

Also including linked Charity Registration Number 1127825-1

**THE PARISH OF THE BOURNE**

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**YEAR ENDED 31ST DECEMBER 2020**

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YEAR ENDED 31ST DECEMBER 2020

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## 1. ADMINISTRATIVE INFORMATION

### Legal Status

The Parish of The Bourne Parochial Church Council is registered with the Charity Commission, charity number 1127825, and forms part of the Diocese of Guildford. The PCC report also includes, with effect from 2014, the linked charity The Bourne Youth Trust, charity number 1127825-1. The PCC members are trustees of The Bourne Youth Trust.

<b>Principal Address</b>	The Parish of The Bourne Parish Office St Thomas's Church Frensham Road Farnham Surrey GU9 8HA
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### Parochial Church Council Members

Members of the PCC are either ex-officio, co-opted or elected by the Annual Parochial Church Meeting in accordance with the Church Representation Rules.

Elected members serve for a period of three years. A new member must be proposed and seconded to be able to serve on the council and must be registered on the electoral roll of the parish. The number of people on the electoral roll in April 2020 was 227 (210 in April 2019). PCC members are replaced as they retire.

Ex-officio members of the PCC include deanery and diocesan synod members, churchwardens and clergy and lay ministers.

The PCC may co-opt up to 2 members.

During the year, the following served as members of the PCC: -

#### Ex - officio members:

Clergy	The Revd John Morris, Vicar & PCC chair The Revd Elaine Collins, Assistant Curate (resigned during the year) The Revd Liz Lane, Associate Minister The Revd Sandy Clarke, Curate
Licensed Lay Minister	Geraldine Molony
Deanery Synod Representatives	Yvonne Bryant (elected during the year) Janet Stephen (elected during the year)

**Churchwardens**

Michèle England  
Peter Neukom

**Elected PCC Representatives:**

**PCC Representatives:**

Mike Barter (elected during the year)  
David Brown  
Michael Cock (Treasurer)  
Stewart Davidson  
Frances Garland  
Geoff Hooker (resigned during the year)  
Keith Newman  
Martin Quicke  
Jacqui Sellers  
Pamela Wagerfield (resigned during the year)  
Brian White (elected during the year)  
Ann Williams (elected during the year)

**Co-opted**

Nigel Lewis  
Ruth Moore

**PCC Secretary:**

Nigel Lewis

**Bankers:**

CCLA Investment Management Limited  
The CBF Church of England Funds  
80 Cheapside  
London  
EC2V 6DZ

Lloyds TSB Bank PLC  
75 Castle Street  
Farnham  
Surrey  
GU9 7LT

**Legal Advisers:**

Charles Russell LLP  
Buryfields House  
Bury Fields  
Guildford  
GU2 4AZ

**Independent Examiners:**

Wise & Co.  
Chartered Accountants & Statutory Auditors  
Wey Court West  
Union Road  
Farnham  
Surrey  
GU9 7PT

**2. AIMS AND PURPOSES OF THE PCC**

The PCC has the responsibility of co-operating with the Incumbent in promoting, in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the churches of St. Thomas-on-The-Bourne and St. Martin by the Green and Brambleton Hall. The parish vision is: 'Radiating God's love: transforming lives and communities'. The PCC believe that reaching out to those in its community – whether churchgoers or not – is essential to its underlying mission. The many activities listed in this report are open to all who wish to participate and the PCC believes that this fulfils the Charity Commission requirement to operate in the public benefit.

**3. AIMS AND PURPOSES OF THE BOURNE YOUTH TRUST**

The Bourne Youth Trust (BYT) has a range of objectives to serve the needs of children and young people within the area including youthwork, youth clubs, education and training. Bourne Youth Trust funds are invested, and interest and dividends earned during the year are transferred to Bourne Parish Youthwork to enable the parish to support a range of activities with children and young people. This is in line with the BYT's objectives and is in the public benefit.

**4. STRUCTURE, GOVERNANCE AND MANAGEMENT**

The PCC meets every two months to oversee the financial affairs of the parish, the maintenance of its assets and to promote the mission of the church. A Standing Committee is responsible for decision-making between meetings; its members are Revd John Morris (chair) Peter Neukom, Michèle England, Michael Cock, Nigel Lewis, Revd Liz Lane and Revd Sandy Clarke.

To widen participation and effectiveness the PCC has established a number of Working Groups to oversee day-to-day running of the parish's activities; Buildings & Grounds, Children & Youth, Communications, Finance Stewardship & Administration, Environmental and Worship and Spiritual Growth. Recommendations from the Working Groups requiring PCC approval are highlighted in reports sent to the PCC members prior to each PCC meeting.

## **Safeguarding**

The PCC regards the safeguarding of children & vulnerable adults as a priority and pays due regard to guidance issued by the House of Bishops relating to it. No person included in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006) or convicted of an offence mentioned in Schedule 1 to the Children and Young Persons Act 1933 can serve as a member of the PCC, its Secretary or its Treasurer. Furthermore, it is PCC policy that:

- All clergy with authority to officiate will have to participate in diocese approved arrangements for training in matters relating to the safeguarding of children and vulnerable adults.
- Safeguarding training will be provided for PCC members and other parishioners.
- Clergy must be satisfied that a person from another parish is of good standing before they can perform in the parish.
- Clergy who are prohibited or suspended under the Clergy Discipline Measure will not be permitted to robe during divine service.

The PCC believes it has complied with its duty to have due regard for the House of Bishops' guidance on safeguarding children and vulnerable adults under section 5 of the Safeguarding and Clergy Discipline Measure 2016. The parish's safeguarding policy is available on the parish website and complies with Church of England arrangements introduced or modified in 2017 and 2018.

## **5. OBJECTIVES AND ACTIVITIES**

The key objectives and activities of the PCC and the linked charity The Bourne Youth Trust are outlined below and serve the public interest through providing a broad range of services and activities to those in our local community:-

- **Maintaining places of worship which provide an opportunity for all in the community to attend regular services. These include conducting baptisms, marriages and funerals and also services celebrating the major religious festivals**
- **Supporting the spiritual development of our parishioners, by various approaches, including:-**
  - Training those who wish to enter ministry in the Church of England, ranging from full-time stipendiary clergy to lay ministers.
  - Providing a broad range of styles of service, from formal and traditional to informal and free, to ensure the parish provides appropriately for a wide range of worship opportunities.
  - Helping all who wish to grow their spiritual awareness and understanding through providing teaching, courses and specially formulated acts of worship as well as helping to prepare people for baptism, confirmation and marriage.

For much of 2020 our activities were constrained by the Covid 19 pandemic but many activities in support of our mission and ministry continued in various forms.

- *During the several periods when churches had to closed due to the pandemic services continued online. They were either pre-recorded or streamed live.*
- *Lent groups continued online with the subject of the Church of England's debate on 'Living in Love and Faith'*
- *The number of Bible study groups increased with people meeting online via Zoom.*
  
- **Providing space and services for community activities serving many age groups. In 2020 this included the following activities: -**
  - *Sadly, the weekly 'Babes and Tots' group for young children and their parents and with regular bible stories for the children from members of the ministry team had to be suspended for most of the year.*
  - *Regular coffee mornings (at St Thomas's and St Martins) for members of the church and local community were maintained for most of the year but to comply with government restrictions were held in the grounds of St Thomas in the open air.*
  - *We continued to provide a venue for local and national election polling stations*
  - *Providing accommodation for social and community groups, notably a Boxing Club at Brambleton Hall. Sadly, the nursery business ceased to trade.*
  - *Maintaining and increasing ongoing outreach via visits and Zoom or pre-videoed assemblies to our local schools*
  
- **Providing facilities for local musical and cultural groups to perform to the public. In 2020 this included:-**
  - *A series of pre-recorded concerts at St Thomas's*
  - *Concerts by our own choir and other local choral and orchestral groups.*
  
- **Continue to develop a large choir including adult male and younger boy and girl choristers to be one of the best Parish choirs in the country. The aim is for the choir to enhance our worship and enable the church to reach out to those in the community who wish to develop their choral and musical ability, and to their families. The parish also has a chamber choir.**

In 2020:-

  - *The PCC funded employment of a part-time director of music and organist.*
  - *The choirs were unable to perform for most of 2020 due to Covid restrictions*
  
- **Assisting other charities to raise funds, in addition to fund-raising on behalf of the PCC. In 2020 this included:-**
  - *Several fund-raising activities on behalf of the parish.*
  - *The covid pandemic meant that the various events and other activities in support of Christian Aid and the Christmas Fair in support of the local Phyllis Tuckwell hospice*

*were not able to take place. The parish did support various online charities, including donating the proceeds of the annual Remembrance Day service to the British Legion.*

- **Communicating with all who wish to know more about the parish and its activities**
  - *Producing and distributing a high-quality church and community magazine free to all residents of The Bourne parish three times a year.*
  - *Initiating a regular electronic newsletter to all who wish to receive more frequent updates on parish activities.*
  - *Maintaining a well-designed and easy to access website, and a Facebook page for existing and potential members to learn about current and planned activities.*

The PCC believes that reaching out to those in its community – whether regular churchgoers or not – is essential to its underlying mission. The many activities outlined above are open to all who wish to participate. The work of the PCC is made possible by the participation and commitment of many volunteers.

## **6. ACHIEVEMENTS AND PERFORMANCE IN 2020**

In 2020, specific objectives of the parish are listed below:

- a) Safeguarding. A safeguarding audit is to be carried out by the Vicar and Churchwardens
- b) Induction of the new curate
- c) Agreement with Waverley Borough Council to allow parish use of the land behind Brambleton Hall for a new play area
- d) Parish Vision Day and church development plan renewal
- e) To renew the electoral roll and complete the compliance process for church members to consent to receiving communications from the parish, in line with data protection regulations (GDPR).
- f) New process for annual financial stewardship including a Gift Day
- g) Enhancement of the communications within the parish, both internally and externally
- h) A wholesale review of administration and office operation followed by the implementation of processes, tools and training to support and maintain the growth of the parish.
- i) The consolidation of the extension to the Garden of Remembrance

Despite the Covid pandemic and the restrictions placed on church and other activities, most objectives were met in 2020. Due to the suspension of services and consequent loss of income from collections and income from hiring out of facilities, the parish recorded a cash deficit and further details can be found in the financial report.

The PCC was particularly pleased with the following outcomes:

- Despite the restrictions, attendance levels at parish services in the various churches were almost as strong as permitted. Pre-recorded online services proved to be very popular when our churches were forced to close with large numbers attending services over the Christmas period and a good attendance on Remembrance Sunday for an 'outdoors only' service. The

PCC is very grateful for the work of Gordon Tyerman in recording and live-streaming services from St Thomas's throughout the lockdown.

- Sadly, the Youth Minister we had recruited moved on to another position in London.
- The Sunday afternoon congregation at gather@4 in Brambleton Hall grew slightly.
- Maintaining a consistently high standard of choral music and through this, fostering connections with many local families proved to be extremely challenging during the pandemic. Some excellent recorded music was offered as part of the pre-recorded services, but choir activities for the most part were forced to be suspended.
- The high level of support from volunteers enabled the communications to be enhanced with weekly eNewsletters and timely online updates. The PCC is extremely grateful for the work of the Communications team led by Vanessa Horne and Janet WIndeatt in making the weekly newsletters such an important aspect of outreach during the pandemic.
- Office administration and oversight of the introduction of new office systems has been led by Dr Keith Newman.
- A safeguarding audit was achieved highlighting training needs amongst several PCC members and key stakeholders and volunteers in the parish.
- The Parish launched a dedicated helpline for those needing assistance with shopping or collecting prescriptions during the pandemic. This was widely used and valued during 2020 and the PCC is grateful to those parishioners who co-ordinated this activity – led by Nigel Cuthbert and Peter Neukom - and manned the helpline.
- The clergy team made sure that those living alone and other vulnerable adults received regular phone calls with offers of assistance

**The major decisions made by the PCC during 2020 are listed below:**

- Adoption of the Parish Safeguarding Arrangements for 2020
- Approval of the sale of a small strip of land in the old churchyard to a neighbour, subject to certain conditions including no costs incurred by the parish.
- Approval of expenditure on video equipment to enable livestreaming and recording of services from St Thomas's during lockdown
- Approval of various arrangements for furloughing of staff during lockdown, all subject to a provision that the PCC will continue to ensure that salaries are 'topped up' to at least 90% of full salary.
- Some decisions relating to potential expenditure on church infrastructure and adoption of a new outward giving policy were deferred until the recovery of the vicar following his operation and the ending of lockdown restrictions.
- PCC thanked Revd Elaine Collins for her inspiring ministry to the parish over 11 years

**Ministry update**

- Revd Elaine Collins left the parish to continue her ministry in Haslemere.
- Revd Sandy Clarke, our curate, was ordained priest in October 2020. Sandy continues to bring significant benefits to the parish with her ministry, gifts and skills.
- Jane Quicke completed her training and was licenced as an LLM.
- Frances Garland took up PTO in the parish.

### **Safeguarding**

- The Parish Safeguarding Arrangements were adopted by the PCC and most PCC members and key workers have now completed their safeguarding training.

### **Buildings and Grounds**

#### **Brambleton Hall**

- Refurbishment of the hall continued. The district council approved in principle the leasing of an area of land behind the hall to enable a new outdoor play area to be built, releasing land to the side of the hall currently used as an outdoor play area to be used for the building of a new boxing gymnasium. As the previous planning approval had expired, a fresh planning application was necessary and we are now waiting for all the paperwork to be approved to enable us to start work on the new boxing gym.

#### **St Thomas's and St Martin's**

- The planning application for change of use of the flat at St Thomas's was finally approved.

The PCC is particularly grateful to John Atkinson for his timely and diligent work on our buildings throughout the year.

#### **Other decisions**

- Due to the pandemic, the monthly eNewsletter became a weekly eNewsletter. Due to the pandemic, the Parish magazine moved to an 'online' edition.
- The parish's adopted software (Church Suite, Expense Plus and Microsoft 365) continued to be implemented.
- The Year of Music initiative for 2020 had to be cancelled due to the Covid 19 pandemic.
- The PCC approved a proposal to explore the potential deconsecration and sale of a small segment of the Old Churchyard to a neighbour.

#### **Objectives for 2021**

The PCC has identified the following priorities for in 2021

- To rebuild the congregations at all our centres of worship following the ending of Covid 19 restrictions.
- To rebuild the parish activities that had to be suspended during the Covid 19 pandemic.
- To finally achieve the handover of the land at Brambleton from the council and start work on fencing it and converting it to a play area.
- To recruit a new Youth Minister.
- To recruit a temporary Assistant Director of Music to assist Rob Lewis in training probationer choristers.
- To develop the outreach of the parish via the internet and refine the live streaming of services.

## 7. DEANERY SYNOD REPORT 2020

Farnham Deanery Synod planned to meet on four occasions in 2020, repeating the rhythm established in 2019 of three evening meetings and one Saturday morning meeting.

The first meeting was held at St Mark's Shared Church in Bordon in January. Churchwardens had also been invited to attend and it was preceded by a Deanery communion service. The first topic was an update on the **Deanery communications plan**. The draft Deanery website was displayed and it will eventually include links to: (1) parish websites; (2) parish skills and resources; and (3) policies and templates of proven worth that may be adapted by other parishes, thus avoiding duplication of effort. Parishes were also reminded that the Church of England website 'A Church Near You' ([www.achurchnearyou.com](http://www.achurchnearyou.com)) was more likely to be consulted by the general public than a particular parish website, so it was important that the information on each page was up to date.

The second topic was the recent **reorganisation at Church House**, and more specifically the implementation of the Parish Needs-Based Process, which represented a shift from a hierarchical diocesan structure to a Central Team that supported the parishes. Mission Enablers had been appointed to work with parishes to update their Church Development and Transforming Church Transforming Lives (TCTL) plans.

Finally, parishes were reminded that the **triennial elections to Deanery Synod** were to take place at the Annual Parochial Church Meetings (APCMs) in 2020.

Then the pandemic struck and the resulting lockdowns and extended periods of restrictions meant that the meetings planned for March, June and October had to be cancelled.

A second meeting was held in November (using Zoom) to take stock of how the parishes in the Deanery, and the Central Team, had been impacted by the pandemic. At the Deanery level, the two major developments planned for 2020 – launching the **Deanery website** and discussing the implementation of the **Deanery Handbook** issued at the start of the year – had had to be postponed. For the Central Team, the Parish Needs-Based Process had also been halted. The pandemic had affected church finances at all levels. Although committed to supporting clergy and parishes throughout the pandemic, difficult decisions would have to be made and the Central Team had launched a Health and Viability Review of all parishes across the Diocese. Such a move was perfectly understandable in the circumstances but had caused some disquiet.

The Area Dean had already decided to implement one aspect of the Deanery Handbook - renaming and refocusing of the Standing Committee (with additional membership) as the Deanery Leadership Team (DLT). It now has the triple responsibility of: (1) leading the Deanery; (2) acting as the Deanery Mission and Pastoral Committee; whilst (3) remaining as the Standing (or Business) Committee. The benefits of this initiative would not be apparent until (some form of) normality returned in 2021.

During the meeting, initial reactions to the Deanery Handbook were canvassed and some reservations were expressed – excessive 'management speak' and a lack of spiritual input and

Scriptural foundations; Anglican-centric and no reference to existing ecumenical structures; previous experience of resistance to sharing beyond parish boundaries and structures; and overly ambitious in scope with insufficient resources for a forum that meets infrequently. The Area Dean closed the meeting by exhorting the clergy to attend future Deanery Synod and Clergy Chapter meetings in these uncertain and challenging times.

The three representatives on Deanery Synod were re-elected at the APCM in October, leaving one vacancy against the allocation (Deanery Handbook p 8).

## **8. FINANCIAL REVIEW 2020**

### **Incoming resources 2020**

Total incoming resources for 2020 rose significantly by £46,242 (16%) compared with 2019 to a total of £333,334. This was due to the unexpected receipt of 2 legacies (£62k) which more than offset the precipitous declines in unplanned giving, charitable and trading activities caused by the COVID-19 pandemic.

- Although donations via the Parish Giving Scheme only decreased by 3%, all other forms of giving (excluding Gift Aid & Donations and Appeals) fell by £18,321 (23%) to £62,320. Plate collections suffered badly due to the suspension of services during lockdowns and from restricted congregation sizes at other times.
- One positive consequence of lockdown was the uptake in online giving. Parishioners embraced this method for the first time, donating £3,277 in 2020.
- Tax refunds received through Gift Aid rose slightly (£1k) compared to the previous year, but this was inflated by the inclusion of refunds relating to the last two months of 2019.
- Parish fees for baptisms, marriages & funerals fell by £12,343 (59%) to £8,554 as most social gatherings were suspended during the lockdowns.
- Donations and fees received for the use of Church buildings fell by £14k (40%) in 2020 to £20,191. The nursery operating out of Brambleton Hall closed down at the start of lockdown, causing a £8k loss in income. Boxing & slimming club meetings were also suspended for 8 months, which accounted for the remaining decrease.
- Flat rental income fell by 57% (£3k) in 2020. Tenants moved out at the start of lockdown and it has since remained vacant.
- Fundraising income was £5k higher than the previous year. Only a small proportion of the scheduled "Year Of Music" events were held due to the pandemic, but they still raised £3,454 to be split between general & choir funds.
- Most staff were furloughed on full pay from April. The parish claimed £16,221 in grants from the Job Retention Scheme to avoid redundancies.
- Investment Income only decreased by 2% to £10,099 despite the global disruption caused by the pandemic. This was due to the 0.25% fall in deposit account interest during the year.

### **Resources Expended in 2020**

Total resources expended fell by £37,249 to £292,655 in 2020, a decrease of over 11% vs 2019.

Resources expended include a substantial depreciation charge on fixed assets of £28,269 in 2020.

The underlying cause of the drop in expenditure was the pandemic. It had far reaching effects on all parish activities from March onwards, particularly in the following areas: -

- The Bourne's Parish Share of Diocese funding fell by £10k to £98,350, due to a COVID-19 support refund offered by the Diocese. It had been scheduled to remain the same as 2019.
- Employment costs were £9,231 lower at £60,247. The Youth Minister post was vacant from July, reducing costs by £2,406 compared to 2019. Overtime payments were curtailed as most staff were furloughed during lockdowns.
- Church running expenses were cut by £11,909 (39%) to £18,633 as services, social and in-person pastoral activities were suspended for much of the year.
- Church grounds costs were £6k lower than the previous year because of work on the Garden of Remembrance extension in 2019.
- Diocesan fees for baptisms, marriages & funerals declined by £2k to £7,096 due to the lockdowns.
- However, Clergy property costs rose by £7,363 to £15,090 in 2020; reflecting a full year's accommodation costs for the curate.

#### **Net incoming resources and cash flow 2020**

Excluding legacies, both income and costs decreased significantly in 2020, resulting in a net deficit of (£7,451); only £718 worse than 2019. Excluding depreciation - mainly for buildings – there was actually a surplus of £20,818 in 2020. This was £2,538 (14%) higher than a year earlier.

Including legacies, the net surplus was £54,549. However, due to their unpredictability, it is the PCC's policy to set bequests aside for use in major projects where extra fundraising would be required.

#### **The Bourne Youth Trust (BYT) 2020**

BYT funds are shown separately in the statement of financial activities and in the statement of restricted reserves shown in note 17. Income from interest and dividends amounted to £9,815 in 2020.

Taking into account income, transfers, costs and unrealised capital losses on investments, the value of the BYT funds at year end were £302,184 – an increase of 4.8% over the year.

Since January 2018, 75% of trust funds have been invested in shares in the CBF Church of England Investment Fund. This is a diversified portfolio which yielded 2.8% in 2020.

The remaining funds remain invested in the CBF Church of England Property Fund. In 2020, the fund's yield was 5.1%.

#### **Changes to fixed assets**

There were no changes to fixed assets during the year.

#### **Reserves**

The parish currently holds monies on deposit to cover working capital and unexpected expenditure. The policy of the parish is to hold at least 3 months' cashflow in reserve and current levels conform to

this policy. In December 2020, reserves excluding legacies were equal to just under 4 month's cashflow.

### **Investments**

The Bourne Youth Trust holds investments as outlined in the report above. These are held in custodian accounts by the Diocese of Guildford. Income from BYT investments is used to help fund the Bourne Parish Youthwork (BPY) initiative.

### **General**

The financial statements comply with current statutory requirements, the requirements of the Statement of Recommended Practice and the Charity's governing document.

### **Thanks**

Thanks are due to all the many volunteers who enable the work of the PCC to continue to thrive in our community. Special thanks in this report are due to those who contribute towards the financial administration and support of the parish, including Caz Cullum (accounts administrator), Tim Devis and Liz Witham (committed giving and Gift Aid administration), Ruth Moore (insurance), Nigel Cuthbert (office systems & utilities), Keith Newman (Finance Group Secretary) & Mike Barter and Brian and Yvonne Williams (banking).

Lastly, a heartfelt thank you to Hugh Batchelor, who finally retired from his financial duties after many years of service.

## **9. COUNCIL MEMBERS' RESPONSIBILITIES**

The council members are required to prepare for each financial year, financial statements which give a true and fair view of the state of the PCC and of the results for the period. In preparing the financial statement the council members are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements in accordance with the methods and principles set out in the Statement of Recommended Practice Accounting and Reporting by Charities and to state whether the accounts have been prepared in accordance with that statement and applicable accounting standards; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the church will continue in operation.

The council members are responsible for ensuring proper accounting records are kept which disclose, with reasonable accuracy at any time, the financial position of the PCC. They are also responsible for safeguarding the assets of the PCC and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

THE PARISH OF THE BOURNE  
CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES  
YEAR ENDED 31ST DECEMBER 2020

	Notes	2020 Restricted Funds £	2020 Unrestricted Funds £	2020 BYT Funds £	2020 Total Funds £	2019 Total Funds £
<b>Income from:</b>						
Donations and legacies	<a href="#">2</a>	25,625	236,918	-	262,543	204,537
Charitable activities	<a href="#">3</a>	-	9,882	-	9,882	24,365
Other trading activities	<a href="#">4</a>	2,357	31,054	-	33,411	45,839
Investment income	<a href="#">6</a>	9,815	284	-	10,099	10,316
Other income	<a href="#">5</a>	4,403	12,996	-	17,399	2,034
<b>TOTAL INCOMING RESOURCES</b>		<b>42,200</b>	<b>291,134</b>	<b>-</b>	<b>333,334</b>	<b>287,092</b>
<b>Expenditure from:</b>						
Charitable activities	<a href="#">7</a>	26,924	265,731	-	292,655	329,904
<b>TOTAL EXPENDITURE</b>		<b>26,924</b>	<b>265,731</b>	<b>-</b>	<b>292,655</b>	<b>329,904</b>
Unrealised Gains / (Losses) on Investments	<a href="#">13</a>	-	-	13,870	13,870	36,079
<b>NET (OUTGOING)/INCOMING RESOURCES</b>		<b>15,276</b>	<b>25,403</b>	<b>13,870</b>	<b>54,549</b>	<b>(6,733)</b>
Transfers between funds		-	-	-	-	-
<b>NET MOVEMENT IN FUNDS</b>		<b>15,276</b>	<b>25,403</b>	<b>13,870</b>	<b>54,549</b>	<b>(6,733)</b>
Reconciliation of funds:	<a href="#">17</a>					
Total funds brought forward		112,578	1,071,420	288,314	1,472,312	1,479,046
<b>Total funds carried forward</b>		<b>127,854</b>	<b>1,096,823</b>	<b>302,184</b>	<b>1,526,861</b>	<b>1,472,312</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.

THE PARISH OF THE BOURNE

BALANCE SHEET  
YEAR ENDED 31ST DECEMBER 2020

	Notes	2020		2019	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible Assets-PCC	<u>12</u>	994,709		1,022,226	
Investments	<u>13</u>	302,184		288,314	
<b>Total Fixed Assets</b>			<b>1,296,893</b>		<b>1,310,540</b>
<b>Current Assets</b>					
Debtors	<u>14</u>	9,299		14,935	
CBF Deposits		102,750		67,750	
CBF Deposits-BPY		45,000		10,000	
Cash at Bank		68,593		57,551	
Cash at Bank-BPY		17,629		14,015	
<b>Total Current Assets</b>		<b>243,271</b>		<b>164,251</b>	
<b>Liabilities</b>					
Creditors: amounts falling due within one year	<u>15</u>	<u>13,303</u>		<u>2,479</u>	
<b>Net Current Assets</b>			<b>229,968</b>		<b>161,772</b>
<b>Total Net Assets</b>			<b><u>1,526,861</u></b>		<b><u>1,472,312</u></b>
The funds of the PCC:					
<b>Restricted Funds</b>					
Balance as at 1st January 2020		400,892		358,778	
Net movement in funds in year		29,146		42,114	
Balance as at 31st December 2020	<u>17</u>		<u>430,038</u>		<u>400,892</u>
<b>Unrestricted Funds</b>					
Balance as at 1st January 2020		1,071,420		1,120,269	
Net movement in funds in year		25,403		(48,849)	
Balance as at 31st December 2020			<u>1,096,823</u>		<u>1,071,420</u>
<b>Total PCC funds</b>	<u>18</u>		<b><u>1,526,861</u></b>		<b><u>1,472,312</u></b>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

Signed  
Revd John Morris  
Vicar

Signed  
Michael Cock ACMA  
Treasurer

Date:

Date:

NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31ST DECEMBER 2020

## 1. Accounting Policies

a) **Basis of preparation**

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The PCC constitutes a public benefit entity as defined by FRS 102.

b) **Linked Charity**

The statement of financial activities and the balance sheet include the assets, liabilities, income and expenditure of the charity and its linked charity Bourne Youth Trust.

c) **Funds**

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

Details of the nature and purpose of restricted funds are shown in note 17 to the accounts, including the separate funds held by the linked charity.

d) **Incoming Resources**

Income is recognised when the charity has entitlement to the fund, any performance conditions attached to the item(s) of income have been met, it is probable the income will be received and the amount can be measured reliably.

Donations, Legacies and Similar Resources

- i) Collections are included in the financial statements when received by or on behalf of the PCC.
- ii) Planned giving receivable under covenant is included in the financial statements only when received by the PCC.
- iii) Income tax recoverable on covenanted and gift aid donations is included in the financial statements when the donation is received.
- iv) Legacy income is accounted for when receivable.
- v) Grant income is accounted for when receivable.

Income from investments, including interest received, is accounted for when due.

e) **Resources expended**

Costs of generated funds and governance costs are accounted for when payable.

f) **Fixed Assets**

Depreciation is charged in accordance with accounting standards and is calculated on a straight line basis for the following categories of fixed assets:

Freehold Property	- Over 50 years
Computer Equipment	- Over 3 years

g) **Investments**

Investments are valued at their closing mid-market value at the Balance Sheet date. Any gains or loss on revaluation is taken to the Statement of Financial Activities.

h) **Taxation**

As a qualifying charity, the PCC is not liable to UK taxation.

i) **Operating leases - the PCC as lessee**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

THE PARISH OF THE BOURNE

NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31ST DECEMBER 2020

2. Donations and legacies

	Restricted £	2020 Unrestricted £	BYT £	2020 Total £
Planned giving - tax efficient	180	34,826	-	35,006
Tax refunds via Gift Aid	3,000	32,988	-	35,988
Planned giving - non tax efficient	-	900	-	900
Collections (open plate)	-	17,468	-	17,468
Parish giving scheme	-	71,518	-	71,518
All other giving	2,374	6,572	-	8,946
Donations and appeals	20,071	10,596	-	30,667
Legacies	-	62,050	-	62,050
	25,625	236,918	-	262,543

	Restricted £	2019 Unrestricted £	BYT £	2019 Total £
Planned giving - tax efficient	528	57,431	-	57,959
Tax refunds via Gift Aid	-	32,079	-	32,079
Planned giving - non tax efficient	-	1,173	-	1,173
Collections (open plate)	-	15,409	-	15,409
Parish giving scheme	-	73,913	-	73,913
All other giving	600	5,500	-	6,100
Donations and appeals	2,334	4,971	-	7,905
Legacies	-	10,000	-	10,000
	4,062	200,475	-	204,537

3. Charitable activities

	Restricted £	2020 Unrestricted £	BYT £	2020 Total £
Magazines	-	1,328	-	1,328
PCC Fees	-	8,554	-	8,554
	-	9,882	-	9,882

	Restricted £	2019 Unrestricted £	BYT £	2019 Total £
Magazines	-	3,468	-	3,468
PCC Fees	-	20,897	-	20,897
	-	24,365	-	24,365

4. Other trading activities

	Restricted £	2020 Unrestricted £	BYT £	2020 Total £
Hall rent	-	20,191	-	20,191
Fund raising events	2,357	8,373	-	10,730
Flat rent	-	2,490	-	2,490
	2,357	31,054	-	33,411

	Restricted £	2019 Unrestricted £	BYT £	2019 Total £
Hall rent	-	34,021	-	34,021
Fund raising events	400	5,607	-	6,007
Flat rent	-	5,810	-	5,810
	400	45,439	-	45,838

THE PARISH OF THE BOURNE

NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31ST DECEMBER 2020

5. Other income

	Restricted £	2020 Unrestricted £	BYT £	2020 Total £
Grants Received		100	-	100
Government Grants	4,303	11,918	-	16,221
Other income	-	1,078	-	1,078
	4,403	12,996	-	17,399

	Restricted £	2019 Unrestricted £	BYT £	2019 Total £
Other income	-	2,034	-	2,034
	-	2,034	-	2,034

6. Investment income

	Restricted £	2020 Unrestricted £	BYT £	2020 Total £
Interest from deposits & trusts		9,815	284	-
				10,099

	Restricted £	2019 Unrestricted £	BYT £	2019 Total £
Interest from deposits & trusts		9,810	507	-
				10,316

7. Charitable activities

	Restricted £	2020 Unrestricted £	BYT £	2020 Total £
Grants to charities (see note 8)	1,430	84	-	1,514
Mission activities	-	-	-	-
Activities directly relating to church activities (see note 9)	9,344	186,831	-	196,175
Church management & administration (see note 10)	16,150	78,816	-	94,966
	26,924	265,731	-	292,655

	Restricted £	2019 Unrestricted £	BYT £	2019 Total £
Grants to charities (see note 8)	-	839	-	839
Mission activities	-	1,064	-	1,064
Activities directly relating to church activities (see note 9)	19,454	206,040	-	225,493
Church management & administration (see note 10)	13,645	88,862	-	102,508
	33,099	296,805	-	329,904

THE PARISH OF THE BOURNE  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31ST DECEMBER 2020

8. Grants to charities

	Restricted £	2020 Unrestricted £	BYT £	2020 Total £
The Grassroots Trust	-	84	-	84
Urban Saints	249	-	-	249
Choral and organ scholarships	1,181	-	-	1,181
	<b>1,430</b>	<b>84</b>	<b>-</b>	<b>1,514</b>

	Restricted £	2019 Unrestricted £	BYT £	2019 Total £
The Grassroots Trust	-	84	-	84
St. Thomas' Choir Fund	-	335	-	335
The Bishop of Guildford's Communities Fund	-	353	-	353
Carver Funeral Collection	-	67	-	67
	<b>-</b>	<b>839</b>	<b>-</b>	<b>839</b>

9. Activities directly relating to church activities

	Restricted £	2020 Unrestricted £	BYT £	2020 Total £
Parish share	-	98,350	-	98,350
PCC fees payable to the diocese	-	7,096	-	7,096
Ministry - clergy expenses	-	1,349	-	1,349
Ministry - clergy property costs	-	15,090	-	15,090
Church running expenses	-	18,633	-	18,633
Church maintenance	-	10,662	-	10,662
Church Events & Activities	-	395	-	395
Upkeep of services	-	1,677	-	1,677
Upkeep of the churchyard	-	2,508	-	2,508
Expenditure on Parish magazine	-	1,595	-	1,595
St Thomas Flat expenses	-	3,384	-	3,384
Church and Hall repairs	7,333	-	-	7,333
Music	-	23,363	-	23,363
BPY expenses	463	-	-	463
Choir Tour Expenses	1,548	-	-	1,548
Year of Music Events	-	2,729	-	2,729
	<b>9,344</b>	<b>186,831</b>	<b>-</b>	<b>196,175</b>

	Restricted £	2019 Unrestricted £	BYT £	2019 Total £
Parish share	-	108,349	-	108,349
PCC fees payable to the diocese	-	9,216	-	9,216
Ministry - clergy expenses	-	1,261	-	1,261
Ministry - clergy property costs	-	7,727	-	7,727
Church running expenses	281	30,261	-	30,542
Church maintenance	-	8,604	-	8,604
Upkeep of services	-	2,165	-	2,165
Upkeep of the churchyard	7,690	1,641	-	9,331
St Thomas Flat expenses	-	3,878	-	3,878
Church and Hall repairs	9,458	-	-	9,458
Music	796	23,368	-	24,164
BPY expenses	1,062	164	-	1,226
Vicar expenses	-	2,913	-	2,913
	<b>19,454</b>	<b>206,040</b>	<b>-</b>	<b>225,492</b>

THE PARISH OF THE BOURNE

NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31ST DECEMBER 2020

10. Church management & administration

	Restricted £	2020 Unrestricted £	BYT £	2020 Total £
Accountancy fees	-	2,235	-	2,235
Bank Charges	-	760	-	760
Depreciation on Freehold Property and Office Equipment	20	28,249	-	28,269
General administration expenses	90	6,268	-	6,358
Insurance	-	5,670	-	5,670
Legal and professional fees	-	78	-	78
Office equipment & supplies	-	6,900	-	6,900
Staff costs	16,040	27,602	-	43,642
Staff Recruitment Costs	-	590	-	590
Staff Training	-	464	-	464
	<b>16,150</b>	<b>78,816</b>	<b>-</b>	<b>94,966</b>

Included within Church Management & Administration:  
Independent examiner's fees for year ended 31 December 2020

	-	2,500	-	2,500
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	Restricted £	2019 Unrestricted £	BYT £	2019 Total £
Office equipment & supplies	-	6,440	-	6,440
General administration expenses	694	16,893	-	17,587
Staff costs	12,951	38,630	-	51,581
Depreciation on Freehold Property and Office Equipment	-	25,013	-	25,013
	<b>13,645</b>	<b>86,975</b>	<b>-</b>	<b>100,620</b>

Included within Church Management & Administration:  
Independent examiner's fees for year ended 31 December 2019

	-	2,130	-	2,130
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11. Staff Costs

	Restricted £	2020 Unrestricted £	BYT £	2020 Total £
Wages and salaries	10,545	38,970	-	49,515
Social security costs	4,865	4,792	-	9,657
Other pension costs	630	445	-	1,075
	<b>16,040</b>	<b>44,207</b>	<b>-</b>	<b>60,247</b>

Average staff numbers (full time equivalent):  
Administrative staff

	2020	Total
	5	5

	Restricted £	2019 Unrestricted £	BYT £	2019 Total £
Wages and salaries	12,951	50,428	-	63,379
Social security costs	-	4,881	-	4,881
Other pension costs	-	1,218	-	1,218
	<b>12,951</b>	<b>56,527</b>	<b>-</b>	<b>69,478</b>

Average staff numbers:  
Administrative staff

	2019	Total
	5	5

During the year expenses totalling £860 (2019: £7,364) were reimbursed to 3 (2019: 13) members and no remuneration was paid to members of the PCC in either year.  
The amounts include the payment of expenses to the Vicar (chairman of the PCC) and to our Readers who are reimbursed in accordance with Church of England guidelines.

THE PARISH OF THE BOURNE

NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31ST DECEMBER 2020

12. Tangible Fixed Assets

	Freehold Property £	Office Equipment £	BPY Equipment £	Total £
<u>Cost</u>				
Cost as at 1st January 2020	1,269,775	29,001	12,210	1,310,986
Additions	-	750	-	750
Cost as at 31st December 2020	1,269,775	29,751	12,210	1,311,736
<u>Depreciation</u>				
Depreciation as at 1st January 2020	256,853	19,695	12,210	288,758
Charge for the year	25,013	3,256	-	28,269
Depreciation as at 31st December 2020	281,866	22,951	12,210	317,027
<u>Net Book Value</u>				
As at 31st December 2020	987,909	6,800	-	994,709
As at 31st December 2019	1,012,921	9,305	-	1,022,226

13. Investments

	2020 £
<u>Market Value</u>	
At 1 January 2020	288,314
Additions	-
Disposals	-
	288,314
Change in Market Value	13,870
	302,184
Historic cost	157,934

A summary of investments held by funds is as follows:

	Market Value 2020 £
The CBF Church of England Investment Fund – Income shares	253,845
The CBF Church of England Property Fund – Income shares	48,338
	302,184

The investments are held in the name of the Bourne Youth Trust.

14. Debtors

	PCC £	2020 BYT £	2020 Total £
Income tax recoverable		1,821	1,821
Other debtors		7,478	7,478
		9,299	9,299

	PCC £	2019 BYT £	2019 Total £
Income tax recoverable		5,374	5,374
Other debtors		9,561	9,561
		14,935	14,935

