

# **Trustee's Annual Report and Annual Financial Report**

**For the year ended 31<sup>st</sup> December 2022**



## **The Parochial Church Council of the Ecclesiastical Parish of St Nicolas Itchingfield**

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St Nicolas' Church, Fulfords Hill, Itchingfield, West Sussex, RH13 0NX

[www.stnicolasitchingfield.org.uk](http://www.stnicolasitchingfield.org.uk)

## **Parochial Church Council of St Nicolas, Itchingfield**

### **Trustees' Annual Report for 2022**

St Nicolas' is the parish church for the villages of Barns Green and Itchingfield and is part of the Horsham Deanery and the Diocese of Chichester. It is joined in a benefice with St Peter's Church in Slinfold.

### **Structure, Governance & Management**

The trustee is the Parochial Church Council (PCC), which is a corporate body established by the Church of England. The PCC is a charity which is excepted from registering with the Charity Commission within the meaning of section 30 of the Charities Act 2011. The PCC operates under the Parochial Church Council (Powers) Measure 1956 and the Church Representation Rules [Schedule 3 to the Synodical Government Measure 1969 (No. 2)].

Members from January 2022 until the date this report was approved:

#### *Ex Officio Members:*

Rev'd Sandra Hall (Chair)	Incumbent
Mr Geoff Chamberlin (from May 2022)	Churchwarden & Vice Chair
Mrs Miriam Coghill (until May 2022)	Churchwarden
Mr Richard Simmons	Churchwarden
Mr Martin Hennock	Deanery Synod

#### *Elected Members:*

Mrs Chris Hennock (from May 2022)	Secretary
Mr Geoff Chamberlin (until May 2022)	Secretary
Mrs Julia Huson	Treasurer
Mrs Angela Cash (from May 2022)	
Mrs Carol Chamberlin (until May 2022)	
Mrs Miriam Coghill (from May 2022)	
Mr Geoff Enticott (until October 2022)	
Mrs Pippa McBean	
Mr Michael Willcocks	

The appointment of PCC members is governed by the Church Representation Rules. Membership consists of certain ex-officio members (clergy, churchwardens and members of the Deanery Synod) and up to nine members (whose names must be on the church electoral roll) who are elected at Annual Parochial Church Meetings. Parishioners are warmly encouraged to stand for election to the PCC, and we try to ensure a balance of skills and experience where possible.

### **Additional Management Arrangements**

**Standing Committee** - This committee has power to transact business of the PCC between its meetings, subject to any directions given by the PCC. The rector and churchwardens are members ex-officio, and other members appointed by the PCC at its meeting in May 2022 were Mrs Chris Hennock, Mrs Julia Huson and Mrs Pippa McBean.

**Other Officers** appointed by the PCC:

Sacristan	Mrs Wendy Dorkings
Safeguarding Officer & Electoral Roll Officer	Mrs Chris Hennock
Bellringing Captain	Mrs Angela Cash
Fundraising Committee Chair	Mrs Pippa McBean
Fabric Committee Chair	Mr Ray Fisher
Churchyard Manager	Mrs Pippa McBean

## Additional Management Arrangements (continued)

The **Fabric Committee** meets to consider the repair and maintenance of the church buildings and reports back to the PCC.

Most other church post-holders for the parish are appointed by the PCC.

## Objectives and Activities of the Parochial Church Council

### Main Objectives

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

It is the duty of the PCC to cooperate with the minister in promoting in the parish the whole mission of the church, pastoral, evangelistic, social and ecumenical.

The PCC also has maintenance responsibilities for St Nicolas' Church and associated property. An important part of this is being responsible for taking care of the church's financial affairs.

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*Was recommended to visit this lovely church. Love the informative folders, the bell tower and the beautiful church.*

*SH & HC, Billingshurst*

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### Activities Undertaken

When planning our activities for the year, the PCC has considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on 'charities for the advancement of religion'. The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, fully recognising its duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults.

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*Trip down memory lane. Baptised here in 1991. Now a Priest. Happy memories of growing up here.*

*TM, Ipswich*

*Stunning & Well Kept, lovely visit.*

*CA, Southampton*

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We planned our objectives and activities to fulfil the following aims:

- To encourage as many people as possible to worship at St Nicolas' Church and in other locations around the parish;
  - To encourage as many people as possible to become part of the parish community at St Nicolas'.
- 
- To provide regular services in a familiar format for all members of the public who wish to attend. Visitors from within as well as outside the parish boundary come by personal choice, and we welcome them in a peaceful and friendly atmosphere.
  - To allow opportunities for all to encounter God and to learn more of Him by regular teaching on the word of God both in and out of the church building and to reach out to our local community who may not come to church.
  - To provide a safe place for people to worship, spend reflective time and be at peace by keeping the church building open for services and private prayer and keeping it clean, warm and comfortable.
  - To provide a peaceful, reflective space for parishioners and visitors in the lovely churchyard, which gives a rich and varied habitat for the local flora and fauna and is a picturesque place for people to meet and for walkers on the public footpaths to sit and rest.
  - To bring pastoral care to those in need: the sick; the bereaved; the lost, by visiting their homes or by telephone calls and e-mails.



## Objectives and Activities of the Parochial Church Council (continued)

- To help address the needs of the local community by allowing the church building to be a receiving area for the donation of food for local food banks.
- To provide a welcoming venue for our community to celebrate and thank God at milestones of the journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing, and through funeral services family and friends express their grief and give thanks for the life which is complete in this world and commend the person into God's keeping.
- To provide additional celebration and to acknowledge the sacrifice of others, with dedicated bell ringers being willing to ring on such occasions, using well-maintained bells.
- To provide education, nurturing all ages by maintaining a building of historical interest and by supporting the local primary school and youth organisations.
- To support other charities by allowing occasional church collections to be taken for other good causes; working to assist people in need.

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*Friede für Ukraine, wunderschöne Kirche  
(Peace to Ukraine, wonderful church)*

*GH, Vienna, Austria*

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## Electoral Roll

The church electoral roll was renewed in May 2022, with a resultant total of 62 names, 42 of whom live within the Parish.

## Achievements and Performance

### ***Proceedings of the Parochial Church Council***

The PCC held five main meetings during 2022, with attendance averaging 80%.

2022 was largely a year of consolidation, a key concern having been gradual restoration of activities following the damaging effects of the Covid-19 pandemic. No major building works were undertaken during the year.

Along with its routine yet important administrative tasks, the PCC's focus was on two major matters: the architect's quinquennial inspection report; and the project for the addition of toilet and tea-making facilities. For further details, please see Church Buildings section below.

It is with great sadness that we record the deaths of Geoff Enticott (PCC member) and Ray Fisher (Chair of the Fabric Committee). We miss their wisdom and their willingness to serve the church in whatever way was needed.

### ***Impact of COVID-19***

Most government regulations were lifted from 19th July 2021. Since then we have, in line with Church of England guidelines, adopted a common-sense approach based on our knowledge of the particular circumstances of our church and parish. For example we made provision in our regular services for those people who so wished to continue social distancing. Adaptation to a more normal pattern developed gradually, and by the end of 2022 there were few of the special provisions remaining.

### ***Services and Attendances during 2022***

#### Regular Services

*Sunday Services* - Holy Communion held in church at 11am on 1st, 3rd & 5th Sundays, and at 8am on 2nd & 4th Sundays. Average attendance at these services (not including Easter & Christmas) was 18.



## **Achievements and Performance (continued)**

### Regular Services (continued)

*Family Worship* - held at 10am on 4th Sundays usually in Barns Green Village Hall, had an average attendance of 20 which included a good proportion of children.

*Evening Services* - held on six Sundays between March & October, with different themes including Lent Reflections, Healing, Songs of Praise and Evensong, average attendance being 19.

*Evening Prayer* - on Wednesdays held in the church during summer months and in people's homes during the winter. Attendances were small but very loyal, with meetings going ahead on average 3 times per month.

### Festivals

*Easter 2022* - two main services were held over Easter weekend, Easter Eve Vigil and Easter Day Family Communion. Total attendance was 55, including children.

*Christmas 2022* - Christmas Eve Midnight Communion and Christmas Day Family Communion attracted total attendance of 69, with a good proportion of children on Christmas Day. However the most popular service was the Christmas Eve Crib Service, with a congregation of over 130; it was lovely to have a full church with so many children there.

*Remembrance Sunday 2022* - the annual service of Remembrance was held in the village hall, with a link to the Cenotaph, to which all villagers were welcomed. The collection was given to the Royal British Legion.

*Harvest Festival 2022* - collections for both morning and evening services were donated to 'Turning Tides', a Worthing based charity devoted to helping the homeless in West Sussex. Gifts of food were donated to Horsham Matters Food Bank.

### 'Outreach' - Services and other Events in the Community

*Messy Church* - each month in term time we hold Messy Church in the Barns Green School community room, to which children from 0-11 years are welcomed with an accompanying adult. In 2022 we had between 9 and 25 people attending. The children enjoy doing at least five crafts, hearing a Bible story, prayers and a song, all based on a Christian theme and ending with a meal together.

*Home Communion* - was taken to members of the congregation who were unable, for various reasons, to come to take Communion in church.

*Care Home* - each month Rev'd Sandra led a Communion service at Wellcross Grange, a local care home. Four times a year there were additional services where helpers went along to support her by forming a small instrumental group and choir to accompany singing of well-known hymns. Usual attendance was about 20 residents, and it was clear these visits were much appreciated.

*Christmas Lunch* - in December, all those living on their own in Barns Green or in the neighbourhood were invited to a Christmas lunch and entertainment in the school community room. The event concluded with singing of well-known Carols.

### Baptisms, Weddings, Funerals

During 2022 there were two baptisms, three weddings and seven funerals held in church, and one graveside service.

At all three weddings it was lovely to see the church full without the limitations which had given rise to such problems during the past couple of years due to Covid restrictions. Two of the funerals had attendances of well over 100, and although the church was packed no-one had to be turned away.

## Achievements and Performance (continued)

### ***Other Church activities***

#### Concerts

Two concerts were held in the church during 2022:

*Harp Recital* - given by Margaret Watson. The programme included a wide variety of music adapted for solo harp, ranging through classics, jazz, songs from musicals and modern pieces. Between items Margaret gave some fascinating insights into features of the instrument. The concert was open to all, with a retiring collection for St Nicolas' Church.

*Carol Concert* - led by Barns Green "Local Vocals" and "Local Yokels", this popular event was also open to all and gives many people a lively and cheerful warm-up before Christmas, with part of the collection at the event kindly being donated to St Nicolas'.

#### Church Groups

*Choir and Music* - We are a happy group of ten singers who come together for the pleasure of singing wonderful church hymns and songs at the regular services and for weddings, funerals and special occasions. At present the regular organ playing is shared by three ladies; one of whom toggles being in the choir and another toggles being in the choir and playing her beautiful harp.

Members of the choir and congregation visit rest homes several times a year, where our Rev Sandra holds seasonal services for the residents. Once a month we hold a family service where we are joined by our music group consisting of harp, cello, clarinet and cajon drum.

The choir made a recording of 'God be in my Head' and this gentle hymn has been used during several personal services over the years.

We are a friendly and enthusiastic group who find singing and making music therapeutic. Why not come and join us?

*Bellringing* - the bells were rung before the great majority of mid-morning Sunday services, and practices were held on most Friday evenings. Through the distinctive and usually joyful sound of the bells, St Nicolas' ringers help to maintain this singular English tradition.

At the request of national authorities, the bells were also rung at the same times as bells at churches up and down the land to mark the Platinum Jubilee of Queen Elizabeth, and later in the year her passing and the accession of King Charles.

*Church Flowers* - There are 14 'flower arrangers', who try and make sure there are fresh flowers in the church throughout the year, except during Lent and Advent.

The arrangers get together in March, armed with diaries, and work out a rota system so that individually they only have to do the flowers once or twice a year. Also, extra arrangements are put on the windowsills and font for Christmas, Easter and Harvest; always a challenge to get the arrangements up onto the high windowsills but always well worth it as the team receives many compliments, and these festive decorations seem to be much appreciated.

*Church cleaners* - we would particularly wish to mention that unseen band of heroes who carry out the vital job of keeping the church dusted and polished, making it a place which is obviously cherished and is welcoming to visitors.

*Church maintenance* - thanks to the team of Ray Fisher, Bob Dorkings and David Pickard for all their good work on the huge task of looking after the church building, especially when this has meant turning out at short notice for urgent matters.

*Local fundraising* - thanks to Mags Fisher and her team, who with the 'Table Top Shop' have over the years raised a remarkable amount of money for the church through their spirited enterprises.



## **Achievements and Performance (continued)**

### **Ministry**

Our gratitude is due to:

*Assistants at Services* - our sidesmen and women, readers, intercession leaders, Communion servers, together with sacristan Wendy Dorkings and verger Pip McBean.

*Lay Reader* - Martin Hennock who is a licensed Lay Reader takes some of our Family Services, Wednesday Evening Prayer and Bible Study Group. He divides his ministry time between St Nicolas' and St Mark's in Horsham.

*Honorary Associate Priest* - Rev'd Rosemary Cattell, who retired in 2021 after six years' service to this church but who has returned to help, mostly when Rev'd Sandra is away and at festival and other special services.

*Rector Sandra Hall* - who serves us so well in so many ways and always with a cheerful countenance. Thank you, Sandra, for all your hard work and your love, guidance and care, which we deeply appreciate.

### **Safeguarding**

During 2022 there were no safeguarding concerns raised. Those volunteers with DBS certification were checked. It was the first year for a while with the full range of organised events (services, rehearsals, concerts etc) throughout the year. Chris Hennock took over as PCC secretary and the process started for Bryan Southon to take over as safeguarding officer.

### **Deanery Synod**

The church can have up to 3 members of the PCC sitting on the Deanery Synod. At present there is only one member. This provides the PCC with an important link between the parish and the wider structures of the Chichester diocese. St Nicolas' representative is also the lay chair of the Deanery Synod.

The Deanery Synod has been quiet this year again as it has not really reformed post pandemic. There has been one meeting again combined with the Diocesan budget review. The churches in the deanery have increased their contributions to meet the ministry costs of the churches and as a deanery we are closer to meeting the full costs of all the clergy in the deanery. This is achieved by some churches contributing more than their costs to support others.

There are 2 meetings planned for 2023. The Synod term ends in 2023 and so a new Synod is elected at the APCMs in 2023.

### **Goods & Ornaments**

There have been no changes to the goods and ornaments of the church during the year apart from some minor items.

### **Carbon Footprint**

A target has been set by General Synod for all parts of the Church of England, including parishes, to reach net zero emissions by 2030. This is something to which the PCC will have to pay close attention in the coming years, utilising the guidance provided by the C of E Environment Working Group and the Diocese. During 2022 we submitted our first return to the C of E database giving data about our energy footprint.



## **Churchyard**

Under the guidance of our churchyard manager Pip McBean, we manage the maintenance of the churchyard to provide a diverse range of habitats for our native species, and monitor the churchyard environment regularly. We aim to provide a place which reflects the beauty of God's creation and provides a peaceful and reflective space for congregations and visitors, and which is in harmony with the rural nature of the local landscape.

Long grass is not neglect; it is a haven for wild flowers and increases value to insects as well as larger creatures together with providing suitable conditions for a variety of native wildflowers. The Sussex Botanical Recording Society have surveyed our churchyard and have said 'it was rich in wildflowers, grasses, butterflies, insects etc, and a joy to find a churchyard with so many native species of flowers and grasses that are allowed to grow and set seed'.

We do hope you will enjoy visiting our churchyard, with little to disturb you other than the birds and wildlife.

## **Priest's House**

Whilst the Priest's House is not included within the architect's quinquennial inspection, substantial defects of the structure have become apparent. The western end of the south wall is bowed; this is thought to be largely due to the huge weight of the Horsham Stone roof bearing down on it for many years, the building having originally been constructed about 500 years ago.

Churches receive neither government funding nor repair grants from the Church of England, and restoration work on the Priest's House is considered lower priority than that on the church itself. Moreover work on ancient buildings must be carried out sympathetically by competent contractors using appropriate materials, so is likely to be costly. Informal consultations with an experienced engineer have already begun. The PCC is faced with serious difficulties in preserving this rare historic little gem, but we shall do what we can.

## **Church Building**

Members of the Fabric Committee have continued to ensure that the maintenance plan is being followed and kept up to date. The quinquennial inspection was carried out in November 2021 and the subsequent report highlighted some issues with the church roof and gutters that require attention. Discussions are currently ongoing with suitable specialist roofing contractors to carry out the necessary repair works.

### ***Toilet & Tea Making Facilities***

Following the Diocesan Advisory Committee ('DAC') site visit in January 2022 and their subsequent report, a number of different options were revisited as suggested by the DAC and a site visit was arranged with Historic England to review three of the options. The Historic England site visit took place in September 2022 and further sketches detailing Option 3 (locating the new facilities in an extension on the northern side of the church, accessed via a door towards the rear of the nave) were requested incorporating some design changes that were suggested by Historic England. These design changes included the addition of a boiler room within the new extension to facilitate the demolition and removal of the unsightly existing boiler house.

## **Other Property Matters**

### ***Church Lane***

We have been unable to make any further progress with the Diocesan Property Department regarding the ownership of Church Lane.

### ***New Car Park***

The possibility of establishing a new car park in the field to the south of the churchyard has been raised with the Diocesan Property Department, but no further progress has been made.

## Financial Review

A detailed breakdown of the income and expenditure for 2022 can be found in the Statement of Receipts and Payments.

### Income

- Across most lines, income has returned to a more normal level in 2022, with the restoration of activities following the Covid-19 pandemic. Whilst there has been some variability on individual lines, overall income from planned giving, other tax efficient giving, collections at services, wall safe, contactless and other donations has been very consistent with prior year.
- Gift Aid recovered decreased by £3,306 with the amount received in 2021 being exceptionally high as a result of some one-off donations.
- Grant income increased by £600 in 2022 thanks to a payment from Chichester Diocese towards rising energy costs. We also continued to benefit from a £1,500 grant from Itchingfield Parish Council towards the upkeep of the churchyard, for which we are very grateful.
- In June 2022, the PCC received a legacy of £100,000 from the estate of a parishioner. Whilst this was left for the general benefit of St Nicolas' Church, the PCC has designated these funds to be used for significant development projects in the parish, as specified by our legacy policy.
- From a fundraising perspective, income of £5,905 has been raised through the Table Top Shop, which will be used towards the forthcoming project to provide toilet and tea making facilities at the church. This represents a significant increase on the prior year which had been impacted by the Covid restrictions. We were also able to support the Run Barns Green event in September 2022 raising funds of £300, with the amount of £270 due for the 2021 event also being received in 2022. In addition, an amount of £315 (net of expenses) was raised from the Harp Recital in June, as well as £50 from EasyFundraising.
- Interest received increased significantly in 2022 by £911 due to rising interest rates and a higher balance being held on deposit.

### Expenditure

- The largest expenditure of the PCC is the parish share of £28,000 paid to the Diocese. This amount covers the housing, stipend and pension costs of the clergy, an allocation for diocesan central costs, clergy training and a contribution to national church funds. The amount paid by Itchingfield PCC in 2022 increased by £2,000, representing 72.8% of the amount required to cover our full ministry costs. The PCC remains very focused on continuing to increase our level of contribution each year.
- Ministry expenses were up £299 and cost of services up £129 as activities resumed post-Covid.
- Church running expenses increased by £730 as a result of increased heating oil costs, with higher churchyard maintenance costs also being seen as a result of price increases and incremental work required to hedges and overhanging branches. This was offset by a decrease in the cost of tree surgery, with 2021 being exceptionally high as a result of the arboricultural survey.
- Building and maintenance costs increased by £1,606 in 2022, predominantly as a result of the cost of the quinquennial inspection, with additional costs also being incurred for the inspection of the lightning conductor and inspection of the safety equipment in the bell tower. Accordingly, the surplus remaining from the £4,000 building and maintenance budget for the year, which is transferred to the Fabric Fund in accordance with our reserves policy, was lower than prior year at £1,918.

### Result

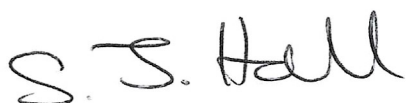
- Payments from the General Fund for 2022 exceeded receipts with a deficit of £3,052 being recorded for the year.
- Whilst it's not ideal to be recording a deficit, this was in accordance with the expectation set at the beginning of the year, with the actual result being better than originally budgeted due to higher income from collections, wall safe and contactless donations, and the £600 grant received from Chichester Diocese towards rising energy costs.



## Reserves Policy

- It's the policy of the PCC not to hold any money in reserve in the General Unrestricted Fund while the PCC are unable to pay their full parish share. Sufficient funds will be maintained in the current account to meet known liabilities, which includes all known expenses for the next 2-3 month period, together with provision for costs in respect of forthcoming projects (which includes the replacement of sound equipment, potential repairs arising from the quinquennial inspection and the project to provide toilet and tea making facilities at the church). Any current year surplus over budget will be considered by the PCC towards year end, and is likely to be used to enhance the parish share payment to the Diocese the following year, with the exception of legacies and significant gifts received for general purposes, which will be tracked separately and the most appropriate use of the gift determined.
- The Churchyard Fund is a restricted fund which can only be spent on the upkeep of the churchyard, including routine maintenance and any tree surgery required. It is the policy of the PCC not to hold any money in reserve in the Churchyard Fund. Any amount remaining in this fund at the end of the year is due to timing only and will be utilised at the beginning of the following year.
- The Fabric Fund is a restricted fund which can only be spent on the fabric of the church. Consequently the Fabric Fund will build up in reserve to pay for future improvements and repairs. Income generated from investments will be allocated to the Fabric Fund.
- Other funds (designated by the PCC or restricted) may be set up for a specific purpose (for example to improve facilities at the church). Fundraising may be required, and so until a target figure is achieved and work commences, funds will be kept in reserve and invested.
- Reserves are currently invested through CCLA Investment Management Ltd in the CBF Church of England funds, either in the Deposit Fund (which provides interest, and is available for immediate withdrawal without penalty), or in the Investment Fund (which is equity based, and provides share income as well as long term growth). The Treasurer, in conjunction with the PCC, will determine the split between funds on an ongoing basis.
- It is the policy of the PCC that any money not spent by year end in the Building and Maintenance budget of the General Fund be designated to the Fabric Fund.

This Trustees' Annual Report was approved by the PCC  
and signed on its behalf by Rev'd Sandra Hall, Chair



Date 27/03/2023



**ST NICOLAS' CHURCH, ITCHINGFIELD**  
**RECEIPTS AND PAYMENTS FOR THE YEAR ENDING 31<sup>st</sup> DECEMBER 2022**

<b>Receipts</b>	<i>Unrestricted</i> <b>General</b> <b>Funds</b> <b>£</b>	<i>Unrestricted</i> <b>Designated</b> <b>Funds</b> <b>£</b>	<i>Restricted</i> <b>Churchyard</b> <b>Funds</b> <b>£</b>	<i>Restricted</i> <b>Fabric</b> <b>Funds</b> <b>£</b>	<b>2022</b> <b>Total</b> <b>Funds</b> <b>£</b>	<b>2021</b> <b>Total</b> <b>Funds</b> <b>£</b>
<b>Donations &amp; Legacies</b>						
Planned Giving	15,416	120	500		16,036	16,608
Other Tax Efficient Giving	560		25	164	749	380
Collections at Services	6,323				6,323	5,925
Wall Safe	257				257	92
Contactless Donations	786				786	218
Other Donations	4,098		10	70	4,178	5,112
Gift Aid Recovered	5,909				5,909	9,215
Legacies Received		100,000			100,000	5,000
Grants	600		1,500		2,100	1,500
	<b>33,949</b>	<b>100,120</b>	<b>2,035</b>	<b>234</b>	<b>136,338</b>	<b>44,050</b>
<b>Charitable Activities</b>						
Fees paid to PCC	3,423				3,423	3,460
Messy Church	146				146	36
Fundraising	941				941	0
	<b>4,510</b>				<b>4,510</b>	<b>3,496</b>
<b>Other Trading Activities</b>						
Table Top Shop				5,905	5,905	3,720
Other Fundraising Events				80	80	0
				<b>5,985</b>	<b>5,985</b>	<b>3,720</b>
<b>Investment Income</b>						
CBF Deposit Fund Interest				945	945	70
CBF Investment Fund Dividends				68	68	67
Current Account Interest	35				35	0
	<b>35</b>			<b>1,013</b>	<b>1,048</b>	<b>137</b>
<b>Total</b>	<b>38,494</b>	<b>100,120</b>	<b>2,035</b>	<b>7,232</b>	<b>147,881</b>	<b>51,403</b>
Building & Maintenance transfer from General Fund (Note 5)				1,918	1,918	3,524
<b>Total Receipts</b>	<b>38,494</b>	<b>100,120</b>	<b>2,035</b>	<b>9,150</b>	<b>149,799</b>	<b>54,927</b>

**ST NICOLAS' CHURCH, ITCHINGFIELD**  
**RECEIPTS AND PAYMENTS FOR THE YEAR ENDING 31<sup>st</sup> DECEMBER 2022**

<b>Payments</b>	<i>Unrestricted</i> <b>General Funds</b> £	<i>Unrestricted</i> <b>Designated Funds</b> £	<i>Restricted</i> <b>Churchyard Funds</b> £	<i>Restricted</i> <b>Fabric Funds</b> £	<b>2022 Total Funds £</b>	<b>2021 Total Funds £</b>
<b>Church Activities</b>						
Missionary & Charitable Giving (Note 1)	544				544	552
Parish Share to Diocese	28,000				28,000	26,000
Ministry Expenses (Note 2)	2,196				2,196	1,897
Messy Church	106				106	84
<b>Other Church Expenses</b>						
Church Running Expenses (Note 3)	5,555	260	2,061		7,876	7,146
Cost of Services (Note 4)	540				540	411
Building and Maintenance (Note 5)	2,082				2,082	476
Major Building Repairs (Note 6)	0				0	0
Registration Fees and Subscriptions	436				436	424
Bank Charges	82				82	96
<b>Expenditure on Charitable Activities</b>	<b>39,541</b>	<b>260</b>	<b>2,061</b>		<b>41,862</b>	<b>37,086</b>
<b>Expenditure on Raising Funds</b>	<b>87</b>				<b>87</b>	<b>0</b>
<b>Expenditure on Trading Activities</b>						
Hire of Village Hall	0				0	0
<b>Total</b>	<b>39,628</b>	<b>260</b>	<b>2,061</b>		<b>41,949</b>	<b>37,086</b>
Building & Maintenance transfer to Fabric Fund (Note 5)	1,918				1,918	3,524
<b>Total Payments</b>	<b>41,546</b>	<b>260</b>	<b>2,061</b>		<b>43,867</b>	<b>40,610</b>

**ST NICOLAS' CHURCH, ITCHINGFIELD**  
**RECEIPTS AND PAYMENTS FOR THE YEAR ENDING 31<sup>st</sup> DECEMBER 2022**

<b>Notes to Payments</b>	<i>Unrestricted</i> <b>General Funds</b> £	<i>Unrestricted</i> <b>Designated Funds</b> £	<i>Restricted</i> <b>Churchyard Funds</b> £	<i>Restricted</i> <b>Fabric Funds</b> £	<b>2022 Total Funds £</b>	<b>2021 Total Funds £</b>
<b>1. Missionary &amp; Charitable Giving</b>						
- Royal British Legion	315				315	190
- Royal Agricultural Benevolent Inst.						175
- Turning Tides	16				16	0
- Horsham Churches Together						150
- Elderly Residents Christmas Lunch	213				213	37
	<b>544</b>				<b>544</b>	<b>552</b>
<b>2. Ministry Expenses</b>						
(Half share with Slinfold Parish)						
- General Expenses	873				873	496
- Council Tax	1,256				1,256	1,218
- Associate Priest Expenses	67				67	183
- Visiting Ministers Fees and Sundries	0				0	0
	<b>2,196</b>				<b>2,196</b>	<b>1,897</b>
<b>3. Church Running Expenses</b>						
- Insurance	1,568				1,568	1,517
- Electricity	257				257	242
- Water	57				57	45
- Heating Oil	2,302				2,302	631
- Maintenance of Churchyard	1,371	260	2,061		3,692	3,048
- Tree Surgery	0				0	1,663
	<b>5,555</b>	<b>260</b>	<b>2,061</b>		<b>7,876</b>	<b>7,146</b>
<b>4. Cost of Services</b>						
- Hire of Village Hall	253				253	158
- Organists Fees	50				50	40
- Consumables	208				208	159
- Stationery and Printing	0				0	29
- Refreshments	29				29	25
	<b>540</b>				<b>540</b>	<b>411</b>



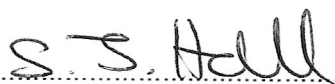
**ST NICOLAS' CHURCH, ITCHINGFIELD**  
**RECEIPTS AND PAYMENTS FOR THE YEAR ENDING 31<sup>st</sup> DECEMBER 2022**

<b>Notes to Payments</b>	<i>Unrestricted</i> <b>General Funds</b> £	<i>Unrestricted</i> <b>Designated Funds</b> £	<i>Restricted</i> <b>Churchyard Funds</b> £	<i>Restricted</i> <b>Fabric Funds</b> £	<b>2022 Total Funds</b> £	<b>2021 Total Funds</b> £
<b>5. Building &amp; Maintenance</b>						
- Organ and PA System	0				0	192
- Heating & Boiler	130				130	154
- Tower & Roof	192				192	0
- Electrical Equipment	180				180	60
- Lightning Conductor	222				222	0
- Fire Equipment	174				174	70
- Architect/Engineer Fees	1,184				1,184	0
- Other	0				0	0
Sub-total	<b>2,082</b>				<b>2,082</b>	<b>476</b>
Balance Transfer to Fabric Fund	1,918				1,918	3,524
<b>Budget</b>	<b>4,000</b>				<b>4,000</b>	<b>4,000</b>
The PCC resolved that any unspent amount in the Building & Maintenance budget remaining at year end, be transferred to the Fabric Fund towards future repair costs.						
<b>6. Major Building Repairs</b>						
- Architect and other professional fees					0	0
- Repair work					0	0
	0	0	0	0	0	0

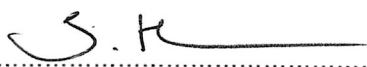
**ST NICOLAS' CHURCH, ITCHINGFIELD**  
**STATEMENT OF ASSETS AND LIABILITIES AT 31<sup>ST</sup> DECEMBER 2022**

	<i>Unrestricted</i> General Funds £	<i>Unrestricted</i> Designated Funds £	<i>Restricted</i> Churchyard Funds £	<i>Restricted</i> Fabric Funds £	2022 Total Funds £	2021 Total Funds £
<b>Assets:</b>						
B/fwd at 1 <sup>st</sup> January 2022	33,747	15,140	26	72,444	121,357	106,747
Receipts	38,494	100,120	2,035	9,150	149,799	54,927
Payments	41,546	260	2,061	0	43,867	40,610
<b>Excess of receipts over payments</b>	<b>(3,052)</b>	<b>99,860</b>	<b>(26)</b>	<b>9,150</b>	<b>105,932</b>	<b>14,317</b>
Increase in market value of investments				(276)	(276)	293
<b>Balance as at 31<sup>st</sup> December 2022</b>	<b>30,695</b>	<b>115,000</b>	<b>0</b>	<b>81,318</b>	<b>227,013</b>	<b>121,357</b>
<u>Represented by:</u>						
Investments				2,066	2,066	2,342
Deposits	25,000	113,000	0	61,000	199,000	99,000
Current Account	5,695	2,000	0	18,252	25,947	20,015
<b>PCC Owned Assets</b>	<b>30,695</b>	<b>115,000</b>	<b>0</b>	<b>81,318</b>	<b>227,013</b>	<b>121,357</b>
Diocesan assigned fees received	396				396	369
<b>Total Assets</b>	<b>31,091</b>	<b>115,000</b>	<b>0</b>	<b>81,318</b>	<b>227,409</b>	<b>121,726</b>
<b>Debtors</b>						
Gift Aid recoverable	2,198				2,198	2,090
Table Top Shop				700	700	1,500
Run Barns Green						270
<b>Total</b>	<b>2,198</b>			<b>700</b>	<b>2,898</b>	<b>3,860</b>
<b>Total Assets</b>	<b>33,289</b>	<b>115,000</b>	<b>0</b>	<b>82,018</b>	<b>230,307</b>	<b>125,586</b>
<b>Liabilities:</b>						
<b>Creditors</b>						
Chichester Diocese (fees)	396				396	369
Ministry expenses	69				69	184
Utilities	49				49	46
Consumables and Refreshments						59
Elderly Residents Christmas Lunch						93
<b>Total Liabilities</b>	<b>514</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>514</b>	<b>751</b>

Approved by the Parochial Church Council and signed on its behalf by:

Rev'd Sandra Hall.....  ..... Chair

Date 27/03/2023

Julia Huson.....  ..... Treasurer

## ST NICOLAS' CHURCH, ITCHINGFIELD

### NOTES TO THE FINANCIAL REPORT

1. The financial statements of the PCC have been prepared in accordance with the Charities Act 2011 and current Church Accounting Regulations, using the Receipts and Payments basis.
2. Gift Aid is recoverable on donations received up to year end, since the last claim was submitted on 9<sup>th</sup> June 2022 covering donations to 5<sup>th</sup> April 2022.
3. No payments were made to PCC members in the year other than for reimbursement of expenses incurred on behalf of the PCC.
4. Shown below are church funds that are not maintained by the PCC. These statements have been provided by Mr G Chamberlin (Bell Ringers) and Mrs S Morfey (Flowers).

Other Church Funds	Bell Ringers	Flowers
<b>Balances as at 1/1/22</b>	<b>514</b>	<b>803</b>
<b>Receipts</b>		
SCACR Subs	110	
Tower Subs	60	
Cash Box	4	
Wedding & Memorial Fees	26	
Easter Lilies		172
Trust Fund		104
Bank Interest		-
<b>Total Receipts</b>	<b>200</b>	<b>276</b>
<b>Payments</b>		
SCACR Subs	110	
Ringling World		
Sound Bow	7	
Outings and Meals		
Flowers		325
Sundries	9	12
<b>Total Payments</b>	<b>126</b>	<b>337</b>
Excess of receipts over payments	74	(61)
<b>Balances as at 31/12/22</b>	<b>588</b>	<b>742</b>

5. Fund Types:

**Restricted Funds** represents money given by donors for a specific purpose, and can only be used for that purpose. Restricted funds are not invested permanently but are to be spent within reasonable timescales.

**Unrestricted (General) Funds** are not subject to any donor restrictions and can be spent as the PCC decides. Funds that are set aside for a particular purpose by the PCC are **Designated Funds**, with the designation having an administrative purpose only which does not restrict the PCC's discretion to apply the funds.



## ST NICOLAS' CHURCH, ITCHINGFIELD INDEPENDENT EXAMINER'S REPORT

Report to the Parochial Church Council (PCC) of the Ecclesiastical Parish of St Nicolas' Church Itchingfield on the annual report for the year ended 31<sup>st</sup> December 2022, as set out on pages 11 to 16.

### Respective responsibilities of trustees and examiner

The PCC members are responsible for the preparation of the annual reports. The PCC members consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

- 1) examine the accounts under section 145 of the Charities Act;
- 2) to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act; and
- 3) to state whether particular matters have come to my attention.

### Basis of independent examiner's statement

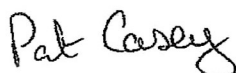
My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in 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 material matters have come to my attention which gives me cause to believe that, in any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts do not accord with the accounting records

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



Mr Patrick Casey FCA

Date 10 May 2023

61 Hampstead Road  
Dorking  
Surrey  
RH4 3AH