

# THE CHURCH OF ST. FRANCIS OF ASSISI, PETTS WOOD

## ANNUAL REPORT FOR 2024

### 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 19<sup>th</sup> 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**

St. Francis Vicarage,  
60 Willett Way,  
Petts Wood,  
Kent BR5 1QE  
Tel: 01689 829971  
Website: [www.stfrancispw.org.uk](http://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 22<sup>nd</sup> 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 2026. During 2021 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**

Mr Bami Cole (Finance Officer), Mrs Claire Davis, Mr. Alex Graham, Mrs Irene Jones (*Safeguarding Officer*), Mrs Rose Parrington, Mrs Neeley Thomas, Mrs Pam Thomas (*Secretary*), Mr. Tim Wakerley

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

Mrs Irene Jones.

##### **PCC Meetings**

The PCC met 6 times: on 16th January, 19th March, 14<sup>th</sup> May, 23<sup>rd</sup> July, 17th September and 19th November. Additionally, there was a short meeting after the APCM for the election of officers. For reasons of Convenience, the meetings were a mixture of 'live' and hybrid. 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 the previous year the PCC had 4 committees as follows which are convened as required:

<b>Standing Committee</b>	It has power to transact the business of the PCC between meetings thereof, subject to any directions given by the PCC.
<b>Hall Committee</b>	Manages the church Hall
<b>Social Committee</b>	Attends to the Parish's social activities
<b>Fund raising and Building Steering committee</b>	Raises funds for and manages new capital and specific project works

Of these only the Standing Committee and Fund Raising now remain formally in existence. The functions of the remaining three committees are exercised by ad hoc volunteers as the need arises. The Standing Committee had no cause to meet this year.

### **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 2024, 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 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 2023, there were 792 parishioners on the Church Electoral Roll. Attendances during the year remained lower than pre the Covid 19 pandemic. However, all services remained open to a live congregation as well as being live streamed. Attendances remain similar to the previous year at around 30 for 10.30 Sunday Mass. 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](http://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'.

The church has been open for personal prayer and meditation daily throughout the year and we have streamed our weekday and Sunday services so that people can take part in their homes. 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 PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community. Our usual programme of social and community events continues, and we managed to host a number of concerts and events, including a Summer Garden Party, – concerts and regular Film Nights. Our Christmas Eve, Christingle Midnight Mass, and usual Christmas Day services were held. The Christingle was the busiest service of the year with the church being full. 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, including our very successful Repair Café,

Our Holy Week services were held in full in church.

Our monthly Family Services have continued. We initiated Bubble Church for toddler and young children ages.

We continued to be active in Petts Wood Churches Together, including St Francis once again leading an Ecumenical Lent Group, and participating in the Good Friday Walk of Witness. The Bereavement Help Point sited at the Methodist Church has continued to grow and [Flourishflourish](#).

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

In 2023 the Parish, as part of its outreach and mission to serve those in need, supported several charities, including The Children's Society, St Christopher's Hospice, St Francis Hospital Katete, Welcare and Orpington Food Bank.

## **Father Stephen's Report**

2024 has been a flourishing year for St Francis.

Our Repair Café which has now been running for 24 months, bringing together people from church and the community in the repair of household items- many of great sentimental value, as well as raising funds for our church. A dedicated team of church and non-church volunteers show great enthusiasm and commitment to this project.

Our Bubble Church- half hour, once a month service for toddlers aged up to 7 has run for over a year now. Again we have a very committed group to run this-exclusively church members at present, but we hope in time this will broaden out to include parents and children.

Our funding group has had some success raising funds for a new heating system and hall repairs.

The tables and chairs we installed in our refreshment area at the back of church in the previous year have greatly facilitated fellowship after Mass.

I celebrate Mass daily. Evensong on Sunday evenings has also continued. Sadly, we have lost two members by death throughout the year, and have gained two new members who have moved into this area. We have had the joy of several Infant Baptisms.

Our ECO group has continued to flourish and achieved the award of a C of E Demonstrator grant. This will greatly increase our chances of raising funds for our church heating project.

Our Conversation Class for Ukrainian and other refugees, staffed by volunteers from different churches in Petts Wood is flourishing

Bromley Boy Singers and other musicians organised by Dave and Sarah Ince gave lovely concerts in church.

Our Mothers' Union continues with members meeting in each other's homes.

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 and recording music for Feasts and Family Services, and to Dave for the time-consuming business of managing church hall bookings.

Our threshold Sunday Mass figure of 25 minimum to justify the cost of an organist has just about been met consistently. So we have continued to draw on a small pool of good itinerant organists for Sunday Masses 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 able to sing again for most of the year, and again to Steve for all the work that goes into preparing music and rehearsing the choir. Our Carol Service took place this year with good attendance..

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. For the past four years I have written, 'We have had only one Churchwarden for over five 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 as well as serving at the altar on Sundays. We need and should have two Wardens and I really feel someone should be stepping forward as a second Warden'. Sadly the situation remains the same, and no one else has come forward. But this situation is now becoming critical as Dave Ince is planning to lessen his input into the management of the hall.

The work and activities of the Parish depend on the hard work and generosity of so many of our congregation. I must give most sincere thanks to all who have helped us to pay for the ongoing costs of the Church (especially so in the light of high inflation in 2024) 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.

There is a separate financial report from which you will see that at year end 2024 we were in a fairly good financial position thanks to hall income remaining high and stable. We also benefitted from a generous legacy during the year. Our thanks go to Bami for his highly skilled and professional management of our financial resources.

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 which is currently reckoned to be running at around 3-4 %. If you currently give cash or envelope donations I would ask you to consider replacing them with a Standing Order, and better still join the Parish Giving Scheme which will update your giving automatically once a year. 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. I would like to encourage all members to think about the benefit of leaving a small legacy to our church

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, Neely and Judith are keeping our Facebook page and quarterly Newsletter lively. We need regular contributions for all of this, so please keep them coming.

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, and especially in the continuing months of Judith's recovery. I personally feel very honoured to be the Vicar of a church which pulls so well together to show so much love and caring to each other and the community. So it is with some sadness that I approach the end of my ministry here in September. However I do so knowing that St Francis is a resilient and creative church which will continue to flourish long after I have left.

Fr. Stephen,

## **Church Warden's Report**

### **Introduction**

Fr Stephen started his ministry at St Francis ~~six~~seven years' ago (19<sup>th</sup> April 2018) and I know that all of us appreciate his guidance and the pastoral / Christian outreach work which he and Judith undertake not only at St Francis but also within the wider community of Petts Wood, including Petts Wood Churches Together (PWCT). Their focus on, and support for, wider global issues like caring for God's environment and trying to achieve lower carbon emissions is ~~also~~ well-received. ~~Our latest Silver ECO Award and the success of our monthly Repair Café are a testimony to their commitment. It is~~

~~planned that~~ Fr Stephen and Judith will be leaving St Francis ~~at the end of September this year in just over a year's time (after July 2025)~~ and I pray that we may ~~all~~ use this time wisely. Let's continue to be guided by Fr Stephen and to prepare for the ~~inevitable~~ ~~i~~Interregnum ~~which will occur~~! My thanks also go to Fr Bob who not only takes (and preaches at) services but also concelebrates with us from Bromley College ~~and in person - .~~ ~~Considering his multiple operations and medical procedures this year,~~ I very much appreciate his commitment to St Francis. ~~Due to Fr Bob's connection with Bromley College, we welcomed two new visiting priests to St Francis, Neil Fairlamb and Angela King (acting chaplain at Bromley College) who helped us out when Fr Bob was recovering. They were appreciative of our warm welcome and I hope that they will be able to help us in the future.—~~

While this report summarises the fabric of the church (see below), I must start by giving thanks to all of those who have continued to worship and support each other in the parish. We continue to operate the church in a professional and caring way in terms of 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, including the PCC members. I know that Fr Stephen has already commented on the fact that I have been the only church warden for many years; however, without the support you show to each other, and to myself in particular, my role would be un~~manageable~~tenable. To all of you, who have made this possible, please accept my gratitude.

2024~~3~~ has been a year of many joyful moments: From our wonderful Summer and Winter Fairs to the many fun Film Nights. ~~This year we decided to combine the~~ ~~and the~~ very popular Vicarage Garden Party (generously hosted by Fr Stephen and Judith) ~~with our Summer Fair which was most enjoyable and which reduced the effort needed for both events.~~ Our strong music tradition at St Francis has continued under the expert guidance of Steve and, as always, the Easter Triduum, ~~and~~ Nine Lessons & Carols, ~~and our Patronal Festival~~ highlighted the importance of combining music and liturgy to produce an enhanced spiritual experience. ~~Our Patronal Festival and the blessing of our new stained glass window was also a very special moment in our worship this year. We also welcomed a visiting choir from France and many of us (and our friends) augmented the choir to rehearse and produce a wonderful rendition of Faure's Requiem. Great thanks to Robin for organising and directing this most enjoyable event and to those who acted as hosts for the visiting singers. We also welcomed the return of Fr Stephen and Judith celebrated their 40<sup>th</sup> Wedding Anniversary and many in the parish had the opportunity to share in the fun!~~ PWOS Musical Theatre Group and Bromley Boy Singers ~~returned~~ to St Francis in December for some very entertaining and uplifting music performances. This is all part of our fellowship at St Francis. Once again, thank you to all of you who have made this possible and let's strive to share Jesus' love with others in Petts Wood.

### 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, by parishioners acting in a voluntary capacity, and by Fr Stephen. 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 in such a dedicated, loving and 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. ~~A wonderful addition to our beautiful church was the installation of a new stained glass window to commemorate our patron saint. As I serve at the chancel altar, the beauty of this window never fails to catch my eye, especially when the sun is shining so that the dark and lighter blues become so vivid! I know that you will all join me in thanking the donor for their most generous gift.—~~

Please find below a summary of other works which were due in 2024~~3~~:

- a) ~~Regarding the organ, we have taken a~~ ~~precautionary~~precautionary measure to cover one of the previously damaged organ chambers to reduce the possibility of it being damaged again by water ingress. This is in addition to the repair of the water damage which was in the first phase in completing all the organ work. ~~As our insurance has now paid out for the water damage to the organ, we have decided to complete the organ work in stages with the first phase being the repair of the water damage. Unfortunately, our main contractor has found it difficult to commit to specific dates when this work will be completed.~~ Despite this ~~planned~~ repair, the organ still needs a major overhaul. I thank the members of the congregation for making generous pledges towards this; however, even if we continue with the project in phases, the second phase (after water damage repair) will cost many tens of thousands of pounds, hence the plan to use social functions to raise some of this money.
- b) ~~After many months of being without a functioning bell, I'm pleased that the bell cable has now been replaced with a different type of steel cable together with the netting which protects the bell chamber from birds! New~~



(much safer!) scaffolding was purchased which enabled Fr Stephen to clean and maintain all the lights in the nave above the north and south side aisles. The old scaffolding has now been removed from the Hall stage and we are, temporarily housing the new equipment at the back of the Lady Chapel.

- c) The replacing of the mortar fillet at abutment over lead flashing to east side of north aisle is still outstanding as is the replacement of some of the Fire Escape steps at the back of the Hall.

~~In addition to the work below, we installed solar panels on the East and West facing roofs of the Hall as well as their associated battery and inverter. Other m~~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, and gardening. Please note that the technical checks for Asbestos and the Lightning Conductors were ~~last also~~ undertaken ~~in (March 2023 so )~~ with the next ones are scheduled for March 2025. ~~Please note that contractors were brought in to cut back the trees in front of the Hall to mitigate the risk of damage to our neighbour's property.~~ A special, and well-deserved, “thank you” is needed for Tony’s organisation of most of this. Without our special group of volunteers, the cost of doing much of the work at St Francis would be prohibitively expensive. Only one work-in was arranged in 2024 and it is noted that this number should be, at least three!

## **Moving Forward**

Last year I mentioned that Sarah and I would be reviewing places to move to. I have been associated with St Francis for 66 years and St Francis will always remain my spiritual home. Recently, Fr Stephen came across my baptismal records dated September 1959! I am blessed to have been at St Francis for over 60 years, man and boy. It has been an honour and privilege to be associated with so many wonderful good and wise people within our community who have guided and helped me over the years. Jasmine graduates in the Summer of 2025 and matters have progressed significantly since last year. – St Francis will always remain my spiritual home. While Sarah and I have no firm plans to leave Petts Wood, please note that when Jasmine graduates in 2025, it will be increasingly likely that we will start reviewing the best place in the UK for us to retire to. Our offer on a beautiful house in Offham (near West Malling) has been accepted and our house is now on the market. The good news is that Offham is only 25 minutes’ away from Petts Wood so I will still be able to help during the Interregnum. No one is indispensable so please consider how you, or anyone you know, might be able to help out in the various roles which I undertake e.g. Church Warden, Church Hall Manager and Server. -Many of these roles can be undertaken in a shared capacity and there are many other willing volunteers to support and assist. It is likely that we will follow Fr Stephen and Judith within a few years of their move which should give enough time for a new priest to be appointed as well as two Church Wardens, a Hall Manager, and a new server. In the meantime, Sarah and I will carry on helping and supporting St Francis as much as possible

The position of the Hall Manager ~~is~~ is most urgent as it brings in nearly £30,000 of valuable revenue each year. Without this, the sound financial footing of our church would be severely tested. My successor needs to manage the sixteen regular hirers, the monthly and quarterly invoicing, and the reporting of Hall matters to the PCC. To “sweeten the pill” the PCC is discussing some of the options to help reduce the workload. One of these is to dispense with children’s parties on a Saturday afternoon. Despite bringing in over £3000, this aspect of the job is quite time consuming. Please note that I will be stepping down officially as Hall Manager from October 20<sup>th</sup> 2025 which is the beginning of half-term so I am hoping that a suitable replacement will be found between now and then.

Of equal importance is the role of Church Warden. Each year, Archdeacons across the UK arrange an Archdeacon’s Visitation during which Churchwardens are admitted to office by the Archdeacon. Attendance at a Visitation is **not** an option for a Churchwarden: there is a legal requirement to attend and until a Churchwarden has been admitted by the Archdeacon he or she is not legally entitled to hold office. Should parishioners wish me to continue to be Churchwarden at St Francis, please come and vote at the APCM which will be held on May 18<sup>th</sup> after the 10.30am service. I will then attend one of the various Visitations organised during May/June. I will then commit to my responsibilities until the next APCM which will be held shortly after Easter in 2026. After this, I will be stepping down from this role. Hopefully, this will be after a new vicar is appointed to lead St Francis.

While all the above is going on, Sarah and I will carry on helping and supporting St Francis as much as possible.

-

**Dave Ince**

~~Church Warden~~

THE CHURCH OF ST. FRANCIS OF ASSISI, PETTS WOOD

ANNUAL REPORT FOR 2024

ON THE PROCEEDINGS OF THE PAROCHIAL CHURCH COUNCIL AND THE PARISH

Annual Accounts 2024

Parochial Church Council of St Francis, Petts Wood

Statement of Financial Activities for the year ending 31 December 2024

	Unrestricted Funds	Restricted Funds	Endowment Funds	Notes	Total Funds 2024 £	Total Funds 2023 £
<b>INCOMING RESOURCES</b>				<b>1</b>		
Voluntary Income	106,320	4,111		2	110,431	70,637
Activities for generating funds	14,054	0			14,054	12,685
Income from investments	5,290	0		2	5,290	1,614
Church activities	29,004	0			29,004	26,370
<b>TOTAL INCOMING RESOURCES</b>	<b>154,668</b>	<b>4,111</b>		<b>2</b>	<b>158,779</b>	<b>111,306</b>
<b>RESOURCES EXPENDED</b>						
Cost of generation of voluntary income						
Church activities and ministry	106,329	530		3	106,859	102,692
<b>TOTAL RESOURCES EXPENDED</b>	<b>106,329</b>	<b>530</b>		<b>3</b>	<b>(106,859)</b>	<b>(102,692)</b>
<b>NET RESOURCES</b>	<b>48,339</b>	<b>3,581</b>			<b>51,920</b>	<b>8,614</b>
<b>NET MOVEMENT IN FUNDS</b>						
Balances B/fwd 1 January 2024	116,385	21,595	3,000		140,980	132,366
Balances c/fwd 31 December 2024	164,724	25,176	3,000		192,900	140,980



**Balance Sheet at 31 December 2024**

	Notes	2024 £	2023 £
<b>FIXED ASSETS</b>			
Tangible		8,000	8,000
<b>TOTAL FIXED ASSETS</b>	<b>6</b>	<b>8,000</b>	<b>8,000</b>
<b>CURRENT ASSETS</b>			
Debtors and Prepayments	<b>7</b>	1,238	1,694
Short term deposits		164,395	117,504
Cash at Bank and in hand		19,267	13,782
<b>TOTAL CURRENT ASSETS</b>		<b>184,900</b>	<b>132,980</b>
<b>TOTAL ASSETS</b>		<b>192,900</b>	<b>140,980</b>
<b>PARISH FUNDS</b>			
Unrestricted		164,724	116,385
Restricted		25,176	21,595
Endowment		3,000	3,000
<b>TOTAL PARISH FUNDS</b>	<b>8</b>	<b>192,900</b>	<b>140,980</b>
<b>LIABILITIES</b>			
Creditors	<b>9</b>	0	0
<b>TOTAL LIABILITIES</b>		<b>0</b>	<b>0</b>
<b>TOTAL PARISH FUNDS AND LIABILITIES</b>		<b>192,900</b>	<b>140,980</b>

These Accounts were approved by the Parochial Church Council (PCC) on 18 May 2025 and signed on its behalf by Fr Stephen Niechcial, PCC Chairman)

**Balance Sheet at 31 December 2024**

Signed.....

**Rev Stephen Niechcial (Vicar)**

## **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.

### **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. Items costing less than £1000 are written off when purchased and other items will be depreciated on a straight line basis over four years. The Church Hall is within the church grounds, but the building is owned by the PCC. It is included at historic cost of £8000. 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**

#### **(See Fund Movements and Analysis of Assets and Funds below)**

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

	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL Funds 2024 £	TOTAL Funds 2023 £
<b>INCOMING RESOURCES</b>					
<b>Voluntary Income</b>					
Planned Giving:					
Gift aid donations	27,667	0	0	27,667	25,616
Tax recoverable	14,839	0	0	14,839	11,726
Other	13,249	0	0	13,249	17,246
Collections	2,292	0	0	2,292	3,465
Donations, appeals	8,790	4,111	0	12,901	11,961
Tax recoverable		1,027	0	1027	1,412
Legacies	51,358	0	0	51,358	0
<b>Activities for generating funds</b>					
Fairs, raffles, social events					
Sponsorship	0	0	0	0	3,471
<b>Income from investments</b>					
Bank and Deposit account interest	5,290	0	0	5,290	1,614
<b>Income from Church activities</b>					
Fees	1,152	0	0	1,152	8,425
Church Hall lettings	29,004	0	0	29,004	26,370
<b>TOTAL INCOMING RESOURCES</b>	<b>153,641</b>	<b>5,138</b>	<b>0</b>	<b>158,779</b>	<b>111,306</b>

### 3. RESOURCES EXPENDED

	Unrestricted Funds	Restricted Endowment Funds	TOTAL Funds 2024 £	TOTAL Funds 2023 £
<b>Church Activities</b>				
<b>Missionary and charitable giving</b>				
Welcare	1,270	0	1,270	0
Ukrainian Fund	342	0	342	1,132
Children's Society	1,092	0	1092	0
St Francis Hospital, Katete	0	200	200	180
Shelter	0	330	330	360
Age UK	0	0	0	380
<b>Total Missionary and Charitable Giving</b>	<b>2,704</b>	<b>530</b>	<b>3,234</b>	<b>2,052</b>
<b>Ministry</b>				
Diocesan Parish Offer	49,830	0	49,830	46,882
Other Ministry costs	2,277	0	2,277	3,052
Church Running Costs	35,026	0	35,026	37,823
<b>Total Ministry Costs</b>	<b>87,133</b>	<b>0</b>	<b>87,133</b>	<b>87,757</b>
<b>Other Costs</b>				
Parish Website	1,043	0	1,043	745
Church Grounds upkeep	1,977	0	1,977	1,896
Church Hall running costs	10,558	0	10,558	8,143
Printing and stationery	2,914	0	2,914	2,099
<b>Total Other Costs</b>	<b>16,492</b>	<b>0</b>	<b>16,492</b>	<b>12,883</b>
<b>TOTAL RESOURCES EXPENDED</b>	<b>106,329</b>	<b>530</b>	<b>106,858</b>	<b>102,692</b>
Surplus/(deficit)	47,312	4,608	51,920	8,614

**4. Payments to PCC members.** No expenses were paid to any PCC member.

**5. 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 2024, the aggregate donations received without conditions from members of the PCC (whilst in office) amounted to £31,226 (2023 £27,861).

**6. Fixed Assets.** Church Hall Building £8,000 (2023 £8,000)

**7. Debtors.** Tax recoverable £1238 (2023 £1,412)

**8. Funds.**

The unrestricted funds comprise the General Fund, Hall Fund and designated Church Repair Fund. Some General Fund income from collections and fund raising and donations is restricted for specific purposes. The main restricted Fund is the Project Fund, set up to fund identified major projects to improve church and hall facilities. The following donations for restricted funds were received; £1,000 (Plus £250 GA) was received towards the running costs of the Bubble Church initiative. Donations of £2303 was received towards the Organ Fund making a total of £5,299, A donation of £2,222 was received on behalf of the repair café towards the general fund. A donation of £250 was also received towards Eco Heating. The endowment funds are the Lamp Maintenance Fund which is an endowment of £3,000 given to pay for the sanctuary lamps.

**9. Current liabilities.** Nil. (2023 Nil)

**FUNDS MOVEMENTS**

	<b>General</b>	<b>Church</b>				
	<b>Fund</b>	<b>Repair</b>	<b>Hall</b>	<b>Project</b>	<b>Lamp</b>	<b>Total</b>
	<b>£</b>	<b>Fund</b>	<b>Fund</b>	<b>Fund</b>	<b>Fund</b>	<b>Fund</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Balance at 1 January 2024	34,592	15,317	66,703	21,368	3,000	140,980
Incoming resources	123,037	1,600	29,004	5,138	0	158,779
Resources expended	95,771	0	10,558	530	0	106,859
Transfer between Funds	0	0	0	0	0	0
Balance at 31 December 2024	61,858	16,917	85,149	25,976	3000	192,900
<b>Increase/(decrease)</b>	<b>27,266</b>	<b>1,600</b>	<b>18,446</b>	<b>4,608</b>		<b>51,920</b>

**ANALYSIS OF ASSETS  
BY FUND**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Endowment</b>	<b>TOTAL</b>	<b>TOTAL</b>
	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>
				<b>2024</b>	<b>2023</b>
<b>Funds</b>				<b>£</b>	<b>£</b>
Tangible fixed assets	8,000	0	0	8,000	8,000
Current assets	156,724	25,176	3,000	184,900	140,980
Liabilities	0	0	0	0	0
<b>Total Assets</b>	<b>164,724</b>	<b>25,176</b>	<b>3,000</b>	<b>192,900</b>	<b>140,980</b>
<b>Increase/decrease for year</b>	<b>48,339</b>	<b>3,581</b>	<b>0</b>	<b>51,920</b>	<b>8,614</b>

**Independent Examiner's Report to the Members/Trustees of St Francis Church, Petts Wood, Parochial Council.**

I report to the trustees on my examination of the accounts of the St Francis of Assisi for the year ended 31 December 2024.

**Respective responsibilities of the Trustees, Independent Examiner and basis of report**

As the trustees of the charity, the members of the PCC are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). They have considered that an audit is not required this year in accordance with section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is appropriate.

As independent examiner, it is my responsibility to examine the accounts under section 145 of the 2011 Act in accordance with:

- The procedures laid down in the General Directions given by the Charity Commission section 145 (5) (b) of the 2011 Act, and
- State whether particular matters have come to my attention.

**Basis of Independent Examiner's Statement**

the Charity Commission under section 145(5)(b) of the Act as follows.

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 the records. It also includes consideration of any unusual items or disclosures in 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 presents a "true and fair" view and the report is limited to those matters set out in the statement below,

**Independent Examiners Statement.**

In connection to my examination, no matters have come to my attention

1. which gives 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.

Dated 20th June 2025 Signed 