

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

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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
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Deanery Synod Members:	Mrs Patricia Hicks Mrs Edith Wills Mr David Wilson Mr Christopher Mileham
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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
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Also in attendance:	Mrs Isabel Plimmer – PCC Secretary Mrs Rachael Plowman – Church & Finance Manager Mr Craig Spickernell – Associate Minister Mrs Helen Noble - Minute Secretary
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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.

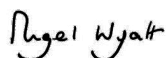
Independent Examiner's Statement

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		<u>51,280</u>	<u>143,480</u>
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.