

The Parish Church of St. Anne, Kew Green



Annual Report and Financial Statements 2020

**The Parish Church of St. Anne, Kew Green, TW9 3AA
Charity number 1129136**

Annual Report 2020

Aim and purposes

The Parochial Church Council of St. Anne's Church, Kew Green, Diocese of Southwark is responsible, in coordination with the Vicar, the Reverend Nigel J. Worn, and the Churchwardens, for promoting in its ecclesiastical parish the whole mission of the church and for the maintenance of St. Anne's Church and its Hall and the Churchyard.

Safeguarding

The PCC has adopted and implemented the Diocesan manual on being a Safer Church and has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to the House of Bishop's guidance on safeguarding children and vulnerable adults). Safeguarding is a standing item on all main PCC agendas. Danielle Ramrekar-Singh is our Safeguarding Officer with Chloe Sadler overseeing the administration of DBS checks.

Objectives and Activities

The PCC is committed to strive towards an inclusive community in which all people, whether within the bounds of the parish or in the wider area of West London, feel welcome to worship in our church and participate in our parish activities. We offer inclusive worship in the High Church Anglican tradition, with an emphasis on well-ordered choral liturgy, and a church building and hall, situated in the historic centre of Kew, available for a multitude of community activities.

Our activities include not only offering a full range of services normal to the Church of England, including such public rituals as baptisms, weddings and funerals, but also, having had regard to the Charity Commission's guidance on public benefit and in particular the specific guidance on the advancement of religion for public benefit, a number of services to the community who may or may not be worshippers –

- Maintenance of and access to an historic building;
- Religious education;
- A regular musical programme, both religious and secular;
- Active governance of our Church of England voluntary-aided primary school, The Queen's School;
- Pastoral care for those living in the parish and who request it;
- Support (financial and otherwise) for other charities;
- Provision of the Church to The Queen's School and local independent schools for various services;
- Provision of the Parish Hall for community use

Overview of 2020

Like all charities we have been affected by the pandemic. The closing of our Church doors in March meant that we had to rethink how we operated. This translated into moving our services to being initially recorded and uploaded to the live streaming of our Sunday worship and offering Morning Prayer on the Zoom platform. The lockdown meant that our Holy Week and Easter services, that are usually the highlight of the liturgical

year, were recorded and broadcast with just the priest and organist present. These recorded and streamed services were greatly appreciated by our congregation and helped to sustain them during these tough times. What also emerged at this time was the unstinting willingness of the congregation to reach out to isolated and vulnerable people in the community. Members of our congregation joined the numerous WhatsApp street groups that sprung up. Members of our congregation volunteered to work with the Kew Neighbourhood Association who work to provide practical help with isolated and vulnerable people in the Kew area.

Thanks to the generosity of many people who support the life and work of our church in their giving by Standing Order, our income from this source has held up well with some donors also increasing their monthly donations. Inevitably the closed church meant that other sources of income fell away, but much of the shortfall was offset by the spirited response to a special appeal at Christmas. In the hope and faith that during 2021 we will emerge from the worst effects of this pandemic the Parochial Church Council decided to maintain its pledge to the Diocesan Parish Support Fund both for 2020 and for 2021.

The pandemic led to us cancelling our summer Sunday teas and afternoon recitals which have, until now, been the mainstay of our outreach and service to the wider community. This together with the cancellation of concerts and school use of the Church and Hall has severely and negatively affected what St Anne's has traditionally offered to the community.

Emerging from lockdown meant finding new and safe ways for us to worship. The Churchwardens carried out numerous health and safety audits to enable our church to be as safe as possible. Our safe number of worshippers was set at 60 and we introduced good protocols to keep those attending safe. No congregational singing was allowed; instead our Director of Music, Julian Kelly, offered us well-researched music, mainly by Bach, to enrich our worship. Teams of willing volunteers ensured that the church building was kept sanitized. St Anne's joined the NHS Track and Trace system. Those who did not postpone their marriages were limited to sixteen guests; similarly those mourning the loss of loved ones were limited to congregations of thirty; and those requesting Holy Baptism were limited in the number of guests who could attend.

In mid December 2020 with Covid-19 infections steeply rising again we took the decision to close the church for public worship, but not for private prayer, relying once again on live streaming. On a positive note our young people produced a Nativity video and recorded a version of the carol Silent Night as a gift to the congregation. The church is indebted to Emily Norman and our Junior Church leaders for their creative vision and ministry to our young people.

As the number of Covid-19 infections began to fall in February 2021, we opened the church again to public worship on Ash Wednesday and on the Sundays following, though with numbers limited to 30.

At the time of writing this report the country is still in lockdown and is likely to remain under severe restrictions for many months to come. St Anne's Church will find ways to reintroduce our summer Sunday teas and recital program but this will be in a restricted and safe way.

Achievements and Performance

Worship and Services

Our regular pattern of Sunday worship is supplemented by weekday services. On Sundays when we were open we offered the community the following pattern, 8.00am Said Eucharist (traditional language), 10.00am Sung Eucharist with Junior Church (Common Worship) and 5.00pm Evening Prayer. All our worship is open to the whole community.

We also conducted and officiated at 6 baptisms, 6 weddings and 13 funerals.

In the community, when pandemic restrictions allow, we take Holy Communion to the housebound and those in residential care at Cecil Court. We conduct weekly acts of worship either in person or via a recording, at our church-affiliated Queen's School.

Fr. Nicholas Darby is a valued member of our team, assisting with the Sunday Eucharist. Fr Nick also deputised during Fr Nigel's sick leave at the beginning of the year. Emily Norman is Assistant to the Incumbent, focussing on Community Outreach and provides Ministry to younger members of the parish.

Deanery Synod

Six members of the PCC sat on the Richmond and Barnes Deanery Synod up to the 2020 APCM and five members after that date. One member also sits on the Diocesan Synod. These links enable us to better understand what is going on in the Church of England and to make our voice heard on the issues of the day. The Deanery Synod met 3 times in 2020. Fr Peter Hart moved from our two sister parishes in Kew and was replaced as Area Dean by Father Alex Barrow, Team Vicar at All Saint's East Sheen.

Only one Deanery Synod meeting could take place in person. Iso Neville (Social Media Officer for the Church of England Digital Team) presented a talk on Digital Discipleship. Iso discussed the different forms of social media and who their audiences are. She also explained the best methods on reaching people and how to present messages and content and widen our outreach for Ministry and Mission, along with some tips on what to avoid. The next two meetings, held virtually, concentrated on the pandemic with parishes encouraged to share their experiences of how they have adapted to meet the needs of the community without the availability of public worship, both via use of online platforms and also reaching people who are not on the internet. A later focus was on how to reach out to those who have been reluctant to return to church during the period when lockdown restrictions were eased.

Care of the Fabric

The Fabric and Finance Committee met three times in 2020. The restoration of the Church perimeter wall was completed, funded by the Friends of St Anne's. A refurbishment of the rooms behind the Royal Gallery took place allowing for much needed multi-use space and for St Anne's to broaden its ministry. Generous donations were received to update the lighting and refurbish the gallery staircase. Lighting to the nave and high altar was updated at the end of 2019. A beautification project also started within the Churchyard and a programme of plantings took place with further work to be undertaken next year.

We are committed to working to mitigate the effects of climate change by working towards becoming an Eco Church. The Church moved to sustainable supply for its energy needs. We ensure that all fabric and building repairs and developments result in a reduction of our carbon footprint.

Community Outreach

Owing to the pandemic we were unable to serve teas on Summer Sunday afternoons in 2020. The pandemic also prevented our musical programme of Sunday afternoon concerts during the same period. After the first lockdown we were no longer able to provide space for a carer and toddler group, 'Little Angels' on Thursday mornings, nor allow local groups to rent the Church Hall or allow the hosting of charitable meetings or Christmas carol services.

Our Director of Music is Julian Kelly. The Church is normally used for regular concerts by such groups as the Kew Sinfonia, Faust Ensemble, Cantanti Camerati, the Ernest Read Symphony Orchestra, Eloquenza, and Maiastra, coordinated by our Director of Music who also arranges for soloists to accompany the choir on selected Sunday services.

St. Anne's is an active member of Churches Together in Kew, which groups the area's Christian churches into an ecumenical body. Due to the pandemic we were unable to host our usual "Vineyard lunches", which are lunches for homeless people, in our Church Hall as part of an initiative with other churches in the deanery.

Ministry and Mission

The M&M Committee met twice in 2020 – on 13 January and 2 November. During the intervening months, owing to the pandemic, issues that would normally have been considered by the M&M Committee were covered at PCC meetings.

The first meeting of 2020 (before the pandemic hit the UK) was held in person and recorded a number of positives in the preceding year. Notable among them was the progress made with the St Anne's development plan – including: proposals for a revamped St Anne's website; plans for Everyday Faith sessions by, and among, the congregation; a new, two-room set-up for Junior Church, allowing sessions tailored to different age groups; and successful film and discussion evenings for young people. There was also positive reflection on the success of the Messiah and Crib Service during the previous Advent.

Looking to the future, the Committee considered 'Fresh Ideas' for exploring faith – including faith walks, retreats, pilgrimages and Lent study with Pilgrim courses and/or USPG. Ideas were also mooted for a party to thank those who delivered the successful 'Summer Teas' season in 2019. However, the Committee – already aware of the growing global concern around Covid-19 – acknowledge that any and all plans may be subject to change. The Committee also noted the issue of pastoral care – including parish visitors and help to attend Church – and committed to a fuller discussion on this at subsequent meetings.

The Committee returned to the theme of pastoral care at its next meeting on 2 November (a virtual meeting), by which time was acute – partly owing to the pandemic, and partly in the context of Father Nigel's planned retirement. A small working group was formed to explore solutions. Proposals were developed and submitted

to the PCC, and are now being taken forward under the leadership of the Church Wardens. The Committee also played a supporting role in plans for Christmas worship and addressing the shortfall in income likely to result from the lack of physical Church attendance at events, such as the Crib Service.

Despite the pandemic, there were many positive developments throughout the year. More progress was made on the St Anne's Development Plan – including a consultation that identified three priorities: visibility, connectedness and journeying. These priorities were very much in evidence in the way Junior Church continued in a variety of virtual ways – mainly thanks to the leadership and work of Emily Norman. During a challenging year the redesigned website was crucial to the connectedness of St Anne's. Thanks to the hard work of Adam Watson, the website became ever more important in maintaining connections with, and for, the congregation and community, publicising inventive initiatives for worship and education during the lockdowns/restricted periods.

Looking to the longer term, proposals were developed by Julian Kelly to support the St Anne's choral tradition – including choral scholarships. The M&M Committee, and the wider PCC, also spent a significant amount of time considering St Anne's charitable giving for the next three years – supported by the work of Tina Ruygrok in researching and evaluating all proposed charities, for which the M&M Committee is very grateful. The chosen charities are Kew Neighbourhood Association, Dose of Nature, Age UK Richmond, Winston's Wish and United Society Partners in the Gospel.

Education

“Junior Church” (JC) is provided every Sunday morning, except in August, with parents leading an educational session, involving crafts, related to the liturgy of the day. Under the leadership of two qualified teachers we continue to have a fine group of volunteers leading JC who bring a variety of talents to their sessions. Children come each week and are able to experience an exciting interpretation of the scriptures and take part in creative activities. Safeguarding participants of JC remains paramount. Our Junior Choir also sing each month during our sung Eucharist. Our ability to host Junior Church was affected by the pandemic with it only being offered in the months before the first lockdown and during some weeks towards the end of the year.

In 2020, we began the year with our expanded Junior Church groups - enabling provision to be targeted at different age groups and ensuring we engaged our older children. We also continued to see growth in our Film Club. With the arrival of lockdown, we quickly adapted our work to provide a weekly online worship video, which many families contributed too. Children really enjoyed seeing themselves on film and on average 25 families would access this. We also provided a separate space for our older children to come together and talk, play games and learn about famous Christians who set an example through their lives, and a coffee hangout for parents.

One off collaborative activities proved very popular, and the sharing of Easter eggs around Kew reached over 30 families. We also had over 40 children involved in our 'Letters for Creation' quilt, which is now displayed in our parish rooms, alongside a video made by our older group describing their hopes for the future of our planet. We ended the year with a very special Christingle service for our families, and two very special videos for our congregation: a nativity, told scene by scene by our children (and sometimes their parents, too) and a beautiful version of Silent Night.

Whilst the year presented many challenges, it has been encouraging to see that we have retained a strong core of families and been able to connect with an increasing number of families through our different projects.

Charities

As trustees, our primary obligation is to fund St. Anne's and its direct activities. However, recognising our need to assist the wider church in 2015 the Parochial Church Council decided to give to mission 5% of our donated income. For 2020 this resulted in a commitment of £11,500 (2019 £11,200) distributed as shown in note 3(a) of the accounts. Other donations made in the year are shown in the same note.

Additionally, members of the congregations raised £3,450 for Christian Aid. This is less than previous years as there was no sponsored walk owing to the pandemic. However, we are grateful for the sum raised during these difficult circumstances.

Financial Review

The receipts and expenditure for the year 2020 are set out in the financial statements, allocated to unrestricted and restricted funds. One category of expenditure, refurbishing the Royal Gallery ante rooms, impacts both funds. This project was already underway at the start of the pandemic, following lengthy planning. Part (about £25,000) was funded from donations given in 2018 and 2020 specifically for that purpose (and held in a restricted fund) and the rest (about £50,000) was funded from an unrestricted repairs fund built up in prior years. The commentary below addresses the other income and expenditure of the year.

The **unrestricted funds** show the flow of income and expenditure related to the general activities of the church. The income is dominated by planned donations from many individuals of almost £199,000. Naturally as donors die or move away this income reduces unless it is replaced as we welcome new members of the congregation. An appeal in Lent 2020 invited everyone to review the level of their regular giving, but this was interrupted by the pandemic. As the disruption carried on through the summer and autumn, two features of the overall income became clear: on the one hand, regular committed donations remained rock steady, but on the other, sources of income which rely on people being able to meet together (for example teas, rent, collections at carol services) inevitably suffered, declining overall by about £29,000 compared with 2019. A special Christmas appeal to the congregation was launched in early December and raised over £21,000 (including Gift Aid). This was a very encouraging response in a difficult year.

Grants of £15,509 were received under the Listed Places of Worship Scheme, administered by the Department for Culture Media and Sport (DCMS). These grants match the VAT incurred on certain costs in 2020 relating to the fabric of the building (£13,356 related to the Royal Gallery project).

Overall, expenditure for the year can be divided into three broad categories, as follows:

- 38% was spent on the ministry costs of this parish (Fr Nigel, Fr Nick and Emily Norman) and its share of wider church responsibilities,
- 33% on funding part of the costs of other parishes in the diocese combined with charitable donations, and
- 29% on regular running expenses.

The parish makes a payment each year to the Diocese of Southwark's Parish Support Fund. The diocese pays the stipend and housing costs of our priest and also provides central support services such as child safeguarding and ordinands' training. The amount committed to Southwark is at the discretion of the PCC, based on the principle of informed generosity. For 2020 the PCC decided to give £144,310 (2019 £141,480). The commitment made for 2021 is £142,943. This will not only pay for the benefits which this parish receives from the diocese, but will also contribute 80% of the costs of another parish in the diocese less well able to fund itself.

Donations to charities in support of this church's mission were £13,200 (£12,900 in 2019), including the commitment to donate 5%, £11,500, of donated income.

The other £68,632 of total unrestricted expenditure during the year was spent on delivering services, running St Anne's and regular maintenance of the building and its surroundings. More detail is given in note 3 to the accounts.

At the end of the year unrestricted funds had decreased to £133,808 (2019 £173,571).

The **restricted funds** reduced overall by £13,558. These funds represent sums given for specific purposes.

At the start of 2020 the Fabric Fund held donations, £22,549, received in 2018 as contributions to the cost of refurbishing the Royal Gallery ante rooms for pastoral and choir activities. This was all spent during 2020. The final stage of this project is to display some of the church's historic artefacts on the walls. This will be completed in 2021, funded by donations received during 2020 and held at the year end (£7,500). The Fabric Fund is also the conduit for the Friends of St Anne's generous underwriting of the costs of repairing the churchyard wall – £ 28,666 in 2020, following their donation of £33,883 in 2019.

Generous donations from patrons specifically support music at St Anne's. The Music Fund also reflects income from musical events and the cost of special musical enhancements to the major services.

Movements in the other restricted funds are shown in the financial statements.

Reserves policy

The unrestricted funds have two elements: designated funds set aside for specific purposes and free reserves. At the end of 2020 a designated fund for major repairs amounted to £44,000, having contributed £50,000 to the Royal Gallery project. In addition, £10,000 has been set aside for costs associated with a change of incumbent, so that total designated funds are £54,000. This leaves free reserves at the end of 2020 of just under £80,000. This is in line with the amount the PCC considers necessary.

The PCC reviewed its reserves policy in March 2021. It decided that unrestricted reserves of £80,000 would be sufficient to enable it to cover in the short term (1 to 2 years) a major loss of income and unexpected operational costs. Careful monitoring of the on-going position will enable the church to address shortfalls extending over a longer period by undertaking specific fundraising and reconsidering the financial commitments.

Structure, governance & management

PCC members who served from 1st January 2019 until the date this report was approved are:

Incumbent	The Revd Nigel J Worn	Chair
Churchwardens	Bill Cottle Cate Lyon	Churchwarden from April 2017 and Vice Chair from 2019 Churchwarden from April 2019
Representatives on the Deanery Synod:		
	Vishan de Mel until 2020 Uta Thompson until 2020 Isobel Moses until 2020 Chris Handley until 2023 Jane Hayman until 2023	Bob Skeat until 2020 Cate Lyon until 2020 Jane Willott until 2023 Marian Mollett (also member of the Diocesan Synod)
Elected Members:		
Until 2020 Eley Hutchinson Danielle Ramrekar-Singh Chloe Sadler Peter Watson Vivienne Williams Until 2021 Janine Farrance	Until 2022 Nicola Baldwin Claire Hammond-Tse Lorraine Neale Linda Tillman Until 2023 Inigo Bellingham Marcus Dowding	Until 2023 Molly Hawn Kate Higham Bridget Miller John Mortley Peter Ruygrok Sam Walter Santhosam Mark Thomas

The following officers were elected at the PCC meeting held on 27th September 2020:

Vice Chair	Bill Cottle
Treasurer	Michaela Brug
Secretary	Paul Davies
Electoral Roll Officer	Margaret Handley
Standing Committee Fr Nigel Worn, Bill Cottle, Cate Lyon, Michaela Brug, and John Mortley.	

During the year the PCC has held four regular meetings and two special meetings. All members of the PCC belong to either the Ministry and Mission team or the Fabric and Finance team. These teams also meet. The PCC has focused on the need for us to develop our mission to the wider church and on how we can improve our commitment to our mission via increased fundraising. Agendas and Minutes of the PCC meetings are posted at the back of the church. Minutes or notes of meetings of Teams and Committees are available from the PCC secretary.

Volunteers

We would like to thank all our volunteers, who are literally too numerous to name individually. In particular, the Treasurer and Secretary, the Chairs of Fabric & Finance, Ministry and Mission Committees and the Safeguarding Officers. We would like to thank our paid Administrator and Director of Music for their exemplary service to St Anne's and our community. Behind all those is a vast team of sidesmen, servers, cleaners, flower arrangers, coffee makers, bell ringers, churchyard volunteers and the people who are always around doing what needs to be done without being asked. And a special thank you to our fine choir.

Approved by the PCC on 28 March 2021 and signed on their behalf by the Reverend Nigel J. Worn (PCC Chairman)

Nigel J. Worn

PAROCHIAL CHURCH COUNCIL OF ST. ANNE, KEW
STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31st December 2020

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS	
				2020 £	2019 £
INCOMING RESOURCES					
Incoming resources from donors	2(a)	230,510	36,720	267,230	274,947
Other voluntary incoming resources	2(b)	15,509	7,000	22,509	6,889
Incoming resources from operating activities to further the Council's objects	2(c)	12,943	0	12,943	23,170
to generate funds	2(d)	474	601	1,075	26,093
Income from investments	2(e)	23	26	49	114
TOTAL INCOMING RESOURCES		<u>259,459</u>	<u>44,347</u>	<u>303,806</u>	<u>331,213</u>
RESOURCES EXPENDED					
Grants	3(a)	13,200	0	13,200	15,068
Activities directly relating to the work of the church	3(b)	265,858	55,698	321,556	276,911
Church management and administration	3(c)	20,164	0	20,164	21,331
Costs of generating funds	3(d)	0	2,207	2,207	19,817
TOTAL RESOURCES USED		<u>299,222</u>	<u>57,905</u>	<u>357,127</u>	<u>333,127</u>
NET INCOMING / (OUTGOING) RESOURCES		(39,763)	(13,558)	(53,321)	(1,914)
FUNDS BROUGHT FORWARD AT					
1st JANUARY 2020 (2019)		173,571	70,611	244,182	246,096
FUNDS CARRIED FORWARD AT					
31st DECEMBER 2020 (2019)		<u>133,808</u>	<u>57,053</u>	<u>190,861</u>	<u>244,182</u>

The notes on pages 13 to 21 form part of these accounts.

STATEMENT OF FINANCIAL ACTIVITIES
For the Year Ended 31st December 2020

	Note	2020 £	2019 £
CURRENT ASSETS			
Debtors	5	30,404	10,935
Cash at bank		178,856	253,709
		<u>209,260</u>	<u>264,644</u>
LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR	6	(18,399)	(20,462)
NET ASSETS		<u>190,861</u>	<u>244,182</u>
FUNDS	7		
Unrestricted		133,808	173,571
Restricted	8	57,053	70,611
		<u>190,861</u>	<u>244,182</u>

Approved by the Parochial Church Council on 28 March 2020
and signed on their behalf by

Nigel J. Worn

The Reverend Nigel J Worn
Chairman

The notes on pages 13 to 21 form part of these accounts.

PAROCHIAL CHURCH COUNCIL OF ST. ANNE, KEW

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE PARISH CHURCH OF ST ANNE, KEW (Charity no 1129136) ON THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020 SET OUT ON PAGES 10 TO 21

I report to the trustees on my examination of the accounts of the Parish Church of St Anne, Kew for the year ended 31st December 2020.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

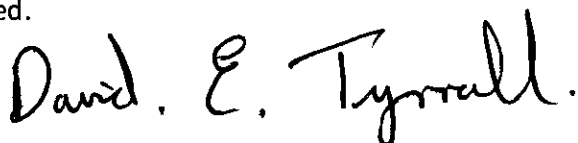
Independent examiner's statement

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Chartered Institute of Management Accountants.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



David E Tyrrell, Fellow of the Chartered Institute of Management Accountants
Flat 5, Melsan Court, 13 Park Road, Swanage, Dorset, BH 19 2AA
28 March 2021

**Notes to the Financial Statements
For the year ended 31 December 2020**

1 Accounting Policies

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the SORP (FRSSE) 2015.

The financial statements have been prepared under the historical cost convention. 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.

Funds

Restricted funds represent (a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and (b) donations or grants received for a specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund.

Unrestricted funds are general funds which can be used for PCC ordinary purposes. Funds designated for a particular purpose by the PCC are also unrestricted.

Incoming Resources

Voluntary income and capital sources

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when receipt is probable. Dividends are accounted for when received. Interest is accrued. All other income is recognised when it is receivable.

Amounts received specifically as mission are dealt with as restricted funds.

All incoming resources are accounted for gross.

Other ordinary income

Rental income from the letting of church premises is recognised when the rental is due.

**Notes to the Financial Statements
For the year ended 31 December 2020**

1 Accounting policies continued

Resources used

Grants

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC.

Activities directly relating to the work of the Church

The PCC's commitment to the Diocese of Southwark's Parish Support fund is accounted for when due. All other expenditure is generally recognized when it is incurred and is accounted for gross.

Fixed assets

Consecrated land/buildings and equipment and movable church furnishings

Consecrated and benefice property is excluded from the accounts in accordance with section 10(2) of the Charities Act 2011.

No value is placed on moveable church furnishings. Such moveable church furnishings held by the vicar and churchwardens on special trust for the PCC, and which require a faculty for disposal, are inalienable property, listed in the church's inventory, which can be inspected at any reasonable time. All expenditure incurred during the year on consecrated or benefice buildings and equipment, and movable church furnishings, whether maintenance or improvement, is written off when incurred.

Tangible fixed assets for use by the PCC

Tangible fixed assets for use by the PCC are capitalised if they can be used for more than one year and cost at least £10,000. They are valued at cost net of any donations specifically given to fund the asset and are written off over an appropriate period. The existing fixed assets held by the PCC have all been written down to zero under this policy, hence no fixed assets are shown in this year's balance sheet.

Current assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectable. This includes income tax recoverable in 2021 on gift aided donations received in 2020.

PAROCHIAL CHURCH COUNCIL OF ST. ANNE, KEW

**Notes to the Financial Statements
For the year ended 31 December 2020**

2	INCOMING RESOURCES	Unrestricted	Restricted	TOTAL FUNDS	
		Funds £	Funds £	2020 £	2019 £
2(a)	<i>Incoming resources from donors</i>				
	Planned giving:				
	Gift Aid donations	156,600	0	156,600	162,449
	Tax recoverable	40,458	1,303	41,761	44,611
	Other	1,638	0	1,638	1,884
	Open collections	1,711	0	1,711	6,420
	Christmas Appeal including Gift Aid	21,269	0	21,269	0
	Other donations	8,834	35,417	44,251	59,583
		<u>230,510</u>	<u>36,720</u>	<u>267,230</u>	<u>274,947</u>
2(b)	<i>Other voluntary incoming resources</i>				
	Legacies - Myra Hadrys, Ethel Owens	0	7,000	7,000	0
	Grant - Listed Places of Worship Scheme	15,509	0	15,509	6,889
		<u>15,509</u>	<u>7,000</u>	<u>22,509</u>	<u>6,889</u>
2(c)	<i>Income from operating activities to further the Council's objects</i>				
	Wedding fees	3,547	0	3,547	4,520
	Flowers	1,140	0	1,140	2,040
	Funeral fees	3,022	0	3,022	3,063
	Church and hall letting	5,234	0	5,234	13,547
		<u>12,943</u>	<u>0</u>	<u>12,943</u>	<u>23,170</u>
2(d)	<i>Income from operating activities to generate funds</i>				
	Fund raising events	0	0	0	608
	Sale of teas	0	0	0	7,768
	Sunday tea/coffee	474	0	474	1,843
	Musical events	0	601	601	15,874
		<u>474</u>	<u>601</u>	<u>1,075</u>	<u>26,093</u>
2(e)	<i>Income from investments</i>				
	Bank interest	23	26	49	114
		<u>23</u>	<u>26</u>	<u>49</u>	<u>114</u>
	TOTAL INCOMING RESOURCES	<u>259,459</u>	<u>44,347</u>	<u>303,806</u>	<u>331,213</u>

PAROCHIAL CHURCH COUNCIL OF ST. ANNE, KEW

**Notes to the Financial Statements
For the year ended 31 December 2020**

COMPARATIVE FIGURES FOR 2019

2	INCOMING RESOURCES	Unrestricted	Restricted	TOTAL FUNDS	
		Funds £	Funds £	2019 £	2018 £
2(a)	<i>Incoming resources from donors</i>				
	Planned giving:				
	Gift Aid and covenants	162,449	0	162,449	172,590
	Income tax recoverable	40,777	3,834	44,611	50,478
	Uncovenanted	1,884	0	1,884	1,458
	Open collections	4,511	1,909	6,420	8,765
	Sundry donations	13,110	46,473	59,583	57,569
		<u>222,731</u>	<u>52,216</u>	<u>274,947</u>	<u>290,860</u>
2(b)	<i>Other voluntary incoming resources</i>				
	Legacy - Jenny Roddam	0	0	0	5,000
	Grant - Listed Places of Worship Scheme	4,744	2,145	6,889	29,824
		<u>4,744</u>	<u>2,145</u>	<u>6,889</u>	<u>34,824</u>
2(c)	<i>Income from operating activities to further the Council's objects</i>				
	Wedding fees	4,520	0	4,520	4,662
	Flowers	2,040	0	2,040	2,344
	Funeral fees	3,063	0	3,063	4,529
	Church and hall letting	13,547	0	13,547	12,637
		<u>23,170</u>	<u>0</u>	<u>23,170</u>	<u>24,172</u>
2(d)	<i>Income from operating activities to generate funds</i>				
	Fund raising events	608	0	608	623
	Sale of teas	7,768	0	7,768	6,033
	Sale of books and DVDs	10	0	10	33
	Sunday tea/coffee	1,833	0	1,833	2,047
	Musical events	0	15,874	15,874	8,588
		<u>10,219</u>	<u>15,874</u>	<u>26,093</u>	<u>17,324</u>
2(e)	<i>Income from investments</i>				
	Bank interest	56	58	114	618
		<u>56</u>	<u>58</u>	<u>114</u>	<u>618</u>
	TOTAL INCOMING RESOURCES	<u>260,920</u>	<u>70,293</u>	<u>331,213</u>	<u>367,798</u>

PAROCHIAL CHURCH COUNCIL OF ST. ANNE, KEW

Notes to the Financial Statements
For the year ended 31 December 2020

3	RESOURCES EXPENDED	Unrestricted	Restricted	TOTAL FUNDS	
		Funds	Funds	2020	2019
		£	£	£	£
3(a)	<i>Grants:</i>				
	Bishop's Lent Appeal	0	0	0	1,029
	Kew Neighbourhood Association/Secular charities	700	0	700	1,839
	Mission Commitment (for 2019 see p17)				11,200
	United Society Partners in the Gospel	2,300	0	2,300	0
	Kew Neighbourhood Association	2,300	0	2,300	0
	Winston's Wish	2,300	0	2,300	0
	Dose of Nature	2,300	0	2,300	0
	Age UK Richmond	2,300	0	2,300	0
	The Queen's School	500	0	500	500
	Richmond Welcare Trust	500	0	500	500
		<u>13,200</u>	<u>0</u>	<u>13,200</u>	<u>15,068</u>
3(b)	<i>Activities directly relating to the work of the church:</i>				
	Ministry : Southwark parish support fund	144,310	0	144,310	141,480
	Assistant clergy & clergy expenses	9,958	0	9,958	10,054
	Church: Running expenses	21,430	0	21,430	21,748
	Maintenance	14,998	0	14,998	14,038
	Lighting	0	0	0	9,140
	Organ/piano repairs	0	234	234	2,480
	Upkeep of services	2,548	685	3,233	5,833
	Royal Gallery	63,292	26,113	89,405	0
	Churchyard wall/Fabric fund (see note 10)	0	28,666	28,666	63,826
	Organists' fees	8,667	0	8,667	7,714
	Junior church	655	0	655	598
		<u>265,858</u>	<u>55,698</u>	<u>321,556</u>	<u>276,911</u>
3(c)	<i>Church management and administration:</i>				
	Printing and stationery	2,847	0	2,847	4,031
	Parish administrator	16,998	0	16,998	16,636
	Bank charges	319	0	319	664
		<u>20,164</u>	<u>0</u>	<u>20,164</u>	<u>21,331</u>
3(d)	<i>Costs of generating funds:</i>				
	Fetes and other events	0	0	0	409
	Teas	0	0	0	1,941
	Recitals, concerts	0	2,207	2,207	17,467
		<u>0</u>	<u>2,207</u>	<u>2,207</u>	<u>19,817</u>
	TOTAL RESOURCES USED	<u>299,222</u>	<u>57,905</u>	<u>357,127</u>	<u>333,127</u>

PAROCHIAL CHURCH COUNCIL OF ST. ANNE, KEW

Notes to the Financial Statements
For the year ended 31 December 2020
COMPARATIVE FIGURES FOR 2019

3	RESOURCES EXPENDED	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2019 2018 £ £	
3(a)	<i>Grants:</i>				
	Bishop's Lent Appeal	0	1,029	1,029	1,018
	Secular charities	700	1,139	1,839	700
	Mission Commitment				
	Ray of Hope	2,800	0	2,800	3,000
	SANE	2,800	0	2,800	3,000
	West London Action for Children	2,800	0	2,800	3,000
	Safe Passage	1,400	0	1,400	1,500
	CARAS	1,400	0	1,400	1,500
	The Queen's School	500	0	500	500
	Richmond Welcare Trust	500	0	500	500
	Churches Together in Kew	0	0	0	300
	Save the Children Yemen	0	0	0	2,581
		<u>12,900</u>	<u>2,168</u>	<u>15,068</u>	<u>17,599</u>
3(b)	<i>Activities directly relating to the work of the church:</i>				
	Ministry : Southwark parish support fund	141,480	0	141,480	136,800
	assistant clergy & clergy expenses	10,054	0	10,054	2,102
	Church: running expenses	21,748	0	21,748	25,723
	maintenance	14,038	0	14,038	14,437
	lighting/heating replacement	9,140	0	9,140	144,271
	organ/piano repairs	120	2,360	2,480	797
	Hooker tomb	0	0	0	1,998
	Upkeep of services	4,257	1,576	5,833	6,193
	Fabric fund expenses (see note 11)	0	63,826	63,826	41,909
	Organists' fees	7,714	0	7,714	6,674
	Junior church	598	0	598	482
		<u>209,149</u>	<u>67,762</u>	<u>276,911</u>	<u>381,386</u>
3(c)	<i>Church management and administration:</i>				
	Printing and stationery	4,031	0	4,031	3,547
	Parish administrator	16,636	0	16,636	17,558
	Bank charges	664	0	664	27
		<u>21,331</u>	<u>0</u>	<u>21,331</u>	<u>21,132</u>
3(d)	<i>Costs of generating funds:</i>				
	Fetes and other events	409	0	409	409
	Teas	1,941	0	1,941	2,185
	Recitals, concerts	0	17,467	17,467	6,780
	Piano depreciation	0	0	0	9,420
		<u>2,350</u>	<u>17,467</u>	<u>19,817</u>	<u>18,794</u>
	TOTAL RESOURCES USED	<u>245,730</u>	<u>87,397</u>	<u>333,127</u>	<u>438,911</u>

PAROCHIAL CHURCH COUNCIL OF ST. ANNE, KEW

Notes to the Financial Statements
For the year ended 31 December 2020

4 STAFF COSTS

The PCC employed 4 part-time employees (2019, 4), salaries £33,864 (2019, £31,693) and social security £nil (2019, £nil).

No PCC member receives any remuneration or reimbursement of significant expenses.

5 DEBTORS	2020	2019
Tax recoverable	7,888	6,917
Prepayments	100	100
Committed donations, rent	22,416	3,918
	<u>30,404</u>	<u>10,935</u>

6 LIABILITIES : AMOUNTS FALLING DUE WITHIN ONE YEAR

Creditors for goods, services and committed donations	18,399	20,462
	<u>18,399</u>	<u>20,462</u>

PAROCHIAL CHURCH COUNCIL OF ST. ANNE, KEW

**Notes to the Financial Statements
For the year ended 31 December 2020**

7 ANALYSIS OF ASSETS BY FUND	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2020 £
Cash at bank	149,050	29,806	178,856
Current assets (note 5)	30,404	0	30,404
Current liabilities (note 6)	(18,399)	0	(18,399)
Inter Funds Balances	(27,247)	27,247	0
FUND BALANCE	<u><u>133,808</u></u>	<u><u>57,053</u></u> (note 9)	<u><u>190,861</u></u>

8 FUND DETAILS

The Restricted Fund balances are as follows, with their objects:

	2020 £	2019 £
Music Fund (see note 9)	33,778	31,483
Ngmola (Kenya) Borehole Project Fund to maintain a borehole	1,009	1,008
Fabric Fund (see note 10)	7,500	22,549
Memorial Funds - churchyard, Hooker tomb and others	8,311	9,121
Vicar and Churchwardens Fund for use at their discretion	6,455	6,450
	<u><u>57,053</u></u>	<u><u>70,611</u></u>

9 MUSIC FUND

The Music Fund promotes high quality music in the church with the proceeds of musical events and sponsorship from patrons.

	2020 £	2019 £
Balance at 1st January	31,483	22,695
Add: Patrons' donations	4,000	10,550
Gift Aid on donations	803	3,575
Less: Liturgical enhancements	(685)	(1,377)
Instrument repairs and maintenance	(234)	(2,360)
Musical events - donations less musician costs	(1,589)	(1,600)
Balance at 31st December	<u><u>33,778</u></u>	<u><u>31,483</u></u>

PAROCHIAL CHURCH COUNCIL OF ST. ANNE, KEW

Notes to the Financial Statements
For the year ended 31 December 2020

10 FABRIC FUND

The Fabric Fund consists of donations given for the specific purpose of enhancing the fabric of the church and associated fittings.

	2020	2019
	£	£
Balance at 1st January	22,549	48,307
Add: Donation - Friends of St Anne's	28,666	33,883
Donations for Royal Gallery and displays	10,251	4,186
Less: Royal Gallery refurbishment	(25,300)	(3,000)
Churchyard wall repairs	(28,666)	(33,883)
Hall partition	0	(11,933)
PA system	0	(15,010)
Balance at 31st December	<u>7,500</u>	<u>22,549</u>

11 FRIENDS OF ST ANNE'S (Reg charity number 1085389)

The Friends of St Anne's, a registered charity whose object is to "aid in the restoration, preservation, repair, maintenance, improvement and beautification of St Anne's Church and its churchyard" does not form part of the PCC and is not reflected in these accounts other than as an independent third party.