



BURPHAMCHURCH
SHARING THE GOOD NEWS OF JESUS

ANNUAL REPORT
and
FINANCIAL STATEMENTS
of the
Parochial Church Council
of the
Parish of Burpham
St Luke's with the
Church of the Holy Spirit

**For the year ended
31 December 2023**

Registered Charity number: 1128817

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Aim and Purposes

The Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent in promoting the whole mission of the Church in the parish. The whole mission encompasses worship, pastoral care, evangelism, social activity and church partnerships. The PCC is also specifically responsible for maintaining St Luke's Church on Burpham Lane and the Church of the Holy Spirit (CHS) on New Inn Lane with its attached church centre. These church buildings and the people that congregate in them are collectively known as Burpham Church.

Summary of Main Events

2023 was a challenging year for Burpham church as our incumbent Rev. James Levasier remained off work until his resignation at Eastertide. Rev. Joanna Levasier went on sabbatical leave at Easter before taking up a new post in Swanage in July. The church went in vacancy after Easter with the churchwardens taking on the responsibilities of the incumbent. With the support of the Bishop of Guildford and the then Archdeacon, the churchwardens and the PCC accepted the spiritual oversight of the Rector of St John's Stoke, Rev. Mark Woodward who visits every Tuesday and is invited to attend PCC meetings; he holds the title of Interim Minister. The last few years had been difficult for many members of the church, so the Bishop of Guildford organised for Acorn Listening to run a listening exercise for those church members who wished to participate. The service of reconciliation and healing held at the end of the week was an important moment in the life of Burpham Church. The PCC treasurer of longstanding, Martin Jones, stood down from this office, and from the PCC, in mid-year. Rev. Jo Lamberth was then elected PCC treasurer. The church was given permission to fill the vacancy and in the autumn of 2023 the PCC consulted the members of the church and produced a parish profile. The post of Vicar of Burpham will be advertised in the first week of January 2024.

Throughout 2023 we have greatly appreciated the generous secondment of two members of the St John's Stoke ministry team to support us William and Jo.

Objectives and Activities

The PCC is committed to enabling as many people as possible to take part in worship at the church buildings and to participate in other church activities. To this end the church offers a variety of different worship services and keeps contact with all who see themselves as members.

When planning activities for the year, the PCC considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. Burpham Church endeavours to enable ordinary people to live out their faith as part of the parish community through:

- Worship & prayer: developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Mission and outreach work.

To facilitate this work, the PCC considers that it is important to maintain the fabric of the St Luke's Church, the Church of the Holy Spirit (CHS) and the Church Centre.

Review of the Year's Activities

Worship, prayer, discipleship and evangelism

Burpham Church currently runs two Sunday services weekly: a 9.15am more traditional Common Worship communion service, followed, usually, by a 10.45am contemporary service with provision for children, either in the service or in the hall (Sunday Club). To encourage members to come to church we have suspended the recording of 10.45 services. on our church YouTube channel. We continued with some Messy Church services on a Sunday afternoon, enabling established church families as well as those on the fringe of the church community to explore faith in an all-age creative way. On these Messy Church Sundays and in December when there was a Christmas related service every week, we could resource only two services on a Sunday and did not hold a 10.45am service. In late July and throughout August when many who help put on the services were on holiday, we held one combined service at 10am, which included holy communion.

We continued to hold weekly coffee between the 9.15am and 10.45am services whenever we had the hardworking volunteers to make this possible.

During the year, we ran some occasional services at St Luke's Church when we felt that building was best suited to the event: Good Friday hour at the cross, Remembrance Sunday and Christmas Carol Services for both the church and Burpham Primary School.

Tuesday morning prayer meetings continued and many other opportunities for prayer were also organised to give more people the opportunity to support the ministry of the church in this way.

We have been pleased to continue our close connection with our three other local Anglican churches, Christ Church Guildford, St John's Church, Stoke and St Peter's Shared Church, sharing services at festivals and running joint Lent and Alpha courses. We are especially grateful for the support of St John's Church, Stoke with the secondment of two of their ministry team (with partners) to support us at Burpham Church: Rev. Jo Lamberth and her husband Andy, and Local Lay Minister William Lowries and his wife Carol joined us in October and have been a great blessing to the church joining our longstanding Curate, Rev Darlene McCarley, in preaching and officiating at services frequently.

We also received sermons at services from our occasional preachers Nigel Cooper, Alistair Barry, Jean Davy and Robert Gibbons who have licenses to preach from the Diocese and also from the Rector and curate at St John's Stoke. During the vacancy we were also delighted to have the Bishop of Guildford, the Area Dean and a lay Minister from St Peter's Church preach to us.

During the Summer, a team from Burpham church hosted a tent at the Community Wellbeing Event: Wellfest with children's activities, an area supporting the work of Christians against poverty and a prayer space.

The average weekly Sunday attendance, counted during October, was

26 adults and **1** under 16 for the 9.15am Communion service

37 adults and **5** Under 16s at the 10.45am Contemporary service.

The clergy team officiated at 5 funerals (JLevasier 3, MW 1, JLamberth 1,) 2 of which were held at CHS, and 7 interments at St Luke's (JLevasier 3, DM 4).

There were 3 child baptisms at CHS and 1 Thanksgiving at St Luke's. There were 3 church members confirmed at Guildford Cathedral on 8th April 2023.

The Electoral Roll for the parish had 107 names on it at the APCM in 2023 (110 in 2022).

Deanery

From the APCM in 2023, two lay members of the church have sat on the Guildford Deanery Synod. This provides the PCC with an important link between the parish and the wider structures of the Church. These lay representatives on the Synod are members of the PCC and report on the discussions held and other business conducted at the Synod meetings.

Youth and Children's Work

The departure of our youth and children's minister meant that our work with children and young people was reduced in 2023. Nicky Gerahty continued to work in a voluntary capacity with the Sunday morning children's programme and 'Roots', the girls' Bible study, until she took up a youth minister post at another church.

Children from Burpham Church joined in with the holiday club held at St John's Stoke and some of our young people were part of the team leading the holiday club.

Carol Lowries took a group of young people from Burpham to the Satellites event in the summer holiday.

Children

Sunday Club for children 2-11 has been running during some of our 10.45am services throughout the year. The other 10.45 services are designed and run as all age offerings with everyone in the church space together.

Messy church ran monthly until Rev. Jo Levasier left in April. Being without both a Youth and Children's minister and an incumbent, we have not had the capacity to run Messy Church since then.

This year we were pleased to lead a Christingle Service for Years 3 and 4 at Burpham School at CHS and a Carol Service for Year 5 at St Luke's Church as part of the school's Christmas celebrations.

Preschoolers

Our weekly Caterpillar Café continued to provide, parents, carers, toddlers and babies with a safe, fun environment each week in term time, and we were pleased that parents have taken on getting out the toys as well as clearing up.

We were able to resume visits to local preschools, and we hosted Burpham Preschool and parents for a Mothers' Day event, a Fathers' Day event and Christmas Nativity.

Fellowship for Adults

Drop In, a café for seniors runs at 10.30am on Thursdays except at holiday times. There are five home groups that meet regularly for fellowship, bible study and prayer.

Activities not Organised by the Church

Children's groups

Brownies and Guides continue to meet weekly at the church centre. The church centre is also regularly hired by Kumon group.

Burpham Preschool

Burpham Preschool remains a separate legal entity, but with four PCC recommended members making up the majority of the Preschool Trustees: This year saw Claire Pocock as Secretary, David Agg as Treasurer and Carol Lowries took over as Chair when Rev. Joanna Levasier left. Grace Luke remained the employed Preschool Manager, leading a team of 4-7 other staff members.

Others

On Tuesday evenings CHS is hired for rehearsals by the Chantry Singers.

Safeguarding 2023

The PCC has complied with its duty to have due regard to the House of Bishops' Practice Guidance. The PCC appointed Ann Wigmore to continue as Parish Safeguarding Officer for 2023, she remains a co-opted member of the PCC. The PCC is responsible for the safer recruitment and supervision of lay volunteers and employees. The Bishop's Office has responsibility for all clergy. The PCC is responsible for all safeguarding within the parish.

Parish Dashboard and monitoring of processes.

Ann has continued to use the Guildford Diocese's electronic Parish Safeguarding Dashboard. This enables parishes to monitor their safeguarding arrangements and to automatically report to the diocese without the need for the previous audits. Approximately every 3 months a report from the dashboard is shared with the PCC.

There are three levels of achievement in the dashboard and we are currently 'green' with 90% of tasks completed. (January 2024) Tasks include: correct recruitment process for eligible volunteers; safeguarding training for eligible volunteers; risk assessments for eligible activities; hire agreements for external organisations to include safeguarding conditions. All these needed reviewing at recommended intervals.

Policies and Procedures

At the first PCC meeting after the APCM the annual Safeguarding Policies are adopted.

Safer Recruitment

The PSO along with the clergy and activity leaders constantly check volunteers are recruited according to Church of England Safer Recruitment rules. DBS checks are carried out according to the Church of England rules.

Safeguarding Training

Online Church of England safeguarding training is now widely used within Burpham Church. It has reduced the need for face-to-face additional training for most activity

leaders. It remains a priority to encourage everyone to undertake the recommended safeguarding training and those who are unable to complete online training are encouraged to attend face to face training. All leaders and members of the PCC are up to date with all training and recruitment checks.

Support

Burpham Church and the Parish Safeguarding Officer have received very valuable support from Revd. Mark Woodward and his team during our vacancy. Mark has provided senior leader oversight for the safety of all our activities and people who are involved in any part of our church life.

The Church Office, and Buildings

CHS and its church centre are normally used every day and most evenings for church and community events. The Church Office, the administrative hub of the church located at the Church Centre at CHS, is normally open every weekday morning during school term-time. During 2023 the car park at the CHS site was resurfaced and re-marked.

During 2023 St Luke's Church was used for special one-off worship services (Good Friday service, Remembrance Sunday, Church and School Carol Service). The bellcote at St Luke's, which was in a near to dangerous state, was repaired.

Further information on the buildings and their condition is contained in the Burpham Church Fabric Report 2023 available on the church website.

Pastoral care

Rob and Joan Gibbons took on leadership of the Pastoral Team and were supported by Grace Luke, Gill Wood and the Curates, Rev. Darlene McCarley and for the first half of the year Rev. Jasmine Runnacles. Some members of the parish are unable to attend church due to temporary or long-term sickness or age. These people were visited by members of the Pastoral Team, either at home or in hospital, and the Curates celebrated communion with them when appropriate.

Local and International Mission

The PCC established a Mission Action Team some time ago and has committed to passing on 10% of its voluntary planned and loose offerings and unrestricted donations to support mission and other charitable causes. In 2023 the PCC had 5 mission partners: Friends International, Christians Against Poverty (CAP), Happy Child International, Guildford Town Centre Chaplaincy (Street Angels) and Foodwise. In each case there is a strong link through the active involvement of members of the congregation. There are occasional updates at services or sermons provided by our mission partners.

Staff Team

In 2023 the PCC employed a Church Manager, Lisa Scott, and two short-term part-time administration staff. An IT expert was employed on an *ad hoc* basis and temporary help with data entry of financial information was purchased. Sadly Marcelle Falkner, who had been on sickness leave, died in August following a long illness.

Volunteers

The PCC would like to thank the large number of volunteers who work so hard to enable the church to function, leading and facilitating events and activities, some in frontline roles but many behind the scenes, all ensuring some very mundane but essential tasks are accomplished every week. The circumstances of the last year has led to a considerable reduction in the number of volunteers with some difficulty in fulfilling some of the tasks, but we are grateful for many in the church family who continue to give generously of their time.

Structure, Governance and Management

The Parochial Church Council is a corporate body established by the Church of England and operates under the Parochial Church Council Powers Measure. As Burpham Church has an annual turnover exceeding £100,000, the PCC is a Registered Charity with the Charity Commission, with charity number 1128817.

The method of appointment of PCC members is set out in the Church Representation Rules. In Burpham the membership of the PCC consists of the Vicars and the Curates *ex officio*, the two Churchwardens, up to three Deanery Synod representatives, up to two co-opted members and twelve members elected by those members of the congregation who are on the electoral roll of the church. All those who attend services are encouraged to register on the electoral roll and, if they wish, to stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding how the funds of the PCC are to be spent. The vicars and the PCC are keen to ensure that membership of the PCC is properly representative of Church members. New members receive initial training into the workings of the PCC. The full PCC met eleven times during 2023. The average attendance was 11 members (13 in 2022).

The PCC has appointed a Standing Committee as required by law which has the power to transact business of the PCC between its meetings, subject to any directions given by the full council, although the ability to formally agree matters online if required has meant that the Standing Committee has not met in 2023.

The PCC has set up action teams such as the People Action Team, the Mission Action Team, the Finance Administration & Stewardship Team, the Youth Action Team, the Pastoral Team, the Environmental Action Team, and the Buildings Action Team. These teams are responsible to the PCC and report back to it with recommendations for approval as necessary.

PCC Membership during 2023 (with periods of office)

Ex officio members:

Rev Joanna Levasier	Associate Minister [chair] (until Easter)
Rev James Levasier	Vicar [not working or attending] (until Easter)
Rev Darlene McCarley	Curate
Rev Jasmine Runnacles	Curate (until June)

Churchwardens:

Lewis Williams	Lay-vice chair (from APCM 2021)
Jane Agg	(from APCM 2023)

Deanery Synod Lay Representatives

Rex Thorpe	PCC Secretary (2020-2023) (2023-2026)
Alistair Barry	(2023-2026)

Elected Members:	Elected terms (from/to date of APCM or resignation)
Debbie Smith	(2018-2021)(2021-2024)
Grace Luke	(2021-2024)
Martin Jones	PCC Treasurer until mid-2023 (2018-21)(2021-23)
Robert Gibbons	(2022-2025)
Carmen Janse van Rensburg	(2022-mid 2023)
Mike Pocock	(2020-2023)(2023-2026)
Samantha Aarvold	(2023-6)

Co-opted Members

Ann Wigmore	Parish Safeguarding Officer
Rev Jo Lamberth	PCC Treasurer from mid-2023

Invited to Attend all meetings

Lisa Scott	Church Manager
Rev Mark Woodward	Interim Minister (from April)

Administrative information

The Parish of Burpham is situated to the northeast of Guildford in Surrey. It is part of the Diocese of Guildford within the Church of England. The correspondence address is The Parish Office, Church of the Holy Spirit, New Inn Lane, Burpham, Guildford, GU4 7HW.

Financial Review

The PCC is very grateful for the continued generosity of the church members through planned and ad hoc giving to support the work of the church. The cost-of-living crisis and the vacancy period have been challenging but the PCC is confident that with an ongoing focus on stewardship Burpham Church will once again manage to generate the funds required to maintain a full time incumbent and a children's/youth pastor.

The church finances showed a deficit just over £49k at the end of 2023. Total income was just over £179k which was favourable to income in 2022 of £173k. Although regular giving was down by around £11.6k this was more than offset by additional one-off donations which were £15k favourable to 2022.

Expenses for the year 2023 were just over £228k which was around £36k more than 2022. This is mainly due to the resurfacing of the car park at CHS (Church of the Holy Spirit), roof repairs at CHS and quinquennial works at St Lukes. Utility bills were also higher than 2022 by around £6k. These were partially offset by lower staff costs which resulted from the ongoing delay in replacing the Youth and Children's Pastor.

The PCC remains committed to the policy of tithing the voluntary unrestricted income and accordingly £15.7k was allocated to mission giving, principally distributed to the five mission partners adopted by the church.

The cash position of the church remains strong due to the exceptional gift received in 2019 and 2020. The PCC realise that further focus on stewardship is needed in order to accomplish our missional objectives.

Reserves Policy

The PCC keeps its Reserves Policy under regular review and adopted the following revised policy in 2019:

"It is the policy of Burpham Church to hold the equivalent of four months of salary costs and two months of running costs, excluding the Parish Share, in reserves. Such funds will be held in a cash investment account separate from the day to day working capital cash of the church."

**Independent Examiner's Report to the Members of the Parochial Church
Council of the Parish of Burpham St Luke's with the Church of the Holy Spirit**

I report on the accounts for the year ended 31 December 2023 which are set out in the following pages.

Respective responsibilities of the Trustees and Independent Examiner

As trustees of the charity, the members of the PCC are responsible for the preparation of the accounts. They 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.

It is my responsibility to

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

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission.

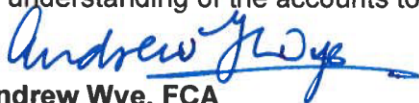
An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

Since the gross income for the year exceeds the amount provided in section 145(3) of the Act, I confirm that I am qualified to act as Independent Examiner under the provisions of that section of the Act and that my qualification is as shown below.

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

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



Andrew Wye, FCA

4 Beaufort Parklands, Railton Road, Guildford, Surrey GU2 9JX
18 March 2023

Burpham Parish Church
STATEMENT OF FINANCIAL ACTIVITIES
For the Year Ended 31 December 2023

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Incoming Resources						
Voluntary income	2a	147,950	3,240	2,800	153,990	151,691
Activities for generating funds	2b	16,241	1,355	-	17,596	14,033
Interest receivable	2c	240			240	699
Church activities	2d	7,254			7,254	6,751
Total Incoming Resources		171,685	4,595	2,800	179,079	173,174
Resources Expended						
Church Activities	3a	184,283	14,892	29,018	228,193	192,039
Total Resources Expended		184,283	14,892	29,018	228,193	192,039
Net Incoming Resources		(12,598)	(10,297)	(26,218)	(49,114)	(18,865)
Transfers Between Funds						
Net Movement in Funds		(12,598)	(10,297)	(26,218)	(49,114)	(18,865)
Balances b/f at 1 January 2023		60,835	317,143	26,218	404,196	423,060
Balances c/f 31 December 2023		48,237	306,845	-	355,082	404,195

Burpham Parish Church
BALANCE SHEET
As at 31 December 2023

		2023		2022	
	Note	£	£	£	£
FIXED ASSETS					
Tangible Fixed Assets	6		4,055		7,465
CURRENT ASSETS					
Debtors	7	21,764		74,272	
Short term deposits		75,000		75,000	
Cash at bank and in hand		273,821		275,339	
Total current assets		370,585		424,611	
CURRENT LIABILITIES					
Creditors					
Other creditors	8	(19,558)		(27,881)	
Amounts falling due within one year		(19,558)		(27,881)	
NET CURRENT ASSETS			351,027		396,730
TOTAL ASSETS LESS LIABILITIES			355,082		404,195
FUNDS AND RESERVES					
UNRESTRICTED RESERVES					
General Reserve			48,237		60,835
DESIGNATED FUNDS					
Mission Fund	9a	-		4,447	
Drop-in	9a	5,150		4,852	
Major Projects	9a	299,195		305,343	
New Wine	9a	2,500		2,500	
			306,845		317,142
RESTRICTED FUNDS					
Building Fund	9b	-		26,218	
			-		26,218
			355,082		404,195

Approved by the members of the Parochial Church Council on xx March 2024 and

Signed on their behalf by:



Lewis Williams, Chair of PCC



Rev Jo Lamberth, Treasurer

The notes on the following 8 pages form part of these accounts

Burpham Parish Church

NOTES TO THE ACCOUNTS

For the Year Ended 31 December 2023

1 Accounting policies

The PCC is a public benefit entity within the meaning of Financial Reporting Standard (FRS) 102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs and with the Regulations' 'true and fair view' provisions. They have been prepared under FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice (SORP), Accounting and Reporting by Charities (SORP(FRS102)).

The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the financial statements of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

INCOMING RESOURCES

Voluntary income and capital sources

Collections are recognised when received by or on behalf of the PCC. Planned giving receivable under Gift Aid is recognised only when received. Income tax recoverable on Gift Aid donations is recognised when the donation is recognised. Grants, donations and legacies to the PCC are recognised as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable, and its ultimate receipt by the PCC is reasonably certain.

Sales of the parish magazine and funds raised through one-off events and activities are accounted for gross.

Other income

Rental income from the letting of the church centre is recognised when due.

Income from investments

Interest entitlements are recognised as they accrue.

Gains and losses on investments

Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are recognised on revaluation of investments at 31 December.

RESOURCES USED

Grants

Grants and donations are accounted for in the year recognised as the qualifying period.

Activities directly relating to the work of the church

The diocesan parish share is accounted for when due.

Burpham Parish Church

NOTES TO THE ACCOUNTS

For the Year Ended 31 December 2023

1 Accounting policies (continued)

FIXED ASSETS

Consecrated property and movable church furnishings

Consecrated and beneficed property of any kind is excluded from the financial statements by the Charities Act 2011.

Movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are accounted for as inalienable property unless consecrated. They are listed in the church's inventory, which can be inspected at any reasonable time. Items acquired since 1 January 1998 have been capitalised and depreciated in the financial statements over their currently anticipated useful economic life on a straight-line basis.

All expenditure incurred in the year on consecrated or beneficed buildings, individual items under £500, and the repair of movable church furnishings acquired before 1 January 1998 is written off.

Other fixtures, fittings and office equipment

Equipment used within the church premises is depreciated on a straight-line basis over 4 - 6 years, with the exception that fixtures and fittings are depreciated over 10 years. Individual items of expenditure of less than £500 are normally written off in the year in which they are acquired.

Current assets

Amounts owing to the PCC on 31 December in respect of Gift Aid tax recoverable, fees, rents or other income are shown as debtors less provision for amounts that are deemed to be uncollectable.

Short term deposits include cash held on deposit at a recognised UK bank or financial institution.

FUNDS

Unrestricted Funds represent the income funds of the PCC that are not subject to any restrictions regarding their use and are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use or for spending on a future project.

Designated Funds allocated by the PCC for a particular purpose are also unrestricted as they may be undesignated by the PCC and applied for general purposes.

Restricted Funds are those income funds that must be spent on restricted purposes, and details of the funds held and restrictions provided are included in the notes to the accounts.

Burpham Parish Church
NOTES TO THE ACCOUNTS
For the Year Ended 31st December 2023

2 Incoming Resources

		Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
2a Voluntary Income						
Planned Giving	Gift Aid Donation	75,412	3,240	2,800	81,452	93,451
	Tax Recoverable	17,119	-	-	17,119	23,363
	Other	11,519	-	-	11,519	4,892
Loose Collections		-	-	-	-	595
	Tax recoverable	-	-	-	-	-
Donations	Received net	-	-	-	-	672
	Tax Recoverable	-	-	-	-	168
	Other	43,900	-	-	43,900	28,550
Legacies		-	-	-	-	-
		147,950	3,240	2,800	153,990	151,691
2b Activities for Generating Funds						
Trading Activities		15,941	-	-	15,941	13,141
Fundraising Activities		191	-	-	191	892
Grant		-	-	-	-	-
		16,132	-	-	16,132	14,033
2c Interest Receivable						
On deposit accounts		240	-	-	240	188
On loans		-	-	-	-	511
		240	-	-	240	699
2d Income from Church Activities						
Fees for weddings and funerals		3,755	-	-	3,755	317
Regular weekly activities		2,205	-	-	2,205	1,927
Other activities and events		1,403	1,355	-	2,758	4,507
		7,363	1,355	-	8,718	6,751
		171,685	4,595	2,800	179,079	173,174

Burpham Parish Church
NOTES TO THE ACCOUNTS
For the Year Ended 31st December 2023

3 Resources Expended

		Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
3a Church activities						
Mission Giving	Tithed Giving	11,276	4,447	-	15,723	14,572
	Charitable Gifts	-	-	-	-	-
Parish Share		88,928	-	-	88,928	87,495
Staff Salaries (see note 4)		15,387	3,240	-	18,627	37,319
Vicar/Curate/Staff expenses		2,086	-	-	2,086	1,193
Staff and Volunteer training and developmen		214	-	-	214	1,081
Upkeep of Services		721	-	-	721	1,430
Youth & children's work & activities		395	-	-	395	1,908
Church Events costs		586	1,057	-	1,643	1,943
Discipleship and welfare		125	-	-	125	629
Major Buildings Works		-	6,148	26,708	32,856	-
Utilities		14,770	-	-	14,770	8,567
Insurance		3,223	-	-	3,223	3,053
Office Costs		6,565	-	60	6,625	7,141
Cleaning and Refuse collection		4,319	-	-	4,319	853
Maintaining St Lukes Church and Churchyard		10,876	-	2,250	13,126	2,754
Other maintenance Costs		18,498	-	-	18,498	8,521
Depreciation of equipment (note 7)		3,791	-	-	3,791	6,600
Vicarage maintenance and expenses		1,062	-	-	1,062	1,604
Independent examination fee		1,460	-	-	1,460	550
Quinquennial Survey		-	-	-	-	2,249
Other governance costs		-	-	-	-	2,577
Total Expenditure		184,283	14,892	29,018	228,193	192,039

4 Staff Costs

	2023 £	2022 £
Wages and salaries	17,236	35,794
National Insurance	-	-
Pension contributions	1,391	1,525
	18,627	37,319

The Church employed a Church Centre Manager working on weekday mornings during term-time based in the Parish Office and part-time administrators working the equivalent of 3 full days each week until their contracts ended on 31st July 2023.

As a registered charity, Burpham Church qualifies for the Government's Employment Allowance. The full value of employer class 1 national insurance contributions arising during the year was less than the overall allowance.

No payments or expenses were paid during the year (2022 - none) to any PCC member, persons closely connected to them or related parties, in connection with their PCC duties.

Burpham Parish Church
NOTES TO THE ACCOUNTS
For the Year Ended 31st December 2023

5 Pensions

Burpham Church participates in the Pension Builder Scheme of the Church Workers Pension Fund (CWPF) for lay staff. The Scheme is administered by the Church of England Pensions' Board which holds the assets of the schemes separately from those of Burpham Church and the other participating employers.

The Pension Builder Scheme of the CWPF is made up of two sections, Pension Builder Classic and Pension Builder 2014, both of which are classed as defined benefit schemes. Lay employees of Burpham Church are enrolled to the cash balance section known as Pension Builder 2014 with contribution rates of 4% for the employee and 4.5% for the employer, including 0.5% for life insurance cover.

Pension Builder 2014 is a cash balance scheme that provides a lump sum that members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. This account may have bonuses added by the Board before retirement. The bonuses depend on investment experience and other factors. There is no requirement for the Board to grant any bonuses. The account, plus any bonuses declared, is payable from members' Normal Pension Age. The Scheme provides a guarantee to members that their account will not be worth less than the amount of cash paid in and so, in this regard only, the scheme has the attributes of a defined benefit scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of Financial Reporting Standard (FRS) 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are the contributions payable of £1,391 (2022 - £1,525).

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent was carried out as at 31 December 2022. The next valuation is due as at 31 December 2025. For the Pension Builder 2014 section the 2019 valuation revealed a surplus of £2m on the ongoing assumptions used. There is no requirement for deficit payments at the current date.

The legal structure of the scheme is such that if another employer fails, Burpham Church could become responsible for paying a share of that employer's pension liabilities. The PCC consider that the risk of such a liability arising is remote.

Burpham Parish Church
NOTES TO THE ACCOUNTS
For the Year Ended 31 December 2023

6 Tangible Fixed Assets

	Fixtures and Fittings £	Office Equipment £	Church Furniture and Equipment £	Total £
Cost				
At 1 January 2023	15,039	12,520	38,854	66,413
Additions	-	966	-	966
Disposals	-	(1,000)	-	(1,000)
At 31 December 2023	<u>15,039</u>	<u>12,486</u>	<u>38,854</u>	<u>66,379</u>
Accumulated Depreciation				
At 1 January 2023	11,873	11,170	35,905	58,948
Charge for the year	1,484	765	1,542	3,791
Disposals	-	(415)	-	(415)
At 31 December 2023	<u>13,357</u>	<u>11,520</u>	<u>37,447</u>	<u>62,324</u>
Net Book Value				
At 31 December 2023	<u>1,682</u>	<u>966</u>	<u>1,407</u>	<u>4,055</u>
At 31 December 2022	<u>3,166</u>	<u>1,349</u>	<u>2,950</u>	<u>7,465</u>

All tangible fixed assets are held as unrestricted assets.

7 Debtors

Amounts due within one year

	2023 £	2022 £
Gift Aid tax recoverable	20,520	74,205
Prepayments and accrued income	1,244	67
	<u>21,764</u>	<u>74,272</u>

The tax recoverable from HMRC at the balance sheet date relates to 2023.

8 Other Creditors

	2023 £	2022 £
Amounts due to Guildford Diocese	-	3,275
Amounts due to mission partners	8,958	10,235
Amounts due from special collections	-	7,183
PAYE / NI and pension	-	277
Other liabilities	<u>10,599</u>	<u>6,911</u>
	<u>19,558</u>	<u>27,881</u>

The amounts due to Guildford Diocese relate to statutory fees for weddings and funerals in respect of current and some quarters of previous years. As Burpham Church is in vacancy no fees are due

The amounts due to mission partners relate to the tithe set aside to support mission partners but not yet allocated and paid over at the year end.

The amounts due from special collections relate to monies collected by the church specifically to pass on to other charities and are excluded from the income and expenditure of the church. These include the collections at Christmas services.

Burpham Parish Church
NOTES TO THE ACCOUNTS
For the Year Ended 31 December 2023

9 Funds

9a Designated Funds

The designated funds comprise the Drop-in Fund, a New Wine Fund, a Major Projects fund for the exceptional gift receipts during the year and the Mission Fund.

The Drop-in Fund records the transactions of the long standing Thursday Drop-in group, which are operated through a separate bank account under the oversight of the Drop-in Committee.

The Mission Fund holds funds which have been designated by the PCC to be used for the wider mission of the worldwide church through the work of mission partners and similar charitable organisations, but which have not been allocated to partners at the year end.

The Administration Fund receives contributions specifically in support of the salary cost of employing a Parish Administrator. Funds received in year and associated tax recoverable are transferred to the unrestricted fund at the year end to offset part of the costs incurred.

The Major Projects Fund was established by the PCC in 2019 to hold funds from the exceptional gift, which the PCC wishes to use to implement significant initiatives that deliver the vision and mission of the church.

Fund movements on designated funds during the year were as follows:

	New Wine £	Major Projects £	Admin Post £	Drop-in Fund £	Mission Fund £	Total 2023 £
At 1 January 2023	2,500	305,343	-	4,853	4,447	317,143
Incoming resources	-	-	3,240	1,355	-	4,595
Resources expended	-	(6,148)	(3,240)	(1,057)	(4,447)	(14,892)
Transfer (note 6)	-	-	-	-	-	-
At 31 December 2023	2,500	299,195	-	5,150	-	306,845

9b Restricted Funds

The restricted funds comprise the Buildings Fund for the reordering and refurbishment of the Church of the Holy Spirit and St Luke's Church. The building fund receives regular planned giving and ad hoc donations.

Burpham Parish Church
NOTES TO THE ACCOUNTS
For the Year Ended 31 December 2023

10 Analysis of Net Assets by Fund

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2023 £
Tangible fixed assets	4,055	-	-	4,055
Debtors falling due in more than one year	-	-	-	-
Debtors falling due in less than one year	20,640	-	-	20,640
Short term deposit and cash at bank	41,976	306,845	-	348,821
Creditors falling due within one year	(18,433)	-	-	(18,433)
	48,237	306,845	-	355,082

11 Prior Period Comparative SOFA

Statement of Financial Activities for the year ending 31 December 2022

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2021 £
Incoming Resources				
Voluntary income	145,721	3,000	2,970	151,691
Activities for generating funds	14,033	-	-	14,033
Interest receivable	699	-	-	699
Church activities	6,321	430	-	6,751
Total Incoming Resources	166,774	3,430	2,970	173,174
Resources Expended				
Church Activities	173,900	18,139	-	192,039
Total Resources Expended	173,900	18,139	-	192,039
Net Incoming Resources	(7,126)	(14,709)	2,970	(18,865)
Transfers Between Funds	3,000	(3,000)	-	-
Net Movement in Funds	(4,126)	(17,709)	2,970	(18,865)
Balances b/f at 1 January 2022	64,961	334,851	23,248	423,060
Balances c/f at 31 December 2022	60835	317,142	26,218	404,195