



**Annual Parochial Church Meeting  
24 March 2024**

**Budget 2024**

**St Andrew's Church, Oxshott**

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Registered Charity No: 1128379

## **ST ANDREW'S CHURCH, OXSHOTT PROPOSED BUDGET 2023**

### **Introduction**

The Church now has seven funds described below and this note should be read in conjunction with the one page spreadsheet on the next page.

### **General Fund (GF)**

The General Fund is used for the day to day running of the church. The draft budget was distributed and discussed at the September and November PCC meetings. The budget shows a deficit which can be financed from the general fund reserve which was **£133,053** at 31/12/2023 (end 2022 £127,027).

### **Unrestricted Development Fund (UDF)**

The unrestricted development fund was created to preserve legacies from being used for the day to day running of the church and to pay for activities to achieve the Vision of St Andrew's. One legacy of £10,000 was received in 2022 and to end December 2022 the fund has received legacies amounting to £127,377; gifts £70,464; gift-aid £4,273; interest £27,706 providing a total income of £229,820. The expenditure over the same period has been £202,537. At the end December 2023 the fund was **£27,283** (end 2022 £27,283). Any legacies received during 2024 which are not specified for the day to day running of the church or the restricted development fund will be allocated to this fund and the budget income is zero.

### **Restricted Development Fund (RDF)**

All the Phase 1 invoices were agreed and accounted into 2014 which included two accruals; one for the step repair £3,510 and the other for the contractor retention £7,650. These were paid in 2016. However an additional invoice relating to Phase 1 was received in early February 2017 for just under £1,000. Planned giving to the fund ceased in 2018. Gifts and other income has continued to be received and monies were spent in 2023 developing further the BYC plans. At the end December 2023 the restricted development fund was **£563,478** (end 2022 £210,290). The BYC plans will be progressed to enable the refurbishment of the ancillary buildings.

### **Restricted Hardship Fund (RHF)**

£3,130-05p was received on 4 July 2019 from the trustees of St Andrews Pre-school following its closure. The monies are 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. The fund was transferred to the RKS Educational Trust for the same purposes during 2023. Fund is **£0**.

### **Restricted Mission Partnering Travel Fund (RMPTF)**

The Restricted Mission Partner Travel Fund was established to fund the travel costs of trips from Mission Partners to visit St Andrews, and/or fund the travel costs of a visit from a member of the Mission Partnering Committee, Ministry team or a Life Group to a Mission Partner. Fund is **£10,985**.

### **Restricted Economic Hardship Fund (REHF)**

The Restricted Economic Hardship fund was set up to support those in our Church and community most impacted by the economic crisis. No income or expenditure budget. Fund is **£2,487**.

### **Restricted Locally Supported Minister Fund (RLSM)**

The Restricted Locally Supported Minister Fund was set up to fund our Locally Supported Minister for three years from September 2023 and £180,000 was raised. The anticipated expenditure is £60,000 pa.

**PAROCHIAL CHURCH COUNCIL OF ST ANDREW'S, OXSHOTT  
BUDGET FOR THE YEAR ENDED 31 DECEMBER 2024**

GF = General Fund

	Note	<b>Total 2024 GF Budget £</b>	<i>Total 2023 GF Actual £</i>
<b>INCOMING RESOURCES</b>			
Annual Planned Giving		<b>17,845</b>	17,845
Quarterly Planned Giving		<b>8,650</b>	8,775
Monthly Planned Giving		<b>121,968</b>	138,614
Gifts		<b>0</b>	20,531
Legacies		<b>0</b>	0
Tax		<b>30,807</b>	36,124
Collections		<b>1,000</b>	1,087
Special Collections		<b>0</b>	10,052
AFGF - Magazine Advertisement	1	<b>5,160</b>	11,165
Interest	1	<b>1,800</b>	4,894
Fees	1	<b>1,500</b>	1,596
Hall	1	<b>2,000</b>	1,649
Magazine subscriptions	1	<b>2,400</b>	2,647
Other	1	<b>5,000</b>	4,451
Other Incoming Resources		<b>0</b>	0
<b>TOTAL INCOMING RESOURCES</b>		<b>198,130</b>	259,430
<b>RESOURCES EXPENDED</b>			
Youth	2	<b>2,000</b>	606
Families & Children's Leader	2	<b>0</b>	0
Service Expenses	2	<b>11,160</b>	11,315
Church & Hall	3	<b>34,220</b>	32,523
Admin & Secretarial	2	<b>29,104</b>	27,320
Magazine	2	<b>7,560</b>	7,176
Ministry	2	<b>3,480</b>	3,043
Other	2	<b>7,000</b>	6,387
Diocese Quota		<b>102,160</b>	99,023
Special Exp	4	<b>75,000</b>	22,041
Vision Exps		<b>8,000</b>	3,257
Outward Giving		<b>18,557</b>	37,527
Development	5	<b>0</b>	0
Cost of fund raising	6	<b>0</b>	151
Governance		<b>3,390</b>	3,035
Other resources expended		<b>0</b>	0
<b>TOTAL RESOURCES EXPENDED</b>		<b>301,631</b>	253,404
<b>TRANSFER FROM RDF TO GF</b>		<b>0</b>	0
<b>NET MOVEMENT IN FUNDS</b>		<b>-103,501</b>	6,026
BALANCES B/F 1 JANUARY		<b>133,053</b>	127,027
BALANCES C/F 31 DECEMBER	7,8	<b>29,552</b>	<b>133,053</b>

## **General Fund**

The General Fund budget provides for the day to day running of the church. In recent years there has been reliance upon the unpredictable “Other Gifts” to bring the income to the required levels. The aspiration is and has been that the annual, quarterly & monthly planned giving can be increased to a level to match the budget expenditure but this has consistently fallen short.

### **Priorities – the areas we focus on this year**

Following the PCC Away Morning on 14 October 2017, two key priorities were subsequently determined as: 1) Increasing believers 2) Making disciples.

From these two priorities three elements of our vision were identified

1. Growing in faith (as a community of believers growing in faith)
2. Growing in number (of believers)
3. Serving our community – we are all called to put our faith into action- “Go, love your neighbour” i.e.: serve the community.

The team had arrived at the following Vision statement: Empowered by God’s Holy Spirit we long to be followers of Jesus Christ, growing in faith and in number and serving the community in which we live and work. The Vision logo arrived at by the team was “St Andrew’s your church, Growing and Serving”.

### **Income Assumptions**

Annual, quarterly & monthly planned giving based on snapshot at 6/02/2024.

Legacies not allocated to General Fund unless specifically stated as the donor's wishes.

Other Gifts are largely random & unpredictable. Predictable income preferable.

Gift-aid tax recoveries based on 25% of eligible income.

Income from collections, fees and hall maintained despite BYC 24 week refurbishment project.

Other income is equal to Other expenses. Magazine income equal to magazine cost.

### **Planned Giving Income**

Current Planned Giving commitments suggests a 2024 income of £148,463 (£17,845 annual; £8,650 quarterly; £121,968 monthly). **87** (90/96/98/102/105) donors representing **83** (86/89/93/97/101) families.

### **Legacy Income**

The budget for legacies is zero and most legacies since 2003 have been allocated to the unrestricted Development Fund to ensure they are not used for the day to day running costs.

### **Other Gifts Income**

The final budget will include any one-off gifts pledged on Commitment Sunday.

### **Tax Recovery Income**

The 2024 budget includes the 25% tax recovery on the eligible income received between 1 January 2024 and 31 December 2024. The planned giving gift-aid recovery is £30,557 (£4,424 annual; £1,887 quarterly; £24,246 monthly). The Gift Aid Small Donations Scheme allows gift aid to be recovered on a maximum of £8,000 of eligible plate collections but based on 2023 collections these will be minimal, say £1,000. The 2024 budgeted recovery is £30,807 (£30,557 +£250).

### **Collections Income**

The budget for collections is £1,000. Special Collections and Special Purposes donations are unbudgeted. What is received is paid out.

### **Activities for Generating Funds**

The budget for magazine advertising has been increased to £5,160.

**Fee Income**

The fees budget is £1,500.

**Hall Rental Income**

The hall income budget was typically £7,000 but based on 2023 to date has been maintained at £2,000.

**Magazine Income**

The cost of producing the magazine is expected to be matched by the income. Subscription plus advertising income £7,560.

**Interest Income**

The interest on the General Fund deposit is paid into the General Fund. It has been assumed that £40,000 of the General Fund will be invested on average in CBF Deposit Fund earning 5.3% at 31/12/2023. Assume 4.5% throughout 2024. Total interest £1,800.

**Other Income**

Other income includes many activities such as Lunch Club, Mens Breakfast, Womens Breakfast, Wokefield Park, Weekend Retreat, Alpha Course, where the intention is to try to cover the costs through the cost of participation or gifts. For most years the "Other " income and expenditure have been similar. The Other income 2024 budget is shown as £5,000 and the Other Expenses as £7,000.

**Expenditure Assumptions**

Diocese Quota anticipated increase 3.75%. New methodology introduced for 2019. Reduction of 11.5% over 5 years from 2021 (with freezes) excluding annual Diocesan budget increases and inflation.

No curate. Associate Minister Families & Children housing and expenses are paid from RLSMF.

Music Director, organists and guest musicians to support services.

Need hospitable Church & Hall, clean, well lit & inviting.

Gas & Electricity budget 2024 usage of gas (70,000 kWh)& electricity (13,000kWh) to be similar to 2023.

Continue with 32 hours pw of Parish Office secretarial/admin support plus materials & infrastructure.

No major equipment purchases.

No change in existing employees, working patterns, salaries, hourly rates and performance rates.

Continue with ten issues of Parish Magazine.

Ministry continues as is, including vicar's expenses.

Special expenditure budget does not include any additional resource.

Outward planned giving for mission partners to be 10% of "core income".

Independent Examination of our 2024 Financial Accounts.

The Special Expenditure budget includes £55,000 for the repair of the north corridor roof and ceilings, £10,000 for the vacancy & £10,000 for the usual provision for unexpected items.

**Diocesan Quota Expense**

2024 provisional Quota is £102,160. New allocation methodology for 2019 but still based three year moving average of the attendance figures submitted in the annual "Statistics for Mission" returns.

**Youth Programme Expenses**

The 2024 budget includes Junior Church £750; Resource Centre budget £0; Resources budget for quest, OY & pathfinders £750. ABC £500. 2024 budget is £2,000.

**Service Expenses**

The Service expenses budget includes Musicians £7,670; Services £2,000; Licences £700; Communion £270; Candles £150; Books £120; Name Badges £100; Other £100; Bereavement £50. 2024 budget is £11,160.

### **Church and Hall Expenses**

The Church & Hall budget includes Gas £10,500; Maintenance £8,000; Electricity £6,500; Cleaner £5,004; Insurance £2,904; Cleaning Supplies £512; Water £300; Waste Disposal £500. 2024 budget is £34,220.

### **Administration & Secretarial Expenses**

Continue with Parish Administrator for 4 days per week and 5 hours per day. Secretarial and Administration Assistant for 3 days per week and 4 hours per day. Total of 32 hrs per week. Agreed to pay London Minimum Wage from 1/12/2020. Next revision effective 1/04/2024. Cost £23,714 (salary, employer national insurance, employer national insurance annual allowance & pension/life assurance). Photocopying £2,000 (lease £1,000; Copies £940; Staples £60); ChurchSuite £930; Web/Broadband £672; Software licences & support £618; Telephone £400; Stationery £400; Office Expenses £250; Payroll £120. Hardware zero. 2024 budget is £29,104.

### **Magazine Expenses**

There will be ten issues of the magazine. The December edition will be a December/January edition and July a July/August edition. 2024 budget is £7,560.

### **Ministry Expenses**

Vicar's expenses £1,200; Training Course £800; Vicarage Water £400; Vicarage Security System £360; Hospitality £240; Pastoral £180; Vicar's Laptop Support £150; Visiting Preachers £150; Vicarage Maintenance £0; Other £0. 2024 budget is £3,480.

### **Other Expenses**

See the comments under "Other Income". Other Expenses budget is £7,000.

### **Parish Special Expenses**

Parish Special Expenditure £10,000 plus £55,000 for the north corridor roof, ceilings & portable cabins plus VAT and £10,000 for possible vacancy expenses. 2024 budget is £75,000.

### **Vision Expenses**

Budget £8,000 (Growing in Faith £2,000; Growing in Number £2,000; Serving the Community £4,000 (includes Welcome Co-ordinator)).

### **Outward Giving**

The Outward Giving consists of *Special Collections* (e.g. Crisis) budget £0; one off *Special Purposes Donations* budget £0; and *Planned Outward Giving* to Mission Partners which is 10% of "core income".

### **Governance**

Independent examination is estimated by Menzies (last year plus inflation estimated to be 7%) to be £2,675 plus VAT = £3,210 and the provision of bank statements &/or extra advice £150 plus VAT = £180. PCC secretary £0. The 2024 budget is £3,390.

### **Net Income and reserves**

The extent of the 2024 budget deficit and the effect upon the General Fund reserves can be seen in the following table which is similar to the amount held between 2015 to 2019 representing just under 3 months of budgeted expenditure.

### **Conclusions**

Unfortunately the annual, quarterly & monthly planned giving and associated gift-aid recovery continues to decline reducing our budgeted income. This potential general fund deficit can be funded from the general fund reserve but would reduce the end 2024 reserve to less than 2 months normal expenditure leaving little to fund future year deficits. The unpredictable income is always unknown, has contributed significantly in previous years and may help in 2024. A plan is needed to restore the reserve.

**ST ANDREW'S CHURCH OXSHOTT**  
**NOTES TO THE PROPOSED 2024 BUDGET**

	Note	2020 Actual £	2021 Actual £	2022 Actual £	2023 Actual £	2024 Budget £
<b>1 Other Income</b>						
AFGF Magazine Advertisements		4,930	7,190	7,321	11,165	5,160
Fees		1,223	1,171	2,096	1,596	1,500
Hall Income		806	135	2,621	1,648	2,000
Magazine Income		2,663	2,371	2,212	2,646	2,400
Interest		296	65	399	4,894	1,800
Other Items		2,568	609	4,341	4,451	5,000
		<u>12,486</u>	<u>11,541</u>	<u>18,990</u>	<u>26,400</u>	<u>17,860</u>
<b>2 Parish Running Expenses</b>						
Youth Programme		9,830	822	900	606	2,000
Families & Children's Leader		0	0	101	0	0
Church and Hall Exps	3	22,763	25,206	34,964	32,523	34,220
Admin and Secretarial		23,266	25,396	26,064	27,320	29,104
Magazine Expenses		7,306	5,746	6,362	7,176	7,560
Service Expenses		7,560	8,420	10,671	11,315	11,160
Ministry Expenses		1,786	3,026	2,963	3,043	3,480
Other Expenses		1,977	3,310	6,519	6,386	7,000
		<u>74,488</u>	<u>71,926</u>	<u>88,544</u>	<u>88,369</u>	<u>94,524</u>
<b>3 Church and Hall Expenses</b>						
Electricity		2,006	1,742	4,879	6,792	6,500
Gas		4,647	8,067	7,623	7,873	10,500
Insurance		2,746	2,789	2,900	3,138	2,904
Water		448	143	218	430	300
Cleaning		5,331	5,758	5,250	5,716	5,516
Refuse Collection		241	0	0	526	500
Maintenance		7,219	6,707	12,270	7,919	8,000
Environment		125	0	0	0	0
Kitchen		0	0	0	129	0
		<u>22,763</u>	<u>25,206</u>	<u>33,140</u>	<u>32,523</u>	<u>34,220</u>
<b>4 Parish Special Expenditure</b>						
Audio Visual Equipment & System		4,366	899	849	0	0
Church Grounds		0	0	1,950	2,580	0
Church Play Area		0	2,451	332	0	0
Church Roof Repair		0	0	10,188	0	0
Contactless Giving Station Payaz		0	0	430	0	0
Curate		16,333	23,341	23,844	18,865	0
Donation Boxes		0	0	190	0	0
Families & Children's Worker		1,105	320	0	0	0
Grand Piano		0	900	0	594	0
Hall Decoration		0	0	4,975	0	0
Lightning Protection		0	1,536	192	0	0
Memorial Garden		186	0	0	0	0
North Corridor Roof		0	0	0	0	55,000
Path Surfacing & Car Park Repairs		0	666	0	0	0
Preparation					451	0
Quinquennial Inspection		0	720	0	0	0

**ST ANDREW'S CHURCH OXSHOTT**  
**NOTES TO THE PROPOSED 2024 BUDGET**

	2020	2021	2022	2023	2023
	Actual	Actual	Actual	Budget	Budget
Note	£	£	£	£	£
Unallocated	0	0	0	0	10,000
Vacancy	0	0	0	0	10,000
Vestibule Chairs	0	1,503	0	-449	0
Youth Pastor's MA Leadership Course	750	0	0	0	0
	<u>22,740</u>	<u>32,336</u>	<u>42,950</u>	<u>22,041</u>	<u>75,000</u>
<b>5 Development Activities</b>					
BYC 2012 Survey Information	522	0	0	0	0
BYC Architect	15,444	18,320	6,666	0	0
BYC Consultant VAT Advice	840	0	0	0	0
BYC Consultant Quantity Surveyor	3,240	0	0	0	0
BYC Consultant Engineers	0	0	1,184	0	0
BYC Consultant Construction	0	0	2,700	0	0
Elmbridge Borough Council Planning	0	0	500	0	0
	<u>20,046</u>	<u>18,320</u>	<u>11,050</u>	<u>0</u>	<u>0</u>
<b>6 Generation of voluntary income</b>					
Contactless device	0	0	0	151	0
Fund Raising Brochure & Leaflets	0	0	0	0	0
Gift-aid envelopes	0	0	0	0	0
Quiz	0	0	0	0	0
Stamps	0	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>151</u>	<u>0</u>
<b>7 Closing Reserves</b>					
Endowment Flower Fund	Closed	Closed	Closed	Closed	
Unrestricted General Fund	123,065	136,599	127,027	133,053	
Unrestricted Development Fund	9,783	17,283	27,283	27,283	
Restricted Development Fund	201,868	219,545	210,290	563,478	
Restricted Hardship Fund	3,130	3,130	3,130	0	
Restricted Mission Partner Travel Fund	0	0	12,500	10,985	
Restricted Economic Hardship Fund	0	0	3,367	2,467	
Restricted Locally Supported Minister Fund	0	0	152,223	163,422	
	<u>337,846</u>	<u>376,557</u>	<u>535,820</u>	<u>900,688</u>	
<b>8 Represented by</b>					
Receivables/Payables	28,383	15,836	43,592	24,938	
Barclays Bank	81,463	132,721	264,228	107,750	
Central Board of Finance	228,000	228,000	228,000	768,000	
	<u>337,846</u>	<u>376,557</u>	<u>535,820</u>	<u>900,688</u>	