

# **The Friends of St Margaret's Church, Ockley**

**Registered with the Charity Commission no. 1137268**

**Report of the Trustees for the period ended 31<sup>st</sup> March, 2011**

## **Report of the Trustees**

The Trustees present their report along with the independently examined financial statement for the year ended 31 March, 2011.

## **Address**

The Trust operates from

The Parish Office,  
Rectory Garage,  
Stane Street,  
Ockley,  
Dorking,  
Surrey RH5 5SY

## **Website:**

[www.friendsofstmargarets.org.uk](http://www.friendsofstmargarets.org.uk)

## **Trustees**

Mr. G.E. Lee-Steere (re-appointed 1<sup>st</sup> April, 2011)

Mrs. H.M Burt

Mrs. S.N. Calvert

Mr. T.A Pryke

Lady Touche (re-appointed 1<sup>st</sup> April, 2011)

Mrs. E.I. Warner

Mr. J.R.H. Thomas

## **Ex-officio**

Minister - Revd. N.A. Knights Johnson

Churchwarden - Mr. V.Steeden

## **Bankers**

National Westminster Bank pic

14 High Street

Dorking

Surrey, RH4 1AX

## Independent Examiner

Catherine Matthews,

### Structure, Governance and Management

1. The Friends of St. Margaret's Church, Ockley was formed on 17<sup>th</sup> April, 2009 when a Trust Deed was signed by the original Trustees. The Trust was set up to appeal to a wide audience attracted to the idea of providing funds to help secure the long term future of St Margaret's Church. The church is an early 14<sup>th</sup> century Grade II\* listed building which should be preserved in an appropriate condition to provide facilities for the ministry and other activities for the wider community.
2. The income generated by the Trust will be used exclusively for the restoration, preservation, repair, maintenance, improvement and beautification of the Church and its curtilage by making grants to the Parochial Church Council who are ultimately responsible for the church.

St. Margaret's Church, Ockley is in the parish of Ockley, Okewood and Forest Green, Surrey. The parish is in the diocese of Guildford.

3. The Trustees are volunteers who have concerns for the future of St Margaret's and who wish to help raise funds to secure its long term future.
4. Whilst the immediate beneficiaries of The Friends will be those who attend the Church as regular worshippers, St Margaret's is open to all to come and enjoy the services offered, which include baptisms, weddings, funerals and other activities such as concerts. Others from further afield also enjoy visiting this ancient church. The Friends will therefore benefit a wide population, albeit mainly from a relatively small geographical area.
5. Neither the Church nor The Friends charge fees for membership. Members of the public are therefore not restricted from enjoying either the religious or secular facilities offered because they cannot or do not wish to make any monetary contribution. Voluntary donations to the Church or to The Friends are, of course, very welcome.
6. Whilst the Church itself may be said to offer benefits to certain types of people, the benefits provided by The Friends to ensure that the Church can continue to offer any such "private" benefits are incidental to the object of maintaining the building for the future, the benefit of which will accrue to a much wider community.
7. The Trustees do not believe there is any detriment or harm associated with the benefits provided by the Trust

## **Objectives**

8. In summary St Margaret's Church requires funds to:-
  - (a) Maintain the building. During 2009 the five year report carried out by Diocesan approved surveyors (the Quinquennial review) concluded that the work required in the next 5 years would cost nearly £ 100,000.
  - (b) Carry out certain improvements to make the building more suitable for the 21<sup>st</sup> century. Six projects have been identified which will cost up to £90,000 of which some £ 12,000 has already been given directly to the church prior to the formation of the Trust.
9. Based on these figures the Trustees set an initial fundraising target of £ 31,000 for the period to 31<sup>st</sup> December, 2010. Although we did not reach this initial target the income for the period of nearly 2 years up to 31<sup>st</sup> March, 2011 of nearly £25,700 is a welcome and fairly satisfactory start.

## **Achievement and performance**

10. In reaching out to the village as a whole the Trustees hope that even if people do not go to church, they are nevertheless keen to have St Margaret's in their village for baptisms, weddings and funerals. The cost of keeping St Margaret's open is high and there is a serious risk that unless more money is found, it will not be possible to keep it open indefinitely.
11. Against this background the response from the village is mixed. We have been greatly encouraged that the response we have had has been very generous but it remains true that the number of villagers who have responded is rather disappointing.
12. In November 2010 a very successful Christmas Bazaar was held in the Village Hall raising a total of £ 3,770 which was shared equally between the Friends of St Margaret's Church and the Parochial Church Council.
13. The results of our appeal have provided:-
  - (a) Annualised income of nearly £ 6,000 mostly under Gift Aid.
  - (b) Over £ 13,700 in one-off donations from 30 donors with about 1/2 under Gift Aid.
  - (c) A total of £ 1885 (1/2 of the total as explained above) from the Christmas Bazaar.

## **Financial Review**

14. The gross income for the year to 31<sup>st</sup> March, 2011 was £12,769. There was no expenditure during the year (see below) and therefore this has been added to the reserves of £ 12,770 brought forward at the start of the financial year to give a total of £ 25,539. This sum is available for repairs and improvements to St. Margaret's.
15. The Trustees have approved a sum of £ 5,000 to be spent on repairs following the quinquennial survey carried out in 2009. At the present time we are waiting for

estimates from the PCC for costs of installing toilet facilities at St. Margaret's. The plans for these facilities are, we understand, in an advanced stage of preparation and will shortly be presented to the Diocese for formal approval. The Trustees expect to make a substantial contribution towards the costs of installation and until we know how much money will be required no further commitments have been made for on-going repairs.

### **Plans for Future Periods**

16. The Trustees intend to hold various fund raising activities from time to time including another Christmas Bazaar in November, 2011. The Trustees are however aware that:-
  - (a) Before planning more ambitious events at the church it is highly desirable to have suitable facilities to enable such events to take place in comfort (such as heating, toilet facilities, etc.). In any case suitable emergency exits will also be required.
  - (b) Ockley already has numerous other events for socialising and raising funds for worthwhile causes. So events held for the benefit of the Friends of St. Margaret's Church, Ockley should be planned in such a way that these other village activities are not adversely affected.

### **Trustees' Responsibilities**

17. The Trustees are responsible for maintaining an adequate system of internal control and keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Trust. The Trustees are also responsible for safeguarding the assets of the Trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Reserves Policy**

18. It is anticipated that from time to time the Trust's funds will be allocated to various substantial building maintenance projects at St Margaret's Church (such as the toilet facilities outlined in paragraph 15 above). These projects will by their nature come at irregular intervals and will, by and large, be planned for some years ahead. Although a major project may well generate financial support from the community, it is prudent to plan on-going expenditure taking account of expected long term requirements over the next few years.
19. It is therefore expected that at any one time the Trust will have funds that are allocated to future projects and are therefore held in reserve against a potential call for support at the appropriate time.
20. The Trustees recognise that they are under a general legal duty to apply charity funds within a reasonable time of receiving them and that the Reserve Policy will be applied accordingly.

### **Risk Management**

21. The Trustees have considered risk. Broadly these are simply to ensure that the funds secured are held securely and are used exclusively for the matters set out in

the Trust's Objects. Two signatories are required for any funds dispensed and all decisions for the use of funds have to be agreed by a majority of the Trustees present at any meeting.



# Independent examiner's report on the accounts

## Section A Independent Examiner's Report

Report to the trustees/  
members of

The Friends of St Margaret's Ockley

On accounts for the year  
ended

31 March 2011

Charity no  
(if any)

1137268

Set out on pages

7 and 8

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, and
- 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 matter has come to my attention ~~(other than that disclosed below \*)~~

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 1993 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act 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.

\* Please delete the words in the brackets if they do not apply.

Signed: Catherine Matthews

Date: 16 / 5 / 11

Name: MRS CATHERINE MATTHEWS

Relevant professional qualification(s):

CHARTERED ACCOUNTANT

Address:

# The Friends of St Margaret's Church, Ockley

## Receipts and Payments for the year ended 31 March 2011

17/04/09 to 31/03/10		31 March 2011	
£	£	£	£
<b>Income</b>			
<b>Donations</b>			
8,440	Gift-aided donations	4,089	
	Tax recovered	2,904	
4,480	Not gift-aided donations	3,890	
	Share of Profits from Christmas Bazaar	1,885	
<hr/>	12,920	<hr/>	12,769
<b>Expenditure</b>			
120	Stationery	0	
30	Launch Party	0	
<hr/>	150	<hr/>	0
<hr/> <u>£12,770</u>	<b>Net Income</b>	<hr/> <u>12,769</u>	
<b>Reserves</b>			
<hr/> <u>12,770</u>	Reserves	<hr/> <u>25,539</u>	
Represented by:			
	12,760 Bank Account	25,519	
	10 Petty Cash	20	
<hr/> <u>£12,770</u>		<hr/> <u>25,539</u>	

Signed on behalf of the Trustees by:

The Treasurer

Mrs HM Burt

The Secretary

JRH Thomas

Date: 17th May, 2011

# The Friends of St Margaret's Church, Ockley

## Notes to the accounts

1. These accounts have been prepared on a receipts and payments basis. There is around £500 in outstanding Gift Aid still due to be collected on income in the year ended 31<sup>st</sup> March, 2011.
2. The total annualised income from the regular giving including Gift Aid where applicable) is currently estimated at nearly £ 6,000.
3. The Trustees have committed £ 5,000 to pay for on-going repairs to St Margaret's Church following the quinquennial inspection in 2009. A significant sum is also likely to be committed to the costs of the installation of toilets and fire exits. At the present time the cost of these projects has not been determined and no further commitments are being made until this is known.