

Signed Accounts 2018  
Copy for Treasurer



## **PAROCHIAL CHURCH COUNCIL** **ANNUAL REPORT 2018**

**AND INDEPENDENTLY EXAMINED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2018**

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF  
**ST MARY THE VIRGIN SWANLEY**

REGISTERED CHARITY No 1133939

**Like all Anglican churches, St Mary's receives:**  
**no money** from the government  
**no money** from any district or town council  
**no money** from the central Church of England  
**and no money** from the diocese of Rochester

**Every penny we spend on our church and on the churchyard has to come from the people of Swanley.**

**The congregation works hard to maximise our income and minimise our spending.**

**Thank you to everyone who helps.**

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## **MINISTER AND OFFICERS**

### **Ex-officio PCC Members & Trustees**

#### **Vicar & PCC Chairman**

The Reverend Dane Batley-Gladden

#### **Churchwardens**

Christine Parkes

Kevin Merrick (*also PCC Vice Chair*)

#### **Deanery Synod Representatives**

Sian Phillips

James Ashmore (*from April 2018*),

### **Elected PCC Members & Trustees**

Holly Reardon (*Honorary Secretary*)

Sandra Merrick (*Honorary Treasurer*)

Ruth Cove (*from April 2018*)

Mary-Rose Ellis

Angela Farren

Larree Lloyd

Toni Roast

Christine Thwaites

## **REGISTERED ADDRESS**

St Mary's Church, London Road, Swanley, BR8 7AQ.

## **ACCOUNTANTS**

### **SARGEANT PARTNERSHIP**

Chartered Accountants

5 White Oak Square, London Road, Swanley, BR8 7AG.

## **BANKERS**

### **BARCLAYS BANK PLC**

24 Lowfield Street, Dartford, DA1 1HD.

## **PREFACE TO THE 2018 REPORT**

2018 was the most challenging year which the parish has faced in a long time.

Although these accounts show a surplus, this includes donations to the churchyard fence of almost £2,400 and does not show that we paid the diocese only £23,000, against an original offer of £40,000. So, what looks like a reasonable annual result is no such thing.

If we had paid the diocese the original offer then we would have had a deficit of £13,000 and we simply could not sustain that. We are very grateful that the diocese have been very supportive at the reduction in our offer.

Having recognized in the middle of the year that our income was falling very severely short of 2017's figures, we immediately took action to reduce our outgoings and maximise our income.

The Church Council would like to thank everyone who helped during these – sometimes rather frantic – months.

Over the course of the last two years, the parish has lost 10 parishioners. Although the funerals for seven of these were held in St Mary's and mourners were most generous, a number of those we have lost were at the very centre of the church's fundraising efforts. The direct combined effect of their loss was of around £5,000, but the contributions which they encouraged in others and their generous support of the church's fundraising activities meant that the total loss is nearer £10,000.

Furthermore, in the Autumn the Sunbeams Preschool experienced a dramatic fall in numbers and closed at the end of the Autumn term in December. Although there will be a reduction in outgoings as a result of the closure, there is a substantial loss of income. The overall effect of this will only become clear in 2019.

These difficulties pose a severe challenge to St Mary's.

We expect a period of difficulty and of adjustment: so, at the start of this report, we ask for your prayers.

Fr Dane Batley-Gladden  
Vicar



## **ANNUAL REPORT OF THE MINISTER AND OFFICERS**

The Parochial Church Council of St Mary the Virgin, Swanley ('the PCC' or 'the Council') present their annual report and financial statements for the year ended 31<sup>st</sup> December 2018.

### **Basis of Preparation of Accounts**

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 PCCs, and with the Regulations' 'true and fair view' provisions, together with 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)).

### **Objectives and activities for the purpose of public benefit**

The PCC has the responsibility of co-operating with the vicar, the Reverend Dane Batley-Gladden, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the church of St Mary the Virgin, Swanley. The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St Mary's. The PCC intends that our worship puts faith into practice through sacrament, scripture, prayer and music.

When planning our activities we have considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. In particular, we try to enable everyone to live out their faith as part of our parish community through:

Worship and prayer - learning about the gospel; and developing knowledge and trust in Jesus Christ as Saviour, master and friend.

Provision of pastoral care for people living in the parish - especially building on the opportunities given by our churchyard which is used by many people in the parish and available to everyone in the parish for burials and interment of ashes.

Missionary, evangelism and outreach – using our superb site to proclaim a welcoming community of faith ready to support people in many different ways.

To facilitate this work, it is important that we maintain the fabric of St Mary's Church and of the Hall and Churchyard.

### **Achievements and performance**

#### **Worship and prayer**

At the heart of our worship is the Mass. A weekly Mass Book enables all who come to the Sunday Mass to participate fully and it contains everything that is necessary to take part in the celebration along with notices and important diary dates. A daily Mass, celebrated without hymns, is shorter but no less valued by those who attend.

Our Sunday evening service is Evening Prayer. Offered in different forms across the year, it has established itself as a time of calm and relaxed prayer. Additional services are provided throughout the year, including the Civic Remembrance Service and the memorial services arranged by local funeral directors.

All are welcome to attend our regular services. As at our annual meeting in April 2018 there were 113 parishioners (111 in 2017) on the Church Electoral Roll. The average weekly attendance, counted during October, was 70 (72 in 2017), but this number increases on major festivals.



### **Dartford Deanery**

The parish elects two members to serve on the Dartford Deanery Synod, and they play a full part in the synod. The vicar also attends deanery chapters and is very appreciative of the annual Deanery Clergy Retreat to Northiam in Sussex, along with the considerable support shown by members of the chapter throughout the year. Our area dean, the Reverend Kenneth Clark, completed his final full year of service in 2018 and we record our appreciation of his ministry to us. A new dean will be announced in 2019.

### **The Church Building**

Key challenges this year were roosting pigeons in the main window tracery. They not only caused damage to brickwork, their droppings created a number of hazards. The Council continues to seek long-term solutions. The major repairs to the guttering in 2017 held good throughout 2018. We are particularly grateful to those who help clean and maintain the building.

### **Volunteers**

There is a committed core of volunteers at St Mary's, without which it would be impossible for us to function. The Council would like to extend their thanks and appreciation for the hard work and commitment without which our ministry and mission could not be sustained.

### **Fundraising**

The Council gratefully acknowledges the immense efforts involved in fundraising activities, which raised £5,664 (2017: £7,193) through fairs and social events.

### **The Hall**

The hall offers a wonderful opportunity to reach out and offer hospitality to local groups. Nicky Reeve continues to run the hall bookings and ensures that the hall is much used. The closure of the Sunbeams Preschool not only damages our hall income, but also damages our mission and outreach to families in Swanley. In part, the closure is due to the continuing professionalization of pre-school care, meaning that families are more attracted to school settings than community offerings.

### **The Churchyard**

Those who live in the parish at the time of their death or who die in the parish are able to be buried in the churchyard. Space is now becoming limited and the town of Swanley will need to think carefully about burial requirements in the medium term. There is still a lot of work to do in the churchyard, but the council would like to thank Nigel Conolly who works hard to ensure that the burial ground offers an environment which reflects the aspirations of the congregation and serves the town. We are also grateful to those who provide the Kent Community Payback service whose efforts have made a considerable difference to the church, churchyard and vicarage grounds. In 2018, the Council launched the fund to raise money to replace our churchyard fence for which estimates total around £25,000. We were very encouraged that we have raised £2.4k in cash with a further £5k promised.

### **Pastoral care & Safeguarding**

There is a lively community of care both in Swanley generally and within the congregation at St Mary's. Home Communion is offered to the sick and housebound and there is an extensive set of networks for providing pastoral care, prayer and practical help. The parish has adopted the diocese of Rochester's model policies for the safeguarding of children and vulnerable adults. During the course of 2018, training will be undertaken to further strengthen our culture of watchfulness and care.



### **Mission, evangelism and outreach**

The church reaches out in a number of ways: through worship (the Palm Sunday service starts out in Swanley Town Square and processes to Church), through a lively social life (including a regular Sunday Parish Lunch) and through printed and digital communications (including Facebook and a our website.) The Council provides hall and cooking facilities at a reduced rate to the St Mary's Fellowship which meets frequently and which raises money for charities.

The weekly Mass Book contains brief notices, our parish newsletter is produced monthly with a fuller set of advance information, together with teaching material and continues to generate an advertising income, which we are looking to build upon.

The church's regular social life continues to be much appreciated. As well as raising funds, they enable us to reach out and form relationships which frequently blossom. The Council is grateful to those who offer their time and assistance regularly to enable these events to be successful.

### **Ecumenical relationships**

St Mary's has excellent and very close relationships with our Roman Catholic and URC sister churches and we are a member of Churches Together in Swanley and District: the PCC would like to thank all those who enable this important relationship to be nurtured and strengthened.

### **Financial review**

Total receipts from all sources was £75,342 (2017: £82,024) whilst total expenditure was £71,349 (2017: £84,249.) The surplus for the year was £3,993 compared to the 2017 deficit of £2,225. These figures mask a substantial drop in regular and promised giving and also do not reflect that our total offering to the diocese was only £23,000, compared with a promise of £40,000 and a 2017 figure of £33,000.

The church income comprises offertories and covenanted subscriptions, rental income, legacies and other receipts normally associated with churches. Within income, £25,426 (2017: £28,153) was directly from church services, open plate and planned giving. As part of ensuring high-quality information, the Council has made a priority of communicating the actual costs of running the parish. This has generated some comment, enabling conversations which educate. It is a vital part of raising funds that all should know how costly it is to offer the ministry.

The Council made particular efforts to bear down on costs by ensuring that we invest in items which are less costly to run. We have been greatly helped by substantial donations and gifts of time and of important items by well-wishers. We are very grateful to them.

During the year the rent receivable from the house in Pinks Hill, Swanley, of which the church owns 26%, amounted to £1,791 (2017: £3,084). The rent is submitted to the diocese as part of the parish share. The reduction is partly attributable to rent arrears and partly to substantial repair works undertaken during the year under the auspices of the diocese.



As a Charity, the members of the PCC are trustees and their responsibilities include the preparation of financial statements for each financial year, which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year.

In preparing financial statements giving a true and fair view, the trustees follow best practice and:

- a) select suitable accounting policies and apply them consistently;
- b) make judgements and estimates that are reasonable and prudent;
- c) state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- d) prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation;
- e) To make such accounts available to the public on request.

The trustees are responsible for keeping accounting records for six years which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and ensure that the financial statements comply with applicable law and regulations. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Reserves policy**

The council wishes to maintain reserves of three months' normal expenditure, equating to £11,000. As at 31 December 2018, our total cash reserves were £19,361: excluding debtors and stock.

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

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is a Registered Charity.

The method of appointment of PCC members is set out in the Church Representation Rules. At St Mary's the membership of the PCC consists of the incumbent (our vicar), churchwardens, and members elected by those members of the congregation who are on the electoral roll of the church. All those who are members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC. PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding PCC expenditure priorities. The PCC meets four times a year with a full agenda, and there is an additional meeting to approve accounts in advance of the APCM. Given its wide responsibilities the PCC has a number of committees each dealing with a particular aspect of the church's mission and activities.

### **Administrative information**

St Mary's Church is situated in London Road, Swanley. It is part of the Diocese of Rochester within the Church of England and it has passed resolutions with regard to the ministry of Bishops and Priests. As a result it is under the episcopal care of the Bishop of Richborough.

The correspondence address is St Mary's Vicarage, London Road, Swanley, BR8 7AQ. Registered charity number 1133939.



(signed)

**Fr Dane Batley-Gladden, Vicar**

**7 April 2019**



## **INDEPENDENT EXAMINER'S REPORT** **TO THE MINISTER AND OFFICERS OF ST MARY THE VIRGIN, SWANLEY**

I report on the accounts of the PCC for the year ended 31<sup>st</sup> December 2018, which are set out on pages 10 and 11 and their accompanying notes on pages 12 to 17.

### **RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

As trustees of the charity, the members of the PCC are responsible for the preparation of the accounts. The charity'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 the Regulations and Section 145 of the 2011 Act;  
to follow the procedures laid down in the General Directions given by the Charities 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 charity, and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from the management committee 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

(a) to keep accounting records in accordance with Section 130 of the 2011 Act;  
and

(b) to prepare accounts which accord with the accounting records and to comply with  
the accounting requirements of the 2011 Act

have not been met;

or

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



Joanne Brown

For and on behalf of  
SARGEANT PARTNERSHIP  
Chartered Accountants  
5 White Oak Square, London Road  
Swanley, BR8 7AG

February 2019



## **STATEMENT OF FINANCIAL ACTIVITIES**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
<b><u>INCOME</u></b>					
Voluntary Resources	2(a)	22,753	2,673	<b>25,426</b>	28,153
Activities for Generating Funds	2(b)	18,120	-	<b>18,120</b>	19,959
Income from Investments	2(c)	-	60	<b>60</b>	35
Church Activities	2(d)	25,927	-	<b>25,927</b>	26,544
Other Income Resources	2(e)	1,791	-	<b>1,791</b>	3,084
Pilgrimages	2(f)	-	4,018	<b>4,018</b>	4,249
<b>TOTAL INCOME</b>		<b>68,591</b>	<b>6,751</b>	<b>75,342</b>	<b>82,024</b>
<b><u>EXPENDITURE</u></b>					
Church Activities	3(a)	59,382	2,511	<b>61,893</b>	74,425
Cost of generating voluntary income	3(b)	169	-	<b>169</b>	129
Fund-raising costs	3(c)	3,893	-	<b>3,893</b>	3,670
Church management and admin	3(d)	1,232	-	<b>1,232</b>	1,893
Pilgrimages	3(e)	-	4,162	<b>4,162</b>	4,132
<b>TOTAL EXPENDITURE</b>		<b>64,676</b>	<b>6,673</b>	<b>71,349</b>	<b>84,249</b>
<b><u>NET MOVEMENT IN FUNDS</u></b>					
		<b>3,915</b>	<b>78</b>	<b>3,993</b>	<b>(2,225)</b>
Balance B/fwd 1 January 2018		<b>72,130</b>	<b>7,670</b>	<b>79,800</b>	<b>82,025</b>
Balance C/fwd 31 December 2018		<b>76,045</b>	<b>7,748</b>	<b>83,793</b>	<b>79,800</b>

## **STATEMENT OF ASSETS AND LIABILITIES**

	Notes	2018 £	£	2017 £	£
<b>Fixed Assets</b>					
Tangible	5		63,510		64,510
<b>Current Assets</b>					
Stock		46		65	
Debtors	6	2,070		4,186	
Short Term Deposits		6,536		4,521	
Deposits in Diocesan Funds		9,973		7,428	
Current Account and Cash in hand		2,852		303	
		<u>21,477</u>		<u>16,503</u>	
<b>Liabilities</b>					
Creditors – amounts falling due in one year	7	<u>1,194</u>		<u>1,213</u>	
<b>Net Current Assets</b>			20,283		15,290
<b>TOTAL NET ASSETS</b>			<u>83,793</u>		<u>79,800</u>
<b>PARISH FUNDS</b>					
Unrestricted			76,045		72,130
Restricted	8		7,748		7,670
<b>TOTAL FUNDS</b>	9		<u>83,793</u>		<u>79,800</u>

Approved by the PCC on 13 February 2019 and signed on its behalf:



**The Rev'd Dane Batley-Gladden**  
 Chairman



**Sandra Merrick**  
 Honorary Treasurer

*The notes on pages 12-17 form part of these accounts*



## **NOTES TO THE FINANCIAL STATEMENTS**

### **Ia Accounting policies**

Basis of preparation and assessment of going concern

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 PCCs, and with the Regulations' 'true and fair view' provisions, together with 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)).

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

### **Ib Funds**

Endowment funds are capital, given in such a form that only the interest may be spent whilst the original gift remains intact. The interest may be used either as restricted or unrestricted funds depending on the purpose for which the endowment was established.

St Mary's has no endowment funds and therefore there is no column shown for them in these accounts.

Restricted funds represent:

- a) income from trusts or endowment which may be expended only on those restricted objects provided in the terms of the trust or bequest,  
and
- b) donations or grants received from a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given, any balance remaining unspent at the end of the year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund.

Interest on Restricted Funds: by PCC resolution, interest earned is allocated primarily to the Reserve Fund the object of which is church and hall maintenance. It remains within the competence of the Council to allocate interest to the restricted funds on this or an average balance basis by further resolution.

Unrestricted funds are general funds, which can be used for the ordinary purposes of the PCC.

Incoming Resources: Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the incoming resources to which they relate is received. Grants and Legacies are accounted for when the PCC is legally entitled to the amounts due. Interest as when it is accrued by the payer. All other income is recognised when it is received. All incoming resources are accounted for gross.

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

**Diocesan Share:** The parish share is agreed at the start of each financial year and accounted for when paid. The Diocese of Rochester altered its arrangements for contributions by parishes towards the costs of providing clergy in 2015. The Bishop of Rochester made clear that any offering made to the diocese is in the nature of a voluntary payment. Any parish share unpaid at 31 December is therefore not provided for in these accounts. At 31 December 2018, St Mary's had paid £23,000 of its £40,000 offering for the 2018 calendar year, in addition to which £1,791 of the rental income from Pinks Hill was transferred to the diocese. Income from Pinks Hill is shown after deductions for dilapidations and improvements which are set by the Diocese of Rochester. The parish is not able to manage any rent arrears as the diocese manages the property but the parish is aware that sums remain owing and the diocese is expecting to pursue these in 2019.

The Council believes that the parish offering is the first call on its basic resources. It will use its best endeavours to pay its parish offering in full in 2019 but this is not a legal liability.

#### **Ic Fixed Assets**

Consecrated and benefice property of any kind is excluded from the accounts by section 10 of the Charities Act 2011.

Movable church furnishings held by the vicar and churchwardens on special trust from the PCC and which require a faculty for disposal are inalienable property, listed in the Church's inventory, which can be inspected (at any reasonable time.) For anything acquired prior to 2000, there is insufficient cost information available and therefore such assets are not valued in the financial statements.

Subsequently all equipment used within the church premises costing less than £1,000 is written off when incurred, any equipment costing £1,000 or more is depreciated on a straight line basis over 4 years.

The PCC owns 26% of the value of the curate's house in Pinks Hill, Swanley so it is included at a deemed cost being its 2003 valuation. Its cost being depreciated at £1,000 with effect from 2006.

The church hall is owned by the diocese and is not recognised as a PCC asset.



## **NOTES TO THE FINANCIAL STATEMENTS**

### **2 Income**

	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
<b>2a Voluntary Income</b>				
Planned Giving & Gift Aid donations	14,879	-	<b>14,879</b>	16,528
Tax recoverable: Church	3,703	-	<b>3,703</b>	3,913
Collections: occasional offices	2,753	-	<b>2,753</b>	2,403
Collections: open plate	1,268	-	<b>1,268</b>	1,429
Donations: Maintenance & ministry	-	4	<b>4</b>	94
Mission Projects & Charity Funds donations	150	2,669	<b>2,819</b>	3,786
<b>Total 2a Voluntary Income</b>	<b>22,753</b>	<b>2,673</b>	<b>25,426</b>	28,153
<b>2b Activities for generating funds</b>				
Fairs and socials	5,664	-	<b>5,664</b>	7,193
Income from printing	933	-	<b>933</b>	626
Hall Letting and cleaning	8,049	-	<b>8,049</b>	8,029
100 Club	2,969	-	<b>2,969</b>	3,397
Bingo	505	-	<b>505</b>	714
<b>Total 2b Activities for generating funds</b>	<b>18,120</b>	<b>-</b>	<b>18,120</b>	19,959
<b>2c Income from investments</b>				
Deposit accounts	-	60	<b>60</b>	35
<b>Total 2c Income from investments</b>	<b>-</b>	<b>60</b>	<b>60</b>	35
<b>2d Income from church activities</b>				
Social activities, coffee mornings, catering	7,174	-	<b>7,174</b>	6,787
Fees: funerals and weddings	12,552	-	<b>12,552</b>	12,621
Fees: organist, choir, sacristy	6,201	-	<b>6,201</b>	6,974
Bible Alive	-	-	<b>-</b>	162
<b>Total 2d Income from church activities</b>	<b>25,927</b>	<b>-</b>	<b>25,927</b>	26,544
<b>2e Other incoming resources</b>				
Rental Pinks Hill	1,791	-	<b>1,791</b>	3,084
<b>Total 2e Other incoming resources</b>	<b>1,791</b>	<b>-</b>	<b>1,791</b>	3,084
<b>2f Pilgrimages</b>				
Walsingham Pilgrimage	-	4,018	<b>4,018</b>	4,249
<b>Total 2f Pilgrimages</b>	<b>-</b>	<b>4,018</b>	<b>4,018</b>	4,249
<b>TOTAL INCOME</b>	<b>68,591</b>	<b>6,751</b>	<b>75,342</b>	82,024

## **NOTES TO THE FINANCIAL STATEMENTS**

### **3 Expenditure**

	Unrestricted Funds £	Restricted Funds £	<b>Total 2018 £</b>	<b>Total 2017 £</b>
<b>3a Church activities</b>				
Clergy Costs: Rochester Diocese & expenses	29,734	-	<b>29,734</b>	37,436
Organist, choir, sacristy, organ tuning	7,655	-	<b>7,655</b>	8,681
Church maintenance and utilities	7,506	-	<b>7,506</b>	6,603
Depreciation: curates house/equipment	1,000	-	<b>1,000</b>	1,000
Fellowship/bookstall/Bible Alive	126	-	<b>126</b>	208
Upkeep of churchyard/cemetery	3,914	-	<b>3,914</b>	10,018
Church hall running costs	9,054	-	<b>9,054</b>	9,111
Mission Projects & Charity Funds	393	2,511	<b>2,904</b>	1,368
<b>Total 3a Church Activities</b>	<b>59,382</b>	<b>2,511</b>	<b>61,893</b>	<b>74,425</b>
<b>3b Generation of voluntary income</b>				
Gift Aid envelopes	169	-	<b>169</b>	129
<b>Total 3b Generation of voluntary income</b>	<b>169</b>	<b>-</b>	<b>169</b>	<b>129</b>
<b>3c Fundraising costs</b>				
Fetes & Social Activities	2,333	-	<b>2,333</b>	2,110
100 club	1,560	-	<b>1,560</b>	1,560
<b>Total 3c Fundraising costs</b>	<b>3,893</b>	<b>-</b>	<b>3,893</b>	<b>3,670</b>
<b>3d Church management and admin</b>				
Photocopying/printing/stationery	829	-	<b>829</b>	1,400
Administration	403	-	<b>403</b>	493
<b>Total 3d Church management and admin</b>	<b>1,232</b>	<b>-</b>	<b>1,232</b>	<b>1,893</b>
<b>3e Pilgrimages</b>				
Walsingham Pilgrimage	-	4,162	<b>4,162</b>	4,132
<b>Total 3e Pilgrimages</b>	<b>-</b>	<b>4,162</b>	<b>4,162</b>	<b>4,132</b>
<b>TOTAL EXPENDITURE</b>	<b>64,676</b>	<b>6,673</b>	<b>71,349</b>	<b>84,249</b>



## **NOTES TO THE FINANCIAL STATEMENTS**

### **4 Staff Costs**

During the year the PCC employed a church hall cleaner part time amounting to £2,710 (£2,710 in 2017), which is included within church hall running costs. No payments were large enough to attract social security costs.

### **5 Fixed Assets**

	Freehold Land and buildings £	Church Equipment £	Total £
<u>Cost</u>			
At 1 January 2018	76,510	3,992	80,502
Additions	-	-	-
Disposals	-	-	-
At 31 December 2018	<b>76,510</b>	<b>3,992</b>	<b>80,502</b>
<u>Depreciation</u>			
At 1 January 2018	12,000	3,992	15,992
Charge for the year	1,000	-	1,000
Depreciation on disposals	-	-	-
At 31 December 2018	<b>13,000</b>	<b>3,992</b>	<b>16,992</b>
<u>Net Book Value</u>			
At 31 December 2017	64,510	-	64,510
At 31 December 2018	<b>63,510</b>	<b>-</b>	<b>63,510</b>

### **6 Debtors**

	Total 2018 £	Total 2017 £
HMRC gift aid	2,070	2,186
British Gas Refund	-	2,000
Total Debtors	<b>2,070</b>	<b>4,186</b>

### **7 Creditors: amounts falling due in one year**

	Total 2018 £	Total 2017 £
Sevenoaks Council	99	97
British Gas	1,095	1,116
Total Creditors	<b>1,194</b>	<b>1,213</b>

## **NOTES TO THE FINANCIAL STATEMENTS**

### **8 Restricted Funds**

	Balance 1 January 2018 £	Incoming Resources £	Resources Expended £	Transfers between restricted funds £	Total £	Balance 31 December 2018 £
<b>Church Activities</b>						
<b>Maintenance &amp; Ministry Funds</b>						
Reserve Fund	2,405	-	-	(27)	2,378	<b>2,378</b>
Organ Fund	1,350	-	-	-	1,350	<b>1,350</b>
<b>Total Maintenance &amp; Ministry</b>	<b>3,755</b>			<b>(27)</b>	<b>3,728</b>	<b>3,728</b>
<b>Mission Projects</b>						
Melba Williams Memorial	614	-	-	-	614	<b>614</b>
C Parkes Birthday	607	-	-	-	607	<b>607</b>
Discretionary Fund	40	4	-	-	44	<b>44</b>
Narthex	90	-	-	-	90	<b>90</b>
Churchyard Tap Fund	50	-	-	-	50	<b>50</b>
Churchyard Noticeboards	26	-	-	-	26	<b>26</b>
Heating Fund	21	-	-	-	21	<b>21</b>
Tabernacle Lighting	2,255	-	2,254	-	1	<b>1</b>
Churchyard Fence	-	2,396	-	-	2,396	<b>2,396</b>
Wooden Candle Stand	-	18	-	-	18	<b>18</b>
Children's Ministry	58	-	-	-	58	<b>58</b>
<b>Total Mission Projects</b>	<b>3,761</b>	<b>2,418</b>	<b>2,254</b>		<b>3,925</b>	<b>3,925</b>
<b>Charity Funds</b>						
Additional Curates Society	2	255	257	-	-	<b>-</b>
The Mission to Seafarers	-	-	-	-	-	<b>-</b>
<b>Total Charity Funds</b>	<b>2</b>	<b>255</b>	<b>257</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Mission &amp; Charity</b>	<b>3,763</b>	<b>2,673</b>	<b>2,511</b>		<b>3,925</b>	<b>3,925</b>
<b>Total Church Activities</b>	<b>7,518</b>	<b>2,673</b>	<b>2,511</b>	<b>(27)</b>	<b>7,653</b>	<b>7,653</b>
<b>Interest</b>	<b>35</b>	<b>60</b>	<b>-</b>	<b>-</b>	<b>95</b>	<b>95</b>
<b>Pilgrimage Funds</b>						
Walsingham Weekend	117	4,018	4,162	27	-	<b>-</b>
<b>Total Pilgrimages</b>	<b>117</b>	<b>4,018</b>	<b>4,162</b>	<b>27</b>	<b>-</b>	<b>-</b>
<b>Total Restricted Funds</b>	<b>7,670</b>	<b>6,751</b>	<b>6,673</b>	<b>-</b>	<b>7,748</b>	<b>7,748</b>

### **9 Analysis of Net Assets by fund**

	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
Tangible fixed assets	63,510	-	<b>63,510</b>	64,510
Current assets	13,729	7,748	<b>21,477</b>	16,503
Liabilities: amounts falling due in one year	(1,194)	-	<b>(1,194)</b>	(1,213)
Balance at 31 December 2018	76,045	7,748	<b>83,793</b>	79,800