

**Charity Reg No: 1132246**

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL  
PARISH OF HORSHAM DIOCESE OF CHICHESTER**

**("HORSHAM PAROCHIAL CHURCH COUNCIL") ANNUAL**

**REPORT AND UNAUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31st DECEMBER 2016**

**HORSHAM PAROCHIAL CHURCH COUNCIL  
FINANCIAL STATEMENTS FOR YEAR ENDED 31st DECEMBER 2016**

CONTENTS

Trustees' Report	1 - 8
Independent Examiner's Report	9
Statement of Financial Activities	10
Balance Sheet	11
Statement of Cash Flows	12
Notes to the Financial Statements	13 - 21

**HORSHAM PAROCHIAL CHURCH COUNCIL  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31st DECEMBER 2016**

The trustees present their report along with the financial statements for the charity for the year ended 31st December 2016. The financial statements have been prepared based on the accounting policies set out in Note 1 to the financial statements and comply with the Church Accounting Regulations 2006 and with the Charities SORP 2015 (FRS 102).

**LEGAL AND ADMINISTRATIVE INFORMATION**

**Charity Registration Number:** 1132246

**Address:** The Church Centre, Causeway, Horsham, West Sussex, RH12 IHE

**Trustees:**

The Revd Canon Guy Stevenson Bridgewater, Vicar of Horsham and Chairman	
The Revd Kate Bailey from 25 June 2016 The Revd Paddy Beresford The Revd Canon Guy Bridgewater The Revd David Bouskill The Revd Richard Coldicott to 18 October 2016 The Revd Natalie Loveless The Revd Mike Nelson from 25 June to 18 October 2016 The Revd Bernard Sinton The Revd Jimmy Young Mr Mike Attfield to 19 October 2016 Mr Keith Bridgeman to 24 Jan 2016 Mrs Christine Bright Mrs Joyce Brown Mrs Gillian Budd Mrs Val Burgess Mrs Jenny Cain from 31 August 2016 Mrs Anne D'Arcy to 28 April 2016 Mr Paul Duhig Mr Peter Fruin	Mrs Irene Gettins Mr Stephen Gledhill from 31 August 2016 Mrs Sandra Gooding to 28 April 2016 Mrs Angela Haydon to 28 April 2016 Mr Tim Hewlett Mrs Lesley-Ann Holland from 28 April 2016 Mrs Linda Humble to 20 October 2016 Mrs Elizabeth Jinks from 28 April 2016 Mr Mark Johnston from 31 August 2016 Mrs Brenda Large Mrs Paula McCarthy Mr Andrew McLean to 20 October 2016 Mr Mike Parry to 18 October 2016 Mrs Libby Risby to 12 June 2016 Mr Bob Silver Mr Nigel Stalley Dr John Stoddart to 2 November 2016 Mrs Margaret Symonds to 25 June 2016 Mrs Pauline Welch

**Bankers:** National Westminster Bank plc, 47 Carfax, Horsham, West Sussex, RH12 1YZ

**Independent Examiner:** Martin A.C. Carter FCA, Morris Palmer Limited, Barttelot Court, Barttelot Road, Horsham, West Sussex, RH12 1DQ

**Parish Treasurer:** Paul Kirkbride, 23 Thatchers Close, Horsham, West Sussex, RH12 5TL

**HORSHAM PAROCHIAL CHURCH COUNCIL  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31st DECEMBER 2016**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Charity is governed by the following documents. The Parochial Church Councils (Powers) Measure 1956 and the Church Representation Rules (contained in Schedule 3 to the Synodical Government Measure 1969 as amended).

**Organisational Structure**

From 1<sup>st</sup> January 2016 to 17<sup>th</sup> October 2016 five churches, the Parish Churches of St Mary the Virgin, Holy Trinity Church, St John's Broadbridge Heath, St Mark's and St Leonard's comprised the Parish of Horsham. Each of them is represented on the Parochial Church Council, which until 17<sup>th</sup> October 2016 had 31 members. The organisational structure of the Parish changed on 18<sup>th</sup> October 2016, when a new and separate Parish and Benefice of St Mark's Holbrook was legally created. This reduces Horsham Parish to four churches, with representation on the PCC reconstituted with 24 serving members. There are some vacancies and two of the Parish Wardens also have other roles.

	Pre 18 October 2016	Post 18 October 2016
Clergy – team rector, 4 team vicars and 4 curates	9	7 (-1 vicar and 1 curate)
Parish Wardens	3 (*NS also Diocesan Synod)	2 (*NS also Diocesan Synod)
Lay members of Diocesan Synod	2	2
Lay members elected by the churches to the Deanery Synod (maximum 8)	7	5
Lay members elected by the churches to the PCC (maximum 3 per church)	10	8
	31	24

NB. In addition, the Parish Youth Worker and the Parish Treasurer attend the meetings in a non-voting capacity.

The charity feels that every volunteer's contribution is significant to our ability to undertake various activities. The lay members who volunteer to help run services are vital to the operation of the charity and the use of volunteers to visit residents of the parish in need, spiritually and when falling sick are clearly evident for all to see the benefits. The church could not operate without the help of volunteers who are utilised in so many areas.

Volunteers offer their services to help run church services, help with the Sunday schools, run the church offices and visit those in need. The total number of hours cannot be quantified but are considerable and their presence is clearly seen by the community.

**Appointment of the Trustees**

The patrons of the parish are the Archbishop of Canterbury, the Bishop of Chichester and the Bishop of Horsham. They appoint the Vicar of Horsham, subject to the approval of two elected parish representatives, and the Vicar is also ex officio Team Rector of the parish, Chairman of the PCC and Chairman of the Trustees.

The other PCC members and trustees are

- Stipendiary clergy, who are members of the PCC ex officio
- Churchwardens elected annually by the annual parish meeting
- Lay members elected by the annual parochial church meeting
- Lay members of Diocesan Synod, elected every three years by lay members of their Deanery Synod
- Lay members of Deanery Synod, number according to the size of the electoral roll, elected every three years by the annual parochial church meeting.

**HORSHAM PAROCHIAL CHURCH COUNCIL  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31st DECEMBER 2016**

**The Induction and Training of Trustees**

The diocese of Chichester, the Archdeacon of the Horsham area of the diocese, the Rural Dean of the Horsham Deanery and the Diocesan Advisory Committee all provide guidance, both in writing and orally, to the new trustees.

**The decision-making process of the Parish**

Following a thorough review conducted in 2009, the Constitution and membership of the PCC and the Standing Committee was revised in 2011; much of the central decision-making process in the parish was delegated by the PCC to the Standing Committee, which consisted of the Team Rector, the other vicars, one Team Warden from each church, the Parish Treasurer and the PCC Secretary.

It was the duty of the Standing Committee to:

- i. Start Parish-wide strategic thinking & planning processes. This (and any PCC adopted "mission action planning" proposals that followed) would not seek to override or detract from local church MAP strategy and ownership of vision - which are devolved for DCC responsibility. Rather, it would be a forum for addressing together wider mission opportunities and needs (including those raised at it by DCCs) and shaping proposals that require a Parish or town-wide response;
- ii. Speed up any final approval necessary of business delegated to DCCs;
- iii. Deal with the detail of PCC level legal business (e.g. preparation of final accounts; official Electoral Roll preparation; faculty applications)

The decision-making process in each of the member churches is delegated by the PCC to the District Church Councils, each of which has responsibility for the finances of its church, is required to present an annual budget for approval to the PCC or Standing Committee and is required to conduct its affairs in accordance with that budget.

Remuneration is decided in June each year and any recommendations for increases etc, terms and conditions, are then referred to each church's DCC for approval.

**Position in relation to a Wider Network**

The Parish of Horsham is within the Horsham Deanery, which in turn is within the area of the Diocese of Chichester presided over by the Bishop of Chichester and his suffragan the Bishop of Horsham. The Diocese of Chichester is in turn within the metropolitan area presided over by the Archbishop of Canterbury.

**Relationship with other Charities and Organisations**

The churches of the Parish of Horsham are members of the ecumenical organisation known as Horsham Churches Together.

**PCC Strategy for mission support for team churches that are weaker in resources**

In the seminal PCC plan for a "Revitalised and Refocused Team Ministry" adopted in 2009, we made a commitment under this heading to give more than mere lip service to our mutual support across the churches of our Team Parish. The PCC there noted that "E.g. St. Leonard's currently (& previously St. John's & St. Mark's) this might include (as agreed by both the DCCs concerned and the PCC), support for church growth through focused prayer, finance, training, expertise and personnel".

**HORSHAM PAROCHIAL CHURCH COUNCIL  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31st DECEMBER 2016**

The PCC believes that, in the period since then, we have made good progress in healthy common working and appropriate support across our Parish - and we remain on the look-out for further practical opportunities as they arise. In particular, we wish to reaffirm at this point our commitment to financial mutual support, as a group of churches in one parish, with a shared treasurer and single set of accounts.

## **RISK MANAGEMENT**

### **Policy in relation to Major Risks**

The trustees have set in motion an examination of the major strategic, business and operational risks which the charity faces and confirm that they have established systems to enable regular reviews to ensure that necessary steps are taken to lessen the risks identified.

Over the past year, the Parish Treasurer has given consideration to the major risks to which the PCC is exposed and has carried out a review regarding the authorisation of expenditure and subsequent monitoring. The Parish Treasurer is satisfied the controls are robust.

Each Church Committee is responsible for taking such action as it judges to be desirable in relation to health and safety and disability issues, subject to the affordability of such action.

## **OBJECTIVES AND ACTIVITIES**

The purpose of the charity is to make arrangements for the communal worship of God and to do what it can towards the furtherance of His Kingdom on earth.

### **Strategies for achieving the Charities Objectives**

Each of the churches arranges acts of communal worship, and church services take place in the parish not only on Sundays but on every day of the week.

The parish is responsible for a Church of England primary school and a pre-school nursery. It employs a full-time Youth Worker and runs both an active Mothers' Union Branch and a team of pastoral visitors which provides support for many who are not church-goers. There are numerous house groups and study groups.

Contributions from the parish's income are given to a wide range of activities, both overseas and at home and financial support is given to two Church of England schools.

## **ACHIEVEMENTS AND PERFORMANCE**

During the year, the Trustees continued to oversee the implementation of their plans to refresh and revitalise the working of our Team Ministry. This led in due course to the creation of the new Parish of Holbrook (previously referenced) to address the needs of substantial new housing planned for North Horsham including our submission to the Diocesan review of Crawley and Horsham being conducted by the Archdeacon of Horsham. All churches continued to pursue the aims identified in their Mission Action Plans (available on request), which included a range of projects in worship, discipleship, training, pastoral care, social action and evangelism.

Horsham PCC aims to interpret "promoting in the parish the whole mission of the Church" by enabling the people of Horsham to discover faith and to live it out in the community. We provide opportunities for worship and prayer, give pastoral care to all who need it, and share our faith with others. We employ a Youth Worker, much of whose time is spent in outreach work in the town, especially with the Y Centre and troubled teenagers in schools.

Horsham is a Team parish and each of the churches in the parish is encouraged to operate independently in the way it fulfils these aims.

**HORSHAM PAROCHIAL CHURCH COUNCIL  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31st DECEMBER 2016**

St Mary's church has been delighted to hold a Festal Evensong to celebrate the 90<sup>th</sup> birthday of Her Majesty the Queen, and the Sussex County Carol Service for St. John's Ambulance, as well as the Civic Service during the June Flower Festival, which always brings a large number of admiring visitors. At Christmas in particular the church is a regular venue for special services for local public and private schools and other secular organisations.

The church is open for services, of course, but also for at least a few hours every day to visitors who value the opportunity to spend time in the peace and beauty of the ancient building, which is so well looked after by its congregation. The Year 2 and Year 5 school children come to visit as part of their history and RE curriculum. Thanks flow in from families who have returned to Horsham, sometimes from across the world, for major life events - weddings, funerals, family baptisms. The following is typical *"We would like to thank you from the bottom of our hearts for helping make our special day perfect. We had the most incredible day. The church is so beautiful and the hymns and anthems were stunning. Thank you."*

Music is an important part of St Mary's life and it has been very encouraging to see a raft of enthusiastic new choristers welcomed to begin their singing training in the large church choir. St Mary's is also the chosen venue for concerts by many local choirs and musical organisations. The staff are regularly thanked verbally for their friendly and helpful approach to make sure visitors and hirers have successful events.

The Church Centre is used for everything from the Air Cadet Corps Christmas dinner to Zumba classes, from family parties to photo shoots. Community groups that meet during the week in the church buildings are invited to all church events publicised on the noticeboard and at flyer pick-up spots by the church centre & church entrances.

St Mary's has developed ways that the church can receive information about those in need and then to help them. There is a team of volunteers who visit lonely, elderly or sick people. The clergy and the church workers can offer advice for bereavement, divorce and other life situations, signposting to other organisations when specialist help is needed, for example the child contact centre, anger management courses, debt counselling.

Members of the congregation took responsibility for staffing a shift of the Night shelter for the homeless, set up under the auspices of Horsham Churches Together. Volunteers also work with other HCT projects including the Foodbank and Horsham Matters.

People are able to choose from a large number of groups and services for different ages, different family situations, different churchmanship and people with particular needs or talents e.g. adult Bible study with childcare and midweek services including a short afternoon communion service for young families, or just a coffee stop that is accessible with a buggy. For example, there is a lively offering for families, children and young people. Facebook comments show how much this is appreciated. *"It was fab, the kids loved it- especially the bears and snakes!! Thank you."* A regular group meets for breakfast and games on a Saturday morning; it is for fathers/male carers and their children - an opportunity for dads to socialize in a non-challenging environment.

There is a regular bookstall of Christian books and items to help families celebrate Easter and Christmas in a more Christian way. One mother of three said *"it was so useful to have a good selection in church as she found it hard shopping with the children but wanted to look through books rather than view a photo online."*

Specialists are often invited into mid-week groups and special weekend events e.g. a visit from the First Response community team and the St John ambulance, Dementia friends, flower arranging. Training for volunteers in safeguarding, child protection, first aid and many other areas increases the life skills of the community as well as ensuring that St Mary's follows best practice guidelines.

**HORSHAM PAROCHIAL CHURCH COUNCIL  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31st DECEMBER 2016**

Last, but certainly not least, St Mary's supports financially and prayerfully various local and international charities, both through special collections and budgeted giving. Christian Aid, Condor Vision Trust, Mission Afrika and Anchor Counselling were our chosen charities in 2016. News and prayer requests from these are published on the dedicated noticeboard and in the pew sheets.

**Holy Trinity** works closely with its local primary school, Trafalgar Road; the children come into church at Christmas and other festivals, and the clergy go into the school regularly to lead assembly. Holy Trinity Players, a drama group, is strongly connected to the church, but has an open membership policy for anyone aged 15+. Currently they have over 50 members aged between 15 and 80+ and put on two productions a year. They also went carol singing to raise money for charity. Other practical ways of supporting charities have been continued, including organising a Macmillan's Coffee Morning, supporting the Shoe Box appeal and the year round support of Family Support Work by collecting food for distribution among those in need.

The clergy of the church have received thanks for their involvement in leading weddings, funerals and baptisms during the past year. Also in 2016 the church started organising Messy Church days which have been well received in the community; here is a recent comment we received after our latest Messy Church day: *"The reason for my email is that my wife took our young daughter to a fantastic make and do session at Holy Trinity this half term..."*

**St Leonard's** runs a fortnightly service and bible study in a local care home and takes assemblies and in two local schools. The church kitchen is used for a community bakery for young adults with special needs and also a church-run weekly parent and toddler group open to all. The hall is used by groups such as Model Railway Club, Ballroom dancing, Keep Fit, Ballet classes, two local choirs and for a monthly Sunday afternoon tea for those who would ordinarily be on their own. Last year, due in part to the low rental charge, there were over 50 children's parties. The newly trained pastoral visiting team support the vulnerable and recently bereaved and also young families who may be considering baptism. Plans are currently underway for a service and tea for our community to remember loved ones who have died. St Leonard's holds a monthly fish and chip evening and acts as a community space for meetings, exhibitions, and events such as being a polling station.

As a church, St. Leonard's supports various external charities. Last year they sent 30 shoe boxes filled with essential supplies and children's toys to Romania. They also have strong connections with the Charity 'British Earthquake and Tsunami support' in Indonesia. One of their congregation is a trustee and has recently visited the projects, including an orphanage, we support. They have made monetary collections for the Diocesan Charity Family Support Work and Water Aid, and have recently hosted two community collections for food, clothing, shelter and medical supplies for Syrian Refugees in a joint enterprise with a Muslim Charity.

**St John's** sits at the heart of the village of Broadbridge Heath, which is due to double in population to more than 6,000 over the next five years. They are taking this opportunity to review their likely church needs in serving the local community for the next generation.

Links with this community, new and old, continue to grow. Attendance at Christmas services was well up on previous years and for the Christingle Service the church was forced to stretch to its maximum capacity. There has been a renewed push to establish homegroups and five new groups are the result of that initiative. These groups consolidate the community and generate the valuable glue that helps stick it together. The established activities of the Tea and Fellowship team, Craft Socials, monthly Village Lunches, the traditional Easter Walk, Harvest Supper and Summer Camp at the farm have been endorsed this year by the new initiatives of Men Aloud, Holiday Club, the alternative Halloween Light Party, the Big Brekkie and Scarecrow Week. At Christmas, St John's joined with HCT to man the Three Kings stall in the Carfax as part of a round-the-town trail for children to discover Jesus.



**HORSHAM PAROCHIAL CHURCH COUNCIL  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31st DECEMBER 2016**

The church hosted the Space production of the play "Two" and provided the set. The play was well received, with enthusiastic attendances on all four evenings' performances.

The farm, a facility generously provided by a parishioner, has been open to families on Tuesdays in the school holidays for all the fun and freedom to be had by children in safe surroundings.

St John's has maintained solid financial support to charity; the Children's Society, TEAR Fund, Christian Aid, Syria etc.

For **St Mark's** 2016 was recognised as a year of transition, as on 18<sup>th</sup> October 2016 it became the separate parish of Holbrook. However, in the previous months St Mark's was part of the Team and it is appropriate to report here its deep involvement in its community.

The totally free Community Fun Day in May was enjoyed by many. This year it was a beautifully hot day and brought so many visitors that they twice had to purchase more barbecue food. In July they held a 'Breakfast on the Green' where neighbours could enjoy breakfast and take time to get to know one another.

St Mark's regularly holds a communion service for the spiritual well-being of residents in Westlake House care home and offers spiritual support to all parishioners through the 'Prayers for Streets' initiative. Every road in their area is adopted into the scheme with a letter drop and parishioners are invited to contact the church with their prayer requests.

Pastoral care is offered during Sunday services for the congregation, with the Pastoral Team members on hand to pray with people in distress or wanting personal one-to-one prayer support. The Pastoral Team also offers home visits. Beyond the parish St Mark's has a permanent collection box in church for The Women's Refuge. People can donate food and supplies which can then be sent on once the box is full. The Harvest Festival collection of non-perishable goods was donated to them too.

And all of this is before thinking about the various things that Horsham Parish members are involved in outside the 'church' label, such as Red Cross, hospice volunteering, scouts and guides.

#### **FINANCIAL REVIEW**

Income from unrestricted funds for the year amounted to £700,232 (2015 - £781,513) with the largest amount being received from planned giving at £360,233 (2015 - £372,564). Expenditure from unrestricted funds was £736,841 (2015 - £744,773) with the largest item spend being the diocesan quota at £326,699 (2015 - £330,166). This gives a deficit of £34,584 before transfers between funds of £13,218, resulting in a total deficit of £21,366. The balance of unrestricted funds at 31 December 2016 amounted to £169,766 which is represented by £54,731 in unused legacies and £41,076 designated for use on the Fabric of the churches. The total general unrestricted total is £73,959 which equates to just over 2 months expenditure.

The financial statements include the disposal of St Mark's Church on 17th October 2016 totalling £34,799. This is included in the expenditure figures within unrestricted funds.

Our investments in shares are held by the Diocese of Chichester and the latest policy is that investments should not be in the alcoholic drinks industry. We do not consider there are any principal risks to be taken into account as everything is already covered. We are in constant liaison with Church House who acts as advisors to the charity. The charity holds material financial investments i.e. the Mitchell Trust shares the CBF investment fund shares now within the M&G Charifund. The charity made the decision not to invest in the alcoholic drinks industry.

**HORSHAM PAROCHIAL CHURCH COUNCIL  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31st DECEMBER 2016**

**RESERVES POLICY**

It is the intention of the PCC to use the majority of the monies in the fabric funds on the church's repairs and renovations during this year.

The PCC is considering the best use of the legacies and it is intended to allocate a proportion of the monies for the benefit of the churches bearing in mind the monies were left by churchgoers for the benefit of the church. Two months on average is the amount of unrestricted money that the trustees feel is necessary to safeguard the operation of the charity throughout the year.

We intend to maintain fabric at a reasonable level but understand that it was the wish of the donors for the monies to be spent on projects as so determined by the PCC. It is our intention to spend these funds in due course and not to maintain a high level without just cause.

**PLANS FOR FUTURE PERIODS**

During 2017, the PCC will continue to implement their decision to refresh and revitalise the working of our Team Ministry. Plans to reach out in mission to areas of new housing will also be developed and pursued. Vocations to both ordained and lay ministry will continue to be fostered and encouraged, with youth ministry an area identified as needing particular resourcing for future growth. All four churches will continue to pursue the aims identified in their Mission Action Plan (available on request), which include a range of products in worship, discipleship training, pastoral care, social action and evangelism.

**TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS**

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 6 April 2017 and signed on their behalf by:

**The Rev'd Guy Bridgewater  
Chairman**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF HORSHAM DIOCESE OF CHICHESTER**

I report on the accounts of the charity for the year ended 31 December 2016 which are set out on pages 10 - 21.

**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 Commissioners 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 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 a full audit, and consequently I do not express an audit opinion on the accounts.

**Independent Examiner's Statement**

In connection with my examination, no matters have come to my attention

1. which give me reasonable cause to believe that in any material respect the requirements  
to keep accounting records in accordance with section 130 of the 2011 Act; or  
to prepare accounts which accord with these accounting records 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.

**Martin A.C. Carter FCA  
Morris Palmer Limited  
Barttelot Court  
Barttelot Road  
Horsham  
West Sussex  
RH12 1DQ**

**Date: 2017**

Martin Carter FCA is eligible to act as an independent examiner as he is a member of the ICAEW, a listed body in the 2011 Act, as amended by the 2015 Order.

**HORSHAM PAROCHIAL CHURCH COUNCIL**  
**Statement of Financial Activities**  
**For the year ended 31 December 2016**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Endowed Funds</b>	<b>Total Funds 2016</b>	<i>Total Funds 2015</i>	<i>Notes</i>
	£	£	£	£	£	
<b>Income and endowments from:</b>						
Donations and legacies	534,191	62,819	-	<b>597,010</b>	613,969	
Other trading activities	144,549	101,141	-	<b>245,690</b>	245,515	
Investments	21,282	-	713	<b>21,995</b>	15,321	
Other receipts	210	777	-	<b>987</b>	515	
<b>Total income</b>	<b>700,232</b>	<b>164,737</b>	<b>713</b>	<b>865,682</b>	875,320	2
<b>Expenditure on:</b>						
Charitable activities	667,815	146,960	-	<b>814,775</b>	793,165	
Other trading activities	69,026	-	-	<b>69,026</b>	49,529	
<b>Total expenditure</b>	<b>736,841</b>	<b>146,960</b>	<b>-</b>	<b>883,801</b>	842,694	3
Net gains (or losses) on investments	2,025	-	33,627	<b>35,652</b>	(1,636)	
<b>Net income or (net expenditure)</b>	<b>(34,584)</b>	<b>17,777</b>	<b>34,340</b>	<b>17,533</b>	30,990	
<b>Transfers between funds</b>	<b>13,218</b>	<b>(13,218)</b>	<b>-</b>	<b>-</b>	-	7
	(21,366)	4,559	34,340	17,533	30,990	
<b>Other recognised gains/(losses):</b>						
<b>Net movement in funds</b>	<b>(21,366)</b>	<b>4,559</b>	<b>34,340</b>	<b>17,533</b>	30,990	
<b>Reconciliation of funds:</b>						
Total funds brought forward	191,132	125,399	446,161	<b>762,692</b>	731,702	
<b>Total funds carried forward</b>	<b>169,766</b>	<b>129,958</b>	<b>480,501</b>	<b>780,225</b>	762,692	

# HORSHAM PAROCHIAL CHURCH COUNCIL

## Balance Sheet (also known as Statement of Financial Position)

As at 31 December 2016

	Total Funds 2016	Total Funds 2015	Notes
	£	£	
Tangible assets	27,002	29,897	
Fixed asset investments	492,167	456,515	
<b>Total fixed assets</b>	<b>519,169</b>	<b>486,412</b>	8
Stocks	-	162	
Debtors	21,232	45,838	10
Investments	8,604	7,891	
Cash at bank and in hand	372,855	300,529	14
<b>Total current assets</b>	<b>402,691</b>	<b>354,420</b>	
Creditors: Amounts falling due within one year	(139,635)	(66,140)	11
<b>Net current assets</b>	<b>263,056</b>	<b>288,280</b>	
<b>Total assets less current liabilities</b>	<b>782,225</b>	<b>774,692</b>	
Creditors: Amounts falling due after more than one year	(2,000)	(12,000)	12
Provisions for liabilities	-	-	
<b>Total net assets</b>	<b>780,225</b>	<b>762,692</b>	
<b>The funds of the charity:</b>			
Endowment funds	480,501	446,161	13
Restricted income funds	129,958	125,399	13
<i>Unrestricted funds</i>	169,766	191,132	
<i>Revaluation reserve</i>	-	-	
Total unrestricted funds	169,766	191,132	13
<b>Total charity funds</b>	<b>780,225</b>	<b>762,692</b>	

This Annual Financial Report, for the year ended 31 December 2016, including the notes following, was

**Approved** by the PCC and signed on its behalf by

Canon Guy Bridgewater, PCC Chairman

.....

06 April 2017

# HORSHAM PAROCHIAL CHURCH COUNCIL

## Statement of Cash Flows

For the year ended 31 December 2016

	Total Funds <b>2016</b>	Total Funds <u>2015</u>	Notes
	£	£	
<b>Cash flows from operating activities:</b>			
<i>Net cash provided by (used in) operating activities (see below)</i>	<b>82,326</b>	3,569	
<b>Cash flows from investing activities:</b>			
Proceeds from sale of investments	-	373,481	
Purchase of investments	-	(373,481)	
<i>Net cash provided by (used in) investing activities</i>	-	-	
<b>Cash flows from financing activities:</b>			
Repayments of borrowing	<b>(10,000)</b>	(5,000)	
<i>Net cash provided by (used in) financing activities</i>	<b>(10,000)</b>	(5,000)	
<b><i>Change in cash and cash equivalents in the reporting period</i></b>	<b>72,326</b>	(1,431)	
Cash and cash equivalents at the beginning of the reporting period	<b>300,529</b>	301,960	
<b>Cash and cash equivalents at the end of the reporting period</b>	<b>£372,855</b>	£300,529	14

## Reconciliation of net income/(expenditure) to net cash flow from operating activities

	Total Funds <b>2016</b>	Total Funds <u>2015</u>	Notes
	£	£	
<b><i>Net income/(expenditure) for the reporting period (as per the statement of financial activities)</i></b>	<b>17,533</b>	30,990	
<b>Adjustments for:</b>	-	-	
Depreciation charges	<b>2,895</b>	2,895	
(Gains)/losses on investments	<b>(35,652)</b>	1,636	
Decrease in stocks	<b>162</b>	234	
Decrease/(increase) in debtors	<b>23,893</b>	(22,162)	
Increase/(decrease) in creditors	<b>73,495</b>	(10,024)	
<b><i>Net cash provided by (used in) operating activities</i></b>	<b>£82,326</b>	£3,569	

# HORSHAM PAROCHIAL CHURCH COUNCIL

## Notes to the financial report

### For the year ended 31 December 2016

---

#### 1 Accounting policies

---

##### a Accounting convention

The financial statements have been prepared under the Church Accounting Regulations 2006 encompassing the Charities Act 2011 in accordance with applicable accounting standards and the current (2015) Statement Of Recommended Practice, Accounting and Reporting by Charities SORP (FRS 102).

The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those which are informal gatherings of church members.

The trustees consider there are no material uncertainties regarding the charity's ability to continue its activities for the foreseeable future.

---

##### b Funds accounting

Funds held by the PCC are:

*Unrestricted funds* - general funds which can be used for PCC ordinary purposes

*Designated funds* - monies set aside by the PCC out of unrestricted funds for specific future purposes or projects.

*Restricted funds* - a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest; b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year is carried forward as a balance on that fund.

*Endowment funds* - funds the capital of which must be maintained; only income arising from the investment of the endowment may be used, either as restricted or unrestricted funds, depending on the purpose set out in the terms of the original endowment

---

##### c Income and endowments

All income and endowments are accounted for without deduction for any costs of recoverability, are recognised when there is evidence of entitlement, receipt is probable, and the amount can be measured reliably.

###### Donations and legacies

*Collections* are recognised when received.

*Planned giving* receivable is recognised when there is evidence of entitlement, receipt is probable, and the amount accords with the Gift Aid declaration or other record of intention to donate.

*Gift aid recovered* is recognised when the income to which it is attached is recognised.

*Grants and legacies* are recognised when the formal offer in writing of the funding, is received by the PCC.

###### Charitable activities

*Sales of magazines and study notes* are recognised when received.

*Rents from property* are recognised in accordance with the rental agreements, when receipt is probable.

###### Other trading activities

*Trading activities* are where income is receivable in return for selling goods or providing services. Income from trading is recognised either: a - when received, or b - in the case of concerts: for the year in question, irrespective of date of receipt. Advance bookings are included in creditors until the concert has taken place.

###### Investment income

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue.

# HORSHAM PAROCHIAL CHURCH COUNCIL

## Notes to the financial report (continued)

### For the year ended 31 December 2016

#### **All other income**

All other income is recognised in accordance with the above overall policy.

#### **Gains and losses on investments**

Realised gains are recognised when the investments are sold.

Unrealised gains and losses are accounted for on revaluation at 31 December.

---

#### **d Expenditure**

Expenditure is accounted for on an accruals basis and accounted for gross.

##### **Grants**

Grants and donations are accounted for when paid over, or when awarded where the award creates a binding obligation on the PCC.

##### **Church Activities**

The diocesan parish contribution is accounted for on an annual basis, reflecting the allocation set by our Deanery. Any parish contribution unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the balance sheet.

---

#### **e Fixed Assets**

##### **Tangible fixed assets**

Consecrated and beneficed property of any kind is excluded from the accounts by s.10(2) of the Charities Act 2011.

Movable church furnishing held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected but are not included in the financial statements. For other property acquired prior to 2005 there is insufficient cost information available and therefore the cost of such assets is not stated in the financial statements.

All expenditure on consecrated or beneficed buildings and individual items costing under £1,000 are written off in the year they were incurred.

##### **Depreciation**

Depreciation is calculated to write down the cost of tangible fixed assets, excluding freehold properties, over their expected useful lives. The rates generally applicable are:

Fixtures and fittings	25%
Improvements to buildings	10%
Resurfacing of car park	10%

No depreciation is provided on freehold property as it is the PCC's policy to maintain these assets in a continual state of sound repair. The useful economic life of these assets is so long and residual values so high that any depreciation would not be material. These assets will be subject to annual impairment reviews. Provision will be made if there has been any permanent diminution in value.

##### **Investments**

Investments are stated at market value at the balance sheet date.

---

#### **f Current Assets**

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectible.

Short-term deposits include cash held on deposit either with the CBF Church of England Funds, or at the bank.



**HORSHAM PAROCHIAL CHURCH COUNCIL**  
**Notes to the financial report (continued)**  
**For the year ended 31 December 2016**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Endowed Funds</b>	<b>Total Funds 2016</b>	<i>Total Funds 2015</i>	<i>Notes</i>
	£	£	£	£	£	
<b>2 Analysis of income and endowments:</b>						
Planned giving	360,233		-	<b>360,233</b>	373,572	
Loose cash collections	30,926	450	-	<b>31,376</b>	24,256	
Special appeals	48,396	58,275	-	<b>106,671</b>	100,636	
Gift Aid recovered	79,642	1,894	-	<b>81,536</b>	91,902	
Legacies	14,494	2,200	-	<b>16,694</b>	23,603	
Grants	500	-	-	<b>500</b>	-	
<b>Donations and legacies</b>	<b>£534,191</b>	<b>£62,819</b>	-	<b>£597,010</b>	£613,969	
Car park fees	36,103		-	<b>36,103</b>	38,987	
Church centre hiring fees	87,973	100	-	<b>88,073</b>	90,326	
Magazine advertisement fees	43		-	<b>43</b>	3,675	
St.Mary's Nursery Fees		97,886	-	<b>97,886</b>	97,450	
Fees for weddings & funerals	20,430	3,155	-	<b>23,585</b>	15,077	
<b>Other trading activities</b>	<b>£144,549</b>	<b>£101,141</b>	-	<b>£245,690</b>	£245,515	
Bank & CBF deposit interest	1,148	-	713	<b>1,861</b>	1,915	
CBF investment fund dividend	20,134	-	-	<b>20,134</b>	13,406	
<b>Investments</b>	<b>£21,282</b>	-	<b>£713</b>	<b>£21,995</b>	£15,321	
Other receipts	210	777	-	<b>987</b>	515	
<b>Total received on all funds</b>	<b>£700,232</b>	<b>£164,737</b>	<b>£713</b>	<b>£865,682</b>	£875,320	

Total received on all funds in 2015 were as follows: Unrestricted £781,513, Restricted £122,460 and Endowed £589.

**HORSHAM PAROCHIAL CHURCH COUNCIL**  
**Notes to the financial report (continued)**  
**For the year ended 31 December 2016**

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Endowed Funds</u>	<u>Total Funds 2016</u>	<i>Total Funds 2015</i>	<i>Notes</i>
	£	£	£	£	£	
<b>3 Analysis of expenditure on:</b>						
<b>Raising funds</b>	-	-	-	-	-	
Missionary and charitable giving	44,429	16,394	-	<b>60,823</b>	41,060	4
Ministry:						
<i>diocesan parish contribution</i>	326,699	-	-	<b>326,699</b>	330,166	
<i>other clergy costs</i>	41,002	-	-	<b>41,002</b>	27,868	
Staff	34,457	-	-	<b>34,457</b>	34,460	
Organist and choir	20,667	7,260	-	<b>27,927</b>	33,597	
Upkeep of services	19,395	-	-	<b>19,395</b>	19,008	
Verger	11,547	-	-	<b>11,547</b>	11,622	
Church running	46,775	-	-	<b>46,775</b>	68,124	
Youth leader	31,784	445	-	<b>32,229</b>	28,721	
Sunday school	19,488	-	-	<b>19,488</b>	21,752	
Church maintenance and repair	20,527	25,233	-	<b>45,760</b>	40,683	
Upkeep of churchyard	1,313	-	-	<b>1,313</b>	1,632	
Other expenses	11,395	-	-	<b>11,395</b>	11,237	
Bank charges	3,023	-	-	<b>3,023</b>	3,492	
Depreciation	2,895	-	-	<b>2,895</b>	2,895	
Governance	32,419	-	-	<b>32,419</b>	17,114	6
Friends	-	39	-	<b>39</b>	1,769	
St Mary's Nursery expenditure	-	97,589	-	<b>97,589</b>	97,965	
<b>Charitable activities</b>	<b>£667,815</b>	<b>£146,960</b>	-	<b>£814,775</b>	£793,165	
Church hall running costs	31,439	-	-	<b>31,439</b>	42,535	
Parish magazine costs	865	-	-	<b>865</b>	5,190	
Sundry expenses	90	-	-	<b>90</b>	1,289	
Other trading costs	1,833	-	-	<b>1,833</b>	515	
Disposal of St Mark's Church	34,799	-	-	<b>34,799</b>	-	
<b>Other trading activities</b>	<b>£69,026</b>	-	-	<b>£69,026</b>	£49,529	
<b>Total expended on all funds</b>	<b>£736,841</b>	<b>£146,960</b>	-	<b>£883,801</b>	£842,694	

Total expended on all funds in 2015 were as follows: Unrestricted £744,773, Restricted £127,163 and Endowed £nil.

**HORSHAM PAROCHIAL CHURCH COUNCIL**  
**Notes to the financial report (continued)**  
**For the year ended 31 December 2016**

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Endowed Funds</u>	<u>Total Funds 2016</u>	<u>Total Funds 2015</u>
	£	£	£	£	£
<b>4 Missionary and charitable giving:</b>					
<b>Overseas:</b>	6,267	-	-	<b>6,267</b>	24,770
<b>Home:</b>	38,162	16,394	-	<b>54,556</b>	16,290
	<b>£44,429</b>	<b>£16,394</b>	-	<b>£60,823</b>	£41,060

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Endowed Funds</u>	<u>Total Funds 2016</u>	<u>Total Funds 2015</u>
	£	£	£	£	£
<b>5 Staff costs</b>					
<b>a Remuneration</b>					
<i>Wages and salaries</i>	114,692	86,127	-	<b>200,819</b>	194,388
<i>Social Security costs</i>	2,842	1,827	-	<b>4,669</b>	7,813
	<b>£117,534</b>	<b>£87,954</b>	-	<b>£205,488</b>	£202,201

*During the year, the PCC employed organists, a verger, a parish office secretary, a treasurer, a youth leader, two church administrators, cleaners and nursery staff, none of whom earned £50,000 p.a. or more. Average number of staff was 42 (2015 - 32). The charity operates a defined contribution pension scheme. Contributions paid in the year were £2,503 (2015 - £2,959). No trustee received any remuneration in the year or previous year.*

**b Payments to PCC members**

*No person received remuneration in excess of £60,000.*

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Endowed Funds</u>	<u>Total Funds 2016</u>	<u>Total Funds 2015</u>
	£	£	£	£	£
<b>6 Governance</b>					
<i>Statutory Audit</i>	-	-	-	-	-
<i>Independent examination</i>	5,000	-	-	<b>5,000</b>	4,500
<i>Bookkeeping and Accountancy</i>	27,419	-	-	<b>27,419</b>	12,614
	<b>£32,419</b>	-	-	<b>£32,419</b>	£17,114

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Endowed Funds</u>	<u>Total Funds 2016</u>	<u>Total Funds 2015</u>
	£	£	£	£	£
<b>7 Analysis of transfers between funds</b>					
Transfer out St Mark's	8,116	(8,116)	-	-	-
Transfer to pay organ expenses	(2,441)	2,441	-	-	-
Transfer to general fund for youth worker	7,543	(7,543)	-	-	-
	<b>£13,218</b>	<b>£(13,218)</b>	-	-	-

**HORSHAM PAROCHIAL CHURCH COUNCIL**  
**Notes to the financial report (continued)**  
**For the year ended 31 December 2016**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Endowed Funds</b>	<b>Total Funds 2016</b>
	£	£	£	£
<b>8 Fixed Assets</b>				
<b>a Investments</b>				
Market value 1 January 2016	18,245	-	438,270	456,515
Purchases at cost	-	-	-	-
Net gains and revaluation	2,025	-	33,627	35,652
Market value 31 December 2016	<b>£20,270</b>	-	<b>£471,897</b>	<b>£492,167</b>

The holdings of investments in shares at 31 December 2016 were: 1348 shares with CBF Investment Fund - at valuation, 1056 shares with CBF Investment Fund - at valuation (Chancel Trust), 3703.73 shares with CBF Investment Fund - at valuation (Mitchell Trust) and 22,072.72 M&G Charifund shares.

	<b>Freehold land and buildings</b>	<b>Car park land</b>	<b>Office equipment</b>	<b>Total fixed assets</b>
	£	£	£	£
<b>b Tangible fixed assets</b>				
<b>Cost or valuation</b>				
At 1 January 2016	103,927	55,952	-	159,879
Additions	-	-	-	-
Revaluation	-	-	-	-
At 31 December 2016	<b>103,927</b>	<b>55,952</b>	-	<b>159,879</b>
<b>Charge for impairment</b>				
At 1 January 2016	(103,927)	(26,055)	-	(129,982)
Additions	-	(2,895)	-	(2,895)
Revaluation	-	-	-	-
At 31 December 2016	<b>(103,927)</b>	<b>(28,950)</b>	-	<b>(132,877)</b>
<b>Net book amounts</b>				
At 31 December 2016	-	<b>£27,002</b>	-	<b>£27,002</b>
At 31 December 2015	-	<b>£29,897</b>	-	<b>£29,897</b>

The freehold land and buildings comprise the new parish office, the hall at Holy Trinity Church and capitalised improvements to the parish church and the church centre. The valuation of the properties is considered to be in excess of the cost value included above. The church buildings are all owned by Chichester diocese. Car park land was purchased by Horsham PCC and resurfaced. The land is considered to be an appreciating asset and no depreciation has been provided but the resurfacing is being depreciated over 10 years.

**HORSHAM PAROCHIAL CHURCH COUNCIL**  
**Notes to the financial report (continued)**  
**For the year ended 31 December 2016**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Endowed Funds</b>	<b>Total Funds 2016</b>	<i>Total Funds 2015</i>	<i>Notes</i>
	£	£	£	£	£	
<b>9 Analysis of net assets by fund</b>						
Fixed assets for church use	27,002	-	-	<b>27,002</b>	29,897	
Investment fixed assets	20,270	-	471,897	<b>492,167</b>	456,515	
Current assets	232,927	160,565	8,604	<b>402,096</b>	354,420	
Current liabilities	(109,028)	(30,607)	-	<b>(139,635)</b>	(66,140)	
Long term liabilities	(2,000)	-	-	<b>(2,000)</b>	(12,000)	
	<b>£169,171</b>	<b>£129,958</b>	<b>£480,501</b>	<b>£779,630</b>	£762,692	
<b>10 Debtors</b>						
Income tax recoverable	12,488	15	-	<b>12,503</b>	20,278	
Prepayments and accrued income	3,410	-	-	<b>3,410</b>	4,412	
Other debtors	3,430	1,888	-	<b>5,319</b>	21,148	
	<b>£19,328</b>	<b>£1,903</b>	-	<b>£21,232</b>	£45,838	
<b>11 Creditors: amounts falling due within one year</b>						
Deferred income	12,575	-	-	<b>12,575</b>	1,118	
Accruals for utilities and other costs	88,391	-	-	<b>88,391</b>	31,108	
Archdeacon's loan	5,000	-	-	<b>5,000</b>	5,000	
Other creditors	3,062	30,607	-	<b>33,669</b>	28,914	
	<b>£109,028</b>	<b>£30,607</b>	-	<b>£139,635</b>	£66,140	
<b>12 Creditors: amounts falling due after more than one year</b>						
Archdeacon's loan	2,000	-	-	<b>2,000</b>	12,000	
	<b>£2,000</b>	-	-	<b>£2,000</b>	£12,000	

**HORSHAM PAROCHIAL CHURCH COUNCIL**  
**Notes to the financial report (continued)**  
**For the year ended 31 December 2016**

	Balances b/fwd 1 Jan 2016	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31 Dec 2016
	£	£	£	£	£
<b>13 Statement of funds</b>					
<b>Endowed Funds</b>					
Horsham St. Mary's Chancel Trust					-
- Capital	14,292		-	1,587	<b>15,879</b>
- Accumulated income *	7,891	713			<b>8,604</b>
Mitchell Trust (stipend for St John's Vicar) *	423,978			32,040	<b>456,018</b>
	<b>446,161</b>	<b>713</b>	<b>-</b>	<b>33,627</b>	<b>480,501</b>
<b>Restricted Funds</b>					
St Mark's Fabric Funds	5,619	3,315	(1,982)	(6,952)	-
St Mary's Fabric Funds	20,722	38,187	(1,872)	76	<b>57,113</b>
St Johns's Fabric Funds	18,988	100			<b>19,088</b>
St Leonard's designated Fabric Funds	5,379	1,060	(793)		<b>5,646</b>
Holy Trinity Fabric Funds	6,973	15			<b>6,988</b>
St Mark's chair/balcony Fund	18,521	2,065	(20,586)		-
Lyon Trust	88			(88)	-
Friends Of St. Mary's Church	7,809	340	(39)		<b>8,110</b>
St. John's New Hall Fund	2,318				<b>2,318</b>
St Mary's Conservation Fund	42	197			<b>239</b>
St Mary's Organ Fund	30	4,789	(7,260)	2,441	-
St Mark's Ashburnham Fund	1,000	16,470	(16,394)	(1,076)	-
Youth Mission Fund	7,453		(122)	(7,331)	-
St. Mary's Youth Fund	1,338		(323)	(28)	<b>987</b>
St. Mary's Nursery	21,755	97,886	(97,589)		<b>22,052</b>
Bailey Fund re H T Church	7,364				<b>7,364</b>
Agency collection	53				<b>53</b>
NAC - Agency collection reserves	(53)	53			-
Mission Fund	-	260		(260)	-
	<b>125,399</b>	<b>164,737</b>	<b>(146,960)</b>	<b>(13,218)</b>	<b>129,958</b>
<b>Unrestricted Funds</b>					
General fund	118,681	658,087	(709,722)	6,913	<b>73,959</b>
Youth Mission 2014	4,529		(32)	(4,497)	-
St Mark's designated Fabric Funds	7,750	1,565	(2,212)	(7,103)	-
St Mary's designated Fabric Funds	12,261	14,023	(1,531)	4,200	<b>28,953</b>
St Johns's designated Fabric Funds	1,168	3,217		5,000	<b>9,385</b>
St Leonard's designated Fabric Funds	(8,183)	1,147	(2,569)	10,000	<b>395</b>
Holy Trinity designated Fabric Funds	1,195	1,059		89	<b>2,343</b>
Mrs. A. Fletcher Legacy	213				<b>213</b>
Dr. Perkin's Legacy	10,447				<b>10,447</b>
Canon King Donation	8,071				<b>8,071</b>
Mrs. D. H. Bray Legacy	15,000				<b>15,000</b>
Mrs Gwendoline Norman Legacy	20,000				<b>20,000</b>
Mission Fund	-		(641)	641	-
Mrs Young Legacy		1,000			<b>1,000</b>
	<b>191,132</b>	<b>680,098</b>	<b>(716,707)</b>	<b>15,243</b>	<b>169,766</b>
<b>Total funds</b>	<b>£762,692</b>	<b>£845,548</b>	<b>£(863,667)</b>	<b>£35,652</b>	<b>£780,225</b>

\* - These endowment funds are held by Chichester Diocese as Custodian Trustee but belong to Horsham PCC

**HORSHAM PAROCHIAL CHURCH COUNCIL**  
**Notes to the financial report (continued)**  
**For the year ended 31 December 2016**

**14 Analysis of cash and cash equivalents**

	<b>Total Funds 2016</b>	<i>Total Funds 2015</i>	<i>Notes</i>
	£	£	
Cash in hand	<b>38,479</b>	39,435	
Notice deposits (less than 3 months)	<b>334,376</b>	261,094	
Overdraft facility repayable on demand	-	-	
<b>Total cash and cash equivalents</b>	<b>£372,855</b>	£300,529	

**15 Related parties and transactions**

Mrs Sarah Tombling, spouse of Mr David Tombling, a trustee, was paid wages of £3,471 (2015 - £3,487) as Office Administrator of St John's Church. Mrs Linda McLean, spouse of Mr Andrew Mclean, a trustee, was paid £585 (2015 - £70) towards bookkeeping services. Mr Paul Kirkbride, the parish treasurer, was paid £8,082 (2015 - £7,956). Expenses were paid to Trustees in respect of mileage, travel, subsistence and books amounting to £15,292 (2015 - £14,056). During the year £2,000 (2015 - £nil) was paid to Revd Canon Guy Bridgewater for his discretionary fund to help people in need.

The aggregate donations made by the charity's trustees was £25,029 (2015 - £28,404). None of these carried any conditions on receipt.