

# ***St Philip's Church***

**ANNUAL REPORT  
AND  
FINANCIAL STATEMENTS  
OF THE  
PAROCHIAL CHURCH COUNCIL  
FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2017**

**Parish of St. Philip, Tunbridge Wells**

**Registered charity number: 1163165**



## Parish of St. Philip, Tunbridge Wells

### REFERENCE AND ADMINISTRATIVE INFORMATION 2017

<b>Office:</b>	Church Office St Philip's Church Birken Road Tunbridge Wells TN2 3TE	<i>The Church Office is open 9.30am - 12.30pm Monday - Thursday only phone: 01892 531031</i>
<b>Vicar:</b>	The Revd. Richard Thomas The Vicarage Birken Road Tunbridge Wells TN2 3TE	
<b>Bankers:</b>	Lloyds TSB Bank plc 82 Mount Pleasant Road Tunbridge Wells, TN1 1RP	Barclays Bank plc 10 Calverley Road Tunbridge Wells, TN1 2UZ
<b>Independent Examiner:</b>	Gerry Hughes Diocesan Office St Nicholas Church Boley Hill Rochester ME1 1SL	
<b>Members of the PCC:</b>		
<i>Ex-officio</i>	The Revd. Richard Thomas  Mr Anthony King Mrs Norma Milne Mrs Susie Pinder	<i>Vicar (Chairman)</i>  <i>Warden</i> <i>Warden</i> <i>Reader</i>
<i>Elected to Deanery Synod</i>	Mrs Sarah Farnes Dr Ray Hawkins Mr Dennis Pearce	<i>To 30 April 2017</i> <i>From 30 April 2017</i> <i>From 30 April 2017</i>
<i>Elected members</i>	Mrs Vivienne Farina Mrs Sarah Farnes Mr Gary Hardwick Mrs Sandra Hawkins Mrs Ailsa Hemsley Mrs Heather Payne Mr Dennis Pearce Mrs Dorothy Weller Mr Christopher Weller Mrs Kay Williams Ms Rowena Wort	<i>Hon Secretary</i>  <i>To 30 April 2017</i> <i>To 30 April 2017</i> <i>Hon Treasurer</i>  <i>From 30 April 2017</i>
<i>Co-opted Members</i>	Dr Ray Hawkins	<i>To 30 April 2017</i>
<b>Parish Administrator:</b>	Mrs Emma Heaseman	

Registered charity number: 1163165

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

# Parish of St. Philip, Tunbridge Wells

## ANNUAL REPORT FOR 2017

### Structure, governance and management

The parish of St Philip, Tunbridge Wells was created with effect from 1<sup>st</sup> 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 30 April 2017.

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 three times 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) A new church logo.
- b) Update of the signage on the building and the outside Notice Board and to update the entrance hall
- c) Refresh/update the church website.
- d) Refurbish the toilets.
- e) The review and approval of the Health & Safety Policy.
- f) The appointment of Lynda Howlett as Representative for Vulnerable People.



## Parish of St. Philip, Tunbridge Wells

### ANNUAL REPORT for 2017 (continued)

- g) A new Sunday evening Youth Group.
- h) The Christmas giving was to support the Diocesan Poverty & Hope Appeal and the local charity "Life and Soul" working with children and young people.

The regular worship of God in St Philip's continues, providing the opportunity for spiritual refreshment, teaching, communal prayer, outreach, communication and fellowship. A Lent Course was held weekly during March and an Alpha Course during November. 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 one Reader, one Reader (PTO) and no Pastoral Assistants.

At the revision of the electoral roll in April 2017, there were 99 on the Church electoral roll, the same number as the previous year. Average attendance (including children) at Church services in 2017 was 67 compared to 60 in 2016.

The parish continued its evangelistic initiatives in 2017. 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, a Quiz Evening and a Pancake Party, all of which were well attended by members of the community. The first meeting of a new weekly Community Café was held in the church at the beginning of November and continues to be well attended. 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, and other clubs. The premises are available for rental when not in use for church activities.

A new Parish web-site is currently under development and will be relaunched in early 2018 and 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

A financial appraisal of the parish funding showed that there would be a high impact on parish finances if some members' regular giving was reduced or ceased. This event happened in 2015 whereupon the PCC took immediate steps to reduce expenditure and sought to increase trading revenue. This action resulted in a significant growth of rental income in 2016 and 2017. Similarly an increase in regular planned giving over the last year has restored the funding base to its former levels.

#### c) Income

Planned giving income, including tax recoveries, increased by £9,000 over the previous year. A generous grant of £10,000 was received from St James' Church which will be used to help fund the employment of a family worker in the parish. A special gift day collection raised nearly £10,000 for the Church renovation fund. A £5,000 increase in rental income at £21,000 brought total revenues to £112,167 compared to £97,456 in 2016.

#### Expenses

Expenses totalled £83,373 compared to £95,287 in 2016. This reduction was expected as in 2016 one-off expenditure of £23,000 was incurred on the new church boiler, the shower installation and window replacements. As planned, the Diocese "offer" payment was increased by £8,000 to reflect a full year's ministry from the Vicar. Similarly, office salaries were £3,000 higher as the Administrator was employed throughout the year. Church building running costs, excluding repairs, at £9,711 were marginally lower than in 2016. £2,132 was invested in the church outreach, renovation and upgrade project, using funds raised for the purpose.

#### d) Transfers

The PCC sets aside funds for the maintenance of the Church and café as agreed with the Diocese under the quinquennial repair programme. £2,500 was transferred into the repair fund in 2017 (2016 - £2,050).

£3,600 was transferred from the general fund to the tithe fund (2016 - £3,000) from which grants are made to mission partners, aid agencies and other charities as decided by the PCC.

£10,000 was transferred to a new Children and Family Worker Support fund to underwrite the making of a medium-term employment commitment for a part-time family worker in the parish.

#### e) Funds

The general fund shows a surplus of £7,218 for the year (2015 - £8,819) leaving a balance of £33,968 to be carried forward as freely available unrestricted reserves. This is the equivalent of 5.0 months' regular running costs (*last year - 4.1 months*). The renovation fund balance stood at £9,807.

The balance on restricted funds stands at a £4,447. This represents the money remaining from the shower project to be used for upgrading the lavatories. During the year £1,158 (2015 - £1,732) 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.
- To appoint a Children and Families Leader.

Signed on behalf of the PCC on 14th March 2018

RICHARD THOMAS

Chairman





## **The Parish of St. Philip, Tunbridge Wells**

### **Independent examiner's report to the PCC of St Philip Tunbridge Wells For the year ended 31<sup>st</sup> December 2017**

I report to the PCC on my examination of the accounts of the PCC for the year ended 31<sup>st</sup> December 2017.

#### **Responsibilities and basis of report**

As members of the PCC you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act') and the Church Accounting Regulations 2006.

I report in respect of my examination of the PCC accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act, and also those found in Church guidance, 2017 edition.

#### **Independent examiner's statement**

I have completed my examination. I 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
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.

Yours faithfully

**MRS GERRY HUGHES, BSc (Hons), ACMA**

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

23rd February 2018



**Parish of St Philip, Tunbridge Wells**

**STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31st December 2017**

	Note	Unrestricted Funds	Restricted Funds	Total	2016
<b>INCOME AND ENDOWMENTS from</b>					
Donations and legacies	2 (a)	84,456	1,808	86,264	76,009
Investment income	2 (b)	50	-	50	53
Charitable activities	2 (c)	4,239	-	4,239	4,744
Other trading activities	2 (d)	21,615	-	21,615	16,650
<b>TOTAL</b>		<b>110,360</b>	<b>1,808</b>	<b>112,168</b>	<b>97,456</b>
<b>EXPENDITURE on</b>					
Raising funds	3 (a)	100	-	100	84
Charitable activities					
(I) Provision of Christian worship and ministry	3 (b i)	71,375	-	71,375	68,710
(II) Support for the wider mission of the Church	3 (b ii)	3,600	1,158	4,758	4,732
(III) Provision of community facilities	3 (b iii)	7,140	-	7,140	21,761
<b>TOTAL</b>		<b>82,215</b>	<b>1,158</b>	<b>83,373</b>	<b>95,287</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>28,145</b>	<b>650</b>	<b>28,795</b>	<b>2,169</b>
Balances brought forward 1st January 2017		251,838	3,797	255,635	253,466
<b>BALANCES CARRIED FORWARD 31st December 2017</b>		<b>£ 279,983</b>	<b>£ 4,447</b>	<b>£ 284,430</b>	<b>£ 255,635</b>
<b>ANALYSIS OF NET ASSETS BY FUND</b>					
Fixed assets		218,016	-	218,016	218,016
Current assets		68,126	5,094	73,220	45,235
Current liabilities		( 6,159)	( 647)	( 6,806)	( 7,616)
		<b>£ 279,983</b>	<b>£ 4,447</b>	<b>£ 284,430</b>	<b>£ 255,635</b>

	2016				
Fixed assets	218,016	-	218,016	218,016	
Current assets	41,438	3,797	45,235		
Current liabilities	( 7,616)	-	( 7,616)		
	<b>£ 251,838</b>	<b>£ 3,797</b>	<b>£ 255,635</b>		

The notes on pages 7 to 13 form part of this financial statement



Parish of St Philip, Tunbridge Wells

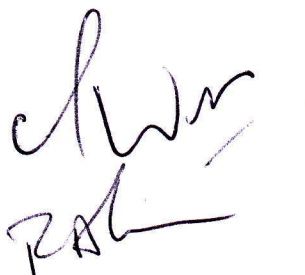
BALANCE SHEET as at 31st December 2017

	Note	Unrestricted Funds	2017 Restricted Funds	Total	2016
<b>FIXED ASSETS</b>					
Tangible Fixed Assets	7	218,016	-	218,016	218,016
<b>CURRENT ASSETS</b>					
Debtors	8	3,775	-	3,775	2,415
Short Term Deposits	9	14,649	-	14,649	12,099
Cash at Bank & in Hand	10	49,702	5,094	54,796	30,721
		68,126	5,094	73,220	45,235
<b>LIABILITIES:</b>					
Amounts falling due within 1 year	11	6,159	647	6,806	7,616
<b>NET CURRENT ASSETS</b>					
		61,967	4,447	66,414	37,619
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		279,983	4,447	284,430	255,635
<b>NET ASSETS</b>					
		<u>£ 279,983</u>	<u>£ 4,447</u>	<u>£ 284,430</u>	<u>£ 255,635</u>
<b>FUNDS</b>					
Unrestricted					
- General	12	34,365	-	34,365	27,146
- Designated	12	245,618	-	245,618	224,692
		279,983	-	279,983	251,838
Restricted	13	-	4,447	4,447	3,797
<b>TOTAL FUNDS</b>					
		<u>£ 279,983</u>	<u>£ 4,447</u>	<u>£ 284,430</u>	<u>£ 255,635</u>

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

RICHARD THOMAS, Vicar  
CHRISTOPHER WELLER, Hon. Treasurer

Date: 14th March 2018





## **Parish of St Philip, Tunbridge Wells**

### **NOTES TO THE FINANCIAL STATEMENTS for the year ended 31<sup>st</sup> December 2017**

#### **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 31<sup>st</sup> 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.



2 INCOME AND ENDOWMENTS

	Unrestricted Funds	Restricted Funds	Total	2016		
	Unrestricted Funds	Restricted Funds	Total	Unrestricted Funds	Restricted Funds	Total
2 (a) Donations and legacies						
Gift Aid donations	51,528	820	52,348	47,126	2,736	49,862
Income Tax recoverable	12,895	205	13,100	11,274	684	11,958
Other planned giving	4,133	-	4,133	1,219	-	1,219
	<u>68,556</u>	<u>1,025</u>	<u>69,581</u>	<u>59,619</u>	<u>3,420</u>	<u>63,039</u>
Plate collections at services	3,249	-	3,249	3,574	-	3,574
Legacies	-	-	-	-	-	-
Grants	10,000	-	10,000	-	-	-
Subscriptions to Associated organisations	587	-	587	872	-	872
All other giving	2,063	783	2,846	2,250	6,274	8,524
	<u>84,455</u>	<u>1,808</u>	<u>86,263</u>	<u>66,315</u>	<u>9,694</u>	<u>76,009</u>
<b>Donations analysed by fund</b>						
General fund	73,229	-	73,229	56,710	-	56,710
Renovation fund	9,939	-	9,939	-	-	-
Men's work fund	500	-	500	-	-	-
Conference expenses fund	200	-	200	-	-	-
Associated organisations	587	-	587	963	-	963
Shower & toilet fund	-	650	650	-	5,292	5,292
Mission and relief agencies	-	1,158	1,158	-	1,732	1,732
Boiler replacement	-	-	-	6,372	-	6,372
Window repair fund	-	-	-	-	2,670	2,670
Vicarage carpets	-	-	-	2,270	-	2,270
	<u>84,455</u>	<u>1,808</u>	<u>86,263</u>	<u>66,315</u>	<u>9,694</u>	<u>76,009</u>
2 (b) Investment income						
Interest	50	-	50	53	-	53
2 (c) Charitable activities						
Clergy fees	4,239	-	4,239	4,744	-	4,744
2 (d) Other trading activities						
Sales of books & SU notes	164	-	164	81	-	81
Rentals	21,107	-	21,107	16,391	-	16,391
Other income	344	-	344	178	-	178
	<u>21,615</u>	<u>-</u>	<u>21,615</u>	<u>16,650</u>	<u>-</u>	<u>16,650</u>
<b>TOTAL</b>	<u>£ 110,358</u>	<u>£ 1,808</u>	<u>£ 112,167</u>	<u>£ 87,762</u>	<u>£ 9,694</u>	<u>£ 97,456</u>



NOTES TO THE ACCOUNTS for the year ended 31st December 2017

3 EXPENDITURE

	Unrestricted Funds	Restricted Funds	Total	Unrestricted Funds	2016 Restricted Funds	Total
3(a) Costs of raising funds						
Planned giving scheme expenses	100	-	100	84	-	84
3 (b) Charitable activities						
(i) Provision of Christian worship and ministry						
Diocese "offer"	48,000	-	48,000	40,200	-	40,200
Clergy expenses & housing costs	4,711	-	4,711	4,758	-	4,758
Readers' costs	30	-	30	150	-	150
Services & fellowship	1,100	-	1,100	1,717	-	1,717
Adult work	97	-	97	40	-	40
Youth & childrens' work	1,072	-	1,072	1,518	-	1,518
Training and development	375	-	375	-	-	-
Outreach and publicity	711	-	711	257	-	257
Bible reading aids	190	-	190	48	-	48
Church outreach and renovation project	2,132	-	2,132	-	-	-
Subscriptions & sundry	517	-	517	215	-	215
Church & premises costs (note 4)	4,145	-	4,145	12,169	1,914	14,083
Management and administration (note 5)	8,296	-	8,296	5,724	-	5,724
	<u>71,375</u>	<u>-</u>	<u>71,375</u>	<u>66,796</u>	<u>1,914</u>	<u>68,710</u>
(ii) Support for the wider mission of the Church						
Grants and outward giving (note 14)	3,600	1,158	4,758	3,000	1,732	4,732
(iii) Provision of community facilities						
Church & premises costs (note 4)	6,218	-	6,218	18,254	2,871	21,125
Management and administration (note 5)	922	-	922	636	-	636
	<u>7,140</u>	<u>-</u>	<u>7,140</u>	<u>18,890</u>	<u>2,871</u>	<u>21,761</u>
<b>TOTAL</b>	<b>£ 82,215</b>	<b>£ 1,158</b>	<b>£ 83,373</b>	<b>£ 88,770</b>	<b>£ 6,517</b>	<b>£ 95,287</b>

## NOTES TO THE ACCOUNTS for the year ended 31st December 2017

NOTES TO THE ACCOUNTS for the year ended 31st December 2017

				2016		
	Unrestricted Funds	Restricted Funds	Total	Unrestricted Funds	Restricted Funds	Total
<b>4 CHURCH AND PREMISES COSTS</b>						
Insurance	1,339	-	1,339	1,311	-	1,311
Water rates	153	-	153	148	-	148
Gas	1,883	-	1,883	2,157	-	2,157
Electricity	1,044	-	1,044	944	-	944
Cleaning	4,296	-	4,296	4,627	-	4,627
Maintenance & repairs	673	-	673	13,891	670	14,561
Equipment maintenance & renewal	976	-	976	841	-	841
New boiler	-	-	-	6,372	-	6,372
Shower installation	-	-	-	-	4,115	4,115
Garden planting	-	-	-	132	-	132
	<b>10,364</b>	<b>-</b>	<b>10,364</b>	<b>30,423</b>	<b>4,785</b>	<b>35,208</b>
<i>allocated to activities in proportion to usage</i>						
Provision of Christian worship and ministry - 40%	4,145	-	4,145	12,169	1,914	14,083
Provision of community facilities - 60%	6,218	-	6,218	18,254	2,871	21,125
	<b>10,364</b>	<b>-</b>	<b>10,364</b>	<b>30,423</b>	<b>4,785</b>	<b>35,208</b>
<b>5 MANAGEMENT &amp; ADMINISTRATION</b>						
Salaries	6,240	-	6,240	3,422	-	3,422
Stationery & postage	850	-	850	655	-	655
Telephone	454	-	454	483	-	483
Office computer and software	35	-	35	153	-	153
Office equipment hire & maintenance	1,132	-	1,132	960	-	960
Other administrative costs	27	-	27	207	-	207
Independent Examiner's fees	480	-	480	480	-	480
	<b>9,218</b>	<b>-</b>	<b>9,218</b>	<b>6,360</b>	<b>-</b>	<b>6,360</b>
<i>allocated to activities in proportion to Administrator's time spent</i>						
Provision of Christian worship and ministry (90%)	8,296	-	8,296	5,724	-	5,724
Provision of community facilities (10%)	922	-	922	636	-	636
	<b>9,218</b>	<b>-</b>	<b>9,218</b>	<b>6,360</b>	<b>-</b>	<b>6,360</b>
<b>6 STAFF COSTS</b>						
Wages and Salaries	<b>£10,322</b>			<b>£ 7,504</b>		

During the year the PCC employed a church administrator and a cleaner, neither of whom earned £60,000 per annum or more.

## Related parties

Reimbursed expenses to the Vicar amounted in total to £919 (2016 - £164).

Other members of the PCC were reimbursed £ nil (2016 - £nil) for expenses incurred on behalf of the PCC.

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

Donations made by PCC members to the Church totalled £29,720 (2016 - £30,043).



NOTES TO THE ACCOUNTS for the year ended 31st December 2017

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 2017 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.

VALUATION	Land and buildings				
	Unrestricted Funds	Restricted Funds	Total	Unrestricted Funds	Restricted Funds
At 1st January 2017	218,016				
At 31st December 2017	218,016				

	2017			2016		
	Unrestricted Funds	Restricted Funds	Total	Unrestricted Funds	Restricted Funds	Total
<b>8 DEBTORS</b>						
Tax repayable	3,775	-	3,775	2,170	-	2,170
Prepayments	-	-	-	45	-	45
Other debtors	-	-	-	139	61	200
	<u>£ 3,775</u>	<u>£ -</u>	<u>£ 3,775</u>	<u>£ 2,354</u>	<u>£ 61</u>	<u>£ 2,415</u>
<b>9 SHORT TERM DEPOSITS</b>						
Diocesan Loans Fund	9,705	-	9,705	9,666	-	9,666
Diocesan Church Repair Fund	4,944	-	4,944	2,433	-	2,433
	<u>£ 14,649</u>	<u>£ -</u>	<u>£ 14,649</u>	<u>£ 12,099</u>	<u>£ -</u>	<u>£ 12,099</u>
<b>10 CASH AT BANK &amp; IN HAND</b>						
Lloyds Bank	15,825	-	15,825	17,146	-	17,146
Barclays Bank	33,796	5,094	38,890	9,219	4,334	13,553
Cash in hand	81	-	81	22	-	22
	<u>£ 49,702</u>	<u>£ 5,094</u>	<u>£ 54,796</u>	<u>£ 26,387</u>	<u>£ 4,334</u>	<u>£ 30,721</u>
<b>11 LIABILITIES</b>						
<i>Falling due within one year</i>						
Sundry creditors and accruals	6,159	647	6,806	7,018	598	7,616
	<u>£ 6,159</u>	<u>£ 647</u>	<u>£ 6,806</u>	<u>£ 7,018</u>	<u>£ 598</u>	<u>£ 7,616</u>

NOTES TO THE ACCOUNTS for the year ended 31st December 2017

	At 1/1/17	Income	Expenditure	Transfers	At 31/12/17
<b>12 UNRESTRICTED FUNDS</b>					
<b>General Fund</b>	<b>27,147</b>	<b>99,122</b>	<b>( 79,404)</b>	<b>( 12,500)</b>	<b>34,365</b>
	<b>27,147</b>	<b>99,122</b>	<b>( 79,404)</b>	<b>( 12,500)</b>	<b>34,365</b>
<b>Designated Accounts</b>					
Vicarage Property Fund	218,016	-	-	-	218,016
Church Repair Fund	2,433	11	-	2,500	4,944
Renovation Fund	2,000	9,939	( 2,132)	-	9,807
Vicar's Discretionary Fund	672	-	-	-	672
Children and Families Worker Support Fund	-	-	-	10,000	10,000
Other designated funds					
Miscellaneous	303	-	-	-	303
Conference expenses	-	200	-	-	200
Men's work	-	500	-	-	500
Associated Organisations					
Kidz Klub	284	80	( 214)	-	150
Youth fund	978	-	-	-	978
Pippins	5	508	( 465)	-	48
	<b>224,691</b>	<b>11,238</b>	<b>( 2,811)</b>	<b>12,500</b>	<b>245,618</b>
	<b>£ 251,838</b>	<b>£ 110,360</b>	<b>(£ 82,215)</b>	<b>£ -</b>	<b>£ 279,983</b>

**13 RESTRICTED FUNDS**

Mission Specific Giving	-	1,158	( 1,158)	-	-
Shower and Toilet Fund	3,797	650	-	-	4,447
	<b>£ 3,797</b>	<b>£ 1,808</b>	<b>(£ 1,158)</b>	<b>£ -</b>	<b>£ 4,447</b>

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

The **Renovation Fund** has been 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.

The **Children and Family Worker Support Fund** has been set up to enable a medium term employment commitment to be made for a part-time family worker in the parish.

**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.



14 GRANTS & OUTWARD GIVING

	Unrestricted Funds	Restricted Funds	Total	2016	
				Unrestricted Funds	Restricted Funds
<b>1. Overseas missionary societies</b>					
McCabe Educational Trust (sponsored walk)	200	-	200	-	-
Friends of the Holy Land	-	-	-	300	-
Bethlehem Arab Rehab Centre	-	-	-	300	-
	<u>200</u>	<u>-</u>	<u>200</u>	<u>600</u>	<u>-</u>
<b>2. Overseas relief and development agencies</b>					
Tear Fund	300	204	504	300	500
Bolivian Mission	-	273	273	-	100
Rochester Diocese - Poverty & Hope Appeal	200	313	513	100	299
Rochester Diocese - Overseas Links	-	-	-	-	79
Rochester Diocese - Tanzania appeal	-	-	-	-	-
	<u>500</u>	<u>790</u>	<u>1,290</u>	<u>400</u>	<u>978</u>
<b>3. Home mission and other charitable giving</b>					
Rochester Diocese - Ordination fund	-	-	-	-	385
Friends of Kent Churches	-	35	35	-	70
Tunbridge Wells Youth For Christ	500	-	500	200	-
Life & Soul	200	313	513	-	-
Christians Together in Tunbridge Wells	-	-	-	100	-
Church of England Children's Society	-	-	-	200	-
Church Army	500	-	500	200	-
Oakley School	200	-	200	200	-
Temple Grove School	200	-	200	-	-
Skidders Primary School (Knightswood)	200	-	200	-	-
Pickering Centre	200	-	200	-	-
Hospice in the Weald	-	-	-	400	-
Sevenoaks Christian Counselling	-	-	-	100	299
Tunbridge Wells Winter Shelter	500	20	520	400	-
Church Pastoral Aid Society	200	-	200	200	-
To be allocated by young people's groups	200	-	200	-	-
	<u>2,900</u>	<u>368</u>	<u>3,268</u>	<u>2,000</u>	<u>754</u>
<b>Totals</b>	<u>£ 3,600</u>	<u>£ 1,158</u>	<u>£ 4,758</u>	<u>£ 3,000</u>	<u>£ 1,732</u>
				<u>Total</u>	<u>£ 4,732</u>

**Parish of St Philip, Tunbridge Wells**

**PROFORMA GENERAL ACCOUNT for the year ended 31st December 2017**

<u>INCOME</u>	2017	2016
Envelopes & direct to bank	46,262	41,467
Other tax efficient giving	1,000	1,030
Tax recoveries	11,356	10,062
	<u>58,618</u>	<u>52,559</u>
Plate & other donations	4,612	4,151
Grant from St James Church	10,000	-
Fees, hirings & other income	25,892	21,432
	<u>99,122</u>	<u>78,142</u>
<b>TOTAL INCOME</b> per accounts (page 12)		
<u>EXPENDITURE &amp; OUTGOINGS</u>		
Diocese "offer"	48,000	40,200
Clergy other expenses	4,711	2,488
Church running costs including repairs	23,093	19,585
Mission Tithe allocation	3,600	3,000
	<u>79,404</u>	<u>65,273</u>
<b>TOTAL EXPENDITURE</b> per accounts (page 12)		
Transfer to Repairs Fund	2,500	2,050
Transfer to Renovation Fund	-	2,000
Transfer to Children and Family Worker Support Fund	10,000	-
	<u>91,904</u>	<u>69,323</u>
<b>TOTAL OUTGOINGS</b>		
<b>SURPLUS FOR YEAR</b>	<b>7,218</b>	<b>8,819</b>
Balance brought forward	27,147	18,328
<b>Balance carried forward</b> (page 6 and page 12)	<u><b>34,365</b></u>	<u><b>27,147</b></u>