

CHARITY NUMBER:

1128304

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

**ANNUAL REPORT AND
FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31 DECEMBER 2024

INTRODUCTION

While in interregnum, St Luke's Parochial Church Council (PCC) had the responsibility to promote in the ecclesiastical parish the whole mission of the church: pastoral, evangelistic and social. Lay Chair, Ian Twine, chaired the Parochial Church Council during this period. Rev'd James Rigby, formerly Curate at St Andrew's Church, Chorleywood (Diocese of St Alban's) was collated to the incumbency of the Parish of St Luke, Cranham Park by the Bishop of Chelmsford, the Rt Rev'd Dr Gulnar ('Guli') Francis-Dehqani, at a service held at the church on Monday, 23 September 2024. The church and the wider community were delighted to welcome James, his wife, Megan, and their two children, Arabelle and Hugo to the parish, particularly after such a long period of interregnum. 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 2024)

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 must complete a DBS check and Diocese Safeguarding Training. The following served as members of the PCC from the Annual Parochial Church Meeting (APCM) April 2024:

Lay Chair – Ian Twine

Clergy: 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, 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) John Baker, Ijeoma Blunt, Trevor Bright, Sharon Cottrell, Bob Edwards, Christine Jee, Carly Lucas, Lauren Malone, Joel Newall, Ruth Newall, Christine Rose and John Slocombe.

Elected Church Wardens (voting members of PCC): Chikezie Apakama, Paul Rose

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 about 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 2024 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 six times during the calendar year of 2024. 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

Post-COVID, the church has experienced a number of ups and downs in terms of its financial outlook. In response to these challenges, 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 generosity and faithful response by all three congregations has continued into 2024 and we have much to be grateful for. The original faith budget for 2024 that was set by the PCC in November 2023 predicted an in-year overspend of £20,756 but, by 31 December 2024, this had transformed into an in-year surplus of £8,799. The cumulative, year-on-year surplus now stands at £86,704. All of this was achieved due to additional income above budget of just over £13,100 and yet the 2023 level of Parish Share paid to the Diocese was maintained in spite of not having a stipendiary vicar throughout most of 2024. God has greatly blessed our financial commitment and generosity in 2024 and the new incumbent has a pot of money to resource the development of the vision for the future mission of the parish church in Cranham.

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 over £19,300 as at 31 December 2024, 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 further instalment of £32,500 was received in 2024 and a final payment is due in early 2025. In 2024, some of the legacy was used to repair the steeple clock and to undertake some urgent maintenance issues in both church buildings and in some of the other properties owned by the PCC. It is envisaged that some of the remaining legacy funding (about £87,300 as at 31 December 2024) will also be used to repair the lift sited in the St Luke's building which has not been in use for at least a decade, thus improving access arrangements on this particular site and addressing a major issue highlighted in the most recent Quinquennial Building Stock Survey and Report.

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.

Rev'd James Rigby
Chair of PCC (from September 2024 PCC Meeting)

Ian Twine
Lay Chair of PCC (until September 2024 PCC Meeting)

Annual Report and Accounts of the PCC St. Luke's, Cranham Park

for the Year Ended 31 December 2024

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 2024, 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.

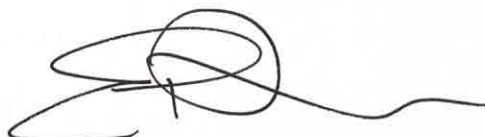
Basis of Independent Examiners Statement

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 24th day of February 2025

Parochial Church Council of St. Luke, Cranham Park

STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31st December 2024

	Note	Unrestricted General £	Unrestricted Designated £	Restricted Funds	TOTAL FUNDS	
					2024 £	2023 £
INCOMING RESOURCES						
<i>Donations, legacies and similar resources</i>	2a	311,333	-	5,609	316,942	330,085
<i>Incoming resources from operating activities in furtherance of the church's objectives</i>	2b	11,034	505	3,951	15,490	17,238
<i>Income from investments</i>	2c	7,177	-	-	7,177	3,117
TOTAL INCOMING RESOURCES		329,544	505	9,560	339,609	350,440
RESOURCES EXPENDED						
<i>Charitable expenditure:</i>						
<i>Grants</i>	3a	15,875	-	932	16,807	17,334
<i>Activities directly relating to the work of the church</i>	3b	276,685	-	123	276,808	253,965
<i>Church management & administration</i>	3c	12,575	2,840	-	15,415	16,583
<i>Governance costs</i>	3d	900	-	-	900	930
TOTAL RESOURCES EXPENDED		306,035	2,840	1,055	309,930	288,812
NET INCOMING / (OUTGOING) RESOURCES BEFORE INVESTMENT GAINS/(LOSSES)		23,509	(2,335)	8,505	29,679	61,628
Net gains/(losses) on investments	6	-	939	-	939	2,053
NET INCOMING / (OUTGOING) RESOURCES		23,509	(1,396)	8,505	30,618	63,681
Transfer between funds	10	(6,000)	6,000.00	-	-	-
Other recognised gains/(losses):						
Gains and losses on revaluation of fixed assets for the charity's own use	5	-	-	-	-	-
NET MOVEMENT IN FUNDS		17,509	4,604	8,505	30,618	63,681
TOTAL FUNDS BROUGHT FORWARD		142,023	2,179,416	8,344	2,329,783	2,266,102
TOTAL FUNDS CARRIED FORWARD	10	159,532	2,184,020	16,849	2,360,401	2,329,783

Parochial Church Council of St. Luke, Cranham Park

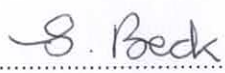
BALANCE SHEET AT 31 DECEMBER 2024

	Note	2024 £	2023 £
FIXED ASSETS			
Tangible Fixed Assets	5	2,144,162	2,147,002
Investments	6	19,335	18,396
		<u>2,163,497</u>	<u>2,165,398</u>
CURRENT ASSETS			
Debtors	8	3,723	11,024
Cash at bank and in hand		210,494	159,114
		<u>214,217</u>	<u>170,138</u>
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR			
	9	17,313	5,751
NET CURRENT ASSETS			
		196,904	164,387
TOTAL NET ASSETS			
	7	<u>2,360,401</u>	<u>2,329,785</u>
FUNDS OF THE CHARITY			
Unrestricted	10	2,343,552	2,321,439
Restricted	10	16,849	8,344
		<u>2,360,401</u>	<u>2,329,783</u>

Approved by the Parochial Church Council on 24 February 2025 and signed on its behalf by:

Churchwarden.....

Mr C Apakama

Treasurer.....

Mr S Beck

Notes to the Financial Statements for the Year Ended 31st December 2024

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 Assets**Tangible 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.

Funds**Unrestricted**

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 Resources**Recognition 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 liabilities**Liability 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 2024	Total 2023
	General	Designated			
	£	£	£	£	£
2a Donations, legacies and similar resources					
Planned giving and free will offerings	226,097	-	-	226,097	216,200
Gift Aid	42,338	-	1,000	43,338	42,266
Legacies & other donations	42,898	-	4,609	47,507	71,619
	311,333	-	5,609	316,942	330,085
2b Incoming resources from operating activities in furtherance of the church's objectives					
Lettings (net)	9,710	-	-	9,710	10,588
Weddings & Funerals	677	-	-	677	1,169
Youth & Childrens Work	647	505	3,951	5,103	5,481
	11,034	505	3,951	15,490	17,238
2c Income from Investments					
Interest income	7,177	-	-	7,177	3,117
TOTAL INCOMING RESOURCES	329,544	505	9,560	339,609	350,440

Notes to the Financial Statements for the Year Ended 31st December 2024

3	RESOURCES USED	Unrestricted Funds General	Funds Designated	Restricted Funds	TOTAL 2024	Total 2023
		£	£	£	£	£
3a	<i>Grants payable</i>					
	Home missions	8,000	-	-	8,000	8,000
	Overseas missions	7,875	-	-	7,875	8,075
	Other	-	-	932	932	1,259
		15,875	-	932	16,807	17,334
3b	<i>Activities directly relating to the work of the Church</i>					
	Ministry: Diocesan Quota	80,000	-	-	80,000	80,000
	Lay expenses	432	-	-	432	27
	Church running expenses	2,160	-	-	2,160	3,755
	Church & housing maintenance	79,914	-	-	79,914	69,038
	Staff salaries	91,857	-	-	91,857	87,569
	Staff training & expenses	4,393	-	-	4,393	3,277
	Alpha	-	-	-	-	162
	Youth ministry and Children's work	16,875	-	-	16,875	10,137
	Events	1,054	-	123	1,177	-
		276,685	-	123	276,808	253,965
3c	<i>Church management & administration</i>					
	Professional fees	840	-	-	840	826
	Printing & Stationery	10,488	-	-	10,488	9,356
	Sundry expenses	1,247	-	-	1,247	3,561
	Depreciation	-	2,840	-	2,840	2,840
		12,575	2,840	-	15,415	16,583
3d	<i>Governance costs</i>					
	Independent Examiner	900	-	-	900	930
		900	-	-	900	930
	TOTAL RESOURCES USED	306,035	2,840	1,055	309,930	288,872
4	STAFF COSTS	£	£	£	£	£
	Wages & salaries	78,005	-	-	78,005	76,759
	Social Security costs	22	-	-	22	-
	Pension costs	13,830	-	-	13,830	10,810
		91,857	-	-	91,857	87,569

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 2024	2,135,320	6,000	97,676	2,238,996
Additions	-	-	-	-
Revaluation	-	-	-	-
At 31st December 2024	2,135,320	6,000	97,676	2,238,996
DEPRECIATION				
At 1st January 2024	-	-	91,994	91,994
Charge for the year	-	-	2,840	2,840
At 31st December 2024	-	-	94,834	94,834
NET BOOK VALUE				
At 31st December 2024	2,135,320	6,000	2,842	2,144,162
At 1st January 2024	2,135,320	6,000	5,682	2,147,002
Cost/valuation is represented as follows:	£	£	£	£
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 2024	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.

6	INVESTMENTS	Unrestricted Funds	Restricted Funds	Total Funds	
				2024	2023
	Other investments	£	£	£	£
	At 1st January 2024	18,396	-	18,396	16,343
	Additions	-	-	-	-
	Revaluations	939	-	939	2,053
	At 31st December 2024	19,335	-	19,335	18,396
7	ANALYSIS OF NET ASSETS BY FUND	Unrestricted Funds	Restricted Funds	Total Funds	
				2024	2023
		£	£	£	£
	Fixed Assets	2,163,497	-	2,163,497	2,165,398
	Current Assets	197,368	16,849	214,217	170,138
	Current Liabilities	(17,313)	-	(17,313)	(5,751)
		2,343,552	16,849	2,360,401	2,329,785
8	DEBTORS	Unrestricted Funds	Restricted Funds	Total Funds	
				2024	2023
		£	£	£	£
	Income tax recoverable	3,723	-	3,723	11,024
		3,723	-	3,723	11,024
9	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	Unrestricted Funds	Restricted Funds	Total Funds	
				2024	2023
		£	£	£	£
	Other taxes & social security costs	918	-	918	788
	Accruals & deferred income	16,395	-	16,395	4,963
		17,313	-	17,313	5,751
10	FUND DETAILS	Balance	Movement	Transfer	Balance
		1st Jan 2024	in the year	between funds	31st Dec 2024
		£	£	£	£
	Unrestricted funds:				
	General Fund	142,023	23,509	(6,000)	159,532
	Maintenance Reserve Fund	5,828	-	6,000	11,828
	Fixed Asset Fund	2,147,002	(2,840)	-	2,144,162
	Youth Fund	524	505	-	1,029
	The Well Fund	847	-	-	847
	CAP Fund	6,819	-	-	6,819
	Contingency Reserve	18,396	939	-	19,335
		2,321,439	22,113	-	2,343,552
	Restricted funds:				
	Discretionary Fund	2,428	169	-	2,597
	Overflow Wellbeing Programmes Fund	4,880	3,951	-	8,831
	Youth Summer Events Fund	-	4,508	-	4,508
	St. Luke's Pop In Fund	39	-	-	39
	Moor Lane Pop In Fund	345	(123)	-	222
	Moor Lane Childrens Work Fund	121	-	-	121
	Tuesday Pathfinders Fund	531	-	-	531
		8,344	8,505	-	16,849
TOTAL FUNDS		2,329,783	30,618	-	2,360,401