

**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

Page 1	Index
Pages 2-8	Annual report
Page 9	Independent examiner's report
Page 10	Statement of financial activities
Page 11	Balance sheet
	<u>Notes to the financial statements:-</u>
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 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.

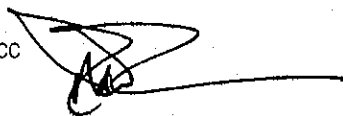
With Living Well on a firmer footing at the end of 2022, we hope the coming year will help us slowly build on this, encouraging other agencies to come and use our space and work with us; ensure that we are providing more than just practical support by building a pastoral team to welcome, chat, pray and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

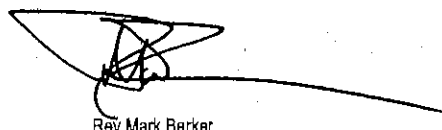
ST STEPHEN'S TONBRIDGE PAROCHIAL CHURCH COUNCIL

BALANCE SHEET AS AT 31ST DECEMBER 2022

	Notes	31.12.22			31.12.21		
		£ Unrestricted Funds	£ Restricted Funds	£ Total Funds	£ Unrestricted Funds	£ Restricted Funds	£ Total Funds
FIXED ASSETS							
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 31.12.22 £	Restricted Funds 31.12.22 £	Total Funds 31.12.22 £	Unrestricted Funds 31.12.21 £	Restricted Funds 31.12.21 £	Total Funds 31.12.21 £
Charitable activities						
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

	Movement in Funds			Revalue/ Transfers	Balance 31.12.22	Move- ment
	Balance 1.1.22	Incoming	Outgoing			
	£	£	£	£	£	£
UNRESTRICTED FUNDS						
General Funds	7,472	391,212	(349,618)	(28,555)	20,611	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	(7,539)
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	-	852	-	-	852	-
Blend Fund	-	1,098	(359)	-	739	(359)
Healing on the Streets	-	38	(38)	-	-	(38)
Love In Action fund	-	272	(60)	-	212	(60)
Homeless fund	-	169	-	-	169	-
Bishop's Fund for Mission Seniors Grant	-	193	-	-	193	-
STEPS Restricted Fund	3,021	2,252	(3,454)	-	1,819	(1,202)
Community fund	217	-	(12)	-	205	(12)
Living Well Tonbridge	1,611	3,204	(4,815)	-	-	(1,611)
Restricted funds - Other Projects	7,022	20,599	(16,742)	-	10,879	3,857
TOTAL RESTRICTED FUNDS	14,493	26,055	(25,480)	-	15,068	575
TOTAL FUNDS	2,085,633	589,932	(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.

