fees	-	1,888	-	1,888
Staff costs	12,951	38,630	-	51,581
Depreciation on Freehold Property and Office Equipment	-	25,013	-	25,013
	13,645	88,862	-	102,508

Included within Church Management & Administration:

Independent examiner's fees for year ended 31 December 2019

	-	2,130	-	2,130
--	---	-------	---	-------

	Restricted £	2018 Unrestricted £	BYT £	2018 Total £
Office equipment & supplies	-	5,264	-	5,264
General administration expenses	-	20,236	-	20,236
Advertising	-	90	-	90
Staff costs	11,636	36,994	-	48,630
Depreciation on Freehold Property and Office Equipment	-	25,013	-	25,013
	11,636	87,597	-	99,233

Included within Church Management & Administration:

Independent examiner's fees for year ended 31 December 2018

	-	2,130	-	2,130
--	---	-------	---	-------

11. Staff Costs

	Restricted £	2019 Unrestricted £	BYT £	2019 Total £
Wages and salaries	12,951	50,428	-	63,379
Social security costs	-	4,881	-	4,881
Other pension costs	-	1,218	-	1,218
	12,951	56,527	-	69,478

Average staff numbers (full time equivalent):
Administrative staff

2019	Total
5	5

	Restricted £	2018 Unrestricted £	BYT £	2018 Total £
Wages and salaries	11,636	51,460	-	63,096
Social security costs	-	1,202	-	1,202
Other pension costs	-	500	-	500
	11,636	53,162	-	64,798

Average staff numbers:
Administrative staff

2018	Total
4	4

During the year expenses totalling £7,364 (2018: £7,746) were reimbursed to 13 (2018: 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.

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2019

12. Tangible Fixed Assets

	Freehold Property £	Office Equipment £	BPY Equipment £	Total £
<u>Cost</u>				
Cost as at 1st January 2019	1,269,775	19,695	12,210	1,301,679
Additions	-	9,305	-	9,305
Cost as at 31st December 2019	<u>1,269,775</u>	<u>29,001</u>	<u>12,210</u>	<u>1,310,984</u>
<u>Depreciation</u>				
Depreciation as at 1st January 2019	231,840	19,695	12,210	263,745
Charge for the year	25,013	-	-	25,013
Depreciation as at 31st December 2019	<u>256,853</u>	<u>19,695</u>	<u>12,210</u>	<u>288,758</u>
<u>Net Book Value</u>				
As at 31st December 2019	<u>1,012,921</u>	<u>9,305</u>	<u>-</u>	<u>1,022,226</u>
As at 31st December 2018	<u>1,037,934</u>	<u>-</u>	<u>-</u>	<u>1,037,934</u>

13. Investments

	2019 £
<u>Market Value</u>	
At 1 January 2019	252,235
Additions	-
Disposals	<u>-</u>
	252,235
Change in Market Value	<u>36,079</u>
	<u>288,314</u>
Historic cost	<u>157,934</u>
A summary of investments held by funds is as follows:	
	<u>Market Value</u>
	2019
	£
The CBF Church of England Investment Fund - income shares	237,449
Guildford DBF Investment Account (CCLA investment bond)	<u>50,865</u>
	<u>288,314</u>

The investments are held in the name of the Bourne Youth Trust.

14. Debtors

	2019		2019
	PCC £	BYT £	Total £
Income tax recoverable	5,374	-	5,374
Other debtors	<u>9,561</u>	<u>-</u>	<u>9,561</u>
	<u>14,935</u>	<u>-</u>	<u>14,935</u>
	2018		2018
	PCC £	BYT £	Total £
Other debtors	12,200	-	12,200
Accrued income	<u>11,447</u>	<u>-</u>	<u>11,447</u>
	<u>23,647</u>	<u>-</u>	<u>23,647</u>

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2019

15. Creditors

	2019		2019
	PCC £	BYT £	Total £
Other creditors	325	-	325
Accruals	2,154	-	2,154
	2,479	-	2,479

	2018		2018
	PCC £	BYT £	Total £
Accruals	2,153	-	2,153

16. Operating lease commitments

At 31 December 2019 the PCC had future minimum lease payments under non-cancellable operating leases as follows:

	2019 £	2018 £
Not later than 1 year	1,498	2,203
Later than 1 year and no later than 5 years	1,124	2,622
	2,622	4,824

17. Reserves

	Balance as at 1st January 2019 £	Incoming resources £	Resources expended £	Unrealised gains on fixed asset investments £	Transfers £	Balance as at 31st December 2019 £
Restricted funds						
Masindi	5,871	583	-	-	45	6,499
Farnham Boxing Club	1,276	1,590	(366)	-	(2,501)	-
Brambleton Development fund	1,078	1,760	(9,626)	-	6,788	-
BYT	252,235	-	-	36,079	-	288,314
BPY	13,942	10,339	(14,605)	-	14,339	24,015
Organ Scholar fund	28,307	-	-	-	(13,425)	14,882
Choir Scholar fund	-	-	(812)	-	15,812	15,000
Garden of remembrance	4,916	-	(7,690)	-	3,805	1,031
Other (incl property)	51,153	-	-	-	-	51,153
Total Restricted funds	358,778	14,272	(33,099)	36,079	24,863	400,892
General unrestricted fund	1,120,269	272,199	(296,805)	-	(24,863)	1,070,800
Year of Music designated fund	-	621	-	-	-	621
Total Unrestricted funds	1,120,269	272,820	(296,805)	-	(24,863)	1,071,420
	1,479,047	287,092	(329,904)	36,079	-	1,472,312

The BPY reserve funds are for The Bourne Parish Youthwork initiative.

The BYT is for The Bourne Youth Trust, this 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.

18. Analysis of Net Assets between Funds

	2019		Total £
	Restricted £	Unrestricted Funds £	
Tangible fixed assets	58,960	963,266	1,022,226
Fixed asset investments	288,314	-	288,314
Current assets	53,618	110,633	164,251
Creditors due within one year	-	(2,479)	(2,479)
	400,892	1,071,420	1,472,312

	2018		Total £
	Restricted £	Unrestricted £	
Tangible fixed assets	58,960	978,975	1,037,934
Fixed asset investments	252,235	-	252,235
Current assets	29,847	161,183	191,030
Creditors due within one year	-	(2,153)	(2,153)
	341,042	1,138,005	1,479,046