

**The Parochial Church Council of the  
Ecclesiastical Parish of All Saints, Otley**

Registered Charity number 1153498



**Annual Report and Financial Statements  
for the year ended 31 December 2023**

**The Parochial Church Council of the  
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<b>Contents</b>	<b>Page</b>
Trustees' report	3 to 11
Independent Examiner's Report	12
Statement of financial activities	13
Balance sheet	14
Notes to the accounts	15 to 23

# **The Parochial Church Council of the Ecclesiastical Parish of All Saints, Otley**

## **Trustees' report for the year ended 31 December 2023**

### **Aims and Purposes**

All Saints Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of All Saints Church, Kirkgate.

### **Objectives and Activities**

The mission statement of the church is 'Otley Parish Church – a Place for Everyone, with Christ at the Centre.' The variety of worship services held throughout each month as well as during the festival seasons aim to minister across the age spectrum of the parish. Our services and worship seek to assist people to put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, we have considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. We try to enable ordinary people to live out their faith as part of our parish community through:

Worship and prayer, learning about the gospel; and developing their knowledge and trust in Jesus;

Provision of pastoral care for people living in the parish;

Missionary and outreach work.

To facilitate this work it is important to maintain the fabric of the Church Centre complex of All Saints.

### **Achievements and Performance**

#### *Incumbent*

Reverend Aaron Kennedy completed his first full year as the Vicar of All Saints, Otley in 2023. Aaron's focus has been working towards the goals set out in our Parish Profile. There has been an emphasis on the expansion of provision for young people. Aaron is also currently leading the PCC through the Leading Your Church into Growth initiative. Aaron, Grace and their children have become cherished members of our church family.

#### *Worship and Prayer*

The PCC is keen to offer a range of services during the week and throughout the year that our community find both beneficial and spiritually uplifting.

**The Parochial Church Council of the  
Ecclesiastical Parish of All Saints, Otley  
Trustees' report (continued) for the year ended 31 December 2023**

**Achievements and Performance (continued)**

The regular pattern of worship services through the year includes our main service at 10.30am each Sunday, also live-streamed and available online afterwards. One Sunday a month we have a quiet communion service at 8.30am and a lively Activate service at 4pm (followed by pizza). Midweek we offer a quiet communion service at 11am every Tuesday. In October the Vicar introduced a short service of Evening Prayer each Monday to Thursday during school term time. Attendances at all services grew in 2023.

The PCC adopted a new Baptism policy in 2023. After an initial meeting with the Vicar, parents or adult candidates are asked to attend a 3-session course which is held quarterly or an Alpha or Start course. 8 Baptisms were conducted during the year, as part of the main morning service. Two of the candidates were adults.

In addition to the regular services 18 funerals and 2 weddings were held during the year.

Zoe Smith was accepted for training to the priesthood which involved Zoe and her family moving to Cambridge. We are deeply indebted to them for their work on the PCC, in Sunday Club and in various other church activities. They are greatly missed. Mary Pike has taken over the leadership of Sunday Club and the PCC thanks Mary and all the volunteers for this important ministry.

The Christmas Tree Festival was popular & well received, raising significant funds for local charities and the church. Thanks to Allan Boddy, Margaret Parkin and Barbara Nicholls for their organisation and hard work.

Links with local schools continued, including a concert by Prince Henry's Grammar School, Harvest Festival services for All Saints Primary School and Westgate Primary, leavers' service for All Saints and their Christmas concert. Monkey Puzzle Nursery also used the church for their nativity.

Christingle services continue to provide the largest congregation of the year with large attendances at both noon and 4pm on Christmas Eve. Thanks to Simon and Becky's greengrocers for the donation of the 500 oranges.

*Deanery Synod*

Norman Barr continued as one of our representatives on the Deanery Synod. After the Annual Parochial Church Meeting, Barry Milner succeeded Jill McKee as our second representative. The PCC is very grateful to Jill for her service in this role.

**The Parochial Church Council of the  
Ecclesiastical Parish of All Saints, Otley  
Trustees' report (continued) for the year ended 31 December 2023**

**Achievements and Performance (continued)**

*The Church Centre Complex*

The main Church building is the oldest building in Otley and is a Grade 1 listed building, it is open during the day for private prayer. The church owns and uses a semi-detached property "The Chestnuts", adjacent to the main building, as its parish office. Part of The Chestnuts is used by Otley Christian Resources Hub as a base for its work.

The Parish Room is used throughout the week - the craft group meet on alternate Mondays and Newall Ladies Fellowship hold their meetings there on Monday afternoon.

On Tuesday afternoons the room is used for 'Open House'. We offer a warm space in winter, free refreshments, companionship, and signposting to potential help for a wide range of guests. We cater for 20 - 30 guests each week. We are grateful to Bondgate Bakery for providing a selection of bread and pastries each week. The sessions registered with Leeds City Council as a 'Warm Space' during the crisis in heating costs in 2022/23 winter for which we received a grant towards our heating and other additional costs. The council scheme is running again this winter, renamed 'Welcome Space'. Open House has again registered and received a grant.

On Wednesday the Parish Room is used by Baby Rascals and Little Rascals, providing a welcoming space for babies and their carers and for pre-school children and their carers. On Friday we hold a café offering hot drinks and cakes, with proceeds going towards church costs. When available, the room is used by families for refreshments after funeral services.

The PCC thanks all the volunteers who combine to allow us to offer all these activities.

*Pastoral Care*

One of the priorities for the PCC in 2023 was to review how Pastoral Care is delivered. A Pastoral Care Core Group was established and Jackie Hird presented a paper on 'How we do Pastoral Care at OPC' to the PCC in October. This was based on the 'all' 'some' 'few' model – in summary:

- The **"all"** is the whole church
- The **"some"** are our group leaders and those who have agreed to serve within the pastoral care network
- The **"few"** are the Pastoral Care Core Group

The Core Group will continue to develop Pastoral Care through 2024 and beyond.

**The Parochial Church Council of the  
Ecclesiastical Parish of All Saints, Otley  
Trustees' report (continued) for the year ended 31 December 2023**

**Achievements and Performance (continued)**

*Mission and Evangelism*

In 2023 the PCC moved to strengthen how we deliver children and youth work. Working with the organisation Missional Generation, we contracted for them to supply a youth worker, Maria O'Hagan, to provide 16 hours per week of dedicated focus on youth ministry. In addition to Sunday Club, we now offer a youth group on Friday evenings and twice monthly during the 10.30am Sunday service. Maria is also developing links with Prince Henry's Grammar School through Leeds Faith in Schools.

We offered an Alpha and a Start course, both led by Rev Stewart Hartley. Eric and Alison Cairns again offered the Pre-Marriage course. These courses were well received.

Our charity focus is led by the Local to Global group. Kisiizi Hospital in Uganda continues as our global charity. The PCC recently adopted Leeds Faith in Schools as the local charity. Fund raising events are being planned for 2024, starting with a Curry Night.

*Ecumenical Relationships*

The Church is a member of Churches Together in Otley (CTO). Prayer Breakfasts are held monthly on the first Saturday of the month, on rota between churches. All Saints hosted these in May and September. Thanks to Jo Briscoe for preparing the breakfasts.

Otley Youth and Community Centre (OYCC) sessions are held on Tuesday afternoons during school terms at Bridge URC Church, supported by Leeds Faith in Schools and now assisted by Maria, our youth worker, and other volunteers from our church.

Three Lent Lunches took place in March at other churches in the town. The Easter Cross on the Chevin went up for the traditional 4 weeks, with large community support and media coverage.

Christian Aid Week went well in mid-May. Eric Cairns and Mary Pike busked in the Market Square. Thy Kingdom Come was remembered and celebrated as a prayerful season again between Ascension Day and Pentecost Sunday. This was given good space in our Sunday Service.

CTO AGM took place on 17th October with John Simkins representing the Parish Church. John Simkins is Vice Chairman; he also facilitates Otley Prayer Network (a subgroup of CTO). There was a presentation from Mark Atkins on the work of Leeds Faith in Schools. CTO has completed a survey of member churches and compiled a register of all the various activities held across the churches in the town.

**The Parochial Church Council of the  
Ecclesiastical Parish of All Saints, Otley  
Trustees' report (continued) for the year ended 31 December 2023**

**Achievements and Performance (continued)**

Regarding other Otley Community Links, Otley Community Networking lunches are attended by Norman Barr for the Church and John Simkins as a CTO representatives.

**Financial Review**

2023 represented the first relatively normal year since the start of the global pandemic in 2020. Church activities, including regular services, church organisations and fund-raising events in the Church, were at a more normal level, with a commensurate level of income resulting. The key financial challenge in 2023 related to a significant increase in costs. These included external factors, in particular higher energy costs, and internal decisions to expand the church's mission activities. The PCC agreed to use reserves to finance some of the increases in costs and expects that to continue for the next one to two years.

Activities during the year included the Friday cafe, Little and Baby Rascals and the Christmas Tree Festival. These activities, together with letting of Church premises, contributed income of £8,481 (2022: £7,081). Fees from weddings and funerals amounted to £6,710 a substantial figure although lower than in 2022. Lettings of the Church centre for charitable purposes gave income of £2,640, which was mainly for the regular use of The Chestnuts by the Otley Christian Resources Hub (OCRH).

A Church Weekend away is planned for 2024 and deposits of £1,410 were received. In addition, £4,812 was donated to a Bursary Fund to subsidise costs, in particular for those unable to afford the full fees.

Deposit interest of £5,195 was received, a further significant increase with interest rates at more normal levels.

Total receipts on unrestricted funds were £162,878. Unrestricted voluntary donations amounted to £114,517 with a further £23,107 recovered through Gift Aid. Grants of £818 were also received, making total voluntary income of £138,442. While this represented an annual decrease of 7%, income in 2022 was inflated by a large donation in anticipation of higher energy costs

£184,048 was spent from unrestricted funds to provide the ministry of All Saints - an increase of £29,837 from 2022. Factors contributing to this increase were the sharp rise in energy costs, a large increase in our parish share, the appointment of a part-time youth worker and increased costs as a result of a higher general level of church activities.

No repairs were funded from either the designated funds held for the upkeep of the fabric of the church building or from the Restricted Fabric Fund during 2023.

**The Parochial Church Council of the  
Ecclesiastical Parish of All Saints, Otley  
Trustees' report (continued) for the year ended 31 December 2023**

**Financial Review (continued)**

Donations totalling £3,088, designated for charitable causes supported by the Church, were received and distributed during the year. These causes included three charities operating outside the UK, Kisiizi Hospital in Uganda, Christian Aid and the Red Cross, and two local charities, Otley Food Bank and Caring for Life. Donations of £216 were received in memory of Stephen Turner and will be spent during 2024 on planting in the church grounds.

**Reserves Policy**

Following the sale of the Church Hall in 2020, the PCC carried out a review of this policy. The first part of the policy is to maintain a balance on unrestricted together with designated funds that equates to at least six weeks unrestricted payments. This is currently amounts to £21,000. Unrestricted reserves totalled £147,337 at the end of 2023.

The PCC also targets to hold at least £50,000 in the restricted Fabric Fund to take account of its responsibility in maintaining a Grade 1 listed building and the oldest building in Otley. The current balance on the Fabric Fund is well in excess of this at £90,663. There are plans for substantial further building maintenance and repair during 2024, in particular to address the thermal efficiency of the building.

Prevailing advice is that a lower and upper threshold for reserves should be in place. It was decided in 2020 to adopt a lower and upper thresholds of £30,000 and £100,000 respectively, but taking account of any planned capital expenditure. The PCC is aware that the church roof is in a poor state of repair and that the energy efficiency of the church building requires significant improvement to meet the Church of England's "net zero" carbon target. The costs of projects to address these issues would well exceed the current level of reserves. In the circumstances, the PCC deem it appropriate to retain a high level of financial reserves.

**Volunteers**

We would like to thank all the volunteers who work so hard to make our church the lively and vibrant community it is. We particularly want to mention our church wardens, Kevin Keefe and Tom Raper, who work tirelessly on our behalf. We offer special thanks to Barry Milner, who retired as a warden in April, for his immense contribution in that role over a period of 27 years. We are also indebted to our Safeguarding Officer, Jenny Liston, who ensures that the church complies with all safeguarding legislation with access to the necessary help, advice and training provided by the Diocese.



**The Parochial Church Council of the  
Ecclesiastical Parish of All Saints, Otley  
Trustees' report (continued) for the year ended 31 December 2023**

**Structure, Governance and Management**

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure (1956) as amended and Church Representation Rules 2020. The PCC is a Registered Charity.

The method of appointment of PCC members is set out in the Church Representation Rules. At All Saints the membership of the PCC comprises the incumbent (our vicar), Church Wardens and other members elected by those members of the congregation who are on the electoral roll of the church. All those who regularly attend church are encouraged to register on the Electoral Roll and stand for election to the PCC.

The Parochial Church Council of the Ecclesiastical Parish of All Saints, Otley was granted registered charity status in 2013 by the Charity Commission (Registered charity number 1153498).

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding how the funds of the PCC are to be spent. New members receive initial training into the workings of the PCC.

The full PCC met ten times during the year with an average attendance of 80%. The Annual Meeting was held on 23rd April 2023 when the number of PCC members was increased from 14 to 17. Given its wide responsibilities the PCC has a number of committees each one dealing with a particular aspect of parish life. The PCC agenda remains wide and varied, including mission, finance, properties, health and safety, safeguarding.

The committees include pastoral, prayer, sustainability group, local to global group, bell ringers and communications. All committees are responsible to the PCC and report back to it regularly, informing the full PCC of decisions reached and discussed as necessary. A regular report is also received from the Foundation Governors of All Saints School.

A new group was formed in 2023 to advise the PCC on the best way forward to achieve the church's commitment to be Carbon Net Zero. The group has made a full presentation to the PCC on the issues and possible scenarios and work continues in 2024.

**The Parochial Church Council of the  
Ecclesiastical Parish of All Saints, Otley  
Trustees' report (continued) for the year ended 31 December 2023**

**Administrative Information (continued)**

**Administrative Information**

Otley Parish Church is situated in Kirkgate, Otley, West Yorkshire LS21 3HW and is part of the Diocese of Leeds within the Church of England. The correspondence address is: The Chestnuts, Burras Lane, Otley LS21 3HS

The Parochial Church Council (PCC) is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2020) and a registered charity (number 1153498).

PCC members who have served at any time from 1st January 2023 until the date of this report:

Clergy:	Rev. Aaron Kennedy	Vicar and Chairperson
Church Wardens:	Mr. Kevin Keefe	
	Mr. Barry Milner	Until May 2023
	Mr. Thomas Raper	From June 2023
Elected members:	Mr. Allan Boddy	Lay Chairperson
	Mr. Norman Barr	
	Mr. Eric Cairns	From April 2023
	Mr. Kenneth Dale	
	Mrs. Rosemary Ellen	Secretary until May 2023
	Rev. Stewart Hartley	From May 2023
	Mrs. Jacqueline Hird	
	Mr. Martin Hird	
	Mrs. Maguerita Lolashvili	
	Mr. Barry Milner	Secretary from May 2023
	Mrs. Glynis Milner	
	Mr. Anthony Pike	Treasurer
	Dr. John Simkins	
	Ms. Amie Smith	From April 2023 to February 2024
	Mrs. Zoe Smith	Resigned July 2023

The Vicar, Church Wardens and elected members of the PCC are all trustees of the charity.

**The Parochial Church Council of the  
Ecclesiastical Parish of All Saints, Otley  
Trustees' report (continued) for the year ended 31 December 2023**

**Administrative Information (continued)**

*Other Officers:*

Licensed Lay Minister: Mrs. Jacqueline Hird  
Deputy Church Warden: Mrs. Barbara Nicholls  
Church Administrator: Ms. Sarah McCormack  
Deanery Synod  
Representatives: Mrs. Jill McKee Until April 2023  
Mr. Barry Milner From April 2023  
Mr. Norman Barr  
Safeguarding Officer: Ms. Jennifer Liston

**Advisers**

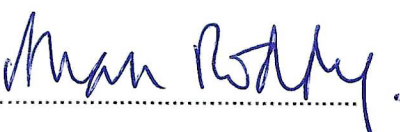
**Independent Examiner:** Simon Bostrom  
West Yorkshire Community Accounting Service  
Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Bankers:** Barclays Bank UK PLC  
Leicester  
LE87 2BB

**Investment Manager:** Epworth Investment Management Ltd.  
9 Bonhill Street  
London  
EC2A 4PE

The Trustees' Annual Report and Financial Statements were approved by the PCC on 25th March 2024 and signed on their behalf by Mr. Allan Boddy (Lay Chairperson).

Signed .....



# **The Parochial Church Council of the Ecclesiastical Parish of All Saints, Otley**

## **Independent examiner's report to the trustees of the Parochial Church Council of the Ecclesiastical Parish of All Saints Otley**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2023, which are set out on pages 13 to 23.

### **Responsibilities and basis of report**

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').


I report in respect of my examination of the charity's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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

Signed:  .....

Name: Simon Bostrom FCIE

Date: .....27/03/2024....

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

# The Parochial Church Council of the Ecclesiastical Parish of All Saints, Otley

## Statement of Financial Activities for the year ended 31 December 2023

	Notes	2023 Unrestricted funds £	2023 Designated funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
<b>Income</b>						
Voluntary income	2(a)	138,442	-	9,836	148,278	155,785
Activities for generating funds	2(b)	8,481	-	-	8,481	7,081
Income from investments	2(c)	5,195	-	4,256	9,451	2,358
Church activities	2(d)	10,760	-	-	10,760	10,367
<b>Total income</b>		<b>162,878</b>	<b>-</b>	<b>14,092</b>	<b>176,970</b>	<b>175,591</b>
<b>Expenditure</b>						
Church activities	3(a)	183,102	-	4,388	187,490	160,496
Raising funds	3(b)	946	-	-	946	111
<b>Total expenditure</b>		<b>184,048</b>	<b>-</b>	<b>4,388</b>	<b>188,436</b>	<b>160,607</b>
<b>Net income / (expenditure)</b>		<b>(21,170)</b>	<b>-</b>	<b>9,704</b>	<b>(11,466)</b>	<b>14,984</b>
<b>Transfers between funds</b>	6	-	-	-	-	-
<b>Net movement in funds</b>		<b>(21,170)</b>	<b>-</b>	<b>9,704</b>	<b>(11,466)</b>	<b>14,984</b>
<b>Fund balances brought forward</b>		<b>355,491</b>	<b>28,334</b>	<b>96,720</b>	<b>480,545</b>	<b>465,561</b>
<b>Fund balances carried forward</b>	11-13	<b>334,321</b>	<b>28,334</b>	<b>106,424</b>	<b>469,079</b>	<b>480,545</b>

All incoming resources and resources expended derive from continuing activities.

# The Parochial Church Council of the Ecclesiastical Parish of All Saints, Otley

## Balance sheet

as at 31 December 2023

	Notes	2023 Total £	2022 Total £
<b>Fixed assets</b>			
Tangible assets	7	216,350	215,000
Investments		-	-
<b>Total fixed assets</b>		<u>216,350</u>	<u>215,000</u>
<b>Current assets</b>			
Debtors and prepayments	8	8,939	3,621
Short term deposits	9	248,998	258,547
Cash at bank and in hand	9	5,408	9,014
<b>Total current assets</b>		<u>263,345</u>	<u>271,182</u>
<b>Current liabilities:</b>			
<b>amounts falling due within one year</b>			
Creditors and accruals	10	10,616	5,637
<b>Total current liabilities</b>		<u>10,616</u>	<u>5,637</u>
<b>Net current assets / (liabilities)</b>		<u>252,729</u>	<u>265,545</u>
<b>Total assets less current liabilities</b>		<u>469,079</u>	<u>480,545</u>
<b>Net assets</b>		<u>469,079</u>	<u>480,545</u>
<b>Funds</b>			
Unrestricted funds		334,321	355,491
Designated funds		28,334	28,334
Restricted funds		106,424	96,720
<b>Total funds</b>		<u>469,079</u>	<u>480,545</u>

The financial statements were approved by the Parochial Church Council on

Date: 25 March 2024

Signed: 

Name Mr. Allan Boddy (Lay Chairperson)

# **The Parochial Church Council of the Ecclesiastical Parish of All Saints, Otley**

## **Notes to the accounts for the year ended 31 December 2023**

### **1 Accounting policies**

#### **Basis of accounting**

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the Regulations' "true and fair view" provisions. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

#### **Going concern**

The Church has since March 2020 been impacted by the global Covid-19 pandemic and, more recently by the global energy crisis. The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to continue as a going concern. Thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

#### **Incoming resources**

Income in the Statement of Financial Activities is recognised when the Church has entitlement to the funds, any performance conditions attaching to the item(s) have been met, it is probable that the income will be received and the amount can be measured reliably.

Donations, grants, gifts and lettings income are recognised when receivable.

Income from legacies is recognised once probate has been granted, provided that sufficient information has been received to enable valuation of the Church's entitlement.

#### **Expenditure and liabilities**

Expenditure is included in the Statement of Financial Activities on an accruals basis and includes irrecoverable VAT.

#### **Staff costs**

The costs of short term employee benefits are recognised as expense where settlement of obligations does not fall within the same period.

#### **Pension costs**

The church participates in the Pension Builder Scheme section of CWPF for lay staff, which is a multi employer defined benefit pension scheme. The charity is unable to identify its share of the assets and liabilities and there is no requirement for deficit payments at the current time. In accordance with FRS 102, amounts paid to the scheme are accounted for as if they were those of a defined contribution scheme.

# **The Parochial Church Council of the Ecclesiastical Parish of All Saints, Otley**

## **Notes to the accounts for the year ended 31 December 2023**

### **1 Accounting policies continued**

#### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

#### **Tangible fixed assets**

##### *Consecrated and benefice property*

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by Section 10(2)(a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements.

##### *Moveable church furnishings*

These are capitalised at cost and depreciated over their useful economic life other than where insufficient cost information is available. In this case the item is not capitalised, but all items are included in the Church's inventory in any case.

##### *Tangible fixed assets for use by the charity*

These are capitalised if they can be used for more than one year, and cost at least £1,000. They are valued at cost or else, for gifts in kind, at a reasonable estimate of their open market value on receipt.

Depreciation is calculated to write off the capitalised cost of fixed assets less their currently anticipated residual fair value over their estimated useful lives as follows:

Freehold land and property:	nil
Equipment and furnishings:	4 years

Most of the equipment and furnishings were purchased in 2015 and are fully depreciated. The trustees estimate that the residual value of this equipment and furnishings is not less than £5,000 and this value is reflected in the balance sheet.

No depreciation is provided on buildings as the currently estimated residual value of the properties is not less than their carrying value and the remaining useful life of these assets currently exceeds 50 years, so that any depreciation charges would be immaterial. An impairment review is carried out at each year-end and any resultant loss identified included in expenditure for the year.

#### **Fund accounting**

Unrestricted funds are available for use at the discretion of the PCC in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the PCC for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

The charity has no endowment funds.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.



# The Parochial Church Council of the Ecclesiastical Parish of All Saints, Otley

## Notes to the accounts continued for the year ended 31 December 2023

### 2 Income

2(a) Voluntary income	2023 Unrestricted funds £	2023 Designated funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Planned Giving				-	
Gift Aid Donations	72,017	-	-	72,017	68,080
Tax recoverable	18,004	-	-	18,004	17,020
Other donations	13,347	-	-	13,347	11,777
Collections at services	-	-	-	-	-
Other donations	29,153	-	-	29,153	47,224
Tax recoverable	5,103	-	839	5,942	5,084
Restricted donations	-	-	7,277	7,277	-
Grants	818	-	1,720	2,538	1,553
Legacies	-	-	-	-	5,047
	<u>138,442</u>	<u>-</u>	<u>9,836</u>	<u>148,278</u>	<u>155,785</u>

Grants represent monies received under The Listed Places of Worship (LPW) Grant Scheme, which gives grants that cover the VAT incurred in making repairs to listed buildings in use as places of worship and monies received from West Yorkshire Mayor's Cost of Living Fund to help meet the Church's additional costs in providing a weekly "Warm Space".

### 2(b) Activities for generating funds

Café	1,606	-	-	1,606	1,112
Little Rascals	800	-	-	800	700
Other events	2,485	-	-	2,485	2,564
Church centre lettings	3,590	-	-	3,590	2,705
	<u>8,481</u>	<u>-</u>	<u>-</u>	<u>8,481</u>	<u>7,081</u>

### 2(c) Investment income

Deposit interest	5,195	-	4,256	9,451	2,358
	<u>5,195</u>	<u>-</u>	<u>4,256</u>	<u>9,451</u>	<u>2,358</u>

### 2(d) Church activities

Fees for wedding and funerals	6,710	-	-	6,710	8,267
Church centre and hall lettings	2,640	-	-	2,640	2,100
Church Weekend Fees	1,410	-	-	1,410	-
	<u>10,760</u>	<u>-</u>	<u>-</u>	<u>10,760</u>	<u>10,367</u>

# The Parochial Church Council of the Ecclesiastical Parish of All Saints, Otley

## Notes to the accounts continued for the year ended 31 December 2023

### 3 Expenditure

#### 3(a) Church activities

	2023 Unrestricted funds £	2023 Designated funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Missionary and charitable giving					
Overseas: Kisiizi Hospital	-	-	1,238	1,238	2,732
Christian Aid	-	-	387	387	498
Red Cross	-	-	339	339	-
Armenian Ministires	100	-	-	100	-
Home: OCRH	1,500	-	-	1,500	1,380
Otley Food Bank	-	-	100	100	675
Caring for Life	-	-	833	833	1,080
Joanna Project	-	-	-	-	500
Children's Society	-	-	191	191	168
Sundry	835	-	-	835	2,275
Diocesan parish share	93,958	-	-	93,958	86,967
Missional Generation fees	8,000	-	-	8,000	-
Clergy and staffing costs	15,061	-	-	15,061	10,288
Costs of services	8,540	-	255	8,795	6,211
Fees & costs for weddings and funerals	3,211	-	-	3,211	3,652
Administration expenses	7,238	-	-	7,238	5,961
Church centre running expenses	35,754	-	1,045	36,799	22,860
Church centre repairs and maintenance	8,905	-	-	8,905	15,249
	<u>183,102</u>	<u>-</u>	<u>4,388</u>	<u>187,490</u>	<u>160,496</u>

#### 3(b) Raising funds

Costs of enabling donations	56	-	-	56	111
Fund raising events	890	-	-	890	-
	<u>946</u>	<u>-</u>	<u>-</u>	<u>946</u>	<u>111</u>

# The Parochial Church Council of the Ecclesiastical Parish of All Saints, Otley

## Notes to the accounts continued for the year ended 31 December 2023

### 4 Analysis of expenditure including allocation of support costs

	Direct costs £	Support costs £	Total £
Church activities	184,634	2,856	187,490
Raising funds	627	319	946
	<u>185,261</u>	<u>3,175</u>	<u>188,436</u>

	2023 Unrestricted funds £	2023 Designated funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Support costs					
IT costs, software and copyright licences	2,064	-	-	2,064	2,197
Independent examination fee	792	-	-	792	720
Raising funds	319	-	-	319	111
	<u>3,175</u>	<u>-</u>	<u>-</u>	<u>3,175</u>	<u>3,028</u>

### 5 Staff costs and Trustee expenses

	2023 £	2022 £
Gross salaries	10,473	9,670
Pensions	577	406
	<u>11,050</u>	<u>10,076</u>

The average number employees during the year was 1, being an average of 0.4 full time equivalent (2021: 0.2, 0.4 FTE).

Defined benefit pension scheme	2023 £	2022 £
Costs of the scheme to the charity for the year	577	406

There were outstanding contributions of £252 (2022: £251) due at the year end.

The Church relies on the services of volunteers to assist with the management of the Church. This intangible cost is not included in the Statement of Financial Activities, since there is no measurable cost to the volunteers of their service.

The members of the PCC are considered to be the key management personnel of the Church. No trustee is remunerated by the Church. Nine trustees (2022: six) received expenses totalling £6,154 (2022: £4,132) in respect of postage, stationery, equipment and sundry purchases or payments made on behalf of the Church.

# The Parochial Church Council of the Ecclesiastical Parish of All Saints, Otley

## Notes to the accounts continued for the year ended 31 December 2023

### 6 Analysis of transfers between funds

There were no transfers between funds during the year (2022: the PCC authorised the transfer of £5,000 from the General to the designated Fabric Fund).

### 7 Tangible assets

	Property	Church equipment	Total
<u>Cost</u>		£	£
At 1 January 2023	210,000	5,000	215,000
Additions	-	1,799	1,799
Disposals	-	-	-
At 31 December 2023	<u>210,000</u>	<u>6,799</u>	<u>216,799</u>
<u>Depreciation</u>			
At 1 January 2023	-	-	-
Charge for year	-	449	449
At 31 December 2023	<u>-</u>	<u>449</u>	<u>449</u>
<u>Net book value</u>			
At 31 December 2023	<u>210,000</u>	<u>6,350</u>	<u>216,350</u>
At 31 December 2022	<u>210,000</u>	<u>5,000</u>	<u>215,000</u>

The premises at The Chestnuts, Burras Lane are included in the balance sheet at open market value as at 1 January 2014, the date of transition to FRS102, which has been adopted as original cost in accordance with the provisions of the reporting standard.

### 8 Debtors and prepayments

	2023	2022
	£	£
Debtors		
Tax recoverable under gift aid	2,132	1,986
Other	1,687	1,635
Prepayments	5,120	-
	<u>8,939</u>	<u>3,621</u>

### 9 Cash at bank and in hand

	2023	2022
	£	£
Barclays Bank Business Current Account	5,408	9,014
Barclays Bank Business Premium Account	37,262	55,817
Epworth Cash Plus Fund	211,736	202,730
	<u>254,406</u>	<u>267,561</u>

# The Parochial Church Council of the Ecclesiastical Parish of All Saints, Otley

## Notes to the accounts continued for the year ended 31 December 2023

<b>10 Creditors and accruals</b>		2023	2022
		£	£
Creditors - utility costs		4,125	6,152
Independent examiner's fee		792	720
Other accruals		<u>5,699</u>	<u>(1,235)</u>
		<u>10,616</u>	<u>5,637</u>

<b>11 Designated funds</b>	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Fabric Fund (designated)	24,147	-	-	-	24,147
Covid Fund	375	-	-	-	375
English Fund	3,000	-	-	-	3,000
Gill Fund	132	-	-	-	132
Hindle Fund	680	-	-	-	680
	<u>28,334</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>28,334</u>

Fund name	Purpose of designation
Fabric Fund (designated)	Legacies and other funds designated for funding maintenance and improvement of the Church building.
Covid Fund	Donation designated to help those suffering financially from the effects of the pandemic.
English Fund	Donations in memory of Jeff English designated to fund outreach events.
Gill Fund	Donations in memory of Bernard Gill designated to fund outreach events.
Hindle Fund	Legacy designated to meet non-recurring expenditure.

<b>12 Restricted funds</b>	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Church Weekend Bursary Fund	-	4,812	-	-	4,812
Welcome Space Fund	-	1,720	1,300	-	420
Charitable Donations Fund	-	3,304	3,088	-	216
Fabric Fund (restricted)	86,807	3,856	-	-	90,663
Bells Fund	9,001	400	-	-	9,401
Altar, Flower and Bible Fund	912	-	-	-	912
	<u>96,720</u>	<u>14,092</u>	<u>4,388</u>	<u>-</u>	<u>106,424</u>

Fund name	Purpose of restriction
Church Weekend Bursary Fund	Gifts designated to subsidise the costs for attendees unable to afford the full fee of the Church Weekend conference in June 2024.
Welcome Space Fund	Grant from West Yorkshire Mayor's Cost of Living Fund to help meet costs in providing a weekly "Warm Space" on church premises.
Charitable Donations Fund	Gifts designated for other charitable causes supported by the Church.
Fabric Fund (restricted)	Legacies and other funds restricted to funding maintenance and improvement of the Church building.
Bells Fund	Funds raised by the team of bellringers restricted to be used for works to the bells or equipment used in the bell tower
Altar, Flower and Bible Fund	Donations restricted for use to maintain the altar table equipment, the purchase of flowers and the provision of Bibles to children being baptised.

# The Parochial Church Council of the Ecclesiastical Parish of All Saints, Otley

## Notes to the accounts continued for the year ended 31 December 2023

### 12 Restricted funds continued

Agency Collections As agent the Church collected and passed on funds of £1,516 to other charities in respect of charitable donations collected for their support and weddings fees of £458 collected on behalf of the Leeds Diocese.

13 Unrestricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
General Fund	355,491	162,878	184,048	-	334,321

### 14 Summary of Assets by Fund

	2023 Unrestricted funds £	2023 Designated funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Assets:					
Tangible fixed assets	216,350	-	-	216,350	215,000
Short term deposit accounts	124,688	23,334	100,976	248,998	258,547
Cash at bank	(6,932)	5,000	7,340	5,408	9,014
Debtors	8,939	-	-	8,939	3,621
Liabilities:					
Creditors and accruals	(8,724)	-	(1,892)	(10,616)	(5,637)
	<u>334,321</u>	<u>28,334</u>	<u>106,424</u>	<u>469,079</u>	<u>480,545</u>

### 15 Related party transactions

Three related parties (2022: four) received amounts totalling £532 (2022: £1,169) as reimbursement of expenses or payments for work done on behalf of the Church.

Mrs. J Boddy	£30	Reimbursement for purchase of flowers for Mothering Sunday
Mrs. M Pike	£352	Reimbursement for purchase of sundry resources for Sunday Club
Mrs. A Simkins	£18	Reimbursement for purchase of resources for Sunday Club
Webshare Solutions Ltd.	£150	Fee for hosting Church website

Mrs J Boddy, Mrs. M Pike and Mrs A Simkins are married to PCC members. Webshare Solutions is a company controlled by the son of a PCC member.

Known donations of £33,414 (2022: £27,253) were received from trustees during the year.

### 16 Contingent liability

The PCC agreed in May 2023 to book The Hayes Conference Centre, Swanwick, Derbyshire for a Church Weekend conference in June 2024. A non-refundable deposit of £5,120 has been paid and the PCC is liable for a maximum balance of £20,480. The cost of the conference is expected to be met from fees paid by attendees and from donations received to cover the fees of any attendees unable to afford the full cost.

# The Parochial Church Council of the Ecclesiastical Parish of All Saints, Otley

## Notes to the accounts continued for the year ended 31 December 2023

### 17 Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 December 2022

	2023 Unrestricted funds £	2023 Designated funds £	2023 Restricted funds £	2023 Total funds £	2022 Unrestricted funds £	2022 Designated funds £	2022 Restricted funds £	2022 Total funds £
<b>Income</b>								
Voluntary income	138,442	-	9,836	148,278	151,280	4,505	-	155,785
Activities for generating funds	8,481	-	-	8,481	7,081	-	-	7,081
Income from investments	5,195	-	4,256	9,451	2,358	-	-	2,358
Church activities	10,760	-	-	10,760	10,367	-	-	10,367
<b>Total income</b>	<b>162,878</b>	<b>-</b>	<b>14,092</b>	<b>176,970</b>	<b>171,086</b>	<b>4,505</b>	<b>-</b>	<b>175,591</b>
<b>Expenditure</b>								
Church activities	183,102	-	4,388	187,490	154,100	6,396	-	160,496
Raising funds	946	-	-	946	111	-	-	111
<b>Total expenditure</b>	<b>184,048</b>	<b>-</b>	<b>4,388</b>	<b>188,436</b>	<b>154,211</b>	<b>6,396</b>	<b>-</b>	<b>160,607</b>
<b>Net income / (expenditure)</b>	<b>(21,170)</b>	<b>-</b>	<b>9,704</b>	<b>(11,466)</b>	<b>16,875</b>	<b>(1,891)</b>	<b>-</b>	<b>14,984</b>
<b>Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(5,000)</b>	<b>5,000</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>(21,170)</b>	<b>-</b>	<b>9,704</b>	<b>(11,466)</b>	<b>11,875</b>	<b>3,109</b>	<b>-</b>	<b>14,984</b>
<b>Fund balances brought forward</b>	<b>355,491</b>	<b>28,334</b>	<b>96,720</b>	<b>480,545</b>	<b>328,466</b>	<b>37,624</b>	<b>99,471</b>	<b>465,561</b>
<b>Fund balances carried forward</b>	<b>334,321</b>	<b>28,334</b>	<b>106,424</b>	<b>469,079</b>	<b>340,341</b>	<b>40,733</b>	<b>99,471</b>	<b>480,545</b>