

Charity Registration Number: 1127825

Also including linked Charity
Registration Number 1127825-1

DRAFT

THE PARISH OF THE BOURNE

ANNUAL REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31ST DECEMBER 2023

THE PARISH OF THE BOURNE

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YEAR ENDED 31ST DECEMBER 2023**

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PCC INFORMATION

Principal Address	The Parish of The Bourne Parish Office St Thomas' 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 Representative 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 in May 2023 was 232 (235 in May 2022). 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:	The Revd Sandy Clarke, Vicar and PCC chair	
Clergy		
Licensed Lay Minister	Geraldine Molony Frances Garland Viv Picken Jane Quicke	
Deanery Synod Representatives	Yvonne Bryant	
	Janet Stephen	(resigned during the year)
	Deborah Wilde	(resigned during the year)
	Richard Oswald	(appointed during the year)
Churchwardens	Patricia Goode	(appointed during the year)
	Peter Neukom	(resigned during the year)
	Hilary Newman	(appointed during the year)
Elected PCC Representatives:	PCC Representatives :	
	Michael Cock (Treasurer)	
	Keith Newman	
	Martin Quicke	
	Ann Williams	(resigned during the year)
	Jenny Grant	
	Nigel Lewis	
	Robert Horton	
	Geoff Hooker	
	Nigel Cuthbert	
	Michèle England	
	Janet Stephen	(appointed during the year)
	James Harrison	(appointed during the year)
	Janet Hughes	(appointed during the year)
	Deborah Wilde	(appointed during the year)
Co-opted:	Ruth Moore	(Safeguarding Officer)
	James Harrison	
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:	Shaw Gibbs (Audit) Limited Statutory Auditors Wey Court West Union Road Farnham, Surrey GU9 7PT	

THE PARISH OF THE BOURNE

COUNCIL MEMBERS' REPORT YEAR ENDED 31 DECEMBER 2023

1. 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.

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 the Bourne Parish Youthwork fund 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 and devolved decision-making between meetings; its members are Revd Sandy Clarke (chair) Hilary Newman and Patricia Goode (churchwardens), Michael Cock (treasurer) and Nigel Lewis (PCC secretary).

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, Environmental, 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.

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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.
- All clergy with authority to officiate, Youth Ministers, Pastoral Assistants and all PCC Members 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 other parishioners as may be appropriate for any roles they undertake in the Church, or for general interest.
- 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 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 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:-**
 - 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.

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- 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.

During 2023 several activities in support of our mission and ministry continued in various forms.

- *Lent groups were well attended.*
 - *Foyer groups were established, linking members across the parish.*
 - *Bible study groups flourished.*
 - *The parish gave a bible to each of the leavers at Waverley Abbey COfE school in Tilford.*
- **Providing space and services for community activities serving many age groups. In 2023 this included the following activities: -**
 - *The weekly 'Babes and Tots' group at St Thomas's for young children and their parents and with regular bible stories for the children from members of the ministry team is as popular as ever; we have also continued the babes and tots group at Brambleton Hall.*
 - *Regular coffee mornings (at St Thomas's and St Martins) for members of the church and local community have been very well attended.*
 - *We continued to provide a venue for local and national election polling stations and other community groups including the Women's Institute, Slimming World, Pilates and a local Guides group.*
 - *Providing accommodation for social and community groups, notably a weekly Community Fridge and distribution centre for free furniture and a Boxing Club at Brambleton Hall. The Community Fridge is now a core part of the parish's outreach, supported by many parishioners and providing practical support to those in need in our community.*
 - *Maintaining and increasing ongoing outreach via visits and assemblies at our local schools.*
 - **Providing facilities for local musical and cultural groups to perform to the public. In 2022 this included:-**
 - *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 2023:-

 - *The PCC funded employment of a part-time director of music, organist and assistant organist. Jordan Theis, our Director of Music developed our choirs to new levels, providing excellent unpaid musical training to many young people.*

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- *With the organ out of action for refurbishment during mid-2023, the choir led three 'travelling' evensongs at local churches – St Joan's Farnham, St James's Rowledge and St Peter's Wrecclesham. These were all well attended.*
- *The choirs performed regularly at St Thomas's, and also at other venues. The organists held recitals to raise funds for external charities.*
- *The choirs went on tour to Germany.*
- *Choristers continued to achieve success in the RSCM examinations.*

- **Assisting other charities to raise funds, in addition to fund-raising on behalf of the PCC. In 2023 this included:-**
 - *Several fund-raising activities on behalf of the parish*
 - *A series of lunchtime concerts in aid of Christian Aid.*
 - *Raising funds for the Phyllis Tuckwell hospice in Farnham and the church*
 - *The parish donated the proceeds of the annual Remembrance Day service to the British Legion*
 - *Through its payment of Parish Share to the Diocese of Guildford of £108,516, from this the PCC indirectly contributes around £40,000 a year towards diocesan activities and to support parishes in the diocese and beyond which face challenging social and economic circumstances.*

- **Communicating with all who wish to know more about the parish and its activities:-**
 - *Distributing cards free to all residents of The Bourne parish twice a year with details of Advent, Christmas and Holy Week and Easter services.*
 - *The regular weekly electronic newsletter to all who wish to receive more frequent updates on parish activities is now well established with some new volunteers coming forward to help with its editing and an expanding circulation list.*
 - *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 2023

In the 2022 report the specific objectives of the parish for 2023 were specified as: *outcomes are indicated in italics.*

- a. To enable members of our congregations to get to know one another better through setting up local fellowship groups. *A number of foyer groups were set up, linking parishioners who might not have known one another well, leading to improved fellowship.*

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COUNCIL MEMBERS' REPORT YEAR ENDED 31 DECEMBER 2023

- b. To recruit a new local Youth Minister to develop Junior Church and other activities for children and young people. *This objective proved very challenging as the cost of accommodation in Farnham is a significant deterrent to applications. The parish did provide an opportunity for an unpaid intern – Luke Price – in the second half of the year and his contributions towards worship and parish life have been much appreciated.*
- c. To appoint a new churchwarden to succeed Peter Neukom who has served with such dedication over the past 4 years. *Hilary Newman, a longstanding and experienced member of our congregation, took up this role.*
- d. To boost regular giving via the Parish Giving Scheme in order to rebuild the parish's general reserves. *General reserves were back to target levels (3 months' cash flows of the general fund) by year end, thanks especially to retrospective Gift Aid claims which had been impacted by the Covid crisis.*
- e. To build up funding to repair the flat roof at St Thomas's church. *Quotations were received during the year for short-term and long-term work and the short-term work was completed in December 2023.*
- f. To finally 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 complete the other planned repairs and expansions planned for Brambleton Hall. *A long lease on additional land adjacent to Brambleton Hall was signed with Waverley Brough Council and the refurbishment of the Hall and addition of new facilities to support the boxing club was advanced significantly.*
- g. To complete the refurbishment of St Martin's vestry / toilet. *Despite fund raising and legacy funds being available, the project budget escalated significantly, and the work is yet to begin, but remains a priority for 2024.*

The PCC was particularly pleased with the following additional outcomes:

- A continued focus on Health and Safety continued by churchwarden Ticia Goode. First Aid training sessions have been held.
- The ongoing safeguarding training by all members of the PCC.
- The continued development and extending reach of our communications – especially via the weekly e-newsletters and parish website.
- The attendance at small group activities, in particular the foyer groups in 2023.
- The continued expansion of community-based activities at Brambleton Hall, with the weekly Community Fridge proving to be very successful.
- Planning permission was received in March 2023 for the installation of a wooden building to house the boxing club at the Brambleton Hall site.
- The architect's environmental report on options to reduce the parish's carbon footprint was received and a net zero plan for St Thomas's (and actions needed for other parish buildings) was completed and sent to the diocese of Guildford.

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7. PCC decisions 2023

During 2023 the PCC had several meetings two of which were held using zoom. The major decisions made during the year are shown below:

In January the PCC passed 3 resolutions.

- to set aside £1,000 for the vicar to use as a discretionary fund.
- To increase staff salaries by 7.5% from January 2023
- To adopt the overall budget for 2023, including the individual working group budgets.

The PCC agreed that an annual stewardship campaign would start on 12th February.

In March, The PCC passed a resolution to approve the process 'Responding Promptly to Every Safeguarding Concern or Allegation'. The PCC also approved the project to refurbish the organ at St Thomas's using Nicholson & Co of Malvern. The budget of £65,000 to be met by the allocation of £30,000 from legacy funds and a programme of fund-raising which has been taking place for several years.

The PCC agreed that an online ROSPA course should be mandated for all working on ladders or scaffolding.

May PCC via zoom

Our independent examiners - Wise and Co - had been taken over by a larger firm – Shaw Gibbs

- The PCC recommended that they be appointed independent examiners.
- The PCC adopted the Financial Statements for 2022

June PCC

- Resolutions were passed, summarised as follows:-
 - Vivienne Picken and Frances Garland to be requested Permission to Officiate to enable them to continue their ministry as a Lay Ministers (Readers) in this parish for a further 2 years.
- The PCC voted (via an online poll) to approve the diocesan curate housing policy.
- The PCC members, meeting as trustees of The Bourne Youth Trust (linked charity number 1127825-1) were made aware of, and approved a proposal to seek to release some investment funds from The Bourne Youth trust to part-fund the new developments at Brambleton Hall.

July PCC

- The PCC passed a resolution to offer Luke Price a 3-term unpaid internship.
- To fully support the need for a curate, the PCC voted in favour of the diocesan housing policy.

September PCC

- In relation to the lease of land at Brambleton Hall it was agreed that any two members of the PCC (including either or both Churchwardens) be authorised to execute the new 20 year peppercorn lease of an area of land adjoining Brambleton Hall at a nil premium, the parties to which are

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Waverley Borough Council (1), The Guildford Diocesan Board of Finance (2) and the PCC (3) on the PCC's behalf.

- The faculty applications to accept several gifts were approved:
 - To accept the gift of a cope
 - To accept the gift of a pyx
 - To accept the gift of a table
- Support was given to the proposal for a pilgrimage to the Holy Land in 2025.
- To increase fellowship amongst the congregation it was confirmed that 41 people had signed up and been allocated to 7 Foyer groups.
- It was agreed that Brian White should be given the title of 'lay leader for St Martin's'.

October PCC via zoom

- The PCC agreed the following a resolution:
 - To contribute towards the parish interns' expenses for accommodation at the level of £100 a month from October 2023 to August 31st 2024. To provide a loan of £500 to Luke Price for the purposes of enabling him to provide a deposit of £500 to the landlord to cover any dilapidations caused by him during the tenancy. To document this loan including the understanding that when Luke receives the deposit back from the landlord at the end of the tenancy, he will repay the £500 loan in full to the PCC.

November PCC

- Easthope Stained Glass Studios was selected (quote £12,050) for the initial phase of stained-glass window repairs. The likely cost of all repairs was expected to be around £56,000. The intention is to apply for grants to fund much of this work.
- Repairs to Centenary Rooms Roof was agreed at a cost of £6,825 to carry out initial repairs (by Charterhouse roofing).
- It was agreed that, if possible, the parish should celebrate the completion of work at Brambleton Hall in line with the 65th anniversary of Brambleton Hall.

8. Objectives for 2024

The PCC has identified the following objectives for 2024 (not in order of importance or priority)

- a. To define a 5-year plan for the parish, including deployment of resources, mission activities and efforts to reach out to families with young children.
- b. To continue to build fellowship between the congregations.
- c. To improve the operation of the Working Groups in supporting the PCC.
- d. To recruit a Youth and Families Minister.
- e. To complete the most urgent maintenance requirements from the Quinquennial review.

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COUNCIL MEMBERS' REPORT YEAR ENDED 31 DECEMBER 2023

- f. To get funding for and award contracts for the repair of the stained-glass windows at St Thomas'.
- g. To fund and complete the vestry/toilet improvement at St Martin's.
- h. Complete the Brambleton Hall development project.

9. Deanery Synod.

Farnham Deanery Synod meets several times a year. The Synod strives to bring together the views of parishes in the deanery on common opportunities and problems so that they may work together to promote the mission of the Church. The Synod also considers the business of the Diocesan Synod and makes common concerns and views known to this wider body. The Deanery Synod is an opportunity to meet with other local Christians, to worship together, learn from each other and share experiences.

Farnham Deanery Synod met twice in 2023, in May at St Luke's Church in Grayshott and in October at St Peter's Church in Wrecclesham. Both meetings started with a short act of worship and a reflection from the incumbent on the context of ministry in the parish.

The first meeting introduced the new Deanery Leadership Team and introduced the implementation of the new vocations training for laity across our diocese. The second meeting focussed on the work of Frontline, a Christian organisation that helps by giving financial advice to those in need. Frontline operates in Haslemere and in Farnham taking referrals from those we meet at the Community Fridge and Warehouse.

10. FINANCIAL REVIEW 2023

Incoming resources 2023

Total incoming resources for 2023 rose by £48,577 (15%) compared with 2022 to a total of £363,746. This was due to increased income from investments and grants received which helped to offset a decline in fund raising activities:

- Gift Aid refunds from HMRC increased by £18,128 (62%) as the backlog from previous years was cleared.
- Grants received increased by £26,350 (798%), due to concerted efforts to tap funding sources for capital work at Brambleton Hall (£21k) and extra training costs for the Choir.
- Investment income increased by £10,214 (89%) due to successive rate increases during the year.
- Fundraising income dropped by £10,698 (31%) as enough had been raised to refurbish the organ at St Thomas' in 2022.

Resources Expended in 2023

Total resources expended rose by £97,133 to £406,011 in 2023, an increase of over 31% vs 2022. Resources expended include a substantial depreciation charge on fixed assets (mainly property) of £26,249 in 2023.

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Expenditure in 2023 was inflated by costs arising from two major projects:

- The refurbishment of the organ at St Thomas' which cost £59k
- Phase 2 developments at Brambleton Hall which cost £76k during the year. £34k was treated as a capital expense and transferred to fixed assets.

General expenditure was otherwise lower than in 2022, dropping by £12,602 (5%) to £263,709. Curate housing costs fell by £14k after the new vicar moved into the vicarage.

Net incoming resources and cash flow 2023

Excluding investments, both income and costs increased in 2023, resulting in a net deficit of £42,265, compared to a surplus of £6,291 in 2022. Excluding the major projects - which funds had been raised for - there was actually a surplus of £58,564 in 2022.

The Bourne Youth Trust (BYT) 2023

BYT funds are shown separately in the statement of financial activities and in the statement of restricted reserves shown in note 17. Income from interest and dividends amounted to £17,295 in 2023.

Taking into account income, transfers, costs and unrealised capital gains on investments, the value of the BYT funds at year end were £327,125 – an increase of 7.2% 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 2.7% in 2023.

The remaining funds remain invested in the CBF Church of England Property Fund. In 2023, the fund's yield was 5.4%.

Changes to fixed assets

Renovation costs & architects fees relating to the erection of an extension for the boxing club at Brambleton Hall were capitalised in 2023. Other Hall renovation costs were treated as overdue maintenance work to be covered by current expenditure.

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 2023, reserves excluding legacies were equal to just under 2 month's cashflow, almost exactly the same as the previous year. Fundraising to restore reserves to at least the 3-month minimum level remains the priority for 2024.

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Investments

The Bourne Youth Trust holds investments as outlined in the report above. These are held in custodian accounts by the Diocese of Guildford. Income is used to help fund the Bourne Parish Youthwork (BPY) initiative.

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 Sarah Herbert (committed giving and Gift Aid administration), Ruth Moore (insurance), Nigel Cuthbert (Finance Group Chair) & Keith Newman (Finance Group Secretary).

Signed

Signed

Revd Sandy Clarke

Nigel Lewis

Vicar

Treasurer

Dated:

Dated:

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31ST DECEMBER 2023

	Notes	2023 Restricted Funds £	2023 Unrestricted Funds £	2023 BYT Funds £	2023 Total Funds £	2022 Total Funds £
Income from:						
Donations and legacies	2	15,315	204,631	-	219,946	203,841
Charitable activities	3	-	20,722	-	20,722	20,902
Other trading activities	4	6,641	58,994	-	65,635	72,478
Investment income	6	17,295	4,436	-	21,731	11,517
Other income	5	21,200	14,512	-	35,712	6,431
TOTAL INCOMING RESOURCES		60,451	303,295	-	363,746	315,169
Expenditure from:						
Charitable activities	7	83,355	322,656	-	406,011	308,878
TOTAL EXPENDITURE		83,355	322,656	-	406,011	308,878
Unrealised Gains / (Losses) on Investments	13	1,373	-	22,054	23,427	(42,428)
NET (OUTGOING)/INCOMING RESOURCES		(21,531)	(19,361)	22,054	(18,838)	(36,137)
Transfers between funds		-	-	-	-	-
NET MOVEMENT IN FUNDS		(21,531)	(19,361)	22,054	(18,838)	(36,137)
Reconciliation of funds:	17					
Total funds brought forward		189,859	1,051,043	305,071	1,545,973	1,582,108
Total funds carried forward		168,328	1,031,682	327,125	1,527,135	1,545,973

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.

BALANCE SHEET
YEAR ENDED 31ST DECEMBER 2023

	Notes	2023		2022	
		£	£	£	£
Fixed Assets					
Tangible Assets-PCC	12	946,808		939,188	
Investments	13	342,970		319,543	
Total Fixed Assets		1,289,778		1,258,731	
Current Assets					
Debtors	14	11,070		30,601	
CBF Deposits		100,300		100,300	
CBF Deposits-BPY		25,000		25,000	
CBF Deposits-Choir		10,000		10,000	
Cash at Bank		61,405		103,977	
Cash at Bank-BPY		34,733		20,711	
Cash at Bank-Choir		9,557		9,287	
Total Current Assets		252,065		299,876	
Liabilities					
Creditors: amounts falling due within one year	15	14,709		12,634	
Net Current Assets			237,356		287,242
Total Net Assets		1,527,135		1,545,973	
The funds of the PCC:					
Restricted Funds					
Balance as at 1st January 2023		494,930		520,532	
Net movement in funds in year		523		(25,602)	
Balance as at 31st December 2023	17	495,453		494,930	
Unrestricted Funds					
Balance as at 1st January 2023		1,051,043		1,061,576	
Net movement in funds in year		(19,361)		(10,533)	
Balance as at 31st December 2023		1,031,682		1,051,043	
Total PCC funds	18	1,527,135		1,545,973	

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

Signed
The Revd Sandy Clarke
Vicar

Signed
Nigel Lewis
Treasurer

Date:

Date:

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2023**

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 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 20232. Donations and legacies

	Restricted £	2023 Unrestricted £	BYT £	2023 Total £
Planned giving - tax efficient	45	35,991	-	36,036
Tax refunds via Gift Aid	-	47,503	-	47,503
Planned giving - non tax efficient	-	840	-	840
Collections (open plate)	-	13,182	-	13,182
Parish giving scheme	-	85,967	-	85,967
All other giving	14,107	5,066	-	19,173
Donations and appeals	1,163	16,076	-	17,239
Legacies	-	6	-	6
	15,315	204,631	-	219,946

	Restricted £	2022 Unrestricted £	BYT £	2022 Total £
Planned giving - tax efficient	180	38,588	-	38,768
Tax refunds via Gift Aid	-	29,375	-	29,375
Planned giving - non tax efficient	-	840	-	840
Collections (open plate)	-	15,160	-	15,160
Parish giving scheme	-	82,322	-	82,322
All other giving	12,545	7,544	-	20,089
Donations and appeals	756	16,531	-	17,287
Legacies	-	-	-	-
	13,481	190,360	-	203,841

3. Charitable activities

	Restricted £	2023 Unrestricted £	BYT £	2023 Total £
PCC Fees	-	20,722	-	20,722
	-	20,722	-	20,722

	Restricted £	2022 Unrestricted £	BYT £	2022 Total £
PCC Fees	-	20,902	-	20,902
	-	20,902	-	20,902

4. Other trading activities

	Restricted £	2023 Unrestricted £	BYT £	2023 Total £
Hall rent	-	29,438	-	29,438
Fund raising events	6,641	17,430	-	24,071
Flat rent	-	12,126	-	12,126
	6,641	58,994	-	65,635

	Restricted £	2022 Unrestricted £	BYT £	2022 Total £
Hall rent	-	25,208	-	25,208
Fund raising events	22,118	12,651	-	34,769
Flat rent	-	12,501	-	12,501
	22,118	50,360	-	72,478

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2023**5. Other income**

	Restricted £	2023 Unrestricted £	BYT £	2023 Total £
Grants Received	21,200	8,450	-	29,650
Other income	-	6,062	-	6,062
	21,200	14,512	-	35,712

	Restricted £	2022 Unrestricted £	BYT £	2022 Total £
Grants Received	-	3,300	-	3,300
Other income	228	2,903	-	3,131
	228	6,203	-	6,431

6. Investment income

	Restricted £	2023 Unrestricted £	BYT £	2023 Total £
Interest from deposits & trusts	17,295	4,436	-	21,731

	Restricted £	2022 Unrestricted £	BYT £	2022 Total £
Interest from deposits & trusts	10,764	753	-	11,517

7. Charitable activities

	Restricted £	2023 Unrestricted £	BYT £	2023 Total £
Grants to charities (see note 8)	502	403	-	905
Activities directly relating to church activities (see note 9)	59,922	267,499	-	327,421
Church management & administration (see note 10)	22,931	54,754	-	77,685
	83,355	322,656	-	406,011

	Restricted £	2022 Unrestricted £	BYT £	2022 Total £
Grants to charities (see note 8)	252	84	-	336
Activities directly relating to church activities (see note 9)	14,575	204,317	-	218,892
Church management & administration (see note 10)	17,740	71,910	-	89,650
	32,567	276,311	-	308,878

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 20238. Grants to charities

	Restricted £	2023 Unrestricted £	BYT £	2023 Total £
The Grassroots Trust	-	84	-	84
Urban Saints	252	-	-	252
Choral and organ scholarships	250	-	-	250
St Cuthbert's Hospice	-	19	-	19
MacMillan cancer support	-	200	-	200
Farnham foodbank	-	100	-	100
	502	403	-	905
	Restricted £	2022 Unrestricted £	BYT £	2022 Total £
The Grassroots Trust	-	84	-	84
Urban Saints	252	-	-	252
Choral and organ scholarships	-	-	-	-
	252	84	-	336

9. Activities directly relating to church activities

	Restricted £	2023 Unrestricted £	BYT £	2023 Total £
Parish share	-	108,516	-	108,516
PCC fees payable to the diocese	-	12,604	-	12,604
Ministry - clergy property costs	-	420	-	420
Church running expenses	-	28,107	-	28,107
Church maintenance	41,882	75,637	-	117,519
Church Events & Activities	-	2,931	-	2,931
Upkeep of services	-	3,798	-	3,798
Upkeep of the churchyard	-	3,126	-	3,126
St Thomas Flat expenses	-	438	-	438
Music	-	24,876	-	24,876
BPY expenses	193	-	-	193
Outreach programmes	-	7,046	-	7,046
Church tour expenses	17,847	-	-	17,847
	59,922	267,499	-	327,421
	Restricted £	2022 Unrestricted £	BYT £	2022 Total £
Parish share	-	108,852	-	108,852
PCC fees payable to the diocese	-	10,353	-	10,353
Ministry - clergy expenses	-	288	-	288
Ministry - clergy property costs	-	14,375	-	14,375
Church running expenses	-	20,865	-	20,865
Church maintenance	1,281	17,039	-	18,320
Church Events & Activities	-	661	-	661
Upkeep of services	-	3,618	-	3,618
Upkeep of the churchyard	-	1,791	-	1,791
St Thomas Flat expenses	-	365	-	365
Music	-	24,860	-	24,860
BPY expenses	331	-	-	331
Choir Tour Expenses	12,963	-	-	12,963
Outreach programmes	-	1,250	-	1,250
	14,575	204,317	-	218,892

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2023**10. Church management & administration**

	Restricted £	2023 Unrestricted £	BYT £	2023 Total £
Accountancy fees	-	2,420	-	2,420
Bank Charges	-	-	-	-
Depreciation on Freehold Property and Office Equipment	22,931	3,318	-	26,249
General administration expenses	-	4,595	-	4,595
Insurance	-	6,352	-	6,352
Legal and professional fees	-	5,235	-	5,235
Office equipment & supplies	-	4,915	-	4,915
Provision for doubtful debts	-	750	-	750
Staff costs	-	26,627	-	26,627
Staff Recruitment Costs	-	-	-	-
Staff Training	-	542	-	542
	22,931	54,754	-	77,685

Included within Church Management & Administration:
Independent examiner's fees for year ended 31 December 2022

	-	2,532	-	2,532
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	Restricted £	2022 Unrestricted £	BYT £	2022 Total £
Accountancy fees	-	2,296	-	2,296
Bank Charges	-	1,176	-	1,176
Depreciation on Freehold Property and Office Equipment	20	28,874	-	28,894
General administration expenses	-	2,746	-	2,746
Insurance	-	6,021	-	6,021
Legal and professional fees	-	-	-	-
Office equipment & supplies	-	4,103	-	4,103
Provision for doubtful debts	-	796	-	796
Staff costs	17,720	25,975	-	43,695
Staff Recruitment Costs	-	1,165	-	1,165
Staff Training	-	350	-	350
	17,740	71,910	-	89,650

Included within Church Management & Administration:
Independent examiner's fees for year ended 31 December 2021

	-	2,250	-	2,250
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11. Staff Costs

	Restricted £	2023 Unrestricted £	BYT £	2023 Total £
Wages and salaries	-	25,747	-	25,747
Social security costs	-	-	-	-
Other pension costs	-	880	-	880
	-	26,627	-	26,627

	2023	Total
Average staff numbers (full time equivalent): Administrative staff	3	3

	Restricted £	2022 Unrestricted £	BYT £	2022 Total £
Wages and salaries	17,340	43,267	-	60,607
Social security costs	-	251	-	251
Other pension costs	380	1,206	-	1,586
	17,720	44,724	-	62,444

	2021	Total
Average staff numbers (full time equivalent): Administrative staff	4	4

During the year expenses totalling £11,300 (2022: £Nil) were reimbursed to 12 (2022: Nil) members and no remuneration was paid to members of the PCC in either year.

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2023

12. Tangible Fixed Assets

	Freehold Property £	Office Equipment £	BPY Equipment £	Total £
<u>Cost</u>				
Cost as at 1st January 2023	1,269,775	31,455	12,210	1,313,440
Additions	33,869	-	-	33,869
Cost as at 31st December 2023	<u>1,303,644</u>	<u>31,455</u>	<u>12,210</u>	<u>1,347,309</u>
<u>Depreciation</u>				
Depreciation as at 1st January 2023	331,892	30,150	12,210	374,252
Charge for the year	25,431	818	-	26,249
Depreciation as at 31st December 2023	<u>357,323</u>	<u>30,968</u>	<u>12,210</u>	<u>400,501</u>
<u>Net Book Value</u>				
As at 31st December 2023	<u>946,321</u>	<u>487</u>	<u>-</u>	<u>946,808</u>
As at 31st December 2022	<u>937,883</u>	<u>1,305</u>	<u>-</u>	<u>939,188</u>

13. Investments

	2023 £
<u>Market Value</u>	
At 1 January 2023	319,543
Additions	-
Disposals	-
	<u>319,543</u>
Change in Market Value	<u>23,427</u>
	<u>342,970</u>
Historic cost	<u>172,934</u>

A summary of investments held by funds is as follows:

	Market Value 2023 £
The CBF Church of England Investment Fund – income shares	280,646
The CBF Church of England Investment Fund (choir)	15,845
The CBF Church of England Property Fund – income shares	46,479
	<u>342,970</u>

Excluding the CBF Church of England Investment Fund (Choir) – Income Shares shown above, investments are otherwise held in the name of the Bourne Youth Trust.

14. Debtors

	2023		2023 Total £
	PCC £	BYT £	
Income tax recoverable	907	-	907
Other debtors	10,163	-	10,163
Prepayments	-	-	-
	<u>11,070</u>	<u>-</u>	<u>11,070</u>
	2022		2022 Total £
	PCC £	BYT £	
Income tax recoverable	11,850	-	11,850
Other debtors	9,231	-	9,231
Prepayments	9,520	-	9,520
	<u>30,601</u>	<u>-</u>	<u>30,601</u>

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2023

15. Creditors

	2023		2023
	PCC	BYT	Total
	£	£	£
PAYE & NIC	-	-	-
Other creditors	6,196	-	6,196
Accruals	8,513	-	8,513
Deferred income	-	-	-
	14,709	-	14,709
	2022		2022
	PCC	BYT	Total
	£	£	£
PAYE & NIC	1,805	-	1,805
Other creditors	6,297	-	6,297
Accruals	3,132	-	3,132
Deferred income	1,400	-	1,400
	12,634	-	12,634

16. Operating lease commitments

On 22 September 2023, The Parish of the Bourne entered into a lease agreement with Waverley Borough Council and The Guildford Diocesan Board of Finance. The lease is for twenty years and will end on 21 September 2043. This lease is in respect of the land adjoining Brambleton Hall, Upper Way, Farnham. Upon demand, the annual sum of one peppercorn shall be paid by the Parish of the Bourne.

17. Reserves

	Balance as at 1st January 2023	Incoming resources	Resources expended	Unrealised gains on fixed asset investments	Transfers	Balance as at 31st December 2023
	£	£	£	£	£	£
Restricted funds						
Masindi	7,178	45	-	-	-	7,223
Brambleton Development fund	33,621	24,643	(42,300)	-	-	15,964
BYT	305,071	-	-	22,054	-	327,125
BPY	44,737	11,193	(445)	-	-	55,485
Organ Scholar fund	21,371	832	(250)	-	-	21,953
Choir Scholar fund	14,472	5,816	-	1,373	-	21,661
Choir Tour	9,288	17,672	(17,847)	-	-	9,113
Garden of remembrance	599	-	-	-	-	599
St Martins	7,500	250	-	-	-	7,750
Other (incl property)	51,093	-	(22,513)	-	-	28,580
Total Restricted funds	494,930	60,451	(83,355)	23,427	-	495,453
General Unrestricted Fund	983,017	284,157	(252,600)	-	-	1,014,574
Major Projects & Repairs Designated Fund	2,461	9,669	(3,899)	-	-	8,231
Organ Maintenance Designated Fund	65,344	1,105	(59,111)	-	-	7,338
Outreach designated fund	222	8,364	(7,046)	-	-	1,540
Total Unrestricted funds	1,051,043	303,295	(322,656)	-	-	1,031,682
	1,545,973	363,746	(406,011)	23,427	-	1,527,135

The BPY reserve funds are for The Bourne Parish Youth work 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

The Choir Scholar Fund balance was invested in the CBF Church of England Investment Fund as only the interest from investing the capital can be disbursed This includes a grant from the Cathedral Music Trust for £5,000.

Other restricted reserves relates to funds which have been received for a purpose specified by the donor in the church and the community.

The Restricted Fund mostly comprises fixed assets in the War Memorial, Brambleton Hall & Centenary Expansion funds.

18. Analysis of Net Assets between Funds

	2023		Total
	Restricted	Unrestricted Funds	£
	£	£	£
Tangible fixed assets	866,313	80,495	946,808
Fixed asset investments	342,970	-	342,970
Current assets	(713,830)	965,896	252,066
Creditors due within one year	-	(14,709)	(14,709)
	495,453	1,031,682	1,527,135
	2022		Total
	Restricted	Unrestricted Funds	£
	£	£	£
Tangible fixed assets	58,940	880,248	939,188
Fixed asset investments	319,543	-	319,543
Current assets	116,447	183,429	299,876
Creditors due within one year	-	(12,634)	(12,634)
	494,930	1,051,043	1,545,973