

**The Parish of Swanley St.Paul  
& Hextable St.Peter**

**Registered Charity Number 1130513**

**Annual Report  
and  
Financial Statements  
of the  
Parochial Church Council  
for the year ended 31 December 2020**

**Bank:**

Barclays Bank Plc  
30 Swanley Centre  
Kent  
BR8 7TJ

**Independent Examiners:**

Sargeant Partnership LLP  
Chartered Accountants  
5 White Oak Square  
London Road  
Swanley  
Kent BR8 7AG

## **St Paul's Swanley Village and St Peter's Hextable – Annual Report for 2020**

The Parochial Church Council of the Ecclesiastical Parish of Swanley St Paul and Hextable St Peter (PCC) present their report, with the financial statements of the charity, for the year ended 31 December 2020. The PCC have adopted the provisions of *Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)*.

### **1. ADMINISTRATIVE INFORMATION**

St Paul's Church is situated in Swanley Village and St Peter's Church is in the nearby village of Hextable. Both villages are adjacent to the town of Swanley, which is just inside the M25 in Kent. Although there are two buildings, it is one parish and has one PCC. The Church is in the Diocese of Rochester, within the Church of England. The correspondence address is St Peter's Church Office, College Road, Hextable, Kent BR8 7RH.

The PCC has been registered as a charity (number 1130513) with the Charity Commission from July 2009.

PCC members (the trustees) who have served at any time from 1st January 2020 until the date this report was approved are:

**Vicar and PCC Chair**                      Revd Johnny Douglas

#### ***Ex-officio members***

**Church Wardens:**                      Mrs Susan Haward  
    Mr John Wigginton

**Deanery Representatives**              Mr David Pearson *PCC Secretary*  
    Mrs Julie Douglas  
    Mr Andrew Lawrence *(resigned April 2020)*

**Elected PCC Members:**              Mr Martin Andrews *(elected October 2020)*  
    Mrs Barbara Ball  
    Mr Robert Boswell *(elected October 2020)*  
    Mr Ian Carpenter *(resigned March 2020)*  
    Mrs Angela Chapman  
    Mr Mike Connold *(retired May 2021)*  
    Miss Anna Culliford *(resigned October 2020)*  
    Mr James French *(elected May 2021)*  
    Mrs Jane Gay *(retired May 2021)*  
    Mrs Karen Ledger *(elected October 2020)*  
    Mrs Sally Minett *(elected May 2021)*  
    Mr Kevin Swift  
    Mr Kevin Wren *(retired October 2020)*

**Co-opted Members**                      Mr Andy Birmingham *Safeguarding Officer*  
    Mr Chris Redmond *Treasurer*

## **2 AIMS AND PURPOSES**

The PCC has the responsibility of co-operating with the vicar in promoting in the parish the whole mission of the Church, its life of worship and its role as the Church in the community. The PCC also has responsibility for policy decisions and financial stewardship of funds used in support of the ministry in the Parish Church and for the maintenance of the Church buildings.

## **3 STRUCTURE, GOVERNANCE AND MANAGEMENT**

Members of the PCC (the trustees) are either ex-officio, elected by the Annual Parochial Church Meeting (APCM) or co-opted in accordance with the Church Representation Rules 2020 which came into effect on 1st January 2020. The new Rules were introduced to simplify local church governance as well as to make it more flexible and adaptable to suit the local context. Amongst other changes, the Rules provided for PCCs to do business by correspondence and via electronic means which meant that during the year, when we were unable to meet in person because of the pandemic, the PCC continued to operate efficiently; in particular, with the use of 'Zoom' for our PCC meetings and the Annual Parish Church Meeting (APCM).

Based on a resolution passed at the October 2020 APCM, a limit of 2 x 3-year terms applies for elected PCC members from May 2021. As charity trustees, all PCC members are required to sign a declaration that they are willing and eligible to act as trustees (ie not legally disqualified), that they understand their charity's purposes and have passed any checks required, as the charity works with children and vulnerable people

PCC members are expected to comply with our code of practice, based on legal and other good practice guidance and set within the context of the St Peter's and St Paul's work plan to 2022. The code takes account of Charity Commission requirements, the Charity Governance Code and the Church Representation Rules (our governing document).

All Church attendees are encouraged to register on the Electoral Roll and participate in the election to the PCC and offices of Wardens and the APCM.

During 2020 there were nine ordinary meetings of the PCC (ie each month except April, August and December), for rather more than 2 hours at a time. Special meetings were held in August (on staffing matters) and December (re the annexe). From March 2020 all were via Zoom). Other matters were agreed by correspondence between meetings. All meetings were conducted with most members present. Minutes of meetings are made available to church members once they have been agreed by the next PCC meeting.

At each meeting we considered certain standing items. These are reports from the Treasurer's report and any expenditure approvals, the Vicar, the Parish Safeguarding Officer, and any Deanery or Diocesan matters, general correspondence.

Given its wide responsibilities the PCC has several committees. The Church Representation Rules 2020 allow for the appointment of working groups to discuss certain subjects thoroughly in detail and they may co-opt members from beyond the PCC. All such Committees are required to report to the PCC who retain the legal responsibility for decision-making. There is a requirement that the Incumbent is an ex-officio member of each. Seven such committees (known as teams) operated through the year; others are planned in the future. In addition to these appointed Committees, which have a visionary mandate, many other valuable non-decision-making working groups exist in the church, undertaking and coordinating a variety of essential activities, for which the PCC are very grateful.

#### 4 OBJECTIVES AND ACTIVITIES

We continue to be committed to enabling as many people as possible to worship at our two church buildings and to take an active part in the life of the Parish. The PCC maintains an overview of worship in both churches and, with the vicar, reviews how our services can reach out to and better serve all who live within our parish. Our services and worship put faith into practice through prayer and scripture, music (both contemporary and traditional), sacrament and in its outworking through service to the community.

From March 2020 up to the time of this report, the pandemic has significantly impacted the activities of the church and the daily lives of the whole community. At our February 2020 PCC meeting, we spent some time considering the shape of the church for the new season ahead of us. Amongst the matters we discussed was the need to 'break down walls' between the church and the community (several initiatives including the café and new church annexe (below) have been developed to grow connections between the church and the village more widely. Little did we realise the changes that would happen the following month which would take us out of our four walls into uncharted territory for the next year and beyond. Though there has been, and remains, much sadness with the loss of lives, jobs, freedom to meet with those outside our households and much else, we have as a PCC and church, felt God's hand leading us forward, breaking down barriers and enabling us to engage with and serve our community as never before. This has included serving people on their doorsteps and several 'online' services and gatherings through each week, enabling us to engage with many who would ordinarily not have darkened the doors of the church. Despite the challenges, there was significant progress over the year in building alterations and the Annexe development plans at St Peter's.

The PCC would like to acknowledge and thank our Vicar, Johnny Douglas, and Julie for their leadership over this exceptionally demanding year. The demands on them in leading the church during this time of national crisis, supporting many in the parish affected by Covid19, cannot be underestimated – it has been very significant with much unseen. In addition to maintaining all his busy duties as a parish priest in these new circumstances, with an increased number of funerals and other demands, Johnny has acted as area volunteer lead for Sevenoaks District Council during the pandemic. At the same time, he has spent considerable time advancing plans for the Annexe and associated fundraising. The PCC is confident that despite all that the church has faced over the past year we are emerging as a stronger people, ready to face the new challenges ahead.

The pandemic resulted in church buildings being closed by order of the government during a national 'lockdown' from the third week of March 2020 when, like many other churches across the country, St Peter's and St Paul's became an 'on-line' church. This included recorded services on Facebook and YouTube and live informal 'Zoom' meetings each Sunday morning 'after church' and through our Life Group programme. Some 21 households unable to access the internet have been supplied with weekly DVDs and print material and the weekly church e-news material.

St Paul's was re-opened during the first week in August 2020, for an hour a week, for private prayer. The St Peter's building remained closed until both buildings opened for public worship (with special socially distanced measures in place) on the 4th October 2020. Following further closures later in the year, gradually circumstances changed, with our buildings reopening fully in 2021.

In our activities during the year and in our future planning, we have fully considered the Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. We try to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Service to the community in the parish and beyond, working with local government and other agencies as demonstrated through the months of the pandemic.
- The development of a community annexe to the church in Hextable, with the involvement of the local community, to better serve the practical and social needs of people in the area.
- The exploration of how we might better meet the needs of the Swanley Village community through St Paul's Church, taking advantage of its beautiful building and setting.

## 5 ACHIEVEMENTS AND PERFORMANCE

**The Church Council:** We continue to place an emphasis on establishing a healthy, robust and fruitful leadership culture for the long-term flourishing of the church. The PCC members' enthusiasm and passion, combined with their strong belief in working together as an effective leadership team, has resulted in a lot of work being achieved in a comparatively short time, even during this time of pandemic.

**Worship, Prayer and other services and celebrations during the reporting year:** Though significantly interrupted through 2020, the church offers a range of services during the week and over the course of a normal year. The pattern to which we have been able to return in 2021 includes a simple, prayerful, spoken Communion Service at St Paul's early on Sundays, and an informal Sunday celebration, led by a worship band, with teaching and separate children and youth provision at St Peter's. Monthly 'Overflow' Celebrations, a lively and relaxed gathering in which we seek to resource other churches and where people from the surrounding area join for worship, teaching, refreshment, renewal and ministry, is held at St Peter's. All of these gatherings have grown, compared with pre-pandemic times with new guests attending many services with a number of new regular attendees. There is also a weekly prayer gathering which now takes place on 'Zoom'.

In addition to the above there were weekly activities for seniors, children, and young people, as well as occasional other events of various descriptions which have not yet proved possible to re-establish at the time of this report, but the intention is that they should resume. Several 'Life' groups meet either weekly or fortnightly (term time) across the parish. They provide not only an important spiritual focus, but also help with the more practical issues of everyday life. These groups in people's homes have an important place in the church programme, enabling people to keep in touch with each other, providing an opportunity of catching up on each other's news, praying for each other and studying the Bible. Most Life groups continued through the pandemic by 'Zoom' and have by now (October 2021) recommenced meeting in person. With growth in church attendance additional groups have been set up.

During the year there were 171 adults in formal membership of the church but (pre-pandemic) more than this in Sunday attendance. As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. We celebrated 2 weddings and 4 baptisms and held 19 funerals during 2020. Many weddings and baptisms have been delayed and re-arranged for 2021 and beyond because of national restrictions applying through 2020. Occasional offices, as these are known within the Anglican church, are a phenomenal opportunity to serve many who would not normally attend church.

**Reordering of the present St Peter's building.** In January 2020, the PCC agreed proposals for a new entrance and alterations to the lounge area, creating two small meeting rooms with full electrics, heating, flooring and decoration. Work to break and remodel the stage area, involving the removal of the vestry storage space, making good, with parquet flooring to match and decoration, was also agreed. The unexpected building closure facilitated the carrying out of this work as one operation during the first lockdown, rather than in parts working around services and other use of the premises, which would otherwise have been necessary. This followed earlier work renewing and refreshing of the back hall and youth and children's rooms with new windows, replacing the heating and decorating. Proposals to re-equip the worship area with quality chairs and for lounge seating was also agreed for 2021.

**Construction of the new Church Annexe - Next Door Hextable (NDH)** This is a new community building, extending the footprint of St Peter's, enabling the church to fulfil a longstanding desire to meet the community needs more effectively in Hextable and other smaller surrounding villages. This ambitious project has been many years in the planning and, as we seek at long last to bring the vision to fruition, it has necessarily occupied a large proportion of our time in PCC meetings over the year. '

The £1.5m community hub with a café is part of a significant development programme, to unify the St Peter's complex (which has parts dating from 1905, 1960, 1980 and 1984), into a more coherent whole, fit for purpose for the next 30 years or more, to enable us to continue our long-standing mission of serving the village of Hextable.

The two-storey annexe to the church will provide a large community café, a function venue, kitchenette, accessible toilets, lift platform and a small quiet space to replace the current chapel which will become a full industrial-size catering kitchen. Phase 1 was completed in 2018 with the construction of the shell (foundations, walls, roofing, windows etc) at a cost of £914k, paid for primarily by the church family. The remaining works are to finish and furnish all the external groundworks and the interior, including the mechanical and electrical works and fixtures and fittings. In November 2020, having obtained competitive bids, we appointed an Architect to finalise plans for final permissions and tendering purposes. Tenders were assessed and a builder appointed by the PCC in the Spring of 2021. Work is in progress at the time of this report and on schedule to complete in December 2021.

We continue to try and meet the evolving needs and desires of our community, but it has long been recognised that our ability to do this is severely limited by the stretched and aged facilities of our buildings. The project increases the community capacity of the church from 453sqm to 913sqm, provides improved kitchen, toilet and disabled access, and will facilitate an increase in weekly footfall from 820 to 3,500. The Centre will serve as a base for community care and support services, a place for people to meet, find social support and be signposted to other voluntary and statutory services. After the pandemic we have become aware of people who will continue to work from home, others who have lost their jobs and want to start up their own business. Our intention is to provide workspaces with good internet facilities for those who lack suitable spaces in their own homes or need the social interaction that shared working spaces provide.

We still have a significant amount to raise to finance the building and the first year of operation. We have loans agreed to cover this shortfall, but we would prefer not to have to draw these, as repayments would limit our ability to achieve other priorities such as the appointment of a worker with children and young people. We remain hopeful therefore that it will be possible to raise further grant monies to limit any amount we might need to draw down from these loans.



Alongside the building and financial developments, work has also been progressed on the business aspects with the assistance of a Coffee Shop, VAT and legal consultants.

**Staff and Volunteers.** The PCC thanks our small staff team and volunteers who have given of their time to serve the church at St Paul's and St Peter's in so many capacities. We are blessed with many who freely volunteer in leadership roles, worship, outreach, administration and in the many 'unseen' but essential activities. We could not operate without the whole body working together! The aim is that every member will be involved in some way or another. Prior to the pandemic we were served by 35 approved children's workers, 11 working with seniors, plus others assisting at these activities, not requiring a DBS check. In addition, in excess of 80 others served the church in various appointed positions e.g. in pastoral care, group leadership, as vergers etc, home visitation, hospitality, building maintenance, technical support, music etc. Given the pandemic these numbers are very loose this time, and we will need to look at each group as we recommence all our activities. However, the work of the church in the community during 'lockdown' and up to the time of this report amounted to 150-hours per week of volunteering in the parish.

**Safeguarding.** The Parish Safeguarding Officer, Andy Birmingham, assisted by a small team continued to monitor and develop policies and best practice for the PCC. In accordance with CoE national and diocesan policies all working with, or having some responsibilities, for children and adults at risk in the church, have undertaken required training. Under the Church Representation Rules, the PCC are required in this annual report to the APCM to confirm that we have complied with our duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults. This we are happy to do and whilst we cannot afford to be complacent in such matters, we believe we are in a good place in terms of the procedures we are following. We would like to record our thanks to our hardworking safeguarding team and the leaders of activities for their cooperation with the safeguarding arrangements.

**Mission giving.** In 2018 we commenced a review of our missions giving. Until then some 80% of our missions' budget was allocated to one organisation. At the end of 2019, the PCC discussed at some length the strategy for 2020 onwards. Taking account of the fact, as a part of our parish share, monies were also donated to the Diocese for 'mission' both at home and overseas, we decided, having paid the Diocese, to allocate 10% of the remaining non-designated income of the church to mission. This is based on a 'thirds' approach, ie to local (parish), regional & national and international causes. Priority is given to funding individuals, missions and causes known to the church and therefore given in the context of loving and prayerful support. In 2020 we funded people in need locally through the Community Compassion Fund, specific church outreach projects through our 'refresh' fund, Christian Resources in Bexley Schools (CRIBS – who also work in Swanley schools), Release International, Home for Good, International Justice Mission, New Wine, Interserve, and two individuals working for missions overseas. The mission 'pot' for 2020 was £25,000 in total.

**St Paul's CoE School.** John Turnbull and Lyn Moseley serve alongside our vicar as Foundation Governors. Since his appointment as Vicar, the Revd Douglas has met monthly with the head teacher and other staff exploring ways in which the church and school can develop this relationship further. The church and school remain committed to working together in whatever ways are possible.

**Deanery and Diocesan Synod.** Andy Lawrence (until March 2020) Douglas and David Pearson represented the PCC on the Deanery Synod. David and Johnny Douglas are also Deanery representatives on the Diocesan Synod. This provides the PCC with an important link between the parish and the wider structures of the church.

## 6 FINANCIAL REVIEW

Total receipts on unrestricted funds were £168,926, of which £138,886 was unrestricted voluntary donations, a further £17,963 from Gift Aid and £12,077 from other sources. Restricted donations of £26,778 were also received and are detailed in the Financial Statements.

During 2020 there was a gain of £49,014 in the PCC funds and an overall surplus of £5,063, the gain in the PCC funds was primarily driven by lower expenditure and the was offset by spending on the Building Project to produce a lower overall surplus.

It is PCC policy to try to maintain a balance on unrestricted funds which equates to at least three months unrestricted payments. This is equivalent to £30,000. It is held to smooth out fluctuations in cash flow and to meet emergencies. The cash balance of £64,713 held on unrestricted funds at the year end was comfortable in excess of this target.

## 7 FUTURE PLANS

Plans for 2021: Covid-19 has, of course, shaped 2020 in ways that were not anticipated. A practical implication has been that the Annual Parish Meeting which was due to take place in April did not take place until the 18th October 2020.

Despite the pandemic, we remain on course. Our goal as a PCC continues as increasingly one of developing the spiritual leadership of the church; one that is less and less operational and management, and more directional and oversight. The four priorities for the PCC remain to:

1. Get our house in order, in culture and consistency
2. Attend to the finance and finish the annexe
3. Establish healthy leaders and build flourishing teams, and
4. Increase the resources to extend the mission of the church.

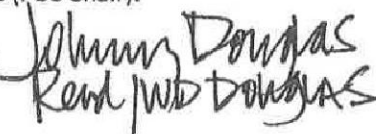
For much of 2020 and up to the present, we have become a church 'without walls'. Circumstances are changing with the opening of our buildings, though certain restrictions will no doubt continue to apply for some time to come. We face a real challenge in deciding the way forward, what we seek to retain from past times and what we do differently. Clearly whatever lies before us will not be the same as pre-pandemic times or now. Without doubt, the pandemic has given us the opportunity to reach many more people both 'online', on people's doorsteps and in the streets, serving, practically and spiritually, our villages in more ways than we might have dreamed of.

We look forward to moving together with God in 2021-22, extending His kingdom in Hextable, Swanley Village and beyond.

Prepared for the PCC by David Pearson, PCC Secretary 18<sup>th</sup> October 2021

Adopted and approved by the PCC on 18<sup>th</sup> October 2021 and signed on their behalf by the Reverend Johnny Douglas (PCC Chair).

Signed:

  
Revd Johnny Douglas



The Parish of Swanley St Paul  
Notes to the Financial Statements for the year ended 31 December 2020

## 1. ACCOUNTING POLICIES

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

### Funds

*General funds* represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC.

*Designated funds* are those set aside for a particular purpose by the PCC. They are also unrestricted.

*Restricted funds* are those which have been given, and can only be used for, a particular purpose.

*Endowment funds* are monies or assets which are given to the Church. They are restricted and they, or their generated income, can be under specific instruction.

The accounts 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.

### Reserves Policy

It is the policy of the PCC to maintain general unrestricted funds, at a level which would not normally exceed six months of general unrestricted expenditure.

### Incoming Resources

#### *Voluntary income and capital sources*

Collections are recognised when received by or on behalf of the PCC.

Gift Aid recovered on gift aid donations is recognised when the income is recognised.

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

#### *Other ordinary income*

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

#### *Income from investments*

Dividends and interest are accounted for when receivable. Tax recoverable on such income is recognised in the same accounting year.

### Resources Used

#### *Grants*

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

#### *Activities directly relating to the work of the Church*

The Diocesan quota or parish share is accounted for when payable. Any quota unpaid at 31 December is provided for in these accounts as an operational (though not legal) liability and is shown as a creditor in the Balance Sheet.

### Fixed Assets

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

Consecrated and beneficed property is excluded from the accounts by s.96 (2) (a) of the Charities Act 1993.

No value is placed on movable Church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for the disposal since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or benefice buildings and movable Church furnishings, whether maintenance or improvement, is written off as expenditure in the SOFA and separately disclosed.

#### *Depreciation of fixed asset properties*

Depreciation on fixed asset property has not been provided in these accounts as any charge is considered to be not material, on the basis that the asset has a very long useful life, based on its current value, which is not materially different from its carrying value.

#### *Other fixtures, fittings and office equipment*

Equipment used within the Church premises is depreciated on a straight line basis over 4 years. Individual items of equipment with a purchase price of £5000 or less are written off when the asset is acquired.

#### *Investments*

Investments are valued at market value at 31 December.

#### *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 not collectable.

The Parish of Swanley St. Paul

Balance Sheet at 31 December 2020

	Note	2020 £	2019 £
<b>Fixed Assets</b>			
Tangible Fixed Assets		-	-
<b>Current Assets</b>		£	£
Debtors	6	15,324	20,737
Funds with Diocese	8	1,296	1,292
Cash in Hand and at Bank		<u>164,604</u>	<u>191,775</u>
		181,224	213,804
<b>Liabilities</b>	7	<u>5,227</u>	<u>42,870</u>
<b>Net Current Assets</b>		175,997	170,934
<b>Net Assets</b>		<u><u>175,997</u></u>	<u><u>170,934</u></u>
<b>Funds</b>	9		
General		84,983	35,919
Designated		38,902	36,588
Restricted		52,112	98,428
		<u><u>175,997</u></u>	<u><u>170,934</u></u>

Signed on behalf of the Parochial Church Council

Reverend Johnny Douglas (PCC Chair)

*Johnny Douglas*  
Rev'd Johnny Douglas

Chris Redmond (Treasurer)

*Chris Redmond*

The notes numbered 5 to 9 form part of these accounts

The Parish of Swanley St. Paul

Statement of Financial Activities

For the year ended 31 December 2020

		Unrestricted Funds General £	Designated £	Restricted Funds £	TOTAL 2020 £	FUNDS 2019 £
<b>INCOME AND ENDOWMENTS</b>						
Donations and Legacies	2(a)	156,849		29,207	186,056	272,336
Other Trading Activities	2(b)	2,729			2,729	11,302
Income from Investments	2(c)	133	4	265	402	(979)
Income from Charitable Activities	2(d)	9,216	60	-	9,276	9,710
Other income	2(e)	-	3,000	-	3,000	6,487
<b>TOTAL INCOMING RESOURCES</b>		<u>168,926</u>	<u>3,064</u>	<u>29,472</u>	<u>201,462</u>	<u>298,856</u>
<b>EXPENDITURE</b>						
Voluntary Income Costs	3(a)				-	-
Investment Costs	3(c)				-	-
Charitable Activities	3(d)	108,612	12,000	75,787	196,400	186,952
<b>TOTAL RESOURCES EXPENDED</b>		<u>108,612</u>	<u>12,000</u>	<u>75,787</u>	<u>196,400</u>	<u>186,952</u>
<b>NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS</b>		<u>60,314</u>	<u>(8,936)</u>	<u>(46,315)</u>	<u>5,063</u>	<u>111,904</u>
<b>TRANSFERS BETWEEN FUNDS</b>		<u>(11,250)</u>	<u>11,250</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>NET INCOME/(OUTGOING) RESOURCES</b>		<u>49,064</u>	<u>2,314</u>	<u>(46,315)</u>	<u>5,063</u>	<u>111,904</u>
<b>NET MOVEMENT IN FUNDS</b>		<u>49,064</u>	<u>2,314</u>	<u>(46,315)</u>	<u>5,063</u>	<u>111,904</u>
<b>BALANCES BROUGHT FORWARD AT 1 January 2020 (2019)</b>		<u>35,919</u>	<u>36,588</u>	<u>98,428</u>	<u>170,934</u>	<u>59,030</u>
<b>BALANCES CARRIED FORWARD AT 31 December 2020 (2019)</b>		<u>84,983</u>	<u>38,902</u>	<u>52,112</u>	<u>175,997</u>	<u>170,934</u>

**The Parish of Swanley St. Paul**  
**Notes to the Financial Statements for the year ended 31 December 2020**

<b><u>2. INCOME AND ENDOWMENTS</u></b>	<b>Unrestricted General</b>	<b>Funds Designated</b>	<b>Restricted Fund</b>	<b>Total</b>	<b>Funds</b>
				<b>2020</b>	<b>2019</b>
	£	£	£	£	£
<b>2(a) Donations and Legacies</b>					
Gift Aid Donations	71,141		9,715	80,856	153,825
Income Tax Recoverable	17,785		2,429	20,214	38,456
GASDS	178			178	2,902
Collections at Services	2,730			2,730	14,971
Donations	65,015		17,063	82,078	61,031
Grants			-	-	1,150
Legacy - St Pauls Guild				-	-
	<u>156,849</u>	<u>-</u>	<u>29,207</u>	<u>186,056</u>	<u>272,336</u>
<b>2(b) Other Trading Activities</b>					
Church Lettings	2,729			2,729	11,302
	<u>2,729</u>	<u>-</u>	<u>-</u>	<u>2,729</u>	<u>11,302</u>
<b>2(c) Investment Income</b>					
Interest	133	4	265	402	(979)
Rent from Church House				-	-
	<u>133</u>	<u>4</u>	<u>265</u>	<u>402</u>	<u>(979)</u>
<b>2(d) Income from Charitable Activities</b>					
Bookstall & Fair Trade		60		60	985
Church Groups	1,021			1,021	3,161
Fees-Church	6,166			6,166	3,909
Fees-DBF	2,029			2,029	1,655
Hextable Kindergarten			-	-	-
	<u>9,216</u>	<u>60</u>	<u>-</u>	<u>9,276</u>	<u>9,710</u>
<b>2(e) Other Income</b>					
Development Fund		3,000		3,000	6,487
	<u>-</u>	<u>3,000</u>	<u>-</u>	<u>3,000</u>	<u>6,487</u>
<b>Total Incoming Resources</b>	<u><b>168,926</b></u>	<u><b>3,064</b></u>	<u><b>29,472</b></u>	<u><b>201,462</b></u>	<u><b>298,856</b></u>

The Parish of Swanley St. Paul  
Notes to the Financial Statements for the year ended 31 December 2020

**3. EXPENDITURE**

	Unrestricted Funds General	Designated	Restricted Funds	Total 2020 £	Funds 2019 £
	£	£	£	£	£
<b>3(a) Voluntary Income Costs</b>					
Building Envelopes	-	-	-	-	-
<b>3(c) Investment Costs</b>					
Church House Costs	-	-	-	-	-
<b>3(d) Charitable Activities</b>					
<i>Missionary and Charitable Giving:</i>					
Overseas Missions	-	-	-	-	8,650
Project Hope - Romania	-	-	-	-	1,948
Home Missions	-	-	-	-	7,900
Relief of the Poor in the Parish	-	-	3,974	3,974	510
	-	-	3,974	3,974	19,008
<i>Ministry:</i>					
Clergy Stipend	26,212	-	-	26,212	37,655
Clergy Expenses & Other Staff	12,707	-	-	12,707	14,565
	38,919	-	-	38,919	52,211
<i>Parish Share:</i>					
Diocesan Quota	13,539	-	-	13,539	28,787
	13,539	-	-	13,539	28,787
<i>Church Running Expenses:</i>					
Electricity & Gas	6,550	-	-	6,550	5,878
Other Utilities & Waste	3,709	-	-	3,709	6,221
Cleaning	1,701	-	-	1,701	4,633
Repairs & Improvements	4,028	-	38	4,065	15,176
Audio & Music	2,321	-	-	2,321	1,658
Evangelism	46	-	-	46	217
Ecumenical Expenses	-	-	-	-	-
Training & Conferences	-	-	-	-	-
Services	5,855	-	-	5,855	5,159
Churchyards	2,880	-	-	2,880	2,205
Young Peoples Work	-	-	-	-	161
Insurance	4,247	-	-	4,247	4,157
Hospitality & Sundry	9,196	-	-	9,196	3,822
	40,530	-	38	40,568	49,290
<i>New Building/Capital Work:</i>					
Development Fund	-	12,000	-	12,000	2,256
St Peter's Building Project	-	-	71,776	71,776	14,292
	-	12,000	71,776	83,776	16,548
<i>Management &amp; Admin:</i>					
Bookstall & Fair Trade	606	-	-	606	974
Church Groups	364	-	-	364	4,385
Staff Salary: Secretarial	6,447	-	-	6,447	7,175
Printing, Stationery, Telephone	8,207	-	-	8,207	8,574
	15,625	-	-	15,625	21,108
<b>Totals of Charitable Activities</b>	108,612	12,000	75,787	196,400	186,952
<b>TOTAL RESOURCES EXPENDED</b>	108,612	12,000	75,787	196,400	186,952

**The Parish of Swanley St. Paul**

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

**4. Staff Costs (Vicar not included)**

	2020	2019
	£	£
Salaries	26,924	20,891
Furlough scheme	(7,107)	-
Training	-	70
	<u>19,817</u>	<u>20,961</u>

During the year the PCC employed a secretary, a cleaner (furloughed), a pastoral apprentice, a full time Children & Young Peoples Minister (furloughed) and a Worship & Media Leader.

**5. Related parties**

During the year Sue Haward, a trustee, received gross remuneration of £6,447 for secretarial services and Revd Johnny Douglas received £8,521 in expenses.

**6. Current Assets**

	2020	2019
	£	£
<b>Debtors+Prepayments+Stock</b>		
Gift Aid Due - General fund	10,050	14,472
Debtors:Sundry	1,024	1,851
Prepayments	4,250	4,414
	<u>15,324</u>	<u>20,737</u>

**7(a) Liabilities - Amounts falling due within 1 year**

	2020	2019
	£	£
Accruals: PAYE & NIC	-	462
Creditors for goods and services	870	8,512
Hextable Kindergarten	-	-
Wedding deposits & Funeral creditors	550	620
	<u>1,420</u>	<u>9,594</u>

**7(b) Liabilities - Long-term Liability**

	2020	2019
	£	£
Diocesan loan	3,807	33,276
	<u>5,227</u>	<u>42,870</u>

**Total Liabilities**



**The Parish of Swanley St.Paul**

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

**8. Church Repair Funds - held by Rochester Diocese**

	<b>St.Paul's Fund</b>	<b>St.Peter's Fund</b>	<b>Total Funds</b>
B/Fwd. At 01/01/2020	1,276.32	15.59	1,291.91
2020 Deposits	3.84	0.05	3.89
2020 Withdrawals	0.00	0.00	0.00
2020 Interest	0.00	0.00	0.00
C/Fwd. At 31/12/2020	<b>1,280.16</b>	<b>15.64</b>	<b>1,295.80</b>

**9. Fund Details**

- (a) General Fund - Comprises the PCC Management Fund  
Church Groups Combined  
St Peter's Bookstall Fund  
Fair Trade Stall Fund
- (b) Designated Fund - Comprises Church Repair Funds, General Mission Funds &  
Development Fund for developing property and facilities
- (c) Restricted Fund - Comprises an element of Direct Giving to Mission Funds,  
the Care Fund for those in need in the Church,  
the St Peter's Building Fund for major improvements to the building  
Youth Work Fund for KCC grants and donations

**Analysis of Net Assets by Fund**  
at 31 December 2020

	<b>Unrestricted Funds</b>		<b>Restricted</b>	<b>Endowment</b>	<b>Total</b>
	<b>General</b>	<b>Designated</b>	<b>Funds</b>	<b>Fund</b>	
Fixed Assets	-	-	-	-	-
Current Assets	86,403	38,902	55,919	-	181,224
	86,403	38,902	55,919	-	181,224
Current Liabilities	1,420	-	3,807	-	5,227
Long-term Liability	-	-	-	-	-
	<b>84,983</b>	<b>38,902</b>	<b>52,112</b>	<b>-</b>	<b>175,997</b>
					0

**The Parish of Swanley St Paul**

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

**Fund Movements**

<b>Funds</b>	<b>Balance at 01-Jan-20</b>	<b>Incoming Resources</b>	<b>Resources Expended</b>	<b>Transfers In</b>	<b>Transfers Out</b>	<b>Gains &amp; Losses</b>	<b>Balance at 31-Dec-20</b>
<b>General</b>							
PCC Funds	33,104	167,906	(107,641)		(11,250)	49,014	82,118
Church Groups	1,778		(364)			(364)	1,414
Fair Trade Stall	1,036	1,021	(606)			414	1,450
<b>Total General</b>	<b>35,919</b>	<b>168,926</b>	<b>(108,612)</b>	<b>-</b>	<b>(11,250)</b>	<b>49,064</b>	<b>84,983</b>
<b>Designated</b>							
Development Fund	21,704	3,000	(12,000)	-		(9,000)	12,704
Church Rpr.Funds	1,292	4			-	4	1,296
Bookstall	874	46				46	919
Mission	12,719	14		11,250	-	11,264	23,983
<b>Total Designated</b>	<b>36,588</b>	<b>3,064</b>	<b>(12,000)</b>	<b>11,250</b>	<b>-</b>	<b>2,314</b>	<b>38,902</b>
<b>Restricted</b>							
Care Fund	1,131	8,931	(3,974)			4,957	6,088
Legacies	6,666		(5,056)			(5,056)	1,611
St Paul's Refurbish	-	38	(38)			-	-
St Peter's Building	90,150	20,503	(66,720)			(46,217)	43,933
Youth Work	481	-	-			-	481
<b>Total Restricted</b>	<b>98,428</b>	<b>29,472</b>	<b>(75,787)</b>	<b>-</b>	<b>-</b>	<b>(46,315)</b>	<b>52,112</b>
<b>Endowment</b>							
Endowment	-	-	-	-	-	-	-
<b>Totals</b>	<b>170,934</b>	<b>201,462</b>	<b>(196,400)</b>	<b>11,250</b>	<b>(11,250)</b>	<b>5,062</b>	<b>175,997</b>

Chris Redmond  
Hon. Treasurer  
Oct-21

## **Independent examiner's report to the PCC of The Parish of Swanley St Paul and Hextable St Peter**

I report to the charity trustees on my examination of the accounts of The Parish of Swanley St Paul and Hextable St Peter the year ended 31 December 202, which are set out on pages 10 to 16.

### **Responsibilities and basis of report**

The PCC are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the 2011 Act)

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

### **Independent Examiners Statement**

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

- Accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- The accounts do not accord with those records; or
- The accounts do 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.



Joanne Brown  
Independent Examiner  
Sargeant Partnership LLP  
5 White Oak Square  
London Road  
Swanley  
Kent BR8 7AG

25 October 2021

