



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 2022**



### 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:** Sarah McManus FCA, Galloways Accounting, First Floor, Ridgeland House, 15 Carfax, Horsham, West Sussex, RH12 1DY

**Investment Managers:** CCLA Investment Management Limited, One Angel Lane, London, EC4R 3AB

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The trustees present their report along with the financial statements for the charity for the year ended 31 December 2022. 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 2019 (FRS102).

### **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 on every day of the week.

The parish is responsible for a Pre- School, employs a full-time Youth Worker, a part-time Children’s worker and has a team of pastoral visitors which provide 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**

2022 began with sending Revd David Bouskill off to a new ministry in Ringmer, with gratitude for all that he’d given to Holy Trinity and the wider parish. The year was also marked by our much-loved administrator, Laura Fletcher, needing to take several months off for significant surgery.

Some of our activities needed to be scaled back with just one stipendiary clergy person in the team, and without our administrator, but many people took on extra responsibilities in order to maintain our church life. We were hugely grateful for the ongoing support of our amazing retired clergy team, together with the readers and wardens who shouldered a lot of extra responsibility during these difficult months.

We worked quickly to put together a profile for David’s successor, who would share responsibility for Holy Trinity (70%) and St Leonard’s (30%). From a strong field, we were delighted to appoint Revd Sam Maginnis to this post, and Sam was licensed at the end of October.

We also decided to appoint a second administrator, to provide further resilience within our team, and in September we welcomed Sarah Kirby, to work alongside Laura in the administrative work of the parish.

We have continued to look for ways to collaborate more closely across our three churches. We particularly worked together through Holy Week and Easter, ensuring that we were offering different things at different times, and for the first time advertised these on a joint flyer. Our Home Groups are now co-ordinated by Linda Emery on behalf of the whole parish, and several of these groups involve members from different churches.



## St. Mary's

2022 after the pandemic restrictions were lifted saw normality within church services returning and attendances were soon reaching pre-pandemic figures. We have many volunteers taking on a multitude of different roles, they give their time and talents so willingly and we are so thankful for their time and dedication to help run the church so smoothly.

When Russia invaded Ukraine in February 2022, we responded swiftly with prayerful action. Several parishioners opened their homes to Ukrainians looking for safety, and 65 shoe boxes were filled with welcome gifts and delivered to host families across Horsham and received with overwhelming gratitude. Liaising with Horsham



Refugee Support Group, we agreed to offer English classes to the Ukrainian arrivals, and these continue now, offering an initial place of welcome and community to Ukrainian arrivals in the area. The Ukrainian Team from West Sussex County Council also attend these classes, which provide a useful opportunity for Ukrainians to access support and advice.

We have always been blessed with outstanding music and choir at St. Mary's and now at the All Age Service we are privileged to hear the junior choir sing well known hymns and songs. 20+ children aged between 6 and 11 perform each month, and several of them have also become choristers in the main choir. Just before Easter we were treated to a performance of Joseph; not just an amazing dreamcoat but an outstanding performance.

In May, 30 of our young people attended the Diocesan May Camp in Plumpton, and a month later they shared their experiences at our All-Age service. Some of our teenagers have become servers and started helping with the Sunday morning technology. We continue to look for ways to involve our young people in the life and worship of our church.

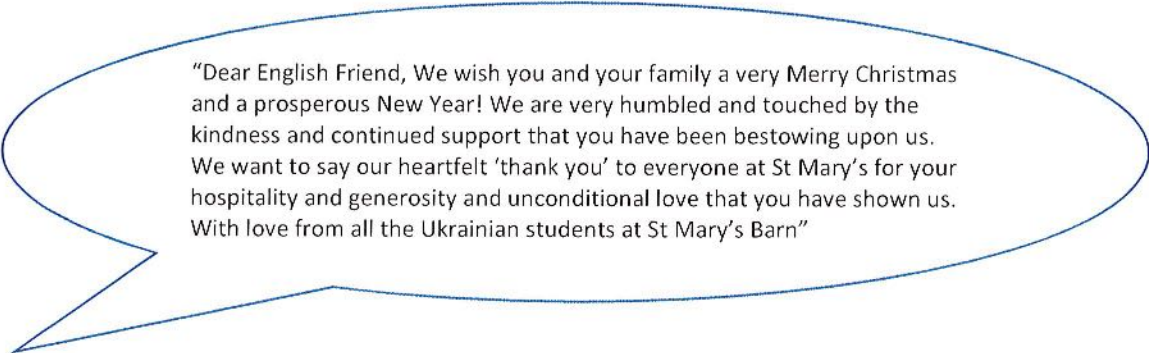
The ever popular Flower Festival in June celebrated 70 Glorious Years of Her Majesty Queen Elizabeth. Each day saw many visitors coming to look at the colourful displays and enjoy refreshments in the Causeway Café.

The Mothers' Union held a service in St. Mary's to commission Diocesan Trustees for the next triennial 2022 to 2024. This was led by Bishop Will and attended by over 200 people from Mothers' Union across the county.

On September 8<sup>th</sup> the news of the Queen's death shook us all. Within a few hours we had prepared Holy Trinity Chapel to be open for people to come and pay their respects, sign the memorial book, and leave flowers in the churchyard. Several special services were held to allow local residents to give thanks for the life and service of our dedicated Queen, including one which we offered on behalf of Horsham Council. The church was full to capacity with local councillors, our MP Jeremy Quin, and local people from the town.

For the first time in three years, in November we were able to hold an All Souls' service in the shape of a Eucharist. Invitations to those who had been bereaved during Covid and since were invited and given the opportunity to light candles in the memory of their loved one, as the names of the dearly departed were read out.

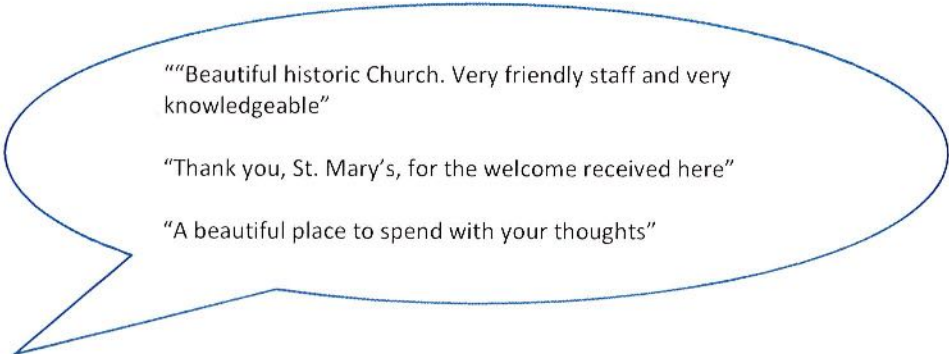
We have a near neighbour with Age UK and in the autumn we met with their team to consider how we could partner with them. We were asked if the church family could fill bags with Christmas goodies to be delivered by Age UK volunteers, to those living on their own at Christmas. The congregation filled sixty of these bags.



"Dear English Friend, We wish you and your family a very Merry Christmas and a prosperous New Year! We are very humbled and touched by the kindness and continued support that you have been bestowing upon us. We want to say our heartfelt 'thank you' to everyone at St Mary's for your hospitality and generosity and unconditional love that you have shown us. With love from all the Ukrainian students at St Mary's Barn"

Keen to respond to the cost-of-living crisis, in October we reached out to Horsham Matters, and agreed to become a Foodbank venue and warm space on a Thursday morning. The warm space didn't generate much interest, but the foodbank has been greatly appreciated, and a new team of volunteers have taken on this important ministry which is continuing into the 2023.

The All-Age Service in December was our Christingle. 250 Christingles were made and given to children and adults at the service. Leading up to Christmas we welcomed several local schools to hold their Carol Services, again the first time since Covid. Lots of enthusiastic children singing their hearts out performing to their parents and grandparents. The two Children's Services were held on Christmas Eve, and it was wonderful to welcome 1,000 people across the two services. Together with the ever-popular carol services, Midnight Mass and Christmas Day services, we definitely felt a return to a pre-pandemic mood of offering a significant welcome to many visitors across our Christmas services.



"Beautiful historic Church. Very friendly staff and very knowledgeable"

"Thank you, St. Mary's, for the welcome received here"

"A beautiful place to spend with your thoughts"



St Mary's



## St Leonard's

The start of 2022 marked the departure of Rev'd David Bouskill as Team Vicar. During the interregnum sacramental care was provided by the Team Rector, together with Alan Mayer, and Pat and Bernard Sinton; while the St Leonard's church committee continued to promote use of the church and hall and community life for our parishioners. In August it was announced that Rev'd Sam Maginnis had been appointed as the new Team Vicar with responsibility for Holy Trinity and St Leonard's Churches. Sam was officially welcomed to the parish and licensed by the Bishop of Chichester at a service held at Holy Trinity Church on 28 October. He preached for the first time in the parish on All Saints Sunday, 30 October, at a combined Team Eucharist at St Mary's and presided at the Sunday Eucharist at St Leonard's for the first time on 6 November. Sam has been grateful for the support and encouragement he has received from the church committee and wider congregation as he continues to settle into his new role.

Our monthly Sunday services continued throughout the year, with a fairly consistent attendance in the mid-20s. The monthly Mothers' Union Wednesday Eucharist continues to be valued, not only by members but also by a few people in our congregation who attend; and a second Wednesday morning Eucharist has started taking place at St Leonard's as part of the new monthly pattern across the parish. Many of St Leonard's congregation have found new homes at St Mary's or Holy Trinity church and a few rely on the live-streamed services when there is no service at St Leonard's.

Margaret Symonds helped lead the Parish Lent course and several members of our congregation participated. The church was open for private prayer and reflection on Good Friday and 13 people attended. Easter Sunday saw the usual 20 or so attendees, as did Pentecost and Harvest. Christmas Day was disappointing, with only 14 at the service, but our afternoon Carol Celebration (with silver band) attracted 40 people.

Our Monday morning Iona Morning Prayer continues to flourish on Zoom and it is lovely to see those who join us from outside Horsham.

We continue to take a monthly Communion to Glen Arun Care Home, and Aspen Place has also resumed its monthly service. The number of people requiring Home Communion is beginning to rise as members of our congregation grow older and more unable to attend church services.

Our small Home Group continues to meet twice a month and we have two members who don't normally attend St Leonard's so there is the potential for it to become a whole parish group if more people are interested. There is certainly space for them.

Sadly, our monthly coffee morning numbers dwindled but we are attempting to relaunch this as a community event linked into our 2<sup>nd</sup> Wednesday morning Eucharist.

Margaret Symonds was involved in the diocesan Church Growth project, the results of which it is hoped will be reflected in our Mission Action Plan (MAP) in 2023. She also plays a part in preaching and leading services at Holy Trinity and St Mary's, as well as taking funerals when required.

We have continued to support our major charities, BEATS and Family Support Work. The former saw a tea-party and update in December, when members of St Leonard's had the opportunity to meet one of our sponsored youngsters, now on a year's visa to the UK and working in a Free Church in Portsmouth. Several people walked for FSW on Easter Monday, raising £370, and at Harvest we supported the Foodbank with goods and money.

We were sorry to lose Rosemary Hensor, our organist and Deputy Warden, in November. She had attended St Leonard's and played our organ for us since 1986, one of the longest serving members of the congregation. We wish her a long and happy retirement in Yorkshire where she is near family.

A major problem at St Leonard's currently is the lack of volunteers. There are about half a dozen people who keep us going but it is becoming increasingly difficult to try to hold any events when so few people are willing or able to help and very few even attend. We are extremely grateful to those few, especially Ray, our Hall Manager and Treasurer, and those others in the Parish who help us with buildings, music and so on. Now that Sam is here we hope that we can continue to build relations between Holy Trinity and St Leonard's through worship and social events. While we remain hopeful for the future we also recognise the urgent need for at least one Deputy Warden for St Leonard's (two if possible, so that Margaret can concentrate on Lay Ministry matters), more members for the Church Committee and PCC and more people generally willing to lend a hand when necessary.





## Holy Trinity

The start of 2022 marked the departure of Rev'd David Bouskill as Team Vicar after 13 years at Holy Trinity. During the interregnum sacramental care was provided by the Team Rector, together with Alan Mayer, and Pat and Bernard Sinton; while the Holy Trinity wardens, church committee, pastoral team and other church groups continued to promote an active and supportive community life for our parishioners. In August it was announced that Rev'd Sam Maginnis had been appointed as the new Team Vicar with responsibility for Holy Trinity and St Leonard's Churches and that he would be moving into Trinity House in early October to be licensed to the parish at the end of that month. The church committee organised the redecoration works at Trinity House over the summer, the cost shared proportionately between Holy Trinity and St Leonard's.

On 28 October 2022 Sam was officially welcomed to the parish and licensed by the Bishop of Chichester at a service held in Holy Trinity. He preached for the first time in the parish on All Saints Sunday, 30 October, at a combined Team Eucharist at St Mary's and presided at the Sunday Eucharist at Holy Trinity for the first time on Remembrance Sunday, 13 November. Sam has felt very encouraged by the support he has received from the church committee at Holy Trinity, and by their commitment to community outreach and mission, as he continues to settle into his new role.

Part of Sam's remit is to help forge a common identity between the congregations at Holy Trinity and St Leonard's, and while his first few months have been focussed on getting to know the two communities in their current state he has also started to encourage joint attendance at each church's special services and other events, and one Saturday morning in February the Holy Trinity safeguarding lead, Clare Schofield, organised safeguarding group training which was attended by volunteers from both churches with enthusiastic engagement from all involved. We will continue in the year ahead to develop relations with St Leonard's and try to shape a common vision for community and mission across our joint catchment.

We continue with the pattern of Sunday services in place before Sam was licensed, with two band-led (one non-Eucharistic) and two choral services in the 10am slot, plus an 8am Eucharist on the 1<sup>st</sup> and 3<sup>rd</sup> Sundays of the month. Since his arrival Sam has designated the 3<sup>rd</sup> Sunday 10am Eucharist as an All-Age service with worship songs led by the band and an accessible liturgy. We also continue our regular Come-and-Sing Evensong on the 2<sup>nd</sup> Sunday of the month, and our evening Eucharist with Healing Ministries whenever there is a 5<sup>th</sup> Sunday: both of these services attract a steady number of worshippers. During Covid restrictions a team of congregation members began recording a service of Sunday Compline and this continues to be streamed regularly on the church YouTube page. In our worship we have been well supported by a small but committed team of servers – plus those who run the church live stream each week – but we have recently begun a recruitment drive for new volunteers to ensure we can continue to hold the number and variety of services that are characteristic of worship at Holy Trinity, as well as being an opportunity to become more involved in the life of the church.

Sam has started leading Morning Prayer from the Book of Common Prayer in church, and this takes place Monday-Thursday and on Saturday mornings attracting 3-5 regular worshippers. Holy Trinity is open for private prayer through the week between 8.30am and 5pm (9am till 4pm Saturday). During Advent we had a weekly Wednesday morning Eucharist at Holy Trinity; we now have one every 4<sup>th</sup> (and 5<sup>th</sup>) Wednesday of the month as part of the new pattern of midweek worship across the parish.

The Trinity Playgroup continues to hire the church hall throughout the week and is now under new management, Julie Spratt and Nicola Ramsay having taken over in September. They had their first OFSTED inspection in January which confirmed Julie and Nicola's licence to run the group. In December we welcomed the children and their parents into church for their Nativity play and we were blessed with a repeat performance for the congregation the following Sunday at our All-Age Eucharist. Sam has spoken to Julie and



Nicola about more collaborations between the church and the playgroup and has enjoyed getting to know the parents while they drop off or collect their children outside the church hall.

We also welcomed Trafalgar Infant School Year 2s and their parents into church in December for their Christmas Carol concerts, and Sam is meeting with the school Principal in the next few weeks to discuss regular visits and involvement in the life of the school. Sam recently compered a bingo fundraiser evening for the Trafalgar PTA where he was warmly received by the parents (even as a strict assessor of bingo cards).

Other regular hall hires include the West End Theatre Academy, the Horsham Pleasure Singers and the Trinity Ladies Group. Our Trinity Tots toddler group continues to run on Thursday afternoons and the Trinity Crafty Club meets in the back of church on the 3<sup>rd</sup> Thursday of the month, while the Holy Trinity Gardening Club is getting ready to restart regular activities in the spring. These groups reflect how our church and hall are an important community asset alongside a place of worship, providing a range of opportunities for creative expression and friendship for our neighbours, and provide a strong base for our community outreach going forward. We also organise regular Messy Church events in the church and hall during the school holidays which attract local families, and which engage volunteers from outside our regular congregation – again, this reflects the existing energy for outreach and mission and the potential for some exciting development in this area.

Trinity Church Players are another long-standing community group who regularly contribute to the life of the church and raise significant money for Holy Trinity and local charities. In December they held a carol-singing event jointly with Trafalgar Road Baptist Church which raised nearly £300 for Action Medical Research for Children; while their annual pantomime held in the hall at the end of January raised £3,000 split jointly between the church and the single parent support charity Gingerbread.

This Christmas saw our second firepit carol event on the church green since Covid restrictions had been sufficiently eased, but our first year with a silver band! We attracted a great number of local families for carol singing, hotdogs and refreshments, and raised over £500 for the local homeless charity Turning Tides. It was wonderful to welcome many of those families back for our two Crib Services in church on Christmas Eve, with a total attendance of around 180 children and adults.

As to pastoral care, the Holy Trinity pastoral team continue to keep regular contact with parishioners on our care list and there are a number of infirm or shielding parishioners who receive communion from our team of home communion ministers. We also make regular visits into the local care homes to lead either a dementia-friendly service or a short service of communion from the reserved sacrament. Sam intends to work these visits into his pattern of pastoral visiting to celebrate a full Eucharist with these individuals and groups on occasion. Our 10am Sunday services are normally livestreamed on the Holy Trinity YouTube page and this has proven an important way of maintaining contact with some of our church family even after Covid restrictions were lifted. We also distribute our weekly notice sheet electronically via Church Suite – with some hard copies being hand delivered – to ensure those who are unable to come to church regularly are still up to date with our activities. Indeed, Church Suite is an important tool for communication not only with our regular worshippers but with our wider circle of contacts, though more thought needs to be given in the next year to Holy Trinity's communications and marketing strategy including an overhaul of the church website.



## St Mary's Pre-School

2022 was a very busy year with training and new projects and also reintroducing some of the positive things we had needed to stop because of COVID. By the end of the summer term 2022, we had 47 children cared for by 13 staff. 22 of these children went on to 8 different local schools in September.

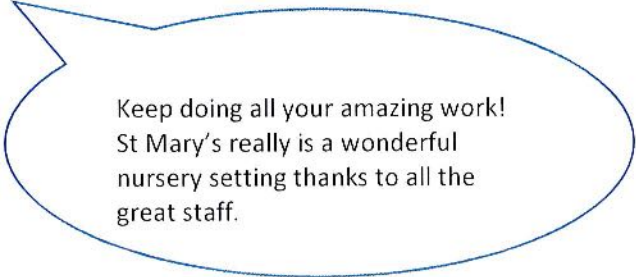
The number of children for the Autumn Term was again low with 36 as at 31<sup>st</sup> December 2022. We are now up to 44 children and with existing children taking on more sessions, most of our sessions are now full or almost full.

As a result of these large fluctuations in take up across the year, we have decided to offer fewer sessions in the Autumn term in 2023 (at least until most of the initial sessions are full) and offer extra sessions in January and April as more children become entitled to funding. We hope this will limit the effect these fluctuations have on our finances.

Two staff members completed the Early Years Teacher Status training in July. One of these is now working at Collyer's but has remained with us as our SENCO in the short term. The other one has been able to take on more responsibility in the setting as a result of her qualification. The course was packed with knowledge and ideas which are gradually being shared with all staff and implemented for the pre-school.

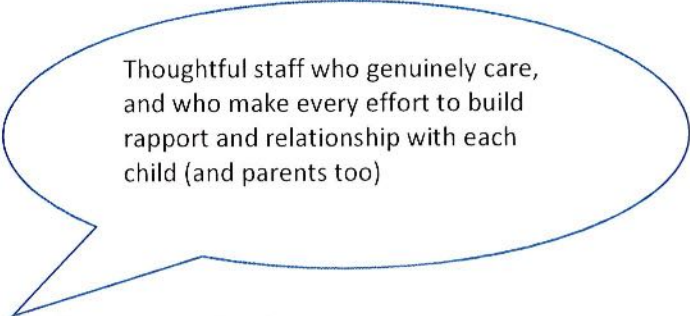
Staff are feeling more confident in their knowledge of child development as a result of the Area Improvement Board project. Again, there are further ideas from this which will be implemented over the next couple of years.

Challenges are the low levels of funding and the long waiting lists for additional support for children with additional needs such as speech and language therapy.



Keep doing all your amazing work!  
St Mary's really is a wonderful  
nursery setting thanks to all the  
great staff.

We had a fun Nativity Service in Church at Christmas and at this and the two Christmas social events, it seemed as if there was more of a 'community feel' returning to pre-school. We have changed our mid-term services to be a joint one with the reception class from St. Mary's where the children get to find out more about the church and what it is all about in an informal way. The first of these in the Autumn term was very successful.



Thoughtful staff who genuinely care,  
and who make every effort to build  
rapport and relationship with each  
child (and parents too)



## Youth and Children's Work

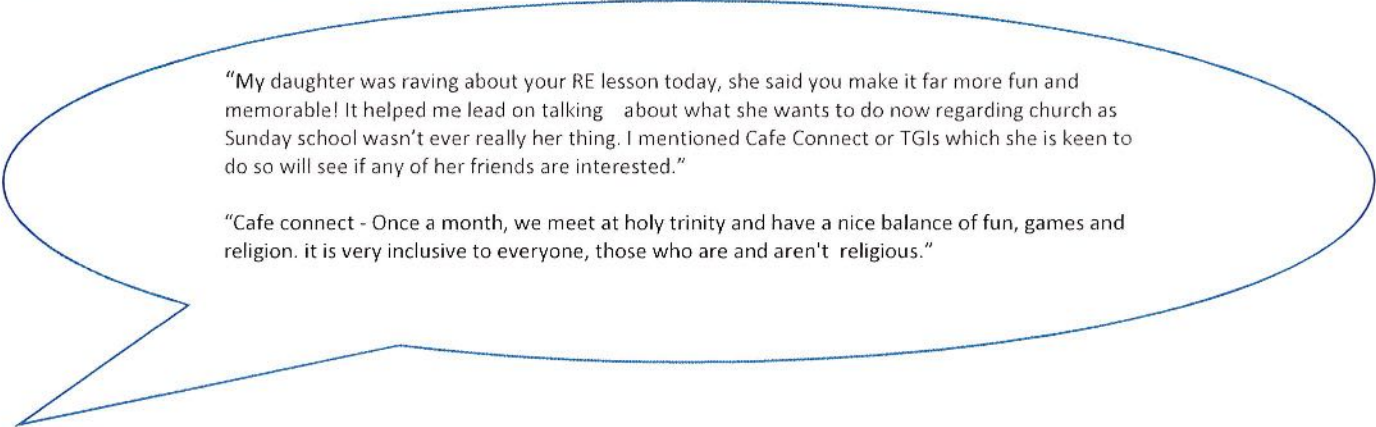
In 2022 we have been able to slowly grow with our volunteers and start to rebuild our youth work. We have had our first camps and retreats since 2019 and been able to engage this year more than we have previously. 2022 has been a great foundation for us to continue to grow our youth and children's work.

We have continued to run our youth club while having some support from young leaders who are volunteering for DofE (Duke of Edinburgh). We have continued to grow a core group of young people who have enjoyed attending week in and week out. This year we finished our first ever DofE Bronze group. Doing DofE allows us to build rapport while walking and teaching them. It's a huge bonus that we can offer such a great service to our young people.

We also started a Girls group for year 9+. We have a lot of them spread around Churches and different groups. So we put together girls group to help link them all instead of them having no idea who each other are. We have gone for pudding as Kaspas, rollerblading and Christmas shopping. We have had between 6 – 12 girls attend the sessions. The girls that attend do enjoy it and we have seen friends be invited along. We have started a lunchtime club at Millais secondary school and we see 10 – 15 young people come and join us.

We have started and finished a youth Alpha course which saw 14 young people finish the Bible Course. Both have helped educate young people about Jesus and God's plan. We also took a group away to Lodge Hill activity centre to finish our youth alpha course.

Linda Baker was recruited to the new post of Families and Children's worker at St Mary's in December 2021. She oversees a variety of activities undertaken in the Parish including Sunday Club at the morning service, the monthly Sunday afternoon family and children's service. The Open Book team continue to undertake assemblies and activities at local primary schools, including St Mary's Church of England Primary School.



"My daughter was raving about your RE lesson today, she said you make it far more fun and memorable! It helped me lead on talking about what she wants to do now regarding church as Sunday school wasn't ever really her thing. I mentioned Cafe Connect or TGIs which she is keen to do so will see if any of her friends are interested."

"Cafe connect - Once a month, we meet at holy trinity and have a nice balance of fun, games and religion. it is very inclusive to everyone, those who are and aren't religious."

## Energy use and carbon footprint

In 2021 the PCC endorsed the General Synod's aim to achieve net zero carbon emissions by 2030. Over the latter part of 2021 we have seen increasing energy prices and that trend is likely to continue. We are therefore monitoring our energy consumption with increasing vigour. Heating system controls are set by our team and we rely on all those using the buildings to adopt the maxim: 'leave controls as you find them': our collective mission is to enable the increased use of the stewarded environment in our buildings post-pandemic.

Through better, more mindful use of environmental controls and investment in more efficient heating and lighting systems, our aim is to reduce our carbon footprint to well below 2019 levels whilst increasing the level of use of our buildings, now that we are emerging from the effects of the pandemic.

## Risk Management

In such a complex and diverse parish, the management of risk is equally complex. The trustees recognise this and we now have in place officers to oversee the key areas of our Parish responsibilities. These officers regularly report back at PCC meetings. We also have a programme to regularly review our parish wide policies. 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 Diocesan Simple Quality Protects safeguarding tool, by which we need to monitor and quality assure our compliance and effectiveness in safeguarding. Each church has its own Safeguarding and Pastoral team. The Parish Safeguarding Officer (Linda Goodwin) has been diligent in ensuring that all the churches follow the same policy and use the same up to date documents.

**Financial risk** The Parish Treasurer (Greg Andrews) 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 their 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. Appropriate insurance policies with Trinitas are 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 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.

**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 three 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

Looking forward into 2023 we are seeking to continue to become a more Eco-Friendly Parish through a range of initiatives.

Now the Revd Sam Maginnis is in post as Team Vicar, working with Revd Lisa Barnett as Team Rector, we are working on a new Mission Action Plan across the parish. There is a particular focus on finding ways for the congregations of St Leonard's and Holy Trinity to work together more closely, under Sam's leadership.

St Mary's hopes to complete the South Aisle project in 2023, removing pews, levelling the floor, and installing a kitchenette in the back corner. Having successfully renovated their doors, St Leonard's are now looking at acoustic improvements.

There is one significant item of maintenance upcoming at Holy Trinity: the replacement of the lead vestry roof which has started to leak over the past year. The church committee and PCC have agreed a quote for replacement of the lead with mastic asphalt, and subject to granting of a faculty this work will be completed during 2023, funded from the Fabric Fund.

## Financial Review

The Parish financial outturn was encouraging. Stewardship giving grew across the Parish and with lifting of most COVID related restrictions, our hall and church letting income recovered to pre-covid levels. We were delighted to receive a £50,000 legacy for St Mary's which will be used to improve our use of the space in the South Aisle of the Church.

In May 2022 the Charity Commission approved the transfer funds associated with the Padwick Parish Hall Fund, registered charity number 208511, to the PCC and the former charity was removed from the register of charities. The Funds consisted of endowment funds of £36,984 and restricted funds of £10,600. The funds are to be used for the upkeep and repair of Church Halls and rooms in the Parish, in line with the purpose of the original charity.

During the year we received a welcome commitment of funding from West Sussex County Council for the provision of English classes to the local Ukrainian refugee families.

Income from unrestricted funds for the year amounted to £403,641 (2021 - £366,730) with the largest amount being received from planned giving at £190,155 (2021 - £187,299). Expenditure from unrestricted funds was £415,491 (2021 - £339,589) with the largest item spend being the diocesan parish share at £157,782 (2021 - £142,564). The net increase in unrestricted funds (after the transfer of £35,993 restricted donations for salary and other costs incurred by the general fund and fixed assets funded from restricted donations) was £24,143. (2021 £50,500). Net of unrealised losses on investments of £3,716 (2021 £3,951 gain) the total increase in unrestricted funds was £20,427 (2021 - £54,459).

At its meeting on 15 March 2023 the PCC agreed to transfer £5,000 of our general funds surplus for the year to the St Mary's and Holy Trinity Designated Fabric Funds (£2,500 each) for specific upcoming projects.

The balance of unrestricted funds at 31st December 2022 amounted to £282,450 which includes £177,690 designated for use on the fabric of the churches, future projects and mission. The general unrestricted free reserves total is £109,760 which is in line with the reserve policy requirement of three months operating expenditure.

## 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)	Paul Goodwin
<i>The Revd David Bouskill to 31<sup>st</sup> January 2022</i>	Emmanuel Holden
The Revd Sam Maginnis from 28 <sup>th</sup> October 2022	Alistair Inglis-Taylor
Greg Andrews (PCC Treasurer)	Brenda Large
Val Burgess	Nick O'Riordan
<i>Joan Denne to 19<sup>th</sup> May 2022</i>	Richard Pearson
Peter Fruin (Churchwarden)	Keith Rayner
Morag Davies (Churchwarden)	Nigel Stalley (PCC Secretary)
Linda Goodwin	Margaret Symonds
Cath Hatton (Churchwarden)	Robert Whittaker
Ray Hambling	Sue Liptrot
<i>Sue Lismer to 19<sup>th</sup> May 2022</i>	Sue Keegan from 19 <sup>th</sup> May 2022

## Organisational Structure

The Parish of Horsham is comprised of three churches, the Parish Church of St Mary the Virgin, Holy Trinity Church and St Leonard's Church. Each of the churches is represented on the Parochial Church Council. As of 31<sup>st</sup> December 2022, there were 19 serving members.

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.

## 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 lay members are elected at the Annual Parish Meeting (APM) and the Annual Parochial Church Meeting (APCM) each year. In 2022 the Horsham Parish APM and APCM were held on 19<sup>th</sup> May 2022. The PCC decided that the 15 elected lay members and the 8 Deanery synod members should be divided between the churches as shown below.



Office and Years left to serve ( <i>ex officio in italics</i> )	St. Mary's	Holy Trinity	St. Leonard's
<i>Churchwardens to 2023, elected by the APM</i>	<i>Peter Fruin, Morag Davies, Cath Hatton</i>		
Lay members elected by the APCM	PCC 7/15	PCC 4/15	PCC 4/15
PCC to 2023	1) Richard Pearson 2) Paul Goodwin	1) <i>vacancy</i>	1) Margaret Symonds
PCC to 2024	3) Greg Andrews 4) Linda Goodwin 5) Sue Keegan	2) Keith Rayner 3) Sue Liptrot	2) Ray Hambling 3) <i>vacancy</i>
PCC to 2025	6) Alistair Inglis-Taylor 7) Nick O'Riordan	4) Bob Whittaker	4) <i>vacancy</i>
<i>Deanery Synod to 2020</i> ALL FOR 3 YEARS TO 2023	4/8 1) Emmanuel Holden 3 <i>vacancies</i>	2/8 2 <i>vacancies</i>	2/8 2 <i>vacancies</i>
<i>Diocesan Synod to 2024</i>	Val Burgess Brenda Large Nigel Stalley		

Casual vacancies are filled by the PCC 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 three Church Committees. The PCC Standing Committee convenes as and when required.

The **Standing Committee** consists of the Team Rector, the Team Vicar, the Churchwardens, the Parish 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.

The **Church Committees** have oversight of local church and mission strategy. Some day-to-day decision-making for each of the member churches is delegated by the PCC to the Church Committees, whose members are elected by their own congregations. Each church also elects two deputy wardens to serve its own community, but they do not have all the powers and responsibilities of Churchwardens. Each Church Committee has initial responsibility for routine legal and financial business. The Church Committees are required to present an annual budget for approval to the PCC or Standing Committee and are required to conduct its affairs in accordance with that budget.

**St. Mary's Pre-School** is overseen by a Governance Committee made up of staff, parents and representatives of the PCC and the Parish. A report is received at every PCC meeting.

**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 Church Committees for their 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 17 April 2023  
and signed on their behalf by:



Lisa Barnett, Team Rector and PCC Chairman



## 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 2022

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 2022 set out on pages 1 to 34.

### 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

SARAH McMANUS

Date

18/04/2023

Relevant professional

CHARTERED ACCOUNTANT

qualification(s) or body

ICAEW

Examiner's address

Galloways Accounting (Horsham) Limited

First Floor

Ridgeland House

15 Carfax

Horsham

West Sussex

RH12 1DY

## Statement of Financial Activities

	Unrestricted Fund	Restricted Fund/s	Endowment Fund/s	Total Funds 2022	Total Funds 2021	Notes
	£	£	£	£	£	
<b>Income and endowments from:</b>						
Donations and legacies	262,296	114,990	36,984	<b>414,270</b>	365,472	
Charitable activities	11,952	155,304	-	<b>167,256</b>	146,873	
Other trading activities	125,978	4,947	-	<b>130,925</b>	95,211	
Investments	3,124	3,430	-	<b>6,554</b>	1,612	
Other receipts	291	809	-	<b>1,100</b>	978	
<b>Total income</b>	<b>403,641</b>	<b>279,480</b>	<b>36,984</b>	<b>720,105</b>	610,146	2
<b>Expenditure on:</b>						
Raising funds	4,564	1,414	-	<b>5,978</b>	3,878	
Charitable activities	377,474	169,468	-	<b>546,942</b>	474,956	
Other trading activities	33,453	2,913	-	<b>36,366</b>	35,690	
<b>Total expenditure</b>	<b>415,491</b>	<b>173,795</b>	<b>-</b>	<b>589,286</b>	514,524	3
Net (losses) or gains on investments	(3,716)	(1,686)	(743)	<b>(6,145)</b>	3,951	8
<b>Net income or (net expenditure)</b>	<b>(15,566)</b>	<b>103,999</b>	<b>36,241</b>	<b>124,674</b>	99,573	
<b>Transfers between funds</b>	<b>35,993</b>	<b>(35,993)</b>	<b>-</b>	<b>-</b>	<b>-</b>	7
	20,427	68,006	36,241	124,674	99,573	
<b>Net movement in funds</b>	<b>20,427</b>	<b>68,006</b>	<b>36,241</b>	<b>124,674</b>	99,573	
Total funds brought forward	268,023	263,113	-	<b>531,136</b>	431,563	
<b>Total funds carried forward</b>	<b>288,450</b>	<b>331,119</b>	<b>36,241</b>	<b>655,810</b>	531,136	



## Balance Sheet

	<b>Total Funds 2022</b>	<i>Total Funds 2021</i>	<i>Notes</i>
	<b>£</b>	<b>£</b>	
Tangible assets	108,580	113,480	8
Fixed Assets Investments	117,826	31,568	8
<b>Total fixed assets</b>	<b>226,406</b>	<b>145,048</b>	
Debtors	40,717	37,600	10
Cash at bank and in hand	466,677	427,754	9
<b>Total current assets</b>	<b>507,394</b>	<b>465,354</b>	
Creditors: Amounts falling due within one year	(77,990)	(79,266)	11
<b>Net current assets</b>	<b>429,404</b>	<b>386,088</b>	
<b>Total assets less current liabilities</b>	<b>655,810</b>	<b>531,136</b>	
<b>Total net assets</b>	<b>655,810</b>	<b>531,136</b>	
<b>The funds of the charity:</b>			
Endowment funds	36,241	-	
Restricted income funds	331,119	263,113	
Unrestricted funds	288,450	268,023	
<b>Total charity funds</b>	<b>655,810</b>	<b>531,136</b>	13

This Annual Financial Report, for the year ended 31<sup>st</sup> December 2022, including the notes following, was approved by the PCC Standing Committee on 17<sup>th</sup> April, 2023 and signed on its behalf by

**The Reverend Canon Lisa Barnett**  
 PCC Team Rector

*L Barnett*

## Cashflow Statement

	<b>Total Funds 2022</b>	<i>Total Funds 2021</i>	<b>Notes</b>
	<b>£</b>	<i>£</i>	
<b>Cash flows from operating activities:</b>			
Net cash provided by (used in) operating activities	128,936	166,190	14
<b>Cash flows from investing activities:</b>			
Dividends, interest and rents from investments	6,554	1,612	
Purchase of property, plant and equipment	(4,164)	(86,478)	8
Purchase of investments	(92,403)	-	8
Net cash provided by (used in) investing activities	(90,013)	(84,866)	
<b>Cash flows from financing activities:</b>			
Repayments of borrowing	-	(10,000)	
Net cash provided by (used in) financing activities	-	10,000	
<b>Change in cash and cash equivalents in the reporting period</b>	<b>38,923</b>	<i>71,324</i>	
Cash and cash equivalents at the beginning of the reporting period	427,754	356,430	
<b>Cash and cash equivalents at the end of the reporting period</b>	<b>466,677</b>	<i>427,754</i>	<b>9</b>



## **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 2016, 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.

### **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.

#### **Charitable activities**

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

### **Fundraising**

The PCC relies on the support of its individual donors. Without it, the PCC would not be able to continue to pursue their objectives. Consequently, fundraising policies and procedures are robust and transparent, and are applied scrupulously.

The PCC promises their supporters to make the best use of their donations, be transparent in how donations are spent, inform donors about the difference their support makes, respecting privacy, and make it easy for donors to choose how they communicate with them.

The PCC keeps abreast of, and adapt to, all and any changes in the regulatory framework and adhere to current regulations, including the General Data Protection Regulation 2018 and the Code of Fundraising Practice issued by the Fundraising Regulator.

### **Other trading activities**

Trading activities are where income is receivable in return for selling goods or providing services. Income from trading is recognised when received.

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 contribution is accounted for on an annual basis, reflecting the allocation set by our Deanery and additional amounts agreed by the PCC. 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 1970 there is insufficient cost information available and therefore the cost of such assets is stated at a nominal £1 in the financial statements.

##### **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%
- Car park land 0%

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.

## 2. Analysis of income and endowments:

	Unrestricted Fund	Restricted Fund/s	Endowment Fund/s	Total Funds 2022	Total Funds 2021	Notes
	£	£	£	£	£	
Planned giving (excl. Gift Aid)	190,155	13,240	-	203,395	226,769	
Loose cash collections	19,378	-	-	19,378	13,785	
Gift Aid recoverable	42,261	7,974	-	50,235	59,323	
Legacies	-	50,500	-	50,500	15,354	
Grants	943	22,899	36,984	60,826	22,073	
Special appeals/Small donations	9,559	20,377	-	29,937	28,168	
<b>Donations and legacies</b>	<b>262,296</b>	<b>114,990</b>	<b>36,984</b>	<b>414,270</b>	<b>365,472</b>	
Fees for weddings & funerals	11,952	52	-	12,004	8,044	
St Johns BBH contribution to Youth Worker	-	6,141	-	6,141	3,797	
Youth Festival Income	-	-	-	-	185	
St Mary's Pre-school Fees	-	149,111	-	149,111	134,847	
<b>Charitable activities</b>	<b>11,952</b>	<b>155,304</b>	<b>-</b>	<b>167,256</b>	<b>146,873</b>	
Church centre and hall hiring fees	56,080	-	-	56,080	35,981	
Church hire fees	8,862	-	-	8,862	5,145	
Car park fees	37,649	-	-	37,649	36,923	
Fundraising sales	8,744	4,947	-	13,691	5,388	
Rental Income	14,643	-	-	14,643	11,774	
<b>Other trading activities</b>	<b>125,978</b>	<b>4,947</b>	<b>-</b>	<b>130,924</b>	<b>95,211</b>	
Bank & CBF deposit interest	2,266	2,369	-	4,635	811	
CBF investment fund dividends	858	1,060	-	1,918	801	
<b>Investments</b>	<b>3,124</b>	<b>3,430</b>	<b>-</b>	<b>6,553</b>	<b>1,612</b>	
Other receipts	291	809	-	1,100	978	
<b>Other income</b>	<b>291</b>	<b>809</b>	<b>-</b>	<b>1,100</b>	<b>978</b>	
<b>Total income and endowments on all funds</b>	<b>403,641</b>	<b>279,480</b>	<b>36,984</b>	<b>720,104</b>	<b>610,146</b>	

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.



### 3. Analysis of expenditure:

	Unrestricted	Restricted	Endowment	Total Funds	Total Funds	Notes
	<u>Fund</u>	<u>Fund/s</u>	<u>Fund/s</u>	<u>2022</u>	<u>2021</u>	
	£	£	£	£	£	
Bank & card reader charges	3,773	15	-	3,788	2,671	
Fundraising costs	791	1,399	-	2,190	1,207	
<b>Cost of raising funds</b>	<b>4,564</b>	<b>1,414</b>		<b>5,978</b>	<b>3,878</b>	
Charitable grants and donations	7,609	1,856	-	9,465	6,864	4
Caring and Evangelism	4,790	9,865	-	14,655	1,956	
Diocesan parish share	157,782	-	-	157,782	142,564	
Clergy Housing & Expenses	6,548	11,463	-	18,011	10,820	
Salaries and honoraria incl NI & Pension	92,795	112,963	-	205,758	186,847	5
Organists and choirs	7,469	-	-	7,469	5,188	
Church running costs	30,047	2,850	-	32,897	41,789	
Youth work	5,673	836	-	6,508	3,304	
Church maintenance and repair	14,318	12,396	-	26,714	23,308	
Other expenses	1,805	-	-	1,805	5,485	
Governance	25,036	-	-	25,036	23,035	6
St Mary's Pre-school expenditure	-	17,239	-	17,239	15,118	
Administration	12,866	-	-	12,866	8,303	
Children's Work	1,673	-	-	1,673	375	
Depreciation	9,064	-	-	9,064	-	8
<b>Cost of charitable activities</b>	<b>377,474</b>	<b>169,468</b>	<b>-</b>	<b>546,942</b>	<b>474,956</b>	
Church hall running costs	29,823	2,900	-	32,723	27,015	
Other trading costs	3,630	13	-	3,643	8,675	
<b>Cost of other trading activities</b>	<b>33,453</b>	<b>2,913</b>	<b>-</b>	<b>36,366</b>	<b>35,690</b>	
<b>Total expended on all funds</b>	<b>415,491</b>	<b>173,795</b>	<b>-</b>	<b>589,286</b>	<b>514,524</b>	

*The running costs of the Pre-School are included in cost of charitable activities. These totalled £136,202 (2021 £136,704) and were made up of salaries, NI pension of £112,963 (2021 £121,585) and other costs of £17,239 (2021 £15,119).*

#### 4. Charitable Grants and Donations:

	Unrestricted Fund	Restricted Fund/s	Endowment Fund/s	Total Funds 2022	Total Funds 2021	Notes
	£	£	£	£	£	
<b>Home:</b>						
Fegans Children Counselling	-	-	-	-	1,000	
Churches Together in Horsham	-	-	-	-	600	
Trafalgar School	45	-	-	45	-	
St Mary's CoE Primary School	3,000	-	-	3,000	3,000	
Horsham Churches Together	2,064	-	-	2,064	2,064	
DEC Ukraine	1,000	-	-	1,000	-	
DEC Afghanistan	1,000	-	-	1,000	-	
Horsham Debt Advisory Service	500	-	-	500	200	
Friends of St Nicholas Children's Centre	-	1,856	-	1,856	-	
	<b>7,609</b>	<b>1,856</b>	<b>-</b>	<b>9,465</b>	<b>6,864</b>	<b>3</b>

#### 5. Staff costs:

	Unrestricted Fund	Restricted Fund/s	Endowment Fund/s	Total Funds 2022	Total Funds 2021	Notes
	£	£	£	£	£	
<b>Remuneration</b>						
Wages and salaries	87,955	107,476	-	195,432	178,525	
Employer social security costs	3,153	1,010	-	4,163	3,529	
Employer pension costs	1,687	4,477	-	6,164	4,793	
	<b>92,795</b>	<b>112,963</b>	<b>-</b>	<b>205,758</b>	<b>186,847</b>	<b>3</b>

During the year, the PCC employed Organists, Parish Administrators, a Premises Manager, a Youth Enabler, a Children's Co-Ordinator and pre-school staff, none of whom earned £60,000 p.a. or more. The average number of staff was 22 (2021 - 20). The charity operates a defined contribution pension scheme as set out in Note 15. Contributions paid in the year were £6,164 (2021 - £9,071).

No trustee received any remuneration in the year or the previous year.

#### 6. Governance

	Unrestricted Funds	Restricted Fund/s	Endowment Fund/s	Total Funds 2022	Total Funds 2021	Notes
	£	£	£	£	£	
Independent examination	5,820	-	-	5,820	5,580	
Payroll Services	1,428	-	-	1,428	1,440	
Bookkeeping & Accounts	17,788	-	-	17,788	16,015	
	<b>25,036</b>	<b>-</b>	<b>-</b>	<b>25,036</b>	<b>23,035</b>	<b>3</b>



## 7. Transfers between funds:

	Unrestricted Funds	Restricted Fund/s	Endowment Fund/s	Total Funds 2022	Total Funds 2021	Notes
	£	£		£	£	
Restricted Youth Fund Donations for Youth Enabler salaries and costs	22,329	(22,329)	-	-	-	
St Leonard's contribution to Premises Manager costs	3,000	(3,000)	-	-	-	
St Leonard's Contribution to Parish Share	5,000	(5,000)	-	-	-	
Padwick Halls Fund for Premises Manager costs	1,500	(1,500)	-	-	-	
Church Centre Fund expenditure to Fixed Assets Fund	4,164	(4,164)	-	-	-	
	<b>35,993</b>	<b>(35,993)</b>	-	-	-	

## 8. Fixed Assets:

### a. Investments

	Unrestricted Fund	Restricted Fund/s	Endowment Fund/s	Total Funds 2022	Notes
	£	£	£	£	
Market value 1 January 2022	31,568	-	-	31,568	
Disposals at carrying value	-	-	-	-	
Purchases at cost	-	55,419	36,984	92,403	
Net losses on revaluation	(3,716)	(1,686)	(743)	(6,145)	
<b>Market value 31 December 2022</b>	<b>27,852</b>	<b>53,733</b>	<b>36,241</b>	<b>117,826</b>	

**b. Tangible Fixed Assets**

	<u>Freehold land and buildings</u>	<u>Car park land</u>	<u>Total fixed assets</u>	<u>Notes</u>
	£	£	£	
<b>Cost or valuation</b>				
At 1 January 2022	190,405	55,952	246,357	
Additions	4,164	-	4,164	
Disposals	-	-	-	
Revaluation	-	-	-	
At 31 December 2022	194,569	55,952	250,521	
<b>Charge for depreciation</b>				
At 1 January 2022	(103,927)	(28,950)	(132,877)	
Depreciation charge	(9,064)	-	(9,064)	
Depreciation eliminated on disposal	-	-	-	
Revaluation	-	-	-	
At 31 December 2022	(112,991)	(28,950)	(141,941)	
<b>Net book value</b>				
At 31 December 2022	81,578	27,002	108,580	
At 31 December 2021	86,478	27,002	113,480	

*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.*



## 9. Analysis of net assets by fund:

	Unrestricted Funds	Restricted Fund/s	Endowment Fund/s	Total Funds 2022	Total Funds 2021	Notes
	£	£	£	£	£	
Fixed assets for church use	108,580	-	-	108,580	113,480	8
Investment fixed assets	27,852	53,733	36,241	117,826	31,568	8
Current assets (except cash)	31,254	9,463	-	40,717	37,600	10
Cash at bank and on deposit	171,749	294,927	-	466,677	427,754	
Current liabilities	(49,700)	(34,291)	-	(77,990)	(79,266)	11
	289,736	323,832	36,241	655,810	531,136	

## 10. Debtors:

	Unrestricted Funds	Restricted Fund/s	Endowment Fund/s	Total Funds 2022	Total Funds 2021	Notes
	£	£	£	£	£	
Income tax recoverable	11,319	835	-	12,154	12,456	
Accounts receivable	16,154	8,543	-	24,697	13,329	
Prepayments and accrued income	1,881	85	-	1,966	10,953	
Other debtors	1,900	-	-	1,900	862	
	31,254	9,463	-	40,717	37,600	

## 11. Creditors - amounts falling due within one year:

	Unrestricted Funds	Restricted Fund/s	Endowment Fund/s	Total Funds 2022	Total Funds 2021	Notes
	£	£	£	£	£	
Accounts payable	-	-	-	-	(1,495)	
Deferred income	38,303	15,400	-	53,704	52,641	
Accruals for utilities and other costs	15,619	2,779	-	18,398	14,187	
Archdeacon's loan	-	-	-	-	10,000	
Other creditors	(4,223)	10,111	-	5,888	3,933	
	49,700	28,290	-	77,990	£79,266	

## 12. Prior year Statement of Financial Activities comparative figures for this year:

	Unrestricted	Restricted	Total Funds
	<u>Fund</u>	<u>Fund/s</u>	<u>2021</u>
	£	£	£
<b>Income and endowments from:</b>			
Donations and legacies	261,568	103,904	365,472
Charitable activities	8,044	138,829	146,873
Other trading activities	94,708	503	95,211
Investments	1,570	42	1,612
Other receipts	840	138	978
<b>Total income</b>	<b>366,730</b>	<b>243,416</b>	<b>610,146</b>
<b>Expenditure on:</b>			
Raising funds	3,871	7	3,878
Charitable activities	306,493	168,463	474,956
Other trading activities	29,225	6,465	35,690
<b>Total expenditure</b>	<b>339,589</b>	<b>174,935</b>	<b>514,524</b>
Net gains (or losses) on investments	3,951	-	3,951
<b>Net income or (net expenditure)</b>	<b>31,092</b>	<b>68,481</b>	<b>99,573</b>
<b>Transfers between funds</b>	<b>115,845</b>	<b>(115,845)</b>	<b>-</b>
	146,937	(47,364)	99,573
<i>Reconciliation of funds:</i>			
<b>Net movement in funds</b>	<b>146,937</b>	<b>(47,364)</b>	<b>99,573</b>
Total funds brought forward	121,086	310,477	431,563
<b>Total funds carried forward</b>	<b>268,023</b>	<b>263,113</b>	<b>531,136</b>



### 13. Statement of Funds:

	Bal BF 1 Jan 2022	Income	Expenditure	Transfers	Gains & losses	Bal CF 31 Dec 2022
	£	£	£	£		£
Padwick Parish Halls Fund	-	36,984	-	-	(743)	36,241
<b>Total of all endowment funds</b>	<b>-</b>	<b>36,984</b>	<b>-</b>	<b>-</b>	<b>(743)</b>	<b>36,241</b>
Holy Trinity Bailey Fund	2,364	-	-	-	-	2,364
Holy Trinity Fabric Fund	16,473	32	-	-	-	16,505
Holy Trinity General Use By Holy Trinity	5,681	12,500	(8,024)	-	-	10,157
Holy Trinity Memorial Garden	314	20	(15)	-	-	319
Holy Trinity Messy Church	233	102	(105)	-	-	230
Holy Trinity Nakuru	1,627	229	(1,856)	-	-	-
Padwick Parish Halls Fund	-	11,307	-	(1,500)	(267)	9,540
Ukraine Refugee Fund	-	17,845	(12,859)	-	-	4,986
St Leonard's Home Corner	522	-	-	(522)	-	-
St Leonard's Fabric Fund	2,071	-	-	-	-	2,071
St Leonard's General use by St Leonard's	-	-	-	1,287	-	1,287
St Leonard's Gooding	5,000	-	(2,235)	-	-	2,765
St Leonards - Hayward Fund	163,538	2,064	(11,871)	(8,000)	(1,419)	144,312
St Leonards's New Freezer & Safe	177	-	-	(177)	-	-
St Leonard's Young	1,000	-	-	-	-	1,000
St Leonard's - Children & Youth	588	-	-	(588)	-	-
St Mary's Audio Visual	540	25	-	-	-	565
St Mary's Church Centre Refurbishment	8,355	1,250	-	(4,164)	-	5,441
St Mary's Chancel Trust Income Fund	6,946	757	-	-	-	7,703
St Mary's Fabric Fund	12,857	6,354	(2,018)	-	-	17,193
St Mary's General use by St Marys	7,988	51,040	(3,760)	-	-	55,268
St Mary's Music	1,250	125	-	-	-	1,375
St Mary's Organ	-	3,414	-	-	-	3,414
St Mary's Pre-School	24,681	149,113	(130,216)	(14,308)	-	29,270
St Mary's Pre-School Fundraising	-	-	-	14,121	-	14,121
St Mary's Pre-School Hardship	-	-	-	187	-	187
St Mary's Youth/TGIF	297	23,303	(836)	(22,329)	-	435
St Mary's Youth Festival	611	-	-	-	-	611
<b>Total of all restricted funds</b>	<b>263,113</b>	<b>279,480</b>	<b>(173,795)</b>	<b>(35,993)</b>	<b>(1,686)</b>	<b>331,119</b>
General fund**	88,597	402,410	(404,360)	26,829	(3,716)	109,760
Designated funds						
-Fixed asset fund	86,478	-	(9,064)	4,164	-	81,578
-St Mary's fabric	63,823	-	-	2,500	-	66,323
-Holy Trinity fabric	22,976	-	-	2,500	-	25,476
-St Leonard's fabric	899	-	-	-	-	899
-Holy Trinity - Messy Church	250	40	(67)	-	-	223
- Parish Gifts to Mission	5,000	-	(2,000)	-	-	3,000
-St Mary's Organ	-	691	-	-	-	691
-St Mary's Audio Visual	-	500	-	-	-	500
<b>Total of all unrestricted funds</b>	<b>268,023</b>	<b>403,641</b>	<b>(415,491)</b>	<b>35,993</b>	<b>(3,716)</b>	<b>288,450</b>
<b>Total funds</b>	<b>531,136</b>	<b>720,105</b>	<b>(589,286)</b>	<b>-</b>	<b>(6,145)</b>	<b>655,810</b>

### 13. Statement of funds (continued):

#### *Explanation of Funds*

##### **Endowment Funds**

*Padwick Parish Halls Fund – Income from this fund is to be used for the upkeep and repair of Church Halls and rooms in the Parish.*

##### **Restricted Funds**

*The purposes of the major components of restricted funds are:*

*Holy Trinity Heatley – a donation 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 Young )*

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

*St Mary's Pre-School Fundraising and Hardship – funds to be used for assisting parents and developing or enhancing the work of the Pre-School*

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

*Padwick Parish Halls Fund - The funds are to be used for the upkeep and repair of Church Halls and rooms in the Parish*

##### **Designated Funds**

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

*Fixed Asset Fund - The net book value of improvements to the Parish Church Centre.*

##### **Unrestricted Funds**

*\*\*These funds are not subject to any donor restricted and can be spent as the PCC decide, consistent with the charitable mission*



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

	<b>Total Funds 2022</b>	<i>Total Funds 2021</i>	<b>Notes</b>
	<b>£</b>	<b>£</b>	
Net income for the reporting period from the statement of financial activities	<b>124,674</b>	99,573	
Adjustments for:			
Depreciation charges	9,064	-	
Losses/(gains) on investments	6,145	(3,951)	8A
Dividends, interest and rents from investments	(6,554)	(1,612)	2
Decrease in stocks	-	473	10
(Increase)/decrease in debtors	(3,117)	71,298	10
(Decrease)/increase in creditors	(1,276)	409	11
Net cash provided by operating activities	<b>128,936</b>	166,190	

#### 15. Pensions:

The Parochial Church Council of the Ecclesiastical Parish of Horsham Diocese of Chichester (PCC) participates in the Pension Builder Scheme section of CWPF for lay staff. CWPF is administered by the Church of England Pensions Board, which holds the CWPF assets separately from those of the Employer and other participating employers.

CWPF has two sections:

1. the Defined Benefits Scheme
2. the Pension Builder Scheme, which has two subsections;
  - a. a deferred annuity section known as Pension Builder Classic, and,
  - b. a cash balance section known as Pension Builder 2014.

As at 31 December, 2022, all PCC employees were enrolled in the Pension Builder 2014 section of the Scheme.

##### Pension Builder Scheme

Both sections of the Pension Builder Scheme are classed as defined benefit schemes.

**Pension Builder Classic** provides a pension, 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.

## 15. Pensions (continued):

**Pension Builder 2014** is a cash balance scheme that provides a lump sum which members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. Discretionary bonuses may be added before retirement, depending on investment returns and other factors. The account, plus any bonuses declared is payable, unreduced, from age 65.

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 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 the contributions payable (2022: £6,164, 2021: £4,152).

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent valuation was carried out as at 31 December 2019. The next valuation is due as at 31 December 2022.

For the Pension Builder Classic section, the valuation revealed a deficit of £4.8m on the ongoing assumptions used. At the most recent annual review, the Board chose to grant a discretionary bonus of 3% following improvements in the funding position over 2021. There is no requirement for deficit payments at the current time.

For the Pension Builder 2014 section, the valuation revealed a surplus of £5.5m 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 Parochial Church Council of the Ecclesiastical Parish of Horsham Diocese of Chichester could become responsible for paying a share of the failed employer's pension liabilities.