

Parochial Church Council of St Peter, Ditton
Statement of financial activities
For the year ending 31 December 2022

FUNDS 2021			Unrestricted funds	Restricted Funds	TOTAL 2022
£		Note	£	£	£
	INCOME & ENDOWMENTS				
109,978.82	Donations & legacies	1	88,597.86	31,829.26	120,427.12
345.26	Activities for generating funds	2	374.02	818.00	1,192.02
0.00	Investments	3	34.38	0.00	34.38
8,172.60	Other trading activities	4	8,949.00	1,223.00	10,172.00
14,431.41	Other income	5	35,511.49	25,045.87	60,557.36
132,928.09	TOTAL INCOMING RESOURCES		133,466.75	58,916.13	192,382.88
	RESOURCES EXPENDED				has n
44.49	Cost of generating funds	6	410.25	670.00	1,080.25
372.00	Grants & Charitable giving	7	10.00	2,113.52	2,123.52
5,822.40	Parish share	8	5,499.97	0.00	5,499.97
57,924.67	Staffing Costs	9	55,139.20	0.00	55,139.20
31,308.38	Church Running	10	35,872.29	33,770.10	69,642.39
17,246.75	Centre & Cottage Running	11	13,475.52	0.00	13,475.52
100.00	Governance Costs	12	100.00	0.00	100.00
4,469.07	Church Administration	13	5,834.98	0.00	5,834.98
923.44	Other resources expended	14	13,392.36	0.00	13,392.36
18,257.25	Gift day allocation	15	0.00	22,530.00	22,530.00
136,468.45	TOTAL RESOURCES EXPENDED		129,734.57	59,083.62	188,818.19
-3,540.36	NET INCOMING RESOURCES		3,732.18	-167.49	3,564.69
-8,956.21	Debtors (Tax reclaim)		-11,970.30	-50.00	-12,020.30
1,370.00	Creditors		4,208.75		4,208.75
1,329.98	Gift day /receipt in advance			6,890.57	6,890.57
8,249.04	Adjustments ()				-2,276.21
-1,547.55				*	367.50
					(A-B)
	BALANCES B/FWD 1st JAN 2022	?	18,693.04	10,072.13	B 28,765.17
35,186.59	BALANCES C/FWD 31 DEC 2021	?			A 29,132.67
0.00	Cash in hand				0.00

* This figure is reached by subtracting the opening and closing balances from the bank statements and has to be maintained whatever adjustments are made.

St. Peter's Church, Ditton

Annual Report and Financial Statements

of the Parochial Church Council

for the year ended 31st December 2022

Incumbent

The Revd Ross Terranova
The Rectory
2 The Stream
Ditton
ME20 6AG

Treasurer

Mr Stephen Kemp
9 Ditton court Close
Aylesford
Kent
ME20 6PQ

Independent Examiner

Mr Peter Tite
28B Iron Mill Lane
Crayford
Kent
DA1 4RW

Bankers

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent ME19 4JQ

April 2023

Registered Charity No. 1130864

*‘We are here to demonstrate
God’s love for all,
as shown in Jesus to people
where we live
and work’.*

Annual Report 2022

Introduction

St Peter ad Vincula Ditton Church is situated on The Green, New Road, Ditton and is part of the Diocese of Rochester within the Church of England. There is a Church Office which is part of the Church Centre complex opposite the Church.

The PCC assists, supports and encourages the Rector Revd Ross Terranova in promoting within the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the Church and Church Centre Complex.

The full PCC met on 6 occasions during the year with an average attendance of 75%. Sub-committees met between meetings as required and a report on their deliberations and recommendations were considered by the PCC and decisions taken as required.

Membership

Members are ex officio, elected at the Annual Parochial Church Meeting, or co-opted.

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

<i>Rector</i>	Revd Ross Terranova	Chairman
<i>Wardens</i>	Mr Alan Warner Mr John Paul	
<i>Treasurer</i>	Mr Stephen Kemp	
<i>Representatives On Deanery Synod</i>	Mr Simon Webley	Vice Chairman
<i>Elected members</i>	Mrs Caroline Gibbons Mr Stephen Kemp Mr Ian Cropper Mrs Jane Beldham (also Secretary) Mrs Maureen Morris Mr Michael Morris Mrs Dierdre Johnson Mr David Grimes Mr Kennedy Emokpaire	
<i>Co-Opted Member</i>	Mrs Sandie Thomas	Safeguarding Officer from November 2016
<i>Co-Opted Member</i>	Mrs Ruth Campbell	Safeguarding Officer from

Committees

Standing Committee

The Rector
The Wardens
The Treasurer
The Secretary

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

Church Fabric and Churchyard Committee

Mr A Warner
Mr J. Paul
Mr I Cropper

Attends to matters relating to the church building and fabric and the churchyard.

Finance Committee

The Rector
The Wardens
The Treasurer (convenor)
Asst. Treasurer
Mr S Webley

Oversees the general finances through budgetary planning, monitoring income and expenditure, and application of financial controls and review of risks.

Church Centre Development and Management Team

Mr A Warner (convenor)
Mrs C Gibbons

Attends to matters relating to the Church Centre Complex in respect of building, fabric, use and letting

Church attendance

At the Annual Parochial Church Meeting on 1st May 2022, it was reported that the Electoral roll showed there were now 84 people on the roll.

This is the first year of being fully open following the pandemic.

- ❖ **Pre-School Services:** The Pre-School enjoyed meeting once again in the Church building for an end of year leavers service, and Harvest, Christmas and Easter services.
- ❖ **Junior School:** The Junior School has experienced a lot of leadership turmoil in recent years which has been unsettling for pupils and staff alike. A presentation was made to the PCC in March to explain plans to transition the school into a multi-academy trust. Pupils at the school have used the church to celebrate various festivals throughout the year and also contributed to the Christmas Tree festival which was huge success and brought smiles to everyone's faces over the festive period.
- ❖ **Christian books for** pre-school and Junior school children have been purchased and distributed thanks once more to a generous donation.
- ❖ **Christmas and Easter:** Once again we enjoyed celebrating these great festivals and the crowds that turned up for Carols on the Green clearly demonstrate that this event is well established within the community of Ditton and seems to grow in popularity every year.
- ❖ **Church Building:** Work was done to replace the roof on the north aspect of the nave and following a long period that has allowed the walls of the church to dry out, the areas were replastered and now await redecoration.
- ❖ **Small Groups:** The lent course was based on 'The Room Where it Happens, a book inspired by the filmed version of the award-winning stage musical Hamilton by Bishop Rose Hudson-Wilkin which explored what the Bible and the experience of Christian faith teach us about some of the big issues faced in the musical by Alexander Hamilton: his responses to injustice, adversity and temptation, his search for identity, and his realisation that he (and all of us) can make a difference in the world.
- ❖ **Men's Breakfast:** There were two men's breakfast held in 2022, one in February where Tim Yearsley spoke and one in November with Rev'd Dr Christopher Noble.
- ❖ **JAM Club:** It has been really encouraging seeing our JAM club (Jesus and Me) grow over the past year and we have very much enjoyed their participation in a number of services.
- ❖ **Church Gates:** Thanks to some generous donations in 2021 we have now installed the new gates at the front of the church.
- ❖ **Kennedy & Soraya:** There were mixed feelings as we bade farewell to Kennedy & Soraya and the girls who have contributed so wonderfully to the church in recent years but of course we wish Kennedy well as he starts his training for ordination in Cambridge and will continue to support them with love and prayers in the years ahead.

Review of the Financial Year – Highlights

- ❖ It is good to see that the church has come out of deficit, but we should not be complacent as the huge rise in cost of living, particularly around energy prices will have a huge impact in 2023.
- ❖ We have had a tremendous response to the request for funds to assist with the building works and the ability to reclaim VAT as part of the Listed Places of Worship Reclaim scheme has been very useful.
- ❖ 'Planned Giving' increased by 7% which was partly as a result of an appeal for people to increase their giving in line with inflation but also because some new members joined the church.

- ❖ We are grateful that the majority of people give electronically as this allows us to predict income.
- ❖ Fee income has increased by 59% although effectively a third of all income is then paid to the diocese.
- ❖ Gift Day raised £18447 which was increased to £22530 with Gift Aid
- ❖ Monies to effect structural repairs to the church were raised through Gift Day, the Building Fund and through reserves held both in the Church Repair Fund (maintained by the diocese) and from our interest-bearing account within Charities Aid Foundation bank, although the latter has mainly been used to assist with cashflow as it has instant access.
- ❖ We continue to pay a Parish Share which we believe is affordable for the church and this is gratefully received by the diocese.
- ❖ The church finances are managed using the Data Developments On-Line accounts package and we will add the Donations Coordinator module to manage Gift Aid next year.
- ❖ The Christmas Card collection raised circa £159.00, and Carols on the Green raised over £366.21.
- ❖ We also made an appeal for the situation in Ukraine and raised £905 and following a presentation by Porchlight just before Christmas and through donations associated with the Christmas Tree festival raised £189.00.

Review of Financial Situation

The Parochial Church Council is a registered Charity and the annual accounts of the Church are prepared on the accruals basis and submitted to both the Diocese and the Charity Commission.

As in previous years, the PCC has continued the policy to account for Gift Day income and expenditure outside the normal budgetary process and this has been maintained in 2021.

The outturn for 2022 shows a surplus of: £3564.69 (Unrestricted £3732.18; Restricted £-167.49)

Income

In terms of income, there was reasonable response to a call for people to increase their giving to reflect inflation which has seen a 7% rise in 'planned giving' as a result of commitment Sunday in 2022, however with the current cost of living crisis and high energy bills, I would expect us to be in deficit by the end of 2023. The appeal for Building Funds was however magnificent and has allowed us to complete the north roof, have the plastering done to the interior of the church and although there is still much to do in terms of redecoration and repointing, it is great to see the church looking in better shape. Regrettably we have had to increase centre rents once more, but it is those groups who use the majority of energy within the centre during the week and it is essential that recoup costs where we can.

The card reader continues to be useful in providing a convenient way to pay and whilst there is a fee for its use, the convenience it provides in terms of less administration, is well worth it. We can also run appeals using a QR code and/or the 'Give A Little' website which tracks Gift Aid. These, of course, reflect the way in which technology helps with managing finance and next year we hope to move the Gift Aid reclaim process into a software programme which will speed up the time in which it takes HMRC to recompense the church.

Expenditure

Most of the expenditure was for the fabric of the church although naturally there were maintenance issues within the centre. New gates for the front of the church were purchased and installed but thanks to some generous donations this expenditure was covered.

Reserves Policy

The Finance Committee meets to discuss a draft budget for the following financial year and makes recommendations to the PCC for consideration. Once the budget is approved progress is monitored at each PCC meeting during the year and any necessary variation approved. The main aim is to operate a balanced budget year on year whilst continuing the maintenance and upkeep of the physical assets under the PCC's stewardship.

- Reserves are maintained to cover at least 3 months' expenditure.
- Special funds are established for any major project or appeals undertaken.
- The use of Designated Funds is considered as the need arises.

Any substantial funds in the current account which are not for immediate use are placed in interest bearing accounts as approved by the PCC.

Risk Management Statement

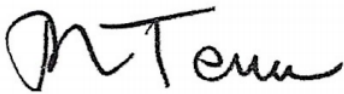
In 2003 the Finance Committee carried out a detailed risk assessment and made recommendations to the PCC. The major risks that impact upon the work of the Church were identified, assessed and minimised. This has been extended to other sub-committees of the PCC to review and report to the PCC as necessary.

The PCC approved the Child Protection Policy and the Disclosure and Child Protection Officer (Parish Safeguarding Officer) continued the work on obtaining disclosures and training for all those involved in children's activities within the Church.

These have been reviewed this year and amended as necessary in accordance with the Diocesan Policy.

Approved by the PCC on Sunday 30th April 2022

Revd Ross Terranova (PCC Chairman)

A handwritten signature in black ink, appearing to read 'R Terranova', written in a cursive style.

Date: 30th April 2022

Independent Examiner's Report to the PCC of St. Peter's Ditton

This report on the financial statements of the PCC for the year ended 31st December 2022, which are set out on pages 9 to 15, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and section 145 of the Charities Act 2011 ('the Act').

As 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 do not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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.

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

- (1) which give me reasonable cause to believe that in any material respect the requirements
 - a. to keep accounting records in accordance with section 130 of the Act; and
 - b. to prepare financial statements, which accord with the accounting records and 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.

Signed:

Date:

Mr Peter Tite
28 B Iron Mill Lane
Crayford
Kent
DA1 4RW

FUNDS 2021		INCOME & ENDOWMENTS	Unrestricted Funds	Restricted Funds	TOTAL 2022
£			£	£	£
	Note				
	1	Donations & legacies			
		Planned giving:			
55,291.00		Gift Aid donation	58,979.00		58,979.00
13,875.26		Tax recovered	14,473.08		14,473.08
6,139.97		Other giving	9,454.08		9,454.08
769.22		Collections	1,165.97		1,165.97
336.83		Tax recovered	624.15		624.15
15,286.00		Gift day		18,447.50	18,447.50
2,971.25		Tax recovered		4,082.50	4,082.50
9,067.54		Grants	3,901.58	5,269.13	9,170.71
6,241.75		Donations, appeals etc.		3,691.63	3,691.63
0		Tax recovered		338.50	338.50
109,978.82		Total	88,597.86	31,829.26	120,427.12
	2	Activities for generating funds			
0.00		Events	49.02	268.00	317.02
80.26		Sales	0.00		0.00
265.00		Sponsored events	325.00		325.00
0.00		Awayday		550.00	550.00
345.26		Total	374.02	818.00	1,192.02
	3	Investments			
		Interest	34.38		34.38
0.00		Total	34.38	0.00	34.38
		Other trading activities			
1,900.60		Church Centre Rents	2,400.00		2,400.00
4140		Pre-school Rents	4,389.00		4,389.00
2,132.00	4	Fees	2,160.00	1,223.00	3,383.00
8,172.60		Total	8,949.00	1,223.00	10,172.00
		Other income			
145.00	5	C Cards 2022		159.00	159.00
12.50		C Cards Tax Recovered		22.50	22.50
0.00		Miscellaneous			0.00
40.36		Easy Fundraising	15.96		15.96
23.55		Refunds	24.98	3,658.83	3,683.81
12,000.00		Funds transfer	35,470.55		35,470.55
2,210.00		Building Fund		21,205.54	21,205.54
14,431.41		Total	35,511.49	25,045.87	60,557.36
132,928.09		TOTAL INCOMING RESOURCES	133,466.75	58,916.13	192,382.88
		RESOURCES EXPENDED			
		Cost of generating funds			
	6	Stewardship scheme exp.			0.00
44.49		Events	410.25	670.00	1,080.25
44.49		Total	410.25	670.00	1,080.25
		Grants and Charitable giving			
0.00	7	Overseas			0.00
0.00		CMJ			0.00
0.00		Armonia			0.00
0.00		Crosslinks			0.00
0.00		Tearfund			0.00
0.00	Home	CPAS			0.00
210.00		Poppy Appeal			0.00
30.00		Churches Together	10.00		10.00
132.00		Link to Hope (Shoebox		174.00	174.00
		C. Cards 2021		145.00	145.00
800.00		Secular Charities		1,794.52	1,794.52
1,172.00		Total	10.00	2,113.52	2,123.52

FUNDS 2021			Unrestricted Funds	Restricted Funds	TOTAL 2022
5,822.40	8	Parish share / Pledge	5,499.97	0.00	5,499.97
52,401.60	9	Staffing Costs			
1,800.00		Stipend and Pens. / Min. Costs	49,500.03		49,500.03
3,436.83		Rectors expenses	1,800.00		1,800.00
186.24		Rectory Council tax	3,539.17		3,539.17
0.00		Rectory water and sewerage	0.00		0.00
0.00		Rectory maintenance	0.00		0.00
0.00		Assist. Min. honararium	0.00		0.00
0.00		Assist. Min. expenses	0.00		0.00
100.00		Visiting speakers	300.00		300.00
57,924.67	Total	✓	55,139.20	0.00	55,139.20
934.10	10	Church Running			
92.02		Energy costs	842.55		842.55
1,688.22		Water	156.97		156.97
137.81		Insurance	1,814.80		1,814.80
0.00		General repairs and maint.	1,473.61	2,856.00	4,329.61
1,961.24	970.01	Organ Service and Organist	0.00		0.00
630.06	325	Book, materials	822.93	175.30	998.23
425.00	645.01	Copyright licence	229.29		229.29
1,483.00		Wedding and funeral expenses	85.00	1,223.00	1,308.00
2,000.00		Churchyard	2,218.15	112.25	2,330.40
0.00		Repair Fund	27,000.00		27,000.00
29.99		Training	0.00		0.00
868.40		Childrens Activities		0.00	0.00
15.00		Audiovisual Equipment	1,205.49		1,205.49
21,043.54		Miscellaneous	23.50		23.50
31,308.38	Total	✓	35,872.29	33,770.10	69,642.39
3,165.44	11	Centre & Cottage			
865.71		Energy costs	2,592.30		2,592.30
3,041.19		Water	838.89		838.89
2,210.84		Cleaning	3,290.35		3,290.35
539.60		Insurance	2,317.23		2,317.23
509.95		Cottage repair fund	539.60		539.60
4,360.31		Internet & Software	854.32		854.32
1,062.55		General repair and maintenance	416.16		416.16
1,469.33		Equipment and maintenance	631.30		631.30
21.83		Office and telephone	1,770.60		1,770.60
17,246.75	Total	✓	13,475.52	0.00	13,475.52
100.00	12	Governance Cos			
		Auditor Fee	100.00	0.00	100.00
3,728.25	13	Church Admin. & Admin.			
740.82		Parish administrator	3,960.00		3,960.00
0.00		Printing, Stationery and Copy.	1,874.98		1,874.98
4,469.07	Total		5,834.98	0.00	5,834.98
60.00	14	Other resources expended			
0.00		Bank charges	81.75		81.75
0.00		Miscellaneous			0.00
30.00		Other Fees	27.91		27.91
90.00	Total		13,282.70	0.00	13,282.70
0.00	15	Gift day allocation			
0.00		Building Works		9,139.43	9,139.43
0.00		Other Fees		6,890.57	6,890.57
0.00	11757	CMJ		1,250.00	1,250.00
0.00	21043	Armonia		1,250.00	1,250.00
10.00		Crosslinks		1,500.00	1,500.00
348.00		Tearfund		1,250.00	1,250.00
358.00		CPAS		1,250.00	1,250.00
118,535.76	Total Resources Expended		129,734.57	59,083.62	188,818.19

OTHER ACCOUNTS HELD BY THE PCC

YEAR 2021		YEAR 2022
£	SAVINGS ACCOUNT- CHURCH #	£
17,507.00	Account balance at 1st January	7,533.75
2,000.00	Receipts	2,000.00
-12,000.00	Transfer in	25,000.00
26.75	Payments	-22000
<u>7,533.75</u>	Interest	<u>97.76</u>
		<u>12,631.51</u> ✓
	SAVINGS ACCOUNT COTTAGE #	
3,688.57	Account balance at 1st January	4235.03
546.46	Receipts	539.60
	Transfer	
	Payments	
	Interest	22.95
<u>4,235.03</u>		<u>4,797.58</u> ✓
	# All these accounts are held at the Diocese	
	CAFCASH ACCOUNT DEVELOPMENT FUND	
10,291.85	Account balance at 1st January	10195.85
-96.00	Receipts	16.00
	Charges	-24.00
	Transfer	-10187.85
	Interest	
<u>10,195.85</u>		<u>0.00</u> ✓
	CAF/CASH GOLD	
5,175.85	Opening balance	5176.37
	Receipts	23282.70
	Charges	0.00 ✓
	Transfer	-13282.70
0.52	Interest	52.77
<u>5,176.37</u>	Closing balance	<u>15,229.14</u>

STATEMENT OF ASSETS AND LIABILITIES AT 31ST DECEMBER 2022

MONETARY ASSETS

	General Fund	Savings Account Church	Savings Account Cottage	CAFCASH Dev. Fund	CAFCASH Burserly Fund	CAFCASH Gen	CAFCASH Gold	Total 2022	2021
	£	£	£	£	£	£	£	£	£
Petty Cash								0.00	0.00
Accounts Held at Diocese		12,631.51	4,797.58					17,429.09	11,222.32
Account Held at C.A.F.	29,132.67			0.00	0.00		15,229.14	44,361.81	54,029.98
Total	29,132.67	12,631.51	4,797.58	0.00	0.00	0.00	15,229.14	61,790.90	65,252.30

LIABILITIES

Total

Debtors (Tax reclaim)		-11,970.30		-50.00		-12,020.30
Creditors		4,208.75				4,208.75
Gift day /receipt in advance				6,890.57		6,890.57
Adjustments ()						-2,276.21

NON-MONETARY ASSETS

- i Church and Grounds
- ii Church Centre - on lease
- iii Church Cottage - on lease
- iv Office Equipment including IT - £1,250
- v Projector and screen-Church- £3,200
- vi Audio Equipment £4,600

Accounting Policies

The financial statements have been prepared under the Church Accounting Regulations 2006 in accordance with applicable accounting statements and the current Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2015) on the accruals basis.

Funds

Restricted Funds represent donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the 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. The PCC does not usually invest separately for each fund.

Unrestricted Funds are the general funds which can be used for PCC ordinary purposes.

Incoming Resources

Planned-giving, collections and donations are recognised when received. Tax refunds are claimed on a quarterly basis in arrears. Grants and Legacies are accounted for when the PCC is legally entitled to the amounts due. All other income is recognised when it is receivable.

Resources Expended

Grants and donations are accounted for when paid over. The Diocesan Parish share is accounted for when due. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is generally recognised when it is incurred and is accounted for gross.

Fixed Assets

Consecrated and benefice property is not included in the accounts in accordance with s.10 (2) (a) and (c) of the Charities Act 2011.

Movable church furnishings held by the Rector and Church Wardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the Church's inventory. Equipment within the Church and Church Centre have been purchased from revenue.

Explanation of Funds

The PCC has a number of funds held either by the Diocese or by the Charities Aid Foundation as follows.

(1) Savings Account – Church

This fund is fed by contributions paid by the PCC to the Diocese. Interest is added to the fund on an annual basis. The assets are available to the PCC to meet expenditure incurred on necessary repairs following the Quinquennial review of the Church.

(2) Savings Account – Cottage

This fund is fed by contributions paid by the PCC to the Diocese. Interest is added to the fund on an annual basis. These funds are available to the PCC to meet expenditure incurred on any necessary repairs arising from this review.

(3) Development Fund – CAFCASH Account

This fund is has now been closed and all funds transferred to the Gold (interest bearing account).

(4) Bursary Fund – CAFCASH Account

In 2003 this Fund was set up by the PCC to assist young members of the Church in undertaking missionary work. The fund has been replenished, as necessary, with contributions from Gift Days. This fund was held with the Charities Aid Foundation. This account is now closed.

(5) CAFCASH – General Fund

This account is the main bank account for the regular finances of the Church.

(6) CAFCASH – Gold Account

This is now the main savings account for the church.