



**Annual Parochial Church Meeting
5 April 2020**

Annual Report 2019

St Andrew's Church, Oxshott

St Andrew's Church, Oakshade Road, Oxshott, Surrey, KT22 0LE

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Registered Charity No: 1128379

St Andrew's Church, Oxshott

Annual Report of the Parochial Church Council (PCC) for the year ended 31 December 2019

Aim and purposes

St Andrew's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Revd Frances Trickey, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is also specifically responsible for the maintenance of St Andrew's Church and its ancillary buildings, at Oakshade Road, Oxshott.

Objectives and activities

The PCC's primary objective is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. 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.

In common with previous years, the ministry of our parish focussed on worship, prayer, mission, fellowship, discipleship and active engagement and support for the local community.

When planning our activities for the year, we have considered the Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion.

To facilitate this work it is important that we maintain the fabric of St Andrew's Church and the hall and other ancillary buildings.

Vision

Our agreed vision for St Andrew's is that we are called to be 'Followers of Jesus Christ - Growing in Faith, Growing in Number and Serving the Community in which we live and work.' The PCC agreed in June 2019 that for each of the three areas of the vision we should have specific priorities for 2019, as follows:

Growing in Faith: To create and launch Life Groups.

Growing in Number: To launch a new family service, called Families@4; to respond to a request from a local nursing home to provide a monthly service for residents.

Serving the Community: to continue to provide and improve all existing activities and services to the local community and to seek to improve the facilities our buildings can offer.

Progress in each of these areas is reported below.

Achievements and performance

Some of our key achievements in 2019 are noted in the categories below, although in practice many activities contribute to more than one aim.

Church services

All are welcome to attend our regular services. Over the course of the year there have been some prayerfully considered changes, both to the pattern of services and the times at which services are held, and these were implemented in September 2019. The main pattern of services during the year, with average attendance figures (previous years in brackets) were:

- The Sunday service at 8am previously alternated between communion and a service of the word; average attendance was 11 (11 in 2018). Since September, services of Holy Communion have been held only every second week and there are no longer any services of the word at this time.

- The 9.30am service (since September, 9.15am) has an average attendance of 62 adults (59), with Holy Communion each week, except on third Sundays, when there is Morning Prayer. We are really thankful that our musical worship in these services is led by a robed choir and an organist, under the direction of Val Beynon. One welcome development this year has been the addition of two junior choristers, who have now been received into full membership.
- At 11.15am (since September, 11am) the Oxshott Praise services are less formal, with a good deal of lay participation. Musical worship is led by a band directed by Chris Banks, and words and images are projected onto the screen. Average attendance was 40 adults (40) and 10 children (12). On first Sundays there is Oxshott Family Praise, an all-age service, which is increasingly set up in 'café-style', with chairs grouped around tables; on third Sundays Oxshott Praise incorporates Holy Communion.
- On Wednesdays, an intimate, seated service of Holy Communion is held throughout the year, with an average attendance of 10 (11). In April 2019 the time of this service was moved from 10am to 11.30am, to facilitate those also attending the Lunch Club moving from one activity to the other.

The so-called 'Occasional Offices' of the Church of England are a vital means of outreach and service to our local community; these include services of Marriage, Baptism (or Thanksgiving) and Funerals. St Andrew's continues to be committed to providing excellence in all areas of these three life events.

- There was only one marriage service conducted in St Andrew's this year, in September, and the couple concerned have continued to be part of our congregation.
- There were six funerals this year and seven burials of ashes, conducted by the vicar or Phillip Herbert (LLM with permission to officiate). The pastoral assistants continued their invaluable work among the frailer members of our community, supported as necessary by the work of Anna Jarrett, our adult and children's safeguarding officer. Additionally, the annual memorial service held in November was appreciated once more, with an attendance of 73 adults (61 in 2018) and 2 children (1 in 2018).
- There were seven baptisms and one thanksgiving held this year; all except one were held within the context of main services.

Youth & children

Our Youth & Children's Pastor Josey Wisdom is responsible for ensuring the teaching of young people. She is primarily responsible for the following:

- **StAks (St Andrew's kids):** The children meet during 11am church services; they start in the service with their family, but leave early on. In StAks they worship together as one group, and then split into three smaller, age-defined groups. As seen in other churches, inconsistent numbers are a challenge; we have regular contact with 10 families, but attendance can be between 1 and 12.
- **Confirmation:** In November, four young people were confirmed after a six week course of confirmation classes. The young people participated well and really enjoyed meeting together.
- **OY! (Oxshott Youth club):** We continued to run our youth club each week, and continue to see good numbers. The youth enjoy playing group games together, quizzes and cooking competitions. Average attendance was 12-28 young people. We have a couple of young people with a few extra challenges, but they are generally welcomed by the other young people - which for those concerned is important when they usually struggle in mainstream settings. The 'God-slot' is still a focus point in the evening and varies in delivery from watching video clips, playing card games, the young people asking questions about God, faith and life, and writing their own prayers.

In the autumn term we began a new session before the main youth club for those young people who wanted to ask more questions. The uptake has been very small but for those one or two who do come regularly, the half hour time where we discuss some big questions is really valuable to them.

- **Work in Schools:** This continues to be successful, involving all the primary schools in the parish. Each held their own Harvest and Christmas services in the church during the week. For the Royal Kent School we also host beginning of the year and end of the year and Easter services.

'Open the Book' continues weekly in the Royal Kent and four times a term at Bevendean (Danes Hill Pre-Preparatory). We increased our input into the Royal Kent by going in to every year group to take an RE lesson, and having each class visit the church once a year. The vicar takes Collective Worship assemblies once a half term. Whole-school events each term included storytelling in the church at Christmas and Easter and a 'Prayer Space in schools', with three prayer zones over two days at the Royal Kent. Through the work in the schools we have a good presence within the community. This has most recently enabled us to begin a new Saturday afternoon service, families@4 (*see below*).

- **Summer Camps:** Josey lead on two Church Pastoral Aid Society (CPAS) camps in the summer, one for 14-18 year olds and one for 8-13's. Four young people came on the younger one of these, including one member of OY who doesn't usually come to church. The four girls really enjoyed the camp, Brambletye 3, where there were lots of activities and bible teachings based on the I Am sayings of Jesus. We hope to form a life group for younger teens, with these girls being the core members.

Prayer

- **Pray Together** (which meets on Tuesday and Thursday mornings at 9am in church) has continued during this past year with a small but regular number of supporters. We begin each session with a short Bible study before interceding on behalf of personal, local, national and international issues. It has been good to see answered prayers. The **Saturday morning prayer group**, with its wide-ranging, topical themes for prayer, also continues at 9am.
- **Prayer ministry** has continued to be offered in the monthly Oxshott Praise Communion services by a faithful team and, for those who make use of it, it is an important aspect of our community prayer life. It is still an aspiration that this type of prayer might also be offered within the context of (at least) one of the services at 9.15am.
- **Thy Kingdom Come:** Once again in 2019 St Andrew's was able to play a significant part in the global prayer movement that is Thy Kingdom Come (TKC), from Ascension Day until Pentecost. We prayed for more people to come to know Jesus, and in doing so we joined others in Guildford Diocese and churches from over 65 different denominations in 114 countries around the world.

The prayer, discipleship and evangelism aspects of TKC all align perfectly with our threefold vision: we are praying that the Spirit will inspire and equip us to share the Good News of Jesus Christ with our friends and families, our communities and networks.

Key elements included:

- A sermon series on the Lord's Prayer, with linked use of the Lord's Prayer booklets;
- a 'launch' Service of Prayer on Ascension Day evening;
- Daily Prayer at 9am each day other than Sundays;
- two Central Prayer Walks – 'Schools & Community' and 'Shops & Businesses' (writing to all these bodies in our community, offering prayer, was a valuable witness in itself. Ron (& this year a volunteer helper) had significant conversations, not least with those of other faiths at the garage & Post Office. Those who prayed found it deeply significant, though numbers doing so were small); there were also a number of small group prayer walks;
- One, intentionally larger, outdoor Prayer Station and one indoor Prayer Station.

Mission partnering

The Mission Partnering Committee (formerly the Outward Giving Committee), was refocused during the year; its revised terms of reference were agreed by the PCC in September 2019. These include the directives to build long term partnerships locally, nationally and internationally by prayer, giving and two-way communications and visits, so that there is mutual benefit. This activity is to be shared with the whole church, and in so doing we are to seek to align with the St Andrew's Vision. A tithe (tenth) of our core income is to be set aside for these partnerships.

Various changes to our mission partners were agreed during the year, following reflection and prayer, a survey among church members, and by circumstances. Two families who had been our mission

partners ceased active service with the relevant organisations: Martin & Catherine Hickey with Interserve and Simon & Laura Walton with CMS. New links have been developed with the Sialkot Diocese in Pakistan, Qaiser Julius of the Open Theological Seminary in Lahore, and with Tanka Subedi of Nepal, where he is a church minister, a leader of ITEEN (the Institute for Theological Education by Extension in Nepal), and chair of the National Religious Liberty Forum.

We continue to support Dean and Paula Finnie and their work in Firgrove, Cape Town. We sent our last monetary gift this year to Inspire London, because they are now well established in St James, Clerkenwell. Max Sinclair, whose work is 'Treasures in Heaven', has confirmed that he also recognises that his partnership with St Andrew's has run its course.

Those who remain as our mission partners are B@titude of Leatherhead, who support young mums, Cobham Area Foodbank, Embrace the Middle East who support the poor and persecuted in that region, and the Garden Route Children's Trust, who provide sustainable food for schoolchildren in South Africa. We recognise a need to find a nationally-oriented mission partner to meet our directives.

Vision reports

As well as our reporting our continuing activities during the year, we mention here initiatives that were in specific response to the three elements of our Vision:

i. Growing in Faith

- **Preaching/teaching themes:** Teaching themes over the past year have been varied. In some seasons we have followed the Lectionary readings (for example, over Christmas), however most of our topics have been created either by the vicar or the associate vicar according to perceived needs. For example, during the summer term we studied a series called the 5'G's (grace, groups, growth, gifts and giving), which also provided a platform for the launch of Life Groups (*see below*), which took place in September. During October and November our annual series on stewardship was entitled Generous God; Generous People. This culminated in Commitment Sunday on 1 December when Bishop Andrew, Bishop of Guildford, preached for us.
- **Life Groups:** Throughout the summer months preparations were made for the launch of new Life Groups, led by the vicar and Patrick Fleming. New leaders were identified and, together with existing house group leaders who wished to continue, were trained and supported in their new roles. Members of the church were all invited to join groups during August, and by September when the groups first met over one hundred people were involved in the new Life Groups; a tremendously encouraging number, for which we praise God!

The name 'Life Groups' was used in part to distinguish the new initiative from the various pre-existing groups at St Andrew's. In addition, the name suggests that part of the purpose of being a member of one of these groups is to 'do life together'; that is, to build relationships of trust with a small group of other followers of Jesus Christ. All indications so far suggest that Life Groups have been positive and formative in building relationships with one another and enabling growth as disciples. We continue to aspire to be a church *of* Life Groups, rather than a church *with* Life Groups.

In addition, Phillip and Sheila Herbert have led a group through the *Christianity Explored* course, which has been so successful that the group has remained together to study further.

In delivering these two strands of teaching we are hugely blessed to have a talented and committed Ministry Team and Life Group leaders.

ii. Growing in Number

As part of our Vision we wanted to play our part in achieving Goal 2 of Bishop Andrew's 'Transforming Church, transforming lives' Diocesan Vision, namely "together to increase the number of new Christians of all ages through persistent prayer, confident faith-sharing, life giving worship, and the development of a hundred new worshipping communities by 2027". Much prayer and research led to the establishment of two new initiatives:

- **Families@4:** This is a new gathering, held on Saturday afternoons at 4pm, that met twice in the

autumn term of 2019. It has got off to a wonderful start; on each occasion we were blessed with over 20 children and around a dozen adults who come along to this café style service. The church looked full and certainly sounded so once the children enthusiastically embraced the singing and actions of the songs. Those attending were almost exclusively new to our church.

We have looked at Bible stories and creatively shared the scripture readings, and involved the children in acting out the stories to great effect and with much fun. There is also a related craft time, and we conclude with the serving of Domino's pizzas, which have proved an enormous hit with children and parents alike - over 20 ordered each time in faith have been demolished in quick order.

The encouraging signs from these early pilots mean we have established these gatherings as a regular feature in our church calendar, and we are proposing to hold two meetings per term in 2020. It was also heart-warming to see a number of families who came along also join us at some of the Christmas services, with their children actually taking part in several instances.

- **Sunrise Reminiscence Unit:** In March 2019 we began a monthly service for residents of Sunrise's Reminiscence Unit, which is for the memory impaired. We already held monthly communion services for residents in Sunrise's independent living facilities; the new service arose when a family member of one of the Reminiscence unit residents requested a service which would enable her mother to sing hymns. We form services around traditional language and traditional hymns to spark some recall, and messages of love and reassurance. Our goals are to help the residents of the Reminiscence unit connect with their faith; to assure them of God's love; to sit and chat with individual residents and make them feel special.

Attendance numbers, which are limited to the number of people who are able to leave their rooms and participate, vary from 12 to 15. The people who attend do not elect to attend, they are just brought to the lounge. We do not get verbal feedback, but we observe that all seem happy to sit there and have us amongst them. Some of the residents cannot communicate with words and yet they will sing the old hymns. We are not able to evaluate outcomes we cannot see, but the smiles and recognition of familiar songs and verses on occasion is touching.

In December, St Andrew's also carolled for residents in the Independent Living section at Sunrise. Around 20 of those residents attended along with 8 of the members of the Reminiscence Unit.

Staff and family are aware that it is the Vicar and volunteers from St Andrew's who bring this reminder of God's love into the home and have encouraged us with their welcome.

iii. Serving the Community

During 2019, we continued to offer regular activities to serve specific groups within the community, including fortnightly Lunch Club for the elderly, monthly Coffee Comfort for the bereaved and weekly Coffee Corner, as well as monthly 'In Touch' gatherings for parents and carers of babies and toddlers. There were also special events, such as the Memorial Service, the Remembrance Services (in church and on Oxshott Heath), Harvest Lunch and Advent wreath-making, as well as festival services and workshops for the local schools.

Key initiatives during the year in support of our Vision were:

- **Support for Pre-School parents and children:** At the end of 2018 Ofsted had enforced the closure of the pre-school that had been housed in the church hall for over 40 years. This left a number of young families without a local pre-school facility or a regular connection with their local community or church. In response, St Andrew's set up monthly Monday afternoon gatherings, hosted by teams of volunteers who led fun activities for the children and provided hospitality for their adults.

These arrangements were greatly appreciated by the families who came, and demonstrated that we were able to respond with love, support and service to a part of the community in their time of need.

- **Development plans:** Many community activities revolve around hospitality, an important part of our welcome, service and inclusiveness. It was recognised that on-site hospitality is becoming

increasingly difficult in the deteriorating ancillary buildings, and therefore during 2019 the PCC agreed to redevelop the ancillary buildings, as this will enable St Andrew's to serve the community in so many more and better ways. More detailed plans are being developed in 2020.

Financial review

Income and expenditure

The income and expenditure of all the funds are detailed in the Financial Statements and the notes to the Financial Statements. In summary, by fund:

- The **Unrestricted General Fund**, for the day-to-day running of the church, had income for the year of £273,943 (2018: £283,936), expenditure of £264,463 (2018: £269,156), producing a net income of £9,480 (2018: 14,780).
- £134,103 (2018: £129,351) was spent to provide Christian ministry from St Andrew's Church, Oxshott, including the contribution to the Parish Share (previously known as the Diocesan Quota), which largely provides the stipends and housing for the clergy, and missionary and charitable giving. The Parish Share paid was £100,101 (2018: £97,850). There was an increase in outward giving from £31,501 to £34,002.

For the period 6 April 2018 to 31 December 2018 an accrual of £25,969 was made, representing the Gift Aid tax recovery due, and the majority was received in early February 2019 and the Gift Aid Small Donations Scheme amount in June 2019. For the period 6 April 2019 to 31 December 2019, an accrual of £28,134 has been made, inclusive of the Small Donations Scheme.

The CBF Church of England Deposit Fund started and ended the year at £40,000. The interest earned on the general fund amount was £424 (2018: £261).

- The **Unrestricted Development Fund**: One legacy was received.
- The **Restricted Development Fund** was established following the launch on 8 June 2013 of the fundraising for the Building Project. The bulk of the expenditure for Phase 1 of the project was accounted for within the 2013 and 2014 accounts; the total cost of Phase 1 is now £574,566.

In 2019 the fund had an income of £9,532 (2018: £2,861), an expenditure of £81 (2018: £79), producing a net movement of funds of plus £9,451 (2018: plus £2,782).

For the period 6 April 2018 to 31 December 2018 an accrual of £371 was made representing the Gift Aid tax recovery, and this was received in February 2019. For the period 1 January 2019 to 31 December 2019 an accrual of £175 has been made.

The CBF Church of England Deposit Fund started and finished the year at £188,000. The interest earned on the restricted development fund amount was £1,372 (2018: £705).

Year end balances

In terms of balances at the year end (comparing 2019 with 2018):

- The Unrestricted General Fund increased to £88,361 from £78,881.
- The Unrestricted Development Fund increased to £5,783 from £4,783.
- The Restricted Development Fund increased to £209,727 from £200,276.
- The new Restricted Hardship Fund increased to £3,130.

In total, the funds increased to £307,001 from £283,940.

Future income

To ensure our future activities are maintained, and mindful of likely future expenditure from 2020 onwards (in respect of the appointment of a curate, and our plans to redevelop our ancillary buildings), efforts were made in the autumn of 2019 to encourage giving in the parish. The focus of the Parish Giving Committee was to encourage a generous response to our generous God, and initiatives included a teaching series, culminating in Commitment Sunday on 1 December.

The results were encouraging, with increases in planned giving of £28,125* (including five new regular donors) and one-off gifts of £21,820*. Most of these funds will be received in 2020, and this response means that we were able to produce a balanced budget for 2020; we are very grateful to God and to all those who so generously support the work of the Church.

**figures include associated Gift Aid.*

Reserves policy

The PCC recognises the need to hold sufficient free reserves to ensure the protection of our core activities and any special projects. The target for free unrestricted reserves is set on a risk basis to provide an income reserve in the event that planned giving, donations and other income fail to achieve budget; to provide a small opportunity reserve to enable the church to be able to respond to requests from mission partners; and to provide funds to cover emergency situations. Following the successful completion of Phase 1 of the Building Project, in which the cash flow was positive and there was no requirement to use unrestricted reserves, the reserves target was reduced to £60,000 or about three months of unrestricted general fund expenditure. At 31 December 2019 free general fund unrestricted reserves stood at £88,361. The PCC will review the reserves policy as the plans for the next phase of the vision are implemented and consider the initiatives required to reach the new target.

The balances on the unrestricted and restricted development funds will be retained.

It is our policy to maintain our working monies in a Barclays Bank current account with an automatic transfer of monies in excess of £2,000 to a Barclays interest-bearing account. Transfers are made to and from the CBF Church of England Deposit Funds as required.

The general policy is that legacies not specified for other purposes are allocated to the Unrestricted Development Fund.

Structure, governance and management

The method of appointment of PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and consider standing for election to the PCC. All subcommittees, including the Standing Committee, are accountable to the PCC. Sue Procter is the PCC Secretary. The Treasurer is elected annually at the Annual Parochial Church Meeting along with members of the PCC.

The PCC met on six occasions during the year, and additionally held an awayday on a Saturday morning in early summer.

The PCC has various subcommittees for particular aspects of church life. These were (with chairpersons where appropriate): Standing Committee (Vicar, Revd Frances Trickey); Maintenance Management (Wardens team); Parish Giving (Richard Green - latterly Chris Banks); Publicity (Jill Mengham); Mission Partnering (formerly known as Outward Giving) (David Crouch). A Youth, Children and Families Committee (Nicki Galazka) was established in September, and the former Community committee (Ruth Burns) was subsumed into the third strand of the Vision, Serving the Community (Jill Mengham). These subcommittees supported the three main areas of our Vision, and each is responsible to the PCC and provides regular minutes of their meetings

The PCC continues to be thankful to Sue Procter as PCC Secretary, and to Carl Jackson as Treasurer, for the enormous investment of his time and energy in managing the financial affairs of the church and in responding to the continuing demands of regulation and Charity Commission requirements.

The PCC approves all policies and procedures, and reviews policies on a rotating basis. Current policies cover Health & Safety, Baptisms, Complaints, Fire & Safety, Investments, Reserves, Safeguarding, Managing Conflicts of Interest, Legacies and Risk Management. A Risk Register is maintained and reviewed by the PCC at least once a year. The Treasurer is primarily responsible for managing financial risk along with the Standing Committee. The PCC has also adopted a robust GDPR policy and steps were taken last year to make our congregation and wider public aware of our privacy statement and their rights under the new policy.

The PCC has appointed a Health & Safety Officer and a Parish Safeguarding Officer, who are continually

working to ensure we meet our obligations; they regularly brief the PCC and ensure the PCC and other nominated individuals carry out appropriate training every year.

There is a St Andrew's Staff Handbook which also contains the grievance procedure, disciplinary procedure and equal opportunities policy. We have job descriptions for all employees, an appraisal system and contracts of employment, which are updated periodically by the churchwardens. All job descriptions for employees and significant volunteer roles are being reviewed and new ones being introduced where required.

Personnel

During 2019 our employees continued to include Josey Wisdom (Youth & Children's Pastor), and Rowena Osman-Robertson (Administrative Assistant).

Sue Rees, our long-standing Church Administrator, retired in July. The PCC is pleased to acknowledge here how grateful we are to her for all her years of faithful service to St Andrew's, and we are pleased that Sue remains a valued member of our church community. In November Claire Costard, a member of St Andrew's, Cobham, started as our new Church Administrator.

Val Beynon and our two organists, Carina Moffat and Nicky Orlebar, continue to receive honoraria for their services, and Rosina Bjarnason is self-employed as the cleaner.

There are two changes to our staff expected in 2020. Our Youth and Children's Pastor, Josey Wisdom, is moving on to a new post as Children, Youth and Families minister at St Andrew and St Francis, Farnham, in April 2020. Whilst we are thrilled for Josey, there is no doubt that her leaving will be a real loss for many in our parish and church congregations.

Second, it has been agreed that Patrick Davies will be joining us as curate in early July 2020, after his ordination, and we very much look forward to welcoming him and his family.

In addition to all 'official' staff members there are many ministries in our church, supporting both church and community activities and groups, undertaken by scores of church and community volunteers. We are grateful for every one of them.

Administrative information

The Parochial Church Council of the Ecclesiastical Parish of Oxshott (St Andrew's Church Oxshott) is a registered charity, number 1128379 (registered address St Andrew's Church, Oakshade Road, Oxshott, Surrey KT22 0LE) entered on the Register of Charities 3 March 2009.

As a church within the Church of England (CofE), St Andrew's Church Oxshott is constituted within the Parochial Church Councils (Powers) Measures 1956. Members of the Parochial Church Council (PCC) are either ex-officio, elected or co-opted by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules and become the charity's Trustees.

All church attendees are encouraged to register on the Electoral Roll and to consider standing for election to the PCC. Prospective new PCC members are advised of PCC membership and Trusteeship duties and responsibilities by means of the Trusteeship booklet produced by The Archbishops' Council and the Charity Commission.

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

Ex Officio members:

| | | |
|---------------------------------|----------------------|-------------------|
| <i>Incumbent:</i> | Revd Frances Trickey | Chair |
| <i>Associate Minister:</i> | Revd Jolyon Trickey | (From 14/04/2019) |
| <i>Lay Ministers (Readers):</i> | Mr David Crouch | (Licensed) |
| <i>Churchwardens:</i> | Mr Norman Steven | |
| | Mr Richard Green | |

Deanery Synod:

| | | |
|--|--------------------|--------------------|
| | Mr Andrew Burns | (Until 14/04/2019) |
| | Mrs Rebecca Mayhew | (From 14/04/2019) |
| | Mrs Jill Perrett | (From 14/04/2019) |

Elected members:

| | |
|---------------------|-------------------------------|
| Mr Ron Stewart | Vice Chair (Until 14/04/2019) |
| Mr Chris Banks | (Until 14/04/2019) |
| Mr Ron Stewart | (Until 14/04/2019) |
| Mrs Nicki Galazka | |
| Mrs Claire King | |
| Mrs Jill Mengham | |
| Mr Mike Newman | |
| Mr Mike Shand | |
| Mrs Lilly Nicholson | |
| Mrs Brenda Hum | |
| Mrs Karen Henshall | |
| Mr Patrick Fleming | (From 14/04/2019) |
| Mr Chris Hampson | (From 14/04/2019) |
| Mr Gordon Scott | (From 14/04/2019) |

Co-opted members:

Hon. Treasurer: Mr Carl Jackson
Mrs Anna Jarrett

The following attended PCC meetings but were not PCC members and did so without voting rights:

PCC Secretary: Mrs Sue Procter

Bankers: Barclays Bank, 49 High Street, Esher, Surrey KT10 9RH

Independent Examiner: Malcolm Lucas FCA DChA, Menzies LLP, Chartered Accountants and Registered Auditors, Ashcombe House, 5 The Crescent, Leatherhead, Surrey KT22 8DY.

Statement of Trustees' responsibilities

The members of the PCC, who are the trustees of the charity for the purposes of charity law, are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and regulations and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Law applicable to charities in England and Wales requires the members of the PCC to prepare financial statements for each financial year which give a true and fair view of the PCC's financial activities during the year and of its financial position at the end of the year.

In preparing these financial statements, the members of the PCC are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the PCC will not continue in operation.

The members of the PCC are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the PCC and enable them to ensure that the financial statements comply with the applicable law. 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.

Approved by the PCC on 3 March 2020 and signed on their behalf by Revd Frances Trickey (Chair).

**PAROCHIAL CHURCH COUNCIL OF ST ANDREW'S CHURCH OXSHOTT
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2019**

GF=General Fund; UDF = Unrestricted Development Fund; RDF = Restricted Development Fund; RHF = Restricted Hardship Fund

| | Note | 2019 | | | | | 2018 | | | | |
|--|------|----------------|--------------|----------------|--------------|----------------|----------------|--------------|----------------|----------|----------------|
| | | GF £ | UDF £ | RDF £ | RHF £ | Total £ | GF £ | UDF £ | RDF £ | RHF £ | Total £ |
| Income and endowments from: | | | | | | | | | | | |
| Donations and legacies | 2.1 | 241,774 | 1,000 | 7,810 | 3,130 | 253,714 | 234,294 | 0 | 1,856 | 0 | 236,150 |
| Charitable activities | 2.2 | 19,730 | 0 | 0 | 0 | 19,730 | 39,223 | 0 | 0 | 0 | 39,223 |
| Other trading activities | 2.3 | 9,915 | 0 | 350 | 0 | 10,265 | 10,158 | 0 | 300 | 0 | 10,458 |
| Investments | 2.4 | 424 | 0 | 1,372 | 0 | 1,796 | 261 | 0 | 705 | 0 | 966 |
| Other | 2.5 | 2,100 | 0 | 0 | 0 | 2,100 | 0 | 0 | 0 | 0 | 0 |
| Total | | 273,943 | 1,000 | 9,532 | 3,130 | 287,605 | 283,936 | 0 | 2,861 | 0 | 286,797 |
| Expenditure on: | | | | | | | | | | | |
| Raising funds | 3.1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Charitable activities | 3.2 | 264,463 | 0 | 81 | 0 | 264,544 | 269,156 | 0 | 79 | 0 | 269,235 |
| Other | 3.3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | | 264,463 | 0 | 81 | 0 | 264,544 | 269,156 | 0 | 79 | 0 | 269,235 |
| Net Income/(Expenditure) | | 9,480 | 1,000 | 9,451 | 3,130 | 23,061 | 14,780 | 0 | 2,782 | 0 | 17,562 |
| Transfers between funds | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Net incoming/(outgoing) Resources after Transfers | | 9,480 | 1,000 | 9,451 | 3,130 | 23,061 | 14,780 | 0 | 2,782 | 0 | 17,562 |
| Other recognised gains/(losses) | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Net movement in funds | | 9,480 | 1,000 | 9,451 | 3,130 | 23,061 | 14,780 | 0 | 2,782 | 0 | 17,562 |
| Balances brought forward at 1 January | | 78,881 | 4,783 | 200,276 | 0 | 283,940 | 64,101 | 4,783 | 197,494 | 0 | 266,378 |
| Balances carried forward at 31 December | | 88,361 | 5,783 | 209,727 | 3,130 | 307,001 | 78,881 | 4,783 | 200,276 | 0 | 283,940 |

The notes on pages 13 to 21 form part of this account.

**PAROCHIAL CHURCH COUNCIL OF ST ANDREW'S CHURCH OXSHOTT
BALANCE SHEET AT 31 DECEMBER 2019**

| | Notes | 2019 £ | 2018 £ |
|--|-------|----------------|----------------|
| FIXED ASSETS | | | |
| Tangible | 5.1 | 0 | 0 |
| Investment | 5.2 | 0 | 0 |
| | | 0 | 0 |
| CURRENT ASSETS | | | |
| Debtors | 6 | 29,973 | 26,340 |
| Short term deposits | | 228,000 | 228,000 |
| Cash at bank and in hand | | 54,934 | 34,257 |
| | | 312,907 | 288,597 |
| LIABILITIES | | | |
| Creditors - amounts falling due in one year | 7 | 5,906 | 4,657 |
| TOTAL ASSETS LESS LIABILITIES | | 307,001 | 283,940 |
| Creditors - amounts falling due after one year | | 0 | 0 |
| TOTAL NET ASSETS | | 307,001 | 283,940 |
| PARISH FUNDS | | | |
| Unrestricted General Fund (GF) | | 88,361 | 78,881 |
| Unrestricted Development Fund (UDF) | | 5,783 | 4,783 |
| Restricted Development Fund (RDF) | | 209,727 | 200,276 |
| Restricted Hardship Fund (RHF) | | 3,130 | 0 |
| | | 307,001 | 283,940 |

Approved by the Parochial Church Council on 3 March 2020 and signed on its behalf by Revd Frances Trickey (Chair)

The notes on pages 13 to 21 form part of this account.

PAROCHIAL CHURCH COUNCIL OF ST ANDREW'S CHURCH OXSHOTT

NOTES TO THE FINANCIAL STATEMENTS FOR 2019

Legal Status of the Church

The Parochial Church Council of the Ecclesiastical Parish of St Andrew's Oxshott is a Parochial Church Council established under the Parochial Church Council Powers Measure (1956) as amended and the Church Representation Rules, and is a charity registered with the Charity Commission in England and Wales, number 1128379. Details of the principal office are included in the PCC's Annual Report.

Accounting Policies

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) issued on 16 July 2014 and Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Church Accounting Regulations 2006 and Charities Act 2011. The PCC constitutes a public benefit entity as defined by FRS 102.

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

Going Concern

The Church has adequate reserves and recurring sources of income. The PCC therefore believes there are no material uncertainties about the charity's ability to continue as a Going Concern and the Financial Statements have been prepared on that basis.

Funds

The Unrestricted General Fund represents the funds of the PCC which are available for the general purposes of the PCC and that are not subject to any restrictions on their use.

The Unrestricted Development Fund was set up by the PCC to fund activities to achieve the vision of St Andrew's. Any unrestricted legacies received are allocated to this fund and individual members of the congregation are also invited to make donations to this fund. However, at the discretion of the PCC these monies can be used to support general fund expenditure, e.g. if monies were required to meet the ordinary operating budget. These monies are accordingly shown as an unrestricted rather than a restricted fund.

The Restricted Development Fund was set up by the PCC after the launch of the fundraising initiative for the Building Project.

The Restricted Hardship Fund was set up following the receipt of monies from the trustees of St Andrew's Pre-School after its closure in 2019 to be used to benefit local pre-school aged children through, for example, providing fees support, training for those who work with young children within the community, or for the support for a mother's emotional needs.

Incoming Resources

Planned giving, legacies, other gifts and collections are recognised when received. Tax refunds are recognized when the incoming resource to which they relate is received. Funds raised from hall rentals, magazine sales, and various other activities are accounted for gross and recognised when received. Fee income and interest are accounted for when received.

Resources Used

Outward giving is accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC.

The Diocesan Parish Share is accounted for when due.

Other expenditure is recognised when it is incurred and includes, where applicable, irrecoverable VAT.

The books of account remain open until all known charges relating to the year have been paid or accrued and accounted for in the year's accounts as paid, so all known expenditure relating to the year is accounted for in the accounts of the year.

Fixed Assets

Consecrated and beneficed property of any kind is excluded from the financial statements by s.96(2)(a) of 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 also excluded from the accounts. They are listed in the Church Inventory that can be inspected at any reasonable time.

All expenditure incurred during the year on consecrated or benefice buildings and movable church furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities and separately disclosed. Expenditure on individual items of equipment up to a value of £2,000 is written off when acquired in the SOFA. Any items over £2,000 are capitalised as fixed assets and depreciated over their useful life. There were no assets in this category at 31 December 2019.

Current Assets

Amounts owing to the PCC at 31 December are shown as debtors.

Pension Costs

St Andrew's Church (Oxshott) (PB 2014) participates in the Pension Builder Scheme section of CWPF for lay staff. The Scheme is administered by the Church of England Pensions Board, which holds the assets of the schemes separately from those of the Employer and the other participating employers.

The Church Workers Pension Fund has a section known as the Defined Benefits Scheme, a deferred annuity section known as Pension Builder Classic and a cash balance section known as Pension Builder 2014.

The Pension Builder Scheme of the Church Workers Pension Fund is made up of two sections, Pension Builder Classic and Pension Builder 2014, both of which are classed as defined benefit schemes.

Pension Builder Classic provides a pension for members for payment from retirement, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Bonuses may also be declared, depending upon the investment returns and other factors.

Pension Builder 2014 is a cash balance scheme that provides a lump sum that members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. This account may have bonuses added by the Board before retirement. The bonuses depend on investment experience and other factors. There is no requirement for the Board to grant any bonuses. The account, plus any bonuses declared, is payable from members' Normal Pension Age.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are contributions payable (2019: £1,639, 2018: £1,754).

A valuation of the Pension Builder 2014 scheme is carried out once every three years. The most recent scheme valuation completed was carried out as at 31 December 2016. This revealed, on the ongoing assumptions used, a surplus of £1.8m. There is no requirement for deficit payments at the current time. The information was provided on 27 February 2020.

PAROCHIAL CHURCH COUNCIL OF ST ANDREW'S CHURCH OXSHOTT
NOTES TO THE FINANCIAL STATEMENTS FOR 2019

GF=General Fund; UDF = Unrestricted Development Fund; RDF = Restricted Development Fund; RHF = Restricted Hardship Fund

| Note | 2019 | | | | | 2018 | | | | |
|---------------------------------------|----------------|--------------|--------------|--------------|----------------|----------------|----------|--------------|----------|----------------|
| | GF £ | UDF £ | RDF £ | RHF £ | Total £ | GF £ | UDF £ | RDF £ | RHF £ | Total £ |
| 2 Income and endowments from: | | | | | | | | | | |
| 2.1 Donations and legacies | | | | | | | | | | |
| Planned giving: | | | | | | | | | | |
| With gift-aid/CAF/GAYE/SOV | 152,222 | 0 | 0 | 0 | 152,222 | 140,000 | 0 | 1,085 | 0 | 141,085 |
| Planned giving without gift-aid | 12,880 | 0 | 0 | 0 | 12,880 | 11,690 | 0 | 0 | 0 | 11,690 |
| Collections | 17,377 | 0 | 0 | 0 | 17,377 | 14,596 | 0 | 0 | 0 | 14,596 |
| Other giving: Envelopes, one-off, CAF | 19,060 | 0 | 7,635 | 3,130 | 29,825 | 30,636 | 0 | 400 | 0 | 31,036 |
| Tax recoverable | 40,235 | 0 | 175 | 0 | 40,410 | 37,172 | 0 | 371 | 0 | 37,543 |
| Legacies received | 0 | 1,000 | 0 | 0 | 1,000 | 200 | 0 | 0 | 0 | 200 |
| | <u>241,774</u> | <u>1,000</u> | <u>7,810</u> | <u>3,130</u> | <u>253,714</u> | <u>234,294</u> | <u>0</u> | <u>1,856</u> | <u>0</u> | <u>236,150</u> |
| 2.2 Charitable activities | | | | | | | | | | |
| Parochial fees retained by PCC | 1,916 | 0 | 0 | 0 | 1,916 | 2,673 | 0 | 0 | 0 | 2,673 |
| Church hall income | 7,874 | 0 | 0 | 0 | 7,874 | 11,112 | 0 | 0 | 0 | 11,112 |
| Magazine subscriptions | 2,719 | 0 | 0 | 0 | 2,719 | 2,920 | 0 | 0 | 0 | 2,920 |
| Other items | 7,221 | 0 | 0 | 0 | 7,221 | 22,518 | 0 | 0 | 0 | 22,518 |
| | <u>19,730</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>19,730</u> | <u>39,223</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>39,223</u> |
| 2.3 Other trading activities | | | | | | | | | | |
| Auction, quiz, plays et al | 0 | 0 | 350 | 0 | 350 | 112 | 0 | 300 | 0 | 412 |
| Magazine advertisements | 9,915 | 0 | 0 | 0 | 9,915 | 10,046 | 0 | 0 | 0 | 10,046 |
| | <u>9,915</u> | <u>0</u> | <u>350</u> | <u>0</u> | <u>10,265</u> | <u>10,158</u> | <u>0</u> | <u>300</u> | <u>0</u> | <u>10,458</u> |
| 2.4 Investments | | | | | | | | | | |
| Interest | 424 | 0 | 1,372 | 0 | 1,796 | 261 | 0 | 705 | 0 | 966 |
| | <u>424</u> | <u>0</u> | <u>1,372</u> | <u>0</u> | <u>1,796</u> | <u>261</u> | <u>0</u> | <u>705</u> | <u>0</u> | <u>966</u> |
| 2.5 Other | | | | | | | | | | |
| Pre-school closure | 2,100 | 0 | 0 | 0 | 2,100 | 0 | 0 | 0 | 0 | 0 |
| | <u>2,100</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>2,100</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Total | <u>273,943</u> | <u>1,000</u> | <u>9,532</u> | <u>3,130</u> | <u>287,605</u> | <u>283,936</u> | <u>0</u> | <u>2,861</u> | <u>0</u> | <u>286,797</u> |

PAROCHIAL CHURCH COUNCIL OF ST ANDREW'S CHURCH OXSHOTT
NOTES TO THE FINANCIAL STATEMENTS FOR 2019

GF=General Fund; UDF = Unrestricted Development Fund; RDF = Restricted Development Fund; RHF = Restricted Hardship Fund

| | Note | 2019 | | | | | 2018 | | | | |
|--------------------------------------|------|----------------|----------|-----------|----------|----------------|----------------|----------|-----------|----------|----------------|
| | | GF £ | UDF £ | RDF £ | RHF £ | Total £ | GF £ | UDF £ | RDF £ | RHF £ | Total £ |
| 3 Expenditure on: | | | | | | | | | | | |
| 3.1 Raising funds | | | | | | | | | | | |
| Fund raising expenses | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| 3.2 Charitable activities | | | | | | | | | | | |
| Missionary and charitable giving | 10 | 34,002 | 0 | 0 | 0 | 34,002 | 31,501 | 0 | 0 | 0 | 31,501 |
| Ministry: Diocesan parish share | | 100,101 | 0 | 0 | 0 | 100,101 | 97,850 | 0 | 0 | 0 | 97,850 |
| Vicar's expenses | | 1,329 | 0 | 0 | 0 | 1,329 | 1,659 | 0 | 0 | 0 | 1,659 |
| Associate Minister/Curate expenses | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Visiting preachers | | 261 | 0 | 0 | 0 | 261 | 1,418 | 0 | 0 | 0 | 1,418 |
| Other ministry costs | | 2,829 | 0 | 0 | 0 | 2,829 | 1,436 | 0 | 0 | 0 | 1,436 |
| Youth and children costs | | 30,121 | 0 | 0 | 0 | 30,121 | 29,411 | 0 | 0 | 0 | 29,411 |
| Youth and Children's Pastor expenses | | 221 | 0 | 0 | 0 | 221 | 504 | 0 | 0 | 0 | 504 |
| Service costs | | 10,888 | 0 | 0 | 0 | 10,888 | 8,878 | 0 | 0 | 0 | 8,878 |
| Church & hall costs | | 24,893 | 0 | 0 | 0 | 24,893 | 29,232 | 0 | 0 | 0 | 29,232 |
| Church Office costs | | 19,916 | 0 | 0 | 0 | 19,916 | 22,264 | 0 | 0 | 0 | 22,264 |
| Magazine costs | | 13,001 | 0 | 0 | 0 | 13,001 | 12,047 | 0 | 0 | 0 | 12,047 |
| Other item costs | 11 | 9,512 | 0 | 81 | 0 | 9,593 | 23,271 | 0 | 79 | 0 | 23,350 |
| Parish special costs | 12 | 10,870 | 0 | 0 | 0 | 10,870 | 7,172 | 0 | 0 | 0 | 7,172 |
| Vision costs | 13 | 3,789 | 0 | 0 | 0 | 3,789 | 0 | 0 | 0 | 0 | 0 |
| Development costs | 14 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Audit Letter | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Independent Examination | | 2,448 | 0 | 0 | 0 | 2,448 | 2,388 | 0 | 0 | 0 | 2,388 |
| Accounting advice | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| PCC governance | | 282 | 0 | 0 | 0 | 282 | 125 | 0 | 0 | 0 | 125 |
| | | <u>264,463</u> | <u>0</u> | <u>81</u> | <u>0</u> | <u>264,544</u> | <u>269,156</u> | <u>0</u> | <u>79</u> | <u>0</u> | <u>269,235</u> |
| 3.3 Other | | | | | | | | | | | |
| Cost of sales of redundant items | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Total | | <u>264,463</u> | <u>0</u> | <u>81</u> | <u>0</u> | <u>264,544</u> | <u>269,156</u> | <u>0</u> | <u>79</u> | <u>0</u> | <u>269,235</u> |

PAROCHIAL CHURCH COUNCIL OF ST ANDREW'S CHURCH OXSHOTT
NOTES TO THE FINANCIAL STATEMENTS FOR 2019

GF=General Fund; UDF = Unrestricted Development Fund; RDF = Restricted Development Fund; RHF = Restricted Hardship Fund

| Note | 2019 | | | | | 2018 | | | | |
|---|---------------|----------|----------|----------|---------------|---------------|----------|----------|----------|---------------|
| | GF £ | UDF £ | RDF £ | RHF £ | Total £ | GF £ | UDF £ | RDF £ | RHF £ | Total £ |
| 4 STAFF COSTS | | | | | | | | | | |
| 4.1 The "key management" is the incumbent, who is remunerated by the diocese. | | | | | | | | | | |
| 4.2 Salaries and honoraria | 53,165 | 0 | 0 | 0 | 53,165 | 54,733 | 0 | 0 | 0 | 54,733 |
| Social security costs | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Pension and life assurance costs | 1,796 | 0 | 0 | 0 | 1,796 | 1,929 | 0 | 0 | 0 | 1,929 |
| | <u>54,961</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>54,961</u> | <u>56,662</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>56,662</u> |

The Staff Costs are allocated to the church activity as in previous years. The average number of staff employed by the PCC during the year was 3, the same as 2018.

The PCC continue to employ a full time Youth & Children's Pastor and two administrators who work 20 hours per week and 12 hours respectively. Their salaries are in the "Youth and children costs" and "Church Office costs". Employers National Insurance cost was less than £3,000 annual allowance.

No employee received remuneration of more than £60,000 this year or last year.

4.3 Payments to PCC members

The working expenses of the Vicar are disclosed in section 3.2. A small immaterial portion of the expenses paid to the incumbent may have related to her services as Chairman of the PCC. £0 (2019) and £1004 (2018) was paid to Revd C J Trickey, the husband of the Vicar, for taking services.

No other remuneration or expenses or any other payment were paid to any other PCC member, persons closely connected to them or Related parties.

5 FIXED ASSETS

5.1 Tangible - The church has no tangible fixed assets.

5.2 Investments - The church has no investments.

6 DEBTORS

| | | | | | | | | | | |
|-----------------|---------------|----------|------------|----------|---------------|---------------|----------|------------|----------|---------------|
| Tax recoverable | 28,134 | 0 | 175 | 0 | 28,309 | 25,969 | 0 | 371 | 0 | 26,340 |
| Gifts end year | 30 | 0 | 0 | 0 | 30 | 0 | 0 | 0 | 0 | 0 |
| Hall | 1,634 | 0 | 0 | 0 | 1,634 | 0 | 0 | 0 | 0 | 0 |
| | <u>29,798</u> | <u>0</u> | <u>175</u> | <u>0</u> | <u>29,973</u> | <u>25,969</u> | <u>0</u> | <u>371</u> | <u>0</u> | <u>26,340</u> |

7 LIABILITIES

Amounts falling due in one year

| | | | | | | | | | | |
|--|-------|---|---|---|-------|-------|---|---|---|-------|
| Accrual for Independent Examination fee | 2,448 | 0 | 0 | 0 | 2,448 | 2,388 | 0 | 0 | 0 | 2,388 |
| Accrual for HMRC | 1,377 | 0 | 0 | 0 | 1,377 | 1,559 | 0 | 0 | 0 | 1,559 |
| Accrual for income received for following year | 1,446 | 0 | 0 | 0 | 1,446 | 0 | 0 | 0 | 0 | 0 |
| Accrual for pension and life assurance | 288 | 0 | 0 | 0 | 288 | 251 | 0 | 0 | 0 | 251 |
| Accrual for vicarage decorating, fixtures & fittings | 0 | 0 | 0 | 0 | 0 | 459 | 0 | 0 | 0 | 459 |

PAROCHIAL CHURCH COUNCIL OF ST ANDREW'S CHURCH OXSHOTT
NOTES TO THE FINANCIAL STATEMENTS FOR 2019

GF=General Fund; UDF = Unrestricted Development Fund; RDF = Restricted Development Fund; RHF = Restricted Hardship Fund

| Note | 2019 | | | | | 2018 | | | | |
|----------------------------|--------------|----------|----------|----------|--------------|--------------|----------|----------|----------|--------------|
| | GF £ | UDF £ | RDF £ | RHF £ | Total £ | GF £ | UDF £ | RDF £ | RHF £ | Total £ |
| Accrual for Outward Giving | 347 | 0 | 0 | 0 | 347 | 0 | 0 | 0 | 0 | 0 |
| | <u>5,906</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>5,906</u> | <u>4,657</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>4,657</u> |

At the May 2019 PCC meeting it was agreed that the Planned Giving part of the Outward Giving should be 10% of "core income" and to accrue unspent amounts.

8 ANALYSIS OF TRANSFER BETWEEN FUNDS

In 2014 the PCC agreed that the net income from the sale of redundant items would be transferred from the general fund to the restricted development fund.

| | | | | | | | | | | |
|-------------------------|---|---|---|---|---|---|---|---|---|---|
| Sale of redundant items | 0 | - | 0 | 0 | - | 0 | - | 0 | 0 | - |
|-------------------------|---|---|---|---|---|---|---|---|---|---|

9 ANALYSIS OF NET ASSETS

| | | | | | | | | | | |
|------------------------|---------------|--------------|----------------|--------------|----------------|---------------|--------------|----------------|----------|----------------|
| Current assets by fund | 88,361 | 5,783 | 209,727 | 3,130 | 307,001 | 78,881 | 4,783 | 200,276 | 0 | 283,940 |
| | <u>88,361</u> | <u>5,783</u> | <u>209,727</u> | <u>3,130</u> | <u>307,001</u> | <u>78,881</u> | <u>4,783</u> | <u>200,276</u> | <u>0</u> | <u>283,940</u> |

10 MISSIONARY AND CHARITABLE GIVING

Overseas:

| | | | | | | | | | | |
|--------------------------------------|---------------|----------|----------|----------|---------------|---------------|----------|----------|----------|---------------|
| Barnabas Fund | 2,000 | 0 | 0 | 0 | 2,000 | 2,200 | 0 | 0 | 0 | 2,200 |
| Christian Aid | 960 | 0 | 0 | 0 | 960 | 0 | 0 | 0 | 0 | 0 |
| Embrace the Middle East (Biblelands) | 1,500 | 0 | 0 | 0 | 1,500 | 1,700 | 0 | 0 | 0 | 1,700 |
| Finnie Family | 5,680 | 0 | 0 | 0 | 5,680 | 3,650 | 0 | 0 | 0 | 3,650 |
| Garden Route Children's Trust | 2,000 | 0 | 0 | 0 | 2,000 | 5,547 | 0 | 0 | 0 | 5,547 |
| Link to Hope | 619 | 0 | 0 | 0 | 619 | 234 | 0 | 0 | 0 | 234 |
| Novimost International | 1,500 | 0 | 0 | 0 | 1,500 | 1,500 | 0 | 0 | 0 | 1,500 |
| Qaiser Julius OTS, Lahore | 3,347 | 0 | 0 | 0 | 3,347 | 2,500 | 0 | 0 | 0 | 2,500 |
| Ruth Ambreen & Zafar Ismail, Punjab | 0 | 0 | 0 | 0 | 0 | 1,000 | 0 | 0 | 0 | 1,000 |
| Tanka Subedi, Nepal | 2,350 | 0 | 0 | 0 | 2,350 | 2,000 | 0 | 0 | 0 | 2,000 |
| Tearfund | 3,350 | 0 | 0 | 0 | 3,350 | 985 | 0 | 0 | 0 | 985 |
| TEE in Asia | 0 | 0 | 0 | 0 | 0 | 1,703 | 0 | 0 | 0 | 1,703 |
| The Children's Society | 0 | 0 | 0 | 0 | 0 | 365 | 0 | 0 | 0 | 365 |
| | <u>23,306</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>23,306</u> | <u>23,384</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>23,384</u> |

PAROCHIAL CHURCH COUNCIL OF ST ANDREW'S CHURCH OXSHOTT
NOTES TO THE FINANCIAL STATEMENTS FOR 2019

GF=General Fund; UDF = Unrestricted Development Fund; RDF = Restricted Development Fund; RHF = Restricted Hardship Fund

| Note | 2019 | | | | | 2018 | | | | |
|----------------------------------|---------------|----------|----------|----------|---------------|---------------|----------|----------|----------|---------------|
| | GF £ | UDF £ | RDF £ | RHF £ | Total £ | GF £ | UDF £ | RDF £ | RHF £ | Total £ |
| Relief and Development | | | | | | | | | | |
| None | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Home | | | | | | | | | | |
| B@titude | 3,000 | 0 | 0 | 0 | 3,000 | 3,200 | 0 | 0 | 0 | 3,200 |
| Bishop of Guildford's Foundation | 388 | 0 | 0 | 0 | 388 | 0 | 0 | 0 | 0 | 0 |
| Christian Aid | 185 | 0 | 0 | 0 | 185 | 0 | 0 | 0 | 0 | 0 |
| Cobham Area Foodbank | 3,000 | 0 | 0 | 0 | 3,000 | 3,200 | 0 | 0 | 0 | 3,200 |
| Inspire London Church | 1,000 | 0 | 0 | 0 | 1,000 | 1,000 | 0 | 0 | 0 | 1,000 |
| Jenny Moore (B@titude) | 350 | 0 | 0 | 0 | 350 | 0 | 0 | 0 | 0 | 0 |
| Local outreach | 0 | 0 | 0 | 0 | 0 | 385 | 0 | 0 | 0 | 385 |
| Treasures in Heaven | 500 | 0 | 0 | 0 | 500 | 500 | 0 | 0 | 0 | 500 |
| YMCA | 1,763 | 0 | 0 | 0 | 1,763 | 0 | 0 | 0 | 0 | 0 |
| | <u>10,186</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>10,186</u> | <u>8,285</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>8,285</u> |
| Secular charities: | | | | | | | | | | |
| The Royal British Legion | 510 | 0 | 0 | 0 | 510 | 632 | 0 | 0 | 0 | 632 |
| | <u>510</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>510</u> | <u>632</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>632</u> |
| Previous year accrual usage | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>(800)</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>(800)</u> |
| Total | <u>34,002</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>34,002</u> | <u>31,501</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>31,501</u> |

The church participated in Christian Aid Week and the collected monies were treated as "conduit" funds and are not included above. Grants to individuals totaled £6,030 (2018: £3,650) and grants to institutions £27,972 (2018: £28,651).

PAROCHIAL CHURCH COUNCIL OF ST ANDREW'S CHURCH OXSHOTT
NOTES TO THE FINANCIAL STATEMENTS FOR 2019

GF=General Fund; UDF = Unrestricted Development Fund; RDF = Restricted Development Fund; RHF = Restricted Hardship Fund

| Note | 2019 | | | | | 2018 | | | | |
|--|--------------|----------|-----------|----------|--------------|---------------|----------|-----------|----------|---------------|
| | GF £ | UDF £ | RDF £ | RHF £ | Total £ | GF £ | UDF £ | RDF £ | RHF £ | Total £ |
| 11 OTHER ITEM COSTS | | | | | | | | | | |
| Bank commission | 105 | 0 | 79 | 0 | 184 | 106 | 0 | 79 | 0 | 185 |
| Bibles | 619 | 0 | 0 | 0 | 619 | 584 | 0 | 0 | 0 | 584 |
| Churchwarden Board | 0 | 0 | 0 | 0 | 0 | 240 | 0 | 0 | 0 | 240 |
| Coffee | 1,001 | 0 | 0 | 0 | 1,001 | 841 | 0 | 0 | 0 | 841 |
| Flowers | 800 | 0 | 0 | 0 | 800 | 800 | 0 | 0 | 0 | 800 |
| Harvest (in Vision) | 0 | 0 | 0 | 0 | 0 | 973 | 0 | 0 | 0 | 973 |
| Lent booklets | 460 | 0 | 0 | 0 | 460 | 0 | 0 | 0 | 0 | 0 |
| Men's Breakfasts | 644 | 0 | 0 | 0 | 644 | 2,233 | 0 | 0 | 0 | 2,233 |
| Others under £400 | 257 | 0 | 0 | 0 | 257 | 991 | 0 | 0 | 0 | 991 |
| Outreach | 711 | 0 | 0 | 0 | 711 | 0 | 0 | 0 | 0 | 0 |
| Parish weekend away | 0 | 0 | 0 | 0 | 0 | 13,248 | 0 | 0 | 0 | 13,248 |
| Pre-School | 1,030 | 0 | 0 | 0 | 1,030 | 0 | 0 | 0 | 0 | 0 |
| Weekend Retreat | 3,885 | 0 | 0 | 0 | 3,885 | 3,255 | 0 | 0 | 0 | 3,255 |
| | <u>9,512</u> | <u>0</u> | <u>79</u> | <u>0</u> | <u>9,591</u> | <u>23,271</u> | <u>0</u> | <u>79</u> | <u>0</u> | <u>23,350</u> |
| 12 SPECIAL PARISH COSTS | | | | | | | | | | |
| Boiler and associated equipment | 0 | 0 | 0 | 0 | 0 | 64 | 0 | 0 | 0 | 64 |
| Church notice boards | 2,803 | 0 | 0 | 0 | 2,803 | 0 | 0 | 0 | 0 | 0 |
| Church path surfacing and car park repairs | 2,538 | 0 | 0 | 0 | 2,538 | 0 | 0 | 0 | 0 | 0 |
| Contactless roller blind | 102 | 0 | 0 | 0 | 102 | 0 | 0 | 0 | 0 | 0 |
| Fire Risk Assessment | 2,057 | 0 | 0 | 0 | 2,057 | 2,082 | 0 | 0 | 0 | 2,082 |
| Lightning conductor test | 0 | 0 | 0 | 0 | 0 | 180 | 0 | 0 | 0 | 180 |
| Christian leadership course | 1,500 | 0 | 0 | 0 | 1,500 | 750 | 0 | 0 | 0 | 750 |
| Church Office equipment | 0 | 0 | 0 | 0 | 0 | 235 | 0 | 0 | 0 | 235 |
| Pre-School entry system | 0 | 0 | 0 | 0 | 0 | 2,766 | 0 | 0 | 0 | 2,766 |
| Safeguarding training | 0 | 0 | 0 | 0 | 0 | 150 | 0 | 0 | 0 | 150 |
| Tablet and card readers | 83 | 0 | 0 | 0 | 83 | 222 | 0 | 0 | 0 | 222 |
| Vicarage door locks | 207 | 0 | 0 | 0 | 207 | 0 | 0 | 0 | 0 | 0 |

**PAROCHIAL CHURCH COUNCIL OF ST ANDREW'S CHURCH OXSHOTT
NOTES TO THE FINANCIAL STATEMENTS FOR 2019**

GF=General Fund; UDF = Unrestricted Development Fund; RDF = Restricted Development Fund; RHF = Restricted Hardship Fund

| Note | 2019 | | | | | 2018 | | | | |
|-------------------------|---------------|----------|----------|----------|---------------|--------------|----------|----------|----------|--------------|
| | GF | UDF | RDF | RHF | Total | GF | UDF | RDF | RHF | Total |
| | £ | £ | £ | £ | £ | £ | £ | £ | £ | £ |
| Vicarage fence | 1,580 | 0 | 0 | 0 | 1,580 | 0 | 0 | 0 | 0 | 0 |
| Vision logo and diagram | 0 | 0 | 0 | 0 | 0 | 252 | 0 | 0 | 0 | 252 |
| Website redesign | 0 | 0 | 0 | 0 | 0 | 300 | 0 | 0 | 0 | 300 |
| Wifi coverage upgrade | 0 | 0 | 0 | 0 | 0 | 171 | 0 | 0 | 0 | 171 |
| | <u>10,870</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>10,870</u> | <u>7,172</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>7,172</u> |

13 VISIONCOSTS

Growing in Faith

| | | | | | | | | | | |
|------------------------------|-------|---|---|---|-------|---|---|---|---|---|
| Christianity Explored course | 124 | 0 | 0 | 0 | 124 | 0 | 0 | 0 | 0 | 0 |
| Life Group materials | 1,063 | 0 | 0 | 0 | 1,063 | 0 | 0 | 0 | 0 | 0 |

Growing in Number

| | | | | | | | | | | |
|----------------------|-----|---|---|---|-----|---|---|---|---|---|
| Crib service handout | 260 | 0 | 0 | 0 | 260 | 0 | 0 | 0 | 0 | 0 |
| Families@4 | 996 | 0 | 0 | 0 | 996 | 0 | 0 | 0 | 0 | 0 |

Serving the Community

| | | | | | | | | | | |
|----------------------------------|--------------|----------|----------|----------|--------------|----------|----------|----------|----------|----------|
| Harvest lunch | 951 | 0 | 0 | 0 | 951 | 0 | 0 | 0 | 0 | 0 |
| HeartSmart for Royal Kent School | 395 | 0 | 0 | 0 | 395 | 0 | 0 | 0 | 0 | 0 |
| | <u>3,789</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>3,789</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |

14 DEVELOPMENT COSTS

Building Phase 1 expenditure was accounted into 2013 and 2014. The total expenditure was £576,500.

During 2015 a Phase 1 VAT refund was received for the installation of the ramp and an uncashed cheque reversed reducing the expenditure to £572,857.

During 2016 communion and wedding kneelers were purchased increasing the expenditure to £573,644.

During 2017 a late invoice was received and paid increasing the expenditure to £574,566.

Decisions are awaited on the next phase of the Building Project.

15 RELATED PARTIES

The trustees and related parties made aggregate donations of £95,474 in 2019 and £83,613 in 2018.

Independent Examiner's report to the Parochial Church Council of the Parish of St Andrew's Oxshott

I report to the members on my examination of the accounts of The Parochial Church Council of The Parish of St Andrew's Oxshott ('the PCC') for the year ended 31 December 2019 set out on pages 11 to 21.

Responsibilities and basis of report

As the members of the PCC (and trustees for the purposes of charity law) you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the PCC's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the accounts. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the accounts present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

Independent Examiner's statement

Since the PCC's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England & Wales, which is one of the listed bodies.

Your attention is drawn to the fact that the PCC has prepared the accounts in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the PCC as required by section 130 of the Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination
- the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Use of my report

This report is made solely to the PCC, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the PCC those matters I am required to state to them in an independent examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the PCC as a body for my work or for this report.

Date:

Signed:

Malcolm Lucas, FCA, DChA
Menzies LLP
Chartered Accountants

Ashcombe House, 5 The Crescent, Leatherhead, Surrey KT22 8DY.