

**St. John the Evangelist
Hildenborough**

**REPORT & ACCOUNTS
Year ended 31st December 2021**

PARISH OF HILDENBOROUGH

Annual report of the Parochial Church Council 2021



Background and Aims and Purposes

The Parish of Hildenborough is a village, 3 miles north of Tonbridge in Kent, with about 5000 inhabitants. The Parish Church of St. John the Evangelist was established in 1844, and has a range of services. The Parochial Church Council (PCC) has responsibility for co-operating with the incumbent in promoting within the Parish the whole Mission of the Church, pastoral, evangelistic, social and ecumenical. Revd. Tim Sallet is the incumbent. He is assisted by Mr Marcus Hockley (Children and Families Pastor), Mrs Susan Trowbridge, (Lay Reader, Anna Chaplain and Seniors Pastor) and Mr Trevor Long (Lay Reader). Together, the PCC and incumbent also have overall responsibility for the administration and financial affairs of the Church including the care and maintenance of the Church, Churchyard and other Church buildings. The latter includes a Church Centre complex and a semi-detached house at 12 Fellowes Way, Hildenborough, which is currently let.

Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community and to sharing the good news of the Christian faith as widely as possible. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament. The church aims to make provision of pastoral care for people living in the parish as well as social care through the operation of a food bank.

Achievements and Performance

There were six PCC meetings during the year in addition to a General Meeting to appoint a Church Warden and the APCM in May. Due to the COVID restrictions all meetings prior to June took place via Zoom. Legislation and guidance surrounding COVID have also resulted in both the Church and Church Centre being closed for the first part of the year with a consequential effect on income. Due to the continuation of a high level of Corona infection rate rose in the area, the Incumbent and PCC made the decision, with permission from the Bishop, to suspend live services until Easter 2021. However, the Church maintained a very lively presence online with regular services and Kids Church being either recorded, or streamed from the Church. The subsequent period has seen a slow return of attendance at live services and from September a resumption of two morning services. St. John's has also continued to serve the community through its support network and operation of its Food Bank. 2021 saw the launch of the Community Hub 'Angel Café' initiative in association with Angel Lane CIC. To enable this to operate in the Church Centre a 'bean to cup' coffee machine was purchased with assistance from a 'crowd funding' campaign organised by Angel Lane. The plans to re-order the interior of the church have been reviewed but little progress has been made towards final agreement and implementation.

The business and activities of the PCC and parish during the year are reflected in the document "Reports of the Various Committees and Organisations" which includes the Vicar's Report and is available alongside these accounts. This year it largely reflects "pre-lockdown" activity. A summary of the key outcomes of each PCC meeting is available from the PCC secretary and approved minutes are available to view on request.

Financial Review

The inability to hold in person services in church, with collections, and to hire out the Church Centre facilities due to COVID related lockdowns and restrictions has had a serious effect on the Church's finances. There has also been a loss of regular standing order income due to members changing personal circumstances, or to loss of members due to death or moving to other churches. The result has been that the church has been unable to financially support its mission partners as in previous years and agreed as in 2020 was not able to provide its requested level of Indicative Offer to the Diocese. The Parish Magazine, Keys, which despite the financial climate continued to attract a reasonable number of advertisers and donations from the community and showed a surplus of £5,934. With the benefit of this surplus and careful control of expenditure a small surplus of £1,418 was achieved on the General Unrestricted Fund. The year-end balance on this fund is £23,364 which is still substantially below the policy of the PCC to maintain a balance of unrestricted funds which equates to a minimum of at least three months unrestricted payments, which would equate to closer to £40,000.

A continuing generous level of financial donations, from both those within the church community and those outside it, has enabled the church to provide for those in need both through the Food Bank and through the Vicar's Discretionary Fund.

Membership of the P.C.C.

Members of the PCC are either ex-officio or are elected by the Annual Parochial Church Meeting in accordance with the Church Representation Rules. Churchwardens are elected by the whole of the Parish. During the year the following persons have served as members of the PCC:

Incumbent	Rev. T Saiet	Chairman
Licensed Children & Families Pastor	Mr M. Hockley	
Churchwardens (elected)	Mr W. Glass Mr John Bonarius (appointed 18/01/21)	Vice Chair
Deanery Synod Lay Representatives (elected)	Mrs Rosemary Barton Mr Nicholas Hawkins	
Lay Representatives to the PCC (elected)	Mr Chris Mileham (Treasurer) (retired 31/12/21) Mr Peter Thomas (retired 17/05/21) Mrs Caroline Rodger (retired 17/05/21) Mr John Bonarius (appointed Churchwarden 18/1/21) Mrs Julie Rhodes (retired 17/05/21) Mr Gordon Paterson (retired 17/05/21)	Mr Trevor Long
PCC Secretary	Mrs Valerie Marsh (appointed 08/02/22) Mrs A Willmont (retired 17/11/21)	

Committees

The PCC operates through a number of Committees which meet between the full meetings of the PCC. Each Committee (except the Standing and Finance Committee) prepares minutes of its meetings and presents them to the next following PCC for consideration.

Standing and Finance Committee.

This Committee may transact the business of the PCC between full meetings. In practice its main business consists of the drawing up of the Agenda for PCC meetings and discussions of how particular topics are to be handled.

It also oversees the financial affairs of the Parish, giving advice to the PCC on specific expenditure requests and producing monthly monitoring statements and the annual budget and accounts.

Mission Support Committee.

Promotes mission at home other than within the Parish and overseas and arranges financial, practical and prayer support through prayer meetings, Home Groups and periodic information via the Church notices. Details of financial support given in the past year is included in the Annual Accounts.

Church Centre Committee.

Responsible for the care, maintenance and letting of the Church Centre complex.

Churchyard Committee.

This committee generally consists of two Church representatives and two Parish Council representatives and is responsible with the Parish Council for the upkeep of the churchyard. The committee currently has no members.

Church Electoral Roll.

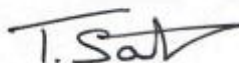
See separate report.

Church Attendance.

The average adult attendance on Sunday has been difficult to ascertain accurately as the majority of services have been online. However it is clear that online viewings have exceeded the average numbers usually attending in church which for 2019 was 170 (children 45).

Safeguarding

The Parochial Church Council has complied with its duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults).



Rev T Sait

05 May 2022

Parochial Church Council of St John the Evangelist, Hildenborough

Statement of Financial Activities

For the year ending 31 December 2021

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS £ 2021	TOTAL FUNDS £ 2020
INCOMING RESOURCES						
Incoming resources from donors	2(a)	106,326	3,000	5,000	114,326	108,540
Other voluntary incoming resources	2(b)	-	2,278	55,496	57,774	32,769
Incoming resources from operating activities						
to further the Council's objects	2(c)	41,303	(2,000)	5,143	44,446	42,853
to generate funds	2(d)	-	12,243	-	12,243	12,817
Income from investment	2(e)	1,093	41	-	1,134	1,367
		-----	-----	-----	-----	-----
TOTAL INCOMING RESOURCES		148,722	15,562	65,639	229,923	198,346
		=====	=====	=====	=====	=====
RESOURCES EXPENDED						
Grants	3(a)	76	-	-	76	4,316
Activities directly relating to the work of the Church	3(b)	103,533	13,507	37,661	154,701	133,775
Church management and administration	3(c)	49,629	-	-	49,629	50,304
		-----	-----	-----	-----	-----
TOTAL RESOURCES EXPENDED		153,238	13,507	37,661	204,406	188,395
		=====	=====	=====	=====	=====
NET INCOMING / (OUTGOING) RESOURCES		(4,516)	2,055	27,978	25,517	9,951
FUND TRANSFERS	9	5,934	(5,934)	-	-	-
		-----	-----	-----	-----	-----
NET MOVEMENT IN FUNDS		1,418	(3,879)	27,978	25,517	9,951
		=====	=====	=====	=====	=====
BALANCES BROUGHT FORWARD AT						
1 JANUARY 2021 (2020)		21,946	49,961	68,938	140,845	130,894
		=====	=====	=====	=====	=====
BALANCES CARRIED FORWARD AT						
31 December 2021 (2020)		23,364	46,082	96,916	166,362	140,845
		=====	=====	=====	=====	=====

Parochial Church Council of St John the Evangelist, Hildenborough

Balance Sheet at 31 December 2021

	Note	2021 £	2020 £
FIXED ASSETS			
Tangible fixed assets	5	48,257	48,257
		=====	=====
CURRENT ASSETS			
Debtors	7	19,585	18,295
Diocesan General Fund	10	79,467	54,301
Diocesan Repair Funds	10	23,825	23,850
Cash at bank and in hand		37,550	32,988
		-----	-----
		160,427	129,434
		=====	=====
LIABILITIES			
Amounts falling due within one year	8	(42,322)	(36,846)
		-----	-----
NET CURRENT ASSETS		118,105	92,588
		=====	=====
NET ASSETS		166,362	140,845
		=====	=====
FUNDS	6, 9		
Unrestricted		23,364	21,946
Designated		46,082	49,961
Restricted		96,916	68,938
		-----	-----
		166,362	140,845
		=====	=====

The Financial Statements have been prepared in accordance with Financial Reporting Standard for Smaller Entities (effective June 2002)

Approved by the Parochial Church Council on 5 May 2022 and signed on its behalf by:

Rev T Salet

T. Salet

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The notes on pages 3 to 10 form part of these accounts.

Parochial Church Council of St John the Evangelist, Hildenborough

Notes to the Financial Statements For the year ended 31 December 2021

1 ACCOUNTING POLICIES

Please see notes below

2 INCOMING RESOURCES

	Unrestricted Funds £	Designated Funds £	*Restricted Funds £	TOTAL FUNDS £ 2021	TOTAL FUNDS £ 2020
2(a) Incoming resources from donors **					
Planned giving - Gift Aid donations	71,222	-	-	71,222	71,662
Income tax recovered and recoverable	17,801	-	-	17,801	17,915
Other planned giving	13,265	-	-	13,265	12,191
Collections	2,578	-	-	2,578	2,233
Legacies	-	3,000	5,000	8,000	-
Sundry donations	1,460	-	-	1,460	4,539
	-----	-----	-----	-----	-----
	106,326	3,000	5,000	114,326	108,540
	-----	-----	-----	-----	-----

2(b) Other voluntary incoming resources

Contributions to cost of:

Chancel	-	-	10,800	10,800	5,275
Church Computer and New Services	-	-	-	-	376
Churchyard lights	-	-	613	613	-
Church Centre improvements	-	166	2,045	2,211	-
Donations for third parties	-	-	2,323	2,323	3,398
"Keys" Magazine	-	1,933	-	1,933	2,932
Bright Sparks (formerly Sunbeams)	-	179	-	179	135
Vicar's Discretionary	-	-	18,844	18,844	10,725
Who Let The Dads Out	-	-	-	-	-
Food Bank	-	-	20,871	20,871	9,928
	-----	-----	-----	-----	-----
	-	2,278	55,496	57,774	32,769
	-----	-----	-----	-----	-----

* The Restricted Funds are those allocated for a specific purpose

** During the year £19,665 was donated as Unrestricted Funds and £10,705 as Restricted Funds by members of the PCC

2(c) Income from operating activities to further the Council's objects

Church Centre lettings etc	17,729	-	-	17,729	9,377
Rental - Fellowes Way	15,600	-	-	15,600	15,600
Fees	7,874	-	-	7,874	6,646
HMRC Job Support Grants received	-	-	-	-	6,830
Grant received re Angel Cafe***	-	(2,000)	5,143	3,143	-
Other Grants received	100	-	-	100	4,400
	-----	-----	-----	-----	-----
	41,303	(2,000)	5,143	44,446	42,853
	-----	-----	-----	-----	-----

*** During the year £5,143 was received through a crowd funding campaign organised by Angel Lane CIC towards cost of coffee machine in Church Centre. £2,000 of which had been contributed from the Church Centre Fund.

Parochial Church Council of St John the Evangelist, Hildenborough

Notes to the Financial Statements (continued)

For the year ended 31 December 2021

	Unrestricted Funds £	Designated Funds £	*Restricted Funds £	TOTAL FUNDS £ 2021	TOTAL FUNDS £ 2020
2(d) Income from operating activities: to generate funds					
Receipts for "Keys" advertising	-	12,243	-	12,243	12,817
Tea & Coffee Corner	-	-	-	-	-
	-----	-----	-----	-----	-----
	-	12,243	-	12,243	12,817
	-----	-----	-----	-----	-----
2(e) Income from investment:					
Solar income	924	-	-	924	1,090
Bank and other interest	169	41	-	210	277
	-----	-----	-----	-----	-----
	1,093	41	-	1,134	1,367
	-----	-----	-----	-----	-----
TOTAL INCOMING RESOURCES	148,722	15,562	65,639	229,923	198,346
	=====	=====	=====	=====	=====

3 RESOURCES EXPENDED

	Unrestricted Funds £	Designated Funds £	*Restricted Funds £	TOTAL FUNDS £ 2021	TOTAL FUNDS £ 2020
3(a) Grants (see also Note 12)					
Missionary and charitable giving					
Church overseas:					
missionary and societies	-	-	-	-	1,332
relief & development agencies	76	-	-	76	884
Home missions & other Church Societies	-	-	-	-	2,100
	-----	-----	-----	-----	-----
	76	-	-	76	4,316
	-----	-----	-----	-----	-----

Parochial Church Council of St John the Evangelist, Hildenborough

Notes to the Financial Statements (continued) For the year ended 31 December 2021

	Unrestricted Funds £	Designated Funds £	*Restricted Funds £	TOTAL FUNDS £ 2021	TOTAL FUNDS £ 2020
3(b) Activities directly relating to the work of the Church Ministry:					
Diocesan parish share	48,000	-	-	48,000	47,000
Diocesan Board of Finance fees	2,944	-	-	2,944	1,786
Clergy property expenses	5,761	-	-	5,761	4,779
Clergy and Lay Minister working expense	4,186	-	-	4,186	4,458
Church Clock maintenance	-	-	222	222	-
Church & Centre maintenance	5,536	5,021	6,988	17,545	7,602
Teaching materials	97	-	-	97	75
Upkeep of churchyard	2,185	-	-	2,185	2,355
Heating, Lighting & Water	8,991	-	-	8,991	6,252
Organist/Music/Upkeep of services	6,545	-	-	6,545	5,337
Church Computer and New Services	-	-	-	-	2,939
Expenditure on parish magazine ***	-	7,594	-	7,594	7,128
Vicar's Discretionary	-	-	12,644	12,644	6,864
Food Bank	-	-	14,020	14,020	3,062
Donations passed on	-	-	2,323	2,323	2,282
Young People's work	2,727	-	-	2,727	1,778
Other Outreach & Evangelism	1,905	-	1,378	3,283	748
Training	1,590	-	-	1,590	475
Insurance	5,805	-	-	5,805	5,491
Cleaning	6,144	-	-	6,144	5,820
Bright Sparks (formerly Sunbeams)	-	178	-	178	608
Chancel expenses	-	-	86	86	11,286
Fellowes Way	820	714	-	1,534	5,468
Bank charges	297	-	-	297	182
	103,533	13,507	37,661	154,701	133,775
*** This expenditure was totally offset by advertising and other income (see Note 11)					
3(c) Church management and administration					
Church Office & Sundries	49,629	-	-	49,629	50,304
3(d) Exceptional item					
Oaks Nursery rent treated as income in 2018	-	-	-	-	-
Legal costs related to land and licence to nursery	-	-	-	-	-
	-	-	-	-	-
As investigation of title raised significant doubt as to the rightful beneficial ownership of the Oaks Nursery land it was considered prudent to treat all rent received as a creditor pending clarification of ownership.					
TOTAL RESOURCES EXPENDED	153,238	13,507	37,661	204,406	188,395

Parochial Church Council of St John the Evangelist, Hildenborough

Notes to the Financial Statements (continued) For the year ended 31 December 2021

4 STAFF COSTS

	£ 2021	£ 2020
Wages, salaries and pension costs	44,805 =====	43,283 =====

During the year the PCC employed two Administrators, a Centre Lettings Administrator, a Children and Families Pastor and a Church Cleaner, none of whom earned £50,000 p.a. or more.

Since 19 March 2019 the Children and Families Pastor has also been a member of the PCC. He receives no remuneration or expenses from undertaking that role.

During the Covid 19 Pandemic in 2020 some employees were furloughed. Wages and salaries have been off-set by Government grants received under the Job Retention Scheme - see Note 2(c).

5 FIXED ASSETS FOR USE BY THE PCC

	Freehold land and buildings £
Tangible fixed assets:	
Net Book Value at 1 January 2021	48,257 -----
Net Book Value at 31 December 2021	48,257 =====

The freehold land and buildings comprise the house located at 12 Fellowes Way, Hildenborough. For accounting purposes, the historical cost of this property is deemed to be its purchase cost plus the cost of the refurbishment and rewiring which took place in 2009, which was capitalised in 2009 and 2010.

Due to the likely life of the building no depreciation has been charged.

6 ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds £	Designated Funds £	*Restricted Funds £	TOTAL £
Fixed Assets for Church use as at 1 January 2021	-	-	48,257	48,257
Current Assets at 1 January 2021	21,946	49,961	20,681	92,588
	-----	-----	-----	-----
Fund Balance at 1 January 2021	21,946	49,961	68,938	140,845
Net movement in year	1,418	(3,879)	27,978	25,517
	-----	-----	-----	-----
Fund Balance at 31 December 2020	23,364	46,082	96,916	166,362
	=====	=====	=====	=====

Parochial Church Council of St John the Evangelist, Hildenborough

Notes to the Financial Statements (continued) For the year ended 31 December 2021

7 DEBTORS

	£ 2021	£ 2020
Income tax recoverable	15,652	16,832
Prepayments and accrued income	1,254	1,002
Other debtors	2,679	461
	-----	-----
	19,585	18,295
	=====	=====

8 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

	£ 2021	£ 2020
Accruals of utility and other costs	6,309	4,662
Oaks Nursery rent received	24,994	22,182
"Keys" receipts for the ensuing year	11,019	10,002
Income Tax payable	-	-
	-----	-----
	42,322	36,846
	=====	=====

Parochial Church Council of St John the Evangelist, Hildenborough

Notes to the Financial Statements (continued) For the year ended 31 December 2021

9 FUND DETAILS

	Opening Balance £	Incoming Resources £	Resources Expended £	Transfers £	Closing Balance £
UNRESTRICTED FUNDS					
General Fund	21,946	148,722	(153,238)	5,934	23,364
DESIGNATED FUNDS					
1. Keys Magazine	-	14,176	(7,594)	(6,582)	-
2. Centre Refurbishment	25,156	166	(412)	(6,609)	18,301
3. Church & House Repair (reclassified from Unrestricted Funds)	23,850	41	(714)	648	23,825
4. Who Let The Dads Out	464	-	-	-	464
5. Bright Sparks (formerly Sunbeams)	491	179	(178)	-	492
6. Legacy Fund	-	3,000	-	-	3,000
	49,961	17,562	(8,898)	(12,543)	46,082
RESTRICTED FUNDS					
7. Legacy Fund	-	5,000	(765)	-	4,235
8. Fellowes Way House	48,257	-	-	-	48,257
9. Specific Donations	-	2,936	(2,936)	-	-
10. Vicar's Discretionary	5,086	18,844	(12,644)	-	11,286
11. Food Bank	6,866	20,871	(14,020)	-	13,717
12. Clock Appeal	462	-	(222)	-	240
13. Church Centre Coffee Machine and fridge for Angel Café	-	3,143	(9,752)	6,609	-
14. Other Church Centre appeals	-	2,045	(1,845)	-	200
15. Chancel/Vision 2020	8,267	10,800	(86)	-	18,981
	68,938	63,639	(42,270)	6,609	96,916
TOTAL FUND DETAILS	140,845	229,923	(204,406)	-	166,362

The purposes of these Funds are:-

- KEYS - see Note 11 (Page 9).
- The Centre Refurbishment Fund is for use in major improvements in the Centre.
- Funds held on deposit at the Diocese are for major and Quinquennial repairs to the Church and Fellowes Way house.
- Group for fathers and young children run monthly on a Saturday.
- Group for mothers and young children run weekly in term time on a Monday.
- 6 & 7 Legacies received (6 unconditional) (7 conditional)
- Fellowes Way House - see Note 5 (Page 6).
- These are funds donated for specific missions and projects
- This fund is used by the Vicar for people in need in the parish.
- This fund is to provide food and essential supplies to people in need locally.
- The Clock Appeal was needed to enable the clock to be repaired and renovated.
- As a condition of Angel Lane CIC running the Angel Café in the Centre a Coffee machine and fridge were purchased. Angel Lance CIC organised a crowd funding campaign which raised £5,143 of which the church contributed £2,000.
- Funds raised for Church Centre alterations and tree planting.
- Chancel Fund is funds donated for changes to the interior of the church under the Vision 2020 project.

Parochial Church Council of St John the Evangelist, Hildenborough

Notes to the Financial Statements (continued) For the year ended 31 December 2021

10 DIOCESAN FUNDS

General Fund

	Fund £
Balance at 1 January 2021	54,301
Monies deposited	25,000
Monies withdrawn	-
Interest from Diocese	166
Fees charged by Diocese	-

Balance at 31 December 2020	79,467
	=====

Repair Funds

	Church * £	Fellowes Way £
Balance at 1 January 2021	17,388	6,462
Monies deposited	-	648
Interest from Diocese	30	11
	-----	-----
	17,418	7,121
Less cost of works	-	(714)
	-----	-----
Balance at 31 December 2020	17,418	6,407
	=====	=====

* This is money that the PCC deposit with the Diocese to build up a fund to enable repairs to be carried out following the next Quinquennial review. If this fund is insufficient the Diocese will make an interest free loan to enable the repairs to be carried out.

11 RESOURCES EXPENDED

The details relating to "Keys" are as follows:-

	£ 2021	£ 2020
Printing and other costs	(7,594)	(7,128)
Contributions from public	1,933	2,932
Received in respect of advertising in current year issues	12,243	12,817
Transfer of surplus funds	(6,582)	(8,621)
	-----	-----
Surplus / (Deficit) for the year	-	-
	=====	=====

Parochial Church Council of St John the Evangelist, Hildenborough

Notes to the Financial Statements (continued) For the year ended 31 December 2021

12 GRANTS

	General Fund £	Designated Funds £	*Restricted Funds £	TOTAL FUNDS £ 2021	TOTAL FUNDS £ 2020
1. Church Overseas-Mission Societies					
Release International	-	-	390	390	350
Rev. Fred Njunga	-	-	-	-	982
Tanzania Bishops	-	-	-	-	-
Operation Christmas Child	-	-	-	-	-
	-----	-----	-----	-----	-----
	-	-	390	390	1,332
2. Church Overseas-Relief and Development Agencies					
Tearfund	-	-	1,104	1,104	884
	-----	-----	-----	-----	-----
	-	-	1,104	1,104	884
3. Home Missions and other Church Societies					
Children's Workshop	-	-	390	390	1,400
Longbarn	-	-	-	-	100
Kenward Trust	-	-	-	-	250
Rock UK	-	-	389	389	350
Crosslight/West Kent Debt Advice	-	-	50	50	-
	-----	-----	-----	-----	-----
	-	-	829	829	2,100
	-----	-----	-----	-----	-----
TOTAL GRANTS	-	-	2,323	2,323	4,316
	=====	=====	=====	=====	=====

Notes

* Indicates that these amounts resulted from collections, donations and legacies.

In addition £455 was collected and donated to Kent Area Churches Together who then returned £228 to St John's.

13 RELATED PARTY TRANSACTIONS

During the year £19,665 (2020 - £26,336) was donated as Unrestricted Funds and £10,705 (2020 - £11,387) as Restricted Funds by members of the PCC.

No other payments, apart from re-imbursed expenses, were made to PCC members.

The PCC of St John the Evangelist Hildenborough

Date 29th April 2022

Independent examiner's report to the PCC of St John the Evangelist, Hildenborough

I report to the PCC on my examination of the accounts of the PCC for the year ended 31st December 2021.

Responsibilities and basis of report

As members of the PCC you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act') and the Church Accounting Regulations 2006.

I report in respect of my examination of the PCC accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act, and also those found in Church guidance, 2017 edition.

Independent examiner's statement

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

1. accounting records were not kept respect of the charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records
3. 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.

Yours faithfully,



Mrs Gerry Hughes
BSc (Hons) ACMA
Diocesan Management Accountant
Email: Gerry.Hughes@rochester.anglican.org



INVESTOR IN PEOPLE

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THE CHURCH
OF ENGLAND

The PCC's set of Accounting Policies

The financial statements have been prepared in accordance with the Church Accounting Regulations 1997 as amended by the Church Accounting (Amendment) Regulations 2001, the Financial Reporting Standard for Smaller Entities (effective June 2002) and the Charities SORP.

Reserve Policy

It is the policy of the PCC to maintain a balance of unrestricted funds which equates to a minimum of at least three months unrestricted payments to cover emergency situations that may occur from time to time. If this is not possible in a financial period, the PCC will take action during the ensuing financial period to reduce expenditure and/or increase income as necessary to maintain compliance with this policy.

It is our policy to invest the majority of our funds with the Diocese of Rochester.

Funds

The Unrestricted Fund represents 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. The Designated Fund represents funds designated for specific purposes by the PCC. The Restricted Fund represents funds allocated for particular purposes by the donor.

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 or those that are informal gatherings of church members.

Incoming Resources

Voluntary Income and Capital Sources

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

Planned giving receivable under Gift Aid is recognized only when received.

Income tax recoverable on Gift Aid donations is recognized when the income is recognized.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably certain.

Other Income

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

Income from Investments

Interest entitlements are accounted for as they accrue.

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

Fixed Assets

Consecrated Property and Movable Church Furnishings

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

Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected (at any reasonable time). For inalienable property acquired prior to 2002 there is insufficient cost information available and therefore such assets are not valued in the accounts. Items acquired since 1 January 2002 have been capitalized and depreciated in the accounts over their currently anticipated useful economic life (initially over 10 years) on a straight-line basis.

All expenditure incurred in the year on consecrated or beneficed buildings, individual items under (£1,000) or on the repair of movable church furnishings acquired before January 2002 is written off.

Other Properties

Depreciation on fixed asset properties has not been provided in these accounts as any charge is considered to be not material, on the basis that the asset has either, a very long useful life; or a residual value, 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 £1,000 or less are written off when 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 provision for amounts that may prove uncollectable.

Short-term deposits include cash held on deposit either with the Diocesan Board of Finance Funds or at the bank.

Charity Commission

The Parochial Church Council of the Ecclesiastical Parish of St John the Evangelist, Hildenborough is registered as a charity with the registered number of 1132021.