

ST CATHERINE'S CHURCH, LITTLETON

ANNUAL REPORT AND FINANCIAL STATEMENTS OF THE PAROCHIAL CHURCH COUNCIL FOR THE YEAR ENDED 31ST DECEMBER 2023

Administrative information

St. Catherine's Church is situated in Church Lane, Littleton. It is part of the Diocese of Winchester within the Church of England. The correspondence address is The Rectory, Church Lane, Littleton.

The Parochial Church Council (PCC) is a charity exempted from registration with the Charity Commission. PCC members who have served from 1st January – 31st December 2023 are:

Incumbent:

The Reverend Jax Machin (until September)

Church Warden

Mr Simon Kingston (from APCM)

Member of Diocesan Synod

Dr Michael Coleman and PCC secretary

Representative on the Deanery Synod:

Mr Simon Kingston (until APCM)

Elected members:

Mrs Carol Coleman

Mrs Peggy Ormston

Mrs Carol Ward

Mr John Morrell

Mr Clive Thompsett Treasurer

Mrs Kate Carslaw (from APCM)

Structure, governance, and management

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

Objectives and Activities

St Catherine's PCC has the responsibility of co-operating with the incumbent, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the Church Room, Church Lane, Littleton.

Achievements and Performance

The church continues to have the ability to run a wide variety of activities through the year. It is encouraging that in 2023, we were able to rebuild our outreach activities which had been considerably reduced in the previous two years because of Covid period. A summary can be found in the PCC's Annual Review of Activities

The PCC continued its policy of supporting the work of a range of mission partners with whom we seek to build long-term relationships as well as providing much needed funding. We donated £7,300. The Mission Group has continued to provide guidance to the PCC on where we direct these donations. In addition, the Benefice has continued to support Karis Kids, a local Christian charity working with families in Uganda.

Church Services

On 31st December 2023 there were 129 members on the Electoral Roll.

The monthly schedule of Sunday services was as follows.

1 st Sunday	4 pm	Café Church
2 nd Sunday	10 am	Family Communion
3 rd Sunday	6 pm	Peace and Wholeness Service**
4 th Wednesday	10 am	Communion
4 th Sunday	10 am	Morning Worship

5 th Sunday	10 am	Benefice service at Crawley
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** Due to illness of the lay member who leads this service, it has not been possible to hold Peace and Wholeness services. (We are pleased to be able to report that the service will return in April 2024)

Financial Review.

Total receipts on ordinary unrestricted funds were £80,761 and are detailed in the Financial Statements. £81,010 was spent to provide the Christian ministry from St Catherine's Church, including the contribution to the Diocesan Common Mission Fund, which largely provides the stipends and housing for the clergy. Consequently, the accounts show a deficit of £249 on normal activities, which is 0.2% of income.

Having received several legacies, the PCC has been able to finance projects that benefit the church and our community. £10,295 has been spent during 2023 on three projects:

	£
Anna Chaplaincy (46months)	5437
Income enhancement	2000
Tree felling & Church Lane Hedge replacement	2858
	£10295

The church's investments continue to be well managed by CCLA. As at 31st December 202 they now manage investments totalling £110,000 and also hold £54,000 on an interest-earning deposit account. An **unrealised** increase in investment values of £9,122 is included in the accounts.

Reserves

	Reserves as at 31 Dec 2023	Reserves as at 31 Dec 2022
	£	£
Unrestricted	78937	71337
Designated		
Anna Chaplaincy	59,516	64,953
ECO Church	3,116	3,116
Church room	10,000	10,000
Churchyard	6,614	9,473
Income enhancement	10,000	0
Restricted		
Church room	2,602	3,480
Flowers	88	168
	170,873	162,527

Funds are currently invested with the Central Board of Finance (CBF) Deposit Fund, and CBF Investment Fund. Cash current accounts are also held at the National Westminster Bank and Barclays Bank.

Signed on behalf of the PCC by
Mr Clive Thompsett (Treasurer).

Mr Simon Kingston (Lay chairman)

PAROCHIAL CHURCH COUNCIL OF ST CATHERINE'S, LITTLETON.
Statement of Financial activities for the year ended 31st December 2023

	Note	2023			2022
		Unrestricted Funds	Designated Reserves	Restricted Funds	TOTAL
		£		£	£
INCOMING RESOURCES					
Voluntary Income					
Plate Collection, incl envelopes		1907		1907	2,072
Planned giving		46769		46769	45,942
Utilisation of legacy Income		2000	-2000	0	0
Donations / Grants		2018		2018	4,548
Donations for use of Churchroom		590		590	450
St Catherines Friends		4556		4556	5,044
Gift Aid tax rebate Claimed		12434		12434	12,156
		70273		68273	70,212
Other Ordinary Income					
Fees		2898		2898	3,124
Net Income from Events and Activities					
Magazine		624		624	567
Fund raising events	2	1732		1732	2,233
		2356		2356	2,801
Income from Investments					
Interest & dividends		5234		5234	3,560
TOTAL INCOMING RESOURCES		80761	-2000	0	78761
RESOURCES USED					
Grants					
Giving to UK Based Charities	3	2,950		2,950	2,950
Giving to Overseas Based Charities	3	4,350		4,350	4,350
Directly Relating to Work of Church					
Diocesan Common Mission Fund	4	48,401		48,401	49,977
Ministry : Clergy Expenses		1,694		1,694	2,053
Running Costs of Church	5	5,989		80	4,965
Repairs & Maintenance	6	1,394		1,394	11,220
Church Room		2,614		878	2,398
Anna Chaplain	7		5,437	5,437	4,247
Upkeep of Graveyard	8	1,388	2,858	4,247	2,786
Church Administration					
Parish Administrator	9	10,067		10,067	8,374
Office, stationery, copier		2,161		2,161	1,776
		12,229		12,229	10,150
TOTAL RESOURCES USED		81,010	8,296	958	95,097
NET RECURRING INCOMING (OUTGOING) RESOURCES		-249	-10,296	-958	-11,502
EXCEPTIONAL ITEMS					
Legacies	10	10,727		10,727	0
Unrealised gains or losses on investments	11	9,122		9,122	-15,054
NET MOVEMENT IN FUNDS		19,600	-10,296	-958	8,346
BALANCES BROUGHT FORWARD at 1st January 2023					
Surplus on Unrestricted Funds		71,337	87,542	3,648	162,527
Transfer to Designated Income enhancement fund		19,600			19,600
Special projects financed by legacies		-12,000	12,000		
ECO Church			0		0
Anna chaplain			-5,437		-5,437
Income enhancement			-2,000		-2,000
Churchyard maintenace / improvement etc			-2,858	-958	-3,816
BALANCES CARRIED FORWARD at 31st December 2022		78,938	89,246	2,690	170,874
					162,527

C Thompsett. FCMA

Treasurer. 5th Jan 2024

Statement of assets and liabilities as at 31st December 2023

Account	Note	2023				2022
		General £	Designated	Restricted £	Total £	Total £
Current assets - Investments						
CBF Investment Fund		18,436	89,246	2,690	110,372	88,359
CBF Fixed Interest Fund					0	24,226
Total	12	18,436	89,246	2,690	110,372	112,585
Current assets - Cash at bank and in hand						
NatWest Account		408			408	478
Barclays Account		674			674	6,732
CCLA (CBF) deposit account		54,405			54,405	38,846
Total		55,488	0	0	55,488	46,057
Current assets - Debtors						
Debtors		438			438	168
Debtors - over 1 year		5,000			5,000	5,000
Total	14	5,438			5,438	5,168
Liabilities - Creditors: Amounts falling due in one year						
Creditors		424			424	1,283
Total	15	424			424	1,283
Net total assets		78,938	89,246	2,690	170,874	162,527

Account	Note	2023				2022
		General £	Designated	Restricted £	Total £	Total £
Represented by						
Unrestricted - General Reserve		78,938			78,938	71,337
Designated and / or Restricted						
Anna Chaplain			59,516		59,516	64,953
ECO Church			3,116		3,116	3,116
Church Room			10,000	2,602	12,602	13,480
Churchyard			6,614		6,614	9,473
Income enhancement			10,000		10,000	
Flowers				88	88	168
Total Reserves	16	78,938	89,246	2,690	170,874	162,527

In addition to the above assets, the PCC owns the church room, reconstructed in 2015 at a cost of £168,000, free of debt. Each year a notional £12,000 depreciation is applied. At the 31st December 2023, the hall is nominally valued at £60,000. (See NOTE 13.)

This is not a cash flow transaction and is excluded from the balance sheet above so that the reserves are shown to be identical to those in the Statement of Financial Activities (SOFA)

PAROCHIAL CHURCH COUNCIL OF ST CATHERINE, LITTLETON
NOTES TO THE FINANCIAL STATEMENTS
For the year ending 31st December 2023

Any changes to the policies below compared to last year are denoted in **BLOCK CAPITALS** and -

NOTE 1. ACCOUNTING POLICIES

a. General

- The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and SORP 2006.
- The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments at market value and the revaluation of fixed assets. 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 affiliation to another body, nor those which are informal gatherings of church members.

b. Funds

Funds held by the PCC are:

- *Restricted funds* - a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund.
- *Designated funds* – these have been earmarked by the PCC for a specific use. However, the PCC, by resolution, can return those funds to the general reserve should they no longer be needed.
- *Unrestricted funds* - general funds which can be used for PCC ordinary purposes.

c. Incoming resources

All incoming resources are accounted for gross

Voluntary Income

- Collections and donations are recognized when received
- Planned giving receivable is recognized only when received.
- Income tax recoverable on Gift Aid donations is recognized when the related income is recognized.
- Grants and legacies are recognized when the PCC is legally entitled to the amount due.

Income from investments

Dividends and interest entitlements are accounted for when receivable.

All other income

All other income is recognized when it is receivable.

Gains and losses on investments

- Realised gains and losses are recognized when the investments are sold.
- Unrealised gains and losses are accounted for on revaluation on 31st December.

d. Resources used

Resources expended are accounted for on an accruals basis and are accounted for gross.

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The Diocesan Common Mission fund (CMF) is accounted for when due. All other expenditure is generally recognized when it is incurred and is accounted for gross.

e. Fixed Assets.

- Consecrated and beneficial property is excluded from the accounts by s.96(2)(c) of the Charities Act 1993. Costs associated with the maintenance and improvement of such assets are written off in the year they are incurred
- No value is placed on movable church furnishings held by the churchwardens on trust for the PCC.
- All other capital expenditure is either written off as incurred if below £1000, or capitalised if over £1,000

f. Investments

- Investments are valued at market value on 31st December.

g. Current Assets

- Amounts owing to the PCC at 31st December are shown as debtors.
- Short-term deposits include cash held on deposit with the CCLA Funds and at the bank.

NOTE 2. FUND-RAISING ACTIVITIES

The following events took place resulting in the following profits

	2023	2023		2022	2022
	Gross	Net		Gross	Net
Autumn Bazaar	691	691		788	763
Car Boot Sale	334	239		336	241
Safari Supper	802	802		680	680
Faith and the Arts				1653	849
Write-off of Quartet fee paid for event cancelled by covid					-300
	£1,827	£1,732		£3,457	£2,233

NOTE 3. GRANTS

Grants have been made to the following charities. The PCC seeks to build ongoing relationships with the organisations to whom we donate.

	2023£	2022 £		2023£	2022 £
UK Based			Overseas Based		
Basics Bank	650	650	Open Doors Int'l	500	500
Winchester Beacon	850	850	Tearfund	600	600
Trinity Centre	750	785	Guyana Mission	250	500
City Chaplaincy	200	Nil	CMS	600	600
Win'ster Street Pastors	200	250	MAF	650	600
Messy Church. BRF	80	150	OMF	650	600
Winchester Hospice	150	200	Karis Kids	600	500
H&I Historic Churches	25	25	Brickworks	500	450
British Legion	45	40			
	£2,950	£2,950		£4,350	£4,350

NOTE 4. DIOCESAN COMMON MISSION FUND (CMF)

Our 2023 assessment for the Common Mission Fund was £48,401 which is a £1.576 decrease on the previous year.

Littleton is assessed as being among the wealthiest parishes in the Diocese and, consequently, contributes generously to help less fortunate parishes.

NOTE 5. RUNNING COSTS OF THE CHURCH

The routine costs of running the church and providing regular services are:

	2023 (£)	2022 (£)
Upkeep of services	362	321
Children's church	32	32
Organist's fees	1833	1488
Subscriptions	370	261
Heat & light	1146	629
Insurance	1257	1202
Cleaning	525	551
Sundries	464	481
	£5,989	£4,965

NOTE 6. REPAIRS & MAINTENANCE (including Church room)

As is usual, a variety of repairs / replacements to our property have been necessary this year. The 2023 total of £2,178 comprises £1,394 for the church and £784 for the church room.

	2023 (£)	2022 (£)
Boiler Service	110	98
Repair / replace Lights	241	
Fire Risk assessment (incl replace)	310	212
Electrical testing & replacements	210	75
Nappy Bin Contract	118	112
Organ repair & service	450	450
Replace broken crockery	39	
Sound System Overhaul	635	
Minor repairs	65	75
Repair water heater		120
New extractor fan and vacuum cleaner		185
Repairs tiles and gutters		150
	£2,178	£1,477
SPECIAL PROJECTS		
Financed by legacies		
Replace C/Room soffits and base boards	878	
Upgrading church lighting		2548
Repairs to East window		7836
	£3,056	£11,861

NOTE 7. ANNA CHAPLAIN

Utilising part of a generous legacy, the PCC set up in 2021, a designated reserve of £69,200 for the employment of an Anna chaplain over the coming three years. Mrs Karen Markiewicz was appointed and started work in the parish on 28th August 2022, but eleven months later had to resign due to personal circumstances. The PCC was not empowered to replace her as no appointments can be made during an interregnum, but the intention is to appoint as soon as possible once Reverend Kevin arrives. The following part-year costs have been incurred.

	2023 (£)	2022 (£)
Salary & Pension	4968	3785
Payroll administration	137	96
Training	72	181
Other expenses	260	184
	£5,437	£4,246

The Anna chaplain is employed by St Catherine's PCC and is their only employee.

NOTE 8. CHURCHYARD

	2023 (£)	2022 (£)
Grass cutting	1146	967
Maintenance of trees	97	141
Repair to damaged gravestones	67	142
Catering for Churchyard clear-up	34	72
Sundries	44	44
	£1,388	£1,366
SPECIAL PROJECTS		
Financed by legacies		
Bonfire screen (extension in 2023)	294	370
Box hedge removal (Church Lane)		360
New hedge planted in Church Lane	1974	
Tree work	590	690
	£4,246	£2,786

2023 has seen a protracted cutting season, with grass still being mowed the week before Christmas.

NOTE 9. BENEFICE OFFICE

	2023 (£)	2022 (£)
Administrator Costs	34,101	31,033
Once-off Bonus for cover with Jax's illness and interregnum	2,000	
Contribution from fees	-9,213	-8,027
Total Benefice Administration	26,888	23,006
Littleton share	37.44%	36.41%
Littleton charge	10,067	8,374

We pay a share of the cost of the benefice administrator, who is employed by Crawley PCC, through the Benefice Office Costs detailed above.

NOTE 10. EXCEPTIONAL ITEM

We were grateful to receive an outstanding payment of £10,027 from Mrs Dash's legacy; Mrs Dash died in 2022. The solicitors inform us that we will receive a final small payment in 2024, once the tax bill has been finally settled.

The 2023 receipt has contributed to the creation of a new designated £12,000 account titled 'Income enhancement.' This will be released over six years, with an annual transfer of £2,000 starting in 2023.

Further details on reserves can be found in Note 16.

NOTE 11. UNREALISED GAINS & LOSSES ON INVESTMENTS

Paragraph f of Note 1 requires us to ensure that Investments are valued at market value on 31st December of each year. This results in a snapshot of the current value of the investment and the impact of +unrealised gains and losses; the emphasis is on the word 'unrealised'.

Our policy is to remain fully invested and to rely on our investment managers to move our holdings between countries, sectors, and companies / trusts, with the aim of achieving growth.

There are some years when international events trigger a sharp fall in the market, and 2022 was such a year. History indicates that the market will rebound.

Year	Unrealised gain / loss	%
£	£	£
2017	1999	5.7% Gain
2018	-956	2.6% Loss
2019	5079	12.6% Gain
2020	3870	6.6% Gain
2021	7165	7.3% Gain
2022	-15054	12.7% Loss
2023	9122	9.6% Gain

NOTE 12. INVESTMENTS

	Number of shares held	Book Value 31/12/2023		Market Value 31/12/2023	
		Price:	Value	Price:	Value
CCLA C of E Investment Fund	4,882.55	£20.74	£101,249	£22.61	£110,371
				Unrealised Gain	£9,122

All unit trusts have been valued at market price of £110,371 in the balance sheet, with an appropriate adjustment for the increase in their value of £9,122 in the Statement of Financial Activities. See also Note 11.

NOTE 13. FIXED ASSETS

The church room was extended and refurbished in 2015 and has been capitalised on 1st September 2015 at a value of £160,000. It is being depreciated at a rate of 7.5% a year.

St Catherine's Church Room	Gross Book Value £	Depreciation £	Net Book Value £
1 st January 2023	160,000	88,000	72,000
2023 depreciation		12,000	
31 st December 2022	160,000	100,000	60,000

NOTE 14. DEBTORS

	2023 (£)	2022 (£)
General Debtors	438	168
Debtors (over one year)	5,000	5,000
	£5,438	£5,168

In March 2016 £5,000 was donated to Littleton PCC provided that this money was lent to the Downs Benefice for working capital purposes. The loan is repayable to Littleton PCC if the Downs Benefice is wound up or Littleton PCC is in severe financial difficulty.

NOTE 15. LIABILITIES

Included within the creditors of the PCC are sums held on behalf of other organisations.

	2023 (£)	2022 (£)
General Creditors	522	1283

NOTE 16. UNRESTRICTED, RESTRICTED and DESIGNATED FUNDS

	Reserves as at 31 Dec 2023	Reserves as at 31 Dec 2022
	£	£
Unrestricted	78937	71337
Designated		
Anna Chaplaincy	59,516	64,953
ECO Church	3,116	3,116
Church room	10,000	10,000
Churchyard	6,614	9,473
Income enhancement	10,000	0
Restricted		
Church room	2,602	3,480
Flowers	88	168
	170,873	162,527

Unrestricted Funds

These funds are managed by the PCC and are spent on church related matters as they direct.

Restricted Funds

These funds have been donated for specific purposes and can only be spent on the named projects

Designated Funds

These funds have been earmarked for the purpose designated but, in the event of the funds no longer being needed, the PCC can re-designate them as unrestricted funds.

C Thompsett. 5th January 2024

OVER

Independent Examiner's Report to the members/trustees of St Catherine's Church, Littleton, Parochial Church Council.

I report on the accounts for the year ended 31st December 2023 which are set out on the preceding pages.

Respective responsibilities of the Trustees and Independent Examiner

The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the 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 a full audit, and consequently I do not express an audit opinion on the accounts.

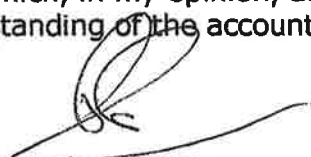
Independent Examiner's Statement

In connection with my examination, no matters have come to my attention

1. which give me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with s.130 of the 2011 Act; or
- to prepare accounts which accord with these accounting records have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Paul A Brooks 7 Pitter Close, Littleton, WINCHESTER, SO22 6PD.

1 February 2024.