

# Trustees Annual Report and Financial Report

of the Parochial Church Council of the Ecclesiastical Parish of West Chiltington

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## St Mary's Church, West Chiltington

Faithful Hopeful Joyful Prayerful

St Mary's Church, Church Street, West Chiltington, RH20 2JW

Registered Charity no. 1138034

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For the year ended 31 December 2019

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**Website:** [www.stmaryswestchilt.co.uk](http://www.stmaryswestchilt.co.uk)

**Incumbent:** Rev David Coleman, The Rectory, East Street, West Chiltington RH20 2JY (until Sept)

**Independent examiner:** Mr Adrian C Radford, 7 Curbey Close, West Chiltington, RH20 2HU

**Bankers:** The NatWest Bank, 5 East Street, Chichester, PO19 1HH



# St Mary's, West Chiltington

Faithful Hopeful Joyful Prayerful

## Trustees Annual Report for 2019

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### Our aims and purposes as a charity

The PCC has the responsibility of co-operating, during the interregnum, with the Rural Dean, in:

- The promotion of the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England;
- Promoting in the parish the whole mission of the church, pastoral, social, evangelistic and, ecumenical.
- To know Jesus better and make Him better known;
- Practical support and care for people in the parish, from the youngest to the eldest, irrespective of level of need or, ability to pay;
- Providing support for those in need and, to other organisations with similar objectives.

### What we planned to do to achieve our charitable objectives

When planning our activities for the year, the PCC have considered the Charity Commission's guidance on public benefit and the specific guidance on 'charities for the advancement of religion'.

For 2019 we discussed and planned the following objectives and activities to fulfil our aims:

- Enabling as many people as possible to worship at our church;
- Work with our Rector to extend the Christian influence in the village;
- Opening our church every day for prayer, reflection and well-being;
- Teaching, baptising, and nurturing new and existing believers within the parish;
- Working with our community school and youth organisations;
- Considering how services can involve the many groups that live within the parish;
- Putting faith into practice, through prayer and scripture, music, and sacrament;
- Offering worship and prayer, learning about the Gospel, in small group situations;
- Assisting people from all walks of life to develop their knowledge of, and trust in, Jesus;
- Provision of pastoral care for people living in the parish and those in need of specific support
- Helping the poor and needy of the parish;
- Encourage charitable giving through our services and other activities in the parish
- Reaching out to the unchurched by encouraging them to use the Church and Hall;
- Maintaining the fabric of the church building as a historic centre and focus of life in the village.

### What we achieved and how we affected beneficiaries' lives

#### ***Attendance at worship***

The church family welcomes visitors from within as well as outside the parish boundary. Visitors attend by personal choice and, it is our great pleasure to welcome anyone from all walks of life to take part in the life of the church. We contend that voluntary attendance to worship the Lord Jesus Christ, is a major demonstration of the public benefit of our activities.

The electoral role was renewed in 2019 which, as is usual, resulted in an apparent drop in numbers due to people having moved away without giving notification during the 7-year cycle. At the end of the year we had 120 members.

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*“An exquisite church, I am impressed with your array of children’s books.”*

*SG April 19*

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The average regular weekly attendance, counted during October, was 72 which was the same as last year. Many more people attend at church festivals, for example 302 crowded into church for the Christingle service on Christmas Eve including 87 children.

The year was one with two goodbyes affecting our services. In the spring our Organist Tony Hancock moved on and has been replaced by Ian Miles and David Hansell who divide the services between them, and in September our Rector, Rev David Coleman, also moved, for personal reasons, to a parish in Yorkshire. Our pattern of services was maintained

by retired clergy from neighbouring parishes and a new member Mr Jim Latter who has a Readers Licence and took the evening services for the rest of the year. Our thanks to them all. In December we learnt that we would be welcoming a new Rector, Rev Stephen Merriman, at the end of January.

### **Teaching, baptising and nurturing new and existing believers**

Church members have continued to be involved in leading various aspects of worship, and it has been good to see some newer members joining this important team. Our 2 house groups have continued their study and discussion of their selected books in the Bible. A well-attended Lent course “the Mystery of Everything” attracted some non-members as did a follow up course in the summer “Everything is Spiritual”. It is pleasing to report that a Confirmation Course in the early summer led to two new church members being confirmed by the Bishop in July.

On various occasions we met and shared food and fellowship together, including an Easter breakfast, Harvest lunch and Carols at the Pub. During Lent we held weekly light lunches in the church hall which were attended by a mix of church members and others in the village happy to enjoy the opportunity to meet together, donations totalling £709 were divided between Christian Aid and Diocesan Family Support.

We see the above aspects of church life as leading towards the Diocesan strategy for the new decade of Vision for Growth.

### **Provision of the church building for people to enjoy**

We celebrated 2 baptisms, 6 weddings and 17 funerals in our church during the year showing that it continues to be appreciated by our parishioners and many others, as a space where life events are celebrated with joy and thanksgiving.

It is important to us that the church is available as a calm space for prayer, worship and reflection for all parishioners and visitors. To this end the church building is open every day and the entries in the visitor’s book testify to the benefits. Many remark on how refreshing it is to find the church open with its peacefulness and sense of history thanks to the 12<sup>th</sup> and 13<sup>th</sup> century wall paintings.

The church is used outside the regular pattern of services. Music has tended to be important and the singing group “Ladies that Boogie” have continued to use the church weekly for their meetings. There were 2 well attended concerts in church. The first in the spring by groups of musicians from the village and the second by the “Ladies” in December which were much appreciated by the audience drawn widely from the village with donations only towards church costs. Our active branch of the Mothers Union held 3 services in church during the year the unusual one in June was the District Festival Service which was attended by 80 members from 10 MU branches across the diocese.

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*“Always a lovely lunch with the bonus of meeting up with old and new friends.”*

*VB 19*

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The church hall has continued to be used regularly by local clubs and societies and is in use most days of the week, including the local branches of the Guides, Brownies and Rainbows. It is also well used for village events and celebrations.

Monthly friendship lunches in the church hall continue to attract many regulars from the whole village community and are much appreciated particularly by those living alone. No charge is made but voluntary donations are given to a charity selected by those attending each month which totalled £1160 during the year given to 7 charities.

The church has a busy Community, Charitable and Social Committee who organise the various events mentioned above that often involve the provision of food. All are well advertised and open to all parishioners, and at the concert's refreshments are given during the interval. An evening event in support of Christian Aid took the form of "Desert Island Discs" a mixture of interviews with 3 public servants about their work with music between, which it is hoped to repeat. Money was also raised by getting surplus items together which were taken to 2 car boot sales.

#### **Provision of pastoral care for people living in the parish**

During the early summer 7 members attended a training course for Parish visiting They all finished the course and following their DBS check were commissioned and form a Pastoral support team to be able to help the Rector meet all requests from parishioners for a pastoral visit at home. This will be an important outreach to all in the parish and it is hoped the team will grow as it develops.

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*"Awe inspiring, beautiful, and thank you for keeping God's house open."*  
SG April 19

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#### **Provision of tangible support to the poor and needy**

We have continued our support for the Chichester Diocesan Family Support Work who in addition to finance seek donations of boxed or tinned food to be distributed to those in need. It is very nice to report that the amount given each week has been steadily maintained. Also, the collection at the Carol service of £434 was given to Crisis at Christmas a charity we have supported for several years, and the collections at the other Christmas services of £182 to the Children's Society

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*"Absolutely amazing little church – thank you".*

JD Australia May 19

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#### **Communications**

We have published a parish magazine for many years that is widely read by parishioners. During the year our long-standing editor David Burnett retired making it sensible to review its effectiveness in providing news about church work and of other groups in the village. We have been fortunate that Maria Radford has kindly taken on the role as Editor and is hoping to increase the circulation of the 10 editions a year by getting contributions to cover more events in the village. The modern way to pass on information is increasingly through a web site and during the year our St Mary's one has been overhauled and made easier to use giving information about services and other church activities with more regular updates.

#### **Other charitable giving**

During the year Church members supported mission and charitable societies, amounting to £3271 including those mentioned above. In addition, those attending the Friendship lunches made donations to 79 local charities.

#### **Maintaining the fabric of the church building as a historic centre and focus of life in the village**

Having completed the replacement of the church central heating boiler at the end of last year attention was turned to the remaining works in the quinquennial report. The repointing of the masonry wall adjoining Church Street was started but progress was affected by the variable weather and will be continued in 2020. Plans were also drawn up to improve access to the tower so that a more detailed inspection of the steeple can be made during the next survey.

## **Financial Review**

#### **Incoming and outgoing resources**

The total receipts on general unrestricted funds were £123,102 and are detailed in the Financial Report. This is an increase from 2018 but the legacy we received rather hides that planned giving through envelopes and banker's orders was reduced by 5% due to several generous members moving away or dying.

The PCC was very grateful to receive a legacy of £50,000 from the estate of Richard Holliday a generous loyal and hardworking member of the church family over many years. In accordance with PCC policy relating to unrestricted legacies this sum was divided equally between the General and Restoration Funds

#### **Sharing the ministry costs of the Diocese of Chichester**

The largest expenditure of the PCC was the sum of £59,000 paid to the diocese for our share of all churches' Parish Ministry Costs. This PMC covers the housing, stipend and pension costs of the clergy, and a standard sum for diocesan central costs, clergy training and a contribution to national church funds. This year our contribution increased by 10%

on the previous year but currently we are only meeting 89% of the costs allocated to us. It is also important to note that approximately 80% of the PMC relates directly to the clergy costs of this parish, the remainder being the shared costs of the Christian family throughout the whole Church of England, including assistance towards the costs of churches less able to manage than ourselves.

### **Staff costs**

The PCC pays for a secretary to assist the Rector in the church office located at the Rectory, a cleaner for the church hall and new vestry and an organist.

In September Diane Bennett who had been the Secretary retired after many years of valued service and Brenda Bull took over the role in October.

Further details are provided in the notes to the accounts.

### **Trustee payments and expenses**

We pay Council, Water, and Environmental rates for the Rectory and electricity to heat the parish office.

Mrs Diane Bennett, who is also a trustee, received £2,250 for her duties as parish Secretary.

Mrs Brenda Bull, who is also a trustee, received £1023 for duties as parish Secretary

Mr Anthony Hancock, who is the husband of a trustee received £600 for his duties as parish Organist.

There were no other payments to persons related to or connected to, the current trustees.

### **Office costs**

There were no special office costs during the year.

### **Repairs to the fabric of the church building**

The replacement of the old central heating boiler by two new gas boilers located in the extension between the church and vestry was completed right at the end of 2018 and a bill of £42,134 was paid early in the year once all final works had been completed. A retention of £1000 has been retained for 12 months as permitted under the contract.

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*“Fascinating wall painting, lovely church, thank you for keeping it open  
KR Aug 19*

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### **Repairs to the Church Hall**

No major repairs have been required to the Church Hall in 2019.

## **Why we hold some money in reserve**

It is PCC policy to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately three months' worth of unrestricted payments as contingency against unforeseen situations. The closing balance of £56,092 this year is rather higher than expected due to a legacy but is expected to reduce over next year.

It is PCC policy to invest surplus funds with the CBF Church of England deposit fund, returning proportionately these funds to our current account, as they are needed, to pay larger bills.

As well as holding the above general reserves, from time to time the PCC receives restricted legacies for expenditure on purposes defined by the donor. We aim to expend such money as soon as possible after receiving the legacy, depending on the specific objectives of the donor. Where we have identified that the specific purpose can only be achieved by delaying the expenditure, we invest the legacy temporarily until such time as the need for appropriate expenditure is identified.

## Structure, governance, and management of the charity

The Parochial Church Council (PCC) is registered with the Charity Commission as required by the Charities Act 2011. Its governing document is the Parochial Church Councils (Powers) Measure 1956.

During the year the following served as members of the Parochial Church Council:

### *Ex Officio members*

Incumbent:	Rev David Coleman	(until Sept 2019)
Wardens:	Mrs Diane Bennett	
	Mrs Pam Wells	

### *Elected Members*

Mr John Brocklebank	
Mrs Brenda Bull	(until April 2019) & Treasurer
Mr Ian Carlson-Hedges	
Mr Clive Cole	
Mr Ed Cole	(from April 2019)
Mrs Mel Cole	(from April 2019)
Mr David Foard	(until March 2019)
Mr Nick Foster	(from April 2019)
Mrs Frances Hancock	(until April 2019)
Mr Jim Latter	(from April 2019)
Mrs Alison Littleboy	Secretary
Mrs Vanessa Llambias	
Ms Jocelyn Mountain	( from April 2019)
Mrs Jenny Neal-Smith	
Mr Robert Neal-Smith	
Mr Michael Rushworth	(until April 2019)
Mr Robert Tunnell	( until April 2019)

### *Diocesan Synod*

Mrs Diane Bennett	(until July 2019)
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### *Deanery Synod*

Mrs Pauline Turier
Mr Francis Midmer
Mrs Pam Wells

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent/priest-in-charge, curate, lay readers licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synods and 12 members of the church who are elected at the Annual Parochial Church Meeting (APCM). Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

During the year the PCC reviewed both their Safeguarding policy, reappointing Mrs Pam Wells as Safeguarding Officer, and their policy under the General Data Protection Regulations, both of which are available in the church porch.

This Trustees' Annual Report was **approved** by the PCC and signed on their behalf by The Revd. Stephen Merriman, Chairman

signed ...Stephen R Merriman.....

Dated ...11<sup>th</sup> March 1920.....





# Annual Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

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## St Mary's Church, West Chiltington

Faithful Hopeful Joyful Prayerful

St Mary's Church, Church Street, West Chiltington, RH20 2JW

Registered Charity no. 1138034

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**For the year ended 31 December 2019**

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## Statement of Financial Receipts and Payments

### Statement of Financial Receipts and payments

	<i>Unrestricted</i>		Restricted Fund	Endowed Funds	Total all Funds 2019	Total all Funds 2018	Notes
	General Fund	Hall Fund					
Income from							
Donations and legacies	98394		28000		126394	95082	
Charitable activities	8764				8764	5377	
Other trading activities	15028	4928	0		19956	29597	
Investments	180		927		1107	1178	
Other receipts	736				736		
<b>Total received</b>	<b>123102</b>	<b>4928</b>	<b>28927</b>	<b>0</b>	<b>156957</b>	<b>131234</b>	<b>3</b>
Expenditure on							
Cost of raising funds	0				0	164	
Charitable costs	88095	2013	42134		132242	76264	
Trading costs	4476	3409			7885	10171	
Other payments	2168	0			2168	760	
<b>Total paid</b>	<b>94739</b>	<b>5422</b>	<b>42134</b>	<b>0</b>	<b>142295</b>	<b>87359</b>	<b>5</b>
Reconciliation of funds							
Net income or (expenditure)	28363	-494	-13207	0	14662	23734	
Transfers between funds				0	0	60	
<b>Net movement of funds</b>	<b>28363</b>	<b>-494</b>	<b>-13207</b>	<b>0</b>	<b>14662</b>	<b>23800</b>	
Bank accounts at 1 January 2019	27729	3725	72152	0	103606	79806	
Bank accounts at 31 December 2019	56092	3231	58945	0	118268	103606	A&L

## Statement of Assets and Liabilities

### Statement of Assets and Liabilities

	<i>Unrestricted</i>		Restricted Funds	Endowment Funds	Total all Funds 2019	Total all Funds 2018	Notes
	General fund	Designated Funds					
	£	£					
<u>Assets</u>							
Bank current account	56092	3147	29040		88279	73841	
CBF Deposit fund		84	29905		29989	29765	
<b>Bank and deposit accounts</b>	<b>56092</b>	<b>3231</b>	<b>58945</b>	<b>0</b>	<b>118268</b>	<b>103606</b>	<i>R&amp;P</i>
Float for Choir Wedding Fees	0				0	400	
Tradecraft stock & float	0				0	297	
<b>Debtors</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>697</b>	
CBF Francis Charity (407)				324	324	324	<i>15</i>
CBF Investment Fund Shares (970)			4400		4400	4400	
Diocesan Fixed Interest Fund	800				800	800	
<b>Investment assets at Cost</b>	<b>800</b>	<b>0</b>	<b>4400</b>	<b>324</b>	<b>5524</b>	<b>5524</b>	<i>17</i>
Kensington Memorial Church Hall at cost		4612			4612	4612	<i>8</i>
<b>Total Assets</b>	<b>56892</b>	<b>7843</b>	<b>63345</b>	<b>324</b>	<b>128404</b>	<b>114439</b>	
<u>Liabilities</u>							
Fees due on revision of Heating			1000		1000	930	
Gas / Elec used since last bill (est.)	847				847	1000	
Gas /Elec for Rectory (vacant)	600				600	0	
New heating system costs						41294	
<b>Total Liabilities</b>	<b>1447</b>	<b>0</b>	<b>1000</b>	<b>0</b>	<b>2447</b>	<b>43224</b>	

This Financial Report for the year ended 31st December 2019, including the notes following, was approved by the PCC and signed on their behalf by The Revd Stephen Merriman, Chairman

Signed .....Stephen R Merriman.....

Dated ...11<sup>th</sup> March 2020.....

## 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 The following assets are recognised but not valued in the Statement of Assets and Liabilities: Movable church furnishings held by the churchwardens on special trust for the PCC, which require a faculty for disposal.

3 Analysis of total received:						
	<i>Unrestricted</i>		Restricted funds	Total all		Notes
	General fund	Hall Fund		Funds 2019	Funds 2018	
Regular giving (excl tax refunds)	40590			40590	45413	
Regular giving (no tax refunds)	8058			8058	7708	
Loose cash collections (GASDS)	9370			9370	8270	
Donations (excl tax refunds)	785			785	3630	
Donations (no tax refunds)	424		3000	3424	3076	
Church Concerts				0	0	
Gift Aid recovered	12467			12467	13285	10
Legacies	25000		25000	50000	12000	4
Grants	1700			1700	1700	
<b>Donations and legacies</b>	<b>98394</b>	<b>0</b>	<b>28000</b>	<b>126394</b>	<b>95082</b>	
Fees (PCC proportion only)	8764			8764	5377	
<b>Charitable activities</b>	<b>8764</b>	<b>0</b>	<b>0</b>	<b>8764</b>	<b>5377</b>	
Special Fund Raising	0		0	0	10410	
Church and hall hiring fees	630	4928		5558	5789	
Tradecraft	561			561	947	
Other trading receipts	997			997	838	
Other misc receipts	1905			1905	3271	
Magazine advertisement fees	8395			8395	5670	
Magazine sales	2540			2540	2672	
<b>Other trading activities</b>	<b>15028</b>	<b>4928</b>	<b>0</b>	<b>19956</b>	<b>29597</b>	
Bank and CBF deposit interest	180		160	340	304	
CBF investment fund dividend			767	767	749	
Chancel Trust & Deposit a/c closed				0	125	
<b>Investments</b>	<b>180</b>		<b>927</b>	<b>1107</b>	<b>1178</b>	
Other receipts	736			736		
<b>Total received on all funds</b>	<b>123102</b>	<b>4928</b>	<b>28927</b>	<b>156957</b>	<b>131234</b>	

- 4 Legacies include a bequest from the estate of the late Mr Richard Holliday.

## Notes to the Financial Report

### 5 Analysis of total paid

	<i>Unrestricted</i>		Restricted funds	Total all Funds 2019	Total all Funds 2018	Notes
	General fund	Hall Fund				
Special appeal fundraising expenses						
Other appeal expenses						
<b>Cost of raising funds</b>					0	
Charitable grants and donations	1895			1895	3271	6
Parish contribution	59000			59000	53000	7
Salaries, honoraria incl NI	5305			5305	4811	
Clergy and others' expenses	5046			5046	6698	
Rectory redecoration	0			0	4464	
Service running costs	1920			1920	2107	
Insurance	1640	806		2446	2376	
Church water, gas, electricity, and oil	3517	1207		4724	3332	
Office running costs	3618			3618	3091	
Churchyard maintenance	4500			4500	5874	
Accounting and examiner's fees	0			0	0	
Legal & professional fees	0		0	0	1351	
Church maintenance & redecoration	1654			1654	1442	
New building works			42134	42134	2634	
<b>Charitable costs</b>	<b>88095</b>	<b>2013</b>	<b>42134</b>	<b>132242</b>	<b>94451</b>	
Special event costs, etc.	0			0	3310	
Hall Salary and honoraria		2400		2400	1200	
Hall maintenance and redecoration		885		885	199	
Magazine printing & bookstall costs	4385			4385	6203	
Tradecraft stock purchase	91			91	1034	
Other trading costs		124		124	33	
<b>Trading costs</b>	<b>4476</b>	<b>3409</b>	<b>0</b>	<b>7885</b>	<b>11979</b>	
Other misc payments	2168		0	2168	1070	
<b>Total paid on all funds</b>	<b>94739</b>	<b>5422</b>	<b>42134</b>	<b>142295</b>	<b>107500</b>	

6 Charitable grants and donations were made to 7 charities during the year of which the largest were to Christian Aid and Chichester Diocesan Association for Family Support Work.

7 The Parish share to the Chichester Diocese is for the payment of Clergy and other central costs. The full cost of parish ministry amounts to approximately £67273.

## Notes to the Financial Report

- 8 The church hall is on a freehold property also used as a church car park which is owned by the PCC adjoining the church and cost £4,612 to build.
- 9 The Restricted fund represents accumulated donations and appeals for the maintenance of the church building.
- 10 Gift Aid is recoverable on donations received up to year end, the last claim was submitted on 15<sup>th</sup> December 2019, covering donations to that date.

11 Payments to PCC employees:

	2019	2018
	£	£
Wages, salaries and honoraria	7705	6011
Employer National Insurance	0	0
	7705	6011

12 Payments to PCC members

Mrs Diane Bennett received £2250 to Sept and Mrs Brenda Bull £1023 from Oct for Secretarial support to the Rector

13 Transactions with persons related to PCC members:

Payments of £600 were made to a relative of a PCC member as organist until the end of April.

14 Transactions with related charities:

There are no related charities

15 Statement of funds:

**Endowed funds** are required by the donors to be invested and the income spent on specific objectives

The Francis Charity is an endowment invested in CBF Investment Fund shares, with the income to be spent on churchyard maintenance.

**Restricted funds** are not invested permanently but are to be spent within reasonable timescales

The longstanding Restoration Fund is invested in CBF Investment Fund shares with the income to be spent on the fabric of the Church.

The other restricted funds comprise:

The Church Restoration fund is to be spent on the fabric of the church and as longstanding PCC policy receives half of any Legacies received

The Richard Legacy fund is to be spent on the organ and Audio-visual improvements in the church.

The Church IT Fund is to be used towards installation of audio / visual equipment in the church

**Unrestricted funds** are not subject to any donor restrictions and can be spent as the PCC decides

The investment in the Diocesan Fixed Interest Fund is a long standing unrestricted one with income going to the General Fund.

The General Fund receives the normal church income to cover the day to day activities of the Church .

The Hall Fund is used to cover the running of the hall as a designated fund to clearly identify the finances of this important outreach activity

*The summary of all funds appears on the next page*

## Notes to the Financial Report

### 16 Summary of funds

Fund income and expenditure and final balances are as follows:

	Balance b/f 1 Jan 2019	Income	Transfers gains, Expenditure or losses	Balance c/f 31 Dec 2019
F S Francis Charity	324			324
<b>Total of all endowment funds</b>	<b>324</b>	<b>0</b>	<b>0</b>	<b>324</b>
Resoration Fund Investment at cost	4400			4400
Church Restoration Fund	66022	28927	-42134	52815
Richards legacy	5130			5130
Church IT Fund	1000			1000
<b>Total all Restricted Funds</b>	<b>76552</b>	<b>28927</b>	<b>-42134</b>	<b>63345</b>
Diocesan Fixed Interest Fund	800			800
General fund	27729	123102	-94739	56092
Designated Church Hall Fund	3725	4928	-5422	3231
<b>Total all unrestricted funds</b>	<b>32254</b>	<b>128030</b>	<b>-100161</b>	<b>60123</b>
<b>Total Funds</b>	<b>109130</b>	<b>156957</b>	<b>-142295</b>	<b>123792</b>

### 17 Market value of investments @ 31<sup>st</sup> December 2019

The market value of shares shown in the Statement of Assets and Liabilities at cost is as follows:

	Number held	Original cost	Value 2018	Value 2019
CBF Francis Charity	407	324	6672	7784
CBF Restoration	970	4400	15664	18552
Diocesan Fixed Interest Fund	713	800	1143	1168
		5524	23479	27504



# Independent Examiner's Report to the PCC of St Mary's Church, West Chiltington for the Year Ended 31<sup>st</sup> December, 2019

## Section A

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St Mary West Chiltington on the annual report for the year ended 31<sup>st</sup> December 2018 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:

- a. accounting records were not kept in accordance with section 130 of the Charities Act; or
- b. 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.

**Examiner's signature** .....

**Examiner's name** *CAPITALS*

Adrian Radford.....

**Address**

7 Curbey Close, West Chiltington, RH20 2HU

**Relevant professional Qualification or body**

ACA.....

**Dated** ...o2/08/1920.....

**Only complete if the examiner needs to highlight material problems for *example*:**

- accounting records have not been kept in accordance with s132 of the Charities' Act 2011 and those accounts do not comply with the requirements of the 2008 Regulations setting out the form and content of charity accounts;
- any material expenditure or action which appears not to be in accordance with the trusts of the charity;
- any failure to be provided with information and explanations by any past or present trustee, officer or employee; and
- any material inconsistency between the accounts and the trustees' annual report.

**Give here brief details of any items that the examiner wishes to disclose**