



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 2020



St Mary's



St Leonard's



Holy Trinity

LEGAL AND ADMINISTRATIVE INFORMATION

Charity Registration Number: 1132246

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

Team Rector: The Reverend Canon Lisa Barnett

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

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

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Our aims and purposes as a charity

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

The parish is responsible for the appointment of 1/3 of the governors of St Mary’s Horsham Church of England Primary School and runs a Pre- School. 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.

Achievements and Performance

The Parish

When planning our activities for the year, our team Rector and the PCC have considered the Charity Commission’s guidance on public benefit and particularly the specific guidance on ‘charities for the advancement of religion’.

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline measure 2016, fully recognising its duty to have regard to the House of Bishop’s guidance on safeguarding children and vulnerable adults.

Having said ‘goodbye’ to St John’s Broadbridge Heath at the end of 2019, when they became an independent parish, 2020 has been a chance for the newly formed Horsham Parish churches of St Leonard’s, Holy Trinity & St Mary’s to reflect on our shared vision. As a team of 3 churches, we have needed to adapt our staffing, and during 2020 we concluded that we would move forward with 2 full-time priests, supported by curates, assistant priests and readers.

This parish ministry team have begun ministering in all 3 churches, which has increased the sense of cohesion within the parish team.

During the lockdowns, technology has enabled us to work together more closely, even from within our homes. We have worked together in the offering of online services, which have rotated around the churches, in a vocation sermon series and follow-up evening discussions, and in an online Advent course. The number of households viewing online services averaged 300 each week with a total of 6,000 views and 1,600 hours of viewing during the year.

We are working to share resources and skills across our churches, particularly through our responses to covid: we have shared risk assessments and worked together on issues around furloughing staff. We have developed our use of a Horsham Parish account on Office 365 to share documents and hope to do this more and more into the future. 15 of us from our 3 churches met for a vision morning in September, when we took a rare opportunity for an ‘in person’ meeting to discuss the opportunities and challenges that our churches were each facing and considered how we could move forward as a team.

In July our Parish Treasurer, Paul Kirkbride stood down after many years of service. We are grateful for his commitment to this role. Greg Andrews kindly agreed to take on the role in the summer.

St Mary's Church

At the beginning of 2020 we welcomed Rev. Canon Lisa Barnett and her family to Horsham. Lisa was licensed as Team Rector on 6th February at a service in St. Mary's Church by Bishop Martin.



Not long after Lisa joined us the COVID-19 pandemic took hold and by March so much of our 'normal' pattern of Church life was changed as we moved into 'Lockdown'. Our Church building was initially completely closed but as the year progressed, we

"I feel I have to send you this email to say how extremely grateful we were that you unlocked the church, so that my son and I were able to light a candle and send a prayer for my husband, who passed away this year from covid-19."

opened for 'Private Prayer' then to record services and then at the beginning of July we opened again for public services although in a different format in order to comply with COVID restrictions. As we opened for 'Private Prayer' we were blessed with a new team of volunteer Church Welcomers who took on the task of daily opening up the Church for not only members of our Church family but for so many people from our town. Many of those using the Church at this time expressed their grateful thanks for having the opportunity to enjoy the peace and prayerful atmosphere of our beautiful church.

Our ministry team of clergy and readers rose magnificently to the challenge of producing on-line services during the 'lockdown'. With the technical skills of Steve and Jo Benson we all welcomed the opportunity to continue our Sunday worship from the safety of our homes. When we were eventually able to return to attending services 'in-person' we had to get used to new social distancing rules as to where we could sit and the difficulties of not mingling with one another before or after the service. We were grateful for the long-term loan of a projector and screen, which reduced the infection risk of service sheets, as well as significantly reducing our paper usage. By the autumn, the church choir were also allowed to return to sing in small groups, and although congregational singing wasn't possible, we were so grateful to enjoy the musical worship from the choir. Beautiful flower displays were created for both Harvest and Christmas, and the crib and Christmas Tree were hugely valued by regulars and passers-by. Although we had to strictly monitor numbers, it was lovely to be able to celebrate Christmas in Church and to even join in with some outdoor Carol singing. Our Christmas collection raised over £100 for Tear Fund.

"We would like to thank you and all those involved, for presenting such beautiful online talks and services over the last weeks, it's meant a lot to be able to continue to join in worship despite the difficult times."



So many of our 'normal' Church activities did not happen in 2020 but through our Pastoral team and various 'phone angels' we have worked hard to keep in contact with our Church family and offer support with shopping, and lifts to appointments. Lisa sent weekly emails during the lockdowns, which helped us to feel together as a church family, even while apart. Making good use of our online services, we embarked on a vocation sermon series after Easter, which was supported by evening zoom discussion groups. This led to 12 members of our churches signing up for the Diocesan Living Faith course, which began in January 2021. Lent and Advent courses also moved onto zoom, as did some of the home groups and all the church council meetings. For many the opportunity to stay indoors in the warm, rather than

go out to a meeting on a winters evening, has been very much appreciated, and this may come to be one aspect of 2020 that we will want to take with us once the covid restrictions are eased.

Our parish finances were looking precarious at the beginning of the year, and the covid losses from hall rentals and loss of Sunday giving pushed us into a financial crisis. Some difficult decisions had to be made across the whole parish. With sadness, we needed to reduce the hours of our staff, and as a result, Jane Gorrie (our Verger) decided to take redundancy instead, leaving us in September. There were other staff changes that took place during the year; Alison Carré, who had been our Church Administrator for nine years, left us for pastures new at Easter and Fiona Prentice (our Children and Families worker) moved away from Horsham, with her family, and left us in October. Alison, Jane and Fiona were all hard-working dedicated members of staff who are being greatly missed by both our Church family and our wider community. At the end of 2020 Keith Burgess stepped down from being our St. Mary's Treasurer after many years of faithful, dedicated service.

"Thanks very much again for having us for the concerts and for being so helpful, supportive and onside with everything. It was always such a pleasure dealing with you all! I've had messages from the audience and from the players to say how grateful they were to have live music again and it seems that St Mary's is one of the few places that has enabled that to happen. It's just fantastic!"

It was lovely that as things eased a little in the Autumn, we were able to welcome a number of concerts (Stane Street Sinfonietta and English Music Festival) who valued our spacious church for social distancing. The Horsham Community Fridge have recently set themselves up in the Church Centre, and offer food from supermarkets that would otherwise have ended up in the bin. They are open twice a week and are proving to be popular in these challenging times.



Holy Trinity Church

Holy Trinity managed to react relatively quickly to the first Lockdown. We began broadcasting a weekly morning and evening service on our Youtube channel without missing a Sunday. This included live streaming for Easter Day and other major festivals. Our worship has been enhanced by Music from our Covid Choir which includes younger choir members who have met regularly, when allowed, to record music for our services.



Development of a new website is underway for Holy Trinity but the existing website has proved particularly invaluable for prayer requests and the booking of services.

We have had several DCC meetings on Zoom and host Zoom tea and coffee sessions for the congregation on Sunday mornings and Wednesday afternoons.

Our main means of communication during the Pandemic has been via our weekly noticesheet. It has been sent out by ChurchSuite to 109 recipients and a further 19 households receive a hard copy each week. It is also distributed online to 68 Trinity Church Players' members. The Hard Copy delivery team have been able to check on their recipients to establish any other needs they have during Lockdown. The noticesheet includes Prayer Requests, Holy Trinity, Parish and local news. Our Virtual Christmas craft Stall via the noticesheet, raised several hundred pounds.

Our Covid Support What's App group deals with individual needs that are brought to their attention. In particular they were able to help with hospital visits and deliveries when an elderly member of our congregation was in hospital for a long period. Father David and other church members have also fostered links via the Rushams Road What's App group. This was particularly helpful for the TCP Covid-compliant carol singing which raised £440 for the North Parade Charity, Action Medical Research for Children.

Our drama group "Trinity Church Players", offered free face masks to the general public but asked for donations if recipients could afford it. The idea was to compensate Holy Trinity for the loss of revenue from their summer show and panto. They made over 1000 masks raising £4,100 for Parish funds.

Our sponsored bauble scheme allowed people to sponsor a bauble in the name of loved ones, or in memory of a loved one. This seemed appropriate at a time when we could not physically join together for Christmas. It raised £1,800. Also at Christmas we were able to record members of the congregation, choir and TCP for our virtual carol service which was broadcast on Youtube and well received.

The church has been open for private prayer on Tuesdays and Saturdays for most of the year. Our team of 13 church cleaners have enabled this to happen by cleaning on a rota basis and doing extra shifts when the need arises, eg before and after funerals.

In the early summer we launched a new Holy Trinity Gardening Club. This enabled socially distanced gatherings which were very enjoyable and provided some much needed maintenance for the church grounds. This group also did other gardening work around the parish.

Our Playgroup has continued to meet throughout much of the year, providing welcome hall income. We have employed a new cleaner who, with the Playgroup staff, has ensured the hall remains Covid compliant. We have however lost out on a great deal of hall income over the year from other sources.



St Leonard's Church

St Leonard's began the year on a low note, missing our vicar and wondering what the future would hold. Our fears were unfounded as Revd Lisa Barnett and Revd Rebecca Tuck stepped in to help us, as did the retired clergy and the first couple of months of 2020 passed fairly normally, with Sunday services, a couple of social events and regular hall users from the community.



However, Covid and lockdown came in March. We organised email and telephone contact with all our regular congregation and made sure everyone was being looked after. There were people available to do shopping, collect medication etc. and the Pastoral Team did its best to make sure nobody was left out.



Back to services in July, with a regular weekly Wednesday morning Communion, to which, once a month, the Mothers' Union came, and played a major role in the service. With some of our retired clergy still shielding it was not possible to hold any Sunday services at first, but by November we had organised a monthly Sunday service, with those in our congregation able to attend church going to either Holy Trinity or St Mary's on the other Sundays.

Then there was the November lockdown. Online services were back (although Sunday services had been live-streamed throughout from Holy Trinity and St Mary's for our congregation to follow). We had a brief respite in early November and during December when we were able to hold two Sunday services, some Wednesday Communion (including the Mothers' Union service), a Carol Service with recorded music and a Communion on Christmas Day. Then we were back into lockdown again. The Christmas charity, organised by Horsham Churches Together in aid of children's mental health, was well supported and many members of the congregation brought items for the Foodbank when they came to church.

Sadly, all our social and pastoral activities ground to a halt in 2020, partly because of government lockdowns but also because the age profile of the congregation is such that people are not attending events with others, for fear of infection, despite all our efforts to make the church and hall Covid-safe. Some community groups started using the hall again – Ballet, Chamber choir and a Dance group - but not for long (only September and October), as all activity was curtailed by the government lockdowns in November and the end of December. We hope the Bowls group, Model Railway Club, Ballroom Dancing, children's parties and other users will return when it is permissible and safe to do so. Although we prided ourselves on the income generated by the Hall (which makes up around half of our total) and the service we provided for the local community in the availability of our spacious building, this has been virtually non-existent during 2020.



Whereas previously we regularly visited housebound members of the congregation and three care homes, this has ceased because of the pandemic. We hope to be able to resume them when it is safe to do so and it is fair to say those visits are much missed. There have been no funerals or baptisms in the church but the St Leonard's Reader and the team clergy have conducted a few funerals at the Crematorium.

However, the pandemic has brought previously unknown technical skills to the fore and, as well as online Sunday services, we hold Morning Prayer on Mondays via Zoom, something that will continue for the future. We still kept in contact with all the congregation through emails, phone calls and regular mailings for those without internet access,

and the response to online services tells us that it is a good way for those who cannot always attend on Sundays to access our services and maintain a link with the church. The pandemic has indeed shown us ways in which we can build on church life and reach out to more people through technology.

We welcomed Revd Rebecca Tuck, our parish curate, to work more closely with St Leonard's from September, and she has enabled us to take a detailed look at our position and where the future might lead us. We also welcomed Revd Lisa Barnett's plans for the three churches in Horsham Parish to work more closely together. It has become clear that there will be no new vicar for St Leonard's in the foreseeable future so we need to re-shape our thinking to encompass parish-wide sharing of personnel and resources. The future looks exciting.

St Mary's Pre-School

"The most loving environment with teachers who genuinely care about our children. Forest School is just magical. So many wonderful activities to enable our children to learn and develop in natural environments. Seeing how happy L is when she comes out of pre-school with so many fun stories to tell is amazing."

Notwithstanding the disruption from Covid-19, for staff, families and children, the numbers of children attending remained strong. As at 31 December 2020 there were 42 children on the roll, supported by 12 dedicated staff.

All children are given the opportunity to take part in Forest School sessions once a week throughout the year before they start school.

Risk Management

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. This work has been delayed by the Parish Review, the consequent restructuring of the parish and the difficulty of completing such complex work when we are not able to meet face to face.

The major risks identified by the trustees and the processes in place to manage them are set out below:

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. Each church has its own Safeguarding and Pastoral team. The Parish Safeguarding Officer Richard Pearson has been diligent in ensuring that all the churches follow the same policy and use the same up to date documents. We were delighted to have been awarded our SQP1 pass by the Diocesan Safeguarding Team early in 2020 and continue to ensure that we implement all aspects of this across the whole Parish.

Financial risk. The Parish Treasurer works with the individual church treasurers, the bookkeepers and the independent examiner to ensure that the finances are managed securely. Appropriate policies are in place in relation to financial controls, reserves and investments and for cash handling. 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. Quarterly reports of income and expenditure against budget are reviewed by the PCC. 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.

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.

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. 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 Mary's Church office. The administrator deals with both St Mary's and some wider parish activities, and is assisted by a number of experienced volunteers.

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.

Reserves Policy

The PCC's policy is to hold two months of average operating expenditure as reserves to ensure continued financial security and to provide for contingencies. Other reserves may be held for planned capital and other projects and also to meet the cost of future building repairs.

Plans for Future Periods

As we look forward to 2021, we plan to re-establish some of our 'normal' activities and to begin to grow some new ventures. As we prepare to open up after covid, we will once again have the opportunity to consider how our 3 churches can work together. We will aim to ensure varied and creative mission and ministry across the whole of Horsham Parish, making sure we share resources effectively.

The Parish will further build its IT resources to enable streaming and other digital interaction with our congregations.

We will be reviewing our governance arrangements to ensure they are effective and fit for purpose.

The PCC and St. Leonard's DCC will be exploring how to take forward the mission in that part of the Parish and the use of its building and other resources in the absence of a dedicated clergy post and in light of the major legacy received in 2020.

There is group considering ways to improve and make better use of the space in the Church Centre in the Causeway using the restricted funds remaining from the ***Thanks a Million Appeal***. Further fundraising towards the cost of this is being considered.

Following recent Quinquennial Reviews at Holy Trinity, St Leonard's and the Church Centre a group is being formed to prioritise and plan for the works required in the short, medium and long term. The group will also consider how these plans are to be funded.

Following a successful application by St Mary's Church to the ***Cultural Recovery Fund for Heritage: Major Works fund for Cathedrals and Major Churches***, work will go ahead to replace the roof of the boiler house.

Financial Review

In response to a dramatic fall in income from the letting of halls and other facilities across the parish with the Covid-19 pandemic, a number of actions were put in place to mitigate the impact on our finances:

- An emergency appeal was launched in the summer of 2020. Our congregations responded generously to this appeal, which raised in excess of £50,000.
- A review of staffing was undertaken and as a result there were reductions in the hours of several employees, one vacant position was not filled and one member of staff made redundant.
- A review of restricted funds enabled some funds to be released to cover running costs of two of the churches.
- The contribution to the Diocese for the parish share was reduced for the final quarter of the year.
- The Parish benefited from grants from the government's coronavirus job retention scheme.

The Pre-school experienced a difficult trading year because of fluctuating pupil numbers. This resulted in an overall deficit of £127 (2019 £5,740 surplus). Higher running costs were mitigated by grants received under the coronavirus job retention scheme.

Income from unrestricted funds for the year amounted to £408,993 (2019 - £559,873) with the largest amount being received from planned giving at £210,739 (2019 - £275,535). Expenditure from unrestricted funds was £377,545 (2019 - £579,374) with the largest item spend being the diocesan parish share at £168,435 (2019 - £260,012). This gives a surplus of £33,225 (2019 - deficit of £15,429).

In light of an unexpected surplus for the year the PCC Standing Committee agreed in November 2020 to make an additional Parish Share contribution to the Diocese equivalent to 10% of the realised surplus (£3,500).

The balance of unrestricted funds at 31st December 2020 amounted to £121,086 which includes £13,717 designated for use on the Fabric of the churches. The general unrestricted total is £107,369 which equates to considerably more than the reserve policy requirement of 2 months expenditure. The PCC consider this prudent in light of continuing uncertainty about the impact of Covid-19 on our future income. It was decided in the PCC standing committee in January 2021 to transfer the remainder of the surplus (£31,000) to Designated Fabric Funds for St Mary's and Holy Trinity.

During the year, the Parish benefited from a substantial legacy of £175,000 from a former parishioner. This legacy was given to support the mission and work of St Leonard's Church and is shown as restricted income.

The Parish has pension arrangements in place for its employees as set out in note 15 of the Financial Statements.

Structure, Governance and Management

The Parochial Church Council (PCC) is registered with the Charity Commission as required by the Charities Act 2011. 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).

During the year the following served as members of the Parochial Church Council:
(the names of those who ceased to be a trustee during the year are in italics)

The Revd Canon Lisa Barnett (Chairman) from 6 February 2020 *	Mr Reginald Haydon (Churchwarden) *
The Revd David Bouskill *	Mr Tim Hewlett
The Revd Rebecca Tuck *	Mr Emmanuel Holden from 1 December 2020
Mr Greg Andrews (PCC Treasurer) from 17 June 2020 *	Mr Alistair Inglis-Taylor
Mrs Val Burgess	Mrs Brenda Large (PCC secretary) *
<i>Mrs Alison Carré to 18 June 2020</i>	Dr Nick O'Riordan from 23 September 2020
Mrs Hazel Corke from 23 Sept 2020	Mr Richard Pearson
Miss Joan Denne	Mr Keith Rayner
Mr Peter Fruin	Mr Nigel Stalley (Churchwarden and Vice Chairman)*
Mrs Linda Goodwin co-opted 23 Sept 2020	Mrs Margaret Symonds (Churchwarden) *
<i>Mrs Irene Gettins to 23 Sept 2020</i>	Mr Robert Whittaker
<i>Mrs Marie-Emmanuelle Gros-Lemesre to 23 Sept 2020</i>	

* - member of the standing committee

Organisational Structure

At the beginning of 2020 three churches, the Parish Church of St Mary the Virgin, Holy Trinity Church and St Leonard's Church comprised the Parish of Horsham. Each of the churches is represented on the Parochial Church Council. As at 31 December 2020 there were 20 serving members.

In addition, the Parish Youth Worker normally attends the PCC meetings in a non-voting capacity.

The churchwardens, who are officers of the bishop, are the senior members of the laity within the Parish. Traditionally Horsham Parish has elected three churchwardens at the Annual Parish meeting. Until the Team Rector's licensing on 6 February 2020 they shared with the Rural Dean the responsibility for 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.

Normally the lay members are elected at the Annual Parish Meeting (APM) and the Annual Parochial Church Meeting (APCM) in April each year, but in 2020 because of the Covid-19 pandemic large gatherings were forbidden at that time. Canon law was amended to allow APMs and APCMs to be postponed until the end of October. Horsham Parish APM and APCM for 2020 were held on 23 September 2020.

Following the change in the number of churches in the parish the PCC decided that the 15 elected lay members and the 8 Deanery synod members should be divided between the churches as shown below.

<u>Office and Years left to serve (<i>ex officio in italics</i>)</u>	<u>ST MARY PCC 7/15</u>	<u>HOLY TRINITY PCC 4/15</u>	<u>ST LEONARD PCC 4/15</u>
<i>Churchwardens to 2021, elected by the APM</i>	Nigel Stalley	Red Haydon	Margaret Symonds
Lay members elected by the APCM			
PCC to 2021	1 Peter Fruin	1 Keith Rayner	1 <i>vacancy</i>
PCC to 2022	2 Alistair Inglis-Taylor	2 Bob Whittaker	2 Joan Denne
PCC to 2023	3 Richard Pearson	3 Hazel Corke	3 <i>vacancy</i>
PCC to 2021	4 Greg Andrews	4 <i>vacancy</i>	4 <i>vacancy</i>
PCC to 2022	5 Nick O'Riordan		
PCC to 2023	6		
PCC to 2021	7		
<i>Deanery Synod to 2020</i>	4/8	2/8	2/8
ALL FOR 3 YEARS TO 2023	1 Emmanuel Holden	1 <i>vacancy</i>	1 Tim Hewlett
	2 <i>vacancy</i>	2 <i>vacancy</i>	2 <i>vacancy</i>
	3 <i>vacancy</i>		
	4 <i>vacancy</i>		
<i>Diocesan Synod to 2021</i>	Val Burgess		
	Brenda Large		
	Nigel Stalley		

Casual vacancies are filled by the PCC as they arise. Linda Goodwin (St Mary's) was co-opted onto the PCC at its meeting on 23 September 2020.

The Induction and Training of Trustees

The diocese of Chichester, the Archdeacon of 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 three District Church Committees (DCCs).

The **Standing Committee** consisted 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. But in September this was amended to the Team Rector, the three Parish Churchwardens appointed by the PCC by resolution and at least one other member of the PCC from each church, appointed by the PCC, to include the PCC Treasurer and the PCC Secretary. In exceptional circumstances, if no member from a particular church is able to attend, the nominated substitute member from that church will be invited. This continues to ensure that each church and both the clergy and the laity can be fairly represented. It is the duty of the Standing Committee to transact the PCC's business between meetings.

District Church Councils have oversight of local church and district mission strategy. Some day-to-day decision-making for 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 initial responsibility for routine legal and financial business. The DCC's are 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.

St Mary's Pre-School is overseen by a Governance Panel made up of staff, parents and representatives of the PCC and the Parish.

Remuneration is decided by the PCC as part of the annual budget process based on an assessment of roles and appropriate benchmarks. 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 and youth work, 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.

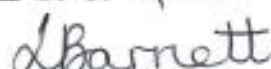
Trustees' Responsibilities in relation to the Financial Statements

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:

22nd April 2021


Lisa Barnett, Team Rector and PCC Chairman

**Horsham Parochial Church Council
Notes to the financial report
For the year ended 31 December 2020**

**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 2020**

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 2020 set out on pages 1 to 28.

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

RACHAEL BEST

Date

29/04/2021

Relevant professional

ICAEW

qualification(s) or body

Examiner's address

BAILEY HOUSE, 4-10 BARTHELOTT ROAD

HORSHAM, W SUSSEX RH12 1DQ

Horsham Parochial Church Council Statement of Financial Activities For the year ended 31 December 2020

	Unrestricted Fund	Restricted Funds	Endowed Funds	Total Funds 2020	Total Funds 2019	Notes
	£	£	£	£	£	
Income and endowments from:						
Donations and legacies	327,831	216,251	-	544,082	438,885	
Charitable activities	9,023	120,280	-	129,303	135,869	
Other trading activities	68,825	1,423	-	70,248	136,761	
Investments	1,365	667	-	2,032	20,424	
Other receipts	1,950	-	-	1,950	714	
Total income	408,993	338,621	-	747,614	732,652	2
Expenditure on:						
Cost of raising fund	2,245	-	-	2,245	2,861	
Charitable activities	353,996	196,636	-	550,632	702,620	
Other trading activities	21,304	2,000	-	23,304	88,271	
Total expenditure	377,545	198,636	-	576,181	793,753	3
Disposals at carrying value	-	-	-	-	(456,019)	8
Net gains (or losses) on investments	1,777	-	(20,776)	(18,999)	32,198	8
Net income or (net expenditure)	33,225	139,985	(20,776)	152,434	(484,922)	
Transfers between funds	-	10,834	(10,834)	-	-	7
Other recognised gains/(losses):						
Gains/(losses) on revaluation of fixed assets	-	-	-	-	-	11
Other gains/(losses)	-	-	-	-	-	
<i>Reconciliation of funds:</i>						
Net movement in funds	33,225	150,819	(31,610)	152,434	(484,922)	
Total funds brought forward	87,861	159,658	31,610	279,129	764,051	
Total funds carried forward	121,086	310,477	-	431,563	279,129	

Horsham Parochial Church Council Balance Sheet For the year ended 31 December 2020

	Total Funds 2020	Total Funds 2019	Notes
	£	£	
Tangible Fixed Assets	27,002	27,002	8
Fixed Asset Investments	27,617	46,616	8
Total fixed assets	54,619	73,618	
Stocks	473	342	
Debtors	108,898	39,220	10
Investments	-	10,834	10
Cash at bank and in hand	356,430	305,099	9
Total current assets	465,801	355,496	
Creditors: Amounts falling due within one year	(78,857)	(119,985)	11
Net current assets or (liabilities)	386,944	235,511	
Total assets less current liabilities	441,563	309,129	
Creditors: Amounts falling due after more than one year	(10,000)	(30,000)	12
Provisions for liabilities	-	-	
Total net assets or (liabilities)	431,563	279,129	
The funds of the charity:			
Endowment funds	-	31,610	14
Restricted income funds	310,477	159,658	14
Unrestricted funds	121,086	87,861	14
Revaluation reserve	-	-	
Total unrestricted funds	121,086	87,861	
Total charity funds	431,563	279,129	14

This Annual Financial Report, for the year ended 31st December 2020, including the notes following, was approved by the PCC and signed on its behalf by

The Reverend Canon Lisa Barnett
PCC Team Rector


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Horsham Parochial Church Council

Notes to the financial report

For the year ended 31 December 2020

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 as soon as the PCC is notified of its legal entitlement and the amount due can be measured reliably.

Horsham Parochial Church Council

Notes to the financial report

For the year ended 31 December 2020

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 share is accounted for on an annual basis, reflecting the allocation set by our Deanery. Any parish share 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 £2,000 are written off in the year they were incurred.

Horsham Parochial Church Council

Notes to the financial report

For the year ended 31 December 2019

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.

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.

g. 2019 Comparatives- St John's Broadbridge Heath

The 2019 comparative figures in the financial statements reflect the income and expenditure of St John's Broadbridge Heath, which was a member church of the Horsham Parish until 31 October 2019. The net impact of unrestricted expenditure for the 2019 financial year was £20,000.

Horsham Parochial Church Council Notes to the financial report For the year ended 31 December 2020

2. Analysis of income and endowments

	<u>Unrestricted Fund</u>	<u>Restricted Funds</u>	<u>Endowed Funds</u>	<u>Total Funds 2020</u>	<u>Total Funds 2019</u>	<u>Notes</u>
	£	£	£	£	£	
Planned giving (excl. Gift Aid)	210,739	100	-	210,839	275,585	
Loose cash collections	12,210	50	-	12,260	55,599	
Special appeals/Small donations	50,300	22,711	-	73,011	33,813	
Gift Aid recoverable	45,354	3,279	-	48,633	68,391	
Legacies	-	187,385	-	187,385	-	
Grants	429	2,726	-	3,155	5,497	
Furlough Income	8,799	-	-	8,799	-	
Donations and legacies	£327,831	£216,251	-	£544,082	£438,885	
Fees for weddings & funerals	4,523	-	-	4,523	8,242	
St Johns BBH contribution to Youth Worker	4,500	-	-	4,500	-	
St Mary's Pre-school fees	-	120,280	-	120,280	127,626	
Charitable activities	£9,023	£120,280	-	£129,303	£135,869	
Car park fees	35,073	-	-	35,073	36,398	
Church hire fees	6,682	-	-	6,682	6,849	
Fundraising sales	4,669	1,423	-	6,092	14,624	
Church centre and hall hiring fees	22,402	-	-	22,402	76,550	
Youth festival income	-	-	-	-	2,340	
Other trading activities	£68,825	£1,423	-	£70,248	£136,761	
Bank & CBF deposit interest	127	667	-	794	2,541	
CBF investment fund dividend	1,238	-	-	1,238	17,883	
Investments	£1,365	£667	-	£2,032	£20,424	
Other receipts	1,950	-	-	1,950	714	
Total income and endowments on all funds	£408,993	£338,621	-	£747,614	£732,652	

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 2020

3. Analysis of expenditure

	Unrestricted Fund	Restricted Funds	Endowed Funds	Total Funds 2020	Total Funds 2019	Notes
	£	£	£	£	£	
Bank card charges	2,245	-	-	2,245	2,861	
Cost of raising funds	£2,245	-	-	£2,245	£2,861	
Charitable grants and donations	758	200	-	958	13,265	4
Mission costs	4,029	31	-	4,060	10,313	
Diocesan parish share	168,435	21,893	-	190,328	260,012	
Clergy and volunteer expenses	11,384	-	-	11,384	22,375	
Salaries and honoraria incl NI & Pension	81,406	112,761	-	194,167	207,957	5
Organists and choirs	6,561	-	-	6,561	8,797	
Upkeep of services	13,741	-	-	13,741	17,754	
Church running costs	26,825	2,077	-	28,902	42,568	
Youth work expenses	1,812	3,842	-	5,654	5,403	
Children's work expenses	2,413	-	-	2,413	7,875	
Church maintenance and repair	8,763	41,937	-	50,700	43,025	
Upkeep of church yard	565	-	-	565	1,665	
Other expenses	3,764	-	-	3,764	23,003	
Governance	23,541	-	-	23,541	21,048	6
Youth festival	-	-	-	-	2,727	
St Mary's Pre-school expenditure	-	13,896	-	13,896	14,835	
Cost of charitable activities	£353,996	£196,636	-	£550,632	£702,620	
Church hall running costs	21,304	2,000	-	23,304	33,969	
Other trading costs	-	-	-	-	175	
St John's Broadbridge Heath Church	-	-	-	-	54,127	1g
Cost of other trading activities	£21,304	£2,000	-	£23,304	£88,271	
Total expended on all funds	£377,545	£198,636	-	£576,181	£793,753	

The running costs of the Pre-school are included in cost of charitable activities. These totalled £120,407 (2019 £121,887) and were made up of salaries, NI pension of £106,511 (2019 £107,051) and other costs of £13,896 (2019 £14,835).

Horsham Parochial Church Council

Notes to the financial report

For the year ended 31 December 2020

4. Missionary and charitable giving:

	<u>Unrestricted Fund</u>	<u>Restricted Funds</u>	<u>Endowed Funds</u>	<u>Total Funds 2020</u>	<u>Total Funds 2019</u>	<u>Notes</u>
	£	£	£	£	£	
Overseas:	-	200	-	200	10,333	
UK:	758	-	-	758	2,932	
	758	200	-	958	13,265	3

5. Staff costs

	<u>Unrestricted Fund</u>	<u>Restricted Funds</u>	<u>Endowed Funds</u>	<u>Total Funds 2020</u>	<u>Total Funds 2019</u>	<u>Notes</u>
	£	£	£	£	£	
Remuneration						
Wages and salaries	78,325	107,709	-	186,033	197,578	
Employer social security costs	1,747	1,383	-	3,130	4,762	
Employer pension costs	1,334	3,670	-	5,004	5,617	
	81,406	112,761	-	194,167	207,957	3

During the year, the PCC employed organists, a vergers, a parish administrator, a treasurer, a youth leader, cleaners and Pre-school staff, none of whom earned £60,000 p.a. or more. Average number of staff was 28 (2019 - 27). The charity operates a defined contribution pension scheme. Contributions paid in the year were £9,673 (2019 - £5,333). No trustee received any remuneration in the year or the previous year.

6. Governance

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Endowed Funds</u>	<u>Total Funds 2020</u>	<u>Total Funds 2019</u>	<u>Notes</u>
	£	£	£	£	£	
Independent examination	3,600	-	-	3,600	2,400	
Payroll	2,781	-	-	2,781	1,608	
Bookkeeping & Accounts	17,160	-	-	17,160	17,040	
	23,541	-	-	23,541	21,048	3

7. Transfers between funds

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Endowed Funds</u>	<u>Total Funds 2020</u>	<u>Total Funds 2019</u>	<u>Notes</u>
	£	£	£	£	£	
St Mary's Chancel Interest Accumulated Income	-	10,834	(10,834)	-	-	
	-	10,834	(10,834)	-	-	

As set out in note 8 the accumulated income for this endowment has been reclassified to restricted fund.

Horsham Parochial Church Council Notes to the financial report For the year ended 31 December 2020

8. Fixed Assets

a. Investments

	<u>Unrestricted Fund</u>	<u>Restricted Funds</u>	<u>Endowed Funds</u>	<u>Total Funds 2020</u>	<u>Notes</u>
	£	£	£	£	
Market value 1 January 2020	25,840	-	20,776	46,616	
Disposals at carrying value	-	-	-	-	
Purchases at cost	-	-	-	-	
Net gains (losses) and revaluation	1,777	-	(20,776)	(18,999)	
Market value 31 December 2020	£27,617	-	-	£27,617	

In line with Diocesan guidance, the balance (£20,776) in the St Mary's Chancel Trust, an endowed fund under the control of the Diocesan Board of Finance, has been removed from the PCC Financial Statements and shown as a net investment loss.

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 2020	103,927	55,952	-	159,879	
Additions	-	-	-	-	
Disposals	-	-	-	-	
Revaluation	-	-	-	-	
At 31 December 2020	103,927	55,952	-	159,879	
Charge for impairment					
At 1 January 2020	(103,927)	(28,950)	-	(132,877)	
Additions	-	-	-	-	
Disposals	-	-	-	-	
Revaluation	-	-	-	-	
At 31 December 2020	(103,927)	(28,950)	-	(132,877)	
Net book amounts					
At 31 December 2020	-	27,002	-	27,002	
At 31 December 2019	-	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 The Diocese of Chichester. 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 cost has been fully depreciated.

Horsham Parochial Church Council Notes to the financial report For the year ended 31 December 2020

9. Analysis of net assets by fund

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Endowed Funds</u>	<u>Total Funds 2020</u>	<u>Total Funds 2019</u>	<u>Notes</u>
	£	£	£	£	£	
Fixed assets for church use	-	27,002	-	27,002	27,002	8
Investment fixed assets	27,617	-	-	27,617	46,616	8
Current assets (except cash)	17,529	91,842	-	109,371	50,397	10
Cash at bank and on deposit	101,677	254,752	-	356,430	305,099	
Current liabilities	(25,738)	(53,119)	-	(78,857)	(119,985)	11
Long term liabilities	-	(10,000)	-	(10,000)	(30,000)	12
	£121,085	£310,477	-	£431,563	£279,129	

10. Debtors

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Endowed Funds</u>	<u>Total Funds 2020</u>	<u>Total Funds 2019</u>	<u>Notes</u>
	£	£	£	£	£	
Income tax recoverable	14,064	7	-	14,071	22,081	
Accounts Receivable	2,546	5,977	-	8,523	17,140	
Prepayments and accrued income	784	85,385	-	86,169	342	
Pre-school Stock	-	473	-	473	10,834	
Other debtors	135	-	-	135	-	
	£17,529	£91,842	-	£109,371	£50,397	

11. Creditors: amounts falling due within one year

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Endowed Funds</u>	<u>Total Funds 2020</u>	<u>Total Funds 2019</u>	<u>Notes</u>
	£	£	£	£	£	
Accounts Payable	(372)	-	-	(372)	-	
Deferred Income	15,398	30,931	-	46,329	24,076	
Accruals for Utilities and other costs	11,218	5,317	-	16,535	15,860	
Accrual for St Johns separation	-	-	-	-	31,927	
Archdeacon's loan	-	10,000	-	10,000	-	
Other Creditors	(505)	6,871	-	6,366	48,122	
	£25,738	£53,119	-	£78,857	£119,985	

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

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Endowed Funds</u>	<u>Total Funds 2020</u>	<u>Total Funds 2019</u>	<u>Notes</u>
	£	£	£	£	£	
Archdeacon's loan	-	10,000	-	10,000	30,000	
	-	£10,000	-	£10,000	£30,000	

This interest-free loan, taken out in 2017 for the repairs to St Mary's Church Roof, is repayable in annual instalments of £10,000 up to 30 June 2022.

Horsham Parochial Church Council

Notes to the financial report

For the year ended 31 December 2020

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

	Unrestricted Fund	Restricted Funds	Endowed Funds	Total Funds 2019
	£	£	£	£
Income and endowments from:				
Donations and legacies	402,453	36,432	-	438,885
Charitable activities	8,242	-	-	8,242
Other trading activities	128,921	135,466	-	264,387
Investments	19,736	-	688	20,424
Other receipts	521	193	-	714
Total income	559,873	172,091	688	732,652
Expenditure on:				
Raising funds	-	-	-	-
Charitable activities	531,600	173,883	-	705,482
Other trading activities	47,774	40,497	-	88,271
Total expenditure	579,374	214,380	-	793,753
Disposals at carrying value	-	-	(456,019)	(456,019)
Net gains (or losses) on investments	4,072	-	28,126	32,198
Net income or (net expenditure)	(15,429)	(42,289)	(427,204)	(484,923)
Transfers between funds	53	(53)	-	-
Other recognised gains/(losses):				
Gains/(losses) on revaluation of fixed assets	-	-	-	-
Other gains/(losses)	-	-	-	-
<i>Reconciliation of funds:</i>				
Net movement in funds	(15,376)	(42,342)	(427,204)	(484,923)
Total funds brought forward	103,237	202,000	458,814	764,051
Total funds carried forward	87,861	159,658	31,610	279,129

Pre-school income and expenditure has been moved to charitable activities. In 2019 the presentation was not consistent therefore in 2020 the 2019 comparatives have been moved to ensure consistency. Therefore the figures in this note (which are consistent to those filed last year) have a different split to the comparatives in the main accounts. The overall totals remain the same.

Horsham Parochial Church Council Notes to the financial report For the year ended 31 December 2020

14. Statement of funds	Balances bfwd 1 Jan 2020	Income	Expenditure	Transfers Gains/losses	Balances cfwd 31 Dec 2020
	£	£	£	£	£
Horsham St Mary's Chancel Trust	-	-	-	-	-
- Capital	20,776	-	-	(20,776)	-
- Accumulated Income *	10,834	-	-	(10,834)	-
Total of all endowed funds	31,610	-	-	(31,610)	-
Holy Trinity - Bailey	2,364	-	-	-	2,364
Holy Trinity - Heatley	12,000	-	-	-	12,000
Holy Trinity - Messy Church	323	45	(31)	-	337
Holy Trinity fabric	12,125	20	-	-	12,145
Holy Trinity use only	450	2,470	-	-	2,920
Holy Trinity- Nakuru	(114)	1,435	(200)	-	1,121
St Leonard's - Children & Youth	588	-	-	-	588
St Leonard's - Gooding	5,000	-	-	-	5,000
St Leonard's Home Corner	522	-	-	-	522
St Leonard's - New freezer & safe	177	-	-	-	177
St Leonard's - Young	1,000	-	-	-	1,000
St Leonard's fabric	5,111	-	(1,138)	-	3,973
St Leonard's- Hayward	-	175,000	(10,000)	-	165,000
St Mary's - "Thanks a million" Appeal	2,283	1,847	-	-	4,130
St Mary's - "Thanks a million" Appeal Centre	27,251	-	-	-	27,251
St Mary's - "Thanks a million" Appeal Church	15	-	(15)	-	-
St Mary's Music	1,250	6,250	(6,250)	-	1,250
St Mary's - Norman	12,855	222	(13,077)	-	-
St Mary's - Pre-school	32,663	120,280	(120,407)	-	32,537
St Mary's - Roof Appeal	40	-	(40)	-	-
St Mary's use only	425	19,590	(3,788)	-	16,227
St Mary's Chancel Income *	-	667	-	6,276	6,942
St Mary's - Youth	1,124	-	-	-	1,124
St Mary's fabric	41,644	5,571	(39,848)	4,558	11,925
Youth Festival	561	-	-	-	561
Parish Youth Intern	-	5,225	(3,842)	-	1,383
Total of all restricted funds	159,658	338,621	(198,636)	10,834	310,477
General fund**	76,918	405,621	(376,947)	1,777	107,369
Designated funds:					
St Mary's fabric	6,323	2,882	-	-	9,205
Holy Trinity fabric	4,201	397	(1,236)	-	3,362
St Leonard's fabric	168	93	638	-	899
Holy Trinity - Messy Church	250	-	-	-	250
Total of all unrestricted funds	87,861	408,993	(377,545)	1,777	121,086
Total funds	£279,129	£747,614	£(576,181)	£(18,999)	431,563

Horsham Parochial Church Council

Notes to the financial report

For the year ended 31 December 2020

Explanation of Funds

Restricted Funds

The purposes of the major components of restricted funds are:

**The St Mary's Chancel Trust - the accumulated income from this endowment can only be spent on repairs and insurance of the Chancel*

Holy Trinity Heatley – a fund for the church and mission of Holy Trinity

Holy Trinity Fabric)

St Leonard's Fabric) – funds for maintaining the fabric of these churches

St Mary's Fabric)

St Leonard's Hayward)

St Leonard's Gooding) legacies or donations for the church and mission of St Leonard's

St Leonard's Yong)

St Mary's Pre-School – accumulated surpluses of the Pre-School which are restricted for use in operating the Pre-School

St Mary's Thanks a Million Appeal – funds to be spent on development of St Mary's Church and Church Centre

St Mary's use only) Donations and legacies to be spent for the church and mission of St Mary's

Designated Funds

As indicated, the Designated Funds are earmarked for future work on the fabric of the respective Churches.

Unrestricted Funds

***These funds are not subject to any donor restricted and can be spent as the PCC decides*

Horsham Parochial Church Council

Notes to the financial report

For the year ended 31 December 2020

Horsham Parochial Church Council 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. Bonuses may also be declared, depending upon the 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 considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are contributions payable (2020: £9,673, 2019: £5,333).

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. A valuation as at 31 December 2019 was underway at 31 December 2020.

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, Horsham Parochial Church Council could become responsible for paying a share of that employer's pension liabilities.