

St. Peter's Church, Ditton

Annual Report and Financial Statements

of the Parochial Church Council

for the year ended 31st December 2023

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

May 2024

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 2023

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>Safeguarding Officer</i>	Mrs Ruth Campbell	
<i>Representatives</i>		
<i>On Deanery Synod</i>	Mr Simon Webley	Vice Chairman
<i>Elected members</i>	Mr Stephen Kemp Mr Ian Cropper Mrs Jane Beldham Mrs Dierdre Johnson Mr Kennedy Emokpaire Mrs Jenny Stout Mrs Lin Atkinson	(Re-elected) (Left July 2023)
<i>Co-Opted Member</i>	Mrs Ruth Campbell	(May 2023 as PCC Secretary)
<i>Co-Opted Member</i>	Mr David Grimes	(May 2023)
<i>Co-Opted Member</i>	Mrs Caroline Gibbons	

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 lettings.

Church attendance

At the Annual Parochial Church Meeting on 30th April 2023, it was reported that the Electoral roll showed there were now 83 people on the roll.

- ❖ **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 but since November 2023 has been part of the Aletheia Academies Trust. Pupils at the school continue to use the church to celebrate various festivals throughout the year.
- ❖ **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 we were all amazed by the very large crowd that joined us for Carols on the Green A bucket collection was made on behalf of the Heart of Kent Hospice.
- ❖ **Church Building:** Various work was carried out in and around the church, including the replacement of a failed floodlight, woodworm treatment of the organ and extensive tree work in the church yard.
- ❖ **Small Groups:** Our Lent Course, The Long Way to Heaven explored Christian understandings of salvation in a five-part study course based on the film, The Way.
- ❖ **Church Lunches:** There were three lunches held in the church centre. One on Maundy Thursday, one for the coronation and a harvest lunch.
- ❖ **JAM Club:** It has been really encouraging seeing our JAM club (Jesus and Me) continue to grow over the past year and we have very much enjoyed their participation in a number of services and their contributions tea and coffee after the service.

Review of the Financial Year – Highlights

- ❖ As predicted the impact of energy price rises were felt in 2023, but thanks to the generosity of the congregation, it didn't impact on our ability to maintain the church and centre in good order or impact on our ability to give to mission partners.
- ❖ All churchyard expenditure represented work done on trees, unfortunately the invoice from the Parish Council for grass cutting was not submitted in this financial year so will show twice next year.
- ❖ 'Planned Giving' increased by 11% which was partly as a result of people increasing their giving in line with inflation but also because some new members joined the church.
- ❖ We continue to be grateful that the majority of people give electronically as this allows us to predict income.
- ❖ Fee income has decreased by 26% to £2678 with over a third of it being paid to the diocese.
- ❖ Gift Day raised £14440 with a further £3580 recovered via Gift Aid from 2022's Gift Day
- ❖ Gift Day monies were put aside to pay for new signage at the front of the church and the centre. Then in a continued plan to ensure that support to our missionary organisation comes from our planned giving, only 50% came from Gift Day this year.

The balance of Gift Days monies has been reserved for maintenance of the church and church centre buildings.

- ❖ 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 Donations Coordinator.
- ❖ We have continued to pay both the ch.

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 2023.

The outturn for 2023 shows a surplus of: £6986.99 (Unrestricted £4954.26; Restricted £-2062.73)

Income

In terms of income, there has been a 11% rise in 'planned giving' as a result of new member contributions and some increases by regular givers however with a few people leaving the church for pastures new this may not be sustained. Thankfully energy bills are starting to fall as this is a major expense for the church, although the prediction that there would be a deficit has not been proven. The accounts look healthy but there is still a lot of work to do to maintain the fabric of the church and the church centre. We have had to increase centre rents once more (in line with inflation), but it is those groups who use the majority of energy within the centre during the week and it is essential that we 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. We have now successfully claimed Gift Aid using the new software programme and although there is a cost for the accounts and gift aid software, the convenience and speed outweighs. Towards the end of the year we successfully applied to the diocese for a new device that can be permanently installed in the church. There will be a small cost for an annual sim card at approximately 10p a day.

Expenditure

Most of the increase in expenditure this year was down to the huge increase in energy bills that have affected everybody, and we are hopeful that these will reduce in 2024. There has continued to be expenditure on the fabric of the church and a number of maintenance issues, some expected and others not. Quite a lot of work has been done on the maintenance of the churchyard particularly around tree management.

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 15th April 2024

Revd Ross Terranova (PCC Chairman)

A handwritten signature in black ink, appearing to read 'R Terranova', written over a horizontal line.

Date: 15th May 2024

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 2023, 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: 18/09/24

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

Parochial Church Council of St Peter, Ditton
Statement of financial activities
For the year ending 31 December 2023

FUNDS 2022			Unrestricted funds	Restricted Funds	TOTAL 2023
£		Note	£	£	£
INCOME & ENDOWMENTS					
109,978.82	Donations & legacies	1	92,439.05	21,212.35	113,651.40
345.26	Activities for generating funds	2	294.50	1,354.02	1,648.52
0.00	Investments	3	94.46	0.00	94.46
8,172.60	Other trading activities	4	10,629.00	761.00	11,390.00
14,431.41	Other income	5	317.95	77.82	395.77
132,928.09	TOTAL INCOMING RESOURCES		103,774.96	23,405.19	127,180.15
RESOURCES EXPENDED					
44.49	Cost of generating funds	6	49.41	1,244.00	1,293.41
372.00	Grants & Charitable giving	7	3,510.00	616.13	4,126.13
5,822.40	Parish share	8	5,499.97	0.00	5,499.97
57,924.67	Staffing Costs	9	55,727.75	0.00	55,727.75
31,308.38	Church Running	10	13,859.70	1,209.50	15,069.20
17,246.75	Centre & Cottage Running	11	15,017.53	0.00	15,017.53
100.00	Governance Costs	12	75.00	0.00	75.00
4,469.07	Church Administration	13	4,974.94	0.00	4,974.94
923.44	Other resources expended	14	125.00	250.00	375.00
18,257.25	Gift day allocation	15	0.00	18,022.83	18,022.83
136,468.45	TOTAL RESOURCES EXPENDED		98,839.30	21,342.46	120,181.76
-3,540.36	NET INCOMING RESOURCES		4,935.66	2,062.73	6,998.39
-8,956.21	Debtors (Tax reclaim)		-11,498.89		-11,498.89
1,370.00	Creditors		1,275.00		1,275.00
1,329.98	Gift day /receipt in advance			13,532.93	13,532.93
8,249.04	Adjustments ()				12,048.45
-1,547.55				*	22,355.88
					(A-B)
	BALANCES B/FWD 1st JAN 2023	?		B	29,132.67
35,186.59	BALANCES C/FWD 31 DEC 2023	?		A	51,488.55
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.

FUNDS 2022			Unrestricted Funds	Restricted Funds	TOTAL 2023
£			£	£	£
	Note				
	1	Donations & legacies			
		Planned giving:			
58,979.00		Gift Aid donation	65446.00		65,446.00
14,473.08		Tax recovered	19,414.32		19,414.32
9,454.08		Other giving	4776.00		4,776.00
1,165.97		Collections	839.64		839.64
624.15		Tax recovered	653.67		653.67
18,447.50		Gift day		14,440.00	14,440.00
4,082.50		Tax recovered		3,583.83	3,583.83
9,170.71		Grants			0.00
3,691.63		Donations, appeals etc.	1309.42	2,735.70	4,045.12
338.5		Tax recovered		452.82	452.82
120,427.12		Total	92,439.05	21,212.35	113,651.40
	2	Activities for generating funds			
317.02		Events		530.00	530.00
0.00		Sales	7.00		7.00
325.00		Sponsored events	287.50		287.50
550.00		Awayday		824.02	824.02
1,192.02		Total ✓	294.50	1,354.02	1,648.52
	3	Investments			
34.38		Interest	94.46		94.46
34.38		Total ✓	94.46	0.00	94.46
		Other trading activities			
2,400.00		Church Centre Rents	4,023.00		4,023.00
4389		Pre-school Rents	4,689.00		4,689.00
3,383.00		Fees	1,917.00	761.00	2,678.00
10,172.00		Total ✓	10,629.00	761.00	11,390.00
		Other income			
159.00	5	C Cards		40.00	40.00
22.50		C Cards Tax Recovered		37.82	37.82
0.00		Miscellaneous	60.00		60.00
15.96		Easy Fundraising	15.56		15.56
3,683.81		Refunds	242.39		242.39
35,470.55		Funds transfer			0.00
21,205.54		Building Fund			0.00
60,557.36		Total ✓	317.95	77.82	395.77
192,382.88		TOTAL INCOMING RESOURCES	103,774.96	23,405.19	127,180.15
		RESOURCES EXPENDED			
		Cost of generating funds			
	6	Stewardship scheme exp.			0.00
1,080.25		Events	49.41	1,244.00	1,293.41
1,080.25		Total ✓	49.41	1,244.00	1,293.41
		Grants and Charitable giving			
0.00	7	Overseas	625.00		625.00
0.00		CMJ	625.00		625.00
0.00		Armonia	750.00		750.00
0.00		Crosslinks	625.00		625.00
0.00		Tearfund	625.00		625.00
0.00		Home	625.00		625.00
0.00		CPAS		217.97	217.97
10.00		Poppy Appeal			10.00
174.00		Churches Together	10.00		154.95
145.00		Link to Hope (Shoebox)		154.95	159.00
1,794.52		C. Cards		159.00	250.00
0.00		Secular Charities	250.00		84.21
2,123.52		Total ✓	3,510.00	616.13	4,126.13

FUNDS 2022			Unrestricted Funds	Restricted Funds	TOTAL 2023
5,499.97	8	Parish share / Pledge	5,499.97	0.00	5,499.97
49,500.03	9	Staffing Costs	49,500.03		49,500.03
1,800.00		Stipend and Pens. / Min. Costs	1,800.00		1,800.00
3,539.17		Rectors expenses	3,697.71		3,697.71
0.00		Rectory Council tax	385.01		385.01
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
300.00		Visiting speakers	345.00		345.00
55,139.20	Total	✓	55,727.75	0.00	55,727.75
842.55	10	Church Running	1,727.74		1,727.74
156.97		Energy costs	65.58		65.58
1,814.80		Water	1,916.01		1,916.01
4,329.61		Insurance	758.33		758.33
0.00		General repairs and maint.	276.00		276.00
998.23		Organ Service and Organist	1,495.35	166.50	1,661.85
229.29		Book, materials	694.16		694.16
1,308.00		Copyright licence	241.79	761.00	1,002.79
2,330.40		Wedding and funeral expenses	4,136.59		4,136.59
27,000.00		Churchyard	2,000.00		2,000.00
0.00		Repair Fund	0.00		0.00
0.00		Training	95.00	0.00	95.00
1,205.49		Childrens Activities	424.15	282.00	706.15
23.50		Audiovisual Equipment	29.00		29.00
29,403.55		Miscellaneous			0.00
69,642.39	Total	✓	13,859.70	1,209.50	15,069.20
2,592.30	11	Centre & Cottage	5,089.35		5,089.35
838.89		Energy costs	734.58		734.58
3,290.35		Water	3,209.20		3,209.20
2,317.23		Cleaning	1,862.95		1,862.95
539.60		Insurance	539.60		539.60
854.32		Cottage repair fund	794.52		794.52
416.16		Internet & Software	551.89		551.89
631.30		General repair and maintenance	250.00		250.00
1,770.60		Equipment and maintenance	1,985.44		1,985.44
224.77		Office and telephone			0.00
13,475.52	Total	✓	15,017.53	0.00	15,017.53
100.00	12	Governance Cos	75.00	0.00	75.00
3,960.00	13	Church Admin. & Admin.	4,355.50		4,355.50
1,874.98		Parish administrator	619.44		619.44
0.00		Printing, Stationery and Copy.			0.00
5,834.98	Total		4,974.94	0.00	4,974.94
81.75	14	Other resources expended	65.00		65.00
0.00		Bank charges		250.00	250.00
27.91		Miscellaneous			0.00
13,282.70		Other Fees	60.00		60.00
13,392.36	Total		125.00	250.00	375.00
9,139.43	15	Gift day allocation		739.90	739.90
6,890.57		Building Works		13,532.93	13,532.93
1,250.00		Unused Sum		725.00	725.00
1,250.00		CMJ		725.00	725.00
1,500.00		Armonia		850.00	850.00
1,250.00		Crosslinks		725.00	725.00
1,250.00		Tearfund		725.00	725.00
22,530.00		CPAS	0.00	18,022.83	18,022.83
188,818.19	Total Resources Expended		98,839.30	21,342.46	120,181.76

OTHER ACCOUNTS HELD BY THE PCC

YEAR 2022		YEAR 2023
£	SAVINGS ACCOUNT- CHURCH #	£
7,533.75	Account balance at 1st January	12,631.51
2,000.00	Receipts	2,000.00
25,000.00	Transfer in	
-22000	Payments	
97.76	Interest	398.60
12,631.51		15,030.11 ✓
	SAVINGS ACCOUNT COTTAGE #	
4,235.03	Account balance at 1st January	4797.58
539.60	Receipts	539.60
	Transfer	
	Payments	
22.95	Interest	147.60
4,797.58		5,484.78 ✓
	# All these accounts are held at the Diocese	
	CAFCASH ACCOUNT DEVELOPMENT FUND (Closed)	
10,195.85	Account balance at 1st January	
16.00	Receipts	
-24.00	Charges	
-10,187.85	Transfer	
	Interest	
0.00		0.00 ✓
	CAF/CASH GOLD	
5,176.37	Opening balance	15229.14
23282.7	Receipts	
0	Charges	✓
-13282.7	Transfer	
52.77	Interest	285.86
15,229.14	Closing balance	15,515.00

STATEMENT OF ASSETS AND LIABILITIES AT 31ST DECEMBER 2023

MONETARY ASSETS

	General Fund	Savings Account Church	Savings Account Cottage	CAFCASH Gold	Total 2023	2022
	£	£	£	£	£	£
Petty Cash					0.00	0.00
Accounts Held at Diocese		15,030.11	5,484.78		20,514.89	17,429.09
Account Held at C.A.F.	51,488.55			15,515.00	67,003.55	44,361.81
Total	51,488.55	15,030.11	5,484.78	15,515.00	87,518.44	61,790.90

LIABILITIES

Total

Debtors (Tax reclaim)		-11,498.89				-11,498.89
Creditors		1,275.00				1,275.00
Gift day /receipt in advance				13,532.93		13,532.93
Adjustments ()						12,058.85

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) CAFCASH – General Fund

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

(4) CAFCASH – Gold Account

This is now the main savings account for the church.