



**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 2018**

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 2018**

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Reports from church groups are available in the April 2019 edition of Burpham Times  
and via the church website [www.burphamchurch.org.uk](http://www.burphamchurch.org.uk).

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 2018**

### **Aim and purposes**

The Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, Rev James Levasier and the Associate Minister Rev 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 "living and sharing the good news of Jesus: creating a people and place of prayer, care and share."

### **Objectives and activities**

The PCC is committed to enabling as many people as possible to worship at the churches, participate in other church activities and to become part of the local community. To this end the PCC adopts a range of different worship styles in services and holds services on Thursdays and Saturdays as well as various different times on Sundays. The PCC makes suggestions on how services can involve the many groups that live within the parish. The services and worship put faith into practice through prayer and scripture, preaching, music and sacrament.

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, learning about the gospel and developing their knowledge & trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Missionary 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 and the Church Centre.



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

### Worship, prayer, discipleship and evangelism

The PCC is keen to offer a range of services and faith development activities during the week and over the course of the year, which our community finds both beneficial and spiritually fulfilling. The regular Sunday services include a quiet 8.00 am communion service without music at St Luke's, parish communion using Common Worship and hymns at 9.15 am at CHS and a more informal and contemporary style of service with a music group at 10.45 am, also at CHS. A full programme of activities for children and young people runs at, and in parallel with, the 10.45 am service.

A communion service is held in CHS at 10 am every Thursday and is followed by the long-established Thursday Drop-in group meeting in the church centre which provides an important time of regular fellowship for older residents of the parish. Over the year several longstanding members of this congregation have moved away and gone to glory.

The 8am St Luke's congregation has been consistent through the year. The 9.15 am service again remains constant and has appreciated the regular musical support of Roger Smith from Emmanuel, John Steynor at Christ Church and Julia Muggleton from our own congregation. The 10.45 am service has more volatility in attendance numbers but also continues to welcome new individuals and families of all ages into the fellowship.

A Messy Church service has run mostly monthly on a Saturday afternoon with craft activities in the church centre followed by all age worship time in church for parents and children, before all returning to the church centre for family tea. It continues to prove popular with families, providing an accessible route into church and faith, with the fireworks event and Christingle service being most popular.

The monthly Sunday evening "Deeper" services were very informal and provide extended periods of time for praise, for Bible teaching, for corporate prayer and for prayer for individuals. On other Sunday evenings, a prayer meeting was held to pray for the people and activities of the church and the parish. After the summer we put these Sunday evening activities on pause to seek God's leading (our prayer meetings have resumed from March 2019). Corporate and individual prayer remain central to determining the direction of the church. They are the foundation of all activities and support our vision for the church to reach our community with the good news of God's love. Prayer is part of every service. A small group prays before the 10.45 am service at CHS and the Tuesday morning prayer group continues to be well attended. A confidential prayer chain of 40 people prays for current personal and church situations and prayer is encouraged in individuals' everyday lives. Prayer strategies for the church continue to be developed through the Prayer Action Team (PAT).

The Church was involved in several partnership events as a joint venture between Burpham, Christ Church Guildford, St John's Stoke and St Peter's Shared Church. In particular we worked together on a 24-7 prayer week at St John's Stoke in Holy Week, starting and finishing with joint services on Palm Sunday and Easter Day, and including daily opportunities for worship and corporate prayer, a Maundy Thursday Communion service and Good Friday youth event. Burpham Church hosted a joint service in October with members from Burpham and Christ Church being baptised by full-immersion.



We also joined in the deanery confirmation service in November at Emmanuel Church where 2 of our church members were confirmed.

Many people from across the congregations are members of one of six Growth Groups which meet weekly or fortnightly for Bible study, fellowship and prayer, usually following the Sunday sermon series.

At the 2018 APCM a new Electoral Roll for the parish was set up with 134 names on it (compared to the previous Roll with 133 names at the 2017 APCM). The average weekly Sunday attendance, counted during October, was 116 adults / 20 under 16s (2017 - 86 adults / 14 U16s). The attendance numbers increase for major festivals with 132 people present at services on Easter Day (2017 – 179), 2 well attended carol services at St Luke's 16<sup>th</sup> Dec 119 adults / 35 U16s, 21<sup>st</sup> Dec 108 adults / 27 U16s (2017: 17<sup>th</sup> Dec. 99 adults / 17 U16s, 22<sup>nd</sup> Dec. 105 adults / 28 U16s) and 329 attending services on Christmas Eve or Christmas Day (2017 – 358). The Remembrance Sunday service at St Luke's was also well attended with 108 adults / 62 U16s (2017 – 89 adults and 66 children), which was very symbolic in 2018, a century after the ending of the First World War.

As well as our regular services, we enable our community to celebrate and engage with God at significant life milestones. We provide thanksgivings and baptisms for those celebrating the start of life, weddings for those who wish to make their marriage vows before God and funerals for those grieving the loss of a loved one. During 2018 we have celebrated 6 child thanksgiving (2017 – 1) 3 child baptisms (2017 – 2) and 2 adult baptisms (2017 – 1). There were no weddings at Burpham in 2018, (2017–2), whereas we held 2 funerals in our church (2017 – 2) and conducted 6 funeral services at a crematorium (2017 – 11).

The PCC is eager to help all members of the community ask questions and explore their faith; and one Alpha course took place as well as following the course topics on Sunday mornings in the summer term. We explored a new format of one-off workshop evenings called Tough Questions, which were well received, particularly by some of the more mature members of our church. Three Serenity ladies' events took place in the year – focused on providing ladies with a relaxed evening combining prayer, craft, conversation and light refreshments. They were all well attended, the largest of which was a Christmas Craft evening with around 80 ladies attending.

### Vision

The PCC agreed a vision to focus our church's energy on 3 areas, one per year, and then restarting the cycle after 3 years. The 3 areas are Prayer, Care and Share to help us connect with Burpham Community. 2018 was the year of focus on how to share our faith with an emphasis on equipping and encouraging the congregation on how to the share of our faith, with friends, family and our wider communities.

### 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. The youth and children's ministry was led by Tom Tame, employed on a full-time basis by the PCC as a full time Youth and Children's Minister since September 2014. Since September 2017, Tom has been studying a 3 year part-time Youth and Theology degree course, at St Mellitus College, continuing his youth and children's work at Burpham Church, and working 4 days a week for the Church. (Tom has just completed his time with us, April 2019 and is moving on to broaden his development at Womersley Church.)

Many activities are organised and run by the Church, but in addition Brownies and Guides meet weekly in the Church Centre. The Guides join us and parade at all age Sunday services and assist with our summer community event Free & For Nothing.

Livewire reaches local Key Stage 2 children with an fun after-school club on Tuesday. Download (years 6-9) is our Wednesday evening club night, ably supported by Martin Vodden, Karen Patterson and Tricia Vodden, revolving around computer games, ball games and food, with an a focus of building strong relationships. TNT (for year 8-10) on Thursday continues to thrive and meets in the Barnabas room, supported by Jennie Sullivan and Todd Edgington. On Sunday evening the newest group, Fuse, (years 6-7), has grown in numbers during the year.

In April 2018, eleven children attended a couple of days away called Easter Escape using a converted former village church in West Sussex, with lots of fun activities and to help build friendships and personal faith. Tom Tame and 4 of the young people then went on to serve as children's leaders at New Wine in July 2018. We repeated our October joint youth weekend away in partnership with Christ Church Guildford. A dozen young people attended from Burpham along with children from Christ Church. Feedback was very positive, and we continue to maintain a good relationship with Christ Church youth and leaders.

The now well-established Holiday Club for children, from reception to school year 6, was run for the fifth consecutive year in February half term of 2018, with 75 signing up to be part of the "Space Adventure"! A number of young people from years 7 and above were involved as young leaders helping them to develop new skills whilst being enjoyable and rewarding.

Sunday Club continues during the 10.45am service, with Jane Agg generously volunteering her time in organizing the team and material. This has resulted in a significant enhancement to the teaching and development of faith in our children on Sunday mornings, although it is noticeable than many families struggle to attend Sunday worship regularly and numbers can vary substantially from week to week.

Tom continued to mentor the young people, oversaw the development of the youth work structure, lead a weekly youth Bible study group, and work in George Abbot secondary school offering behaviour support; a strong and constructive relationship has been established between the staff and Tom. The PCC is grateful for the time and hard work many volunteers put into running all of the different groups throughout the week to support the Youth Minister.

The vicars have regular involvement with educational organisations that meet in the parish, not only the Burpham Preschool that uses the Church centre, but also the Peter Rabbit Preschool and Christopher Robin nursery that use premises elsewhere in the parish. Harvest



and Christmas were celebrated by all 3 preschool organisations with both church buildings used to host these events. Jo Levasier and Tom Tame have also led twice termly assemblies at Burpham Primary School and welcomed the school community on Key Stage 1 visits to St Luke's and to Christmas Key Stage 2 services at CHS. In addition we were pleased to host two new Christingle services at CHS for year 3 and year 4 in December 2018.

Burpham Preschool continues to remain a separate legal entity, but with five PCC appointed members making up the majority of the Preschool management committee: Chair Revd Joanna Levasier, Secretary Lisa Scott, Treasurer Peter Smith, Committee members Allan Wells and Sarah Stothard, ably assisted by Grace Luke who is employed as the Preschool Manager. During the year the Preschool has applied to the Charity Commission to change the structure to a Charitable Incorporated Organisation and is awaiting approval.

The extremely popular Caterpillar Café continued to meet on Friday mornings throughout school term, providing a much-needed weekly forum for parents, grandparents, carers and toddlers attending with up to 50 toddlers and babies each week. New for this year has been the addition of a weekly Bible story. The group is very dependent on the faithful service of many committed volunteers and we are very grateful for the strong team which supports this ministry.

### The Church Buildings

CHS and its church centre are used every day and most evenings for church and community events. The lobby area remains a popular area for informal, impromptu chats as well as providing a warm and comfortable space for those waiting to collect family members or friends from activities.

The Parish Office, located in the church centre at CHS, is open every weekday morning during school term and until 4pm on afternoons Wednesday, Thursday and Fridays, providing a personal welcome and interface to visitors to the church as well as performing administrative functions.

### Pastoral care

Some members of the parish are unable to attend church due to temporary or long-term sickness or age. The Curate, Rev Jasmine Runnacles, as well as the Pastoral Assistant team play a large part in assisting James and Jo Levasier to visit these people either at home or in hospital and to celebrate communion with them when appropriate.

The Pastoral Assistants team at Burpham now comprises Barbie Howarth (focus of supporting older members of the congregations) Joy Peart, Gill Steeden, Grace Luke (who heads up the Care Action Team), and Marcelle Falconer (office support and children & youth). Pauline Mitchell and Liz Rutherford also assist the visiting team. During 2018 Rob Gibbons was accepted onto the next Pastoral Care Course, which started in January 2019. The pastoral team is managed by Jo Levasier.

### Local and International Mission

The PCC has established a Mission Action Team and has committed to passing on 10% of its voluntary income to support mission and other charitable causes. The PCC adopts 5 charities, being Friends International, Christians Against Poverty (CAP), Happy Child International, Guildford Street Angels and in 2018 Foodwise replaced our Interserve



Partners, the Flemings, who retired from their overseas work in 2017.

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, ran a course during 2018 to help local people learn how to budget better and control their finances. This was also our partnership focus for our Christmas outward giving.

### Special Community Event

The annual Free & For Nothing community event, provides a day of free activities and entertainment for members of the community of all ages in Sutherland Memorial Park, illustrating God's generosity and grace to us, took place in August and was enjoyed by an estimated 1000 people. The event was held on a Sunday again and incorporated three live creative Christian presentations. There was a great team with over 80 enthusiastic, hard-working volunteers wearing the purple Burpham Church T-shirt, with the event being coordinated by Martin Vodden and Jo Levasier.

### Finance Administration & Stewardship Team

The Finance Administration & Stewardship Team was set up towards the end of 2018 and comprises Martin Jones, Lisa Shaverin (Assistant Treasurer) and Paul Mitchell with the aim of sharing of the important responsibilities of Treasurer, looking at policy and the accounting and reporting to the PCC.

### Staff Team

At the end of 2018 the central staff team comprised the vicars, James & Jo Levasier, non-stipendiary curate, Jasmine Runnacles, youth and children's minister, Tom Tame, church manager, Lisa Scott, and parish administrator, Marcelle Falconer. In April 2019, Tom leaves Burpham Church to work at Womersley Church, having been with Burpham Church for the past six and a half years, leading our ministry with young people.

The addition we had the benefit and blessings of extra help from Daniel Knight to the staff team as a Parish Assistant in the year up until September 2018 when he went off to University and Jo Lee helping from October to December, between University and her chosen career. The PCC would like to record its gratitude for the enormous generosity of time and talent provided by each individual member of the staff team.

We have also continued to value the ministry of Rev Darlene McCarley, a retired minister from the Methodist church and during 2018 the Bishop's agreement was obtained to ordain Darlene into the Church of England. The first step of confirming her into the Church of England was done at the deanery Confirmation service in November, ordination as deacon in March 2019 and her final priesting is expected in June 2019.

We continue to receive support in services from our occasional preachers, Allan Wells and Nigel Cooper. Alistair Barry began the Occasional Preachers course in November 2018 and will be joining this team in early 2019.



## Financial review

Unrestricted planned giving through standing orders, envelope pledges and loose collections at services totalled £117,446 for the year including associated tax recoverable through Gift Aid. This is around £18,000 higher than the previous year and is a great encouragement to the PCC as the membership responds generously to support the ministry and community outreach of the church, despite the current continuing economic challenges. Additional donations helped support the finances and overall there was a surplus of income over expenditure for the year of £26,821 (2017 -£24,099) although this again included a deficit of £3,704 (2017 – deficit of £5,998) on the unrestricted fund. A special campaign to give a birthday gift for Jesus at Christmas raised over £25,000 and the resulting surplus enabled the loan repayment commitments in the year of £19,250 to be met and to facilitate early repayment of all the remaining loan balances totalling £10,500 at the start of 2019.

The Parish Share contribution to the Diocese of Guildford, to fund clergy stipends, pensions and housing along with central resources and initiatives, remains the largest single item of regular expenditure by the church. In 2018 it amounted to £71,860, a 4% increase on the 2017 assessment of £69,102 which in turn was 4% higher than the previous year. The sum that the churches in the Diocese have to find is shared between the churches according to a formula that is based on a combination of the direct costs of ministry and the numbers attending services during the month of October. Any resulting annual increase for an individual parish has been capped at 4%. The Diocese has moved to a new basis of calculation with effect from 2019 and the 4% increase cap will no longer apply. Burpham's share is forecast to increase by amounts exceeding 5% for the next two years and the PCC is considering how this increased pressure on the parish finances can be accommodated without impeding the local ministry development needs.

The church submitted and received payment for most of the outstanding GiftAid claims from the HMRC during the year. At the end of 2018, there were amounts due of £35k relating to the 2018 claims and a further £18k from a previous year. These have been claimed since the year end. Arrangements have been put in place to enable regular claims to be made on a quarterly basis from 2019 onwards which will help the church's cash flow and remove the need for short term arrangements until funds are received.

The PCC established a policy in 2014 to pass on 10% of voluntary gifts received to support the wider mission of the church, locally, nationally and internationally. As a result £12,000 has been allocated and paid to mission partners during the year.

## **Reserves policy**

The PCC reviewed its Reserves Policy during the year and subsequently adopted the following revised policy in April 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. This amounts to £22,000 and will be held in a cash investment account separate from the day to day working capital of the church."

At 31 December 2018 Unrestricted Reserves are approximately £43,000 and cash holdings are sufficient to meet the required policy level. The remaining loan balances have been paid off in the first quarter of 2019 and if the 2019 budget is achieved there should again be sufficient cash holdings at 31 December 2019 to meet the reserve levels of the policy.



## **Volunteers**

The PCC would like to thank all the 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.

## **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 Curate ex officio, the two Churchwardens, two Deanery Synod representatives and nine 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 stand for election to the PCC. At the 2014 Annual Parochial Church Meeting (APCM) approval was given to increase the maximum number of elected lay representative spaces on the PCC from 9 to 12. This had effect from the 2015 APCM although it is not currently the intention to immediately fill all the additional capacity created.

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 properly represents all services and all age bands. New members receive initial training into the workings of the PCC. The full PCC met monthly during the year, with the exception of August and December when no PCC meeting was held. The average level of attendance was 14 members (2017 – 12).

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. The membership of the Standing Committee during the year was James Levasier and Joanna Levasier (Vicars), Di Boyden (Churchwarden) Paul Mitchell (Churchwarden), Mike Pocock (Deputy Churchwarden), Martin Jones (Treasurer) and Rex Thorpe (PCC Secretary). No urgent issues or actions arose during the year which required the Standing Committee to meet.

The PCC has approved the establishment and terms of reference of a Prayer Action Team, Care Action Team, Mission Action Team and a Finance Administration & Stewardship Team. These committees are responsible to the PCC and report back to it with recommendations for approval as necessary.

## **Administrative information**

The Parish of Burpham is situated to the north east 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.



## **PCC Membership**

PCC members who have served at any time from 1 January 2018 until the date of this report are:

### **Ex officio members:**

Rev James Levasier	Vicar (Chair)
Rev Joanna Levasier	Associate Minister
Rev Jasmine Runnacles	Curate

### **Churchwardens:**

Di Boyden		From April 2015
Mike Pocock	Church Warden	To April 2018
	Assistant Warden	From April 2018
Paul Mitchell	Vice Chair	From April 2018

### **Deanery Synod Rep:**

Rex Thorpe	PCC Secretary	From April 2017 – 2020
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### **Elected Members:**

	<b>Elected term (or earlier resignation date)</b>
Martin Luke	April 2015 – 2018 and April 2018 - 2019
Lewis Williams	April 2015 – 2018 and April 2018 - 2021
Martin Jones	April 2015 – 2018 and April 2018 - 2021
Ruth Boughton	April 2016 – 2018 (resigned March 2018)
Darlene McCarley	April 2016 – 2019
Barbie Howarth	April 2016 – 2019
Jean Davy	April 2017 – 2020
Alan Whicheloe	April 2017 – 2020 (died March 2019)
Mike Pocock	April 2018 – 2020
Joan Gibbons	April 2018 – 2021
Ella Nash	April 2018 – 2021
Debbie Smith	April 2018 – 2021

### **Co-opted Member**

Ann Wigmore	Safeguarding
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Approved by the PCC on 9 April 2019 and signed on its behalf by:

**Rev James Levasier**  
PCC Chair

## **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 2018 which are set out on pages 11 to 20.

### **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 a full audit and consequently I do not express an audit opinion on the accounts.

### **Independent Examiner's Statement**

In connection with my examination, no matters have come to my attention

1. which give 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

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.

*[Not yet signed]*

**Alastair J Michie, FCIBS, FCIS**

14 Marlyns Close, Guildford, Surrey, GU4 7LR

April 2019



**Burpham Parish Church**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
For the Year Ended 31 December 2018

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
<b>Incoming Resources</b>						
Voluntary income	2a	159,485	2,250	27,345	<b>189,080</b>	173,505
Activities for generating funds	2b	745	-	233	<b>978</b>	865
Interest receivable	2c	227	-	-	<b>227</b>	128
Church activities	2d	20,853	3,012	-	<b>23,865</b>	27,897
<b>Total Incoming Resources</b>		<b>181,310</b>	<b>5,262</b>	<b>27,578</b>	<b>214,150</b>	202,395
<b>Resources Expended</b>						
Church Activities	3a	185,014	2,315	-	<b>187,329</b>	176,723
Governance costs	3b	-	-	-	-	1,573
<b>Total Resources Expended</b>		<b>185,014</b>	<b>2,315</b>	-	<b>187,329</b>	178,296
<b>Net Incoming Resources</b>		<b>(3,704)</b>	<b>2,947</b>	<b>27,578</b>	<b>26,821</b>	24,099
<b>Transfers Between Funds</b>	5	(10,579)	(1,505)	12,084	-	-
<b>Net Movement in Funds</b>		<b>(14,283)</b>	<b>1,442</b>	<b>39,662</b>	<b>26,821</b>	24,099
Balances b/f at 1 January 2018		57,653	6,121	(39,662)	<b>24,112</b>	61,115
<b>Balances c/f 31 December 2018</b>		<b>43,370</b>	<b>7,563</b>	-	<b>50,933</b>	85,214

The notes on pages 13 to 20 form part of these accounts



**Burpham Parish Church**  
**BALANCE SHEET**  
**As at 31 December 2018**

	Note	2018		2017	
		£	£	£	£
<b>FIXED ASSETS</b>					
<b>Tangible Fixed Assets</b>	6		15,335		19,996
<b>CURRENT ASSETS</b>					
<b>Debtors</b> (HMRC Gift Aid)	7	54,045		127,401	
<b>Short term deposits</b>		42,095		41,868	
<b>Cash at bank and in hand</b>		34,512		5,960	
		<u>130,652</u>		<u>175,229</u>	
<b>CURRENT LIABILITIES</b>					
<b>Creditors</b>					
Other creditors	8	(38,442)		(57,516)	
Short term loan	9	(46,112)		(83,847)	
Medium term loan instalments	9	(9,250)		(19,250)	
		<u>(93,804)</u>		<u>(160,613)</u>	
<b>NET CURRENT ASSETS</b>			36,848		14,616
Loans due after more than one year	9		(1,250)		(10,500)
<b>TOTAL ASSETS LESS LIABILITIES</b>			<u>50,933</u>		<u>24,112</u>
<b>FUNDS AND RESERVES</b>					
<b>Unrestricted Funds</b>					
General Reserve	11		43,370		57,653
<b>Designated Funds</b>					
Mission Fund	10b	3,443		2,698	
Drop-in	10b	4,120		3,423	
	11		7,563		6,121
<b>Restricted Funds</b>					
Building Fund	10a	-		(39,662)	
	11		-		(39,662)
			<u>50,933</u>		<u>24,112</u>

Approved by the Parochial Church Council on 9 April 2019 and signed on their behalf by:

James Levasier, Vicar

Martin Jones, Treasurer

The notes on pages 13 to 20 form part of these accounts



## **Burpham Parish Church**

### **NOTES TO THE ACCOUNTS**

**For the Year Ended 31 December 2018**

#### **1 Accounting policies**

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Charities SORP 2005. The financial statements have been prepared under the historical cost convention.

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.

#### **Funds**

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application to the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

Restricted funds are those funds that must be spent on restricted purposes, and details of the funds held are included in the accounts.

#### **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 the rental is due.

##### **Income from investments**

Dividends are recognised when due and payable; interest entitlements are recognised as they accrue. Tax recoverable on such income is recognised in the same accounting year.

##### **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.



# **Burpham Parish Church**

## **NOTES TO THE ACCOUNTS**

**For the Year Ended 31 December 2018**

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

#### **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.

#### **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.

##### **Investments**

Investments are valued at market value on 31 December.

##### **Current assets**

Amounts owing to the PCC on 31 December in respect of 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 either with the CCLA Church of England Funds or at a recognised UK bank or financial institution.



**Burpham Parish Church**  
**NOTES TO THE ACCOUNTS**  
For the Year Ended 31 December 2018

**2 Incoming Resources**

		Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
<b>2a Voluntary Income</b>						
Planned Giving GiftAid donation		94,019	-	13,000	<b>107,019</b>	84,708
	Tax recoverable	21,500	-	3,245	<b>24,745</b>	20,352
	Other	-	-	-	-	-
Loose collections		1,927	-	-	<b>1,927</b>	3,646
Donations	Received net	34,330	1,800	8,880	<b>45,010</b>	54,427
	Tax recoverable	7,709	450	2,220	<b>10,379</b>	10,372
		<b>159,485</b>	<b>2,250</b>	<b>27,345</b>	<b>189,080</b>	<b>173,505</b>
<b>2b Activities for Generating Funds</b>						
Parish magazine advertising		600	-	-	<b>600</b>	550
Fundraising		145	-	233	<b>378</b>	315
		<b>745</b>	<b>-</b>	<b>233</b>	<b>978</b>	<b>865</b>
<b>2c Interest Receivable</b>						
On CCLA deposit account		227	-	-	<b>227</b>	128
<b>2d Income from Church Activities</b>						
Fees for weddings and funerals		606	-	-	<b>606</b>	1,360
Church centre lettings		12,295	-	-	<b>12,295</b>	10,422
Parish magazine sales		429	-	-	<b>429</b>	392
Regular weekly activities		3,333	3,012	-	<b>6,345</b>	13,669
Other activities and events		4,190	-	-	<b>4,190</b>	2,054
		<b>20,853</b>	<b>3,012</b>	<b>-</b>	<b>23,865</b>	<b>27,897</b>



**Burpham Parish Church**  
**NOTES TO THE ACCOUNTS**  
For the Year Ended 31 December 2018

**3 Resources Expended**

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
<b>3a Church Activities</b>					
Mission Giving: Tithed giving	12,000	-	-	<b>12,000</b>	12,309
Parish Share	71,860	-	-	<b>71,860</b>	69,102
Staff Salaries (note 4)	40,299	-	-	<b>40,299</b>	35,204
Vicar/Curate/Staff expenses	3,455	-	-	<b>3,455</b>	2,761
Staff training and development	7,251	-	-	<b>7,251</b>	2,041
Upkeep of services	1,174	-	-	<b>1,174</b>	1,162
Youth & children's work & activities	3,340	-	-	<b>3,340</b>	2,270
Church events costs	4,949	2,315	-	<b>7,264</b>	10,919
Discipleship and welfare	366	-	-	<b>366</b>	1,588
Major building works	-	-	-	-	4,313
Utilities	6,542	-	-	<b>6,542</b>	6,807
Insurance	2,570	-	-	<b>2,570</b>	2,488
Office costs	10,907	-	-	<b>10,907</b>	9,083
Cleaning and refuse collection	1,162	-	-	<b>1,162</b>	3,935
Maintenance of St Luke's Churchy	2,380	-	-	<b>2,380</b>	2,140
Other maintenance costs	9,249	-	-	<b>9,249</b>	4,256
Depreciation of equipment (note 6)	5,913	-	-	<b>5,913</b>	5,044
Vicarage maintenance & expenses	1,597	-	-	<b>1,597</b>	1,301
	<b>185,014</b>	<b>2,315</b>	<b>-</b>	<b>187,329</b>	<b>176,723</b>
<b>3b Governance costs</b>					
Quinquennial surveys	-	-	-	-	1,573
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,573</b>



**Burpham Parish Church**  
**NOTES TO THE ACCOUNTS**  
For the Year Ended 31 December 2018

**4 Staff Costs and Pensions**

	2018	2017
	£	£
Wages and salaries	38,714	33,855
National Insurance	-	-
Pension contributions	1,585	1,349
	<u>40,299</u>	<u>35,204</u>

The Church has employed a full time Youth and Children's Minister since 1 September 2014. The PCC agreed to a reduction to a part-time role from September 2017 to enable him to undertake a degree in theology and youth ministry at St Mellitus College. A Church Centre Manager, Lisa Scott, is employed on weekday mornings during term-time and is based in the Parish Office. From September 2017 the Church has employed a part-time administrator as well as a student as Parish Assistant. The administrator role incorporates cleaning of the church and church centre previously procured through a contract cleaning company.

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 (2016 - also fully covered).

No payments or expenses were paid during the year (2017 - none) to any PCC member, persons closely connected to them or related parties, in connection with their PCC duties.

Qualifying members of church staff are members of the Pension Builder 2014 pension scheme operated by the Church of England Pension Board. The scheme is a "cash balance" scheme. From the perspective of the parish it operates as a defined contribution scheme with contribution rates of 4% by the employer and 4% by the employee. However, the scheme also provides a guarantee to members that the value of their pot will not be 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 risk of the guarantee being invoked is considered very low and in any case, should a deficit arise on any individual, the liability falls to the scheme administrators and does not result in any additional liability or contribution requirement to the parish.



**Burpham Parish Church**  
**NOTES TO THE ACCOUNTS**  
For the Year Ended 31 December 2018

**5 Analysis of Transfers Between Funds**

	Unrestricted Funds £	Designated Funds £	Restricted Fund £	Total 2018 £
Designated mission money	255	(255)	-	-
Unrestricted funds to Building Fund	(12,084)	-	12,084	-
Free and for Nothing	1,250	(1,250)	-	-
	<u>(10,579)</u>	<u>(1,505)</u>	<u>12,084</u>	<u>-</u>

With effect from 2014, the PCC determined to gift 10% of the voluntary planned and loose offering to mission partners and other charitable organisations. Any part of the tithe not allocated to partners at the year end is transferred from the unrestricted General Fund to the designated Mission Fund and released back in a subsequent year when an allocation is made.

**6 Tangible Fixed Assets**

	Fixtures and Fittings £	Office Equipment £	Church Furniture and Equipment £	Total £
<b>Cost</b>				
At 1 January 2018	13,647	8,215	29,780	<b>51,642</b>
Additions	-	750	502	<b>1,252</b>
At 31 December 2018	<u>13,647</u>	<u>8,965</u>	<u>30,282</u>	<u><b>52,894</b></u>
<b>Accumulated Depreciation</b>				
At 1 January 2018	5,927	7,593	18,126	<b>31,646</b>
Charge for the year	1,227	439	4,247	<b>5,913</b>
At 31 December 2018	<u>7,154</u>	<u>8,032</u>	<u>22,373</u>	<u><b>37,559</b></u>
<b>Net Book Value</b>				
At 31 December 2018	<u>6,493</u>	<u>933</u>	<u>7,909</u>	<u><b>15,335</b></u>
At 31 December 2017	<u>7,720</u>	<u>622</u>	<u>11,654</u>	<u><b>19,996</b></u>

All tangible fixed assets are held as unrestricted assets.



**Burpham Parish Church**  
**NOTES TO THE ACCOUNTS**  
For the Year Ended 31 December 2018

**7 Debtors**

	2018 £	2017 £
Gift Aid due from HMRC	<u>54,045</u>	<u>127,401</u>

The amount due from HMRC at the balance sheet date relates to the 2018 claim plus a portion of a prior year. All claims have been submitted to HMRC since the year end.

**8 Other Creditors**

	2018 £	2017 £
Amounts due to Guildford Diocese	8,750	20,482
Amounts due to charity partners	19,476	19,476
Amounts due from special collections	6,373	7,173
PAYE / NI and pension	936	9,053
Other creditors	2,907	1,332
	<u><b>38,442</b></u>	<u><b>57,516</b></u>

**9 Loans**

The Church has received loans from members of the congregation to facilitate refurbishment works to support the ministries at the Church of the Holy Spirit. The loans are unsecured, interest free and repayable in instalments between 2014 and 2020. In addition a short-term interest free loan has been provided to provide funds until the Gift Aid claims from the HMRC, shown as debtors, are received.

**10 Funds**

**10a 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 which enable the loan instalment repayments to be met as they fall due.



**Burpham Parish Church**  
**NOTES TO THE ACCOUNTS**  
For the Year Ended 31 December 2018

**10b Designated Funds**

The designated funds comprise the Drop-in Fund 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.

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.

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

	Free & for Nothing £	Drop-in Fund £	Mission Fund £	Total 2018 £
Balance at 1 January 2018	-	3,423	2,698	6,121
Incoming resources	1,250	3,012	1,000	5,262
Resources expended	-	(2,315)	-	(2,315)
Transfer (note 5)	(1,250)	-	(255)	(1,505)
<b>Balance at 31 December 2018</b>	<b>-</b>	<b>4,120</b>	<b>3,443</b>	<b>7,563</b>

**11 Analysis of Net Assets by Fund**

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2018 £
Tangible fixed assets	15,335	-	-	15,335
Debtors	48,580	-	5,465	54,045
Short term deposit and cash at bank	64,009	7,563	5,035	76,607
Amounts falling due within one year	(84,554)	-	(9,250)	(93,804)
Amounts falling after more than one year	-	-	(1,250)	(1,250)
	<b>43,370</b>	<b>7,563</b>	<b>-</b>	<b>50,933</b>