## ACCOUNTS

## FOR THE YEAR TO 31 DECEMBER 2018

The following served on the parochial church council during the year to 31 December 2018:

Ex Officio:	
Vicar	Revd Louise Codrington-Marshall
Churchwardens	Florence Soares Maureen Vitler Hope Moss
Deanery Synod Representatives	Colin Moss Letitia Addae-Kodua Easterine Mills-Clarke (from 29 April 2018)
Elected Members	Deborah Whitter (to 5 January 2018) Marcia Palmer (to 29 April 2018) Michael Orji (to 29 April 2018) Emmanuel Epelle Jennifer Morgan Nick Uche Alim Pauline Watkins Azuka Egboh Kay Ingledew (from 29 April 2018) Colin Wechie (from 29 April 2018) Eleanor Smith (from 29 April 2018) Ayodele Aliu (from 29 April 2018)
Co-opted	Mark Gregory (Treasurer)
Bankers	National Westminster Bank 2 Greenwich Church Street London, SE10 9BQ CAF Bank 25 Kings Hill Avenue Kings Hill West Malling Kent, ME19 4JQ
Independent Examiners	Field Sullivan Chartered Accountants Neptune House 70 Royal Hill London, SE10 8RF

Annual Report for the year ended 31 December 2018

#### **Reference and Administrative Details**

The parish consists of two churches: St Nicholas, which is situated in Deptford Green and St Luke, which is located at 190 Evelyn Street. St Luke's is not currently used for worship due to major structural defects. The parish is part of the Diocese of Southwark within the Church of England. The correspondence address is Parish Office, St Nicholas Church, Deptford Green, London SE8 3DQ.

The Parochial Church Council (PCC) is a registered charity (no. 1176157).

A list of PCC members for 2018 is shown on Page 1 of the Annual PCC Accounts.

#### Structure, Governance and Management

The method of appointment of PCC members is set out in the Church Representation Rules. Apart from those who are ex-officio, PCC members are elected to serve for a term of three years. All church members are encouraged to register on the Electoral Roll and stand for election to the PCC.

#### **Objectives and Activities**

St Nicholas and St Luke PCC has the responsibility of co-operating with the Vicar in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for St Nicholas' and St Luke's Churches. In setting its objectives and carrying out its activities, the PCC has had regard to the Charity Commission's guidance on public benefit.

#### Achievements and Performance

#### Church membership

There were 90 church members on the Church Electoral Roll in 2018 compared with 86 in 2017. Two people moved to another church and one (Margaret Lawal RIP) sadly passed away. Seven new members were added to the electoral roll in the year.

#### Church activities

The PCC met seven times during the year to 31 December 2018. The following subjects, reflecting the church's activities, achievements, issues and concerns were discussed:

St Luke's Redevelopment: Following detailed discussions and a presentation to the PCC, a memorandum of understanding was signed with Jubilee Resource Ltd, to partner with us on the redevelopment project. Jubilee Resource is a social enterprise which works with churches and charities to design, fund and construct buildings for the benefit of the community. Their proposal builds on the PCC's vision, which includes rebuilding St Luke's to provide an educational centre and a worship space. The model proposes that this will be funded by the construction of much-needed social housing, for which grants are available to subsidise the building costs.

The Diocese is kept fully informed of progress with the redevelopment, and their support is vital in ensuring that the project is successful.

## Annual Report for the year ended 31 December 2018 (Continued)

#### Church activities (cont.)

An element of the redevelopment of St Luke's has been to ensure that assets are moved out of the building so that they can continue to support the ministry of the parish. In particular, the PCC agreed to move the St Luke's organ to St Nicholas'. The organ was a gift from the mother of the former PCC treasurer, and it is much better quality than the one currently located at St Nicholas. The cost of moving the organ will be significant and the possibility of obtaining grants to subsidise the expense, and setting up an organ fund to encourage donations, were discussed.

The Evelyn 190 Centre, a community based advice centre, continued to occupy upstairs in St Luke's during the year, however they will be moving to new premises in 2019.

We continue to work closely and strengthen our links with the local community, and regularly welcome local groups into the church. These include Leapfrogs carers and toddlers group, the 2<sup>nd</sup> Deptford (St Nicholas and St Luke's) Scouts, Deptford Film Club, and the Deptford X art festival.

As well as working in the local community, the church continued to promote and support God's mission in the wider world. We support three children at Tushinde orphanage in Kenya. Income was raised through cake sales and a Christmas raffle.

Matters of safeguarding policy were also considered by the PCC. The PCC follows all diocesan safeguarding policies. A safeguarding audit was carried out in the year, and safeguarding training was undertaken by key staff and volunteers.

In addition, the PCC ensured that necessary repairs and maintenance to the church building were carried out. This included fixing and replacing to leaking heating pipes, roof and tower work, and gate and door repairs.

The replacement of the world war memorial plaque, which had previously been situated at St Luke's was also considered, in conjunction with the centenary of the end of the First World War A plan to erect a new stone monument in the garden of St Nicholas to replace the wooded monument that had been removed from St Luke's was considered, however this was not supported by local community interested parties. It was therefore decided to defer any decision on replacing the war memorial until completion of the redevelopment of St Luke's. The Centenary of the end of the First World war was commemorated by recording the names of those who were available from the original memorial from St Luke's and to play it continuously on our visual media accompanied by music from Ed Hind. The church was kept open for visitors on the day.

#### **Financial Review**

As detailed in the accounts, expenditure for the year from general funds exceeded income by  $\pounds 25,319$ . This is compared with a deficit of  $\pounds 17,297$  in 2017.

The increase in the underlying deficit primarily reflects lower unrestricted giving income and higher church property maintenance and repair expenditure, partly offset by lower church utility expenses in 2018 due to a correction of a prior year VAT overcharge.

Investment income amounted to £30,050. The value of investments decreased by £6,091 in the year to 31 December 2018, primarily reflecting the movement in equity markets during the year.

The balance of unrestricted PCC funds at 31 December 2018 was £853,836 and restricted funds amounted to £22,398, giving a total funds balance at the end of the year of £876,234, compared with £904,954 the year before.

#### Annual Report for the year ended 31 December 2018 (Continued)

#### **Reserves Policy**

The PCC's policy is to retain at least 6 months' expenditure as free reserves to meet future shortfalls in income or unexpected expenditure. This excludes amounts that are held as long-term investments in order to generate ongoing income to finance church activities.

As at 31 December 2018 the free reserves amounted to £80,163 which equates to 11 months' expenditure. (2017: £105,482 representing 14 months' expenditure). The PCC considers that this is appropriate at the present time as there may be significant costs associated with the redevelopment of St Luke's Church, and repairs and maintenance to St Nicholas' Church, in the foreseeable future.

Approved by the PCC on 25 March 2019 and signed on their behalf.

## STATEMENT OF THE PAROCHIAL CHURCH COUNCIL'S RESPONSIBILITIES FOR THE YEAR ENDED 31 DECEMBER 2018

The Parochial Church Council are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Charity Law requires the Parochial Church Council to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the church and its financial activities for that period. In preparing those financial statements, the trustees are required to:

a) select suitable accounting policies and apply them consistently;

b) observe the methods and principles in the Charities SORP;

c) make judgements and estimates that are reasonable and prudent;

d) state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;

e) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the church will continue in operation.

The Parochial Church Council are responsible for keeping proper records that disclose with reasonable accuracy at any time the financial position of the church, and which enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the church and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner's Report to the Trustees of The Parochial Church Council of St Nicholas and St Luke, Deptford

I report to the trustees on my examination of the financial statements of The Parochial Church Council of St Nicholas and St Luke, Deptford ('the charity') for the year ended 31 December 2018 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

FIELD SULLIVAN • CHARTERED ACCOUNTANTS

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

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

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

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 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.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

#### Independent examiner's statement

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:

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or

- the financial statements 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 financial statements to be reached.

in

Timothy Sullivan FCA Field Sullivan Limited – Chartered Accountants 70 Royal Hill London SE10 8RF

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Date: 3/4/19

#### Unrestricted Restricted TOTAL Unrestricted Restricted TOTAL Funds Funds FUNDS Funds Funds FUNDS Notes 2018 2018 2018 2017 2017 2017 £ £ £ £ £ £ Income from: 2 2,036 Donations and legacies 23,333 25,369 27,566 -27,566 Charitable activities 3 11,496 11,496 11,220 11,220 \_ Investments 4 29,255 795 29,464 768 30,232 30,050 **Total income** 64,084 2,831 66,915 68,250 768 69,018 Expenditure on: Charitable activities 5 89,403 141 89,544 85,547 2,445 87,992 89,403 141 85,547 2,445 **Total expenditure** 89,544 87,992 Net (expenditure)/income (17,297) (25, 319)2,690 (22, 629)(1,677)(18, 974)before investment (losses)/gains Net (losses)/gains on 9 (681) 1,854 (5,410) (6,091) 59,481 61,335 investments Net (expenditure)/income 2,009 42,184 177 42,361 (30,729)(28,720)2,009 42,184 177 42,361 Net movement in funds (30,729)(28,720) Total funds brought forward at 1 January 2018 884,565 20,389 904,954 842,381 20,212 862,593 **Total funds carried forward** at 31 December 2018 853,836 22,398 876,234 884,565 20,389 904,954

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2018

### BALANCE SHEET AT 31 DECEMBER 2018

	Notes	_	2018	2017
			£	£
Fixed assets				
Tangible fixed assets	8		-	-
Investments	9		796,915	802,321
Total fixed assets		-	796,915	802,321
Current assets				
Debtors	10	3,609		5,529
Cash Deposits with Central Board of Finance		63,064		87,693
Cash at bank and in hand	_	16,039		14,093
		82,712		107,315
Creditors: amounts falling due within one year	11 _	(3,393)		(4,682)
Net current assets			79,319	102,633
Total assets less current liabilities		-	876,234	904,954
Creditors: amounts falling due after one year			· .	-
NET ASSETS	13	=	876,234	904,954
REPRESENTED BY VALUE OF FUNDS				
Unrestricted Funds			853,836	884,565
Restricted Funds	14		22,398	20,389
		_	876,234	904,954

Approved by the Parochial Church Council on 25 March 2019 and signed on its behalf

Treasurer

The accompanying notes form a part of these financial statements.

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

#### **1. Accounting Policies**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

#### **General Information**

The church is a charity with no share capital domiciled in England and Wales.

The address of the principal office is St Nicholas Church, Deptford Green, London SE8 3DQ.

The financial statements are prepared in sterling, which is the functional currency of the church. Monetary amounts in these financial statements are rounded to the nearest pound.

#### (i) Basis of accounting

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the 2015 Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard 102.

The financial statements have been prepared under the historical cost convention.

#### (ii) Fund accounting

Unrestricted funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

Restricted funds are those funds that must be spent on restricted purposes and details of the funds held and restrictions are provided in note 13.

The financial statements include all transactions, assets and liabiliites for which the PCC is responsible in law. They do not include the financial statements of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

#### (iii) Incoming resources

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

Voluntary income and capital sources:

- · Collections are recognised when received by or on behalf of the PCC
- · Planned giving under Gift Aid is recognised only when received
- Tax recoverable on Gift Aid donations is recognised when the donation is recognised
- Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal
  entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably certain
- Income from fundraising and similar events is accounted for gross.

#### Other income

· Rental income from the letting of church premises is recognised when the rental is due

Investment income

• Interest entitlements are accounted for as they are accrued. Tax recoverable on such income is recognised in the same accounting year.

#### NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31 DECEMBER 2018

#### 1. Accounting Policies (Cont.)

#### (iv) Resources expended

Expenditure is accounted for on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

- Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.
- The diocesan parish share is accounted for when due. Any parish share unpaid at 31 December is provided for in these financial statements as an operational (though not a legal) liability and is shown as a creditor in the balance sheet.

#### (v) Fixed assets

Consecrated property and moveable church furnishings:

- Consecrated and beneficed property of any kind is excluded from the accounts by s10(2)a Charities Act 2011.
- No value is placed on moveable church furnishings held by the churchwardens on special trust for the PCC which requires a faculty for disposal.
- All expenditure incurred during the year on consecrated or beneficed buildings and moveable church furnishings whether maintenance or improvement, is written off.

#### (vi) Current assets

- Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectable.
- Short-term deposits include cash held on deposit with the CBF Church of England Funds or at the bank.

#### (vii) Investments

Investments held as fixed assets are initially valued at cost on the day of purchase. All investments are then revalued at mid-market price at the year end. The differences in the values of investments at the beginning and end of the year are treated as unrecognised gains or losses and form part of unrestricted reserves. When the investments are sold the difference between the sale proceeds and their value in the books on the date of sale is treated as a recognised gain or loss.

#### viii) Debtors

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for impairment of trade debtors is established when there is objective evidence that the church will not be able to collect all amounts due according to the original terms of the receivables.

#### ix) 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.

#### x) <u>Creditors</u>

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method. Short-term trade creditors are measured at the transaction price.

Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

## NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31 DECEMBER 2018

2 Donations and Legacies	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2018 £	TOTAL FUNDS 2017 £
Planned giving - Standing Orders Other Planned Giving Income tax recoverable Collections at all services Other donations	6,120 4,826 3,953 6,894 1,540 23,333	- 250 - 1,786 2,036	6,120 4,826 4,203 6,894 3,326 25,369	6,960 5,091 4,798 8,678 2,039 27,566
3 Income from Charitable Activities	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2018 £	TOTAL FUNDS 2017 £
<i>Church activities</i> 190 Centre Rent Leapfrogs Fees from weddings etc Projects and events Miscellaneous Income	8,265 1,476 1,358 80 317 11,496	- - - - -	8,265 1,476 1,358 80 317 11,496	9,332 704 973 211 - 11,220
4 Investment income	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2018 £	TOTAL FUNDS 2017 £
Dividends and interest	29,255 29,255	795 795	30,050 30,050	30,232 30,232

### NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31 DECEMBER 2018

5 Charitable activities	Unrestricted Funds £	Restricted £	TOTAL FUNDS 2018 £	TOTAL FUNDS 2017 £
Church activities	~	~	~	~
Missionary and Charitable Giving	1,931	141	2,072	3,371
Ministry Costs	24.000		24.000	24,000
Parish Share paid to Diocese Other ministry costs	24,000 2,390	-	24,000 2,390	24,000
Other ministry costs	2,390		26,390	<u>2,637</u> 26,637
	20,390	-	20,390	20,037
Children's and youth activities	655	-	655	3,521
Church running expenses				
Upkeep of services	1,844	-	1,844	2,214
Projects and events	159	-	159	1,486
Electricity/gas/water	3,468	-	3,468	5,185
Music and books	1,500	-	1,500	2,143
Insurance	7,834	-	7,834	7,838
Stationery/general office expenses	9,351	-	9,351	6,483
Hospitality	818	-	818	408
Staff costs	4,895	-	4,895	6,070
Outsourced office services	6,884	-	6,884	6,969
Miscellaneous expenses	972		972	1,286
Church property expenses	37,725	-	37,725	40,082
St Nicholas				
General maintenance and repairs	16,080	-	16,080	5,976
Cleaning and Garden Maintenance	1,960	-	1,960	2,674
Fire extinguishers/security St Luke	1,318	-	1,318	1,459
General maintenance and repairs	1,980	-	1,980	2,994
	21,338	-	21,338	13,103
Independent examination	1,364	-	1,364	1,278
	89,403	141	89,544	87,992

#### NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31 DECEMBER 2018

6 Staff Costs and Numbers	2018	2017
Staff costs were as follows:	£	£
Salaries and wages	4,869	6,070
Total	4,869	6,070
No employee received emoluments of more than £60,000 (2015: nil) The average number of employees during the year was as follows:	2018	2017
	No.	No.
Church Activities	1	1
Total	1	1

#### 7 Transactions with PCC members

No member of the PCC received any remuneration or expenses.

#### 8 Tangible Fixed Assets

	Sound system	TOTAL
Cost or valuation	£	£
At 1 January 2018	15,808	15,808
Additions Disposals	-	-
Revaluation	-	-
At 31 December 2018	15,808	15,808
Depreciation		
At 1 January 2018	15,808	15,808
Provided in the year	-	-
Disposals	-	-
At 31 December 2018	15,808	15,808
Net book amounts		
At 1 January 2018	-	-
At 31 December 2018	-	

#### NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31 DECEMBER 2018

9 Investments	2018	2017
	£	£
Fixed Asset UK Investments		
Movement in year		
Brought forward	802,321	740,986
Additions during the Year:		
Elizabeth Giles - Donation	685	-
Revaluation (Loss)/Gain	(6,091)	61,335
	796,915	802,321
Portfolio details	Units	Market value £
Mayfair Property Income Trust for Charities (Unrestricted)	133,478.00	119,743
CBF Investment Fund (Unrestricted)	40,592.56	653,930
COIF Investment Funds (Restricted)	1,618.46	23,242
		796,915
10 Debtors		
	2018	2017
	£	£
Income Tax Recoverable	1,155	2,632
Other Debtors	-	481
Prepayments and Accrued Income	2,454	2,416
	3,609	5,529
11 Creditors: amounts falling due within one year		
	2018	2017
	£	£
Creditors	1,643	3,005
Accruals	1,750	1,677
	3,393	4,682

#### 12 Commitments under operating leases

At 31 December 2018 the PCC was committed to making the following total minimum lease payments under non-cancellable agreements in respect of:

	2018	2017
	£	£
Health and safety agreement		
Payments due within one year	337	-
Payments due between one and two years	2,024	-
Payments due between two and five years	7,759	-
	10,120	-
Office equipment		
Payments due within one year	531	1,063
Payments due between one and two years	-	531
	531	1,594

#### NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31 DECEMBER 2018

#### 13 Analysis of net assets between funds

	General Funds	Restricted Funds	Total	
	£	£	£	
Tangible fixed assets	-	-	-	
Investments	773,673	23,242	796,915	
Current assets	83,556	(844)	82,712	
Current liabilities	(3,393)	-	(3,393)	
Net assets at 31 December 2018	853,836	22,398	876,234	

Loss on

#### 14 Movements in funds

	At 1 Jan 2018	Income	Expenditure	Transfers	revaluation of investments	At 31 Dec 2018
	£	£	£	£	£	£
Unrestricted funds:						
General fund	884,565	64,084	(89,403)	-	(5,410)	853,836
Total unrestricted funds	884,565	64,084	(89,403)	-	(5,410)	853,836
Restricted funds:						
Elizabeth Giles Fund	3,840	826	(141)	-	(145)	4,380
Machin's Fund	16,549	655	-		(536)	16,668
War Memorial Fund	-	1,350	-	-	-	1,350
Total restricted funds	20,389	2,831	(141)		(681)	22,398
Total funds	904,954	66,915	(89,544)		(6,091)	876,234

#### **Restricted Funds**

#### Elizabeth Giles Fund

The restricted fund known as the "Elizabeth Giles Fund" was created in 2014 when the former Elizabeth Giles Charity donated its assets to the PCC. Its purpose is to provide relief to the poor of the parish of St Nicholas and St Luke's Deptford.

#### Machin's Fund

Machin's Fund was created in January 2015 when the assets of the former Thomas Machin's Educational Charity were donated to the PCC. Its purpose is to provide educational benefits to the children in the parish of St Nicholas and St Luke Deptford. A committee consisting of the vicar and the churchwardens determine what grants should be made from this fund.

#### War Memorial Fund

The war memorial fund represents restricted donations made to towards the cost of replacing the lost war memorial at St Luke's Church. A new memorial was originally proposed to be constructed in conjunction with the commemoration of the centenary of the end of the First World War, and relocated to St Nicholas' Church. Subsequently, in line with the wishes of the donors, the work on the memorial has now been deferred so that it can be located at St Luke's once the reconstruction of the chuch has been completed.