

**TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2023**

**PAROCHIAL CHURCH COUNCIL OF
ST PHILIP & ST JAMES, WHITTON**

REGISTERED CHARITY NUMBER: 1144696



Independent Examiners Ltd
Unit 2 Broadbridge Business Centre
Delling Lane
Bosham
West Sussex
PO18 8NF

PAROCHIAL CHURCH COUNCIL OF ST PHILIP & ST JAMES, WHITTON

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PAROCHIAL CHURCH COUNCIL OF ST PHILIP & ST JAMES, WHITTON

LEGAL AND ADMINISTRATIVE INFORMATION

CHARITY NUMBER 1144696

START OF FINANCIAL YEAR 1st January 2023

END OF FINANCIAL YEAR 31st December 2023

LEGAL STATUS Registered Charity

GOVERNING INSTRUMENT

Parochial Church Council Powers Measure (1956) as amended and Church representation rules that came into force on 2 January 1956.

OBJECTS

Promoting in the ecclesiastical parish the whole mission of the Church.

REGISTERED ADDRESS The Vicarage
205 Kneller Road
Whitton
Twickenham
Middlesex
TW2 7DY

BANKERS Barclays Bank Plc
Hounslow
Leicestershire
LE87 2BB

INDEPENDENT EXAMINER Independent Examiners Ltd
Unit 2 Broadbridge Business Centre
Delling Lane
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INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

This report on the financial statements for the PCC St Philip and St James, Whitton for the year ended 31st December 2023, which are set out on the following pages, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the regulations') and s.145 of the Charities Act 2011 ('The Act').

Respective Responsibilities of the PCC and the Examiner

As the members of the PCC you are responsible for the preparation of the financial statements; you consider that the audit requirement of Regulations and section 144(2) of the Charities Act 2011 (the Act) does not apply. It is my responsibility to issue this report on those financial statements accounts in accordance with the terms of the Regulations.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145 (5)(b) of the Act and to be found in the Church Guidance 2006 edition, issued from the Finance Division of the Archbishops' Council. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 130 of the Act; and
- to prepare accounts which accord with the accounting records and to comply with the requirements of the Act, and the Regulations 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.

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FCIE

Dated: 5th March.....2024

PAROCHIAL CHURCH COUNCIL OF ST PHILIP & ST JAMES, WHITTON

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31ST DECEMBER 2023

AIMS AND PURPOSES

Ss Philip & James' Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, the Reverend David Cloake, in promoting the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical through provision of activities for all. The PCC is also specifically responsible for the maintenance of the Parish Hall and Grounds of Ss Philip & James Church, Hounslow Road, Whitton, TW2 7DY

OBJECTIVES AND ACTIVITIES

The PCC is committed to enabling as many people as possible to worship at the church and to become part of the parish community at Ss Philip & James. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and the Sacraments.

In 2021 we agreed a PCC Objective which is stated on every PCC Meeting Agenda to remind the members of their obligation while being on the PCC, which is as follows:

"As elected representatives, we strive to promote God's mission, working with our clergy to enable effective communication, in creating a welcoming and inclusive church that reaches out to the congregation, community and the wider church family. We work within the governance and legal frameworks required to create a safe and compliant parish, and acting as stewards of our estate and assets."

When planning our activities, we consider the Commission's guidance on public benefit and, particularly, the supplementary guidance of charities for the advancement of religion. We endeavour to enable ordinary people to live out their faith as part of our parish community through:

- Regular public worship, open to all.
- The provision of sacred space for personal prayer and contemplation.
- Pastoral work, including visiting the sick and the bereaved.
- Teaching of Christianity through sermons, courses and small groups
- Taking of religious assemblies in schools.
- Receiving visiting groups into church to talk about the building and its purpose.

To facilitate this, it is important that we maintain the fabric of the Church of Ss Philip & James and the Parish Hall and grounds. The church is also left open during daylight hours each day of the week for this who wish to visit.

WORSHIP AND PRAYER

The PCC is keen to offer a range of services during the week and over the course of a year. Our community find these both beneficial and spiritually fulfilling. For example, our smaller week day services provide a quiet, intimate and reflective environment for worship. Our 9.30am service provides the opportunity for people to engage in a larger service that involves our Choir, our Junior Church, and a once a month family friendly service. These particular services include Lay ministry involvement and other stakeholder groups within our parish.

We continue to be successful in welcoming more families into our church, nourished by the specifically tailored All-Age service on the first Sunday of the month. We have specific arrangements in place for baptisms (either within the 9.30am Sunday service or following that service, depending on the families wishes). We hope to offer this again when the new incumbent is in place. The parish produces a bespoke service booklet for all services, which contains not only the words of scripture, prayers and hymns, but also other salient information from across the parish, acting also in the form of a weekly newsletter and includes the church Officers' contact information.

People of all ages and spiritual backgrounds are welcomed into our services. There are 176 members named on our Church Electoral Roll, a number that has remained fairly constant in recent years. The average weekly attendance was 82 with this number increasing at festivals, particularly Christmas and Easter.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of their journey through life. Through baptisms, marriages and at funeral services we provide way-markers for the transitions in the lives among whom we live. In 2023 we have celebrated 14 baptisms, 1 wedding, and held nine funerals in church plus 46 externally, at cemeteries or the crematoria.

PAROCHIAL CHURCH COUNCIL OF ST PHILIP & ST JAMES, WHITTON

TRUSTEES' ANNUAL REPORT (Continued) FOR THE YEAR ENDED 31ST DECEMBER 2023

THE PARISH HALL

The Parish Hall serves two important functions in the life of the parish – the first being as a revenue generator to fund the wider mission of the parish. The second, and perhaps more important function of the Hall is that it allows the parish to support third-party organisations. This is through a discounted or pro-bono charge for their own charitable ends. It is also a very popular venue for hire by the local community for family functions, children's parties, and other one-off events throughout the year.

We currently welcome a number of uniformed youth organisations and groups serving the needs of those most isolated in our area. The needs of young families and children of all ages are catered for, as well as other charities using the hall for their own ad hoc fundraising events (hosted by us or by their own representatives). The Hall is also used as a local Polling Station in local, national and international elections.

Parish use of the hall this year included our second Saturday of the month Bacon Buttie Coffee Mornings, which continues to be a huge success. We held two very successful Quiz Nights on 15th April and 18th November. Other events included our ever popular Christmas Lunch on 10th December which was well attended and enjoyed. Our annual Service of Nine Lessons & Carols on the 17th December, followed by mince pies and mulled wine, was equally well attended.

Aside from its outward looking and income generating work, the Hall is usually used by the parish for its own events, as mentioned above. We delight in bringing together local people who don't necessarily attend our church, thus making the hall an excellent outreach commodity within the community.

PASTORAL CARE

- Inevitably, there are some members of our parish who are unable to attend church services due to sickness or infirmity and Fr David continued to arrange visits for them, via himself and our associate Vicars and LLMs, either in person or via phone contact. During the vacancy, Sue Hodder-Hesling (LLM) has maintained contact with those brought to her attention with both phone calls and visits.
- Home Communion visits continue to those who request it.
- LLM Sue Hodder-Hesling is Chair of our Pastoral Group. Our much needed Bereavement Café continues to be a great source of comfort to those who attend. Over the course of the year we had a total of 61 guests visit: 45 from Ladies and 16 from Gentlemen. Out of these visits, 25 different individuals have attended and have benefited from this ministry, 18 were Ladies and 7 were Gentlemen. As a follow on from the bereavement café, the monthly Space Café has become established as a firm favourite. Although the main aim of Space Café is to provide an afternoon of good company, refreshments and board games for people who are lonely, it is open to anyone who wants to spend an afternoon meeting people and enjoying each other's company.

MISSION AND EVANGELISM

We continue to evolve from an inward-looking parish community concerned with self-preservation, to one that is outward-looking. Primarily through donated time in our Parish Hall, where we have subsidised the efforts of those who seek to make a difference to those in greatest need in our community. These include groups serving the marginalized, the needs of young and new families, reaching out to the lonely, fostering reciprocal relationships with the uniformed organisations, as well as various charity events.

ECUMENICAL RELATIONSHIPS

We enjoy reciprocal and positive relationships with churches of other denominations in the area, sharing membership of the 'Churches Together in Whitton' organisation. The CTiW organises events throughout the year and members of the parish are often central to those arrangements. The CTiW provide a free Christmas Lunch to those who would otherwise be alone at Christmas. This is offered to folk both to attend the Lunch in our Parish Hall or in the form of a 'Take-Away'. We continue to be blessed with volunteers cooking the meal in our Hall, along with other volunteers driving to pick up and return those who attended or delivered the meal to others. We are truly grateful for this outreach ministry. This has been very much appreciated by all those who receive it, not only for the meal but also for the chance to be able to chat to someone else on such an important day.

We again held our annual 'Walk of Witness' through Whitton High Street on Good Friday, 7th April, culminating with a service at our church, including coffee and hot cross buns. We hosted the COVID Pandemic Memorial Service on 23rd March, to remember those lost during the pandemic. There was also a Service of Light service for TH Sanders Whitton Undertakers on 14th. Refreshments were provided for all of the above.

PAROCHIAL CHURCH COUNCIL OF ST PHILIP & ST JAMES, WHITTON

**TRUSTEES' ANNUAL REPORT (Continued)
FOR THE YEAR ENDED 31ST DECEMBER 2023**

FINANCIAL REVIEW

The Finance Group meets regularly in advance of PCC meetings for an in-depth review of the Church finances and their reports are included in the PCC meeting papers. A detailed breakdown of the financial activities of the PCC is contained in the financial statements attached to this report.

Income for Unrestricted Funds

£136,839 was generally £3,000 greater than 2022 but failed to achieve the £141,000 budget set.

Regular giving remained at 2022 level, there was a reduction in general giving, and hall lettings failed to return to the pre Covid levels expected, as the cost of living increases took effect on personal finances.

Expenditure on Unrestricted Funds

£141,444 was greater than 2022 due to the £15,000 increase in Common Fund offer made to the Diocese which had been based on the anticipated increase in income. Facing a year end deficit of £11,000 a successful Christmas Gift Appeal raised £6,500 resulting in a final year end deficit on Unrestricted Funds of £4,605.

To clarify the position with unrestricted balances - £20,000 earmarked for the replacement of our 35 years old church boilers has been moved to a Designated Church Boiler Replacement Fund and £18,000 from general reserves moved to the Designated Contingency Reserve.

Reserves Policy

It is PCC policy to try to maintain a balance on unrestricted funds which equates to at least 3 months unrestricted payments. This is equivalent to £30,000. It is held to smooth out fluctuations in cash flow and to meet emergencies. Cash balances held on unrestricted (including designated) funds at the year end, together with amounts payable to and by the PCC exceed this amount.

Financial policies have been reviewed and considered adequate.

PAROCHIAL CHURCH COUNCIL OF ST PHILIP & ST JAMES, WHITTON

TRUSTEES' ANNUAL REPORT (Continued) FOR THE YEAR ENDED 31ST DECEMBER 2023

VOLUNTEERS

The work of the parish is, in most cases, undertaken by volunteers. Excepting Fr David Cloake (up to September 2023) and Helen Bott succeeded by Theresa McDermott, who were our salaried Parish Administrator. Members of the parish offer time and talent on a voluntary basis. The Wardens would like to thank all members of the parish community who give so generously of their time and talents, often quietly and diligently, and without expectation of recognition.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The method of appointment of PCC members is set out in the Church Representation Rules. At Ss Philip & James Church, the membership of the PCC consists of the Incumbent (our Vicar), two Churchwardens, two Licensed Lay Readers, three Deanery Synod members (one of whom represents the parish and deanery at the Diocesan Synod), together with members from among the community, elected by those who are on the Electoral Roll of the church. All worshipping members of the community are encouraged to enter their names on the Electoral Roll and stand for election to the PCC and who are over the age of 16 years.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent. The PCC are advised by separate Working Groups who specialise in the various aspects of the PCC's own work (Ministry, Finance, Estates, Events & Hospitality and Pastoral). New members are inducted into the functions and purposes of their membership of the PCC.

The full PCC met 9 times during the year with an average attendance of 80%. Given its wide responsibilities the PCC has, as described, constituted Working Groups who advise, research and make proposals on matters ready for the full consideration of the PCC in its meetings. The membership of these groups includes both members and non-members of the PCC from across the wider parish. 3 of the PCC meetings were jointly held with the St Stephen's PCC during the year.

SAFEGUARDING

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, in relation to having due regard to House of Bishops' guidance on safeguarding children and vulnerable adults.

ADMINISTRATIVE INFORMATION

Ss Philip & James' Church is situated on Hounslow Road, Whitton. It is part of the Diocese of London within the Church of England. The correspondence address is The Vicarage, 205 Kneller Road, Whitton, TW2 7DY, and its PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a charity registered with the Charity Commission, being entered on its registers with the Charity Number 1144696.

PCC members who have served at any time from the 1st January 2023 until the date of this report are as follows

Ex Officio

- Incumbent and PCC Chair (up to September 2023) - The Reverend David Cloake
- Associate Priest - The Revd Vernon Fray
- Associate Priest - The Revd Christopher Henley
- LLM Mrs Sue Hodder-Hesling
- LLM Mr Peter Lee
- Warden and PCC Chair from September 2023 - Mr Mark Croucher
- Warden - Mrs Angela Bowman - Church Safeguarding Officer
- Warden - Mrs Linda Schubert - until April 2023
- Deanery Synod Representative - Ms Rosemary Hodi
- Deanery Synod Representative - Mrs Anne-Marie Philp - Data Protection & Electoral Roll Officer

Elected Members

- Mr Ian Clabon
- Mr Gavin Cowling - co-opted October 2023
- Mr Colin Downey
- Mrs Jan Furze - Hon PCC Treasurer
- Mrs Lucy James - Hon PCC Secretary
- Mr Mark Johnson - Stewardship Recorder
- Mrs Jane Lewis
- Mrs Karen Mackay - Hon PCC Secretary - until April 2023
- Mr Chris Penson - Hon PCC Clerk of Works

PAROCHIAL CHURCH COUNCIL OF ST PHILIP & ST JAMES, WHITTON

**TRUSTEES' ANNUAL REPORT (Continued)
FOR THE YEAR ENDED 31ST DECEMBER 2023**

Trustees Responsibilities

The trustees (Members of the PCC) are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The Charities Act 2011 require the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the trust and of the surplus of the trust for that period. In preparing those financial statements the trustees are required to:

- i) Select suitable accounting policies and apply them consistently
- ii) Make judgements and estimates that are reasonable and prudent
- iii) Prepare financial statements on the going concern basis unless it is inappropriate to presume that the trust will continue in existence.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charity (Accounts and Reports) Regulations and the provisions of Church Accounting Regulations 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

Approved by the Trustees on 28. 2. 2024

Signed on their behalf by..... 

Printed Name: M. A. Croucher - Chair

PAROCHIAL CHURCH COUNCIL OF ST PHILIP & ST JAMES, WHITTON

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2023**

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 2023 £	TOTAL 2022 £
INCOME FROM:						
Donations & Legacies	3a	84,742	-	850	85,592	107,501
Other Trading Activities	3b	49,134	161	-	49,295	48,298
Investments	3c	516	-	-	516	44
Charitable Activities	3d	2,447	-	-	2,447	1,597
TOTAL INCOME		136,839	161	850	137,850	157,440
EXPENDITURE ON:						
Charitable Activities	4a	136,475	793	2,478	139,746	142,722
Governance Costs	4b	4,969	-	-	4,969	5,220
TOTAL RESOURCES USED		141,444	793	2,478	144,715	147,942
NET INCOME/(EXPENDITURE)		(4,605)	(632)	(1,628)	(6,865)	9,498
NET MOVEMENT IN FUNDS		(4,605)	(632)	(1,628)	(6,865)	9,498
Balances Brought Forward		58,476	569,131	57,439	685,046	675,548
Transfer Between Funds	5,6	(38,000)	38,000	-	-	-
BALANCES CARRIED FORWARD		15,871	606,499	55,811	678,181	685,046

Movements on all reserves and all recognised gains and losses are shown above. All of the PCC's operations are classed as continuing.

The notes on pages 12 to 21 form part of these financial statements.

PAROCHIAL CHURCH COUNCIL OF ST PHILIP & ST JAMES, WHITTON

BALANCE SHEET
AS AT 31ST DECEMBER 2023

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 31-Dec-23 £	Total 31-Dec-22 £
Fixed Assets						
Tangible Assets	2	-	465,000	-	465,000	465,000
Current Assets						
Debtors & Prepayments	8	7,078	-	150	7,228	6,224
Cash at Bank and in Hand	7	15,613	141,499	56,532	213,644	227,907
Total Current Assets		22,691	141,499	56,682	220,872	234,131
Creditors: Due Within One Year	9	6,820	-	871	7,691	14,085
NET CURRENT ASSETS		15,871	141,499	55,811	213,181	220,046
TOTAL ASSETS less current liabilities		15,871	141,499	55,811	213,181	220,046
Creditors: Due in More than One Year	10	-	-	-	-	-
NET ASSETS		15,871	606,499	55,811	678,181	685,046
Funds of the Charity						
Unrestricted Funds		15,871	-	-	15,871	58,476
Designated Funds	5	-	606,499	-	606,499	569,131
Restricted Funds	6	-	-	55,811	55,811	57,439
		15,871	606,499	55,811	678,181	685,046

Approved by the Trustees on 28.2.24 2024

Signed on their behalf by 

Printed Name: M.A.Croucher - Chair

PAROCHIAL CHURCH COUNCIL OF ST PHILIP & ST JAMES, WHITTON

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2023**

1. ACCOUNTING POLICIES

a) Basis of Preparation of Financial Statements & Assessment of Going Concern

The accounts are prepared under the historical cost convention, in accordance with the Church Accounting Regulations 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with FRS 102 (effective 1 January 2019) - (Charities SORP (FRS 102)) and the Charities Act 2011.

The primary objective of the charity is to promote the gospel of our Lord Jesus Christ according to the doctrine and practice of the Church of England. The charity meets the definition of a public benefit entity under FRS 102.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

There are no material uncertainties about the charity's ability to continue as a going concern.

The church is a registered charity in England and Wales. The Trustees are the members of the PCC named on page 8.

b) Changes to accounting estimates and changes to previous accounts

No changes to accounting estimates have occurred in the reporting period.

It has come to light this year, that the shared expenses attributable to SSH during the previous year had been understated in the published accounts. There is no effect on the overall expenditure reported, and no effect on the overall position of the Statement of Financial Activities or Balance Sheet.

For transparency, the position can be explained as follows:

As shown in Note 4a)	2022 £ as originally stated	2022 £ as re-stated
Expenditure	145,052	147,381
Reimbursed recharged expenses	<u>(2,330)</u>	<u>(4,659)</u>
	<u>142,722</u>	<u>142,722</u>

c) Fund accounting

PCC funds are required to be analysed under specific headings, as follows.

General funds represent the 'free' funds of the PCC that are not subject to any restriction regarding their use and are available for application for the general purposes of the PCC.

Designated funds are earmarked by the PCC for purposes but are nevertheless still unrestricted as the PCC can reassign the funds if it wishes.

Restricted funds are funds collected or donated for a purpose and cannot be used by the PCC for any other purpose except by agreement with the donor.

The funds of the PCC have been appropriately analysed, and the statement of financial activities has been prepared in accordance with this analysis.

d) Accounting Requirements

The accounts are required to include all transactions, assets and liabilities for which the PCC can be held responsible.

e) Income

(i) **Donations** - Collections and planned giving are included in the SOFA when the funds are received. Income tax recoverable on gift aid donations is recognised when claimable.

(ii) **Other donations** - Any grants or legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement and the amount due.

PAROCHIAL CHURCH COUNCIL OF ST PHILIP & ST JAMES, WHITTON

**NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST DECEMBER 2023**

(iii) **Trading and ancillary activities:** All funds raised by parish activities such as the bookstall, and catering etc. are accounted for gross. Rental income from non-investment property and room lettings is recognised when the rental is due. Parochial fees for weddings, funerals etc., are accounted for when due.

(iv) **Investments** - Income earned on short-term deposits with the bank and Central Board of Finance is accounted for when received. Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are accounted for on revaluation of investments at the year-end.

(v) **Volunteer help** - The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

(vi) **Government grants** - The PCC has not received government grants in this financial year.

f) Application of Resources

(i) **Grants and outward giving** are accounted for in the SOFA when paid, unless an obligation, whether constructive or legal, exists to the recipient in accordance with the Charities SORP and FRS102.

(ii) **Parish share and other costs** directly relating to the work and activities of the Church are accounted for when they are incurred or become due and payable.

(iii) **Governance costs** - includes costs of the preparation and examination of statutory accounts, the costs of the trustees' meetings and cost of any legal advice to trustees on governance or constitutional matters.

(iv) **Redundancy costs** - The PCC made no redundancy payments during the reporting period.

(v) **Pensions** - The PCC recognise their responsibility to comply with Statutory Regulation to enrol into a qualifying pension fund any eligible employee who is not already an active member of such scheme. Contributions are charged to the Statement of Financial Activities as they become payable in accordance with the rules of the scheme.

(vi) **Offsetting** - There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

vii) **Deferred income** - One item of deferred income has been included in the accounts.

g) Fixed Assets

(i) **Consecrated land and buildings and moveable church furnishings** - Consecrated and beneficed property, is excluded from the accounts by S10(2)(a & c) of the Charities Act 2011. No value is attributed to moveable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or beneficed buildings and moveable church furnishings, whether for maintenance or improvement, is written off as expenditure in the SOFA and separately disclosed.

(ii) **Other land and buildings** - Other land and buildings held on behalf of the PCC for its own purposes are valued at a fair but prudent valuation which is a reasonable estimate of the current value "in use" of the property. No depreciation has been charged in respect of such properties as they are kept in sound condition and any expenditure on maintenance or improvement following regular review is written off as incurred.

(iii) **Other fixtures, fittings and office furniture** - Equipment used for church purposes is capitalised and written off on a straight-line basis over the assets estimated useful life.

Routine replacements and renewals are written off as expenditure in the SOFA. Other equipment purchases of under £1,500 are also written off as expenditure in the SOFA.

PAROCHIAL CHURCH COUNCIL OF ST PHILIP & ST JAMES, WHITTON

**NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST DECEMBER 2023**

1. ACCOUNTING POLICIES

h) Current Assets

Amounts owing to the PCC at the year end in respect of tax reclaims and other income are shown as debts less any provision for amounts which may prove to be uncollectable. Short-term deposits include cash held on deposit either with the Central Board of Finance or at a bank.

i) Tax Status

As a charity, the PCC is exempt from paying income and corporation tax but does have to pay value added tax.

j) Depreciation Expense

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life on a straight line basis and are as follows:

Fixtures & Fittings	25% - Straight Line Basis
Equipment	33% - Straight Line Basis

2. TANGIBLE FIXED ASSETS

		Designated Fund Land & Buildings £	General Fund Church Equipment £	Restoration Fund Buildings & Fixtures £	2023 Total £
Cost	01-Jan-23	465,000	11,998	12,627	24,625
Additions		-	-	-	-
Revaluation		-	-	-	-
Cost at	31-Dec-23	<u>465,000</u>	<u>11,998</u>	<u>12,627</u>	<u>24,625</u>
Depreciation	01-Jan-23	-	11,998	12,627	24,625
Charge		-	-	-	-
Depreciation at	31-Dec-23	<u>-</u>	<u>11,998</u>	<u>12,627</u>	<u>24,625</u>
Net Book Value	31-Dec-23	<u>465,000</u>	<u>-</u>	<u>-</u>	<u>465,000</u>
Net Book Value	31-Dec-22	465,000	-	-	465,000

The annual commitments under non-cancelling operating leases and capital commitments are as follows:

31st December 2023: None

31st December 2022: None

The PCC owns a hall, built during the 1950's and extensively refurbished in 2012 at a capital cost of £220,000. As a consequence the June 2014 Ecclesiastical Insurance valuation of the hall on a "replacement as new basis" was £465,000. This has been adopted as the deemed cost in accordance with FRS102.

No depreciation is provided on the hall, as the currently estimated residual value of the properties is not less than their carrying value and the remaining useful life of these assets currently exceeds 50 years, so that any depreciation charges would be immaterial. An impairment review is carried out at each year end and any resultant loss identified included in expenditure for the year.

PAROCHIAL CHURCH COUNCIL OF ST PHILIP & ST JAMES, WHITTON

NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST DECEMBER 2023

3. INCOME

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 2023 £	TOTAL 2022 £
a) Donations & Legacies					
Donations & Appeals	9,090		700	9,790	20,234
Gift Aid Donations	60,827	-	-	60,827	59,850
Gift Aid Tax Recoverable	14,825	-	150	14,975	17,276
Grants	-	-	-	-	10,141
	84,742	-	850	85,592	107,501
b) Other Trading Activities					
Church Hall & Room Letting	20,398	61	-	20,459	20,294
Fundraising Events	28,736	100	-	28,836	28,004
	49,134	161	-	49,295	48,298
c) Investments					
Bank Interest	516	-	-	516	44
	516	-	-	516	44
d) Charitable Activities					
Statutory Fees (Weddings, Funerals)	2,447	-	-	2,447	1,597
	2,447	-	-	2,447	1,597

PAROCHIAL CHURCH COUNCIL OF ST PHILIP & ST JAMES, WHITTON

**NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST DECEMBER 2023**

4. EXPENDITURE

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 2023 £	TOTAL 2022 £
a) Charitable Activities					
Administrative Expenses	7,808	-	-	7,808	7,175
Church Repairs & Maintenance	2,465	-	206	2,671	21,122
Church Running Costs	6,805	-	-	6,805	3,435
Church Upkeep	3,742	-	1,570	5,312	5,830
Cleaning Costs	4,944	-	-	4,944	4,842
Clergy & Staff Costs	14,187	-	-	14,187	21,516
Cost of Church Services	7,475	-	-	7,475	5,931
Diocesan Common Fund	75,000	-	-	75,000	59,640
Education & Training	209	243	-	452	39
Fairs & Fundraising Costs	7,267	-	52	7,319	5,683
Hall Repairs & Maintenance	4,726	-	-	4,726	5,934
Hall Running Costs	4,990	-	-	4,990	5,284
Magazine Expenses	-	-	-	-	425
Organ Scholarship	-	550	650	1,200	400
Travel Expenses	330	-	-	330	125
Reimbursement of recharged shared expenses *	(3,473)	-	-	(3,473)	(4,659)
	136,475	793	2,478	139,746	142,722

* This is the reimbursement of shared expenses incurred on behalf of St Stephens Hounslow (the neighbouring parish), and includes the following:

	2023 £	Re-stated 2022 £
Intern	-	1,247
Parish Administrator	2,262	2,238
Telephone	95	99
Administration	751	447
Vicars Expenses	365	628
	<u>3,473</u>	<u>4,659</u>

The actual amount invoiced to St Stephens Hounslow by the PCC of St Philip and St James, Whitton for shared and directly attributable costs is detailed in note 14.

	2023 £	Re-stated 2022 £
Invoiced to St Stephens Hounslow for shared and directly attributable costs	6,421	9,361
Less Re-imburement by St Stephens Hounslow of recharged shared expenses (see above)	(3,473)	(4,659)

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 2023 £	TOTAL 2022 £
b) Governance Costs					
Independent Examiners Fees	1,072	-	-	1,072	1,040
Insurance Costs	3,897	-	-	3,897	4,180
	4,969	-	-	4,969	5,220

PAROCHIAL CHURCH COUNCIL OF ST PHILIP & ST JAMES, WHITTON

NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST DECEMBER 2023

5. DESIGNATED FUNDS

CURRENT FINANCIAL YEAR

	Balance				Balance
	01-Jan-23	Income	Expenditure	Transfers	31-Dec-23
	£	£	£	£	£
Building Fund	85,696	-	-	-	85,696
Children & Young People	4,569	-	(793)	-	3,776
Church Boiler Replacement	-	-	-	20,000	20,000
Clergy Retreats	384	-	-	-	384
Friends of St Philip and St James	527	-	-	-	527
Parish Hall Fund	465,000	-	-	-	465,000
Outreach	955	161	-	-	1,116
Reserve Contingency	12,000	-	-	18,000	30,000
	569,131	161	(793)	38,000	606,499

PREVIOUS FINANCIAL YEAR

	Balance				Balance
	01-Jan-22	Income	Expenditure	Transfers	31-Dec-22
	£	£	£	£	£
Building Fund	85,696	-	-	-	85,696
Children & Young People	4,715	-	(146)	-	4,569
Clergy Retreats	384	-	-	-	384
Friends of St Philip and St James	1,027	-	(500)	-	527
Parish Hall Fund	465,000	-	-	-	465,000
Outreach	1,073	346	(464)	-	955
Reserve Contingency	12,000	-	-	-	12,000
	569,895	346	(1,110)	-	569,131

The Churches designated funds are represented by cash reserves held and fixed assets held and are to be expended as described above.

PAROCHIAL CHURCH COUNCIL OF ST PHILIP & ST JAMES, WHITTON

**NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST DECEMBER 2023**

6. RESTRICTED FUNDS

CURRENT FINANCIAL YEAR

	Balance 01-Jan-23	Income	Expenditure	Transfers	Balance 31-Dec-23
	£	£	£	£	£
Bench Appeal	1,812		(1,776)	-	36
Bereavement Café	250	100	(52)	-	298
Church Re-ordering Fund (Chairs)	25,000			-	25,000
Church Re-ordering Fund	25,000			-	25,000
Church Re-ordering Benefact Trust Fund	4,380			-	4,380
Organ Scholar Support Fund	400	750	(650)	-	500
Vicars Discretionary Fund	597			-	597
	57,439	850	(2,478)	-	55,811

PREVIOUS FINANCIAL YEAR

	Balance 01-Jan-22	Income	Expenditure	Transfers	Balance 31-Dec-22
	£	£	£	£	£
Church Grounds	-	-	-	-	-
Bench Appeal	1,635	178	(1)	-	1,812
Bereavement Café	-	250	-	-	250
Church Re-ordering Fund (Chairs)	25,000			-	25,000
Church Re-ordering Fund	25,000			-	25,000
Church Re-ordering Benefact Trust Fund	-	7,500	(3,120)	-	4,380
Civic Pride Fund	196		(196)	-	-
Organ Repair Fund	12	14,673	(14,685)	-	-
Organ Scholar Support Fund	-	600	(200)	-	400
Playground Fencing Fund	1,000		(1,000)	-	-
Vicars Discretionary Fund	597			-	597
Vicarage and Intern Fund	176	344	(520)	-	-
Wickstone Fund	54		(54)	-	-
	53,670	23,545	(19,776)	-	57,439

The Bench Appeal Fund is to provide benches and sensory planting in our grounds as a lasting legacy of the Covid19 pandemic.

The Church Re-ordering Fund (Chairs) comprises a donation specifically given for the purchase of chairs to replace the pews in a church re-ordering project.

The Church Re-ordering Fund comprises a donation specifically to assist towards the funding of a new floor in the church, or to relocate the font, or to move the organ console to a new position, in a church re-ordering project.

The LBR Community Fund & LBR Civic Pride Fund are grants to be used for the improved access from the parish hall to the Church grounds.

The Wickstone Fund comprises the collection and donations made following the death of Wendy Wickstone in June 2015. The fund purpose is the encouragement of young people within the ecclesiastical parish in their personal, moral and spiritual growth.

PAROCHIAL CHURCH COUNCIL OF ST PHILIP & ST JAMES, WHITTON

**NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST DECEMBER 2023**

6. RESTRICTED FUNDS (continued)

The Vicarage and Intern Fund represents donations to support a parish intern to be accommodated at St Stephen's Vicarage.

The Restricted funds are represented by current assets and liabilities and cash funds held by the PCC and are to be expended as specified above.

7. CASH AT BANK AND IN HAND

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 31-Dec-23 £	Total 31-Dec-22 £
Cash at Bank and in Hand	15,613	141,499	56,532	213,644	227,907
	15,613	141,499	56,532	213,644	227,907

8. DEBTORS & PREPAYMENTS

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 31-Dec-23 £	Total 31-Dec-22 £
Gift Aid Tax Recoverable	4,207	-	150	4,357	4,237
Payroll - HMRC credit balance held	202	-	-	202	-
Prepayments	-	-	-	-	65
Sequestration	189	-	-	189	-
St Stephens Hounslow (note 14)	1,688	-	-	1,688	1,922
Sundry Debtors	792	-	-	792	-
	7,078	-	150	7,228	6,224

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 31-Dec-23 £	Total 31-Dec-22 £
Deferred Income (note 9a)	3,332	-	-	3,332	3,430
Independent Examiners Fees	1,068	-	-	1,068	1,044
Sundry Creditors	2,420	-	-	2,420	8,227
Third Party Funds (note 14)	-	-	871	871	1,384
	6,820	-	871	7,691	14,085

9a) DEFERRED INCOME

	£
Deferred income brought forward 1-Jan-23	3,430
Utilised in the year	(3,430)
Receipts in 2023 for 2024	3,332
Deferred income as at 31-Dec-23	3,332

The deferred income represents deposits received in advance in 2023, for events in 2024.

10. CREDITORS: AMOUNTS FALLING DUE IN MORE THAN ONE YEAR ONE YEAR

The PCC of St Philip & St James, Whitton held no long term liabilities during this or the previous financial year.

PAROCHIAL CHURCH COUNCIL OF ST PHILIP & ST JAMES, WHITTON

**NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST DECEMBER 2023**

11. ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Fund £	Restricted Fund £	Total 31-Dec-23 £	Total 31-Dec-22 £
Fixed Assets and Investments	465,000	-	465,000	465,000
Current Assets	157,370	55,811	213,181	220,046
	622,370	55,811	678,181	685,046

12. STAFF COSTS AND NUMBERS

	2023 £	2022 £
Gross Wages and Salaries	12,116	12,058
Employer's National Insurance Costs	626	434
Employers Allowance	(626)	(434)
Employer Pension Contributions	207	1,589
	12,323	13,647

Employees who were engaged in each of the following activities:

	2023	2022
Activities in furtherance of organisation's objects	1	1

The organisation operates a PAYE scheme to pay all employed members of staff and the organisation also engages the services of two self employed organists, who are responsible for their own reporting of tax and national insurance liability to HMRC. No employees received emoluments in excess of £60,000. (2022: None).

13. PAYMENTS TO PCC MEMBERS

The incumbent received working expenses totalling £795 (of which £365 were reimbursed to the Church by SSH as shared costs) (2022: total working expenses £1,936, SSH reimbursed £628) and the water rates and telephone expenses paid for the vicarage by the church totalled £1,069 (2022: £1,614). These expenses were necessarily incurred in connection with the incumbent's ministerial duties.

One PCC Member Mr M Croucher provided services to the PCC in the form of design and printing, through a limited company of which he is a director. The amount paid in 2023 was £160 (2022: £760). These services were provided in addition to carrying out normal PCC Member duties. This payment is permitted under the provisions of the Charities Act 2011. He was not paid for being a PCC Member.

Apart from reimbursement of charitable expenditure such as reimbursement of minor items, mainly consumables, purchased on behalf of and with prior agreement of the PCC, no other payments were made to PCC Members or any persons connected with them during this financial period. No material transaction took place between the charity and a PCC Member or any person connected with them.

14. THIRD PARTY (AGENCY) FUNDS

The PCC collected and paid out funds on behalf of other charities, individuals and organisations. The Trustees have no control over the funds.

Funds received and paid out as agent were as follows:

	2023 £	2022 £
Balance brought forward 1 January 2023	1,384	990
Receipts	9,302	6,323
Expenditure	(9,815)	(5,929)
Balance still to pay over at 31 December 2023	<u>871</u>	<u>1,384</u>

Funds paid out of behalf of St Stephens Hounslow, and subsequently reimbursed were as follows:

	2023 £	2022 £
Balance brought forward as due to the PCC at 1 January 2023	1,922	1,914
Expenditure on shared expenses	3,473	4,624
Expenditure that can be directly attributed to St Stephens, Hounslow	2,948	4,737
Reimbursement received	(6,655)	(9,353)
Balance still to be reimbursed to the PCC at 31 December 2023	<u>1,688</u>	<u>1,922</u>

PAROCHIAL CHURCH COUNCIL OF ST PHILIP & ST JAMES, WHITTON

**NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST DECEMBER 2023**

15. RISK ASSESSMENT

The Trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves stated, combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The Trustees have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

16. RESERVES POLICY

The Trustees have considered the level of reserves they wish to retain, appropriate to the charity's needs. This is based on the charity's size and the level of financial commitments held. The Trustees aim to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The trustees will endeavour not to set aside funds unnecessarily.

17. PUBLIC BENEFIT

The Charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the charity has achieved this are provided in the Trustees report. The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake.