

ST MARY'S CHURCH HADLOW

Annual Report and Financial Statements of the Parochial Church Council

Year Ended 31 December 2019

Incumbent: The Reverend Paul White

Curate: The Reverend Nicola Harvey

Churchwardens: Barbara Smith, Michael Payne

Independent Examiner: David Stephens B.A., F.C.C.A.

Contents

ADMINISTRATIVE INFORMATION	3
PCC STRUCTURE; MANAGEMENT AND GOVERNANCE.....	4
Standing Committee.....	4
Education Committee.....	4
Fabric Committee	4
Finance Committee.....	4
Outreach/Fundraising Committee	4
World Mission Committee.....	4
OBJECTIVES AND ACTIVITIES.....	5
ACHIEVEMENTS AND PERFORMANCE.....	6
Church Attendance 2019	6
Review of the year.....	6
Financial Review	8
Reserves Policy	8
Risk Management.....	8
PCC Responsibilities.....	8
INDEPENDENT EXAMINER’S REPORT TO THE PCC OF ST MARY’S CHURCH HADLOW FOR THE YEAR ENDED 31 DECEMBER 2019	10
Respective responsibilities of Trustees and Examiner	10
Basis of Independent Examiner’s Report.....	10
Independent Examiner’s Statement.....	10
STATEMENT OF FINANCIAL ACTIVITIES, 1 JAN 2019 TO 31 DEC 2019	11
BALANCE SHEET AT 31 December 2019.....	12
Notes to the Accounts and the Accounting Policies for the year ended 31 December 2019	13
1. Accounting Policies.....	13
2. Incoming Resources	14
3. Resources Expended	15
4. Debtors and Prepayments.....	16
5. Creditors.....	17
6. Church Repair Savings Account	17
7. Capital Reserve Account.....	17
8. Young People’s Work Fund (YPW) and Lighthouse 2 Project Fund (L2P).....	17
9. Trust Funds.....	17
10. Summary of Unrestricted and Designated Funds.....	17
11. Summary of Restricted Funds.....	18
12. Summary of Assets by Fund.....	18
13. Pension Act 2008.....	18
14. PCC as a ‘going concern’	18
15. Income and Expenditure Accounts	18

ADMINISTRATIVE INFORMATION

St Mary's Church is situated in Church Street, Hadlow, Kent. It is part of the deanery of Paddock Wood and the diocese of Rochester. The ecclesiastical parish includes the villages of Hadlow and Golden Green. The correspondence address is The Vicarage, Maidstone Road, Hadlow, Kent TN11 0DJ.

The Parochial Church Council (PCC) is a corporate body established by the Church of England, and was registered as a charity in December 2016 under the title "The Parochial Church Council of the Ecclesiastical Parish of St.Mary, Hadlow (St.Mary's, Hadlow)", Charity Number 1170577. The Trustees are the PCC members. The PCC operates under the Parochial Church Council Powers Measure.

Members of the PCC are either ex-officio or elected by the Annual Parochial Church Meeting in accordance with the Church Representation Rules. PCC members for 2019 are listed below.

PCC members normally serve for three years, and this is shown in brackets, together with the year of election. Churchwardens are elected each year. At the APCM in April 2019, four members stood down.

Incumbent and Chairman The Reverend Paul White
Curate The Reverend Nicola Harvey

Churchwardens Barbara Smith (2015 – 2020)
 Michael Payne (2019 – 2020)

Elected Deanery Synod Representatives

Francis Griffiths (re-elected 2017 – 2020)
Val Newell (re-elected 2017 – 2020)
Kelly Parsons (re-elected 2017 – 2020)

Elected PCC Members

Nicola Canham (2018 – 2021)
Kirsty Finch (2017 – 2020)
David Gater (2017 – 2019)
Judy Gater (2017 – 2019)
Jack Good (2019 – 2022)
Jenny Hopkins (2017 – 2020)
Julia Miles (2018 – 2021)
Katerina Nixon (2017 – 2020)
Rachel Packham (2017 – 2020)
Michael Payne (2016 – 2019)
Lisa Porritt (2019 – 2022)
Mark Totty (2017 – 2020)
Annie Young (2016 – 2019)

Honorary Treasurer David Gater (to April 2019)
 Martin Massy (from April 2019)
PCC Secretary Martin Massy (from November 2018)

PCC STRUCTURE; MANAGEMENT AND GOVERNANCE

The PCC comprises the “officials” of the parish (Incumbent, Curate, Churchwardens, Treasurer, Secretary), three elected representatives to the Deanery Synod plus nominally 12 members elected to represent the interests of church members.

The PCC operates through regular, bi-monthly meetings of the full PCC and committees that meet regularly throughout the year and report to full PCC meetings. The committees always have at least one PCC member, but also depend largely on the help of other members of the congregation. PCC members are strongly encouraged to join one of the committees. Reports by the Convenors of these committees giving fuller details of their activities during the year, can be found in the separate APCM booklet.

Standing Committee

The only committee required by law, it comprises the Incumbent, Curate, Treasurer, Churchwardens, Secretary and two nominated representatives of the PCC. The standing committee meets in between full PCC meetings and has power to transact the business of the PCC.

Education Committee

Initiates and organises educational activities and experiences aimed at enabling all members of the congregation (a) to live as Christians within a Christian community, and (b) to articulate and defend their faith confidently.

Fabric Committee

Supports the churchwardens in the discharge of their legal responsibilities relating to the maintenance and insurance of church fabric and in respect of any necessary faculty applications. Monitors the condition of the church, churchyard and vicarage and arranges repairs and works as necessary, liaises with the civil parish council on the maintenance of the closed churchyard as required and similarly with the relevant diocesan committees.

Finance Committee

Supports the Treasurer in the preparation of the annual budget, monitors financial progress throughout the year, including gift aided giving and ensures the best use of the parish's financial resources.

Outreach/Fundraising Committee

This committee oversees the fund-raising events and activities held during the year. It initiates and organises outreach activities to foster a close relationship between the church and the parish as a whole, to express the church's sense of social responsibility in the community and to take the lead in promoting the evangelistic mission of the church.

World Mission Committee

Provides a forum for liaison with organisations supported by the parish, for example Delhi Brotherhood and the Kibakwe link, and promotes fund raising for them. Raises awareness in the congregation of issues relating to the Anglican Communion and the worldwide church and makes recommendations to the PCC on charities to be supported through away giving.

OBJECTIVES AND ACTIVITIES

St Mary's PCC shares with the Incumbent the responsibility for:

- (a) the promotion of the whole mission of the church – pastoral, evangelistic, social and ecumenical - within the ecclesiastical parish of Hadlow,
- (b) the efficient administration of the parish and its funds. The PCC is responsible for funding the maintenance and repair of the parish church.

The PCC has considered the Charity Commission guidance on public benefit and believes the guidelines have been met as the activities of the church are open to the public and are for public benefit.

ACHIEVEMENTS AND PERFORMANCE

Church Attendance 2019

The Church Representation Rules require a new Church Electoral Roll to be prepared every six years. Accordingly, a new Roll was prepared in 2019. The 2019 Electoral Roll recorded 143 members.

Average attendance at St Mary's during 2019 (recorded for our Parish Return to the diocese) was 77 adults and children for our services on a Sunday. Attendance is higher at festivals such as Christmas and Easter. Attendances at the regular monthly services at Golden Green Mission Hall were so low that they have been discontinued temporarily; we are investigating alternative arrangements, e.g. different day and time.

Review of the Year

It has been another active year for St.Mary's. In terms of governance, the PCC met eight times during the year, including a brief meeting after the APCM. The Standing Committee met three times. There were no meetings in August.

The PCC has five committees – Education, Fabric, Finance, Outreach and Fund-Raising, and World Mission – which report to the full PCC. Reports from the PCC committees form part of the separate APCM booklet.

Safeguarding of children and vulnerable adults is a high priority and the PCC complies with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have regard to House of Bishops' guidance on safeguarding children and vulnerable adults). Most of the volunteers who are required to take the Co training further and complete C1 have done so, either through the Diocesan website or by attending one of the two training sessions offered at St. Mary's during 2019. Our Safeguarding Officer is Barbara Smith.

St.Mary's provides regular outreach activities for the local community through Coffee Pots and Tiny Tots, Who Let The Dads Out, Saturday Coffee (previously called Market Stall), Café Plus, the Paddock Wood Food Bank, Friends Together, Messy Church, Chaplaincy at Hadlow College and Hadlow Primary School, and Holiday At Home. Charitable support includes particularly our friends in Kibakwe, Tanzania, the Delhi Brotherhood Society in Delhi, India, the Children's Society and the Mission Aviation Fellowship (MAF).

We welcome the Messy Church services bringing new families into church, particularly from the more deprived parts of the Parish. Our links with the Hadlow Primary School have grown through weekly assemblies, whole school services – Remembrance and Christingle in particular – and school visits to the church. We also held a Carol Service for Year 7 of Hadlow Rural School and for Hadlow College. The regular daily Compline service that grew out of the 'Thy Kingdom Come' initiative is well supported and appreciated. Lent Groups also provided time for fellowship and discipleship with money raised for organisations we support – the Delhi Brotherhood Society and our link with Kibakwe in Tanzania.

We continued our ecumenical links with Tonbridge Methodist Church through a joint Evensong at St. Mary's and a Taize Service at Tonbridge Methodist Church, and the joint walk of witness around Hadlow with the congregation of St. Peter's Catholic Chapel, which was well attended.

Pastoral care to those who cannot attend St. Mary's continued through visiting and Home Communion. The Pastoral offices – Baptism, Marriage and Funerals – continued to be a source of welcome and outreach to the community, and the annual Memorial Service held in May was

appreciated by those who came, mainly from outside our church congregation, to remember loved ones.

We were pleased to host many events that reach beyond the regular congregation, for which we must thank the Outreach and Fund-Raising committee for its brilliant ideas and organisation. As well as bringing people into the church and helping to knit our church community together, the events are an important part of our fund-raising activities. More in the APCM booklet.

We thank our choir and its director, Antony Le Fleming, for their contributions to the musical life of the church and Sue Mason for her encouragement of youngsters working towards RSCM awards. We must also mention our thanks to the East Peckham Silver Band who put on concerts in church, which help raise money for St.Mary's, and play for Harvest and Carols in the Square.

Some other highlights in 2019 were sponsored walks to raise funds to support our links with Kibakwe and the Delhi Brotherhood Society. Thanks to Jim May for organising.

We welcomed Michael Payne to take over as churchwarden from Martin Massy as Martin took over as Treasurer from David Gater. We thank David for his many contributions to St.Mary's, not just as Treasurer, over the years.

We thank all members of the Ministry team. We are blessed by the continuing support and kindness of Rev'd Christopher, who is always ready to help by presiding and preaching or carrying out practical maintenance tasks.

St.Mary's flourishes under the leadership of Rev'd Paul, who encourages and inspires our spiritual growth and mission. We are also thankful for the enthusiasm, ideas and inspiration of Rev'd Nicky, our curate.

Every PCC meeting begins and ends in prayer and our faith underpins all we do.

Martin Massy (PCC Secretary)

Financial Review

Total unrestricted funds receipts were £95,230 (cf £87,594 in 2018). Total expenditure on the provision of Christian Ministry by the Rev'd Paul, the Rev'd Nicky and the congregation of St Mary's was £94,510 (cf £94,606 in 2018). Thus, the overall result for St Mary's in 2019 was a slight surplus of £720 in the unrestricted category (cf the deficit of £7,102 in 2018). On a purely cash flow basis of actual income received and expenditure incurred in the period we registered a deficit of £5,938. Almost two-thirds of our income came from planned giving and Gift Aid. Weddings and funerals accounted for another 11% (£7,955), but this is set to reduce significantly as new rules for remitting DBF fees to the diocese (which they are legally entitled to) are implemented. We had a successful year in terms of fund-raising events, which not only raised £8,764 for church funds (11% of the total) but gave a great deal of pleasure to those who took part and attended.

Expenditure included payment in the year by St Mary's of £55,008 to the Diocese of Rochester for clergy stipends, provision of diocesan services and mission in the diocese. The parish's contribution to the diocese in 2019 equates to approx 58% of our unrestricted income in the year.

Reserves Policy

The PCC has previously established a policy for a level of reserves ideally to be held where unrestricted funds not committed or invested in tangible fixed assets (i.e. 'free reserves') should equate to a sum between three and six months of normal annual expenditure. With reserves of that size, it would be possible for the PCC to continue current activities for a limited period in the event of a significant drop in funds – thereby providing time for the PCC to consider what alternative sources of funding were available and/or to consider how activities could reasonably be altered. The PCC has not been in a position for some years to achieve this level of reserves.

The PCC aims to review the reserves policy annually and to take steps aimed at increasing the free reserves to the level indicated by the review.

Risk Management

There are a number of risks to which the PCC is exposed at any time in respect of (a) safeguarding (b) health and safety (c) buildings insurance and other issues. The PCC continues to assess risk through regular review and takes appropriate steps to deal with or lessen any risks that come to light.

In respect of safeguarding, the PCC complies with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults.

PCC Responsibilities

Individual members of the PCC are charitable trustees and have a duty to comply with charity law. St Mary's is registered with the Charity Commission (Number 1170577); the charity is known as 'The Parochial Church Council of the Ecclesiastical Parish of St Mary, Hadlow' or 'St.Mary's, Hadlow' for short.

Each year, at the first meeting after the APCM, each member of the PCC signs a document to record their understanding of their responsibilities.

Charity law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and its financial activities for that period.

In preparing those financial statements the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the policies adopted are in accordance with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements;
- prepare financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

The PCC adopted this Report and Accounts on 16 March 2020.

Signed on behalf of the PCC

.....

Rev'd Nicola Harvey, Acting Chairman

INDEPENDENT EXAMINER'S REPORT TO THE PCC OF ST MARY'S CHURCH HADLOW FOR THE YEAR ENDED 31 DECEMBER 2019

This Report on the financial statements of the The Parochial Church Council of the Ecclesiastical Parish of St.Mary, Hadlow (PCC of St.Mary's, Hadlow, charity number 1170577) for the year ended 31 December 2019, as set out on the following pages, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ("the Regulations") and S145 of the Charities Act 2011 ("the Act").

Respective Responsibilities of Trustees and Examiner

As the members of the PCC you are responsible for the preparation of the financial statements; you consider that the audit requirement of the Regulations and S145 of the Act does not apply. It is my responsibility to issue this Report on those financial statements in accordance with the terms of the Regulations.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission under S145 of the Act, and to be found in the Church guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements 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 I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In connection with my examination I confirm that no material matters have come to my attention:

- i. which give me cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the Act; and
 - to prepare financial statements that accord with the accounting records and comply with the requirements of the Act and the Regulations,have not been met;

or

- ii. to which, in my opinion, attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

..... Dated:2020

David Stephens BA, FCCA,
Chartered Certified Accountant
13 Newlands Road
Tunbridge Wells
Kent TN4 9AS

STATEMENT OF FINANCIAL ACTIVITIES, 1 JAN 2019 TO 31 DEC 2019

01-Jan-18 - 31-Dec-18		01-Jan-19 – 31-Dec-19		
Activity		Unrestricted	Restricted	Total
All Funds	Notes Incoming Resources	Funds	Funds	Funds
£		£	£	£
69,903	2.1 Voluntary Giving	71,718	75	71,793
18,609	2.2 Special Donations/Collections	2,961	9,516	12,477
9,675	2.3 Income from Church Activities	8,863	-	8,863
2,538	2.4 Net Income from Fund Raising Events	8,764	393	9,157
151	2.5 Income from Investments	-	1,297	1,297
1,520	2.6 Other Ordinary Income	1,144	-	1,144
323	2.7 Fees for Choir/Organist/Bells	1,780	-	1,780
102,719	Total Incoming resources	95,230	11,281	106,511
	Resources Expended			
8,162	3.1 Away Giving and Special Collections	290	2,699	2,989
911	3.2 Training Education and Support	174	-	174
83,853	Church Activities	73,934	5,078	79,012
10,857	3.3 Management and Admin	11,009	22	11,031
5,756	3.4 Church Repair and Maintenance	7,323	-	7,323
635	2.7 Fees paid to Choir/Organ/Bells	1,780	-	1,780
110,174	Total Resources Used	94,510	7,799	102,309
(7,455)	10 NET RESOURCES BEFORE TRANSFERS	720	3,482	4,202
-	10 Transfers between Funds	-	-	-
(7,455)	NET MOVEMENT IN FUNDS	720	3,482	4,202
42,802	10 Fund Balances B/Fwd 01 Jan 2019	9,976	25,371	35,347
35,347	12 FUND BALANCES C/FWD 31 DEC 2019	10,696	28,853	39,549

BALANCE SHEET AT 31 DECEMBER 2019

31-Dec-18			31-Dec-19	31-Dec-19	31-Dec-19
£	Notes	ASSETS AND LIABILITIES	£	£	£
		Investments			
5,620	9	CBF Investment Fund			6,671
		CURRENT ASSETS			
		Debtors			
7,157	4	Debtors		16,884	
		Diocesan Church Repair Fund			
12,391	6	Church Repair Fund Savings Acc	12,623		
		Cash At Bank and In Hand			
4,396		General Current Account	3,168		
3		FWO Current Account	2,647		
129	8	Young People's Work Current A/C	513		
10,384	7	Capital Reserve Account	4,858		
-		Rochester Diocese Deposit A/C	-		
300		Petty Cash in Hand	110		
27,603		Total Cash at Bank and In Hand	<u>110</u>	<u>23,919</u>	
34,760		Total Current Assets		40,803	
		CURRENT LIABILITIES			
		Creditors Due Within One Year			
(5,033)	5	Sundry creditors		<u>(7,925)</u>	
29,727		NET CURRENT ASSETS/LIABILITIES			<u>32,878</u>
35,347		TOTAL ASSETS LESS CURRENT LIABILITIES			<u>39,549</u>
		REPRESENTED BY FUNDS			
		Unrestricted Funds			
9,435	10	General Church Fund		9,609	
541		Young People's Work		<u>1,087</u>	
9,976		Total Unrestricted Funds			10,696
		Restricted Funds			
2,030	11	Away Giving (Restricted)		2,096	
284		Choir Fund		341	
5,620		Chancel Emergency Fund		6,671	
35		Church Repair Fund		266	
16,651		Church Improvements		16,276	
822		Beacon		822	
(530)		Kibakwe		583	
-		Young People's Work		-	
459		Delhi Brotherhood		<u>1,798</u>	
25,371		Total Restricted Funds			<u>28,853</u>
35,347		TOTAL FUNDS			<u>39,549</u>
		(See notes on following pages)			

The PCC approved these accounts on 16 March 2020.

Signed on behalf of the PCC

.....
Rev'd Nicola Harvey, Acting Chairman

.....
Martin Massy, Hon. Treasurer

Notes to the Accounts and the Accounting Policies for the year ended 31 December 2019

1. Accounting Policies

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and 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) issued on 16 July 2014 and with the Charities Act 2011.

The financial statements have been prepared under the historical cost convention, except for investment assets, which are shown at market value. All figures are stated in pounds sterling (£).

1.1 Funds

General Funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application for the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

The purpose of restricted funds is as defined by the fund. All donations made to the fund must be used for the purposes of the fund.

The accounts include all transactions, assets and liabilities for which the PCC is liable in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

1.2 Incoming Resources

Incoming resources are accounted for depending on their category as follows:

Voluntary Income and Capital Resources

Collections are recognised when received by the PCC, which is when they are paid in to the bank.

Gift Aid receivable under planned giving arrangements is recognised when the income to which it relates is received.

Grants and legacies are accounted for as soon as the PCC is notified of its legal entitlement and the amount due.

Sales of books, magazines or any other items are accounted for gross.

Other Ordinary Income

Income from the letting of the Upper Room is recognised when the rental is due.

Income from Investments

Dividends and interest are accounted for when receivable.

Gains and Losses on Investments

Realised gains and losses are recognised when investments are sold. Unrealised gains or losses are accounted for on revaluation of investments at 31 December.

1.3 Resources Expended

Grants

Grants and donations are accounted for when paid over, or when awarded if that award creates a binding obligation on the PCC.

Activities relating to the Work of the Church

The Parish Offer paid to the diocese of Rochester is accounted for when payable. Any share unpaid at 31 December is provided for as an operational (though not a legal) liability and as a creditor in the balance sheet.

1.4 Fixed Assets

Consecrated Land and Buildings and Moveable Church Furnishings

Consecrated and beneficed property is excluded from the Accounts by s.96(2)(a) of the Charities Act 1993. No value is placed on moveable Church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal as this is regarded by the PCC to be inalienable property. All expenditure incurred during the year on consecrated or beneficed buildings and moveable Church furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities and separately disclosed.

1.5 Other Fixtures, Fittings and Equipment

Items with a purchase price of £2,000 or less are written off when the asset is acquired. Other equipment is depreciated on a straight-line basis over four years.

1.6 Investments

Investments are valued at market value at 31 December.

1.7 Current Assets

Amounts owing to the PCC at 31 December are shown as debtors, less reasonable provision for amounts that may be uncollectable. Short-term deposits include cash held with Diocesan Board of Finance, Church of England Funds or at the Bank.

2. Incoming Resources

2.1 Voluntary Income

Total unrestricted voluntary income is shown in the Table below, with comparative figures for 2018. YPW Fund donations are now included in unrestricted funds (see Note 8).

Unrestricted Voluntary Income	2018 (£)	2019 (£)
Cash Collections	5,180	5,098
Planned Giving	48,791	48,445
Gift Aid Recovered	11,666	15,271
Sundry Donations	3,552	1,887
YPW Fund Donations	530	540
Church Wall Boxes	184	477
TOTALS	69,903	71,718

2.2 Special Collections, Donations and Away Giving

The main external giving from restricted funds was funded by special collections as shown in the Table below with comparative figures for 2018.

Special Collections/Donations	2018 (£)	2019 (£)
Children's Society	1,113	1,105
Delhi Brotherhood Society	432	1,381
Kibakwe Link	3,602	1,061
TOTALS	5,147	3,547

The total raised for the Kibakwe Link in 2019 includes Lent Collections specifically for the purchase of solar panels plus suitable lighting to be powered by those panels for certain community buildings e.g. the girls' dormitory at the school in Kibakwe.

Other special collections of £1,135 (£1,094 in 2018) were donated to a number of charities for UK and Overseas work. These donations represent special collections at Services, Carols in the Square, and other sundry donations. The PCC was unable to provide funds from general income in 2019 for grants to other charities – our previous customary Away-Giving. However, in addition to the special collection/donations identified in the earlier table of this paragraph, collections were undertaken for the Paddock Wood Food Store (i.e. The Community Storehouse), the Royal British Legion, and the Mission Aviation Fellowship.

The overall total funds raised for Away Giving to various charities and overseas projects by St Mary's in 2019 was £5,238 (£7,511 in 2018).

Donations of £246 (£15 in 2018) were received for the Choir Fund.

2.3 Income from Church activities

This includes the income from events which are part of the Church's usual activities, but which are not intended to be fund-raising, or even necessarily to pay for themselves. They include gross receipts from the sale of, or contributions received towards, refreshments, and from Outreach events of £908 (£2,822 in 2018). Income of £7,955 (£6,853 in 2018) relates to fees for weddings and funerals.

2.4 Fund-Raising Activities

Income from fund-raising activities is now presented net of costs. The Auction of Promises, Harvest of Talents and Scarecrow Trail were particularly successful, bringing the overall total from Fund Raising Events in 2019 to £8,764 (£2,538 in 2018), including:

Boot Fair	£1,017 (£1,139 in 2018)
Saturday Coffee (Market Stalls)	£1,024 (£446 in 2018)
Quiz night	£683
Concerts (5)	£1,089
Auction of Promises	£1,583
Scarecrow Trail	£907
Harvest of Talents	£2,173
Community Christmas Fayre	£153

Saturday coffee includes £393 raised for Link to Hope and Mission Aviation Fellowship charities.

2.5 Income from Investments

Income from investments includes the unrealised gain in the value of investments held in the CBF investment fund at 31 December 2019 (£1,051) and interest on bank deposits (£246).

2.6 Other Ordinary Income

Other sources of income comprised hire of the Upper Room (£625), down from £1,381 in 2018, and reclaimed VAT (£519), making a total of £1,144 for 2019 (2018 £1,520).

2.7 Fees for Choir, Organist, Bells etc.

This category reflects fees that the church receives on behalf of, and then pays on to, those providing music, bells, etc at weddings, funerals and other 'special' services; no margin is added that would be credited to the PCC.

3. Resources Expended

3.1 Away Giving and Special Collections

This category consists of money raised by special collections or events (restricted) and donations from general (unrestricted) funds, e.g. for Sunday Funday (£100).

3.2 Training, Education and Support

£174 (£54 in 2018) was spent on choir books and educational resources.

3.3 Management and administration

The largest components of printing, stationery, etc. shown in the table below are the printer lease and ongoing payments for maintenance and printer consumables. Professional and legal fees of £700 relate to the independent examination of the accounts.

Printing, stationery and computer expenses	£4,106
Postage	£391
Secretarial honorarium	£5,720
Professional & legal fees	£700
Bank charges	£0
Envelope scheme	£92

3.4 Church Repair and Maintenance

General repairs and maintenance are paid from General Funds. £881 was spent on electrical testing of portable equipment and extension leads (carried out every 3 years), and fixed wiring and distribution boards (carried out every 5 years).

A professional surveyor had been engaged in 2018 to prepare an estimate for the cost of redecorating the church. Additional expenditure on the sound system was for installation of aerials to improve reception for the lapel microphones and an upgrade to enable wireless connection to play from handheld devices. Boiler servicing and repair included ignitor repair in March.

Other church maintenance includes maintenance of the organ and piano, general internal electrical work, inspections of fire protection and first aid kits, repairs and cleaning of the Church roofs, gullies and gutters, and annual subscription for collection of 'garden waste'.

Electrical testing	£881
Redecoration estimate	£473
Sound system	£862
Boiler servicing and repair	£680
Other church maintenance	£3,114

3.5 Investments

Having sold the Hall and King investments funds during the early part of 2015, only the Chancel Emergency Fund investment remains. Full details of the investment funds are shown in Note 9 on page 17.

3.6 Staff Costs

Salary of £5,720 was paid for secretarial work (see Note 3.3) (2018: £6,197, owing to 13 payments having been made in 2018 to make up for only 11 payments in 2017).

Salary and fees totalling £4,915 were paid for Choir Director and stand-in Organist fees (2018: £5,457).

No employee received more than £60,000. No pension schemes were involved (see Note 13 on page 18).

3.7 Trustees

No Trustee received remuneration as trustee. Trustees are reimbursed for expenses incurred on behalf of the PCC. Janice Massy, wife of Martin Massy PCC member and Treasurer, received £5,720 for her role as Parish Administrator. Mr. Massy does not participate in her salary review.

4. Debtors and Prepayments

	31-Dec-18	31-Dec-19
Tax recoverable	6,333	12,384
Grant	-	4,500
Donations	824	-
TOTALS	7,157	16,884

5. Creditors

	31-Dec-18	31-Dec-19
General Church Expenses	4,382	4,856
Special Collections/Away Giving	651	624
Church Improvements	-	2,445
TOTALS	5,033	7,925

6. Church Repair Savings Account

This is a savings account with the Diocese, which is maintained to assist meeting the cost of repairs arising from a Quinquennial inspection. No additions were made in 2019 due to insufficient income in the year. Dividends and interest of £231 were received in 2019 (£223 in 2018) on the funds in this account.

7. Capital Reserve Account

This is a savings account at NatWest bank for funds to be used for major capital building projects. The balance at 31 December 2019 was £4,858.

8. Young People's Work (YPW) and Beacon Funds

The YPW fund is "designated"; the Beacon" fund is "restricted", being designed to track expenditure from a Bishop's Fund for Mission grant received some years ago. The Beacon Fund was previously known as the Lighthouse 2 Project Fund (L2P). Regular specific monthly donations continue to be made to support work with Young People, e.g. through Messy Church.

9. Trust Funds

The CBF Investment Fund – Income Shares

As mentioned in Item 3.5 Investments above, the PCC decided to sell all its portfolio of King Fund and Hall Fund shares in 2015. The only investment fund now remaining is the Chancel Emergency Fund (see note 11 below). The gain in value is shown in the Table below.

Fund Name	No. of shares	Value at 31 Dec 2018 (£)	Value at 31 Dec 2019 (£)	Gain/(Loss) (£)
Chancel Fund	348	5,620	6,671	1,051

The Chancel investment is a permanent endowment restricted fund which came about from section 31 of the Tithe Act 1936. The income from this trust is intended "to provide for insurance on the structure, to cover the cost of reinstatement if destroyed and to pay for repairs to the Chancel". Under certain conditions the PCC may spend the endowment as well as the income from it, but only for the purpose for which it was initially intended. The fund is included in the accounts at the current market value.

10. Summary of Unrestricted and Designated Funds

	General Church Fund	Young People's Work	Total
Balance at 1 Jan 2019	9,435	541	9,976
Movements in Funds	174	546	720
Transfers	-	-	-
Balance at 31 Dec 2019	9,609	1,087	10,696

11. Summary of Restricted Funds

	Away Giving (Restricted)	Beacon	Choir Fund	Church Repair Fund	Church Improvement Fund	Chancel Emergency Fund	Delhi Brotherhood	Kibakwe	Total
Balance at 1 Jan 2019	2,030	822	284	35	16,651	5,620	459	(530)	25,371
Incoming Resources	2,682	-	246	231	4,515	-	1,443	1,113	10,230
Outgoing Resources	(2,616)	-	(189)	-	(4,890)	-	(104)	-	(7,799)
Increase/(Decrease) in value, investments	-	-	-	-	-	1,051	-	-	1,051
Transfer from/(to) Unrestricted Reserves	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-	-	-
Balance at 31 Dec 2019	2,096	822	341	266	16,276	6,671	1,798	583	28,853

12. Summary of Assets by Fund

Asset	Unrestricted and Designated Funds	Restricted Funds	Total Funds
Investments	-	6,671	6,671
Current Assets	16,176	24,627	40,803
Current Liabilities	(5,480)	(2,445)	(7,925)
Totals	10,696	28,853	39,549

13. Pension Act 2008

During the year 2018, the PCC complied with its responsibilities under the provisions of the Pension Act 2008 to inform its two part-time employees (i.e. the Parish Administrator and the Choir Director) of their right to ask to join a workplace pension scheme which, under the abovementioned statute, the PCC would be obliged (a) to facilitate if those employees so requested, and under certain circumstances (b) to contribute to the pension scheme on their behalf (this is now a legal obligation applying to all UK employers, even where the employer has only one employee). The basis under which the PCC is obliged to make this offer was explained to the PCC's employees in a detailed letter in September 2018. The Government's Pension Regulator organisation was informed, as required under the Act, in order to confirm the PCC's compliance with the requirements of the Act.

In the event neither employee has opted to pursue this opportunity, and the above position remained unchanged in 2019.

14. PCC as a 'going concern'

The basis of the PCC being a "going concern" is not in doubt. St Mary's is a thriving and innovative church supported by a larger than average electoral roll for the size of its community.

The church building is in a sound condition, and a 'Friends' organisation is planned to assist with capital projects.

15. Income and Expenditure Accounts

These are shown on the following pages for both Unrestricted and Restricted Funds.

UNRESTRICTED FUNDS – INCOME

	UNRESTRICTED FUNDS			
	2018		2019	
	£	£	£	£
INCOME FROM :				
VOLUNTARY GIVING				
Cash Collections	5,180		5,098	
Planned Giving	48,791		48,445	
Tax Reclaim	11,666		15,271	
Sundry Donations	3,552		1,887	
YPW Donations	530		540	
Wall Boxes	184		477	
Choir Fund Donations	-		-	
Tower Fund Collections	-	69,903	-	71,718
SPECIAL COLLECTIONS		3,481		2,961
CHURCH ACTIVITIES				
Outreach	2,822		908	
Funerals	4,740		3,620	
Weddings	2,113	9,675	4,335	8,863
FUND RAISING		2,538		8,764
INVESTMENTS				
Bank Interest	4	4	-	-
OTHER INCOME				
Upper Room - Letting	1,381		625	
Sundries	139	1,520	519	1,144
CHOIR/ORGANIST/BELLS		323		1,780
TOTAL INCOME		87,444		95,230
TOTAL EXPENDITURE (from SOFA)		94,456		94,510
SURPLUS/(DEFICIT)		(7,012)		720
TRANSFERS TO/FROM:				
Restricted Funds		2,394		-
TOTAL SURPLUS/(DEFICIT)		(4,618)		720

UNRESTRICTED FUNDS – EXPENDITURE

	UNRESTRICTED FUNDS			
	2018		2019	
EXPENDITURE ON :	£	£	£	£
AWAY GIVING				
Various Charities		1,513		290
TRAINING AND EDUCATION				
Sunday Clubs and Young People	20		-	
Adult	-		-	
Books and Resources	891	911	174	174
CHURCH ACTIVITIES				
Visiting Clergy	71		-	
Diocesan Offer	55,000		55,008	
YPW and Beacon	20		135	
Clergy Expenses	734		705	
Vicarage Expenses	3,029		3,469	
Sacristy	780		914	
Insurance	3,061		3,164	
Gas/Electric/Water	4,151		3,899	
Upper Room Expenses	1,189		333	
Choir Director/Organists	5,457		4,915	
Outreach & Social Events	719		619	
General Church Expenses	573	74,784	773	73,934
ADMINISTRATION				
Printing, Stationery, Copier	3,405		4,106	
Professional & Legal Fees	700		700	
Gift Aid Envelopes	178		92	
Post/Phone/Fax	377		391	
Secretarial Honorarium	6,197	10,857	5,720	11,009
MAINTENANCE				
Church General	4,876		6,009	
Organ/Piano	880	5,756	1,314	7,323
CHOIR/ORGANIST/BELLS		635		1,780
TOTAL EXPENDITURE		94,456		94,510

RESTRICTED FUNDS – INCOME & EXPENDITURE

	RESTRICTED FUNDS			
	2018		2019	
	£	£	£	£
INCOME FROM :				
SPECIAL DONATIONS/COLLECTIONS				
Delhi Brotherhood	432		1,381	
Christian Aid	-		-	
Children's Society	1,113		1,105	
Kibakwe Link	3,602		1,061	
Choir	305		246	
Church Improvements, Tower Restoration	9,584		4,500	
Others	92	15,128	1,298	9,591
FUND RAISING		-		393
INVESTMENT INCOME				
Chancel Fund	147		1,297	
Church Repair Fund	-	147	-	1,297
TOTAL INCOME		15,275		11,281
EXPENDITURE :				
AWAY GIVING SPECIAL COLLECTIONS				
Christian Aid	-		-	
Children's Society	1,337		957	
Delhi Brotherhood	384		82	
Kibakwe Link	4,928		-	
Other Special Collections	-	6,649	1,660	2,699
CHURCH ACTIVITIES				
Choir Books/Activities	21		188	
Church Improvements	8,157		4,890	
Other Activities	891	9,069	22	5,100
TOTAL EXPENDITURE		15,718		7,799
SURPLUS/(DEFICIT)		(443)		3,482
TRANSFERS TO/FROM:				
Church Repair Fund, General Fund		(2,394)		-
TOTAL SURPLUS/(DEFICIT)		(2,837)		3,482