



**THE PAROCHIAL CHURCH COUNCIL OF LONG DITTON SURREY  
(ST. MARY'S CHURCH LONG DITTON)**

**ACCOUNTS FOR THE YEAR ENDED  
31ST DECEMBER 2018**

**REGISTERED WITH THE CHARITY COMMISSION  
NUMBER: 1128898**

## ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL

### ***Vision: Following Christ, Serving You***

The Vision of St Mary's Church means that we prioritise:

- (i) Helping those around us discover faith in Jesus Christ;
- (ii) Developing and strengthening our links in the community;
- (iii) Engaging a new generation with the good news of the Gospel; and
- (iv) Deepening our discipleship and spirituality.

### **A ADMINISTRATIVE INFORMATION**

The general functions of the Parochial Church Council (PCC) of the Parish of St Mary's are set out in the Parochial Church Council Measure and The Church Representation Rules. It is the duty of the Rector and the PCC to consult together on matters of general concern and importance to the parish. The PCC works in co-operation with the incumbent in promoting in the parish the whole mission of the church: pastoral, evangelistic, social and ecumenical. Additionally, the PCC is required to consider and discuss matters concerning the Church of England or any other matter of religious or public interest, but not the declaration of the doctrine of the Church. The Charities Act also enjoins all charities to demonstrate that their aims are for the public benefit. Accordingly, the PCC has had regard, where relevant, to the public benefit guidance issued by the Charity Commission in carrying out its activities, as described below.

The PCC is responsible for the maintenance and repair of St Mary's Church building (which is Grade 2 listed) and situated in a conservation area at the junction of Church Road, Rectory Lane and Woodstock Lane North (OS grid reference TQ173659). The PCC is registered with the Charity Commission Number 1128898. The correspondence address for St Mary's Church is: The Rectory, 5 Church Meadow, Long Ditton, Surrey KT6 5EP or The Parish Office, St Mary's Community Hall, Church Road, Long Ditton Surrey KT6 5HH.

#### **PCC Membership:**

Members of the PCC are appointed in accordance with the Church Representation Rules, or co-opted by the PCC during the year. The following served as members of the PCC in 2018/19:

<b>Incumbent</b>	The Revd Dr Kuhan Satkunanayagam	Ex officio
<b>Licensed Lay Minister</b>	Dawn Winslow	Ex officio
<b>Churchwardens</b>	Peter Topp Joanne Hall	Ex officio Ex officio
<b>Honorary Officers</b>	Kim Taylor – Honorary Treasurer  Penny Fussell – Honorary Secretary	Elected Member of PCC  Elected Member of PCC
<b>Deanery Synod Representatives</b>	Cat Smith Diana Jemmett	Ex officio Ex officio

<b>Elected Members of the Council</b>	Don Anderson	Retires 2020
	Alan Bond	Resigned 2018
	Peter Brown	Retires 2019
	Florence Caley	Retires 2020
	Sue Michalczyk	Retires 2020
	Faye Milne	Resigned 2018
	Tessa Vallings	Retires 2020
	Kim Taylor	Retires 2021
	Penny Fussell	Retires 2021
	Ann Leeson	Retires 2021
	<i>3 Vacancies</i>	
<b>Co-opted</b>	Tashi Lasalle	

#### **PCC Advisers**

Bankers	Barclays Bank plc, Barclays Business Centre, 6 Clarence Street, Kingston-upon-Thames, Surrey KT1 1NY
Buildings	The PCC currently employs John Bailey as its architect
Independent Examiner	Ms Jo Williams FCA

#### **Sub-Committees**

The PCC operates through a number of sub-committees which meet at agreed times during the year and then report to the PCC.

- (i) **Standing Committee.** This 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 PCC. The Standing Committee elected by the PCC for the year comprises the Rector, the Churchwardens, the Honorary Treasurer, the Honorary Secretary and Diana Jemmett (an elected Deanery Synod Representative and therefore ex officio member of the PCC).
- (ii) **Community Hall.** This committee is responsible for the maintenance and management of St Mary's Community Hall for use by the parish and local community. The committee works to main proper budgetary control whilst ensuring external funding requirements are met and health and safety matters comply with current legislation. Appropriate licensing laws and insurance cover is maintained.
- (iii) **Social Team.** This team aims to co-ordinate a regular programme of social events and to provide support for any special or fund-raising events.

#### **Churchyard, buildings, health & safety**

The Rector and Churchwardens continue to liaise with Elmbridge Borough Council to ensure the grounds are kept safe and presentable. Crystal Landscapes are employed to undertake 'gardening' tasks particularly in the Garden of Rest. The Rector and Churchwardens are also responsible for oversight of the maintenance and

development of the buildings and churchyard structures (old mortuary, Garden of Rest walls, stone tablets etc.), as well as any relevant legislation relating to the building, staff, visitors' and volunteers' health and safety. They are supported in these responsibilities by a number of volunteers from the church community.

### ***Safeguarding***

The PCC considers that it has, to the best of its knowledge, taken all reasonable steps to comply with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 to have due regard to the House of Bishop's guidance on safeguarding children and vulnerable adults.

### ***General Data Protection Regulation***

The PCC, to the best of its knowledge, considers that all reasonable steps have, and continue to be taken to comply with the GDPR that came into effect in May 2018. A data audit was conducted, and a Privacy Notice published.

## **B REVIEW OF PCC PROCEEDINGS OVER THE PAST YEAR**

*The following report is provided by the Hon Secretary*

The PCC met six times over the past year.

Being responsible for the buildings of the church and the activities held therein, the PCC is committed to ensuring that all necessary policies and assessments are reviewed and kept up-to-date and published, and that appropriate training is provided. This includes safeguarding, fire risk, health & hygiene, and health & safety. This year, and for the first time, all members of the PCC have completed Core 1 safeguarding training.

It was with much sadness that the PCC accepted the resignation of Faye Milne as the Children and Families Worker, and as a member of the PCC. The immediate consequence of this was the decision to put on hold plans to hold further sessions of Messy Church. The PCC has been grateful to the Creche and Sunday Club volunteers for coming together to ensure that facilities continue on a Sunday morning for the youngest members of the church's family. The PCC too is grateful to Chris Howard for agreeing to take-on the running of Bible & Pizza for the young people of the church community. The PCC remains committed to developing services for children and young people though limited finances and volunteers greatly hinder progress. An open meeting with the congregation was held to air some of the issues, to seek feedback and to encourage members to volunteer.

Finances, in particular falling income, remain a matter of concern for the PCC. Ways to encourage giving have been adopted including the more traditional use of notices and the more up-to-date adoption of facilities to enable the receipt of electronic direct debit donations. The PCC is often faced with difficult decisions over how to prioritize the extremely limited resources available. Cost-cutting measures are being considered as are ways to increase income.

On a more positive note, it was with much pleasure, and some relief, that a new Director of Music was appointed. The search had been somewhat protracted, but

the appointment of Douglas Tang will provide a welcome opportunity to build on the strengths and talents of the choir.

The church and PCC play a role in the wider community. For example, the PCC has the right to nominate persons to serve as Foundation Governor of Long Ditton St Mary's School. During the last year, Sue Michalczyk was appointed in this capacity.

The PCC also was delighted to welcome Sarah Atkins, an Ordinand in Southwark Diocese, for her placement during October and November 2018. Similarly, the PCC was pleased to support the church's lead in Long Ditton Lights Up and it has decided to hold an Open Day on 7 September 2019 at which both the church as well as users of the Community Hall will put on displays of their activities. It promises to be both a fun and informative day for all the parish. The PCC too supports the Rector in mission and outreach programmes, most recently the START course.

The PCC recognises the challenges that it faces in maintaining and developing St Mary's as a place of worship, fellowship and community serving the parish of Long Ditton and continues to strive to seek opportunities and initiatives to improve the church's financial position and to develop its ministry by encouraging and increasing the size of the congregation, and meeting the needs of the parish.

## **FINANCIAL REVIEW 2018**

### **Financial review:**

Total receipts for the year in the General Fund were in 2018 £129,000 (2017: also £129,000). The stewardship campaign bore fruit in a substantial increase in planned giving. However the one-off donations spurred by the stewardship campaign were notable by their absence in 2018. This outcome, combined with the receipt of only £1,000 in legacies (2017: £11,000), ensured that income on the General Fund was no higher overall than the previous year. It is not anticipated that this position will change in any material manner in 2019.

Expenditure in the General Fund was £136,000 for the year (2017: £140,000). This slight reduction can be ascribed to the availability of monies in Restricted funds to meet one-off church and graveyard maintenance requirements. The PCC also benefited from a grant of £1,000 from the Village Hall Committee towards the printing costs of the parish magazine. The Parish Share to the Diocese furthermore remained unchanged at the same level that has been seen since 2015.

The stability of income, combined with the reduction in expenditure, caused the deficit on the General Fund for the year to fall to £8,000 (2017: a deficit of £12,000). This is the third year in a row that a deficit on the General Fund has been sustained and the reserves in the General Fund were just sufficient to bear the deficit for the year. However the balance in the General Fund as at 31<sup>st</sup> December 2018 now stands at only £1,831.

**Reserves policy:**

It is the policy of the PCC to have available in unrestricted funds at any one time sufficient cash to be able to meet its working capital requirements. Historical experience suggests that this requires a balance of about £5,000. As set out above, the General Fund now stands at £1,831, which is below the level which is realistically needed in day to day working capital.

As a consequence of these factors the PCC in its budget for 2019 has had to seek cost reductions with the object of achieving at a minimum a break even outturn on the General Fund for the year. The PCC has for the same reasons had to take the decision to limit the Parish Share contribution to the Diocese to £70,000 in 2019, as against a request from the Diocese of £82,000.



**Chairman**



**Parochial Church Council of St. Mary's, Long Ditton**

**Statement of Financial Activities for the year ended**  
**31 December 2018**

	Notes	Unrestricted Funds <u>2018</u> £	Restricted Funds <u>2018</u> £	Endowment Funds <u>2018</u> £	Total <u>2018</u> £	Total <u>2017</u> £
<b><u>Income and Endowments</u></b>						
Voluntary income	2(a)	97,587	4,388	-	101,975	107,983
Activities for generating funds	2(b)	10,043	612	-	10,655	10,305
Income from investments	2(c)	-	356	-	356	422
Church activities	2(d)	21,093	-	-	21,093	18,525
<b><u>Total Income</u></b>		<b>128,723</b>	<b>5,356</b>	<b>-</b>	<b>134,079</b>	<b>137,235</b>
<b><u>Expenditure</u></b>						
Church activities	3	(135,757)	(11,218)	(8,000)	(154,975)	(156,065)
Raising funds		(735)	-	-	(735)	(1,667)
<b><u>Total Expenditure</u></b>		<b>(136,492)</b>	<b>(11,218)</b>	<b>(8,000)</b>	<b>(155,710)</b>	<b>(157,732)</b>
<b><u>Net Expenditure before Investment Gains</u></b>		<b>(7,769)</b>	<b>(5,862)</b>	<b>(8,000)</b>	<b>(21,631)</b>	<b>(20,497)</b>
Net gains on investments		-	-	27	27	1,077
<b><u>Net Expenditure</u></b>		<b>(7,769)</b>	<b>(5,862)</b>	<b>(7,973)</b>	<b>(21,604)</b>	<b>(19,420)</b>
Transfer between funds		-	6,012	(6,012)	-	-
<b><u>Net Movement in Funds</u></b>		<b>(7,769)</b>	<b>150</b>	<b>(13,985)</b>	<b>(21,604)</b>	<b>(19,420)</b>
Total Funds brought forward at 1 January		9,600	14,187	332,895	356,682	376,102
<b>Total Funds carried forward at 31 December</b>		<b>1,831</b>	<b>14,337</b>	<b>318,910</b>	<b>335,078</b>	<b>356,682</b>

The notes on pages 9 to 20 form part of these Financial Statements.

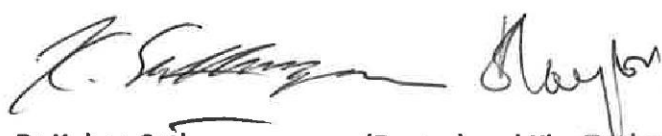
The comparative figures for 2017 are analysed in columnar form in the Statement of Financial Activities for that year included in Note 11 to these Financial Statements.

**Parochial Church Council of St. Mary's, Long Ditton**

**Balance sheet at 31 December 2018**

	Notes	Unrestricted Funds <u>2018</u> £	Restricted Funds <u>2018</u> £	Endowment Funds <u>2018</u> £	Total <u>2018</u> £	Total <u>2017</u> £
<b>Fixed Assets</b>						
Tangible assets	6(a)	-	-	311,885	311,885	319,885
Investments	6(b)	-	-	7,025	7,025	13,010
		-	-	318,910	318,910	332,895
<b>Current Assets</b>						
Debtors and prepayments	7	6,529	-	-	6,529	4,826
Cash at bank and in hand		7,339	14,372	-	21,711	25,431
		13,868	14,372	-	28,240	30,257
<b>Liabilities</b>						
Creditors: amounts falling due within one year	8	(12,037)	(35)	-	(12,072)	(6,470)
<b>Net current assets</b>		1,831	14,337	-	16,168	23,787
<b>Total assets less current liabilities</b>		1,831	14,337	318,910	335,078	356,682
<b>Total Net Assets</b>		<b>1,831</b>	<b>14,337</b>	<b>318,910</b>	<b>335,078</b>	<b>356,682</b>
<b>Parish Funds:</b>						
Unrestricted	10	1,831	-	-	1,831	9,600
Restricted	10	-	14,337	-	14,337	14,187
Endowment	10	-	-	318,910	318,910	332,895
		<b>1,831</b>	<b>14,337</b>	<b>318,910</b>	<b>335,078</b>	<b>356,682</b>

Approved by the Parochial Church Council on 18 March 2019 and signed on its behalf by:



**Dr Kuhan Satkunanayagam (Rector) and Kim Taylor (Treasurer)**

The notes on pages 9 to 20 form part of these Financial Statements.  
The comparative figures for 2017 are analysed in columnar form in the Balance Sheet for that year included in Note 12 to these Financial Statements



**1. ACCOUNTING POLICIES**

**(1) Basis of preparation**

The PCC is a public benefit entity within the meaning of FRS 102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCC's, and with the Regulations' "true and fair view" provisions; they are also prepared under FRS 102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP (FRS 102)). These financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at their market values at the end of the year.

**(2) Incoming Resources**

**Recognition of income and endowments**

These are included in the Statement of Financial Activities (SOFA) when:

- The PCC becomes legally entitled to the use of the resources;
- The inflow of the economic benefit becomes probable; and
- The monetary value can be measured with sufficient reliability.

**Grants and donations**

Grants and donations are included in the SOFA when any pre-conditions preventing their use by the PCC have been met. For collections and planned giving this is when the funds are received.

**Gift Aid and other tax claims**

Gift aid and other tax claims are included in the SOFA at the same time as the cash donations to which they relate.

**Investment income**

This is included in the accounts when receivable.

**Investment gains and losses**

This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

All other income is recognised when it is receivable. All incoming resources are accounted for gross.

**Parochial Church Council of St. Mary's, Long Ditton**

**Notes to the Financial Statements for the year  
ended 31 December 2018 (continued)**

**(3) Expenditure and Liabilities**

**Liability recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation and settlement is probable and quantifiable.

**Grants payable without performance conditions**

These are recognised in the accounts when a commitment has been made externally and there are no pre-conditions still to be met for entitlement to the grant which remain within the control of the PCC.

All other expenditure is recognised when it is incurred. All expenditure is accounted for gross.

**(4) Assets**

**Consecrated and benefice property**

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

**Moveable church furnishings**

In principle these would be capitalised at cost and depreciated over their useful economic life if there were any such items, which currently there are not. If insufficient cost information were available the item would not be capitalised, but all such items are in any event included in the inventory of the Church.

**Tangible fixed assets for use by the Church**

These are capitalised at cost if they have an economic life of more than one year and cost at least £1,000. Depreciation is calculated so as to write off the capitalised cost of fixed assets less their currently anticipated residual value over their estimated useful lives, as follows:

- Land: not depreciated;
- Buildings: 50 years;
- Fixtures and fittings: 20 years;
- Plant and machinery: 3 years.

**Investments**

Investments quoted on a recognised stock exchange, or whose value derives from them, are valued at market value at the year end.

**Short term deposits**

These include cash held on deposit either with the CCLA Church of England Funds or at bank.

Notes to the Financial Statements for the year  
ended 31 December 2018 (continued)

**(5) Funds**

**Unrestricted Funds**

These funds represent the remaining income funds of the PCC that are available for spending on the general purposes of the PCC. These funds could include amounts designated by the PCC for fixed assets for its own use or for spending on a future project, though there are at this time no funds of this type. Any such funds would not be included in the calculation of the PCC's "free reserves" given in the Trustees' Report.

**Restricted Funds**

These funds are income funds that must be expended on restricted purposes; details of the funds held and the restricted purposes for which they were given are shown in the notes to these financial statements.

**Endowment Funds**

These are restricted funds that must be retained as trust capital either permanently or subject to a discretionary power to spend the capital as income, and where the use of any income or other benefit derived from the capital may be restricted or unrestricted. Details of the respective restrictions are shown in the notes to these financial statements.

**Parochial Church Council of St. Mary's, Long Ditton**

**Notes to the Financial Statements for the  
year ended 31 December 2018 (continued)**

**2. INCOME AND ENDOWMENTS**

	<b>Unrestricted Funds <u>2018</u> £</b>	<b>Restricted Funds <u>2018</u> £</b>	<b>Endowment Funds <u>2018</u> £</b>	<b>Total <u>2018</u> £</b>	<b>Total <u>2017</u> £</b>
<b>(a) Voluntary Income</b>					
Planned giving:					
Gift aid donations	69,761	-	-	69,761	61,177
Tax recoverable	18,165	-	-	18,165	16,845
Other	442	-	-	442	175
	<u>88,368</u>	<u>-</u>	<u>-</u>	<u>88,368</u>	<u>78,197</u>
 Collections	 8,157	 -	 -	 8,157	 6,994
Legacies	1,000	-	-	1,000	11,000
Donations	62	2,297	-	2,359	10,911
Grants	-	2,091	-	2,091	881
	<u>9,219</u>	<u>4,388</u>	<u>-</u>	<u>13,607</u>	<u>29,786</u>
	<u>97,587</u>	<u>4,388</u>	<u>-</u>	<u>101,975</u>	<u>107,983</u>
 <b>(b) Activities for generating funds</b>					
Parish magazine advertising	7,170	-	-	7,170	5,655
Other funds raised	905	275	-	1,180	949
Fairs and Bazaars	539	337	-	876	2,131
Quiz, Concerts and Lunches	1,429	-	-	1,429	1,570
	<u>10,043</u>	<u>612</u>	<u>-</u>	<u>10,655</u>	<u>10,305</u>
 <b>(c) Income from investments</b>					
Dividends from CCLA Investment Funds	-	356	-	356	422
	<u>-</u>	<u>356</u>	<u>-</u>	<u>356</u>	<u>422</u>
 <b>(d) Income from Church activities</b>					
Wedding fees	1,248	-	-	1,248	1,496
Funeral fees	2,022	-	-	2,022	1,956
Garden of Rest memorials	2,649	-	-	2,649	1,752
Income from church hall lettings	15,174	-	-	15,174	13,321
	<u>21,093</u>	<u>-</u>	<u>-</u>	<u>21,093</u>	<u>18,525</u>
 <b><u>TOTAL INCOME</u></b>	 <b><u>128,723</u></b>	 <b><u>5,356</u></b>	 <b><u>-</u></b>	 <b><u>134,079</u></b>	 <b><u>137,235</u></b>

**Parochial Church Council of St. Mary's, Long Ditton**

**Notes to the Financial Statements for the  
year ended 31 December 2018 (continued)**

**3. EXPENDITURE**

	Notes	Unrestricted Funds <u>2018</u> £	Restricted Funds <u>2018</u> £	Endowment Funds <u>2018</u> £	Total <u>2018</u> £	Total <u>2017</u> £
<b>Diocesan parish share</b>						
Diocesan parish share		82,262	-	-	82,262	82,262
<b>Grants</b>						
Parish schools		-	115	-	115	240
Other giving		-	963	-	963	1,917
		-	1,078	-	1,078	2,157
<b>Church Activities</b>						
Printing the Parish Magazine		6,560	1,000	-	7,560	7,755
Memorial tablet costs		443	-	-	443	558
Parish Training and Mission		1,337	846	-	2,183	3,561
Organists, choir and music		8,373	976	-	9,349	7,363
		16,713	2,822	-	19,535	19,237
<b>Maintenance of Church and Churchyard</b>						
General Maintenance		2,220	3,518	-	5,738	3,800
Graveyard Maintenance		-	1,418	-	1,418	898
		2,220	4,936	-	7,156	4,698
<b>Community Hall</b>						
Hall maintenance		1,063	462	-	1,525	2,867
Hall running costs		4,518	-	-	4,518	4,391
Depreciation		-	-	8,000	8,000	8,000
		5,581	462	8,000	14,043	15,258
<b>Running costs and overheads</b>						
Rector's expenses		1,651	-	-	1,651	1,997
Locums		938	-	-	938	501
Parish telephones	5	863	-	-	863	872
Salaries	4	10,974	1,920	-	12,894	13,056
Stationery, postage and printing		675	-	-	675	1,411
Photocopier		988	-	-	988	2,093
Gas, water and electricity	5	8,151	-	-	8,151	7,680
Insurance		4,112	-	-	4,112	3,961
Sacristy expense		629	-	-	629	882
		28,981	1,920	-	30,901	32,453
<b><u>TOTAL EXPENDITURE</u></b>		<b>135,757</b>	<b>11,218</b>	<b>8,000</b>	<b>154,975</b>	<b>156,065</b>

**Parochial Church Council of St. Mary's, Long Ditton**

**Notes to the Financial Statements for the  
year ended 31 December 2018 (continued)**

**4. STAFF COSTS**

	<b><u>2018</u></b>	<b><u>2017</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
Salaries	12,894	13,056
Social Security costs	-	-
Other pension costs	-	-
	<b><u>12,894</u></b>	<b><u>13,056</u></b>
 Average number of employees in the year	 <b><u>2</u></b>	 <b><u>2</u></b>

**5. RELATED PARTIES**

As the parish youth and children's worker, appointed by the PCC, Ms Faye Milne, who was also a member of the PCC up until the date of her resignation, was paid £2,960 (2017: £3,120) during the year in respect of these duties.

The following items of expense were paid by the PCC during the year which may contain an element of private benefit to the Rector and his family:

	<b><u>2018</u></b>	<b><u>2017</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
Rectory water expense	560	608
Rectory telephone expense	470	477
	<b><u>1,030</u></b>	<b><u>1,085</u></b>

In addition a small but immaterial proportion of the expenses paid to the Rector during the year may have related to his function as chairman of the PCC.

No other payments or expenses were paid to any other PCC member, persons closely connected to them or related parties.

**Notes to the Financial Statements for the  
year ended 31 December 2018 (continued)**

**6. FIXED ASSETS**

**(a) Tangible - Freehold Land and Buildings**

	<b>Endowment Funds</b>
	<b>£</b>
<b>Cost</b>	
At 1 January 2018	399,885
Additions	-
At 31 December 2018	<u>399,885</u>
<b>Depreciation</b>	
At 1 January 2018	80,000
Charge for the year	8,000
At 31 December 2018	<u>88,000</u>
<b>Net Book Value</b>	
At 31 December 2018	<u><u>311,885</u></u>
<b>At 31 December 2017</b>	<u><u>319,885</u></u>

The tangible fixed assets comprise the Community Hall situated alongside the Church.

**(b) Investments**

	<b>Endowment Funds 2018 £</b>
Market value at 1 January 2018	13,010
Net gains	27
Disposals	(6,012)
Market value at 31 December 2018	<u><u>7,025</u></u>

All the investments of the PCC are held in the CCLA Church of England Investment Fund. During the year 358.58 units in the Fund were disposed of for cash and 435 units retained at the end of the year.

**Parochial Church Council of St. Mary's, Long Ditton**

**Notes to the Financial Statements for the year  
ended 31 December 2018 (continued)**

**(b) Investments (continued)**

The allocation between funds (all of which are Endowment Funds) is as follows:

<b><u>Name of Fund</u></b>	<b><u>Market value at 1 January</u></b>	<b><u>Revaluation (loss)/gain</u></b>	<b><u>Disposals</u></b>	<b><u>Market value at 31 December</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>		<b><u>£</u></b>
Graveyard Maintenance Funds	9,798	(52)	(2,721)	7,025
Higgs Fund	3,212	79	(3,291)	-
	13,010	27	(6,012)	7,025

**7. DEBTORS AND PREPAYMENTS**

	<b><u>Unrestricted Funds 2018 £</u></b>	<b><u>Unrestricted Funds 2017 £</u></b>
Income tax recoverable	5,994	2,960
Magazine advertising due	371	476
Prepayments	164	1,390
	6,529	4,826

**8. CREDITORS – AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b><u>Unrestricted Funds 2018 £</u></b>	<b><u>Restricted Funds 2018 £</u></b>	<b><u>Total Funds 2018 £</u></b>	<b><u>Unrestricted Funds 2017 £</u></b>
Accruals for utilities	1,590	-	1,590	1,443
Accruals for maintenance	513	35	548	506
Parish Share	6,855	-	6,855	-
Other creditors and accruals	1,890	-	1,890	3,201
Agency collections awaiting remittance	1,189	-	1,189	1,320
	12,037	35	12,072	6,470



**Parochial Church Council of St. Mary's, Long Ditton**

**Notes to the Financial Statements for the  
year ended 31 December 2018 (continued)**

**9. PURPOSES OF RESTRICTED AND ENDOWMENT FUNDS**

<b><u>Name of Fund</u></b>	<b><u>Purpose</u></b>
<i>(a) Restricted Funds</i>	
Cassocks Fund	Provision of robes for choir
Youth and Families Fund	Support of youth and families worker
Ouseley Music Trust Fund	Provision of choral and organ scholarships
Capital Works Fund	Repair and enhancement of church
Music Fund	Purchase of music related items
Lychgate Fund	Support for costs of the parish magazine
Garden of Rest Fund	Maintenance and enhancement of the Garden of Rest
Organ Fund	Maintenance and repair of organ
Graveyard and Fabric Maintenance Funds	Maintenance of fabric, graves and churchyard
<i>(b) Endowment Funds</i>	
Graveyard Investment Fund	Capital for maintenance of graves
Jubilee Project Fund/D&K Memorial Fund	Building of new church hall

**Parochial Church Council of St. Mary's, Long Ditton**

**Notes to the Financial Statements for the  
year ended 31 December 2018 (continued)**

**10. SUMMARY OF FUND MOVEMENTS**

The movements in funds during the year were as follows:

	Balance at 1 January 2018	Income	Expenditure	Transfers between Funds	Investment Gains	Balance at 31 December 2018
	£	£	£	£	£	£
<b>Restricted Funds</b>						
Cassocks Fund	1,053	-	-	-	-	1,053
Youth and Families Fund	2,215	1,453	(3,668)	-	-	-
Ouseley Music Trust Fund	3,370	-	-	-	-	3,370
Music Fund	-	225	(175)	-	-	50
Lychgate Fund	-	1,000	(1,000)	-	-	-
Capital Works Fund	3,013	750	(1,995)	-	-	1,768
Garden of Rest Fund	1,078	1,572	(140)	-	-	2,510
Organ Fund	3,458	-	(976)	-	-	2,482
Graveyard and Fabric Maintenance Fund	-	356	(3,264)	6,012	-	3,104
	14,187	5,356	(11,218)	6,012		14,337
<b>Endowment Funds</b>						
Graveyard Investment Funds	9,798	-	-	(2,721)	(52)	7,025
Higgs Fund	3,212	-	-	(3,291)	79	-
Jubilee Project Fund/D&K Memorial Fund	319,885	-	(8,000)	-	-	311,885
	332,895	-	(8,000)	(6,012)	27	318,910
General Fund	9,600	128,723	(136,492)	-	-	1,831
<b>TOTAL</b>	<b>356,682</b>	<b>134,079</b>	<b>(155,710)</b>	<b>-</b>	<b>27</b>	<b>335,078</b>

During the year, in accordance with a resolution of the PCC, the capital of the Higgs Fund was re-designated so that it could be spent on maintaining the fabric of the church; similarly, in accordance with a resolution of the PCC, the capital of the smaller graveyard trusts was re-designated so that it could be spent on the maintenance of the graveyard and its graves.

**Parochial Church Council of St. Mary's, Long Ditton**

**Notes to the Financial Statements for the  
year ended 31 December 2018 (continued)**

**11. STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2017**

	<b>Unrestricted Funds <u>2017</u> £</b>	<b>Restricted Funds <u>2017</u> £</b>	<b>Endowment Funds <u>2017</u> £</b>	<b>Total <u>2017</u> £</b>
<b><u>Income and Endowments</u></b>				
Voluntary income	100,495	7,488	-	107,983
Activities for generating funds	10,305	-	-	10,305
Income from investments	-	422	-	422
Church activities	18,525	-	-	18,525
<b><u>Total Income</u></b>	<b>129,325</b>	<b>7,910</b>	<b>-</b>	<b>137,235</b>
<b><u>Expenditure</u></b>				
Church activities	(140,034)	(8,031)	(8,000)	(156,065)
Raising funds	(1,667)	-	-	(1,667)
<b><u>Total Expenditure</u></b>	<b>(141,701)</b>	<b>(8,031)</b>	<b>(8,000)</b>	<b>(157,732)</b>
<b><u>Net Expenditure before Investment Gains</u></b>	<b>(12,376)</b>	<b>(121)</b>	<b>(8,000)</b>	<b>(20,497)</b>
Net gains on investments	-	-	1,077	1,077
<b><u>Net Expenditure</u></b>	<b>(12,376)</b>	<b>(121)</b>	<b>(6,923)</b>	<b>(19,420)</b>
Transfer between funds	(226)	226	-	-
<b><u>Net Movement in Funds</u></b>	<b>(12,602)</b>	<b>105</b>	<b>(6,923)</b>	<b>(19,420)</b>
Total Funds brought forward at 1 January	<b>22,202</b>	<b>14,082</b>	<b>339,818</b>	<b>376,102</b>
<b>Total Funds carried forward at 31 December</b>	<b>9,600</b>	<b>14,187</b>	<b>332,895</b>	<b>356,682</b>

**Parochial Church Council of St. Mary's, Long Ditton**

**Notes to the Financial Statements for the  
year ended 31 December 2018 (continued)**

**12. BALANCE SHEET AS AT 31 DECEMBER 2017**

	<b>Unrestricted Funds <u>2017</u> £</b>	<b>Restricted Funds <u>2017</u> £</b>	<b>Endowment Funds <u>2017</u> £</b>	<b>Total <u>2017</u> £</b>
<b>Fixed Assets</b>				
Tangible assets	-	-	319,885	319,885
Investments	-	-	13,010	13,010
	-	-	332,895	332,895
<b>Current Assets</b>				
Debtors and prepayments	4,826	-	-	4,826
Cash at bank and in hand	11,244	14,187	-	25,431
	16,070	14,187	-	30,257
<b>Liabilities</b>				
Creditors: amounts falling due within one year	(6,470)	-	-	(6,470)
<b>Net current assets</b>	9,600	14,187	-	23,787
<b>Total assets less current liabilities</b>	9,600	14,187	332,895	356,682
<b>Total Net Assets</b>	<b>9,600</b>	<b>14,187</b>	<b>332,895</b>	<b>356,682</b>
<b>Parish Funds:</b>				
<b>Unrestricted</b>	9,600	-	-	9,600
<b>Restricted</b>	-	14,187	-	14,187
<b>Endowment</b>	-	-	332,895	332,895
	<b>9,600</b>	<b>14,187</b>	<b>332,895</b>	<b>356,682</b>

## Independent Examiner's Report to the Trustees of Long Ditton Parochial Church Council

I report on the accounts of the church for the year ended 31st December, 2018, which are set out on pages 7 to 20.

### Respective responsibilities of the Trustees and the Independent Examiner

The church's trustees are responsible for the preparation of the accounts. The church's trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 ("the 2011 Act") and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act,
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act), and
- to state whether particular matters have come to my attention.

### Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the church and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, 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 accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

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.

(Signed ) **Jo Williams, FCA**  
**38, Rushett Close,**  
**Thames Ditton,**  
**Surrey.**  
**Date: 18 March, 2019**

