



# St Lawrence



Bourton-on-the-Water

with St James, Clapton-on-the-Hill

# Appendices to the Annual Report Jan-Dec 2023

## Appendix A – Bourton on the Water Trust Accounts 2023

*Prepared by Clerk Dave Turnbull*

### BOURTON-ON-THE-WATER TRUST - Receipts and Payments Account for Year Ended 30th September 2023

Summary of Account	2023	2022		2023	2022
Opening Balances	3,477.93	2,901.69	Payments to Beneficiaries	600.00	400.00
Dividends	1,129.43	1,163.86	Clerk's Fee	100.00	100.00
CBF Interest	73.69	12.38	Rector's Discretionary Fund	275.00	-
Donation	-	-	Foodbank	-	100.00
			Primary Summer School	-	-
Income	1,203.12	1,176.24	Transfer to Investment Fund	-	-
			Expenditure	975.00	600.00
			Closing Balance - Lloyds	765.64	1,611.21
			Closing Balance - CBF Fund	2,940.41	1,866.72
	4,681.05	4,077.93		4,681.05	4,077.93

Summary of Assets	2023	2022
Total Assets as at 1st October 20221	42,287.51	44,853.88
Excess of Receipts over Payments	228.12	576.24
	42,515.63	45,430.12
Increase in Value of Investments	732.87	- 3,142.61
Total Assets as at 30th September 2023	43,248.50	42,287.51

Represented by:	2023	2022
5,103.90 COIF Charities Fixed Interest Fund - income units @118.28	6,036.89	5,746.48
1,812.64 COIF Charities Investment Fund - income units @ 1848.44	33,505.56	33,063.10
CCLA Investment Management Fund(CBF)	2,940.41	1,866.72
Lloyds TSB	765.64	1,611.21
	43,248.50	42,287.51

# Appendix B

## St Lawrence, Bourton on the Water's Receipts & Payments Account

for the year ended 31 December 2023

	Notes	General fund £	Designated fund £	Restricted fund £	2023 £	2022 £
<b>Incoming resources</b>						
Voluntary income:						
Planned giving (3)		39,410	-	-	<b>39,410</b>	36,191
Collections, donations & other giving (3)		21,670	-	-	<b>21,670</b>	15,347
Income tax recovered (4)		12,030	-	-	<b>12,030</b>	11,927
Legacies		-	-	-	-	-
Activities for generating funds						
Magazine/Bookstall sales/Hall Lettings etc (5)		2,499	-	-	<b>2,499</b>	2,047
Income from other Properties		-	-	-	-	-
Annual Fete/events (5)		2,957	-	-	<b>2,957</b>	6,172
Investment income:						
Interest & dividends (6)		555	1,811	-	<b>2,366</b>	1,919
Income from charitable activities:						
Parochial fees (7)		4,581	-	-	<b>4,581</b>	4,450
Other incoming resources:						
Insurance claims		-	-	-	-	-
Gain on disposal of fixed assets		-	-	-	-	-
Loans received		-	-	-	-	-
Other (8)		7,275	-	179	<b>7,454</b>	8,247
<b>Total incoming resources</b>		<b>90,977</b>	<b>1,811</b>	<b>179</b>	<b>92,967</b>	<b>86,300</b>
<b>Resources expended</b>						
Charitable activities:						
Donations/Grants to charities (9)		(1,995)	-	-	<b>(1,995)</b>	(783)
Mission & Evangelism (10)		(1,745)	-	-	<b>(1,745)</b>	(1,114)
Parish Share		(68,919)	-	-	<b>(68,919)</b>	(65,207)
Clergy expenses (12)		(2,878)	-	-	<b>(2,878)</b>	(2,757)
Church running expenses (13)		(8,190)	-	(217)	<b>(8,407)</b>	(6,568)
Churchyard maintenance		(8)	-	-	<b>(8)</b>	(161)
Cost of raising funds (11)		(171)	-	-	<b>(171)</b>	(1,686)
Running costs:						
Support costs		-	-	-	-	-
Administration costs (inc. staff costs)		(1,860)	-	-	<b>(1,860)</b>	(1,462)
Other (14)		(4,372)	-	-	<b>(4,372)</b>	(4,816)
Governance costs						
Major expenditure						
Repairs to church buildings (15)		(2,002)	-	-	<b>(2,002)</b>	-
Repairs to other property		-	-	-	-	-
Capital purchases/additions		-	-	-	-	-
Loan repayments		-	-	-	-	-
<b>Total resources expended</b>		<b>(92,140)</b>	<b>-</b>	<b>(217)</b>	<b>(92,357)</b>	<b>(84,554)</b>
<b>Net (outgoing)/ incoming resources</b>		<b>(1,163)</b>	<b>1,811</b>	<b>(38)</b>	<b>610</b>	<b>1,746</b>
Transfers between funds (16)		2,002	(2,302)	300	-	-
Net incoming/(outgoing) resources before gains		839	(491)	262	<b>610</b>	1,746
Gains on investment assets		978	3,057	817	<b>4,852</b>	(7,135)
Net movement in funds		1,817	2,566	1,079	<b>5,462</b>	(5,389)
Funds brought forward at 1 Jan 2023		29,405	52,755	10,760	<b>92,920</b>	98,309
Funds carried forward at 31 Dec 2023		31,222	55,321	11,839	<b>98,382</b>	92,920

\*produced using the Diocesan Cashbook v5

# Statement of Assets & Liabilities for St Lawrence's Bourton on the Water

as at 31 December 2023

	Account No	Unrestricted £	Designated £	Restricted £	2023	2022
PCC General Account	00724818	11,786	973	0	12,758	12,477
PCC Cash In Hand		9	-	-	9	9
PCC General Investment Account	616616002D	8,140	-	-	8,140	7,586
PCC Restoration Account	616116001D	-	16,440	-	16,440	16,922
D J Dawkes Account	616616003D	-	873	-	873	880
Flower Fund Account	01180617	-	-	259	259	175
Reordering Account	32994160	-	-	-	-	-
St Lawrence Society of Ringers	01578963	-	-	2,154	2,154	1,975
<b>Total Monetary Assets</b>		<b>19,935</b>	<b>18,285</b>	<b>2,413</b>	<b>40,633</b>	<b>40,025</b>
General Investment Share Fund	616116003S	11,283	-	-	11,283	10,305
Restoration Share Fund	616116001F	-	5,029	-	5,029	4,746
Restoration Share Fund	616116001S	-	32,009	-	32,009	29,235
D J Dawkes Share Fund	616116002S	-	-	9,426	9,426	8,609
<b>Total Investment Assets</b>		<b>11,283</b>	<b>37,038</b>	<b>9,426</b>	<b>57,747</b>	<b>52,895</b>
<b>Total Assets</b>		<b>31,218</b>	<b>55,322</b>	<b>11,839</b>	<b>98,380</b>	<b>92,920</b>

There is a rounding calculation embedded in the software which rounds the funds c/f in the R&P up by £2.00  
The actual value of assets c/f is £98,380.03, in accordance with the statement of assets & liabilities

# Notes to St Lawrence's Receipts & Payments Account For year ending 31<sup>st</sup> December 2023

## 1. Basis of Accounting

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts & Payments basis

## 2. Accounting Policies

Restricted Funds represent 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.

Unrestricted funds are the General funds which can be used for PCC ordinary purposes. General unrestricted fund income increased from £82,809 to £90,977.

The PCC on occasion designates some of their General Fund, earmarking them for a specific purpose. These funds are still unrestricted.

## 3. Planned and other Giving

Planned giving increased from £36,191 to £39,410, of which £25,340 is given through the PGS

General "collections, donations and other giving" also increased from £15,347 to £21,670. This includes:

- £5,027 (£4,373 in 2022) cash donations through the weekly collection plate
- £1,327 (£1,157 in 2022) through the yellow gift aid envelopes
- £2,361 (£2,664 in 2022) through the blue Church collecting box
- £5,222 (£3,198 in 2022) through various one-off gifts (including a one-off gift of £2,578)
- £2,520 (£1,291 in 2022) through contactless giving
- £2,450 (£1,142 in 2022) from Together on Tuesdays
- £784 for a one-off grant from the Diocese towards the cost of heating

## 4. Income Tax Recovered

£12,030 was recovered through gift aid (£11,927 in 2022), of which £6,335 is recovered monthly through the PGS, significantly benefitting cashflow.

## 5. Activities for Generating Funds

In 2022 major fund raisers included the Jonathan Veira Concert and the Jubilee Flowers which raised a combined total of £2,734. In 2023, there was a significant reduction in fund raising activities leading to a decrease in income from £8,219 to £5,456. Funds were raised as follows:

- £2,499 (£2,047 in 2022) raised through Church lettings
- £2,957 (£2,601 in 2022) raised through the Church fete

## **6. Interest & Dividends**

Interest & dividends are earnings from our investment income funds at year end, without accruals, and exclude investment gains. Total interest & dividends earned were £2,366, an increase of £477 on 2022.

## **7. Parochial Fees Income**

Parochial Fees Income is the net income received from funerals and weddings (after payment of the Diocese share to the DBF). Parochial Fees Income in 2023 increased from £4,450 to £4,581

## **8. Other income**

Other Income includes

- £2,900 (£2,665 in 2022): Contribution from St James Clapton towards Parish Share
- £2,114 (£1,772 in 2022): Reimbursement of clergy and other expenses from other parishes in the benefice
- £1,200 (£1,700 in 2022, which included 2021 payment): Contribution to grass cutting from the Parish Council
- £600: Secondment duties by Rev R King to the Diocese
- £179: Bell Ringing activities (restricted)

## **9. Donations / Grants to Charities**

Church members and other Church users raised donations that were given direct to the following charities:

- £163 – North Cotswold Foodbank
- £501 - Headspace
- £233 – Kate’s Home Nursing
- £114 – Christian Aid
- £211 – Earthquake appeal
- £772 – Children’s Society

## **10. Mission & Evangelism**

£1745 was spent directly on Mission & Evangelism, including:

- £782 to support Together on Tuesdays (Donations given to ToT totalled £2,450)
- £98 to support the Bereavement Journey Course
- £380 to support Children’s & Young People’s Work

## **11. Cost of Raising Funds**

£171 for costs associated with the Church Fete

## **12. Clergy Expenses**

The PCC accounts show the full clergy expenses for the benefice of £2,878. The net total for the parish, after reimbursement of expenses from other parishes, is £1,516

### 13.Church Running Expenses

Major items within Church Running Expenses are

£3,376 – Heating & lighting (2022: £3,344)

£929 – Music Costs

£2,088 – Routine repairs and servicing

£1,668 – Church service and altar costs, including SIM costs and new laptop for streaming

### 14.Other Costs

£3,513 (2022: £3,462) is for insurance costs

### 15.Major Expenditure

£1,488 for roof repairs

£513 for boiler flue

### 16.Transfer between funds

A net total of £2,302 was transferred between funds to pay for flowers and the major expenditure

### 17.Investments

We have 4 income share funds:

- General Investment Share Fund: No. of share units held is 499.14. Fund is unrestricted for general Church purposes
- Restoration Share Fund: No. of share units held is 3474. Fund is designated for the Restoration purposes
- Restoration Share Fund: No. of share units held is 1416. Fund is designated for the Restoration purposes
- D J Dawkes Share Fund: No. of share units held is 417. Fund is restricted for the flowers to decorate the Church

### 18.Gains on Investment Assets

Investment assets increased by 9% to £57,747. The investment asset shows the year end figure with no accruals for 2023

### 19.Bank Reconciliation (as at 31<sup>st</sup> Dec 2023)

	£
Balance in General Account	13,072
Add Debtors	0
	<b>13,072</b>
Less Creditors	(314)
	<b>12,758</b>

# **Independent Examiner's Report to the PCC of St Lawrence, Bourton on the Water**

This report on the financial statements of the PCC for the year ended 31 December 2023 in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and Section 43 of the Charities Act 1993 ('the Act')

## **Respective responsibilities of the PCC and examiner**

As members of the PCC you are responsible for the preparation of the financial statements. You consider that the audit requirement of the Regulations and section 43(2) of the Act do not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

## **Basis of this Report**

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 43(7)(b) of the Act and to be found in the Church Guidance, 2006 edition, issued by the Finance Division of the Archbishops' Council. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

## **Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 41 of the Act; and
  - to prepare financial statements, which accord with the accounting records and comply with the requirements of the Act and the Regulationshave 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

D K Turnbull

March 2024

# Appendix C

## St. James Church, Clapton on the Hill Accounts for year ended 31 December 2023

<i>Items to discuss at Parishioners' Meeting</i>	<b>Column A</b>	<b>Column B</b>	<b>Column C</b>
	Actual Full Year <u>2023</u>	Budget Full Year <u>2023</u>	Actual Full Year <u>2022</u>
	£	£	£
<b><u>RECEIPTS AND PAYMENTS ACCOUNT</u></b>			
<b><u>Income</u></b>			
Regular Giving (9 families)	3,272	3,372	3,212
Collections	750	509	870
(Note - Easter £87; Carol £143 and Christmas Day £75)			
Donations	543	50	425
Church Box	272	200	202
Tax Refund Note - Parish Giving Scheme	1,071	794	1,156
Fund Raising	25	100	5
Wedding / Funeral / Internment / Headstone Fees	158		547
Energy Grant from Diocese	55	55	
Interest on General Funds	1,200	234	366
Interest on Restricted Funds	252	196	119
(Current rate on CCLA Accounts : 5.207%)			
	<b><u>7,597</u></b>	<b><u>5,511</u></b>	<b><u>6,901</u></b>
<b><u>Costs</u></b>			
Parish Share	2,900	2,900	2,665
Mission & Ministry (Charity Giving until 2020)	150	531	62
Insurance	803	845	768
Electricity (Note 2 year deal from Oct. 2023)	483	600	296
Electrical installation check	216		
Fire Protection	72	240	113
Service (2022: includes Gift for altar cloths - £102)	26	125	128
Churchyard Maintenance (NB: Peter's work)	136	180	151
Small Pilgrim Places Fee	15	15	15
Bird cherry tree removal	588		
Building Repairs - Cherry Picker hire	420		
Architect Fees	2,466		
Building Repairs			
Equipment Repairs - Safe	357		
New Additions - Charles the vacuum cleaner	137		
Replacement tree - crab apple tree in 2024			
Quinquennial Inspection			697
Diocesan & Verger Fees - re Headstone fee	16		218
Credit card fees			13
	<b><u>8,786</u></b>	<b><u>5,436</u></b>	<b><u>5,127</u></b>
<b>(Deficit) / Surplus</b>	<b><u>(1,189)</u></b>	<b><u>75</u></b>	<b><u>1,773</u></b>
<b>(Deficit) / Surplus :</b>			
General Reserves	(462)	(122)	1,093
Designated Reserves	534		561
Restricted Reserves	(1,261)	196	119
<b>Aggregate Surplus / (Deficit)</b>	<b><u>(1,189)</u></b>	<b><u>75</u></b>	<b><u>1,773</u></b>



**St. James Church, Clapton on the Hill**  
**Accounts for year ended 31 December 2023**

<i>Items to discuss at Parishioners' Meeting</i>	<b>Column A</b>	<b>Column B</b>	<b>Column C</b>
	Actual Full Year <u>2023</u> £	Budget Full Year <u>2023</u> £	Actual Full Year <u>2022</u> £
<b><u>ASSETS - Cash at Bank</u></b>			
CBF Church of England Deposit Fund	38,626	37,661	37,427
Lloyds (Note Bank Mandate update)	(218)	1,089	1,444
<b>GENERAL ASSETS</b>	<b><u>38,409</u></b>	<b><u>38,749</u></b>	<b><u>38,871</u></b>
<b>Designated Funds:</b>			
Mission and Ministry Fund (held in Lloyds Account)	1,648	<b>1,114</b>	<b>1,114</b>
<b>Restricted Funds:</b>			
CBF C of E Harry Hill Fund (For upkeep of the churchyard)	6,094	6,636	6,474
Lloyds Account (For upkeep of the church)	500		
CBF C of E Restoration Fund (For upkeep of the church)		1,415	1,381
<b>RESTRICTED ASSETS</b>	<b><u>6,594</u></b>	<b><u>8,051</u></b>	<b><u>7,855</u></b>
<b>TOTAL ASSETS</b>	<b><u>46,651</u></b>	<b><u>47,914</u></b>	<b><u>47,840</u></b>

**NOTE: Budget is stated before any expenditure on building works and equipment**

# **Independent Examiner's Report to the PCC of St James, Clapton on the Hill**

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## **Respective responsibilities of the PCC and examiner**

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

D K Turnbull

25 March 2024