



THE CHURCH
OF ENGLAND

HORSHAM TEAM MINISTRY

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

ANNUAL REPORT

for the year ended
31st December 2018



LEGAL AND ADMINISTRATIVE INFORMATION

Charity Registration Number: 1132246

Address: The Church Centre, Causeway, Horsham, West Sussex, RH12 1HE

The trustees present their report along with the financial statements for the charity for the year ended 31st December 2018. 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).

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The Trustees are the Members of the Parochial Church Council *(the names of those who ceased to be a trustee during the year are in italics)*

<i>The Revd Canon Guy Stevenson Bridgewater, Vicar of Horsham and Chairman to 26 November 2018</i>	
The Revd Kate Bailey	<i>Mr Stephen Gledhill to 11 June 2018</i>
<i>The Revd Paddy Beresford to 30 September 2018</i>	Miss Barbara Hammond
The Revd David Bouskill	Mr Reginald Haydon (Churchwarden)
The Revd Natalie Loveless	Mr Tim Hewlett
The Revd Brian New	<i>Mrs Lesley-Ann Holland to 26 April 2018</i>
The Revd Bernard Sinton	<i>Mrs Elizabeth Jinks to 13 May 2018</i>
The Revd Rebecca Tuck from 30 June 2018	Mrs Brenda Large (PCC secretary)
<i>The Revd Jimmy Young to 16 July 2018</i>	<i>Mrs Paula McCarthy to 26 April 2018</i>
Mr John Bailey	Mrs Anne Mellor from 26 April 2018
Mrs Christine Bright	Mrs Elizabeth New from 26 April 2018
<i>Mrs Joyce Brown to 26 April 2018</i>	<i>Mr Robert Sanders from 26 April 2018 to 17 September 2018</i>
Mrs Gillian Budd from 26 April 2018	<i>Mr Bob Silver to 31 July 2018</i>
Mrs Val Burgess	Mr Nigel Stalley (Churchwarden)
Mrs Alison Carré	Mrs Margaret Symonds
Mr Peter Fruin	<i>Miss Kirsty Williams to 10 October 2018</i>
Mrs Irene Gettins	Mr Richard Pearson from 10 January 2019

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

Independent Examiner: Sarah McManus FCA, D A Clark and Co Ltd Bailey House 4-10 Barttelot Road Horsham RH12 1DQ

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

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

Four churches, the Parish Church of St Mary the Virgin, Holy Trinity Church, St John's Broadbridge Heath and St Leonard's comprise the Parish of Horsham. Each of them is represented on the Parochial Church Council, which as at 31 December 2018 had 21 serving members.

In addition, the Parish Treasurer and the Parish Youth Worker (when there is one in post) attend the meetings in a non-voting capacity.

The churchwardens, who are officers of the bishop, are the senior members of the laity within the Parish.

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 team vicars and curates are appointed by the Team Rector. All clergy are ex-officio members of the PCC. The following chart shows how each member was appointed.

Office and Years left to serve	ST MARY	HOLY TRINITY	ST JOHN	ST LEONARD	UNASSIGNED
CLERGY					
Team rector	<i>Vacancy</i>	-	-	-	
Team vicar	-	Revd David Bouskill	<i>Vacancy</i>	Revd Natalie Loveless	
Curate	Revd Rebecca Tuck	Revd Bernard Sinton	Revd Kate Bailey Revd Brian New		
LAITY					
3 Churchwardens from any church elected annually at the Annual Meeting of Parishioners Nigel Stalley Reg Haydon <i>Vacancy</i>					
15 Lay members elected at the Annual Parochial Church Meeting. It is our practice to ask each church to nominate 3 members, with the final 3 to come from any church. One third of these members retires each year, but are eligible for re-election.					
PCC to 2019 1	Christine Bright	<i>Reg Haydon CW</i>	Anne Mellor w	<i>Vacancy</i>	<i>Vacancy</i>
PCC to 2020 2	<i>Nigel Stalley CW</i>	Irene Gettins w	<i>John Bailey</i>	Margaret Symonds	<i>Vacancy</i>
PCC to 2021 3	Peter Fruin	<i>Vacancy</i>	Liz New w	Jill Budd	<i>Vacancy</i>
8 Members of Deanery Synod elected every three years by the Annual Parochial Church Meeting. It is our practice to ask each church to nominate 2 members.					
Deanery Synod to 2020	1 Alison Carré 2 <i>Vacancy</i>	1 <i>Vacancy</i> 2 <i>Vacancy</i>	1 John Bailey 2 <i>Vacancy</i>	1 Tim Hewlett 2 Barbara Hammond	
Any members of the Diocesan Synod elected every 3 years by the Deanery Synod House of Laity.					
Diocesan Synod to 2021	Val Burgess Brenda Large <i>Nigel Stalley CW</i>				
Co-opted	Richard Pearson Parish Safeguarding officer				

Casual vacancies are filled by the PCC or Deanery Synod as they arise.

The Induction and Training of Trustees

The diocese of Chichester, the Archdeacon of the Horsham, 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

While the PCC remains the central decision-making body in the parish, much of the detailed work is delegated by the PCC to the Standing Committee and to the four District Church Committees (DCCs)

The **Standing Committee** consists of the Team Rector and the Team Vicars, the Churchwardens and a warden from each church not represented by a churchwarden, the Parish Treasurer and the PCC Secretary, thus ensuring that the clergy and laity and each congregation are fairly represented.

It is the duty of the Standing Committee to:

- i. Start Parish-wide strategic thinking and 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)

District Church Councils. The decision-making process in each of the member churches is delegated by the PCC to the District Church Councils, whose members are elected by their own congregations. Each church also elects two wardens to serve its own community, but they do not have all the powers and responsibilities of churchwardens. Each DCC 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 or changes in 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 Archdeaconry of Horsham and 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.

Volunteers

The parish could not operate without the huge number of volunteers who offer their services to help run church services, operate the committee structure, help with the Sunday schools, run the church offices, visit those in need and work in other Christian projects with the parish. The total number of hours cannot be quantified but are considerable and their presence is clearly seen by the community.

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

At Team Parish level we run monthly "HOPE" (Horsham Open Prayer Evenings) across our 4 team churches; held a joint New Years' Service; termly pulpit swaps between the Team Vicars; and structure our finances to give more upfront mutual support to our currently weaker churches.

Risk Management

Policy in relation to Major Risks

In such a complex and diverse parish, the management of risk is equally complex. The trustees recognise that a more structured approach assessment of risk is required and have set in motion an examination of the current policies and practices that address this.

Reputational risk. The leadership team of the whole parish and the leadership teams of the individual churches work well together. The churches are mutually supportive and the PCC is kept aware of all major developments in each church. The clergy and church members have good links with other churches in the town and with Horsham District Council.

Financial risk. The Parish Treasurer works with the individual church treasurers, the bookkeepers and the independent reviewer to ensure that the finances are managed securely. Appropriate policies are in place, and followed, for cash handling and investment. The PCC examines the budget with great care in the knowledge that appropriate reserves must be retained, but money must be spent to allow the mission of the churches to flourish and the churches' buildings to be kept in good condition. The PCC is always seeking opportunities to raise revenue. Stewardship campaigns are planned in each church, usually in alternate years, whereby the church members are kept well informed of the need to support their church financially.

Risk to assets. The churches and other buildings are properly secured by lock and key whenever not in use and the location of the keys is recorded. St Mary's and Holy Trinity are able to keep their church buildings open to visitors for several hours each day partly due to the thanks of a dedicated service of a group of volunteer church welcomers. An appropriate insurance policy with Ecclesiastical is kept in place.

Managerial risk. The major offices in the parish, which are the churchwardens, the PCC treasurer, PCC secretary and the Safeguarding officer are all filled and are mirrored by similar officers in each church. The parish by custom has three churchwardens. Currently we only have two but we will be seeking to elect three churchwardens at the next APCM. We recognise the importance of succession planning and routinely encourage suitable members of the congregation to offer their services in these, and other, important ways. A skilled administrator is employed in St Marys Church office. The administrator deals with both St Mary's and some wider parish activities, and is assisted by a number of experienced volunteers. St John's also has an experienced administrator.

Health and safety. Each church has a health and safety officer who takes the lead in ensuring that activities in his or her church comply with the parish health and safety policy. Risk assessments are made for both routine and one-off activities to ensure that participants can take part safely. The PCC specifically approves off-site activities so that they can be covered by insurance.

Safeguarding. Each church has been working through the new Diocesan Simple Quality Protects safeguarding training, which allows us to analyse our safeguarding tools to ensure that all the necessary policies and training are in place. The PCC is working as quickly as it can to fill any gaps revealed. Each church has its own Safeguarding and Pastoral team. During the year our long standing Safeguarding officer (Joyce Brown) stood down and we were pleased to appoint Richard Pearson to the role.

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 (post currently vacant at Dec. '18) 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.

St Mary's Church

As St. Mary's we aspire to be "A Church inspired by God's Passion for the World" In 2018 we supported the following charities in the wider world: World Vision and Teach Beyond, Christian Aid through Christmas collections. In the UK and Sussex we supported HCT Projects and Anchor Counselling, Horsham Matters through the Night Shelter and Food - bank donations, Salvation Army's Hope Project through Harvest gifts.



For the seventh year members of St. Mary's volunteered at the Night-shelter for the homeless, set up under the auspices of Horsham Churches Together, covering evening, night and breakfast shifts for three months over the winter.



Holiday at Home

2018 "The Year of Prayer" was well planned and supported. A Prayer Room was set up in Bethany and St. Mary's ran a 24/7 prayer schedule, a week for intercessory prayer.

We are immensely proud of the staff and children at St. Mary's Preschool. The "Forest School" activities are a delight to parents and children with the creative balance of indoor and outdoor learning it provides. We continue to see a growth in ministry with children and young families. Our youth work has been greatly assisted by our trainee youth worker and a strong team of willing volunteers.

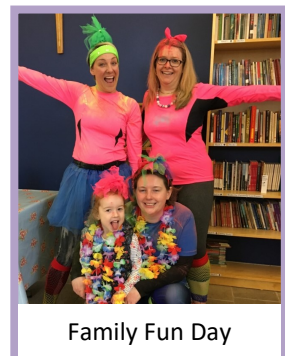
Music continues to be a very important part of our worship in St. Mary's at the main Eucharist service, at the 2nd Sunday Choral Evensongs and 4th Sunday Evensongs as well as at deanery, diocesan and civic services that we host during the year. The music is supported by our enthusiastic fifty strong choir for which high quality training forms an important part, given to both new and long-standing choristers, be they young or old.

Our ever popular four day Flower Festival was staged in June to the "Inspired" theme, based on books, musicals, music and works of Art inspired by the Christian story. The Flower Festival is an integral part of our Christian outreach with multiple "Prayer Stations" set up in and around the floral displays. The festival is also a major fundraising event. The four days opened with an evening concert and preview of the floral displays. There were daily music recitals and the festival was brought to a triumphant close with the Choral Civic Service.

Pastoral Care is ongoing and supported by our strong team of pastoral visitors.

Our office team bring warmth and welcome to all who visit the office. Thanks to our vergers and church watchers we are able to keep the church open for a number of hours during the day. Our Church Centre and Barn continue to be used daily by a wide variety of community groups. The following e-mail was received from Teach Beyond.

"Thank you for letting Teach Beyond" use your wonderful facilities. We are grateful for your generosity and love, showing people from all around the world St. Mary's. Your Team blesses so many"



Family Fun Day

Social events included a Grandparents and God parents tea party, Family nature trail, Family Fun Day, Holiday at Home (for those not able to go on holiday), Children's' Holiday Club and Church picnic tea. We also held two successful jazz evenings and a quiz evening.

In 2018 the vicar continued to support neighbouring parishes and clergy in his role as rural dean of Horsham and also to serve as honorary chaplain to the Chairman of Horsham District Council.

Holy Trinity Church



We hold “Messy Church” events at Holy Trinity church 5 times a year. These start at 10.30am and finish at 1pm. During the time together there are many varied crafts and activities that take place where the theme for the session is explored in different ways. We then gather for a short, interactive service in church (video available via the Holy Trinity Facebook page) and then we share in lunch together which the church provides. At our last Messy Church we had 154 children and 98 adults in attendance; 153 of whom stayed for lunch. Comments received from those who attend these Messy Church events include a WhatsApp message sent to the team leader which stated: “Huge thank you for organising such a big and so pleasurable event for all the families.”

We also partake in important times in people’s lives; officiating over baptisms, weddings and funerals. Below is an example of an email received after a funeral:

“I would just like to thank you for the truly heart-warming and compassionate service that you gave for my wife J S on Thursday. Everyone has commented on what a great service it was. It meant so much to me that everything went smoothly and I believe you went above and beyond to ensure this happened. You told it as though you knew J for years and I'm just sorry you never got to meet her in person. Once again I'm truly thankful from the bottom of my heart.”

Trinity Church Players (TCP), 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, the proceeds of which are shared between church funds and other charities. They also continued a long tradition and went carol singing in December around the local community to raise money for charity. In total TCP raised £3,400 for charity in 2018

The church buildings are also used by many groups and organisations in the community from a local residents association for their meetings to children’s drama groups, local choirs, the Women’s Institute, Slimming World and dance classes. There is also a daily playgroup, rated Outstanding on 1/4/14 by Ofsted, which meets in the church hall.

Fr. David continues to be a member of the governing body of the local infant school, a member of our congregation is the chair of governors at the local junior school with other congregation members volunteering their time to many and various schools, charities and voluntary organisations. Whilst not organised by Holy Trinity it does show a willingness to play an active and helpful role in our extended community by the members of the church.



St Leonard's Church

St. Leonard's has had an exciting year building on solid foundations of prayer and bible study. Our lay reader ran an afternoon exploring Celtic prayer and this was repeated in another church. We have two small groups where members of the congregation meet together and support one another.



Morning Prayer is said publically twice a week, and we have plans to open the church to the public during day light hours. We have also put together a welcome area in the hall so that the community are aware of the many opportunities to join us in worship, events and social gatherings.

This year we have continued running Sunday Family afternoons and have these have been well attended by people who do not normally come to church. On Halloween we opened the doors to 'trick or treaters' and had over 300 people come and drink hot chocolate and leave with a glow stick and little treat packet.

Many people commented how it was good that the church was not offering an exclusive alternative for 'their' children- but embracing everyone and offering a warm and welcoming place. Our baby and toddler group is well loved by those who attend and is a welcoming and nurturing group. This year we have begun a group for older people called 'LINK' which is predominately for those who find themselves on their own and sometimes isolated. It provides space to chat, do crafts or enjoy an activity, and have tea and cake. The hall continues to be used for many events- 50+ children's parties last year, charity fundraising events, and this year we are hosting the Horsham Churches Together Night Shelter staffed by volunteers from St. Leonard's and the other churches in the town. Likewise regular hirers use our facilities for choirs, fitness classes, slimming world, short mat bowls, model railway club, ballet, ballroom dancing and more. We are very well used because we keep our rental charges as low as possible. The local housing association has also held local open meetings in our building.



Once again the church held an annual service and tea for those who are bereaved and we host the Mother's Union who run a monthly tea on a Sunday afternoon for those who would otherwise be on their own and we have a monthly a fish and chip night too. There are two community fayres each year raising money for charities which include BEATS, Family Support Work, Embrace the Middle East and Water Aid. Regular fundraising is carried out for these causes. Christmas services are very well attended, and we hold funerals and baptisms in the church for anyone who requests them and the Vicar and lay reader regularly do funerals in the crematorium and support the families of those who have died. There is a team of pastoral visitors who support this work and also care for church goers and non-church goers alike who many need extra support at times of need. We also held a service for the week of prayer for Christian Unity. The Church ran a stand at the local school's summer fair.

The Vicar is a WSCC Governor at the local school and she also takes communion into two nursing homes. She occasionally visits the Phoenix stroke club and Montessori nursery. She carries out assemblies in two local schools and helps teach classes about Christian festivals. Children also visit the church to find out about Christian practices. She is on the Executive committee of Horsham Churches together which run a food bank, charity shop, night shelter and various counselling services. Members of the congregation are also involved in these important services to the town. Recently we ran a service with breakfast exploring the subject of 'Inclusion.' These attracted friends of congregational members who spoke about their own families and situations and helped us understand how we might better support those who may feel the church at large doesn't cater for them.



We regularly receive messages of thanks for those who use our facilities or benefit from the care of the church. The last one, from a bereaved family in our locality, said the following - ***'Thank you for all you did to support our family last week. We cannot thank you enough for making mum's funeral so personal.'***



St. John's Church

The Early Bird Café

The Early Bird Café provides a meeting place for the whole community on Tuesday mornings during term time from 08:45 to 09:45 in the St John's Community Hall. We invite everyone to come and enjoy a cup of coffee or tea, biscuit or toast, chat with friends or read a newspaper. Toys are available for toddlers.



Remembrance Day 2018 and our Poppies.

Some of the new roads in Broadbridge Heath have been named using the names which appear on the Village War Memorial. As 2018 was considered to be a significant year, we asked members of our congregation and community to knit poppies and we displayed them as a backdrop in Church for the Remembrance Day Service.

We invited those who live on the new estate to come to the service and to take a poppy home with them. We had some poppies left over and these were later distributed to homes in Wickhurst Green, along with a card with some information about the person after whom the road they lived in was named.

Many people wrote notes of thanks and appreciation to the Church. One lady framed the card and poppy and sent us a photograph of it – her son is in the armed forces and she mentioned she thought it was a lovely thing to do.



Achievements and Performance

During 2018 we saw some changes to our clergy team. Our Team Rector Revd. Canon Guy Bridgewater (Vicar of St. Mary's Church) moved to take up the role as Rector of Bath Abbey and Revd. Paddy Beresford (Team Vicar of St. John's Church) moved to retirement. We welcomed Revd. Rebecca Tuck as Curate at St. Mary's Church and Revd. Bernard Sinton as Interim Rector of St. Mary's Church.

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 believe that this is the means by which we can and do benefit the public.

We provide opportunities for worship and prayer, give pastoral care to all who need it, and share our faith with others.

Parish wide, we employ a Youth Worker, (post currently vacant at Dec. '18), much of whose time is spent in outreach work in the town, especially with the Y Centre and troubled teenagers in schools. Our Parish supplies a majority of the Governing Body at our St. Mary's (Church Aided) Primary School.

Ministry with families across the Parish and beyond is provided by our Parish branch of the Mothers' Union.

But in a team parish like ours, each of the churches in the parish is encouraged to operate independently in the way it fulfils these aims.

During 2018 administration software (ChurchSuite) was introduced to assist with GDPR compliance across the Parish.

Major Fundraising Initiatives

St. Mary's Church Thanks a Million Project - our Vision moving forward

The 'Thanks A Million' project, which began in 2017, to raise money to carry out urgent repairs and to make some significant changes to our Church and Church Centre to make them 'fit for purpose' to carry forward our vision of mission in Horsham has continued with a number of fund raising events during 2018.

St. Mary's Church building

During 2018 we appointed an architect to design and oversee the changes we want to make to the South Aisle of the Church to make space to serve refreshments, provide a flexible worship area and enable more accessible space for buggy and scooter users.

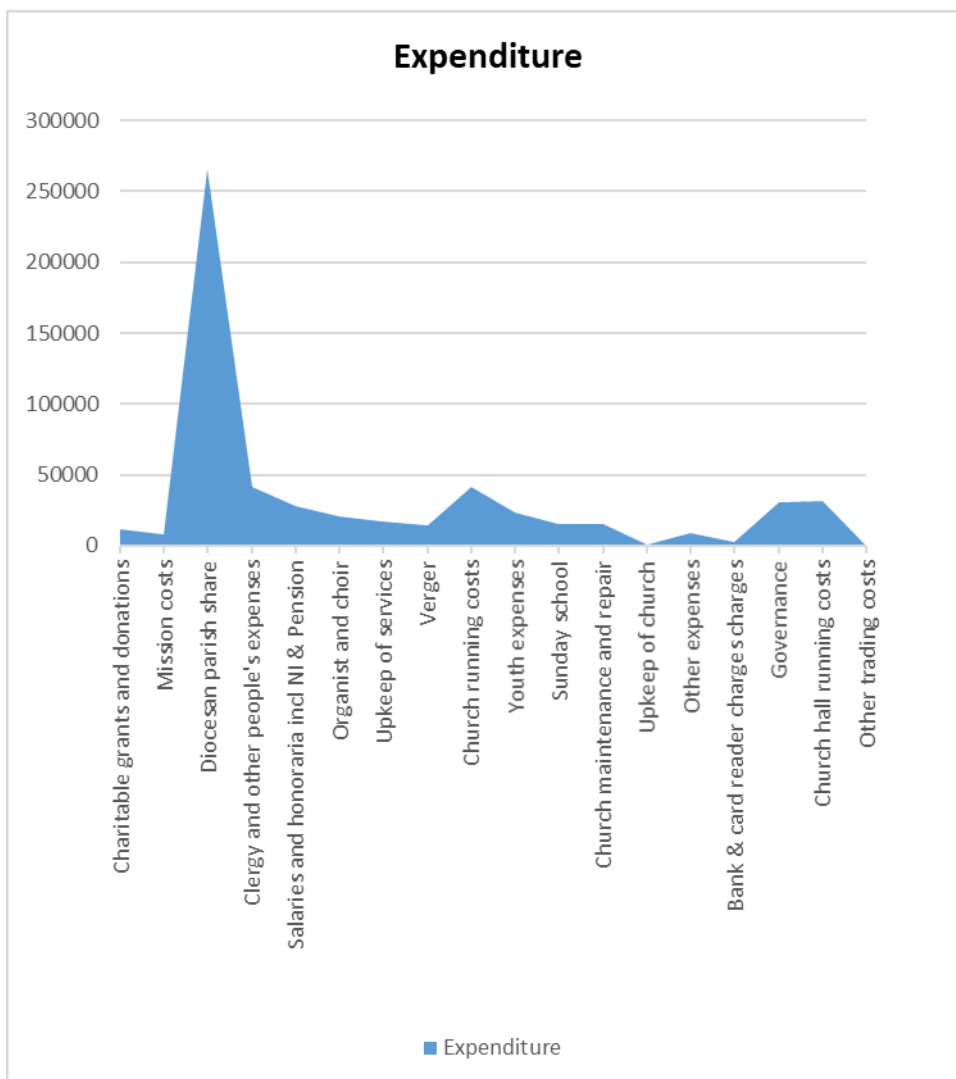
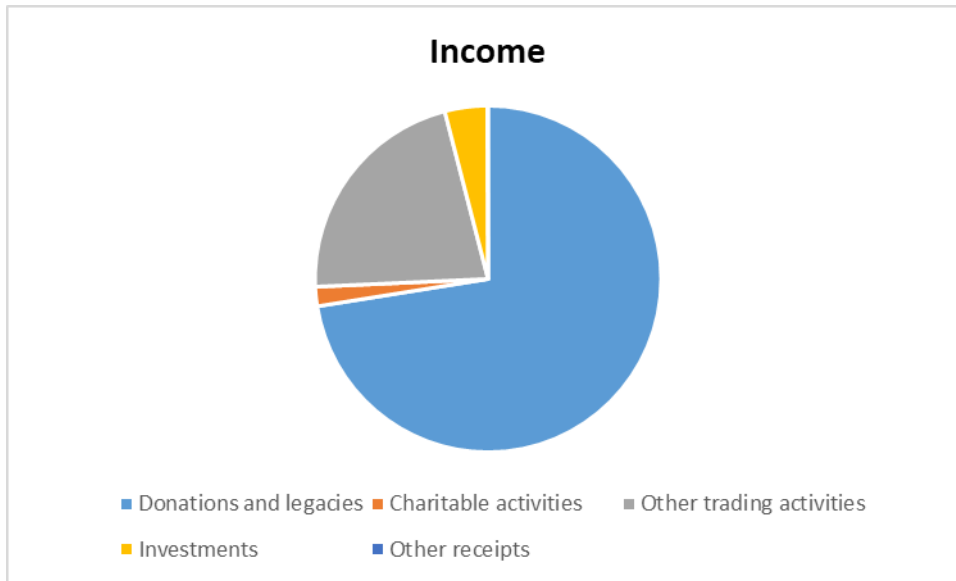
Church Centre

The Church Centre project made progress during 2018 with our Architect providing many concept design proposals for discussion to give the Centre a facelift and make it a vibrant welcoming community events facility. We very much hope that in 2019 we will be in a position to move this project onwards.

Financial Review

Income from unrestricted funds for the year amounted to £574,630 (2017 - £563,349) with the largest amount being received from planned giving at £301,039 (2017 - £282,883). Expenditure from unrestricted funds was £577,435 (2017 - £605,306) with the largest item spend being the diocesan quota at £265,626 (2017 - £281,306). This gives a deficit of £2,805 before losses on investment assets of £331, resulting in a total deficit of £3,137. The balance of unrestricted funds at 31st December 2018 amounted to £103,290 which contains £13,071 designated for use on the Fabric of the churches. The total general unrestricted total is £90,219 which equates to just over 2 months expenditure.

During the year the Parish has facilitated the new pension arrangements for its employees.



Reserves Policy

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 2019, the PCC will continue monitor the work of all the churches, paying particular attention to safeguarding and data protection. As 2019 begins St Mary's and St John's both have clergy vacancies. The Bishop has instructed the Archdeacon to conduct a Parish Review of the Horsham Team and this will take place in February and March. In the meantime 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. St. Mary's and St. John's are both in the early stages of major building projects.

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
and signed on their behalf by:

Nigel Stalley
Churchwarden

Horsham Parochial Church Council Notes to the financial report For the year ended 31 December 2018

Independent Examiner's Report to the Trustees of the PCC of the Ecclesiastical Parish of Horsham Diocese of Chichester for the year ended 31st December 2018

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of Horsham Diocese of Chichester, on the annual report for the year ended 31st December 2018 set out on pages 1 to 26.

Respective responsibilities of trustees and examiner

The PCC members are responsible for the preparation of the annual reports. The PCC members consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under section 145 of the Charities Act,
2. to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
3. to 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 an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - a) to keep accounting records in accordance with section 130 of the Charities Act; and
 - b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

Examiner's signature _____

Examiner's name
CAPITALS _____

Date _____

Relevant professional _____
qualification(s) or body _____

Examiner's address _____

Horsham Parochial Church Council
Statement of Financial Activities
For the year ended 31 December 2018

	Unrestricted Fund	Restricted Fund/s	Endowed Fund/s	Total Funds 2018	Total Funds 2017	Notes
	£	£	£	£	£	
Income and endowments from:						
Donations and legacies	416,451	36,100	-	452,551	578,168	
Charitable activities	10,419	-	-	10,419	12,169	
Other trading activities	124,573	128,928	-	253,501	249,280	
Investments	22,847	-	645	23,492	22,036	
Other receipts	340	2,173	-	2,513	4,674	
Total income	574,630	167,201	645	742,475	866,327	2
Expenditure on:						
Raising funds	-	-	-	-	-	
Charitable activities	546,173	161,290	-	707,463	875,314	
Other trading activities	31,262	14,320	-	45,582	31,515	
Total expenditure	577,435	175,610	-	753,045	906,829	3
Net gains (or losses) on investments	(331)	-	(57,655)	(57,987)	36,256	8
Net income or (net expenditure)	(3,137)	(8,410)	(57,010)	(68,557)	(4,246)	
Transfers between funds	(1,775)	1,775	-	-	-	7
	(4,911)	(6,635)	(57,010)	(68,557)	(4,246)	
Other recognised gains/(losses):						
Gains/(losses) on revaluation of fixed assets	-	-	-	-	-	11
Other gains/(losses)	-	-	-	-	-	
<i>Reconciliation of funds:</i>						
Net movement in funds	(4,911)	(6,635)	(57,010)	(68,557)	(4,246)	
Total funds brought forward	108,150	241,627	482,831	832,608	780,225	
Total funds carried forward	103,239	234,992	425,821	764,051	775,979	

Horsham Parochial Church Council
Balance Sheet
For the year ended 31 December 2018

	Total Funds 2018	<i>Total Funds 2017</i>	Notes
	£	£	
Tangible assets	27,002	27,002	8
Endowed investments	470,436	528,423	8
Total fixed assets	497,438	555,425	
Stocks	460	1,384	
Debtors	45,315	86,909	10
Investments	10,146	9,501	
Cash at bank and in hand	324,962	293,581	15
Total current assets	380,882	391,375	
Creditors: Amounts falling due within one year	(74,269)	(64,191)	15
Net current assets or (liabilities)	306,613	327,184	
Total assets less current liabilities	804,051	882,609	
Creditors: Amounts falling due after more than one year	(40,000)	(50,000)	16
Provisions for liabilities	-	-	
Total net assets or (liabilities)	764,051	832,609	
The funds of the charity:			
Endowment funds	458,814	515,825	14
Restricted income funds	201,947	208,636	14
Unrestricted funds	103,290	108,148	14
Revaluation reserve	-	-	
Total unrestricted funds	103,290	108,148	
Total charity funds	764,051	832,609	14

This Annual Financial Report, for the year ended 31st December 2018, including the notes following, was approved by the PCC and signed on its behalf by

Nigel Stalley
Churchwarden

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Horsham Parochial Church Council

Notes to the financial report

For the year ended 31 December 2018

1. Accounting policies

a. Basis of preparation

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and the Church Accounting Regulations 2006, in accordance with applicable accounting standards and the current 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 for which the capital 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, accounted for without deduction for any costs of receivability, 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

Horsham Parochial Church Council

Notes to the financial report

For the year ended 31 December 2018

Charitable activities

Statutory fees for weddings and funerals are recognised when the office occurs.

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 which the event occurs, irrespective of date of receipt. Advance bookings are included in creditors until the concert has taken place

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.

Investment income

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

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 recognised when there is evidence of entitlement, payment is probable, and the amount can be measured reliably.

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 (date) there is insufficient cost information available and therefore the cost of such assets is stated at a nominal £1 in the financial statements.

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

Horsham Parochial Church Council

Notes to the financial report

For the year ended 31 December 2018

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 building 10%
- Resurfacing of car park 10%

No depreciation is provided on freehold buildings as the useful economic life of these assets exceeds 50 years and residual values so high that potential depreciation would be immaterial. It is the PCC's policy to maintain these assets in a continual state of sound repair. Resulting from regular impairment reviews, provision will be made if there has been any permanent diminution in value.

Horsham Parochial Church Council Notes to the financial report For the year ended 31 December 2018

2. Analysis of income and endowments

	Unrestricted Fund	Restricted Fund/s	Endowed Fund/s	Total Funds 2018	Total Funds 2017	Notes
	£	£	£	£	£	
Planned giving (excl. tax refunds)	301,039	2,980	-	304,019	283,934	
Loose cash collections	36,152	5,010	-	41,162	30,186	
Special appeals/Small donations	7,622	18,821	-	26,444	124,979	
Gift Aid recoverable	71,637	25	-	71,662	74,599	
Legacies	-	5,000	-	5,000	11,100	
Grants	-	4,264	-	4,264	53,370	
Donations and legacies	£416,451	£36,100	-	£452,551	£578,168	
Fees for weddings & funerals	10,419	-	-	10,419	12,169	
Charitable activities	£10,419	-	-	£10,419	£12,169	
Car park fees	35,502	-	-	35,502	35,232	
Church hire fees	4,523	-	-	4,523	3,869	
Fundraising sales	8,594	10,101	-	18,695	8,601	
Church centre hiring fees	75,955	5	-	75,960	85,278	
Youth festival income	-	3,615	-	3,615	4,904	
St Mary's Nursery fees	-	115,207	-	115,207	111,396	
Other trading activities	£124,573	£128,928	-	£253,501	£249,280	
Bank & CBF deposit interest	1,387	-	645	2,032	1,902	
CBF investment fund dividend	21,460	-	-	21,460	20,134	
Investments	£22,847	-	£645	£23,492	£22,036	
Insurance proceed	-	-	-	-	1,974	
Other receipts	340	2,173	-	2,513	2,700	
Total income and endowments on all funds	£574,630	£167,201	£645	£742,475	£866,327	

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.

Horsham Parochial Church Council

Notes to the financial report

For the year ended 31 December 2018

3. Analysis of expenditure

	Unrestricted Fund	Restricted Fund/s	Endowed Fund/s	Total Funds 2018	<i>Total Funds 2017</i>	Notes
	£	£	£	£	£	
Cost of raising funds	-	-	-	-	-	
Charitable grants and donations	11,882	140	-	12,022	12,402	4
Mission costs	8,185	2,335	-	10,520	11,388	
Diocesan parish share	265,626	-	-	265,626	281,306	
Clergy and other people's expenses	41,139	1,387	-	42,526	48,382	
Salaries and honoraria incl NI & Pension	28,337	-	-	28,337	27,521	
Organist and choir	20,969	1,425	-	22,393	22,459	
Upkeep of services	17,366	-	-	17,366	16,957	
Verger	14,288	1,000	-	15,288	14,156	
Church running costs	41,569	876	-	42,445	34,584	
Youth expenses	22,991	2,625	-	25,616	35,234	
Sunday school	14,881	135	-	15,016	19,071	
Church maintenance and repair	15,436	31,876	-	47,312	195,669	
Upkeep of church	1,023	-	-	1,023	894	
Other expenses	8,708	2,922	-	11,630	8,989	
Bank & card reader charges	2,730	60	-	2,790	2,606	
Governance	31,043	-	-	31,043	29,221	6
Youth festival	-	4,387	-	4,387	4,867	
St Mary's Nursery expenditure	-	112,124	-	112,124	109,608	
Cost of charitable activities	£546,173	£161,290	-	£707,463	£875,314	
Church hall running costs	31,187	14,320	-	45,507	29,898	
Other trading costs	75	-	-	75	1,617	
Cost of other trading activities	£31,262	£14,320	-	£45,582	£31,515	
Total expended on all funds	£577,435	£175,610	-	£753,045	£906,829	

Horsham Parochial Church Council

Notes to the financial report

For the year ended 31 December 2018

4. Missionary and charitable giving:

	<u>Unrestricted Fund</u>	<u>Restricted Fund/s</u>	<u>Endowed Fund/s</u>	<u>Total Funds 2018</u>	<i>Total Funds 2017</i>	<i>Notes</i>
	£	£	£	£	£	
Overseas:	9,395	-	-	9,395	6,338	
Home:	2,487	140	-	2,627	15,058	
	11,882	140	-	12,022	21,396	3

5. Staff costs

	<u>Unrestricted Fund</u>	<u>Restricted Fund/s</u>	<u>Endowed Fund/s</u>	<u>Total Funds 2018</u>	<i>Total Funds 2017</i>	<i>Notes</i>
	£	£	£	£	£	
Remuneration						
<i>Wages and salaries</i>	66,645	91,529	-	158,174	190,563	
<i>Employer social security costs</i>	3,372	3,476	-	6,848	4,888	
<i>Employer pension costs</i>	2,343	3,360	-	5,702	6,145	
	72,360	98,364	-	170,724	201,596	

During the year, the PCC employed organists, a verger, a parish office secretary, a treasurer, a youth leader, church administrators, cleaners and nursery staff, none of whom earned £60,000 p.a. or more. Average number of staff was 27 (2017 - 26). The charity operates a defined contribution pension scheme. Contributions paid in the year were £5,702 (2017 - £6,145). No trustee received any remuneration in the year or the previous year.

6. Governance

	<u>Unrestricted Funds</u>	<u>Restricted Fund/s</u>	<u>Endowed Fund/s</u>	<u>Total Funds 2018</u>	<i>Total Funds 2017</i>	<i>Notes</i>
	£	£	£	£	£	
<i>Independent examination</i>	2,610	-	-	2,610	4,750	
<i>Accounts production</i>	2,154	-	-	2,154	1,500	
<i>Bookkeeping</i>	26,279	-	-	26,279	22,971	
	31,043	-	-	31,043	29,221	3

7. Transfers between funds

	<u>Unrestricted Funds</u>	<u>Restricted Fund/s</u>	<u>Endowed Fund/s</u>	<u>Total Funds 2018</u>	<i>Total Funds 2017</i>	<i>Notes</i>
	£	£	£	£	£	
<i>St Leonards - Young Legacy</i>	(1,000)	1,000	-	-	-	
<i>HT Messy Church</i>	(675)	675	-	-	-	
<i>St Johns Camp</i>	(100)	100	-	-	-	
	(1,775)	1,775	-	-	-	

Horsham Parochial Church Council

Notes to the financial report

For the year ended 31 December 2018

8. Fixed Assets:

a. Investments

	<u>Unrestricted Fund</u>	<u>Restricted Fund/s</u>	<u>Endowed Fund/s</u>	<u>Total Funds 2018</u>	<u>Notes</u>
	£	£	£	£	
Market value 1 January 2018	22,099	-	506,324	528,423	
Disposals at carrying value	-	-	-	-	
Purchases at cost	-	-	-	-	
Net gains and revaluation	(331)	-	(57,655)	(57,987)	
Market value 31 December 2018	£21,768	-	£448,669	£470,436	

The holdings of investments in shares at 31 December 2018 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 (Mitchel Trust) and 26072.72 M&G Charifund shares - at valuation (Mitchel Trust).

b. Tangible fixed assets

	<u>Freehold land and buildings</u>	<u>Car park land</u>	<u>Office equipment</u>	<u>Total fixed assets</u>	<u>Notes</u>
	£	£	£	£	
Cost or valuation					
At 1 January 2018	103,927	55,952	-	159,879	
Additions	-	-	-	-	
Disposals	-	-	-	-	
Revaluation	-	-	-	-	
At 31 December 2018	103,927	55,952	-	159,879	
Charge for impairment					
At 1 January 2018	(103,927)	(28,950)	-	(132,877)	
Additions	-	-	-	-	
Disposals	-	-	-	-	
Revaluation	-	-	-	-	
At 31 December 2018	(103,927)	(28,950)	-	(132,877)	
Net book amounts					
At 31 December 2018	-	27,002	-	27,002	
At 31 December 2017	-	27,002	-	27,002	

The freehold land and buildings comprise the new parish office, the hall at Holy Trinity Church and capitalised improvements to the parish 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. The resurfacing is being depreciated over 10 years.

Horsham Parochial Church Council

Notes to the financial report

For the year ended 31 December 2018

9. Analysis of net assets by fund

	Unrestricted Funds	Restricted Fund/s	Endowed Fund/s	Total Funds 2018	<i>Total Funds 2017</i>	Notes
	£	£	£	£	£	
Fixed assets for church use	-	27,002	-	27,002	27,002	8
Investment fixed assets	21,768	-	448,669	470,436	528,423	8
Current assets (except cash)	43,221	2,553	10,146	55,920	97,794	
Cash at bank and on deposit	62,023	262,939	-	324,962	293,581	
Current liabilities	(50,912)	(23,357)	-	(74,269)	(64,191)	
Long term liabilities	-	(40,000)	-	(40,000)	(50,000)	
	£76,100	£229,137	£458,815	£764,051	£832,609	

10. Debtors

	Unrestricted Funds	Restricted Fund/s	Endowed Fund/s	Total Funds 2018	<i>Total Funds 2017</i>	Notes
	£	£	£	£	£	
Income tax recoverable	27,114	-	-	27,114	18,693	
Prepayments and accrued income	18,200	-	-	18,200	67,389	
Other debtors	-	-	-	-	827	
	£45,315	-	-	£45,315	£86,909	

11. Creditors: amounts falling due within one year

	Unrestricted Funds	Restricted Fund/s	Endowed Fund/s	Total Funds 2018	<i>Total Funds 2017</i>	Notes
	£	£	£	£	£	
Deferred income	27,124	-	-	27,124	15,686	
Accruals for utilities and other costs	18,737	-	-	18,737	17,535	
Other creditors	1,381	27,027	-	28,408	30,970	
	£47,242	£27,027	-	£74,269	£64,191	

12. Creditors: amounts falling due after more than one year

	Unrestricted Funds	Restricted Fund/s	Endowed Fund/s	Total Funds 2018	<i>Total Funds 2017</i>	Notes
	£	£	£	£	£	
Archdeacon's loan	-	40,000	-	40,000	50,000	
	-	£40,000	-	£40,000	£50,000	

Horsham Parochial Church Council Notes to the financial report For the year ended 31 December 2018

13. Prior year Statement of Financial Activities comparative figures for this year

	Unrestricted <u>Fund</u>	Restricted <u>Fund/s</u>	Endowed <u>Fund/s</u>	Total Funds <u>2018</u>
	£	£	£	£
Income and endowments from:				
Donations and legacies	394,490	183,678	-	578,168
Charitable activities	12,169	-	-	12,169
Other trading activities	132,851	116,429	-	249,280
Investments	21,139	-	897	22,036
Other receipts	2,700	1,974	-	4,674
Total income	563,349	302,081	897	866,327
Expenditure on:				
Raising funds	-	-	-	-
Charitable activities	574,011	301,303	-	875,314
Other trading activities	31,295	220	-	31,515
Other expenditure	-	-	-	-
Total expenditure	605,306	301,523	-	906,829
Net gains (or losses) on investments	1,829	-	34,427	36,256
Net income or (net expenditure)	(40,128)	558	35,324	(4,246)
Transfers between funds	(21,490)	21,490	-	-
	(61,618)	22,048	35,324	(4,246)
Other recognised gains/(losses):				
Gains/(losses) on revaluation of fixed assets	-	-	-	-
Other gains/(losses)	-	-	-	-
<i>Reconciliation of funds:</i>				
Net movement in funds	(61,618)	22,048	35,324	(4,246)
Total funds brought forward	169,766	129,958	480,501	780,225
Total funds carried forward	108,148	152,006	515,825	775,979

Horsham Parochial Church Council

Notes to the financial report

For the year ended 31 December 2018

14. Statement of funds

	Balances b/fwd 1 Jan 2018	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31 Dec 2018
	£	£	£	£	£
Horsham St Mary's Chancel Trust	-	-	-	-	-
- Capital	17,312	-	-	264	17,576
- Accumulated Income *	9,501	645	-	-	10,146
Mitchel Trust (stipend for St Johns Vicar)	489,012	-	-	(57,919)	431,093
Total of all endowed funds	515,825	645	-	(57,655)	458,814
Agency (No fund - restricted) error from 2011	53	-	-	-	-
Holy trinity - Bailey	2,364	-	-	-	2,364
Holy Trinity - Heatley	-	5,000	-	-	5,000
Holy Trinity - Messy Church	-	523	(871)	675	326
Holy Trinity fabric	8,765	4,094	(733)	-	12,125
St John's - Camp	-	2,497	(2,085)	100	512
St John's - Holiday Club	-	722	(522)	-	200
St John's - New Hall	3,824	480	(60)	-	4,244
St John's - Renewal Project	295	1,762	-	-	2,057
St John's - Tea Fellowship (Falconer)	-	-	(635)	1,000	365
St John's fabric	20,088	-	-	(1,000)	19,088
St Leonard's - Children & Youth	-	626	(135)	-	491
St Leonard's - Gooding	-	5,000	-	-	5,000
St Leonard's - New freezer & safe	-	428	-	-	428
St Leonard's - Young	-	-	-	1,000	1,000
St Leonard's fabric	5,646	627	(726)	-	5,548
St Mary's - "Thanks a million" Appeal	43,792	2,012	-	(44,261)	1,543
St Mary's - "Thanks a million" Appeal Centre	-	6,589	(19,087)	44,261	31,763
St Mary's - "Thanks a million" Appeal Church	-	15	-	-	15
St Mary's - Ebdon	6,530	-	(619)	-	5,911
St Mary's - Hall Manager Salary (Padwick)	-	1,000	(1,000)	-	-
St Mary's - Leavers	1,202	2,358	(3,560)	-	-
St Mary's - Norman	20,000	-	-	-	20,000
St Mary's - Nursery	23,840	115,207	(112,124)	-	26,923
St Mary's - Roof Appeal	-	1,040	(1,000)	-	40
St Mary's - Youth	1,648	-	(152)	-	1,496
St Mary's fabric	69,061	13,606	(27,913)	-	54,754
Youth Festival	1,527	3,615	(4,387)	-	755
Total of all restricted funds	208,635	167,201	(175,610)	1,775	201,947
General fund**	86,390	549,852	(545,317)	(706)	90,219
St Mary's fabric	1,371	1,400	(1,999)	3,399	4,171
Holy Trinity fabric	3,675	1,048	-	(50)	4,673
St Leonard's fabric	3,104	551	(1,843)	(1,000)	812
St John's fabric	12,608	319	(6,762)	(3,000)	3,165
Holy Trinity - Messy Church	-	-	-	250	250
Mrs Young Legacy (NOT Parish; St Leonards)	1,000	-	-	(1,000)	-
Total of all unrestricted funds	108,148	553,170	(555,921)	(2,107)	103,290
Total funds	£832,608	£721,015	£(731,532)	£(57,987)	£764,051

Horsham Parochial Church Council

Notes to the financial report

For the year ended 31 December 2018

15. Pension:

Horsham Parochial Parish Council (PB Classic) participates in the Pension Builder Scheme section of 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 the Employer and the other participating employers.

The Church Workers Pension Fund has a section known as the Defined Benefits Scheme, a deferred annuity section known as Pension Builder Classic and a cash balance section known as Pension Builder 2014.

Pension Builder Scheme

The Pension Builder Scheme of the Church Workers Pension Fund is made up of two sections, Pension Builder Classic and Pension Builder 2014, both of which are classed as defined benefit schemes.

Pension Builder Classic provides a pension for members for payment from retirement, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Discretionary increases may also be added, depending on investment returns and other factors.

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.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

The scheme is a multi-employer scheme as described in Section 28 of FRS 102 as it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers. This means 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 contributions payable (2018: £5,703, 2017: £6,145)

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent was carried out as at 31 December 2016.

For the Pension Builder Classic section, the valuation revealed a deficit of £14.2m on the ongoing assumptions used. At the most recent annual review, the Board chose not to grant a discretionary bonus, which will have acted to improve the funding position. There is no requirement for deficit payments at the current time.

For the Pension Builder 2014 section, the valuation revealed a surplus of £1.8m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.

The legal structure of the scheme is such that if another employer fails, the Horsham Parochial Council could become responsible for paying a share of that employer's pension liabilities.