FROM: St Botolph's Account Manager TO: All DCC Members (Noticeboard) 24 Feb 26

ST BOTOLPH'S ACCOUNT MANAGER REPORT 2025

BLUF: St Botolph's Church is supported financially by the Parish through the Newton with Haceby Relief in Need Charity, which is regulated through the Charity Commission. While the Church has been temporarily closed due to safety considerations, the Charity remains financially healthy and has seen an overall growth of assets of £20,178.68 this year to £462,543.81 and is therefore viable.

SUMMARY

Income. The total income for the year is £172,654.18 although this includes liquidation of assets worth £147,090.31 and hence a net real income of £25,563.87 with those assets removed. Fund raising, donations and tax relief on donations totalled £13,279.82, which is significant and includes a private donation of £1000 from an overseas donor as well as excellent financial support from Newton. The Village Open Garden event raised over £2000 and the roaming Brews in the Pews events serve to both retain social cohesion and maintain Church awareness and funding. All income is itemised in the enclosed workbook; there are no anomalies.

Expenditure. The total expenditure for the year is £4,554.37, of which £3,170 has been attributed to maintenance and includes building surveys in preparation for rectification works. There are no other significant expenditure items with bank fees now reduced due to a change of bank accounts. All expenditure is itemised in the enclosed workbook; there are no anomalies.

Investments. The total value of investments fell to £223,566.91 from £371,395.78 last year, although as stated above, £147,090.31 of these investments were liquidated and their cash value is held in the cash account. Overall, including this liquidation, the value of investments and dividends returned a growth of £10,225.04 which equates to around a 4.6% return on investment. All investments are now held directly by the DCC with those previously held by the Diocese liquidated. Of the current investment value, £179,526.41 is restricted by covenant and £44,040.50 is unrestricted. The liquidated investments were previously declared as restricted by covenant. Investment accounts are detailed in the enclosed worksheets.

Discussion. The DCC should consider the ratio of restricted to unrestricted cash funds noting the liquidation of restricted investments, and how those funds are used. While funds may have been set by covenants, it is within Charity Commission acceptable guidelines to adjust that ratio if the Trustees (guided by the DCC) detail the reasons for doing so. For St Botolph's, most restricted funds relate to the upkeep of regions of the graveyard which would be moot if the Church itself collapsed, so those restricted funds could be released for Church upkeep.

With the hope of significant infrastructure investment in the next year, it is difficult to set a budget and define affordability of any item, most notably a Pledge.

Consideration should be made for VAT refund of the works enablement, dependent on the criteria defined for such in the current Government mandate.

The Church electricity supplier should be changed as the low rate that has been enjoyed, especially with standing charges, has ended.

Independent verification. The Charity accounts will be independently verified before submission to the PCC. These accounts will be displayed on the Church noticeboard and copied to all DCC members in sufficient time to allow any questions to be raised for the DCC Annual Meeting.

n of Parish Finance
January to December 2025

Parish Name: St Botolph's Newton	If the form is NOT completed for the entire parish, please list below the churches included:
Parish Code (6 digits):	621231
Deanery:	LAFFORD
Diocese:	LINCOLN
Charity Number (if registered with the Charity Commission)	258608
30 Are your accounts Receipts and Payments [ ] OR Accruals [ ] ? (indicate ONE)	

	RECEIPTS/INCOME	UNRESTRICTED (nearest £)	RESTRICTED (nearest £)
	Voluntary giving		
1	Regular giving	£ 8,971	
3	Collections at services		
4	All other giving and voluntary receipts, including special appeals (recurring and one-off)	£ 4,309	
6	Gift Aid recovered (regular giving and one-off donations)		
7	Legacies received (capital value)		
8	Grants (include recurring and one-off)		
	Total voluntary giving	£ 13,280	£
	Activities for generating funds		
9	Fundraising activities (gross proceeds)		
	Income from investments		
10	Dividends, interest, income from property etc.	£ 1,020	
	Church activities		
11	Fees retained by PCC (weddings, funerals etc.)		
12	Trading activities (gross proceeds), NOT fundraising	£ 300	
	Other incoming resources		
13	Other receipts/income not already listed **PLEASE NOTE BRIEF DETAILS IN BOX E**	£ 1	£ 158,054
	Totals (from Financial Statements)	**Unrestricted**	**Restricted**
A	RECEIPTS/INCOME	£ 14,601	£ 158,054
B	**COMBINED TOTAL**	£	172,655
	PLANNED GIVERS AND LEGACIES		
14	Number of regular givers	5	
16	Number of new legacies received in year		

	PAYMENTS/EXPENDITURE	UNRESTRICTED (nearest £)	RESTRICTED (nearest £)
	Costs of generating funds		
17	Costs of fundraising activities	£ 68	
	Church activities		
18	Mission giving and donations		
19	Diocesan parish share contribution	£ 1,183	
20	Salaries, wages and honoraria		
21	Clergy and staff expenses		
	Church expenses		
22	Mission and evangelism costs		
23	Church running expenses (including governance)	£ 650	
24	Church utility bills	£ 128	
25	Costs of trading	£ 5	
	Major capital expenditure		
27	Major repairs to the church building		
28	Major repairs to church hall/other PCC property including redecoration		
29	New building work to the church, church hall, clergy housing or other PCC property.	£ 2,520	
	Other expenditure		
99	Other payments/expenditure not already listed **PLEASE NOTE BRIEF DETAILS IN BOX E**		
	Totals (from Financial Statements)	**Unrestricted**	**Restricted**
C	PAYMENTS/EXPENDITURE	£ 4,554	£
D	**COMBINED TOTAL**	£	4,554
	CASH AND INVESTMENT BALANCES	**UNRESTRICTED**	**RESTRICTED**
31	Cash and deposit balances as at 31/12/25	£ 95,614	£ 143,363
31a	Debtors and other monies receivable		
31b	Less: creditors		
	Net Current assets as at 31/12/25	£ 95,614	£ 143,363
32	Investment assets as at 31/12/25	£ 44,041	£ 179,526

Please refer to the accompanying notes to help clarify what is included in each section. The item numbers refer to RPF notes, consistent with the guidance provided in *PCC Accountability*, 5th edn.

Name	D STARTUP	**Date**	02/03/26
Position	Accounts Manager, St Botolph's Church		
Email or telephone	danstartup@hotmail.com		

Looking back across 2025, was there any exceptional financial activity affecting movement on cash and investment balances? Please provide details in this box. Yes. Liquidation of

E *These might include project or capital expenditure, major equipment purchases, property or asset disposals, new investment or investment sales, new loans or loan repayments*

30	Receipts and Payments **OR** Accruals ?	Your accounts and financial statements will have been prepared on one or other of these bases. Accruals accounting is mandatory for parishes with gross annual income of over £250,000. Please indicate which basis of accounting has been used to report these figures by placing an **X** in the centre of one of the brackets **[ ]**	
1	Regular giving *[Combines previous "Planned giving" RPF 1 and 2]*	Money given regularly (e.g. weekly, monthly, quarterly) through a standing order or the parish giving scheme, by envelope or by cheque. Include gross amounts for money given through charity vouchers (e.g. CAF or Sovereign Giving) and payroll giving. Otherwise net amounts - report tax recovered separately under Gift Aid at RPF 6	
3	Collections at services	Money given in collections at services, excluding money given through planned giving envelopes, but including one-off gifts given through Gift Aid envelopes (net amount). Do not include monies passed to a charity that do not 'go through the books'	
4	All other giving and voluntary receipts, including special appeals *[Combines previous RPF 4 and 5]*	Money given in church boxes and wall safes, at Gift Days, through individual donations from givers, and the proceeds of special appeals	**Accruals Accounts**: Include (a) gifts of freehold or leasehold land or shares at market value; (b) donated services and facilities (expense the equivalent "value to the charity"); (c) gifts in kind for sale (estimated value at time of gift); (d) gifts in kind for own use (if material) - capitalise and expense over their useful economic life
6	Gift Aid recovered	Tax recovered from HMRC on all money given to the PCC under Gift Aid, split between restricted and unrestricted donations and allocated to the appropriate fund. This should include claims through the Gift Aid Small Donation Scheme, on small cash and contactless donations. For limits see https://www.gov.uk/claim-gift-aid/small-donations-scheme	
7	Legacies received	The capital amount of a legacy, together with interest from the probate process, should be recorded in the year(s) that it appears in the accounts. Any interest from legacy investments should be recorded as income from investments.	
8	Grants *[Combines previous RPF 8 and 8A]*	External grants (whether one-off or recurring) received from trusts and other funding bodies for the PCC's General Fund or for a restricted purpose. Include VAT recovered through the Listed Places of Worship scheme. Do not include transfers within a benefice	
	Total voluntary giving	These will be the totals of the figures reported in the six rows above	
9	Fundraising activities	Money raised from sponsored activities, jumble sales, fetes, and other activities where the primary purpose is fundraising. Income should be stated gross, and any costs must be recorded separately as payments in RPF 17	
10	Dividends, interest, income from property etc.	Bank and other interest including any reclaimed tax on investment income; dividends from shareholdings and investments; **rent** received from land or buildings owned by PCC. Report monies from **sale** of buildings or investments in RPF 13	
11	Fees retained by PCC	PCC Fees for weddings, funerals etc. Do not include fees received on behalf of the DBF or organist as these are not PCC funds	
12	Trading activities	Money received from trading activities including bookstall, letting of the church hall, sales and advertising of church magazines, membership fees, payments for events etc., where these are distinct from fundraising. Income should be stated gross, and any costs must be recorded separately as payments in RPF 25	
13	Other receipts/income not already listed **PLEASE NOTE BRIEF DETAILS IN BOX E**	These may include monies from the sale of buildings or investments, insurance claims, transfers from term deposits, loans received or transfers from other churches in the benefice	**Accruals Accounts:** Proceeds from the sale or disposal of assets that have already been capitalised (property, investments, fixed assets etc.) should be noted where they exceed the book value of the asset sold or disposed of, i.e. where there has been a gain on disposal
A	Receipts/income totals (from Financial Statements)	These will be the totals of the figures reported under the numbered receipts/income headings above. For accounts prepared under the **Receipts and Payments** basis, they should equal the "Total Receipts" figures reported in the financial statements for Unrestricted and Restricted Funds (except where they form part of total receipts for a parish with included churches). For **Accruals** based accounts, they should exclude any net gain in the value of investments assets retained at 31 December.	
B	Combined Total	This will be the sum of the two totals reported in row A above. They will not always be shown as a separate figure in the financial statements.	
14	Number of regular givers *[Combines previous RPF "Planned givers" 14 and 15]*	Each regular giver should only be counted ONCE. If more than one person is associated with a regular giving scheme, only ONE person should be counted	
16	Number of new legacies received in year	A legacy should only be counted in the first year that money from it is received. Each legacy should only be counted once	

17	Costs of fundraising activities	Costs of fundraising events, which have contributed to the monies received in RPF9 above. Also include fees paid to a professional fundraiser, the costs of a stewardship campaign and the costs of supporting regular giving e.g. envelopes	
18	Mission giving and donations	Donations to external missions and charities that come from the PCC's receipts. Collections that go directly to external charities should not be included	
19	Diocesan parish share contribution	All payments made during the year, including arrears or prepayments	**Accruals Accounts:** Payment due for the year
20	Salaries, wages and honoraria	Employments costs of assistant staff, youth worker, verger, administrator, sexton, organist and choir etc. Include NI/Pension costs where applicable	
21	Clergy and staff expenses	Working expenses of the incumbent and assistant staff: e.g. telephone, postage, stationery, travel costs, secretarial assistance, office equipment, maintenance of robes, hospitality. Include costs relating to clergy/staff housing paid by the PCC (including where applicable repair costs, water rates, council tax, and redecoration)	
22	Mission and evangelism costs	Costs of mission and evangelistic outreach, including courses and activities, but excluding staff salaries	
23	Church running expenses *[Combines previous RPF 23 and 26]*	Insurance, routine maintenance, cleaning, church office costs, upkeep of services, organ tuning etc. Also include governance costs, e,g. fees for audit or independent examination.	**Accruals Accounts:** Where equipment, IT or other fixed asset costs have been capitalised, depreciation is included in church running expenses
24	Church utility bills	Total costs of electricity, gas, oil, water etc	
25	Costs of trading	Include the cost of trading activities that generated the monies received in RPF 12	
27	Major repairs to the church building	Include repairs that are not routine and internal and external decoration	**Accruals Accounts:** Works intregral to the fabric or structure of consecrated church property may be expensed as incurred. Where works project costs have been otherwise capitalised, depreciation is expensed over their useful economic life
28	Major repairs to church hall/other property		
29	New building work to the church, church hall, clergy housing or other property.	New buildings, major alterations and extensions to church or other property, including professional fees	
99	Other payments/expenditure not already listed **PLEASE NOTE BRIEF DETAILS IN BOX E**	These may include monies to purchase of buildings or investments, transfers to term deposits, loans repayments or contributions to other churches in the benefice to shared costs	**Accruals Accounts:** Proceeds from the sale or disposal of assets that have already been capitalised (property, investments, fixed assets etc.) should be noted where their book value has not been realised, i.e. where there has been a loss on disposal
C	Payments/expenditure totals (from Financial Statements)	These will be the totals of the figures reported under the numbered payments/expenditure headings above. For accounts prepared under the **Receipts and Payments** basis, they should equal the "Total Payments" figures reported in the financial statements for Unrestricted and Restricted Funds (except where part of total receipts for a parish with included churches). For **Accruals** based accounts, they should exclude any net loss in the value of investments assets retained at 31 December.	
D	Combined Total	This will be the sum of the two totals reported in row C above. They will not always be shown as a separate figure in the financial statements	
31	Cash and deposit balances as at 31/12/25	Total Restricted and Unrestricted balances as at 31/12/25 for all current, deposit and cash accounts, including CBF Deposit Fund, plus cash in hand	
31a	Debtors and amounts receivable	Include trade debtors and prepayments, Gift Aid claimed but not yet received, stock (net realisable value as at 31/12 25)	
31b	Less: Creditors and amounts payable	Include trade creditors and short-term liabilities (amounts falling due within one year)	
	Net Current Assets as at 31/12/25	This will be the sum of rows 31 and 32 above less row 33	
32	Investment assets as at 31/12/25	Total Restricted and Unrestricted balances as at 31/12/25 for all investment assets, including shares, bonds, investment properties, CCLA Investment, Securities, Property and Equity Funds. These should, where possible, be reported at market value as at that date. Exclude investments held for Endowment Funds where the capital must be permanently retained . Exclude Tangible fixed assets such as vehicles and equipment and properties held for own use rather than as investments	
E	Additional comments	This box is to report (a) any exceptional circumstances that may have led to unusual figures in this return; (b) detail of exceptional receipts/income from RPF 13; (b) detail of exceptional payments/expenditure from RPF 99	

START/NHRIN/1 1 October 2026

EXTERNAL AUDIT - CHARITY 258608 - NEWTON AND HACEBY RELIEF IN NEED

An audit has been conducted of the 2025 Newton and Haceby Relief in Need Charity Return. The Charity is aligned with and wholly supports, St Botolph's Church Newton.

SUMMARY

The accounts and Account Managers Report for the Charity year ending 31 December 25 have been found to be satisfactory. The Charity is able to meet all of its financial obligations although future renovations and emergency works to the Church will stress this and may require fundraising and external charitable assistance. There is one observation and one recommendation:

Observations (1):

- The income of £172654 is greater than usual for this Charity and Church. The main element of this income of £147090 is from the liquidation of the Charity's own CCLA Share and Deposit accounts which were held and administered by the Diocese of Lincoln. As such, while this liquidation has been administered as a cash income, it has not changed the Charity's overall asset state as the income remains in the Charity deposit account. The CCLA accounts were liquidated to ensure the funds were readily available for emergency repairs to the Church building.

Recommendations (1):

- With £238939 in instant access current and deposit accounts, the Charity is immediately able to fund the emergency and ongoing repairs that are required for the Church. However, the interest rate received in those accounts is low and consideration should be made of reinvesting in the unrestricted CCLA accounts the Charity already holds, to maximise safely its earnings.

All other aspects of the Charity accounts are appropriate for its intended use.

[redacted] Dip CIMA