

**The Parochial Church Council of the Ecclesiastical Parish
of Saint Mary Bredin, Canterbury**

Annual Reports and Accounts

For the year ended 31 December 2019

Charity Number 1137431

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Annual report and accounts for the year ended 31 December 2019

Trustees and Advisers

Principal office: St. Mary Bredin Church
Church Office
59 Nunnery Fields
Canterbury, Kent CT1 3JN

Membership of the Parochial Church Council (PCC) and Charity Trustees:

Incumbent and ex officio Chairman: The Reverend Canon Barney de Berry
Vice-Chairman: Martin Collings (re-appointed April 2019)
Churchwardens: Martin Collings (re-elected April 2019)
Lizzie Worthen (re-elected April 2019)
Honorary PCC Secretary: Svenja Powell (re-appointed April 2019)
Honorary Treasurer: Simon Webster (co-opted April 2019)

Members of the PCC during 2019 were as follows:

Ex-officio members

The Reverend Canon Barney de Berry - Incumbent
The Reverend Craig Hunt - Associate Vicar
The Reverend Stephen Carter - Curate
Martin Collings
Lizzie Worthen

Ex-officio members elected to Synod

Zac Bawtree (Deanery and Diocesan Synod)
Harry Macdonald (Deanery and Diocesan Synod)
Sam Locke (Diocesan Synod)
Margaret Griffin (Deanery Synod)
Charlotte Sleigh (Deanery Synod)
Alistair Bassett (Deanery Synod) PCC Student Rep.

Elected PCC members prior to the 2019 AGM:

Philip Lewis
Tom Gilbert
Rosemary Wade
Chloe Baxter
Andy King
Jacob Nicholson

Members elected at the 2019 AGM:

Jacob Nicholson re-elected
Philip Lewis re-elected
Katie Mickleburgh
Lucy Scarce

Members who retired at the 2019 AGM

Alistair Bassett

Members who joined during the year

Simon Webster - Co-opted in April 2019

Members who left during the year

The Reverend Craig Hunt - Associate Vicar
Roger Thornington (Deanery Synod)

Individuals attending PCC who have no vote in decision making

Svenja Powell - Honorary PCC Secretary

Bank: Lloyds Banking Group PLC
49 High Street
Canterbury, Kent CT1 2SE

Independent Examiner: Mark Laughton FCCA
Burgess Hodgson LLP
Camburgh House
27 New Dover Road
Canterbury, Kent CT1 3DN

PCC Annual Report for the year ended 31 December 2019

Structure, Governance and Management

The Parochial Church Council is a corporate body established by the Church of England. Under the terms of the Parochial Church Councils (Powers) Measure 1956 the Parochial Church Council of St. Mary Bredin (the PCC) has the responsibility of co-operating with the incumbent, the Reverend Barney de Berry, in promoting in the parish of St. Mary Bredin the whole mission of the Church; pastoral, evangelistic, social and ecumenical. It has the responsibility for the maintenance of the grounds and fabric of the Church premises and the furniture, furnishings, equipment, etc. within the various buildings on the site.

Day to day operating management of the charity's activities is delegated by the PCC to the Standing Committee which is the only committee required by law. It has the power to transact the business of the PCC between its meetings, subject to any directions given by the Church Council. The Incumbent, Churchwardens, Honorary Treasurer, Associate Vicar, Curate and up to one elected member make up this committee.

The Parochial Church Council and Charity Trustees

The members of the PCC are Trustees of the charity and are responsible for ensuring compliance with legislation governing matters including health and safety, safeguarding, disability discrimination, employment and financial matters.

Membership of the Parochial Church Council and Charity Trustees

Members of the PCC are either ex-officio, elected at the Annual Parochial Church Meeting in accordance with Church Representation Rules or co-opted. Those persons who were members of the PCC and Trustees are disclosed on Page 1 of the Annual Reports and Financial Statements.

Recruitment, induction and training of PCC members and Trustees

As part of the application process PCC members are given an explanation of what it means to become a PCC member and Trustee. This includes why the church has a PCC, what the PCC works for and with, what the PCC does and when, and what qualities and qualifications a PCC member and Trustee requires.

Public benefit

The charity constitutes a public benefit entity as defined by FRS102.

Achievements and performance

A brief outline of the activities undertaken by the organisation is set out below under the heading 'Activities'. These activities demonstrate the awareness of the PCC of the Charity Commission's published guidance on the Public Benefit requirement under the Charities Act 2011. A 'Church Life Report' document, is made available at the Annual Parochial Church Meeting or through the Church Office which provides more full details of the achievements and performance of the Church during 2019.

Volunteers

At the heart of much of the work of the Church there is a huge foundation of generous support, hard work and love which is supplied voluntarily by members of the congregation. This is often expressed in long hours spent serving in fellowship groups, in outreach programmes, in social action work, welcoming, stewarding, leading children's and youth groups, prayer meetings, training programmes and other areas of service. A huge 'thank you' is extended to all those who serve so willingly to make these events possible and for being the 'Church Life' of St Mary Bredin.

Objectives

Our vision as a church continues to be one in which we seek more fully to 'Proclaim the Good News of Jesus Christ through word and action'.

Church Attendance and Electoral Roll

A Electoral Role was compiled in 2019 and there were 228 parishioners recorded (2018: 273). The average weekly attendance counted during October 2019 was 232 individuals over the age of 16 years (2018: 230 adults) and 44 young people under the age of 16 (2018: 49 young people).

PCC Annual Report for the year ended 31 December 2019

Activities

The main Church activities, including worship and teaching services, prayer meetings, courses, fellowship groups and social action, continued throughout the year. Community events took place including the annual Community BBQ on the green at Oxford Road in Wincheap, a 'Family Fun Day' in the Church grounds, a Christmas family film and 'Carols on the Green' each of which was attended by many members of the local community. The Children's 'Holiday Club' was busy in the summer and various children's and youth groups continue to run.

Members of the Church are involved in many inter-church projects including: Street Pastors, Healing on the Streets, Stop The Traffik and Canterbury Food Bank. The Church continued to operate a Make Lunch ministry and again hosted the Catching Lives winter shelter once each week during the coldest winter months to provide a night shelter for street homeless in the City. The Church partnered with the Christians Against Poverty Debt Centre and sponsored a 'debt coach'.

Financial Review of 2019

Total receipts accounted for in the year were £468,820 of which £23,577 was restricted to specified purposes reflected in the restricted funds used to meet the costs of those purposes. Most of the restricted donations were directed to the Mission Specified funds and to the Property Development Fund into which members of the congregation continue to contribute to paying down the Kingdom Bank mortgage that helped to finance the redevelopment and extension of the Church building.

£494,985 was spent to provide the Christian ministry of St Mary Bredin Church in 2019, including £22,492 paid out of restricted funds. This sum includes the payment of £108,156 for the Diocesan Parish Share which provides for the stipends, housing and training of the Incumbent and Curate amongst other things. It is the policy of the PCC to commit for mission grant purposes 10% of unrestricted planned giving and collections at services, excluding the related Gift Aid sums reclaimed. In 2019 this policy provided £29,170 for use locally, elsewhere in the UK and abroad. Adding restricted donations received for mission payment purposes and partnership giving, a total of £52,772 was allocated to be paid in grants in respect of the year.

The PCC has no discretion as to the purpose to which restricted funding is put. Unrestricted funds are available to the PCC as it considers appropriate to meet costs, including overheads, the Diocesan Parish Share and payroll costs, and to support the various activities, ministries and mission partners with whom the Church is engaged.

Unrestricted voluntary giving totalling £375,310 is a reduction of £57,485 on that received in 2018. Without this generous giving, the PCC would have been unable to fund the activities of the Church in the way it was able to do in 2019 and to have the balance of reserves disclosed at the end of the year.

£22,492 was paid out of restricted funds during the year. A summary of these payments is disclosed in Note 9 to the accounts.

Plans for future periods

The objectives of the PCC continue to be to work and serve in the parish and the City of Canterbury in order to 'Proclaim the Good News of Jesus Christ through word and action'.

Reserves and Investment Policies

The PCC reviewed its Reserves Policy during the year. It is the policy of the PCC, particularly in view of having a number of staff on permanent contracts of employment, to maintain cash reserves of approximately £85,000 at any one time to cover unexpected situations that could lead to a cash flow problem. That criterion is currently met and, whilst there is a surplus beyond that at the end of the 2019 financial year, it is anticipated that the surplus may be utilised during 2020.

At the end of the financial year the PCC held £150,000 (2018: £175,000) on Market Linked Deposits subject to 3 months' notice with Lloyds Bank with whom it also maintains one current account. At the end of the financial year the PCC also held balances with The Church of England Deposit Fund including the restricted flower investment fund, income from which is used for the provision of flowers in the church.

PCC Annual Report for the year ended 31 December 2019

Statement of responsibilities of the PCC members

The PCC members are responsible for ensuring that the annual reports and the accounts are prepared in accordance with applicable law and regulations and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the PCC members to ensure that accounts are prepared for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period.

In preparing these accounts, the PCC members are required to:

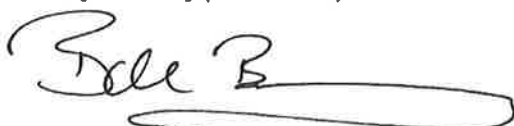
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP (Statement of Recommended Practice);
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been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

The PCC members are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations, and the provisions of the trust deed. 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.

At the date of signing these reports and accounts, the PCC considers that there are no material financial uncertainties about the PCC's ability to continue to operate.

Rev Barney de Berry (Incumbent)

Dated: 16 March 2020

A handwritten signature in black ink, appearing to read 'Barney de Berry', with a long horizontal flourish underneath.

**Independent Examiner's Report
for the year ended 31 December 2019**

I report on the accounts of the charity for the year ended 31 December 2019, which are set out on pages 6 to 17.

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

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

Basis of the Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioner.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

- 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 comply with the accounting requirements of the 2011 Act, and the Regulations;have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**Mark Laughton FCCA
Independent Examiner**

**Burgess Hodgson LLP
Chartered Accountants
27 New Dover Road
Canterbury
Kent CT1 3DN**

Dated: 16 March 2020

Statement of Financial Activities

For the year ending 31 December 2019

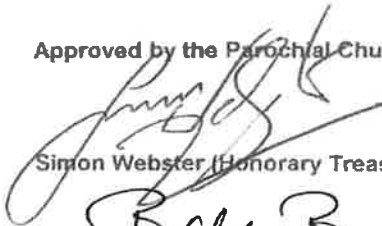
Notes	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2019 £	Total 2018 £
2 INCOMING RESOURCES					
Incoming resources from generated funds					
2(a) Voluntary income	375,310	22,877	-	398,187	456,587
2(b) Activities for generating funds	37,099	-	-	37,099	30,474
2(c) Income from investments	974	700	-	1,674	1,460
Incoming resources from charitable activities					
2(d) Church activities	31,860	-	-	31,860	38,701
2(e) Other incoming resources	-	-	-	-	-
TOTAL INCOMING RESOURCES	445,243	23,577	-	468,820	527,222
3 RESOURCES EXPENDED					
Cost of generating funds					
3(a) Cost of generation of voluntary income	-	-	-	-	-
3(b) Fund-raising costs	19,672	-	-	19,672	18,174
Charitable activities					
3(c) Church activities	451,098	22,492	-	473,590	501,961
3(d) Governance costs	1,723	-	-	1,723	1,840
TOTAL RESOURCES EXPENDED	472,493	22,492	-	494,985	521,975
NET INCOMING RESOURCES BEFORE TRANSFERS	(27,250)	1,085	-	(26,165)	5,247
9 Gross transfers between funds	13,000	(13,000)	-	-	-
NET (OUTGOING)/ INCOMING RESOURCES BEFORE OTHER RECOGNISED GAINS AND LOSSES	(14,250)	(11,915)	-	(26,165)	5,247
Other recognised gains/losses					
(Loss)/Gain on revaluation of investments	-	-	3,797	3,797	(309)
NET MOVEMENT IN FUNDS	(14,250)	(11,915)	3,797	(22,368)	4,938
Reconciliation of funds					
Balances brought forward 1 January 2019	662,048	31,477	20,299	713,824	708,886
Balances carried forward 31 December 2019	647,798	19,562	24,096	691,456	713,824

Balance sheet

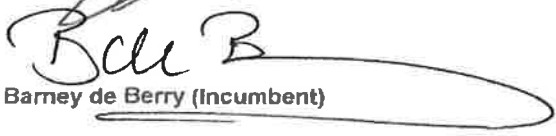
As at 31 December 2019

Notes	Unrestricted funds £	Restricted funds £	Endowment funds £	Total 2019 £	Total 2018 £
FIXED ASSETS					
5(a) Tangible	781,424	-	-	781,424	784,402
5(b) Investments	-	-	24,096	24,096	20,299
	<u>781,424</u>	<u>-</u>	<u>24,096</u>	<u>805,520</u>	<u>804,701</u>
CURRENT ASSETS					
6 Debtors	15,540	-	-	15,540	45,640
Short term deposits	150,000	-	-	150,000	175,000
Cash at bank and in hand	58,730	20,897	-	79,627	99,950
	<u>224,270</u>	<u>20,897</u>	<u>-</u>	<u>245,167</u>	<u>320,590</u>
LIABILITIES					
7 Creditors - amounts falling due in one year	24,885	1,335	-	26,220	53,781
<i>Net current assets</i>	<u>199,385</u>	<u>19,562</u>	<u>-</u>	<u>218,947</u>	<u>266,809</u>
<i>Total assets less current liabilities</i>	<u>980,809</u>	<u>19,562</u>	<u>24,096</u>	<u>1,024,466</u>	<u>1,071,510</u>
7 Creditors - amounts falling after one year	333,011	-	-	333,011	357,686
TOTAL NET ASSETS	<u>647,798</u>	<u>19,562</u>	<u>24,096</u>	<u>691,456</u>	<u>713,824</u>
PARISH FUNDS					
9 Funds	<u>647,798</u>	<u>19,562</u>	<u>24,096</u>	<u>691,456</u>	<u>713,824</u>

Approved by the Parochial Church Council on 16 March 2020 and signed on its behalf by :



Simon Webster (Honorary Treasurer)



Rev Barney de Berry (Incumbent)

Notes to the accounts**For the year ending 31 December 2019****1. Accounting policies****a) Statement of Compliance**

These accounts have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Charities Act 2011.

b) Basis of preparation

The accounts have been prepared on the historical cost basis, except for the valuation of investment assets, which are shown at market value. The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those that are informal gatherings of church members. The accounts are prepared in pounds sterling, which is the functional currency of the entity.

c) Going concern

There are no material uncertainties about the charity's ability to continue.

d) Judgements and key sources of estimation uncertainty

The preparation of the accounts requires the PCC to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

e) Incoming resources

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received unless notification of the entitlement is not received in time for this to be processed. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Dividends and interest are accounted for when receivable. Income relating to premises lettings is recognised when each letting is completed. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

f) Resources expended

Grants and donations are accounted for when awarded if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when due. All other expenditure including attributable VAT is generally recognised when it is incurred and is accounted for gross.

Direct payroll costs are allocated to the appropriate activity. Support payroll costs and other support costs are allocated to activities on the basis of estimated time spent on that particular activity.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the PCC and include the Independent Examiner's fee and costs linked to the strategic management of the PCC.

Notes to the accounts**For the year ending 31 December 2019****1 Accounting policies (continued)****g) Tangible fixed assets**

Consecrated and benefice property is not included in the accounts in accordance with section 10 (2)(a) of the Charities Act 2011.

Movable church furnishings held by the incumbent and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected on request at any reasonable time.

Individual assets or relevant groups of assets with a purchase price of more than £1,000 are depreciated on a straight-line basis. Furniture is depreciated over 5 years and technology equipment (including audio/visual, computers and printers) is depreciated over 3 years.

Buildings and building improvements, specifically the Church Centre, Kendall Hall and the residential property, are depreciated over 50 years from the date of completion or acquisition. The additional work carried out on Kendall Hall in 2004 is depreciated over 15 years from 1 January 2005. Other assets are depreciated over a period between 10 and 15 years.

h) Investments

Investments held as fixed assets are revalued at the balance sheet date. Realised and unrealised gains and losses on investments are taken to the Statement of Financial Activities.

i) Funds

Endowment Funds are funds, the capital element of which must be maintained; only income arising from investment of the endowment may be used either as restricted or unrestricted funds depending upon the purpose for which the endowment was established.

Restricted Funds represent (a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and (b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may be expended only on the specific object for which they were given. Any balance remaining unspent at the end of each year is required to be carried forward as a balance on that fund. It is not normal practice for the PCC to invest separately for each fund. Interest generated by holding these funds is very small and no allocation of interest received is made to restricted funds.

Designated Funds are funds set aside by decision at a PCC meeting out of unrestricted general funds for specific future purposes or projects.

Unrestricted Funds are general funds which can be used for normal church activities for which the PCC is responsible.

j) Pension costs

The PCC contributes to a defined contribution pension scheme for permanent employees. Contributions to this scheme are charged to the Statement of Financial Activities in the period in which they are paid.

k) Taxation

As a registered charity the PCC is exempt from corporation tax.

l) Financial instruments

The PCC has only financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Notes to the accounts

For the year ending 31 December 2019

2. INCOMING RESOURCES	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2019 £	Total 2018 £
2(a) Voluntary income					
Planned giving:					
Gift Aid donations	212,944	14,961	-	227,905	266,898
Tax recoverable	53,236	3,740	-	56,976	66,724
Other	55,451	290	-	55,741	55,413
Collections at services (open plate)	23,312	60	-	23,372	29,602
Tax recoverable for unidentified giving	2,000	-	-	2,000	2,000
Collections at groups (open plate)	2,807	-	-	2,807	2,817
Gift days:					
Gift Aid donations	11,340	1,100	-	12,440	7,145
Tax recoverable	2,835	275	-	3,110	1,786
Other	11,103	-	-	11,103	6,218
Donations, appeals, etc.:					
Gift Aid donations	107	-	-	107	4,041
Tax recoverable	-	-	-	-	1,010
Other	-	2,451	-	2,451	1,683
Gift Aid received re donation in the prior year	175	-	-	175	11,250
Legacies	-	-	-	-	-
	<u>375,310</u>	<u>22,877</u>	<u>-</u>	<u>398,187</u>	<u>456,587</u>
2(b) Activities for generating funds					
Church property lettings (for non-church purposes)	35,285	-	-	35,285	29,279
Fund-raising events	-	-	-	-	-
Other	1,814	-	-	1,814	1,195
	<u>37,099</u>	<u>-</u>	<u>-</u>	<u>37,099</u>	<u>30,474</u>
2(c) Income from investments					
Dividends	-	700	-	700	683
Interest	974	-	-	974	777
	<u>974</u>	<u>700</u>	<u>-</u>	<u>1,674</u>	<u>1,460</u>
2(d) Income from church activities					
Church property lettings (for church purposes)	1,893	-	-	1,893	2,345
Fees for weddings and funerals	2,660	-	-	2,660	2,484
Fees for courses and events	27,307	-	-	27,307	33,872
	<u>31,860</u>	<u>-</u>	<u>-</u>	<u>31,860</u>	<u>38,701</u>
2(e) Other incoming resources					
Gain on sale of fixed assets	-	-	-	-	-
Total incoming resources	<u><u>445,243</u></u>	<u><u>23,577</u></u>	<u><u>-</u></u>	<u><u>468,820</u></u>	<u><u>527,222</u></u>

Notes to the accounts

For the year ending 31 December 2019

3. RESOURCES EXPENDED (continued)

Allocation of wages and support costs

	Direct Payroll £	Support Payroll £	Total Payroll £	Other Support costs £	Direct costs £	Total Allocated Costs £
Attributable to church property lettings	11,459	4,410	15,869	2,448	1,355	19,672
Diocese re Associate Vicar and other ministry costs	-	-	-	-	23,405	23,405
Incumbent activities	-	11,889	11,889	1,834	2,800	16,523
Music	8,258	724	8,982	1,386	2,182	12,550
Pastoral	-	2,767	2,767	427	-	3,194
Youth and Children	34,241	3,277	37,518	5,789	5,001	48,308
Students	-	-	-	-	3,116	3,116
Discipleship Year costs	-	1,384	1,384	214	3,430	5,028
Church running	9,788	26,261	36,049	5,562	8,242	49,853
Church maintenance and repairs	3,725	1,433	5,158	796	9,275	15,229
Upkeep of services	-	-	-	-	99	99
Cost of group meetings	-	-	-	-	12,361	12,361
Church Hall/Centre	12,045	2,163	14,208	2,192	25,757	42,157
Governance	-	553	553	86	1,084	1,723
	79,516	54,861	134,377	20,734	98,107	253,218

Other support costs included above:

	Total 2019 £	Total 2018 £
Printing, postage and stationery	5,198	5,682
Telephone	1,291	1,353
Website and IT costs	8,380	8,333
Recruitment and staff training	3,248	3,969
Repairs and maintenance	1,304	2,113
Payroll services	918	798
Travelling	383	169
Canteen	-	-
Other costs	12	67
	20,734	22,484

Notes to the accounts

For the year ending 31 December 2019

4. STAFF COSTS

	Total 2019 £	Total 2018 £
4(a) Wages and salaries		
Wages and salaries	125,546	123,358
Employers National Insurance	4,999	4,858
Pension costs	3,832	3,340
	<hr/>	<hr/>
	134,377	131,556
	<hr/> <hr/>	<hr/> <hr/>

The average number of employees including temporary staff during the year, calculated on the basis of full time equivalents, was as follows:

	2019 Number	2018 Number
Church Hall/Centre	1.6	1.1
Youth and children	1.4	1.2
Administration and management	4.4	3.9
	<hr/>	<hr/>
	7.4	6.2
	<hr/> <hr/>	<hr/> <hr/>

The full time equivalent information represents 8 (2018: 8) paid members of staff, some of whom work full time and some part time. Volunteers who serve in church activities and ministries are not included in these statistics.

During the year the PCC contributed to the defined contribution pension scheme £3,832 (2018 - £3,340) on behalf of employees who have not opted-out of the scheme. Of these contributions no amounts remained outstanding at the year end (2018 - £Nil).

The incumbent, associate vicar and curate are remunerated by the Diocese. Part of the Diocesan parish share disclosed above contributes towards the cost of the incumbent and curate.

No member of staff earned over £60,000 during the year (2018: None).

4(b) **Payments to PCC Members and Related Parties**

No member of the PCC received remuneration or benefits in respect of their services as members of the PCC during the year (2018: None). No PCC members were reimbursed expenses during the year other than for operating costs incurred on behalf of the PCC (2018: £None).

During part of 2018, Marian Nicholson was a member of PCC and, during that period, £800 was paid for IT services to her husband Iain Nicholson, IT Contractor. The fees charged by Iain Nicholson were at a discounted rate.

During the year, Alistair Basset was a member of PCC and he was paid £120 for undertaking work to support Church operations (2018: £670).

Lizzie Worthen, is a member of PCC and the Mission Partner Group gifted the sum of £3,700 (2018: £11,376) to Joe and Sarah Harvey to support their work with CMS. Sarah Harvey is the daughter of Lizzie Worthen.

Use of the Family Fund is at the discretion of the incumbent and churchwardens. There was no money available in this fund in 2019 and no payments were made out of the Family Fund in 2019 to individuals related to PCC members (2018: £Nil).

Notes to the accounts

For the year ending 31 December 2019

5. FIXED ASSETS

(a) Tangible	Buildings & Improvements	Furniture & Equipment	Total
	£	£	£
Cost:			
At 1 January 2019	1,031,731	172,748	1,204,479
Additions at cost	23,155	4,682	27,837
Disposals	-	-	-
At 31 December 2019	<u>1,054,886</u>	<u>177,430</u>	<u>1,232,316</u>
Depreciation			
At 1 January 2019	259,345	160,732	420,077
Accumulated depreciation on disposals	-	-	-
Charge for the year	25,013	5,802	30,815
At 31 December 2019	<u>284,358</u>	<u>166,534</u>	<u>450,892</u>
Net book value			
At 31 December 2019	<u>770,528</u>	<u>10,896</u>	<u>781,424</u>
At 31 December 2018	<u>772,386</u>	<u>12,016</u>	<u>784,402</u>

The buildings comprise the cost of improvements to the Church building, the cost of the Link and Church Centre, the cost of Kendall Hall, the cost of land on which the Kendall Hall stands and the cost of residential accommodation for use by the Associate Vicar together with the cost of improvements to those properties.

The PCC holds in trust for the Diocese of Canterbury, the Church building and land on which the Church building, the gardens, the car park, the Link and Church Centre stand. The PCC is responsible for the maintenance of the grounds and fabric of these premises.

The residential accommodation purchased for use by the Associate Vicar is held by The Canterbury Diocesan Board of Finance as custodian trustee for the PCC. The PCC is responsible for maintenance of the grounds and fabric of this property and also for the council tax and water charges.

(b) Investments	£
Market value 1 January 2019	20,299
Revaluation gain/(loss)	<u>3,797</u>
Market value at 31 December 2019	<u>24,096</u>

The investment consists of 1,257 income shares in the CBF Church of England Investment Fund.

6. DEBTORS	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 2019	Total 2018
	£	£	£	£	£
Gift Aid tax recoverable	6,375	-	-	6,375	26,775
Debtors	2,812	-	-	2,812	1,394
Accrued income	-	-	-	-	-
Prepayments	6,352	-	-	6,352	17,471
	<u>15,539</u>	<u>-</u>	<u>-</u>	<u>15,539</u>	<u>45,640</u>

Notes to the accounts

For the year ending 31 December 2019

7. LIABILITIES	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2019 £	Total 2018 £
Creditors - amounts falling due in one year					
Trade Creditors	3,763	-	-	3,763	24,155
Other Creditors	700	-	-	700	600
Loans (see below)	11,000	-	-	11,000	10,300
Deferred Income	354	-	-	354	7,322
Accruals	9,068	1,335	-	10,403	11,404
	<u>24,885</u>	<u>1,335</u>	<u>-</u>	<u>26,220</u>	<u>53,781</u>
Creditors - amounts falling after one year					
Loans					
Kingdom Bank Limited					
Church renovation	45,400	-	-	45,400	60,981
Residential accommodation	298,611	-	-	298,611	307,005
Included in amounts falling due within one year	(11,000)	-	-	(11,000)	(10,300)
	<u>333,011</u>	<u>-</u>	<u>-</u>	<u>333,011</u>	<u>357,686</u>

A Kingdom Bank Limited loan to finance part of the church premises renovation is repayable over thirty years from 2008. Interest is charged at 2.5% over bank base rate and the loan is secured over freehold property consisting of the Kendall Hall and gardens owned by the PCC. During the year £2,580 of this loan was repaid from regular monthly repayments and a lump sum of £13,000 was repaid out of the restricted fund for this purpose. At the year end date the balance of the loan amounted to £45,400.

The two Kingdom Bank Limited loans to finance the residential accommodation are repayable over 25 years from 2016. Interest on these loans is charged at 3.5% over bank base rate and the loans are secured partly over the freehold property of the house and partly over the freehold property consisting of the Kendall Hall and gardens. Both properties offered as security for the loans are owned by the PCC. During the year, £8,395 of the loans was repaid from regular monthly repayments. At the year end date the balance of the loans amounted to £298,611.

8. Financial Instruments

Assets:	2019	2018
Cash and bank balances	229,628	274,950
Debtors and gift aid recoverable	9,187	28,169
	<u>238,815</u>	<u>303,119</u>
Liabilities:		
Mortgage loans (Note 7)	344,011	367,986
Creditors	4,463	24,755
	<u>348,474</u>	<u>392,741</u>

The mortgage loans are in the form of secured loans with a variable interest rate. The risk facing the PCC is that interest rates will rise as the UK economic situation changes. The PCC considers that any increase in interest rate will be covered by increasing gifts or by reducing overheads to ensure that the PCC maintains its reserves policy.

Notes to the accounts

For the year ending 31 December 2019

9. PARISH FUNDS	Balance at 1 Jan 2019	Incoming Resources	Resources Expended	Transfers	Revaluation Gains	Balance at 31 Dec 2019
Unrestricted Funds:						
General funds	155,261	445,243	(435,372)	(34,130)	-	131,002
Designated funds :						
Fixed Asset Fund	404,400	-	(25,013)	47,130	-	426,517
Property Reserve Fund	91,011	-	(8,244)	-	-	82,767
Cantercare	-	-	-	-	-	-
Mercy Ministries	11,376	-	(3,864)	-	-	7,512
	662,048	445,243	(472,493)	13,000	-	647,798
	Balance at 1 Jan 2019	Incoming Resources	Resources Expended	Capital Repayment	Revaluation Gains	Balance at 31 Dec 2019
Restricted Funds:						
Children	-	-	-	-	-	-
Youth	-	-	-	-	-	-
Flowers Revenue	768	807	(381)	-	-	1,194
Mission Specified	6,354	15,366	(18,535)	-	-	3,185
Family Relief	-	-	-	-	-	-
Property Development	11,244	6,673	-	(13,000)	-	4,917
SMB Groups	75	113	-	-	-	188
Uganda Field Trip	-	63	-	-	-	63
Regalia & Artefacts	-	-	-	-	-	-
Pastoral	2,588	-	(577)	-	-	2,011
South Sudan - Juba	-	250	(250)	-	-	-
Mercy Ministries	10,448	305	(2,749)	-	-	8,004
	31,477	23,577	(22,492)	(13,000)	-	19,562
Endowment Funds:						
Flower fund	20,299	-	-	-	3,797	24,096
Total Parish Funds	713,824	468,820	(494,985)	-	3,797	691,456

A mortgage loan repayment of £13,000 was made out of the restricted fund in February 2019. In the 2019 financial statements this is reflected as a transfer between funds as the mortgage loan is an unrestricted fund liability.

Designated Funds:**Fixed Asset Fund**

The fixed asset fund represents the net book value of property fixed assets less any secured loans. The transfer relates to adjustment for fixed asset additions and the mortgage repaid during the year.

Property Reserve Fund

In 2018, the PCC designated £91,011 towards the costs of an extension to the Old Dover Road entrance to the Church premises and survey work to meet the costs of design and preparation work for this project.

Cantercare

A fund to receive donations pledged to Cantercare to sponsor a room. Out of funds received, the church provides gifts and pastoral care to the resident of the room with this fund.

Mercy Ministries

In 2017 the PCC resolved to designate 10% of the 2017 Unrestricted Gift Day donations, excluding the Gift Aid recoverable, for the Mercy Ministries. These funds are utilised as the PCC directs to support these ministries.

Notes to the accounts

For the year ending 31 December 2019

9. PARISH FUNDS (continued)

Restricted Funds:

Children

A fund to receive donations to support ministry to children.

Youth

A fund to receive donations to support ministry to young people.

Flowers Revenue

A fund to receive the interest from the Flower Endowment Fund. This is used to support the provision of flowers in the church.

Mission Specified

These funds are received from donors who specify the mission partner to whom the funds are to be given over the course of the financial year.

Family Relief

A fund available to the incumbent and churchwardens to provide support to members of the church family who experience financially difficult times.

Property Development

A fund containing money given for building projects and repayment of the associated mortgage loan. During the year, the sum of £13,000 (2018: £Nil) was paid out of this fund to repay part of the loan to fund the Church redevelopment.

SMB Groups

A fund to receive donations by SMB groups for mission partners.

Uganda Field Trip

A fund to receive donations to support a team which will work with Jenga in Uganda during 2018.

Regalia & Artefacts

A fund to receive donations to purchase religious regalia and artefacts.

Pastoral

A fund to receive donations to support the pastoral activities of the church.

South Sudan - Juba

A fund to receive donations to support education work in Juba, South Sudan.

Mercy Ministries

A fund to receive donations to support the mercy ministries operated by the congregation: Christians Against Poverty, Make Lunch and Stop The Traffic.

10. FINANCIAL COMMITMENTS

There are no Financial Commitments at 31 December 2019 (2018: None).

11. EVENTS BEING CONSIDERED SUBSEQUENT TO THE YEAR END

The general condition of the Kendall Hall premises continues to cause some concern and significant repair costs may need to be met in the next 3 years.

Detailed Unrestricted Funds - Resources Expended Analysis

For the year ending 31 December 2019

	Total 2019 £	Total 2018 £
Detailed Charitable Activity Costs:		
Mission giving	33,987	49,122
Ministry - Diocesan Parish Share	108,156	104,498
General ministry costs	6,052	4,721
Ministry costs - Fees shared with Diocese	974	1,199
Ministry costs - Discipleship Year costs	3,430	2,369
Clergy expenses	1,592	849
Parsonage houses costs	4,776	1,868
Associate Vicar employment costs	18,807	39,664
Music costs	2,182	4,040
Upkeep of services	628	1,040
Upkeep of churchyard	80	214
Ministry events (Ashburnham in 2019 but not in 2018)	38,986	10,270
Children and Youth activities	4,957	5,766
Major premises repairs	-	14,240
	<u>224,607</u>	<u>239,860</u>
Direct costs of events sales	<u>99</u>	<u>57</u>
Detailed Overhead costs		
Refuse and water costs	5,689	5,315
Insurance costs	5,423	5,365
Electricity and gas costs	10,592	10,548
Church and Centre minor repairs	3,213	2,628
Cleaning	4,872	4,186
Travelling	1,016	1,173
Hospitality	879	533
Staff training	1,909	2,384
Printing, stationery, photocopying and postage	5,198	5,682
Telephone	1,291	1,647
Office equipment maintenance	3,621	5,150
IT support	2,487	2,703
Website and IT costs	5,893	5,630
Fixture, fittings and equipment minor purchases	1,722	1,834
Bank and credit card charges	382	293
Loan interest paid	14,656	14,896
Employed staff costs	134,377	131,556
Recruitment costs	1,348	1,800
Independent Examiner fees and payroll costs	2,000	1,788
Consultancy Fees	8,244	929
Church Centre alarm system and lift costs	2,148	1,737
Sundry expenses	12	68
	<u>216,972</u>	<u>207,845</u>
Depreciation - Property	25,012	22,748
Depreciation - Furniture and Fittings	3,689	1,776
Depreciation - Office Equipment	2,114	4,041
	<u>30,815</u>	<u>28,565</u>
TOTAL RESOURCES EXPENDED per Note 3 to Financial Statements	<u>472,493</u>	<u>476,327</u>

Detailed Missionary and Charitable Giving Analysis

For the year ended 31 December 2019

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2019 £	Total 2018 £
RESOURCES EXPENDED INFORMATION					
<u>Missionary and charitable giving:</u>					
Overseas:					
D & U Drew with St Stephens Society	3,385			3,385	3,000
L & O Muerasse with Pastos Verdes	3,000	8,650		11,650	7,284
Bishop G Venables	1,500			1,500	1,500
M Hayter in Uganda	2,000	1,662		3,662	9,117
M Knowles with CMS	2,000			2,000	2,000
Jenga Uganda - RJ Henderson	2,000			2,000	1,000
Joe and Sarah Harvey - CMS	3,000	700		3,700	-
South Sudan school		250		250	-
Hannah Williams - The Venn Foundation, NZ				-	500
UK based:					
Ruth Radley with CMS	2,000			2,000	2,000
Canterbury Schools Worker	1,320			1,320	1,320
Canterbury Welcomes Refugees		5,079		5,079	-
GE Taylor with YWAM	2,580	307		2,887	4,595
Jenga UK	1,500			1,500	1,500
C McBurney with UCCF				-	1,500
B Wild with UCCF	1,500			1,500	-
Friends International - B Strause Kalmere	500			500	1,000
Kidz Klub	1,500			1,500	1,500
Time Out	1,120			1,120	1,500
Sophie O'Rourke - Reading Family Church	1,200			1,200	800
Catching Lives		115		115	-
Christian Aid	1,000			1,000	-
Christ Church Christian Union	1,000			1,000	-
Church Army	12			12	-
L McCutcheon	250			250	-
N Shewell Cooper	145			145	-
Porchlight	385			385	-
SMB staff leaving gifts for future ministry		2,022		2,022	-
Will Washington - New Generation Ministries				-	2,000
	<u>32,897</u>	<u>18,785</u>	<u>-</u>	<u>51,682</u>	<u>42,116</u>
<u>Missionary and charitable giving:</u>					
2017 - 10% of Unrestricted Gift Day					
Joe and Sarah Harvey - CMS	-	-	-	-	11,376
<u>Partnership giving:</u>					
Fusion	90			90	245
Christ Church Christian Union	500			500	500
Kent University Christian Union	500			500	350
SMB Family Relief				-	458
Street Pastors				-	500
Hope 2018				-	2,375
	<u>1,090</u>	<u>-</u>	<u>-</u>	<u>1,090</u>	<u>4,428</u>
Total Missionary and Charitable Giving	<u>33,987</u>	<u>18,785</u>	<u>-</u>	<u>52,772</u>	<u>57,920</u>
As shown on Page 11 of the reports document					