



**BURPHAMCHURCH**  
SHARING THE GOOD NEWS OF JESUS

**ANNUAL REPORT**  
and  
**FINANCIAL STATEMENTS**  
of the  
Parochial Church Council  
of the  
Parish of Burpham  
St Luke's with the  
Church of the Holy Spirit

**For the year ended  
31 December 2022**

Registered Charity number: 1128817

Report and Accounts for the Parochial Church Council of  
**The Parish of Burpham St Luke's with the Church of the Holy Spirit**  
For the year ended **31 December 2022**

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**Report and Accounts for the Parochial Church Council of  
The Parish of Burpham St Luke's with the Church of the Holy Spirit  
For the year ended 31 December 2022**

**Aim and purposes**

The Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, Rev'd James Levasier and the Associate Minister Rev'd Joanna Levasier, who jointly share the role of vicar, in promoting the whole mission of the Church in the parish. The whole mission encompasses worship, pastoral care, evangelism, social activity and church partnerships. The PCC is also specifically responsible for maintaining St Luke's Church on Burpham Lane and the Church of the Holy Spirit (CHS) on New Inn Lane with its attached church centre. These church buildings and the people that congregate in them are collectively known as Burpham Church. Burpham Church has a vision to be "God's family living and sharing the good news of Jesus, with the 3-fold focus of prayer, care and share."

It was a year of gentle growth bringing the congregation back in the building after the impact of Covid-19 restrictions in 2021; to meet and worship together, mindful of those unwilling to mix socially for health reasons. 2022 was still a challenging year for Burpham church as Rev'd James Levasier remained off work (31 March 2021 to date). We have greatly appreciated working together with three other local Anglican churches, and particularly with the secondment of two members of the St John's Stoke ministry team to support us in the Autumn term.

**Objectives and activities**

The PCC is committed to enabling as many people as possible to take part in worship at the church buildings or online, participate in other church activities and to become part of the local community. To this end the church offers a variety of different worship services and keeps contact with all who see themselves as members. We have reviewed what services we can provide and made good use of our streaming technology for both public and private viewings.

When planning activities for the year, the PCC considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. Burpham Church endeavours to enable ordinary people to live out their faith as part of the parish community through:

- Worship & prayer: developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Mission and outreach work.

To facilitate this work, the PCC considers that it is important to maintain the fabric of the St Luke's Church, the Church of the Holy Spirit (CHS) and the Church Centre.

## **Review of the year's activities**

### Returning to church, worship, prayer, discipleship and evangelism

Our year began still consolidating members back into services onsite rather than attending the online services that we had provided during the pandemic. Over the summer we took a break from streaming services and this encouraged one or two to finally make it back into the building. We are now running an established set of services that best meets the needs of our community with the resources available and have been pleased to see attendance rise to pre-pandemic levels.

Burpham Church currently runs two Sunday services weekly: a 9.15am more traditional Common Worship communion service, followed by coffee/biscuits then usually a 10.45am contemporary service with Sunday club. Many of the 10.45 services are live streamed as we make use of the equipment bought during the pandemic. We continued with our monthly Messy Church services on a Sunday afternoon, enabling established church families as well as those on the fringe of the church community to explore faith in an all-age creative way. On these Messy Church Sundays we stuck to our commitment of only two services on a Sunday and did not hold a 10.45am service.

We continued to hold weekly coffee between the 9.15am and 10.45am services and have been grateful for the hardworking volunteers who made this possible.

Our midweek communion service had restarted in June 2021, and we were pleased when it was felt safe enough in February 2022 to reintroduce Drop In, our weekly social group for the older members of the community. We experimented with slightly different timings across the year, with Drop In beginning at 10am and our service following afterwards.

During the year, we ran some occasional services at St Luke's Church when we felt that building was best suited to the event: a bereavement service in Lent, Good Friday hour at the cross, Easter Saturday reflection space, Remembrance Sunday and Christmas Carol Services for both the church and Burpham Primary School. We joined with many churches in live-streaming the funeral of Queen Elizabeth II in September at CHS.

We reintroduced a monthly Sunday evening prayer meeting to supplement the weekly Tuesday morning prayer meeting and give more people the opportunity to support the ministry of the church in prayer.

We have been pleased to continue our close connection with our three other local Anglican churches, Christ Church Guildford, St John's Church, Stoke Road and St Peter's Shared Church, sharing services at festivals and running joint Lent and Alpha courses. We are especially grateful for the support of St John's Church, Stoke Road with the secondment of two of their ministry team (with partners) to support us at Burpham Church: Rev'd Jo Lamberth and her husband Andy, and Local Lay Minister William Lowries and his wife Carol joined us in October and have been a great blessing to the church.

PCC meetings were mostly held face to face (and we all felt that was important to us)

and our four of our five growth groups (small groups meeting in houses for fellowship and bible study) have been meeting again in person, with one remaining on Zoom to allow those with childcare responsibilities to attend.

During the Summer, a team from Burpham church hosted a tent at the Community Wellbeing Event: Wellfest 17<sup>th</sup> July with children's activities, an area supporting the work of Christians against poverty and a prayer space. Other members of the church were involved in one of our mission partners Foodwise, who provided a mobile catering van for the event.

### Special Services

At Easter we ran two Easter Communion services at 9.15am & 10:45am and an Easter four-Church praise at Christ Church.

The average weekly Sunday attendance, counted during October was 20 adults for the 9.15am Communion service and for 10.45 Contemporary service 37 adults and 12 Under 16s.

We held two services for Remembrance Sunday at St Luke's Church, as well as the Act of Remembrance outside at the war memorial: 9.15 communion service, 10.45 Act of Remembrance and 11.05 All-age worship.

In 2022 our special Christmas services were planned to avoid the football World Cup matches, and not all were able to be at our preferred time, as seen in some attendance numbers. Our services took the form of:

- Sunday 4<sup>th</sup> December 4pm 'Messy' Christingle Service at CHS with 33 adults present and approximately 22 children.
- Sunday 11<sup>th</sup> December 3.15pm Carols in the Park: a live nativity re-enactment with a donkey and actors, carol singing and food van provided by Mission Partners Foodwise. We held this event for a second year and were pleased with a turn out despite bitter sub-zero temperatures. Approximately 150 people were present.
- Thursday 15<sup>th</sup> December, 7:30pm Candlelit Carol service at St Luke's Church, with 72 adults and 7 children
- Christmas Eve 24<sup>th</sup> December, 4pm Nativity with 68 adults and 37 children present. A "midnight" communion service was held once again at St Luke's, although numbers with 37 adults and 1 child adults attending.
- Christmas Day 25<sup>th</sup> Dec onsite 9am Communion had 16 attending and a live streamed 10am All-age service at CHS with 60 attending.

The clergy team officiated at 7 funerals (JoL 6, DM 1, ), 1 of which was held at CHS, and 2 interments (JoL 2) and 1 memorial service at CHS.

We were excited to have two full immersion adult baptisms on Pentecost Sunday June 5<sup>th</sup>, and had a child baptism in November. One of our teenagers was confirmed at St John's Church Merrow on September 11<sup>th</sup>, and we rejoice that one of our church family children was baptised over the Christmas period whilst in Uganda with her extended family.

The Electoral Roll for 2022 for the parish had 110 names.

### Vision

The PCC previously agreed a mission statement "God's family, living and sharing the good news of Jesus in Burpham", with a particular focus on 3 areas - Prayer, Care and Share. We focused on our mission statement as a summer series in 2022 with a desire to help our church family refocus on their shared connection and commitment.

### Generous gift

During 2022 the church continued to be very blessed by the extremely generous gift that started in 2019, and in the year another £74,360 has been given, as an unrestricted gift, to Burpham Church. This gift has been vital for our day-to-day finances in 2021 as well as opening up options to implement new projects in the future.

### Deanery

One lay member of the PCC sits on the Guildford Deanery Synod. This provides the PCC with an important link between the parish and the wider structures of the Church. The representative on the Synod reports back to the PCC meetings on significant discussions at the Synod meetings.

### Youth and Children's Work

The PCC places a high importance on its youth and children's work with activities for different age groups held throughout the week. Nicky Geraghty continued as full time Youth and Children's minister until the end of August 2022 when she moved to a school's work position. She continued to work in a voluntary capacity with our Sunday morning children's programme and Messy Church events in the first half of the Autumn term, and is continuing to lead the youth bible study in a voluntary capacity.

#### Youth

We began the year with a midweek youth café on Wednesdays (joint with St John's Church, Merrow), youth bible study on Thursday and Sunday evening Blaze, but in the first term we realised this was too full a programme for our teenagers and decided to stop running Blaze. The youth bible study continued to grow and strengthen with 5 girls attending regularly. Nicky Geraghty has continued to lead this in a voluntary capacity with 2 other adults from the church family. In September 2022 the youth café moved to St John's Centre in Merrow.

In August Nicky Geraghty and one of our teenagers joined a group from St John's Stoke attending the new youth summer camp "Satellites" for 5 days of teaching, worship and fun at the East of England Showground. It was a resounding success, and a return trip is planned for 2023.

#### Children

Sunday Club for children 2-11 has been running during our 10.45am services throughout the year. We have had one group covering all ages and have appreciated the older teenagers supporting as junior leaders. We are very grateful for the new adult volunteers who stepped up in the Autumn term to lead this ministry going forward.

We were pleased to be able to run an onsite Holiday Club at February half term again this year: A Dragon's tale; a 4-day event for children school years reception to year 6. Approximately 60 children and 25 teenage and adult leaders had an enormous amount of fun together and we were grateful that Hannah, the youth minister from St John's Church Merrow joined us and co-led the event with Nicky. Particular mention should go to our outstanding team of young leaders whose energy, enthusiasm and commitment was impressive.

This year we organised an Easter Eggstravaganza: Family Fun afternoon at St Luke's Church on Holy Saturday. Children were encouraged to plant an Easter garden, take part in an Easter egg hunt, meet the real bunny, and engage with prayer activities inside the church, whilst enjoying hot cross buns and drinks! This proved a positive connection with local families and individuals and a good follow up from our holiday club.

Nicky Geraghty continued to run Allotment Church sessions for different ages across the year and decided to enter us into the Guildford in Bloom competition. We were extremely excited to be awarded Best Neighbourhood Project – Silver Gilt Winner and the Best Young Gardener at the award ceremony in September.

Messy Church ran January, March, April, May and September in its regular format of crafts, all age worship and family tea. In the Autumn term Messy Church came together with other groups to be part of our Preschool Autumn Fair in October, our Church Family Fireworks in November and a Messy Christingle service in December. We were really encouraged by the excellent community attendance at both the Autumn Fair, (which raised over £3000 for the Preschool as well as being a fantastic new church-preschool joint venture), and the Fireworks event at which we were supported by Eden people, a local group specialising in hosting personal and community wellbeing and spirituality activities. We were very grateful for all the volunteers who took part in the running of both these events.

This year we were pleased to lead a Christingle Service for Year 4 at Burpham School at CHS and a Carol Service for Year 5 at St Luke's Church as part of the school's Christmas celebrations.

#### Pre-schoolers

Our weekly Caterpillar Café continued to provide, parents, carers, toddlers and babies with a safe, fun environment each week in term time, and we were pleased that parents have taken on getting out the toys as well as clearing up since the Autumn term. It has been a joy to welcome a new helper from the community who has taken on the practical side of drinks, snacks, payments and welcome.

We were able to resume visits to local preschools, and we hosted Burpham Preschool and parents for a Mothers' Day event, a Fathers' Day event and Christmas Nativity. Jo Levasier was also able to visit Christopher Robin Nursery at Harvest and host the children from Burpham Preschool for a harvest celebration in CHS.

#### External Youth & Children's groups

Brownies and Guides continue to meet weekly at the church centre and we were pleased to be able to host a sleep over for the Guides before they took part in the Remembrance service at St Luke's.

### Burpham Preschool

Burpham Preschool remains a separate legal entity, but with four PCC recommended members making up the majority of the Preschool Trustees: This year saw some changes at the AGM in September, with Lisa Scott handing the role of secretary on to Claire Pocock, Sarah Stothard resigning, and Carol Lowries joining as a trustee. Rev'd Joanna Levasier continued as Chair and David Agg as Treasurer. Grace Luke remains the employed Preschool Manager, leading a team of 4-7 other staff members.

### Safeguarding

The PCC has complied with its duty to have due regard to the House of Bishops' Practice Guidance. The PCC appointed Ann Wigmore to continue as Parish Safeguarding Officer (PSO) for 2022, she remains a co-opted member of the PCC. The PCC is responsible for the safer recruitment and supervision of lay volunteers and employees. The Bishop's Office has responsibility for all clergy whilst the PCC is responsible for all safeguarding within the parish.

#### Parish Dashboard

The PSO has continued to use the Guildford Diocese's electronic Parish Safeguarding Dashboard; a tool to enabling parishes to monitor their safeguarding arrangements and to automatically report to the diocese without the need for the previous audits. Approximately every 3 months a report from the dashboard is shared with the PCC.

There are three levels of achievement in the dashboard and we are currently 'green' with 78% of tasks completed. (February 2023)

#### Policies and Procedures

At the first PCC after the APCM the annual Safeguarding Policies are adopted.

#### Safer Recruitment

The PSO along with the clergy and activity leaders constantly checks volunteers are recruited according to Church of England Safer Recruitment rules. The PCC is very grateful to Ann for the huge investment of time in making sure that this is done across the whole scope of church activities.

#### Safeguarding Training

New mandatory rules were introduced on 1/1/22, making greater use of the online training which is now very relevant to churches. It has reduced the need for face-to-face additional training for most activity leaders. It remains a priority for the PCC to encourage everyone to undertake the recommended safeguarding training. Feedback from those doing the new online training modules has been very positive even from those who do a lot of training in their other volunteer or work roles. We have still found a need for face to face training for those who cannot easily access online training and



there is a wish to provide this.

This is the area that we need to constantly update and is the main area in the dashboard which is not completed.

### The Church Office, and Buildings

CHS and its church centre are normally used every day and most evenings for church and community events, with use continuing to build post-COVID throughout the year. The Church Office, the administrative hub of the church located at the Church Centre at CHS, is normally open every weekday morning during school term-time and until 4pm on Wednesday, Thursday and Friday afternoons. Sadly one of our office staff went on long term sick leave at Easter 2022, and the office was only open in the mornings for the remainder of the year. During 2022 St Luke's Church was used for special one-off worship services (Bereavement Service, Good Friday service, Easter Sunday, Remembrance Sunday, Church and School Carol Service, Midnight Communion on Christmas Eve). Further information on the buildings and their condition is contained in the Burpham Church Fabric Report 2022 available on the church website.

### Pastoral care

Some members of the parish are unable to attend church due to temporary or long-term sickness or age. The Curates, Rev Darlene McCarley and Rev Jasmine Runnacles, as well as the Pastoral team played a large part in assisting our clergy to visit these people either at home or in hospital and to celebrate communion with them when appropriate.

This year Rob and Joan Gibbons took on leadership of the Pastoral Team, supported by Grace Luke, Gill Wood, Darlene McCarley, Jasmine Runnacles and Ann Wigmore. The team organised a brilliant festive teaparty between Christmas and New Year for all the older and more isolated members of the church family. We were very grateful to Rob and Joan not only for the organisation but for the entertainment and to Grace Luke for a fantastic spread of food.

### Local and International Mission

The PCC established a Mission Action Team some time ago and has committed to passing on 10% of its voluntary planned and loose offerings and unrestricted donations to support mission and other charitable causes. The PCC has 5 mission partners: Friends International, Christians Against Poverty (CAP), Happy Child International, Guildford Town Centre Chaplaincy (Street Angels) and Foodwise.

In each case there are strong links through the active involvement of members of the congregation. Following the success of earlier CAP Money courses, the CAP Money coaches in the congregation have been involved in Guildford wide money courses to help local people learn how to budget better and control their finances. The Church has been particularly involved with Foodwise and its new initiative Neat2eat.

### Staff Team

During 2022 the staff team comprised Rev James Levasier (who has not been working since April 2021) Rev Jo Levasier as acting vicar, retired curates with Permission To Officiate ("PTO"), Jasmine Runnacles and Darlene McCarley, Youth and Children's minister Nicky Geraghty, Church Manager Lisa Scott, and Parish Administrator Marcelle Falconer. Marcelle has sadly been off sick since April 2022 and we recruited two short-term part-time staff, Hayley Allum and Ashlee Carter, to support our Church manager Lisa Scott, in the office during the Autumn term.

We continue to receive support in services from our occasional preachers Nigel Cooper, Alistair Barry, Jean Davy and Robert Gibbons. Rev'd Jo Lamberth and William Lowries have joined us from the ministry team at St John's Church, Stoke Rd, and we are extremely grateful for their time and commitment.

### **Volunteers**

The PCC would like to thank the large number of volunteers who work so hard to enable the church to function, leading and facilitating events and activities, some in frontline roles but many behind the scenes, all ensuring some very mundane but essential tasks are accomplished every week. The circumstances of the last two years has led to a considerable reduction in the number of volunteers with some difficulty in fulfilling some of the tasks, but we are grateful for many in the church family who continue to give generously of their time.

### **Structure, governance and management**

The Parochial Church Council is a corporate body established by the Church of England and operates under the Parochial Church Council Powers Measure. As Burpham Church has an annual turnover exceeding £100,000, the PCC is a Registered Charity with the Charity Commission, with charity number 1128817.

The method of appointment of PCC members is set out in the Church Representation Rules. In Burpham the membership of the PCC consists of the Vicars and the Curates ex officio, the two Churchwardens, up to two Deanery Synod representatives and twelve members elected by those members of the congregation who are on the electoral roll of the church. All those who attend services are encouraged to register on the electoral roll and, if they wish, to stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding how the funds of the PCC are to be spent. The vicars and the PCC are keen to ensure that membership of the PCC is properly representative of Church members. New members receive initial training into the workings of the PCC. The full PCC met monthly during the year, with the exception of July, August and December when no PCC meeting was held. Meetings are held in person wherever possible. The average level of attendance was 13 members.

The PCC has appointed a Standing Committee as required by law which has the power to transact business of the PCC between its meetings, subject to any directions given by the full council, although the ability to formally agree matters online if required has meant that the Standing Committee has not been required in 2022.

The PCC has setup action teams such as the People Action Team, the Mission Action

Team, the Finance Administration & Stewardship Team, the Youth Action Team and the Care Action Team (now Pastoral Team). During 2022 an Environmental Action Team, and Buildings Action Team, were also established. These teams are responsible to the PCC and report back to it with recommendations for approval as necessary. The vision was to cut down on the number of PCC meetings and provide more involvement in the actual running of the church. However, this year, with the announcement of Jo Levasier's new appointment in 2023 and the ongoing CDM, we decided it was best to keep meeting regularly as a full PCC. In 2022 we have been especially grateful for those involved in the People and Building Action Teams who have been very busy ensuring that our precious resources of staff, volunteers and property are being managed professionally and responsibly. Particular thanks should go to Ann Wigmore, Debbie Smith, Mike Pocock and Lewis Williams in this regard.

### **Administrative information**

The Parish of Burpham is situated to the northeast of Guildford in Surrey. It is part of the Diocese of Guildford within the Church of England. The correspondence address is The Parish Office, Church of the Holy Spirit, New Inn Lane, Burpham, Guildford, GU4 7HW.

### **Financial review**

Voluntary giving and donations for 2022, including Gift Aid totalled £151,691 which was a decrease of just over £52,000 on the 2021 amount of £203,726. The decrease is mainly due to a lower level of one-off exceptional gifts. Total income for the year amounted to £173,174. This level of regular income is insufficient to cover the church's regular unrestricted expenditure. Expenditure increased slightly in the year to £192,039 leaving a shortfall of £18,865 for the year. The PCC is aware this is not a sustainable pattern and continues to explore ways of addressing this without significantly reducing the important and valued ministries of the church.

The PCC is immensely grateful for the continued generosity of the church members through planned giving to support the work of the church particularly during the current cost of living crisis which PCC members recognise is adding pressure to many people's personal financial circumstances.

Other activities and events income includes an amount of £1,843 received from the Diocese of Guildford to support parishes with the increased cost of energy.

The PCC remains committed to the policy of tithing the voluntary unrestricted income and accordingly £14,719 was allocated to mission giving, principally distributed to the five mission partners adopted by the church.

The remaining monthly repayments and final lump sum amount from the parish's £200,00 loan to the Diocese, made in June 2020, were all received as planned and the loan was fully repaid in early July 2022.

Staff salary costs reduced from £44.8k in 2021 to £37.3k in 2022 mostly as a result of the full-time youth and children's Minister leaving the post at the end of August 2022 and the PCC making the decision not to replace the role for the time being.

Overall there were net increases in funds in the year of £19,420, of which £17,709 related to the use of designated funds to support activities in the year.

### **Reserves policy**

The PCC keeps its Reserves Policy under regular review and adopted the following revised policy in November 2019:

"It is the policy of Burpham Church to hold the equivalent of four months of salary costs and two months of running costs, excluding the Parish Share, in reserves. Such funds will be held in a cash investment account separate from the day to day working capital cash of the church.

### **PCC Membership during 2022 and elected periods of office**

#### **Ex officio members:**

Rev Joanna Levasier	Associate Minister (Chair)
Rev James Levasier	Vicar
Rev Darlene McCarley	Curate
Rev Jasmine Runnacles	Permission to Officiate
Rev Joanna Lamberth	Curate at St John's Church, Stoke Rd – on placement from October 2022

#### **Churchwardens:**

Lewis Williams	Vice chair & Churchwarden from May 2021
<i>vacancy</i>	

#### **Deanery Synod Lay Reps:**

Rex Thorpe	Oct 2020 - 2023	PCC Secretary
<i>vacancy</i>		

#### **Elected Members:**

#### **Elected term (or earlier resignation date)**

Martin Jones	May 2021-2024	Treasurer
Debbie Smith	May 2021 - 2024	
Grace Luke	May 2021 - 2024	
Mike Pocock	Oct 2020 – 2023	Assistant warden (a PCC defined role)
Jane Agg	Oct 2020 – 2023	
Alistair Barry	Oct 2020 – 2023	
Gill Wood	Oct 2020 – 2023	
Carmen Janse Van Rensburg	April 2022 – 2025	
Robert Gibbons	April 2022 – 2025	
Sophia Shaverin	April 2022 – resigned September 2022	

#### **Co-opted Member:**

Ann Wigmore	Parish Safeguarding Officer
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#### **Invited to attend:**

Nicky Geraghty	Youth & Children's Minister, until Aug 2022
Lisa Scott	Church Manager

**Independent Examiner's Report to the Members of the Parochial Church Council of the Parish of Burpham St Luke's with the Church of the Holy Spirit**  
I report on the accounts for the year ended 31 December 2022 which are set out on pages 14 to 25.

**Respective responsibilities of the Trustees and Independent Examiner**

As trustees of the charity, the members of the PCC are responsible for the preparation of the accounts. They consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

**Basis of Independent Examiner's Statement**

My examination was carried out in accordance with the 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**

Since the gross income for the year exceeds the amount provided in section 145(3) of the Act, I confirm that I am qualified to act as Independent Examiner under the provisions of that section of the Act and that my qualification is as shown below.

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
  - to keep accounting records in accordance with s.130 of the 2011 Act;or
- to prepare accounts which accord with these accounting records and comply with the accounting requirements of the 2011 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.



**Andrew Wye, BA (Hons) FCA**  
4 Beaufort Parklands, Railton Road, Guildford, Surrey GU2 9JX  
19<sup>th</sup> September 2023

**Burpham Parish Church**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
For the Year Ended 31 December 2022


	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
<b>Incoming Resources</b>						
Voluntary income	2a	145,721	3,000	2,970	<b>151,691</b>	203,726
Activities for generating funds	2b	14,033	-	-	<b>14,033</b>	8,638
Interest receivable	2c	699	-	-	<b>699</b>	1,789
Church activities	2d	6,321	430	-	<b>6,751</b>	5,058
<b>Total Incoming Resources</b>		<b>166,774</b>	<b>3,430</b>	<b>2,970</b>	<b>173,174</b>	219,211
<b>Resources Expended</b>						
Church Activities	3a	173,900	18,139	-	<b>192,039</b>	189,778
<b>Total Resources Expended</b>		<b>173,900</b>	<b>18,139</b>	<b>-</b>	<b>192,039</b>	189,778
<b>Net Incoming Resources</b>		<b>(7,126)</b>	<b>(14,709)</b>	<b>2,970</b>	<b>(18,865)</b>	29,433
<b>Transfers Between Funds</b>	6	3,000	(3,000)	-	-	-
<b>Net Movement in Funds</b>		<b>(4,126)</b>	<b>(17,709)</b>	<b>2,970</b>	<b>(18,865)</b>	29,433
Balances b/f at 1 January 2022		64,961	334,851	23,248	<b>423,060</b>	393,627
<b>Balances c/f 31 December 2022</b>		<b>60,835</b>	<b>317,142</b>	<b>26,218</b>	<b>404,195</b>	423,060

The notes on pages 16 to 25 form part of these accounts

**Burpham Parish Church**  
**BALANCE SHEET**  
**As at 31 December 2022**

		2022		2021	
	Note	£	£	£	£
<b>FIXED ASSETS</b>					
Tangible Fixed Assets	7		7,465		13,066
<b>DEBTOR due after more than one year</b>	8		-		-
<b>CURRENT ASSETS</b>					
Debtors	9	74,272		171,992	
Short term deposits		75,000		75,000	
Cash at bank and in hand		275,339		188,382	
<b>Total current assets</b>		<b>424,611</b>		<b>435,374</b>	
<b>CURRENT LIABILITIES</b>					
Creditors					
Other creditors	10	(27,881)		(25,380)	
Amounts falling due within one year		<b>(27,881)</b>		<b>(25,380)</b>	
<b>NET CURRENT ASSETS</b>			396,730		409,994
<b>TOTAL ASSETS LESS LIABILITIES</b>			<b>404,195</b>		<b>423,060</b>
<b>FUNDS AND RESERVES</b>					
<b>UNRESTRICTED RESERVES</b>					
General Reserve			60,835		64,961
<b>DESIGNATED FUNDS</b>					
Mission Fund	11a	4,447		4,447	
Drop-in	11a	4,852		4,804	
Major Projects	11a	305,343		323,100	
New Wine	11a	2,500		2,500	
			317,142		334,851
<b>RESTRICTED FUNDS</b>					
Building Fund	11b	26,218		23,248	
			26,218		23,248
			<b>404,195</b>		<b>423,060</b>

Approved by the members of the Parochial Church Council on 19 September 2023 and signed on their behalf by:

  
 Lewis Williams, Chair of PCC

  
 Rev Jo Lamberth, Treasurer

The notes on pages 16 to 25 form part of these accounts

**Burpham Parish Church**  
**NOTES TO THE ACCOUNTS**  
**For the Year Ended 31 December 2022**

**1 Accounting policies**

The PCC is a public benefit entity within the meaning of Financial Reporting Standard (FRS) 102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs and with the Regulations' "true and fair view" provisions. They have been prepared under FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice (SORP), Accounting and Reporting by Charities (SORP(FRS102)).

The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the financial statements of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

**INCOMING RESOURCES**

**Voluntary income and capital sources**

Collections are recognised when received by or on behalf of the PCC. Planned giving receivable under Gift Aid is recognised only when received. Income tax recoverable on Gift Aid donations is recognised when the donation is recognised. Grants, donations and legacies to the PCC are recognised as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable, and its ultimate receipt by the PCC is reasonably certain.

Sales of the parish magazine and funds raised through one-off events and activities are accounted for gross.

**Other income**

Rental income from the letting of the church centre is recognised when due.

**Income from investments**

Interest entitlements are recognised as they accrue.

**Gains and losses on investments**

Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are recognised on revaluation of investments at 31 December.

**RESOURCES USED**

**Grants**

Grants and donations are accounted for in the year recognised as the qualifying period.

**Activities directly relating to the work of the church**

The diocesan parish share is accounted for when due.



# **Burpham Parish Church**

## **NOTES TO THE ACCOUNTS**

**For the Year Ended 31 December 2022**

### **1 Accounting policies (continued)**

#### **FIXED ASSETS**

##### **Consecrated property and movable church furnishings**

Consecrated and beneficed property of any kind is excluded from the financial statements by the Charities Act 2011.

Movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are accounted for as inalienable property unless consecrated. They are listed in the church's inventory, which can be inspected at any reasonable time. Items acquired since 1 January 1998 have been capitalised and depreciated in the financial statements over their currently anticipated useful economic life on a straight-line basis.

All expenditure incurred in the year on consecrated or beneficed buildings, individual items under £500, and the repair of movable church furnishings acquired before 1 January 1998 is written off.

##### **Other fixtures, fittings and office equipment**

Equipment used within the church premises is depreciated on a straight-line basis over 4 - 6 years, with the exception that fixtures and fittings are depreciated over 10 years. Individual items of expenditure of less than £500 are normally written off in the year in which they are acquired.

#### **Current assets**

Amounts owing to the PCC on 31 December in respect of Gift Aid tax recoverable, fees, rents or other income are shown as debtors less provision for amounts that are deemed to be uncollectable.

Short term deposits include cash held on deposit at a recognised UK bank or financial institution.

#### **FUNDS**

**Unrestricted Funds** represent the income funds of the PCC that are not subject to any restrictions regarding their use and are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use or for spending on a future project.

**Designated Funds** allocated by the PCC for a particular purpose are also unrestricted as they may be undesignated by the PCC and applied for general purposes.

**Restricted Funds** are those income funds that must be spent on restricted purposes, and details of the funds held and restrictions provided are included in the notes to the accounts.

**Burpham Parish Church**  
**NOTES TO THE ACCOUNTS**  
For the Year Ended 31 December 2022

**2 Incoming Resources**

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
<b>2a Voluntary Income</b>					
Planned Giving GiftAid donation	88,771	2,400	2,280	<b>93,451</b>	94,263
Tax recoverable	22,193	600	570	<b>23,363</b>	23,685
Other	4,772	-	120	<b>4,892</b>	5,110
Loose collections	595	-	-	<b>595</b>	177
Tax recoverable	-	-	-	-	-
Donations Received net	672	-	-	<b>672</b>	3,500
Tax recoverable	168	-	-	<b>168</b>	875
Other	28,550	-	-	<b>28,550</b>	76,116
Legacies	-	-	-	-	-
	<b>145,721</b>	<b>3,000</b>	<b>2,970</b>	<b>151,691</b>	<b>203,726</b>
<b>2b Activities for Generating Funds</b>					
Trading activities	13,141	-	-	<b>13,141</b>	8,571
Fundraising activities	892	-	-	<b>892</b>	67
	<b>14,033</b>	<b>-</b>	<b>-</b>	<b>14,033</b>	<b>8,638</b>
<b>2c Interest Receivable</b>					
On deposit accounts	188	-	-	<b>188</b>	188
On loans	511	-	-	<b>511</b>	1,601
	<b>699</b>	<b>-</b>	<b>-</b>	<b>699</b>	<b>1,789</b>
<b>2d Income from Church Activities</b>					
Fees for weddings and funerals	317	-	-	<b>317</b>	2,970
Regular weekly activities	1,497	430	-	<b>1,927</b>	1,176
Other activities and events	4,507	-	-	<b>4,507</b>	912
	<b>6,321</b>	<b>430</b>	<b>-</b>	<b>6,751</b>	<b>5,058</b>

**Burpham Parish Church**  
**NOTES TO THE ACCOUNTS**  
For the Year Ended 31 December 2022

**3 Resources Expended**

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
<b>3a Church Activities</b>					
Mission Giving: Tithed giving	14,572	-	-	<b>14,572</b>	19,576
Charitable gifts	-	-	-	-	-
Parish Share	87,495	-	-	<b>87,495</b>	81,667
Staff Salaries (note 4)	21,644	15,675	-	<b>37,319</b>	44,828
Vicar/Curate/Staff expenses	1,193	-	-	<b>1,193</b>	853
Staff training and development	1,081	-	-	<b>1,081</b>	2,341
Upkeep of services	1,430	-	-	<b>1,430</b>	951
Youth & children's work & activities	1,908	-	-	<b>1,908</b>	1,557
Church events costs	1,627	316	-	<b>1,943</b>	1,380
Discipleship and welfare	629	-	-	<b>629</b>	745
Major building works	-	-	-	-	2,927
Utilities	8,567	-	-	<b>8,567</b>	5,331
Insurance	3,053	-	-	<b>3,053</b>	2,746
Office costs	7,075	66	-	<b>7,141</b>	7,036
Cleaning	853	-	-	<b>853</b>	-
Maintaining St Luke's Churchyard	2,754	-	-	<b>2,754</b>	2,250
Other maintenance costs	8,521	-	-	<b>8,521</b>	5,743
Depreciation of equipment (note 7)	6,600	-	-	<b>6,600</b>	7,220
Vicarage maintenance & expenses	1,604	-	-	<b>1,604</b>	2,039
Independent examination fee	550	-	-	<b>550</b>	510
Quinquennial Survey	2,249	-	-	<b>2,249</b>	-
Other governance costs	495	2,082	-	<b>2,577</b>	78
	<b>173,900</b>	<b>18,139</b>	<b>-</b>	<b>192,039</b>	<b>189,778</b>

#### 4 Staff Costs

	2022 £	2021 £
Wages and salaries	35,794	42,897
National Insurance	-	-
Pension contributions	1,525	1,931
	<b>37,319</b>	<b>44,828</b>

The Church employed a full-time Youth and Children's Minister (left August 2022), a Church Centre Manager employed on weekday mornings during term-time based in the Parish Office and part-time administrators as Parish Assistants working the equivalent of 3 full days each week.

As a registered charity, Burpham Church qualifies for the Government's Employment Allowance. The full value of employer class 1 national insurance contributions arising during the year was covered by the rebate (2021 - also fully covered).

No payments or expenses were paid during the year (2021 - none) to any PCC member, persons closely connected to them or related parties, in connection with their PCC duties.

#### 5 Pensions

Burpham Church participates in the Pension Builder Scheme of the Church Workers Pension Fund (CWPF) for lay staff. The Scheme is administered by the Church of England Pensions' Board which holds the assets of the schemes separately from those of Burpham Church and the other participating employers.

The Pension Builder Scheme of the CWPF is made up of two sections, Pension Builder Classic and Pension Builder 2014, both of which are classed as defined benefit schemes. Lay employees of Burpham Church are enrolled to the cash balance section known as Pension Builder 2014 with contribution rates of 4% for the employee and 4.5% for the employer, including 0.5% for life insurance cover.

Pension Builder 2014 is a cash balance scheme that provides a lump sum that members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. This account may have bonuses added by the Board before retirement. The bonuses depend on investment experience and other factors. There is no requirement for the Board to grant any bonuses. The account, plus any bonuses declared, is payable from members' Normal Pension Age. The Scheme provides a guarantee to members that their account will not be worth less than the amount of cash paid in and so, in this regard only, the scheme has the attributes of a defined benefit scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of Financial Reporting Standard (FRS) 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are the contributions payable of £1,525 (2021 - £1,931).

**Burpham Parish Church**  
**NOTES TO THE ACCOUNTS**  
For the Year Ended 31 December 2022

**5 Pensions (continued)**

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent was carried out as at 31 December 2019. The next valuation is due as at 31 December 2022. For the Pension Builder 2014 section the 2019 valuation revealed a surplus of £5.5m on the ongoing assumptions used. There is no requirement for deficit payments at the current date.

The legal structure of the scheme is such that if another employer fails, Burpham Church could become responsible for paying a share of that employer's pension liabilities. The PCC consider that the risk of such a liability arising is remote.

**6 Analysis of Transfers Between Funds**

	Unrestricted Funds £	Designated Funds £	Restricted Fund £	Total 2022 £
Administration post costs incurred in year	3,000	(3,000)	-	-

Donations received during the year to support the salary cost of the Parish Administrator are credited to designated reserves upon receipt. They are subsequently released to undesignated funds to offset part of the salary costs incurred in the year, paid out of that fund. The Youth Minister was also funded from designated sources in 2022.

**7 Tangible Fixed Assets**

	Fixtures and Fittings £	Office Equipment £	Church Furniture and Equipment £	Total £
<b>Cost</b>				
At 1 January 2022	15,039	11,520	38,854	<b>65,413</b>
Additions	-	999	-	<b>999</b>
Disposals	-	-	-	-
At 31 December 2022	<b>15,039</b>	<b>12,519</b>	<b>38,854</b>	<b>66,412</b>
<b>Accumulated Depreciation</b>				
At 1 January 2022	9,923	8,663	33,761	<b>52,347</b>
Charge for the year	1,950	2,507	2,143	<b>6,600</b>
Disposals	-	-	-	-
At 31 December 2022	<b>11,873</b>	<b>11,170</b>	<b>35,904</b>	<b>58,947</b>
<b>Net Book Value</b>				
At 31 December 2022	<b>3,166</b>	<b>1,349</b>	<b>2,950</b>	<b>7,465</b>
At 31 December 2021	<b>5,116</b>	<b>2,857</b>	<b>5,093</b>	<b>13,066</b>

All tangible fixed assets are held as unrestricted assets.

## 8 Loan to Diocese of Guildford

	2022 £	2021 £
Due within one year	-	120,928
Due after more than one year	-	-
	<u>-</u>	<u>120,928</u>

In June 2020, recognising the differing financial impact of Coronavirus across the parishes in the Guildford Diocese and the Diocese itself, Burpham PCC made an unsecured loan to the Diocese of £200,000. The loan is intended to support the Diocese's programme of financial aid to parishes significantly adversely affected by the cessation of services and activities during "lockdown" and the Diocese's own cashflow during a period when it is unable to sell property assets.

The loan was for a 2 year period, carried interest at 1% per annum and was repayable in monthly instalments commencing on 1 January 2021 by offset against Burpham's Parish Share contributions, with a final balancing payment received on 30 June 2022. Interest from the date of advance to December 2020 was added to the loan.

## 9 Debtors

Amounts due within one year

	2022 £	2021 £
Loan (note 8)	-	120,928
Gift Aid tax recoverable	74,205	50,674
Prepayments and accrued income	67	390
	<u>74,272</u>	<u>171,992</u>

The tax recoverable from HMRC at the balance sheet date comprises £26,115 for 2020, £24,559 for 2021 and £24,020 for 2022.

## 10 Other Creditors

	2022 £	2021 £
Amounts due to Guildford Diocese	3,275	3,300
Amounts due to mission partners	10,235	10,663
Amounts due from special collections	7,183	7,183
PAYE / NI and pension	277	1,983
Other liabilities	6,911	2,251
	<b>27,881</b>	<b>25,380</b>

The amounts due to Guildford Diocese relate to statutory fees for weddings and funerals in respect of current and some quarters of previous years.

The amounts due to mission partners relate to the tithe set aside to support mission partners but not yet allocated and paid over at the year end. It includes a 10% tithe from the exceptional gift received and the PCC is currently determining how to deploy the remainder of these funds to achieve a significant impact through partners, particularly with projects that support recovery from the effects of the Covid-19 pandemic.

The amounts due from special collections relate to monies collected by the church specifically to pass on to other charities and are excluded from the income and expenditure of the church. These include the collections at Christmas services.

## 11 Funds

### 11a Designated Funds

The designated funds comprise the Drop-in Fund, a New Wine Fund, a Major Projects fund for the exceptional gift receipts during the year and the Mission Fund.

The Drop-in Fund records the transactions of the long standing Thursday Drop-in group, which are operated through a separate bank account under the oversight of the Drop-in Committee.

### 11a Designated Funds (continued)

The Mission Fund holds funds which have been designated by the PCC to be used for the wider mission of the worldwide church through the work of mission partners and similar charitable organisations, but which have not been allocated to partners at the year end.

The Administration Fund receives contributions specifically in support of the salary cost of employing a Parish Administrator. Funds received in year and associated tax recoverable are transferred to the unrestricted fund at the year end to offset part of the costs incurred.

The Major Projects Fund was established by the PCC in 2019 to hold funds from the exceptional gift, which the PCC wishes to use to implement significant initiatives that deliver the vision and mission of the church.

Fund movements on designated funds during the year were as follows:

	New Wine	Major	Admin Post	Drop-in	Mission	Total
	£	Projects	£	Fund	Fund	2022
	£	£	£	£	£	£
At 1 January 2022	2,500	323,100	-	4,804	4,447	334,851
Incoming resources	-	-	3,000	430	-	3,430
Resources expended	-	(17,757)	-	(382)	-	(18,139)
Transfer (note 6)	-	-	(3,000)	-	-	(3,000)
At 31 December 2022	2,500	305,343	-	4,852	4,447	317,142

### 11b Restricted Funds

The restricted funds comprise the Buildings Fund for the reordering and refurbishment of the Church of the Holy Spirit and St Luke's Church. The building fund receives regular planned giving and ad hoc donations.

## 12 Analysis of Net Assets by Fund

	Unrestricted	Designated	Restricted	Total
	Funds	Funds	Funds	2022
	£	£	£	£
Tangible fixed assets	7,465	-	-	7,465
Debtors falling due in more than one year	-	-	-	-
Debtors falling due in less than one year	(51,634)	122,278	3,628	74,272
Short term deposit and cash at bank	132,885	194,864	22,590	350,339
Creditors falling due within one year	(27,881)	-	-	(27,881)
	60,835	317,142	26,218	404,195



### 13 Prior Period Comparative SOFA

Statement of Financial Activities for the year ending 31 December 2021

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2021 £
<b>Incoming Resources</b>				
Voluntary income	195,756	3,000	4,970	203,726
Activities for generating funds	8,638	-	-	8,638
Interest receivable	1,789	-	-	1,789
Church activities	4,679	379	-	5,058
<b>Total Incoming Resources</b>	<b>210,862</b>	<b>3,379</b>	<b>4,970</b>	<b>219,211</b>
<b>Resources Expended</b>				
Church Activities	186,399	452	2,927	189,778
<b>Total Resources Expended</b>	<b>186,399</b>	<b>452</b>	<b>2,927</b>	<b>189,778</b>
<b>Net Incoming Resources</b>	<b>24,463</b>	<b>2,927</b>	<b>2,043</b>	<b>29,433</b>
<b>Transfers Between Funds</b>	<b>3,000</b>	<b>(3,000)</b>	<b>-</b>	<b>-</b>
<b>Net Movement in Funds</b>	<b>27,463</b>	<b>(73)</b>	<b>2,043</b>	<b>29,433</b>
Balances b/f at 1 January 2021	37,498	334,924	21,205	393,627
<b>Balances c/f at 31 December 2021</b>	<b>64,961</b>	<b>334,851</b>	<b>23,248</b>	<b>423,060</b>