

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

# ANNUAL REPORT

for the year ended  
**31st December 2023**



## 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:** Lynn Cholerton, ACA FCCA, 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 2023. 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**

We were hugely grateful to our clergy; Rev’d Lisa Barnett and Rev’d Sam Maginnis who are so ably supported by; Rev’d Pat Sinton, Rev’d Bernard Sinton, Rev’d Alan Mayer, Rev’d Jo Elvidge, Rev’d Sarah Brough and Rev’d Stephen Normand who together with our ordinand, Zoe Eborn, our readers and wardens do amazing work to support all we do across the Parish. Following a period of only one stipendiary clergy person in the parish team, with the arrival of Rev’d Sam in October 2022 we have, during 2023, been able to progress the scaling up of some of our activities.

We continue to seek 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. In August a very successful Parish wide social event with Pizza was held in the St. Mary’s Vicarage Garden.

During the year our Parish Premises manager left and we have begun the process of finding a replacement. Work was carried out under a Faculty to remove pews in the South Aisle in St. Mary’s Church and to lay down a new floor with underfloor heating. These works were completed by November 2023. Following many years of concern regarding the acoustics in St. Leonard’s Church Hall, acoustic panels were installed in late 2023.

A scheme for joining the Holy Trinity and St. Leonard’s church committees was approved by the PCC in November 2023, following consultation with the two church committees, and we look forward to the new Church Committee being established at the first joint AGM in February 2024

## St. Mary's



We are really blessed to be a Church Family of energy and love. Our ministry of welcoming has been very significant this year, with many visitors coming to us, not just at Christmas and Easter but every single week.

At the 10am service we now have two welcomers, separately from the sidesperson team, whose role is to notice new people and visitors, explaining to them about our church and what will happen in the service, and encouraging them to stay for coffee to meet others. In the Spring we held a 'Welcome tea' for newcomers which was very well received, and we plan another soon.

Hello,

*"I just wanted to send my thanks and appreciation to the St Mary's Community for the incredibly warm welcome and kindness I received when attending Mass this Christmas Eve. I have attended in previous years (although not currently a regular church-goer due to a particularly rambunctious toddler!) but was apprehensive this year due to needing to bring my very young baby with me. The whole team made me feel so welcome, from being greeted at the door, shown to a seat that would give me space for the baby and to leave with him if needed, being thanked for coming and bringing him, being helped to kneel for communion with a supportive hand, a blessing for the baby, to the compliments about him when leaving. I cannot thank you all enough for what it meant to me to be able to attend Mass as I usually do as part of my Christmas celebrations.*

*It was a lovely service with a thought-provoking sermon which I could draw upon personally and spiritually. "*

Over the last year we have started a monthly Bereavement Group, where anyone suffering from a loss can come to a safe place and meet others in a similar position. It's a friendly group with several trained facilitators on hand serving coffee, giving a listening ear, and offering ongoing support.

By the spring of 2023 our remarkable Ministry to the Ukrainian refugees was no longer needed in the same way. Just as we were considering how to draw things to a close, we became aware of a new group of Asylum seekers staying at a local hotel and a new chapter of ministry began.

The 2023 Flower Festival "The Year of the Old Testament" raised £3,993 for St. Mary's Fabric Fund. We also read the whole Bible in a week during March 2023, and welcomed in lots of groups of school children to enjoy displays and activities about the Bible.

We have hosted several services on behalf of the Diocese. In April Bishop Ruth presided over the Chrism service with the blessing of the oils. June saw us hosting the Ordination service led by the Bishop of Chichester. In September Bishop Will presided at the Confirmation service at which 10 of our church members were confirmed, together with others from across the deanery.

Throughout the year we have had a remarkable renovation of the South Aisle, which is already making a difference to the flexibility of the space within the church. This was a very significant

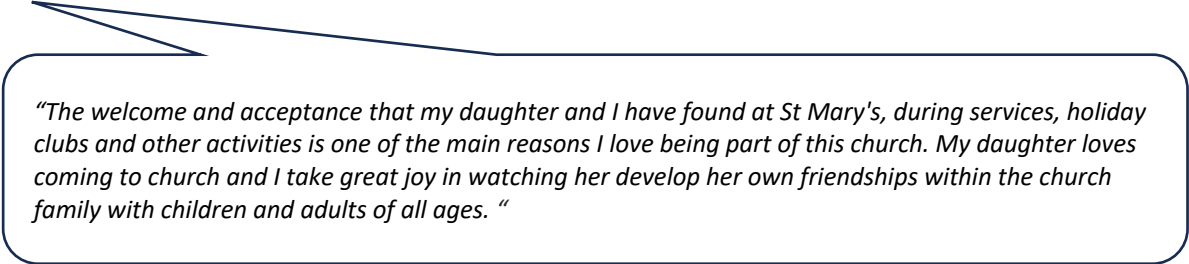
project, removing pews, levelling the floor, and installing underfloor heating. The cost was just over £100,000 which was funded from some significant recent legacies and fundraising from the congregation.

We have spent money this year on maintaining our amazing organ and a new bell dedicated to King Charles III.

We continue to offer a hot lunch once a month for those who live on their own, and this is immensely popular. Although it's not easy in such a large church, we try to stay in touch with those who are housebound or facing difficult circumstances, and a team of Eucharistic Ministers visit individual homes as well as care homes to share word and sacrament with those who can no longer get to church.

The All Souls service with Communion on November 3<sup>rd</sup> was a joint service across the Parish where the names of the dearly departed were read out and people had the opportunity to light a candle.

Our church was once again very full at Christmas. We were privileged to welcome several local schools to celebrate their Christmas concerts and services at St Mary's. Of our own events, we welcomed 1100 people across the two crib services on Christmas Eve, and the carol services, Midnight Mass and Christmas Day services were also very well attended.



*"The welcome and acceptance that my daughter and I have found at St Mary's, during services, holiday clubs and other activities is one of the main reasons I love being part of this church. My daughter loves coming to church and I take great joy in watching her develop her own friendships within the church family with children and adults of all ages. "*

We continued to support many different charities through the year, raising money for: Roundabout Talking News, Engineering Ministries International, Home For Good and Horsham Debt Advice Service.

St. Mary's is privileged to have an excellent, 40+ member choir of all ages who sing at all the sung services. As well as the junior choir that boasts some 20 members, All Age services now benefit from our newly formed music group which accompanies the hymns on a variety of instruments. At the end of March, our young children regaled us with the specially written play "From Horsham to Oz and Back Again", loosely based around the Wizard of Oz.



## St Leonard's

The Rev'd Samuel Maginnis would like to begin by thanking everybody who offers their time and energy in any role that contributes to the life and ministry of St Leonard's. We are a small congregation, but remain committed to our Christian calling and to our church and hall serving as a place of worship and base for mission in the Parish. At last year's AGM the congregation agreed to merge our church committee with that of Holy Trinity Church, and after months of planning this new committee becomes a reality today. We are hopeful that the committee members will quickly get to grips with our wider remit and that our combined enthusiasm and experience will help identify new ways to connect with and serve those who live around St Leonard's.

There is a fairly consistent number of around 20 at our monthly Sunday services, between 10 and 20 at the Mothers' Union services and a handful at the 2<sup>nd</sup> Wednesday Eucharist. There was an Easter Day Eucharist, attended by the usual number while around 10 people attended our Good Friday Reflections. Our Harvest Thanksgiving service in October produced a number of contributions plus £115 in cash for the Foodbank. As Christmas Day was on a Monday we decided to commemorate Christmas as the St Leonard's family on Christmas Eve, followed by festive refreshments, with the option to attend St Mary's or Holy Trinity on Christmas Day. Our Christmas Carol Celebration on 21 December was attended by about 45 people and much enjoyed. Over Christmas we raised £200 for BEATS, a charity supporting individuals and communities affected by the 2004 tsunami and earthquakes in Indonesia. Richard and Margaret Symonds also completed the FSW-sponsored Easter Monday walk and raised £205 for our diocesan charity.

Margaret Symonds continues as Reader, taking funeral services, leading Evensong and preaching around the Parish, as well as overseeing our pastoral care and visiting to St Leonard's members and around the local area. Visits to Glen Arun and Aspen Place took place monthly and we also started taking a monthly Communion to Manton Court, where there are residents from both St Leonard's and Holy Trinity congregations. It is good to have these care homes and sheltered housing visited by people from across the Parish. Home Communion take place as needed, with our pastoral care team currently visiting two regular home communicants.

Our Home Group has continued to meet regularly in the Peter Apted Room, our main focus for the year being a study of "Women of the Old Testament". Our Monday morning Zoom Iona Morning Prayer meetings also continue and it is wonderful to be able to be joined by people from across the Parish and further afield.

Our building continues to be a blessing to us and the local community who use it for a number of regular activities and children's parties, and we are thankful to Ray Hambling our hall manager for all he does to manage hall bookings and monitor the use and condition of the building.

## Holy Trinity



The Rev'd Samuel Maginnis has now completed his first full calendar year in the parish and at Holy Trinity and feels greatly encouraged by the commitment of the congregation to serving our wider community and the energy which people put into making our regular activities and special events happen. He wants to begin this report by thanking all those who offer their time and enthusiasm in any role or team that contributes to the life and ministry of this church.

Two very special community events which Holy Trinity organised were our Coronation Jamboree on 7th May and our Summer Garden Party on 24th June. Both events brought scores of people together from our church family and the wider community, with the Jamboree raising £1,000 for local family support charity Springboard. Then on 16th December we held our annual firepit Christmas carols with well over 100 children and adults in attendance, singing carols led by members of the Horsham Borough Band and enjoying the interior of Holy Trinity while we took a break for refreshments – this event raised nearly £500 for Turning Tides, our local homelessness charity. Other community events which were held as fundraisers for the church were our Harvest Barn Dance and a dramatic reading of Charles Dickens' *A Christmas Carol* performed by The Living Theatre, Whitwell to a capacity audience.

Regarding our outreach to children and families, two initiatives which both launched in September have already started bearing fruit. Diddy Disciples is our flagship programme for infants and young children to explore the Bible and the Christian faith through worship, song and creative expression and currently has a core community of two families plus others who occasionally attend Holy Trinity and have brought their children into Diddies. We also ran a recruitment drive for our Junior Choir and have been pleased to welcome five new children into the choir who sing at one Sunday Eucharist each month and at special services such as our Christmas Nine Lessons and Carols. Both initiatives build on the links and relationships we have already developed with local families through our Messy Church events and our weekly Trinity Tots sessions in the church hall, and we pray that all these activities will continue to draw faithful and curious parents and young people to know the love of Jesus and the joys of Christian community which Holy Trinity offers. It was a great joy to celebrate with our Senior Chorister Freya Lilley and her family when Freya was confirmed by the Bishop of Lewes at St Mary's on 10th September, and we pray for more candidates for baptism, confirmation and First Communion in the near future.

At our Patronal Festival on Trinity Sunday (4th June) we commissioned our serving team and welcomers for their ministry and service at Holy Trinity during the year ahead. Both teams are integral to our worship and as ambassadors for Holy Trinity; and the welcomers particularly were reminded that they are the face of Christ to all who come to Holy Trinity for the first time, even as they are to see the face of Christ in those who approach us for prayer and peace and friendship. We also held a summer get-together for our pastoral care team – the first gathering of this group since the Pandemic – to review our system of pastoral contacts and ensure that newer members of the Holy Trinity family were included on our pastoral list. Pastoral care is a real strength of Holy Trinity, whether through pastoral contacts and our prayer chain, home communions or visits to our local care homes, and this is also reflected in how Holy Trinity has taken a lead in liaising with Horsham Churches Together to ensure that all care homes across Horsham receive spiritual and pastoral care from our member churches.

A major change in how we plan and oversee the life and ministry of Holy Trinity will come with the imminent merger of the Holy Trinity and St Leonard's church committees under the authority of the Horsham Team PCC. We are grateful to those people from both churches who helped to develop the structures for the combined committee, to ensure that both church communities are properly represented and can effectively act on those matters which are the immediate responsibility of both churches. We welcome our brothers and sisters from St Leonard's and pray that our new committee will quickly get to grips with its wider remit and build a fresh vision for how we use our buildings and resources to serve the people who live around both churches. A priority for the new committee will be to review and finalise the draft Mission Action Plan that we began developing with a small working party at Holy Trinity before the summer, and which can now be expanded to include St Leonard's as a site for mission and outreach.

Crucial to our mission is maintaining our church and hall as safe and welcoming places where we can run the whole range of church and community activities. We are grateful to Bob Whittaker and Keith Rayner for navigating the faculty process which meant that our leaking vestry roof was finally replaced in October. We look forward to welcoming a new parish premises manager, who will oversee maintenance and compliance matters at our three churches and associated buildings. Improvements are already planned for our lighting and audio systems in church, and other matters relating to fabric and how we can best utilise the interior church space will be on the church committee agenda in the coming months.

Also crucial to our mission is being able to finance our activities and cover the maintenance costs for our buildings. Our budget for 2024 is showing a deficit of just over £6,000, and in the coming weeks we will be launching a new stewardship campaign to ask people to prayerfully review how they support financially the work and ministry of Holy Trinity. If the load is shared across everyone in our church family then it does not have to create financial anxiety for anyone, and we are hopeful that we will not only cover the deficit but can start building proper financial reserves that will enable us to fund new initiatives and explore different ways that we can be the Church in this place, witnessing to the gospel through serving our local community.



## St Mary's Pre-School

2023 was a challenging year but the staff team has helped meet the needs of many families who may not have been supported by other pre-schools or nurseries. It is part of our mission statement that we care for and support the whole family and not just the children who attend. This has been perhaps more visible in our care for Ukrainian and asylum seeker families, but we have also provided a parenting course for our families and signposting to other professional services where parents need additional support.

By the end of the summer term 2023, we had 47 children cared for by 13 staff. 25 of these children went on to 9 different local schools in September.

The number of children for the Autumn Term was higher than it has been for the last few years with 43 as at 31<sup>st</sup> December 2023. All the remaining places are booked for later starters with a total of 54 children for the coming term. The plan we had last year of reducing our sessions due to lower take-up was abandoned when we saw the increased demand for the coming year.

The government's announcement of further 'free entitlement' for younger children has caused new uncertainty for pre-schools and nurseries. Currently the funding levels for 2-year-olds are artificially high due to a one-off supplementary grant. We are not allowed to charge a top-up and, as we have no idea what the rates will be in the future, like many other pre-schools, we have not committed to accepting this funding.

Our forest school sessions continue to give an extra dimension to our provision at the pre-school. Most pre-schools and nurseries make an additional charge for this, but we believe that it is important that the forest school experience is open to all. With Public Health England recommending that children under 5 have at least 3 hours of physical activity each day, this time outdoors is vitally important, especially for those children who live in flats.

The children learn woodwork and fire lighting skills, to work together and make judgements about risks, about the natural environment and how to care for it in practice as well as in theory. In March we rescued a hedgehog which we then released in June and the children love to do the litter picking to keep the area tidy.

### Youth Work

2023 was a very busy year in our youth work. Our youth club continued to grow. We started a Boys group, 'Start to Stir' course, and ran our first Silver DofE. We saw a new set of young people join our youth provision. We have almost finished our Youth Alpha course and had 10 young people from Year 6 & 7 attend these sessions.

**Our youth club (TGI's)** has grown this year with a new group of Year 7's and more friends being invited. Since January we have had 25 – 30 each week and since September we have been getting 40 -50 each week. We have also been able to supply Dunelm with gifts for those at Crawley open house and Horsham Matters. **Café Connect** is our youth service, which is held once a month at Holy Trinity. We gather with young people from the parishes of St. Johns Broadbridge Heath and St. Margaret's Warnham, along with others who attend from other churches or youth clubs. We have had guest speakers, youth workers and vicars who have joined us in worship and preaching the Bible to the young people.

Lee Buck (Parish Youth Enabler) has been running a regular lunchtime club in Millais School for the year and began visiting Tanbridge House School in September, meeting with those who attend Church and youth club.

We have finished our second year of DofE. We had 7 young people doing their Bronze Award.

We had 6 people attending our first young leaders' course. In September Lee also started his Certificate with CMS which is the first year of a university degree in Theology, Mission and Ministry, with a focus on youth work. We had all our normal trips and camps which have seen steady numbers. We have also been able to strengthen our leadership team. We have also seen a larger number of under 30's leaders joining our team.

## Families and Children's work

We have wonderful team of Children's Leaders working alongside Linda Baker our Families and Children's worker and 2023 was a busy year for everyone. There were many and varied services, events and activities happening for the very young up to Primary school age children in our Parish.

**Holy Trinity Church** - we have a range of activities taking place including **Messy Church**, and a **Mum's and Toddler's** group. **Diddy Disciples** has been a very significant new development in 2023, led by Lucy Hodges, and there are now a couple of families who now attend regularly through this ministry.

**St. Leonard's Church** - we hold our weekly **Little Footprints** sessions for babies and toddlers.

**St. Mary's Church** - we have our regular **Sunday club** alongside the 10am service and our monthly all age service regularly welcomes 40 children and young people. The **Families and Children's service** takes place monthly on a Sunday afternoon. **Wonderful Wednesdays** was held during the summer when we organised a range of different fun activities for 25 children. At Christmas 40 children took part in the **Christmas Nativity service**. The **Open the Book** team continue to go into St. Mary's Primary school every fortnight to bring alive bible stories and we welcome children from St Mary's School to the church every half-term for a special service themed around the church year.

During the year, members of the parish children's work team have been involved in supporting most of the primary schools in our parish with occasional RE lessons and assemblies, including Arunside, Kingslea, QEII, St John's RC, Heron Way & Trafalgar Infants.

## 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 last year we have seen increasing energy prices and that trend is likely to continue. We are therefore monitoring our energy consumption with increasing vigour. During 2023 we have started to install 'Nest' smart heating control systems in our buildings. 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.

## 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 continues to work through the Diocesan Simple Quality Protects safeguarding tool, by which we 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 PCC 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 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 2024 we seek to continue to become a more Eco-Friendly Parish through a range of initiatives.

We are really pleased to have recruited two youth work interns from within the parish, Erin & Izzy, who have been employed for 5 hours a week from January 2024. As well as valuing their energy and

commitment to working with the children and young people within the church, we are also training them in areas such as doing risk assessments, and publicity for youth events.

St Mary's, having removed pews and laid a new floor in the South Aisle in 2023, hopes to be able to install a kitchenette in the West corner. This will make it significantly easier to offer refreshments after services and share hospitality with those who come into the church at other times.

An ongoing focus for St Mary's will be developing the quality of our welcome, and especially building ongoing relationships with those who approach us for Baptisms, Weddings and Funerals.

This will be a significant year for the newly formed joint church committee for Holy Trinity and St Leonard's, as they continue to guide and shape the mission and ministry across these two churches.

We are looking forward to appointing a new Premises Manager to start work early in 2024. The Quinquennial Inspections are planned to take place at St. Mary's and St. Leonard's Churches in 2024. It is expected that some remedial works may be identified with some money set aside in our Fabric Fund to carry out these works.

A Stewardship campaign will be run at Holy Trinity in the early part of 2024 with the objective of building additional financial reserves for new initiatives and ministry.

At St Leonard's work on two major developments contributing to the hall user experience will be completed: the installation of acoustic panels to address the poor sound in the hall space, and the installation of an electronic "smart lock" to enable easy access to the range of people who hire St Leonard's Hall.

## Financial Review

The Parish financial outturn for the year was very encouraging. Stewardship giving was maintained across the Parish and cash and one-off donations greatly exceeded expectations. Hall and other letting income was also significantly ahead of planned levels. In general, expenditure was less than planned, though some work on our fabric was delayed until 2024. We re-tendered several contracts, including insurance and bookkeeping, at reduced levels and we continued to benefit from long-term fixed rate energy contracts until the Autumn of 2023.

As a result, we achieved a general fund surplus of nearly £37,000 for the year (2022 - £24,143).

It was also extremely encouraging that an appeal for the works on the South Aisle at St Mary's raised nearly £53,000. This fundraising, combined with £55,000 from two generous legacies received in recent years, enabled the work to be completed during the year.

Income from unrestricted funds for the year amounted to £443,041 (2022 - £403,641) with the largest amount being received from planned giving at £188,956 (2022 - £190,155). Expenditure from unrestricted funds was £420,838 (2022 - £415,491) with the largest item spend being the diocesan parish share at £161,200 (2022 - £157,782).

At its meeting on 22 January 2024 the PCC agreed to transfer £24,000 of our general fund surplus for the year to the St Mary's and Holy Trinity Designated Fabric Funds for specific upcoming projects.

The balance of unrestricted funds at 31st December 2023 amounted to £313,273 which includes £187,940 designated for use on the fabric of the churches, future projects and mission. The general unrestricted free reserves available is **£125,333** which is slightly above the reserve policy requirement of three-months operating expenditure - £111,000.

## 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 Rev'd Canon Lisa Barnett (Chairman)	Alistair Inglis-Taylor
The Rev'd Sam Maginnis	Sue Keegan
Greg Andrews (PCC Treasurer)	Brenda Large
Val Burgess	Sue Liptrot
Peter Fruin (Churchwarden)	Nick O'Riordan
Morag Davies (Churchwarden)	Richard Pearson
Linda Goodwin	Keith Rayner
Cath Hatton (Churchwarden)	Nigel Stalley (PCC Secretary)
Ray Hambling	Margaret Symonds <i>to 30<sup>th</sup> April 2023</i>
Paul Goodwin	Robert Whittaker
Stuart Harrison * <i>from 30<sup>th</sup> April 2023</i>	
Emmanuel Holden <i>to 30<sup>th</sup> June 2023</i>	

## 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 2023, 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 2023 the Horsham Parish APM and APCM were held on 30<sup>th</sup> April 2023. The PCC decided that the 15 elected lay members and the 8 Deanery synod members should be divided between the churches as shown below.

\* *Stuart Harrison was unfortunately unable to take up his position on the PCC due to ill health.*

Office and Years left to serve ( <i>ex officio in italics</i> )	St. Mary's	Holy Trinity	St. Leonard's
<i>Churchwardens to 2024, 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 2024	1) Greg Andrews 2) Linda Goodwin	1) Keith Rayner 2) Sue Liptrot	1) Ray Hambling 2) <i>vacancy</i>
PCC to 2025	3) Sue Keegan 4) Alistair Inglis-Taylor 5) Nick O'Riordan	3) Bob Whittaker	3) <i>vacancy</i>
PCC to 2026	6) Richard Pearson 7) Paul Goodwin	4) <i>vacancy</i>	4) Stuart Harrison *
<i>Deanery Synod to 2026</i>	4/8 <i>4 vacancies</i>	2/8 <i>2 vacancies</i>	2/8 <i>2 vacancies</i>
<i>Diocesan Synod to 2024</i>	<i>Val Burgess Brenda Large Nigel Stalley</i>		

Casual vacancies are filled by the PCC as and when 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 (non voting). 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. During 2023 it was agreed that the Holy Trinity and St. Leonard's Church Committees would be brought together to form a Joint Church Committee starting in 2024.

**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.

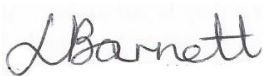
### **Trustees' Responsibilities in relation to the Financial Statements**

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 19 March, 2024  
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 2023

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 2023 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

LYNN CHOLERTON

Date

21 MARCH 2024

Relevant professional

CHARTERED ACCOUNTANT

qualification(s) or body

ICAEW AND ACCA

Examiner's address

Galloways Accounting (Horsham) Limited  
First Floor  
Ridgeland House  
15 Carfax  
Horsham  
West Sussex  
RH12 1DY



## Statement of Financial Activities

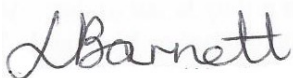
	<b>Unrestricted Fund/s</b>	<b>Restricted Fund/s</b>	<b>Endowment Fund/s</b>	<b>Total Funds 2023</b>	<i>Total Funds 2022</i>	<b>Notes</b>
	£	£	£	£	£	
<b>Income and endowments from:</b>						
Donations and legacies	293,267	123,333	-	<b>416,600</b>	420,412	
Charitable activities	12,276	148,408	-	<b>160,684</b>	161,115	
Other trading activities	128,340	4,806	-	<b>133,146</b>	130,925	
Investments	8,978	13,625	-	<b>22,603</b>	6,554	
Other receipts	180	-	-	<b>180</b>	1,100	
<b>Total income</b>	<b>443,041</b>	<b>290,172</b>	-	<b>733,213</b>	720,105	2
<b>Expenditure on:</b>						
Raising funds	2,438	1,425	-	<b>3,863</b>	5,978	
Charitable activities	372,471	341,939	-	<b>714,410</b>	546,942	
Other trading activities	45,929	5,171	-	<b>51,100</b>	36,366	
<b>Total expenditure</b>	<b>420,838</b>	<b>348,535</b>	-	<b>769,373</b>	589,286	3
Net (losses) or gains on investments	<b>2,620</b>	<b>4,858</b>	<b>3,410</b>	<b>10,888</b>	(6,145)	8
<b>Net income or (net expenditure)</b>	<b>24,823</b>	<b>(53,505)</b>	<b>3,410</b>	<b>(25,272)</b>	124,674	
<b>Transfers between funds</b>	-	-	-	-	-	7
<b>Net movement in funds</b>	<b>24,823</b>	<b>(53,505)</b>	<b>3,410</b>	<b>(25,272)</b>	124,674	
Total funds brought forward	288,450	331,119	36,241	<b>655,810</b>	531,136	
<b>Total funds carried forward</b>	<b>313,273</b>	<b>277,614</b>	<b>39,651</b>	<b>630,538</b>	655,810	

## Balance Sheet

	<b>Total Funds 2023</b>	<i>Total Funds 2022</i>	<b>Notes</b>
	£	£	
Tangible assets	<b>99,516</b>	108,580	8
Fixed Assets Investments	<b>128,714</b>	117,826	8
<b>Total fixed assets</b>	<b>228,230</b>	226,406	
Debtors	<b>52,835</b>	40,717	10
Cash at bank and in hand	<b>435,078</b>	466,677	9
<b>Total current assets</b>	<b>487,913</b>	507,394	
Creditors: Amounts falling due within one year	(85,605)	(77,990)	11
<b>Net current assets</b>	<b>402,308</b>	429,404	
<b>Total assets less current liabilities</b>	<b>630,538</b>	655,810	
<b>Total net assets</b>	<b>630,538</b>	655,810	
<b>The funds of the charity:</b>			
Endowment funds	<b>39,651</b>	36,241	
Restricted income funds	<b>277,614</b>	331,119	
Unrestricted funds	<b>313,273</b>	288,450	
<b>Total charity funds</b>	<b>630,538</b>	655,810	13

This Annual Financial Report for the year ended 31<sup>st</sup> December 2023, including the notes following, was approved by the PCC on 19 March 2024 and signed on its behalf by

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



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## Cashflow Statement

	<b>Total Funds 2023</b>	<i>Total Funds 2022</i>	<b>Notes</b>
	£	£	
<b>Cash flows from operating activities:</b>			
Net cash provided by (used in) operating activities	(54,202)	128,936	14
<b>Cash flows from investing activities:</b>			
Dividends, interest and rents from investments	22,603	6,554	
Purchase of property, plant and equipment	-	(4,164)	8
Purchase of investments	-	(92,403)	8
Net cash provided by (used in) investing activities	22,603	(90,013)	
<b>Cash flows from financing activities:</b>			
Repayments of borrowing	-	-	
Net cash provided by (used in) financing activities	-	-	
<b>Change in cash and cash equivalents in the reporting period</b>	<b>(31,599)</b>	<b>38,923</b>	
Cash and cash equivalents at the beginning of the reporting period	466,677	427,754	
<b>Cash and cash equivalents at the end of the reporting period</b>	<b>435,078</b>	<b>466,677</b>	<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.

## **g. Significant Estimates and Judgements**

In the application of the PCC's accounting policies, the PCC is required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

#### Impairment of tangible and intangible fixed assets

Determine whether there are indicators of impairment of the PCC's tangible fixed assets. Factors taken into consideration in reaching such a decision include the economic viability and expected future financial performance of the asset.

#### Tangible fixed assets

Tangible fixed assets, other than freehold property and investment properties, are depreciated over their useful lives taking into account residual values, where appropriate. The actual lives of the assets and residual values are assessed annually and may vary depending on a number of factors. In re-assessing asset lives, factors such as technological innovation, product life cycles and maintenance programmes are taken into account. Residual value assessments consider issued such as future market conditions, the remaining life of the asset and projected disposal values.

#### Estimating the fair value and value in use

The PCC has made estimates of the fair value of financial instruments using suitable, available evidence. Where third party valuations are available, these have been incorporated by the PCC in any estimates made, taking into account the valuer's qualifications and the reasonableness of any assumptions that have been used.

Where there is an indication that fixed assets have been impaired, the PCC carry out an impairment review to determine the recoverable amount, which is the higher of fair value less cost to sell and value in use. The value in use calculation requires the PCC to estimate the future cash flows expected to arise from the asset or the cash generating unit, and a suitable discount rate in order to calculate present value.

#### Recoverability of trade and other debtors

A provision for bad and doubtful debts is established where it is estimated that trade or other debtors are not fully recoverable. When assessing recoverability the PCC considers factors such as the ageing of the receivables, past experience of recoverability, and the credit profile of individual or groups of debtors.

#### Calculation of provisions and contingencies

Where the PCC becomes obligated to make a future payment as a result of past events, it makes an estimate of the provision required in the accounts. Where it is deemed likely that a future payment is required but no reliable estimate can be made of its value, the PCC will assess whether it is more suitable to make a disclosure of these contingencies in the accounts rather than making a provision.

## 2. Analysis of income and endowments:

	<b>Unrestricted Fund/s</b>	<b>Restricted Fund/s</b>	<b>Endowment Fund/s</b>	<b>Total Funds 2023</b>	<i>Total Funds 2022</i>	<i>Notes</i>
	£	£	£	£	£	
Planned giving (excl. Gift Aid)	188,956	18,751	-	<b>207,707</b>	203,395	
Loose cash collections	31,048	597	-	<b>31,645</b>	19,378	
Gift Aid recoverable	47,947	13,444	-	<b>61,391</b>	50,235	
Legacies	-	5,000	-	<b>5,000</b>	50,500	
Grants	2,199	33,015	-	<b>35,214</b>	66,967	
Special appeals/Small donations	23,117	52,526	-	<b>75,643</b>	29,937	
<b>Donations and legacies</b>	<b>293,267</b>	<b>123,333</b>	-	<b>416,600</b>	420,412	
Fees for weddings & funerals	12,276	-	-	<b>12,276</b>	12,004	
St Mary's Pre-school Fees	-	148,408	-	<b>148,408</b>	149,111	
<b>Charitable activities</b>	<b>12,276</b>	<b>148,408</b>	-	<b>160,684</b>	161,115	
Church centre, church and hall hiring fees	68,970	-	-	<b>68,970</b>	64,942	
Car park fees and property rental	52,726	-	-	<b>52,726</b>	52,292	
Fundraising sales and other receipts	6,644	4,806	-	<b>11,450</b>	13,691	
<b>Other trading activities</b>	<b>128,340</b>	<b>4,806</b>	-	<b>133,146</b>	130,924	
Bank & CBF deposit interest	8,351	10,301	-	<b>18,652</b>	4,635	
CBF investment fund dividends	627	3,324	-	<b>3,951</b>	1,918	
<b>Investments</b>	<b>8,978</b>	<b>13,625</b>	-	<b>22,603</b>	6,553	
Other receipts	180	-	-	<b>180</b>	1,100	
<b>Other income</b>	<b>180</b>	-	-	<b>180</b>	1,100	
<b>Total income and endowments on all funds</b>	<b>443,041</b>	<b>290,172</b>	-	<b>733,213</b>	720,104	

*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:

	<b>Unrestricted Fund/s</b>	<b>Restricted Fund/s</b>	<b>Endowment Fund/s</b>	<b>Total Funds 2023</b>	<i>Total Funds 2022</i>	<b>Notes</b>
	£	£	£	£	£	
Bank & card reader charges	1,006	5	-	<b>1,011</b>	3,788	
Other fundraising costs	1,432	1,420	-	<b>2,852</b>	2,190	
<b>Cost of raising funds</b>	<b>2,438</b>	<b>1,425</b>		<b>3,863</b>	5,978	
Charitable grants and donations	4,899	-	-	<b>4,899</b>	9,465	4
Worship	32,948	2,280	-	<b>35,228</b>	29,918	
Mission costs	7,600	10,803	-	<b>18,403</b>	14,016	
Diocesan parish share	161,200	4,270	-	<b>165,470</b>	157,782	
Clergy Housing & Expenses	9,676	66	-	<b>9,742</b>	18,011	
Church running costs	31,094	-	-	<b>31,094</b>	25,712	
Children and youth work	30,053	25,994	-	<b>56,047</b>	47,551	
Church maintenance and repair	21,167	147,133	-	<b>168,300</b>	26,714	
Governance	5,304	-	-	<b>5,304</b>	6,168	6
St Mary's Pre-school expenditure	-	151,393	-	<b>151,393</b>	130,202	
Administration	59,466	-	-	<b>59,466</b>	54,207	
Other expenses	-	-	-	-	1,805	
Depreciation	9,064	-	-	<b>9,064</b>	9,064	8
<b>Cost of charitable activities</b>	<b>372,471</b>	<b>341,939</b>	-	<b>714,410</b>	530,615	
Church hall running costs	37,808	5,171	-	<b>42,979</b>	49,050	
Car park and property rental	8,121	-	-	<b>8,121</b>	3,630	
Other trading costs	-	-	-	-	13	
<b>Cost of other trading activities</b>	<b>45,929</b>	<b>5,171</b>	-	<b>51,100</b>	52,693	
<b>Total expended on all funds</b>	<b>420,838</b>	<b>348,535</b>	-	<b>769,373</b>	589,286	

*The running costs of the Pre-School are included in cost of charitable activities. These totalled £151,393 (2022 £130,202) and were made up of salaries, NI pension of £126,281 (2022 £112,963) and other costs of £25,112 (2022 £17,239).*

#### 4. Charitable Grants and Donations:

	<b>Unrestricted Fund/s</b>	<b>Restricted Fund/s</b>	<b>Endowment Fund/s</b>	<b>Total Funds 2023</b>	<i>Total Funds 2022</i>	<b>Notes</b>
	£	£	£	£	£	
Trafalgar School	-	-	-	-	45	
St Mary's CoE Primary School	2,000	-	-	<b>2,000</b>	3,000	
Horsham Churches Together	1,869	-	-	<b>1,869</b>	2,064	
DEC Ukraine	-	-	-	-	1,000	
DEC Afghanistan	-	-	-	-	1,000	
Horsham Debt Advisory Service	1,000	-	-	<b>1,000</b>	500	
Other	30	-	-	<b>30</b>	-	
Friends of St Nicholas Children's Centre	-	-	-	-	1,856	
	<b>4,899</b>	-	-	<b>4,899</b>	9,465	3

#### 5. Staff costs:

	<b>Unrestricted Fund/s</b>	<b>Restricted Fund/s</b>	<b>Endowment Fund/s</b>	<b>Total Funds 2023</b>	<i>Total Funds 2022</i>	<b>Notes</b>
	£	£	£	£	£	
<b>Remuneration</b>						
Wages and salaries	95,901	120,764	-	<b>216,665</b>	195,432	
Employer social security costs	2,479	1,836	-	<b>4,315</b>	4,163	
Employer pension costs	1,785	3,681	-	<b>5,466</b>	6,164	
	<b>100,165</b>	<b>126,281</b>	-	<b>226,446</b>	205,758	3

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 (2022 - 22). The charity operates a defined contribution pension scheme as set out in Note 15. Contributions paid in the year were £5,466 (2022 - £6,164). No trustee received any remuneration in the year or the previous year.

#### 6. Governance

	<b>Unrestricted Funds</b>	<b>Restricted Fund/s</b>	<b>Endowment Fund/s</b>	<b>Total Funds 2023</b>	<i>Total Funds 2022</i>	<b>Notes</b>
	£	£	£	£	£	
Independent examination	4,740	-	-	<b>4,740</b>	5,820	
Safeguarding	564	-	-	<b>564</b>	348	
	<b>5,304</b>	-	-	<b>5,304</b>	6,168	3

## 7. Transfers between funds:

	<b>Unrestricted Funds</b>	<b>Restricted Fund/s</b>	<b>Endowment Fund/s</b>	<b>Total Funds 2023</b>	<i>Total Funds 2022</i>	<b>Notes</b>
	£	£		£	£	
HT Fabric Designated Fund	3,000	-	-	<b>3,000</b>	-	
STM Fabric Designated Fund	21,000	-	-	<b>21,000</b>	-	
General Fund	(24,000)	-	-	<b>(24,000)</b>	-	
STL Hayward Fund	-	(2,700)	-	<b>(2,700)</b>	-	
STM Youth TGI Fund	-	2,700	-	<b>2,700</b>	-	
STM St Mary's General Use Fund	-	(56,051)	-	<b>(56,051)</b>	-	
STM South Aisle Fund	-	56,051	-	<b>56,051</b>	-	
	-	-	-	-	-	

## 8. Fixed Assets:

### a. Investments (CBF Church of England Funds)

	<b>Unrestricted Fund</b>	<b>Restricted Fund/s</b>	<b>Endowment Fund/s</b>	<b>Total Funds 2023</b>	<b>Notes</b>
	£	£	£	£	
Market value 1 January 2023	27,852	53,733	36,241	<b>117,826</b>	
Disposals at carrying value	-	-	-	-	
Purchases at cost	-	-	-	-	
Net gains on revaluation	2,620	4,858	3,410	<b>10,888</b>	
<b>Market value 31 December 2023</b>	<b>30,472</b>	<b>58,591</b>	<b>39,651</b>	<b>128,714</b>	

**b. Tangible Fixed Assets**

	<b>Freehold land and buildings</b>	<b>Car park land</b>	<b>Total fixed assets</b>	<b>Notes</b>
	£	£	£	
<b>Cost or valuation</b>				
At 1 January 2023	194,569	55,952	<b>250,521</b>	
Additions	-	-	-	
Disposals	-	-	-	
Revaluation	-	-	-	
<b>At 31 December 2023</b>	<b>194,569</b>	<b>55,952</b>	<b>250,521</b>	
<b>Charge for depreciation</b>				
At 1 January 2023	(112,991)	(28,950)	<b>(141,941)</b>	
Depreciation charge	(9,064)	-	<b>(9,064)</b>	
Depreciation eliminated on disposal	-	-	-	
Revaluation	-	-	-	
<b>At 31 December 2023</b>	<b>(122,055)</b>	<b>(28,950)</b>	<b>(151,005)</b>	
<b>Net book value</b>				
<b>At 31 December 2023</b>	<b>72,514</b>	<b>27,002</b>	<b>99,516</b>	
<i>At 31 December 2022</i>	<i>81,578</i>	<i>27,002</i>	<i>108,580</i>	

*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:

	<b>Unrestricted Funds</b>	<b>Restricted Fund/s</b>	<b>Endowment Fund/s</b>	<b>Total Funds 2023</b>	<i>Total Funds 2022</i>	<b>Notes</b>
	£	£	£	£	£	
Fixed assets for church use	99,516	-	-	<b>99,516</b>	108,580	8
Investment fixed assets	30,472	58,591	39,651	<b>128,714</b>	117,826	8
Current assets (except cash)	8,570	44,265	-	<b>52,835</b>	40,717	10
Cash at bank and on deposit	227,281	207,797	-	<b>435,078</b>	466,677	
Current liabilities	(52,566)	(33,039)	-	<b>(85,605)</b>	(77,990)	11
	<b>313,273</b>	<b>277,614</b>	<b>39,651</b>	<b>630,538</b>	655,810	

## 10. Debtors:

	<b>Unrestricted Funds</b>	<b>Restricted Fund/s</b>	<b>Endowment Fund/s</b>	<b>Total Funds 2023</b>	<i>Total Funds 2022</i>	<b>Notes</b>
	£	£	£	£	£	
Income tax recoverable	1,796	10,924	-	<b>12,720</b>	12,154	
Accounts receivable	4,378	11,984	-	<b>16,362</b>	24,697	
Prepayments and accrued income	1,635	1,250	-	<b>2,885</b>	1,966	
Other debtors	761	20,107	-	<b>20,868</b>	1,900	
	<b>8,570</b>	<b>44,265</b>		<b>52,835</b>	40,717	

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

	<b>Unrestricted Funds</b>	<b>Restricted Fund/s</b>	<b>Endowment Fund/s</b>	<b>Total Funds 2023</b>	<i>Total Funds 2022</i>	<b>Notes</b>
	£	£	£	£	£	
Accounts payable	-	-	-	-	-	
Deferred income	31,764	24,769	-	<b>56,533</b>	53,704	
Accruals for utilities and other costs	20,804	6,128	-	<b>26,932</b>	18,398	
Other creditors	-	2,140	-	<b>2,140</b>	5,888	
	<b>52,568</b>	<b>33,037</b>	-	<b>85,605</b>	77,990	

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

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

### 13. Statement of Funds:

	Bal BF 1 Jan 2023	Income	Expenditure	Transfers	Gains & losses	Bal CF 31 Dec 2023
	£	£	£	£		£
Padwick Parish Halls Fund	36,241	-	-	-	3,410	39,651
<b>Total of all endowment funds</b>	<b>36,241</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,410</b>	<b>39,651</b>
Holy Trinity Bailey Fund	2,364	7	(2,371)	-	-	-
Holy Trinity Fabric Fund	16,505	743	(7,000)	-	-	10,248
Holy Trinity Flower Fund	-	66	-	-	-	66
Holy Trinity General Use by Holy Trinity	10,157	457	(72)	-	-	10,542
Holy Trinity Memorial Garden	319	757	(622)	-	-	454
Holy Trinity Messy Church	230	76	-	-	-	306
Padwick Parish Halls Fund	9,540	1,213	(1,312)	-	287	9,728
Ukraine Refugee Fund	4,986	5,817	(6,115)	-	-	4,688
St Leonard's Fabric Fund	2,071	93	-	-	-	2,164
St Leonard's General use by St Leonard's	1,287	3	(1,290)	-	-	-
St Leonard's Gooding	2,765	8	991	-	-	3,764
St Leonards - Hayward Fund	144,312	4,888	(6,803)	(2,700)	4,571	144,268
St Leonard's Young	1,000	45	-	-	-	1,045
St Mary's Asylum Seeker Fund	-	7,784	(5,754)	-	-	2,030
St Mary's Audio Visual	565	2	-	-	-	567
St Mary's Bells Fund	-	4,359	(4,008)	-	-	351
St Mary's Church Centre Refurbishment	5,441	16	-	-	-	5,457
St Mary's Chancel Trust Income Fund	7,703	925	-	-	-	8,628
St Mary's Eco Church Fund	-	1,095	(778)	-	-	317
St Mary's Fabric Fund	17,193	1,540	-	-	-	18,733
St Mary's General use by St Marys	55,268	6,327	-	(56,051)	-	5,544
St Mary's Music	1,375	29	-	-	-	1,404
St Mary's Musical Productions	-	1,401	(424)	-	-	977
St Mary's Organ	3,414	3,188	(2,280)	-	-	4,322
St Mary's Pre-School	29,270	147,726	(148,457)	-	-	28,539
St Mary's Pre-School Fundraising	14,121	1,405	(2,756)	-	-	12,770
St Mary's Pre-School Hardship	187	-	(180)	-	-	7
St Mary's South Aisle Fund	-	77,683	(133,734)	56,051	-	-
St Mary's Youth/TGIF	435	22,386	(25,521)	2,700	-	-
St Mary's Youth Festival	611	133	(49)	-	-	695
<b>Total of all restricted funds</b>	<b>331,119</b>	<b>290,172</b>	<b>(348,535)</b>	<b>-</b>	<b>4,858</b>	<b>277,614</b>
General fund**	109,760	440,214	(403,261)	(24,000)	2,620	125,333
Designated funds						
-Fixed asset fund	81,578	-	(9,064)	-	-	72,514
-St Mary's fabric	66,323	2,479	(6,124)	21,000	-	83,678
-Holy Trinity fabric	25,476	75	(2,129)	3,000	-	26,422
-St Leonard's fabric	899	-	(180)	-	-	719
-Holy Trinity - Messy Church	223	201	(80)	-	-	344
-Parish Gifts to Mission	3,000	9	-	-	-	3,009
-St Mary's Organ	691	2	-	-	-	693
-St Mary's Audio Visual	500	61	-	-	-	561
<b>Total of all unrestricted funds</b>	<b>288,450</b>	<b>443,041</b>	<b>(420,838)</b>	<b>-</b>	<b>2,620</b>	<b>313,273</b>
<b>Total funds</b>	<b>655,810</b>	<b>733,213</b>	<b>(769,373)</b>	<b>-</b>	<b>10,888</b>	<b>630,538</b>

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### 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 and our wider mission.*

*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:

	Total Funds <b>2023</b>	Total Funds <i>2022</i>	<b>Notes</b>
	£	£	
<b>Net income for the reporting period from the statement of financial activities</b>	<b>(25,272)</b>	<i>124,674</i>	
<b>Adjustments for:</b>			
Depreciation charges	9,064	<b>9,064</b>	
Losses/(gains) on investments	(10,888)	<i>6,145</i>	8A
Dividends, interest and rents from investments	(22,603)	<i>(6,554)</i>	2
Decrease in stocks	-	-	10
(Increase)/decrease in debtors	(12,118)	<b>(3,117)</b>	10
(Decrease)/increase in creditors	7,615	<b>(1,276)</b>	11
<b>Net cash provided by operating activities</b>	<b>(54,202)</b>	<i>128,936</i>	

## 15. Pensions:

The Parochial Church Council of the Ecclesiastical Parish of Horsham Diocese of Chichester (PCC) participates in the Pension Builder Scheme section of the Church Workers Pension Fund (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, 2023, 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 (2023: £5,466, 2022: £6,164).

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. Calculations are currently under way.

For the Pension Builder Classic section, the 2019 valuation revealed a deficit of £4.8m on the ongoing assumptions used. At the most recent annual review effective 1 January 2024, the Board chose to grant a discretionary bonus of 6.7% to both pensions not yet in payment and pensions in payment in respect of service prior to April 1997; and a bonus on pensions in payment in respect of post April 2006 service so that the pension increase was 5% (where usually it would be calculated based on inflation up to 2.5%). This followed improvements in the funding position over 2023. 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.