

**Parochial Church Council of St. Philip,
Tunbridge Wells**

**ANNUAL REPORT
AND
FINANCIAL STATEMENTS
OF THE
PAROCHIAL CHURCH COUNCIL
FOR THE YEAR ENDED 31^{s*} DECEMBER 2016**

Registered charity number: 1163165

*"....living and sharing the Good News of Jesus
through the power of the Holy Spirit"*

Parochial Church Council of St. Philip, Tunbridge Wells

REFERENCE AND ADMINISTRATIVE INFORMATION 2016

Office:	Church Office St Philip's Church Birken Road Tunbridge Wells TN2 3TE	<i>The Church Office is open 9.30am - 12.30pm on Monday - Thursday only phone: 01892 531031</i>
Vicar:	The Revd. Richard Thomas The Vicarage Birken Road Tunbridge Wells TN2 3TE	<i>(from 10 September 2016)</i>
Bankers:	Lloyds TSB Bank pic 82 Mount Pleasant Road Tunbridge Wells, TN1 1RP	Barclays Bank pic 10 Calverley Road Tunbridge Wells, TN1 2UZ
Independent Examiner:	Gerry Hughes Diocesan Office St Nicholas Church Boley Hill Rochester ME1 1SL	
Members of the PCC:		
<i>Ex-officio</i>	The Revd. Richard Thomas Mr Anthony King Mrs Norma Milne Mrs Susie Pinder	<i>Vicar (Chairman) from 10 September 2016 Warden Warden Reader</i>
<i>Elected to Deanery Synod</i>	Mrs Sarah Fames Mrs Jacqueline Stillwell	<i>To November 2016</i>
<i>Elected members</i>	Mr Matthew Brookes Mrs Vivienne Farina Mr Gary Hardwick Mrs Sandra Hawkins Mrs Emma Heasman Mrs Ailsa Hemsley Mrs Heather Payne Mr Denis Pearce Mrs Dorothy Weller Mr Christopher Weller Mrs Kay Williams	<i>To 17 April 2016 Hon Secretary To 17 April 2016 From 17 April 2016 from 17 April 2016 Hon Treasurer</i>
<i>Co-opted member</i>	Dr Ray Hawkins Mr Christopher Weller	<i>To 17 April 2016</i>
Parish Administrator:	Mrs Emma Heasman	

Registered charity number: 1163165

Website: <http://www.stphiliptunbridgewells.org.uk/>

Parish of St. Philip, Tunbridge Wells

ANNUAL REPORT FOR 2016

Structure, governance and management

The parish of St Philip, Tunbridge Wells was created with effect from 1st August 2004.

The Parochial Church Council (PCC) is registered as a charity under the *Charities Act 2011*. The function and purpose of the PCC is outlined in the *Parochial Church Councils (Powers) Measure 1956*.

Charity Law requires the PCC to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charity for that period. In preparing, these financial statements the PCC have:

- Selected suitable accounting policies and applied them consistently
- Made judgements and estimates that are reasonable and prudent
- Stated whether applicable accounting standards have been followed subject to any material departures disclosed and explained in the financial statements and;
- Prepared the financial statements on the ongoing concern basis

The PCC have overall responsibility for ensuring the charity has appropriate systems of control, financial and otherwise. They are also responsible for keeping proper accounting records which 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*.

It is 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 and to provide reasonable assurance that:

- The charity is operating efficiently and effectively
- The assets are safeguarded against unauthorised use and disposition
- Proper records are maintained and financial information used within the charity or for publication is reliable
- The charity complies with relevant laws and regulations

Members of the PCC are either *ex officio* or elected by the Annual Parochial Church Meeting (APCM) in accordance with the *Church Representation Rules*. The APCM also appoints representatives to serve on the Deanery Synod. The names of those who have served on the PCC during the year are shown on Page 1. The APCM was held on 17 April 2016.

In addition to a number of Committees operated by the PCC, which meet between full meetings of the PCC, the church also has a Mission Leadership Team (MLT), re-formed from the Ministry Leadership Team, which provides guidance and advice to the PCC on key issues.

The Standing Committee is the only committee required by law. It has power to transact the business of the PCC between its meetings, subject to any directions given by the Council. The Standing Committee has met once during the period of this report.

The Mission Committee has oversight of the support given by the parish to its link mission partners, and for mission generally, both overseas and in this country.

Other Committees of the PCC oversee the ministry leadership of the Church (worship & prayer), children & youth work, pastoral care and local outreach.

The PCC is also represented on several Christian organisations and associations in the town.

Objectives and activities

The mission statement of St Philip's Church is to "**serve the communities of Sherwood, Sandown, North Farm, Home Farm & Knights Park by living and sharing the Good News of Jesus through the power of the Holy Spirit.**"

St Philip's Church is located in the Sherwood district of Tunbridge Wells - an area designated as one of high social need.

When planning activities for the year, the vicar and PCC have considered the Charity Commission's guidance on public benefit in "*The Advancement of Religion for the Public Benefit*" and have regard to it in their administration of the Parish. The PCC believes that, by fulfilling its responsibility to work together with the vicar in the parish and co-operate in all matters of concern and importance for the promotion of the whole mission of the Church, pastoral, evangelistic, social and ecumenical, it provides a benefit to the public by:

- a) Providing resources and facilities for public worship, pastoral care and spiritual, moral and intellectual development, both for its members and for anyone who wishes to benefit from what the Church offers;
- b) Supporting the wider mission of the Church through both prayer and grants to mission work, charities and Christian relief agencies.
- c) Promoting Christian values, and service by Church members in their communities, to the benefit of individuals and society as a whole.
- d) Providing community facilities in Church premises for groups to meet for social and educational purposes.

The council has complied with its 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).

In all its activities the PCC depends upon Church members who give freely of their time and talents to help achieve its mission. This resource cannot be quantified in monetary terms and is not included in the accounts.

Achievements and performance

The full PCC met 6 times during the year. Average attendance was 75%. Major decisions included approval of:

- a) The replacement of the church windows with PVC/u windows.
- b) The replacement of the church boiler
- c) The review and approval of the Health & Safety Policy.
- d) The appointment of Sarah Farnes to replace Lizzie Taylor as Deanery Synod representative.
- e) The appointment of Julie Thomas as Youth & Children's Leader.

Parish of St. Philip, Tunbridge Wells

ANNUAL REPORT for 2016 (continued)

- f) The Christmas giving was to support the Diocesan Poverty & Hope Appeal and the Sevenoaks Counselling Service.

The Readers and the Wardens organised the services during the interregnum until the Reverend Richard Thomas took up post in September 2016. The regular worship of God in St Philip's continues, providing the opportunity for spiritual refreshment, teaching, communal prayer, outreach, communication and fellowship. The home-groups provide further sustenance for their members. The Church benefited from the assistance of Rev. Susanne Carlsson and her team from the Rochester Diocesan Spiritual Network, who, during a 5 week Lent Course, worked in showing alternative ways to encounter God in prayer. The generally private ministry of pastoral care in the parish also is carried out daily. Several groups meet weekly in the Church, catering for all ages. The parish has two Readers and no Pastoral Assistants.

At the revision of the electoral roll in April 2016, there were 99 on the Church electoral roll, compared with 102 the previous year. Average attendance (including children) at Church services in 2016 was 60 compared to 66 in 2015.

The parish continued its evangelistic initiatives in 2016. Apart from the day-to-day witness of Church members in their households, neighbourhoods and workplaces, various social events took place throughout the year, including several Messy Church events and a Pancake Party. The church joined the Passport Scheme organised by TN2 for the residents of Sherwood. The events organised by, and held at the church, included a Cream Tea, a Kids Club Party, a fun evening to meet the new vicar and a Bright Light Party. The SPYS group attends a monthly Unite Youth Service at the Tunbridge Wells Christian Centre.

Several community groups meet regularly in the Church or day centre. These include an orchestra, a computer cyber café, Access All Areas Job Club, a children's dance group, the Alzheimer's Society and other clubs. The premises are available for rental when not in use for church activities.

The Parish web-site continues to be updated weekly and gives details of parish activities, transcripts of sermons and other news of Christian involvement both in the parish and in the wider community. The church has a page on Facebook.

Financial review

The Report of the PCC has been prepared in accordance with *Accounting and Reporting by Charities* (SORP FRS102).

a) Reserves

The PCC has considered the level of reserves that it should carry to ensure that it could weather some downturn in its normal income pattern or deal with some unexpected, immediate and exceptional need for expenditure. The PCC reserves policy is that a level of freely available unrestricted general funds should be maintained equivalent to between three and six months' regular running costs.

b) Financial risks

The PCC undertook a financial appraisal of the parish funding in 2009 which showed that there would be a high impact on parish finances if some members' contributions under the planned giving scheme were reduced or ceased. This occurred in the last quarter of 2015 whereupon the PCC took

immediate steps to reduce expenditure and seek to increase rental income. Planned giving is now rising again.

c) Income

As expected, regular giving income was some £6,000 down on 2015 but one-off generous donations were received of nearly £17,000 enabling the PCC to replace the Church boiler, to install the shower, to repair the windows and to provide new carpets for the vicarage. A welcome increase in rental income more than outweighed a reduction in funeral fees. Overall income totalled £97,456 compared to £93,037 in 2015.

d) Expenses

Expenses totalled £95,287 compared to £96,130 in 2015. Regular Church running costs were £22,000 lower than in the previous year. This reduction was planned with the objective of making up the general account deficit of £8,800 suffered in 2015. Largest reductions were in our Diocese "offer" £40,200 against £50,000 (being without a vicar for nine months of the year), office salaries £3,421 against £6,417 (no administrator for six months) and repairs down by £6,000. There were exceptional costs in the year for replacing the boiler (£6,372), installing the shower (£4,115), replacing windows (£14,079) and providing vicarage carpets (£2,270). Anticipated annual regular running costs, including outward giving, for 2017 will return to the higher level of £84,000.

e) Transfers

The PCC sets aside funds for the maintenance of the Church and café as agreed with the Diocese under the quinquennial repair programme. £2,050 was transferred into the repair fund in 2016 (2015 - £2,050).

£3,000 was transferred from the general fund to the tithe fund (2015 - £2,000) from which grants are made to mission partners, aid agencies and others as decided by the PCC.

£2,000 was transferred to a new renovation fund to improve signage and the welcoming environment at the entrance.

f) Funds

The general fund shows a surplus of £8,819 for the year (2015 – deficit of £8,819), so achieving our planned objective, and leaving a balance of £27,146 to be carried forward as freely available unrestricted reserves. This is the equivalent of 4.1 months' regular running costs (*last year – 3.5 months*).

The balance on restricted funds stands at a £3,797. This represents the money remaining from the shower project to be used for upgrading the lavatories. The final instalment of the loan from the Diocese for the chancel project was repaid in 2016. During the year £1,732 (2015 - £1,880) was received and distributed specifically for mission and relief work.

Plans for the future

To reach out with the love of Christ to the whole parish and to work together to further the church's mission to the new community of Knights Wood and Lakewood.

Signed on behalf of the PCC on 8th March 2017

RICHARD THOMAS

Chairman

The Parochial Church Council of St. Philip, Tunbridge Wells

Independent examiner's report to the PCC of St Philip Tunbridge Wells For the year ended 31st December 2016

This report on the financial statements of the PCC for the year ended 31st December 2016, which are set out on pages 5 to 13, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and s.145 of the Charities Act 2011 ('the Act').

Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the financial statements; you consider that the audit requirement of the Regulations and section 144 (2) of the Act does not apply and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 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 under s. 145 (5)(b) of the Act and to be found in the Church guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently 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:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare financial statements, which accord with the accounting records and comply with the requirements of the Act and the Regulations

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

GERRY HUGHES, BSc (Hons), ACMA

Diocesan Office
St Nicholas Church
Boley Hill
Rochester
Kent ME1 1SL

27 February 2017

Parish of St Philip, Tunbridge Wells

STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31st December 2016

	Note	Unrestricted Funds	Restricted Funds	Total	2015
INCOME AND ENDOWMENTS from					
Donations and legacies	2 (a)	66,315	9,694	76,009	73,721
Investment income	2 (b)	53	-	53	70
Charitable activities	2 (c)	4,744	-	4,744	19,246
Other trading activities	2 (d)	16,650	-	16,650	-
TOTAL		87,762	9,694	97,456	93,037
EXPENDITURE on					
Raising funds	3 (a)	84	-	84	83
Charitable activities					
(I) Provision of Christian worship and ministry	3 (b i)	66,796	1,914	68,710	77,845
(II) Support for the wider mission of the Church	3 (b ii)	3,000	1,732	4,732	3,920
(III) Provision of community facilities	3 (b iii)	18,890	2,871	21,761	14,270
TOTAL		88,770	6,517	95,287	96,118
NET MOVEMENT IN FUNDS		(1,008)	3,177	2,169	(3,081)
Balances brought forward 1st January 2016		249,846	3,620	253,466	256,547
Transfers between funds		3,000	(3,000)	-	-
BALANCES CARRIED FORWARD 31st December 2016		£ 251,838	£ 3,797	£ 255,635	£ 253,466
ANALYSIS OF NET ASSETS BY FUND					
Fixed assets		218,016	-	218,016	218,016
Current assets		41,438	3,797	45,235	44,855
Current liabilities		(7,616)	-	(7,616)	(9,405)
		£ 251,838	£ 3,797	£ 255,635	£ 253,466

2015				
Fixed assets	218,016	-	218,016	
Current assets	36,835	8,020	44,855	
Current liabilities	(5,005)	(4,400)	(9,405)	
	£ 249,846	£ 3,620	£ 253,466	

Parish of St Philip, Tunbridge Wells

BALANCE SHEET as at 31st December 2016

	Note	Unrestricted Funds	2016 Restricted Funds	Total	2015
FIXED ASSETS					
Tangible Fixed Assets	7	218,016	-	218,016	218,016
CURRENT ASSETS					
Debtors	8	2,354	61	2,415	3,726
Short Term Deposits	9	12,099	-	12,099	20,405
Cash at Bank & in Hand	10	26,387	4,334	30,721	20,724
		40,840	4,395	45,235	44,855
LIABILITIES:					
Amounts falling due within 1 year	11	7,018	598	7,616	9,405
NET CURRENT ASSETS					
		33,822	3,797	37,619	35,450
TOTAL ASSETS LESS CURRENT LIABILITIES					
		251,838	3,797	255,635	253,466
NET ASSETS					
		<u>£ 251,838</u>	<u>£ 3,797</u>	<u>£ 255,635</u>	<u>£ 253,466</u>
FUNDS					
Unrestricted					
- General	12	27,146	-	27,146	18,327
- Designated	12	224,692	-	224,692	231,519
		251,838	-	251,838	249,846
Restricted	13	-	3,797	3,797	3,620
TOTAL FUNDS					
		<u>£ 251,838</u>	<u>£ 3,797</u>	<u>£ 255,635</u>	<u>£ 253,466</u>

Approved by the Parish Church Council
and signed on its behalf by

RICHARD THOMAS, Vicar
CHRISTOPHER WELLER, Hon. Treasurer

Date: 8th March 2017

Parochial Church Council of St Philip, Tunbridge Wells
NOTES TO THE FINANCIAL STATEMENTS for the year ended 31st December 2016

1 ACCOUNTING POLICIES

The Church is a Public Benefit Entity (PBE) within the meaning of FRS102. The accounts show a true and fair view and have been prepared under the Charities Act 2011 and the Church Accruals Accounts August 2016 and in accordance with the applicable accounting standard (FRS102) and the Charities SORP based thereon.

The accounts have been prepared under the historical cost convention except for the freehold property which is shown at a market value assessed by the PCC in March 2008. 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.

There is no material uncertainty about the Church's ability to continue as a going concern for the foreseeable future,

Funds

Unrestricted funds are general funds which can be used by the PCC for general purposes. Designated funds are set aside by the PCC for a particular purpose and are also unrestricted. Restricted funds represent funds received for a specific object and may only be used for that object.

Incoming Resources

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

Planned giving under pledges or gift aid commitments is recognised when received.

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

Grants and legacies to the PCC are accounted when the PCC is notified of its legal entitlement and the amounts due. Funds raised by coffee mornings or other events, sales of books, Bible reading notes and similar items are recognised gross. Rental income from the letting of church premises is accounted for when the rent is due.

Resources expended

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

The Diocese "offer" is *accounted for when payable*. Any part *unpaid at 31 December* is provided *for in* these accounts as an *operational* (though not a legal) liability and is shown as a creditor in the Balance Sheet.

Other expenditure is recognised when incurred and is accounted for gross.

Fixed Assets

Consecrated and benefice property is not included in the financial statements in accordance with s10(2), Charities Act 2011. The share of the Vicarage owned by the PCC is included at a market value assessed by the PCC in March 2008, after consultation with the Diocese. No depreciation is provided as the property is included in the financial statements at that value.

No value is placed on moveable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers these to be inalienable property. All expenditure incurred during the year on the Church buildings and moveable church furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities (SOFA) and separately disclosed.

All equipment, carpets, furniture and other similar items are written off as expenditure in the Statement of Financial Activities (SOFA) and separately disclosed.

Current assets

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

Short-term deposits include cash held on deposit with the Diocesan Board of Finance.

NOTES TO THE ACCOUNTS for the year ended 31st December 2016

2 INCOME AND ENDOWMENTS

	Unrestricted Funds	Restricted Funds	Total	Unrestricted Funds	2015 Restricted Funds	Total
2 (a) Donations and legacies						
Gift Aid donations	47,126	2,736	49,862	46,484	5,709	52,193
Income Tax recoverable	11,274	684	11,958	11,289	1,428	12,717
Other planned giving	1,219	-	1,219	1,258	-	1,258
	<u>59,619</u>	<u>3,420</u>	<u>63,039</u>	<u>59,031</u>	<u>7,137</u>	<u>66,168</u>
Plate collections at services	3,574	-	3,574	3,094	-	3,094
Legacies	-	-	-	-	-	-
Grants	-	-	-	-	600	600
Subscriptions to Associated organisations	872	-	872	839	-	839
All other giving	2,250	6,274	8,524	1,638	1,854	3,492
	<u>66,315</u>	<u>9,694</u>	<u>76,009</u>	<u>64,602</u>	<u>9,591</u>	<u>74,193</u>
Donations analysed by fund						
General fund	56,710	-	56,710	62,264	-	62,264
Boiler replacement	6,372	-	6,372	-	-	-
Shower installation	-	5,292	5,292	-	2,481	2,481
Window repair fund	-	2,670	2,670	-	1,000	1,000
Vicarage carpets	2,270	-	2,270	-	-	-
Associated organisations	963	-	963	2,138	-	2,138
Painting for chapel	-	-	-	200	-	200
Mission and relief agencies	-	1,732	1,732	-	1,860	1,860
Chancel development fund	-	-	-	-	4,250	4,250
	<u>66,315</u>	<u>9,694</u>	<u>76,009</u>	<u>64,602</u>	<u>9,591</u>	<u>74,193</u>
2 (b) Investment income						
Interest	53	-	53	70	-	70
2 (c) Charitable activities						
Clergy fees	4,744	-	4,744	6,462	-	6,462
2 (d) Other trading activities						
Sales of books & SU notes	81	-	81	235	-	235
Rentals	16,391	-	16,391	10,519	-	10,519
Other income	178	-	178	1,558	-	1,558
	<u>16,650</u>	<u>-</u>	<u>16,650</u>	<u>12,312</u>	<u>-</u>	<u>12,312</u>
TOTAL	<u>£ 87,762</u>	<u>£ 9,694</u>	<u>£ 97,456</u>	<u>£ 83,446</u>	<u>£ 9,591</u>	<u>£ 93,037</u>

NOTES TO THE ACCOUNTS for the year ended 31st December 2016

3 EXPENDITURE

	Unrestricted Funds	Restricted Funds	Total	Unrestricted Funds	2015 Restricted Funds	Total
3(a) Costs of raising funds						
Planned giving scheme expenses	84	-	84	83	-	83
3 (b) Charitable activities						
(i) Provision of Christian worship and ministry						
Diocese "offer"	40,200		40,200	50,000	-	50,000
Clergy expenses & housing costs	4,758	-	4,758	4,562	-	4,562
Readers & PAs costs	150	-	150	330	-	330
Services & fellowship	1,717	-	1,717	1,447	-	1,447
Youth & childrens' work	1,518	-	1,518	2,610	-	2,610
Adult education & other outreach	257	-	257	307	-	307
Books, SU notes & fleeces for resale	48	-	48	144	-	144
Subscriptions & sundry	255	-	255	50	-	50
Church & premises costs (note 4)	12,169	1,914	14,083	8,378	-	8,378
Management and administration (note 5)	5,724	-	5,724	10,017	-	10,017
	66,796	1,914	68,710	77,845	-	77,845
(ii) Support for the wider mission of the Church						
Grants and outward giving (note 14)	3,000	1,732	4,732	2,040	1,880	3,920
(iii) Provision of community facilities						
Cyber café, & other outreach	-	-	-	589	-	589
Church & premises costs (note 4)	18,254	2,871	21,125	12,568	-	12,568
Management and administration (note 5)	636	-	636	1,113	-	1,113
	18,890	2,871	21,761	14,270	-	14,270
TOTAL	£ 88,770	£ 6,517	£ 95,287	£ 94,239	£ 1,880	£ 96,119

NOTES TO THE ACCOUNTS for the year ended 31st December 2016

	Unrestricted Funds	Restricted Funds	Total	2015 Total All Unrestricted Funds
4 CHURCH AND PREMISES COSTS				
Insurance	1,311	-	1,311	1,272
Water rates	148	-	148	141
Heating	2,157	-	2,157	1,850
Electricity	944	-	944	933
Cleaning	4,627	-	4,627	4,217
Maintenance & repairs	13,891	670	14,561	6,569
New boiler/projection equipment	6,372	-	6,372	4,217
Shower installation	-	4,115	4,115	-
Garden planting/ painting for Chapel	132	-	132	200
Equipment maintenance & renewal	841	-	841	1,547
				-
	30,423	4,785	35,208	20,946
<i>allocated to activities in proportion to usage</i>				
Provision of Christian worship and ministry - 40%	12,169	1,914	14,083	8,378
Provision of community facilities - 60%	18,254	2,871	21,125	12,568
	30,423	4,785	35,208	20,946

5 MANAGEMENT & ADMINISTRATION

Salaries	3,422	-	3,422	6,418
Stationery & postage	655	-	655	662
Telephone	483	-	483	222
Photocopier replacement	-	-	-	-
Office computer and software	153	-	153	176
Office equipment hire & maintenance	960	-	960	1,426
Cash shortage	-	-	-	5
Other administrative costs	207	-	207	974
Independent Examiner's fees	480	-	480	480
Advertising for new incumbent	-	-	-	777
	6,360	-	6,360	11,130
<i>allocated to activities in proportion to Administrator's time spent</i>				
Provision of Christian worship and ministry (90%)	5,724	-	5,724	10,017
Provision of community facilities (10%)	636	-	636	1,113
	6,360	-	6,360	11,130

6 STAFF COSTS

Wages and Salaries	£7,504	£ 10,365
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During the year the PCC employed a church administrator and a cleaner, neither of whom earned £60,000 per annum or more.

Reimbursed expenses

Reimbursed expenses to the Vicar amounted in total to £164 (2015 - £1,023).

Other members of the PCC were reimbursed £ nil (2015 – £127) for expenses incurred on behalf of the PCC.

No payments other than for reimbursed expenses were made to PCC members.

7 FIXED ASSETS FOR USE BY THE PCC

Land and Buildings

As set out in Note 1 to these accounts, the PCC is not obliged under the requirements of the Charities SORP to allocate any value to consecrated buildings. St Philip's Church is an unconsecrated building, but due to its special nature no market valuation can be readily determined.

The Parish has a 60.56% legal interest in the vicarage known as St Philip's Vicarage. The share of the vicarage owned by the PCC is included at a market value assessed by the PCC in March 2008 following consultation with the Diocese. The PCC have reviewed the value of the property at 31 December 2016 and consider the carrying value to be the same as the initial value in March 2008 in light of the fluctuations in the UK property market.

	Land and buildings
VALUATION	
At 1st January 2016	218,016
At 31st December 2016	218,016

	Unrestricted Funds	2016 Restricted Funds	Total	Unrestricted Funds	2015 Restricted Funds	Total
8 DEBTORS						
Tax Recoveries	2,170	-	2,170	2,287	-	2,287
Prepayments	45	-	45	-	-	-
Other Debtors	139	61	200	1,389	50	1,439
	<u>2,354</u>	<u>61</u>	<u>£ 2,415</u>	<u>£ 3,676</u>	<u>£ 50</u>	<u>£ 3,726</u>
9 SHORT TERM DEPOSITS						
Diocesan Loans Fund	9,666	-	9,666	9,628	-	9,628
Diocesan Church Repair Fund	2,433	-	2,433	10,777	-	10,777
	<u>12,099</u>	<u>-</u>	<u>£ 12,099</u>	<u>£ 20,405</u>	<u>£ -</u>	<u>£ 20,405</u>
10 CASH AT BANK & IN HAND						
Lloyds Bank	17,146	-	17,146	6,454	7,970	14,424
Barclays Bank	9,219	4,334	13,553	6,091	-	6,091
Cash in hand	22	-	22	209	-	209
	<u>26,387</u>	<u>4,334</u>	<u>£ 30,721</u>	<u>£ 12,754</u>	<u>£ 7,970</u>	<u>£ 20,724</u>
11 LIABILITIES						
<i>Falling due within one year</i>						
Sundry Creditors and accruals	7,018	598	7,616	5,005	-	5,005
Loan from Diocese Repairs Fund	-	-	-	-	4,400	4,400
	<u>7,018</u>	<u>598</u>	<u>£ 7,616</u>	<u>£ 5,005</u>	<u>£ 4,400</u>	<u>£ 9,405</u>

NOTES TO THE ACCOUNTS for the year ended 31st December 2016

	At 1/1/16	Income	Expenditure	Transfers	At 31/12/16
12 UNRESTRICTED FUNDS					
General Fund	18,327	78,142	(62,273)	(7,050)	27,146
	18,327	78,142	(62,273)	(7,050)	27,146
Designated Accounts					
Vicarage Property Fund	218,016	-	-	-	218,016
Mission Tithe Fund	-	-	(3,000)	3,000	-
Church Repair Fund	10,777	15	(13,409)	5,050	2,433
Renovation Fund	-	-	-	2,000	2,000
Vicar's Discretionary Fund	672	-	-	-	672
Other designated funds					
Boiler renewal	-	6,372	(6,372)	-	-
Vicarage carpets	-	2,270	(2,270)	-	-
Miscellaneous	436	-	(132)	-	304
Associated Organisations					
Kidz Klub	193	91		-	284
Youth fund	1,348	315	(685)	-	978
Pippins	77	557	(629)	-	5
	231,519	9,620	(26,497)	10,050	224,692
	£ 249,846	£ 87,762	(£ 88,770)	£ 3,000	£ 251,838

13 RESTRICTED FUNDS

Mission Specific Giving	-	1,732	(1,732)	-	-
Shower Fund	2,620	5,292	(4,115)	-	3,797
Window Repair Fund	1,000	2,670	(670)	(3,000)	-
	£ 3,620	£ 9,694	(£ 6,517)	(3,000)	£ 3,797

14 DESCRIPTION OF FUNDS

The General Fund represents the funds available to the PCC for the day to day running of the church and the parish.

The Vicarage Property Fund represents the PCC's proportionate share of the freehold value of the Vicarage.

The Mission Tithe Fund represents the funds set aside under the PCC's commitment of allocating a regular portion of general income towards mission, relief and other charitable work.

The Church Repair Fund represents the funds held with the Diocese set aside for future quinquennial repairs.

The Renovation Fund has been newly established to set money aside for making the church premises more welcoming by improving signage, foyer environment and provision of information.

Vicar's Discretionary Fund is set aside for assistance to parishioners at the confidential discretion of the vicar.

Other designated asset funds represent monies given to the PCC towards projects or one-off items of expenditure which otherwise would have been funded from the general fund.

Associated Organisations show the movements of the funds held for or by the various bodies belonging to the parish fellowship.

Restricted Funds represent funds given for specific purposes and cannot be used by the PCC for any other purpose without the express permission of the donors.

Parish of St Philip Tunbridge Wells

NOTES TO THE ACCOUNTS for the year ended 31st December 2016

14 GRANTS & OUTWARD GIVING

	Unrestricted Funds	Restricted Funds	Total	2015	
				Unrestricted Funds	Restricted Funds
1. Overseas missionary societies					
Embrace the Middle East	-	-	-	-	20
Friends of the Holy Land	300	-	300	-	295
Bethlehem Arab Rehab Centre	300	-	300	400	-
	600	-	600	400	315
2. Overseas relief and development agencies					
Tear Fund	300	500	800	300	1,113
Bolivian Mission	-	100	100	-	-
Rochester Diocese - Poverty & Hope Appeal	100	299	399	400	-
Rochester Diocese - Overseas Links	-	79	79	-	-
Rochester Diocese - Tanzania appeal	-	-	-	-	114
	400	978	1,378	700	1,227
3. Home mission and other charitable giving					
Rochester Diocese - Ordination fund	-	385	385	-	-
Friends of Kent Churches	-	70	70	-	-
Tunbridge Wells Youth For Christ	200	-	200	-	295
Christians Together in Tunbridge Wells	100	-	100	100	-
Church of England Children's Society	200	-	200	100	22
Church Army	200	-	200	100	21
Oakley School	200	-	200	-	-
Hospice in the Weald	400	-	400	-	40
Sevenoaks Christian Counselling	100	299	399	-	-
Tunbridge Wells Winter Shelter	400	-	400	400	-
Church Pastoral Aid Society	200	-	200	200	-
	2,000	754	2,754	900	378
Totals	£ 3,000	£ 1,732	£ 4,732	£ 2,000	£ 1,920
				<i>Total</i>	£ 3,920