



**TRUSTEES' ANNUAL REPORT  
AND  
FINANCIAL STATEMENTS  
for the year ended 31 December 2020**

**Registered Charity Number 1132854**

**THE PAROCHIAL CHURCH COUNCIL OF  
THE ECCLESIASTICAL PARISH OF ST. NICHOLAS, SEVENOAKS**

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AND FINANCIAL STATEMENTS**

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**THE PAROCHIAL CHURCH COUNCIL OF  
THE ECCLESIASTICAL PARISH OF ST. NICHOLAS, SEVENOAKS**

**TRUSTEES' ANNUAL REPORT for the year ended 31 December 2020**

The Parochial Church Council of the Ecclesiastical Parish of St Nicholas, Sevenoaks (PCC) present their report and accounts for the year ended 31 December 2020.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with Church Accounting Regulations 2006, the Charities Act 2011 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

**Objectives and activities**

The PCC has the responsibility of co-operating with the incumbent, the Revd Angus MacLeay, in promoting the whole mission of the church, pastoral, evangelistic, social and ecumenical, in the ecclesiastical parish and beyond.

The PCC, with the St Nicholas church family has adopted the following Vision Statement to express its objectives, help guide its decision-making and allocate resources to activities which will support and help to fulfil its objectives.

**ST NICHOLAS' VISION STATEMENT - 2020**

To know Jesus and make Him known locally and globally and so we prayerfully and lovingly proclaim Him in order to Reach, Nurture, Equip & Send for His glory.

Based on this vision statement, the main objectives for the year were to bring glory to God by ensuring that His word continued to be faithfully preached to all congregations at St Nicholas Church; to help members of the church family grow in Christian knowledge and maturity; to provide teaching in God's word to the children and young people in the church family; to reach out to the wider community in Sevenoaks, in the nation and around the world to proclaim the Gospel of our Lord Jesus Christ and to provide practical support demonstrating our love for our neighbours near and far.

The specific activities carried out in 2020 in pursuit of these objectives are described in the Annual Report which accompanies these financial statements and are also published on our website. These activities involve members of our staff team and the voluntary contribution of time, amounting to several hundred hours per week, by many members of the church family in teaching, provision of pastoral care and a very wide range of other supporting activities.

The church's policies for grant-making are implemented by the Mission committee. The committee meets regularly during the year to allocate gifts made to the mission fund to support missionaries, mission and relief agencies both in the UK and worldwide.

**THE PAROCHIAL CHURCH COUNCIL OF  
THE ECCLESIASTICAL PARISH OF ST. NICHOLAS, SEVENOAKS**

**TRUSTEES' ANNUAL REPORT for the year ended 31 December 2020 (continued)**

**Achievements and Performance**

***Church attendance***

As at 31 December 2020 there were 556 on the Electoral Roll (2019: 482). The roll was completely renewed in April 2019 and numbers usually fall in the renewal year. The estimated average attendance on a 'normal' Sunday for all congregations is usually based on counts made on the first three Sundays in October. However, due to the pandemic, many of our usual attendees – and many visitors - tuned in online rather than being physically in the buildings. Our evening service was only online, therefore the comparative figures are not available.

***The Church and Undercroft***

Pre-COVID-19 the church and Undercroft, which houses our book room as well as a suite of meeting rooms, were used extensively each day and most evenings by a mixture of church events and public bookings. Due to the pandemic, the usage this year has been minimal.

***Young People's Work***

In addition to our Sunday groups, there are a number of weekday events for children and young people – most of which met online throughout 2020.

***Mission and Evangelism***

Mission activity is at the heart of St Nicholas. We provide significant support to a number of mission partners including many who have gone out from our church family. These include individuals and families serving in South Africa, Uganda, Thailand, Malaysia, Hungary, Ireland and Italy – these are detailed in Note 17 to the Accounts.

**Financial Review**

**Overview**

The church's operations and activities are separated into funds that are either restricted (with limitations as to how income can be spent) or unrestricted (the PCC has discretion with respect to expenditure).

**Unrestricted Funds**

**The General Fund (GF)** is used for the day to day running of the church. This includes collecting donations earmarked for general use, and the payment of all salaries and general running expenses. This is the main operating entity of the church.

**The Fabric Fund** is a savings reserve for large scale capital expenditure projects, improvements and quinquennial expenditure. It receives transfers from the GF, usually on an annual basis and incurs irregular expenditure as needs arise.

**The Strategic Fund** is used for special unbudgeted items.

**The Beech Rd Fund** was the entity which reflects the PCC's interest in the property on Beech Rd, Sevenoaks. This property was sold during the year for £410,000 and this fund has now been closed.

**THE PAROCHIAL CHURCH COUNCIL OF  
THE ECCLESIASTICAL PARISH OF ST. NICHOLAS, SEVENOAKS**

**TRUSTEES' ANNUAL REPORT for the year ended 31 December 2020 (continued)**

**Restricted Funds**

**Mission Fund (MF).** This fund collects all donations earmarked for mission activity and allocates expenditure. Income can only be spent on mission activity and there are no operating overheads or ongoing financial commitments. Only income pledged or received in this fund is spent for these purposes.

**Associate Rector House Fund (ARH).** This was established in 2010 with the sole purpose of collecting gifts for the purchase of a house and for the payment of costs associated with the purchase of such a property. It has received regular income and received the proceeds from the St Nicholas Parish Hall Trust (PHT).

**Curate's House Fund.** This fund reflects the PCC's interest in the church's house in South Park. The property is held in a custodial trust by the Diocese, all economic benefit will accrue to St Nicholas PCC.

**The Endowment Fund** has its own assets, and its income is used to fund the upkeep of the graves.

**The Equipment Fund** was used to fund the refurbishment of church equipment, the purpose for the fund has now been fulfilled and so it was closed during the year.

**Unrestricted – General Fund**

The voluntary income in 2020, including gift aid and grants, was £781,770 (2019: £658,221).

Total Resources used in the GF directly relating to work for the Church for 2020 were £934,033 (2019: £881,579).

We are very thankful for all gifts large and small for the Gospel work of St Nicholas in Sevenoaks.

**Unrestricted - Strategic Reserve**

The Reserve Policy, adopted in November 2008, included the provision of a designated fund called the Strategic Reserve. This reserve would enable advantage to be taken of new opportunities ahead of building a new income stream to sustain them. In 2013 £50,000 was lent to the Associate Rector House Fund (ARH) which was repaid in December 2020.

**Restricted – Mission Fund**

The amount that was distributed to our mission partners in 2020 was £190,903 (2019: £213,702). The amount is for the continuing support of individuals and societies to whom we have supported for several years. A list of these grants are shown on page 28 of the accounts.

**Restricted - Building Fund**

There were no transactions in the year and this fund has a zero balance.

**THE PAROCHIAL CHURCH COUNCIL OF  
THE ECCLESIASTICAL PARISH OF ST. NICHOLAS, SEVENOAKS**

**TRUSTEES' ANNUAL REPORT for the year ended 31 December 2020 (continued)**

**Restricted - Associate Rector House Fund (ARH)**

The purchase of a house for £795,000 was completed in March 2011. This was funded by gifts, interest free loans, a mortgage and the proceeds transferred from the Parish Hall Trust. In 2020 this house was sold for £1,192,500 and the net proceeds will be used to purchase another property.

**Restricted - Endowment**

The investments in this fund are all part of the General, Churchyard and Graves endowment. This is a restricted fund where money has been given to the church with the specific instructions that only the income earned from the money can be spent. They are permanent endowments which require income to be spent on the churchyard, graves, or the general purposes of the PCC. The income and expenditure in 2020 was £1,341.

**The Year Ahead**

**General Fund**

A key challenge for the church family will be to continue to broaden our giving base to enable us to fulfil our vision to know Jesus and make Him known locally and globally, in order to Reach, Nurture, Equip & Send for His glory.

**Mission Fund**

The Mission Fund has always been grateful for the provision of funds to support our mission expenditure. We prayerfully trust that God will meet the needs in the coming year through the generous giving of the church family. During the year Hazel Maunsell sadly retired due to ill health after a long and dedicated ministry in Ethiopia. The Shepherds moved back to the UK pending language training before taking up appointments in West Africa and the Perrys returned from Malaysia for Home Assignment. Sophie-Ann Rebettes started working with Crossteach and we expect Hannah Jackson be posted to Tanzania during 2021.

**Reserves Policy**

The Reserves Policy is to maintain a level of reserves in the General Fund and the Mission Fund equivalent to three months normal expenditure. Other designated funds are held to provide adequate reserves against periodic replacement or major renovation of assets. This includes making provision for the costs of repairs to the church buildings arising from quinquennial reviews. In 2008, it was agreed to set up a Strategic Reserve which would enable advantage to be taken of new opportunities, in advance of the building of a new income stream to sustain them; in the intervening years it has proved necessary to utilise the reserve for various purposes.

**THE PAROCHIAL CHURCH COUNCIL OF  
THE ECCLESIASTICAL PARISH OF ST. NICHOLAS, SEVENOAKS**

**TRUSTEES' ANNUAL REPORT for the year ended 31 December 2020 (continued)**

**Statement of the Responsibilities of the Trustees of the Parochial Church Council**

The Trustees of the PCC are responsible for preparing the report of the PCC and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustees of the PCC to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the income and expenditure of that charity for that period. In preparing these financial statements the Trustees are required to:

- a) Select suitable accounting policies and then apply them consistently;
- b) Observe the methods and principles in the Charities SORP;
- c) Make judgements and accounting estimates that are reasonable and prudent;
- d) State whether applicable Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- e) Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the church will continue in operation.

The Trustees of the PCC are responsible for maintaining proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the church, and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

So far as the Trustees of the PCC are aware:

- (a) there is no relevant audit information of which the Auditor is unaware, and
- (b) they have taken all the steps that they ought to have taken as Trustees of the PCC in order to make themselves aware of any relevant audit information and to establish that the Council's Auditor is aware of that information.

**Risk Policies**

Throughout the year the PCC, through the work of its committees – particularly the Risk Management Committee - the Churchwardens and designated members of the staff team continued with their systematic risk assessment in Financial, Reputational, Statutory/Legal, Environmental, People, IT and Operational areas, as required by the Diocese. Parish Safeguarding Officer, Revd Dr Gavin McGrath and our Parish Lead Recruiter, Mrs Sue Stimson, have continued to ensure that we adhere to all relevant safeguarding legislation. Close attention is also paid to the implementation of policies regarding health and safety and to compliance with disability discrimination legislation.

**THE PAROCHIAL CHURCH COUNCIL OF  
THE ECCLESIASTICAL PARISH OF ST. NICHOLAS, SEVENOAKS**

**TRUSTEES' ANNUAL REPORT for the year ended 31 December 2020 (continued)**

**Post year end matters**

The principal risk in 2020 has been dealing with the Covid 19 pandemic. This has meant streaming services and other activities; some members of the church family have had their employment affected, which might impact financial giving in 2021 and the consequential impact on the sustainability of certain activities. Furthermore, it is recognised that returning to St Nicholas and Lady Boswell's School will present significant challenges and risk management issues as we seek to be compliant with all Health and Safety requirements. The trustees have therefore considered the impact of the pandemic on the finances of the Parochial Church Council and will monitor the costs and cash flow forecasts on a regular basis to ensure liabilities can be met for the foreseeable future.

**Key Challenge**

The Finance Strategy Group initiated a review of the financial position at St Nicholas in light of declining giving. A review was undertaken by John Truscott, who was both a trustee of St Nicholas and experienced consultant in church management. Rather than focus on the symptoms he stepped back to initially look at the cause of the problem. There has been a wide consensus that the report and its recommendations reflect the current position within St Nicholas. A key challenge and consequent risk confronting St Nicholas is the successful implementation of the recommendations of the Report.

**Staff Changes**

Since the end of the year, the Curate – Revd Matt Taylor – has completed his curacy and been licensed as Associate Rector. As part of the new congregational model adopted in September 2020, the posts of Congregational Pastor have been filled by Revd Gavin McGrath, Revd Matt Taylor, Mr John Khnana under the oversight of the Rector, Revd Angus MacLeay. Permission has been given by the Bishop for the appointment of a new Curate who will start with us in September 2021.

**Structure, Governance and Management**

**Registered Charity**

The Parochial Church Council of the Ecclesiastical Parish of St Nicholas, Sevenoaks was registered on 21 November 2009 with the Charity Commission, number 1132854.

**Location**

St Nicholas Church is situated at Rectory Lane, Sevenoaks. It is part of the Diocese of Rochester within the Church of England. The correspondence address is St Nicholas Church, Rectory Lane, Sevenoaks, Kent, TN13 1JA. The activities of the church take place principally at this location but also at other suitable venues in and around Sevenoaks.



**THE PAROCHIAL CHURCH COUNCIL OF  
THE ECCLESIASTICAL PARISH OF ST. NICHOLAS, SEVENOAKS**

**TRUSTEES' ANNUAL REPORT for the year ended 31 December 2020 (continued)**

**Membership**

Members of the PCC are either ex officio or elected at the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules.

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

Incumbent:	The Revd Canon Angus MacLeay #*+      Chairman
Churchwardens:	Mrs Christine Brindley      (from 29 Sept 2020) Mr Justin Greig Mr Ian Nash      (to 29 Sept 2020)
Clergy:	The Revd Dr Gavin McGrath+ The Revd Thomas Nash *      (to 30 June 2020) The Revd Matt Taylor+
Representatives on the Deanery Synod	Mr Chris Barton      (from 29 Sept 2020) Mr Andrew Coates      (from 29 Sept 2020) Mr Haydn Cooper      (to 29 May 2020) Brig. Ian Dobbie #* Mr Anthony Jennings* Mrs Emma Osei-Mensah      (from 29 Sept 2020) Mr Peter Scott      (from 29 Sept 2020)
Elected Members:	Mrs Carol Carpenter      (from 29 Sept 2020) Mr John Collett      (Treasurer from 29 Sept 2020) Mr Peter Harlow      (from 29 Sept 2020) Mrs Isabel Hodgson      (from 15 April 2020) Mr Adelbert Jennings Mr Ian Leigh      (Treasurer to 29 Sept 2020) Mrs Sarah Mackenzie      (from 29 Sept 2020) Mr Gerald O'Brien* Mrs Marion Russell      (Resigned 22 March 2021) Mr Ben Stone Mr Robert Von Kaufmann      (from 29 Sept 2020) Mr Mark Walkington Mr Henry Warde      (to 29 Sept 2020) Mr Chris Webb      (to 29 Sept 2020) Mr Stephen Wehrle      (to 29 Sept 2020)
Invited attendees:	Miss Hannah Blake Mr John Khnana Miss Cara Smith Mrs Sue Stimson Miss Andrea Trevenna
Key:	# also a member of General Synod * also a representative of Diocesan Synod + also a representative of Deanery Synod
PCC Secretary	Mrs Katie David <i>(not a member of the PCC)</i>

The APCM was held on 29 Sept 2020.

**THE PAROCHIAL CHURCH COUNCIL OF  
THE ECCLESIASTICAL PARISH OF ST. NICHOLAS, SEVENOAKS**

**TRUSTEES' ANNUAL REPORT for the year ended 31 December 2020 (continued)**

**Auditor**

Norman Cox & Ashby  
Chartered Accountants and Statutory Auditor  
Grosvenor Lodge  
72 Grosvenor Road  
Tunbridge Wells  
Kent TN1 2AZ

**Bankers**

National Westminster Bank Plc  
67 High Street  
Sevenoaks  
Kent TN13 1LA

**Legal Advisors**

Cripps  
12 Mount Ephraim Road  
Tunbridge Wells  
Kent TN1 1EG

**PCC**

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure 1956 as amended and the Church Representation Rules. The PCC was formerly an excepted charity and was registered as a charity from 21 November 2009. PCC members are responsible for making decisions on all matters of general concern and importance to the Parish, including deciding on how the funds of the PCC are to be spent.

**Recruitment induction and training of PCC members**

Recruitment to membership of the PCC, whether by election or 'ex officio' appointment, is carried out in accordance with the Church Representation Rules. New PCC members receive induction training to ensure they are aware of their responsibilities. The Churchwardens, and others with specific responsibilities for matters requiring specialist knowledge, are able to attend training courses offered by the Diocese or appropriate external bodies. Reading matter on relevant topics is disseminated to PCC members.

**Committees**

The PCC operates through several committees, listed below, which meet between full meetings of the PCC, under an approved Scheme of Delegation which with the terms of reference for each committee lays down their responsibilities and authority.

Standing Committee	(This committee is the only committee required by law. It has power to transact the business of the PCC between its meetings, subject to any directions given by the Council).
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Finance Strategy Group  
Buildings & Maintenance Committee  
Mission Committee  
Employment and Remuneration Committee  
Fellowship Fund Committee  
Risk Management Committee

**THE PAROCHIAL CHURCH COUNCIL OF  
THE ECCLESIASTICAL PARISH OF ST. NICHOLAS, SEVENOAKS**

**TRUSTEES' ANNUAL REPORT for the year ended 31 December 2020 (continued)**

**Public Benefit**

The PCC is aware of its legal duty to have regard to the public benefit guidance and to report on the charity's compliance with the public benefit obligation. In this regard the PCC is totally committed to enable anyone to worship at St Nicholas' services together with any of our activities taking place throughout the week. Our services and worship seek to encourage members of the church family to live out their faith as part of the local community and further afield. We seek to achieve this through worship, prayer and the faithful teaching from God's word to support in people learning about the Gospel, coming to faith in the Lord Jesus Christ and growing in their knowledge of scripture. With this aim the PCC has adopted the objectives and activities as noted on page 1 of this report.

Approved by the Parochial Church Council on 5<sup>th</sup> May 2021 and signed on its behalf by:

Revd Canon Angus MacLeay  
Chairman

**THE PAROCHIAL CHURCH COUNCIL OF  
THE ECCLESIASTICAL PARISH OF ST. NICHOLAS, SEVENOAKS**

**SUMMARY INCOME AND EXPENDITURE ACCOUNT**  
**for the year ended 31 December 2020**

	2020 £	2019 £
TOTAL INCOME (on continuing operations)	1,260,038	958,777
TOTAL EXPENDITURE (on continuing operations)	1,175,481	1,102,124
<b>NET INCOME / (EXPENDITURE) for the year</b>	<b><u>84,557</u></b>	<b><u>(143,347)</u></b>

**STATEMENT OF RECOGNISED GAINS AND LOSSES**  
**for the year ended 31 December 2020**

	2020 £	2019 £
Net (expenditure)/income for the year	84,557	(143,347)
Gain on revaluation of:		
- Tangible fixed assets	75,000	-
- Investments assets	2,767	6,047
<b>Total recognised gain/(loss) relating to the year</b>	<b><u>162,324</u></b>	<b><u>(137,300)</u></b>

**SPLIT OF NET (EXPENDITURE) / INCOME BY FUND**  
**(before revaluations and transfers between funds)**

	2020 £	2019 £
<b>Unrestricted Funds</b>		
General Fund	(106,840)	(130,071)
Fabric Fund	(50,000)	-
	<b><u>(156,840)</u></b>	<b><u>(130,071)</u></b>
<b>Restricted Funds</b>		
Mission Fund	10,308	(14,756)
Associate Rector's House Fund	231,089	1,480
	<b><u>241,397</u></b>	<b><u>(13,276)</u></b>
<b>Total for all funds</b>	<b><u>84,557</u></b>	<b><u>(143,347)</u></b>

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF THE PAROCHIAL CHURCH  
COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. NICHOLAS, SEVENOAKS  
For the year ended 31 December 2020**

**Opinion**

We have audited the financial statements of The Parochial Church Council of the Ecclesiastical Parish of St. Nicholas, Sevenoaks, (the "Charity") for the year ended 31 December 2020 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard FRS 102, the Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 December 2020 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

**Basis of Opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF THE PAROCHIAL CHURCH  
COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. NICHOLAS, SEVENOAKS  
For the year ended 31 December 2020 (continued)**

**Other Information**

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**Matters on which we are required to Report by Exception**

We have nothing to report in respect of the following matters in relation to the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit; or
- the information in the trustees' report is inconsistent in any material respect with the financial statements.

**Responsibilities of Trustees of the Parochial Church Council**

As explained more fully in the trustees Responsibilities Statement set out on page 5, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatements, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF THE PAROCHIAL CHURCH  
COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. NICHOLAS, SEVENOAKS  
For the year ended 31 December 2020 (continued)**

**Our responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder. Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether fraud or error and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

Other matters which we are required to address:

We planned our audit so that our work was capable of detecting irregularities, including fraud. We reviewed our permanent files to ensure our general understanding of the legal and regulatory framework applicable to the charity. Discussions were held with trustees and management and our work included reviewing the correspondence supplied by the Church of England Pensions Board to ensure compliance with legislation and documentation relating to the disposals and revaluation of tangible assets. Further, our audit work was directed to ensure compliance with both the Charities Act 2011 and FRS 102 and at the date of signing the audit report, the charity was complying with regulatory solvency requirements.

Our audit work also assessed the risks of material misstatement in respect of fraud as follows.

Enquiries were made with trustees and management and verification was sought with third parties. Our analytical review procedures were geared towards identifying any unusual or unexpected relationships and variances (taking account of the inevitable variations caused by the pandemic) and we conducted our audit to identify transactions outside the normal course of business. No unusual transactions were identified. Our audit work reviewed the segregation of duties and ensured that those charged with governance were aware of and accept all matters arising under Ethical Standards. We considered the possibility of management override and carried out tests on journal entries posted. No instances of fraud or irregularities were identified.

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF THE PAROCHIAL CHURCH  
COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. NICHOLAS, SEVENOAKS  
For the year ended 31 December 2020 (continued)**

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

**Use of our report**

This report is made solely to the Charity's trustees as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the Charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity and the Charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

NICHOLAS GOWER-SMITH FCA (Senior Statutory Auditor)  
for and on behalf of NORMAN COX & ASHBY  
Chartered Accountants and Statutory Auditor

Grosvenor Lodge  
72 Grosvenor Road  
Tunbridge Wells  
Kent  
TN1 2AZ

7<sup>th</sup> May 2021

Norman Cox & Ashby is eligible to act as an auditor in the terms of section 1212 of the Companies Act 2006.



**THE PAROCHIAL CHURCH COUNCIL OF  
THE ECCLESIASTICAL PARISH OF ST. NICHOLAS, SEVENOAKS**

**STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 December 2020**

	<u>Note</u>	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds 2020 £	Total funds 2019 £
<b>INCOME</b>						
Voluntary income	2(a)	781,770	207,048	-	988,818	863,899
Activities for generating funds	2(b)	11,562	-	-	11,562	30,480
Income from investments and deposits	2(c)	1,995	329	1,341	3,665	4,489
Income from church activities	2(d)	25,981	-	-	25,981	59,909
Other income	2(e)	-	230,012	-	230,012	-
<b>TOTAL INCOME</b>		<b>821,308</b>	<b>437,389</b>	<b>1,341</b>	<b>1,260,038</b>	<b>958,777</b>
<b>EXPENDITURE</b>						
Church activities						
Missionary and charitable giving	3(a)	9,133	190,903	-	200,036	215,317
Directly relating to the work of the church	3(b)	903,056	5,089	1,341	909,486	861,862
Fund-raising trading costs	3(c)	21,844	-	-	21,844	24,945
Other expenditure	3(d)	44,115	-	-	44,115	-
<b>TOTAL EXPENDITURE</b>		<b>978,148</b>	<b>195,992</b>	<b>1,341</b>	<b>1,175,481</b>	<b>1,102,124</b>
<b>NET (EXPENDITURE)/INCOME BEFORE INVESTMENT GAINS/(LOSS)</b>		<b>(156,840)</b>	<b>241,397</b>	<b>-</b>	<b>84,557</b>	<b>(143,347)</b>
<b>NET GAIN / (LOSS) ON INVESTMENT</b>						
Investment Assets	7	-	-	2,767	2,767	6,047
<b>NET (EXPENDITURE)/INCOME</b>		<b>(156,840)</b>	<b>241,397</b>	<b>2,767</b>	<b>87,324</b>	<b>(137,300)</b>
<b>OTHER RECOGNISED GAINS</b>						
Revaluation of Tangible Fixed Assets	6	-	75,000	-	75,000	-
<b>NET MOVEMENT IN FUNDS</b>		<b>(156,840)</b>	<b>316,397</b>	<b>2,767</b>	<b>162,324</b>	<b>(137,300)</b>
<b>TOTAL FUNDS BROUGHT FORWARD</b>		<b>985,206</b>	<b>1,504,241</b>	<b>38,864</b>	<b>2,528,311</b>	<b>2,665,611</b>
<b>TOTAL FUNDS CARRIED FORWARD AT 31 DECEMBER 2020</b>	16	<b>828,366</b>	<b>1,820,638</b>	<b>41,631</b>	<b>2,690,635</b>	<b>2,528,311</b>

**THE PAROCHIAL CHURCH COUNCIL OF  
THE ECCLESIASTICAL PARISH OF ST. NICHOLAS, SEVENOAKS**

**BALANCE SHEET at 31 December 2020**

	<u>Notes</u>	2020 £	2019 £
<b>FIXED ASSETS</b>			
Tangible Assets	6	708,571	2,020,000
Investments	7	41,631	38,864
		<u>750,202</u>	<u>2,058,864</u>
<b>CURRENT ASSETS</b>			
Stock	8	9,563	17,026
Debtors	9	55,885	108,716
Short term deposits	10	358,809	358,809
Bank balances and cash	10	1,694,885	225,416
		<u>2,119,142</u>	<u>709,967</u>
<b>LIABILITIES</b>			
Creditors- Amount falling due within one year	11	<u>(178,709)</u>	<u>(123,129)</u>
<b>NET CURRENT ASSETS</b>		1,940,433	586,838
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>2,690,635</u>	<u>2,645,702</u>
<b>LIABILITIES:</b>			
Creditors - Amount falling due after one year	12	-	(117,391)
<b>TOTAL NET ASSETS</b>		<u><b>2,690,635</b></u>	<u><b>2,528,311</b></u>
<b>THE FUNDS OF THE CHARITY</b>			
Unrestricted	13	828,366	985,206
Restricted	14	1,820,638	1,504,241
Endowment	15	41,631	38,864
		<u><b>2,690,635</b></u>	<u><b>2,528,311</b></u>

Approved by the Parochial Church Council on 5<sup>th</sup> May 2021 and signed on its behalf by:

..... **John Collett**  
**Treasurer**

..... **Revd Angus MacLeay**  
**Chairman, Parochial Church Council**

**THE PAROCHIAL CHURCH COUNCIL OF  
THE ECCLESIASTICAL PARISH OF ST. NICHOLAS, SEVENOAKS**

**CASH FLOW STATEMENT at 31 December 2020**

	2020 £	2019 £
<b>Cash generated/(absorbed) from operations</b>	27,389	(189,852)
Investing activities:		
Interest received	3,665	4,489
Interest paid	(5,068)	(5,069)
Repayment of loans	(125,986)	(33,472)
Fixed Assets Additions	(11,428)	-
Proceeds on sale of fixed assets	<u>1,580,897</u>	<u>-</u>
<b>Net cash generated/(absorbed) from investing activities</b>	<u>1,442,080</u>	<u>(34,052)</u>
Net increase/(decrease) in cash and cash equivalents	1,469,469	(223,904)
Cash and cash equivalents at beginning of year	584,225	808,129
<b>Cash and cash equivalents at end of year</b>	<u><u>2,053,694</u></u>	<u><u>584,225</u></u>
Cash at Bank and in Hand	1,694,885	225,416
Notice deposits	<u>358,809</u>	<u>358,809</u>
	<u><u>2,053,694</u></u>	<u><u>584,225</u></u>
<b>Cash generated from operations:</b>		
Net Movement in Funds during the year	162,324	(137,300)
Adjustments for:		
Fair value (gain) on investments	(2,767)	(6,047)
Revaluation of Tangible Fixed Assets	(75,000)	-
Profit on disposal of Tangible Fixed Assets	(185,897)	-
Depreciation	2,857	-
Finance costs	5,068	5,069
Interest received	(3,665)	(4,489)
<b>Movement in working capital:</b>		
Decrease/(increase) in stocks	7,463	(1,634)
Decrease/(increase) in debtors	52,831	(48,186)
Increase in creditors	64,175	2,735
	<u>27,389</u>	<u>(189,852)</u>

**THE PAROCHIAL CHURCH COUNCIL OF  
THE ECCLESIASTICAL PARISH OF ST. NICHOLAS, SEVENOAKS**

**NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2020**

**1. ACCOUNTING POLICIES**

**a. Basis of Preparation and Assessment of Going Concern**

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

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 affiliation to another body, nor those which are informal gatherings of church members.

The church constitutes a public benefit entity as defined by FRS 102.

The members of the PCC consider that there are no material uncertainties about the church's ability to continue as a going concern.

**b. Funds**

**Unrestricted** funds (see note 13) represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. These include funds designated for a particular purpose by the PCC and are:

- **General Fund:** this is the main fund, which is used for supporting mission within the Sevenoaks area and covers clergy and staff costs, youth work and other outreach/support activities as well as the day to day running and administration of the church. It also includes the activities of the book shop, plus various house parties and evangelical events.
- **Strategic Reserve:** this reserve is to enable advantage to be taken of new opportunities, in advance of the building of a new income stream to sustain them.
- **Fabric Fund:** this is used for large capital items and major refurbishment work to the church and other properties. Such work mainly arises from quinquennial inspections, and the aim is to build up sufficient funds over a five-year period to cover the costs arising from such inspections.

**THE PAROCHIAL CHURCH COUNCIL OF  
THE ECCLESIASTICAL PARISH OF ST. NICHOLAS, SEVENOAKS**

**NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2020 (continued)**

**Restricted** funds (see note 14) represent sums which have been restricted by the donor for a particular purpose. Restricted funds are:

- **Mission Fund:** this fund is specifically for supporting mission and mission-related activity, mainly outside the parish. Gifts to the fund are allocated at the discretion of the Mission Committee unless the donor expresses a wish that their gift be given to a particular missionary or mission activity.
- **Curate's House Fund:** this represents the current value of the property at 40 South Park that was acquired by the PCC in 1989 from proceeds of the sale of a previous property and funds raised specifically to acquire the new property.
- **Building fund:** this fund was originally set up in 1990 to raise funds for 'Building for the Gospel' which resulted in the reordering of the church and the construction of the undercroft. The remaining funds were held for the building of the exit road and car park extension and have been spent. This fund has a zero balance.
- **ARRH fund:** this fund was set up to purchase and maintain a new house for the person occupying the post of Associate Rector.

An **endowment** fund is a restricted fund where money has been given to the church with the specific instructions that only the income earned from the money can be spent or an asset donated to be retained for continuing use by the church. The General, Churchyard and Graves endowment (see note 15) comprises 4 funds. These are permanent endowments which require income to be spent on the churchyard, graves or the general purposes of the PCC.

**c. Income recognition**

All income is recognised once the charity has entitlement to the income, there is sufficient certainty or receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Donations are recognised when they have been communicated or received in writing with notification of both the amount and settlement date. Income tax recoverable on Gift Aid donations is recognised when claimable.

Legacy gifts are recognised on a case-by-case basis following the granting of probate when the administrator or executor of the estate has communicated in writing both the amount and settlement date.

Interest on funds held on deposit is included upon notification of the interest paid into the bank.

Rental income from the letting of church premises is accounted for when earned. Parochial fees due to the PCC for weddings, funerals, and other events are accounted for on an event-by-event basis. Sales of books and magazines from the church bookstall are accounted for at point of sale.

**THE PAROCHIAL CHURCH COUNCIL OF  
THE ECCLESIASTICAL PARISH OF ST. NICHOLAS, SEVENOAKS**

**NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2020 (Continued)**

Grants receivable are recognised when received.

**d. Expenditure recognition**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the church to that expenditure, it is probable that settlement will be required, and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses, including support costs and governance costs, are allocated or apportioned to the applicable expenditure headings in the statement of financial activities.

Grants payable are payments made to third parties in the furtherance of the charitable objects of the church. In the case of an unconditional grant offer, this is accrued once approved. Grant awards that are subject to the recipient fulfilling performance conditions are only accrued for when the recipient has been notified of the grant and any remaining unfulfilled conditions attaching to that grant are outside of the control of the church. The expenditure on charitable activities includes supporting mission and mission-related activity, mainly outside the parish, allocated at the discretion of the Mission Committee.

Costs directly relating to the work of the church are for promoting the primary object, the promotion of the Gospel of Our Lord Jesus Christ, mainly within Sevenoaks. The Diocesan Quota or Parish Share is accounted for when payable, the amount being determined by the PCC.

The fund-raising trading costs consist of resources used to fund the bookstall.

**e. Tangible Fixed assets and depreciation**

**i. Consecrated land and buildings and movable church furnishings.**

Consecrated and beneficed property is excluded from the accounts by section 10(2) to (4) of the Charities Act 2011.

No value is placed on 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 on maintenance or improvement is written off as expenditure in the Statement of Financial Activities and separately disclosed.

**THE PAROCHIAL CHURCH COUNCIL OF  
THE ECCLESIASTICAL PARISH OF ST. NICHOLAS, SEVENOAKS**

**NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2020 (Continued)**

*ii. Other land and buildings.*

Other land and buildings held on behalf of the PCC for its own purposes are included at market value. Properties are generally revalued professionally every 5 years. The last professional valuation was conducted on 25 February 2021. Gains and losses are included in the Statement of Financial Activities. Depreciation on properties has not been provided for in these accounts as any charge is considered to be not material, on the basis that the asset either has a very long useful life, or a residual value based on its current value, which is not materially different from its carrying value.

*iii. Fixtures, fittings and office equipment.*

Equipment used within the church premises is depreciated on a straight-line basis over 4 years. Individual items of equipment with a purchase price of less than £2,000 are written off in the period in which the asset is acquired.

*iv. Impairment*

Provision will be made should any annual impairment review of fixed assets indicate that a permanent diminution in value has occurred.

**f. Fixed asset investments**

Investments are initially recognised at transaction value and subsequently measured at their market value as at the balance sheet date using the closing quoted market price. The statement of financial activities includes the net gains and losses arising on revaluation and disposals throughout the year.

**g. Realised and unrealised gains and losses**

All gains and losses are taken to the statement of financial activities as they arise. Unrealised gains and losses are calculated as the difference between fair value at the year end and their carrying value.

**h. Current assets**

Amounts owing to the PCC at 31 December 2020 in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectible. Short-term deposits include cash held on deposit either with CBF Church of England Funds, the Rochester Diocesan Board of Finance or at NatWest Bank.

Stock is valued at the lower of cost and net realisable value.

**THE PAROCHIAL CHURCH COUNCIL OF  
THE ECCLESIASTICAL PARISH OF ST. NICHOLAS, SEVENOAKS**

**NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2020 (Continued)**

**i. Pensions policy**

St Nicholas Church PCC participates in the Pension Builder Scheme section of CWPF for lay staff. The Scheme is administered by the Church of England Pensions Board, which holds the assets of the schemes separately from those of the Employer and the other participating employers.

The Church Workers Pension Fund has a section known as Pension Builder 2014 as defined below.

**Pension Builder 2014 Scheme**

Pension Builder 2014 is a cash balance scheme that provides a lump sum that members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. This account may have bonuses added by the Board before retirement. The bonuses depend on investment experience and other factors. There is no requirement for the Board to grant any bonuses. The account, plus any bonuses declared, is payable from members' Normal Pension Age.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are contributions payable.

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent was carried out as at 31 December 2019.

For the Pension Builder 2014 section, the valuation revealed a surplus of £2.3m using the accrued pools valuation method. There is no requirement for deficit payments at the current time.

The legal structure of the scheme is such that if another employer fails, St Nicholas Church PCC could become responsible for paying a share of that employer's pension liabilities.

St Nicholas PCC is also registered with OPRA and supports staff if they prefer to take out Stakeholder Pensions by matching any contributions to a maximum of 7.5% of salary and these are accounted for on the basis of contributions payable in the year. The PCC therefore has no liability for final pensions provision for its staff.



**THE PAROCHIAL CHURCH COUNCIL OF  
THE ECCLESIASTICAL PARISH OF ST. NICHOLAS, SEVENOAKS**

**NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2020 (Continued)**

**j. Deferred income**

Income received for a future year will be included as an incoming resource in the year to which it relates.

**k. Contingent liabilities**

A contingent liability is identified and disclosed when either a possible but uncertain obligation, or a present obligation that is not recognised because a transfer of economic benefit to settle the possible obligation is not probable, or the amount of the obligation cannot be estimated reliably.

**2 INCOME**

	Unrestricted funds £	Restricted funds Mission £	ARH £	Endowm't funds £	Total 2020 £	Total 2019 £
<b>[a] Voluntary Income</b>						
Planned giving:						
Gift Aid eligible donations	448,039	131,756	3,460	-	583,255	574,098
Gift Aid receivable	114,010	32,939	865	-	147,814	145,209
Other donations	201,026	35,470	1,820	-	238,316	123,938
Cash collections	5,195	738	-	-	5,933	15,654
Grants	12,500	-	-	-	12,500	-
Legacies	1,000	-	-	-	1,000	5,000
	<b>781,770</b>	<b>200,903</b>	<b>6,145</b>	<b>-</b>	<b>988,818</b>	<b>863,899</b>
<b>[b] Activities for generating funds</b>						
Trading	<b>11,562</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,562</b>	<b>30,480</b>
<b>[c] Income from investments and deposits</b>						
Dividends and interest	<b>1,995</b>	<b>329</b>		<b>1,341</b>	<b>3,665</b>	<b>4,489</b>
<b>[d] Income from church activities</b>						
Fees & hire income	14,343	-	-	-	14,343	24,141
Contributions to houseparties	735	-	-	-	735	22,780
Contributions to outreach events	10,903	-	-	-	10,903	12,988
	<b>25,981</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,981</b>	<b>59,909</b>
<b>[e] Other Income</b>						
Net gain on disposal of tangible assets	-	-	230,012	-	230,012	-
<b>TOTAL INCOME</b>	<b>821,308</b>	<b>201,232</b>	<b>236,157</b>	<b>1,341</b>	<b>1,260,038</b>	<b>958,777</b>

**THE PAROCHIAL CHURCH COUNCIL OF  
THE ECCLESIASTICAL PARISH OF ST. NICHOLAS, SEVENOAKS**

**NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2020 (Continued)**

**3 EXPENDITURE**

	Unrestricted funds £	Restricted funds Mission £	ARH	Endowm't funds £	2020 £	2019 £
<b>(a) Church Activities</b>						
<i><b>Missionary and charitable giving</b></i>						
Missionary societies (note 17)	-	190,903	-	-	190,903	213,702
Home missions/UK based agencies	9,133	-	-	-	9,133	1,615
<i><b>Total Missionary and charitable</b></i>	<b>9,133</b>	<b>190,903</b>	<b>-</b>	<b>-</b>	<b>200,036</b>	<b>215,317</b>
<b>(b) Directly relating to the work of the Church</b>						
<i><b>Ministry</b></i>						
Diocesan Quota	232,466	-	-	-	232,466	185,642
Clergy expenses	4,684	-	-	-	4,684	7,768
Clergy housing	18,798	-	-	-	18,798	23,686
Ministers	219,582	-	-	-	219,582	213,066
Mortgage Interest			5,068	-	5,068	5,069
	<b>475,530</b>	<b>-</b>	<b>5,068</b>	<b>-</b>	<b>480,598</b>	<b>435,231</b>
<i><b>Support costs</b></i>						
Training	1,256	-	-	-	1,256	14,600
Apprentices	17,640	-	-	-	17,640	29,702
Pastoral Care	2,720	-	-	-	2,720	573
	<b>21,616</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>21,616</b>	<b>44,875</b>
Church - running expenses	44,655	-	-	1,171	45,826	57,789
Church maintenance	20,089	-	-	170	20,259	14,131
Fabric repair	117,579	-	-	-	117,579	29,632
Fabric repair - car park	3,628	-	-	-	3,628	10,340
Furniture and fittings	226	-	-	-	226	-
Beech Road costs	17,481	-	-	-	17,481	13,376
Depreciation	2,857	-	-	-	2,857	-
Houseparties	4,833	-	-	-	4,833	-
Services & Outreach	11,399	-	-	-	11,399	15,127
Outreach events	11,403	-	-	-	11,403	37,430
Church plant	8,720	-	-	-	8,720	20,380
Salaries	131,293	-	-	-	131,293	146,235
Government Grants	(8,740)	-	-	-	(8,740)	-
Technical Support	20,172	-	-	-	20,172	17,070
Printing and stationery	1,647	-	-	-	1,647	2,751
Office expenses	5,272	-	-	-	5,272	6,060
	<b>392,514</b>	<b>-</b>	<b>-</b>	<b>1,341</b>	<b>393,855</b>	<b>370,321</b>
<i><b>Other expenditure</b></i>						
PCC costs	4,708	-	-	-	4,708	355
Audit fee	5,320	-	-	-	5,320	6,365
Bank charges	2,075	21	-	-	2,096	2,688
Professional fees	831	-	-	-	831	1,703
Other - sundry	462	-	-	-	462	324
	<b>13,396</b>	<b>21</b>	<b>-</b>	<b>-</b>	<b>13,417</b>	<b>11,435</b>
<i><b>Total directly relating to the work of the Church</b></i>	<b>903,056</b>	<b>21</b>	<b>5,068</b>	<b>1,341</b>	<b>909,486</b>	<b>861,862</b>
<b>(c) Fund-raising trading costs</b>						
Trading purchases and costs	<b>21,844</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>21,844</b>	<b>24,945</b>
<b>(d) Other expenditure</b>						
Net loss on disposal of tangible assets	<b>44,115</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>44,115</b>	
<b>TOTAL EXPENDITURE</b>	<b>978,148</b>	<b>190,924</b>	<b>5,068</b>	<b>1,341</b>	<b>1,175,481</b>	<b>1,102,124</b>

**THE PAROCHIAL CHURCH COUNCIL OF  
THE ECCLESIASTICAL PARISH OF ST. NICHOLAS, SEVENOAKS**

**NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2020 (Continued)**

<b>4. NET MOVEMENT IN FUNDS</b>	2020	2019
Stated after charging the following:	£	£
Audit Fees	5,320	5,525
Staff costs (see note 5)	327,227	350,586
<b>5. STAFF COSTS</b>	2020	2019
	£	£
Salaries and Wages	297,773	310,250
Government Grants	(8,740)	0
Social Security costs	23,106	25,388
	<b>312,139</b>	<b>335,638</b>
Pension costs	15,088	14,948
	<b>327,227</b>	<b>350,586</b>

The average number of PCC employees during the year, calculated on a full-time equivalent basis, was 11 (2019: 12). No employee received emoluments in excess of £60,000.

**6. TANGIBLE FIXED ASSETS**

	Freehold Land and Buildings £	Office Equipment £	Fixtures and Fittings £	Total £
Cost or valuation:				
At 1 January 2020	2,020,000	24,111	43,910	2,088,021
Additions during the year	-	11,428		11,428
Revaluation during the year	75,000	-	-	75,000
Disposals during year	(1,395,000)	-	-	(1,395,000)
At 31 December 2020	<b>700,000</b>	<b>35,539</b>	<b>43,910</b>	<b>779,449</b>
Depreciation:				
At 1 January 2020	-	24,111	43,910	68,021
Charge for year	-	2,857	-	2,857
At 31 December 2020	-	<b>26,968</b>	<b>43,910</b>	<b>70,878</b>
Net book value:				
At 31 December 2020	<b>700,000</b>	<b>8,571</b>	-	<b>708,571</b>
At 31 December 2019	<b>2,020,000</b>	-	-	<b>2,020,000</b>

The freehold land and buildings at the year end comprise a house located at 40 South Park. This property was valued at £700,000 on the 25th February 2021 by a RICS Registered Valuation Surveyor. 23 Beech Road was sold during the year for £410,000. It was reported in the 2019 accounts at a value of £450,000. 26 Woodside Road was purchased in March 2011 for £795,000 and was sold during the year for £1,192,500 the net proceeds from the sale are held in a restricted fund. It was held in the 2019 accounts at a value of £945,000.

**THE PAROCHIAL CHURCH COUNCIL OF  
THE ECCLESIASTICAL PARISH OF ST. NICHOLAS, SEVENOAKS**

**NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2020 (Continued)**

<b>7. INVESTMENTS</b>	Endowment Funds £
Market value:	
At 1 January 2019	32,817
Gain on revaluation	6,047
At 1 January 2020	38,864
Gain on revaluation	2,767
At 31 December 2020	<b><u>41,631</u></b>

The historical cost of the investments is £1,394. All the investments are with the Central Board of Finance of the Church of England and are in the United Kingdom. These investments cannot be realised for the reasons stated in Note 1c.

<b>8. STOCK</b>	2020 £	2019 £
Finished goods for resale	<u>9,563</u>	<u>17,026</u>

Closing stock is valued at lower of cost or net realisable value (market value), during the year an impairment loss of £9,500 was recognised in cost of sales to account for slow moving or obsolete books held in the book shop.

<b>9. DEBTORS</b>	Unrestricted funds £	Restricted funds £	2020 Total £	2019 Total £
Tax recoveries	31,505	11,735	43,240	53,496
Prepayments	-	-	-	5,220
Sundry debtors	12,645	-	12,645	50,000
	<b><u>44,150</u></b>	<b><u>11,735</u></b>	<b><u>55,885</u></b>	<b><u>108,716</u></b>

**10. BANK**

Short term deposits	308,809	50,000	358,809	358,809
Bank balances and cash	614,328	1,080,557	1,694,885	225,416
	<b><u>923,137</u></b>	<b><u>1,130,557</u></b>	<b><u>2,053,694</u></b>	<b><u>584,225</u></b>

**11. LIABILITIES: AMOUNTS FALLING  
DUE WITHIN ONE YEAR**

Accruals	155,778	-	155,778	64,534
Sundry creditors	1,277	21,654	22,931	50,000
Mortgage	-	-	-	8,595
	<b><u>157,055</u></b>	<b><u>21,654</u></b>	<b><u>178,709</u></b>	<b><u>123,129</u></b>

	2020 £	2019 £
<b>Deferred income</b>		
Balance brought forward at 1st January 2020	-	7,500
Released during the year	-	(7,500)
Balance carried forward at 31st December 2020	<u>-</u>	<u>-</u>

**THE PAROCHIAL CHURCH COUNCIL OF  
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**NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2020 (Continued)**

12. LIABILITIES: AMOUNTS FALLING DUE AFTER ONE YEAR	2020 £	2019 £
17 year mortgage	-	117,391
	<b>-</b>	<b>117,391</b>

13. UNRESTRICTED FUNDS	01-Jan-20	Income	Expenditure	Transfers	Realised (loss)	31-Dec-20	31-Dec-19
	£	£	£	£	£	£	£
<b>General fund</b>	173,602	821,308	(884,033)	517,489	-	628,366	173,602
<b>Designated Funds</b>							
Fabric fund	261,604	-	(50,000)	(111,604)	-	100,000	261,604
Strategic Reserve	100,000	-	-	-	-	100,000	100,000
Beech Road property fund (note 6)	450,000	-	-	(405,885)	(44,115)	-	450,000
<b>TOTAL</b>	<b>985,206</b>	<b>821,308</b>	<b>(934,033)</b>	<b>-</b>	<b>(44,115)</b>	<b>828,366</b>	<b>985,206</b>

14. RESTRICTED FUNDS	01-Jan-20	Income	Expenditure	Transfers	Realised gain	31-Dec-20	31-Dec-19
	£	£	£	£	£	£	£
Mission fund	81,522	201,232	(190,924)	-	-	91,830	81,522
Curate's house fund (note 6)	625,000	-	-	-	75,000	700,000	625,000
Associate Rector's House Fund	797,719	6,145	(5,068)	-	230,012	1,028,808	797,719
<b>TOTAL</b>	<b>1,504,241</b>	<b>207,377</b>	<b>(195,992)</b>	<b>-</b>	<b>305,012</b>	<b>1,820,638</b>	<b>1,504,241</b>

15. ENDOWMENT FUNDS	01-Jan-20	Income	Expenditure	Transfers	Unrealised Gains	31-Dec-20	31-Dec-19
	£	£	£	£	£	£	£
General, Churchyard & Graves	38,864	1,341	(1,341)	-	2,767	41,631	38,864
<b>TOTAL</b>	<b>38,864</b>	<b>1,341</b>	<b>(1,341)</b>	<b>-</b>	<b>2,767</b>	<b>41,631</b>	<b>38,864</b>

**16. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

Fund balances at 31 December 2020 are represented by:	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds	Total Funds
	£	£	£	£	£
Tangible fixed assets	8,571	700,000	-	708,571	2,020,000
Investments	-	-	41,631	41,631	38,864
Current assets	976,850	1,142,292	-	2,119,142	709,967
Current liabilities	(157,055)	(21,654)	-	(178,709)	(123,129)
Long term liabilities	-	-	-	-	(117,391)
<b>Total Net Assets</b>	<b>828,366</b>	<b>1,820,638</b>	<b>41,631</b>	<b>2,690,635</b>	<b>2,528,311</b>

**THE PAROCHIAL CHURCH COUNCIL OF  
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**NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2020 (Continued)**

**17. SUMMARY OF GRANTS PAYABLE FOR MISSIONARY ACTIVITIES**

		2020	2019
		£	£
A Rocha International		500	-
A Rocha UK		1,000	500
AIM	Paul and Helen Shepherd	10,050	8,160
AMiE		500	500
Anglican Mainstream		1,100	1,100
C of E Evangelical Council		1,000	1,000
Christian Unions Ireland	Mark Ellis	16,000	14,000
Christianity Explored		2,000	2,000
Cross Teach Trust	Sophie-Ann Rebettes	2,500	-
Crosslinks	Anna Poor	16,800	16,800
Crosslinks	Hazel Maunsell	4,000	16,000
Crosslinks	Jamie Read	-	1,150
Crosslinks	Mark Oden	16,213	16,557
Diocese of Rochester	Diocese of Kondoa (Tanzania)	2,000	2,000
ECM International	Chris Wigram	-	3,000
EFAC	Julia Cameron	6,000	6,000
EFAC	Theological & Ministry Conference	-	1,000
Emmanuel Bristol	Ian Taylor	-	1,250
Fowey Anchor Church		-	2,000
GAFCON		7,000	7,000
Japan Christian Link	Selvan Anketell	8,000	8,000
Japan Christian Link	IT Appeal	-	2,000
Langham Trust		2,000	2,000
London City Mission		5,000	5,000
Newcastle University CU	Mission	-	200
Oak Hill College	Daniel Halpin	1,250	1,250
OMF	Beverlea Parkhill	17,000	17,000
OMF	General	-	250
OMF	Kathryn Bowen	16,000	16,000
OMF	StJohn & Ellie Perry	24,000	24,000
OMF	Tony Waghorn	3,000	3,000
Oxtrad	Bishop Nazir Ali	5,000	5,250
Oxtrad	Bicycles South Sudan	-	1,200
Penny Trust	Pete Portal	1,000	1,000
Proclamation Trust		2,000	2,000
Proclamation Trust	Sophie-Ann Rebettes	2,180	1,090
Redcliffe College	Kathryn Bowen	810	-
RZIM	Sam Allberry	1,000	1,000
Sevenoaks Area Youth Trust		6,000	6,000
SIM	Emma Brewster	8,000	8,000
Stewardship	SAGE - Peter Redmayne	-	2,200
Tear Fund	Connected Church	-	245
The Faith Mission		2,000	2,000
Trinity School		-	5,000
		<u>190,903</u>	<u>213,702</u>

**THE PAROCHIAL CHURCH COUNCIL OF  
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**NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2020 (Continued)**

**18. TRANSACTIONS WITH MEMBERS OF THE PCC AND CONNECTED PERSONS**

The stipends/salaries and expenses of the clergy, who are all PCC members, are shown in note 3 (b). Transactions with other (non-clergy) members of the PCC and connected persons were as follows: nil (2019: nil)