

THE PAROCHIAL CHURCH COUNCIL  
of ST. PAULINUS CHURCH, CRAYFORD

ANNUAL REPORT  
and FINANCIAL STATEMENTS

For the year ended 31 December 2021

**Incumbent**

The Revd Paul Prentice  
The Rectory, Claremont Crescent  
Crayford, KENT DA1 4RJ

**Bank:**

Barclays Bank plc  
Branch 20-06-72  
AC 80775193

**Charity Commission Reference Number: 1127824**

**Website: [www.stpaulinus.co.uk](http://www.stpaulinus.co.uk)**

**Twitter: @stpaulinuscofe**

*To make known the love of God and His Son Jesus Christ in the community.*

**Independent Examiner:**

*SADLER DAVIES & CO*

*Chartered Accountants*

*3 Enterprise House*

*8 Essex Road*

*Dartford*

*Kent DA1 2AU*

## PAROCHIAL CHURCH COUNCIL OF ST. PAULINUS, CRAYFORD

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# ST PAULINUS CHURCH, CRAYFORD - ANNUAL REPORT FOR 2021

## THE PAROCHIAL CHURCH COUNCIL (PCC)

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### Administrative Information

St. Paulinus Church is located in the small town of Crayford in the London Borough of Bexley in the Diocese of Rochester. The correspondence address is St Paulinus Church Office, 8a Iron Mill Lane, Crayford, Kent, DA1 4RW.

### Objectives

St Paulinus Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, the Revd Paul Prentice in promoting in the parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical, the provision of church services, baptisms, funerals, weddings, youth and children's work and teaching adults through weekly home groups and confirmation. It also has maintenance responsibilities for the church building, the curate's house, the church halls and the investment property.

### Crayford Parochial Church Council 2021

The PCC is a charity which became registered with the Charities Commission in February 2009. The function and purpose of the PCC is outlined in the Parochial Church Council's (Powers) Measure 1956. The method of appointment of PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

During the year the following people served as members of the PCC.

#### Ex Officio Members

The Revd Paul Prentice (Rector and Chairperson), The Revd Amanda Spence (Curate), Richard Demuth (Lay Minister / Vice Chairperson), Aeron Preston (Director of Music) (appointed 06.06.2021), Kelly Tharby (Church Administrator), Lisa Kirby (Assistant Administrator) Michael Onafuwa (Church Warden) and David Day (Church Warden).

#### Elected in 2021 (until APCM 2024)

Ruth Lambourn, Labi Agbaje, Paul Cratchley, David Berry and Peter Walsh.

#### Elected in 2020 (until APCM 2023)

Jean Jones, Andrew Sinclair, Hazel Lawson & Merrick Elliott and 1 vacancy.

#### Elected in 2020 (until APCM 2022)

Stuart Spence elected for 2 years.

#### Elected in 2019 (until APCM 2022)

Dean Humphreys and 1 vacancy.

#### Deanery Synod (elected in 2020 until APCM 2023)

Roger Laing and Karen Carter.

#### Elected by the PCC

Jo Nauman (Hon Treasurer - resigned 24.04.2022), Stuart Spence (Hon Treasurer - appointed 24.04.2022), Simon Sukonik (secretary).

**Committees.** The PCC operates through a number of committees, which meet between full meetings of the PCC. Each PCC member is required to sit on a committee, and each committee must have at least one PCC member, but the chairperson of the committee does not have to be a member of the PCC.

#### Standing Committee:

This is the only committee required by law. It has power to transact the business of the PCC between its meetings, subject to any directions given by the Council and its members are made up entirely from the PCC.

#### Church Fabric Committee:

It attends to matters relating to the stewardship of plant, such as the church buildings and fabric.

#### Halls Committee:

It makes decisions involving the management of the two church halls in Manor Road.

#### Communications Committee:

Responsible for the church website, church notice boards, and posters advertising services, the book of the church's history and the welcome pack in church and supports the church magazine editors.

#### Social Committee:

Provides refreshments after special services or when the occasion arises. It arranges social events with a view to raising funds at the request of the PCC.

#### Outreach and Mission Committee:

It looks at areas in church life that can be improved and develops new ideas that would make a difference.

#### Away Giving Committee:

Organises charitable and away giving on behalf of the parish and promotes suitable donors.



## Achievements and Performance

### *Review of the year*

The PCC met 2 times during the year with an average level attendance of 68%.

In 2021, 9 people were confirmed at St Paulinus, 8 adults and one child (2020: none due to Covid-19) and The "Let's Do Eucharist" (1<sup>st</sup> Communion) was cancelled due to Covid-19 (2020: was cancelled due to Covid-19). During the year there were 24 baptisms (2020: 3 baptisms), 3 weddings (2020: 1) and 28 funerals that took place in church (2020: 27) while 45 funerals were conducted at the crematorium (2020: 23).

Following guidance from the Bishop, the PCC took the decision to remain opening during the second lockdown as the choice was handed to the incumbent. This proved to be a wise move as the congregation slowly returned and we were blessed with new members joining our congregation. Additionally, as a Church community we were once again able to meet socially and the Church enjoyed functions both at Church and in the Rectory Garden.

A highlight of the year had to be Christmas, as families were able to meet up again over the Christmas period, and services for Advent and Christmas resumed. We were once again blessed to see healthy attendance at our carol services, midnight mass and Christmas morning.

Covid-19 continues to have an impact upon the Church, but we faced the challenges at St Paulinus during the year by implementing stringent procedures and policies, to keep the congregation safe, it allowed the continuation of worship within the Church to the best of our ability.

Donations for general purposes was just over £43,000 and had dropped on last year by around £2,500. On average, over the year, 48 (2020:52) people gave by standing order directly into the bank account. The claim for gift aid for Quarter 4 is outstanding at year-end but it is expected that around £2,100. The total received in respect of 2021 as a tax reclaim for donations given under gift aid either by the orange or yellow envelope, is £7,600, a decrease of £1,400 and 15.5% less than last year (2020: £9,000). St Paulinus received 1 legacy bequest from the Estate of Irene Holloway (2020: no legacy bequests).

The funeral fees provided 23% (2020: 20%) of unrestricted incoming resources amounting to £36,291 (2020: £30,375). The only burials allowed in the 'old' churchyard are in reserved spaces and re-opened graves. The 'old' churchyard is the responsibility of the PCC. The Crayford Living Churchyard is a charity run by volunteers to keep this churchyard maintained and tidy, but also to allow the wild flora and fauna within to flourish, in conjunction with the council, and with advice from the Kent Countryside Project. A management plan is in place, which means that the grass is left to grow in the summer so that the seeds of the wild flowers can disperse.

**Halls:** In normal times the halls are used regularly and there are not many empty slots during the day or evenings. The income from the halls was severely affected due to the Covid-19 pandemic in 2020 but has recovered in 2021. The income from all Hall users is £30,776 (2020: £20,100).

**Church:** The Quinquennial Inspection Report took place in September 2021. The PCC has yet to receive the Report. The PCC has identified various aspects of the churches fabric that need to be addressed. The Church interior needs redecoration and the roof interior needs an inspection with a view to restoration. The Porch has been also identified as needing restoration. Last year WIFI was installed in the Church to help further our mission and outreach and for the installation of a "tap and go" payment system. The Friends of St Paulinus contributed to this (£1,745) and they have continued to maintain the tower clock for many years. Furthermore, a stained-glass window was damaged and was repaired by insurance.

**The Curate's House** was completely redecorated throughout in 2019. A new kitchen and bathroom were installed along with carpets and new flooring. Rev Amanda Spence, our Curate, moved into the Curates house with her husband Stuart in December 2019. Rev Amanda will be with St Paulinus for the duration of 3 years.

**Investment property.** In 2014 the PCC raised capital by selling the house in Barnehurst Road and some of the money was used to upgrade the heating and to renew outdated lighting in the halls as well as to renew the church PA system. The excess was used to purchase a 2-bedroom property in Woodfall Drive, which the PCC considered a sound capital investment and a vital source of income for the maintenance of the ministry.

#### **Church attendance**

In 2021 there were 156 people on the Church Electoral Roll (31.10.2020), the average annual normal Sunday attendance in 2021 was 60 adults (2020: 38) and 10 children under the age of 16 (2020: 06). There were 3 Christmas Eve services this year, Carols by Candlelight, The Nativity Service & Midnight Mass (2020: 2, Christmas & Midnight Mass). 1 Service was held on Christmas Day (2020: 1). In 2021, the Christmas Attendance was 320 (2020: 224) and the Easter services was 175 (2020: none cancelled).

#### **Risks policy**

The standing committee have identified the major risks, which impact the work of the Church in the parish. A fire risk assessment was undertaken in 2014, a new inspection is planned for 2022. There is a child protection policy in place and the Parish Disclosure Officer is Mrs Kelly Tharby who continues to put into place the Data Barring Service vetting procedures for the church volunteers. Like all Church of England churches, safeguarding and safer recruitment are paramount. The PCC are committed to ensuring that our church and hall are safe places for all who use them. For more detailed information and guidance see the Parish Safeguarding Handbook. <https://www.rochester.anglican.org> and click on safeguarding. Produced by the National Safeguarding Team, it is a comprehensive guide, summarising the key areas a parish need to address with regards to safeguarding. Additionally, the PCC have signed up to promoting a safer Church, and details of our safeguarding officer, and incumbent, are available within the Church on our "safer Churches" poster. Additionally, the Church is compliant on GDPR Legislation, details of which can be found on the churches website

#### **Financial review**

The net surplus was £18,473 (2020: deficit £27,796) as a result of total incoming resources of £158,191 (2020: £150,465), total outgoing resources of £139,718 (2020: £178,262).

Incoming resources included total voluntary giving of £55,518 (2020: £53,518) (which includes income tax recoverable on Gift Aid donations), church hall income of £30,776 (2020: £20,100) and total funeral and wedding fees of £38,437 (2020: £31,145). There was no grant applied for in 2021 from the Heritage Lottery Fund (2020: £None) for the church fabric project. Rental income from 92 Woodfall Drive amounted to £14,105 (2020: £13,020). The Friends of St Paulinus Church paid to the PCC £1,745 in 2022 for the 2021 WiFi installation project (2020: £7,820).

£74,220, (2020: £100,257) was spent to provide the Christian ministry from St Paulinus Church which included the contribution to the Diocesan parish offer of £23,941 (2020: £52,020), which includes the clergy stipends. Church maintenance and running expenses amounted to £23,000 (2020: £29,572). Church hall running costs were £25,632 (2020: £21,604).

At the end of the year the PCC bank account had a credit balance of £10,082 (2020: £5,108) and there was a total of £40,915 (2020: £40,820) deposited with the Rochester Diocese Loan Fund.

#### **Volunteer help.**

The church has many volunteers without whom the church would not be able to carry on with the ministry. Amongst these are the 2 Readers, 2 licenced lay ministers, and 1 Pastoral Assistant. Additionally, the Church has a team of servers and stewards, 2 Churchwardens and one deputy, Sunday School leaders and helpers, the choir and band, the Treasurer, Secretary and the PCC, the Stewardship secretary and Gift Aid administrator, the Parish magazine editor, home group leaders, and members of the various committees to name but a few. The church is blessed with many unsung heroes who carry out their tasks for the good of the Church community.



***Reserves policy***

It is PCC policy to maintain unrestricted funds, which are the free reserves of the PCC, at a level, which equates to approximately three months unrestricted expenditure (£40,000) to cover emergency situations that may arise from time to time.

Signed

A large, stylized handwritten signature in black ink, consisting of a large loop followed by a horizontal stroke.

Chair: Revd Paul Prentice

A smaller, more compact handwritten signature in black ink, appearing to be 'D Day'.

Church Warden: David Day

PAROCHIAL CHURCH COUNCIL OF ST. PAULINUS, CRAYFORD  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2021

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	Note	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total funds 2021 £	Prior year funds 2020 £
<b>Incoming Resources (Note 3)</b>						
Donations & Legacies:	3.1	61,821.47	1,683.25	-	63,504.72	81,883.30
Charitable Activities:	3.2	71,176.88	-	-	71,176.88	51,486.91
Other Trading Activities:	3.3	7,751.72	-	-	7,751.72	1,532.48
Income from Investments:	3.4	14,591.44	-	1,166.50	15,757.94	15,562.61
<b>Total</b>		<b>155,341.51</b>	<b>1,683.25</b>	<b>1,166.50</b>	<b>158,191.26</b>	<b>150,465.30</b>
<b>Resources Expended (Note 4)</b>						
Raising Funds	4.1	4,254.03	-	-	4,254.03	2,701.28
Charitable Activities	4.2	132,238.42	1,683.63	-	133,922.05	173,951.19
Other	4.3	1,541.88	-	-	1,541.88	1,609.18
<b>Total</b>		<b>138,034.33</b>	<b>1,683.63</b>	<b>-</b>	<b>139,717.96</b>	<b>178,261.65</b>
<b>Net income/(expenditure) before investment gains/(losses)</b>		<b>17,307.18</b>	<b>(0.38)</b>	<b>1,166.50</b>	<b>18,473.30</b>	<b>(27,796.35)</b>
Net gains/(losses) on investments		11,000.00	-	5,753.16	16,753.16	17,587.63
<b>Net income/(expenditure)</b>		<b>28,307.18</b>	<b>(0.38)</b>	<b>6,919.66</b>	<b>35,226.46</b>	<b>(10,208.72)</b>
<b>Transfers between funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>28,307.18</b>	<b>(0.38)</b>	<b>6,919.66</b>	<b>35,226.46</b>	<b>(10,208.72)</b>
<b>Reconciliation of funds:</b>						
Total funds brought forward		516,387.00	940,217.76	54,200.26	1,510,805.02	1,521,013.74
<b>Total funds carried forward</b>		<b>£544,694.18</b>	<b>£940,217.38</b>	<b>£61,119.92</b>	<b>£1,546,031.48</b>	<b>£1,510,805.02</b>

PAROCHIAL CHURCH COUNCIL OF ST. PAULINUS, CRAYFORD  
BALANCE SHEET AS AT 31 DECEMBER 2021

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	Note	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total fund 2021 £	Prior year funds 2020 £
<b>Fixed Assets</b>						
Tangible Assets	6	10,974.68	920,000.00	-	930,974.68	933,726.68
Investments & Long Term Deposits	7	489,767.43	-	45,969.73	535,737.16	509,425.11
<b>Total fixed assets</b>		<b>500,742.11</b>	<b>920,000.00</b>	<b>45,969.73</b>	<b>1,466,711.84</b>	<b>1,443,151.79</b>
<b>Current Assets</b>						
Debtors	8.1	8,492.42	-	-	8,492.42	7,859.39
Short term deposits	8.2	25,997.90	14,917.38	-	40,915.28	40,820.35
Cash at bank and in hand	8.3	14,999.29	5,300.00	15,150.19	35,449.48	22,070.99
<b>Total current assets</b>		<b>49,489.61</b>	<b>20,217.38</b>	<b>15,150.19</b>	<b>84,857.18</b>	<b>70,750.73</b>
Creditors: amounts falling due within one year	9	(5,537.54)	-	-	(5,537.54)	(3,097.50)
<b>Net current assets/(liabilities)</b>		<b>43,952.07</b>	<b>20,217.38</b>	<b>15,150.19</b>	<b>79,319.64</b>	<b>67,653.23</b>
<b>Total assets less current liabilities</b>		<b>544,694.18</b>	<b>940,217.38</b>	<b>61,119.92</b>	<b>1,546,031.48</b>	<b>1,510,805.02</b>
Creditors: amounts falling due after one year		-	-	-	-	0.00
<b>Total net assets or liabilities</b>		<b>£544,694.18</b>	<b>£940,217.38</b>	<b>£61,119.92</b>	<b>£1,546,031.48</b>	<b>£1,510,805.02</b>
<b>Funds of the Charity</b>						
Endowment funds	10	-	-	61,119.92	61,119.92	54,200.26
Restricted income funds	10	-	940,217.38	-	940,217.38	940,217.76
Unrestricted funds	10	544,694.18	-	-	544,694.18	516,387.00
		<b>£544,694.18</b>	<b>£940,217.38</b>	<b>£61,119.92</b>	<b>£1,546,031.48</b>	<b>£1,510,805.02</b>

The notes on pages 6 to 11 form part of these financial statements.

Signed on behalf of all the trustees



Chair: Revd Paul Prentice



Church warden: David Day

Date of approval: 24 April 2022



## **Note 1. Basis of preparation**

### **1.1 Basis of accounting.**

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

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16<sup>th</sup> July 2014 (as amended 2015) and with the Charities Act 2011.

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

The charity constitutes a **public benefit entity** as defined by FRS102 SORP and the Charities Commission as a charity for the advancement of religion. The church is committed to enabling people to develop their relationship with God and live out their faith in the community through teaching, prayer and worship.

### **1.2 Going Concern**

The PCC consider the church to be a going concern, with income from donations, the halls and the investment property. Any shortfall would be addressed with fundraising and appeals to the church members if the church reserves were insufficient. At present the reserves are adequate.

## **Note 2. Accounting Policies**

### **2.1 Income**

#### ***Recognition of income.***

These are included in the Statement of Financial Activities (SoFA) when:

- the church becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability.

#### ***Offsetting***

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP.

#### ***Grants and donations***

Grants and donations are only included in the SoFA when the general income recognition criteria are met. (5.10 to 5.12 FRS 102 SORP)

#### ***Legacies***

Legacies are included in the SoFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.

#### ***Tax reclaims on donations and gifts***

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

#### ***Donated goods***

Gifts in kind for use by the charity are included in the SoFA as income from donations when receivable.

#### ***Volunteer help***

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

## **2.1 Income continued.**

### ***Income from interest and dividends***

This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

### ***Settlement of insurance claims***

Insurance claims are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS 102 SORP) and are included as an item of other income in the SoFA.

### ***Investment gains and losses***

This includes any realised or unrealised gains or losses on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

## **2.2 Expenditure and liabilities**

### ***Liability recognition***

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the church to pay out resources and the amount of the obligation can be measured with reasonable certainty.

### ***Governance and support costs***

Support costs ensuring the church complies with the public accountability and compliant with regulation and good practice are nil as they are carried out by volunteers.

### ***Redundancy cost***

The charity made no redundancy payments during the reporting period.

### ***Deferred income***

No material item of deferred income has been included in the accounts.

### ***Creditors***

The charity has creditors which are measured at settlement amounts less any trade discounts.

### ***Provisions for liabilities***

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

## **2.3 Assets**

### ***Tangible fixed assets for use by charity***

These are capitalised if they can be used for more than one year and cost at least £1,000.

They are valued at cost or historical deemed cost.

The depreciation rates and methods used are disclosed in note 6.

### ***Consecrated land and buildings and movable church furnishings***

Consecrated and beneficed property of any kind is excluded from the accounts by s.10 (2)(a) of the Charities Act 2011. No value is placed on movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. These items are listed in the Church's Inventory, which can be inspected (at any reasonable time).

### ***Investments***

Investments are valued initially at cost and subsequently at fair value (their market value) at the year end.

### ***Stocks***

Goods provided as part of a charitable activity are measured at net realisable value.

### ***Debtors***

Debtors are measured at the cash or other consideration expected to be received.



PAROCHIAL CHURCH COUNCIL OF ST. PAULINUS, CRAYFORD  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021

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3	<u>Analysis of Income</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Endowment</u>	<u>TOTAL FUNDS</u>	
		<u>General</u>	<u>Funds</u>	<u>Funds</u>	<u>2021</u>	<u>2020</u>
		£	£	£	£	£
3.1	<b>Donations &amp; Legacies:</b>					
	Donations and gifts	41,706.51	1,683.25	-	43,389.76	45,923.03
	Gift Aid	7,614.96	-	-	7,614.96	9,594.64
	Legacies and bequests	1,000.00	-	-	1,000.00	-
	Grant: Diocese curate's rent	9,500.00	-	-	9,500.00	9,322.14
	Grant: General	2,000.00	-	-	2,000.00	17,043.49
		<u>61,821.47</u>	<u>1,683.25</u>	<u>-</u>	<u>63,504.72</u>	<u>81,883.30</u>
3.2	<b>Charitable Activities:</b>					
	Church hall lettings	30,775.90	-	-	30,775.90	20,100.25
	Church Magazine & advertising	12.00	-	-	12.00	54.00
	Fees: Weddings	2,146.00	-	-	2,146.00	770.00
	Fees: Funerals	36,290.98	-	-	36,290.98	30,375.00
	Book of Remembrance	485.00	-	-	485.00	5.00
	Baptism Certificates	15.00	-	-	15.00	0.00
	Refreshments after services	1,452.00	-	-	1,452.00	182.66
		<u>71,176.88</u>	<u>-</u>	<u>-</u>	<u>71,176.88</u>	<u>51,486.91</u>
3.3	<b>Other Trading Activities:</b>					
	Fundraising	-	-	-	-	0.00
	Other income	7,751.72	-	-	7,751.72	1,532.48
		<u>7,751.72</u>	<u>-</u>	<u>-</u>	<u>7,751.72</u>	<u>1,532.48</u>
3.4	<b>Income from Investments:</b>					
	Rental income	14,105.00	-	-	14,105.00	13,020.00
	Dividends	-	-	1,166.50	1,166.50	1,126.56
	Interest	486.44	-	-	486.44	1,416.05
		<u>14,591.44</u>	<u>-</u>	<u>1,166.50</u>	<u>15,757.94</u>	<u>15,562.61</u>
	<b>Total Income</b>	<b>£155,341.51</b>	<b>£1,683.25</b>	<b>£1,166.50</b>	<b>£158,191.26</b>	<b>£150,465.30</b>
4	<u>Analysis of Expenditure</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Endowment</u>	<u>TOTAL FUNDS</u>	
		<u>General</u>	<u>Funds</u>	<u>Funds</u>	<u>2021</u>	<u>2020</u>
		£	£	£	£	£
4.1	<b>Expenditure on Raising Funds:</b>					
	Cost of fundraising	713.70	-	-	713.70	-
	Investment manager fees	2,178.68	-	-	2,178.68	1,093.68
	Investment property costs	1,361.65	-	-	1,361.65	1,607.60
		<u>4,254.03</u>	<u>-</u>	<u>-</u>	<u>4,254.03</u>	<u>2,701.28</u>
4.2	<b>Expenditure on charitable activities:</b>					
	Missionary & charitable giving:	40.00	1,683.63	-	1,723.63	917.46
	Ministry: Diocesan Offer including stipends	23,941.12	-	-	23,941.12	52,020.00
	: Housing and expenses	8,443.62	-	-	8,443.62	7,898.71
	Church upkeep of services	6,456.55	-	-	6,456.55	5,893.67
	Church running expenses	10,580.62	-	-	10,580.62	11,791.77
	Church maintenance	12,419.39	-	-	12,419.39	17,780.33
	Upkeep of churchyards	8,318.26	-	-	8,318.26	19,072.18
	Church hall running costs	25,631.63	-	-	25,631.63	21,604.84
	Youthwork	-	-	-	0.00	133.20
	Administration	8,802.86	-	-	8,802.86	10,130.66
	Paid personnel & pension	24,852.37	-	-	24,852.37	23,263.37
	Depreciation fixtures and fittings	2,752.00	-	-	2,752.00	3,445.00
		<u>132,238.42</u>	<u>1,683.63</u>	<u>-</u>	<u>133,922.05</u>	<u>173,951.19</u>
4.3	<b>Other:</b>					
	Independent examiner's fee	1,541.88	-	-	1,541.88	1,609.18
		<u>1,541.88</u>	<u>-</u>	<u>-</u>	<u>1,541.88</u>	<u>1,609.18</u>
	<b>Total Expenditure</b>	<b>£138,034.33</b>	<b>£1,683.63</b>	<b>-</b>	<b>£139,717.96</b>	<b>£178,261.65</b>



**PAROCHIAL CHURCH COUNCIL OF ST. PAULINUS, CRAYFORD**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

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<b>5</b>	<b><u>Paid Employees</u></b>	<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
	Salaries and wages	24,549.70	22,949.82
	Employer's National Insurance less Employer's allowance	-	-
	NEST pension costs	302.67	313.55
	<b>Total staff costs</b>	<b>24,852.37</b>	<b>23,263.37</b>

During the year the PCC employed a Church Administrator and a Church Administrator Assistant and part way through the year the new Director. Together all these employees equate to approximately one full time employee.

No employees received employee benefits for the reporting period of more than £60,000.

Church Administrator, Kelly Tharby, who is an Ex Officio member of the PCC, was paid £16,185 base salary and £145 clerk and vergers fees.

Director of Music, Aeron Preston, who is an Ex Officio member of the PCC, was paid £3,207.34 base salary and £380 wedding and funeral fees.

Church Administrator Assistant, Lisa Kirby, was paid £5,157.36 base salary and £75 clerk fees.

The pension is held with NEST, the government scheme, started in 2016. Total cost this year amounted to £302.67.

There were no other disclosable transactions in respect of PCC members, persons closely connected with them or other related parties.

**6** **Tangible Fixed Assets**

<b>6.1</b>	<b>Cost or valuation</b>	<b><u>FREEHOLD LAND &amp; BUILDINGS</u></b>		<b><u>FIXTURES &amp; FITTINGS &amp; EQUIPMENT</u></b>	<b><u>TOTAL</u></b>
		<b><u>Curate's House</u></b>	<b><u>Halls</u></b>		<b><u>2020</u></b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
	At the beginning of the year	320,000.00	600,000.00	60,255.88	980,255.88
	Additions	-	-	-	-
	<b>At the end of the year</b>	<b>320,000.00</b>	<b>600,000.00</b>	<b>60,255.88</b>	<b>980,255.88</b>
<b>6.2</b>	<b>Depreciation and impairments</b>			<b>Reducing Balance</b>	<b>Reducing Balance</b>
	At the beginning of the year	-	-	46,529.20	46,529.20
	Depreciation	-	-	2,752.00	2,752.00
	Impairment	-	-	-	-
	<b>At the end of the year</b>	<b>-</b>	<b>-</b>	<b>49,281.20</b>	<b>49,281.20</b>
<b>6.3</b>	<b>Net book value</b>				
	Net book value at the beginning of the year	£320,000.00	£600,000.00	£13,726.68	£933,726.68
	Net book value at the end of the year	£320,000.00	£600,000.00	£10,974.68	£930,974.68

The freehold land and buildings comprise the curate's house located at 1a Iron Mill Place, Crayford and the Church halls in Manor Road. With the adoption of FRS 102 the assets are given a value at 1st January 2015, which becomes the "deemed historical cost". The recoverable amount of the buildings is higher than the deemed historical cost so the need to depreciate is no longer necessary. The Church and the Rectory are not assets of the PCC and are therefore not valued. The combined insurance held is to the value of £14,000,000.

Fixtures and fittings comprise heaters, oven, fire alarm & emergency lighting in the halls, Kawai piano, roof alarm and PA system in the church, duplicator and computer in the church office. These are valued at cost. Assets under £1,000 are written off in the year of purchase.

Other historic assets, artefacts and bells not detailed above are excluded but are listed in the Church's Inventory kept by the church wardens. They are not valued because the cost of valuing them would be prohibitive.

<b>7</b>	<b><u>Investment assets</u></b>	<b><u>Permanent Endowment CBF Fund</u></b>	<b><u>Investment Property</u></b>	<b><u>Repair Funds RDBF Deposits</u></b>	<b><u>Total</u></b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>7.1</b>	Fair value at beginning of period	40,216.57	305,000.00	164,208.54	509,425.11
	Add: additions to investments during period	-	-	9,558.89	9,558.89
	Less: disposals at carrying value	-	-	-	-
	Add/(deduct) : net gain/(loss) on revaluation	5,753.16	11,000.00	-	16,753.16
	<b>Fair value at the end of the year</b>	<b>45,969.73</b>	<b>316,000.00</b>	<b>173,767.43</b>	<b>535,737.16</b>

It was the policy of the PCC to revalue the investment property every 5 years. With the adoption of FRS 102 the property must be revalued each year and the increase/decrease in value must be shown on the face of the Statement of Financial Activities. The investment property valuation was derived from internet websites Zoopla and Rightmove.

PAROCHIAL CHURCH COUNCIL OF ST. PAULINUS, GRAYFORD  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021

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	2021	2020
<b>8 Current Assets</b>		
<b>8.1 Analysis of debtors</b>		
Income tax recoverable	2,100.00	5,162.75
Prepayments	-	-
Other debtors	6,392.42	2,696.64
	<u>£8,492.42</u>	<u>£7,859.39</u>
<b>8.2 Short term deposits</b>		
Rochester Diocese Loan Fund deposit	40,915.28	40,820.35
	<u>£40,915.28</u>	<u>£40,820.35</u>
<b>8.3 Cash at bank and in hand</b>		
Petty cash floats	-	-
PCC bank account (Barclays)	10,082.28	5,108.22
PCC bank account (CAF)	25,367.20	16,962.77
	<u>£35,449.48</u>	<u>£22,070.99</u>
<b>9 Liabilities falling due within 1 year</b>		
Accruals	-	-
Deferred Income	-	-
Trade Creditors	5,537.54	3,097.50
	<u>£5,537.54</u>	<u>£3,097.50</u>

**10 Charity Funds**

PE Permanent Endowment EE Expendable Endowment R Restricted DUR Designated Unrestricted UR Unrestricted

Fund Name	Type PE, EE, R, UR	Purpose & restrictions	Fund balances b/wd £	Income £	Expenditure £	Transfers £	Gains & losses £	Fund balances carried forward £
<b>10.1 Bex</b>	PE	Grave upkeep	983.39				140.68	1,124.07
Edmunds	PE	Grave upkeep	8,420.28				1,204.56	9,624.84
LR Hall	PE	Grave upkeep	7,211.53				1,031.64	8,243.17
Scannell	PE	Grave upkeep	4,220.38				603.75	4,824.13
Verrey	PE	Grave upkeep	14,791.83				2,116.04	16,907.87
Evans	PE	Vault	4,589.16				656.49	5,245.65
		<b>Total PE</b>	<b>40,216.57</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,753.16</b>	<b>45,969.73</b>
<b>10.2 Bex</b>	EE	Grave upkeep	336.62	28.54				365.16
Edmunds	EE	Grave upkeep	2882.53	244.26				3,126.79
LR Hall	EE	Grave upkeep	2468.78	209.18				2,677.96
Scannell	EE	Grave upkeep	1,444.75	122.32				1,567.07
Verrey	EE	Grave upkeep	5,063.78	429.09				5,492.87
Evans	EE	Vault	1,787.23	133.11				1,920.34
		<b>Total EE</b>	<b>13,983.69</b>	<b>1,166.50</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,150.19</b>
		<b>Total PE &amp; EE</b>	<b>54,200.26</b>	<b>1,166.50</b>	<b>-</b>	<b>-</b>	<b>5,753.16</b>	<b>61,119.92</b>
<b>10.3 Special Appeals</b>	R	Charitable Giving	-	1,683.25	(1,683.63)			0.38
Fixed Asset property	R	Property Reserve	920,000.00					920,000.00
Restricted Donations	R	To purchase bibles and porch repair	5,300.00					5,300.00
Heritage Lottery Fund Building Project-Church	R	Solve Church problem with damp	14,917.76					14,917.76
		<b>Total R</b>	<b>940,217.76</b>	<b>1,683.25</b>	<b>(1,683.63)</b>	<b>-</b>	<b>-</b>	<b>940,217.38</b>
		<b>PE EE R</b>	<b>994,418.02</b>	<b>2,849.75</b>	<b>(1,683.63)</b>	<b>-</b>	<b>5,753.16</b>	<b>1,001,337.30</b>
<b>10.4 Church Repair Fund</b>	DUR	Mtce of church	145,507.15	256.45		3,600.00		149,363.60
Curates House Repair Fund	DUR	Mtce of curate's house	1,044.05	2.25		538.40		1,584.70
Church Hall Repair Fund	DUR	Mtce of halls	7,481.22	13.86		1,018.80		8,513.88
Rectory Redecoration Repair Fund	DUR	Redecoration of Rectory	1,969.81	5.23		600.00		2,575.04
Investment Property Repair Fd	DUR	92 Woodfall Drive	6,561.31	15.91		600.00		7,177.22
New Churchyard Preparation Fd	DUR		825.00	2,908.00		140.00		3,873.00
Organ Fund	DUR		680.00					680.00
Headstone Fund - Diocese	DUR		140.00			(140.00)		-
			<b>164,208.54</b>	<b>3,201.70</b>	<b>0.00</b>	<b>6,357.20</b>	<b>0.00</b>	<b>173,767.44</b>
Investment Property	UR	Revaluation	305,000.00				11,000.00	316,000.00
Organ Fund	UR	Organ Mtce	4,837.39					4,837.39
Choir Fund	UR	Music & Choir	449.21	185.00	(110.00)			524.21
Sunday School/Sunday Night Mtg	UR	Young People	197.14					197.14
General Reserves	UR		41,694.72	19,783.64	(5,753.16)	(6,357.20)		49,368.00
		<b>DUR &amp; UR</b>	<b>516,387.00</b>	<b>23,170.34</b>	<b>(5,863.16)</b>	<b>-</b>	<b>11,000.00</b>	<b>544,694.18</b>
			<b>1,510,805.02</b>	<b>26,020.09</b>	<b>(7,546.79)</b>	<b>-</b>	<b>16,753.16</b>	<b>1,546,031.48</b>



**THE PAROCHIAL CHURCH COUNCIL OF ST. PAULINUS, CRAYFORD**

**INDEPENDENT EXAMINER'S REPORT**

**FOR THE YEAR ENDED 31 DECEMBER 2021**

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF THE PAROCHIAL CHURCH COUNCIL OF ST. PAULINUS, CRAYFORD**

This report on the financial statements of **THE PAROCHIAL CHURCH COUNCIL OF ST. PAULINUS, CRAYFORD** for the year ended 31 December 2021, which are set on pages 1 to 11 is in respect of an examination carried out in accordance with s145 of the Charities Act 2011 (the Act).

**Respective responsibilities of the members and the examiner**

The church's PCC committee members are responsible for the preparation of the accounts. The church's PCC committee members consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) or under Regulation 10(1)(d) of the Charities Accounts (Scotland) Regulations 2006 (the 2006 Accounts Regulations) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act 2011 and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 (the 2005 Act)
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission and in accordance with Regulation 11 of the Charities Accounts Regulations 2006. 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 you as trustees/the committee members 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 our examination, no matter has come to our attention:

(1) which gives us reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Act; and
- to prepare financial statements which accord with the accounting records and comply with the requirements of the Act;
- have not been met; or
- to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached; or
- which gives us reasonable cause to believe that in any material respect the accounting rules of the charity's constitution have not been met.

**Graham E.J. Sadler FCA**  
**SADLER DAVIES & CO**  
Chartered Accountants  
3 Enterprise House  
8 Essex Road  
Dartford,  
Kent, DA1 2AU

Date: 7<sup>th</sup> April 2022