

THE CHURCH OF ST. FRANCIS OF ASSISI, PETTS WOOD

ANNUAL REPORT FOR 2020

ON THE PROCEEDINGS OF THE PAROCHIAL CHURCH COUNCIL AND THE PARISH

SECTION 1

The Benefice

The Parish of Saint Francis of Assisi, Petts Wood is located in the London Borough of Bromley and is within the Church of England Deanery of Orpington, in the Diocese of Rochester. Fr Stephen Niechcial has been parish priest since 19th April, 2018.

The Parochial Church Council ("PCC") - Function

The PCC is a corporate body acting through the provisions of The Parochial Church Councils (Powers) Measure 1956 (as amended). Its responsibilities include co-operation with the minister in promoting in the Parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It has responsibility for discussion of all appropriate matters and for representation to Deanery Synod. Its powers and duties also include responsibility for the financial affairs of the Parish including the care, maintenance, preservation and insurance of the fabric of the church and its goods and ornaments and the fabric of the hall. The PCC is a registered charity (No 1127654) and the members of the PCC are its trustees.

Address for Correspondence

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Kent BR5 1QE
Tel: 01689 829971
Website: www.stfrancispw.org.uk

PCC & Deanery Synod Membership

The Parish Priest is the PCC Chairman and other members of the PCC are either ex-officio, i.e. members by virtue of being a churchwarden or a member of Deanery Synod, or elected. At the Annual Parochial Church Meeting ("APCM") on 22nd April 2018 Rule 16(3) of Church Representation Rules 1969 (as amended) was adopted whereby all elected members are elected every year at the APCM. The adoption of Rule 16(3) expires following the APCM in 2023 and will need to be reconsidered at the APCM 2024. Parish representatives to Deanery Synod are elected to serve a continuing 3-year term with the next election in 2023. During 2020 the PCC members were:

PCC Chairman

Fr Stephen Niechcial.

PCC Ex-Officio Members

Mr Anthony Burlace (*Vice Chairman and Deanery Synod member*)
Mr David Ince (Churchwarden).
Mrs Susan Burlace (*Deanery Synod Representative*)

PCC Elected Members

Michael Adkinson (until 18th October), Mrs Claire Davis, Mrs Rosemary Hughes, Mr. Peter Hull (until 18th October), Mrs Theresa Hull (*Treasurer*), Mrs Irene Jones, Mrs Rose Parrington (from 25th October), Mrs Pam Thomas (from 18th October).

PCC Appointed "Parish Children, Young Persons and other Vulnerable Persons Representative"

Mrs Irene Jones.

PCC Meetings

The PCC met 4 times: on 21st Jan, 30th June, 15th Sept and 24th Nov . Additionally, there was a short meeting after the APCM for the election of officers. The usual number of meetings was reduced due to the Covid epidemic. For the same reason, the meetings after Jan. were held on Zoom. Minutes of PCC meetings are e-mailed to members of the congregation who have agreed to receive them and are displayed in Church.

PCC Committees

The appointment of a Standing Committee is a statutory requirement and the PCC may appoint other committees and sub-committees for the various branches of its work and these may include non-PCC members. In all the PCC has four committees that meet as required. These are:

Standing Committee *It has power to transact the business of the PCC between meetings thereof, subject to any directions given by the PCC.*

Hall Committee *Manages the church Hall*

Social Committee *Attends to the Parish's social activities*

Fund raising and Building Steering committee *Raises funds for and manages new capital and specific project works*

Safeguarding Protection Policy

The Parish adheres to the Diocesan Policy, Procedures and Practice for work with Children, Young People and other Vulnerable Persons in Parishes, which includes DBS checking for all those working with vulnerable people in the Parish, and also has due regard to House of Bishops' guidance on safeguarding children and vulnerable adults. The PCC recognises that safeguarding is the responsibility of all of us.

Charity Governance Code

The PCC has reviewed the Code and will continue to consider its guidance. In 2020, 4 members of the PCC had served more than 9 years. While the PCC encourages new members to come forward, there were insufficient nominees to fill all vacancies and the 4 long serving members all brought expertise which was needed. The PCC was pleased to welcome 3 new members. The PCC encourages diversity by inviting nominations for election from all members of the congregation and by requiring all PCC members to stand for election each year.

Church Attendance

At 31 December 2020, there were 79 parishioners on the Church Electoral Roll. Attendances during the year were low due to the Covid 19 pandemic. No services open to a live congregation were held in church for most of March, April, May and June. Attendances in July, August and September, were around 25 each Sunday but fell to around 12 by the end of the year. All services throughout the year were streamed, even when the church was closed and up to 25 people took part in these from their homes. During the year the PCC and our fellow parishioners were delighted to welcome new members into our Church family, while at the same time greatly missing those who left us.

SECTION 2

Review of the year

As always the Church has relied upon, and has been blessed by the grace of God and the generosity, hard work and goodwill of its people. We have continued to publicise the Church through our website, www.stfrancispw.org.uk, our Facebook page and our Newsletters, all of which give details of all our services, news, information and activities. We also update our entry on 'A Church Near You'.

Because of the Covid 19 pandemic, 2020 has been a difficult year for us all, including our congregation, their families and friends and everyone in the community which we serve. The church has been open for personal prayer and meditation daily throughout the year (when regulations permitted) and we have streamed our weekday and Sunday services so that people can take part in their homes. New cameras were installed in the Nave and Lady Chapel to give high quality streaming. Social distancing measures were introduced in church to protect those who felt able to attend services. Fr. Stephen and our members have ensured that others have been kept in touch with and supported. In these and other ways we hope we have been a source of strength and comfort to all.

The Risk Register has been revised and included additional measures relevant to the pandemic. Our arrangements to respond to its effect were monitored throughout the year and are being kept under constant review. We believe that our social distancing arrangements in church, our streaming of services and conduct of meetings using Zoom worked well and were improved as experience was gained during the year. Some of these measures will continue when full church worship resumes.

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community. Because of the pandemic we have not been able to hold our usual programme of social and community events, but we did manage to host a concert by Bromley Boys Singers in December. Unfortunately our plans for a families and children's event on Christmas Eve had to be cancelled due to the Covid situation and while our Christmas Eve Midnight Mass and usual Christmas Day services were held, attendances were well below usual. Our Hall has continued to serve the whole community of Petts Wood as venue for a daily pre-school group and for various social and recreational activities but again many of these activities were severely curtailed this year, which in turn impacted on our income from those sources.

Our Holy Week services could not be held in church, but were streamed from the Vicarage.

Our work with children and young people has been very much curtailed with most families staying away from church during the pandemic, however, our monthly Family Services have continued.

Our strong and active Mothers' Union remained a cornerstone of our Parish life, but again was unable due to the pandemic. Members have however been very active in their support of each other and the Parish as a whole.

We continued to be active in Petts Wood Churches Together. The Bereavement café which we started last year continued with the support of others PWCT churches, and evolved into a Bereavement Help Point sited at the Methodist Church

Our St Francis Support Network continues to ensure that friendship and help in times of need is available to all our congregation.

In 2020 the Parish, as part of its outreach and mission to serve those in need, supported several charities, including The Childrens' Society, St Christopher's Hospice, St Francis Hospital Katete, Welcare and Orpington Food Bank.

The work and activities of the Parish depend on the hard work and generosity of so many of our congregation.

We give our most sincere thanks to all who have helped us to pay for the ongoing costs of the Church (especially so in the light of lost income from the hall) and have supported us through giving their time and talents to church activities. We thank them all, including Choir members, Servers, Eucharistic Ministers, Sides Persons, Flower Arrangers, Cleaners, Gardeners, those who have helped with buildings maintenance, finance and administration, and all others who do so much to provide our services to such a high standard and keep the Church and grounds in good condition.

Father Stephen's Report

My last APCM report was written in March 2020 in preparation for the usual April APCM. Little did I know then of the calamity of Covid which would descend on us within a few days and completely change all our lives. From the end of Lent until early July our Church was closed to public worship. For nearly two months during that time, the church was also closed to my using it to celebrate and live stream services, which instead came from the Vicarage, in what became affectionately known as 'St. Francis of the Dining Room'. Thanks to the great help and support of all our members, there has to date been only one Sunday when no Mass was celebrated and streamed in the Parish. The process of adapting to live streaming has been an evolutionary one in terms of equipment, personnel and expertise. Until the summer, the regulations permitted only Judith and I to run the services. Throughout the latter part of the year about half of our normal congregation returned to church, but this declined to almost single figures during the second wave of the pandemic in December. As I write, the benefits of the latest lock-down are reducing disease figures once again, and numbers are creeping back up, though I suspect it will be many months before they return to their former level.

Despite all this, we have managed to maintain our pattern of services and indeed enlarge it. From the beginning of the pandemic I introduced a daily Mass and this will now continue indefinitely. Evensong and Taize on Sunday evenings have also continued. Although we have had to temporarily suspend Benediction I hope to re-introduce it very shortly. We sadly lost Freda Weeks and John Baldwin during the year, but fortunately have not suffered any other losses through death. This is little short of miraculous given the deadly nature of Covid 19. Like all our services, our major feasts were seriously affected by the pandemic with Christmas attendance being I suspect the lowest in the history of our building. Two weddings and several baptisms fell victim to the virus, as did Alex's confirmation. I am hoping the at least the baptisms and the confirmation will take place in 2021.

Unlike many churches, we don't have a paid administrator here, and we remain very indebted to Sue and Tony who compile and print our weekly notice sheets, and to Steve for all the amount of work he does regularly in compiling high quality service booklets for Feasts and Family Services, not to mention a number of additional paperwork for services during the early stages of lock-down.

Having tried but failed to appoint a permanent organist in late 2019 we proceeded to use a number of itinerants every week until lock-down brought everything to a halt in late March. From then until late Summer Steve kindly provided recorded music again during the lock down. From the Summer until the end of January 2021 we again had Sunday organists, but at that point we decided that low attendance numbers could no longer justify the cost. So at the time of writing, we have returned to recorded music provided by Steve. Once numbers have built up again, and subject to our being able to afford it, the plan is to return to live organists for Sunday services with the exception of Family Services. Steve and I felt that retaining recorded music for these would maintain some variety in our musical diet.

Peter Sanders very generously continues to play for our regular evening services without charge. Thanks go to our faithful choir who were not able to sing for so much of the year, and again to Steve for all the work that goes into preparing music and rehearsing the choir. Sadly our Carol Service was a Covid victim this year, but Ruth and Steve put together a very good online version. One particularly sad loss to Covid was a planned Festival Evensong to celebrate the 50 years Steve has been associated with the choir and music of the church. We look forward very much to re-planning that when we can.

Our Monday evening study group decided to adjourn for the lock-down, but the regular study group on Wednesdays decided to continue online, and most members continue to participate in that way. This has now broadened out into a Lent Group, opened out to other churches in PWCT. New members are always welcome to all groups. From the Wednesday group came the idea of a Lent project to raise money for the St Mary Cray food bank. At the time of writing this has already raised £2500.

We all owe a debt of thanks to our PCC for carrying out the essential work to manage our church. I remain concerned though about the workload for some. We have had only one Churchwarden for over four years now, and despite some of the work being covered by Tony (which Dave and I are very grateful for), Dave has been combining this with the huge task of managing the church hall. We need and should have two Wardens and I really feel someone should be stepping forward as a second Warden

There is a separate financial report from which you will see that at year end 2020 we were in a much stronger financial position than we expected thanks to the extra generosity of our members in making good most of the shortfall in hall income. Unfortunately, our loss of income from the hall in 2021 is likely to equal or exceed that of 2020. The PCC have begun to discuss ideas for how we might use Alice's legacy wisely on improvement projects which would be an effective use of her gift and a fitting memorial to her. Glazing the arches of the Lady Chapel to make a separately heatable worship and meeting space is one such idea. We also have to factor in though that our organ will need some repairs in the near future. We have some restricted funds remaining from our West End Project, some of which will be used towards other related additions and improvements at that end of church such as collapsible tables and chairs for Sunday coffee. During the course of the year, Judith kindly donated an incumbents' name board. Our thanks go to Steve and Terri for their highly skilled and professional management of our financial resources. David has taken over Steve's financial work for the coming year.

As always, if you already donate by Standing Order I would urge you if you can possibly afford it, to update the amount annually by at least the rate of inflation. If you currently give cash or envelope donations I would ask you to consider replacing them with a Standing Order. This would ensure regular income for us when you are not able to attend church, and knowing how much income we can count on weekly or monthly helps our financial planning enormously. Thanks largely to Dave's efforts, the number of community and private users of our hall, and hence the income from it, continued to expand up to lock-down. Several regular users have

kindly kept paying their dues, despite not being able to use the hall. In my report last year I prophetically said 'We must remember that we cannot take for granted that the current level of income from the hall will continue'. Hopefully it will eventually return to previous levels. At least the good news is that there has been no noise to disturb our neighbours!

Thanks to Ruth's work as Website manager, and the items from all who contribute, our website continues to be very comprehensive, attractive and gives a very good message about who we are and what we have to offer. With all your contributions, Judith is keeping our Facebook page and quarterly Newsletter lively. We need regular contributions for all of this, so please keep them coming. Our gardeners, John and Bill, and Audrey do a beautiful job and a great deal of work in all weathers, but again volunteers are in short supply. We have lost Ted and Andrew in the past three years, and no obvious replacements are in sight.

The Bereavement Cafe we launched 2019 has now expanded into the PWCT Bereavement Group project in partnership with St. Christopher's Hospice. It has just moved online until the end of lock-down and it is very good to see all our local churches continue to commit to volunteer staffing a project which signifies Christian Ministry in Petts Wood. I am continuing for the present as Chair of PWCT, although, sadly, apart from the bereavement work, there is very little activity involving working together at present. Our usual Christmas carols and cards had to be cancelled, as has our Walk of Witness for the second year running.

We had a very interesting and enjoyable range of social activities in 2019 and had great plans for 2020 (especially musically). Sadly this was not to be, and although we may get going again from summer 2021 onwards, many social activities will not take place now before 2022. Thanks to Sarah for developing the programme and recruiting performers for the cancelled musical events, but especially for the Bromley Boys event which did come off as highlight of the year! We hope her other work is not lost and that we will be able to pick up on it.

Judith and I continue to feel very supported and valued by everyone in our church and we would like to thank you for all your love and prayers over the past year. I personally feel very honoured to be the Vicar of a church which has pulled so well together to show so much love and caring to each other and the community during these dark times.

Fr. Stephen,

Church Warden's Report

Introduction

Fr Stephen started his ministry in Petts Wood three years' ago and he has shown us that being a Christian is more than worshipping at church. We appreciate Fr Stephen and Judith for all the outreach work they do, not only at St Francis but also within the wider community of Petts Wood, including Petts Wood Churches Together (PWCT), and their support for wider global issues. My thanks also go to Fr Bob who not only takes (and preaches at) services but concelebrates with us from Bromley College.

While this report is focused on the fabric of the church, I must start by discussing the unprecedented challenge of COVID-19 which has affected us for most of 2020 and for the first three months of 2021. The pandemic's effects could easily have overwhelmed a small parish community such as ours; however, we have continued to worship, communicate, operate, support each other, and "host" coffee mornings and meetings by using technologies like Zoom, WhatsApp, Live YouTube as well as through our well-designed website, Facebook and via email. We have also continued the professional running of the church regarding our finances, accounting, operations, Hall management, garden/building maintenance, and the "day to day" running of services. All of this doesn't happen by chance - it is the result of the dedication,

commitment and hard work of many individuals. To all of you, who have made this possible, please accept my heartfelt gratitude.

Work Undertaken

It is clear to everyone who visits St Francis that the building, grounds, vicarage and the Community Hall are all maintained to a very high standard. A substantial amount of work has been undertaken both by external contractors and by parishioners acting in a voluntary capacity. There are too many people to mention by name but I would like to take this opportunity to formally thank all of you who have helped maintain St Francis in such a loving/caring way - I believe that our work here is a lasting legacy to the worshipping community in Petts Wood and one which we can all be proud of. Regarding the last Quinquennial Inspection (July 2019), I am pleased to confirm that, of the ten items needing prompt and essential (within two years) attention, only two items are outstanding: *"Replace mortar fillet at abutment over lead flashing to east side of north aisle"* and, *"Ideally, replace missing and slipped tiles"*. Please note that we have recently identified three further items: vegetation blocking downpipe from church porch flat roof; sticking external Vestry door; and replacing some of the Fire Escape steps at the back of the Hall.

In addition to the formal Quinquennial list, a number of other projects were completed in 2020. Two new heaters have been installed in the Hall and the Hall loft has been fully insulated. Fr Stephen and his assistant (me!) used a cherry picker to replace the broken bell rope/cable in the bell tower. This was a tricky operation made more difficult by the bird netting which had to be removed from its wooden frame and then reattached afterwards! Major electrical/cabling work has also been undertaken by Fr Stephen, including: installation of two high-definition cameras (Lady Chapel and Main Church) for the live-streaming of services; installation of two further Arlo security cameras (in the church and at back of Hall); and laying of cable from vicarage to church to enable Wi-fi connection for the new cameras. Fr Stephen, on behalf of the parishioners at St Francis, I thank you for your enormous effort, skill and hard work in this area.

Other maintenance/service work in the Church and Church Hall has been regularly undertaken by qualified contractors e.g. Electrical PIRs (Periodic Inspection Reports); Fire Extinguisher Checks; Gas Safety Checks; Heating System Services; Hall Emergency Lighting; PAT testing; updating the Health & Safety file for the West-end project etc. Please note that the technical checks for Asbestos and the Lightning Conductors have been scheduled for after Easter, 2021. A special, and well-deserved, "thank you" to Tony for organising most of this as well as the regular "work ins" which involve parish volunteers clearing the gutters, flat roofs, hoppers, gullies and surrounding gravel channels of debris and vegetation. As before, without our special group of volunteers, the cost of doing much of the work at St Francis would be prohibitively expensive. A highlight of the year was in late November when we had a BBQ Fun "Leaf Clearance" work-in. This attracted well over thirty volunteers, some of whom were neighbours and friends of St Francis.

Potential Major Projects

The PCC has identified three major projects which need further evaluation. The first potential project involves the organ - we need to ensure that it is well-maintained so

that it can be played to a professional standard for many decades to come. As a bare minimum, this project would include replacing all the electrical contacts on the console's keys. Please note that we have also been advised that the antiquated wiring, currently located under the floor between the organ and the console (keyboard), needs to be replaced over the next few years. The other two projects relate to the Christian stewardship of our planet and to helping our country achieve its net-zero carbon emissions by using more sustainable ("green") heating technology:

- a) Enclosing the Lady Chapel with glass panels/doors so that it can be used as a separate room/area with a new heating system. The heating might involve Air Source Heat Pumps (ASHP's) which have a very low Carbon footprint and are far more cost-efficient to operate. An ASHP absorbs heat from the outside air (even in winter!) and then transfers it directly into a building via a fan system to heat a room.
- b) While the building engineers are evaluating the Lady Chapel heating, we plan to ask them about replacing the church's main oil heating system with ASHP technology.

Clearly, no firm decisions will be made on any of these potential projects until the PCC receives costing information and discusses their relative merits.

David Ince
Church Warden

Financial Review

Our financial position in 2020 was greatly affected by two major events. The pandemic, which reduced our income from church activities, and receipt of a most generous legacy from Mrs Alice Crotch, who was a faithful member of our congregation until 2016.

Our income was £120,339, including the legacy of £39,693, and we spent £85,135, giving a surplus of £35,104. Without the legacy, we would have incurred a loss of £4,489.

We were fortunate that income from Planned Giving (£41,351) increased by £625 compared with 2019 and we also received several generous donations from church members. These mitigated reductions in Hall income (down £11,470 compared with 2019), Social Functions income (down £2,991 compared with 2019) and collections in Church (down £3,355 compared with 2019). The generous support we received from church members meant that unrestricted income from voluntary giving and donations was £62,086, compared with £63,804 in 2019, despite the reduction in attendances and activities due to the pandemic.

Expenditure from unrestricted funds was £78,145, a reduction of £7,538 compared with 2019, mainly due to a reduction of £7484 in our Diocesan Offer, to £40,441. This is the payment we make to the Diocese to cover the costs of parish priests and other diocesan services. Small savings were made in utility and consumables costs due to less use of the church but as we kept it open for most of the year these were small. Costs as usual were minimised by the efforts of all those who freely gave their time to support the work of the church.

Looking to the future, hall income will still be low due to the pandemic in 2021 and our budget for that year is for a deficit of over £9,000. Our intention is to use the legacy for a specific purpose rather than to meet day to day losses, but this means that we must increase our other income.

Reserves Policy

Our reserves policy is that our freely available reserve (excluding restricted and endowment funds and restricted funds not currently available) should be between three and six months average expenditure. At the end of 2020 the freely available reserve was £88,914, in excess of the policy requirement due to the legacy being part of our reserves at present.

The Council' bankers are HSBC, High St. Orpington.

The Independent Financial Examiner is Mr. Rodney Bellis, whose report is attached to these accounts.

Approved by the PCC on....., 2021 and signed on their behalf by Fr Stephen Niechcial.

Fr. Stephen Niechcial
Chairman. St Francis PCC.

Annual Accounts

Parochial Church Council of St Francis, Petts Wood

Statement of Financial Activities for the year ending 31st December 2020

	Notes	Common Funds (£)	Restricted Funds (£)	Endowment Funds (£)	TOTAL FUNDS 2020 (£)	TOTAL FUNDS 2019 (£)
INCOMING RESOURCES						
Voluntary Income	2a	£101,779	£3,397	£0	£105,176	£128,697
Activities for generating funds	2b	£800	£0	£0	£800	£3,859
Income from Investments	2c	£52	£34	£13	£98	£255
Church Activities	2d	£14,265	£0	£0	£14,265	£26,912
TOTAL INCOMING RESOURCES		£116,895	£3,431	£13	£120,339	£159,723
RESOURCES EXPENDED						
Cost of generation voluntary income		£0	£0	£0	£0	£0
Church Activities	3a	£78,145	£6,977	£13	£85,135	£145,117
TOTAL RESOURCES EXPENDED		£78,145	£6,977	£13	£85,135	£145,117
NET INCOMING/ (OUTGOING) RESOURCES		£38,750	(£3,546)	£0	£35,204	£14,606
NET MOVEMENT IN FUNDS						
BALANCES B/F 1ST JANUARY 2020		£50,164	£18,741	£3,000	£71,904	£57,298
BALANCES C/F 31ST DECEMBER 2020		£88,914	£15,195	£3,000	£107,108	£71,904
NET MOVEMENT		£38,750	(£3,546)	£0	£35,204	£14,606

Balance Sheet for the year ending 31st December 2020

	Notes	2020 (£)	2019 (£)
Fixed Assets			
Tangible	7	£8,000	£8,000
Total		£8,000	£8,000
Current Assets	8		
Debtors & Prepayments		£3,194	£3,781
Short Term Deposits		£25,722	£27,139
Cash at Bank and in hand		£70,192	£32,984
Total		£99,108	£63,904
Liabilities	9		
Creditors		£0	£0
Total		£0	£0
NET CURRENT ASSETS/ (LIABILITIES)		£99,108	£63,904
TOTAL NET ASSETS		£107,108	£71,904
PARISH FUNDS	10		
Unrestricted		£88,914	£50,164
Restricted		£15,195	£18,741
Endowment		£3,000	£3,000
TOTAL PARISH FUNDS		£107,108	£71,904

Notes to the Financial Statements

1. ACCOUNTING POLICIES

The PCC is a public benefit entity within the meaning of FRS102. 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, it is also the first year that they have been prepared under FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)).

Assets

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

Movable church furnishings held by the vicar 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 (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 no individual item has cost more than £1,000 so all such expenditure has been written off when incurred.

The Church Hall is within the church grounds, but the building is owned by the PCC. It is included at historic cost.

Equipment used within the church premises will be depreciated on a straight-line basis over four years. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

Fund accounting

Endowment funds are funds, the capital of which must be retained either permanently or at the PCC's discretion; the income derived from the endowment is to be used either as restricted or unrestricted income funds depending upon the purpose for which the endowment was established in the first place.

Restricted funds comprise (a) income from endowments which is to be expended only on the restricted purposes intended by the donor and (b) revenue donations or grants for a specific PCC activity intended by the donor. Where these funds have unspent balances, interest on their pooled investment is apportioned to the individual funds on an average balance basis.

Unrestricted funds are income funds which are to be spent on the PCC's general purposes.

2. INCOMING RESOURCES

INCOMING RESOURCES		Common Funds (£)	Restricted Funds (£)	Endowment Funds (£)	TOTAL 2020 (£)	TOTAL 2019(£)
Voluntary Income	2a					
Planned Giving:						
Gift Aid Donations		£41,351			£41,351	£40,726
Tax Recoverable		£11,377	£593		£11,969	£15,413
Other					£0	£0
Collections		£1,134	£235		£1,369	£4,724
Donations, appeals etc.		£8,224	£2,570		£10,794	£66,833
Tax Recoverable					£0	£0
Legacies		£39,693			£39,693	£1,000
Activities for generating funds	2b					
Fairs, Raffles, Social Events		£0	£0		£0	£2,899
Sponsorship		£800			£800	£960
Income from Investments	2c					
Bank and Deposit Fund interest		£52	£34	£13	£98	£255
Income from Church Activities	2d					
Fees		£794			£794	£2,071
Church Lettings		£100			£100	£0
Church Hall Lettings		£13,371			£13,371	£24,841
TOTAL INCOMING RESOURCES		£116,895	£3,431	£13	£120,339	£159,723

Donations from the PCC

Under the Charity Governance Code for Smaller Charities, and in line with the practice advised by the Diocese, the Parish is advised to Disclose the aggregate of the total amount of donations received without conditions from the PCC during the Financial Year.

For 2020, the aggregate donations received without conditions by members of the PCC (whilst in office) amounted to £19,730 (2019 £18,620).

Financial Comparisons

The Charity Governance Code also recommends that comparisons of all fund elements should be shown against prior year figures. For Incoming Resources these are as follows:

Restricted Funds

	2020	2019
INCOMING RESOURCES		
Voluntary Income		
Planned Giving:		
Collections	£235	£1,580
Donations, appeals etc.	£2,570	£59,075
Tax Recoverable	£593	£3,238
Legacies		
Activities for generating funds		
Fairs, Raffles, Social Events	£0	£400
Income from Investments		
Bank and Deposit Fund interest	£34	£120
TOTAL INCOMING RESOURCES	£3,431	£64,413

Endowment Funds

	2020	2019
Income from Investments		
Bank and Deposit Fund interest	£13	£23
TOTAL INCOMING RESOURCES	£13	£23

Unrestricted Funds

	2020	2019
INCOMING RESOURCES		
Voluntary Income		
Planned Giving:		
Gift Aid Donations	£41,351	£40,726
Tax Recoverable	£11,377	£12,176
Other	£0	
Collections	£1,134	£3,144
Donations, appeals etc.	£8,224	£7,758
Tax Recoverable		
Legacies	£39,693	£1,000
Activities for generating funds		
Fairs, Raffles, Social Events	£0	£2,499
Magazine Advertising and sponsorship	£800	£960
Income from Investments		
Bank and Deposit Fund interest	£52	£112
Income from Church Activities		
Fees	£794	£2,071
Church Lettings	£100	
Church Hall Lettings	£13,371	£24,841
TOTAL INCOMING RESOURCES	£116,895	£95,288

3. RESOURCES EXPENDED

RESOURCES EXPENDED		Common Funds (£)	Restricted Funds (£)	Endowment Funds (£)	TOTAL 2020 (£)	TOTAL 2019(£)
Church Activities	3a					
Missionary and Charitable giving:						
Welcare					£0	£400
Friends of Rochester Cathedral		£20			£20	£20
St Christophers Hospice		£150			£150	£245
Childrens Society		£150	£9		£159	£451
Refugee Action					£0	£445
Romney House Cats			£48		£48	£0
Last Chance Animal Rescue			£48		£48	£0
St Francis Katete			£130		£130	£210
Orpington Deanery Synod		£10			£10	£0
Petts Wood Churches Together		£55			£55	£0
Rochester Diocese (Collation/ Confirmation)					£0	£230
Sub Total		£385	£235	£0	£620	£2,000
Ministry						
Diocesan Parish Share		£40,441			£40,441	£47,925
Other Ministry Costs		£3,840			£3,840	£4,586
Church Running and Maintenance		£16,267	£6,742	£13	£23,022	£75,465
Training		£573			£573	£0
Parish Website		£234			£234	£234
Churchyard upkeep		£1,133			£1,133	£0
Church Hall Running Costs		£11,849			£11,849	£11,399
Printing & Stationery		£3,424			£3,424	£3,508
Generation of voluntary income						
Cost of Appeals etc.					£0	£0
TOTAL RESOURCES EXPENDED		£78,145	£6,977	£13	£85,135	£145,117

Financial Comparisons

The Charity Governance Code also recommends that comparisons of all fund elements should be shown against prior year figures. For Resources Expended these are as follows:

Restricted Funds

	2020	2019
RESOURCES EXPENDED		
Church Activities		
Missionary and Charitable giving:		
St Christophers Hospice		£245
Childrens Society	£9	£450
Refugee Action		£445
Romney House Cats	£48	
Last Chance Animal Rescue	£48	
St Francis Katete	£130	£210
Rochester Diocese (Confirmation)	£0	£230
Sub Total	£235	£1,580
Ministry		
Church Running and Maintenance	£6,742	£57,832
TOTAL RESOURCES EXPENDED	£6,977	£59,412

Endowment Funds

	2020	2019
Ministry		
Church Running and Maintenance	£13	£23
TOTAL RESOURCES EXPENDED	£13	£23

Unrestricted Funds

	2020	2019
RESOURCES EXPENDED		
Church Activities		
Missionary and Charitable giving:		
Welcare	£0	£400
Friends of Rochester Cathedral	£20	£20
St Christophers Hospice	£150	
Childrens Society	£150	
Orpington Deanery Synod	£10	
Petts Wood Churches Together	£55	
Sub Total	£385	£420
Ministry		
Diocesan Parish Share	£40,441	£47,925
Other Ministry Costs	£3,840	£4,586
Church Running and Maintenance	£16,267	£17,611
First Aider Training	£573	
Parish Website	£234	£234
Churchyard upkeep	£1,133	
Church Hall Running Costs	£11,849	£11,399
Printing & Stationery	£3,424	£3,508
Generation of voluntary income		
Cost of Appeals etc.		
TOTAL RESOURCES EXPENDED	£78,145	£85,683

4. ANALYSIS OF EXPENDITURE

Expenditure is as shown under note 3 above. Under "Church Running and Maintenance" in Restricted funds is an amount of £6,742 broken down as follows:

West End Facility Building Costs	£1,625.63
Portable Font	£1,625.20
Sound System	£160.39
Bell Tower repair	£821.15
CCTV	£200.00
Organist Fund	£2,310.00
Total	£6,742.37

The equivalent figure in 2019 was £57,832 broken down as follows:

West End Facility Building Costs	£57,492.06
Sound System	£339.65
Total	£57,831.71

5. PAYMENTS TO PCC MEMBERS

No expenses were paid to any PCC Member.

6. TRANSFERS BETWEEN FUNDS (SEE ALSO NOTES 10 -12)

The following Fund Transfers were made during 2020:

Date	From:	To:	Amount
1 st February 2020	Hall Fund	General Fund	£10,000.00

No Fund transfers were made during 2019

7. FIXED ASSETS TANGIBLE (ALL UNRESTRICTED)

Church Hall Building - Historic Cost Value

As at 1 st January 2020	£8,000
As at 31 st December 2020	£8,000

8. CURRENT ASSETS

Debtors

	2020	2019
Tax Recoverable	£3,194	£3,781
Total	£3,194	£3,781

Tax recoverable (debtor) for 2020 is an actual amount that was received into Church Funds in January 2021. Of this amount, £25 is in respect of Restricted Fund donations.

Tax recoverable (debtor) for 2019 is an actual amount that was received into Church Funds in January 2020. Of this £925 is in respect of Restricted Fund donations.

9. CURRENT LIABILITIES

Creditors

	2020	2019
Creditors as at 31 December 2020/19	Nil	Nil

10. FUNDS

Unrestricted Funds comprise the General Fund, the designated Church Repair Fund and Hall Fund. Some income from collections and fund raising is restricted when raised for specific (restricted) fund projects.

Restricted funds in 2020 were comprised of the following:

2020 Restricted Funds Summary				
Sub Fund	Openin g	Incom e	Expendit ure	Closing
Organ	£2,610.35	£5.84	£0.00	£2,616.19
West End	£11,246.37	£18.36	£3,250.83	£8,013.90
Sound System	£160.35	£0.04	£160.39	£0.00
Organist	£4,425.00	£7.29	£2,310.00	£2,122.29
Bell Tower	£0.00	£3,310.37	£1,292.35	£2,018.02
Lady Chapel	£0.00	£125.00	£0.00	£125.00
Families & Children	£298.67	£0.68	£0.00	£299.35
Short Term & Grants	£0.00	£434.88	£434.88	£0.00
Total Restrictive Funds	£18,740.74	£3,902.46	£7,448.45	£15,194.75

Organ Fund

The Organ Fund is the residual funds from the last restoration of the current Church Organ (2004). It was agreed that the fund be maintained for any future repairs required to the Organ.

West End Facility

The Fund relates to the Toilet and Tea Station Facility at the West End of the Church, together with any further improvements or enhancements (e.g., heating) for that area of the Church required for the benefit of additional usage of that space.

Sound System

This Fund relates to a specific donation to improve and enhance the Church Sound System. The remaining balance of this fund was spent in 2020.

Organist

This Fund relates to a specific donation to pay the cost of organists for Services held at St Francis.

Bell Tower

This Fund was set up in 2020 following requirements to repair the Church Bell and the building surrounding its housing.

The Fund was oversubscribed, and the donors agreed that the excess funds be held for any future repairs and expenditure.

Families & Childrens Fund

The Families & Childrens Fund (F&C) Fund was established in 2012, when a donation via an employee charitable giving scheme raised £500 specifically for use by the Family & Childrens section of St Francis.

The fund was reduced by £150 following the purchase of Fireworks for an F&C event in November 2017. A review of the fund was undertaken shortly afterwards and discussed at the PCC to reconfirm both the fund and the amount held. Since then a further £51.33 has been spent for costs and Refreshments relating to the Singing & Serving meeting at the end of January.

At that time, it was agreed that the amount of the fund be transferred into restricted funds, and a separate fund be maintained for accounting purposes.

Short Term Projects and Grants

This Fund was set up in 2020 to account for any short-term projects funded by specific donations, and also to account for any restricted grants and donations, where collections have been taken for specific charities. For 2020 the amounts shown in both income and expenditure relate to the following:

St Francis Pet Service – Romney House Donation	£48.15
St Francis Pet Service – Last Chance Animal Rescue Donation	£48.20
Church Hall CCTV Camera Equipment	£200.00
Childrens Society (Specific Offertory Donation)	£8.53
St Francis Katete Collection Jar	£130.00
Total	£ 434.88

Endowment Fund

The endowment fund comprises the Lamp Maintenance Fund, which is an endowment of £3,000 given to provide income to pay for the sanctuary lamps from the interest attained on that sum.

Lady Chapel Enclosure

This Fund relates to a specific donation for the possible enclosure of the Lady Chapel. Of the balance shown above, £25 relates to gift aid received in January 2021 and shown as a HMRC debtor in the accounts.

11. SUMMARY OF FUND MOVEMENTS

Fund Movements	Common Fund	Church Repair Fund	Hall Fund	Restricted Fund	Lamp Fund	Total
Balance at 1st January 2020	£7,511	£9,662	£32,990	£18,741	£3,000	£71,904
Incoming Resources	£101,421	£1,633	£13,371	£3,902	£13	£120,339
Resources Expended	£65,825		£11,849	£7,448	£13	£85,135
Transfer Between Funds	£10,000	£0	(£10,000)	£0	£0	£0
Balance as at 31st December 2020	£53,107	£11,295	£24,512	£15,195	£3,000	£107,108

Transfers between Funds are set out in Note 6 of these accounts.

12. SUMMARY OF ASSETS BY FUND

Summary of Assets by Fund						
		Common Funds (£)	Restricted Funds (£)	Endowment Funds (£)	TOTAL 2020 (£)	TOTAL 2019 (£)
Tangible Fixed Assets		£8,000			£8,000	£8,000
Current Assets		£80,914	£15,195	£3,000	£99,108	£63,904
Liabilities		£0			£0	£0
Total		£88,914	£15,195	£3,000	£107,108	£71,904
Increase for Year					£35,204	£14,606

Independent Examiner's Report to the members/trustees of St Francis Church, Petts Wood, Parochial Church Council.

I report on the accounts for the year ended 31st December 2020 which are set out on the following pages.

Respective responsibilities of the Trustees and Independent Examiner

As trustees of the charity, the members of the PCC are responsible for the preparation of the accounts. They 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 Commissioners section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking 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 matters have come to my attention

1. which give me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with s.130 of the 2011 Act; or
 - to prepare accounts which accord with these accounting records have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Rodney Bellis
14 Greencourt Road, Orpington, Kent BR5 1QW

Date: 26.2.21

Independent Examiner's Report to the members/trustees of St Francis Church, Petts Wood, Parochial Church Council.

I report on the accounts for the year ended 31st December 2020 which are set out on the following pages.

Respective responsibilities of the Trustees and Independent Examiner

As trustees of the charity, the members of the PCC are responsible for the preparation of the accounts. They 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 Commissioners section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking 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 matters have come to my attention

1. which give me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with s.130 of the 2011 Act; or
 - to prepare accounts which accord with these accounting records have not been met;or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Rodney Bellis
14 Greencourt Road, Orpington, Kent BR5 1QW

Date:

Draft

Parochial Church Council of St Francis, Petts Wood

Statement of Financial Activities for the year ending 31st December 2020

	Notes	Common Funds (£)	Restricted Funds (£)	Endowment Funds (£)	TOTAL FUNDS 2020 (£)	TOTAL FUNDS 2019 (£)
INCOMING RESOURCES						
Voluntary Income	2a	£101,779	£3,397	£0	£105,176	£128,697
Activities for generating funds	2b	£800	£0	£0	£800	£3,859
Income from Investments	2c	£52	£34	£13	£98	£255
Church Activities	2d	£14,265	£0	£0	£14,265	£26,912
TOTAL INCOMING RESOURCES		£116,895	£3,431	£13	£120,339	£159,723
RESOURCES EXPENDED						
Cost of generation voluntary income		£0	£0	£0	£0	£0
Church Activities	3a	£78,145	£6,977	£13	£85,135	£145,117
TOTAL RESOURCES EXPENDED		£78,145	£6,977	£13	£85,135	£145,117
NET INCOMING/ (OUTGOING) RESOURCES		£38,750	(£3,546)	£0	£35,204	£14,606
NET MOVEMENT IN FUNDS						
BALANCES B/ F 1ST JANUARY 2020		£50,164	£18,741	£3,000	£71,904	£57,298
BALANCES C/ F 31ST DECEMBER 2020		£88,914	£15,195	£3,000	£107,108	£71,904
NET MOVEMENT		£38,750	(£3,546)	£0	£35,204	£14,606

Balance Sheet for the year ending 31st December 2020

	Notes	2020 (£)	2019 (£)
Fixed Assets			
Tangible	7	£8,000	£8,000
Total		£8,000	£8,000
Current Assets	8		
Debtors & Prepayments		£3,194	£3,781
Short Term Deposits		£25,722	£27,139
Cash at Bank and in hand		£70,192	£32,984
Total		£99,108	£63,904
Liabilities	9		
Creditors		£0	£0
Total		£0	£0
NET CURRENT ASSETS/ (LIABILITIES)		£99,108	£63,904
TOTAL NET ASSETS		£107,108	£71,904
PARISH FUNDS	10		
Unrestricted		£88,914	£50,164
Restricted		£15,195	£18,741
Endowment		£3,000	£3,000
TOTAL PARISH FUNDS		£107,108	£71,904

Notes to the Financial Statements

1. ACCOUNTING POLICIES

The PCC is a public benefit entity within the meaning of FRS102. 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, it is also the first year that they have been prepared under FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)).

ASSETS

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

Movable church furnishings held by the vicar 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 (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 no individual item has cost more than £1,000 so all such expenditure has been written off when incurred.

The Church Hall is within the church grounds, but the building is owned by the PCC. It is included at historic cost.

Equipment used within the church premises will be depreciated on a straight-line basis over four years. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

Fund accounting

Endowment funds are funds, the capital of which must be retained either permanently or at the PCC's discretion; the income derived from the endowment is to be used either as restricted or unrestricted income funds depending upon the purpose for which the endowment was established in the first place.

Restricted funds comprise (a) income from endowments which is to be expended only on the restricted purposes intended by the donor and (b) revenue donations or grants for a specific PCC activity intended by the donor. Where these funds have unspent balances, interest on their pooled investment is apportioned to the individual funds on an average balance basis.

Unrestricted funds are income funds which are to be spent on the PCC's general purposes.

2. INCOMING RESOURCES

INCOMING RESOURCES		Common Funds (£)	Restricted Funds (£)	Endowment Funds (£)	TOTAL 2020 (£)	TOTAL 2019 (£)
Voluntary Income	2a					
Planned Giving:						
Gift Aid Donations		£41,351			£41,351	£40,726
Tax Recoverable		£11,377	£593		£11,969	£15,413
Other					£0	£0
Collections		£1,134	£235		£1,369	£4,724
Donations, appeals etc.		£8,224	£2,570		£10,794	£66,833
Tax Recoverable					£0	£0
Legacies		£39,693			£39,693	£1,000
Activities for generating funds	2b					
Fairs, Raffles, Social Events		£0	£0		£0	£2,899
Sponsorship		£800			£800	£960
Income from Investments	2c					
Bank and Deposit Fund interest		£52	£34	£13	£98	£255
Income from Church Activities	2d					
Fees		£794			£794	£2,071
Church Lettings		£100			£100	£0
Church Hall Lettings		£13,371			£13,371	£24,841
TOTAL INCOMING RESOURCES		£116,895	£3,431	£13	£120,339	£159,723

Donations from the PCC

Under the Charity Governance Code for Smaller Charities, and in line with the practice advised by the Diocese, the Parish is advised to Disclose the aggregate of the total amount of donations received without conditions from the PCC during the Financial Year.

For 2020, the aggregate donations received without conditions by members of the PCC (whilst in office) amounted to £19,730 (2019 £18,620).

Financial Comparisons

The Charity Governance Code also recommends that comparisons of all fund elements should be shown against prior year figures. For Incoming Resources these are as follows:

Restricted Funds

	2020	2019
INCOMING RESOURCES		
Voluntary Income		
Planned Giving:		
Collections	£235	£1,580
Donations, appeals etc.	£2,570	£59,075
Tax Recoverable	£593	£3,238
Legacies		
Activities for generating funds		
Fairs, Raffles, Social Events	£0	£400
Income from Investments		
Bank and Deposit Fund interest	£34	£120
TOTAL INCOMING RESOURCES	£3,431	£64,413

Endowment Funds

	2020	2019
Income from Investments		
Bank and Deposit Fund interest	£13	£23
TOTAL INCOMING RESOURCES	£13	£23

Unrestricted Funds

	2020	2019
INCOMING RESOURCES		
Voluntary Income		
Planned Giving:		
Gift Aid Donations	£41,351	£40,726
Tax Recoverable	£11,377	£12,176
Other	£0	
Collections	£1,134	£3,144
Donations, appeals etc.	£8,224	£7,758
Tax Recoverable		
Legacies	£39,693	£1,000
Activities for generating funds		
Fairs, Raffles, Social Events	£0	£2,499
Magazine Advertising and sponsorship	£800	£960
Income from Investments		
Bank and Deposit Fund interest	£52	£112
Income from Church Activities		
Fees	£794	£2,071
Church Lettings	£100	
Church Hall Lettings	£13,371	£24,841
TOTAL INCOMING RESOURCES	£116,895	£95,288

3. RESOURCES EXPENDED

RESOURCES EXPENDED		Common Funds (£)	Restricted Funds (£)	Endowment Funds (£)	TOTAL 2020 (£)	TOTAL 2019 (£)
Church Activities	3a					
Missionary and Charitable giving:						
Welcare					£0	£400
Friends of Rochester Cathedral		£20			£20	£20
St Christophers Hospice		£150			£150	£245
Childrens Society		£150	£9		£159	£451
Refugee Action					£0	£445
Romney House Cats			£48		£48	£0
Last Chance Animal Rescue			£48		£48	£0
St Francis Katete			£130		£130	£210
Orpington Deanery Synod		£10			£10	£0
Petts Wood Churches Together		£55			£55	£0
Rochester Diocese (Collation/ Confirmation)					£0	£230
Sub Total		£385	£235	£0	£620	£2,000
Ministry						
Diocesan Parish Share		£40,441			£40,441	£47,925
Other Ministry Costs		£3,840			£3,840	£4,586
Church Running and Maintenance		£16,267	£6,742	£13	£23,022	£75,465
Training		£573			£573	£0
Parish Website		£234			£234	£234
Churchyard upkeep		£1,133			£1,133	£0
Church Hall Running Costs		£11,849			£11,849	£11,399
Printing & Stationery		£3,424			£3,424	£3,508
Generation of voluntary income						
Cost of Appeals etc.					£0	£0
TOTAL RESOURCES EXPENDED		£78,145	£6,977	£13	£85,135	£145,117

Financial Comparisons

The Charity Governance Code also recommends that comparisons of all fund elements should be shown against prior year figures. For Resources Expended these are as follows:

Restricted Funds

	2020	2019
RESOURCES EXPENDED		
Church Activities		
Missionary and Charitable giving:		
St Christophers Hospice		£245
Childrens Society	£9	£450
Refugee Action		£445
Romney House Cats	£48	
Last Chance Animal Rescue	£48	
St Francis Katete	£130	£210
Rochester Diocese (Confirmation)	£0	£230
Sub Total	£235	£1,580
Ministry		
Church Running and Maintenance	£6,742	£57,832
TOTAL RESOURCES EXPENDED	£6,977	£59,412

Endowment Funds

	2020	2019
Ministry		
Church Running and Maintenance	£13	£23
TOTAL RESOURCES EXPENDED	£13	£23

Unrestricted Funds

	2020	2019
RESOURCES EXPENDED		
Church Activities		
Missionary and Charitable giving:		
Welcare	£0	£400
Friends of Rochester Cathedral	£20	£20
St Christophers Hospice	£150	
Childrens Society	£150	
Orpington Deanery Synod	£10	
Petts Wood Churches Together	£55	
Sub Total	£385	£420
Ministry		
Diocesan Parish Share	£40,441	£47,925
Other Ministry Costs	£3,840	£4,586
Church Running and Maintenance	£16,267	£17,611
First Aider Training	£573	
Parish Website	£234	£234
Churchyard upkeep	£1,133	
Church Hall Running Costs	£11,849	£11,399
Printing & Stationery	£3,424	£3,508
Generation of voluntary income		
Cost of Appeals etc.		
TOTAL RESOURCES EXPENDED	£78,145	£85,683

INCOME AND ENDOWMENTS

4. ANALYSIS OF EXPENDITURE

Expenditure is as shown under note 3 above. Under "Church Running and Maintenance" in Restricted funds is an amount of £6,742 broken down as follows:

West End Facility Building Costs	£1,625.63
Portable Font	£1,625.20
Sound System	£160.39
Bell Tower repair	£821.15
CCTV	£200.00
Organist Fund	£2,310.00
Total	£6,742.37

The equivalent figure in 2019 was £57,832 broken down as follows:

West End Facility Building Costs	£57,492.06
Sound System	£339.65
Total	£57,831.71

5. PAYMENTS TO PCC MEMBERS

No expenses were paid to any PCC Member.

6. TRANSFERS BETWEEN FUNDS (SEE ALSO NOTES 10 -12)

The following Fund Transfers were made during 2020:

Date	From:	To:	Amount
1 st 2020	February Hall Fund	General Fund	£10,000. 00

No Fund transfers were made during 2019

7. FIXED ASSETS TANGIBLE (ALL UNRESTRICTED)

Church Hall Building - Historic Cost Value

As at 1st January 2020

£8,000

As at 31st December 2020

£8,000

8. CURRENT ASSETS

Debtors

	2020	2019
Tax Recoverable	£3,194	£3,781
Total	£3,194	£3,781

Tax recoverable (debtor) for 2020 is an actual amount that was received into Church Funds in January 2021. Of this amount, £25 is in respect of Restricted Fund donations.

Tax recoverable (debtor) for 2019 is an actual amount that was received into Church Funds in January 2020. Of this amount, £925 is in respect of Restricted Fund donations.

9. CURRENT LIABILITIES

Creditors

Creditors as at 31 December 2020/19	2018 Nil	2018 Nil
-------------------------------------	-------------	-------------

10. FUNDS

Unrestricted Funds comprise the General Fund, the designated Church Repair Fund and Hall Fund. Some income from collections and fund raising is restricted when raised for specific (restricted) fund projects.

Restricted funds in 2020 were comprised of the following:

2020 Restricted Funds Summary				
Sub Fund	Openin g	Incom e	Expendit ure	Closing
Organ	£2,610.35	£5.84	£0.00	£2,616.19
West End	£11,246.37	£18.36	£3,250.83	£8,013.90
Sound System	£160.35	£0.04	£160.39	£0.00
Organist	£4,425.00	£7.29	£2,310.00	£2,122.29
Bell Tower	£0.00	£3,310.37	£1,292.35	£2,018.02
Lady Chapel	£0.00	£125.00	£0.00	£125.00
Families & Children	£298.67	£0.68	£0.00	£299.35
Short Term & Grants	£0.00	£434.88	£434.88	£0.00
Total Restrictive Funds	£18,740.74	£3,902.46	£7,448.45	£15,194.75

Organ Fund

The Organ Fund is the residual funds from the last restoration of the current Church Organ (2004). It was agreed that the fund be maintained for any future repairs required to the Organ.

West End Facility

The Fund relates to the Toilet and Tea Station Facility at the West End of the Church, together with any further improvements or enhancements (e.g., heating) for that area of the Church required for the benefit of additional usage of that space.

Sound System

This Fund relates to a specific donation to improve and enhance the Church Sound System. The remaining balance of this fund was spent in 2020.

Organist

This Fund relates to a specific donation to pay the cost of organists for Services held at St Francis.

Bell Tower

This Fund was set up in 2020 following requirements to repair the Church Bell and the building surrounding its housing.

The Fund was oversubscribed, and the donors agreed that the excess funds be held for any future repairs and expenditure.

Lady Chapel Enclosure

This Fund relates to a specific donation for the possible enclosure of the Lady Chapel. Of the balance shown above, £25 relates to gift aid received in January 2021 and shown as a HMRC debtor in the accounts.

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Families & Childrens Fund

The Families & Childrens Fund (F&C) Fund was established in 2012, when a donation via an employee charitable giving scheme raised £500 specifically for use by the Family & Childrens section of St Francis.

The fund was reduced by £150 following the purchase of Fireworks for an F&C event in November 2017. A review of the fund was undertaken shortly afterwards and discussed at the PCC to reconfirm both the fund and the amount held. Since then a further £51.33 has been spent for costs and Refreshments relating to the Singing & Serving meeting at the end of January.

At that time, it was agreed that the amount of the fund be transferred into restricted funds, and a separate fund be maintained for accounting purposes.

Short Term Projects and Grants

This Fund was set up in 2020 to account for any short-term projects funded by specific donations, and also to account for any restricted grants and donations, where collections have been taken for specific charities. For 2020 the amounts shown in both income and expenditure relate to the following:

St Francis Pet Service - Romney House Donation	£48.15
St Francis Pet Service - Last Chance Animal Rescue Donation	£48.20
Church Hall CCTV Camera Equipment	£200.00
Childrens Society (Specific Offertory Donation)	£8.53
St Francis Katete Collection Jar	£130.00
Total	£ 434.88

Endowment Fund

The endowment fund comprises the Lamp Maintenance Fund, which is an endowment of £3,000 given to provide income to pay for the sanctuary lamps from the interest attained on that sum.

11. SUMMARY OF FUND MOVEMENTS

Fund Movements	Common Fund	Church Repair Fund	Hall Fund	Restricted Fund	Lamp Fund	Total
Balance at 1st January 2020	£7,511	£9,662	£32,990	£18,741	£3,000	£71,904
Incoming Resources	£101,421	£1,633	£13,371	£3,902	£13	£120,339
Resources Expended	£65,825		£11,849	£7,448	£13	£85,135
Transfer Between Funds	£10,000	£0	(£10,000)	£0	£0	£0
Balance as at 31st December 2020	£53,107	£11,295	£24,512	£15,195	£3,000	£107,108

Transfers between Funds are set out in Note 6 of these accounts.

12. SUMMARY OF ASSETS BY FUND

Summary of Assets by Fund						
		Common Funds (£)	Restricted Funds (£)	Endowment Funds (£)	TOTAL 2020 (£)	TOTAL 2019(£)
Tangible Fixed Assets		£8,000			£8,000	£8,000
Current Assets		£80,914	£15,195	£3,000	£99,108	£63,904
Liabilities		£0			£0	£0
Total		£88,914	£15,195	£3,000	£107,108	£71,904
Increase for Year					£35,204	£14,606

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