

CHARITY NUMBER:

1128304

**THE PAROCHIAL CHURCH COUNCIL
OF ST LUKE'S, CRANHAM PARK**

**ANNUAL REPORT AND
FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31 DECEMBER 2023

Parish of St. Luke Cranham Park
CHAIR OF TRUSTEES REPORT Jan-Dec 2023
for presentation at 2024 Annual Parochial Church Meeting (APCM)

INTRODUCTION

While in interregnum St Luke's Parochial Church Council (PCC) has the responsibility to promote in the ecclesiastical parish the whole mission of the church: pastoral, evangelistic and social. Lay Chair Ian Twine has chaired the Parochial Church Council during this period. The PCC has maintenance responsibility for the St. Luke's Church Building and centre on Front Lane, the Moor Lane Church Building and two houses for pastoral use: 72 Marlborough Gardens and 226 Moor Lane.

PCC MEMBERSHIP (as of APCM April 2023)

Members of the PCC, in accordance with church representation rules, are elected by the Annual Parochial Church Meeting (APCM) or are ex-officio or co-opted members. All PCC members are expected to complete a DBS check and Diocese Safeguarding Training.

The following served as members of the PCC from the Annual Parochial Church Meeting (APCM) April 2023:

Lay Chair – Ian Twine

Clergy: Rev'd Jenny Heinink - Associate Minister (ex officio voting member) who retired from her post on 28th January 2024; Rev'd Ken Perkins - Associate Minister SSM with responsibility for Moor Lane (ex officio voting member); Rev'd Phil Wright - licensed as NHS trust chaplain with PTO in our parish having formerly served as curate (ex officio voting member); Rev'd Kevin Barnard - licensed in January 2021 as Associate Minister self-supporting (ex officio voting member); Rev'd, Chris Cozier - Joined November 2021 as Children's and Families Minister part time (non-voting member) and Rev'd Neil Barrett Curate (ex officio voting member).

Elected Members: (voting members of PCC) Jjeoma Blunt, Trevor Bright, Sharon Cottrell, Bob Edwards, Christine Jee, Carly Lucas, Lauren Malone, Ruth Newall, Christine Rose and Paul Rose.

Elected Church Wardens (voting members of PCC): Chikezie Apakama, Pete Newall

Treasurer: Stuart Beck (ex officio voting member)

Moor Lane Church Lay Chair – Rich Tomlin (co-opted voting member)

Non-Voting members (salaried employees are not permitted to be Trustees)

Tom Lambert – Director Kingdom Overflow

Miles Picknell – C.A.P. Centre Manager

Chris Cozier – Children's and Families' Minister

COMMITTEES

The PCC operates through a few committees which meet between full meetings of the PCC.

Standing Committee

Has the power to transact the business of the PCC between meetings subject to any directions given by the PCC.

Finance Committee

Meets nine times a year and oversees the financial work of St Luke's by monitoring income and expenditure, budgeting and co-ordinating the annual review of planned giving. Has the power to authorise individual items of expenditure up to £500.

Moor Lane Congregation Committee

In early 2010, an elected council from the Moor Lane congregation was duly created as a sub-committee of the PCC consisting of a Chair, Lay Chair and up to four other members. The Chair being an Associate Minister of the Parish. The Lay Chair is accepted as a co-opted voting member of the full Parish PCC.

Buildings Maintenance Team

Guides, directs, and helps execute plans for repair and decorative improvement works to our various properties.

The PCC thanks all those who have served the church on these committees throughout the year.

ELECTORAL ROLL

At the April 2023 APCM, the total Electoral roll number was 269 of which 136 are Resident in the Parish and 133 are Non-Resident. It should be noted that the Parish covers a relatively small geographical area, and, whilst a number live technically outside of the parish boundary, most church members reside in the Upminster area.

REVIEW OF THE YEAR

PCC

PCC met five times during the calendar year of 2023. The Standing Committee met twice. All PCC/SC meetings considered financial reports from the Treasurer/Finance committee.

Other committees

Other committees met according to their work requirements and reported their minutes and recommendations to the PCC.

FINANCE

At the end of the Financial Year 2022, the PCC was concerned that general giving appeared to be declining significantly and that expenditure was increasing in line with the upward trajectory of 'cost of living' rises. However, it was agreed that a specific stewardship campaign should be launched in early March 2023 to highlight the biblical principles of giving and to set out to all three congregations the details of and thinking behind the income and expenditure faith budget plan the PCC had agreed for 2023. Additional methods of actually making donations, on top of the usual cash, planned giving envelopes and bank transfers, were also created and publicised, such as the use of a self-serve contactless card reader on the reception desk at St Luke's and the use of a QR code and an update to the finance pages on the website to take donors to an online giving platform via Churchsuite. There was a good initial response to the campaign in March 2023 and, encouragingly, there was also a good response from congregation members for some time afterwards as people heeded the exhortation to reassess their giving in line with increases in their income. The original faith budget for 2023 that was set by the PCC in November 2022 predicted an in-year overspend of £11,647 but, by 31 December 2023, this had reduced to £6,994 which was more than adequately covered by the cumulative surplus from previous years

(£79,017). All of this was achieved even with significant additional and, therefore, unbudgeted energy costs for the St Luke's Church building amounting to just over £6,500, additional advertising and related costs linked to the incumbent vacancy and the maintenance of the 2022 level of Parish Share paid to the Diocese in spite of not having a stipendiary vicar throughout 2023.

OTHER ISSUES OF NOTE

Reserves policy (Contingency Fund)

It is the policy of the PCC of St Luke Cranham Park to hold sufficient reserves to cover the equivalent of one month's general running costs as well as three months' salary costs of its employees. In November 2018 PCC agreed that this should be increased from £10,000 to £12,000 and reviewed and increased each year. This earmarked fund reached a total of £15,000 and has now been invested in equities through the CCLA CBF Investment Fund and this stands at just under £18,400 as at 31 December 2023, although this figure can fluctuate both up and down on a daily basis.

Legacy

In late December 2023, the PCC was given an initial payment of £70,000 as a beneficiary of the estate of a former member of the congregation who passed away in 2022. A final payment is anticipated at some stage in 2024 when the assets of the estate are fully realised. Following discussions with the family of the donor, it has been indicated that at least some of the legacy could be used to improve access arrangements on site, to improve the energy efficiency and carbon footprint of the buildings (additionally, with a view to reducing energy costs) as well as to deal with other minor property issues.

There are a wide range of groups and ministries active in the parish which can be looked at in more detail on our website, but the ministries mentioned above, hopefully, give a flavour of the wide scope of pastoral ministries that the church undertakes for church members and to support the local community.

The Charity trustees have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charity Commission.

**Ian Twine,
Lay Chair of PCC**

Annual Report and Accounts of the PCC St. Luke's, Cranham Park
for the Year Ended 31 December 2023

Independent examiner's report to the PCC of St. Luke's, Cranham Park

I report on the accounts of the PCC for the year ended 31 December 2023, which are set out on the attached pages.

Respective responsibilities of the PCC and the examiner

The charity's trustees are responsible for the preparation of the accounts.

The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an Independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountants.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- Follow procedures laid down in the general directions given by the Charity Commission Section 145(5)(b) of the Charities Act; and
- State whether particular matters have come to my attention.

Basis of Independent Examiners 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 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 a full audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts, which accord with the accounting records and comply with the accounting requirements of the Charities Act 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.



Edward C. Parker F.C.C.A.
Connah Goldsworthy
Chartered Certified Accountants

91 Haywood Street
Leek
Staffordshire
ST13 5JH

Dated this 4th day of March 2024.

Parochial Church Council of St. Luke, Cranham Park

STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31st December 2023

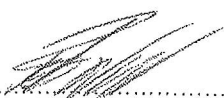
	Note	Unrestricted General £	Unrestricted Designated £	Restricted Funds	TOTAL FUNDS	
					2023 £	2022 £
INCOMING RESOURCES						
<i>Donations, legacies and similar resources</i>	2(a)	328,665	-	1,420	330,085	237,480
<i>Incoming resources from operating activities in furtherance of the church's objectives</i>	2(b)	11,878	480	4,880	17,238	8,561
<i>Income from investments</i>	2(c)	3,117	-	-	3,117	770
<i>Other income</i>	2d	-	-	-	-	1,100
TOTAL INCOMING RESOURCES		343,660	480	6,300	350,440	247,911
RESOURCES EXPENDED						
<i>Charitable expenditure:</i>						
<i>Grants</i>	3(a)	16,075	-	1,259	17,334	16,025
<i>Activities directly relating to the work of the church</i>	3(b)	249,906	4,059	-	253,965	257,186
<i>Church management & administration</i>	3(c)	13,743	2,840	-	16,583	17,448
<i>Governance costs</i>	3(d)	930	-	-	930	870
TOTAL RESOURCES EXPENDED		280,654	6,899	1,259	288,812	291,529
NET INCOMING / (OUTGOING) RESOURCES BEFORE INVESTMENT GAINS/(LOSSES)		63,006	(6,419)	5,041	61,628	(43,618)
Net gains/(losses) on investments	6	-	2,053	-	2,053	(1,044)
NET INCOMING / (OUTGOING) RESOURCES		63,006	(4,366)	5,041	63,681	(44,662)
Transfer between funds	10	-	-	-	-	-
Other recognised gains/(losses): Gains and losses on revaluation of fixed assets for the charity's own use	5	-	-	-	-	655,000
NET MOVEMENT IN FUNDS		63,006	(4,366)	5,041	63,681	610,338
TOTAL FUNDS BROUGHT FORWARD		79,017	2,183,782	3,303	2,266,102	1,655,764
TOTAL FUNDS CARRIED FORWARD	10	142,023	2,179,416	8,344	2,329,783	2,266,102

Parochial Church Council of St. Luke, Cranham Park

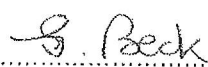
BALANCE SHEET AT 31 DECEMBER 2023

	Note	2023 £	2022 £
FIXED ASSETS			
Tangible Fixed Assets	5	2,147,002	2,149,842
Investments	6	18,396	16,343
		<u>2,165,398</u>	<u>2,166,185</u>
CURRENT ASSETS			
Debtors	8	11,024	10,637
Cash at bank and in hand		159,114	93,448
		<u>170,138</u>	<u>104,085</u>
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR			
	9	5,751	4,168
NET CURRENT ASSETS			
		164,387	99,917
TOTAL NET ASSETS			
	7	<u>2,329,785</u>	<u>2,266,102</u>
FUNDS OF THE CHARITY			
Unrestricted	10	2,321,439	2,262,799
Restricted	10	8,344	3,303
		<u>2,329,783</u>	<u>2,266,102</u>

Approved by the Parochial Church Council on 4 March 2024 and signed on its behalf by:

Churchwarden.....

Mr P Newall

Treasurer.....

Mr S Beck

Notes to the Financial Statements for the Year Ended 31st December 2023

1 ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared under the Historical Cost convention except for Freehold Property, which has been shown at open market value. The accounts have been prepared in accordance with the Church Accounting Regulations 2006, the Statement of Recommended Practice: Accounting and Reporting for Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Ireland (FRS 102), and with the Charities Act 2022.

The charity constitutes a public benefit entity as defined by FRS 102.

Going Concern

Having taken all factors into account, the trustees are of the opinion that the charity has sufficient resources and it is therefore appropriate to prepare the financial statements on a going concern basis.

Fixed AssetsTangible fixed assets

Depreciation on office and audio equipment is provided on a straight line basis over 4 years. Individual items with a value less than £1,000 are written off when acquired. No depreciation has been provided on the piano on the basis that there has been no diminution in value.

Consecrated property is excluded from the accounts in accordance with s.10(2) (a) and (c) of the Charities Act 2022.

Investments

Fixed asset investments in quoted shares and similar investments are valued initially and cost and subsequently at fair value at the year end.

FundsUnrestricted

Unrestricted funds represent funds which are not subject to any restrictions regarding their use and are available for application for general purposes as approved by the PCC.

Restricted

Restricted funds represent funds where expenditure is restricted to use for the purpose to which they were intended by the original donors.

Incoming ResourcesRecognition of Incoming resources

Collections, covenanted giving and donations are accounted for only when received except in specific cases where it is certain that income will be received in the future.

Grants and legacies are accounted for as soon as the PCC is notified of legal entitlement of the amount due.

Government grants are recognised based on the accrual model and are recognised in income over the period to which the related costs are recognised.

Tax reclaims on Donations and Gifts

Incoming resources from tax reclaims are included in the SOFA during the same period as the gift to which they relate.

Other Income

Rental income arising from the letting of church property is recognised when the rental falls due.

Investment Income

Interest is accounted for when receivable.

Expenditure and LiabilitiesLiability recognition

Liabilities are recognised as soon as there is a constructive or legal obligation committing the charity to pay out resources.

Governance costs

Governance costs include the costs of preparation and examination of statutory accounts.

2 INCOMING RESOURCES

	Unrestricted Funds		Restricted Funds	TOTAL	Total
	General	Designated		2023	2022
	£	£	£	£	£
2a Donations, legacies and similar resources					
Planned giving and free will offerings	216,200	-	-	216,200	196,324
Gift Aid	42,266	-	-	42,266	39,771
Legacies & other donations	70,199	-	1,420	71,619	1,385
Government grants	-	-	-	-	-
	328,665	-	1,420	330,085	237,480
2b Incoming resources from operating activities in furtherance of the church's objectives					
Lettings (net)	10,588	-	-	10,588	6,831
Weddings & Funerals	1,169	-	-	1,169	702
Youth & Childrens Work	121	480	4,880	5,481	1,028
	11,878	480	4,880	17,238	8,561
2c Income from investments					
Interest income	3,117	-	-	3,117	770
2d Other income					
Rental income	-	-	-	-	1,100
	-	-	-	-	1,100
TOTAL INCOMING RESOURCES	343,660	480	6,300	350,440	247,911

Notes to the Financial Statements for the Year Ended 31st December 2023

3 RESOURCES USED

	Unrestricted Funds General	Designated	Restricted Funds	TOTAL 2023	Total 2022
	£	£	£	£	£
3a Grants payable					
Home missions	8,000	-	-	8,000	5,334
Overseas missions	8,075	-	-	8,075	10,541
Other	-	-	1,259	1,259	150
	16,075	-	1,259	17,334	16,025
3b Activities directly relating to the work of the Church					
Ministry: Diocesan Quota	80,000	-	-	80,000	80,000
Lay expenses	27	-	-	27	732
Church running expenses	3,755	-	-	3,755	3,521
Church & housing maintenance	66,883	2,155	-	69,038	78,285
Staff salaries	87,569	-	-	87,569	83,374
Staff training & expenses	3,277	-	-	3,277	4,829
Alpha	162	-	-	162	450
Youth ministry and Children's work	8,233	1,904	-	10,137	5,995
	249,906	4,059	-	253,965	257,166
3c Church management & administration					
Professional fees	826	-	-	826	1,014
Printing & Stationery	9,356	-	-	9,356	12,139
Sundry expenses	3,561	-	-	3,561	1,455
Depreciation	-	2,840	-	2,840	2,840
	13,743	2,840	-	16,583	17,448
3d Governance costs					
Independent Examiner	930	-	-	930	870
	930	-	-	930	870
TOTAL RESOURCES USED	280,654	6,899	1,259	288,812	291,529
4 STAFF COSTS	£	£	£	£	£
Wages & salaries	76,759	-	-	76,759	72,758
Social Security costs	-	-	-	-	-
Pension costs	10,810	-	-	10,810	10,616
	87,569	-	-	87,569	83,374

During the year there were no employees who earned £60,000 p.a. or more.

5 FIXED ASSETS

Tangible Fixed Assets

	Freehold Buildings	Piano	Fixtures & Fittings	Total
	£	£	£	£
COST/VALUATION				
At 1st January 2023	2,135,320	6,000	97,676	2,238,996
Additions	-	-	-	-
Revaluation	-	-	-	-
At 31st December 2023	2,135,320	6,000	97,676	2,238,996
DEPRECIATION				
At 1st January 2023	-	-	89,154	89,154
Charge for the year	-	-	2,840	2,840
At 31st December 2023	-	-	91,994	91,994
NET BOOK VALUE				
At 31st December 2023	2,135,320	6,000	5,682	2,147,002
At 1st January 2023	2,135,320	6,000	8,522	2,149,842
Cost/valuation is represented as follows:				
Cost	£	£	£	£
Cost	260,320	6,000	97,676	363,996
Valuation 2011	795,000	-	-	795,000
Valuation 2021	425,000	-	-	425,000
Valuation 2022	655,000	-	-	655,000
TOTAL At 31st December 2023	2,135,320	6,000	97,676	2,238,996

The Freehold Buildings comprise property at 226 Moor Lane, 72 Marlborough Gardens and St. Luke's Centre. The latest values are based on valuation reports by Morgan Sloane, Chartered Surveyors produced in December 2021 and by TMA Chartered Surveyors in October 2022.

No depreciation has been provided on the piano or in respect of freehold properties. Repair and maintenance costs are written off as incurred.

Notes to the Financial Statements for the Year Ended 31st December 2023 continued

6	INVESTMENTS	Unrestricted Funds	Restricted Funds	Total Funds	2023	2022
	Other investments				£	£
	At 1st January 2023	£	£	£		
	Additions	16,343	-	16,343		17,387
	Revaluations	2,053	-	2,053		(1,044)
	At 31st December 2023	18,396	-	18,396		16,343
7	ANALYSIS OF NET ASSETS BY FUND	Unrestricted Funds	Restricted Funds	Total Funds	2023	2022
		£	£	£		£
	Fixed Assets	2,165,398	-	2,165,398		2,166,185
	Current Assets	161,794	8,344	170,138		104,085
	Current Liabilities	(5,751)	-	(5,751)		(4,168)
		2,321,441	8,344	2,329,785		2,266,102
8	DEBTORS	Unrestricted Funds	Restricted Funds	Total Funds	2023	2022
		£	£	£		£
	Prepayments & other debtors	-	-	-		499
	Income tax recoverable	11,024	-	11,024		10,138
		11,024	-	11,024		10,637
9	CREDITORS:AMOUNTS FALLING DUE WITHIN ONE YEAR	Unrestricted Funds	Restricted Funds	Total Funds	2023	2022
		£	£	£		£
	Other taxes & social security costs	788	-	788		678
	Accruals & deferred income	4,963	-	4,963		3,490
		5,751	-	5,751		4,168
10	FUND DETAILS	Balance 1st Jan 2023	Movement in the year	Transfer between funds	Balance 31st Dec 2023	
		£	£	£	£	
	<i>Unrestricted funds:</i>					
	General Fund	79,017	63,006	-	142,023	
	Maintenance Reserve Fund	7,983	(2,155)	-	5,828	
	Fixed Assets	2,149,842	(2,840)	-	2,147,002	
	Youth Fund	1,948	(1,424)	-	524	
	The Well	847	-	-	847	
	CAP	6,819	-	-	6,819	
	Contingency Reserve	16,343	2,053	-	18,396	
		2,262,799	68,640	-	2,321,439	
	<i>Restricted funds:</i>					
	Discretionary Fund	2,267	161	-	2,428	
	Overflow Wellbeing Programmes Fund	-	4,880	-	4,880	
	St. Luke's Pop In Fund	39	-	-	39	
	Moor Lane Pop In Fund	345	-	-	345	
	Moor Lane Childrens Work Fund	121	-	-	121	
	Tuesday Pathfinders	531	-	-	531	
		3,303	5,041	-	8,344	
	TOTAL FUNDS	2,266,102	63,681	-	2,329,783	