
**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF ST JOHN THE BAPTIST, WEST WICKHAM**

INDEPENDENTLY EXAMINED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2019

PCC ST JOHN THE BAPTIST, WEST WICKHAM

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PCC ST JOHN THE BAPTIST, WEST WICKHAM

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 DECEMBER 2019

Trustees

Revd Jonathan Ward, Rector
Revd Peter Churcher, Curate and Vice Chair (resigned 21 April 2019)
Revd Richard Ford, Non-stipendiary priest (resigned 10 April 2019)
Miss Amber Stockdale, Young People and Families Enabler (resigned 10 April 2019)
Mr Bill Derham, Church Warden
Mr Jeremy Tagg, Church Warden
Mrs Sybil Andrew, Secretary
Mrs Christine Blackburn, Ex Officio Treasurer
Mr Marc Bassot, PCC Member
Mrs Lenka Ellman, PCC Member
Mr Daniel Leeves, PCC Member
Mrs Penny Seabrook, Southwark Pastoral Auxillary
Mrs Sally Munns, Reader
Mr Roger Jordon, PCC Member (resigned 10 April 2019)
Mr Aston Stockdale, PCC Member (resigned 10 April 2019)
Dr Sarah Morgan, PCC Member
Mr Jeffery Seabrook, PCC Member and Deanery Synod
Mrs Valerie Hollamby, PCC Member and Deanery Synod
Mrs Karen Williams, PCC Member (appointed 10 April 2019)
Mr Martin Pinnell, PCC Member (appointed 10 April 2019)

, Observers by invitation

Revd Richard Ford, Non-stipendiary priest
Miss Amber Stockdale, Young People and Families Enabler

Charity registered number

1134047

Principal office

SJ's (St John's in the Community)
56 Croydon Road
West Wickham
Kent
BR4 9HU

Accountant

P M Landergan FCA
26 Burney Street
London
SE10 8EX

PCC ST JOHN THE BAPTIST, WEST WICKHAM

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2019

The Incumbent and PCC present their annual report together with the financial statements of the charity for the year 1 January 2019 to 31 December 2019.

Objectives and Activities

a. POLICIES AND OBJECTIVES

The PCC is committed to facilitating worship for all and welcoming newcomers as members of our church community. It regularly considers how this might be best achieved. Our gathered worship involves prayer, the reading of Scripture, preaching, music and sharing the sacrament. The leadership has continued to facilitate a churchwide process of listening to God to seek vision and priorities for the future.

Our overall vision as a church is caught by the statement: 'We aim to help anyone and everyone 'do life' with Jesus so that individuals, our local community and beyond can flourish'.

The following teams help drive our objectives and report to the PCC on their various activities:

Worship
Prayer
Care & Befriending
Mission outside the Parish

In 2019, the church began a process of refreshing these teams, which included some renaming, consideration of remit and changing of the people involved. This is ongoing work directed towards the mission of the church and the teams are now:

Worship
Prayer
Caring
Communications
Missions

The PCC considers the Commissioner's guidance on public benefit and specifically, the guidance on charities for the advancement of religion. We aim to:

- (i) Enable people to live out their faith in ways that serve the communities in which they work and live
- (ii) Work out how, corporately, we can fulfil our particular mission as God's people in our parish

To facilitate this work, we continue to use "SJ's" at 56 Croydon Road, Coney Hall, as a multi use facility for the benefit both of church members and the wider community. The use of 'SJ's' is steadily growing.

Worship and Prayer

The PCC provides a variety of services across the week and over the course of the year that we hope our community find nourishing and appropriate to the season. There are weekly celebrations of Holy Communion, monthly all age services, prayer meetings and youth led services. We provide various services which included 8 baptisms/thanksgivings, 4 weddings and 13 funerals. Our services are structured on the Church of England's Common Worship provisions.

PCC ST JOHN THE BAPTIST, WEST WICKHAM

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2019

Children, Youth Work and Homegroups

We currently employ a Young People and Families Enabler to oversee our work with families, and facilitate our engagement with the families in the community.

Our Groups supporting children/youth activities are as follows:

Sunday morning – First Steps Together (children under 5)
Sunday morning and Tuesday evening – Journey Together (5-11 years); Explore Together (11-14 years); Discover Together (14-18 years). There is a mid-week session in term time at SJs for toddlers and their parents or carers.

There is a strong network of smaller church groups – home groups - where worship, prayer and nurturing each other in a safe environment is essential for personal growth.

Deanery Synod

St John's is entitled to have four Trustees on the Deanery Synod: currently two Trustees and our Rector sit on the Addington Deanery Synod, providing an important link between the parish and the wider structures of the church: this particularly enables us to connect with the movements within the diocese as a whole and it also prevents our vision from becoming too parochial.

Ecumenical Relationship

St John's is a member of 'Churches Together in West Wickham', an organisation of eight churches in West Wickham. Our ministers meet regularly and plan its programmes. Participation this year included events such as the Week of Prayer for Christian Unity, Children's Link events, the Christian Aid collection, 'Experience Easter' for school children, Good Friday Activities, 'The Big Sing' at St Francis Church, and collaborative celebrations of key Christian festivals through two local Primary Schools, and pastoral support for local causes.

Pastoral Care

"SJs": a management group have oversight of the centre and the volunteer members. In addition to the activities already described, SJs has hosted PCC meetings and a variety of different groups open to anyone, from 'mums and tots' through to a craft group. It also hosts and provides a referral service for bereavement, marriage and pregnancy matters, a Career Cafe and Hearing Aid Clinic. It is an effective expression of our pastoral care to people beyond the church

Caring Team & Southwark Pastoral Auxiliaries:

We have a specific team dedicated to ensuring good pastoral oversight in the church and beyond, alongside two diocesan trained Pastoral Auxiliaries. These people not only look to provide pastoral care but encourage the church membership to reflect on what it means to be a caring community.

Marriage Preparation is offered to couples getting married at St John's. A Marriage Support service is available all year round, offered through a local charity, Marriage Resource. All these services are open to St John's members and the local community.

Holy Communion is celebrated on a regular basis in three local residential/care homes for the elderly.

Mission and Evangelism Events: St John's continues to host events such as 'Light the Night', an alternative to Halloween, 'Silent Discos' to raise money for good causes and 'Senior Citizens Christmas Lunches'. St John's also supports Coney Hall United Football Club.

PCC ST JOHN THE BAPTIST, WEST WICKHAM

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2019

Collections taken at Harvest & Christmas have been donated to Link to Hope and their 'Inn of Love' project, the Bromley Churches Winter Night Shelter for the homeless, and There is Hope Malawi, a charity working with refugees in Malawi.

Christingle collections have benefited the Church of England Children's Society. Invitations to notable services, such as Easter Sunday, Harvest, Christingle and Carol Services are distributed to every household in the parish at intervals during the year. St John's gives one tenth of its income to other mission organisations and, through its participation in Southwark Diocese's Parish Support Fund, supports the work of smaller churches within the diocese.

A new home-grown initiative was launched this year called "Learning Leadership" to equip and develop appropriate people with leadership skills and help them consider where these skills might be deployed.

We continue to run „Inquisitive' and 'Alpha' to help people from outside the church explore some of the big questions of life and faith.

Achievements and performance

a. Church Attendance

There are 165 people on the Church Electoral Roll as reported at the APCM in April 2019. Approximately 102 adults and 18 children attend services each week: these figures derive from a congregational count undertaken for the Diocese in late autumn 2019

Attendance increases significantly at major festivals – Christmas and Easter. Between 900 and 1000 adults and children attended services held over the Christmas period.

b. REVIEW OF FINANCIAL ACTIVITIES

Overview of Funds

This includes salient details of financial transactions during the year, together with assets, liabilities and funds held, which are set out more fully within the notes to the financial statements.

The main features of the year were:

(a) General Fund:

Substantial regular giving and activities for generating funds together with fees and interest provided a total income of £166,993. Expenditure for the year amounted to £180,630. A transfer to SJ's of £8,425 is a contribution towards the running costs for the use of the Parish office and general running costs and another transfer of £810 to the Missions and Charity Fund resulted in a deficit for the year of £22,872 and reserves in the General Fund of £119,253.

(b) Designated Funds:

(i) Audio visual fund: the brought forward balance on the designated fund was £2,531. The Fixed asset, which makes up this fund, is shown in Note 15 in the Financial Statements and has been depreciated by £633, in line with the accounting policy. This fund now stands at £1,898.

PCC ST JOHN THE BAPTIST, WEST WICKHAM

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2019

(c) Restricted Funds:

(i) SJ's The SJ'S fund stands at £93,200 This is represented by a fixed asset – the premises and transfer are made to this fund in respect of the costs due to the church use of the building.

(d) The Young People and Families enabler fund (YPFE) receives gifts, grants, and pledges that have been made to help pay for a worker to assist in bringing the gospel to the wider community of Coney Hall and West Wickham. The fund currently stands at £13,265.

(e) Missionary and charity enables donations to be made to specific causes as needed, along with the Church Yard fund that supports the maintenance of the Church Yard and the Restoration Fund that will be used for donations to cover future major works that are necessary. The balance on these funds is £10,315.

Financial review

a. GOING CONCERN

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

b. RESERVES POLICY

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to not less than 3 months expenditure. The trustees consider that, if there is a significant drop in funding, the reserves held at this level will enable the charity to continue its current activities. In addition, the trustees will have time to give consideration as to how additional funds could be generated.. The level of required reserves has been met this year: Unrestricted reserves stand at £121,151 and 3 months of annual expenditure stand at £56,379 (1/4 of £225,517) and therefore satisfy the policy.

c. ASSETS AND FUNDS HELD AS CUSTODIAN

The Parochial Church Council act as Managing Trustees for SJ's and the endowment fund Investments

Structure, governance and management

a. CONSTITUTION

Background

St John the Baptist PCC was a charity excepted from registration. However due to changes in legislation St John the Baptist PCC applied for charitable status in November 2009 to the Charity Commission this was effected on 3 February 2010 when it was formally registered as charity 1134047.

The PCC has the responsibility of co operating with the Incumbent in promoting, within the Parish, the whole

PCC ST JOHN THE BAPTIST, WEST WICKHAM

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2019

mission of the church; pastoral, evangelistic, social and ecumenical.

b. METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES

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

The management of the charity is the responsibility of the Incumbent, and PCC who are elected and co opted under the Parochial Church Councils (Powers) Measure 1956 as amended and the Church Representation Rules (contained in Schedule 3 to the Synodical Government Measure 1969) as amended.

c. ORGANISATIONAL STRUCTURE AND DECISION MAKING

St John's forms part of the wider Church of England and comes under the authority of the Diocese of Southwark.

The PCC operates through several working parties and committees which meet between full meetings of the PCC. The Standing Committee is the only committee required by law and it has the power to conduct the business of the PCC between its meetings, subject to the direction of the PCC.

d. RISK MANAGEMENT

The Incumbent and PCC have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks. Included in the assessment are matters relating to; Health and Safety and Safeguarding Policies as well as comprehensive insurance cover.

The PCC adopted a Financial Governance Policy Document in May 2015 which is reviewed annually.

The PCC has adopted the Diocese's Safe Church policies and procedures to safeguard children, young persons and adults who might be vulnerable. These policies and procedures are regularly monitored to ensure implementation. Each year our Safeguarding Officers attend at least two PCC meetings to keep us updated of requirements and also submit written reports in order that we can fully support them, our young people and any vulnerable adults. All persons who have contact with children, young persons and adults who might be vulnerable, are required to possess a clear Disclosure and Barring Service ("DBS") report and receive information on safe caring and whistle blowing.

e. Asset and Property Management

The PCC is responsible for the consecrated and beneficed five hundred year old church building and land located off Layhams Road, West Wickham, Kent, BR4 9HJ. Churchwardens hold on special trust for the PCC moveable church furnishings.

The PCC act as Managing Trustees for SJ's, a converted shop of which we own the freehold, at 56 Croydon Road, Coney Hall, West Wickham, BR4 9HU. This premises hosts our parish office and is a venue for different community activities and services, providing drinks, support and prayer.

PCC ST JOHN THE BAPTIST, WEST WICKHAM

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2019

f. Mission

The PCC, as Trustees of this charity, has the responsibility of promoting in the ecclesiastical parish of St John's, the whole mission of the church, pastoral, evangelical, social and ecumenical. Our Rector is the Revd. Jonathan Ward. He is assisted by a retired Vicar, a retired non stipendiary priest, two Churchwardens, one Reader and two Southwark Pastoral Auxiliaries, together with other members of the laity. In June 2016 a Curate in training also joined the team. A Young People and Families' Enabler joined the team in August 2018.

TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales 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 of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

The Incumbent and PCC are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report was approved by the PCC, on 16 June 2020 and signed on their behalf by:

Revd Jonathan Ward
Rector

Mrs Christine Blackburn
Treasurer

PCC ST JOHN THE BAPTIST, WEST WICKHAM

**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 DECEMBER 2019**

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PCC ST JOHN THE BAPTIST, WEST WICKHAM (the 'charity')

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 December 2019.

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

RESPONSIBILITIES AND BASIS OF REPORT

As the Trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity'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 2011 Act.

**INDEPENDENT EXAMINER'S REPORT (continued)
FOR THE YEAR ENDED 31 DECEMBER 2019**

INDEPENDENT EXAMINER'S STATEMENT

Your attention is drawn to the fact that the charity has prepared the accounts in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I can confirm that no 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 2011 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.

Signed:

Dated: 16 June 2020

P M Landergan FCA

For Landergan & Co Ltd
26 Burney Street
London
SE10 8EX

PCC ST JOHN THE BAPTIST, WEST WICKHAM

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2019**

	Note	Unrestricted funds 2019 £	Restricted funds 2019 £	Endowment funds 2019 £	Total funds 2019 £	Total funds 2018 £
INCOME AND ENDOWMENTS FROM:						
Donations & legacies	2	146,677	18,916	-	165,593	180,231
Other trading activities	3,4	19,780	218	-	19,998	7,028
Investments	5	536	839	-	1,375	1,171
TOTAL INCOME AND ENDOWMENTS		166,993	19,973	-	186,966	188,430
EXPENDITURE ON:						
Charitable activities	9,6,8, 7	181,263	44,254	-	225,517	187,879
TOTAL EXPENDITURE		181,263	44,254	-	225,517	187,879
NET INCOME / (EXPENDITURE) BEFORE INVESTMENT GAINS/(LOSSES)						
Net gains/(losses) on investments		(14,270)	(24,281)	-	(38,551)	551
NET INCOME / (EXPENDITURE) BEFORE TRANSFERS		(14,270)	(24,281)	4,543	(34,008)	183
Transfers between Funds	17	(9,235)	9,235	-	-	-
NET INCOME / (EXPENDITURE) BEFORE OTHER RECOGNISED GAINS AND LOSSES		(23,505)	(15,046)	4,543	(34,008)	183
NET MOVEMENT IN FUNDS		(23,505)	(15,046)	4,543	(34,008)	183
RECONCILIATION OF FUNDS:						
Total funds brought forward		144,656	131,826	24,261	300,743	300,560
TOTAL FUNDS CARRIED FORWARD		121,151	116,780	28,804	266,735	300,743

The notes on pages 12 to 23 form part of these financial statements.

PCC ST JOHN THE BAPTIST, WEST WICKHAM

**BALANCE SHEET
AS AT 31 DECEMBER 2019**

	Note	£	2019 £	£	2018 £
FIXED ASSETS					
Tangible assets	13		95,098		96,181
Investments	14		28,804		24,261
			<u>123,902</u>		<u>120,442</u>
CURRENT ASSETS					
Debtors	15	16,996		18,629	
Cash at bank and in hand		130,429		167,902	
		<u>147,425</u>		<u>186,531</u>	
CREDITORS: amounts falling due within one year	16	(4,592)		(6,230)	
			<u>142,833</u>		<u>180,301</u>
NET CURRENT ASSETS					
			<u>266,735</u>		<u>300,743</u>
CHARITY FUNDS					
Endowment funds	17		28,804		24,261
Restricted funds	17		116,780		131,826
Unrestricted funds	17		121,151		144,656
			<u>266,735</u>		<u>300,743</u>
TOTAL FUNDS			<u>266,735</u>		<u>300,743</u>

The financial statements were approved by the Trustees on 16 June 2020 and signed on their behalf, by:

Revd Jonathan Ward, Rector

Mrs Christine Blackburn, PCC Member and Treasurer

The notes on pages 12 to 23 form part of these financial statements.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements 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. The financial statements have been prepared in accordance with 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 Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and Charities Act 2011.

PCC St John the Baptist, West Wickham constitutes a public benefit entity as defined by FRS 102.

1.2 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

1.3 Income

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

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

1. ACCOUNTING POLICIES (continued)

1.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Fundraising and publicity costs relate to the objects of the charity. Support costs are those costs incurred directly in support of expenditure on the objects of the charity. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Charitable activities and Governance costs are costs incurred on the charity's educational operations, including support costs and costs relating to the governance of the charity apportioned to charitable activities.

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure.

1.5 Tangible fixed assets and depreciation

All assets costing more than £1,000 are capitalised.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of financial activities.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Freehold property	- Freehold Straight Line over 100 years
Fixtures and fittings	- Straight line 4 years

1.6 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless fair value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and shown in the heading 'Gains/(losses) on investments' in the Statement of financial activities.

PCC ST JOHN THE BAPTIST, WEST WICKHAM

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

1. ACCOUNTING POLICIES (continued)

1.7 Operating leases

Rentals under operating leases are charged to the Statement of financial activities on a straight line basis over the lease term.

1.8 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

2. INCOME FROM DONATIONS AND LEGACIES

	Unrestricted funds 2019 £	Restricted funds 2019 £	Endowment funds 2019 £	Total funds 2019 £	Total funds 2018 £
Giving Gift Aided	100,622	12,820	-	113,442	120,520
Tax Recoverable	24,847	3,513	-	28,360	30,780
Planned Giving	17,723	735	-	18,458	18,281
Other Giving	3,485	1,848	-	5,333	10,650
	<u>146,677</u>	<u>18,916</u>	<u>-</u>	<u>165,593</u>	<u>180,231</u>
Total donations and legacies					
	<u>146,677</u>	<u>18,916</u>	<u>-</u>	<u>165,593</u>	<u>180,231</u>
Total 2018	162,369	17,862	-	180,231	
	<u>162,369</u>	<u>17,862</u>	<u>-</u>	<u>180,231</u>	

3. FUNDRAISING INCOME

	Unrestricted funds 2019 £	Restricted funds 2019 £	Endowment funds 2019 £	Total funds 2019 £	Total funds 2018 £
Fee Income	4,181	-	-	4,181	3,896
Sprung Income	2,484	-	-	2,484	2,490
Activities	837	-	-	837	449
Parish Weekend	12,278	-	-	12,278	-
	<u>19,780</u>	<u>-</u>	<u>-</u>	<u>19,780</u>	<u>6,835</u>
Total 2018	6,835	-	-	6,835	
	<u>6,835</u>	<u>-</u>	<u>-</u>	<u>6,835</u>	

PCC ST JOHN THE BAPTIST, WEST WICKHAM

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

4. TRADING ACTIVITIES

	Unrestricted funds 2019 £	Restricted funds 2019 £	Endowment funds 2019 £	Total funds 2019 £	Total funds 2018 £
Charity trading income					
Lease contribution	-	218	-	218	193
	-	218	-	218	193
Net income from trading activities	-	218	-	218	193

5. INVESTMENT INCOME

	Unrestricted funds 2019 £	Restricted funds 2019 £	Endowment funds 2019 £	Total funds 2019 £	Total funds 2018 £
Dividends	-	839	-	839	818
Interest	536	-	-	536	353
	536	839	-	1,375	1,171
<i>Total 2018</i>	353	818	-	1,171	

6. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

	Unrestricted funds 2019 £	Restricted funds 2019 £	Endowment funds 2019 £	Total funds 2019 £	Total funds 2018 £
Ministry	179,943	33,886	-	213,829	176,830
SJ's	-	10,368	-	10,368	9,999
	179,943	44,254	-	224,197	186,829
<i>Total 2018</i>	171,561	15,268	-	186,829	

PCC ST JOHN THE BAPTIST, WEST WICKHAM

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

7. DIRECT COSTS

	Ministry £	SJ's £	Total 2019 £	Total 2018 £
Ministry- diocesan quota	93,700	-	93,700	91,800
Ministry - clergy expenses	8,914	-	8,914	11,237
Church services	4,364	-	4,364	3,382
Hire & maintenance, buildings & equipment	11,285	9,918	21,203	22,124
Youth & children	9,033	-	9,033	8,692
Upkeep of churchyard	590	-	590	294
General expenses	5,068	-	5,068	4,944
Parish Weekend	18,512	-	18,512	-
Wages and salaries	29,949	-	29,949	-
Depreciation	633	450	1,083	1,781
	<u>182,048</u>	<u>10,368</u>	<u>192,416</u>	<u>144,254</u>
<i>Total 2018</i>	<u>132,933</u>	<u>11,321</u>	<u>144,254</u>	

8. SUPPORT COSTS

	Ministry £	SJ's £	Total 2019 £	Total 2018 £
Subscriptions	1,461	-	1,461	438
Printing, stationery & telephone	1,262	-	1,262	1,106
Bank charges	125	-	125	120
Wages and salaries	9,247	-	9,247	20,436
	<u>12,095</u>	<u>-</u>	<u>12,095</u>	<u>22,100</u>
<i>Total 2018</i>	<u>22,080</u>	<u>20</u>	<u>22,100</u>	

9. GOVERNANCE COSTS

	Unrestricted funds 2019 £	Restricted funds 2019 £	Endowment funds 2019 £	Total funds 2019 £	Total funds 2018 £
Independent Examiners Fees	<u>1,320</u>	<u>-</u>	<u>-</u>	<u>1,320</u>	<u>1,050</u>

PCC ST JOHN THE BAPTIST, WEST WICKHAM

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

10. ANALYSIS OF GRANTS

	Grants 2019 £	Total 2019 £	Total 2018 £
Missionary and charitable giving	19,686	19,686	20,475
	<hr/>	<hr/>	<hr/>
Total 2018	20,475	20,475	
	<hr/>	<hr/>	

11. EXAMINER'S REMUNERATION

The Independent Examiner's remuneration amounts to an Independent Examination fee of £1,320 (2018 - £1,050). - -

PCC ST JOHN THE BAPTIST, WEST WICKHAM

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

12. STAFF COSTS

Staff costs were as follows:

	2019 £	2018 £
Wages and salaries	39,196	20,436

The average number of persons employed by the charity during the year was as follows:

	2019 No.	2018 No.
Administration	1	2
Ministry	2	-
	3	2

No employee received remuneration amounting to more than £60,000 in either year.

13. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Total £
Cost			
At 1 January 2019 and 31 December 2019	95,000	22,507	117,507
Depreciation			
At 1 January 2019	1,350	19,976	21,326
Charge for the year	450	633	1,083
At 31 December 2019	1,800	20,609	22,409
Net book value			
At 31 December 2019	93,200	1,898	95,098
At 31 December 2018	93,650	2,531	96,181

Following a review the PCC have desired to depreciate the fabric of the building over a period of 100 years using the straight line basis, but not the freehold since this does wear out over time.

In addition the church is committed to ensuring that the property is kept in a good state of repair to protect its value.

PCC ST JOHN THE BAPTIST, WEST WICKHAM

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

14. FIXED ASSET INVESTMENTS

	Listed securities £
Market value	
At 1 January 2019	24,261
Disposals	4,543
	<hr/>
At 31 December 2019	28,804
	<hr/>

Investments at market value comprise:

	2019 £	2018 £
Listed investments	28,804	24,261
	<hr/>	<hr/>

All the fixed asset investments are held in the UK

The fixed assets investments which are held within an endowment fund comprise 1,506 units in the CBF Investment Fund. Dividends from these investments are used for the maintenance of the churchyard in accordance with the terms of the endowments.

The fund arises from endowments made in 1953 & 1958.

The freehold property and the investments are held by the South London Church Fund and Southwark Diocesan Board of Finance acting as custodian trustees.

15. DEBTORS

	2019 £	2018 £
Other debtors	15,336	15,479
Prepayments and accrued income	1,660	3,150
	<hr/>	<hr/>
	16,996	18,629
	<hr/>	<hr/>

16. CREDITORS: Amounts falling due within one year

	2019 £	2018 £
Trade creditors	2,321	4,291
Other taxation and social security	784	889
Other creditors	167	-
Accruals and deferred income	1,320	1,050
	<hr/>	<hr/>
	4,592	6,230
	<hr/>	<hr/>

PCC ST JOHN THE BAPTIST, WEST WICKHAM

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

17. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 January 2019 £	Income £	Expenditure £	Transfers in/out £	Gains/ (Losses) £	Balance at 31 December 2019 £
Designated funds						
Audio Visual Fund	2,531	-	(633)	-	-	1,898
General funds						
General Fund	142,125	166,993	(180,630)	(9,235)	-	119,253
Total Unrestricted funds	144,656	166,993	(181,263)	(9,235)	-	121,151
Endowment funds						
Endowment Funds	24,261	-	-	-	4,543	28,804
Restricted funds						
Missions & Charity	-	2,376	(3,186)	810	-	-
Restoration Fund	6,569	-	-	-	-	6,569
Churchyard Fund	3,497	839	(590)	-	-	3,746
SJ's	93,650	1,493	(10,368)	8,425	-	93,200
Young People and Families Enabler	28,110	15,265	(30,110)	-	-	13,265
	131,826	19,973	(44,254)	9,235	-	116,780
Total of funds	300,743	186,966	(225,517)	-	4,543	266,735

PCC ST JOHN THE BAPTIST, WEST WICKHAM

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

17. STATEMENT OF FUNDS (continued)

Designated funds

Audio Visual - Unrestricted gift designated by PCC to buy equipment that has been capitalised and depreciated.

Restricted Funds

Missions and charities Fund - Gifts for specific missions and charities which are applied in accordance with the wishes of the donor.

Restoration Fund - Funds and gifts received for major repairs to the fabric of the Church

Churchyard Fund - Funded by dividends received from the endowment funds and used for the maintenance of the churchyard in accordance with the terms of the endowments.

SJ's Fund - Funds and gifts received for the purchase, refurbishment and running costs of the premises used as a centre for meeting and serving the community.

Young People and Families Enabler - Funds given to support the salary and other costs of this post.

STATEMENT OF FUNDS - PRIOR YEAR

	<i>Balance at 1 January 2018 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Gains/ (Losses) £</i>	<i>Balance at 31 December 2018 £</i>
Designated funds						
Audio Visual Fund	3,375	-	(844)	-	-	2,531
General Funds - all funds	137,698	169,557	(155,397)	(9,733)	-	142,125
Endowment funds						
Endowment Funds	24,629	-	-	-	(368)	24,261
Restricted funds						
Missions & Charity	1,813	2,945	(4,975)	217	-	-
Restoration Fund	5,569	1,000	-	-	-	6,569
Churchyard Fund	2,973	818	(294)	-	-	3,497
SJ's	94,100	1,375	(11,341)	9,516	-	93,650
Young People and Families Enabler	30,403	12,735	(15,028)	-	-	28,110
	134,858	18,873	(31,638)	9,733	-	131,826
Total of funds	300,560	188,430	(187,879)	-	(368)	300,743

PCC ST JOHN THE BAPTIST, WEST WICKHAM

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

18. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Unrestricted funds 2019 £	Restricted funds 2019 £	Endowment funds 2019 £	Total funds 2019 £
Tangible fixed assets	1,898	93,200	-	95,098
Fixed asset investments	-	-	28,804	28,804
Current assets	123,678	23,747	-	147,425
Creditors due within one year	(4,425)	(167)	-	(4,592)
	<u>121,151</u>	<u>116,780</u>	<u>28,804</u>	<u>266,735</u>

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	Unrestricted funds 2018 £	Restricted funds 2018 £	Endowment funds 2018 £	Total funds 2018 £
Tangible fixed assets	2,081	93,650	-	96,181
Fixed asset investments	1,615	-	24,261	24,261
Current assets	148,355	38,176	-	186,531
Creditors due within one year	(6,230)	-	-	(6,230)
	<u>145,821</u>	<u>131,826</u>	<u>24,261</u>	<u>300,743</u>

19. OPERATING LEASE COMMITMENTS

At 31 December 2019 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	2019 £	2018 £
Amounts payable:		
Within 1 year	3,567	3,567
Between 1 and 5 years	10,402	13,969
Total	<u>13,969</u>	<u>17,536</u>

20. RELATED PARTY TRANSACTIONS

	2019 £	2018 £
Ministry expenses	6,271	5,345
Curates housing to diocese	2,643	5,875
Salary	31,797	12,792

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

20. RELATED PARTY TRANSACTIONS (continued)

The above ministry expenses were paid to 4 people (2018 - 4), including the Minister, Curate and Southwark Pastoral Auxiliary and no benefit arose to any of them from these transactions.

The salary payments were to the Young People and Families Enabler Miss A Stockdale and Mr D Leeves as part of the "Learning Leadership" programme.