

CHRIST CHURCH

MILTON-NEXT-GRAVESEND

**ANNUAL REPORT
and
FINANCIAL STATEMENTS
of the
PAROCHIAL CHURCH COUNCIL
for the year ended
31st DECEMBER 2023**



Registered Charity no. 1130741

Table of Contents

| | |
|-------------|--|
| Page 1. | Note to the accounts from the Treasurer. |
| Page 2. | Annual Report. |
| Page 3. | Financial Review. |
| Page 4. | Independent Examiners Report. |
| Page 5. | Receipts and Payments Account. |
| Page 6. | Balance Sheet. |
| Page 7. | Fund Movement Summary. |
| Page 8 & 9. | Analysis of Income and Expenditure. |
| Page 10. | "200 Club" Accounts and Balances. |
| Page 11. | Accounting Policies. |

Note to the Accounts from the Treasurer.

During 2023 we have been busy transferring the Church's accounts to a new structured software package, which should, after a period of familiarisation, simplify the whole accounting and reporting process. The software called MyFundAccounting is a specialised Church of England package recognised by the Rochester Diocese and used by many parishes. The data is saved in the cloud and therefore no issues should arise with the storage and backing up of our financial information.

You will notice that the look of our 2023 Accounts, although familiar, is presented in a slightly different way and for this reason it's more difficult to compare the numbers like for like against the 2022 accounts. I have added some comparative 2022 totals for information. However, now we have a full year's set of numbers in the system going forward in 2024 reports will include full prior year comparative numbers.

There are two material changes in the structure of the accounts:

1. The separation of the Pre-School accounts from the General Fund to the Restricted Fund. The main benefit of this will be to reduce the total General Fund income, which is used by the Diocese as part of our Parish Offer calculation. It will also be easier to monitor the Pre-School finances.
2. The decoupling of the 200 Club Accounts from the main Church Accounts. The 200 Club donation for 2023 (£1,100) has been included in our General Fund income with the 200 Club Accounts appended as a stand-alone page in the accounts. This treatment has been discussed and agreed by our Independent Examiner.

For further clarification the Church Accounts comprise three funds.

1. **General Fund (Unrestricted)** – This is the pool of funds used for the day to day running of the church and our contribution to the Diocese (known as the "Parish Offer") which includes amongst other things the funding of our clergy. This is funded through Collections, planned giving, unrestricted donations, fund raising and gift aid.
2. **Vicars & Church Warden Fund (Restricted)** – This is where legacies and other donations are recorded. These funds are ring-fenced from our General Funds for use by specific instructions of the legator/donor, or, otherwise at the discretion of the PCC for specific projects. As examples the replacement of the church boilers and the hall roof were funded through this fund.
3. **Pre-School (Restricted)** – As described above.

ANNUAL REPORT 2023

Christ Church, Milton-next-Gravesend, is situated in Old Road East, Gravesend. It is part of the Diocese of Rochester within the Church of England. The correspondence address is: The Vicarage, 48 Old Road East, Gravesend, Kent DA12 1NR.

Christ Church Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the Church and Hall.

Membership

The PCC is a charity registered with the Charity Commissioners. All PCC members are Charity Trustees. Members of the PCC are either ex-officio or elected by the Annual Parochial Church Meeting in accordance with the Church Representation Rules.

During the year the following served as members of the PCC:

Rev Dr Andrew Davey Vicar
Rev Jacqueline Littlewood Associate Priest

| Representatives on Deanery Synod | until |
|----------------------------------|-------|
| Rosemary Austin | 2026 |
| Peter Read | 2026 |

Church Wardens
Janice Osborne (appointed 14 May 2023)

| Elected Members | until |
|-----------------------------|-------|
| Sheila Brown | 2024 |
| Stephen Humphries Treasurer | 2025 |
| Angela Kirby | 2024 |
| Andrew Nailor | 2025 |
| Colin Parsonson | 2026 |
| Veronica Read | 2025 |
| Jennifer Shoesmith | 2026 |
| Sue Reilly | 2026 |
| Michael Donovan | 2026 |
| Helen Osborne | 2026 |
| David Kirby | 2025 |
| Lucy Hornby | 2026 |

Mr Peter Read, ex-officio member of the PCC was elected Vice Chair.
Mr Stephen Humphries was re-elected Treasurer.

Mr Michael Donovan was re-elected as PCC Secretary.

Six meetings of the PCC took place during the year. There was an average attendance of 80%. Among matters discussed were the Parish Offer, replacement of the hall roof, and finances generally.

PCC Committees

Standing Committee

This is the only committee required by law. It has power to transact the business of the PCC between meetings, subject to any direction given by the council.

Community and Social Events

This includes outreach, publicity and social events including bazaars and fetes. Action teams include the publicity group and those organising bazaars.

Safeguarding Group

Consists of the Vicar, PSO/Lead Recruiter, the Vulnerable Adults Advocate, the Children and Young Persons Advocate and the Churchwardens. The role of the Group is to review safeguarding practices and procedures, initiate any necessary action and to report to each PCC meeting under a permanent agenda item.

Christ Church Preschool

This committee is required under the OFSTED regulations and is chaired by the Vicar.

Electoral Roll

The church electoral roll stands at 125.

Usual Sunday Attendance

Attendance figures are close to our pre-Covid numbers with an average of about 75 adults and 10 children each week.

Review of the year / Achievements

This was the first year since 2020 with no restrictions due to COVID. Attendance has been steadily rising throughout the year and we were able to offer a full set of services during Holy Week and Easter, and during Advent and Christmas. We marked the King's coronation in June, as well as observing Candlemas, Sea Sunday, Harvest and our title festival of Christ the King. There were 33 baptisms and 4 weddings during the year. We completed our Mission Action Plan which was distributed to the congregation.

A pattern of Morning Prayer (in church with online access) and weekly Evening Prayer have complimented the well-attended mid-week service of Holy Communion. A monthly Bible Study on Zoom, our Pilgrim Group and two Lent study Groups have provided spaces for adult learning.

Our Ministry Group has met monthly.

Social gatherings continued throughout the year with a harvest lunch, table top sale, Summer Fair and Christmas bazaar. We have fundraised for local and international development charities. A quiz evening was held during Christian Aid Week.

Work with young people has continued with our fortnightly God's Gang during the Parish Eucharist, Semiquavers children's choir, First Steps and Tots Group. We have welcomed four new junior members to our choir and established a choral scholarship programme for teenagers. The Mothers Union and Mustard Seed Group have met monthly. We have provided accommodation for a wide range of community organisations.

The Christ Church Preschool continues to be a popular choice with local parents and is well run by our committed manager and staff.

In September we presented two candidates at the deanery confirmation service at Greenhithe. We have welcomed Whitehill and Holy Trinity schools for their Christmas and Easter services. Our buildings and grounds are well maintained by a group of dedicated members. We are very aware of their contribution in terms of time and planning. Following a legacy we were able to complete the replacement of the Church Hall roof.

We have been very aware of the need for careful use of limited resources through this period of austerity. Regular planned giving has been maintained through the envelope scheme and standing orders, but we do need to raise awareness of this. The PCC has sustained its commitments to the Diocese of Rochester Common Fund.

Financial Review 2023

In 2023 we benefited from a very generous legacy and spent a significant sum on replacing the hall roof, which had been requiring continued patch repair for several years and it was a great relief to be able fund a complete replacement. Notwithstanding the expenditure on the roof we are still left with a material sum in the Vicar's and Church Warden's Fund for other projects discussed and decided upon by PCC.

2023 General Income

Income was £2k less than reported in the 2022 accounts.

Items to note: **Collections** no material change; **Gift Aid** £3k less and back to pre-2022 levels (there was a one-off item in 2022 which accounts for the difference); **Interest Income** up £2k due to rising interest rates; **Hall Income** up £3k.

2023 General Expenditure

Expenditure was £6k more than reported in the 2022 accounts.

Items to note: **Clergy Expenses** £2k higher largely due to some items allocated to the Vicars Expenses related to Church Running costs. This will be avoided in 2024; **Assistant Clergy** up £1.5k due to the accounts including both 2022/2023 expenses (a one-off); **Energy costs** £3k more. Our fixed rate contracts expired at the end of September; **Photocopying/Stationery** £3k less. A new photocopier contract explains some of this.

Restricted Fund

Income.

We received legacies totaling £167k and donations for of £15k credited to the Vicars and Church Warden Fund.

Expenditure

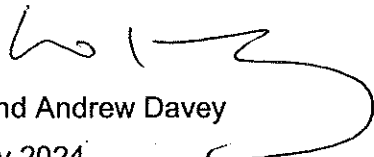
Material items: **Hall Roof** (£101k) and **New Hall Doors** (£5.5k) were replaced. **Charitable Donations** of £7.2k made.

Balance of V&CW fund carried forward **£157k.**

Pre-School

Notwithstanding a significant salary increase in 2023 an operating surplus of £3k was made.

Signed by:



Reverend Andrew Davey

15th May 2024

**INDEPENDENT EXAMINER'S REPORT TO THE PCC OF
CHRIST CHURCH MILTON - next - GRAVESEND**

This report on the financial statements of the PCC for the year ended 31 December 2023, which are set out on pages 5 to 10, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and s.145 of the Charities Act 2011 ('the Act').

Respective responsibilities of the PCC and examiner

As the members of the PCC you are responsible for the preparation of the financial statements; you consider that the audit requirement of the Regulations and section 144(2) of the Act does not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145 of the Act and to be found in the Church guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

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 Act; and
 - to prepare financial statements which accord with the accounting records and to comply with the requirements of the Act and the Regulations 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.



Mr. Keith Scudder
42 Frobisher Way,
Gravesend
DA12 4RA.

+ 2024 23rd April 2024

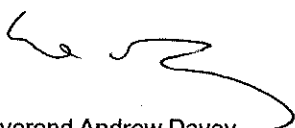
Receipts and Payments Account

| | Unrestricted funds | Restricted funds | Total funds | Prior year total funds |
|--|--------------------|------------------|-----------------|------------------------|
| Donations and legacies | £62,151 | £183,683 | £245,834 | £79,440 |
| Income from charitable activities | £18,267 | 0 | £18,267 | £17,268 |
| Other trading activities | 0 | £98,190 | £98,190 | £89,031 |
| Investments | £2,301 | 0 | £2,301 | £327 |
| Other income | 0 | 0 | 0 | 0 |
| Total Receipts | £82,719 | £281,874 | £364,592 | £186,066 |
| Expenditure on charitable activities | £85,049 | £120,140 | £205,190 | £96,440 |
| Other expenditure | 0 | £92,185 | £92,185 | £75,975 |
| Raising funds | 0 | 0 | 0 | 0 |
| Total Payments | £85,049 | £212,325 | £297,374 | £172,415 |
| Excess of receipts over payments before transfer | (£2,331) | £69,549 | £67,218 | £13,651 |
| Gross transfers between funds - in | £16,535 | £4,850 | £21,385 | 0 |
| Gross transfers between funds - out | (£280) | (£21,105) | (£21,385) | 0 |
| Excess of receipts over payments before other gains | £13,924 | £53,294 | £67,218 | 0 |
| Net movement in funds | £13,924 | £53,294 | £67,218 | 0 |
| Excess of receipts over payments at beginning of the year | £19,713 | £104,475 | £124,188 | £124,188 |
| Excess of receipts over payments for the year | £33,637 | £157,769 | £191,406 | £124,188 |

Balance Sheet detailed

| Class and code | Description | As at 31/12/2023 | As at 31/12/2022 |
|-----------------------------|---|---------------------|---------------------|
| Current assets | | | |
| 6501 | PCC Bank current account - NatWest | £15,389 | £14,507 |
| 6502 | PCC Business Reserve - NatWest | £62,417 | 0 |
| 6503 | PCC 1 Year Fixed - Charity Bank | £30,000 | 0 |
| 6504 | PCC 1 Year Fixed - United Trust Bank | £85,000 | 0 |
| 6505 | PCC Composite Deposit - Rochester Diocese | £38,596 | £28,758 |
| 6506 | PCC Deposit Notice A/c - CAF / SHAWBROOK | 0 | £55,000 |
| 6510 | Pre School account - NatWest | £20,279 | £25,923 |
| Z05 | Accounts Receivable | £1,100 | 0 |
| | Total Current assets | £252,780 | £124,188 |
| Liabilities | | | |
| Z04 | Accounts Payable | £61,374 | 0 |
| | Total Liabilities | £61,374 | 0 |
| | Net Asset surplus (deficit) | £191,406 | £124,188 |
| Reserves | | | |
| | Excess/(deficit) to date | £67,218 | 0 |
| Z01 | Starting balances | £124,188 | £124,188 |
| | Total Reserves | £191,406 | £124,188 |
| Represented by Funds | | | |
| | General (Unrestricted) | £33,637 | £19,713 |
| | Designated | £157,769 | £104,475 |
| | Total | £191,406 | £124,188 |

Signed by:


Reverend Andrew Davey

15th May 2024

Fund movement summary

| Fund | Opening | Incoming | Outgoing | Transfers | Gains/Losses | Journals | Closing |
|-------------------|-----------------|-----------------|-----------------|------------------|--------------|----------|-----------------|
| PreSchool | | | | | | | |
| Designated | £25,923 | £98,190 | £92,185 | (£11,650) | 0 | 0 | £20,279 |
| Sub-totals | £25,923 | £98,190 | £92,185 | (£11,650) | 0 | 0 | £20,279 |
| V&CW | | | | | | | |
| Designated | £78,552 | £183,648 | £120,140 | (£4,570) | 0 | 0 | £137,490 |
| Sub-totals | £78,552 | £183,648 | £120,140 | (£4,570) | 0 | 0 | £137,490 |
| General | | | | | | | |
| Unrestricted | £19,713 | £82,719 | £85,049 | £16,255 | 0 | 0 | £33,637 |
| Sub-totals | £19,713 | £82,719 | £85,049 | £16,255 | 0 | 0 | £33,637 |
| ZReval | | | | | | | |
| Designated | 0 | £35 | 0 | (£35) | 0 | 0 | 0 |
| Sub-totals | 0 | £35 | 0 | (£35) | 0 | 0 | 0 |
| Totals | £124,188 | £364,592 | £297,374 | 0 | 0 | 0 | £191,406 |

Notes on Transfers

| | | |
|-----------|---------------------|--|
| PreSchool | (£8,720.00) | 2022 surplus transferred in 2023 (includes hall rental for 2022) - to General fund |
| | (£7,500.00) | 2023 hall rental (no additional surplus) - to General fund |
| | <u>£4,569.95</u> | Transfer of donation for the pleasure - from the V&CW fund |
| | <u>(£11,650.05)</u> | |
| V&CW | <u>(£4,569.95)</u> | Transfer to Pre-school for pleasure play area |
| General | £8,720.00 | 2022 Pre-school surplus transferred in 2023 (includes hall rental for 2022) - from Pre-school fund |
| | £7,500.00 | 2023 Pre-school hall rental (no additional surplus) - from Pre-school fund |
| | <u>£35.00</u> | Correcting adjustment* |
| | <u>£16,255.00</u> | |
| Zreval | <u>(£35.00)</u> | Correcting adjustment* |

Analysis of income and expenditure

| | Unrestricted | Restricted | This year | Last year |
|---|----------------|-----------------|-----------------|-----------------|
| INCOME ON | | | | |
| Donations and legacies | | | | |
| 0101 - Gift Aid - Bank | £10,424 | 0 | £10,424 | |
| 0201 - Other planned giving | £22,879 | 0 | £22,879 | |
| 0301 - Loose plate collections | £17,306 | £341 | £17,648 | |
| 0303 - Baptism collection | £1,002 | 0 | £1,002 | |
| 0304 - Wedding collection | £127 | £66 | £193 | |
| 0410 - Fundraising events | £7,950 | £374 | £8,324 | |
| 0550 - Donations appeals etc | £1,192 | £15,672 | £16,864 | |
| 0701 - Legacies | 0 | £167,000 | £167,000 | |
| 1270 - Sundry Receipts | £1,270 | £230 | £1,500 | |
| Donations and legacies Totals | £62,151 | £183,683 | £245,834 | £79,440 |
| 0400 - Hall income | £12,814 | 0 | £12,814 | |
| 1101 - Fees for weddings and funerals | £5,405 | 0 | £5,405 | |
| 1260 - Photocopier income | £48 | 0 | £48 | |
| Income from charitable activities Totals | £18,267 | 0 | £18,267 | £17,268 |
| 1401 - Pre School KCC Funding | 0 | £76,308 | £76,308 | |
| 1402 - Pre School Fees | 0 | £21,750 | £21,750 | |
| 1403 - Pre School Other Income | 0 | £133 | £133 | |
| Other trading activities Totals | 0 | £98,190 | £98,190 | £89,031 |
| 1020 - Bank and building society interest | £2,301 | 0 | £2,301 | |
| Investments Totals | £2,301 | 0 | £2,301 | £327 |
| Income and endowments Grand totals | £82,719 | £281,874 | £364,592 | £186,067 |
| EXPENDITURE ON | | | | |
| Expenditure on charitable activities | £5,451 | 0 | £5,451 | |

1905 - Working expenses of the vicar

| | | | | |
|--|----------------|-----------------|-----------------|-----------------|
| 1910 - Vicarage maintenance | £4,148 | 0 | £4,148 | |
| 2001 - Organist salary | £2,475 | 0 | £2,475 | |
| 2010 - Organ maintenance | £1,615 | 0 | £1,615 | |
| 2020 - Church Music | £724 | £400 | £1,124 | |
| 2030 - Sanctuary | £798 | £818 | £1,615 | |
| 2050 - Assistant Clergy | £3,093 | 0 | £3,093 | |
| 2300 - Church maintenance | £5,075 | £111,721 | £116,796 | |
| 2305 - Insurance | £7,773 | 0 | £7,773 | |
| 2310 - Electricity | £2,134 | 0 | £2,134 | |
| 2312 - Gas | £6,899 | 0 | £6,899 | |
| 2315 - Parish offer | £33,000 | 0 | £33,000 | |
| 2316 - Donations and Subscriptions | £175 | £7,202 | £7,377 | |
| 2320 - Hall expenses | £5,547 | 0 | £5,547 | |
| 2330 - Stationery | £2,806 | 0 | £2,806 | |
| 2340 - Photocopier expenses | £1,053 | 0 | £1,053 | |
| 2345 - Children and Youth | £37 | 0 | £37 | |
| 2350 - Mission and Social | £136 | 0 | £136 | |
| 2355 - Pastoral and Social | £180 | 0 | £180 | |
| 2365 - Sundry outgoings | £1,570 | 0 | £1,570 | |
| 2601 - Governance costs examination/audit fee | £360 | 0 | £360 | |
| Expenditure on charitable activities Totals | £85,049 | £120,140 | £205,190 | £96,440 |
| 2551 - Pre School Salaries | 0 | £76,565 | £76,565 | |
| 2553 - Pre School Pension | 0 | £3,640 | £3,640 | |
| 2554 - Pre School Other Expenses | 0 | £11,980 | £11,980 | |
| Other expenditure Totals | 0 | £92,185 | £92,185 | £75,975 |
| Expenditure Grand totals | £85,049 | £212,325 | £297,374 | £172,415 |

**CHRIST CHURCH MILTON NEXT GRAVESEND
PAROCHIAL CHURCH COUNCIL**

**SUB COMMITTEE ACCOUNTS
Year ended 31 December 2023**

'200' CLUB

| | 2023 | 2022 |
|------------------------------------|----------------|----------------|
| INCOME | | |
| Members' subscriptions | £ 2,402 | £ 2,548 |
| Interest | £ - | £ - |
| | <u>£ 2,402</u> | <u>£ 2,548</u> |
| EXPENDITURE | | |
| P.C.C. | £ 1,100 | £ 1,200 |
| Prize money | £ 1,333 | £ 1,373 |
| | <u>£ 2,433</u> | <u>£ 2,573</u> |
| Surplus of expenditure over income | <u>£ (31)</u> | <u>£ (25)</u> |
| BALANCES | | |
| Balance b/f | £ (105) | £ (80) |
| (Deficit)/surplus for the year | £ (31) | £ (25) |
| | <u>£ (136)</u> | <u>£ (105)</u> |
| Cash in hand | £ - | £ - |
| Nat West Bank - Current account | £ 276 | £ 219 |
| Business reserve account | £ 5 | £ 5 |
| Debtors | £ - | £ - |
| Creditors - Deferred income | £ (417) | £ (329) |
| | <u>£ (136)</u> | <u>£ (105)</u> |

**CHRIST CHURCH MILTON - next GRAVESEND
PAROCHIAL CHURCH COUNCIL**

**NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31st December 2023**

1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Charities SORP 2005. The financial statements have been prepared under the historical cost convention.

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. Funds designated for a particular purpose by the PCC are also unrestricted.

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.

Incoming Resources

Voluntary income and capital sources

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

Planned giving under covenant is recognised only when received.

Income tax recoverable on covenants or gift aid donations is recognised when the income is recognised.

Funds raised by the Summer Fete, Xmas Bazaar and similar fund raising events are accounted for gross.

Sales of magazines from the church are accounted for gross.

Other ordinary income

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

Income from investments

Interest receivable is accounted for when due, and tax recoverable 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 on the PCC.

Activities directly relating to the work of the Church

The diocesan quota or parish share is accounted for as paid.

Fixed assets

Consecrated land and buildings and moveable church furnishings

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

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

Other fixtures, fittings and office equipment

Equipment used within the church premises is depreciated on a straight line basis over three years.

Individual items of equipment with a purchase price of £500 or less are written-off in the period in which the asset is acquired.

Current Assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provisions for amounts that may prove uncollectible.