

CHRIST CHURCH

VIRGINIA WATER



REPORT AND ACCOUNTS

FOR THE YEAR TO 31 DECEMBER 2013

Christ Church Virginia Water
Christchurch Road
Virginia Water
Surrey
GU25 4PT

The Parochial Church Council of the Ecclesiastical Parish of Christ Church Virginia Water
(Christ Church Virginia Water) is a registered charity, number 1128275

**CHRIST CHURCH
VIRGINIA WATER**

**REPORT AND ACCOUNTS
FOR THE YEAR TO 31 DECEMBER 2013**

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CHRIST CHURCH
VIRGINIA WATER

REPORT AND ACCOUNTS
FOR THE YEAR TO 31 DECEMBER 2013

CONTENTS

	PAGE
Structure, Governance and Management	4
Membership of the PCC	4
Annual Report for 2013	5
Independent Auditor's Report	10
Statement of Financial Activities	12
Balance Sheet	13
 <i>Notes to the Financial Statements</i>	
1. Accounting Policies	14
2. Incoming Resources	16
3. Outgoing Resources	17
4. Fixed Assets for use by the PCC	18
5. Debtors	19
6. Creditors (Liabilities)	19
7. Analysis of Net Assets by Fund Type	19
8. Funds	20
9. Staff Costs	21
10. Transactions involving PCC members and Senior Staff	22
11. Outward Giving (Grants)	23

Structure, Governance and Management

The Parochial Church Council of the Ecclesiastical Parish of Christ Church Virginia Water (Christ Church Virginia Water) is a registered charity, number 1128275 (registered address Christ Church Virginia Water, Christchurch Road, Virginia Water, Surrey GU25 4PT) entered on the Register of Charities 26 February 2009.

As a church within the Church of England (CofE), Christ Church Virginia Water is constituted within the Parochial Church Councils (Powers) Measure 1956. Members of the Parochial Church Council (PCC) are either ex-officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules and, by dint of membership, 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 / trustees are advised of PCC membership and Trusteeship duties and responsibilities by means of receipt and discussion of the CofE PCC Standing Orders and the Trusteeship booklet produced jointly by the Archbishop's Council and the Charity Commission. PCC members are required to complete an HMRC Fit and Proper Persons Declaration.

The PCC meets on a monthly basis except in August and is responsible for policy approvals and decisions, significant non-routine expenditure approval, identification, assessment and mitigation of risks, and other significant decision making including the ratification of any proposals submitted by church sub-committees. The Standing Committee, a sub-set of the PCC membership, may in exceptional circumstances meet between PCC meetings and take decisions on the PCC's behalf.

The Rev Dr Stephen Sizer, Incumbent (Vicar), serves as Chairman to the PCC and as senior manager to the Church Staff Team comprising other clergy and nine PCC-employed staff. For reasons of possible conflict of interest, the latter are not permitted to stand for election to the PCC.

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

<i>Incumbent / Vicar:</i>	Rev Dr Stephen Sizer *	<i>(Chairman)</i>
<i>Curate (non-stipendiary):</i>	Rev William Bissett *	
<i>Churchwardens:</i>	Mr Jonathan Wicker *	<i>(Vice-Chairman)</i>
	Mrs Kathryn Rogers *	
<i>PCC Secretary:</i>	Mrs Penelope Potter *	
<i>Representatives on the Deanery Synod:</i>	Mrs Caroline Cowles	<i>(from January 2013 until June 2013)</i>
	Mr George Gilbert	<i>(from February 2013)</i>
	Mrs Wendy Jackson	<i>(from December 2013)</i>
	Mr Richard Leachman	
	Mrs Pamela Unwin	
<i>Elected Members:</i>	Mrs Margaret Banks	
	Mrs Caroline Cowles	<i>(until June 2013)</i>
	Mr Alan Crouse	
	Mrs Lynn Eastlund	
	Mr George Gilbert	<i>(until APCM, also Deanery Synod)</i>
	Mr Michael Giles	
	Mrs Clare Hartley	<i>(from APCM)</i>
	Mr Robert Humphreys *	<i>(also Treasury Team)</i>
	Mrs Wendy Jackson	<i>(also Deanery Synod)</i>
	Mr Andrew Pereira	
	Dr Margaret Perkins	<i>(from APCM)</i>
	Mrs Connie Scales	<i>(until APCM)</i>
	Mrs Amy Tyley	
	Mrs Pamela Unwin	<i>(also Deanery Synod)</i>

* also a Standing Committee member

The PCC, previously excepted from registration, registered as a charity in its own right in February 2009.

In the pursuit of its Christian charitable objectives Christ Church Virginia Water co-operates on an ongoing basis with 11 Mission Partners offering both practical involvement and regular financial support in the form of grants (Note 11, page 23). All are UK-registered charities.

Christ Church Virginia Water owns 100% of the share capital of Christ Church Projects Limited, a company incorporated in England and Wales that has been dormant since formation; the issued share capital is £1.

Annual Report for 2013

Background and Objectives

Christ Church PCC has the responsibility of co-operating with the incumbent, Rev Dr Stephen Sizer, in promoting the whole mission of the Church – pastoral, evangelistic, social and ecumenical. It also has oversight of the financial affairs of Christ Church Virginia Water and maintenance responsibilities for the buildings.

The Church's Mission Statement is **"To know Jesus and make Jesus known"** and its Strategic Plan, the "2020 Vision", underpinned by the Five Year Plan continues to drive the Church's actions and growth. The number of people on the Church's Electoral Roll during the year was 282 (296 in 2012) and the average weekly attendance at Sunday services was 372 (393 in 2012). The Church celebrated its 175th Anniversary in November 2013.

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.

Review of the Year

When reviewing our aims and objectives and in planning our future activities, we have referred to the guidelines in the Charity Commission's general guidance on public benefit. In particular, the trustees, on an on-going basis, consider how planned activities will contribute to the aims and objectives they have set.

Christ Church has a public duty and charge to the 'cure (care) of souls' for the Ecclesiastical Parish of Virginia Water. The overall ministry and work of the PCC, the Clergy and the Staff Team routinely embraces this charge. All of the Church's services and activities are accessible and open to the general public living within and beyond the Parish boundaries. As an Anglican church we serve parishioners through the arrangement of baptisms, funerals, and weddings including wedding preparation. Additionally, at Christmas, Easter and Harvest we run specific services and events for the wider community and on Remembrance Sunday we meet our civic responsibilities to the Parish.

Other activities that demonstrate our commitment and service to the community include the regular use of Church premises by secular groups including "The Wonderyears" (a Senior Citizens' rock band), Weightwatchers, the Community Police Panel, a youth group serving two local American schools and two secular bereavement counselling services. We also welcome the occasional bookings of other organisations.

We recognise that in following Jesus it is possible to live within a Church family that both builds up and strengthens its own members and can also be a blessing to the wider community in which we live. One of our foremost objectives is to be a Church which is relevant for 'doubters' and 'seekers' as well as believers.

1. Objectives for the year to advance the Mission of the Church

The Mission of Christ Church remains *"to know Jesus and make Jesus known"*. This mission underpins the Church's "2020 Vision" in which is described the Church's three-strand strategy to 'Win', 'Build' and 'Send' those within our community and our congregation. These three elements involve:

- Evangelism (to 'Win')– reaching every household in Virginia Water with the Gospel of Christ
- Discipleship (to 'Build') – enabling Christ Church members to grow in their faith
- Mission (to 'Send') – promoting practical, prayerful, financial and active support of the Church's mission locally, nationally and internationally

2. Activities to achieve the objectives

2020 Vision & Five Year Plan: The Church's "Five Year Plan" is the vehicle for progressing the achievement of the "2020 Vision". It defines the specific goals of each Ministry within the Church and the values to which the Church subscribes. Whilst the Mission and Vision of the Church are unchanged, the Five Year Plan is subject to annual review in order to remain a rolling and relevant plan from which the performance objectives of the Clergy and the Staff Team are derived.

Evangelism: the Church's outreach strategy includes both on-site and off-site activities and both regular and one-off events. We aim to provide 'seeker-friendly' Sunday services, open-to-all weekday activities and community-appropriate special events such as 'Acoustic Café' evenings and a Murder Mystery Play. The Parish magazine and the Church website are the principal vehicles for promoting all that we do.

Adult & Student Ministry: our ministry to adults and students encompasses outreach to non-Christians, maturing and equipping new and existing Christians and pastoral care. Our activities include Sunday services, weekday training courses, campus and home-based Bible study and occasional Student retreats. Our Pastoral Care team meets weekly to ensure that spiritual, emotional, physical and practical needs of the Church family are met.

Youth & Children's Ministry: our Youth and Children's Ministries include Bible Study Groups and Sunday Clubs respectively and encompass evening Youth Group meetings and occasional weekends away, school-based work including School Assemblies, Parent (Carer) & Toddler groups, Holiday Clubs and parties.

3. Achievements and performance against objectives

2020 Vision & Five Year Plan:

Following the pattern established in late 2012, Ministry Heads continued to report progress against goals designed to help deliver the "2020 Vision" to the PCC three times per annum. In the final quarter, Ministry Head Performance Reviews moved to a tri-annual basis to accommodate this more effectively.

Evangelism: "Connection", the Church-produced Parish magazine (circulation c.2700 households), continued throughout the year to be an important means of promoting the Church's mission, work and activities to the local community. In the Autumn, a new Church logo was introduced on the roadside signboards and the website in order to communicate better with the general public. The website was completely redesigned and refreshed.

The Church again had a significant presence at the annual "Carnival Capers" fête serving refreshments and running children's activities with the aim of providing opportunities to share the Christian faith.

Supporting these outreach initiatives, the Church continued to run the "Christianity Explored" course for those seeking to explore the Christian faith. This was run in the Spring, Summer and Autumn attracting 40 attendees.

Adult & Student Ministry

Paul Dutton continued in his role as Adult Pastor working alongside Vicar, Stephen Sizer, and non-stipendiary, part-time Curate, Will Bissett. Dan Thompson continued in his role as Student Pastor.

In addition to the "Christianity Explored" course, "Contagious Christian", a course to equip believers to evangelise, was run in the Spring with 8 participants and "Hope for Tomorrow", a course for those suffering from depression or supporting others suffering from depression, was run in the Autumn with 8 participants.

There was continued outreach aimed at Royal Holloway University campus, a full student programme with Church-family hosted lunches and evening gatherings on Sundays and a focus on engaging with domestic and international students and Church youth preparing to start University courses.

Youth & Children's Ministry

Peter Nevins continued as Youth Pastor during 2013. "FUEL" and "WaC", the Church-run youth groups, ran weekly throughout the year with additional Away Weekends, Whit Camp and multiple offsite activities. The older youth continued to plan and deliver a youth-led Sunday evening service each month.

Kristin Nevins and Hester Bouwer were appointed to share responsibility respectively for 0 to 5 year olds and 6 to 11 year olds on a 6 month interim basis from December 2012. These appointments were confirmed by the PCC from April but Kristin Nevins tendered her resignation from end August. From September, Hester Bouwer was appointed sole Children's Pastor and increased her hours from 20 to 28 per week and Sarah McLoughlin was appointed Children's Ministry Assistant on a 16 hours per week contract.

The year saw continuing involvement with Christ Church CofE School and Trumps Green School with the Children's Pastor conducting assemblies in both throughout the year. The lunch-time "Discovery Club" continued to run weekly at Christ Church School facilitated by the Children's Pastor and attracting an average attendance of 30 children. Two Welcome Services were conducted at Christ Church for new Christ Church School children and their parents. Both schools used Church facilities for their Christmas services.

"Little Angels" and "Cherubs", the Church's Parent (Carer) and Toddler Groups, met weekly during term-time with 71 children attending on average. During the Summer holidays a "Mission Rescue" themed Holiday Club ran over two consecutive Wednesdays attracting 98 children in total.

Apprenticeship Scheme

The purpose of the scheme is to allow the Church to invest in helping gap-year, post-graduate students and others to discern their calling to Christian ministry. The year began with two Apprentices. In June one departed her role as a Children's Ministry Apprentice and the second extended her Youth Ministry-based role into a second year. She was joined in September by a post-graduate from Chester University starting her placement in Student Ministry which she, regrettably, chose not to complete and left in December.

Finance, Buildings & Operations

Less confidence in future donor support was generated by Pledge Sunday in late November with only 69 responses representing £291,648 of the 2014 expenditure budget (51%) compared with 101 responses representing £373,537 of the 2013 expenditure budget (65%) in December 2012.

Plans to develop the Church campus with a new auditorium to the rear of the existing buildings advanced slowly with responses offered to various issues raised by the Diocesan Advisory Committee (DAC). It is hoped that DAC approval will be gained in early 2014 facilitating the submission of the required Planning Application.

Significant repair and re-decorative works to the Church were undertaken respectively to progress requirements of the Quinquennial Inspection and to maintain the buildings in good order.

Minor works in the Curatage and the Diocesan-owned Youth Pastor's home were also completed.

Administrator Lesley Dumbleton elected to move to part-time working from September and Annette Ross was appointed, also part-time, to work alongside her.

Local, National & International Mission

In 2013, financial support of Church Mission Partners and other charitable causes amounted to £112,858 (2012 – £117,321) (Note 11, page 23). Careful selection of Mission Partners ensures a spread of support in the areas of evangelism, Bible translation, support of the persecuted Church, Christian leadership training, relief and development work and the addressing of social justice issues. With some Mission Partners the support is focused on a specific region, project or worker; with others deployment of funds is at the discretion of the Mission agency.

4. Plans for future periods

The three-strand “Win-Build-Send” strategy of the Church will remain unchanged but a number of specific objectives are noteworthy:

- the appointment of ordained Associate Vicar and a Young-Adult Pastor, replacing the roles of the present Adult and Student Pastors, in order to enhance the managerial and operational structures of the Church and to release the Vicar more effectively to meet his international ministry commitments
- the appointment of a full-time Operations Manager and part-time Facilities Manager in recognition of the growing administrative and buildings-management demands of the Church, the cost-benefits of bringing repair and re-decoration works in-house and the Executive Pastor’s intended move to half-time working
- completing remedial buildings works identified in the Quinquennial Inspection of May 2009 ahead of the 2014 Inspection
- gaining DAC approval of the revised plans for campus development (buildings extension) and submitting the associated Planning Application

Financial Report

The overall result for the year was a net outflow of Unrestricted funds (Note 8a, page 20) of £12,315 (2012 – £135,970 outflow). The accounts show an increase in the General Fund of £9,127 (Note 8a, page 20) which represents the Church’s main income and expenditure account (Notes 2 and 3, pages 16 and 17).

Voluntary giving totalled £543,233 (2012 – £523,045) with total income of £591,611 (2012 – £577,693) (Note 2, page 16). Total expenditure came to £603,566 (2012 – £713,663).

During 2013:

- £73,052, representing 15% of the previous year’s Voluntary Giving, was transferred from the General Fund to the Outward Giving Fund (£67,052) to support the Church’s Mission Partners and other Mission causes and to Stephen Sizer’s International Ministry Fund (£6,000) to support his work overseas. (Notes 8a, 8b and 11, pages 20 and 23).
- With growing demands for his involvement in international Christian ministry affairs resulting in expenditure of £10,337 (2012 – £8,560) and a smaller brought-forward balance of £269 (2012 – £2,829), Stephen Sizer’s International Ministry Fund ended the year with a negative balance of £4,068. At the point of approval of the 2013 Report And Accounts, the PCC will be asked to pass a motion from the Churchwardens to eliminate this deficit by means of a transfer of the appropriate sum from the General Fund surplus. (Note 8a, page 20)
- £8,152 was expended from the Church Property Repair Fund to progress Quinquennial Inspection repairs and general re-decorative works (Note 8a, page 20).

Reserves Policy

The PCC is of the opinion that our reserves are adequate to meet the Church's operating requirements. Our financial modelling compares the total of our unrestricted and designated funds against 3 months projected expenditure to ensure prudent financial management.

The General Fund balance at the end of the year was £106,791 (2012 – £97,664) but of this £16,557 (2012 – £22,016) is invested in functional fixed assets (Notes 8a, page 20). The balance is required to provide the necessary working funds to support ministry activities during the year ahead.

In line with PCC policy, funds not immediately required are held in higher-interest Barclays deposit accounts.

Risk Assessment

The PCC continues to carry out risk assessment of its activities. A document sets out the main risks to which the Church is exposed and the controls in place to mitigate those risks and is subject to annual PCC review.

Approved by the PCC on 11 March 2014

Independent Auditor's Report to the Members of the Parochial Church Council of Christ Church Virginia Water

We have audited the financial statements of the Parochial Church Council of Christ Church Virginia Water on pages 12 to 23 for the year ended 31 December 2013. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the members of the Parochial Church Council, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the members of the Parochial Church Council those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the members of the Parochial Church Council as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the trustees and auditors

As explained more fully in the Trustees' Responsibility Statement, the members of the Parochial Church Council are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of audit of the financial statements

A description of the scope of an audit of financial statements is provided on the APB's website at www.frc.org.uk/apb/scope/private.cfm.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the Parochial Church Council's affairs as at 31 December 2013, and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Signed:

Name:

Menzies LLP

Chartered Accountants and Registered Auditor

65 High Street

Egham

Surrey

TW20 9EY

Date:

Menzies LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

CHRIST CHURCH VIRGINIA WATER

Statement of Financial Activities For the Year Ended 31 December 2013

	NOTES	UNRESTRICTED FUNDS £	2013 RESTRICTED FUNDS £	TOTAL £	2012 TOTAL £
INCOMING RESOURCES (page 15)					
Voluntary Income	2a	543,233	30,126	573,359	536,935
Activities for Generating Funds	2b	11,013	0	11,013	9,426
Income from Investments	2c	2,472	0	2,472	3,308
Church Activities	2d	34,893	0	34,893	41,915
Total Incoming Resources		591,611	30,126	621,737	591,583
RESOURCES USED (page 16)					
Church Activities					
<i>Outward Giving Grants</i>	3a & 11	82,372	30,486	112,858	117,321
<i>Work of Church</i>	3b	429,509	0	429,509	521,732
<i>Church Management</i>	3c	87,785	0	87,785	84,660
Governance Costs	3d	3,900	0	3,900	3,840
Total Resources Used		603,566	30,486	634,052	727,553
Net Incoming/Outgoing Resources		-11,955	-360	-12,315	-135,970
Transfers Between Funds		-360	360	0	0
Gains & Losses on Investments		0	0	0	0
Net Movement in Funds		-12,315	0	-12,315	-135,970
Balances brought forward at 1 January 2013	8	470,757	0	470,757	606,726
Balances carried forward at 31 December 2013		458,442	0	458,442	470,757

CHRIST CHURCH VIRGINIA WATER

Balance Sheet as at 31 December 2013

	NOTES	2013		2012
		£	£	£
FIXED ASSETS				
Tangible Fixed Assets	4		261,926	267,386
CURRENT ASSETS				
Debtors	5	12,248		12,056
Cash at Bank		<u>205,223</u>		<u>211,247</u>
		217,472		223,303
CURRENT LIABILITIES				
Creditors: Amounts falling due in one Year	6	20,956		<u>19,932</u>
NET CURRENT ASSETS			<u>196,516</u>	<u>203,370</u>
TOTAL NET ASSETS	7		<u><u>458,442</u></u>	<u><u>470,757</u></u>
Represented by :				
PARISH FUNDS				
Unrestricted & Designated	8a		458,442	470,757
Restricted	8b		<u>0</u>	<u>0</u>
NET ASSETS			<u><u>458,442</u></u>	<u><u>470,757</u></u>

Approved by the Parochial Church Council on 11 March 2014 and signed on its behalf by:

Rev. Dr. S. R. Sizer (Vicar and Chairman of the PCC)

The notes on pages 14 to 23 form part of these accounts.

**CHRIST CHURCH
VIRGINIA WATER**
Notes to the Financial Statements
For the Year Ended 31 December 2013

1 Accounting policies

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Statements of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005), the Church Accounting Regulations 2006 and the Charities Act 2011.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value. 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 do they include groups that are informal gatherings of church members.

1.1 Funds

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

Restricted funds are those funds that must be spent on restricted purposes and details of the funds held and restrictions are provided in note 8b.

1.2 Incoming resources

Voluntary income and capital sources

Offerings and collections are recognised when received by or on behalf of the PCC. Planned giving receivable under Gift Aid is recognised only when received. Tax recoverable on Gift Aid donations is recognised when the donation is recognised.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably certain.

Funds raised by fêtes, garden parties and similar events are accounted for gross. Sales of books and magazines from the church bookstall are accounted for gross.

Other income

Rental income from the letting of church premises is recognised when the rental is due. Income from Parish Magazine advertising is recognised when due.

Intangible income

The benefit of donated services or facilities is recognised as income on an equivalent value basis.

Income from investments

Interest entitlements are accounted for as they accrue.

1.3 Resources used

Grants

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC.

Activities directly relating to the work of the Church

The Diocesan Parish Share is accounted for when due.

Intangible expenditure

The use of donated services or facilities is recognised as expenditure on an equivalent value basis.

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

**CHRIST CHURCH
VIRGINIA WATER**
Notes to the Financial Statements
For the Year Ended 31 December 2013

Accounting policies (continued)

1.4 Fixed assets

Consecrated property and movable church furnishings

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 accounted for as inalienable property unless consecrated. They are listed in the Church's inventory which can be inspected at any reasonable time.

All expenditure incurred in the year on consecrated or beneficed buildings, individual items under £1,000 or on the repair of movable church furnishings is written off.

Other property, fixtures, fittings and office equipment

No depreciation is being charged to the cost of the Curatage at 6 Beechmont Avenue since its present value stands at a significant premium to its book cost.

Equipment with a purchase price of over £1,000 is depreciated as shown below. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

Computers, photocopier equipment	4 years	Straight line
Kitchen Equipment	10 years	Straight line
Minibuses	10 years	25% reducing balance

1.5 Current assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectable.

1.6 Pension costs

The PCC operates a defined contribution pension scheme for employed staff. The assets of the scheme are held separately from those of the charity. The annual contributions payable are included within resources expended and are analysed in Note 9, page 21 to the accounts.

**CHRIST CHURCH
VIRGINIA WATER**
Notes to the Financial Statements
For the Year Ended 31 December 2013

2 INCOMING RESOURCES	UNRESTRICTED FUNDS £	2013 RESTRICTED FUNDS £	TOTAL £	2012 TOTAL £
<i>2a Voluntary Income</i>				
Planned Giving				
Gift Aid Donations	374,044	21,810	395,853	359,191
Income Tax Recovered	91,274	5,432	96,707	88,664
Gross giving (CAF, Sovereign etc)	50,189	2,625	52,814	52,714
Other planned giving	16,815	0	16,815	25,612
Cash Collections	8,258	0	8,258	10,725
Legacies	0	0	0	0
Appeals	0	259	259	0
Sundry Donations & Misc Income	<u>2,653</u>	<u>0</u>	<u>2,653</u>	<u>29</u>
	<u>543,233</u>	<u>30,126</u>	<u>573,359</u>	<u>536,935</u>
<i>2b Activities for Generating Funds</i>				
Centre Lettings	<u>11,013</u>	<u>0</u>	<u>11,013</u>	<u>9,426</u>
<i>2c Investment Income</i>				
Dividends & Interest	<u>2,472</u>	<u>0</u>	<u>2,472</u>	<u>3,308</u>
<i>2d Church Activities</i>				
Magazine	22,220	0	22,220	23,741
Book Stall	2,160	0	2,160	2,528
Fees	1,243	0	1,243	3,817
Events	2,398	0	2,398	883
Other Income	<u>6,871</u>	<u>0</u>	<u>6,871</u>	<u>10,946</u>
	<u>34,893</u>	<u>0</u>	<u>34,893</u>	<u>41,915</u>
TOTAL INCOMING RESOURCES	<u>591,611</u>	<u>30,126</u>	<u>621,737</u>	<u>591,583</u>

**CHRIST CHURCH
VIRGINIA WATER**
Notes to the Financial Statements
For the Year Ended 31 December 2013

3 RESOURCES USED	UNRESTRICTED FUNDS	2013 RESTRICTED FUNDS	TOTAL	2012 TOTAL
CHURCH ACTIVITIES	£	£	£	£
<i>3a Outward Giving Grants (Note 11)</i>				
International Mission & Devt	64,337	11,394	75,731	93,291
UK Mission & Development	15,095	18,937	34,032	17,672
Other Charities & Individuals	2,941	155	3,096	6,358
	<u>82,372</u>	<u>30,486</u>	<u>112,858</u>	<u>117,321</u>
<i>3b Work of Church</i>				
Parish Share	134,375	0	134,375	128,876
Staff Team Salaries	135,256	0	135,256	139,600
Staff Team Expenses	4,884	0	4,884	11,984
Apprenticeship Scheme Costs	22,597	0	22,597	28,965
Accommodation	21,620	0	21,620	27,418
Church Running Expenses	21,975	0	21,975	20,441
Church Property Maintenance	14,343	0	14,343	30,940
Church Extension Fees	56	0	56	54,786
Minibus	4,583	0	4,583	4,746
Upkeep of Services	1,804	0	1,804	1,579
Magazine	25,098	0	25,098	25,420
Bookstall	1,648	0	1,648	3,401
Ministry Costs	20,132	0	20,132	23,724
Staff Training	1,432	0	1,432	1,964
Other Support Costs	677	0	677	1,872
Equipment & Depreciation	12,021	0	12,021	12,209
Events	2,398	0	2,398	883
Kitchen	4,610	0	4,610	2,925
	<u>429,509</u>	<u>0</u>	<u>429,509</u>	<u>521,732</u>
<i>3c Church Management</i>				
Salaries	81,856	0	81,856	78,678
Administration	5,385	0	5,385	5,414
Bank Charges, Payroll Costs	544	0	544	569
	<u>87,785</u>	<u>0</u>	<u>87,785</u>	<u>84,660</u>
<i>3d GOVERNANCE COSTS</i>				
Audit Fee	<u>3,900</u>	<u>0</u>	<u>3,900</u>	<u>3,840</u>
Total Resources Used	<u>603,566</u>	<u>30,486</u>	<u>634,052</u>	<u>727,553</u>

**CHRIST CHURCH
VIRGINIA WATER**
Notes to the Financial Statements
For the Year Ended 31 December 2013

4 **FIXED ASSETS FOR USE BY PCC**

TANGIBLE FIXED ASSETS	FREEHOLD LAND & BUILDINGS	OFFICE & AV EQUIPMENT	MINIBUSES	KITCHEN EQUIPMENT	TOTAL
Costs	£	£	£	£	£
Brought forward at 1 Jan 2013	251,166	15,540	38,152	7,384	312,242
Additions	0	0	0	0	0
Disposals	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
At 31 December 2013	<u>251,166</u>	<u>15,540</u>	<u>38,152</u>	<u>7,384</u>	<u>312,242</u>
Depreciation					
Brought forward at 1 Jan 2013	5,795	11,893	22,716	4,450	44,855
Charge for year	0	1,287	3,860	314	5,461
Disposals	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
At 31 December 2013	<u>5,795</u>	<u>13,180</u>	<u>26,576</u>	<u>4,764</u>	<u>50,316</u>
Net Book Value at 31 December 2013	<u>245,371</u>	<u>2,360</u>	<u>11,576</u>	<u>2,620</u>	<u>261,926</u>
<i>Net Book Value at 31 December 2012</i>	<i><u>245,371</u></i>	<i><u>3,647</u></i>	<i><u>15,435</u></i>	<i><u>2,933</u></i>	<i><u>267,386</u></i>

Freehold Land & Buildings comprise the property at 6 Beechmont Avenue. The Church has committed the property's availability for a Curate to the Parish and the Diocese of Guildford holds its title as custodian trustee.

The current market value of the property is substantially in excess of the purchase price and therefore no depreciation has been charged beyond the amount of the borrowings to finance the purchase of the property.

See notes 8a, 8g, pages 20 and 21.

**CHRIST CHURCH
VIRGINIA WATER**
Notes to the Financial Statements
For the Year Ended 31 December 2013

5 DEBTORS		2013	2012
		£	£
Prepayments		364	1,719
Tax Recoverable		10,774	8,738
Other Debtors		914	1,402
Interest Accrued		<u>196</u>	<u>197</u>
		<u>12,248</u>	<u>12,056</u>

6 LIABILITIES		2013	2012
		£	£
Amounts Payable Within One Year			
Tax & Social Security		4,172	0
Sundry Creditors		3,990	4,120
Accruals - General Fund		3,900	3,840
Deferred Income		<u>8,894</u>	<u>11,973</u>
		<u>20,956</u>	<u>19,932</u>

7 ANALYSIS OF NET ASSETS BY FUND	2013			2012
	Unrestricted Funds	Restricted Funds	Total	Total
	£	£	£	£
Tangible Fixed Assets	261,926	0	261,926	267,386
Current Assets	217,472	0	217,472	223,303
Current Liabilities	<u>-20,956</u>	<u>0</u>	<u>-20,956</u>	<u>-19,932</u>
	<u>458,442</u>	<u>0</u>	<u>458,442</u>	<u>470,757</u>

**CHRIST CHURCH
VIRGINIA WATER**
Notes to the Financial Statements
For the Year Ended 31 December 2013

8 FUNDS

8a UNRESTRICTED & DESIGNATED FUNDS		Incoming Resources	Resources Used	Net Incoming/ Outgoing Resources	Transfers between Funds	Net Movement in Funds	BALANCE BROUGHT FORWARD	BALANCE CARRIED FORWARD
GENERAL FUND		591,611	509,072	82,540	-73,412	9,127	97,664	106,791
OUTWARD GIVING	Note 8c	0	72,035	-72,035	67,052	-4,983	7,107	2,124
S.SIZER INTN'L MINISTRY	Note 11	0	10,337	-10,337	6,000	-4,337	269	-4,068
YOUTH & CHILDREN'S MINISTRY	Note 8d	0	3,915	-3,915	0	-3,915	4,624	709
APPRENTICESHIP SCHEME	Note 8e	0	0	0	0	0	23,000	23,000
CHURCH PROPERTY REPAIR	Note 8f	0	8,152	-8,152	0	-8,152	13,732	5,580
CHURCH EXTENSION	Note 8g	0	56	-56	0	-56	79,386	79,330
CURATAGE RESERVE	Note 4	0	0	0	0	0	244,975	244,975
TOTAL		591,611	603,566	-11,955	-360	-12,315	470,757	458,442

8b RESTRICTED FUNDS		Incoming Resources	Resources Used	Net Incoming/ Outgoing Resources	Transfers between Funds	Net Movement in Funds	BALANCE BROUGHT FORWARD	BALANCE CARRIED FORWARD
OUTWARD GIVING	Note 11	30,126	30,486	-360	360	0	0	0
TOTAL		30,126	30,486	-360	360	0	0	0

CHRIST CHURCH VIRGINIA WATER

Notes to the Financial Statements
For the Year Ended 31 December 2013

- 8c** During the course of the year, £74,159 (2012 - £101,978) was allocated to Outward Giving. During the year £66,000 (2012 - £80,850) was given in support of Mission Partners and £6,035 (2012 - £14,021) to other charities and individuals. £2,124 was carried forward for Outward Giving in 2014.
- 8d** During 2009 a Youth & Children's Ministry Fund was created to which £25,000 was added from a £75,000 legacy received in June 2009. This fund was drawn upon in 2012 to finance the construction of a replacement conservatory at the Youth Pastor's property to increase accommodation for youth ministry activities. During 2013, further monies were drawn to fund the refurbishment of the Church's Children's Ministry accommodation. A balance of £709 remained at the year end.
- 8e** During 2010 an Apprenticeship Scheme Fund was created to which £35,000 was added from the General Fund. The purpose of the fund is to enable the expansion of the scheme and its maintenance should General Fund income reduce in future years. This fund was drawn upon in 2012 to meet the full costs of one Apprentice but no monies were drawn from the fund in 2013. Consequently, a balance of £23,000 remained at the year end.
- 8f** In 2009 the previous Church Repair Fund and Church Property Reserves (Vicarage & Curatage Funds) were combined into a single Church Property Repair Fund from which monies are drawn for any significant maintenance and repair bills.

The Church's most recent Quinquennial Inspection was conducted in May 2009. The majority of the remedial works have now been undertaken. The remainder will be completed in the first half of 2014. A balance of £5,580 remained at the year end.

- 8g** Christ Church sold its former Church Hall subject to payment of a premium should the site be redeveloped. The monies received from the sale will be used to part-fund a building extension project for which Planning Consent was originally granted in February 2006, was renewed for a 3 year period in February 2009 and further renewed in 2012. This fund is entitled the Church Extension Fund.

Monies were drawn from this fund in 2006 to redeem the Mortgage (£112,000) and Diocesan Equity Share Loan (£50,000) on the property at 6 Beechmont Avenue (Note 4, page 18). The PCC has agreed to repay the capital so employed over 20 years to the Church Extension Fund (formerly the Sale of Church Hall Fund). During 2012 £50,000 was repaid from the General Fund; no further repayments were made in 2013.

9 STAFF COSTS

During the year, the Church paid salaries to the Executive Pastor, Adult Pastor, Student Pastor, Assistant Student Pastor, Youth Pastor, Children's Pastors, the Children's Ministry Assistant, the Administrators and the Finance & Operations Assistant. At the year end, the employed staff on the Church payroll represented 6.6 Full Time Equivalent posts (2012 - 6.5 FTEs). The Church has a stakeholder defined contribution pension administered by AEGON for its employees. Total staff costs are detailed below:

	2013	2012
	£	£
Staff Salaries (excl. Clergy)	183,240	184,036
Employer's National Insurance	16,680	17,455
Employer's Pension contributions	<u>17,064</u>	<u>16,780</u>
	<u>216,984</u>	<u>218,270</u>

Clergy salaries are not included in these staff costs. The Vicar's stipend is paid by the Diocese through the Clergy Payroll Scheme operated by the Church of England. This also makes provision for Clergy pensions. Parish stipendiary costs associated with the Curate formed part of the Parish Share. The Parish Share paid to the Diocese in 2012 totalled £134,375 (2012 - £128,876) and covers these salary costs among other Diocesan expenses.

The costs of the Church's Apprenticeship scheme for training in Christian ministry were borne by the General Fund.

10. TRANSACTIONS INVOLVING RELATED PARTIES

Rev Dr Stephen Sizer received £10,337 (2012 - £8,560) from the General Fund to support his international ministry.

The expenses paid to clergy may include a small, immaterial proportion which relates to their function as PCC members. All clergy received reimbursement of church-business expenses totalling on an as-incurred basis £3,300: Rev Dr Stephen Sizer £3,100 (2012 - £3,306), Rev Will Bissett £200 (2012 - £nil).

Payments of £750 (2012 - £nil) was made to Mr Timothy Rye, son of staff member, Mr Colin Rye (Executive Pastor) for the re-design and re-platforming of the Church website.

Payment of £161 (2012 - £nil) was made to Mr Douglas Wicker, son of Churchwarden, Mr Jonathan Wicker for casual labour.

**CHRIST CHURCH
VIRGINIA WATER**
Notes to the Financial Statements
For the Year Ended 31 December 2013

11 OUTWARD GIVING	GENERAL FUND	2013 RESTRICTED FUNDS	TOTAL	2012 TOTAL
	£	£	£	£
<u>International Mission & Development</u>				
Arab World Ministries	0	0	0	6,300
CE Ministries	6,000	0	6,000	6,750
Church Missionary Society	6,000	0	6,000	6,000
Compassion	6,000	0	6,000	6,750
CrossLinks	0	0	0	2,400
DAI UK	6,000	3,300	9,300	10,430
FEBA	6,000	0	6,000	6,130
Open Doors	6,000	0	6,000	6,000
Smyrna Homes	0	0	0	2,400
Tear Fund	6,000	0	6,000	6,750
Umthombo (Amos Trust)	6,000	0	6,000	6,750
Wycliffe Bible Translators	6,000	0	6,000	6,000
<u>Christ Church Mission Partners (12)</u>	<u>54,000</u>	<u>3,300</u>	<u>57,300</u>	<u>72,660</u>
Bethlehem Bible College	0	0	0	472
David & Esther Wood Intn'l Ministry	0	7,765	7,765	9,300
International Justice Mission	0	0	0	550
Lawyers Christian Fellowship	0	0	0	500
OMF	0	0	0	1,250
Philippines Appeal	0	259	259	0
Stephen Sizer International Ministry	10,337	70	10,407	8,560
<u>Other International Mission</u>	<u>10,337</u>	<u>8,094</u>	<u>18,431</u>	<u>20,631</u>
	64,337	11,394	75,731	93,291
<u>UK Mission & Development</u>				
East to West Trust	6,000	0	6,000	6,000
UCCF	6,000	0	6,000	6,000
<u>Mission Partners (2)</u>	<u>12,000</u>	<u>0</u>	<u>12,000</u>	<u>12,000</u>
H.Clifton (M.E Trust / Burrswood)	1,000	825	1,825	3,059
Christ Church School	880	0	880	0
Connect Counselling	0	0	0	840
Comerstone Apprenticeship Support	0	18,112	18,112	0
Royal Holloway Christian Union	1,215	0	1,215	1,773
<u>Other UK Mission</u>	<u>3,095</u>	<u>18,937</u>	<u>22,032</u>	<u>5,672</u>
	<u>15,095</u>	<u>18,937</u>	<u>34,032</u>	<u>17,672</u>
<u>Other Charities & Individuals</u>	<u>2,941</u>	<u>155</u>	<u>3,096</u>	<u>6,358</u>
	<u>82,372</u>	<u>30,486</u>	<u>112,858</u>	<u>117,321</u>

Notes

- Christ Church's 11 Mission Partners are all UK-registered charities and received General Fund grants on a monthly basis by Standing Order. In some instances additional payments were made for specific purposes. Mission Partner financial support totaled £66,000 (2012 – £82,960).
- General Fund financial support of 4 other international and UK Mission agencies and individuals totaled £13,431 (individuals £11,337).
- Irregular restricted donations (£30,486) were passed to the appropriate charities or individuals with Gift Aid added as appropriate
- 6 General Fund grants totaling £2,941 were made to other charities and individuals (individuals £1,590)