



Signed Accounts 2019  
Rochester Diocese



## **PAROCHIAL CHURCH COUNCIL** **ANNUAL REPORT 2020**

AND INDEPENDENTLY EXAMINED FINANCIAL STATEMENTS  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF  
**ST MARY THE VIRGIN SWANLEY**

REGISTERED CHARITY No 1133939

**The Church of England owns a lot of land.**

**Most of it is occupied by churches.**

Churches don't pay rent for the land they're on when it's owned by the Church of England.

**The other land which the church owns is rented out** to other people and the Church of England receives this money which it uses to pay things like pensions for retired clergy and to pay for the costs of bishops, archdeacons and some Cathedral clergy.

**Although the Church of England is rich** it doesn't have a lot of cash. It has a lot of land.

**So St Mary's – like all Church of England parishes – gets**  
**no money** from the government  
**no money** from any district or town council  
**no money** from the central Church of England  
**and no money** from the diocese of Rochester

**Every penny we spend on our church and on the churchyard has to come from the people of Swanley.**

**The congregation works hard to maximise our income and minimise our spending.**

**Thank you to everyone who helps.**

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## **MINISTER AND OFFICERS**

### **Ex-officio PCC Members & Trustees**

#### **Vicar & PCC Chairman**

The Reverend Dane Batley-Gladden

#### **Churchwardens**

Christine Parkes

Kevin Merrick (*also PCC Vice Chair*)

#### **Deanery Synod Representatives**

Sian Phillips

James Ashmore

### **Elected PCC Members & Trustees**

Holly Reardon (*Honorary Secretary*)

Sandra Merrick (*Honorary Treasurer*)

Ruth Cove

Mary-Rose Ellis

Angela Farren

Larree Lloyd

Toni Roast

Paula Davies (from April 2019)

Janet Kitchener (from April 2019)

## **REGISTERED ADDRESS**

St Mary's Church, London Road, Swanley, BR8 7AQ.

## **ACCOUNTANTS**

### **SARGEANT PARTNERSHIP**

Chartered Accountants

5 White Oak Square, London Road, Swanley, BR8 7AG.

## **BANKERS**

### **BARCLAYS BANK PLC**

24 Lowfield Street, Dartford, DA1 1HD.

## **PREFACE TO THE 2020 REPORT**

The Church Council continues to prioritise the need to look after our building alongside the overriding calling to enlarge the family of God by helping those who are exploring their knowledge of God on their journey of faith.

Reports like this offer a 'snapshot' and sometimes we need to understand the context of what we are seeing.

In 2016, a key member of our parish fundraising effort died. Melba Williams was a powerhouse of fundraising skill and enthusiasm. During her final illness she asked that money she left to St Mary's should be used to create toilet facilities which disabled and fully able parishioners could both use. It had been her dearest wish to create facilities accessible by all. In 2019, St Mary's received the first payments from her estate - £45,000. That means our bank accounts look very healthy! But this money is only available for the purpose for which Melba left it.

Strip away legacy income and St Mary's accounts are almost in balance. Furthermore, at present, our offering to the Diocese of Rochester recognizes that our income is gravely down and so we are not paying anything like what it costs the diocese to have a priest in the parish. In 2019, the parish paid around £20,000. If we paid the actual costs, then we would have paid more than £40,000 more than this. What appears to be balanced books is in fact a parish struggling to make ends meet and not paying its way.

But we are not falling short out of inaction or lack of care. We are straining to raise funds in a variety of ways and seeking to inspire our congregation and wider parish community to support us by being clear about the use to which we put the funds with which we are entrusted and demonstrating our effective stewardship of these resources.

We will be continuing to work hard to bring our finances to where they should be and we aspire to pay our way. Please pray for us.

Father Dane Batley-Gladden  
Vicar

## **ANNUAL REPORT OF THE MINISTER AND OFFICERS**

The Parochial Church Council of St Mary the Virgin, Swanley ('the PCC' or 'the Council') present their annual report and financial statements for the year ended 31<sup>st</sup> December 2019.

### **Basis of Preparation of Accounts**

The PCC is a public benefit entity within the meaning of FRS 102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the Regulations' 'true and fair view' provisions, together with FRS 102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP (FRS 102)).

### **Objectives and activities for the purpose of public benefit**

The PCC has the responsibility of co-operating with the vicar, the Reverend Dane Batley-Gladden, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the church of St Mary the Virgin, Swanley. The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St Mary's. The PCC intends that our worship puts faith into practice through sacrament, scripture, prayer and music.

When planning our activities we have considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. In particular, we try to enable everyone to live out their faith as part of our parish community through:

Worship and prayer - learning about the gospel; and developing knowledge and trust in Jesus Christ as Saviour, master and friend.

Provision of pastoral care for people living in the parish - especially building on the opportunities given by our churchyard which is used by many people in the parish and available to everyone in the parish for burials and interment of ashes.

Missionary, evangelism and outreach – using our superb site to proclaim a welcoming community of faith ready to support people in many different ways.

To facilitate this work, it is important that we maintain the fabric of St Mary's Church and of the Hall and Churchyard.

### **Achievements and performance**

#### **Worship and prayer**

The centre of our common life at St Mary's is the Mass. The offering of Jesus Christ upon the Cross is commemorated and He is made present among us. On a Sunday, our 10am Mass is open to all and is a joyful outpouring of celebration and thanksgiving. Mass is celebrated each day (except the vicar's day off) and, additionally, on a Sunday we have a 5pm Evening Prayer celebration whose congregation is steady and faithful. Our annual pilgrimage to Walsingham, a service on All Souls Day each year and the celebrations for our Patronal Festival in September and for Easter and Christmas attract worshippers from beyond our regular congregation.

All are welcome to attend our regular services. Due to the Coronavirus lockdown, there was no annual meeting in April 2019 but there were 111 parishioners (113 in 2018) on the Church Electoral Roll at the last Church Council meeting prior to the lockdown. The average weekly attendance, counted during October, was 67 (70 in 2019), but this number increases on major festivals.

### Dartford Deanery

Our fellowship with other churches in our deanery is much appreciated by the vicar and churchwardens as advice and companionship flow across churches in this part of north west Kent.

### Mission Partnership

St Mary's has joined together with The Annunciation Chislehurst, Saint Augustine Belvedere and Saint George Bickley in a Mission Partnership. The partnership's purpose is to provide support and opportunities for evangelism as these four parishes, all in the traditionalist Anglo-Catholic tradition, seek to be stronger together than on their own. During 2019, the parishes organized a study day on our Anglo-Catholic heritage, a Stewardship evening whose convener was a stewardship adviser for the Diocese of London, a meeting of children's workers in the parishes and a meeting for treasurers and churchwardens. All of these have provided opportunities to share good practice and have led to us working together well.

### The Church Building

Following on from the bequest from Melba Williams, the vicar and churchwardens have begun to consider the process by which the fully-accessible facilities will be designed. The Church Council will be consulted on that process in 2020 and the congregation will be consulted fully. During the course of 2019, repairs were carried out to the hall roof and guttering. There was a ceiling collapse in the sacristy, as a storm caused damage to the roof and drainage system. This was repaired as an insurance claim. An assessment was carried out into protection from pigeons roosting and this resulted in netting being put place over all the windows with tracery. The faculty was granted in May and the netting completed in August along with the cleaning and removal of all debris from stonework, downpipes and guttering.

### Volunteers

The Church Council wishes to place on record its appreciation of the wonderful work of volunteers who staff the coffee mornings, run our bingo sessions, bake, cook, clean, polish, wash, iron, man the stalls at fairs, provide things to sell at the fairs and generally make the work of our church and its fundraising run smoothly. Additionally, those who enable the church's services to be done with such dignity and grace contribute hugely to our common life.

### Fundraising

Total fundraising income fell from £18,120 in 2018 to £12,191 in 2019. This is almost entirely accounted for by the closure of the Sunbeams Playgroup which had previously rented the hall on four days a week. This led to a reduction in hall income of some £5,000. There was, however, a corresponding reduction in our utility bills and some letting of the hall at times when it had previously been unavailable.

### The Hall

The footfall into the church complex continues to be driven by the hall and its bookings. It is a hugely important mission asset and the Council greatly regrets the closure of Sunbeams and continues to believe that activities which arise from the community are well-placed in our kind of parish to offer help and support to families.

### **The Churchyard**

The lack of spaces in the churchyard led the Council to begin the formal process of closure in 2019: although the Council hopes and believes that it will take several years to exhaust its capacity. Churchyard reservations have now ceased, for all but those applications already underway prior to September 2019. In May 2019, Nigel Conolly informed the Council that he no longer wished to continue the maintenance and upkeep of the Churchyard and so the Council contracted Swanley Town Council for this important work. The Church Council is grateful to Nigel for his service over the last four years and is glad that he continues as the Churchyard's gravedigger. The churchyard is an important part of the town and a much-appreciated facility.

### **Pastoral care & Safeguarding**

The Church Council completed their initial programme of Safeguarding training in 2019 and is fully committed to St Mary's being a safe place for all. Policies are in place for DBS checking for all Council members and those who have responsibility for activities with children or vulnerable adults. The Council noted with concern the investigations and reports of the Independent Inquiry into Child Sexual Abuse, particularly with regard to the Church of England. The Council noted the shortcomings ascribed to parish settings and aims to meet the highest aspirations of the Church of England's "Promoting a Safer Church" document.

Pastoral care is exercised formally and informally across the membership of St Mary's: there are a huge range of strong relationships which cut across age groups and backgrounds. The Council continues to support all who work to strengthen bereavement care, post-Baptism support and the day-to-day help which so many in our community appreciate.

### **Mission, evangelism and outreach**

The church reaches out in a number of ways: through worship (the Palm Sunday service starts out in Swanley Town Square and processes to Church), through a lively social life (including a regular Sunday Parish Lunch) and through printed and digital communications (including Facebook and our website.) The Council provides hall and cooking facilities at a reduced rate to the St Mary's Fellowship which meets frequently and which raises money for charities.

The weekly Mass Book contains brief notices, our parish newsletter is produced monthly with a fuller set of advance information, together with teaching material and continues to generate an advertising income, which we are looking to build upon.

The church's regular social life continues to be much appreciated. As well as raising funds, they enable us to reach out and form relationships which frequently blossom. The Council is grateful to those who offer their time and assistance regularly to enable these events to be successful.

### **Ecumenical relationships**

St Mary's has excellent and very close relationships with our Roman Catholic and URC sister churches and we are a member of Churches Together in Swanley and District: the PCC would like to thank all those who enable this important relationship to be nurtured and strengthened.

### **Financial review**

Total receipts from all sources was £124,938 (2018: £75,342) with legacy income included. Total expenditure was £71,949 (2018: £71,349.) The Church Council notes with concern that ordinary income on a like-for-like basis fell across all headings except for fees for occasional offices.

The church income comprises offertories and covenanted subscriptions, rental income, legacies and other receipts normally associated with churches. Within income, £22,499 (2018: £25,426) was directly from church services, open plate and planned giving. The Council continues to provide very full information on running costs to every member of the congregation and communicates this effectively to visitors, too.

The Council made particular efforts to bear down on costs by ensuring that we invest in items which are less costly to run. We have been greatly helped by substantial donations and gifts of time and of important items by well-wishers. We are very grateful to them.

During the year the rent receivable from the house in Pinks Hill, Swanley, of which the church owns 26%, amounted to £2,979 (2018: £1,791). The rent is submitted to the diocese as part of the parish share. The Church Council believes the continued ownership of the property should be placed under review and intends to pursue this in 2020.

As a Charity, the members of the PCC are trustees and their responsibilities include the preparation of financial statements for each financial year, which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year.

In preparing financial statements giving a true and fair view, the trustees follow best practice and:

- a) select suitable accounting policies and apply them consistently;
- b) make judgements and estimates that are reasonable and prudent;
- c) state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- d) prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation;
- e) To make such accounts available to the public on request.

The trustees are responsible for keeping accounting records for six years which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and ensure that the financial statements comply with applicable law and regulations. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Reserves policy**

The council wishes to maintain reserves of three months' normal expenditure, equating to £11,000. As at 31 December 2019, our cash reserves were £17,660: excluding debtors and stock.

## **Structure, governance and management**

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is a Registered Charity.

The method of appointment of PCC members is set out in the Church Representation Rules. At St Mary's the membership of the PCC consists of the incumbent (our vicar), churchwardens, and members elected by those members of the congregation who are on the electoral roll of the church. All those who are members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC. PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding PCC expenditure priorities. The PCC meets four times a year with a full agenda, and there is an additional meeting to approve accounts in advance of the APCM. Given its wide responsibilities the PCC has a number of committees each dealing with a particular aspect of the church's mission and activities.

## **Administrative information**

St Mary's Church is situated in London Road, Swanley. It is part of the Diocese of Rochester within the Church of England and it has passed resolutions with regard to the ministry of Bishops and Priests. As a result it is under the episcopal care of the Bishop of Richborough.

The correspondence address is St Mary's Vicarage, London Road, Swanley, BR8 7AQ. Registered charity number 1133939.



(signed)

**Fr Dane Batley-Gladden, Vicar**

**15 April 2020**

**INDEPENDENT EXAMINER'S REPORT**  
**TO THE MINISTER AND OFFICERS OF ST MARY THE VIRGIN, SWANLEY**

I report on the accounts of the PCC for the year ended 31<sup>st</sup> December 2019, which are set out on pages 10 and 11 and their accompanying notes on pages 12 to 17.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

As trustees of the charity, the members of the PCC are responsible for the preparation of the accounts. The charity'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 the Regulations and Section 145 of the 2011 Act;  
to follow the procedures laid down in the General Directions given by the Charities Commission under Section 145(5)(b) of the 2011 Act and;  
to state whether particular matters have come to my attention.

**BASIS OF INDEPENDENT EXAMINER'S REPORT**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity, and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**INDEPENDENT EXAMINER'S STATEMENT**

In connection with my examination, no matter has come to my attention

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

(a) to keep accounting records in accordance with Section 130 of the 2011 Act;  
and

(b) to prepare accounts 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 have been drawn in order to enable a proper understanding of the accounts to be reached.



(signed)  
Joanne Brown

For and on behalf of  
SARGEANT PARTNERSHIP  
Chartered Accountants  
5 White Oak Square, London Road  
Swanley, BR8 7AG

February 2020

## **STATEMENT OF FINANCIAL ACTIVITIES**

|                                     | Notes | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2019<br>£ | Total<br>2018<br>£ |
|-------------------------------------|-------|----------------------------|--------------------------|--------------------|--------------------|
| <b><u>INCOME</u></b>                |       |                            |                          |                    |                    |
| Voluntary Resources                 | 2(a)  | 22,499                     | 55,445                   | <b>77,944</b>      | 25,426             |
| Activities for Generating Funds     | 2(b)  | 12,191                     | 0                        | <b>12,191</b>      | 18,120             |
| Income from Investments             | 2(c)  | 0                          | 216                      | <b>216</b>         | 60                 |
| Church Activities                   | 2(d)  | 26,229                     | 0                        | <b>26,229</b>      | 25,927             |
| Other Income Resources              | 2(e)  | 2,979                      | 0                        | <b>2,979</b>       | 1,791              |
| Pilgrimages                         | 2(f)  | 0                          | 5,379                    | <b>5,379</b>       | 4,018              |
| <b>TOTAL INCOME</b>                 |       | <b>63,898</b>              | <b>61,040</b>            | <b>124,938</b>     | <b>75,342</b>      |
| <b><u>EXPENDITURE</u></b>           |       |                            |                          |                    |                    |
| Church Activities                   | 3(a)  | 53,717                     | 6,887                    | <b>60,604</b>      | 61,893             |
| Cost of generating voluntary income | 3(b)  | 119                        | 0                        | <b>119</b>         | 169                |
| Fund-raising costs                  | 3(c)  | 3,486                      | 0                        | <b>3,486</b>       | 3,893              |
| Church management and admin         | 3(d)  | 2,451                      | 0                        | <b>2,451</b>       | 1,232              |
| Pilgrimages                         | 3(e)  | 0                          | 5,289                    | <b>5,289</b>       | 4,162              |
| <b>TOTAL EXPENDITURE</b>            |       | <b>59,773</b>              | <b>12,176</b>            | <b>71,949</b>      | <b>71,349</b>      |
| <b><u>NET MOVEMENT IN FUNDS</u></b> |       |                            |                          |                    |                    |
|                                     |       | 4,125                      | 48,864                   | <b>52,989</b>      | 3,993              |
| Balance B/fwd 1 January 2019        |       | 76,045                     | 7,748                    | <b>83,793</b>      | 79,800             |
| Balance C/fwd 31 December 2019      |       | 80,170                     | 56,612                   | <b>136,782</b>     | 83,793             |

## STATEMENT OF ASSETS AND LIABILITIES

|   | Notes | 2019 |                | 2018          |               |
|---|-------|------|----------------|---------------|---------------|
|   |       | £    | £              | £             | £             |
| <b>Fixed Assets</b>                         |       |      |                |               |               |
| Tangible                                    | 5     |      | 62,510         |               | 63,510        |
| <b>Current Assets</b>                       |       |      |                |               |               |
| Stock                                       |       |      | 45             | 46            |               |
| Debtors                                     | 6     |      | 21,995         | 2,070         |               |
| Short Term Deposits                         |       |      | 8,558          | 6,536         |               |
| Deposits in Diocesan Funds                  |       |      | 40,169         | 9,973         |               |
| Current Account and Cash in hand            |       |      | 4,892          | 2,852         |               |
|   |       |      | <b>75,659</b>  | <b>21,477</b> |               |
| <b>Liabilities</b>                          |       |      |                |               |               |
| Creditors – amounts falling due in one year | 7     |      | <b>1,387</b>   | 1,194         |               |
| <b>Net Current Assets</b>                   |       |      | <b>74,272</b>  |               | 20,283        |
| <b>TOTAL NET ASSETS</b>                     |       |      | <b>136,782</b> |               | <b>83,793</b> |
| <b>PARISH FUNDS</b>                         |       |      |                |               |               |
| Unrestricted                                |       |      | <b>80,170</b>  | 76,045        |               |
| Restricted                                  | 8     |      | <b>56,612</b>  | 7,748         |               |
| <b>TOTAL FUNDS</b>                          | 9     |      | <b>136,782</b> |               | <b>83,793</b> |

Approved by the PCC on 13 February 2020 and signed on its behalf:



(signed)  
**The Rev'd Dane Batley-Gladden**  
 Chairman



(signed)  
**Sandra Merrick**  
 Honorary Treasurer

*The notes on pages 12-17 form part of these accounts*

## **NOTES TO THE FINANCIAL STATEMENTS**

### **1a Accounting policies**

**Basis of preparation and assessment of going concern**

The PCC is a public benefit entity within the meaning of FRS 102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the Regulations' 'true and fair view' provisions, together with FRS 102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP (FRS 102)).

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

### **1b Funds**

Endowment funds are capital, given in such a form that only the interest may be spent whilst the original gift remains intact. The interest may be used either as restricted or unrestricted funds depending on the purpose for which the endowment was established.

St Mary's has no endowment funds and therefore there is no column shown for them in these accounts.

Restricted funds represent:

- a) income from trusts or endowment which may be expended only on those restricted objects provided in the terms of the trust or bequest,  
and
- b) donations or grants received from a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given, any balance remaining unspent at the end of the year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund.

Interest on Restricted Funds: by PCC resolution, interest earned is allocated primarily to the Reserve Fund the object of which is church and hall maintenance. It remains within the competence of the Council to allocate interest to the restricted funds on this or an average balance basis by further resolution.

Unrestricted funds are general funds, which can be used for the ordinary purposes of the PCC.

**Incoming Resources:** Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the incoming resources to which they relate is received. Grants and Legacies are accounted for when the PCC is legally entitled to the amounts due. Interest as when it is accrued by the payer. All other income is recognised when it is received. All incoming resources are accounted for gross.

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

Diocesan Share: The parish share is agreed at the start of each financial year and accounted for when paid. The Diocese of Rochester altered its arrangements for contributions by parishes towards the costs of providing clergy in 2015. The Bishop of Rochester made clear that any offering made to the diocese is in the nature of a voluntary payment. Any parish share unpaid at 31 December is therefore not provided for in these accounts. Income from Pinks Hill is shown after deductions for dilapidations and improvements which are set by the Diocese of Rochester. The parish is not able to manage any rent arrears as the diocese manages the property but the parish is aware that sums remain owing and the diocese is expecting to pursue these in 2019.

The Council believes that the parish offering is the first call on its basic resources. It will use its best endeavours to pay its parish offering in full in 2020 but this is not a legal liability.

### **1c Fixed Assets**

Consecrated and benefice property of any kind is excluded from the accounts by section 10 of the Charities Act 2011.

Movable church furnishings held by the vicar and churchwardens on special trust from the PCC and which require a faculty for disposal are inalienable property, listed in the Church's inventory, which can be inspected (at any reasonable time.) For anything acquired prior to 2000, there is insufficient cost information available and therefore such assets are not valued in the financial statements.

Subsequently all equipment used within the church premises costing less than £1,000 is written off when incurred, any equipment costing £1,000 or more is depreciated on a straight line basis over 4 years.

The PCC owns 26% of the value of the curate's house in Pinks Hill, Swanley so it is included at a deemed cost being its 2003 valuation. Its cost being depreciated at £1,000 with effect from 2006.

The church hall is owned by the diocese and is not recognised as a PCC asset.

## **NOTES TO THE FINANCIAL STATEMENTS**

### **2 Income**

|   | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2019<br>£ | Total<br>2018<br>£ |
|---|----------------------------|--------------------------|--------------------|--------------------|
| <b>2a Voluntary Income</b>                      |                            |                          |                    |                    |
| Planned Giving & Gift Aid donations             | 14,065                     | 0                        | 14,065             | 14,879             |
| Tax recoverable: Church                         | 3,641                      | 0                        | 3,641              | 3,703              |
| Collections: occasional offices                 | 3,067                      | 0                        | 3,067              | 2,753              |
| Collections: open plate                         | 1,399                      | 0                        | 1,399              | 1,268              |
| Donations: Maintenance & ministry               | 0                          | 55,020                   | 55,020             | 4                  |
| Mission Projects & Charity Funds donations      | 327                        | 425                      | 752                | 2,819              |
| <b>Total 2a Voluntary Income</b>                | <b>22,499</b>              | <b>55,445</b>            | <b>77,944</b>      | <b>25,426</b>      |
| <b>2b Activities for generating funds</b>       |                            |                          |                    |                    |
| Fairs and socials                               | 4,452                      | 0                        | 4,452              | 5,664              |
| Income from printing                            | 679                        | 0                        | 679                | 933                |
| Hall Letting and cleaning                       | 3,604                      | 0                        | 3,604              | 8,049              |
| 100 Club  | 3,109                      | 0                        | 3,109              | 2,969              |
| Bingo   | 347                        | 0                        | 347                | 505                |
| <b>Total 2b Activities for generating funds</b> | <b>12,191</b>              | <b>0</b>                 | <b>12,191</b>      | <b>18,120</b>      |
| <b>2c Income from investments</b>               |                            |                          |                    |                    |
| Deposit accounts                                | 0                          | 216                      | 216                | 60                 |
| <b>Total 2c Income from investments</b>         | <b>0</b>                   | <b>216</b>               | <b>216</b>         | <b>60</b>          |
| <b>2d Income from church activities</b>         |                            |                          |                    |                    |
| Social activities, coffee mornings, catering    | 6,267                      | 0                        | 6,267              | 7,174              |
| Fees: funerals and weddings                     | 13,619                     | 0                        | 13,619             | 12,552             |
| Fees: organist, choir, sacristy                 | 6,218                      | 0                        | 6,218              | 6,201              |
| Bible Alive                                     | 125                        | 0                        | 125                | -                  |
| <b>Total 2d Income from church activities</b>   | <b>26,229</b>              | <b>0</b>                 | <b>26,229</b>      | <b>25,927</b>      |
| <b>2e Other incoming resources</b>              |                            |                          |                    |                    |
| Rental Pinks Hill                               | 2,979                      | 0                        | 2,979              | 1,791              |
| <b>Total 2e Other incoming resources</b>        | <b>2,979</b>               | <b>0</b>                 | <b>2,979</b>       | <b>1,791</b>       |
| <b>2f Pilgrimages</b>                           |                            |                          |                    |                    |
| Walsingham Pilgrimage                           | 0                          | 5,379                    | 5,379              | 4,018              |
| <b>Total 2f Pilgrimages</b>                     | <b>0</b>                   | <b>5,379</b>             | <b>5,379</b>       | <b>4,018</b>       |
| <b>TOTAL INCOME</b>                             | <b>63,898</b>              | <b>61,040</b>            | <b>124,938</b>     | <b>75,342</b>      |

## **NOTES TO THE FINANCIAL STATEMENTS**

### **3 Expenditure**

|  | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | <b>Total<br/>2019<br/>£</b> | Total<br>2018<br>£ |
|--|----------------------------|--------------------------|-----------------------------|--------------------|
| <b>3a Church activities</b>                    |                            |                          |                             |                    |
| Clergy Costs: Rochester Diocese & expenses     | 24,015                     | 0                        | <b>24,015</b>               | 29,734             |
| Organist, choir, sacristy, organ tuning        | 6,909                      | 0                        | <b>6,909</b>                | 7,655              |
| Church maintenance and utilities               | 8,740                      | 0                        | <b>8,740</b>                | 7,506              |
| Depreciation: curates house/equipment          | 1,000                      | 0                        | <b>1,000</b>                | 1,000              |
| Fellowship/bookstall/Bible Alive               | 110                        | 0                        | <b>110</b>                  | 126                |
| Upkeep of churchyard/cemetery                  | 2,809                      | 0                        | <b>2,809</b>                | 3,914              |
| Church hall running costs                      | 9,506                      | 0                        | <b>9,506</b>                | 9,054              |
| Mission Projects & Charity Funds               | 628                        | 6,887                    | <b>7,515</b>                | 2,904              |
| <b>Total 3a Church Activities</b>              | <b>53,717</b>              | <b>6,887</b>             | <b>60,604</b>               | <b>61,893</b>      |
| <b>3b Generation of voluntary income</b>       |                            |                          |                             |                    |
| Gift Aid envelopes                             | 119                        | 0                        | <b>119</b>                  | 169                |
| <b>Total 3b Generation of voluntary income</b> | <b>119</b>                 | <b>0</b>                 | <b>119</b>                  | <b>169</b>         |
| <b>3c Fundraising costs</b>                    |                            |                          |                             |                    |
| Fetes & Social Activities                      | 1,926                      | 0                        | <b>1,926</b>                | 2,333              |
| 100 club                                       | 1,560                      | 0                        | <b>1,560</b>                | 1,560              |
| <b>Total 3c Fundraising costs</b>              | <b>3,486</b>               | <b>0</b>                 | <b>3,486</b>                | <b>3,893</b>       |
| <b>3d Church management and admin</b>          |                            |                          |                             |                    |
| Photocopying/printing/stationery               | 1,731                      | 0                        | <b>1,731</b>                | 829                |
| Administration                                 | 720                        | 0                        | <b>720</b>                  | 403                |
| <b>Total 3d Church management and admin</b>    | <b>2,451</b>               | <b>0</b>                 | <b>2,451</b>                | <b>1,232</b>       |
| <b>3e Pilgrimages</b>                          |                            |                          |                             |                    |
| Walsingham Pilgrimage                          | 0                          | 5,289                    | <b>5,289</b>                | 4,162              |
| <b>Total 3e Pilgrimages</b>                    | <b>0</b>                   | <b>5,289</b>             | <b>5,289</b>                | <b>4,162</b>       |
| <b>TOTAL EXPENDITURE</b>                       | <b>59,773</b>              | <b>12,176</b>            | <b>71,949</b>               | <b>71,349</b>      |

## **NOTES TO THE FINANCIAL STATEMENTS**

### **4 Staff Costs**

During the year the PCC employed a church hall cleaner part time amounting to £2,710 (£2,710 in 2018), which is included within church hall running costs. No payments were large enough to attract social security costs.

### **5 Fixed Assets**

|                           | <b>Freehold Land<br/>and buildings</b> | <b>Church<br/>Equipment</b> | <b>Total</b>  |
|---------------------------|--|-----------------------------|---------------|
|                           | £                                      | £                           | £             |
| <u>Cost</u>               |  |                             |               |
| At 1 January 2019         | <b>76,510</b>                          | <b>3,992</b>                | <b>80,502</b> |
| Additions                 | -                                      | -                           | -             |
| Disposals                 | -                                      | -                           | -             |
| At 31 December 2019       | <b>76,510</b>                          | <b>3,992</b>                | <b>80,502</b> |
| <u>Depreciation</u>       |  |                             |               |
| At 1 January 2019         | 13,000                                 | 3,992                       | 16,992        |
| Charge for the year       | 1,000                                  | -                           | 1,000         |
| Depreciation on disposals | -                                      | -                           | -             |
| At 31 December 2019       | <b>14,000</b>                          | <b>3,992</b>                | <b>17,992</b> |
| <u>Net Book Value</u>     |  |                             |               |
| At 31 December 2018       | 63,510                                 | -                           | 63,510        |
| At 31 December 2019       | <b>62,510</b>                          | -                           | <b>62,510</b> |

### **6 Debtors**

|  | <b>Total<br/>2019</b> | <b>Total<br/>2018</b> |
|--|-----------------------|-----------------------|
|  | £                     | £                     |
| HMRC gift aid                          | 1,995                 | 2,070                 |
| <i>Trf from current a/c to deposit</i> | 20,000                |                       |
| <b>Total Debtors</b>                   | <b>21,995</b>         | <b>2,070</b>          |

### **7 Creditors: amounts falling due in one year**

|                        | <b>Total<br/>2019</b> | <b>Total<br/>2018</b> |
|------------------------|-----------------------|-----------------------|
|                        | £                     | £                     |
| Sevenoaks Council      | 101                   | 99                    |
| British Gas            | 1,226                 | 1,095                 |
| Nico Office Limited    | 59.98                 | 0                     |
| <b>Total Creditors</b> | <b>1,387</b>          | <b>1,194</b>          |

## NOTES TO THE FINANCIAL STATEMENTS

### 8 Restricted Funds

|   | Balance<br>1 January<br>2018<br>£ | Incoming<br>Resources<br>£ | Resources<br>Expended<br>£ | Transfers<br>between<br>restricted<br>funds<br>£ | Total<br>£    | Balance<br>31 December<br>2019<br>£ |
|---|-----------------------------------|----------------------------|----------------------------|--|---------------|-------------------------------------|
| <b>Church Activities</b>                |                                   |                            |                            |  |               |                                     |
| <b>Maintenance &amp; Ministry Funds</b> |                                   |                            |                            |  |               |                                     |
| Reserve Fund                            | 2,378                             | 3,500                      | 0                          | 0  | 5,878         | 5,878                               |
| Organ Fund                              | 1,350                             | 0                          | 0                          | 0  | 1,350         | 1,350                               |
| <b>Total Maintenance &amp; Ministry</b> | <b>3,728</b>                      | <b>3,500</b>               | <b>0</b>                   | <b>0</b>   | <b>7,228</b>  | <b>7,228</b>                        |
| <b>Mission Projects</b>                 |                                   |                            |                            |  |               |                                     |
| Melba Williams Memorial                 | 614                               | 45,000                     | 0                          | 0  | 45,614        | 45,614                              |
| C Parkes Birthday                       | 607                               | 0                          | 0                          | 0  | 607           | 607                                 |
| Discretionary Fund                      | 44                                | 20                         | 0                          | 0  | 64            | 44                                  |
| Narthex                                 | 90                                | 0                          | 0                          | 0  | 90            | 90                                  |
| Churchyard Tap Fund                     | 50                                | 0                          | 0                          | 0  | 50            | 50                                  |
| Churchyard Noticeboards                 | 26                                | 0                          | 0                          | 0  | 26            | 26                                  |
| Heating Fund                            | 21                                | 0                          | 0                          | 0  | 21            | 21                                  |
| Tabernacle Lighting                     | 1                                 | 0                          | 0                          | 0  | 1             | 1                                   |
| Churchyard Fence                        | 2,396                             | 0                          | 0                          | 0  | 2,396         | 2,396                               |
| Wooden Candle Stand                     | 18                                | 90                         | 90                         | 0  | 18            | 18                                  |
| Children's Ministry                     | 58                                | 8                          | 41                         | 0  | 25            | 58                                  |
| <b>Total Mission Projects</b>           | <b>3,925</b>                      | <b>45,118</b>              | <b>131</b>                 | <b>0</b>   | <b>48,912</b> | <b>48,912</b>                       |
| <b>Charity Funds</b>                    |                                   |                            |                            |  |               |                                     |
| Additional Curates Society              | 0                                 | 335                        | 335                        | 0  | 0             | 0                                   |
| The Mission to Seafarers                | 0                                 | 71                         | 0                          | 0  | 71            | 71                                  |
| <b>Total Charity Funds</b>              | <b>0</b>                          | <b>406</b>                 | <b>335</b>                 | <b>0</b>   | <b>71</b>     | <b>71</b>                           |
| <b>Total Mission &amp; Charity</b>      | <b>3,925</b>                      | <b>45,524</b>              | <b>466</b>                 | <b>0</b>   | <b>48,983</b> | <b>48,983</b>                       |
| <b>Total Church Activities</b>          | <b>7,653</b>                      | <b>49,024</b>              | <b>466</b>                 | <b>0</b>   | <b>56,211</b> | <b>56,211</b>                       |
| <b>Interest</b>                         | <b>95</b>                         | <b>216</b>                 | <b>0</b>                   | <b>0</b>   | <b>311</b>    | <b>311</b>                          |
| <b>Pilgrimage Funds</b>                 |                                   |                            |                            |  |               |                                     |
| Walsingham Weekend                      | -                                 | 5,379                      | 5,290                      | 0  | 90            | 90                                  |
| <b>Total Pilgrimages</b>                | <b>-</b>                          | <b>5,379</b>               | <b>5,290</b>               | <b>0</b>   | <b>90</b>     | <b>90</b>                           |
| <b>Total Restricted Funds</b>           | <b>7,748</b>                      | <b>54,619</b>              | <b>5,755</b>               | <b>0</b>   | <b>56,612</b> | <b>56,612</b>                       |

### 9 Analysis of Net Assets by fund

|  | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2019<br>£ | Total<br>2018<br>£ |
|--|----------------------------|--------------------------|--------------------|--------------------|
| Tangible fixed assets                        | 62,510                     | 0                        | 62,510             | 63,510             |
| Current assets                               | 19,047                     | 56,612                   | 75,659             | 21,477             |
| Liabilities: amounts falling due in one year | (1,387)                    | 0                        | (1,387)            | (1,194)            |
| <b>Balance at 31 December 2019</b>           | <b>80,170</b>              | <b>56,612</b>            | <b>136,782</b>     | <b>83,793</b>      |

