

**The Diocese of Leicester**

**THE GOOD SHEPHERD CHURCH  
LOUGHBOROUGH**



**Annual Report of the  
Parochial Church Council  
2024**

Compiled by Rev Kat Marjoribanks, Edmund Grainger and Richard Eade

## TREASURER'S STATEMENT/REPORT 2024

2024 has been an eventful year financially – in that the work on the church ceiling was unexpected and has used a good proportion of the church reserves to fund the work. That said, it also highlighted the ongoing generosity of the congregation with many donations towards the work reducing the burden on reserves. The second largest expenditure is the Parish Share – funds we give to the Diocese of Leicester to support the work of the clergy who minister to the church – despite other expenditure we were to increase the amount we give. The PCC also gives away 10% of our income to charitable work in the wider church. This year's donations were £913.00 to each of:

- OM Ship Ministry
- Good News for Everyone (formerly the Gideons)
- St Paul's School, Arusha in Tanzania
- The Church Pastoral Aid Society (who support clergy)
- Arab World Ministries – the ministry of Peter and Martina Morriss

Other activities have continued as normal though we have replaced the iKnow church management software with Church Suite (which is also used at Emmanuel) and retendered for our Electricity supply, signing up for a three-year contract supplying green energy.

Giving to the church again exceeded the budgeted figure for income and we are grateful to those who give generously month by month including some new regular donors. The problems claiming Gift Aid have been resolved so the accounts show claims for last year as well as this year. The hall remains a large source of income through lettings – I continue to be grateful to Mick Gregory who manages the hall lettings and issues invoices. There were no legacies this year, but we have been notified of a legacy which we expect to arrive in 2025.

The following activity took place in the Coffee and Flowers fund (which we are renaming Vestry fund to better reflect how the money is used) and Wednesday Friendly fund. I am grateful to Graham Dew who manages these.

	Coffee and Flowers	Tea and Chat (was Wednesday Friendly)
Balance at 31/12/2023	£406.82	£610.86
Donations and activity income	£210.77	£1012.86
Expenditure	£233.65	£422.00
Balance at 31/12/2024	£384.05	£590.86

The PCC also hold the cash surplus for Tots of Fun which is used to offset rent costs. The day to day cash held by Tots of Fun does not pass through the church bank accounts. Stacey Grain has reported her cash accounts for 2024 as:

Income	£1400.00
Expenses	£895.41
Cash in hand	£915.03
Number of Fridays hall used	37

I am grateful to the clergy, wardens and PCC for their support during the year. Special thanks are due to Ed Grainger for his advice and to John Cheetham who continues to organise counting and banking cash and cheques and providing me with the relevant information.

The accounts for the year have been looked at by our Independent Examiner whose reports are attached as is the balance of funds as of 31 December 2024.

With regard to the note about the accounting of Petty Cash, an alternative approach has been adopted for 2025 which hopefully addresses the issue.

**Richard Eade**

## **Independent Examiner's Report to the Trustees of the Good Shepherd Church, Loughborough**

I report on the accounts of the church for the year ended **31<sup>st</sup> December 2024**, which are set out on the following pages.

### **Respective responsibilities of trustees and examiner**

The church's trustees are responsible for the preparation of the accounts. The church's trustees (the PCC) 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);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

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 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 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:

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

- To keep accounting records in accordance with section 130 of the 2011 Act; and
- To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Signed

*Rosemary K Duke*

**Mrs Rosemary K Duke**  
**Director of Finance**  
**16 Rivington Drive, Loughborough, LE11 4EJ**

**Date 13 March 2025**

**Independent Examiner's Report to the Trustees of the Good Shepherd Church, Loughborough.  
Accounts to 31 December 2024**

My examination included a review of the accounting records kept by the church 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 Treasurer 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.

During my examination, no matter has come to my attention which gives me reasonable cause to believe that in, any material respect, the requirements:

- To keep accounting records in accordance with section 130 of the Charities Act; and
- To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met.

**Opening Balance:** I can verify that the opening balances of all entries have been brought forward accurately.

**Statement of Financial Activities.** I can verify the balances shown in the Income & Expenditure Accounts by comparison with the working documents. I can verify the balance sheet once the posting of the accruals has been removed from it.

**Accruals:** Of either Income or Expenditure should be accounted for in the ledger accounts so that there is not an anomaly on the balance sheet.

**Bank & Building Society Accounts:** I can verify the balances of the bank & building society accounts.

**Annual Inspection of Accounts** I take note that the associated funds have been verified under point 6 of your Financial Policies. The Annual Accounts will be inspected by an independent person in accordance with the requirements of the Charities Commission. Subject to the approval of the Independent Inspector, the Inspection of Accounts for associated clubs may be delegated to a person approved by the PCC. The inspection should include the verification of funds at bank or invested and the physical counting of significant amounts of Cash in Hand.

**Petty Cash** I note that the Petty Cash has been identified as being in the control of the PCC and comprises of three elements. I am concerned to see that an amount of £14,775.17 has entered the account and that £14,772.97 has left it. I understand that the movement of cash, including petty cash, will be correctly identified in future accounts.

Signed

*Rosemary K Duke*

Mrs Rosemary K Duke  
Director of Finance  
16 Rivington Drive, Loughborough, LE11 4EJ

Date: 13 March 2025

The Good Shepherd, Loughborough - Accounts 2024 - As at Year end

	<b>PCC General Funds: Income</b>	2024 Budget (year)	2024 - Actual to date
	Cash Collections	<b>£600.00</b>	£935.55
	Planned Giving from tax payers	<b>£15,000.00</b>	£17,194.12
	Gift Aid Tax reclaimed	<b>£5,000.00</b>	£7,686.10
	Planned Giving from non-tax payers	<b>£5,100.00</b>	£7,299.41
	Donations	<b>£3,000.00</b>	£2,460.50
	Lettings	<b>£4,000.00</b>	£7,529.00
	Fees (PCC portion of Wedding and Funeral fees)		£18.00
	Bank Interest	<b>£1,300.00</b>	£2,158.38
	Other income		£0.00
	<b>Total</b>	<b>£34,000.00</b>	<b>£45,281.06</b>
	Diocesan Fees		£490.00
	<b>Total</b>		<b>£45,771.06</b>
	<b>PCC general Funds: Expenditure</b>	2024 Budget (year)	2024 - Actual to date
<b>Parish Share</b>	Parish Share	<b>£20,000.00</b>	£20,000.00
<b>Overheads</b>	Utilities (Gas, Electricity, Water, phone/Internet)	<b>£4,000.00</b>	£3,115.33
	Insurance	<b>£1,300.00</b>	£1,301.05
	Church Running costs (Services, Repairs, office expenses, etc.)	<b>£1,000.00</b>	£4,758.74
	Salaries, wages and honoraria	<b>£2,000.00</b>	£0.00
	Bank charges	<b>£60.00</b>	£60.00
	Staff and other Expenses	<b>£1,500.00</b>	£403.27
	Building maintenance/repairs	<b>£1,000.00</b>	£353.79
	Major Projects		£27,123.54
<b>Church Mission</b>	Mission and Evangelism	<b>£500.00</b>	£0.00
	Discretionary	<b>£500.00</b>	£91.00
<b>Missionary Support</b>	Away giving (policy is 10% of income)	<b>£2,000.00</b>	£2,265.00
	<b>Total</b>	<b>£33,860.00</b>	<b>£59,471.72</b>
	Diocesan Fees		£838.20
	<b>Total</b>		<b>£60,309.92</b>
	<b>Other Funds: Restricted (R)/ Designated (D) Income</b>	2024 Budget (year)	2024 - Actual to date
	Coffee and Flowers [D]		£0.00
	Hall [D]		£0.00
	Mission Fund [D]		£0.00
	Tots of Fun [D]		£0.00
	Wednesday Friendly [D]		£16.00
	Social Supermarket (D)		£963.11
	Social Supermarket [R]		£320.00
	Donations/Dorothy Gregory [R]		£901.00
	Fabric Fund [R]		£7,644.00
	Unwin legacy [D]		£0.00
	Children's Society boxes [R]		£51.10
	<b>Total</b>	<b>£0.00</b>	<b>£9,895.21</b>
	<b>Other funds: Restricted (R)/ Designated (D) Expenditure</b>	2024 Budget (year)	2024 - Actual to date
	Coffee and Flowers [D]		£0.00
	Hall [D]		£0.00
	Mission Fund [D]		£1,878.00
	Tots of Fun [D]		£407.00
	Wednesday Friendly [D]		£73.76
	Social Supermarket (D)		£0.00
	Social Supermarket [R]		£324.69
	Donations/Dorothy Gregory [R]		£783.98
	Fabric Fund [R]		£13,026.28
	Unwin legacy [D]		£0.00
	Children's Society boxes [R]		£0.00
	<b>Total</b>	<b>£0.00</b>	<b>£16,493.71</b>

## The Good Shepherd- 2024 Funds as at year end

Fund Name	Balance Brought Forward at 1/1/24	Income to date	Expenditure to date	Balance Carried Forward at date above
PCC General funds	£34,535.66	£66,549.62	£60,309.92	£40,775.36
Coffee and Flowers [D]	£345.89	£0.00	£146.24	£199.65
Hall (D)	£20,778.56	£0.00	£20,778.56	£0.00
Mission Fund (D)	£6,564.65	£0.00	£1,878.00	£4,686.65
Tots of Fun (D)	£447.77	£0.00	£407.00	£40.77
Tea and Chat (D)	£549.86	£16.00	£73.76	£492.10
Social Supermarket [D]	£1,284.05	£963.11	£0.00	£2,247.16
Social Supermarket [R]	£1,724.70	£320.00	£324.69	£1,720.01
Fabric Fund [R]	£5,382.28	£7,644.00	£13,026.28	£0.00
Donations/Dorothy Gregory [R]	£0.00	£901.00	£783.98	£117.02
Unwin legacy [D]	£0.00	£0.00	£0.00	£0.00
Children's Society boxes [R]	£0.00	£51.10	£0.00	£51.10
Total funds balance	<b>£71,613.42</b>	£76,444.83	£97,728.43	<b>£50,329.82</b>

Fund Name	Balance Brought Forward at 1/1/24	Income to date	Expenditure to date	Balance Carried Forward at date above
CAF Current account	£20,164.18	£91,551.29	£108,006.90	£3,708.57
CAF Deposit Account	£10,057.50	£47,609.13	£36,000.00	£21,666.63
CBF Deposit Account	£20,305.50	£0.00	£0.00	£20,305.50
Loughborough BS	£20,835.39	£18,764.68	£35,000.00	£4,600.07
Petty Cash held by PCC	£30.85	£14,775.17	£14,772.97	£33.05
Petty Cash held by the PCC for Coffee and Flowers	£146.24	£0.00	£146.24	£0.00
Petty Cash held by the PCC for Tea and Chat	£73.76	£16.00	£73.76	£16.00
Total Cash at date	<b>£71,613.42</b>			<b>£50,329.82</b>

### Notes

1. Gift Aid claimed includes £2240.03 claimed for 2022/2023
2. Away giving includes £2265 not given away in 2023
3. Wednesday Friendly has been renamed Tea and Chat