

Charity number: 1132854



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

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 DECEMBER 2024

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

CONTENTS

Trustees' report	1
Independent auditors' report	12
Statement of financial activities	16
Balance sheet	17
Statement of cashflows	18
Notes to the financial statements	19

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

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2024

The trustees, who are the members of the Parochial Church Council of the Ecclesiastical Parish of St Nicholas, Sevenoaks ("the PCC") present their annual report together with the financial statements for the year ended 31 December 2024. The financial statements have been prepared in accordance with the accounting policies set out in the notes to the financial statements and in accordance with the governing document, the Charities Act 2011, the Church Accounting Regulations 2006, and the requirements of "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019) - (Charities SORP (FRS 102)).

Objectives and Vision Statement

The PCC has the responsibility of co-operating with the incumbent, the Revd Canon 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

To know Jesus and make Him known locally and globally and so we prayerfully and lovingly proclaim Him in order to Reach, Nurture, Equip and 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 UK 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. As the church invests in "the next generation" we continue to pray for the youth, a desire for more Timothy Scheme volunteers and a heart to work with the Bishop, seeking a Bishop Mission Order or other avenue, praying for people to be sent from St. Nics.

We operate in the context of what is happening within the Church of England and especially since the publication and commendation of the "Prayers of Love and Faith". We need to recognise that decisions made either nationally or even at a diocesan level could have a significant effect on how we operate in the future.

One of our distinctives as a whole church family is that our three main morning congregations have many attending of different backgrounds and ages. We are also privileged to have an evening congregation involving young people in our Contact group. As we look to the future, we will especially want to develop this 'next generation' aspect of ministry, though we will want to do so in a genuinely multi-generational way, where young and old interact and serve each other. We must ensure that our Vision really does embrace every age group. Having said that, every age group will have an interest in seeking to build the church for the future and therefore each age group will want to welcome a focus on building for the next generation and seeing our ministries amongst children and young people thrive in every way.

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

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2024

Long and short-term objectives

As we come to the constituent parts of our Vision it has been helpfully stated that a Vision needs to be articulated in terms of what we want to see and is expressed in what we are praying for. These include:

- **We long to see stronger foundations / deeper roots (nurture)**

Stronger foundations, or deeper roots, come through the means of God's grace i.e. through the Bible, prayer, fellowship and the breaking of bread (Acts 2:42) and these things will be particularly delivered at the congregational level but supported by whole-church initiatives.

Through the Bible having greater traction in our lives: we encourage daily Bible reading for adults, young people and children.

Through a significant increase in the regular attendance at monthly prayer gatherings and in believers being involved in prayer triplets as a sign of our dependence on the Lord.

Through a deeper commitment to one another and to the Lord with a higher proportion of believers committed to nurture groups and people attending Sunday gatherings more frequently.

- **We long to see warmer engagement (broader outreach) (reach)**

Warmer engagement with Christ happens as we embrace the grace and truth of Christ. Day to day outreach will spring from individual relationships, but these may also be supported and encouraged by various other initiatives at both congregational and whole-church level.

Through believers having greater confidence to make a difference in their workplaces, neighbourhoods and the local area by being able to articulate and defend their faith within an increasingly hostile culture.

Through new people and families being actively welcomed into the life of our different congregations as a priority for the whole church family.

Through the clear articulation of the message of Christ at regular Christianity Explored and Hope Explored courses throughout the year.

Last year we advertised for a Youth/School's minister role but this position has yet to be filled. In February 2025, a new advert was posted with the aim to hire someone for September 2025. One new hire does not fulfill a vision but it is our prayer that all within St. Nics will serve and support the youth ministry within St Nics. We want to see the youth ministry grow, equipping the next generation to stand for Christ.

There is also agreement that the position should be female, to enhance and support our current male Youth Minister, especially as youth work spans multiple congregations which meet at similar times. With a schools and female ministry focus, there would be a clear differentiation between the two youth minister roles.

- **We long to see wholehearted service / equipped leaders (equip)**

Though some equipping can be done at a personal level, other aspects are best delivered through "on the job" training, there may well be a particular role for whole-church training initiatives to assist each of the different congregations.

We pray for a significant number of people being trained to lead in our children's and youth ministries, particularly in areas where we are currently particularly stretched.

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

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2024

For a new generation of leaders being equipped to serve across the church family so that we can resource leadership roles in the coming year.

So we are better equipped to face the challenges posed within our culture through the provision of the appropriate resources and training, to enable all to articulate the Gospel with clarity and compassion.

- **We long to see effective partnership to make a wider impact (send)**

Though there may be aspects of this that can be delivered at congregational level, any major initiatives almost certainly need to be done at a whole-church level and would require support from right across the whole church family.

Through developing a regular programme for those about to go to university, we aim to see our young people being equipped to stand for Christ as they prepare to leave Sevenoaks to pursue further education.

Through the development of a new congregation or church plant / graft within the wider Sevenoaks area to gather together people and families not currently connected to any church.

Activities

Specific activities carried out in 2024 in pursuit of these objectives are described in the Annual Report which can be found on our website (www.stnicholas-sevenoaks.org). These activities include Nurture Groups, Christianity Explored Courses, Youth meetings and services, live streaming of services, daytime bible study meetings, and care for Ukrainian refugees, toddler groups, Church wide and congregational evangelism.

The presentation, monitoring and review of these objectives are directed by the Strategic Planning Group (SPG) and through wider church feedback which will lead to formal resolutions for the PCC to vote and implement using the funds currently ring fenced during the period 2024-2027.

Church activities (links to Vision in brackets)

- Each Sunday we offer 5 regular services: 4 in the church building and 1 in Lady Boswell's Primary School. The early service at 8am is a spoken Holy Communion Service. The other three morning services include worship, music, teaching, children & young people's groups. The evening service includes our youth group. Holy communion is offered at these services on a monthly basis. One of our four main services is livestreamed each week. (Nurture / Equip / Reach)
- On the first Sunday of the month and on alternate Wednesdays, we offer a service in two local care homes, including music, worship, prayers and teaching. (Nurture / Reach)
- Nurture groups, where people study the Bible together and share fellowship and support, meet across the week in a variety of locations and are arranged via the specific congregations. (Nurture / Equip)
- We run a Bumps & Babies group for those expecting / who have children up to 12 months old and we also offer a Music themed preschool group each week. (Nurture / Reach)
- We deliver assemblies in our local schools, both primary and secondary, and are involved in school worship councils and religious studies delivery. (Reach)
- Our teenagers meet mid-week and on Sundays for both study and fun, sharing meals, games and outings. The highlight of their year is the summer house parties when they spend time together away from Sevenoaks. (Nurture / Equip / Send)
- For our more mature members, we offer weekly fellowship groups for our ladies and study sessions/ regular lunches for the men. (Nurture / Equip)
- Welcoming refugees is important to us and we offer English conversation practice. Until Dec 2024 we offered structured English language classes. One of our Sunday morning services shows a live Ukrainian translation. (Nurture / Reach)
- Throughout the year, we offer courses open to anyone where there is an opportunity to explore the Christian faith together with a variety of evangelistic events to share the gospel. (Equip / Reach)
- Teaching and training is delivered in small groups. (Equip)

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

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2024

- Weddings and wedding preparation, Funerals and Baptisms are carried out for the church family and those in the local community. (Nurture / Reach)
- Social events are organised regularly to encourage people to share fellowship, get to know one another and to support one another. (Nurture)

Missionary activity (links to Vision in brackets)

- Mission activity is at the heart of St Nicholas. We provide significant support to many mission partners including those who have gone out from our Church family. (Reach / Send)
- Members of the Mission Committee maintain regular contact with those mission partners and receive regular updates of the work they are doing. This is shared with the church family by means of prayer letters and video updates etc. Most of the mission partners are linked to one of the congregational nurture groups for prayer and practical support.
- When in the UK, mission partners visit us and give updates in Sunday services or at monthly prayer meetings.
- The Mission Committee meets quarterly to consider requests for financial support and allocates mission grants accordingly.

Achievements and performance

The Christian faith is a relationship with God and one another, we are called by Jesus to 'love the Lord your God with all your heart, with all your soul and with all your mind'. And to: 'Love your neighbour as yourself'. (Mark 22 v37-39). Throughout 2024 it was encouraging to see church attendance grow across the congregations with some congregations nearing capacity during some weeks of the year.

The estimated average attendance in 2025, based on counts made on the first three Sundays in October, was 639 (624 in 2023). These figures include adults and children. As at 31 December 2024 there were 572 on the Electoral Roll (2023: 568). The roll was last renewed in April 2019 and will be renewed again this year.

During 2025 we will need to review the work of the Rochester Good Stewards Trust (RGST). Over the last three years we have reduced our parish share and sent the equivalent monies to help fund a Youth Worker in Wilmington. This year we will pay our parish share in full but with the Wider Diocesan Mission contribution paid to the Rochester Diocese, via the Ephesian Fund to safeguard our giving. We have been informed by the Diocese this money has been used to help fund the parish share for the following three parishes: St Michael, Wilmington, St Peter, Bexleyheath and St James, Blendon.

Use of the Church and Undercroft which houses our book room, as well as a suite of meeting rooms, was well used throughout 2024, with a mixture of Church events and public bookings. We continue to provide grants to our overseas missionaries and are excited to hear stories of those coming to faith through God's work through them.

Future and ongoing plans

The key challenge for the Church family and leadership is to continue to broaden and increase our giving and serving teams. Many of the roles within the life of the church are filled by volunteers and in order to continue our vision of making Jesus known locally and globally, we are relying on God's Holy Spirit to be working powerfully in all those who attend, work or are supported by the Church.

Book Shop Review

During 2024 we audited the book ministry with the aim to advertise literature appropriate with our Vision to Reach, Nurture, Equip and Send. A working party is in place to review this ministry and will feed recommendations to the PCC during 2025.

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

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2024

Working with Diocese, CEEC and The Alliance

2025 will be a key year for discussions around the Prayers of Love and Faith. As we seek to align with orthodox ministries we want to continue to support our Bishop and the wider team in Rochester. The diocesan vision aligns with the vision of St. Nics and we look for opportunities for gospel growth through those avenues even though the national landscape is challenging and key decisions will be made in General Synod during 2025.

Mission Fund

We prayerfully trust that God will meet the needs in the coming year through the generous giving of the Church family. During the year Guy Branson completed a short-term assignment in Liberia with SIM, George McIlroy attended the International Theology and Leadership Course in Portugal, Tabitha von Kaufmann commenced a year on the CARE Programme and Ben Petersen joined the staff at Trinity Church, Chester.

The Mission Committee has always been grateful for the provision of funds to support our mission expenditure.

Staff changes

Reverend Nicholas Ross was licensed on the 26th January 2025 by the Bishop of Rochester as an Associate Rector. Jonny van Es left having completed his second year of the St Nicholas Timothy Scheme (the Ordained Ministry track).

Our Operations Director Sue Stimson left in April 2024 after 10 years in the post and was succeeded by Beverlea Parkhill. In December 2024 Lois Davis joined the team as Office Administration Assistant following the leaving of Vicky McIlroy (April 2024) and Lynn Rushton (April 2024-October 2024). Brenda Beckett joined on 16 September 2024 as Women's & Children's Minister, succeeding Hannah Blake who left on 31 August 2024 to return to Australia.

Grant making policy

Mission activity is at the heart of St Nicholas. We provide significant support to several mission partners including many who have gone out from our Church family. These include individuals and families who have served in Africa, Australia, Italy, Japan, Malaysia and Thailand, these are detailed in the Appendix to the Accounts.

The Church's policies provide for the making of grants to organisations whose activities are an integral part of the overall vision of St Nicholas Church as previously set out. As well as proclaiming the gospel in and around our own church environment, we seek ways of furthering Christ's mission through various mission initiatives worldwide, in the UK and in the Sevenoaks community. We enjoy strong links with several mission partners. Grants are awarded to organisations and church members working in Christian mission. The task of deciding how to distribute grants for external mission giving is delegated to the Mission Committee.

Grants are awarded to organisations and church members working in mission after an evaluation of each case. All giving follows the Church's mission aim to be wholeheartedly involved in carrying out the Great Commission of the Lord Jesus. Reaching out to God's world with the good news about Jesus Christ, in line with our vision to know Jesus and make him known, locally and globally.

Public Benefit statement

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 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 described above.

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

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2024

Financial review

Funds held by St Nicholas PCC

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). These funds are explained below.

Total income received for 2024 was comparable to 2023 and the number of givers remaining consistent through the two years. Most of the church family give by standing order, but we do maintain a pattern of one-off givers who give up to 15% of the unrestricted funds. Total income across all funds for 2024 was £1,319,161 (2023: £1,321,587).

The expenditure in 2024 as predicted increased in the year in part due to higher inflation levels and also due to the cost of the planned repairs to the South Aisle Roof. Total expenditure before gains/ losses on investments for 2024 was £1,431,013 (2023: £1,237,432). The repairs for the south aisle roof are expected to complete this year. The Balance Sheet shows Tangible assets of £1,497,288 (2023: £1,437,862). Total Net Assets decreased to £3,099,888 (2023: £3,158,689) and cash reserves remain strong, to be used in line with our vision.

Further details and the break down by fund can be seen below in the financial statements.

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 improvements and quinquennial expenditure for the St Nicholas Church building and grounds. It receives transfers from the GF, usually on an annual basis and incurs expenditure as needs arise.

The Vision Fund this fund was set up in 2022 with the specific aim of Reaching, Nurturing, Equipping & Sending God's people to proclaim the gospel for His glory. Striving towards our vision as detailed above is one of the key objectives of the PCC and this fund was set up to provide for any specific costs required to help achieve the vision. The plan is that this fund will be used in full by the end of 2027. We are thankful for those in the church who increased their giving after church finance updates. Our aim is that during 2025, the fund will be utilised to cater for the new Youth Minister as the church focus' on the next generation of believers. The Youth Minister role is budgeted as a two-year contract with the aim to review at the end of that period.

The Strategic Fund This fund has been used to enable the PCC to take on new opportunities ahead of building a new income stream to sustain them. It was used to provide money towards ministry housing and during 2024 and 2025 as the South Aisle Church Roof has been repaired along with the installation of solar panels, the FSG have recommended to the PCC this fund should be used to cover some of the cost of this work, by transferring £80k to the Fabric Fund with the balance of £20k to be transferred to the Vision Fund. This transfer once approved will happen in 2025 and then this fund will then be closed.

Restricted Funds:

Associate Rector House Fund (ARH) This fund 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 received regular income until 2023 and received the proceeds from the St Nicholas Parish Hall Trust (PHT). In 2022, 12 Hurst Way was purchased from the proceeds of selling 26 Woodside Road with the remaining funds from that sale held in cash. Planning permission was granted last year with the aim to bring the property to the specification for an Associate Rector with family. Having received quotes for the work, it was agreed by the PCC

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

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2024

to pause plans to extend the property as costs would increase the amount spent on the house beyond a fair market valuation. It was also noted that Nicholas Ross is now an Associate Rector and the house is fit for use given his current circumstances.

The property is held in a custodial trust by the Diocese, all economic benefit will accrue to St Nicholas PCC.

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.

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 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 Endowments are held by the Rochester Diocesan Society and Board of Finance as custodian trustee.

Crisis Appeal Fund This fund collects donations earmarked for use for those suffering as a result of an adversity where there is a connection (either personal or via a relevant organisation) to St Nicholas Church, Sevenoaks. Income of up to £25,000 can be advanced from the General Fund subject to authorised approvals with minimal operating overheads.

2024 Overview:

Unrestricted – General Fund

The voluntary income received in 2024, including gift aid, bank interest, and church activities, was £1,083,590 (2023: £1,085,472).

Total resources used in the General Fund directly relating to work for the Church for 2024 were £1,040,147 (2023: £984,003). We are very thankful for all gifts large and small for the Gospel work of St Nicholas in Sevenoaks.

Unrestricted - The Fabric Fund

£148,666 was spent in the year on works to repair the South Aisle roof. A transfer of £20,000 was made to the fund leaving a balance of £134,934 (2023: £263,600) to pay for the balance of works and for the solar panel installation for the south aisle roof, new organ, savings towards the 2026 quinquennial inspection and major works to repair the clock faces.

Unrestricted - Strategic Reserve

There was no movement in the fund in the year and the balance remains at £100,000 (2023: £100,000). As noted above this fund is planned be utilised in 2025.

Unrestricted – Vision Fund

£120,000 was transferred to this fund in 2022 which is expected to be spent on the aims as defined on page 2 and intended for use for the employment of a Youth Minister over the next two years.

Restricted - Associate Rector House Fund (ARH)

The fund holds the value of 12 Hurst Way £625,000 (2023: £600,000) and cash reserves of £366,880, totalling £991,880 (2023: £956,779). £5,058 was used in the year on fees for plans to extend the property.

Restricted - Curate's House Fund

The fund holds the value of 40 South Park. The value is £860,000 (2023: £833,000).

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

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2024

Restricted – Mission Fund

The amount that was distributed to our mission partners in 2024 was £235,306 (2023: £212,220). The amount is for the continuing support of individuals and societies to whom we have supported for several years. A list of these grants is shown in the Appendix to the accounts. The fund also includes expenditure of £536 relating to bank charges and sundry expenses incurred in relation to these grants.

Restricted – Endowment

The income and expenditure in 2024 was £1,275 (2023: £1,256).

Crisis Appeal Fund

Income received including gift aid was £7,795 to 31/12/2024 with £8,402 owed to the General Fund and shown as a transfer.

Investment policy

All funds are either held or invested in low-risk short-term deposits, bank accounts, endowments and properties. Our short-term deposits are held within the CBF Church of England Deposit Fund and managed by CCLA Investment Management Ltd. The Fund is an actively managed, diversified portfolio of assets designed to help protect both present and future beneficiaries from the effects of inflation. CCLA supports the Church of England's Ethical Investment Advisory Group (EIAG).

EIAG policies are available at www.churchofengland.org/about/governance/national-church-institutions/ethical-investment-advisory-group. The PCC along with the FSG monitor the risk of these funds and are satisfied they meet the PCC risk, sustainability and ethical standards.

Reserves Policy

The charity's total reserves were £3,099,888 (2023: £3,158,689). The Reserves Policy was reviewed in 2024 and the policy is to maintain a level of reserves in the General Fund which is at least equivalent to six months' normal expenditure. At the end of 2024 the PCC held free reserves (being the balance on the General Fund less office equipment and fixtures and fittings included in tangible fixed assets) of £768,512 (2023: £744,093). This is £168,512 more than the £600,000 required by the policy. The PCC intends to use the excess reserves towards the costs of its long-term ministry objectives.

Principal risks and uncertainties

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. Emma Watson took over from Emma Tibbetts as Parish Safeguarding Officer and was joined by Helen Greig as Deputy Safeguarding Officer in 2024. Emma, Helen and our Parish Lead Recruiter, Beverlea Parkhill, 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 management of risk is of paramount importance to the decision-making of the Rector, the PCC and all risk owners and to the necessary plans and strategies by which the church will achieve its objectives. The PCC maintains an on-going review of risks to the objectives of the church, through the regular discussion of risk issues in its Risk Management sub-committee, the discussion and analysis of risks recorded in the risk register, by the ownership of and accountability for risks by nominated risk owners and by risk issues being included in the day-to-day decision-making and event-planning processes.

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

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2024

The main risk issues identified in the risk register comprise the following:

- Lack of income to pay operational expenses and mission commitments;
- Health & safety hazards to church members and visitors;
- Loss or compromise of electronic data and/or hacking;
- Lack of welfare of word ministry and office employees; and
- Safeguarding.

These risks are managed and mitigated by:

- Regular analysis of income and expenditure by the Operations Director and Treasurer and reports to the PCC;
- Clear Health & Safety policies and processes, regular training and risk assessments;
- Use of a dedicated document and email management system;
- Oversight and monitoring of pastoral care of word ministry and office employees by the Employment and Remuneration sub-committee; and
- Regular communication and awareness briefings and independent external audit – Report by 31:8 in January 2023.

As a result, the PCC is satisfied that all reasonable steps are being taken to manage the risks to the objectives of the church.

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.

Parochial Church Council (PCC)

The PCC is a corporate body established by the Church of England who have agreed with the Charity Commission that for the purposes of agreeing the governing documents, PCCs are governed by two pieces of legislation: The Parochial Church Council (Powers) Measure 1956 as amended and the Church Representation Rules. The PCC Powers Measures defines the principal purpose of the PCC as promoting in the parish the whole mission of the Church. 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.

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

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2024

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

Reference and administrative information

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:	Mr Robert von Kaufmann Mr Giles Witchell	
Clergy:	The Revd Matthew Taylor*+ The Revd Nicholas Ross (Curate)*+ The Revd James Read +	
Representatives on the Deanery Synod:	Mr Andrew Coates Brig. Ian Dobbie * Mr Anthony Jennings Mr Peter Scott Mr Gerald O'Brien* Mr Leo Sint Nicolaas Mrs Diane Mckenzie-Boyle*	to August 2024 from August 2024
Elected Members:	Mr Mark Brennan Mr John Collett Mrs Katie David Mr Stefano Duranti Miss Beverlea Parkhill Mr Mark Walkington Miss Jessica Long Mrs Christine Brindley Miss Charlotte Barker Mr Peter Harlow*+	(Treasurer) to May 2024 to March 2024 from May 2024 from May 2024 from May 2024
	Invited attendees:	Mr John Khnana Mrs Sue Stimson to March 2024 Miss Beverlea Parkhill from March 2024
Key:	# also a member of General Synod * also a representative of Diocesan Synod + also a representative of Deanery Synod	
PCC Secretary:	Mrs Helen Crusher (not a member of the PCC)	

The APCM was held on 15 May 2024.

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

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2024

Auditor

Lindeyer Francis Ferguson Limited
Chartered Accountants and Statutory Auditors
North House
198 High Street
Tonbridge
Kent TN9 1BE

Bankers

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

Legal Advisors

Edward Connor Solicitors
10 The Point
Market Harborough
Leicestershire LE16 7QU

Statement of trustees' responsibilities

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales required the trustees 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 incoming resources and applicable of resources of the charity for that period. In preparing those financial statements the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles of the Charities SORP (FRS 102);
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (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 and other irregularities.

Approved by the Parochial Church Council on 30 April 2025 and signed on its behalf by:

Revd Canon Angus MacLeay
Chairman

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. NICHOLAS, SEVENOAKS

FOR THE YEAR ENDED 31 DECEMBER 2024

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 2024 which comprise the statement of financial activities, balance sheet, statement of cash flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 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 2024 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 for 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.

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 except to the extent otherwise explicitly stated in our report, 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.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. NICHOLAS, SEVENOAKS

FOR THE YEAR ENDED 31 DECEMBER 2024

We have nothing to report in this regard.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements included within the trustees' report.

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

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- 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.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 11, 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 misstatement, 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 related 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.

Auditor's 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 due to 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.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit.

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.

We obtained an understanding of the legal and regulatory framework applicable to the preparation of the financial statements of the charity, and the procedures that management adopt to ensure compliance. We have considered the extent to which non-compliance might have a material effect on the financial statements, and in

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. NICHOLAS, SEVENOAKS

FOR THE YEAR ENDED 31 DECEMBER 2024

particular we identified: the Charities Act 2011, the Charities SORP, FRS 102 and the Church Accounting Regulations 2006.

We have also identified other laws and regulations that do not have a direct effect on the amounts or disclosures within the financial statements, but for which compliance is fundamental to the charity's operations and to avoid material penalties, including General Data Protection Regulation and safeguarding of vulnerable people, including children.

Having reviewed the laws and regulations applicable to the charity, we designed and performed audit procedures to obtain sufficient appropriate audit evidence. Specifically, we:

- Selected a team with experience with charity and not-for-profit organisations to perform the audit;
- Obtained an understanding of the charity's procedures for ensuring compliance with laws and regulations;
- Obtained and reviewed internal policy and procedure documents;
- Made enquiries of management and the trustees regarding whether they were aware of any actual or suspected incidences of non-compliance with laws and regulations;
- Obtained and reviewed meeting minutes;
- Reviewed compliance with policies and procedures;
- Confirmed that relevant staff had DBS checks in place;
- Reviewed legal expenses accounts for indications of any possible non-compliance; and
- Reviewed the completeness and accuracy of any disclosures made in the financial statements.

We assessed the susceptibility of the charity's financial statements to material misstatement, including considering how fraud might occur. This was performed by:

- Making an assessment of the charity's control environment, systems and controls including identifying any weaknesses and considering the risk of management override of controls;
- Considering whether there are any incentives or opportunities for management to manipulate financial results;
- Obtaining and evaluating the trustees' assessment of the risk of fraud, and enquiring as to whether they are aware of any actual or suspected incidences of fraud;
- Reviewing the accounting policies and accounting estimates, such as the valuation of freehold properties, for signs of management bias; and
- Identifying key risks relating to irregularities as relating to revenue recognition and cut-off, grant payments made to overseas organisations and the revaluation of freehold properties.

We then designed audit procedures in response to the risks identified, including performance of substantive testing on income, revaluation of fixed assets and grant payments.

The audit has been planned and performed in accordance with auditing standards, however, because of the inherent limitations of audit procedures there remains a risk that we will not detect all irregularities, including those that may lead to material misstatements in the financial statements. There are inherent difficulties in detecting irregularities, and irregularities that result from fraud may be more difficult to detect than irregularities that result from error, for example due to concealment, override of controls, collusion or misrepresentations. In addition, the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less audit procedures are able to identify it.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. NICHOLAS, SEVENOAKS

FOR THE YEAR ENDED 31 DECEMBER 2024

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://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.

Lindeyer Francis Ferguson Limited

Statutory Auditor
North House
198 High Street
Tonbridge
Kent TN9 1BE

Date: 6 May 2025

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

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2024

		Unrestricted funds 2024 £	Restricted funds 2024 £	Endowment funds 2024 £	Total funds 2024 £	Total funds 2023 £
	Note					
Income from:						
Donations and legacies	4	979,613	215,022	-	1,194,635	1,218,599
Charitable activities	5	59,232	-	-	59,232	52,092
Investments - interest	6	44,745	19,274	1,275	65,294	50,896
Total income		1,083,590	234,296	1,275	1,319,161	1,321,587
Expenditure on:						
Raising funds	7	9,918	-	-	9,918	10,484
Charitable activities	8	1,178,895	240,925	1,275	1,421,095	1,226,948
Total expenditure		1,188,813	240,925	1,275	1,431,013	1,237,432
Net gains on investments	13	-	-	1,051	1,051	3,950
Net (expenditure) / income		(105,223)	(6,629)	1,051	(110,801)	88,105
Gains on revaluation of fixed assets	12	-	52,000	-	52,000	-
Transfers between funds		8,402	(8,402)	-	-	-
Net movement in funds		(96,821)	36,969	1,051	(58,801)	88,105
Reconciliation of funds:						
Total funds brought forward		1,232,555	1,880,200	45,934	3,158,689	3,070,584
Total funds carried forward	16	1,135,734	1,917,169	46,985	3,099,888	3,158,689

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

BALANCE SHEET AS AT 31 DECEMBER 2024

		£	2024 £	£	2023 £
	Note				
Fixed assets					
Tangible assets	12		1,497,288		1,437,862
Investments	13		46,985		45,934
			<u>1,544,273</u>		<u>1,483,796</u>
Current assets					
Stock		7,648		7,733	
Debtors	14	126,197		74,899	
Short-term deposits		1,088,809		1,088,809	
Cash at bank and in hand		421,736		541,650	
		<u>1,644,390</u>		<u>1,713,091</u>	
Creditors: amounts falling due within one year	15	(88,775)		(38,198)	
Net current assets			1,555,615		1,674,893
Total net assets			<u>3,099,888</u>		<u>3,158,689</u>
Charity funds					
Unrestricted funds			1,135,734		1,232,555
Restricted funds			1,917,169		1,880,200
Endowment funds			46,985		45,934
Total funds	16		<u>3,099,888</u>		<u>3,158,689</u>

The financial statements were approved by the Parochial Church Council on 30 April 2025 and signed on their behalf by:

Mr John Collett
Treasurer

Revd Canon Angus MacLeay
Chairman

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

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER 2024

		2024	2023
		£	£
	Note		
Cash flows from operating activities:			
Net cash (used in) / provided by operating activities	A	(174,192)	14,224
Cash flows from investing activities:			
Interest received		65,294	50,896
Acquisition of tangible fixed assets		(11,016)	-
Net cash provided by investing activities		54,278	50,896
Change in cash and cash equivalents		(119,914)	65,120
Cash and cash equivalents at the beginning of the year			
Short-term deposits		1,088,809	358,809
Cash at bank and in hand		541,650	1,206,530
		1,630,459	1,565,339
Cash and cash equivalents at the end of the year			
Short-term deposits		1,088,809	1,088,809
Cash at bank and in hand		421,736	541,650
		1,510,545	1,630,459

A. Reconciliation of net income to net cash flow used in operating activities

	2024	2024	2023	2023
	£	£	£	£
Net (expenditure) / income for the year		(110,801)		88,105
<i>As per the Statement of Financial Activities</i>				
Adjustments for:				
Net gains on investments	(1,051)		(3,950)	
Depreciation	3,590		4,975	
Interest received	(65,294)		(50,896)	
Decrease in stocks	85		286	
Increase in debtors	(51,298)		(19,926)	
Increase / (decrease) in creditors	50,577		(4,370)	
		(63,391)		(73,881)
Net cash (used in) / provided by operating activities		(174,192)		14,224

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

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

1 Status

The Parochial Church Council Of The Ecclesiastical Parish Of St. Nicholas, Sevenoaks ("the Church") is a body corporate under the terms of the Parochial Church Council Powers Measure 1956 and a charity subject to the Charities Act 2011 (registered number: 1132854).

2 Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

2.1 Basis of preparation

The financial statements have been prepared in accordance with "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK 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 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 notes.

The members of the PCC consider that there are no material uncertainties about the Church's ability to continue as a going concern and therefore the going concern basis of accounting has been adopted.

The financial statements are presented in pounds sterling and rounded to the nearest pound.

2.2 Income

Income is recognised when the Church has entitlement to the income, it is probable that the income will be received and the amount can be measured reliably.

For donations, this is usually on receipt. For grants, this is on receipt of a written agreement or offer unless there are terms and conditions outside the Church's control, or time-related conditions which limit the recognition of income.

For legacies, the "probable" criterion is considered met once there has been a grant of probate, the executors have established that there are sufficient assets in the estate, after settling any liabilities, to pay the legacy, and any conditions attached to the legacy are either within the Church's control or have been met.

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

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

2 Accounting policies continued

Income from Church activities or fundraising event is recognised when the activity or event takes place. Sale of goods is accounted for at the point of sale.

Income from investments is recognised in the period in which it relates if all the income criteria has been met.

2.3 Expenditure

Expenditure is recognised when a present legal or constructive obligation exists at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefits will be required to settle the obligation, and the amount can be estimated reliably.

Expenditure has been classified under headings that aggregate all costs related to the category and includes VAT. Grants received for VAT under the Listed Places of Worship Grants Scheme are accounted for as income using the recognition criteria described above.

Grants payable are recognised as liabilities when communicated in writing to the recipient, except where the offer is conditional and fulfilment of the conditions is not considered probable, or where meeting the conditions is not within the control of the recipient. In these circumstances, the grant is recognised when the conditions have been met. Commitments for performance related grants are recognised to the extent that the performance related criteria are met. The expenditure on charitable activities includes supporting mission and mission-related activity, mainly outside the parish, allocated at the discretion of the Mission Committee.

Direct costs are allocated to the activity to which they relate. Where direct costs such as staff costs are shared between more than one activity, they are apportioned between the activities.

Support costs are allocated to the cost of raising funds based on the ratio of the direct costs of raising funds compared to total direct costs, in order to reflect usage.

No support costs have been allocated to the Mission activity on the basis that the activity is delivered almost entirely by volunteers and the activity makes minimal use of the church premises and other overheads, and therefore any allocation would be immaterial.

The majority of support costs are therefore incurred in order to facilitate the delivery of Church activities.

Governance costs are those costs incurred in connection with the administration of the Church and the compliance with constitutional and statutory requirements.

2.4 Fund accounting

Unrestricted funds can be used for the charitable objectives at the discretion of the PCC. Unrestricted funds included designated funds which have been set aside by the PCC for specific purposes.

Restricted funds arise when the donor specifies a purpose narrower than the general charitable objects of the Church, or when funds are raised for such a purpose.

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

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

2 Accounting policies continued

2.5 Tangible fixed assets

(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.

(ii) Other land and buildings

The Church has adopted a policy of revaluation in respect of its freehold property. Professional valuations are conducted on a regular basis, with reviews carried out by the PCC in intervening years to assess whether fair value materially differs from the carrying value at the balance sheet date. Revaluation changes are recognised in the statement of financial activities.

Depreciation is not provided on freehold land. In respect of freehold buildings, the PCC considers that any charge would not be material given the long useful life, high residual value, and frequent revaluation adjustments.

(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

If the PCC identifies indicators of impairment, a review is undertaken and appropriate provision made for any permanent diminution in value.

2.6 Investments

Fixed asset investments are initially recognised at their transaction cost and are subsequently measured at fair value at each reporting date, with changes in fair value recognised in the statement of financial activities.

2.7 Financial instruments

Financial instruments other than investments qualify as basic financial instruments. Short-term debtors and creditors are measured at the settlement value less provision for any impairment. Any losses from impairment are recognised in the statement of financial activities.

Long-term funding commitments are discounted when the discounting is considered to be material.

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

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

2 Accounting policies continued

2.8 Pensions

The Church participates in the Pension Builder Scheme section of the Church Workers Pension Fund (CWPF) for lay staff. CWPF is administered by the Church of England Pensions Board, which holds the CWPF assets separately from those of the Employer and other participating employers. It has a section known as Pension Builder 2014 which is described below.

Pension Builder 2014 Scheme

Pension Builder 2014 is a cash balance scheme that provides a lump sum which members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. Discretionary bonuses may be added before retirement, depending on investment returns and other factors. The account, plus any bonuses declared is payable, unreduced, from age 65.

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 means 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 the contributions payable.

An actuarial valuation of the Pension Builder 2014 (PB 14) Scheme is carried out once every three years. The most recent valuation was carried out as at 31 December 2022 with the next valuation due as at 31 December 2025. The valuation in respect of the PB 14 is carried out on three bases with the valuations listed below. The valuations show there is no requirement for deficit payments at the current time. For further information you can read the full actuarial report by going to:

<https://www.churchofengland.org/sites/default/files/2024-01/pb-2014-actuarial-valuation-report-31-dec-2023.pdf>

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.

PB 14 Valuation as at 31/12/2022

	Assets	Liabilities	Surplus
Funding Basis	£49.5m	£41.0m	£8.5m
Security Basis	£49.5m	£29.2m	£20.3m
Accrued Pools Basis	£49.5m	£47.1m	£2.4m

St Nicholas PCC is also registered with The Pensions Regulator, for non clergy word ministry staff, it pays 15% of basic gross salary to their pension provider and for administration staff matches their pension contributions up to a maximum of 7% of basic gross salary, 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 2024

3 Judgements and key sources of estimation uncertainty

In the application of the Church's accounting policies, the PCC are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and underlying assumptions are reviewed on an ongoing basis.

The key accounting estimate having a significant risk of causing a material adjustment to the carrying amount of assets and liabilities is the valuation of freehold property. Due to the value of the assets held and the policy of revaluation in place, even small percentage changes in value could have a material impact on the financial statements. The PCC mitigate this risk by commissioning valuations on a regular basis from suitably qualified independent advisers, and reviewing available evidence such as comparable sales and property price indices in the intervening years.

4 Income from donations and legacies

	2024 £	2023 £
Donations eligible for Gift aid	657,229	619,620
Gift Aid recovered	164,589	160,174
Other donations	366,093	428,613
Cash collections	6,464	5,192
Grants	260	-
Legacies	-	5,000
	<u>1,194,635</u>	<u>1,218,599</u>

In the preceding period, restricted income from donations and legacies was £210,582.

5 Income from charitable activities

	2024 £	2023 £
Fees and hire income	16,769	12,422
Book shop sales	9,217	9,016
Contributions to houseparties	24,015	25,582
Contributions to outreach events	9,231	5,072
	<u>59,232</u>	<u>52,092</u>

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

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

6 Income from investments - interest

In the preceding period, restricted income from investments was £16,078 and £1,256 was in relation to the endowment fund.

7 Expenditure on raising funds

		2024 £	2023 £
Staff costs: Raising funds		6,312	7,258
Support costs allocated	9	3,606	3,226
		<u>9,918</u>	<u>10,484</u>

8 Expenditure on charitable activities

	Missionary 2024 £	Church activities 2024 £	Total 2024 £	Total 2023 £
Staff costs: Direct	-	276,060	276,060	275,070
Other direct costs:				
Trading purchases and expenses	-	11,486	11,486	11,911
Diocesan quota	-	239,258	239,258	233,894
Clergy expenses	-	9,875	9,875	7,687
Clergy housing	-	53,201	53,201	36,378
Houseparties	-	32,315	32,315	31,348
Services and outreach	-	31,519	31,519	22,396
Outreach events	-	6,883	6,883	11,174
Grants payable:				
Missionary societies	235,306	-	235,306	212,220
Home missions / UK agencies	8,498	-	8,498	7,318
Support costs allocated	9	516,694	516,694	377,552
	<u>243,804</u>	<u>1,177,291</u>	<u>1,421,095</u>	<u>1,226,948</u>

In the preceding period, expenditure of £216,234 was applied to restricted funds and expenditure of £1,256 was applied to the endowment fund.

Please refer to the Appendix for full details of missionary grants payable.

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

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

9 Support costs

	2024 £	2023 £
Staff costs: Administration	138,620	145,445
Training	6,024	4,062
Ministry trainees	22,572	37,477
Pastoral care	9,421	-
Church running expenses	81,740	56,459
Church maintenance	16,040	14,807
Furniture and fittings expenses	2,676	-
Capital and quinquennial works	-	1,562
Fabric and special projects	157,930	42,154
Beech Road property costs	20,165	20,681
Depreciation	3,590	4,975
Technical support	30,217	23,355
Printing and stationery	2,713	4,787
Office expenses	8,821	7,327
Sundry expenses	2,541	2,610
Bank charges	2,158	2,764
Governance costs:		
PCC expenses	525	1,518
Audit fees	10,848	8,400
Professional fees	3,699	2,395
	<u>520,300</u>	<u>380,778</u>

10 Net movement in funds

	2024 £	2023 £
This is stated after charging:		
Auditor's fees - for audit services	8,698	8,400
Auditor's fees - for other services	2,150	-
Depreciation	3,590	4,975
Operating lease rentals	26,880	26,880
	<u>39,318</u>	<u>39,255</u>

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

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

11 Staff costs

	2024 £	2023 £
Staff costs comprise:		
Gross salaries	294,851	299,782
Employer's NIC	26,111	25,050
Employer's pension contributions	28,981	27,763
Expenses and housing costs	71,049	75,178
	<u>420,992</u>	<u>427,773</u>

The average number of PCC employees during the year, calculated on a full-time equivalent basis, was 12 (2023: 10). No employee received emoluments in excess of £60,000 (2023: None).

12 Tangible fixed assets

	Freehold property £	Office equipment £	Fixtures & fittings £	Total £
Cost or valuation:				
At 1 January 2024	1,433,000	38,573	43,910	1,515,483
Additions	-	2,316	8,700	11,016
Disposals	-	(3,074)	-	(3,074)
Revaluations	52,000	-	-	52,000
At 31 December 2024	<u>1,485,000</u>	<u>37,815</u>	<u>52,610</u>	<u>1,575,425</u>
Depreciation:				
At 1 January 2024	-	33,711	43,910	77,621
Charge for the year	-	3,010	580	3,590
Eliminated on disposal	-	(3,074)	-	(3,074)
At 31 December 2024	<u>-</u>	<u>33,647</u>	<u>44,490</u>	<u>78,137</u>
Net book value:				
At 31 December 2024	<u>1,485,000</u>	<u>4,168</u>	<u>8,120</u>	<u>1,497,288</u>
At 31 December 2023	<u>1,433,000</u>	<u>4,862</u>	<u>-</u>	<u>1,437,862</u>

The freehold land and buildings comprise a property located at 40 South Park and a property located at 12 Hurst Way, both in Sevenoaks, Kent. The historic cost is £711,000 (2023: £711,000). The last professional revaluation was conducted in February 2021 by an independent Chartered Surveyor on the assumption of vacant possession and there being no serious structural issues or adverse restrictions on title. A structural survey was not conducted. For the year ended 31 December 2024 the PCC conducted a desktop valuation on the basis of available data including previous valuations, estimates from estate agents, repair and maintenance works to the properties, comparable sales and land registry data. They identified a material change in value which has been reflected in these financial statements.

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

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

13 Investments

	2024 £	2023 £
At 1 January 2024	45,934	41,984
Unrealised change in market value	1,051	3,950
	<u>46,985</u>	<u>45,934</u>
At 31 December 2024	<u>46,985</u>	<u>45,934</u>

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 are the asset of the permanent endowment fund.

14 Debtors

	2024 £	2023 £
Gift Aid receivable	45,965	11,549
Prepayments and accrued income	80,232	63,350
	<u>126,197</u>	<u>74,899</u>
	<u>126,197</u>	<u>74,899</u>

15 Creditors: amounts falling due within one year

	2024 £	2023 £
Trade creditors	18,412	-
Accruals	58,158	38,198
Tax and social security	5,605	-
Other creditors	6,600	-
	<u>88,775</u>	<u>38,198</u>
	<u>88,775</u>	<u>38,198</u>

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

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

16 Statement of movement in funds

	Brought forward £	Net movement £	Transfers £	Carried forward £
<i>Current period - 2024</i>				
Unrestricted funds:				
General fund	748,955	43,443	(11,598)	780,800
Designated funds:				
Fabric fund	263,600	(148,666)	20,000	134,934
Strategic reserve	100,000	-	-	100,000
Vision fund	120,000	-	-	120,000
Total unrestricted funds	1,232,555	(105,223)	8,402	1,135,734
Restricted funds:				
Mission fund	89,789	(24,500)	-	65,289
Curate's House fund	833,000	27,000	-	860,000
Associate Rector's House fund	956,779	35,101	-	991,880
Crisis Appeal fund	632	7,770	(8,402)	-
Total restricted funds	1,880,200	45,371	(8,402)	1,917,169
Endowment funds:				
General, churchyard & graves	45,934	1,051	-	46,985
Total funds	3,158,689	(58,801)	-	3,099,888

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

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

16 Statement of movement in funds continued

	Brought forward £	Net movement £	Transfers £	Carried forward £
<i>Prior period - 2023</i>				
Unrestricted funds:				
General fund	714,345	101,469	(66,859)	748,955
Designated funds:				
Fabric fund	232,680	(35,939)	66,859	263,600
Strategic reserve	100,000	-	-	100,000
Vision fund	120,000	-	-	120,000
Total unrestricted funds	1,167,025	65,530	-	1,232,555
Restricted funds:				
Mission fund	84,669	5,120	-	89,789
Curate's House fund	833,000	-	-	833,000
Associate Rector's House fund	943,906	12,873	-	956,779
Crisis Appeal fund	-	632	-	632
Total restricted funds	1,861,575	18,625	-	1,880,200
Endowment funds:				
General, churchyard & graves	41,984	3,950	-	45,934
Total funds	3,070,584	88,105	-	3,158,689

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

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

16 Statement of movement in funds continued

Net movement comprises:

	Income £	Expenditure £	Gains / (losses) £	Total £
<i>Current period - 2024</i>				
Unrestricted funds:				
General fund	1,083,590	(1,040,147)	-	43,443
Designated funds:				
Fabric fund	-	(148,666)	-	(148,666)
Strategic reserve	-	-	-	-
Vision fund	-	-	-	-
Total unrestricted funds	1,083,590	(1,188,813)	-	(105,223)
Restricted funds:				
Mission fund	211,342	(235,842)	-	(24,500)
Curate's House fund	-	-	27,000	27,000
Associate Rector's House fund	15,159	(5,058)	25,000	35,101
Crisis Appeal fund	7,795	(25)	-	7,770
Total restricted funds	234,296	(240,925)	52,000	45,371
Endowment funds:				
General, churchyard & graves	1,275	(1,275)	1,051	1,051
Total funds	1,319,161	(1,431,013)	53,051	(58,801)

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

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

16 Statement of movement in funds continued

	Income £	Expenditure £	Gains / (losses) £	Total £
<i>Prior period - 2023</i>				
Unrestricted funds:				
General fund	1,085,472	(984,003)	-	101,469
Designated funds:				
Fabric fund	-	(35,939)	-	(35,939)
Strategic reserve	-	-	-	-
Vision fund	-	-	-	-
Total unrestricted funds	1,085,472	(1,019,942)	-	65,530
Restricted funds:				
Mission fund	217,798	(212,678)		5,120
Curate's House fund	-			-
Associate Rector's House fund	13,509	(636)		12,873
Crisis Appeal fund	3,552	(2,920)		632
Total restricted funds	234,859	(216,234)	-	18,625
Endowment funds:				
General, churchyard & graves	1,256	(1,256)	3,950	3,950
Total funds	1,321,587	(1,237,432)	3,950	88,105

Details of material funds are as follows:

Fabric fund

This fund is used for large capital items and major refurbishment work to the Church and its grounds. 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.

Strategic reserve

This fund is used to enable the PCC to take on new opportunities ahead of building a new income stream to sustain them. The fund has been used to provide money towards ministry housing and the use of this fund will be determined by the FSG during 2023 and used by the end of 2025.

Vision fund

This fund was set up in 2021 with the specific aim to consider how the church can better reach, nurture, equip & send God's people to proclaim the gospel for His glory. Striving towards our vision as detailed further in our Trustee report is one of the key objectives of the PCC and this fund was set up to facilitate against any costs required to help achieve the vision. The plan is that this fund will be used in full by the end of 2027. Further fundraising may be needed as new resolutions are voted upon by the PCC.

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

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

16 Statement of movement in funds continued

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.

Associate Rector's House fund

This fund was set up to purchase a house for the person occupying the post of Associate Rector.

Crisis Appeal fund

This fund collects donations earmarked for use for those suffering as a result of an adversity where there is a connection (either personal or via a relevant organisation) to St Nicholas Church, Sevenoaks. Income of up to £25,000 can be advanced from the General Fund subject to authorised approvals and there are no operating overheads or ongoing financial commitments.

Endowment fund

This represent a permanent endowment 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. There are four separate funds which require income to be spent on the Churchyard, graves or the general purposes of the PCC.

17 Analysis of net assets between funds

	Unrestricted £	Restricted £	Endowment £	Total £
Current period - 2024				
Tangible assets	12,288	1,485,000	-	1,497,288
Investments	-	-	46,985	46,985
Net current assets	1,123,446	432,169	-	1,555,615
	<u>1,135,734</u>	<u>1,917,169</u>	<u>46,985</u>	<u>3,099,888</u>
	Unrestricted £	Restricted £	Endowment £	Total £
Preceding period - 2023				
Tangible assets	4,862	1,433,000	-	1,437,862
Investments	-	-	45,934	45,934
Net current assets	1,227,693	447,200	-	1,674,893
	<u>1,232,555</u>	<u>1,880,200</u>	<u>45,934</u>	<u>3,158,689</u>

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

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

18 Operating lease commitments

At 31 December 2024 the Church was committed to future minimum lease payments under non-cancellable operating leases as follows:

	2024 £	2023 £
Land and buildings:		
Due within one year	21,720	32,880
In two to five years	51,000	72,720
	<u>72,720</u>	<u>105,600</u>

19 Capital commitments

At 31 December 2024 the charity had contracted capital commitments totalling £104,035 (2023: £13,486).

20 Related party transactions

The key management personnel of the charity are considered to be the incumbent, the Churchwardens and the Operations Director.

The total amount of employee benefits received by key management personnel during the year, including Employer's National Insurance and pension, was £61,095 (2023: £56,054).

The clergy and the incumbent (as listed on page 10) are members of the PCC but also received accommodation related benefits in the year totalling £29,946 (2023: £31,733).

In the current period and in the prior period no trustees received reimbursement for expenses.

Neither the trustees, nor any person connected with them, received any remuneration or benefits in respect of their role as a trustee in the current nor preceding period.

During the year, 21 members of the PCC and their close family (2023: 23), donated £194,400 (2023: £170,502) to the PCC, of which £23,428 (2023: £36,043) were restricted donations.

During the year, a total of £13,958 (2023: £8,874) was paid to Planned Premises Management, a business owed by a close family relative of a member of key management personnel, in relation to repair and maintenance work. £2,453 was due at the balance sheet date (2023: £Nil).

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

APPENDIX: GRANTS PAYABLE (MISSION FUND) FOR THE YEAR ENDED 31 DECEMBER 2024

		2024 £	2023 £
A Rocha International		1,020	1,020
A Rocha UK		1,020	1,020
AIM	Hannah Jackson	11,508	8,196
AIM	Paul and Helen Shepherd	12,748	12,748
AMiE		500	500
Anglican Mainstream		1,100	1,100
ANiE		5,000	5,000
C of E Evangelical Council		5,000	5,000
CARE	Tabitha von Kaufmann	2,500	-
Christianity Explored		2,000	2,000
Church by the Bay	Ben Petersen	2,500	5,000
Crosslinks	Alex Smith	3,250	-
Crosslinks	Mark Oden	16,000	16,216
Diocese of Rochester	Diocese of Kondoa (Tanzania)	2,000	2,000
ECM International	Chris Wigram	-	1,500
EFAC	Julia Cameron	7,500	6,000
Falmouth Christian Union		-	500
Gafcon UK		2,000	2,000
Great Truths	Ben Dean	5,000	2,000
Growing Hope	Janet Phythian	4,360	1,360
ITLC	George McIlroy	1,100	-
Japan Christian Link	Philip & Sunny Glass	20,000	19,000
Japan Christian Link	Selvan Anketell	8,400	8,400
Keswick Ministries		5,000	5,000
Langham Trust		2,000	2,000
London City Mission		5,000	5,000
Mission visits	Sam Alberry	1,000	-
Oak Hill College	Joshua Yates	5,000	5,000
OMF	Kathryn Bowen	17,600	18,600
OMF	Other	-	360
OMF	StJohn Perry	28,400	28,400
OMF	Tony Waghorn	3,300	3,300
Penny Trust	Pete Portal	1,000	1,000
Proclamation Trust		2,000	2,000
ReNew Conference		5,000	5,000
Rochester Good Stewards Trust	St Michael and All Angels Wilmington	12,500	-
Sevenoaks Area Youth Trust		8,000	8,000
SIM	Emma Brewster	8,000	10,000
SIM	Guy Branson	-	5,000
The Bridge Church	Issy Pagan	6,000	6,000
The Faith Mission	Arabella Paul	2,000	2,000
Thetford Team Ministry	Susanna Bratby	5,000	5,000
Trinity Chester	Ben Petersen	4,000	-
		<u>235,306</u>	<u>212,220</u>