

St Margaret's Church, Chipstead Parish

Annual Report and Accounts of the Parochial Church Council

**For the year ended
31 December 2018**



Registered Charity No: 1139738

Church Lane, Chipstead, Surrey CR5 3RD

Tel. no: 01737 552160

www.stmargaretschipstead.org

St Margaret's Church, Chipstead Trustees

Annual Report for the year ended 31st December 2018

Our aims and purposes as a charity

The Parochial Church Council (PCC) of St Margaret's, Chipstead has the responsibility of co-operating with the incumbent, the Reverend Susie Williams, in promoting in the ecclesiastical parish of Chipstead, the gospel and whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is specifically responsible for the maintenance of the Church building, the Orchard and the churchyard, the Peter Aubertin Hall in Chipstead, and the Mission Hall in Mugswell. Our Mission Statement reflects our ethos:

To know and share God's transforming love with one another,
with our local community and with the wider world.

What we planned to do to achieve our charitable objectives

When planning our activities for the year the PCC considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on 'charities for the advancement of religion'. The council has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, fully recognising its duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults.

Our aims:

- To enable as many people as possible to know Christ, worship him and grow in faith within our church and parish.
- To teach, baptise and nurture new and existing believers.
- To involve and seek to build bridges between the many, often varied, groups that live within the parish.
- To put faith into practice, through prayer and scripture, music and sacrament.
- To build upon our worship and prayer and learning about the Gospel in small group situations.
- To assist people of all ages and from all walks of life to develop their knowledge of, and trust in, Jesus.
- To provide pastoral care for people living in the parish and also for the members of the congregation who live outside the parish. Also to provide pastoral care for the residents and staff at Chipstead Lodge.

- To continue to offer the Orchard, and provide volunteers to staff the Winter Night Shelter through the cold winter months in conjunction with Renewed Hope Trust, to support the homeless in the deanery.
- To continue to provide assistance to the poor and needy of the parish.
- To assist other organisations financially.

With our Youth and Communities Worker – Amy Reeves – in place since May 2017, our priority in 2018 was to employ a Children and Families Leader who can further develop our work in this area and strengthen our initiatives. Abi Page joined us in that capacity in June 2018.

Having interviewed in December 2017, we were pleased to welcome our new Rector, the Reverend Susie Williams, at a joyful service, followed by excellent refreshments, on the 30th April 2018.

Achievements and Performance

Worship and Prayer

The PCC is considering whether it would be possible to keep the church building open to the local community during daytime hours: in the meantime, the building has been made available on request. In addition, the church grounds have a prayer walk with scriptural prayer boulders as a guide to enable contemplation and prayer. The grounds are beautifully maintained, with a wide variety of native flora and fauna, and strategically placed benches, and many people visit daily.

The church family welcomes visitors from within the parish boundary as well as drawing many in from outside the parish, particularly youth, children and families. Visitors attend by personal choice, and it is our great pleasure to welcome anyone from all walks of life to take part in the life of the church. We contend that voluntary attendance to worship the Lord Jesus Christ, together with seeing people growing in faith and love, is a major demonstration of the public benefit of our activities.

The Incumbent and PCC are keen to offer a range of services during the week and over the course of the year that our community find both beneficial and spiritually fulfilling. Each Sunday, there is an 8am Book of Common Prayer (BCP) service of Holy Communion; at 9am is a traditional (but using

contemporary language) service of either Holy Communion (Order I) or Morning Prayer and accompanied by traditional hymns on the organ; whilst at 10.45 we have a contemporary, less liturgical service with a variety of instrument and modern worship songs.

These 10.45 services alternate between Communion on the first and third Sundays, an all-age service on the second Sunday and morning worship on the fourth Sunday. Our children and young people join us for the first part of each service before going to the Orchard for age specific groups. There is also a manned crèche. Every fifth Sunday there is an all-age Communion service, sometimes with anointing for those who ask for it. Three times a year, at the APCM, patronal festival and Harvest we hold a joint service for 9am and 10.45 am congregations and share a meal afterwards. We are hoping to extend this to include the 8am service as well.

During 2018 we held five services at Mugswell Mission Hall on Mothering Sunday, Easter, High Summer, Harvest and Christmas. Between 20–40 people attended and we enjoyed excellent refreshments after each service. This provides a good community focus for the hamlet.

Our youth and children's groups encourage younger people to learn about relating to God and one another in love and help enable them to consider the needs of others, the environment and wider world; whilst also helping them to grow in confidence and wholeness and achieve their God-given potential. All worship in the children's groups is age appropriate. As an active part of our whole worshipping community they participate in, devise and lead acts of worship for the whole church. Messy Church, held six weekly, continues to be popular with families and new families are being recommended by word of mouth.

Morning Prayer is said on weekday mornings at 9am, with prayers being made for individuals, the Church, our local community, deanery, diocese and the wider world. Midweek Holy Communion is held monthly followed by coffee and a time to chat. There is also a dedicated team of those who pray as requested, but who also offer daily intercessions, and we have had half days of prayer throughout the year, and join with the Deanery in times of worship, including the prayer initiative Thy Kingdom Come. We also get involved with

Archidiaconal and Diocesan times of worship, and in 2018 our worship group led the sung worship at both the Cathedral and the Archidiaconal Conference.

Our worship through music at St Margaret's continues to be a blessing, from the talented organists at the 9 o'clock service or occasional services, to the worship band and singers and under the direction of Libby Egwuba, our Director of Music. Members of the 10.45 team also get involved in leading services either at Kingdom Come on a Sunday evening every 10-12 weeks. This is an informal time of worship and praise, bible readings and prayer in the Orchard. In between Kingdom Come we offer a reflective evening service, Sacred Space, four times a year, in the church chancel.

After the 9 o'clock and 10.45 services prayer ministry is offered by a dedicated team in the chancel of the church, whilst coffee and biscuits are served from the South transept. Everyone is assured of a warm welcome and this has led to incomers choosing us to be their local church.

The many and varied Christmas Services draw people from the surrounding area and the special choir draws in members of the congregation as well as those from the wider community, and also includes children who sing and play various instruments. Other 'guest' services include Mothering Sunday; Remembrance and Christingle; plus additional services at Easter, Ash Wednesday; and Ascension Day.

Deanery Synod

We currently have four Deanery Synod Lay Representatives plus the Rector as our clergy representative. There are 3 Deanery Synod meetings each year and they are held at different churches throughout the Deanery. There is normally a speaker at each meeting and over the past year Synod has been exploring the Marks of Mission; to proclaim the gospel, to teach and to tend those in need. These involved talks by Rev. Canon Andrew Cunnington and Rev. Anna Moore and representatives of the Wayside Community for Women plus small group discussion and feedback. The results of the Deanery's Diocesan Synod election indicated that our Deanery now has five Clergy and six Lay Representatives on Diocesan Synod.

Pastoral Care, Mission and Evangelism

Pastoral care is offered at a number of different levels and is done by Rev. Alison Elson, Rev. John Wates and our Southwark Pastoral Auxiliary (SPA), Margaret Quaife, as well as many members of the congregation. The Rector has pastoral responsibility for the staff team and life group leaders. The staff team and life group leaders then have pastoral responsibility for those in their care. Pastoral care is offered to the whole parish, irrespective of church attendance, and also forms an important part in supporting families who attend our occasional services.

The Winter Night Shelter offered support to up to 9 guests on any one evening through the colder months, providing them with a tasty meal and warm and pleasant place to sleep.

Mission and evangelism are a major part of our remit as God's church in this place. As Christians we believe that we are all to fulfil Christ's commission to make, teach and nurture disciples. Our life groups continue to provide places in which to nurture disciples, but also offer fellowship and pastoral care. There was an extended teaching period on discipleship in the autumn which sought to encourage all to fulfil Christ's commission to go, make, and nurture disciples.

CAMEO (Come And Meet Each Other) continues to provide us with the opportunities for support and build community in addition to evangelism and mission. We catered for 45 for the Christmas lunch and held a St Valentine's Day dance in February. We have had visits from Surrey County Councils History Matters project, and the Surrey Sight & Sound Bus. Every meeting has a person available to clean, service and provide new batteries for NHS (National Health Service) hearing aids under the Hearing Champions initiative.

The popular Church fete in June is our biggest outreach to the local community with 1500 from across the whole parish and beyond attending over the afternoon. There was a wide variety of activities and games, together with stalls and refreshments, and everyone thoroughly enjoyed themselves. A team is present at many local events in Chipstead and Netherne, including Chipstead Flower Show, where we offered a listening ear (and prayer when asked) and provided a wide variety of free activities for children (adults seem to enjoy them too!)

Our Children, Families and Youth work touches the lives of those within the Church and many more outside the church, whilst also offering practical support and teaching to families and guidance and a listening ear to children, teenagers and those starting out in life as adults. This year a new group, has been formed to enable those who have left school to keep in touch and meet up, those attending university have found it of particular value. The young people also meet on a Wednesday afternoon for coffee and to chat, an excellent way of keeping friendships whilst attending different schools, and Amy and the volunteers are always on hand when advice is solicited.

Holiday Club welcomed a total of 70 children and families over the three days, some of whom had had no previous connection to St Margaret's. For the first time parents benefitted from a 'cafe' area, with attached crèche. It provided a pleasant place for them to support one another and also to form new friendships.

Maggie's Song, which takes place every Friday in term-time, currently has between 20 and 30 families and children attending each week, many of whom have no other church connection. It offers a time of music and movement for under 5's, and is enjoyed by them and their parents. Children and young people enjoyed a wide range of activities throughout the year including a light party on 31st October (which attracted 22 children of all ages), a trip to St Peter's Brighton, and a Christmas Social.

We gave grants totalling approximately £12,000 to various missionary organisations including Agape, Bible Society, Bishop's Lent Appeal, Christian Aid, Community Debt Advice, Discet, Open Doors, Renewed Hope Trust, Welcare, Women of Purpose and Zimbabwe Link.

We maintain the fabric of the Grade I listed church building as a historic centre, and the church building, the Orchard and the PA Hall as a focus of life in the village of Chipstead and the Mission Hall in Mugswell. The Peter Aubertin Hall is seen by many as being the village hall, and it not only houses the local pre-school, but provides a place for various community groups to meet. We also have a very well maintained and peaceful open Churchyard which is also a haven for wildlife and encourages children and adults to be environmentally aware.

2018 saw 14 weddings, 11 baptisms and 5 funerals (not including memorial services and burial of ashes) and our team also took 10 services at local crematoria. It is always a privilege to walk alongside people from the wider community at these important times, and to be able to show God's love and grace.

Volunteers

We would like to thank all of those volunteers who work so hard to make our church such a lively, welcoming and well-functioning community – thank you. Working together helps us grow as individuals, as a church, and is of benefit to the wider community, it's also fun!

Staff

We are blessed by the members of staff we employ and who work so hard to enable us, as a church, to offer so much to both our congregations and our wider community. Abi Page joined as our Children and Families Leader in June 2018, Amy Reeves continues as our Youth worker. Libby Eguwba is our Director of Music. Both Deborah Matthews and Jenny Smith work hard keeping our property bookings and administration running smoothly. We are grateful to our Curates, Alison Elson and John Wates, and to our Churchwardens Chris Taylor and Shirley Page who all do so much.

Electoral Roll

Our electoral roll currently stands at 183 members. Every 6 years the Electoral roll is reconstituted and this happened in 2019. Members were invited to reapply and we received 183 completed forms from eligible members.

2018 Financial Review

As shown in the accounts later in this document, 2018 had a deficit of £14,379, made up of a decreases of £10,165 in unrestricted funds and £4,214 in restricted reserves (which includes the Endowment fund). Two years ago the church enjoyed a surplus of £39,352 while last year we moved into a deficit of £8,203. In 2017 the primary driver for the reduction in the surplus was a decline in planned giving which fell £28k a sharp reduction in income from weddings and funerals and large expenditure on buildings improvement and maintenance. In 2018 there was a continued reduction in voluntary income (£6k), continued high levels of spending on the maintenance of facilities and an increase (£6k) in payments made to the Diocese in the form of Parish Support Fund.

We also undertook repair work on the Bell Tower at a cost of some £9k. This expenditure has been allocated to the Endowment fund which falls into the restricted funds area and is the reason why the restricted funds total shows a deficit of over £4k. Without this project the restricted reserves would have risen by almost £4k. Almost all of this is due to the PA Hall where the decline in booking income observed in 2017 stabilised in 2018 following the redecoration work carried out on both the inside and outside of the building during 2017. There has been no material changes in any of the remaining restricted funds.

The figures focused on by most of the PCC are those shown in the left hand column (unrestricted general church funds) of the Statement of Financial Activities (analysed in more detail in note 2a) which show the costs of the day to day running of the church and the income received to meet those costs. These show that unrestricted funds for 2018 had a deficit of £10,165 with overall expenditure of £264k, representing an overall expenditure increase of 5%. As ever this rise is made of up of many moving parts. Our most significant cost item, the Parish share (£123k), increased in 2018 by 5%, a level of increase which was committed to in early 2017 as a direct result of the exceptional levels of giving in 2016. In light of the realisation that income in 2016 may have been a 'one off' the PCC agreed during 2018 to reduce the commitment to the Diocese back to the 2017 level for 2019 and this will improve our costs by some £6k in 2019 relative to 2018. There were underlying increases in most cost categories from salaries to utilities but on the positive side we had a £9k increase in income from weddings and funerals.

Without a material rise in donations we do expect the church to continue to operate at a deficit for the foreseeable future, and the cash deficit is forecast to rise in 2019 as we pay costs for a full year of our new children and families worker and equip the Orchard with new hi tech blinds. It should be pointed out at this stage that we intend to capitalise the cost of the Orchard blinds and fund the project from the appeal fund which falls within the restricted funds category.

It is PCC policy to try to maintain a balance on free reserves which equates to at least three months of unrestricted payments. At the end of 2018 unrestricted reserves were £110k equating to 5 months of expenditure, comfortably within our recommended reserves guideline of 3 – 6 months. On the basis of current giving levels increasing in 2019 by 2% relative to 2018 levels the latest indication is that our free reserves would end 2019 at around 3.8 months of unrestricted payment, approaching the lower end of our target for free reserves. It is our policy to invest investment the bulk of the restricted fund balances with the CCLA Church of England Deposit Fund.

Structure, governance and management of the charity

The Parochial Church Council (PCC) is a body corporate registered with the Charity Commission as required by the Charities Act 2011 – Registered Charity Number: 1139738. Its governing document is the Parochial Church Councils (Powers) Measure 1956. Membership of the PCC is determined under the Church Representation Rules and consists of ex-officio members (the incumbent, curates, lay readers licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synods and 12/15 members of the church who are elected at the Annual Parochial Church Meeting (APCM). Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish, for all financial matters, and for the employment and welfare of staff and volunteers.

The full PCC met 6 times during the year with an average attendance of 81%. Given its wide responsibilities the PCC has a number of committees each dealing with a particular aspect of parish life. These include: Mission Group; Health and Safety; Human Resources; Fabric; ECO; Hospitality; Events; and the Management Group.

Administrative Information

St Margaret's is situated in Chipstead. It is part of the Diocese of Southwark and Deanery of Reigate within the Church of England. The correspondence address is: St Margaret's Church, Church Lane, Chipstead, Surrey CR5 3RD.

During the year the following served as members of the PCC:

Ex Officio members:

Incumbent: The Reverend Susie Williams Chair (30 April 2018 onwards)
Curates: The Reverend Alison Elson
The Reverend John Wates OBE
Readers: Andrew Britton (Vice Chair), Kim Honey, Madeleine MacCallum
Wardens: Chris Taylor : Shirley Page
Deanery Synod Reps Chris Taylor, Kim Honey, Sally Bowes, Margaret Quaife
(all until 2020)

Elected Members Ray King (Secretary) **2014-2020**
* Martin Mabbutt (Treasurer) **2017-2020**
Amanda King **2014-2020**
* Angela Robertson **2017-2020**
* Ann Elliot **2018-2021**
David MacCallum **2014-2020**
* David Wetherall **2016-2019**
* Fofu Lappin **2018-2021**
* Ian Thirlwall **2018-2021**
* John Robertson **2016-2019**
Katy Deragon **2014-2020**
Lorraine Fitzwater **2015-2021**
* Paul Johns **2017-2020**
* Perry Esparon **2018-2021**
Wendy Morgan **2015-2021**
Sally Foxen (Co-Opted)

* Entitled to stand for a second term

Outgoing elected members who finished in April 2018

Ros Lunberg, Jenny Smith, David Reid

This Trustees' Annual Report was approved by the PCC and signed on their behalf by The Reverend Mrs Susie Williams, PCC Chair

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Date.....

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Independent Examiner's report to the Trustees of St Margaret's Parochial Church Council (PCC)

I report on the financial statements of the PCC for the year ended 31 December 2018, which are set out in pages 17 to 30.

Respective Responsibilities of the Trustees and Examiner

The church's trustees are responsible for the preparation of the accounts. The church's trustees 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 PCC and a comparison of the financial statements presented with those records. It also includes a consideration of any unusual items or disclosures in the financial statements, and seeking from you as trustees' information 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'. My report is limited to those matters set out in the statement below.

Independent Examiner's statement

Based on the work performed, 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,
 - To prepare financial statements which accord with the accounting records and,
 - To 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 financial statements to be reached

J E C Grant, FCA

Chipstead

4th March 2019

Statement of Financial Activities for the year ended 31 December 2018

	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL FUNDS	
				2018	2017
	2(a)	2(b)	10		
INCOMING RESOURCES	£	£	£	£	£
Voluntary income	219,558	2,956		222,514	228,778
Income from church activities	19,483	19,379		38,862	30,824
Activities for generating funds	14,814			14,814	12,985
Income from investments	0	60	635	695	508
Total Incoming Resources	253,855	22,395	635	276,885	273,095
RESOURCES EXPENDED					
Church activities	250,928	18,383	8,860	278,171	264,063
Grants	12,225			12,225	14,590
Fund raising costs	867			867	2,649
Total Resources Expended	264,020	18,383	8,860	291,263	281,302
Net Income/ (Expenditure)	-10,165	4,011	-8,225	-14,379	-8,207
Transfer between funds	0	0	0	0	0
Net movement in funds	-10,165	4,011	-8,225	-14,379	-8,207
Reconciliation of funds					
Total funds brought forward	119,935	56,655	139,385	315,975	324,182
Total funds carried forward	109,770	60,666	131,160	301,596	315,975

Balance sheet as 31 December 2018

	Notes	2018	2017
		£	£
FIXED ASSETS			
Tangible assets	3	0	0
CURRENT ASSETS			
Debtors	5	38,003	40,229
Cash at bank and in hand		282,905	282,793
		320,908	323,022
LIABILITIES: AMOUNTS FALLING			
DUE WITHIN ONE YEAR	6	19,312	7,048
NET CURRENT ASSETS		301,596	315,974
PARISH FUNDS			
Unrestricted	7	109,770	119,935
Restricted	7	60,666	56,655
Endowment	7	131,160	139,385
		301,596	315,975

Note: Due to rounding, numbers presented may not add up precisely to totals provided

The accounts were approved by the PCC on 4th March 2019 and signed on behalf of the PCC by Rev. Susie Williams

Notes to the Financial Statements for the year ended 31st December 2018

I. Accounting Policies

The financial statements have been prepared under the Charities Act 2011 and in accordance with Church Accounting Regulations 2006 governing the individual accounts of PCCs.

The accounts have been prepared on a going concern basis under the historical cost convention and on an accruals basis.

The accounts do not include a cash flow statement on the grounds that it is applying FRS102 Section 1A. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law.

FUNDS

1. **Unrestricted Funds** represent the resources of the PCC that are not subject to any restrictions regarding their use and are available for the general purposes of the PCC.
2. **Restricted Funds** represent resources which the PCC has indicated to donors and fundraisers will be used for specified purposes:

Trust Funds consist of donations made specifically for the upkeep of certain graves.

The Bell Fund contains specific donations and surpluses from the use of bells at weddings set aside to meet future maintenance of and improvements to the bells and to meet bell ringer expenses.

Specific Donations consist of donations received at services and other Parish occasions for purposes specified at the time of collection.

The Appeal Fund contains donations made and the proceeds of special events undertaken for the purposes of funding the construction of The Orchard.

The Peter Aubertin Hall Fund consists of income from operating activities of the Hall, specific fundraising events and donations for the improvement of the Hall.

The Mugswell Hall Fund consists of income from the operating activities of the Hall and specific donations for the maintenance and improvement of the Hall.

The Endowment Fund represents resources provided to build up a fund to ensure the future financial wellbeing of the Church. The Endowment Fund, a portion of which was originally donated in the 1970s, was done so with the restriction that it should not be spent on any activities outside of the parish, or routine running costs of the church. It is the policy of the PCC that it should be used as a reserve against major expenditure on the church fabric and churchyard.'

Income recognition

All income is recognised once the Church has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

1. Voluntary Income

- Collections at services are recognised when received on behalf of the PCC.
- Planned giving is recognised when received and related Gift Aid is accrued for.
- Funds raised through events are accounted for gross.
- Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount is quantifiable and the ultimate receipt by the PCC is reasonably certain.

2. Other Income

- Operating income from other sources such as letting of church premises, magazine sales/advertising and parochial fees is recognised when due.
- Income from bank and CBF interest is recognised when received.

Resources Expended

- All expenditure is accounted for on an accruals basis.

Fixed Assets

Consecrated Property and Movable Church Furnishings

- Consecrated land/buildings and equipment are not included in the financial statements by virtue of the Charities Act 2011. Under the PCCs (Powers) Measure 1956, all PCCs are trustees of income and expenditure but not necessarily of assets, so that any expenditure whether maintenance or improvement, incurred on consecrated or benefice buildings or moveable church fittings, is written off as expenditure in the year.
- Movable church furnishings held by the Rector and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are treated as inalienable property unless consecrated. They are listed in the church inventory which can be inspected at any time.

Other church buildings

- The accounts for the PA Hall and Mugswell Hall are both shown under restricted funds. The PCC has made a decision not to show these buildings within fixed assets. Both of these halls were built before the start of the 20th century and the PCC believes that in the context of today's accounts showing these at cost would be immaterial.
- The Orchard - The PCC believes that since the Diocese of Rochester owns the church and churchyard, it would be inappropriate to capitalise the Orchard as if it belonged to us, even though we are allowed to use it.

Tangible fixed assets for use by charity

- These are capitalised if they can be used for more than one year and cost at least £1000. They are valued at cost
- In the future we will be depreciating assets

2 Income and Expenditure

The PCC has chosen to show income and expenditure on a fund by fund basis for both the historic and current periods. This gives greater clarity rather than the amalgamated basis for the historic period which is outlined in the PCC Accountability Manual (published 2006 and updated to incorporate SORP 2015).

Note 2a Unrestricted general church funds			
INCOMING RESOURCES		2018	2017
		£	£
<u>Voluntary income</u>			
Planned Giving		174,190	173,026
Collections (plate) at services		6,953	6,054
Income tax recoverable		34,577	34,428
Grants received		0	25
Donations etc.		3,838	9,988
Legacies		0	3,020
		219,558	226,540
<u>Income From Church Activities:</u>			
Wedding, Baptism and Funeral fees		19,209	9,992
Contractual income		274	999
		19,483	10,991
<u>Activities for generating funds</u>			
Magazine sales		1,839	1,104
Magazine advertising		2,128	3,053
Fetes and other fundraising events		10,321	9,932
Orchard hire		526	1,380
		14,814	15,469
TOTAL INCOMING RESOURCES		253,855	253,000

RESOURCES EXPENDED			
<u>Church Activities</u>			
Parish Share		123,379	117,534
Clergy expenses		633	2,864
Church building maintenance		14,625	18,356
Churchyard maintenance		1,512	7,565
Youth, children, music and hospitality		34,923	25,329
Church running expenses		39,718	32,820
Organ costs		821	890
General & secretarial expenses		26,170	20,756
Printing and stationery		9,147	8,020
		250,928	234,134
<u>Grants</u>			
Overseas mission societies		7,870	9,620
Christian relief & development agencies		500	500
Home mission & other church societies		3,855	4,470
		12,225	14,590
<u>Fund Raising costs</u>			
Costs of social fundraising events		867	2,649
TOTAL RESOURCES EXPENDED		264,020	251,373

Note 2 (b) Restricted Funds			
TRUST FUNDS		2018	2017
		£	£
Incoming Resources			
Dividends & Interest		0	0
Resources Expended			
Flowers & upkeep of graves		0	0
Net Incoming/(Outgoing) Resources		0	0
Balance at 1 January		367	367
Balance at 31 December		367	367
BELL FUND		2018	2017
		£	£
Incoming Resources			
Interest		50	60
Surplus from weddings		300	210
		350	270
Resources Expended		0	0
Balance at 1 January		27,876	27,606
Balance at 31 December		28,226	27,876

SPECIFIC DONATIONS	2018	2017
	£	£
Incoming Resources		
Collections	940	2,103
Donations etc	1,961 ,	
Events		
	2,901	2,103
Resources Expended		
Overseas mission societies		0
Christian relief & development agencies	2,901	2,103
Home mission & other church societies		0
Secular charities		0
	2,901	2,103
Net Incoming/(Outgoing) Resources	0	0
Balance at 1 January	0	0
Balance at 31 December	0	0
APPEAL FUND	2018	2017
	£	£
Incoming Resources		
Grant by CVPS	0	0
Donations	0	100
Events	0	0
Income Tax Recoverable	0	0
	0	100

Resources Expended			
Grants to home mission & other church societies		0	0
Costs of Fundraising		156	0
Architect & Planning Fees and Construction Costs		0	0
		156	0
Net Incoming/(Outgoing) Resources		(156)	100
Balance at 1 January		18,367	18,267
Balance at 31 December		18211	18,367
PETER AUBERTIN HALL		2018	2017
		£	£
Incoming Resources			
Operating activities to generate funds		618	
Church hall lettings		16,909	15,677
		17,527	15,677
Dividends & interest		10	8
Other Income		55	35
		17,592	15,720
Resources Expended			
Church hall running costs		9,448	11,592
Church hall building maintenance		389	10,905
Administration of Hall Bookings		4,000	4,000
		13,837	26,498
Net Incoming/(Outgoing) Resources		3,755	(10,778)
Balance at 1 January		7,282	18,060
Balance at 31 December		11,037	7,282

MUGSWELL HALL		2018	2017
		£	£
Incoming Resources			
Operating activities to generate funds			0
Donations			0
Church hall lettings		1,552	1,462
		1,552	1,462
Resources Expended			
Church hall running costs		1,159	1,148
Church hall building maintenance		330	180
		1,489	1,328
Net Incoming/(Outgoing) Resources		62	134
Balance at 1 January		2,763	2,629
Balance at 31 December		2,825	2,763

Note 3: Tangible fixed assets The PA Hall and Mugswell - The PCC has made a decision not to show these building within fixed assets. Both of these halls were built before the start of the 20th century and the PCC believes that in the context of today's accounts showing these at historical cost would be immaterial and that there would be no benefit in revaluing them.

The Orchard - The PCC believes that since the Diocese of Rochester own the church and churchyard, it would be inappropriate to capitalise the Orchard as if it belonged to us, even though we are allowed to use it.

Note 4 Staff Costs		2018	2017
		£	£
Wages and salaries (net of PAYE and NIC)		41,305	36,500
Social security costs		6,136	2,164
Pension costs		1,447	617
Average number of employees		4	4

Wages and salaries include the administration costs allocated to the PA Hall accounts. They are stated net of PAYE and employee NIC contributions

During the year the PCC employed a parish administrator/ secretary, a finance assistant, a children and families' leader and a youth worker none of whom earned £60,000 pa or more. None of the employees were members of the PCC during 2018.

There were no disclosable transactions in respect of PCC members, persons closely connected with them or other related parties.

There were no employee benefits to key management personnel in the previous or current year

		2018	2017
Note 5 Debtors			
Due within one year		£	£
Income Tax recoverable		26,386	35,276
Prepayments		10,512	4,501
Other Debtors		1,105	452
		38,003	40,229
Note 6 Liabilities			
Amount falling due within one year		£	£
Deferred Income		130	348
Accruals		19,182	6,700
		19,312	7,048

Note 7 Analysis of Net Assets by Fund					
		2018			2017
		Current Assets	Current Liabilities	Fund Balance	Fund Balance
	£	£	£	£	
Unrestricted Funds	125,351	15,581	109,770	119,935	
Trust Funds	367	0	367	367	
Bell Fund	28,226	0	28,226	27,876	
Appeal Fund	18,211	0	18,211	18,367	
Specific Donations	1,259	1,259	0	0	
PA Hall	13,509	2,472	11,037	7,282	
Mugswell Hall	2,825	0	2,825	2,763	
Endowment Fund	131,160	0	131,160	139,385	
Total Funds	320,909	19,312	301,596	315,975	

NOTE 8- RESERVES POLICY

The PCC needs reserves to cover short term shortfalls in income and to cover unexpected expenditure. The vast majority of the PCC's income derives from voluntary donations. Whilst a significant proportion of these donations are planned, there is a level of unplanned giving which is not always predictable. In addition, due to changes in circumstances within the congregation, planned giving may not always match the level pledged at the start of the year. Reserves allow the PCC to better manage short term fluctuations in the level of giving. In addition, the running costs of the church are not always predictable and reserves allow the PCC to cope with unexpected expenditure which may arise from time to time. The PCC aims to maintain reserves at between three and six months expenditure.

NOTE 9 - INVESTMENT POLICY

The PCC is risk averse in its investment policy placing surplus cash on deposit with the CBF Church of England Deposit Fund or with large banks.

NOTE 10 - ENDOWMENT FUND

The Endowment Fund, a portion of which was originally donated in the 1970s, was done so with the restriction that it should not be spent on any activities outside of the parish, or routine running costs of the church. It is the policy of the PCC that it should be used as a reserve against major expenditure on the church fabric and churchyard.' During the year £8,860, the cost of strengthening the Bell Tower and adding a wooden gallery, were charged against this fund.

Appendix

Statements prepared on an accruals basis because gross income exceeds £250k

No cash flow statement required because income is below £500k