

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST STEPHEN, TONBRIDGE

England & Wales · Charity number 1132563

Details

Other names PCC ST STEPHEN'S, TONBRIDGE

Status Registered

Legal form Previously excepted

Registered 2009-11-07

Register [View on the Charity Commission register](#)

Contact

Address 37 Waterloo Road
Tonbridge
TN9 2SW

Phone 01732771977

Email office@ststephens.org.uk

Website www.ststephens.org.uk

Activities

Objects: Promoting in the ecclesiastical parish the whole mission of the Church.

Activities: Promoting in the parish of South Tonbridge the whole mission of the church, pastoral, evangelistic, social and ecumenical.

Classification

- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space
- **What:** Religious Activities
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL.
- Kent

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£636,445	£611,495	£2,129,042	19
2023-12-31	£604,303	£612,398	£2,196,292	20
2022-12-31	£589,932	£614,658	£2,060,907	19
2021-12-31	£502,352	£537,369	£2,085,633	23
2020-12-31	£529,622	£503,986	£2,120,650	21

Trustees

Name	Role	Appointed
CHRISTOPHER CHARLES MILEHAM		2024-06-03
Cathi Joy FREDRICKS		2021-07-20
Daniel James Woodthorpe		2025-05-20
Dean Richard Brown		2026-05-18
EDITH QUARM WILLS		
GLYNIS MIRIAM HUBBLE		2020-12-01
Jonathan Stephens		2022-05-09
Mark Thomas		2022-05-09
Matthew John Lake		2026-05-18
Melanie Anne Shackleton		2026-05-18
Miriam Barker		2018-01-01
Raymond Moyo		2026-05-18
Rev Philip Sheldrake		2025-09-03
Sabrina Gillian Iris Taylor		2025-05-20
The Rev Canon MARK BARKER		
Wendy Fenn		2024-06-03

Accounts

Registered Charity no. 1132563

**The Parochial Church Council Of The
Ecclesiastical Parish Of St. Stephen,
Tonbridge**

Known as St Stephen Tonbridge

Trustees Annual Report and Accounts

Year Ended 31st December 2024



St Stephen Tonbridge

Year Ended 31st December 2024

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St Stephen Tonbridge

Year Ended 31st December 2024

Legal and Administrative Information

Reference

The Charity is called "The Parochial Church Council Of The Ecclesiastical Parish Of St Stephen, Tonbridge". The Parochial Church Council is known as the PCC for short. Other names which are used for the charity are "St Stephen, Tonbridge". The Church is registered with the Charity Commission for England and Wales and was registered on the 19 February 2009. Before this the church was excepted from registration.

Registered Charity Number	1132563
Registered Office	37 Waterloo Road Tonbridge TN9 2SW
Incumbent	The Reverend M. Barker
Website	ststephens.org.uk
Primary Bankers	The Co-operative Bank 1 Balloon Street Manchester M4 4BE
Independent Examiner	Nigel Wyatt BSC FCA Wyatt & Co Chartered Accountants 125 Main Street Garforth Leeds LS25 1AF

St Stephen Tonbridge

Year Ended 31st December 2024

Legal and Administrative Information

Trustees and members of the PCC

The Parochial Church Council (PCC) Members are elected or co-opted by the Annual Parochial Church Meeting in accordance with the Church Representation Rules 2020 or are ex-officio. The following people served as members of the PCC for all or part of the year.

Ex Officio

Incumbent & Chairman:	The Reverend Mark Barker
Associate Vicar:	The Reverend Miriam Barker

Wardens:

Mrs Glynis Hubble
Mr Andrew Howe
Mr Jonathan Stephens

Deanery Synod Members:

Mrs Patricia Hicks
Mrs Edith Wills
Mr David Wilson
Mr Christopher Mileham

Elected Members

Elected Lay Representatives:	Mrs Cathi Fredricks Mr Matthew Lake Mrs Helen Noble Mrs Kate Naylor Mr Tom Price Mr Jonathan Stephens Mr Richard Strawson Mr Darrell Sykes Mr Mark Thomas Mrs Wendy Fenn Mr Michael White
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Co-Opted members:

Mrs Lynn Hams – Treasurer

Also in attendance:

Mrs Isabel Plimmer – PCC Secretary
Mrs Rachael Plowman – Church & Finance Manager
Mr Craig Spickernell – Associate Minister
Mrs Helen Noble - Minute Secretary

St Stephen Tonbridge

Year Ended 31st December 2024

Trustees' Annual Report

The Legal Bit

The PCC is a charity which was excepted from registration under Statutory Instrument 2002 No. 1598 "The Charities (Exception from Registration) (Amendment) Regulations 2002", and in 2009 was registered as a charity under Charity Number 1132563.

The function and purpose of the PCC is outlined in the Parochial Church Councils (Powers) Measure 1956.

Members of the PCC are either ex-officio (by right of office) or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules 2022.

The PCC met 6 times during the year, and its subcommittees, known as Resource Support Groups (RSGs) also met regularly. Each RSG reported to either PCC or the Standing and Resource Group on the activities of their group at some point during the year. The Chair of the Safeguarding RSG reported to each PCC meeting either in person or by written report.

Standing & Resource Group

This is the Standing Committee and as such has the power to transact the business of the PCC between its meetings, subject to any directions given by the PCC. It monitors reports from the Heads of Fabric and Finance and from the other RSGs. Isabel Plimmer (Operations Manager) chairs this RSG.

Mission Action Group

The Mission Action Group oversees and advises the PCC on selection and support of mission partners and the allocation of our mission tithe. Lynn Hams chairs this RSG.

Human Resources Support Group

The HR RSG oversees and advises the PCC on all aspects of HR relating to the church, including the employment and pay structures for staff, in order to ensure our HR appointments and policies support and help implement the vision of the church. Isabel Plimmer (Operations Manager) chairs this RSG.

ICT Resource Support Group

The ICT RSG oversees and advises the PCC on all aspects of technology helping to ensure that our computers, phones, projectors, AV etc., work and enable the vision of the Church to be implemented. Daniel Lanstone chairs this RSG.

Risk Management Resource Support Group

The Risk RSG oversees and advises the PCC on all aspects of risk management, helping to assess the risks posed to the church, to monitor them and to inform PCC of any concerns, together with suggestions for mitigating these risks and so provide an assurance to the PCC that risks of all types are identified, monitored and controlled to an acceptable level, so enabling the church to implement its vision in a culture of safety. Darrell Sykes chairs this RSG.

Safeguarding Resource Support Group

The Safeguarding RSG oversees and advises the PCC on all aspects of safeguarding, both of children and of vulnerable adults, ensuring our policies are up to date and that those who need it are DBS checked and trained, helping to ensure that our safeguarding processes enable the vision of the Church to be implemented. Jan Smith (Parish Safeguarding Officer) chairs this group.

STEPS Resource Support Group

The STEPS RSG oversees and advises the PCC on all aspects of our pre-school, helping to ensure the vision of the Church is implemented in STEPS and the Christian ethos is reflected in day-to-day practices. Rev. Mark Barker (Incumbent) chairs this RSG.

St Stephen Tonbridge

Year Ended 31st December 2024

Trustees' Annual Report

Statement of major risks

The major risks which affect the work of the Church in the parish have been identified and are monitored by the Risk Management RSG under the five categories recommended by the Charity Commission:

- Governance
- Operational – including people, health and safety, fire and safeguarding.
- Financial
- External
- Compliance

The Risk Register is kept up to date and is referred to the PCC on an annual basis.

Safeguarding

The PCC has complied with the 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).

Membership and attendance

Our electoral roll stood at 303 as at May 2024, of which 37% are not resident in the parish and our average weekly attendance in October 2024 (Statistic for Mission) was 166 adults and 45 children.

Objectives and activities

Our objective (vision) is to be a Church and people that are "Passionate to know God and to make God known".

St Stephen's PCC has:

- The responsibility of co-operating with the incumbent, the Reverend Mark Barker, in fulfilling this and in promoting in the ecclesiastical parish the whole mission of the church, pastoral, evangelistic, social and ecumenical.
- The responsibility for the Church, Church Hall, the Community Centre, Church Office, house at Woodfield Road, St Eanswythe's Chapel, Mission House and three flats.
- The responsibility for the finances of St Stephen's.
- The trustees have had regard to the Charity Commission guidance on public benefit.

Grant making policy

St Stephen's policy is to tithe 10% of the previous year's donation income and 10% of any large legacies received during the current year. These were allocated in 2024 on the recommendation of the Mission Action Group as set out in note 15 of the accounts.

Role of volunteers

Volunteers play a vital role in every area of the ministry and organisation of the parish. Each volunteer is safely recruited, and without them much in the life of the church could not take place.

St Stephen Tonbridge

Year Ended 31st December 2024

Trustees' Annual Report

Achievements and Performance - Ten Key Moments

1. WE STIRRED UP INTEREST

To grow wider is one focus of our strategy, and with this in mind we ran "The Start to Stir" course for those wanting to explore the basics of faith

3. WE GREW DEEPER

Growing deeper is another strand of our 5-year strategy, and in March we surveyed the whole congregation with a list of questions on discipleship which will help us see how we grow in our faith over the coming few years

5. WE SERVED CAKE

.....as well as teas, coffees, lunches and so much more as part of our Living Well café, which includes working with local agencies, a Playspace for parents/carers and their toddlers which offers children the opportunity to engage with bible stories and worship songs, and the Feast larder.

7. WE TACKLED A GIANT

In the Autumn we tackled the tricky subject of sexuality in the light of the "Living in Love and Faith" conversation within the wider Church of England. 90+ people attended the four sessions, where we opened Scripture, looked at the issues, raised the questions and discussed our responses.

9. WE WENT TO THE MOON

Well, not exactly, but a group of our young people went to the Satellites Conference at Shepton Mallet in the summer – just one event in the ongoing busy life of our youth & children's ministry, which includes weekly groups midweek and on Sundays, as well as supporting local schools.

2. WE REBUILT OUR WALLS

Physically we had stonemasons rebuild part of the church walls where there was a concerning bulge, but spiritually we rebuilt our prayer ministry team and relaunched towards the end of the year.

4. WE SAVED THE PLANET

We celebrated Creation Care Sunday with a special service, but were also highlighted in a Church of England "Net Zero" video highlighting the reduction in energy usage and the cost savings we had made in changing our church light bulbs to LED.

6. WE THREW A PARTY

Craig & Jess Spickernell were selected to train for ordination and so we sadly said goodbye to them in September as they began an exciting new phase in their lives and God's calling upon them to church

8. WE SAW A SNAKE

Amongst other animals, ZooLab brought in a snake for the children of our Steps to look at and handle, as part of the continued care and education provided by our dedicated team of pre-school staff.

10. WE CELEBRATED ON A FARM

And before we knew it, Christmas was here, which this year included a nativity in a barn on the Hamlyn's farm – thank you to them and all who acted out and provided refreshments and music including the cows, donkeys, sheep and chickens, and not to forget, baby Jesus!



St Stephen Tonbridge

Year Ended 31st December 2024

Trustees' Annual Report

The Financial Bit

We have three types of funds, restricted funds which can only be spent in accordance with the donor's wishes, i.e. they are ring-fenced, unrestricted funds which the PCC can apply for the general purposes of the church, and endowment funds which are capital funds which are kept long-term.

Our unrestricted income increased in 2024 from £590,570 to £621,168, an increase of 5%. Unrestricted donated income fell from £333,356 to £321,137, with one-off donations decreasing from £40,989 to £32,784. Planned giving also decreased from £234,944 in 2023 compared to £227,530 in 2024, although gift aid increased from £48,127 in 2023 to £54,060 in 2024. Rental Income from property rental increased from £59,024 to £75,203 (27%) which was due to increased occupancy throughout the year. Living Well income rose from £15,799 to £16,692, an increase of 7.5%. The main other income-generating activities continued to be STEPS, premises hire charges and fees for weddings and funerals. Giving towards restricted funds was £15,277 in 2024.

Our unrestricted expenses in 2024 decreased from £597,326 to £595,776, largely due to a lower staff headcount in the final third of the year. Larger expenditure items included stonemasonry works on the north aisle gable wall, new boilers for 20 Woodfield Road and the Church office, decoration and carpeting at Flat 17, a new bathroom at the Mission House and the equipment purchased for the sound desk upgrade. Expenditure from restricted funds was £15,719 in 2024.

After transfers, before revaluation, the result is an unrestricted funds surplus of £25,392 (improved from the deficit £6,756 in 2023) of which £12,793 was generated by STEPS.

Total Unrestricted funds of £2,115,883 consist mainly of the properties owned by the PCC at their net book value of £1,948,799 This includes a decrease of £92,200 following the revaluation of St Eanswythe's Mission Hall and Flats.

Restricted funds are £13,159.

Cash reserves policy: It is our aim to keep in reserve an amount of at least 6 weeks of unrestricted cash expenditure £69,113 (£61,485 for 2023). As at 31st December our unrestricted cash reserves were above this amount, Excess funds are held to finance future growth.

Investment Policy: It is our policy to invest cash not required in the short term with CAF Bank, Kingdom Bank, The Rochester Diocesan Board of Finance or in the CCLA Church Of England Deposit Fund

St Stephen Tonbridge

Year Ended 31st December 2024

Trustees' Annual Report

Looking Ahead

After all that and so much more, we have some ambitious plans for 2025 (and beyond), all focussed on our vision "to be a church that is passionate to know God and to make God known", and specifically on the three strands of our 5-year strategy:

TO GROW DEEPER

- Review prayer life of church
- Review service patterns, content, culture and application
- Mission trip to Charis in Romania

TO GROW WIDER

- Preaching on Sharing Faith
- Churchwide Alpha
- Invitational Services
- Review and develop Living Well and links with church

TO GROW YOUNGER

- Employ Associate Vicar with focus on 20-30's
- In conjunction with Diocese Strategic Bid, add a youth pastor to Youth & Children's team
- Review All Together Services

All this will be set within us seeking to "create a safe & healthy culture" as we welcome, care for and support all those who we have contact with and who come in through our doors.

To help support this financially, the PCC has taken the decision to sell the properties at St. Eanswythe's, and the chapel, 3 flats and mission house will be marketed over the next few years, and the current services held in the chapel twice a month will move up to St. Stephen's in September 2025.

And as we look to the future, an enormous THANK YOU to all those who have supported the life and ministry of the church through giving of their time, their talents and gifts, their finances. You are too numerous to name, but know who you are and how you minister and serve. But a particular thanks to the staff team and the churchwardens for all that you do.

Signed on behalf of the Trustees.....

Revd Mark Barker

Name of Trustee

Date:.....13/05/2025.....

St Stephen Tonbridge

Year Ended 31st December 2024

Independent Examiner's Report

I report to the trustees on my examination of the financial statements of St Stephen, Tonbridge ('the charity') for the year ended 31 December 2024.

Responsibilities and Basis of Report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements 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.

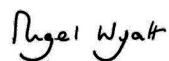
Independent Examiner's Statement

I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no material 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 in respect of the charity as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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.



Nigel Wyatt BSC FCA
Independent Examiner
125 Main Street
Garforth
Leeds
LS25 1AF

Date: 14/05/2025

St Stephen Tonbridge

Year Ended 31st December 2024

Statement of Financial Activities

		Unrestricted Funds	2024 Restricted Funds	Total Funds	2023 Total Funds
	Note	£	£	£	£
Income					
Donations and legacies		321,137	10,812	331,949	338,326
Charitable activities		213,214	4,465	217,679	195,446
Activities for generating income		84,959	-	84,959	68,470
Investment income		1,858	-	1,858	2,061
Total Income	2	<u>621,168</u>	<u>15,277</u>	<u>636,445</u>	<u>604,303</u>
Expenditure					
Expenditure on charitable activities	3	<u>595,776</u>	<u>15,719</u>	<u>611,495</u>	<u>612,398</u>
Total Expenditure		<u>595,776</u>	<u>15,719</u>	<u>611,495</u>	<u>612,398</u>
Net Income / (Expenditure) Before Gains/(Losses)		<u>25,392</u>	<u>(442)</u>	<u>24,950</u>	<u>(8,095)</u>
Gain/(loss) on revaluation of fixed asset	8	<u>(92,200)</u>	<u>-</u>	<u>92,200</u>	<u>-</u>
Net Income / (Expenditure) After Gains/(Losses)		<u>(66,808)</u>	<u>(442)</u>	<u>(67,250)</u>	<u>(8,095)</u>
Net Income and Net Movement in Funds					
Total funds brought forward	12	2,181,641	14,651	2,196,292	2,033,087
Transfers	12	<u>1,050</u>	<u>(1,050)</u>	<u>-</u>	<u>-</u>
Total Funds Carried Forward	12	<u>2,115,883</u>	<u>13,159</u>	<u>2,129,042</u>	<u>2,024,992</u>

All income and expenditure derive from continuing activities.

St Stephen Tonbridge

Year Ended 31st December 2024

Statement of Financial Position

	Note	2024 £	2023 £
Fixed Assets			
Tangible fixed assets	8	1,952,944	2,040,999
		<u>1,952,944</u>	<u>2,040,999</u>
Current Assets			
Debtors	9	10,566	10,515
Short term investment		57,227	52,175
Cash at bank and in hand		132,581	131,559
		<u>200,374</u>	<u>194,249</u>
Creditors: Amounts Falling Due Within One Year	10	<u>24,276</u>	<u>38,956</u>
Net Current Assets		<u>176,098</u>	<u>155,293</u>
Total Assets Less Current Liabilities		<u>2,129,042</u>	<u>2,196,292</u>
Net Assets	13	<u>2,129,042</u>	<u>2,196,292</u>
Funds of the Charity			
Restricted funds	12	13,159	14,651
Unrestricted funds	12		
Unrestricted general		51,943	15,927
Designated funds		2,012,660	2,022,234
Revaluation reserve		51,280	143,480
Total Charity Funds		<u>2,129,042</u>	<u>2,196,292</u>

Trustees Responsibilities

These financial statements were approved by the board of trustees and authorised for issue:

Name of Trustee:

Revd Mark Barker

Signed on Behalf of the Trustees:

Mark BARKER

Date of Approval:

13/05/2025

St Stephen Tonbridge

Year Ended 31st December 2024

Statement of Cash Flows

	2024 £	2023 £
Cash Flows From Operating Activities		
Net cash provided by (used in) operating activities	9,743	(9,230)
	<u>9,743</u>	<u>(9,230)</u>
Cash Flows From Investing Activities		
Dividends and interest	1,858	2,061
Purchase of tangible fixed assets	(5,527)	-
Net cash provided by (used in) investing activities	<u>(3,669)</u>	<u>2,061</u>
Cash Flows From Financing Activities		
Repayments on borrowing	-	-
Cash inflows from new borrowing	-	-
Net cash provided by (used in) financing activities	<u>-</u>	<u>-</u>
Change in cash and cash equivalents in the reporting period	6,074	(7,169)
Cash and cash equivalents at the beginning of the reporting period	183,734	190,903
Cash and Cash Equivalents at the End of the Reporting Period	<u>189,808</u>	<u>183,734</u>
Reconciliation of Net Movement in Funds to Net Cash Flow from Operating Activities		
	2024 £	2023 £
Net movement in funds for the reporting period (as per the statement of financial activities)	(67,250)	135,385
Adjustments for:		
Gain/(loss) on revaluation of fixed assets	92,200	(143,480)
Interest received	(1,858)	(2,061)
Depreciation of tangible fixed assets	1,382	1,263
(Increase)/decrease in debtors	(51)	(3,662)
Increase/(decrease) in creditors	(14,680)	3,325
Net cash provided by (used in) operating activities	<u>9,743</u>	<u>(9,230)</u>
Analysis of Cash and Cash Equivalents		
	2024 £	2023 £
Cash at bank and in hand	132,581	131,559
Short term deposits	<u>57,227</u>	<u>52,175</u>
Total cash and cash equivalents	<u>189,808</u>	<u>183,734</u>

St Stephen Tonbridge

Year Ended 31st December 2024

Notes to the Financial Statements

1 Accounting Policies

Basis of Preparation

The accounts are prepared under the historical cost convention, in accordance with the Church Accounting Regulations 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with FRS 102 (effective 1 January 2019) - (Charities SORP (FRS 102)) and the Charities Act 2011.

The primary objective of the charity is to promote the gospel of our Lord Jesus Christ according to the doctrine and practice of the Church of England. The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). There are no material uncertainties about the charity's ability to continue as a going concern.

Assessment of Going Concern

Preparation of the accounts is on a going concern basis. The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Fund Accounting

PCC funds are required to be analysed under specific headings, as follows:

General funds represent the 'free' funds of the PCC that are not subject to any restriction regarding their use and are available for application for the general purposes of the PCC.

Designated funds are earmarked by the PCC for particular purposes but are nevertheless still unrestricted as the PCC can redesignate the funds if it wishes.

Restricted funds are funds collected or donated for a particular purpose and cannot be used by the PCC for any other purpose except by agreement with the donor.

The funds of the PCC have been appropriately analysed and the statement of financial activities has been prepared in accordance with this analysis.

Accounting Requirements

The accounts are required to include all transactions, assets and liabilities for which the PCC can be held responsible, and therefore include:

- The value of land and property;
- Tax on gifts and donations received during the year;
- Specific giving directed to support other missions, charities and churches

The accounts do not include the accounts of church groups that owe an affiliation to another group, nor those which are informal gatherings of church members. Church groups which are largely self-financing, are excluded as they do not materially affect the accounts; however subsidies paid to these groups are included.

St Stephen Tonbridge

Year Ended 31st December 2024

Notes to the Financial Statements

Incoming Resources

All incoming resources are recognised once the charity has entitlement to the resources, it is probable that the resources will be received, and the monetary value of incoming resources can be measured with sufficient reliability.

- All voluntary income from members of the church are recognised as donations and are included in full, with associated Gift Aid receivable in the Statement of Financial Activities.
- Grants where entitlement is not conditional on the delivery of specific performance by the charity are recognised when the charity becomes unconditionally entitled to the grant.
- Incoming resources from charitable trading activities such as the letting of the building are accounted for when invoices are drawn up (as the point of entitlement).
- Donated services and facilities are included at the value to the charity where this can be quantified.
- Gifts in Kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.
- Volunteer time, the value of voluntary support for the work of the church, is not included in the accounts but is described in the trustees annual report.
- Investment income is included in the accounts when receivable.

Application of Resources

Grants and outward giving are accounted for in the SOFA when paid, unless an obligation, whether constructive or legal, exists to the recipient in accordance with the Charities SORP and FRS 102.

Parish share and other costs directly relating to the work and activities of the Church are accounted for when they are incurred or become due and payable.

Resources Expended

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Governance Costs

Include costs of the preparation and examination of statutory accounts, the costs of the trustees' meetings and cost of any legal advice to trustees on governance or constitutional matters.

Liability Recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

St Stephen Tonbridge

Year Ended 31st December 2024

Notes to the Financial Statements

Tangible Fixed Assets

Consecrated and beneficed property is excluded from the accounts by S10(2)(c) of the Charities Act 2011. No value is attributed to moveable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or beneficed buildings and moveable church furnishings, whether for maintenance or improvement, is written off as expenditure in the SOFA and separately disclosed.

Other land and buildings held on behalf of the PCC for its own purposes are valued at a fair but prudent valuation which is considered to be a reasonable estimate of the current value "in use" of the property. No depreciation has been charged in respect of such properties as they are kept in sound condition and any expenditure on maintenance or improvement following regular review is written off as incurred. It is our policy, as a general rule, to commission a revaluation of our properties at least once every 7 - 8 years.

No depreciation is provided on buildings as the current estimated residual value of the properties is not less than their carrying value and the remaining useful life of these assets currently exceeds 50 years, so that any depreciation charges would be immaterial.

An impairment review is carried out on a regular basis and any resultant loss identified is included within expenditure for the year. (NB an impairment review is a formal check that the current value of a fixed asset such as a house or building is greater than the value shown in the balance sheet. If there is a fixed asset that is overvalued because, say the roof is about to fall in, the charity should reduce the balance accordingly and write off the reduction in cost. Close detail is kept on all properties and as money is set aside each year into repair funds, by the nature of this active asset management this happens regularly each year).

Equipment used for church purposes is capitalised and written off on a straight line basis over the reasonable estimated life span of the item. Routine replacements and renewals to the projection, computer and sound equipment and other equipment purchases under £4,000 are written off as expenditure in the SOFA.

Pensions

The charity operates a defined contribution pension scheme. Contributions are charged to the Statement of Financial Activities as they become payable in accordance with the rules of the scheme.

St Stephen Tonbridge

Year Ended 31st December 2024

Notes to the Financial Statements

Operating Leases

Rental charges payable under operating leases are charged on a straight line basis over the terms of the lease.

Critical accounting estimates and judgements

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The Charity makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results.

There are no critical judgements, significant assumptions concerning the future and key sources of estimation of uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

St Stephen Tonbridge

Year Ended 31st December 2024

Notes to the Financial Statements

2 Analysis of Income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Donations and Legacies			
Donations	267,077	8,199	275,276
Income tax recoverable	54,060	-	54,060
Legacies	-	-	-
Grants	-	2,613	2,613
	<u>321,137</u>	<u>10,812</u>	<u>331,949</u>
 Charitable Activities			
STEPS	187,332	2,248	189,580
Church activities	7,257	-	7,257
Fees	1,933	2,217	4,150
Cafe income	16,692	-	16,692
	<u>213,214</u>	<u>4,465</u>	<u>217,679</u>
 Activities for Generating Income			
House rentals	43,140	-	43,140
St Eanswythe's flats	32,063	-	32,063
Church & community centre hire	9,756	-	9,756
	<u>84,959</u>	<u>-</u>	<u>84,959</u>
 Investment Income			
Interest received	1,858	-	1,858
	<u>1,858</u>	<u>-</u>	<u>1,858</u>
 Other			
Other income	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
 Total Income	<u>621,168</u>	<u>15,277</u>	<u>636,445</u>

St Stephen Tonbridge

Year Ended 31st December 2024

Notes to the Financial Statements

2 Analysis of Income (Continued)

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Donations and Legacies			
Donations	285,229	4,970	290,199
Income tax recoverable	48,127	-	48,127
Legacies	-	-	-
Grants	-	-	-
	<u>333,356</u>	<u>4,970</u>	<u>338,326</u>
Charitable Activities			
STEPS	160,713	3,914	164,627
Church activities	7,931	646	8,577
Fees	2,530	3,913	6,443
Cafe income	15,799	-	15,799
	<u>186,973</u>	<u>8,473</u>	<u>195,446</u>
Activities for Generating Income			
House rentals	27,234	290	27,524
St Eanswythe's flats	31,500	-	31,500
Church & community centre hire	9,446	-	9,446
	<u>68,180</u>	<u>290</u>	<u>68,470</u>
Investment Income			
Dividends and interest	2,061	-	2,061
	<u>2,061</u>	<u>-</u>	<u>2,061</u>
Other			
Other income	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
Total Income	<u>590,570</u>	<u>13,733</u>	<u>604,303</u>

St Stephen Tonbridge

Year Ended 31st December 2024

Notes to the Financial Statements

3 Expenditure on Charitable Activities by Fund Type

	Unrestricted Funds	Restricted Funds	Total Funds 2024
	£	£	£
Worship	4,220	-	4,220
Ministry	349	-	349
Youth and children	2,094	739	2,833
Living Well Tonbridge - Café	14,549	1,377	15,926
Staffing	166,847	-	166,847
Insurance	4,212	-	4,212
Utilities	25,202	-	25,202
Maintenance & contracts	40,722	-	40,722
ICT	12,642	-	12,642
Operations	25,023	-	25,023
Parish Share	89,329	-	89,329
Mission giving	27,609	625	28,234
Other costs	6,864	-	6,864
Independent examination and accounts preparation	2,200	-	2,200
Depreciation	1,382	-	1,382
STEPS staff costs	142,272	-	142,272
STEPS other costs	22,267	2,279	24,546
Unrestricted building fund	-	-	-
Vision (legacy)	-	-	-
Vicar's discretionary fund	1,157	-	1,157
Events fund	6,836	-	6,836
Restricted funds-other projects	-	10,699	10,699
HMRC employers national insurance repayment	-	-	-
	<u>595,776</u>	<u>15,719</u>	<u>611,495</u>

St Stephen Tonbridge

Year Ended 31st December 2024

Notes to the Financial Statements

	Unrestricted Funds	Restricted Funds	Total Funds 2023
	£	£	£
Worship	4,059	-	4,059
Ministry	1,762	-	1,762
Youth and children	2,524	-	2,524
Living Well Tonbridge - Café	10,536	295	10,831
Staffing	174,436	-	174,436
Insurance	3,916	-	3,916
Utilities	35,029	3,173	38,202
Maintenance & contracts	26,343	-	26,343
ICT	15,647	-	15,647
Operations	22,987	-	22,987
Parish Share	83,681	-	83,681
Mission giving	21,665	-	21,665
Other costs	6,214	30	6,244
Independent examination	2,040	-	2,040
Depreciation	1,263	-	1,263
STEPS staff costs	117,240	-	117,240
STEPS other costs	21,026	2,280	23,306
Unrestricted building fund	5,227	-	5,227
Vision (legacy)	21,067	852	21,919
Vicar's discretionary fund	1,360	-	1,360
Events fund	6,631	-	6,631
Restricted funds-other projects	-	8,442	8,442
HMRC employer's national insurance repayment	12,673	-	12,673
	<u>597,326</u>	<u>15,072</u>	<u>612,398</u>

4 Parish Share

St Stephen's Tonbridge is a parish church of the Church of England in the Diocese of Rochester, by means of Parish Share, helps the funding of ministers, particularly parochial clergy, throughout the Diocese, the work of various Diocesan bodies and the work of the Church of England as a whole. The Diocese is a community resourcing a common task, and not a charity trying to raise funds to meet a need. In 2024, the amount paid by the PCC was £89,329 (2023: £83,681).

5 Independent Examination Fees

Fees payable to the independent examiner for:

	2024	2023
	£	£
Independent examination and accounts preparation	2,120	2,040
	<u>2,120</u>	<u>2,040</u>

St Stephen Tonbridge

Year Ended 31st December 2024

Notes to the Financial Statements

6 Staff Costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2024	2023
	£	£
Wages and salaries	293,977	276,318
Social security costs	14,586	7,749
Employer pension contribution	8,153	7,867
Total Employment Costs	316,716	291,934

The Vicar is employed by the Diocese of Rochester so his costs have not been included in the salary figures included above.

The average headcount of employees during the year was as follows:

	2024	2023
Church employees	10	10
STEPS preschool employees	9	10
	<u>19</u>	<u>20</u>

Number of employees who received employee benefits of more than £60,000 during the year was as follows:

	2024	2023
More than £60,000	-	-

Key Management Personnel

The charity's key lay management personnel comprise the associate ministers, operations manager and youth & children's pastor. Total remuneration paid to key management personnel was £112,076 (2023: £112,985).

St Stephen Tonbridge

Year Ended 31st December 2024

Notes to the Financial Statements

7 Trustee Remuneration, Expenses and Donations

During the year no trustees received remuneration for employment.

Five trustees received payments for expense claims during 2023. These expenses are mainly related to ministry costs and day to day running of the church. The expenses reimbursed to trustees during the year totalled £1,557 (2023: £1,721).

The aggregate value of donations made by PCC members was £51,717 (2023: £41,725).

8 Tangible Fixed Assets

	Freehold Land and Buildings £	Equipment £	Total £
Cost or Valuation			
At 1st January 2024	2,040,999	5,055	2,046,054
Revaluation	(92,200)	-	(92,200)
Additions	-	5,527	5,527
At 31st December 2024	1,948,799	10,582	1,959,381
Depreciation			
At 1st January 2024	-	5,055	5,055
Depreciation charge	-	1,382	1,382
At 31st December 2024	-	6,437	6,437
Net Book Value			
At 31st December 2024	1,948,799	4,145	1,952,944
At 31st December 2023	2,040,999	-	2,040,999

The property breakdown is as follows, valued in accordance with the Accounting Policies note 1. In the previous year the St Eanswythe's Mission House was revalued by Andrew Langford who is a qualified property valuer. The property was revalued on a market value basis.

	2024 £	2023 £
Office, 35 Waterloo Road, Tonbridge	213,228	213,228
House, 20 Woodfield Road, Tonbridge	279,571	279,571
Church Hall, 37 Waterloo Road, Tonbridge	68,000	68,000
Community Centre, Waterloo Road, Tonbridge	68,000	68,000
St Eanswythe's Chapel, Priory Road, Tonbridge	150,000	227,200
St Eanswythe's Court Flats, Priory Road, Tonbridge	610,000	625,000
St Eanswythe's Mission House, Priory Road, Tonbridge	560,000	560,000
	1,948,799	2,040,999

St Stephen Tonbridge

Year Ended 31st December 2024

Notes to the Financial Statements

9 Debtors

	2024	2023
	£	£
Income tax recoverable	3,746	3,565
Prepayments	3,017	6,308
Other debtors	3,803	642
	<u>10,566</u>	<u>10,515</u>

10 Creditors: Amounts Falling Due Within One Year

	2024	2023
	£	£
Accounts payable	7,425	7,864
Accruals and other creditors	2,834	2,567
Tax and pension costs	13,892	13,927
Deferred income	125	14,598
	<u>24,276</u>	<u>38,956</u>

11 Deferred Income

	2024	2023
	£	£
Balance at the beginning of the reporting period	14,598	14,598
Amount released to income	(14,598)	(14,598)
Amount deferred in year	125	14,598
Balance at the end of the reporting period	<u>125</u>	<u>14,598</u>

At the close of the year end £125 (2023: £14,598) of STEPS preschool local authority funding was received before the year end for children places for the next academic following the year end.

St Stephen Tonbridge

Year Ended 31st December 2024

Notes to the Financial Statements

12 Analysis of Charitable Funds

	1 Jan 2024 £	Income £	Expenditure £	Gains/Loses £	Transfers £	31 Dec 2024 £
Unrestricted Funds						
Unrestricted						
General funds	10,453	419,979	(368,157)	-	(15,805)	46,470
STEPS Unrestricted Fund	5,474	187,332	(169,923)	-	(17,410)	5,473
Revaluation Reserve	143,480	-	-	(92,200)	-	51,280
Total	159,407	607,311	(538,080)	(92,200)	(33,215)	103,223
Designated						
Living Well Tonbridge	-	-	-	-	-	-
Property maintenance reserve	15,922	-	(10,534)	-	5,400	10,788
Property improvement fund	16,849	6,600	(6,032)	-	-	17,417
Staff illness fund - PCC	7,700	-	-	-	1,200	8,900
Staff illness fund - STEPS	8,349	-	(4,616)	-	2,250	5,983
Vision fund (Legacy)	61,263	-	-	-	-	61,263
Vicars Discretionary fund	1,498	823	(1,157)	-	-	1,164
IT maintenance fund	150	-	(912)	-	1,297	535
Events fund	2,487	6,434	(6,836)	-	-	2,085
MAG (Designated) fund	10,497	-	(27,609)	-	24,118	7,006
MAG discretionary fund	-	-	-	-	-	-
Property fund	1,897,519	-	-	-	-	1,897,519
Charis project fund	-	-	-	-	-	-
Emergency and support fund	-	-	-	-	-	-
MAG Eden Walsall	-	-	-	-	-	-
Mpwapwa project fund	-	-	-	-	-	-
MAG TTCW fund	-	-	-	-	-	-
Mission trip fund	-	-	-	-	-	-
Unrestricted building fund	-	-	-	-	-	-
Boiler replacement fund	-	-	-	-	-	-
Total	2,022,234	13,857	(57,696)	-	34,265	2,012,660
Total Unrestricted	2,181,641	621,168	(595,776)	(92,200)	1,050	2,115,883

St Stephen Tonbridge

Year Ended 31st December 2024

Notes to the Financial Statements

Analysis of Charitable Funds (*continued*)

	1 Jan 2024 £	Income £	Expenditure £	Gains/Loses £	Transfers £	31 Dec 2024 £
Restricted Funds						
STEPS Restricted Fund	3,453	2,248	(2,279)	-	-	3,422
Living Well Tonbridge restricted	2,236	4,708	(1,377)	-	-	5,567
Vision fund	-	-	-	-	-	-
Blend Fund	739	-	(739)	-	-	-
Restricted funds - Other Projects	6,547	2,682	(4,436)	-	(1,050)	3,743
Agency giving	1,676	5,014	(6,263)	-	-	427
Other smaller imaterial funds	-	-	-	-	-	-
Total Restricted	14,651	14,652	(15,094)	-	(1,050)	13,159
Total Funds						
Total	2,196,292	635,820	(610,870)	(92,200)	-	2,129,042

Material Fund Transfers 2024

STEPS Unrestricted Fund

£17,410 was transferred from STEPS £14,960 of this went to General Fund as end year profit is returned to church funds, and the remainder was transferred throughout the year to the IT Maintenance fund and STEPS Illness fund, which build up a pot of reserves to be used to purchase IT equipment / fund long term sick leave.

MAG (Designated) fund

During 2024, £24,118 was transferred from General funds to the MAG Designated fund to enable us to support our mission partners.

St Stephen Tonbridge

Year Ended 31st December 2024

Notes to the Financial Statements

Analysis of Charitable Funds (continued)

	1 Jan 2023 £	Income £	Expenditure £	Gains/Loses £	Transfers £	31 Dec 2023 £
Unrestricted Funds						
Unrestricted						
General funds	20,511	376,917	(355,428)	-	(31,547)	10,453
STEPS Unrestricted Fund	-	160,713	(153,039)	-	(2,200)	5,474
Revaluation Reserve	-	-	-	143,480	-	143,480
Total	20,511	537,630	(508,467)	143,480	(33,747)	159,407
Designated						
Living Well Tonbridge	27,819	15,883	(13,562)	-	(30,140)	-
Property maintenance reserve	14,818	-	(8,650)	-	9,754	15,922
Property improvement fund	11,312	300	(5,974)	-	11,211	16,849
Staff illness fund - PCC	6,500	-	-	-	1,200	7,700
Staff illness fund - STEPS	6,349	-	-	-	2,000	8,349
Vision fund (Legacy)	27,126	27,385	(21,067)	-	27,819	61,263
Vicars Discretionary fund	2,843	15	(1,360)	-	-	1,498
IT maintenance fund	2,170	-	(4,723)	-	2,703	150
Events fund	1,262	7,856	(6,631)	-	-	2,487
MAG (Designated) fund	-	-	-	-	10,497	10,497
MAG discretionary fund	1,297	1,441	(4,500)	-	1,762	-
Property fund	1,897,519	-	-	-	-	1,897,519
Charis project fund	31	-	(7,600)	-	7,569	-
Emergency and support fund	659	-	(1,500)	-	841	-
MAG Eden Walsall	1,770	-	-	-	(1,770)	-
Mpwapwa project fund	1,632	-	(2,265)	-	633	-
MAG TTCW fund	-	-	(5,800)	-	5,800	-
Mission trip fund	1,843	-	-	-	(1,843)	-
Unrestricted building fund	16,378	60	(5,227)	-	(11,211)	-
Boiler replacement fund	4,000	-	-	-	(4,000)	-
Total	2,025,328	52,940	(88,859)	-	32,825	2,022,234
Total Unrestricted	2,018,020	590,570	(583,764)	143,480	29,218	2,181,641

St Stephen Tonbridge

Year Ended 31st December 2024

Notes to the Financial Statements

Analysis of Charitable Funds (continued)

	1 Jan 2023 £	Income £	Expenditure £	Gains/Loses £	Transfers £	31 Dec 2023 £
Restricted Funds						
STEPS Restricted Fund	1,819	3,914	(2,280)	-	-	3,453
Living Well Tonbridge restricted	-	860	(295)	-	1,671	2,236
Vision fund	852	-	(852)	-	-	-
Blend Fund	739	-	-	-	-	739
Restricted funds - Other Projects	10,879	4,974	(9,306)	-	-	6,547
Agency giving	-	3,985	(2,309)	-	-	1,676
Other smaller immaterial funds	779	-	(30)	-	(749)	-
Total Restricted	15,068	13,733	(15,072)	-	922	14,651
Total Funds						
Total	2,033,088	604,303	(598,836)	143,480	30,140	2,196,292

Material Fund Transfers 2023

Living Well Tonbridge	Transfer to close fund with the funds being transferred back to the Vision fund where they originally came from.
Charis project fund	Transfer to close fund following the conclusion of the project.
Unrestricted building fund	Transfer to close fund with fund being transferred to the Property improvement fund.

During the year a consolidation exercise took place to reduce and rationalise the number of designated funds held by the PCC. This is the reason for the increased number of fund transfers with multiple funds being closed.

Fund Descriptions

Outlined below are the details for all the material funds held during the financial year.

Unrestricted Funds

General funds	Day to day operational costs for the church and church buildings.
STEPS Unrestricted Fund	Day to day operational costs for the preschool and premises.
Revaluation Reserve	Fund to hold the value of the revalued element of the buildings in accordance with the accounting policy and the charity's SORP.

St Stephen Tonbridge

Year Ended 31st December 2024

Notes to the Financial Statements

Designated Funds

Property maintenance reserve	For major maintenance of public church buildings in line with quinquennial inspections.
Property improvement fund	Rented Property Fund - for major expenditures on rental properties.
Vision fund (Legacy)	Money received in response to vision related appeals.
Property fund	Value of all buildings owned.
Unrestricted building fund	Now closed - for non-quinquennial building projects.
Boiler replacement fund	Now closed - money put aside for rolling programme of boiler replacement in non-rental properties.

Restricted Funds

STEPS Restricted Fund	Funds received for specific restricted purposes within the pre-school.
Living Well Tonbridge restricted	Donations restricted for use for Living Well activities.
Restricted funds - Other Projects	Donations restricted for use for other specific projects.
Agency giving	Money collected for and dispersed to other agencies.

13 Analysis of Net Assets Between Funds

	Unrestricted Funds	Restricted Funds	Total Funds 2024
	£	£	£
Fixed Assets	1,952,944	-	1,952,944
Current Assets	187,215	13,159	200,374
Creditors less than 1 year	(24,276)	-	(24,276)
	<u>2,115,883</u>	<u>13,159</u>	<u>2,129,042</u>

	Unrestricted Funds	Restricted Funds	Total Funds 2023
	£	£	£
Fixed Assets	2,040,999	-	2,040,999
Current Assets	179,598	14,651	194,249
Creditors less than 1 year	(38,956)	-	(38,956)
	<u>2,181,641</u>	<u>14,651</u>	<u>2,196,292</u>

St Stephen Tonbridge

Year Ended 31st December 2024

Notes to the Financial Statements

14 Related Party Transactions

During the year Rachael Plowman, a close family member of trustee Mrs Edith Wills, was employed as the Church & Finance Administrator. The total remuneration received during the year including Employer's National Insurance and Employer's Pension contribution was £19,826 (2023: £19,389).

During the year a £500 donation was made by the PCC to Tonbridge Counselling Service, a charity where Rev'd Mark Barker is a trustee.

In the prior year £360 was paid to Tonbridge Counselling Service, a charity where Rev'd Mark Barker is a trustee.

15 Mission Partners

During the year the PCC provided financial support to a number of mission partners, both internationally and within the UK, through the Mission Action Group (MAG). The following grants were made:

Charis, Romania – £7,599.96

Mpwapwa CCMP Project, Tanzania – £8,530

Tonbridge Children's Workshop, UK – £6,300

In addition to the above, a further £3,750 was distributed from MAG Funds in response to emergency appeals received throughout the year.

Accounts

Registered Charity no. 1132563

The Parochial Church Council Of The Ecclesiastical Parish Of St. Stephen, Tonbridge

Known as St Stephen Tonbridge

Trustees Annual Report and Accounts

Year Ended 31st December 2023



St Stephen Tonbridge

Year Ended 31st December 2023

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St Stephen Tonbridge

Year Ended 31st December 2023

Legal and Administrative Information

Reference

The Charity is called "The Parochial Church Council Of The Ecclesiastical Parish Of St Stephen, Tonbridge". The Parochial Church Council is known as the PCC for short. Other names which are used for the charity are "St Stephen, Tonbridge". The Church is registered with the Charity Commission for England and Wales and was registered on the 19 February 2009. Before this the church was excepted from registration.

Registered Charity Number	1132563
Registered Office	37 Waterloo Road Tonbridge TN9 2SW
Incumbent	The Reverend M. Barker
Website	ststephens.org.uk
Primary Bankers	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent
Independent Examiner	Nigel Wyatt BSC FCA Wyatt & Co Chartered Accountants 125 Main Street Garforth Leeds LS25 1AF

St Stephen Tonbridge

Year Ended 31st December 2023

Legal and Administrative Information

Trustees and members of the PCC

The Parochial Church Council (PCC) Members are elected or co-opted by the Annual Parochial Church Meeting in accordance with the Church Representation Rules 2020 or are ex-officio. The following people served as members of the PCC for all or part of the year.

Ex Officio

Incumbent & Chairman:

The Reverend Mark Barker

Associate Vicar:

The Reverend Miriam Barker

Wardens:

Mrs Glynis Hubble

Mr Andrew Howe

Deanery Synod Members:

Mrs Glynis Hubble (until 24/4/2023)

Mr Michael White (until 24/4/2023)

Mrs Patricia Hicks

Mrs Edith Wills

Mr David Wilson

Elected Members

Elected Lay Representatives:

Mr Richard Hamlyn (until 24/4/2023)

Mr David Widdicombe (until 24/4/2023)

Mrs Cathi Fredricks

Mr Matthew Lake

Mrs Helen Noble

Mrs Kate Naylor

Mr Gabriel Piazza (until 31/12/2023)

Mr Tom Price

Mr Jonathan Stephens

Mr Richard Strawson

Mr Darrell Sykes

Mr Mark Thomas

Mr Michael White (from 24/4/2023)

Co-Opted members:

Mrs Lynn Hams – Treasurer

Also in attendance:

Mrs Isabel Plimmer – PCC Secretary

Mrs Rachael Plowman – Minute Secretary

Mr Craig Spickernell – Associate Minister

St Stephen Tonbridge

Year Ended 31st December 2023

Trustees' Annual Report

Structure, governance and management

The PCC is a charity which was excepted from registration under Statutory Instrument 2002 No. 1598 "The Charities (Exception from Registration) (Amendment) Regulations 2002", and in 2009 was registered as a charity under Charity Number 1132563.

The function and purpose of the PCC is outlined in the Parochial Church Councils (Powers) Measure 1956.

Members of the PCC are either ex-officio (by right of office) or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules 2022.

The PCC met 6 times during the year, and its subcommittees, known as Resource Support Groups (RSGs) also met regularly. Each RSG reported to either PCC or the Standing and Resource Group on the activities of their group at some point during the year. The Chair of the Safeguarding RSG reported to each PCC meeting either in person or by written report.

Standing & Resource Group

This is the Standing Committee and as such has the power to transact the business of the PCC between its meetings, subject to any directions given by the PCC. It monitors reports from the Heads of Fabric and Finance and from the other RSGs. Isabel Plimmer (Operations Manager) chairs this RSG.

Mission Action Group:

The mission action group oversees and advises the PCC on selection and support of mission partners and the allocation of our mission tithe. Lynn Hams chairs this RSG.

Human Resources Support Group

The HR RSG oversees and advises the PCC on all aspects of HR relating to the church, including the employment and pay structures for staff, in order to ensure our HR appointments and policies support and help implement the vision of the church. Isabel Plimmer (Operations Manager) chairs this RSG.

ICT Resource Support Group

The ICT RSG oversees and advises the PCC on all aspects of technology helping to ensure that our computers, phones, projectors, AV etc., work and enable the vision of the Church to be implemented. Daniel Lanstone chairs this RSG.

Risk Resource Support Group

The Risk RSG oversees and advises the PCC on all aspects of risk management, helping to assess the risks posed to the church, to monitor them and to inform PCC of any concerns, together with suggestions for mitigating these risks and so provide an assurance to the PCC that risks of all types are identified, monitored and controlled to an acceptable level, so enabling the church to implement its vision in a culture of safety. Darrell Sykes chairs this RSG.

Safeguarding Resource Support group

The Safeguarding RSG oversees and advises the PCC on all aspects of safeguarding, both of children and of vulnerable adults, ensuring our policies are up to date and that those who need it are DBS checked and trained, helping to ensure that our safeguarding processes enable the vision of the Church to be implemented. Jan Smith (Parish Safeguarding Officer) chairs this group.

STEPS Resource Support Group

The STEPS RSG oversees and advises the PCC on all aspects of our pre-school, helping to ensure the vision of the church is implemented in STEPS and the Christian ethos is reflected in day to day practices. Rev Mark Barker (Incumbent) chairs this RSG.

ECO Church Resource Support group: The ECO Church RSG advises the PCC and gives a lead on the church response to the climate emergency, caring for God's creation through practical action. Hilary Smith chairs this group.

Induction and training of PCC members

Each year, after the appointment of new members of the PCC at the APCM, papers outlining the role are issued to all members of the PCC, and are included on the agenda at the first PCC meeting following the APCM.

St Stephen Tonbridge

Year Ended 31st December 2023

Trustees' Annual Report

Statement of major risks

The major risks which affect the work of the Church in the parish have been identified and are monitored by the Risk Management RSG under the five categories recommended by the Charity Commission:

- Governance
- Operational – including people, health and safety, fire and safeguarding.
- Financial
- External
- Compliance

The Risk Register is kept up to date and is referred to the PCC on an annual basis.

Safeguarding

The PCC has complied with the 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).

Membership and attendance

Our electoral roll stood at 304 as at April 2023, of which 34% are not residents in the parish and our average weekly attendance in October 2023 (Statistic for Mission) was 178 adults and 27 children.

Objectives and activities

Our objective (vision) is to be a Church and people that are "Passionate to know God and to make God known".

St Stephen's PCC has:

- The responsibility of co-operating with the incumbent, the Reverend Mark Barker, in fulfilling this and in promoting in the ecclesiastical parish the whole mission of the church, pastoral, evangelistic, social and ecumenical.
- The responsibility for the Church, Church Hall, the Community Centre, Church Office, house at Woodfield Road, St Eanswythe's Chapel, Mission House and three flats.
- The responsibility for the finances of St Stephen's.
- The trustees have had regard to the Charity Commission guidance on public benefit.

Grant making policy

St Stephen's policy is to tithe at least 10% of the previous year's donated income and 10% of any large legacies received during the current year. These were allocated in 2023 to the Diocese as part of the Parish Share, and on the recommendation of the Mission Action Group.

Role of volunteers

- Volunteers play a vital role in every area of the ministry and organisation of the parish. Each volunteer is safely recruited, and without them much in the life of the church could not take place. We currently have 151 volunteers assisting in various areas of our work, including Youth & Children's groups, Living Well Café, Community Larder and assisting with services by reading the lessons, leading prayers, welcoming and administering Holy Communion.

St Stephen Tonbridge

Year Ended 31st December 2023

Trustees' Annual Report

Achievements and performance

At the start of 2023, the PCC invited the UK Church Administrators Network (UCAN) to conduct a review of the organisational health and operational effectiveness of the church with an emphasised focus on:

- Reflecting on how functional the church is at present.
- Evaluating organisational clarity and interactions of governance, leadership, and management.
- Aligning team/organisational structure to support vision and purpose.
- Assessing the appropriateness of structures, staffing and volunteer provision alongside the current programme of activity.
- Making recommendations for structural and/or systematic needs for the church.

Jules Morgan and Andy Bagwell carried out this review between January and March 2023 and provided a comprehensive report by the end of March 2023, just ahead of the Vicar taking a three-month sabbatical. However, the report was left with a Strategy Review Group under the leadership of Jonathan Stephens and asked to review the report and prepare a draft strategy for his return.

A Strategy Plan was presented to the PCC in September, and to the wider church in October under the heading of "Making space for what matters most". At this meeting the "why" of the strategy was discussed, but work has been ongoing on the "what" and the "how" of a 5-year plan, and how this plan will be monitored, which will be presented to the PCC in May 2024 and to the 2024 APCM. The monitoring started with attendance at all our services in March being taken to try to understand the pattern of people's church going post-Covid. This will be compared to a further survey of attendance a year later.

Whilst this has consumed a lot of attention during 2023, other aspects of church life have continued:

- Two services a month have continued at St. Eanswythe's, and whilst we tried to sell the Mission House when it became vacant, the market has been slow and no offers were received, so it has been relet.
- Our regular morning services at St Stephen's have continued to slowly build post-Covid, including visits from the Bishop of Rochester, the Archdeacon of Rochester and the Archdeacon of Tonbridge.
- Plugged In on Sunday evenings went from twice to once a month but continues to attract young adults and teenagers.
- We decided to employ managers directly to run the café at Living Well on Tuesdays and Thursdays Playspace instead of running it as part of the Angel Café. Over the years Living Well has consolidated, with an increasing attendance of guests and agencies who use the space and has become financially self-sustaining under the leadership of Wendy Fenn, who gives her time free of charge and for whom we are very grateful. On top of this, the café is also open on Saturdays as part of the Feast Larder which remains busy, and once a month the Repair café operates alongside it.
- Connect Groups are an important aspect of church life. We currently have 16 groups with about 140 people connected to those groups, meeting fortnightly or weekly to study the Bible, pray together and support one another. Craig and Jess Spickernell oversee this and keep in touch with the leaders, providing suggestions for studies.
- Young people and children continue to meet on Sundays and some of the older groups also meet mid-week. Rachael Hosier, our Youth & Children's Pastor, oversees these together with a core team and a group of volunteers.
- STEPS, our church pre-school, received a "Good" Ofsted inspection report at the end of 2022, and has continued to provide a safe and positive environment for the children and their families. During the year we began to consider the Christian ethos in more detail and how STEPS might live out and help us fulfil the vision of the church.

All of this could not be possible without the hard work and commitment of the church and STEPS staff team and many volunteers. Thank you to all of them, and especially to those who carried extra responsibility whilst the Vicar was on sabbatical, particularly the Churchwardens, Iz Plimmer and Craig and Jess Spickernell.

St Stephen Tonbridge

Year Ended 31st December 2023

Trustees' Annual Report

Financial review

We have three types of funds, restricted funds which can only be spent in accordance with the donor's wishes, i.e. they are ring-fenced, unrestricted funds which the PCC can apply for the general purposes of the church, and endowment funds which are capital funds which are kept long-term.

Our unrestricted income increased in 2023 from £563,877 to £590,570, an increase of just under 5%, with unrestricted donated income increasing from £322,752 to £333,356 (up 3%). Following a stewardship campaign in February 2023 planned giving increased from £228,663 to £234,944 (up 3%) while one off giving increased by 23% from £33,334 to £40,989.72, reflecting a general concern over the uncertain financial outlook, with high inflation and rising interest rates. Gift Aid increased by 7% from £44,779 to £48,127 as a result of this increase although giving via collections dropped slightly from £8,230 to £7,226. Rental income decreased £69,540 to £59,024 (15%) as a result of the decision to put St Eanswythe's Mission House on the market, with it remaining empty from April until the end of the year. Café income from Living Well rose from £9,434 to £15,799 (67%). The main other income-generating activities continued to be STEPS and fees for weddings and funerals.

Our unrestricted expenses in 2023 increased by less than 1% from £589,178 to £597,326 against a high annual inflation. This was achieved largely by not filling vacant staff posts. After transfers, before revaluation, the result is an unrestricted funds deficit of £6,756 (down from last year when the deficit was £24,624). The only large planned expenditure from unrestricted funds was the stonemasonry work to the church building, which had been identified in the last Quinquennial inspection at a cost of £7,075.

Our normal operating funds, including our pre-school, decreased by £5,335.

Giving towards restricted funds was £13,733 and spending from restricted funds was £15,072. Some of the expenditure was from grants given in previous years, including a Diocesan grant to help with utility costs and a grant to the Starlights Puppet Group.

Total Unrestricted funds of £2,181,641 consist mainly of the properties owned by the PCC at their net book value of £2,040,999. This includes an increase of £143,480 following a revaluation of St Eanswythe's Mission House.

Of the remaining amount of £143,490, £35,920 has been allocated to property matters, leaving £107,570 for other purposes.

We have become aware that for a number of years we have wrongly been claiming an additional NI rebate for the pre-school and have, and have therefore allocated £12,673 to cover the likely amount we will be required to repay. This reduces our remaining unallocated funds to £94,897.

Restricted funds (funds subject to a restriction by the donor regarding their use) are £14,651.

Cash reserves policy: It is our aim to keep in reserve an amount of at least 6 weeks of unrestricted cash expenditure (£61,485 for 2023). As at 31st December our unrestricted cash reserves were above this amount, Excess funds are held to finance future growth.

Investment Policy: It is our policy to invest cash not required in the short term with CAF Bank, Kingdom Bank, The Rochester Diocesan Board of Finance or in the CCLA Church Of England Deposit Fund

St Stephen Tonbridge

Year Ended 31st December 2023

Trustees' Annual Report

Plans for future periods

As we enter 2024, the key focus is to complete the strategy for the next 5 years. This has come out of the consultation we had at the start of 2023, but also as it is an item highlighted as a concern in the Risk Register. What are we going to be focussing on over the coming years, how will these be achieved, when and what are the implications? We also aim to set up a system by which we can monitor progress and ascertain metrics to see how we are achieving what we plan.

This will start with a further survey of church attendance in March, to compare it to 2023, and also a discipleship questionnaire, which will then be repeated each year to ascertain whether we are helping people grow as disciples or in their "passion to know God".

It is also hoped that, after some years of not having an Alpha Course, we will provide a basics course to help people start exploring faith, as well as begin to encourage spiritual input into Living Well, the Playspace and the Larder, as we begin to live out our vision to be "Passionate to make God known".

Within the review of the strategy, we will also be considering staffing levels, finances, compliance and how we can create space in order to live out our vision better.

Signed on behalf of the Trustees.....

Revd Mark Barker
Name of Trustee

22/05/2024
Date:.....

St Stephen Tonbridge

Year Ended 31st December 2023

Independent Examiner's Report

I report to the trustees on my examination of the financial statements of St Stephen, Tonbridge ('the charity') for the year ended 31 December 2023.

Responsibilities and Basis of Report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements 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.

Independent Examiner's Statement

I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no material 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 in respect of the charity as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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.



Nigel Wyatt BSC FCA
Independent Examiner
125 Main Street
Garforth
Leeds
LS25 1AF

Date: 22/05/2024

St Stephen Tonbridge

Year Ended 31st December 2023

Statement of Financial Activities

		Unrestricted Funds	2023 Restricted Funds	Total Funds	2022 Total Funds
	Note	£	£	£	£
Income					
Donations and legacies		333,356	4,970	338,326	327,436
Charitable activities		186,973	8,473	195,446	192,524
Activities for generating income		68,180	290	68,470	69,540
Investment income		2,061	-	2,061	432
Total Income	2	<u>590,570</u>	<u>13,733</u>	<u>604,303</u>	<u>589,932</u>
Expenditure					
Expenditure on charitable activities	3	<u>597,326</u>	<u>15,072</u>	<u>612,398</u>	<u>614,658</u>
Total Expenditure		<u>597,326</u>	<u>15,072</u>	<u>612,398</u>	<u>614,658</u>
Net Income / (Expenditure) Before Gains/(Losses)		<u>(6,756)</u>	<u>(1,339)</u>	<u>(8,095)</u>	<u>(24,726)</u>
Gain/(loss) on revaluation of fixed asset	8	<u>143,480</u>	<u>-</u>	<u>143,480</u>	<u>-</u>
Net Income / (Expenditure) After Gains/(Losses)		<u>136,724</u>	<u>(1,339)</u>	<u>135,385</u>	<u>(24,726)</u>
Net Income and Net Movement in Funds					
Total funds brought forward	12	2,018,020	15,068	2,033,088	2,085,633
Transfers	12	<u>29,218</u>	<u>922</u>	<u>30,140</u>	<u>-</u>
Total Funds Carried Forward	12	<u>2,183,962</u>	<u>14,651</u>	<u>2,198,613</u>	<u>2,060,907</u>

All income and expenditure derive from continuing activities.

St Stephen Tonbridge

Year Ended 31st December 2023

Statement of Financial Position

	Note	2023 £	2022 £
Fixed Assets			
Tangible fixed assets	8	2,040,999	1,898,782
		<u>2,040,999</u>	<u>1,898,782</u>
Current Assets			
Debtors	9	10,515	6,853
Short term investment		52,175	50,947
Cash at bank and in hand		131,559	139,956
		<u>194,249</u>	<u>197,756</u>
Creditors: Amounts Falling Due Within One Year	10	<u>38,956</u>	<u>35,631</u>
Net Current Assets		<u>155,293</u>	<u>162,125</u>
Total Assets Less Current Liabilities		<u>2,196,292</u>	<u>2,060,907</u>
Net Assets	13	<u>2,196,292</u>	<u>2,060,907</u>
Funds of the Charity			
Restricted funds	12	14,651	15,068
Unrestricted funds	12		
Unrestricted general		15,927	20,511
Designated funds		2,022,234	1,997,509
Revaluation reserve		143,480	-
Total Charity Funds		<u>2,196,292</u>	<u>2,033,088</u>

Trustees Responsibilities

These financial statements were approved by the board of trustees and authorised for issue:

Name of Trustee:

Revd Mark Barker

Signed on Behalf of the Trustees:

Mark BARKER

Date of Approval:

22/05/2024

St Stephen Tonbridge

Year Ended 31st December 2023

Statement of Cash Flows

	2023	2022
	£	£
Cash Flows From Operating Activities		
Net cash provided by (used in) operating activities	(9,230)	(16,951)
	<u>(9,230)</u>	<u>(16,951)</u>
Cash Flows From Investing Activities		
Dividends and interest	2,061	432
Purchase of tangible fixed assets	-	-
Net cash provided by (used in) investing activities	<u>2,061</u>	<u>432</u>
Cash Flows From Financing Activities		
Repayments on borrowing	-	-
Cash inflows from new borrowing	-	-
Net cash provided by (used in) financing activities	<u>-</u>	<u>-</u>
Change in cash and cash equivalents in the reporting period	(7,169)	(16,519)
Cash and cash equivalents at the beginning of the reporting period	190,903	207,422
Cash and Cash Equivalents at the End of the Reporting Period	<u>183,734</u>	<u>190,903</u>
Reconciliation of Net Movement in Funds to Net Cash Flow from Operating Activities		
	2023	2022
	£	£
Net movement in funds for the reporting period (as per the statement of financial activities)	135,385	(24,726)
Adjustments for:		
Gain/(loss) on revaluation of fixed assets	(143,480)	-
Interest received	(2,061)	(432)
Depreciation of tangible fixed assets	1,263	1,948
(Increase)/decrease in debtors	(3,662)	2,111
Increase/(decrease) in creditors	3,325	4,148
Net cash provided by (used in) operating activities	<u>(9,230)</u>	<u>(16,951)</u>
Analysis of Cash and Cash Equivalents		
	2023	2022
	£	£
Cash at bank and in hand	131,559	139,956
Short term deposits	52,175	50,947
Total cash and cash equivalents	<u>183,734</u>	<u>190,903</u>

St Stephen Tonbridge

Year Ended 31st December 2023

Notes to the Financial Statements

1 Accounting Policies

Basis of Preparation

The accounts are prepared under the historical cost convention, in accordance with the Church Accounting Regulations 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with FRS 102 (effective 1 January 2019) - (Charities SORP (FRS 102)) and the Charities Act 2011.

The primary objective of the charity is to promote the gospel of our Lord Jesus Christ according to the doctrine and practice of the Church of England. The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). There are no material uncertainties about the charity's ability to continue as a going concern.

Assessment of Going Concern

Preparation of the accounts is on a going concern basis. The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Fund Accounting

PCC funds are required to be analysed under specific headings, as follows:

General funds represent the 'free' funds of the PCC that are not subject to any restriction regarding their use and are available for application for the general purposes of the PCC.

Designated funds are earmarked by the PCC for particular purposes but are nevertheless still unrestricted as the PCC can redesignate the funds if it wishes.

Restricted funds are funds collected or donated for a particular purpose and cannot be used by the PCC for any other purpose except by agreement with the donor.

The funds of the PCC have been appropriately analysed and the statement of financial activities has been prepared in accordance with this analysis.

Accounting Requirements

The accounts are required to include all transactions, assets and liabilities for which the PCC can be held responsible, and therefore include:

- The value of land and property;
- Tax on gifts and donations received during the year;
- Specific giving directed to support other missions, charities and churches

The accounts do not include the accounts of church groups that owe an affiliation to another group, nor those which are informal gatherings of church members. Church groups which are largely self-financing, are excluded as they do not materially affect the accounts; however subsidies paid to these groups are included.

St Stephen Tonbridge

Year Ended 31st December 2023

Notes to the Financial Statements

Incoming Resources

All incoming resources are recognised once the charity has entitlement to the resources, it is probable that the resources will be received, and the monetary value of incoming resources can be measured with sufficient reliability.

- All voluntary income from members of the church are recognised as donations and are included in full, with associated Gift Aid receivable in the Statement of Financial Activities.
- Grants where entitlement is not conditional on the delivery of specific performance by the charity are recognised when the charity becomes unconditionally entitled to the grant.
- Incoming resources from charitable trading activities such as the letting of the building are accounted for when invoices are drawn up (as the point of entitlement).
- Donated services and facilities are included at the value to the charity where this can be quantified.
- Gifts in Kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.
- Volunteer time, the value of voluntary support for the work of the church, is not included in the accounts but is described in the trustees annual report.
- Investment income is included in the accounts when receivable.

Application of Resources

Grants and outward giving are accounted for in the SOFA when paid, unless an obligation, whether constructive or legal, exists to the recipient in accordance with the Charities SORP and FRS 102.

Parish share and other costs directly relating to the work and activities of the Church are accounted for when they are incurred or become due and payable.

Resources Expended

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Governance Costs

Include costs of the preparation and examination of statutory accounts, the costs of the trustees' meetings and cost of any legal advice to trustees on governance or constitutional matters.

Liability Recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

St Stephen Tonbridge

Year Ended 31st December 2023

Notes to the Financial Statements

Tangible Fixed Assets

Consecrated and beneficed property is excluded from the accounts by S10(2)(c) of the Charities Act 2011. No value is attributed to moveable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or beneficed buildings and moveable church furnishings, whether for maintenance or improvement, is written off as expenditure in the SOFA and separately disclosed.

Other land and buildings held on behalf of the PCC for its own purposes are valued at a fair but prudent valuation which is considered to be a reasonable estimate of the current value "in use" of the property. No depreciation has been charged in respect of such properties as they are kept in sound condition and any expenditure on maintenance or improvement following regular review is written off as incurred. It is our policy, as a general rule, to commission a revaluation of our properties at least once every 7 - 8 years.

No depreciation is provided on buildings as the current estimated residual value of the properties is not less than their carrying value and the remaining useful life of these assets currently exceeds 50 years, so that any depreciation charges would be immaterial.

An impairment review is carried out on a regular basis and any resultant loss identified is included within expenditure for the year. (NB an impairment review is a formal check that the current value of a fixed asset such as a house or building is greater than the value shown in the balance sheet. If there is a fixed asset that is overvalued because, say the roof is about to fall in, the charity should reduce the balance accordingly and write off the reduction in cost. Close detail is kept on all properties and as money is set aside each year into repair funds, by the nature of this active asset management this happens regularly each year).

Equipment used for church purposes is capitalised and written off on a straight line basis over the reasonable estimated life span of the item. Routine replacements and renewals to the projection, computer and sound equipment and other equipment purchases under £4,000 are written off as expenditure in the SOFA.

Pensions

The charity operates a defined contribution pension scheme. Contributions are charged to the Statement of Financial Activities as they become payable in accordance with the rules of the scheme.

Operating Leases

Rental charges payable under operating leases are charged on a straight line basis over the terms of the lease.

St Stephen Tonbridge

Year Ended 31st December 2023

Notes to the Financial Statements

2 Analysis of Income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Donations and Legacies			
Donations	285,229	4,970	290,199
Income tax recoverable	48,127	-	48,127
Legacies	-	-	-
Grants	-	-	-
	<u>333,356</u>	<u>4,970</u>	<u>338,326</u>
Charitable Activities			
STEPS	160,713	3,914	164,627
Church activities	7,931	646	8,577
Fees	2,530	3,913	6,443
Cafe income	15,799	-	15,799
	<u>186,973</u>	<u>8,473</u>	<u>195,446</u>
Activities for Generating Income			
House rentals	27,234	290	27,524
St Eanswythe's flats	31,500	-	31,500
Church & community centre hire	9,446	-	9,446
	<u>68,180</u>	<u>290</u>	<u>68,470</u>
Investment Income			
Interest received	2,061	-	2,061
	<u>2,061</u>	<u>-</u>	<u>2,061</u>
Other			
Other income	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
Total Income	<u>590,570</u>	<u>13,733</u>	<u>604,303</u>

St Stephen Tonbridge

Year Ended 31st December 2023

Notes to the Financial Statements

2 Analysis of Income (Continued)

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Donations and Legacies			
Donations	277,973	4,684	282,657
Income tax recoverable	44,779	-	44,779
Legacies	-	-	-
Grants	-	-	-
	<u>322,752</u>	<u>4,684</u>	<u>327,436</u>
Charitable Activities			
STEPS	147,233	2,252	149,485
Church activities	9,748	19,119	28,867
Fees	4,738	-	4,738
Cafe income	9,434	-	9,434
	<u>171,153</u>	<u>21,371</u>	<u>192,524</u>
Activities for Generating Income			
House rentals	32,920	-	32,920
St Eanswythe's flats	30,800	-	30,800
Church & community centre hire	5,820	-	5,820
	<u>69,540</u>	<u>-</u>	<u>69,540</u>
Investment Income			
Dividends and interest	432	-	432
	<u>432</u>	<u>-</u>	<u>432</u>
Other			
Other income	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
Total Income	<u>563,877</u>	<u>26,055</u>	<u>589,932</u>

St Stephen Tonbridge

Year Ended 31st December 2023

Notes to the Financial Statements

3 Expenditure on Charitable Activities by Fund Type

	Unrestricted Funds	Restricted Funds	Total Funds 2023
	£	£	£
Worship	4,059	-	4,059
Ministry	1,762	-	1,762
Youth and children	2,524	-	2,524
Living well	10,536	295	10,831
Staffing	174,436	-	174,436
Insurance	3,916	-	3,916
Utilities	35,029	3,173	38,202
Maintenance & contracts	26,343	-	26,343
ICT	15,647	-	15,647
Operations	22,987	-	22,987
Parish Share	83,681	-	83,681
Mission giving	21,665	-	21,665
Other costs	6,214	30	6,244
Independent examination and accounts preparation	2,040	-	2,040
Depreciation	1,263	-	1,263
STEPS staff costs	117,240	-	117,240
STEPS other costs	21,026	2,280	23,306
Property maintenance reserve	-	-	-
Property improvement	-	-	-
Unrestricted building fund	5,227	-	5,227
Vision (legacy)	21,067	852	21,919
Vicar's discretionary fund	1,360	-	1,360
IT maintenance fund	-	-	-
Events fund	6,631	-	6,631
Church hall project	-	-	-
Blend	-	-	-
Healing on the Streets	-	-	-
Community fund	-	-	-
Restricted funds-other projects	-	8,442	8,442
HMRC employers national insurance repayment	12,673	-	12,673
	<u>597,326</u>	<u>15,072</u>	<u>612,398</u>

St Stephen Tonbridge

Year Ended 31st December 2023

Notes to the Financial Statements

	Unrestricted Funds	Restricted Funds	Total Funds 2022
	£	£	£
Worship	4,176	-	4,176
Ministry	970	-	970
Youth and children	2,034	-	2,034
Living well	30,996	4,816	35,812
Staffing	174,411	-	174,411
Insurance	4,068	-	4,068
Utilities	23,903	-	23,903
Maintenance & contracts	13,207	-	13,207
ICT	8,420	-	8,420
Operations	26,510	-	26,510
Parish Share	92,356	-	92,356
Mission giving	35,333	-	35,333
Other costs	7,202	-	7,202
Independent examination	770	-	770
Depreciation	1,948	-	1,948
STEPS staff costs	112,472	-	112,472
STEPS other costs	13,627	3,454	17,081
Property maintenance reserve	3,122	-	3,122
Property improvement	7,551	-	7,551
Unrestricted building fund	9,502	-	9,502
Vision (legacy)	-	-	-
Vicar's discretionary fund	2,106	-	2,106
IT maintenance fund	11,275	-	11,275
Events fund	2,020	-	2,020
Church hall project	1,199	-	1,199
Blend	-	359	359
Healing on the Streets	-	38	38
Community fund	-	72	72
Restricted funds-other projects	-	16,741	16,741
HMRC employer's national insurance repayment	-	-	-
	<u>589,178</u>	<u>25,480</u>	<u>614,658</u>

4 Parish Share

St Stephen's Tonbridge is a parish church of the Church of England in the Diocese of Rochester, by means of Parish Share, helps the funding of ministers, particularly parochial clergy, throughout the Diocese, the work of various Diocesan bodies and the work of the Church of England as a whole. The Diocese is a community resourcing a common task, and not a charity trying to raise funds to meet a need. In 2023, the amount paid by the PCC was £83,681 (2022: £92,356).

St Stephen Tonbridge

Year Ended 31st December 2023

Notes to the Financial Statements

5 Independent Examination Fees

Fees payable to the independent examiner for:

	2023	2022
	£	£
Independent examination and accounts preparation	2,040	-
Independent examination	-	1,300
	<u>2,040</u>	<u>1,300</u>

6 Staff Costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2023	2022
	£	£
Wages and salaries	276,318	283,608
Social security costs	7,749	13,225
Employer pension contribution	7,867	19,136
Total Employment Costs	<u>291,934</u>	<u>315,969</u>

The Vicar is employed by the Diocese of Rochester so his costs have not been included in the salary figures included above.

The average headcount of employees during the year was as follows:

	2023	2022
Church employees	10	14
STEPS preschool employees	10	10
	<u>20</u>	<u>24</u>

Number of employees who received employee benefits of more than £60,000 during the year was as follows:

	2023	2022
More than £60,000	-	-

Key Management Personnel

The charity's key management personnel comprise the associate ministers, operations manager and youth & children's pastor. Total remuneration paid to key management personnel was £112,985.

St Stephen Tonbridge

Year Ended 31st December 2023

Notes to the Financial Statements

7 Trustee Remuneration, Expenses and Donations

During the year no trustees received remuneration for employment.

Five trustees received payments for expense claims during 2023. These expenses are mainly related to ministry costs and day to day running of the church. The expenses reimbursed to trustees during the year totalled £1,721.

The aggregate value of donations made by PCC members was £41,725.

8 Tangible Fixed Assets

	Freehold Land and Buildings £	Equipment £	Total £
Cost or Valuation			
At 1st January 2023	1,897,519	5,055	1,902,574
Revaluation	143,480	-	143,480
Additions	-	-	-
At 31st December 2023	2,040,999	5,055	2,046,054
Depreciation			
At 1st January 2023	-	3,792	3,792
Depreciation charge	-	1,263	1,263
At 31st December 2023	-	5,055	5,055
Net Book Value			
At 31st December 2023	2,040,999	-	2,040,999
At 31st December 2022	1,897,519	1,263	1,898,782

The property breakdown is as follows, valued in accordance with the Accounting Policies note 1. During the year the St Eanswythe's Mission House was revalued by Andrew Langford who is a qualified property valuer. The property was revalued on a market value basis.

	2023 £	2022 £
Office, 35 Waterloo Road, Tonbridge	213,228	213,228
House, 20 Woodfield Road, Tonbridge	279,571	279,571
Church Hall, 37 Waterloo Road, Tonbridge	68,000	68,000
Community Centre, Waterloo Road, Tonbridge	68,000	68,000
St Eanswythe's Chapel, Priory Road, Tonbridge	227,200	227,200
St Eanswythe's Court Flats, Priory Road, Tonbridge	625,000	625,000
St Eanswythe's Mission House, Priory Road, Tonbridge	560,000	416,520
	2,040,999	1,897,519

St Stephen Tonbridge

Year Ended 31st December 2023

Notes to the Financial Statements

9 Debtors

	2023	2022
	£	£
Income tax recoverable	3,565	4,037
Prepayments	6,308	180
Other debtors	642	2,636
	<u>10,515</u>	<u>6,853</u>

10 Creditors: Amounts Falling Due Within One Year

	2023	2022
	£	£
Accounts payable	7,864	13,188
Accruals and other creditors	2,567	4,148
Tax and pension costs	13,927	1,281
Deferred income	14,598	17,014
	<u>38,956</u>	<u>35,631</u>

11 Deferred Income

	2023	2022
	£	£
Balance at the beginning of the reporting period	17,014	15,924
Amount released to income	(17,014)	(15,924)
Amount deferred in year	14,598	17,014
Balance at the end of the reporting period	<u>14,598</u>	<u>17,014</u>

At the close of the year end £14,414 of STEPS preschool local authority funding was received before the year end for children places for the next academic following the year end.

St Stephen Tonbridge

Year Ended 31st December 2023

Notes to the Financial Statements

12 Analysis of Charitable Funds

	1 Jan 2023 £	Income £	Expenditure £	Gains/Loses £	Transfers £	31 Dec 2023 £
Unrestricted Funds						
Unrestricted						
General funds	20,511	376,917	(355,428)	-	(31,547)	10,453
STEPS Unrestricted Fund	-	160,713	(153,039)	-	(2,200)	5,474
Revaluation Reserve	-	-	-	143,480	-	143,480
Total	20,511	537,630	(508,467)	143,480	(33,747)	159,407
Designated						
Living Well Tonbridge	27,819	15,883	(13,562)	-	(30,140)	-
Property maintenance reserve	14,818	-	(8,650)	-	9,754	15,922
Property improvement fund	11,312	300	(5,974)	-	11,211	16,849
Staff illness fund - PCC	6,500	-	-	-	1,200	7,700
Staff illness fund - STEPS	6,349	-	-	-	2,000	8,349
Vision fund (Legacy)	27,126	27,385	(21,067)	-	27,819	61,263
Vicars Discretionary fund	2,843	15	(1,360)	-	-	1,498
IT maintenance fund	2,170	-	(4,723)	-	2,703	150
Events fund	1,262	7,856	(6,631)	-	-	2,487
MAG (Designated) fund	-	-	-	-	10,497	10,497
MAG discretionary fund	1,297	1,441	(4,500)	-	1,762	-
Property fund	1,897,519	-	-	-	-	1,897,519
Charis project fund	31	-	(7,600)	-	7,569	-
Emergency and support fund	659	-	(1,500)	-	841	-
MAG Eden Walsall	1,770	-	-	-	(1,770)	-
Mpwapwa project fund	1,632	-	(2,265)	-	633	-
MAG TTCW fund	-	-	(5,800)	-	5,800	-
Mission trip fund	1,843	-	-	-	(1,843)	-
Unrestricted building fund	16,378	60	(5,227)	-	(11,211)	-
Boiler replacement fund	4,000	-	-	-	(4,000)	-
Total	1,997,509	37,057	(75,297)	-	62,965	2,022,234
Total Unrestricted	2,018,020	574,687	(583,764)	143,480	29,218	2,181,641

St Stephen Tonbridge

Year Ended 31st December 2023

Notes to the Financial Statements

Analysis of Charitable Funds (*continued*)

	1 Jan 2023 £	Income £	Expenditure £	Gains/Loses £	Transfers £	31 Dec 2023 £
Restricted Funds						
STEPS Restricted Fund	1,819	3,914	(2,280)	-	-	3,453
Living Well Tonbridge restricted	-	860	(295)	-	1,671	2,236
Vision fund	852	-	(852)	-	-	-
Blend Fund	739	-	-	-	-	739
Restricted funds - Other Projects	10,879	4,974	(9,306)	-	-	6,547
Agency giving	-	3,985	(2,309)	-	-	1,676
Other smaller immaterial funds	779	-	(30)	-	(749)	-
Total Restricted	15,068	13,733	(15,072)	-	922	14,651
Total Funds						
Total	2,033,088	588,420	(598,836)	143,480	30,140	2,196,292

Material Fund Transfers 2023

Living Well Tonbridge	Transfer to close fund with the funds being transferred back to the Vision fund where they originally came from.
Charis project fund	Transfer to close fund following the conclusion of the project.
Unrestricted building fund	Transfer to close fund with fund being transferred to the Property improvement fund.

During the year a consolidation exercise took place to reduce and rationalise the number of designated funds held by the PCC. This is the reason for the increased number of fund transfers with multiple funds being closed.

St Stephen Tonbridge

Year Ended 31st December 2023

Notes to the Financial Statements

Fund Descriptions

Outlined below are the details for all the material funds held during the financial year.

Unrestricted Funds

General funds	Day to day operational costs for the church and church buildings.
STEPS Unrestricted Fund	Day to day operational costs for the preschool and premises.
Revaluation Reserve	Fund to hold the value of the revalued element of the buildings in accordance with the accounting policy and the charity's SORP.

Designated Funds

Property maintenance reserve	For major maintenance of public church buildings in line with quinquennial inspections.
Property improvement fund	Rented Property Fund - for major expenditures on rental properties.
Vision fund (Legacy)	Money received in response to vision related appeals.
Property fund	Value of all buildings owned.
Unrestricted building fund	Now closed - for non-quinquennial building projects.
Boiler replacement fund	Now closed - money put aside for rolling programme of boiler replacement in non-rental properties.

Restricted Funds

STEPS Restricted Fund	Funds received for specific restricted purposes within the pre-school.
Living Well Tonbridge restricted	Donations restricted for use for Living Well activities.
Restricted funds - Other Projects	Donations restricted for use for other specific projects.
Agency giving	Money collected for and dispersed to other agencies.

St Stephen Tonbridge

Year Ended 31st December 2023

Notes to the Financial Statements

13 Analysis of Net Assets Between Funds

	Unrestricted Funds	Restricted Funds	Total Funds 2023
	£	£	£
Fixed Assets	2,040,999	-	2,040,999
Current Assets	179,598	14,651	194,249
Creditors less than 1 year	(38,956)	-	(38,956)
	<u>2,181,641</u>	<u>14,651</u>	<u>2,196,292</u>

	Unrestricted Funds	Restricted Funds	Total Funds 2022
	£	£	£
Fixed Assets	1,898,782	-	1,898,782
Current Assets	182,688	15,068	197,756
Creditors less than 1 year	(35,631)	-	(35,631)
	<u>2,045,839</u>	<u>15,068</u>	<u>2,060,907</u>

14 Related Party Transactions

During the year Rachael Plowman, a close family member of trustee Mrs Edith Wills, was employed as the Church & Finance Administrator. The total remuneration received in 2023 including Employer's National Insurance and Employer's Pension contribution was £19,389.

In 2023, £360 was paid to Tonbridge Counselling Service, a charity where Rev'd Mark Barker is a trustee.

Accounts

**The Parochial Church Council
of the Ecclesiastical Parish
of St. Stephen, Tonbridge**

Charity no 1132563

Annual Report and Financial Statements

Year ended 31st December 2022

Approved by the PCC at its meeting on : 20th March 2023

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ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

ANNUAL REPORT FOR 2022

Reference and administrative information

Incumbent:	The Reverend M. Barker The Vicarage, 6 Brook Street, Tonbridge, Kent
Principal office:	35 Waterloo Road, Tonbridge, Kent
Independent examiner:	David Stephens FCCA 13 Newlands Road, Tunbridge Wells, Kent
Bank:	CAF Bank Ltd 25 Kings Hill Avenue, Kings Hill, West Malling, Kent

Membership:

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

Ex-officio

Incumbent and Chairman:	The Revd Mark Barker
Associate Vicar:	The Revd Miriam Barker

Wardens:	Mrs Wendy Fenn (until February 2023) Mrs Glynis Hubble (from February 2023) Mr Andrew Howe
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Deanery Synod Members:	Mrs Pat Hicks Mrs Edith Wills Mrs Glynis Hubble Mr Dave Wilson Mr Rob Marsh (until APCM 2022) Mr Mike White (from APCM 2022)
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Elected members

Elected Lay Representatives:

Until APCM 2022

Mr Peter Brierley
Mr Daniel Lanstone

From APCM 2022

Mrs Kate Naylor
Mr Tom Price
Mr Jonathan Stephens
Mr Mark Thomas

Whole year

Mrs Cathi Fredicks
Mr Richard Hamlyn
Mr Matthew Lake
Mrs Helen Noble
Mr Gabriel Piazza
Mr Richard Strawson
Mr Darrell Sykes
Mr David Widdicombe

Co-opted members:	Mrs Lynn Hams (Treasurer)
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Also in attendance:	Mrs Isabel Plimmer (PCC Secretary) Mrs Rachael Plowman (Minute Secretary) Mr Craig Spickernell (Associate Minister)
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ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

ANNUAL REPORT FOR 2022

Structure, governance and management

The PCC is a charity which was excepted from registration under Statutory Instrument 2002 No. 1598 "The Charities (Exception from Registration) (Amendment) Regulations 2002", and In 2009 was registered as a charity under Charity Number 1132563.

The function and purpose of the PCC is outlined in the Parochial Church Councils (Powers) Measure 1956.

Members of the PCC are either ex-officio (by right of office) or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules 2017.

The PCC met 6 times during the year, and its sub-committees, known as Resource Support Groups (RSGs) also met regularly. Each RSG reported to either PCC or the Standing and Resource Group on the activities of their group at some point during the year. The Chair of the Safeguarding RSG reported to each PCC meeting either in person or by written report.

Standing & Resource Group

This is the Standing Committee and as such has the power to transact the business of the PCC between its meetings, subject to any directions given by the PCC. It monitors reports from the Heads of Fabric and Finance and from the other RSGs. Isabel Plimmer (Operations Manager) chairs this RSG.

Mission Action Group:

The mission action group oversees and advises the PCC on selection and support of mission partners and the allocation of our mission title. Lynn Hams chairs this RSG.

Human Resources Support Group

The HR RSG oversees and advises the PCC on all aspects of HR relating to the church, including the employment and pay structures for staff, in order to ensure our HR appointments and policies support and help implement the vision of the church. Isabel Plimmer (Operations Manager) chairs this RSG.

ICT Resource Support Group

The ICT RSG oversees and advises the PCC on all aspects of technology helping to ensure that our computers, phones, projectors, AV etc., work and enable the vision of the Church to be implemented. Daniel Lanstone chairs this RSG.

Risk Resource Support Group

The Risk RSG oversees and advises the PCC on all aspects of risk management, helping to assess the risks posed to the church, to monitor them and to inform PCC of any concerns, together with suggestions for mitigating these risks and so provide an assurance to the PCC that risks of all types are identified, monitored and controlled to an acceptable level, so enabling the church to implement its vision in a culture of safety. Darrell Sykes chairs this RSG.

Safeguarding Resource Support group

The Safeguarding RSG oversees and advises the PCC on all aspects of safeguarding, both of children and of vulnerable adults, ensuring our policies are up to date and that those who need it are DBS checked and trained, helping to ensure that our safeguarding processes enable the vision of the Church to be implemented. Jan Smith (Parish Safeguarding Officer) chairs this group.

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

ANNUAL REPORT FOR 2022

Structure, governance and management (continued)

STEPS Resource Support Group

The STEPS RSG oversees and advises the PCC on all aspects of our pre-school, helping to ensure the vision of the church is implemented in STEPS and the Christian ethos is reflected in day to day practices. Rev Mark Barker (Incumbent) chairs this RSG.

Induction and training of PCC members

Each year, after the appointment of new members of the PCC at the APCM, papers outlining the role of the PCC are issued to all members of the PCC.

Statement of major risks

The major risks which affect the work of the Church in the parish were identified and monitored by the Risk Management Support Group under the five categories recommended by the Charity Commission:

Governance

Operational – including people, health and safety, fire and safeguarding;

Financial

External

Compliance

Safeguarding

The PCC has complied with the 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).

ANNUAL REPORT FOR 2022

Membership and attendance

Our electoral roll stood at 310 as at April 2022 of which 38% are not resident in the parish and our average weekly attendance in October 2022 (Statistics for Mission) was 200 adults and 66 children.

Objectives and activities

Our objective (vision) is to be a church and people that are: **"Passionate to know God and to make God known"** and there are four "streams" that flow from this vision statement:

To Love God

Our desire is together to be fully committed to growing as disciples of Jesus. That means we're going to be committed to nurturing, sustaining and inspiring an ever-closer and deeper personal and collective relationship with God

To Love One Another

Our desire is to create environments where authentic relationships can flourish and where we can encourage one another to grow as disciples. We know that growing as disciples is not something any of us can do on our own. We recognise our need of others for support, guidance and encouragement and their need of us.

To Love Our Community

Our desire is to equip, encourage and enable each other, both individually and together, to share the incredible news of Jesus in all that we do, wherever we are.

To Love Our World

Our desire is to enable and equip disciples to bring hope to our world. We want to look beyond our own immediate surroundings and be champions and catalysts for justice and mercy throughout our world.

St Stephen's PCC has :

The responsibility of co-operating with the Incumbent, the Revd Mark Barker, in fulfilling this and in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The responsibility for the Church, Church Hall, the Community Centre, Church Office, house at Woodfield Road, St Eanswythe's Chapel, Mission House and three flats.

The responsibility for the finances of St Stephen's.

The trustees have had regard to Charity Commission guidance on public benefit.

Grant making policy

St Stephen's policy is to tithe 10% of the previous year's donation income and 10% of any large legacies received during the current year. These were allocated in 2022 on the recommendation of the Mission Action Group as set out in note 4 on page 16 of the accounts.

Role of volunteers

Volunteers play a vital role in every area of the ministry and organisation of the parish, and without them much in the life of the church could not take place.

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

ANNUAL REPORT FOR 2022

Achievements and performance

The first significant achievement in 2022 was the opening of the Living Well café in January. Our vision behind this was for the church to create a space which local agencies and charities could use as together we seek to support those struggling, particularly from the health and financial consequences of Covid. The need for this became even more acute when Russia invaded Ukraine, as refugees fled to the UK and the energy costs soared. Numbers at our Community Larder rapidly increased from 24, pre-Christmas 2021, to 60 and we decided that this was our maximum.

Starting by opening the café 6 days a week meant numbers were low, except for the Play Space on Thursdays, and following Lee Athwal's resignation in April, we re-organised to be open Tuesdays – where the focus was agencies, Thursdays – the Play Space, and Saturdays – the Community Larder. Living Well was also not covering its costs, so we decided not to replace Lee and to start charging for refreshments. This began to mean we were breaking even, and with Wendy Fenn coming on board at the end of the year to help us manage Tuesdays, it felt like we ended the year on a much more positive footing in respect of Living Well.

The second significant achievement in 2022 was the appointment of Rachael Hosler as our Youth & Children's Pastor. An existing member of the church who was previously a teacher, she has fitted quickly into the role and into the wider staff team, relieving Jess Spickemell of the oversight, and supporting Sharleen Brandt, our Intern, until she finished in August. We have struggled for volunteers to help with Youth & Children's groups, but Rachael has worked hard to build these up, and by the end of the year, youth and children's groups were happening most Sundays, with a Praise Party happening once a month.

The third significant achievement in 2022 was the restarting of evening services under the name "Plugged In". Initially this was once a month, but following the summer break, we introduced a second Plugged In service focussed on worship. This has been led by Craig and Jess Spickemell.

Over the year, Craig has also been working to build up our worship bands, and after quite a big push and a lot of work, it has been significant to slowly move away from video worship songs to live bands, including beginning to bring some live worship back into the evening services.

By the Autumn it was good to see numbers in our services creeping back up, although we are aware that we are not back at pre-Covid numbers, quite a few people still watching online. However, it was good to be able to invite local schools back in for their Christmas Carol Services, although a snow storm at the start of the week understandably meant some did not risk walking their children on the paths down to church. This also affected our first carol service, but it was good to get back to having the range of carol services without restricting numbers, or having to get people to sign in.

This meant we ended the year in a more optimistic attitude than we began, but conscious of the challenges ahead.

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

ANNUAL REPORT FOR 2022

Financial review

We have three types of funds, restricted funds which can only be spent in accordance with the donor's wishes, i.e. they are ring-fenced, unrestricted funds which the PCC can apply for the general purposes of the church, and endowment funds which are capital funds which are kept long-term.

Our unrestricted income increased in 2022 from £483,025 to £563,877, an increase of 16%. Donated income increased from £295,263 to £322,752 (up 9%) mainly due to one-off donations, which were up £11,894 to £33,334 (increase of 180%) and collections, which increased from £1,383 to £7,549 (up 446%). The latter was much helped by increased use of the card machines in Church. However, planned giving decreased slightly, from £233,708 to £228,663 (down 2%) and gift aid remained static. Rental income increased from £48,632 to £69,540 (43%) which was due to 20 Woodfield Road having been rented out for 11 months of the year (it was not rented out in 2021 and the clergy housing rebate received was less than a commercial rent) and all the St Eanswythe's flats were rented out for the full year (this was not the case in 2021). There was also a significant increase in income from Church activities (up 195%, from £6,506 to £19,182) mainly due to the Church being fully open, all year, therefore allowing the buildings to be hired out more. The main other income-generating activities were STEPS and fees for weddings and funerals.

Our unrestricted expenses increased to £588,501 from £514,273 (up 14%). After transfers, before revaluation, the result is an unrestricted funds deficit of £24,624 (down from last year when the deficit was £31,248). On the general fund (the Church's everyday income and expenditure), there was only a very small deficit of £53. However, there were 2 funds where there was large, planned expenditure. Firstly expenditure on the Living Well fund of £30,996 (net £21,562 after taking income into account) and expenditure of £12,539 on the IT Maintenance Fund (net £7,539 after taking transfers into account). The latter was to enable IT systems, for the Church, to migrate to a cloud based system. There was also expenditure on the Unrestricted Building Fund, the 2 major works were the asbestos removal and ceiling replacement in the Church hall (£6,391) and replacement windows for the Church office (£1,888).

The general fund (our normal operating fund) increased by £13,716 in the year, as per page 19. This was due to withdrawals from our CAF and Kingdom Bank savings accounts to finance the unrestricted funds deficit.

Giving towards restricted funds was £26,055 and spending from restricted funds was £25,480.

Unrestricted funds of £2,046,516 consists mainly of the properties owned by the PCC at their net book value of £1,897,519.

Of the remaining amount of £148,997, £30,131 has been allocated to property matters leaving £118,866 for other purposes.

Restricted funds (funds subject to a restriction by the donor regarding their use) are £15,068.

Cash reserves policy: It is our aim to keep in reserve an amount of at least six weeks of unrestricted cash expenditure (£67,904 for 2022). At 31st December 2022 our unrestricted cash reserves were above this amount. Excess funds are held to finance future growth.

Investment policy: It is our policy to invest short term cash not required in the short term with CAF Bank, Kingdom Bank, the Rochester Diocesan Board of Finance or in the CCLA Church of England Deposit Fund.

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

Plans for future periods

During 2022, in view of the reduction in volunteers, lower donated income and the knock-on effect of both of these on a smaller staff team – we were down 33% in staff hours compared to pre-Covid – the PCC spent considerable time looking at what we were doing and what might be our priorities going forward. This was not easy as everyone has their own ideas and passions, and by the end of the year we had not made much progress.

So at the start of 2023 we have arranged for a "church consultation" to review the organisational health and operational effectiveness of the church, assessing the suitability of our:

- (a) staffing roles, responsibilities & dynamics,
- (b) governance, leadership and management structures,
- (c) general operational approach, systems and processes

This review will assess whether the above is sufficient, optimised and aligned to the vision and purpose of the church, as well as highlighting any issues of organisational health that may need attention, and advising on possible priorities and strategy going forward.

Two experienced consultants from UCAN (the UK Church Administrators Network) will carry out the consultation for us, and report back at the end of February, following which a small sub group of the PCC (Strategy Review Group), under the leadership of Jonathan Stephens, will look at the recommendations and work at putting together a proposed plan to present to PCC in September, for confirmation and in time for budget setting in 2024.

However, that doesn't mean we aren't doing anything in 2023:

- The year begins with a 7 part sermon series from Nehemiah on "Preparing the Ground" for rebuilding, in which we will be encouraging the whole church to "build together", offering time, gifts and money to help us begin to rebuild and prepare for the new strategy plan.
- Our vision to be a church that is passionate to know God and to make God known is still at the heart of our plans, and we will give focus to this over 2023 and what this means and looks like for us individually and as a church.
- By the end of the year, we hope to be in a position to launch a new strategic plan, flowing out of our vision, focussing on key priorities, and supported by the right structures and budget.
- At the end of the "Preparing the Ground" sermon series, we will have a gift day, highlighting the enormous rise in energy costs for the church, the reduced staffing, and the need to rebuild our finances and staff team, with the hope that increased giving will cover our planned deficit of £10k for 2023, and help finance an additional staff member, as well as encourage a few others to volunteer in various areas of church life where we need help.

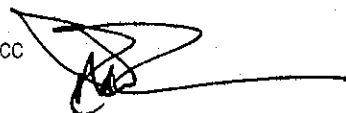
With Living Well on a firmer footing at the end of 2022, we hope the coming year will help us slowly build on this, encouraging other agencies to come and use our space and work with us; ensure that we are providing more than just practical support by building a pastoral team to welcome, chat, pray and listen to people who may need spiritual help.

During 2023 we also have a group looking at how we reduce energy costs by installing LED lighting and solar panels, plus some other high-level internal work on fire and intruder alarms, AV & PA. The plan is to fund this work through the sale of the St Eanswythe's Mission House, which, when the Government's intention to legislate on EPC ratings for rented accommodation comes in, will be very costly to get up to standard.

2023 will also see me taking a three-month study leave from the end of March, which will put some added pressure onto the churchwardens and staff team, but will hopefully mean I return renewed and refreshed, ready to lead into the PCC discussion on strategy and plans for the future.

On behalf of the PCC

Rev Mark Barker



REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES OF ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

I report to the trustees on my examination of the accounts of St Stephen's Tonbridge Parochial Church Council for the year ended 31 December 2022.

Responsibilities and basis of report

The church's trustees are responsible for the preparation of the accounts. The church's trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an Independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145 (5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

I report in respect of my examination of the Foundation's 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. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Chartered Association of Certified Accountants.

Independent examiner's statement

I have completed my examination. I confirm that no material 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 in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
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.

D Stephens
David Stephens FCCA
Chartered Certified Accountant
13 Newlands Road
Tonbridge Wells
Kent
TN9 4AS

20 March 2023

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

YEAR ENDED 31ST DECEMBER 2022

STATEMENT OF FINANCIAL ACTIVITIES

	Notes	Unrestricted Funds Year to 31.12.22 £	Restricted Funds Year to 31.12.22 £	Total Funds Year to 31.12.22 £	Unrestricted Funds Year to 31.12.21 £	Restricted Funds Year to 31.12.21 £	Total Funds Year to 31.12.21 £
INCOMING RESOURCES							
Donations and legacies	2(a)	322,752	4,884	327,436	295,283	5,212	300,475
Income from charitable activities	2(b)	240,693	21,371	262,064	187,228	14,115	201,343
Investment income	2(c)	432	-	432	534	-	534
TOTAL INCOMING RESOURCES		563,877	26,055	589,932	483,025	19,327	502,352
RESOURCES USED							
Cost of generating funds							
Charitable activities	3	589,178	25,480	614,658	514,273	23,096	537,369
TOTAL RESOURCES USED		589,178	25,480	614,658	514,273	23,096	537,369
NET INCOMING/(OUTGOING) RESOURCES		-25,301	575	-24,726	-31,248	-3,769	-35,017
Transfers between funds							
Net movement in funds		-25,301	575	-24,726	-31,248	-3,769	-35,017
Surplus on revaluation			0	0		0	0
Balances at 1.1.22		2,071,140	14,493	2,085,633	2,102,388	18,262	2,120,650
Balances at 31.12.22	12	2,045,839	15,068	2,060,907	2,071,140	14,493	2,085,633

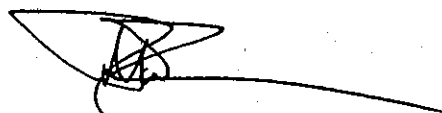
ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

BALANCE SHEET AS AT 31ST DECEMBER 2022

		31.12.22			31.12.21		
		£	£	£	£	£	£
		Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
FIXED ASSETS	Notes						
Tangible fixed assets	6	1,898,782	-	1,898,782	1,900,730	-	1,900,730
CURRENT ASSETS							
Debtors	7	8,673	180	8,853	8,151	813	8,964
Bank	8	173,194	17,709	190,903	191,525	15,897	207,422
		179,867	17,889	197,756	199,676	16,710	216,386
CREDITORS:							
Due within one year	9	32,810	2,821	35,631	29,266	2,217	31,483
NET CURRENT ASSETS		147,057	15,068	162,125	170,410	14,493	184,903
CREDITORS:							
Due after more than one year		-	-	-	-	-	-
NET ASSETS		2,045,839	15,068	2,060,907	2,071,140	14,493	2,085,633
Represented by:							
FUNDS							
Properties		1,897,519	-	1,897,519	1,897,519	-	1,897,519
Other funds		148,320	15,068	163,388	173,621	14,493	188,114
Total	12	2,045,839	15,068	2,060,907	2,071,140	14,493	2,085,633

The detailed analysis of the balance sheet is stated in notes 6 to 12.

Approved by the Parochial Church Council on 20th March 2023 and signed on its behalf by


Rev Mark Barker

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

YEAR ENDED 31ST DECEMBER 2022

NOTES TO THE FINANCIAL STATEMENTS

1. ACCOUNTING POLICIES

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs together with applicable accounting standards and the Statement of Recommended Practice 2018 as the applicable standard to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (SORP(FRS102)).

ASSETS

Consecrated and benefice property

In so far as consecrated and benefice property of any kind (i.e. the church and vicarage) is excluded from the statutory definition of 'charity' by Section 10(2) (a) and (c) of the Charities Act 2011 such assets are not classified in the financial statements.

Moveable church furnishings

These are capitalised at cost and depreciated over their useful economic life other than where insufficient cost information is available. In this case the item is not capitalised, but all items are included within the Church Inventory.

Tangible fixed assets for use by the charity (functional fixed assets)

These are capitalised if they can be used for more than one year, and cost more than £1,000. They are valued at cost or else, for gifts-in-kind, at a reasonable estimate of their open market value on receipt. Property functional fixed assets (i.e. those used for the operation of the charity) will be revalued every 7 - 8 years.

Depreciation is calculated to write off the capitalised cost of fixed assets less their current anticipated residual fair value over their estimated useful lives as follows:

- Land	Nil
- Fixtures & Fittings	20 years straight line
- Computers, Office & IT/AV/Sound Equipment	4 years straight line

No depreciation is provided on buildings as the current estimated residual value of the properties is not less than their carrying value and the remaining useful life of these assets currently exceeds 50 years, so that any depreciation charges would be immaterial.

An impairment review is carried out on a regular basis and any resultant loss identified is included within expenditure for the year. (NB an impairment review is a formal check that the current value of a fixed asset such as a house or building is greater than the value shown in the balance sheet. If there is a fixed asset that is overvalued because say the roof is about to fall in, the charity should reduce the balance accordingly and write off the reduction in cost. Close detail is kept on all properties and as money is set aside each year into repair funds, by the nature of this active asset management this happens regularly each year).

Any expenditure on maintenance or improvements on fixed assets is written off as incurred.

Investments

Investments quoted on a recognised stock exchange or whose value derives from them are valued at market value at the year end. Other investment assets (including investment property) are included at the PCC's best estimate of market value each year.

Short term deposits

These are the cash held on deposit either with CAFBank, Diocese, CCLA or at another bank.

FUNDS

Unrestricted Funds

These represent the income funds of the PCC that are available for spending on the general purposes of the PCC. These include amounts designated by the PCC for fixed assets for its own use or for spending on a future project and which are not included as 'free reserves' as disclosed in the trustees' report.

Restricted Funds

These are income funds that must be spent on restricted purposes and details of the funds held and restrictions provided are shown in the notes to the accounts.

Endowment Funds

These are restricted funds that must be retained as trust capital either permanently or subject to a discretionary power to spend capital as income, and where the use of income or other benefit derived from the capital may be restricted or unrestricted. Full details of all their restrictions are shown in the notes of the accounts.

INCOMING RESOURCES

The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of church members.

Voluntary income and capital sources

Collections are recognised when received by or on behalf of the PCC. Planned giving under covenants or gift aid donations is recognised when received. Income tax recoverable on gift aid donations is recognised when the related income is recognised. Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its entitlement and the likely amount due. Funds raised by church events and activities are accounted for gross, i.e. before any associated expenses.

Other ordinary income

Rental from the letting of church premises is recognised when the rental is due. Parochial fees due to the PCC for weddings, funerals etc. are accounted for when the event occurs.

Income from investments

Dividends and interest are accounted for when receivable. Tax recoverable on such income is recognised in the same accounting year.

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

YEAR ENDED 31ST DECEMBER 2022

NOTES TO THE FINANCIAL STATEMENTS

RESOURCES USED

Grants

Grants and donations are accounted for when paid, or when awarded, if that award creates a binding obligation on the PCC.

Activities directly related to the work of the Church

The Diocesan Parish Offer in respect of clergy and diocesan costs are accounted for when paid. Any additional amounts agreed by the PCC but not paid across as at 31st December are shown as creditors in the balance sheet.

DEBTORS

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

Diocesan Church Repair Fund - Quinquennial Funds

The Diocesan Church Repair Fund consists of funds designated by the PCC for future repairs to the Church, Church Hall, Community Centre, 35 Waterloo Road and 20 Woodfield Road, and St Eanswythe's Mission House. These properties are surveyed every five years.

A contribution rate into the fund is agreed to pay for these repairs. The repairs specified in the survey report are funded by the Diocesan Church Repair Fund. Where insufficient funds are available, a loan (currently interest free) may be obtained from the diocese which is repayable over five years.

Pensions

From April 2016 the PCC contributes to an auto-enrolment pension scheme for its lay staff, The People's Pension, (run by B & CE), where we contribute to the scheme in line with the government rules on auto-enrolment. Contributions are accounted for as they are paid. Contributions paid in the year were £7,555 (2021 £7,319).

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

YEAR ENDED 31ST DECEMBER 2022

NOTES TO THE FINANCIAL STATEMENTS

2. INCOMING RESOURCES

	Unrestricted Funds Year to 31.12.22 £	Restricted Funds Year to 31.12.22 £	Total Funds Year to 31.12.22 £	Unrestricted Funds Year to 31.12.21 £	Restricted Funds Year to 31.12.21 £	Total Funds Year to 31.12.21 £
2(a) Donations and legacies						
Donations	277,973	4,684	282,657	248,101	5,212	253,313
Income tax recoverable	44,779	-	44,779	44,662	-	44,662
Legacies	0	-	0	2,500	-	2,500
	322,752	4,684	327,436	295,263	5,212	300,475
2(b) Income from charitable activities						
STEPS	147,233	2,252	149,485	129,979	5,379	135,358
Church activities	19,182	19,119	38,301	6,508	8,736	15,242
House rentals	38,740	-	38,740	21,797	-	21,797
St Eanswythe's flats	30,800	-	30,800	26,835	-	26,835
Fees	4,738	-	4,738	2,111	-	2,111
	240,693	21,371	262,064	187,228	14,115	201,343
2(c) Investment Income						
Dividends and interest	432	-	432	534	-	534
TOTAL INCOMING RESOURCES	563,877	26,055	589,932	483,025	19,327	502,352

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

YEAR ENDED 31ST DECEMBER 2022

NOTES TO THE FINANCIAL STATEMENTS

3. RESOURCES USED

	Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
Charitable activities	31.12.22	31.12.22	31.12.22	31.12.21	31.12.21	31.12.21
	£	£	£	£	£	£
Worship	4,176	-	4,176	3,532	-	3,532
Ministry	970	-	970	1,173	-	1,173
Youth and children	2,034	-	2,034	1,771	-	1,771
Staffing	174,411	-	174,411	162,924	-	162,924
Insurance	4,068	-	4,068	4,786	-	4,786
Utilities	23,903	-	23,903	19,060	-	19,060
Maintenance & contracts	13,207	-	13,207	15,152	-	15,152
ICT	8,420	-	8,420	7,884	-	7,884
Operations	26,510	-	26,510	17,290	-	17,290
Diocesan offer	92,356	-	92,356	87,163	-	87,163
Mission giving	35,333	-	35,333	31,575	-	31,575
Other costs	7,202	-	7,202	7,477	-	7,477
Independent Examination	770	-	770	760	-	760
Depreciation	1,948	-	1,948	1,951	-	1,951
STEPS staff costs	112,472	-	112,472	107,011	-	107,011
STEPS other costs	13,827	3,454	17,081	12,648	8,214	20,862
Property Maintenance Reserve	3,122	-	3,122	4,044	-	4,044
Property Improvement	7,551	-	7,551	-	-	0
Unrestricted Building Fund	9,502	-	9,502	10	-	10
Vision (legacy)	-	-	0	4,843	-	4,843
Vicar's Discretionary Fund	2,106	-	2,106	488	-	488
IT Maintenance Fund	11,275	-	11,275	2,466	-	2,466
Events fund	2,020	-	2,020	243	-	243
Church Hall project	1,199	-	1,199	7,801	-	7,801
Blend	-	359	359	-	-	0
Healing on the Streets	-	38	38	-	25	25
Community Fund	-	72	72	-	10	10
Living Well	30,896	4,816	35,812	12,221	-	12,221
Restricted funds-other projects	-	16,741	16,741	-	14,847	14,847
TOTAL RESOURCES USED	589,178	25,480	614,658	514,273	23,096	537,369

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

YEAR ENDED 31ST DECEMBER 2022

NOTES TO THE FINANCIAL STATEMENTS

4. GRANTS - Missionary and charitable giving

	2022 Unrestricted £	2022 Restricted £	2022 Total £	2021 Unrestricted £	2021 Restricted £	2021 Total £
Overseas Missions						
Charis project	13,791	-	13,791	7,600	-	7,600
Mission Trips	257	-	257	-	-	-
	<u>14,048</u>	<u>-</u>	<u>14,048</u>	<u>7,600</u>	<u>-</u>	<u>7,600</u>
Relief and Development Agencies						
Appeals	2,000	-	2,000	2,000	-	2,000
Tear Fund project	10,152	-	10,152	10,000	-	10,000
	<u>12,152</u>	<u>-</u>	<u>12,152</u>	<u>12,000</u>	<u>-</u>	<u>12,000</u>
Home Missions and Church Societies						
Church Pastoral Aid Society	-	-	-	500	-	500
Wycliffe	-	-	-	500	-	500
Eden Walsall	833	-	833	2,175	-	2,175
Tonbridge Children's Workshop	5,800	-	5,800	6,050	-	6,050
St Peter & St Paul Swanscombe	-	-	-	2,000	-	2,000
Ember Trust	1,000	-	-	-	-	-
Porchlight	500	-	-	-	-	-
OMF	500	-	-	-	-	-
FEAST	500	-	-	-	-	-
Other home missions	-	-	-	750	-	750
	<u>9,133</u>	<u>-</u>	<u>9,133</u>	<u>11,975</u>	<u>-</u>	<u>11,975</u>
Total missions and development	<u>35,333</u>	<u>-</u>	<u>35,333</u>	<u>31,575</u>	<u>-</u>	<u>31,575</u>

5. STAFF COSTS AND PAYMENTS TO MEMBERS OF THE PAROCHIAL CHURCH COUNCIL AND RELATED PARTIES

Staff costs (excluding clergy)

	2022	2021
Wages and salaries	277,618	258,770
Employers NI	16,025	14,943
Employers pension contributions	7,555	7,319
	<u>301,198</u>	<u>281,032</u>

No employees earn more than £80,000.

Number of employees
(average full-time equivalent - 35 hours per week)

	2022	2021
Administrators	2.36	2.87
Associate Minister	1.14	1.14
Youth and Children's Workers	1.67	0.89
Cleaner	0.06	0.06
STEPS	5.84	6.81
Community Engagement	0.39	0.40
Caretaker	1.20	0.91
Total	<u>12.66</u>	<u>13.18</u>

Payments to members of the Parochial Church Council and related parties

Mrs Edith Willis' daughter Rachael Plowman received £16,710 as church administrator.

Mr Daniel Lanstone's wife Ruth Lanstone received £10,257 in her capacity as a STEPS worker.

There was no trustee remuneration in the year and no trustee expenses paid relating to trustee services.

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

YEAR ENDED 31ST DECEMBER 2022

NOTES TO THE FINANCIAL STATEMENTS

6. TANGIBLE FIXED ASSETS

	Freehold Land and Buildings	Equipment	Total
	£	£	£
Brought forward value			
At 1st January 2022	1,980,388	100,160	2,080,548
Surplus on revaluation	-	-	-
Additions in the year	-	-	-
At 31st December 2022	<u>1,980,388</u>	<u>100,160</u>	<u>2,080,548</u>
Accumulated Depreciation			
At 1st January 2022	82,869	96,949	179,818
For the year	-	1,948	1,948
At 31st December 2022	<u>82,869</u>	<u>98,897</u>	<u>181,766</u>
Net Book Values			
At 31st December 2022	<u>1,897,519</u>	<u>1,263</u>	<u>1,898,782</u>
At 31st December 2021	<u>1,897,519</u>	<u>3,211</u>	<u>1,900,730</u>

The property breakdown is as follows, valued in accordance with the Accounting Policies note 1:

	2022 £	2021 £
Office, 35 Waterloo Road, Tonbridge	213,228	213,228
House, 20 Woodfield Road, Tonbridge	279,571	279,571
Church Hall, 37 Waterloo Road, Tonbridge	68,000	68,000
Community Centre, Waterloo Road, Tonbridge	68,000	68,000
St Eanswythe's Chapel, Priory Road, Tonbridge	227,200	227,200
St Eanswythe's Court Flats, Priory Road, Tonbridge	625,000	625,000
St Eanswythe's Mission House, Priory Road, Tonbridge	416,520	416,520
Total	<u>1,897,519</u>	<u>1,897,519</u>

7. DEBTORS

	Unrestricted Funds	Restricted Funds	Endowment Funds	2022 £	2021 £
Income tax recoverable	4,037	-	-	4,037	4,356
Other debtors	-	180	-	180	1,680
Prepaid expenses	2,636	-	-	2,636	2,928
Properties receivable	-	-	-	-	-
	<u>6,673</u>	<u>180</u>	<u>-</u>	<u>6,853</u>	<u>8,964</u>

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

YEAR ENDED 31ST DECEMBER 2022

NOTES TO THE FINANCIAL STATEMENTS

8. CASH AT BANK AND IN HAND

	2022 £	2021 £
<u>Bank accounts</u>		
Kingdom bank account 60 day	50,947	80,485
DBF Church Repair Fund (Deposit account - property maintenance)	14,414	12,564
CAF current account	43,341	26,682
CAF restricted funds current account	2,140	2,006
CAF 60 day account	57,001	61,776
STEPS CAF account	20,707	23,445
Stripe	2,049	216
SumUp	74	0
<u>Cash in hand</u>		
Petty Cash	230	248
	<u>190,903</u>	<u>207,422</u>

Of the total, £173,194 is for unrestricted purposes, and £17,709 is for restricted purposes.

DBF = Rochester Diocesan Board of Finance

CAF = CAFBank (Charities Aid Foundation)

9. CREDITORS DUE WITHIN ONE YEAR

	2022 £	2021 £
Independent Examination/Accountant fees	1,300	1,275
STEPS (Pre School) accruals and deferred income	17,014	15,924
Other creditors	17,317	14,284
	<u>35,631</u>	<u>31,483</u>

Other creditors includes £2,821 restricted creditors.

10. ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Fixed assets	1,898,782	-	1,898,782
Current assets	179,867	17,889	197,756
Current liabilities	-32,810	(2,821)	-35,631
Fund Balance	<u>2,045,839</u>	<u>15,068</u>	<u>2,060,907</u>

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

YEAR ENDED 31ST DECEMBER 2022

NOTES TO THE FINANCIAL STATEMENTS

12. FUND DETAILS

12. FUND DETAILS		Movement in Funds				
	Balance 1.1.22 £	Incoming £	Outgoing £	Revalue/ Transfers £	Balance 31.12.22 £	Move- ment £
UNRESTRICTED FUNDS						
General Funds	7,472	391,212	(349,618)	(28,555)	20,511	13,039
Property maintenance reserve	12,540	-	(3,121)	5,400	14,819	2,279
Boiler replacement fund	3,000			1,000	4,000	1,000
Steps Unrestricted Fund	3,083	147,233	(136,540)	(13,776)	-	(3,083)
Unrestricted Building Fund	25,880		(9,502)		16,378	(9,502)
Property Improvement fund	13,418	5,445	(7,551)		11,312	(2,106)
Emergency and support fund	409		(1,250)	1,500	659	250
Vicars Discretionary fund	3,752	1,197	(2,106)		2,843	(909)
MAG discretionary fund	1,016		(3,250)	3,531	1,297	281
Tear Fund project fund	1,210	575	(10,153)	10,000	1,632	422
MAG TTCW fund	-		(5,800)	5,800	-	-
Living Well Tonbridge	49,381	9,434	(30,996)	-	27,819	(21,582)
Charis project fund	1	6,222	(13,791)	7,600	32	31
MAG Eden Walsall fund	1,583	20	(833)	1,000	1,770	187
IT maintenance fund	9,709		(12,539)	5,000	2,170	(7,639)
Staff illness fund - PCC	5,000			1,500	6,500	1,500
Staff illness fund - STEPS	5,000		1,348		6,348	1,348
Events fund	743	2,539	(2,020)		1,262	519
Vision fund (Legacy)	27,125		-		27,125	-
Mission trip fund	2,100		(257)	-	1,843	(257)
Church Hall Project	1,199		(1,199)	-	-	(1,199)
Property: 35 Waterloo Road	213,228				213,228	-
Property: 20 Woodfield Road	279,571				279,571	-
Property: Church Hall	68,000				68,000	-
Property: Community Centre	68,000				68,000	-
	802,420	563,877	(589,178)	-	777,119	(25,301)
Property: St Eanswythe's chapel and flats	1,268,720	-	-		1,268,720	-
TOTAL UNRESTRICTED FUNDS	2,071,140	563,877	(589,178)	-	2,045,839	(25,301)
RESTRICTED FUNDS Note 3 expense heading						
Vision fund	- Mission - home	852			852	-
Blend Fund	- Youth	1,098	(359)		739	(359)
Healing on the Streets		38	(38)		-	(38)
Love In Action fund	- Mission - home	272	(60)		212	(60)
Homeless fund	- Mission - home	169			169	-
Bishop's Fund for Mission Seniors Grant		193			193	-
STEPS Restricted Fund		3,021	(3,454)		1,819	(1,202)
Community fund		217	(12)		205	(12)
Living Well Tonbridge		1,611	(4,815)		-	(1,611)
Restricted funds - Other Projects		7,022	(16,742)		10,879	3,857
TOTAL RESTRICTED FUNDS		14,493	(25,480)	-	15,068	575
TOTAL FUNDS		2,085,633	(614,658)	-	2,060,907	(24,726)

The restricted funds comprise gifts given for specific purposes and the fund names describe that purpose.

Transfers are made from the general fund to other designated funds for property maintenance, mission projects and for the Vicars and MAG discretionary funds.

Accounts

The Parochial Church Council of the Ecclesiastical Parish of St. Stephen, Tonbridge

Charity no 1132563

Annual Report and Financial Statements

Year ended 31st December 2021

Approved by the PCC at its meeting on : 28th March 2022

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ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

ANNUAL REPORT FOR 2021

Reference and administrative information

Incumbent:	The Reverend M. Barker C/O St Stephen's Church Office, 35 Waterloo Road, Tonbridge TN9 2SW
Principal office:	35 Waterloo Road, Tonbridge TN9 2SW
Independent examiner:	David Stephens FCCA 13 Newlands Road, Tunbridge Wells, Kent
Bank:	CAF Bank Ltd 25 Kings Hill Avenue, Kings Hill, West Malling, Kent

Membership:

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

Ex-officio

Incumbent and Chairman:	The Revd Mark Barker
Associate Vicar:	The Revd Miriam Barker
Curate:	The Revd Caroline Mills (until August 2021)
Wardens:	Mrs Wendy Fenn Mr Andrew Howe (from May 2021) Mr Douglas Spickernell (until May 2021)
Deanery Synod Members:	Mrs Pat Hicks Mrs Edith Wills Mrs Glynis Hubble Mr Dave Wilson Mr Rob Marsh

Elected members

Elected Lay Representatives:

<u>Up to APCM 2021</u>	Whole year
Mrs Mary Batchelor	Mrs Helen Noble
Mr Steve Wood	Mr David Widdicombe Mr Peter Brerley
<u>From APCM 2021</u>	Mr Matthew Lake
Mr Richard Hamlyn	Mr Gabriel Piazza Mr Daniel Lanstone
<u>Up to July 2021</u>	Mr Richard Strawson
Mrs Chloe Gracey	Mr Darrell Sykes

From October 2021

Mrs Cathi Fredricks

Co-opted members: Mrs Lynn Hams (Treasurer)

Also in attendance: Mrs Isabel Plimmer (PCC Secretary)
Mrs Rachael Plowman (Minute Secretary)
Mr Craig Spickernell (Associate Minister)

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

ANNUAL REPORT FOR 2021

Structure, governance and management

The PCC is a charity which was excepted from registration under Statutory Instrument 2002 No. 1598 "The Charities (Exception from Registration) (Amendment) Regulations 2002", and in 2009 was registered as a charity under Charity Number 1132563.

The function and purpose of the PCC is outlined in the Parochial Church Councils (Powers) Measure 1956.

Members of the PCC are either ex-officio (by right of office) or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules 2017.

The PCC met 8 times during the year, and its sub-committees, known as Resource Support Groups (RSGs) also met regularly. Each RSG reported to either PCC or the Standing and Resource Group on the activities of their group at some point during the year. The Chair of the Safeguarding RSG reported to each PCC meeting either in person or by written report.

Standing & Resource Group

This is the Standing Committee and as such has the power to transact the business of the PCC between its meetings, subject to any directions given by the PCC. It monitors reports from the Heads of Fabric and Finance and from the other RSGs. Isabel Plimmer (Operations Manager) chairs this RSG.

Mission Action Group:

The mission action group oversees and advises the PCC on selection and support of mission partners and the allocation of our mission time. Lynn Hams chairs this RSG.

Human Resources Support Group

The HR RSG oversees and advises the PCC on all aspects of HR relating to the church, including the employment and pay structures for staff, in order to ensure our HR appointments and policies support and help implement the vision of the church. Isabel Plimmer (Operations Manager) chairs this RSG.

ICT Resource Support Group

The ICT RSG oversees and advises the PCC on all aspects of technology helping to ensure that our computers, phones, projectors, AV etc., work and enable the vision of the Church to be implemented. Daniel Lanstone chairs this RSG.

Risk Resource Support Group

The Risk RSG oversees and advises the PCC on all aspects of risk management, helping to assess the risks posed to the church, to monitor them and to inform PCC of any concerns, together with suggestions for mitigating these risks and so provide an assurance to the PCC that risks of all types are identified, monitored and controlled to an acceptable level, so enabling the church to implement its vision in a culture of safety. Jonathan Evans chairs this RSG.

Safeguarding Resource Support group

The Safeguarding RSG oversees and advises the PCC on all aspects of safeguarding, both of children and of vulnerable adults, ensuring our policies are up to date and that those who need it are DBS checked and trained, helping to ensure that our safeguarding processes enable the vision of the Church to be implemented. Jan Smith (Parish Safeguarding Officer) chairs this group.

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

ANNUAL REPORT FOR 2021

Structure, governance and management (continued)

STEPS Resource Support Group

The STEPS RSG oversees and advises the PCC on all aspects of our pre-school, helping to ensure the vision of the church is implemented in STEPS and the Christian ethos is reflected in day to day practices. Rev Mark Barker (Incumbent) chairs this RSG.

Induction and training of PCC members

Each year, after the appointment of new members of the PCC at the APCM, papers outlining the role of the PCC are issued to all members of the PCC.

Statement of major risks

The major risks which affect the work of the Church in the parish were identified and monitored by the Risk Management Support Group under the five categories recommended by the Charity Commission:

Governance

Operational – including people, health and safety, fire and safeguarding;

Financial

External

Compliance

Safeguarding

The PCC has complied with the 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).

ANNUAL REPORT FOR 2021

Membership and attendance

Our electoral roll stood at 295 as at April 2021 of which 34% are not resident in the parish and our average weekly attendance in October 2021 (Statistics for Mission) was 110 adults and 52 children, and 172 people 'online'.

Objectives and activities

Our objective (vision) is to be a church and people that are: **"Passionate to know God and to make God known"** and there are four "streams" that flow from this vision statement:

To Love God

Our desire is together to be fully committed to growing as disciples of Jesus. That means we're going to be committed to nurturing, sustaining and inspiring an ever-closer and deeper personal and collective relationship with God

To Love One Another

Our desire is to create environments where authentic relationships can flourish and where we can encourage one another to grow as disciples. We know that growing as disciples is not something any of us can do on our own. We recognise our need of others for support, guidance and encouragement and their need of us.

To Love Our Community

Our desire is to equip, encourage and enable each other, both individually and together, to share the incredible news of Jesus in all that we do, wherever we are.

To Love Our World

Our desire is to enable and equip disciples to bring hope to our world. We want to look beyond our own immediate surroundings and be champions and catalysts for justice and mercy throughout our world.

St Stephen's PCC has :

The responsibility of co-operating with the incumbent, the Revd Mark Barker, in fulfilling this and in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The responsibility for the Church, Church Hall, the Community Centre, Church Office, house at Woodfield Road, St Eanswythe's Chapel, Mission House and three flats.

The responsibility for the finances of St Stephen's.

The trustees have had regard to Charity Commission guidance on public benefit.

Grant making policy

St Stephen's policy is to allocate 10% of the previous year's donation income and 10% of any large legacies received during the current year. These were allocated in 2021 on the recommendation of the Mission Action Group as set out in note 4 on page 16 of the accounts.

Role of volunteers

Volunteers play a vital role in every area of the ministry and organisation of the parish, and without them much in the life of the church could not take place.

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

ANNUAL REPORT FOR 2021

Achievements and performance

2021 began with the church still in lockdown and the continuous rise and fall of Covid numbers, new strains causing concern and the roll out of vaccinations, with the nation and church seeking to respond appropriately. However, as we did begin to get back to in-person services, it still involved restricted numbers, social distancing and the wearing of masks, and we have worked hard to rebuild volunteer teams and make people feel safe as and when they wanted to come back to church. Live streaming of services has though continued, supported by a small but dedicated team of volunteers.

However, as the year ended and the latest Covid strain was taking hold, numbers dropped off and we were still struggling to find people to run refreshments after the service, to provide youth and children's groups on a weekly basis, and to have live worship bands.

And yet, although the year brought many challenges, we are incredibly grateful to everyone who has worked hard, given generously and been committed to the work and ministry of St. Stephen's. As our 2022 budget leaflet acknowledges:

- Our YouTube channel had over 16,000 views, with thanks to the team who make this happen week by week, and one of the audience members commented, "Although I miss seeing people, I am so glad that I have the chance to visit church from the comfort and safety of my own home".
- 114 people volunteered in different ways through the year supporting services, running youth & children's activities, providing refreshments, leading online prayers and coffee times....
- Through the commitment of our Connect Group leaders, our Connect Groups continued to meet providing invaluable fellowship, pastoral support, prayer and Bible study to many people, often online and sometimes in person.
- Social media became even more important in communicating with church members and our community. We now have 600 Facebook followers, as well as people keeping up to date through Instagram, and we need to acknowledge the hard work of Natalie Holloway in making all this happen.
- Despite Covid restrictions 54 new people joined the St. Stephen's church family during 2021, some who had been watching online and then started to come in person.
- Having worked hard over the last few years to encourage people to give through regular online means, and although the hire of our halls was curtailed, our regular donations remained at similar levels to the year before, and with reductions in expenditure, the finances of the church have not been badly affected.
- Whilst we would love not to need this ministry, the Feast Fresh Community Larder has continued throughout the year, and as the year drew to a close, was increasing in number of guests significantly due to rising living costs.
- Despite Kathryn De Freitas leaving early on in the year and us struggling to appoint a children or a youth pastor, groups were restarted and have grown thanks to Jess Splckemell's hard work, supported by Sharleen Brandt, who joined us as an intern in September, and a host of volunteers.
- Our Steps pre-school has continued to provide for the children and families connected throughout Covid, reacting as necessary to Covid regulation changes.
- On Christmas Day we served lunch to 24 guests and had "an absolutely splendiferous" time, as one of those attending wrote.
- The Sunday Afternoon Tea team prepared and provided a total of 424 afternoon teas - one Sunday a month throughout the year, initially through doorstep deliveries, then re-opening in church from October.
- And a few pop-up sessions for Living Well Tonbridge, saw Lee Athwal, who we appointed in May as our Community Engagement Manager, preparing for opening more fully at the start of 2022.

The key concern, and it is an area that many churches and charities are struggling with, is the reduction in numbers willing to volunteer, but we hope that over time this will change, and, despite restrictions and still a considerable amount of anxiety and fear, 2021 saw us beginning to rebuild church life after the closures and start to look ahead to the future.

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

ANNUAL REPORT FOR 2021

Financial review

We have three types of funds, restricted funds which can only be spent in accordance with the donor's wishes (i.e. they are ring-fenced), unrestricted funds which the PCC can apply for the general purposes of the church, and endowment funds which are capital funds which are kept long-term.

Our unrestricted income decreased in 2021 from £505,597 to £483,025, a decrease of 4%, due mainly to a decrease in donations received. In 2021 there was no stewardship campaign, as had happened in 2020, resulting in one-off donations being lower by over £23,000. However planned giving increased by over £8,000, 1.4% above budget, which is very positive in the uncertain economic climate. Income from other activities also decreased, from £192,053 to £187,228. This was mainly due to no clergy rebate being received for 20 Woodfield Road for 4 months, after the curate, moved out and work needed to be undertaken to ensure the property could be rented out again. Also, income was lower than expected as the community centre could not be rented out until June, due to restrictions. However, wedding and funeral fees were 38% above budget at £2,111 and £1,247 more than in 2020.

Our unrestricted expenses increased to £514,273 from £486,991 (up 5.6%). This was mainly due to the setting up of Living Well (£12,221), which has been done with funds from the Vision Fund and the prize money from Betty Keywood's community award. There was also an increase in STEPS costs, of £10,695, which was budgeted for, as well as a number of unbudgeted maintenance items. During 2021, staff were given a bonus, totalling £3,000, in recognition of the additional work they have had to undertake, during all the restrictions, whilst being understaffed. After transfers, before revaluation, the result is an unrestricted funds deficit of £31,248 (down from last year when the surplus was £17,817).

The general fund (our normal operating fund) decreased by £10,440 in the year, as per page 19.

Giving towards restricted funds was £19,327 and spending from restricted funds was £23,096.

Unrestricted funds of £2,071,140 consists mainly of the properties owned by the PCC at their net book value of £1,897,519.

Of the remaining amount of £173,621, £27,002 has been allocated to property matters leaving £146,619 for other purposes.

Restricted funds (funds subject to a restriction by the donor regarding their use) are £14,493.

Cash reserves policy: It is our aim to keep in reserve an amount of at least six weeks of unrestricted cash expenditure (£59,339 for 2021). At 31st December 2021 our unrestricted cash reserves were above this amount. Excess funds are held to finance future growth.

Investment policy: It is our policy to invest short term cash not required in the short term with CAFBank, Kingdom Bank, the Rochester Diocesan Board of Finance or in the CCLA Church of England Deposit Fund.

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

Plans for future periods

2022 sees us continuing to rebuild, but also launch new things:

- We will continue to try and recruit volunteers so that we can provide weekly Youth & Children's ministry and also in person worship bands.
- During the early part of the year we need to recruit for various posts to bring staff back up to pre-covid levels, but will need a focus on giving to increase income to support these roles.
- Particularly we need to appoint a Youth & Children's Pastor so that Jess Spickernell can step back from this and focus on the Associate Minister role.
- We will restart Sunday evening services focussed on the 18-30's age group, once a month initially, but hopefully increasing frequency later in the year.
- And in January we will begin to open the church 6 days a week for people to come and have tea, coffee and cake, employing Angel Café to manage the café, whilst bringing in agencies and groups to use the space and support people in need. Much of the year will be spent growing this and also seeking ongoing funding methods to replace the 2 years of finance provided by the church, which runs out in April 2023.

On behalf of the PCC



Rev Mark Barker

REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES OF ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

I report to the trustees on my examination of the accounts of St Stephen's Tonbridge Parochial Church Council for the year ended 31st December 2021.

Responsibilities and basis of report

The church's trustees are responsible for the preparation of the accounts. The church's trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an Independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145 (5)(b) of the 2011 Act); and
- To state whether particular matters have come to my attention.

Basis of Independent Examiner's report

I report in respect of my examination of the Foundation's 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. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Chartered Association of Certified Accountants.

Independent examiner's statement

I have completed my examination. I confirm that no material 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 in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
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.

D. Stephens
David Stephens FCCA
Chartered Certified Accountant
13 Newlands Road
Tonbridge Wells
Kent
TN9 4AS

28 March 2022

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

YEAR ENDED 31ST DECEMBER 2021

STATEMENT OF FINANCIAL ACTIVITIES

	Notes	Unrestricted Funds Year to 31.12.21 £	Restricted Funds Year to 31.12.21 £	Total Funds Year to 31.12.21 £	Unrestricted Funds Year to 31.12.20 £	Restricted Funds Year to 31.12.20 £	Total Funds Year to 31.12.20 £
INCOMING RESOURCES							
Donations and legacies	2(a)	285,263	5,212	300,475	312,494	11,787	324,281
Income from charitable activities	2(b)	187,228	14,115	201,343	192,053	12,238	204,291
Investment Income	2(c)	534	-	534	1,050	-	1,050
TOTAL INCOMING RESOURCES		483,025	19,327	502,352	505,597	24,025	529,622
RESOURCES USED							
Cost of generating funds							
Charitable activities	3	514,273	23,096	537,369	486,989	16,997	503,986
TOTAL RESOURCES USED		514,273	23,096	537,369	486,989	16,997	503,986
NET INCOMING/(OUTGOING) RESOURCES		(31,248)	(3,769)	(35,017)	18,608	7,028	25,636
Transfers between funds		-	-	-	(791)	791	-
Net movement in funds		(31,248)	(3,769)	(35,017)	17,817	7,819	25,636
Surplus on revaluation		0	0	0	140,000	0	140,000
Balances at 1.1.21		2,102,388	18,262	2,120,650	1,944,571	10,443	1,955,014
Balances at 31.12.21	11	2,071,140	14,493	2,085,633	2,102,388	18,262	2,120,650

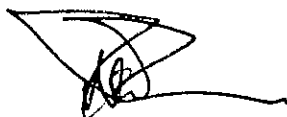
ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

BALANCE SHEET AS AT 31ST DECEMBER 2021

		31.12.21			31.12.20		
		£	£	£	£	£	£
		Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
FIXED ASSETS	Notes						
Tangible fixed assets	6	1,900,730	-	1,900,730	1,902,681	-	1,902,681
CURRENT ASSETS							
Debtors	7	8,151	813	8,964	6,872	402	7,274
Bank	8	191,525	15,897	207,422	210,782	18,269	229,051
		199,676	16,710	216,386	217,654	18,671	236,325
CREDITORS:							
Due within one year	9	29,266	2,217	31,483	17,947	409	18,356
NET CURRENT ASSETS		170,410	14,493	184,903	199,707	18,262	217,969
CREDITORS:							
Due after more than one year		-	-	-	-	-	-
NET ASSETS		2,071,140	14,493	2,085,633	2,102,388	18,262	2,120,650
Represented by:							
FUNDS							
Properties		1,897,519	-	1,897,519	1,897,519	-	1,897,519
Other funds		173,621	14,493	188,114	204,869	18,262	223,131
Total	11	2,071,140	14,493	2,085,633	2,102,388	18,262	2,120,650

The detailed analysis of the balance sheet is stated in notes 6 to 11.

Approved by the Parochial Church Council on 28th March 2022 and signed on its behalf by



Rev Mark Barker

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

YEAR ENDED 31ST DECEMBER 2021

NOTES TO THE FINANCIAL STATEMENTS

1. ACCOUNTING POLICIES

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs together with applicable accounting standards and the Statement of Recommended Practice 2016 as the applicable standard to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (SORP(FRS102)).

ASSETS

Consecrated and benefice property

In so far as consecrated and benefice property of any kind (i.e. the church and vicarage) is excluded from the statutory definition of 'charity' by Section 10(2) (a) and (c) of the Charities Act 2011 such assets are not classified in the financial statements.

Moveable church furnishings

These are capitalised at cost and depreciated over their useful economic life other than where insufficient cost information is available. In this case the item is not capitalised, but all items are included within the Church inventory.

Tangible fixed assets for use by the charity (functional fixed assets)

These are capitalised if they can be used for more than one year, and cost more than £1,000. They are valued at cost or else, for gifts-in-kind, at a reasonable estimate of their open market value on receipt.

Depreciation is calculated to write off the capitalised cost of fixed assets less their current anticipated residual fair value over their estimated useful lives as follows:

- Land	NIL
- Fixtures & Fittings	20 years straight line
- Computers, Office & IT/AV/Sound Equipment	4 years straight line

No depreciation is provided on buildings as the current estimated residual value of the properties is not less than their carrying value and the remaining useful life of these assets currently exceeds 50 years, so that any depreciation charges would be immaterial.

An Impairment review is carried out on a regular basis and any resultant loss identified is included within expenditure for the year. (NB an impairment review is a formal check that the current value of a fixed asset such as a house or building is greater than the value shown in the balance sheet. If there is a fixed asset that is overvalued because, say the roof is about to fall in, the charity should reduce the balance accordingly and write off the reduction in cost. Close detail is kept on all properties and as money is set aside each year into repair funds, by the nature of this active asset management this happens regularly each year).

Any expenditure on maintenance or improvements on fixed assets is written off as incurred.

Investments

Investments quoted on a recognised stock exchange or whose value derives from them are valued at market value at the year end. Other investment assets (including investment property) are included at the PCC's best estimate of market value each year.

Short term deposits

These are the cash held on deposit either with CAFBank, Diocese, CCLA or at another bank.

FUNDS

Unrestricted Funds

These represent the income funds of the PCC that are available for spending on the general purposes of the PCC. These include amounts designated by the PCC for fixed assets for its own use or for spending on a future project and which are not included as 'free reserves' as disclosed in the trustees' report.

Restricted Funds

These are income funds that must be spent on restricted purposes and details of the funds held and restrictions provided are shown in the notes to the accounts.

Endowment Funds

These are restricted funds that must be retained as trust capital either permanently or subject to a discretionary power to spend capital as income, and where the use of income or other benefit derived from the capital may be restricted or unrestricted. Full details of all their restrictions are shown in the notes to the accounts.

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

YEAR ENDED 31ST DECEMBER 2021

NOTES TO THE FINANCIAL STATEMENTS

INCOMING RESOURCES

The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of church members.

Voluntary Income and capital sources

Collections are recognised when received by or on behalf of the PCC. Planned giving under covenants or gift aid donations is recognised when received. Income tax recoverable on gift aid donations is recognised when the related income is recognised. Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its entitlement and the likely amount due. Funds raised by church events and activities are accounted for gross, i.e. before any associated expenses.

Other ordinary Income

Rental from the letting of church premises is recognised when the rental is due. Parochial fees due to the PCC for weddings, funerals etc. are accounted for when the event occurs.

Income from Investments

Dividends and interest are accounted for when receivable. Tax recoverable on such income is recognised in the same accounting year.

RESOURCES USED

Grants

Grants and donations are accounted for when paid, or when awarded, if that award creates a binding obligation on the PCC.

Activities directly related to the work of the Church

The Diocesan Parish Offer in respect of clergy and diocesan costs are accounted for when paid. Any additional amounts agreed by the PCC but not paid across as at 31st December are shown as creditors in the balance sheet.

DEBTORS

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

Diocesan Church Repair Fund including Quinquennial Funds

Waterloo Road and 20 Woodfield Road, and St Eanswythe's Mission House. These properties, with the exception of the Community Centre, are surveyed every five years.

A contribution rate into the fund is agreed to pay for these repairs. The repairs specified in the survey report are funded by the Diocesan Church Repair Fund. Where insufficient funds are available, a loan (currently interest free) may be obtained from the diocese which is repayable over five years.

Pensions

From April 2016 the PCC has contributed to an auto-enrolment pension scheme for its lay staff, The People's Pension, (run by B & CE), where we contribute to the scheme in line with the government rules on auto-enrolment. Contributions are accounted for as they are paid. Contributions paid in the year were £7,319 (2020 £7,368).

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

YEAR ENDED 31ST DECEMBER 2021

NOTES TO THE FINANCIAL STATEMENTS

2. INCOMING RESOURCES

	Unrestricted Funds Year to 31.12.21 £	Restricted Funds Year to 31.12.21 £	Total Funds Year to 31.12.21 £	Unrestricted Funds Year to 31.12.20 £	Restricted Funds Year to 31.12.20 £	Total Funds Year to 31.12.20 £
2(a) Donations and legacies						
Donations	248,101	5,212	253,313	264,929	11,787	276,716
Income tax recoverable	44,662	-	44,662	45,065	-	45,065
Legacies	2,500	-	2,500	2,500	-	2,500
	295,263	5,212	300,475	312,494	11,787	324,281
2(b) Income from charitable activities						
STEPS	129,979	5,379	135,358	129,384	5,966	135,350
Church activities	6,506	8,736	15,242	14,043	6,272	20,315
House rentals	21,797	-	21,797	24,427	-	24,427
St Eanswythe's flats	26,835	-	26,835	23,335	-	23,335
Fees	2,111	-	2,111	864	-	864
	187,228	14,115	201,343	192,053	12,238	204,291
2(c) Investment Income						
Dividends and Interest	534	-	534	1,050	-	1,050
TOTAL INCOMING RESOURCES	483,025	19,327	502,352	505,597	24,025	529,622

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

YEAR ENDED 31ST DECEMBER 2021

NOTES TO THE FINANCIAL STATEMENTS

3. RESOURCES USED	Unrestricted Funds 31.12.21 £	Restricted Funds 31.12.21 £	Total Funds 31.12.21 £	Unrestricted Funds 31.12.20 £	Restricted Funds 31.12.20 £	Total Funds 31.12.20 £
Charitable activities						
Worship	3,532	-	3,532	3,380	-	3,380
Ministry	1,173	-	1,173	342	-	342
Youth and children	1,771	-	1,771	2,571	-	2,571
Staffing	162,924	-	162,924	168,207	-	168,207
Insurance	4,786	-	4,786	6,822	-	6,822
Utilities	19,060	-	19,060	16,506	-	16,506
Maintenance & contracts	15,152	-	15,152	12,175	-	12,175
ICT	7,884	-	7,884	5,310	-	5,310
Operations	17,290	-	17,290	16,693	-	16,693
Diocesan offer	87,163	-	87,163	87,046	-	87,046
Mission giving	31,575	-	31,575	29,878	-	29,878
Other costs	7,477	-	7,477	5,640	-	5,640
Independent Examination	760	-	760	750	-	750
Depreciation	1,951	-	1,951	1,337	-	1,337
STEPS staff costs	107,011	-	107,011	96,316	-	96,316
STEPS other costs	12,648	8,214	20,862	12,333	4,028	16,361
Property Maintenance Reserve	4,044	-	4,044	-	-	0
Property Improvement	-	-	0	2,570	-	2,570
Unrestricted Building Fund	10	-	10	10	-	10
Vision (legacy)	4,843	-	4,843	10,336	-	10,336
Vicar's Discretionary Fund	488	-	488	2,211	-	2,211
IT Maintenance Fund	2,466	-	2,466	2,058	-	2,058
Events fund	243	-	243	4,498	-	4,498
Church Hall project	7,801	-	7,801	-	-	0
Blend	-	-	0	-	326	326
Healing on the Streets	-	25	25	-	510	510
Community Fund	0	10	10	-	117	117
Living Well	12,221	-	12,221	-	-	0
Restricted funds-other projects	-	14,847	14,847	-	12,016	12,016
TOTAL RESOURCES USED	514,273	23,096	537,369	486,989	16,997	503,986

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

YEAR ENDED 31ST DECEMBER 2021

NOTES TO THE FINANCIAL STATEMENTS

4. GRANTS - Missionary and charitable giving

	2021 Unrestricted £	2021 Restricted £	2021 Total £	2020 Unrestricted £	2020 Restricted £	2020 Total £
Overseas Missions						
Charis project	7,600	-	7,600	8,660	-	8,660
Other overseas missions		-	-	75	-	75
	<u>7,600</u>	<u>-</u>	<u>7,600</u>	<u>8,735</u>	<u>-</u>	<u>8,735</u>
Relief and Development Agencies						
Appeals	2,000	-	2,000	1,000	-	1,000
Tear Fund project	10,000	-	10,000	12,126	-	12,126
	<u>12,000</u>	<u>-</u>	<u>12,000</u>	<u>13,126</u>	<u>-</u>	<u>13,126</u>
Home Missions and Church Societies						
Eden Walsall	2,175	-	2,175	1,417	-	1,417
Tonbridge Children's Workshop	6,050	-	6,050	5,800	-	5,800
CPAS	500	-	500	500	-	500
Wycliffe	500	-	500	-	-	-
St Peter & St Paul, Swanscombe	2,000	-	2,000	-	-	-
Other home missions	750	-	750	300	-	300
	<u>11,975</u>	<u>-</u>	<u>11,975</u>	<u>8,017</u>	<u>-</u>	<u>8,017</u>
Total missions and development	<u>31,575</u>	<u>-</u>	<u>31,575</u>	<u>29,878</u>	<u>-</u>	<u>29,878</u>

5. STAFF COSTS AND PAYMENTS TO MEMBERS OF THE PAROCHIAL CHURCH COUNCIL AND RELATED PARTIES

Staff costs (excluding clergy)

	2021	2020
Wages and salaries	258,770	243,119
Employers NI	14,943	11,345
Employers pension contributions	7,319	7,368
	<u>281,032</u>	<u>261,832</u>

No employees earn more than £60,000.

Number of employees
(average full-time equivalent - 35 hours per week)

	2021	2020
Administrators	2.87	2.49
Associate Minister	1.14	1.00
Youth and Children's Workers	0.89	2.25
Cleaner	0.06	0.06
STEPS	6.91	6.37
Community Engagement	0.40	0.00
Caretaker	0.91	0.40
Total	<u>13.18</u>	<u>12.57</u>

Payments to members of the Parochial Church Council and related parties

Mrs Edith Wills' daughter Rachael Plowman received £16,146 as church administrator and £2,049 as a STEPS worker.

Mr Douglas Spickemell's son Craig Spickemell received £28,627 as Communications Coordinator & Associate Minister.

Mr Daniel Lanstone's wife Ruth Lanstone received £12,804 in her capacity as a STEPS worker.

There was no trustee remuneration in the year and no trustee expenses paid relating to trustee services.

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

YEAR ENDED 31ST DECEMBER 2021

NOTES TO THE FINANCIAL STATEMENTS

6. TANGIBLE FIXED ASSETS	Freehold Land and Buildings £	Equipment £	Total £
Brought forward value			
At 1st January 2021	1,980,388	100,160	2,080,548
Surplus on revaluation	-	-	-
Additions in the year	-	-	-
At 31st December 2021	<u>1,980,388</u>	<u>100,160</u>	<u>2,080,548</u>
Accumulated Depreciation			
At 1st January 2021	82,869	94,998	177,867
For the year	-	1,951	1,951
At 31st December 2021	<u>82,869</u>	<u>96,949</u>	<u>179,818</u>
Net Book Values			
At 31st December 2021	<u>1,897,519</u>	<u>3,211</u>	<u>1,900,730</u>
At 31st December 2020	<u>1,897,519</u>	<u>5,162</u>	<u>1,902,681</u>

The property breakdown is as follows, valued in accordance with the Accounting Policies note 1.

	2021 £	2020 £
Office, 35 Waterloo Road, Tonbridge	213,228	213,228
House, 20 Woodfield Road, Tonbridge	279,571	279,571
Church Hall, 37 Waterloo Road, Tonbridge	68,000	68,000
Community Centre, Waterloo Road, Tonbridge	68,000	68,000
St Eanswythe's Chapel, Priory Road, Tonbridge	227,200	227,200
St Eanswythe's Court Flats, Priory Road, Tonbridge	625,000	625,000
St Eanswythe's Mission House, Priory Road, Tonbridge	416,520	416,520
Total	<u>1,897,519</u>	<u>1,897,519</u>

7. DEBTORS	Unrestricted Funds	Restricted Funds	Endowment Funds	2021 £	2020 £
Income tax recoverable	3,543	813	-	4,356	3,855
Other debtors	1,680	-	-	1,680	652
Prepaid expenses	2,928	-	-	2,928	2,767
Properties receivable	-	-	-	-	-
	<u>8,151</u>	<u>813</u>	<u>-</u>	<u>8,964</u>	<u>7,274</u>

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

YEAR ENDED 31ST DECEMBER 2021

NOTES TO THE FINANCIAL STATEMENTS

8. CASH AT BANK AND IN HAND	2021 £	2020 £
Bank accounts		
Kingdom bank account 60 day	80,485	80,223
DBF Church Repair Fund (Deposit account - property maintenance)	12,564	11,527
CAF current account	26,682	27,910
CAF restricted funds current account	2,006	1,765
CAF 60 day account	61,776	41,445
STEPS CAF account	23,445	65,971
Stripe	216	0
Cash in hand		
Petty Cash	248	210
	<u>207,422</u>	<u>229,051</u>

Of the total, £191,525 is for unrestricted purposes and £15,897 for restricted purposes.

DBF = Rochester Diocesan Board of Finance

CAF = CAFBank (Charities Aid Foundation)

9. CREDITORS DUE WITHIN ONE YEAR	2021 £	2020 £
Independent Examination/Accountant fees	1,275	1,250
STEPS (Pre School) accruals and deferred income	15,924	13,448
Other creditors	14,284	3,658
	<u>31,483</u>	<u>18,356</u>

Other creditors includes £2,217 restricted creditors.

10. ANALYSIS OF NET ASSETS BY FUND	Unrestricted Funds £	Restricted Funds £	Total Funds £
Fixed assets	1,900,730	-	1,900,730
Current assets	199,676	16,710	216,386
Current liabilities	(29,266)	(2,217)	(31,483)
Fund Balance	<u>2,071,140</u>	<u>14,493</u>	<u>2,085,633</u>

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

YEAR ENDED 31ST DECEMBER 2021

NOTES TO THE FINANCIAL STATEMENTS

11. FUND DETAILS

11. FUND DETAILS		Movement In Funds				
	Balance 1.1.21 £	Incoming £	Outgoing £	Revalue/ Transfers £	Balance 31.12.21 £	Move- ment £
UNRESTRICTED FUNDS						
General Funds	17,912	350,192	(318,383)	(42,249)	7,472	(10,440)
Property maintenance reserve	11,184	-	(4,044)	5,400	12,540	1,356
Boiler replacement fund	2,400	-	-	600	3,000	600
Steps Unrestricted Fund	13,538	129,979	(130,934)	(9,500)	3,083	(10,455)
Unrestricted Building Fund	25,890	-	(10)	-	25,880	(10)
Property improvement fund	13,418	-	-	-	13,418	-
Emergency and support fund	409	-	(1,500)	1,500	409	-
Vicars Discretionary fund	3,240	1,000	(488)	-	3,752	512
MAG discretionary fund	1,042	-	(4,575)	4,549	1,016	(26)
Tear Fund project fund	1,097	113	(10,000)	10,000	1,210	113
MAG TTCW fund	-	-	(5,800)	5,800	-	-
Living Well Tonbridge	-	1,602	(12,221)	60,000	49,381	49,381
Charis project fund	1	-	(7,600)	7,600	1	-
MAG Eden Walsall fund	2,833	100	(2,100)	750	1,583	(1,250)
IT maintenance fund	7,940	-	(3,731)	5,500	9,709	1,769
Staff illness fund - PCC	-	-	-	5,000	5,000	5,000
Staff illness fund - STEPS	10,000	-	-	(5,000)	5,000	(5,000)
Events fund	947	39	(243)	-	743	(204)
Vision fund (Legacy)	81,968	-	(4,843)	(50,000)	27,125	(54,843)
Mission trip fund	1,050	-	-	1,050	2,100	1,050
Ecclesiastical Prize Money	10,000	-	-	(10,000)	-	(10,000)
Church Hall Project	-	-	(7,801)	9,000	1,199	1,199
Property: 35 Waterloo Road	213,228	-	-	-	213,228	-
Property: 20 Woodfield Road	279,571	-	-	-	279,571	-
Property: Church Hall	68,000	-	-	-	68,000	-
Property: Community Centre	68,000	-	-	-	68,000	-
	833,668	483,025	(514,273)	-	802,420	(31,248)
Property: St Eanswythe's chapel and flats	1,268,720	-	-	-	1,268,720	-
TOTAL UNRESTRICTED FUNDS	2,102,388	483,025	(514,273)	-	2,071,140	(31,248)
RESTRICTED FUNDS						
	Note 3 expense heading					
Vision fund	- Mission - home	852	-	-	852	-
Blend Fund	- Youth	1,098	-	-	1,098	-
Healing on the Streets		63	-	(25)	38	(25)
Love In Action fund	- Mission - home	282	-	(10)	272	(10)
Homeless fund	- Mission - home	169	-	-	169	-
Bishop's Fund for Mission Seniors Grant		193	-	-	193	-
STEPS Restricted Fund		5,856	5,379	(8,214)	3,021	(2,835)
Community fund		217	-	-	217	-
Living Well Tonbridge		-	1,611	-	1,611	1,611
Restricted funds - Other Projects		9,532	12,337	(14,847)	7,022	(2,510)
		18,262	19,327	(23,096)	14,493	(3,769)
TOTAL RESTRICTED FUNDS		18,262	19,327	(23,096)	14,493	(3,769)
TOTAL FUNDS		2,120,650	502,352	(537,369)	2,085,633	(35,017)

The restricted funds comprise gifts given for specific purposes and the fund names describe that purpose.
Transfers are made from the general fund to other designated funds for property maintenance, mission projects and for the Vicar's and MAG discretionary funds.

Accounts

The Parochial Church Council of the Ecclesiastical Parish of St. Stephen, Tonbridge

Charity no 1132563

Annual Report and Financial Statements Year ended 31st December 2020

Approved by the PCC at its meeting on 22nd March 2021

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Pages 2-8	Annual report
Page 9	Independent examiner's report
Page 10	Statement of financial activities
Page 11	Balance sheet

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Pages 12-13	Accounting policies
Page 14	Incoming resources
Page 15	Resources used
Page 16	Grants and staff costs
Page 17	Fixed assets, debtors
Page 18	Cash at bank, creditors
Page 19	Fund details

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

ANNUAL REPORT FOR 2020

Reference and administrative information

Incumbent: The Reverend M. Barker
The Vicarage, 6 Brook Street, Tonbridge, Kent

Principal office: 35 Waterloo Road, Tonbridge, Kent

Independent examiner: David Stephens FCCA
13 Newlands Road, Tunbridge Wells, Kent

Bank: CAF Bank Ltd
25 Kings Hill Avenue, Kings Hill, West Malling, Kent

Membership:

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

Ex-officio

Incumbent and Chairman: The Revd Mark Barker

Associate Ministers: The Revd Miriam Barker
The Revd Sheila Perkins (until May 2020)

Curate: The Revd Caroline Mills (from September 2020)

Wardens: Mrs Wendy Fern
Mr Douglas Spickernell

Deanery Synod Members: Mrs Pat Hicks
Mrs Glynis Hubble (from December 2020)
Mr Robert Marsh (from December 2020)
Mrs Joanne Ramsden (until September 2020)
Mrs Edith Wills
Mr Dave Wilson (from December 2020)

Elected members

Elected Lay Representatives:

Up to APCM 2020

Mrs Glynis Hubble
Mr Ian Milton
Mr Billy Sullivan
Mrs Lorraine Young

Whole year

Mrs Mary Batchelor
Mr Peter Brierley
Mr Matthew Lake
Mr Daniel Lanstone
Mrs Helen Noble
Mr Gabriel Piazza
Mr David Widdicombe
Mr Steve Wood

From APCM 2020

Mrs Chloe Gracey
Mr Andrew Howe
Mr Richard Strawson
Mr Darrell Sykes

Co-opted members:

Mrs Lynn Hams - Treasurer (from May 2020)

Also in attendance:

Mrs Sarah Brown (Children & Families Pastor) until September 2020
Mrs Isabel Plimmer (PCC Secretary)
Mrs Rachael Plowman (Minute Secretary)
Mr Craig Spickernell (Associate Minister)

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

ANNUAL REPORT FOR 2020

Structure, governance and management

The PCC is a charity which was excepted from registration under Statutory Instrument 2002 No. 1598 "The Charities (Exception from Registration) (Amendment) Regulations 2002", and in 2009 was registered as a charity under Charity Number 1132563.

The function and purpose of the PCC is outlined in the Parochial Church Councils (Powers) Measure 1956.

Members of the PCC are either ex-officio (by right of office) or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules 2017.

The PCC met 7 times during the year, and its sub-committees, known as Resource Support Groups (RSGs) also met regularly.

The Chair of each RSG reported in person either to PCC or to the Standing and Resource Group on the activities of their group at some point during the year

Standing & Resource Group

This is the Standing Committee and as such has the power to transact the business of the PCC between its meetings, subject to any directions given by the PCC. It monitors reports from the Heads of Fabric and Finance and from the other RSGs. Isabel Plimmer (Operations Manager) chairs this RSG.

Mission Action Group:

The mission action group oversees and advises the PCC on selection and support of mission partners and the allocation of our mission tithe. Lynn Hams chairs this RSG.

Human Resources Support Group

The HR RSG oversees and advises the PCC on all aspects of HR relating to the church, including the employment and pay structures for staff, in order to ensure our HR appointments and policies support and help implement the vision of the church. Isabel Plimmer (Operations Manager) chairs this RSG.

ICT Resource Support Group

The ICT RSG oversees and advises the PCC on all aspects of technology helping to ensure that our computers, phones, projectors, AV etc., work and enable the vision of the Church to be implemented. Daniel Lanstone chairs this RSG.

Risk Resource Support Group

The Risk RSG oversees and advises the PCC on all aspects of risk management, helping to assess the risks posed to the church, to monitor them and to inform PCC of any concerns, together with suggestions for mitigating these risks and so provide an assurance to the PCC that risks of all types are identified, monitored and controlled to an acceptable level, so enabling the church to implement its vision in a culture of safety. Jonathan Evans chairs this RSG.

Safeguarding Resource Support group

The Safeguarding RSG oversees and advises the PCC on all aspects of safeguarding, both of children and of vulnerable adults, ensuring our policies are up to date and that those who need it are DBS checked and trained, helping to ensure that our safeguarding processes enable the vision of the Church to be implemented. Jan Smith (Parish Safeguarding Officer) chairs this group.

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

ANNUAL REPORT FOR 2020

Structure, governance and management (continued)

STEPS Resource Support Group

The STEPS RSG oversees and advises the PCC on all aspects of our pre-school, helping to ensure the vision of the church is implemented in STEPS and the Christian ethos is reflected in day to day practices. Mark Barker (Incumbent) chairs this RSG.

Induction and training of PCC members

Each year, after the appointment of new members of the PCC at the APCM, papers outlining the role of the PCC are issued to all members of the PCC.

Statement of major risks

The major risks which affect the work of the Church in the parish were identified, monitored and recorded in the Risk Register by the Risk Management Support Group under the five categories recommended by the Charity Commission:

Governance

Operational – including people, health and safety, fire and safeguarding;

Financial

External

Compliance

Safeguarding

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

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

ANNUAL REPORT FOR 2020

Membership and attendance

Our electoral roll stood at 296 as at April 2020 of which 33% are not resident in the parish and our average weekly attendance in October 2020 (Statistics for Mission) was 270 adults and 69 children.

Objectives and activities

Our objective (vision) is to be a church and people that are:

Passionate to know God and to make God known

and there are four "streams" that flow from this vision statement:

To Love God

Our desire is together to be fully committed to growing as disciples of Jesus. That means we're going to be committed to nurturing, sustaining and inspiring an ever-closer and deeper personal and collective relationship with God.

To Love One Another

Our desire is to create environments where authentic relationships can flourish and where we can encourage one another to grow as disciples. We know that growing as disciples is not something any of us can do on our own. We recognise our need of others for support, guidance and encouragement and their need of us.

To Love Our Community

Our desire is to equip, encourage and enable each other, both individually and together, to share the incredible news of Jesus in all that we do, wherever we are.

To Love Our World

Our desire is to enable and equip disciples to bring hope to our world. We want to look beyond our own immediate surroundings and be champions and catalysts for justice and mercy throughout our world.

St Stephen's PCC has :

The responsibility of co-operating with the incumbent, the Revd Mark Barker, in fulfilling this and in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The responsibility for the Church, Church Hall, the Community Centre, Church Office, house at Woodfield Road, St Eanswythe's Chapel, Mission House and three flats.

The responsibility for the finances of St Stephen's.

The trustees have had regard to Charity Commission guidance on public benefit.

Grant making policy

St Stephen's policy is to tithe 10% of the previous year's donation income and 10% of any large legacies received during the current year. These were allocated in 2020 on the recommendation of the Mission Action Group as set out in note 4 on page 16 of the accounts.

Role of volunteers

Volunteers play a vital role in every area of the ministry and organisation of the parish, and without them much in the life of the church could not take place.

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

ANNUAL REPORT FOR 2020

Achievements and performance

We began 2020 with Craig and Jess Spickernell taking on the job-share role of Associate Ministers, and were looking forward to them getting to grips with overseeing the Discipleship element of our church life, especially our Connect Groups. In February we had a Church Weekend at Somerhill School, however, on 23rd March church was forced to close its doors due to the arrival of the Covid-19 pandemic, and immediately reverted to providing services online. Whilst we began to open up for a limited number of people for a mid-week Holy Communion, and planned multiple services over Christmas with reduced capacity – when further lockdown came and numbers began to soar, the church was again fully closed, and so few “in person” services took place throughout the rest of 2020.

However, it is right for me to acknowledge the hard work of the church staff team and many volunteers who have continued to help church function, and provide support and care for both the congregation and the community throughout these difficult months. It is impossible to list everyone who has given so much and all the achievements of the last year, but recently we have issued a budget leaflet for 2021 and in it summed some of this up in numbers:

- 406: the average number of views at each of our livestream services on YouTube.
- 20-25: the approximate number of young people joining our fortnightly Zoom meetings
- 222: the number of virtual Morning Prayer sessions or Communion services we've hosted on Facebook Live.
- 150: the number of hand-written cards we've sent to young people during lockdown.
- 33: the number of people we delivered a hot Christmas dinner to on Christmas Day 2020.
- 100: the approximate number of local families supported by 34 volunteers in our Community Larder, including seeing about 30 families each week.
- 50 people contacted regularly during lockdown by the 13 volunteers in our Friendship Team (in addition to the many other church members who are doing the same)
- 39: the number of people who attended our Plugged In service for teens and twenties in November 2020.
- 510: the number of people who attended our socially-distanced Christmas Wander in December 2020.
- 10: the number of people each month who listen to our service on the phone.
- 179: the number of people who are part of our Connect Groups.
- 650: the number of house calls our Afternoon Tea team have made since the start of lockdown, including delivering 600 scones, 1150 cheese straws and 2900 cakes!

It is also right to acknowledge the work of the STEPS staff – despite everything else closing down in the year, they have continued to provide sessions for the children of key-worker parents throughout, having to rethink how they did so in a Covid-secure atmosphere to protect those children, families and the staff. This was especially difficult as just before it happened, our pre-school manager went off sick and did not return during the year, so I want to particularly commend Fiona Butcher who has filled the role of acting manager throughout these difficult months.

In the midst of all this:

- We said goodbye to Revd Sheila Perkins who retired as associate vicar, although will continue to be a member of the church.
- We said goodbye to Matt and Sarah Brown, our Youth & Children's Pastors who moved to Scotland.
- We welcomed Kathryn De Freitas as our new Children & Families' Team Leader
- We welcomed Revd Caz Mills as our new curate.
- And after 34 years, Gilly Anderson retired from STEPS.

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

ANNUAL REPORT FOR 2020

Financial review

We have three types of funds, restricted funds which can only be spent in accordance with the donor's wishes, i.e. they are ring-fenced, unrestricted funds which the PCC can apply for the general purposes of the church, and endowment funds which are capital funds which are kept long-term.

Our unrestricted income decreased in 2020 from £572,171 to £505,597, a decrease of 11%, due mainly to the Church having to close for services, from March, along with the pausing of most of the face to face ministries, due to COVID and the resultant restrictions. This breaks down into income received from donations (including legacies), down to £312,494 from £332,670 (down 6%) and income from other activities, down to £192,053 from £239,118. However, without legacies, and despite the Church being closed for services for much of 2020, donation income increased from £282,670 to £309,994 (10%). A successful stewardship campaign was undertaken, at the beginning of the year, and regular donations also increased. The main other income-generating activities were STEPS and rental income.

Our unrestricted expenses decreased to £486,991 from £540,004 (down 10%). This was due to mainly the Church being understaffed, and subsequent lower costs, and a reduction in utilities costs whilst the Church has been closed for services and on-site activities.

After transfers, before revaluation, the result is an unrestricted funds surplus of £17,817 (down from last year when the surplus was £22,087).

The general fund (our normal operating fund) increased by £24,789 in the year, as per page 19.

Giving towards restricted funds was £24,025 and spending from restricted funds was £16,997.

Unrestricted funds of £2,102,388 consists mainly of the properties owned by the PCC at their net book

Of the remaining amount of £204,869, £27,002 has been allocated to property matters leaving £177,867 for other.

Restricted funds (funds subject to a restriction by the donor regarding their use) are £18,262.

Cash reserves policy: It is our aim to keep in reserve an amount of at least six weeks of unrestricted cash expenditure (£56,191 for 2020). At 31st December 2020 our unrestricted cash reserves were above this amount. Excess funds are held to finance future growth.

Investment policy: It is our policy to invest short term cash not required in the short term with CAF Bank, Kingdom Bank, the Rochester Diocesan Board of Finance or in the CCLA Church of England Deposit Fund.

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

ANNUAL REPORT FOR 2020

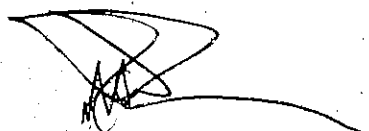
Plans for future periods

A year ago, we were looking forward to moving the church vision forward in different aspects, but most of those plans went on hold as so much needed to change to accommodate "doing" church in new ways. And the start of 2021 brought even more startling statistics as to the spread of Coronavirus. However, vaccines are beginning to have an effect on the number of new cases and on the high death rate, and so we begin to look forward with hope and expectation, whilst recognising that church will have changed forever. Some people will be fearful of getting back, some will have got into the habit of not coming to church – whilst others have come back or joined the church over the last year.

And so 2021 will see us initially looking afresh at our vision to see what must change in this new world we live in, but in particular the start of the new year will see:

- The advertising and hopefully appointment of new staff members to replace those who have left over the last 18 months.
- The launch of Living Well Tonbridge as a community hub, recognising that there will be a growing tsunami of need following this pandemic. We plan to appoint a Community Engagement Lead to head this up.
- Re-advertising for a Young People's team leader, after failing to appoint following the departure of Matt Brown.
- And whilst these accounts will show that last year went well financially, this was without quite a few posts being filled and lower costs with church being shut. To reopen and fill the vacancies will require a substantial increase in income.

On behalf of the PCC



Rev Mark Barker

REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES OF

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

I report to the trustees on my examination of the accounts of St Stephen's Tonbridge Parochial Church Council for the year ended 31st December 2020.

Responsibilities and basis of report

The church's trustees are responsible for the preparation of the accounts.

The church's trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an Independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145 (5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

Basis of Independent Examiner's report

I report in respect of my examination of the Foundation's 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.

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Chartered Association of Certified Accountants.

Independent examiner's statement

I have completed my examination. I confirm that no material 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 in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
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.

D. Stephens
 David Stephens FCCA
 Chartered Certified Accountant
 13 Newlands Road
 Tunbridge Wells
 Kent
 TN9 4AS

22 March 2021

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

YEAR ENDED 31ST DECEMBER 2020

STATEMENT OF FINANCIAL ACTIVITIES

	Notes	Unrestricted Funds Year to 31.12.20 £	Restricted Funds Year to 31.12.20 £	Total Funds Year to 31.12.20 £	Unrestricted Funds Year to 31.12.19 £	Restricted Funds Year to 31.12.19 £	Total Funds Year to 31.12.19 £
INCOMING RESOURCES							
Donations and legacies	2(a)	312,494	11,787	324,281	332,670	6,743	339,413
Income from charitable activities	2(b)	192,053	12,238	204,291	239,118	11,290	250,408
Investment income	2(c)	1,050	-	1,050	383	-	383
TOTAL INCOMING RESOURCES		505,597	24,025	529,622	572,171	18,033	590,204
RESOURCES USED							
Cost of generating funds							
Charitable activities	3	486,989	16,997	503,986	540,004	22,210	562,214
TOTAL RESOURCES USED		486,989	16,997	503,986	540,004	22,210	562,214
NET INCOMING/(OUTGOING) RESOURCES		18,608	7,028	25,636	32,167	(4,177)	27,990
Transfers between funds		(791)	791	-	(10,080)	10,080	-
Net movement in funds		17,817	7,819	25,636	22,087	5,903	27,990
Surplus on revaluation		140,000	0	140,000	0	0	0
Balances at 1.1.20		1,944,571	10,443	1,955,014	1,922,484	4,540	1,927,024
Balances at 31.12.20	11	2,102,388	18,262	2,120,650	1,944,571	10,443	1,955,014

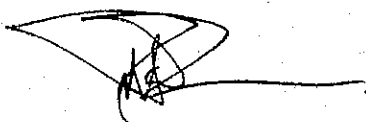
ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

BALANCE SHEET AS AT 31ST DECEMBER 2020

		31.12.20			31.12.19		
		£	£	£	£	£	£
		Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
FIXED ASSETS							
Tangible fixed assets	Notes 6	1,902,681	-	1,902,681	1,760,416	-	1,760,416
CURRENT ASSETS							
Debtors	7	6,872	402	7,274	7,915		7,915
Bank	8	210,782	18,269	229,051	190,227	10,443	200,670
		217,654	18,671	236,325	198,142	10,443	208,585
CREDITORS:							
Due within one year	9	17,947	409	18,356	13,987	-	13,987
NET CURRENT ASSETS		199,707	18,262	217,969	184,155	10,443	194,598
CREDITORS:							
Due after more than one year		-	-	-	-	-	-
NET ASSETS		2,102,388	18,262	2,120,650	1,944,571	10,443	1,955,014
Represented by:							
FUNDS							
Properties		1,897,519	-	1,897,519	1,757,519	-	1,757,519
Other funds		204,869	18,262	223,131	187,052	10,443	197,495
Total	11	2,102,388	18,262	2,120,650	1,944,571	10,443	1,955,014

The detailed analysis of the balance sheet is stated in notes 6 to 11.

Approved by the Parochial Church Council on 22nd March 2021 and signed on its behalf by



Rev Mark Barker

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

YEAR ENDED 31ST DECEMBER 2020

NOTES TO THE FINANCIAL STATEMENTS

1. ACCOUNTING POLICIES

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs together with applicable accounting standards and the Statement of Recommended Practice 2016 as the applicable standard to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (SORP(FRS102)).

ASSETS

Consecrated and benefice property

In so far as consecrated and benefice property of any kind (i.e. the church and vicarage) is excluded from the statutory definition of 'charity' by Section 10(2) (a) and (c) of the Charities Act 2011 such assets are not classified in the financial statements.

Moveable church furnishings

These are capitalised at cost and depreciated over their useful economic life other than where insufficient cost information is available. In this case the item is not capitalised, but all items are included within the Church Inventory.

Tangible fixed assets for use by the charity (functional fixed assets)

These are capitalised if they can be used for more than one year, and cost more than £1,000. They are valued at cost or else, for gifts-in-kind, at a reasonable estimate of their open market value on receipt.

Property functional fixed assets (i.e. those used for the operation of the charity) will be revalued every 7 - 8 years.

Depreciation is calculated to write off the capitalised cost of fixed assets less their current anticipated residual fair value over their estimated useful lives as follows:

- Land	Nil
- Fixtures & Fittings	20 years straight line
- Computers, Office & IT/AV/Sound Equipment	4 years straight line

No depreciation is provided on buildings as the current estimated residual value of the properties is not less than their carrying value and the remaining useful life of these assets currently exceeds 50 years, so that any depreciation charges would be immaterial.

An Impairment review is carried out on a regular basis and any resultant loss identified is included within expenditure for the year. (NB an impairment review is a formal check that the current value of a fixed asset such as a house or building is greater than the value shown in the balance sheet. If there is a fixed asset that is overvalued because, say the roof is about to fall in, the charity should reduce the balance accordingly and write off the reduction in cost. Close detail is kept on all properties and as money is set aside each year into repair funds, by the nature of this active asset management this happens regularly each year).

Any expenditure on maintenance or improvements on fixed assets is written off as incurred.

Investments

Investments quoted on a recognised stock exchange or whose value derives from them are valued at market value at the year end. Other investment assets (including investment property) are included at the PCC's best estimate of market value each year.

Short term deposits

These are the cash held on deposit either with CAFBank, Diocese, CCLA or at another bank.

FUNDS

Unrestricted Funds

These represent the income funds of the PCC that are available for spending on the general purposes of the PCC. These include amounts designated by the PCC for fixed assets for its own use or for spending on a future project and which are not included as 'free reserves' as disclosed in the trustees' report.

Restricted Funds

These are income funds that must be spent on restricted purposes and details of the funds held and restrictions provided are shown in the notes to the accounts.

Endowment Funds

These are restricted funds that must be retained as trust capital either permanently or subject to a discretionary power to spend capital as income, and where the use of income or other benefit derived from the capital may be restricted or unrestricted. Full details of all their restrictions are shown in the notes of the accounts.

INCOMING RESOURCES

The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of church members.

Voluntary income and capital sources

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

Planned giving under covenants or gift aid donations is recognised when received.

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

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its entitlement and the likely amount due.

Funds raised by church events and activities are accounted for gross, i.e. before any associated expenses.

Other ordinary income

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

Parochial fees due to the PCC for weddings, funerals etc. are accounted for when the event occurs.

Income from investments

Dividends and interest are accounted for when receivable. Tax recoverable on such income is recognised in the same accounting year.

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL**YEAR ENDED 31ST DECEMBER 2020****NOTES TO THE FINANCIAL STATEMENTS****RESOURCES USED****Grants**

Grants and donations are accounted for when paid, or when awarded, if that award creates a binding obligation on the PCC.

Activities directly related to the work of the Church

The Diocesan Parish Offer in respect of clergy and diocesan costs are accounted for when paid. Any additional amounts agreed by the PCC but not paid across as at 31st December are shown as creditors in the balance sheet.

DEBTORS

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

Diocesan Church Repair Fund - Quinquennial Funds

The Diocesan Church Repair Fund consists of funds designated by the PCC for future repairs to the Church, Church Hall, Community Centre, 35 Waterloo Road and 20 Woodfield Road, and St Eanswythe's Mission House. These properties are surveyed every five years.

A contribution rate into the fund is agreed to pay for these repairs. The repairs specified in the survey report are funded by the Diocesan Church Repair Fund. Where insufficient funds are available, a loan (currently interest free) may be obtained from the diocese which is repayable over five years.

Pensions

From April 2016 the PCC contributes to an auto-enrolment pension scheme for its lay staff, The People's Pension, (run by B & CE), where we contribute to the scheme in line with the government rules on auto-enrolment. Contributions are accounted for as they are paid. Contributions paid in the year were £7,368 (2019 £6,738).

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

YEAR ENDED 31ST DECEMBER 2020

NOTES TO THE FINANCIAL STATEMENTS

2. INCOMING RESOURCES

	Unrestricted Funds Year to 31.12.20 £	Restricted Funds Year to 31.12.20 £	Total Funds Year to 31.12.20 £	Unrestricted Funds Year to 31.12.19 £	Restricted Funds Year to 31.12.19 £	Total Funds Year to 31.12.19 £
2(a) Donations and legacies						
Donations	264,929	11,787	276,716	238,811	6,743	245,554
Income tax recoverable	45,065	-	45,065	43,859	-	43,859
Legacies	2,500	-	2,500	50,000	-	50,000
	312,494	11,787	324,281	332,670	6,743	339,413
2(b) Income from charitable activities						
STEPS	129,384	5,966	135,350	146,598	857	147,455
Church activities	14,043	6,272	20,315	30,381	9,784	40,165
House rentals	24,427	-	24,427	30,391	-	30,391
St Eanswythe's flats	23,335	-	23,335	24,311	-	24,311
Fees	864	-	864	7,437	-	7,437
Mission trip	-	-	-	-	649	649
	192,053	12,238	204,291	239,118	11,290	250,408
2(c) Investment income						
Dividends and interest	1,050	-	1,050	383	-	383
TOTAL INCOMING RESOURCES	505,597	24,025	529,622	572,171	18,033	590,204

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

YEAR ENDED 31ST DECEMBER 2020

NOTES TO THE FINANCIAL STATEMENTS

3. RESOURCES USED

Charitable activities	Unrestricted Funds 31.12.20 £	Restricted Funds 31.12.20 £	Total Funds 31.12.20 £	Unrestricted Funds 31.12.19 £	Restricted Funds 31.12.19 £	Total Funds 31.12.19 £
Worship	3,380	-	3,380	6,414	-	6,414
Ministry	342	-	342	2,878	-	2,878
Youth and children	2,571	-	2,571	4,927	-	4,927
Staffing	168,207	-	168,207	172,658	-	172,658
Insurance	6,822	-	6,822	6,457	-	6,457
Utilities	16,506	-	16,506	18,885	-	18,885
Maintenance & contracts	12,175	-	12,175	10,868	-	10,868
ICT	5,310	-	5,310	6,502	-	6,502
Operations	16,693	-	16,693	25,340	-	25,340
Diocesan offer	87,046	-	87,046	102,037	-	102,037
Mission giving	29,878	-	29,878	36,962	4,286	41,248
Other costs	5,640	-	5,640	2,851	-	2,851
Independent Examination	750	-	750	700	-	700
Depreciation	1,337	-	1,337	3,501	-	3,501
STEPS staff costs	96,316	-	96,316	100,988	-	100,988
STEPS other costs	12,333	4,028	16,361	14,920	6,607	21,527
Property Maintenance Reserve	-	-	0	5,886	-	5,886
Property improvement	2,570	-	2,570	4,012	-	4,012
Unrestricted Building Fund	10	-	10	4,264	-	4,264
Vision (legacy)	10,336	-	10,336	5,683	-	5,683
Vicar's Discretionary Fund	2,211	-	2,211	626	-	626
IT Maintenance Fund	2,058	-	2,058	-	-	0
Events fund	4,498	-	4,498	2,645	-	2,645
Vision fund	-	-	0	-	1,600	1,600
Blend	-	326	326	-	-	0
Healing on the Streets	-	510	510	-	49	49
Community Fund	-	117	117	-	-	0
Love In Action	-	-	0	-	88	88
Restricted funds-other projects	-	12,016	12,016	-	9,580	9,580
TOTAL RESOURCES USED	486,989	16,997	503,986	540,004	22,210	562,214

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

YEAR ENDED 31ST DECEMBER 2020

NOTES TO THE FINANCIAL STATEMENTS

4. GRANTS - Missionary and charitable giving

	2020 Unrestricted £	2020 Restricted £	2020 Total £	2019 Unrestricted £	2019 Restricted £	2019 Total £
Overseas Missions						
Charls project	8,660	-	8,660	7,600	-	7,600
Rochester Poverty and Hope appeal	-	-	-	500	-	500
Mission Trips	-	-	-	1,050	978	2,028
St Phillips college Tanzania	-	-	-	500	-	500
Tanzania project	-	-	-	0	3308	3308
Other overseas missions	75	-	75	564	-	564
	<u>8,735</u>	<u>8,735</u>	<u>8,735</u>	<u>10,214</u>	<u>4,286</u>	<u>14,500</u>
Relief and Development Agencies						
Appeals	1,000	-	1,000	2,500	-	2,500
Tear Fund project	12,126	-	12,126	12,312	-	12,312
	<u>13,126</u>	<u>-</u>	<u>13,126</u>	<u>14,812</u>	<u>-</u>	<u>14,812</u>
Home Missions and Church Societies						
Eden Walsall	1,417	-	1,417	2,500	-	2,500
Tonbridge Children's Workshop	5,800	-	5,800	5,800	-	5,800
Tonbridge Counselling Service	500	-	500	1,000	-	1,000
DAVSS	-	-	-	1,000	-	1,000
Crosslight	-	-	-	1,000	-	1,000
Other home missions	300	-	300	636	-	636
	<u>8,017</u>	<u>0</u>	<u>8,017</u>	<u>11,936</u>	<u>0</u>	<u>11,936</u>
Total missions and development	<u>29,878</u>	<u>0</u>	<u>29,878</u>	<u>36,962</u>	<u>4,286</u>	<u>41,248</u>

5. STAFF COSTS AND PAYMENTS TO MEMBERS OF THE PAROCHIAL CHURCH COUNCIL AND RELATED PARTIES

Staff costs (excluding clergy)

	2020	2019
Wages and salaries	243,119	247,460
Employers NI	11,345	12,109
Employers pension contributions	7,368	6,738
	<u>261,832</u>	<u>266,307</u>

No employees earn more than £60,000.

**Number of employees
(average full-time equivalent - 35 hours per week)**

	2020	2019
Administrators	2.49	3.30
Associate Minister	1.00	0.00
Youth and Children's Workers	2.25	2.00
Cleaner	0.06	0.06
STEPS	6.37	5.50
Caretaker	0.40	1.00
Total	<u>12.57</u>	<u>11.86</u>

Payments to members of the Parochial Church Council and related parties

Mrs Edith Willis' daughter Rachael Plowman received £14,292 in her capacity as church administrator.

Mr Douglas Spickernell's son Craig Spickernell received £28,171 in his roles as Communications Coordinator and Associate Minister

Mr Douglas Spickernell's daughter-in-law Jessica Spickernell received £19,022.48 in her capacity as Associate Minister

Mr Daniel Lanstone's wife Ruth Lanstone received £12,409 in her capacity as a STEPS worker.

There was no trustee remuneration in the year and no trustee expenses paid relating to trustee services.

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

YEAR ENDED 31ST DECEMBER 2020

NOTES TO THE FINANCIAL STATEMENTS

6. TANGIBLE FIXED ASSETS

	Freehold Land and Buildings £	Equipment £	Total £
Brought forward value			
At 1st January 2020	1,840,388	95,105	1,935,493
Surplus on revaluation	140,000	-	140,000
Additions in the year	-	5,055	5,055
At 31st December 2020	<u>1,980,388</u>	<u>100,160</u>	<u>2,080,548</u>
Accumulated Depreciation			
At 1st January 2020	82,869	92,208	175,077
For the year	-	2,790	2,790
At 31st December 2020	<u>82,869</u>	<u>94,998</u>	<u>177,867</u>
Net Book Values			
At 31st December 2020	<u>1,897,519</u>	<u>5,162</u>	<u>1,902,681</u>
At 31st December 2019	<u>1,757,519</u>	<u>2,897</u>	<u>1,760,416</u>

The property breakdown is as follows, valued in accordance with the Accounting Policies note 1.

The functional fixed assets (i.e. those used for the operation of the charity) will be revalued every 7 - 8 years.

The properties held as Investment assets will be valued regularly as to their market value on a best-estimate basis.

	2020 £	2019 £
Office, 35 Waterloo Road, Tonbridge	213,228	213,228
House, 20 Woodfield Road, Tonbridge	279,571	279,571
Church Hall, 37 Waterloo Road, Tonbridge	68,000	68,000
Community Centre, Waterloo Road, Tonbridge	68,000	68,000
St Eanswythe's Chapel, Priory Road, Tonbridge	227,200	227,200
St Eanswythe's Court Flats, Priory Road, Tonbridge	625,000	485,000
St Eanswythe's Mission House, Priory Road, Tonbridge	416,520	416,520
Total	<u>1,897,519</u>	<u>1,757,519</u>

7. DEBTORS

	Unrestricted Funds	Restricted Funds	Endowment Funds	2020 £	2019 £
Income tax recoverable	3,646	209	-	3,855	4,021
Other debtors	459	193	-	652	1,659
Prepaid expenses	2,767	-	-	2,767	2,235
	<u>6,872</u>	<u>402</u>	<u>-</u>	<u>7,274</u>	<u>7,915</u>

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

YEAR ENDED 31ST DECEMBER 2020

NOTES TO THE FINANCIAL STATEMENTS

8. CASH AT BANK AND IN HAND

	2020 £	2019 £
<u>Bank accounts</u>		
Kingdom bank account 60 day	80,223	20,008
DBF Church Repair Fund (Deposit account - property maintenance)	11,527	36,224
CAF current account	27,910	34,906
CAF restricted funds current account	1,765	2,285
CAF 60 day account	41,445	60,964
STEPS CAF account	65,971	45,883
<u>Cash in hand</u>		
Petty Cash	210	400
	<u>229,051</u>	<u>200,670</u>

Of the total, £210,782 is for unrestricted purposes, and £18,269 for restricted purposes.

DBF = Rochester Diocesan Board of Finance

CAF = CAFBank (Charities Aid Foundation)

9. CREDITORS DUE WITHIN ONE YEAR

	2020 £	2019 £
<i>Independent Examination/Accountant fees</i>	1,250	1,200
STEPS (Pre School) accruals and deferred income	13,448	9,770
Other creditors	3,658	3,017
	<u>18,356</u>	<u>13,987</u>

Other creditors includes £409 restricted creditors.

10. ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Fixed assets	1,902,681	-	1,902,681
Current assets	217,654	18,671	236,325
Current liabilities	(17,947)	(409)	(18,356)
Fund Balance	<u>2,102,388</u>	<u>18,262</u>	<u>2,120,650</u>

ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

YEAR ENDED 31ST DECEMBER 2020

NOTES TO THE FINANCIAL STATEMENTS

11. FUND DETAILS

11. FUND DETAILS		Movement in Funds				
	Balance 1.1.20 £	Incoming £	Outgoing £	Revalue/ Transfers £	Balance 31.12.20 £	Move- ment £
UNRESTRICTED FUNDS						
General Funds	(6,877)	365,920	(314,991)	(26,140)	17,912	24,789
Property maintenance reserve	6,233	31		4,920	11,184	4,951
Boller replacement fund	1,800			600	2,400	600
Steps Unrestricted Fund	18,376	129,383	(120,436)	(13,785)	13,538	(4,838)
Unrestricted Building Fund	25,900		(10)		25,890	(10)
Property improvement fund	15,988		(2,570)		13,418	(2,570)
Emergency and support fund	9		(1,100)	1,500	409	400
Vicars Discretionary fund	4,027	1,425	(2,212)		3,240	(787)
MAG discretionary fund	3,403	-	(1,025)	(1,336)	1,042	(2,361)
Tear Fund project fund	1,647	1,576	(12,126)	10,000	1,097	(550)
MAG TTCW	-		(5,800)	5,800	-	-
Charis project fund	26	1,035	(8,660)	7,600	1	(25)
MAG Eden Walsall fund	0		(1,167)	4,000	2,833	2,833
IT maintenance fund	4,998		(2,058)	5,000	7,940	2,942
Staff illness fund	10,000				10,000	-
Events fund	218	5,227	(4,498)		947	729
Vision fund (Legacy)	91,304	1,000	(10,336)		81,968	(9,336)
Mission trip fund				1,050	1,050	1,050
Ecclesiastical Prize Money	10,000				10,000	-
Property: 35 Waterloo Road	213,228				213,228	-
Property: 20 Woodfield Road	279,571				279,571	-
Property: Church Hall	68,000				68,000	-
Property: Community Centre	68,000	-		-	68,000	-
	815,851	505,597	(486,989)	(791)	833,668	17,817
Property: St Eanswythe's chapel and flats	1,128,720	-	-	140,000	1,268,720	140,000
TOTAL UNRESTRICTED FUNDS	1,944,571	505,597	(486,989)	139,209	2,102,388	157,817
RESTRICTED FUNDS Note 3 expense heading						
Vision fund	- Mission - home	852			852	-
Blend Fund	- Youth	1,424	(326)		1,098	(326)
Healing on the Streets		573	(510)		63	(510)
Love in Action fund	- Mission - home	282			282	-
Homeless fund	- Mission - home	169			169	-
Bishop's Fund for Mission Seniors Grant		193			193	-
STEPS Restricted Fund		2,779	(4,028)	1,139	5,856	3,077
Community fund		334	(117)		217	(117)
Tanzania project		-			-	-
Mission trip fund		348		(348)	-	(348)
Restricted funds - Other Projects		3,489	(12,016)		9,532	6,043
		10,443	24,025	(16,997)	791	18,262
TOTAL RESTRICTED FUNDS						7,819
TOTAL FUNDS	1,955,014	529,622	(503,986)	140,000	2,120,650	165,636

The restricted funds comprise gifts given for specific purposes and the fund names describe that purpose.

Transfers are made from the general fund to other designated funds for property maintenance, mission projects and for the Vicar's and MAG discretionary funds.

