



Section A

Independent Examiner's Report

Report to the trustees/  
members of

The Parochial Church Council of the Ecclesiastical Parish of the Annunciation  
Of the Blessed Virgin Mary Chislehurst

On accounts for the year  
ended

31<sup>st</sup> December 2023

Charity no  
(if any)

1132138

Set out on pages

1 - 5

*(include the page numbers of additional sheets)*

I report to the trustees on my examination of the accounts of the above  
charity ("the Trust") for the year ended 31/12/2023.

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation  
of the accounts in accordance with the requirements of the Charities Act  
2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out  
under section 145 of the 2011 Act and in carrying out my examination, I  
have followed the applicable Directions given by the Charity Commission  
under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have  
come to my attention (other than that disclosed below \*) in connection with  
the examination which gives me cause to believe that in, any material  
respect:

- accounting records were not kept in accordance with section 130 of  
the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection  
with the examination to which attention should be drawn in order to enable a  
proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date:

29 April 2024

Name:

Ingrid Cawood

Relevant professional  
qualification(s) or body  
(if any):

CA (SA)  
Membership number 04871932

Address:

6 Adelaide Road, Chislehurst, BR76BB

Church of the Annunciation of the Blessed Virgin Mary, Chislehurst  
Statement of Financial Activities  
For the Year ended 31st December 2023

	Unrestricted Funds	Designated Funds	Restricted Funds	Endowment Funds	Total Funds	
					2023	2022
<b>Incoming Resources</b>						
Voluntary Income	45,480	-	4,669	-	50,149	48,798
Activities for generating Funds	14,051	-	-	-	14,051	13,565
Income from Investments	37,946	1,740	1,017	-	40,703	33,560
Income from Church Activities	1,201	-	-	-	1,201	410
Other Incoming Resources	19,084	-	2,847	-	21,931	3,347
Total Incoming Resources	117,762	1,740	8,533	0	128,035	99,680
<b>Resources Expended</b>						
Church activities	92,457	2,340	7,086	-	101,882	175,157
Fund Raising Costs	993	1,200	-	-	2,193	1,778
Governance Costs	275	-	-	-	275	250
Quinquennial Repair Work	103,518	13,316	10,204	-	127,038	66,333
Total Resources Expended	197,242	16,856	17,290	0	231,389	177,185
<b>Net Incoming/Outgoing</b>						
<b>Resources before other Recognised</b>						
<b>Gains and Losses</b>						
Gain/(Loss) on Investment Assets on Revaluation	(79,480)	(15,116)	(8,757)	-	(103,353)	(77,505)
	-	-	-	1,179	1,179	(1,951)
<b>Net Movement in Funds</b>	<b>(79,480)</b>	<b>(15,116)</b>	<b>(8,757)</b>	<b>1,179</b>	<b>(102,174)</b>	<b>(79,456)</b>
Transfer between Funds	(2,240)	2,150	90	-	0	0
Balance b/fwd 1 January 2022	367,289	61,377	30,958	14,161	473,785	553,241
<b>Balance c/fwd 31 December 2023</b>	<b>285,569</b>	<b>48,411</b>	<b>22,291</b>	<b>15,340</b>	<b>371,611</b>	<b>473,785</b>
<b>Fixed Assets</b>						
Tangible Fixed Assets	225,926	-	-	-	225,926	225,926
Investments	-	-	-	15,340	15,340	14,161
					241,266	240,087
<b>Current Assets</b>						
Short Term Deposits	-	48,411	-	-	48,411	61,377
Cash at bank	59,643	-	22,291	-	81,934	172,321
					130,345	233,698
<b>Total</b>	<b>285,569</b>	<b>48,411</b>	<b>22,291</b>	<b>15,340</b>	<b>371,611</b>	<b>473,785</b>
<b>Parish Funds</b>						
Unrestricted					285,569	367,289
Designated					48,411	61,377
Restricted					22,291	30,958
Endowment					15,340	14,161
					371,611	473,785

Church of the Annunciation of the Blessed Virgin Mary, Chislehurst  
Notes to the Financial Statements  
For the Year ended 31st December 2023

## Incoming Resources

	Unrestricted Funds	Designated Funds	Restricted Funds	Endowment Funds	Total Funds 2023	2022
<b>Voluntary Income</b>						
Planned Giving/family Purse	7,454	-	-	-	7,454	7,162
Standing Orders	24,377	-	-	-	24,377	23,492
Income Tax Recoverable	7,769	-	665	-	8,434	9,035
Collections (open plate)	2,223	-	-	-	2,223	1,515
Donations/Appeals etc	3,657	-	4,004	-	7,661	7,594
	<u>45,480</u>	<u>0</u>	<u>4,669</u>	<u>0</u>	<u>50,149</u>	<u>48,798</u>
<b>Activities for Generating Funds</b>						
Spring and Autumn Fetes	2,967	-	-	-	2,967	2,804
Sunday Coffee Mornings	608	-	-	-	608	427
Commemorative Mugs	15	-	-	-	15	15
Mobile Phone Mast	10,000	-	-	-	10,000	10,000
Coffee Stop	461	-	-	-	461	316
Produce Sale	-	-	-	-	0	3
	<u>14,051</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>14,051</u>	<u>14,051</u>
<b>Income from Investments</b>						
Dividends and Interest Included	3,112	1,740	1,017	-	5,869	3,380
Rental Income Doctors Surgery	21,000	-	-	-	21,000	21,000
Rental Income 47 Holmdale Rd	13,834	-	-	-	13,834	9,180
	<u>37,946</u>	<u>1,740</u>	<u>1,017</u>	<u>0</u>	<u>40,703</u>	<u>33,560</u>
<b>Income from Church Activities</b>						
Organist	-	-	-	-	0	80
Fees	1,201	-	-	-	1,201	330
	<u>1,201</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,201</u>	<u>410</u>
<b>Other Incoming Resources</b>						
Donation for Electrical work in the churchyard	-	-	1,000	-	1,000	0
Chislehurst Society donation for replacement churchyard bench	-	-	1,000	-	1,000	0
Donations for clock repairs	-	-	-	-	0	1,253
Donation for New Altar Frontal	-	-	847	-	847	0
Energy Support Grant	-	-	-	-	0	1,691
Quinquennial works VAT refund from LPOW grant scheme	19,084	-	-	-	19,084	0
Refund on Utilities	-	-	-	-	0	403
	<u>19,084</u>	<u>0</u>	<u>2,847</u>	<u>0</u>	<u>21,931</u>	<u>3,347</u>
<b>Total Incoming Resources</b>	<u>117,762</u>	<u>1,740</u>	<u>8,533</u>	<u>0</u>	<u>128,035</u>	<u>99,680</u>



	Unrestricted Funds	Designated Funds	Restricted Funds	Endowment Funds	Total Funds 2023	2022
<b>Resources Expended</b>						
<b>Church Activities</b>						
Home Missions	50	-	-	-	50	0
Secular Charities	0	-	4,276	-	4,276	4,738
Ministry: Parish Share	63,000	-	-	-	63,000	63,000
Ministry: Costs/ Expenses	2,045	-	-	-	2,045	1,936
Church Running/Maintenance	2,381	2,340	-	-	4,721	4,438
Upkeep of Services	712	-	-	-	712	662
New Altar Frontal	-	-	847	-	847	0
Churchyard Upkeep	4,152	-	1,903	-	6,055	6,089
Capella Roof Repairs	-	-	-	-	0	6,210
Tower Repairs QS survey	-	-	-	-	0	1,858
Printing and Stationery	1,180	-	-	-	1,180	989
Subscriptions	447	-	-	-	447	630
Other Parish Costs	900	-	-	-	900	900
Bank Charges	84	-	60	-	144	187
Council Tax	3,052	-	-	-	3,052	2,887
Water	292	-	-	-	292	257
Utilities	2,299	-	-	-	2,299	2,616
Insurance	5,205	-	-	-	5,205	5,883
Organist Fees and Choir	6,535	-	-	-	6,535	5,424
Music	120	-	-	-	120	120
	<u>92,457</u>	<u>2,340</u>	<u>7,086</u>	<u>0</u>	<u>101,882</u>	<u>108,824</u>
<b>Fund Raising Costs</b>						
Fetes/Events	335	-	-	-	335	150
Card Reader lease charges	162	-	-	-	162	162
Property Upkeep and Legal Fees	496	1,200	-	-	1,696	1,446
	<u>993</u>	<u>1,200</u>	<u>0</u>	<u>0</u>	<u>2,193</u>	<u>1,758</u>
<b>Governance Costs</b>						
Independent Examiner	275	-	-	-	275	250
	<u>275</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>275</u>	<u>250</u>
<b>Quinquennial Repair Work</b>						
Quinquennial Consultants fees	-	13,316	-	-	13,316	8,422
Quinquennial Main Contractors	103,518	-	10,204	-	113,722	57,911
	<u>103,518</u>	<u>13,316</u>	<u>10,204</u>	<u>0</u>	<u>127,038</u>	<u>66,333</u>
<b>Total Resources Expended</b>	<u>197,242</u>	<u>16,856</u>	<u>17,290</u>	<u>0</u>	<u>231,389</u>	<u>110,832</u>

**Fixed Assets****Tangible Fixed Assets (unrestricted)**

Freehold Land and Buildings		
	225,926	225,926
	225,926	225,926

The freehold land and buildings comprise the Curate's house at 47 Holmdale Road, Chislehurst. For accounting purposes the property has been treated as an investment property, although it is not revalued annually.

The property has been let to the same tenants since October 1981. The current valuation is the insurance valuation dated June 2015.

Though the market valuation would undoubtedly be more, it has to be taken into account that selling a house with long term sitting tenants depresses the value of the property.

**Investment Fixed Assets (Endowment Funds)**

	2023	2022
CBF Church of England Investment Fund/Fixed Interest Securities Fund - Income Shares		
Market Value - 1 January	13,369	15,215
Net gain/(Loss) on annual Revaluation	1,105	(1,846)
	14,474	13,369
Parish Trust Funds		
Market Value - 1 January	792	897
Net gain/(Loss) on annual Revaluation	74	(105)
	866	792
<b>Total Investments</b>	<b>15,340</b>	<b>14,161</b>

**CBF Church of England Investment Fund/Fixed Interest Securities Fund - Income Shares -Margaret Halmshaw Music Fund**

Holdings at 31st December 2023 comprised 2,922.61 (2022: 2,922.61) shares with a mid market value of 144.75p (2022: 137.10p) in the Church of England Fixed Interest Securities Fund Income Shares and 453.14 (2022: 453.14) shares with a mid market value of 2260.53p (2022: 2066.14p) in the Church of England Investment Fund Income Shares.

Parish trust Funds are held by the Rochester D.S. and B.F. as custodian trustee. The PCC is responsible for the assets as managing trustee. The investment comprises Income Shares held in the White Grave CBF Investment Fund with a book cost of £512.34 and a market value of £866.24 (31.12.2022: £791.74)

The Endowment Fund is the Margaret Halmshaw Music Fund. The capital is held in CBF Income Shares, the dividends are transferred to a CBF deposit account where they earn further interest. The income is to be used for anything in the field of music within the church.

The Parish Trust Funds hold long term funds for the care of certain graves in the churchyard and therefore the annual income is treated as restricted.

Fund Movements	Donations Payable	Tower Fund	Restoration Fund	Music Fund	Designated Funds	Endowment Fund
Balance at the beginning of the year	701	1,637	24,747	3,873	61,377	14,161
Incoming Resources	1,220	-	-	-	2,150	-
Outgoing Resources	(701)	-	(10,204)	-	(16,856)	-
Investment Gain/(Loss)	-	52	466	499	1,740	1,179
Balance at the end of the year	1,220	1,689	15,009	4,372	48,411	15,340

**Current Assets (Restricted)**

The restricted funds comprise special collections and associated reclaimed gift aid, and the Tower Fund. All these funds are held in the general bank account in separate sub accounts or on deposit as separate funds with the Central Board of Finance of the Church of England. The Restoration Fund is held in a separate bank account and on deposit with the Central Board of Finance of the Church of England. The special collections are paid out as appropriate. The Tower Fund is for the maintenance of the bells. The Restoration fund is for the care and conservation of the fabric of the Church.

Breakdown of Restricted Funds	2,023	2022
Restoration Deposit account	15,009	14,543
Restoration Current account	-	10,204
Tower Fund	1,689	1,637
Margaret Halmshaw Deposit account	4,372	3,873
Tower fund donations not yet transferred to Deposit Account	290	-
Charity donations not yet paid out	930	701
	22,291	30,958

## **ACCOUNTING POLICIES**

### **BASIS OF PREPARATION OF THE FINANCIAL STATEMENTS**

The Financial Statements have been prepared under the historical cost convention with the exception of investments which are recognised at market value and the Fixed Property which is currently valued at the 2015 insurance valuation. The Financial Statements have been prepared using the Receipts and Payment method.

### **FUNDS**

**Endowment Funds** are funds in which the capital must be maintained. Income arising from investment of the endowment may be used either as restricted or unrestricted funds depending upon the purpose for which the endowment was established.

**Restricted Funds** represent a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and b) 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 the year may be carried forward as a balance on the fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

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

Income from Investments: Rental Income from the letting of the investment property within the fixed assets (47 Holmdale Rd) and from Chislehurst Medical Practice are recognised when the rental is received.

### **INCOMING RESOURCES**

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when received by the PCC.

Dividends are accounted for when the receivable interest is received. All other income is recognised when it is received.

All incoming resources are accounted for gross of any related expenditure, which is accounted for separately under resources expended.

£19,084.01 was received from the Listed Places of Worship (LPOW) Grant Scheme for repayment of VAT paid for main contractors and professional fees for Quinquennial works.

The Chislehurst Society gave a grant of £1,000 for the replacement and refurbishment of churchyard benches.

A donation of £846.54 was received from Mrs S Thorn for the purchase of a new altar frontal.

An anonymous donation of £1,000 was received towards the cost of electrical work in the churchyard.

### **RESOURCES EXPENDED**

Grants and donations are accounted for when paid over.

The Diocesan parish share is accounted for when paid.

Amounts received specifically for missions are dealt with as restricted funds. All other expenditure is recognised when it is paid and accounted for gross of VAT paid and any related income. VAT which is successfully reclaimed against expenditure is credited to expenditure when it is received.

Quinquennial repairs -phase 1 - commenced in October 2022 and were completed in 2023. £57,124.55 paid to the main contractor in 2023.

Quinquennial repairs -phase 2 - commenced in October 2023 and were completed in January 2024. £56,597.13 paid to the main contractor in 2023.

The Quinquennial works have been funded by £10,204 from the Restoration Current Account and a transfer to the current account of £104,000 withdrawn from the General Reserve Account.

Architects and Health and Safety Consultants fees of £13,316.40 for the Quinquennial works have been paid from the Rochester Church Repair - Designated - funds

The five year Electrical certificate and associated remedial work for the Church of £2,340 was paid from the Rochester Church Repair - Designated Funds

Ibbett Mosely were paid £1,200 for professional fees for the rent review on 47, Holmdale Road, this was paid from the Rochester Church House Repair - Designated - Fund

### **FIXED ASSETS**

Consecrated and benefice property is not included in the accounts in accordance with S.96(2)(a) of the Charities Act 1993.

Moveable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time).

Fixed Assets acquired prior to 2000 have been fully written off, including those still in use, for which no purchase records exist.

The Freehold Land and Buildings are stated at the 2015 insurance valuation, and are treated as an investment property, within Fixed Assets.

Low value assets with a purchase price of £500 or less, are written off when the asset is acquired.

Investments are valued at market value at 31st December.

## PAROCHIAL CHURCH COUNCIL ANNUAL REPORT FOR 2024

May 2024

### Administrative Information

The Church of the Annunciation of the Blessed Virgin Mary was built in 1870 and is situated in the busy High Street in Chislehurst. It is part of the Diocese of Rochester within the Church of England. The correspondence address is The Church of the Annunciation, High Street, Chislehurst, BR7 5AQ.

The Parochial Church Council of the Ecclesiastical Parish of the Annunciation of the Blessed Virgin Mary Chislehurst is a charity registered with the Charity Commission in accordance with the Charities Act 2006 (Charity Number 1132138).

**Objectives:** We rejoice in our long history and heritage of the Catholic tradition of the Church of England, and a celebration of the Mass is offered most days and the Blessed Sacrament perpetually reserved. The Resolution under the Women Bishop's legislation has been passed, and the Church is under the pastoral care of the Bishop of Richborough, although following his retirement the Bishop of Fulham is currently performing this role. The incumbent is the Reverend Paul Farthing. We have an Honorary Assistant priest, Canon David Herbert and one Reader Emeritus, Miss Jennifer Smith.

The PCC also has maintenance responsibilities for the church building, the vicarage and the former curate's house at 47 Holmdale Road Chislehurst.

**PCC Membership:** Members of the PCC are either ex-officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules.

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

Incumbent	The Reverend Paul Farthing
Churchwardens	Mr John Symes Mr Andrew Allen
Deanery Synod Representatives	Mr J Michael Owen
Elected Members	Mrs Anne Harrison (Treasurer) Mrs Paula Howard Miss Carole Poll Mrs Beverly Porter Mrs Sally Thorn Mr Michael Watson (PCC Secretary)

**PCC Committees:** The PCC operates through the Standing Committee which meets as and when the need arises. This is the only committee required by law. It has power to transact the business of the PCC between meetings, subject to any directions given by the Council.

### Achievements and Performance

**Church Attendance:** There are 70 parishioners on the Church Electoral Roll, of whom 40 reside outside the parish.

**Review of the Year:** The church and its activities are mainly back to normal after the COVID pandemic. Some members of the congregation have not returned, but we have been pleased to be able to welcome some new families.

The PCC met eight times during the year.

We continue to provide a Parish website, now with the Church of England A Church Near You website at [www.achurchnearyou.com/annunciation-chislehurst](http://www.achurchnearyou.com/annunciation-chislehurst).



Canon Herbert has continued as editor of our monthly parish magazine which is produced in addition to the weekly pew-sheets. No charge is made for this, and the magazine continues to be well received and covers a wide range of topics.

The church has continued to give generously to charitable organisations both locally and overseas.

The work of the Church and all its achievements are dependent upon the time and talents its members bring to support all its activities, and the PCC take this opportunity to thank all who have contributed during the year in any way to support our Church of The Annunciation.

Working parties have undertaken church and churchyard cleaning, usually once a month, and the vicar and churchwardens are most grateful for the efforts of a small but dedicated number of parishioners. A coffee morning held once every week has proved popular, and has attracted many visitors into church.

**Financial Review:** A Summary of the Parish Accounts is attached to this report.

**Future Plans and Concerns:** We have to report the death of two long-standing member of our congregation, Mrs Barbara Stuart and Mrs Daphne Vickers.

Substantial repair work to the fabric of the building has been completed, but necessary repairs to the tower are still to be undertaken. A major fund-raising effort will be needed before this can proceed.

**Reserves and Investment Policy:** It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level that equates to approximately six months expenditure. This provides sufficient funds to cover management and administration and support costs and to respond to emergency applications for grants which arise from time to time. Unrestricted funds were maintained at this level throughout the year. It is our strategy to invest our funds balances with the CBF Church of England Deposit Fund.

**Risk and Safeguarding Policy:** A child protection policy is in place, and in compliance with the Criminal Records Bureau requirements for those working with young children and vulnerable adults, CRB clearance has been obtained. The PCC are committed to ensuring that our church and hall are safe places for all who use them, and the House of Bishops Safeguarding Policy has been formally adopted. All PCC members have received appropriate safeguarding training.

For more detailed information and guidance see the Parish Safeguarding Handbook, [www.rochester.anglican.org](http://www.rochester.anglican.org) and click on *safeguarding*.

Arrangements are in place for dealing with cash i.e. all money to be banked is placed in a wall safe and the money deposited in the bank each week. The church building complies with the Disability Discrimination Act. With reference to fire regulations, the extinguishers are regularly serviced and a Fire Risk Assessment has been completed.