

The Parochial Church Council of the Ecclesiastical Parish of St. Stephen, Tonbridge

Charity no 1132563

Annual Report and Financial Statements Year ended 31st December 2019

Approved by the PCC at its meeting on 4th May 2020

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ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

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Reference and administrative information

Incumbent: The Reverend M. Barker
The Vicarage, 6 Brook Street, Tonbridge, Kent

Principal office: 35 Waterloo Road, Tonbridge, Kent

Independent examiner: David Stephens FCCA
13 Newlands Road, Tunbridge Wells, Kent

Bank: CAF Bank Ltd
25 Kings Hill Avenue, Kings Hill, West Malling, Kent

Membership:

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

Ex-officio

Incumbent and Chairman:
Associate Vicar:

The Revd Mark Barker
The Revd Miriam Barker
The Revd Sheila Perkins
Mrs Wendy Fenn (from April 2019)
Mrs Lynn Hams (until April 2019)

Wardens:

Mr Douglas Spickernell

Deanery Synod Members:

Mrs Pat Hicks
Mrs Edith Wills
Mrs Joanne Ramsden (from June 2019)
Mr Dave Wilson (until April 2019)

Elected members

Elected Lay Representatives:

Up to APCM 2019

Mrs Wendy Fenn
Ms Jan Sketcher
Mr Adam Winniffrith

Whole year

Mrs Mary Batchelor
Mrs Helen Noble
Mrs Glynis Hubble
Mr Daniel Lanstone
Mr Ian Milton
Mr Billy Sullivan
Mr David Widdicombe
Mr Steve Wood
Mrs Lorraine Young

From APCM 2019

Mr Peter Brerley
Mr Matthew Lake
Mr Gabriel Piazza

Co-opted members:

Also in attendance:

Mrs Sarah Brown (Children & Families Pastor)
Mrs Isabel Plimmer (PCC Secretary)
Mrs Rachael Plowman (Minute Secretary)

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Structure, governance and management

The PCC is a charity which was excepted from registration under Statutory Instrument 2002 No. 1598 "The Charities (Exception from Registration) (Amendment) Regulations 2002", and in 2009 was registered as a charity under Charity Number 1132563.

The function and purpose of the PCC is outlined in the Parochial Church Councils (Powers) Measure 1956.

Members of the PCC are either ex-officio (by right of office) or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules 2017.

The PCC met 6 times during the year, and its sub-committees, known as Resource Support Groups (RSGs) also met regularly, apart from the Stewardship Group which failed to meet during 2019.

The Chair of each RSG (apart from Stewardship) reported in person to the Standing and Resource Group on the activities of their group at some point during the year, except the Chair of the Safeguarding RSG who reported to each PCC meeting either in person or by written report.

Standing & Resource Group

This is the Standing Committee and as such has the power to transact the business of the PCC between its meetings, subject to any directions given by the PCC. It monitors reports from the Heads of Fabric and Finance and from the other RSGs. Isabel Plimmer (Operations Manager) chairs this RSG.

Mission Action Group:

The mission action group oversees and advises the PCC on selection and support of mission partners and the allocation of our mission tithe. Lynn Hams chairs this RSG.

Human Resources Support Group

The HR RSG oversees and advises the PCC on all aspects of HR relating to the church, including the employment and pay structures for staff, in order to ensure our HR appointments and policies support and help implement the vision of the church. Isabel Plimmer (Operations Manager) chairs this RSG.

ICT Resource Support Group

The ICT RSG oversees and advises the PCC on all aspects of technology helping to ensure that our computers, phones, projectors, AV etc., work and enable the vision of the Church to be implemented. Daniel Lanstone chairs this RSG.

Risk Resource Support Group

The Risk RSG oversees and advises the PCC on all aspects of risk management, helping to assess the risks posed to the church, to monitor them and to inform PCC of any concerns, together with suggestions for mitigating these risks and so provide an assurance to the PCC that risks of all types are identified, monitored and controlled to an acceptable level, so enabling the church to implement its vision in a culture of safety. Jonathan Evans chairs this RSG.

Safeguarding Resource Support group

The Safeguarding RSG oversees and advises the PCC on all aspects of safeguarding, both of children and of vulnerable adults, ensuring our policies are up to date and that those who need it are DBS checked and trained, helping to ensure that our safeguarding processes enable the vision of the Church to be implemented. Jan Smith (Parish Safeguarding Officer) chairs this group.

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Structure, governance and management (continued)

STEPS Resource Support Group

The STEPS RSG oversees and advises the PCC on all aspects of our pre-school, helping to ensure the vision of the church is implemented in STEPS and the Christian ethos is reflected in day to day practices. Sarah Brown (Children and Families' Pastor) chairs this RSG.

Stewardship Resource Support Group

The Stewardship RSG oversees and advises the PCC on the provision of 'time, talent and treasure' in order that the vision of the church can be resourced. Andrew Brown chairs this RSG.

Induction and training of PCC members

Each year, after the appointment of new members of the PCC at the APCM, papers outlining the role of the PCC are issued to all members of the PCC.

Statement of major risks

The major risks which affect the work of the Church in the parish were identified and monitored by the Risk Management Support Group under the five categories recommended by the Charity Commission:

Governance

Operational – including people, health and safety, fire and safeguarding;

Financial

External

Compliance

Safeguarding

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults).

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

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Membership and attendance

Our electoral roll stood at 309 as at April 2019 of which 31% are not resident in the parish and our average weekly attendance in October 2019 (Statistics for Mission) was 270 adults and 68 children.

Objectives and activities

Our objective (vision) is to be a church and people that are:

Passionate to know God and to make God known

and there are four "streams" that flow from this vision statement:

To Love God

Our desire is together to be fully committed to growing as disciples of Jesus. That means we're going to be committed to nurturing, sustaining and inspiring an ever-closer and deeper personal and collective relationship with God

To Love One Another

Our desire is to create environments where authentic relationships can flourish and where we can encourage one another to grow as disciples. We know that growing as disciples is not something any of us can do on our own. We recognise our need of others for support, guidance and encouragement and their need of us.

To Love Our Community

Our desire is to equip, encourage and enable each other, both individually and together, to share the incredible news of Jesus in all that we do, wherever we are.

To Love Our World

Our desire is to enable and equip disciples to bring hope to our world. We want to look beyond our own immediate surroundings and be champions and catalysts for justice and mercy throughout our world.

St Stephen's PCC has :

The responsibility of co-operating with the incumbent, the Revd Mark Barker, in fulfilling this and in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The responsibility for the Church, Church Hall, the Community Centre, Church Office, house at Woodfield Road, St Eanswythe's Chapel, Mission House and three flats.

The responsibility for the finances of St Stephen's.

The trustees have had regard to Charity Commission guidance on public benefit.

Grant making policy

St Stephen's policy is to give 10% of the previous year's donation income and 10% of any large legacies received during the current year. These were allocated in 2019 on the recommendation of the Mission Action Group as set out in note 4 on page 16 of the accounts.

Role of volunteers

Volunteers play a vital role in every area of the ministry and organisation of the parish, and without them much in the life of the church could not take place.

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

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Achievements and performance

In 2019 we launched our new vision statement and the streams that flow from this, as summarised under the "Objectives & Activities" part of this report. This was preceded by a sermon series from the Book of Joel and a "Trumpet Call" to return to the Lord and prepare for all that he has in store for us as a church, which led in to the start of Lent.

In the light of this new vision, PCC agreed to appoint an associate vicar to focus primarily on discipleship, which we saw as central to the "Love God" and "Love one another" streams. After advertising twice and not appointing, it was decided to widen this to include lay people, and towards the end of the year we were delighted to appoint Craig and Jess Spickemell to job share the role of associate minister, starting in January 2020.

PCC also felt that we should have a focus on children and young people, building up the team in order to support the outreach in to schools and also the work with our own young people and children and their discipleship. We therefore advertised for a Children & Families' Worker and appointed Kathryn De Freitas, who will be starting in April 2020.

And so 2019 was very much about building team in order to take the vision forward, and 2020 will see the team expanding and changing further, whilst we also move forward with other aspects of the new vision.

Whilst "preparing the ground" for moving forward with the vision was our key focus for the year, the usual services and activities continued, as well as some special events - including:

- Two jazz related social events – A jazz and gin evening, and an Advent Jazz performance of Tim Boniface's "The Infant".
- Matt and Sarah Brown licensed as youth and children pastors by Bishop Simon.
- A Mission trip to our partners in Tanzania.
- About 70 children attended our Easter Holiday Club.
- Working with the other churches in Tonbridge to put on the second of the bi-annual Sunday Fundays in which we seek to bless the community.
- We also joined with churches throughout the country and world in the "Thy Kingdom Come" prayer initiative launched by the two Archbishops.
- A large group of our young people went to the last ever "Soul Survivor" summer camp.
- We hosted a book launch for Graham Jones' book "Astonishment", and he came and spoke about it, with Ed Jones reading extracts of the book.
- Who Let the Dads Out? continued to flourish, but Graeme Warwood stepped down from leading after many years of faithful service and commitment.
- Following people not being able to get in to church for our Carols by Candlelight service in 2018 due to the numbers, we decided to have two carol services – one traditional, and one contemporary. This new contemporary style went down extremely well, and meant we could seat more people in the two services.
- Also for Christmas, we joined in the Church of England "Follow the Star" theme and had a large star on the tower that received much acclaim and many positive comments.

To comment on a few other aspects of church life:

- Our STEPS Pre-school had a successful year, with full occupancy and a waiting list for places. Sarah Brown, our Children & Families' Pastor, has been helping to raise the Christian ethos of the pre-school, introducing the children to the Christian faith with Bible stories and songs.
- Safeguarding continues to be a focus as we ensure people are safely recruited, have DBS checks (if appropriate) and go through the Church of England training. In addition, the Diocese were required to do a Past Cases review, which included parishes going through files and ensuring that all known instances of concern about the behaviour of clergy and church officers within the parish, both current and non-recent, had been advised to the Diocesan Safeguarding team.

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

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Financial review

We have three types of funds, restricted funds which can only be spent in accordance with the donor's wishes, i.e. they are ring-fenced, unrestricted funds which the PCC can apply for the general purposes of the church, and endowment funds which are capital funds which are kept long-term.

Our unrestricted income increased in 2019 from £522,633 to £572,171, an increase of 9%, due mainly to a large legacy received. This breaks down into income received from donations, up from £312,703 to £332,670 (up 6%) and income from other activities, up from £209,142 to £239,118. The main other income-generating activities were STEPS, fees for weddings and funerals, income from use of the community centre and church and rental income.

Our unrestricted expenses increased from £524,572 to £540,004 (up 3%). After transfers, the result is an unrestricted funds surplus of £22,087 (an improvement on last year when the deficit was £2,434), but due to the legacy received.

The general fund (our normal operating fund) decreased by £34,463 in the year, as per page 19.

Giving towards restricted funds was £18,033 and spending from restricted funds was £22,210.

Unrestricted funds of £1,944,571 consist mainly of the properties owned by the PCC at their net book value of £1,757,519.

Of the remaining amount of £187,052, £24,021 has been allocated to property matters leaving £163,031 for other purposes.

Restricted funds (funds subject to a restriction by the donor regarding their use) are £10,443.

Cash reserves policy: It is our aim to keep in reserve an amount of at least six weeks of unrestricted cash expenditure (£62,308 for 2019). At 31st December 2019 our unrestricted cash reserves were above this amount. Excess funds are held to finance future growth.

Investment policy: It is our policy to invest short term cash not required in the short term with CAFBank, Kingdom Bank, the Rochester Diocesan Board of Finance or in the CCLA Church of England Deposit Fund.

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

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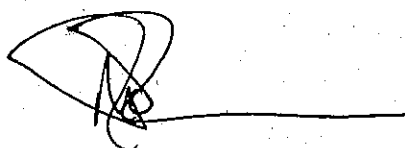
Plans for future periods

Having launched our new vision in 2019, 2020 sees us moving forward in various areas:

- Discipleship - Craig & Jess Spickernell will join us as Associate Ministers at the start of January and will focus on discipleship, including our Connect groups, our prayer life, and our teaching. Part of this will be seeking to grow the number of mid-week groups, and seek to link all members of the church to a group for discipleship and pastoral support.
- Youth & Children - Kathryn De Freitas will join us in April to build up the Youth & Children's Team.
- Community Engagement - In May 2020, Rev Sheila Perkins will be retiring after 14 years, but will continue to worship and be involved in the parish once she has taken a three month break. However, Rochester Diocese have agreed that we should receive and train a curate from Summer 2020, and so Caz Mills will be joining us and will be ordained in September. Creativity and community are very much what Caz feels called to, and so will hopefully be picking up on some areas Sheila is laying down.
- World - 2020 will see a mission trip to Romania to stay at our mission partners, Charis; we have also been looking at taking on an additional mission partner, and expect to sign a Memorandum of Understanding (MOU) with Eden Walsall, led by Gav and Jem Hicks, who used to be part of the church; we also expect to sign a further 3 year MOU with Tearfund for our Tanzania partnership. We will also be joining with the wider Church of England as we have, over Lent, a focus on the "Care of God's Creation, and from this hope to set up an environmental group to look at how we as a church and as individuals may shrink our carbon footprint.
- Support - following Larisa Wood stepping down as finance administrator, Craig Spickernell reducing his hours as Communications Manager, and other changes to the administration team, we will be looking at the roles and structure needed to support the vision and the life of the church.

However, a large challenge ahead of us for 2020 is to increase giving as over the last few years giving has decreased whilst costs have gone up. With new staff and increased costs, the PCC agreed for 2020 a substantial deficit budget. We will therefore be having a stewardship sermon series as we launch the budget and invite people to rise to the challenge and fund us moving forward with our vision. We have done this knowing that we have monies in reserve, but recognising that these won't cover the shortfall for long if we don't increase giving.

On behalf of the PCC



Rev Mark Barker

**REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES OF
ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL**

I report to the trustees on my examination of the accounts of St Stephen's Tonbridge Parochial Church Council for the year ended 31st December 2019.

Responsibilities and basis of report

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 Commissioners (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

I report in respect of my examination of the Foundation's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Chartered Association of Certified Accountants.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

David Stephens FCCA
Chartered Certified Accountant
13 Newlands Road
Tonbridge Wells
Kent
TN9 4AS

D Stephens

18 May 2020

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

YEAR ENDED 31ST DECEMBER 2019

STATEMENT OF FINANCIAL ACTIVITIES

	Notes	Unrestricted Funds Year to 31.12.19 £	Restricted Funds Year to 31.12.19 £	Total Funds Year to 31.12.19 £	Unrestricted Funds Year to 31.12.18 £	Restricted Funds Year to 31.12.18 £	Total Funds Year to 31.12.18 £
INCOMING RESOURCES							
Donations and legacies	2(a)	332,670	6,743	339,413	312,703	15,464	328,167
Income from charitable activities	2(b)	239,118	11,290	250,408	209,142	11,002	220,144
Investment Income	2(c)	383	-	383	788	-	788
TOTAL INCOMING RESOURCES		572,171	18,033	590,204	522,633	26,466	549,099
RESOURCES USED							
Cost of generating funds							
Charitable activities	3	540,004	22,210	562,214	524,572	33,218	557,790
TOTAL RESOURCES USED		540,004	22,210	562,214	524,572	33,218	557,790
NET INCOMING/(OUTGOING) RESOURCES		32,167	(4,177)	27,990	(1,939)	(6,752)	(8,691)
Transfers between funds		(10,080)	10,080	-	(495)	495	-
Net movement in funds		22,087	5,903	27,990	(2,434)	(6,257)	(8,691)
Balances at 1.1.19		1,922,484	4,540	1,927,024	1,924,918	10,797	1,935,715
Balances at 31.12.19	11	1,944,571	10,443	1,955,014	1,922,484	4,540	1,927,024

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

BALANCE SHEET AS AT 31ST DECEMBER 2019

	Notes	31.12.19			31.12.18		
		£ Unrestricted Funds	£ Restricted Funds	£ Total Funds	£ Unrestricted Funds	£ Restricted Funds	£ Total Funds
FIXED ASSETS							
Tangible fixed assets	6	1,760,416	-	1,760,416	1,761,171	-	1,761,171
CURRENT ASSETS							
Debtors	7	7,915	-	7,915	13,379	-	13,379
Bank	8	190,227	10,443	200,670	184,462	4,540	189,002
		198,142	10,443	208,585	197,841	4,540	202,381
CREDITORS:							
Due within one year	9	13,987	-	13,987	36,528	-	36,528
NET CURRENT ASSETS		184,155	10,443	194,598	161,313	4,540	165,853
CREDITORS:							
Due after more than one year		-	-	-	-	-	-
NET ASSETS		1,944,571	10,443	1,955,014	1,922,484	4,540	1,927,024
FUNDS							
Properties		1,757,519	-	1,757,519	1,757,519	-	1,757,519
Other funds		187,052	10,443	197,495	164,965	4,540	169,505
Total	11	1,944,571	10,443	1,955,014	1,922,484	4,540	1,927,024

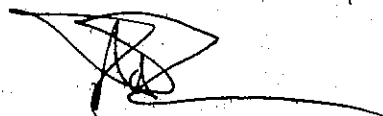
*Represented by:

The detailed analysis of the balance sheet is stated in notes 6 to 11.

Approved by the Parochial Church Council on

4th May 2020

and signed on its behalf by



Rev Mark Barker

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

YEAR ENDED 31ST DECEMBER 2019

NOTES TO THE FINANCIAL STATEMENTS

1. ACCOUNTING POLICIES

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs together with applicable accounting standards and the Statement of Recommended Practice 2016 as the applicable standard to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (SORP(FRS102)).

ASSETS

Consecrated and benefice property

In so far as consecrated and benefice property of any kind (i.e. the church and vicarage) is excluded from the statutory definition of 'charity' by Section 10(2) (a) and (c) of the Charities Act 2011 such assets are not classified in the financial statements.

Moveable church furnishings

These are capitalised at cost and depreciated over their useful economic life other than where insufficient cost information is available. In this case the item is not capitalised, but all items are included within the Church inventory.

Tangible fixed assets for use by the charity (functional fixed assets)

These are capitalised if they can be used for more than one year, and cost more than £1,000. They are valued at cost or else, for gifts-in-kind, at a reasonable estimate of their open market value on receipt.

Property functional fixed assets (i.e. those used for the operation of the charity) will be revalued every 7 - 8 years.

Depreciation is calculated to write off the capitalised cost of fixed assets less their current anticipated residual fair value over their estimated useful lives as follows:

- Land	Nil
- Fixtures & Fittings	20 years straight line
- Computers, Office & IT/AV/Sound Equipment	4 years straight line

No depreciation is provided on buildings as the current estimated residual value of the properties is not less than their carrying value and the remaining useful life of these assets currently exceeds 50 years, so that any depreciation charges would be immaterial.

An impairment review is carried out on a regular basis and any resultant loss identified is included within expenditure for the year. (NB an impairment review is a formal check that the current value of a fixed asset such as a house or building is greater than the value shown in the balance sheet. If there is a fixed asset that is overvalued because, say the roof is about to fall in, the charity should reduce the balance accordingly and write off the reduction in cost. Close detail is kept on all properties and as money is set aside each year into repair funds, by the nature of this active asset management this happens regularly each year).

Any expenditure on maintenance or improvements on fixed assets is written off as incurred.

Investments

Investments quoted on a recognised stock exchange or whose value derives from them are valued at market value at the year end. Other investment assets (including investment property) are included at the PCC's best estimate of market value each year.

Short term deposits

These are the cash held on deposit either with CAFBank, Diocese, CCLA or at another bank.

FUNDS

Unrestricted Funds

These represent the income funds of the PCC that are available for spending on the general purposes of the PCC. These include amounts designated by the PCC for fixed assets for its own use or for spending on a future project and which are not included as 'free reserves' as disclosed in the trustees' report.

Restricted Funds

These are income funds that must be spent on restricted purposes and details of the funds held and restrictions provided are shown in the notes to the accounts.

Endowment Funds

These are restricted funds that must be retained as trust capital either permanently or subject to a discretionary power to spend capital as income, and where the use of income or other benefit derived from the capital may be restricted or unrestricted. Full details of all their restrictions are shown in the notes to the accounts.

INCOMING RESOURCES

The financial statements include all transactions, assets and liabilities for which the PCC is responsible 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.

Voluntary income and capital sources

Collections are recognised when received by or on behalf of the PCC.

Planned giving under covenants or gift aid donations is recognised when received.

Income tax recoverable on gift aid donations is recognised when the related income is recognised.

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

Funds raised by church events and activities are accounted for gross, i.e. before any associated expenses.

Other ordinary income

Rental from the letting of church premises is recognised when the rental is due.

Parochial fees due to the PCC for weddings, funerals etc. are accounted for when the event occurs.

Income from investments

Dividends and interest are accounted for when receivable. Tax recoverable on such income is recognised in the same accounting year.

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL**YEAR ENDED 31ST DECEMBER 2019****NOTES TO THE FINANCIAL STATEMENTS****RESOURCES USED****Grants**

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

Activities directly related to the work of the Church

The Diocesan Parish Offer in respect of clergy and diocesan costs are accounted for when paid. Any additional amounts agreed by the PCC but not paid across as at 31st December are shown as creditors in the balance sheet.

DEBTORS

Amounts owing to the PCC at 31st December in respect of income tax fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectable.

Diocesan Church Repair Fund - Quinquennial Funds

The Diocesan Church Repair Fund consists of funds designated by the PCC for future repairs to the Church, Church Hall, Community Centre, 35 Waterloo Road and 20 Woodfield Road, and St Eanswythe's Mission House. These properties are surveyed every five years.

A contribution rate into the fund is agreed to pay for these repairs. The repairs specified in the survey report are funded by the Diocesan Church Repair Fund. Where insufficient funds are available, a loan (currently interest free) may be obtained from the diocese which is repayable over five years.

Pensions

From April 2016 the PCC contributes to an auto-enrolment pension scheme for its lay staff, The People's Pension, (run by B & CE), where we contribute to the scheme in line with the government rules on auto-enrolment. Contributions are accounted for as they are paid. Contributions paid in the year were £6,738 (2018 £4,874)

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

YEAR ENDED 31ST DECEMBER 2019

NOTES TO THE FINANCIAL STATEMENTS

2. INCOMING RESOURCES

	Unrestricted Funds Year to 31.12.19 £	Restricted Funds Year to 31.12.19 £	Total Funds Year to 31.12.19 £	Unrestricted Funds Year to 31.12.18 £	Restricted Funds Year to 31.12.18 £	Total Funds Year to 31.12.18 £
2(a) Donations and legacies						
Donations	238,811	6,743	245,554	252,064	15,464	267,528
Income tax recoverable	43,859	-	43,859	45,639	-	45,639
Legacies	50,000	-	50,000	15,000	-	15,000
	332,670	6,743	339,413	312,703	15,464	328,167
2(b) Income from charitable activities						
STEPS	146,598	857	147,455	129,414	-	129,414
Church activities	30,381	9,784	40,165	24,953	3,350	28,303
House rentals	30,391	-	30,391	26,560	-	26,560
St Eanswythe's flats	24,311	-	24,311	19,821	-	19,821
Fees	7,437	-	7,437	8,394	-	8,394
Mission trip	-	649	649	-	7,652	7,652
	239,118	11,290	250,408	209,142	11,002	220,144
2(c) Investment Income						
Dividends and interest	383	-	383	788	-	788
TOTAL INCOMING RESOURCES	572,171	18,033	590,204	522,633	26,466	549,099

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

YEAR ENDED 31ST DECEMBER 2019

NOTES TO THE FINANCIAL STATEMENTS

3. RESOURCES USED

	Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
Charitable activities	31.12.19	31.12.19	31.12.19	31.12.18	31.12.18	31.12.18
	£	£	£	£	£	£
Worship	6,414	-	6,414	5,563	-	5,563
Ministry	2,878	-	2,878	7,310	20,388	27,698
Youth and children	4,927	-	4,927	2,736	3,407	6,143
Staffing	172,658	-	172,658	174,452	-	174,452
Insurance	6,457	-	6,457	6,383	-	6,383
Utilities	18,885	-	18,885	16,641	-	16,641
Maintenance & contracts	10,868	-	10,868	15,676	-	15,676
ICT	6,502	-	6,502	6,982	-	6,982
Operations	25,340	-	25,340	28,271	-	28,271
Diocesan offer	102,037	-	102,037	96,000	-	96,000
Mission giving	36,962	4,286	41,248	38,573	9,324	47,897
Other costs	2,851	-	2,851	9,240	-	9,240
Independent Examination	700	-	700	836	-	836
Depreciation	3,501	-	3,501	4,262	-	4,262
STEPS staff costs	100,988	-	100,988	103,812	-	103,812
STEPS other costs	14,920	6,607	21,527	7,835	-	7,835
Property Maintenance Reserve	5,886	-	5,886	-	-	0
Property Improvement	4,012	-	4,012	-	-	0
Unrestricted Building Fund	4,264	-	4,264	-	-	0
Vision (legacy)	5,683	-	5,683	-	-	0
Vicar's Discretionary Fund	626	-	626	-	-	0
Events fund	2,645	-	2,645	-	-	0
Vision fund	-	1,600	1,600	-	-	0
Healing on the Streets	-	49	49	-	-	0
Love In Action	-	88	88	-	-	0
Restricted funds-other projects	-	9,580	9,580	-	99	99
TOTAL RESOURCES USED	540,004	22,210	562,214	524,572	33,218	557,790

YEAR ENDED 31ST DECEMBER 2019

NOTES TO THE FINANCIAL STATEMENTS

4. GRANTS - Missionary and charitable giving

	2019 Unrestricted £	2019 Restricted £	2019 Total £	2018 Unrestricted £	2018 Restricted £	2018 Total £
Overseas Missions						
Charls	-	-	-	5,800	-	5,800
Charls project	7,600	-	7,600	8,891	-	8,891
Rochester Poverty and Hope appeal	500	-	500	647	-	647
Mission Trips	1,050	978	2,028	-	9,324	9,324
St Phillips college Tanzania	500	-	500	750	-	750
Tanzania project	-	3,308	3,308	-	-	-
Other overseas missions	564	-	564	500	-	500
	10,214	4,286	14,500	16,588	9,324	25,912
Relief and Development Agencies						
Appeals	2,500	-	2,500	-	-	0
Tearfund	-	-	0	11,785	-	11,785
Tear Fund project	12,312	-	12,312	2,312	-	2,312
	14,812	-	14,812	14,097	-	14,097
Home Missions and Church Societies						
CPAS	-	-	0	500	-	500
Eden Walsall	2,500	-	2,500	500	-	500
Tonbridge Children's Workshop	5,800	-	5,800	7,800	-	7,800
Tonbridge Counselling Service	1,000	-	1,000	-	-	-
DAYSS	1,000	-	1,000	-	-	-
Home for Good	-	-	0	500	-	500
Crosslight	1,000	-	1,000	-	-	-
Other home missions	636	-	636	-	-	-
	11,936	0	11,936	9,300	0	9,300
Total missions and development	36,952	4,286	41,248	39,985	9,324	49,309

5. STAFF COSTS AND PAYMENTS TO MEMBERS OF THE PAROCHIAL CHURCH COUNCIL AND RELATED PARTIES

Staff costs (excluding clergy)

	2019	2018
Wages and salaries	247,460	260,274
Employers NI	12,109	15,619
Employers pension contributions	6,738	4,874
	266,307	280,767

No employees earn more than £60,000.

Number of employees
(average full-time equivalent - 35 hours per week)

	2019	2018
Administrators	3.30	3.40
Youth and Children's Workers	2.00	2.00
Cleaner	0.06	0.80
STEPS	5.50	5.50
Caretaker	1.00	1.00
Total	11.86	12.70

Payments to members of the Parochial Church Council and related parties

Mrs Edith Willis' daughter Rachael Plowman received £10,985 in her capacity as church administrator.
 Mr Douglas Spickernell's son Craig Spickernell received £25,830 in his capacity as Communications Coordinator.
 Mr Daniel Lanstone's wife Ruth Lanstone received £9,843 in her capacity as a STEPS worker.
 There was no trustee remuneration in the year and no trustee expenses paid relating to trustee services.

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

YEAR ENDED 31ST DECEMBER 2019

NOTES TO THE FINANCIAL STATEMENTS

6. TANGIBLE FIXED ASSETS

	Freehold Land and Buildings £	Equipment £	Total £
Brought forward value			
At 1st January 2019	1,840,388	92,359	1,932,747
Additions in the year	-	2,746	2,746
At 31st December 2019	1,840,388	95,105	1,935,493
Accumulated Depreciation			
At 1st January 2019	82,869	88,707	171,576
For the year	-	3,501	3,501
At 31st December 2019	82,869	92,208	175,077
Net Book Values			
At 31st December 2019	1,757,519	2,897	1,760,416
At 31st December 2018	1,757,519	3,652	1,761,171

The property breakdown is as follows, valued in accordance with the Accounting Policies note 1.
Most of the properties listed below were last revalued for insurance purpose by EIG in 2016.
These gave values as follows: Church and hall £9,580,000; St Eanswythe's chapel £240,000;
St Eanswythe's flats £480,000; St Eanswythe's Mission House £725,000.

The functional fixed assets (i.e. those used for the operation of the charity) will be revalued every 7 - 8 years.
The properties held as investment assets will be valued regularly as to their market value on a best-estimate basis.

	2019 £	2018 £
Office, 35 Waterloo Road, Tonbridge	213,228	213,228
House, 20 Woodfield Road, Tonbridge	279,571	279,571
Church Hall, 37 Waterloo Road, Tonbridge	68,000	68,000
Community Centre, Waterloo Road, Tonbridge	68,000	68,000
St Eanswythe's Chapel, Priory Road, Tonbridge	227,200	227,200
St Eanswythe's Court Flats, Priory Road, Tonbridge	485,000	485,000
St Eanswythe's Mission House, Priory Road, Tonbridge	416,520	416,520
Total	1,757,519	1,757,519

7. DEBTORS

	Unrestricted Funds	Restricted Funds	Endowment Funds	2019 £	2018 £
Income tax recoverable	4,021	-	-	4,021	7,301
Other debtors	1,659	-	-	1,659	0
Prepaid expenses	2,235	-	-	2,235	6,078
	7,915	-	-	7,915	13,379

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

YEAR ENDED 31ST DECEMBER 2019

NOTES TO THE FINANCIAL STATEMENTS

8. CASH AT BANK AND IN HAND

	2019	2018
	£	£
<u>Bank accounts</u>		
Kingdom bank account 60 day	20,008	0
DBF General Fund (Deposit account)	0	1,563
DBF Church Repair Fund (Deposit account - property maintenance)	36,224	38,082
CAF current account	34,906	30,940
CAF restricted funds current account	2,285	3,347
CAF 60 day account	60,964	60,480
STEPS CAF account	45,883	49,217
STEPS DBF account	0	4,833
<u>Cash in hand</u>		
Petty Cash	400	540
	<u>200,670</u>	<u>189,002</u>

Of the total, £190,227 is for unrestricted purposes, and £10,443 for restricted purposes.

DBF = Rochester Diocesan Board of Finance

CAF = CAFBank (Charities Aid Foundation)

9. CREDITORS DUE WITHIN ONE YEAR

	2019	2018
	£	£
PAYE accrual	0	4,971
Independent Examination/Accountant fees	1,200	2,036
STEPS (Pre School) accruals and deferred income	9,770	15,433
Other creditors	3,017	12,005
St Eanswythe's loan	0	2,083
	<u>13,987</u>	<u>36,528</u>

10. ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
Fixed assets	1,760,416	-	1,760,416
Current assets	198,142	10,443	208,585
Current liabilities	(13,987)	-	(13,987)
Liabilities > 1 year	-	-	0
Fund Balance	<u>1,944,571</u>	<u>10,443</u>	<u>1,955,014</u>

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

YEAR ENDED 31ST DECEMBER 2019

NOTES TO THE FINANCIAL STATEMENTS

11. FUND DETAILS

	Balance 1.1.19 £	Movement In Funds			Balance 31.12.19 £	Movement £
		Incoming £	Outgoing £	Transfers £		
UNRESTRICTED FUNDS						
General Funds	27,586	370,333	(383,128)	(21,668)	(6,877)	(34,463)
Property maintenance reserve	6,606	107	(5,886)	5,406	6,233	(373)
Boiler replacement fund	1,200			600	1,800	600
Steps Unrestricted Fund	-	146,598	(127,799)	(423)	18,376	18,376
Unrestricted Building Fund	30,164		(4,264)		25,900	(4,264)
Property improvement fund	20,000		(4,012)		15,988	(4,012)
Emergency and support fund	9				9	-
Vicars Discretionary fund	2,517	2,136	(626)		4,027	1,510
MAG discretionary fund	1,953	5,100	(3,650)		3,403	1,450
Tear Fund project fund	3,950	9	(2,312)		1,647	(2,303)
Charis project fund	0	26	-		26	26
Tonbridge Children's Workshop	-				-	-
IT maintenance fund	-			4,998	4,998	4,998
Staff illness fund	8,993			1,007	10,000	1,007
Events fund	-	2,862	(2,644)		218	218
Vision fund (Legacy)	51,987	45,000	(5,683)		91,304	39,317
Ecclesiastical Prize Money	10,000				10,000	-
Property: St Eanswythe's chapel and flats	1,128,720				1,128,720	-
Property: 35 Waterloo Road	213,228				213,228	-
Property: 20 Woodfield Road	279,571				279,571	-
Property: Church Hall	68,000				68,000	-
Property: Community Centre	68,000				68,000	-
TOTAL UNRESTRICTED FUNDS	1,922,484	572,171	(540,004)	(10,080)	1,944,571	22,087
RESTRICTED FUNDS	Note 3 expense heading					
Vision fund - Mission - home	1,452	1,000	(1,600)		852	(600)
Blend Fund - Youth	1,424				1,424	-
Healing on the Streets	622		(49)		573	(49)
Love in Action fund - Mission - home	303	67	(88)		282	(21)
Homeless fund - Mission - home	169				169	-
Bishop's Fund for Mission Seniors Grant	193				193	-
STEPS Restricted Fund	-	857	(6,607)	8,529	2,779	2,779
Community fund	334				334	-
Tanzania project	-	3,308	(3,308)		-	-
Mission trip fund	43	648	(978)	635	348	305
Restricted funds - Other Projects	-	12,153	(9,580)	916	3,489	3,489
TOTAL RESTRICTED FUNDS	4,540	18,033	(22,210)	10,080	10,443	5,903
TOTAL FUNDS	1,927,024	590,204	(562,214)	-	1,955,014	27,990

The restricted funds comprise gifts given for specific purposes and the fund names describe that purpose.

Transfers are made from the general fund to other designated funds for property maintenance, mission projects and for the Vicar's and MAG discretionary funds.

