

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL  
PARISH OF ST JOHN, TUNBRIDGE WELLS**

**REPORT AND UNAUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2018**

**St John's Church Office, Amherst Road, Tunbridge Wells, Kent TN4 9LG**

**Charity Registration No. 1132603**

## **Aims and purpose**

St John's, Tunbridge Wells Parochial Church Council (PCC) has the responsibility, with the incumbent, the Reverend Giles Walter, of promoting the mission of the Church in the parish.

In addition, the PCC, as trustees for the registered charity, is specifically responsible for the proper management of the church's resources, appointment of staff and maintenance of the church and church centre complex of St John's, Amherst Road, Tunbridge Wells.

## **Objectives and activities**

The primary object is the promotion of the Gospel of our Lord Jesus Christ. The PCC has adopted a mission statement to express its objectives, help guide its decision making and allocate resources to activities which will support and help to fulfil its objectives:

### **Knowing Jesus better, making Jesus better known**

St John's is a Bible believing church which seeks to glorify God - Father, Son and Holy Spirit - by:

- **Teaching** the word of God to help all ages grow in Christ
- **Praying and caring** for everyone within our church community
- **Sharing** the good news of Jesus Christ with our parish, our town and the world beyond.

There is a commitment to continuing this work seven days a week, on and off site, for all ages and stages of life. This work involves the staff team and many volunteers who give hundreds of hours of their time every week. We are grateful and praise God for their dedication.

The PCC is aware of their legal duty to have regard to the public benefit guidance issued by the Charity Commission and, in particular, the supplementary guidance on charities for the advancement of religion.

To this end our Sunday gatherings and midweek meetings are open to all. And through the teaching of the Bible, prayer to and praise of God, we seek to encourage church members to live out their faith in the local community and their places of work. We seek to serve the local community through funerals, marriage preparation and weddings and baby and toddler groups.

Our church centre is used daily, particularly by children and young people attending clubs and activities which are open to all members of the parish, with or without any church connection and for many at no charge. There is a weekly meeting open to students from overseas.

## **Achievements and performance**

### **Church attendance**

There were 333 names (2017: 335) on the Electoral Roll at 31 December 2018. Usual Sunday attendance during the year was 358 adults (2017: 369) and in addition 83 children under 14 (2016: 90) in the mornings.

Each Sunday we gather at 10.30am and 6.00pm. Book of Common Prayer Holy Communion is held at 8am on the first Sunday of each month and on principal feast days.

The preaching of the Bible, the word of God, is central to all these gatherings.

### **Review of the year**

A highlight of the year was a very successful Church Weekend at Home in September involving the major part of the church family, both young and old, with great times of fellowship and inspiring teaching from Glen Scrivener.

The PCC reaffirmed its desire to continue to work under the oversight of the Bishop of Maidstone.

Representatives of the PCC attended the Renew Conference and the Partnership Synod. There was support for the establishment of the Rochester Good Stewards Trust as a means of providing financial support to likeminded churches. Dick Farr, associate vicar, attended the GAFCON conference in Jerusalem in June.

There were significant staff changes during the year.

Carrie Sandom, associate minister for women, who had been dividing her time between St John's and Proclamation Trust (PT) left to take up a full time position with PT. In her time at St John's Carrie made a significant contribution to the growth of our ministry among women through her faithful teaching.

Linda Heathfield resigned as church secretary to enjoy a career break in France. Linda's quiet efficiency was a vital element of the effective administration of the church.

Adam Curtis spent two years with us as a Cornhill student and has now started training to become an ordained minister. Oli Butler was a ministry trainee for part of the year and is now working for UCCF in Brighton.

In September Jenny Williams joined us as a full-time associate minister for women.

The positions of administrator and church secretary were reviewed and it was decided to change Phil Jones' title to operations manager and appoint a full-time

church and HR administrator. Claire Ervine was appointed to this position and when she went on maternity leave Helen Stone was appointed to provide cover during her absence.

Ellie Page became our Cornhill student spending Thursdays and Fridays training in London.

Jono Chalkin, as youth worker, continues to disciple and reach out to young people.

Ministry for different groups within the church family was continued. These cover the full range of ages with, for example, fellowship lunches for senior members and holiday clubs for children. A significant proportion of church members belong to home groups of which there are now 17 involving nearly 190 church members.

Good quality music is an important element of the Sunday gatherings and a large number of church members took part playing instruments or singing, including many younger people in the youth orchestra. We are grateful for the contribution of their time and talent and to Craig Hudson, our music director.

### **Financial review**

The PCC gives praise and thanks to God for his provision as our needs were met by the generous giving of the church family during 2018.

Donations (including gift aid) during the year were broadly unchanged on 2017. Due to carefully controlled spending and despite two staff posts becoming full, rather than part, time we were able to cover our costs.

Legacy income totalled £60,517 in 2018 (2017: £53,121). The PCC is very grateful to those who remember the church in their wills. Such gifts are placed in a designated fund which is normally used for capital expenditure or long term projects.

### **Reserves policy**

The PCC has a policy of holding in reserve in the general fund, as far as it is able, between six and eight weeks' expenditure. With the positive outturn for 2018 outlined above this policy was followed.

As a result of a number of recent generous legacies the PCC is considering the possible investment of part of the reserves to purchase a property or for another long term project.

Other designated funds are held to provide adequate reserves for repairs or major renovation of assets, including provision for the costs of repairs to buildings arising from quinquennial inspections.

### **Risk Policy**

The PCC has assessed the major risks to which the church is exposed, and is satisfied that systems are in place to mitigate exposure to the major risks.

During the year the major risks impacting upon the work of the church continued to be considered in financial, statutory, legal and operational areas. The handbook containing agreed policies and procedures on various areas is reviewed periodically.

The PCC continues to ensure that the legislation applicable to those working with children and young people is adhered to through the appointment of the Parish Children's Representative and the Parish Disclosure Officer. All PCC members undertook safeguarding training during the year.

The PCC regularly reviews the insurance policy wording to ensure adequate cover and compliance.

### **Structure, governance and management**

St John's Church is situated in St John's Road, Tunbridge Wells. It is part of the Diocese of Rochester within the Church of England.

The incumbent, the Rev Giles Walter, announced in January 2019 that he would be retiring in September 2019. The necessary process to find a replacement has been started.

The PCC is a corporate body established by the Church of England. It operates under the Parochial Church Council Powers Measure 1956 as amended and the Church Representation Rules 2011.

The method of appointment of PCC members is set out in the Church Representation Rules. The Churchwardens, the Treasurer and others with specific responsibilities for matters requiring specialist knowledge are able to attend training courses offered by the Diocese or appropriate external bodies. Reading matter on relevant topics is circulated to PCC members.

The PCC can appoint two governors to St John's Church of England Primary School in Tunbridge Wells to serve alongside the incumbent. If the incumbent chooses not to act as a governor a substitute can be appointed by the Archdeacon of Tonbridge.

The APCM in 2018 was held on 19 April. During 2018 the PCC met 10 times.

PCC members who served from 1 January 2018 until the date of this report are:

		<u>Term of Office</u>
Incumbent:		
The Rev Giles Walter	(Chairman)	Ex-Officio
Associate Vicar:		
The Rev Dick Farr		Ex-Officio

## Associate Minister for Women (Until September 2018):

The Rev Carrie Sandom	(Permission to officiate)	Ex-Officio
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The Rev Stephen Boon	(Permission to officiate)	Ex-Officio
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## Churchwardens:

Mr Andy Bradshaw	Elected Annually
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Mr Stephen Rigby	Elected Annually
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## Diocesan Synod Members:

Mr Stephen Howcroft	2018-21
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Mr David Ralph	2018-21
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Mr Andrew Smith	2018-21
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## Deanery Synod Members:

Mr John Finnis	2017-20
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Mr Jonathan Parish	2017-20
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Miss Anna Watkin	2017-20
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Tim Lane	Co-opted 2018
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Tim Prideaux	Co-opted 2018
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## Elected Members:

Mr Tom Barker	2018-21
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Miss Claudia Chambers	2018-21
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Mr Simon Curtis	Treasurer	2016-19
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Dr James Fraser	2018-21
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Mr Tim Lane	2017-19
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Mr John McLernon	2017-20
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Mrs Alice Nurden	2017-20
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Mr Nick Prideaux	Lay Chairman	2017-20
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Mr Tim Prideaux	2018-21
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Mr Nigel Taylor	2018-21
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Mrs Naomi Vallely	2017-20
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Mrs Hayley Watts	2016-19
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Mr Simon Weatherseed	2017-20
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## In Attendance:

Mr Ian Gates	Secretary
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Miss Jenny Williams  
Mr Jono Chalkin

Associate Minister for Women (from Sept. 2018)  
Youth Worker

The following committees work under the authority of the PCC:

#### Standing Committee

This committee is required by law and meets 10 times each year to transact the PCC's business between meetings, subject to direction from the PCC. It oversees the general finances of St John's, monitoring income and expenditure, budgeting and co-ordinating an annual review of our Christian financial stewardship through planned giving to the church. It may authorise emergency expenditure up to £1,000 without the prior agreement of the PCC.

#### Mission Committee

The committee promotes mission, Christ's Great Commission, and supports church members and linked workers involved in full time outreach at home and abroad. They keep the church family regularly updated and encourage prayer, giving and practical support for St John's mission workers. They will assist the Incumbent in offering guidance to those considering Christian service, whether short or long term and the PCC in undertaking reviews in line with our objectives of those who receive grants from the PCC.

#### Estates Committee

The committee has oversight of the regular maintenance and improvement of the church site and other properties owned by the PCC, and responsibility for properties leased by the PCC. Members act as clerk of works in the supervision of work done on site.

#### Human Resources Committee

The committee deals with recruitment, employment, organisation and development of lay staff. The requirements for auto-enrolment have been met. All eligible staff are enrolled in "The People's Pension". The staff handbook is maintained and updated as required.

#### Safeguarding Committee

The committee advises the PCC on carrying out its safeguarding responsibilities including ensuring that appropriate policies are in place, the recruitment process for staff and volunteers take full account of safeguarding issues and that DBS checks are undertaken and renewed.

### **Preparation of report and accounts**

The PCC is responsible for preparing the Parochial Church Council's report and the accounts in accordance with applicable law and United Kingdom accounting standards.

The law applicable to charities in England and Wales requires the PCC to prepare accounts for each financial year which give a true and fair view of the state of affairs of the church and of the incoming resources and application of resources of the church for that year.

In preparing these accounts, the PCC are required to:

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

Approved by the PCC and signed on its behalf by:

The Rev G.R. Walter  
Chairman

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Date

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## THE ECCLESIASTICAL PARISH OF ST JOHN, TUNBRIDGE WELLS

### INDEPENDENT EXAMINER'S REPORT

#### TO THE MEMBERS OF THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN, TUNBRIDGE WELLS

I report to the trustees on my examination of the accounts of the Parochial Church Council of the Ecclesiastical Parish of St John, Tunbridge Wells for the year ended 31st December 2018.

#### Responsibilities and basis of report

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

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### Independent examiner's statement

I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales.

I have completed my examination. I confirm that no material 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 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

John Duncan FCA  
For and on behalf of Gilbert Allen & Co

Chartered Accountants  
Churchdown Chambers  
Bordyke  
Tonbridge  
Kent TN9 1NR

## THE ECCLESIASTICAL PARISH OF ST JOHN, TUNBRIDGE WELLS

## STATEMENT OF FINANCIAL ACTIVITIES

## FOR THE YEAR ENDED 31ST DECEMBER 2018

		Unrestricted general funds	Unrestricted designated funds	Restricted funds	Total 2018	Total 2017
	Note	£	£	£	£	£
<b><u>Income from:</u></b>						
Donations and legacies	3	478,311	60,517	16,194	555,022	543,887
Charitable activities	3	68,390	-	-	68,390	67,621
Investments	3	-	1,643	-	1,643	1,397
Total income		546,701	62,160	16,194	625,055	612,905
		[2017:£545,126]	[2017:£54,518]	[2017:£13,261]	[2017:£612,905]	
<b><u>Expenditure on:</u></b>						
Charitable activities	4	523,374	9,679	16,550	549,603	535,619
Total resources expended		523,374	9,679	16,550	549,603	535,619
		[2017:£513,535]	[2017:£9,150]	[2017:£12,934]	[2017:£535,619]	
Net gains on investments	9	-441	-	-	-441	8,389
		[2017:£8,389]			[2017:£8,389]	
Net incoming resources before transfers		22,886	52,481	-356	75,011	85,675
		[2017:£39,980]	[2017:-£45,368]	[2017:£327]	[2017:£85,675]	
Gross transfers between funds		-14,609	14,609	-	-	-
		[2017: -£17,781]	[2017: £17,781]			
Net movement in funds		8,277	67,090	-356	75,011	85,675
		[2017:£22,199]	[2017:-£63,149]	[2017:£327]	[2017:£85,675]	
Fund balances at 1.1.18		47,811	1,549,263	1,816	1,598,890	1,513,215
Fund balances at 31.12.18		56,088	1,616,353	1,460	1,673,901	1,598,890

THE ECCLESIASTICAL PARISH OF ST JOHN, TUNBRIDGE WELLS

BALANCE SHEET

AS AT 31ST DECEMBER 2018

	Note	2018		2017	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	8		642,558		649,399
Investments	9		579,354		579,795
			<u>1,221,912</u>		<u>1,229,194</u>
<b>Current assets</b>					
Stocks	10	1,546		544	
Debtors	11	32,454		32,749	
Cash at bank and in hand		<u>452,374</u>		<u>368,353</u>	
		486,374		401,646	
<b>Creditors: amounts falling due within one year</b>	12	34,385		31,950	
<b>Net current assets</b>			451,989		369,696
<b>Net assets</b>			<u>1,673,901</u>		<u>1,598,890</u>
<b>Funds</b>					
Unrestricted funds	15		56,088		47,811
Designated funds (unrestricted)	15		1,616,353		1,549,263
Restricted funds	15		<u>1,460</u>		<u>1,816</u>
			<u>1,673,901</u>		<u>1,598,890</u>

For the financial year ended 31 December 2018 the charity was entitled to exemption from audit under section 144(2) of the Charities Act 2011.

The trustees have not required the charity to obtain an audit of its financial statements for the year in question in accordance with section 144(2); the trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

The financial statements were approved by the Parochial Church Council and authorised for issue on 16 April 2018 and are signed on its behalf by:

The Rev G.R. Walter  
Incumbent

N. Prideaux  
Lay Chairman

S.Curtis  
Treasurer

## THE ECCLESIASTICAL PARISH OF ST JOHN, TUNBRIDGE WELLS

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31ST DECEMBER 2018

	2018		2017	
	£	£	£	£
<b>Cash flows from operating activities</b>				
Cash (absorbed by)/generated from operations		85,018		74,035
<b>Investing activities</b>				
Purchase of tangible fixed assets	-2,640		-5,821	
Interest received	<u>1,643</u>		<u>1,397</u>	
<b>Net generated from/(used in) investing activities</b>		-997		-4,424
<b>Net increase in cash and cash equivalents</b>		<u>84,021</u>		<u>69,611</u>
Cash and cash equivalents at beginning of year		368,353		298,742
<b>Cash and cash equivalents at end of year</b>		<u><u>452,374</u></u>		<u><u>368,353</u></u>
Relating to:				
Bank balances and short term deposits		<u><u>452,374</u></u>		<u><u>368,353</u></u>

# THE ECCLESIASTICAL PARISH OF ST JOHN, TUNBRIDGE WELLS

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31ST DECEMBER 2018

#### 1 Accounting policies

##### 1.1 Accounting convention

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in September 2015 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

##### 1.2 Going concern

At the time of approving the accounts, the PCC has a reasonable expectation that the Church has adequate resources to continue in operational existence for the foreseeable future. Thus the PCC continues to adopt the going concern basis of accounting in preparing the accounts.

##### 1.3 Charitable funds

Unrestricted funds represent funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. They comprise:

- General fund: the main fund which is used for supporting mission, clergy and staff costs, youth work, other outreach and support activities and the day to day running and administration of the Church.
- Designated funds: funds designated by the PCC for a particular purpose:
- Legacy: for capital expenditure and long term projects;
- Repair fund held by Diocese: for repairs to the Church, Church Centre, 112 Stephen's Road and 12 St David's Road;
- Maintenance: for redecoration and maintenance of the Church and Church Centre;
- Capital Fund - Property: holds the capital value and refurbishment costs of 112 Stephen's Road and 12 St David's Road.

Restricted funds represent funds of the PCC which have been received with restrictions so that they may only be used by the PCC for the purpose stated:

- Voluntary income: received for specific purposes;
- Christian holiday bursary fund: received for bursaries for Christian youth camps.

##### 1.4 Income

Income is recognised when the Church is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Church has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Church has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Rental income from letting Church premises is recognised when the rent is due.

## THE ECCLESIASTICAL PARISH OF ST JOHN, TUNBRIDGE WELLS

### NOTES TO THE FINANCIAL STATEMENTS

#### FOR THE YEAR ENDED 31ST DECEMBER 2018

##### Income from investments

Dividends and interest are accounted for when due and tax recoverable is recognised in the same accounting period.

##### Gains and losses on investments

Realised gains or losses are recognised when the investment is sold. Unrealised gains or losses are accounted for on revaluation of investments at 31 December.

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

##### Grants

Grants and donations are accounted for when paid or when awarded if a binding obligation is created.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost ( or deemed cost) or valuation, net of depreciation and any impairment losses.

##### Consecrated land and buildings and movable Church furnishings

Consecrated and beneficed property of any kind is excluded from the financial statements by s10(2)(a) of the Charities Act 2011. The Church Centre is attached to the Church and falls within this exclusion. Moveable Church furnishings held by the Vicar and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property unless consecrated. For inalienable property acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Expenditure incurred during the year on consecrated or beneficed buildings and moveable Church furnishings, whether maintenance or improvement, is written off.

##### Other land and buildings

Other land and buildings held on behalf of the PCC for its own purposes are shown at deemed cost, which is their valuation in the accounts upon transition to FRS 102, and consists of 112 Stephen's Road, Tunbridge Wells. The property is maintained to a level where its residual value is at least equal to its net book value and any depreciation would therefore be immaterial. Annual impairment reviews are carried out to confirm this.

##### Fixtures, fittings and equipment

Depreciation is provided on fixtures, fittings and equipment at 20% per annum on cost to write them off over their expected useful lives. Individual items (unless part of a larger capital expenditure programme) with a purchase price of less than £250 are written off in the period in which they are purchased.

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income for the year.

**THE ECCLESIASTICAL PARISH OF ST JOHN, TUNBRIDGE WELLS****NOTES TO THE FINANCIAL STATEMENTS****FOR THE YEAR ENDED 31ST DECEMBER 2018****1.7 Fixed asset investments**

Fixed asset investments include investment property (12 St David's Road Tunbridge Wells) and COIF investments. Investment property is property rented to third parties. Investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year.

**1.8 Stocks**

Stocks are stated at the lower of cost and net realisable value, which is the estimated net selling price.

**1.9 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

**1.10 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

**1.11 Retirement benefits**

For non-clergy, the regulations relating to auto-enrolment have been met by enrolling all eligible staff in "The People's Pension" - a defined contributions scheme. The pension costs are accounted for on the basis of contributions payable for the year.

For clergy paid by the Diocese, the Diocese has responsibility for any pension shortfall. For clergy paid by the PCC, there is exemption from pension liabilities as a "minor responsible body".

**1.12 Leases**

Rentals payable under operating leases, including any lease incentives received, are charged to income on a straight line basis over the term of the relevant lease.

## THE ECCLESIASTICAL PARISH OF ST JOHN, TUNBRIDGE WELLS

## NOTES TO THE FINANCIAL STATEMENTS

## FOR THE YEAR ENDED 31ST DECEMBER 2018

	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2018 £	Total 2017 £
<b>3. Income</b>					
<b>Donations and gifts</b>					
Gift aid donations	338,906	-	-	338,906	342,649
Income tax recoverable	88,093	-	2,128	90,221	86,462
Other planned giving	37,979	-	-	37,979	29,970
Collections and specific donations	3,701	-	14,066	17,767	17,237
Other income	9,632	-	-	9,632	14,448
	<u>478,311</u>	<u>-</u>	<u>16,194</u>	<u>494,505</u>	<u>490,766</u>
<b>Legacies receivable</b>	-	60,517	-	60,517	53,121
<b>Charitable activities</b>					
Church activities	31,949	-	-	31,949	29,697
Fees	2,422	-	-	2,422	2,126
Hire of Church, Church Centre, and other church properties	<u>34,019</u>	<u>-</u>	<u>-</u>	<u>34,019</u>	<u>35,798</u>
	68,390	-	-	68,390	67,621
<b>Investment income</b>					
Dividends and interest	-	1,643	-	1,643	1,397
<b>Total income</b>	<u>546,701</u>	<u>62,160</u>	<u>16,194</u>	<u>625,055</u>	<u>612,905</u>



## THE ECCLESIASTICAL PARISH OF ST JOHN, TUNBRIDGE WELLS

## NOTES TO THE FINANCIAL STATEMENTS

## FOR THE YEAR ENDED 31ST DECEMBER 2018

	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2018 £	Total 2017 £
<b>4. Expenditure - Charitable activities</b>					
Staff costs	291,362	-	-	291,362	282,727
Depreciation	-	9,481	-	9,481	8,952
Training	11,505	-	-	11,505	17,282
Ministry expenses	12,393	-	-	12,393	6,907
Diocesan offer	-	-	-	-	29,390
Printing and stationery	4,807	-	-	4,807	5,498
Telephone and postage	3,778	-	-	3,778	4,080
Running expenses	52,007	198	-	52,205	40,010
Cost of services	4,169	-	-	4,169	4,900
Other ministry costs	39,457	-	356	39,813	31,535
Other property costs	21,529	-	-	21,529	26,145
Insurance	12,461	-	-	12,461	12,312
Bank charges	-1,011	-	-	-1,011	803
Grants (note 5)	68,241	-	16,194	84,435	62,150
Governance costs (note 6)	2,676	-	-	2,676	2,928
	<u>523,374</u>	<u>9,679</u>	<u>16,550</u>	<u>549,603</u>	<u>535,619</u>

	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2018 £	Total 2017 £
<b>5. Grants payable</b>					
The Cross Teach Trust	7,375	-	-	7,375	6,400
SIM International	3,875	-	-	3,875	4,500
Overseas Missionary Fellowship	5,406	-	-	5,406	5,125
People International	11,010	-	-	11,010	12,625
South American Mission Society	5,281	-	-	5,281	4,625
WEC International	6,063	-	-	6,063	6,250
Proclamation Trust	2,970	-	-	2,970	2,820
UCCF	2,510	-	-	2,510	500
Crosslinks	2,083	-	-	2,083	-
TWFE	50	-	-	50	-
TW Street Pastors	400	-	-	400	400
CPAS	250	-	-	250	250
The Christian Institute	500	-	-	500	500
True Freedom Trust	500	-	-	500	500
Youth for Christ	100	-	-	100	100
C of E Evangelical Council	250	-	-	250	250
Gifts to leavers	-	-	1,400	1,400	-
Small grants to individuals	-	-	-	-	794
ReNew	-	-	-	-	1,000
GAFCON conference	4,617	-	-	4,617	2,750
Rochester Good Stewards	15,000	-	-	15,000	500
Johannesburg Bible College	-	-	-	-	4,715
Fegans Homes	-	-	-	-	5,000
Tunbridge Wells Winter Shelter	-	-	-	-	2,546
Diocese of Kilimanjaro	-	-	6,784	6,784	-
Bridge Trust	-	-	4,005	4,005	-
Kenward Trust	-	-	4,005	4,005	-
	<u>68,241</u>	<u>-</u>	<u>16,194</u>	<u>84,435</u>	<u>62,150</u>

Nick Prideaux is a trustee and John McLernon was an employee of People International and Eurasian Ministries UK Trust. Grants paid to People International included support for Mr McLernon and his family. Mr Prideaux abstained from any discussion or voting concerning donations to these organisations and Mr McLernon absented himself from all such discussions.

John McLernon is now an employee of Crosslinks and abstained from any discussion or voting concerning the donation to his organisation.

Simon Curtis is a trustee of TW Street Pastors and abstained from any discussion or voting concerning the donation to this organisation.

## THE ECCLESIASTICAL PARISH OF ST JOHN, TUNBRIDGE WELLS

## NOTES TO THE FINANCIAL STATEMENTS

## FOR THE YEAR ENDED 31ST DECEMBER 2018

6. Governance costs	2018	2017
	£	£
Accountancy	1,743	1,750
Independent examiner's fees	933	938
Valuation fees	-	240
	<u>2,676</u>	<u>2,928</u>

## 7. Employees

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

	2018	2017
Bible teaching staff (full time equivalent)	4	5.5
Support staff (full time equivalent)	5	4
	<u>9.0</u>	<u>9.5</u>

Their aggregate remuneration comprised:

Stipends, salaries and associated costs	276,331	265,890
Pension contributions (non-stipend staff)	15,031	16,837
	<u>291,362</u>	<u>282,727</u>

These figures include the vicar and associate vicar who are employed by the Diocese of Rochester, but their stipends and associated costs are met by St John's.

One ministry trainee (2017 two) and one Cornhill student (2017 one) are offered training, provided with accommodation and a small living allowance. They are not employees and are not included in the above figures.

The cost of £1,620 for Dick Farr, associate vicar and ex-officio member of the PCC, to attend GAFCON in Jerusalem was met by St John's.

8. Tangible fixed assets	Land & buildings	Fixtures, fittings & equipment	Total
	£	£	£
<b>Cost</b>			
At 1 January 2018	625,000	161,960	786,960
Additions	-	2,640	2,640
At 31 December 2018	<u>625,000</u>	<u>164,600</u>	<u>789,600</u>
<b>Depreciation and impairment</b>			
At 1 January 2018	-	137,561	137,561
Depreciation charged in the year	-	9,481	9,481
At 31 December 2018	<u>-</u>	<u>147,042</u>	<u>147,042</u>
<b>Carrying amount</b>			
At 31 December 2018	<u>625,000</u>	<u>17,558</u>	<u>642,558</u>
At 31 December 2017	<u>625,000</u>	<u>24,399</u>	<u>649,399</u>

## THE ECCLESIASTICAL PARISH OF ST JOHN, TUNBRIDGE WELLS

## NOTES TO THE FINANCIAL STATEMENTS

## FOR THE YEAR ENDED 31ST DECEMBER 2018

9. Fixed asset investments	Investment Property	COIF investment	Total 2018	Total 2017
	2018	2018	2018	2017
	£	£	£	£
Market value at 1 January 2017	500,000	79,795	579,795	571,406
Change in the year	-	-441	-441	8,389
Market value at 31 December 2017	<u>500,000</u>	<u>79,354</u>	<u>579,354</u>	<u>579,795</u>
Historical cost	-	24,035	24,035	24,035

10. Stocks	2018	2017
	£	£
Book stock held	<u>1,546</u>	<u>544</u>

11. Debtors	2018	2017
	£	£
Gift aid debtor	12,519	7,152
Prepayments and accrued income	<u>19,935</u>	<u>25,597</u>
	<u>32,454</u>	<u>32,749</u>

12. Creditors - amounts falling due within one year	2018	2017
	£	£
Other taxation and social security	3,450	2,923
Trade creditors	18,632	17,353
Accruals and deferred income	<u>12,303</u>	<u>11,674</u>
	<u>34,385</u>	<u>31,950</u>

## 13. Financial commitments, guarantees and contingent liabilities

**St John's Infant School Site Trustees**

The Trustees of the St John's Infant School site made a contribution to the costs of the Church Centre and 12 St David's Road Tunbridge Wells. If either property is ever sold, a proportion of the proceeds will be repaid to the Trust.

14. Cash generated from operations	2018	2017
	£	£
Surplus for the year	75,011	85,675
Adjustments for:		
Investment income recognised in the SOFA	-1,643	-1,397
Fair value gains and losses on investments	441	-8,389
Depreciation of tangible fixed assets	9,481	8,952
Movements in working capital:		
Change in stocks	-1,002	-270
Change in debtors	295	-5,732
Change in creditors	2,435	-4,804
<b>Cash generated from operations</b>	<u>85,018</u>	<u>74,035</u>

## THE ECCLESIASTICAL PARISH OF ST JOHN, TUNBRIDGE WELLS

## NOTES TO THE FINANCIAL STATEMENTS

## FOR THE YEAR ENDED 31ST DECEMBER 2018

15. Funds	Balance at 1.1.18	Income	Expense	Investment gain	Transfers	Balance at 31.12.18
<b>Unrestricted funds</b>						
General fund	47,811	546,701	-523,374	-441	-14,609	56,088
<b>Designated funds (unrestricted)</b>						
Legacy fund	313,833	61,974	-	-	-	375,807
Repair funds at Diocese	54,620	186	-198	-	11,969	66,577
Maintenance fund	31,411	-	-	-	-	31,411
Capital fund	1,149,399	-	-9,481	-	2,640	1,142,558
<b>Total designated funds</b>	<b>1,549,263</b>	<b>62,160</b>	<b>-9,679</b>	<b>-</b>	<b>14,609</b>	<b>1,616,353</b>
<b>Total unrestricted funds</b>	<b>1,597,074</b>	<b>608,861</b>	<b>-533,053</b>	<b>-441</b>	<b>-</b>	<b>1,672,441</b>
<b>Restricted funds</b>						
Special collections	138	16,194	-16,194	-	-	138
Christian holiday bursary fund	678	-	-356	-	-	322
Repairs fund	1,000	-	-	-	-	1,000
<b>Total restricted funds</b>	<b>1,816</b>	<b>16,194</b>	<b>-16,550</b>	<b>-</b>	<b>-</b>	<b>1,460</b>
<b>Total funds</b>	<b>1,598,890</b>	<b>625,055</b>	<b>-549,603</b>	<b>-441</b>	<b>-</b>	<b>1,673,901</b>