

**THE PARISH CHURCH OF ST MARY THE VIRGIN**

**HAYES, KENT**

**ANNUAL REPORT**

**and**

**FINANCIAL STATEMENTS**

**of the**

**PARISH CHURCH COUNCIL**

**for the year ended 31st December 2021**

Chairman: Mr David James

Churchwarden: Mrs Yvonne Pickford

Secretary: Mrs Mary Whytock

Treasurer: Mr Edward Roberts

Independent Examiner: Ray Sargeant, Sargeant & Co

## **HAYES (KENT) PAROCHIAL CHURCH COUNCIL**

St Mary's Parochial Church Council has the responsibility of co-operating with the Rector in promoting within the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the ancient church building and the Old Church Schools (OCS), used as the Church Hall, both of which are located in Hayes Street, Hayes.

Members of the PCC are either ex-officio or elected by the annual Parochial Church Meeting in accordance with the Church Representation Rules. PCC Members who have served from 1st January 2021 until this report was approved are:

### **EX OFFICIO:-**

Rector	The Revd Napoleon John	(Resigned July 2021)
Licensed Lay Minister:	Mrs Becky Willoughby	
Churchwardens:	Mrs Yvonne Pickford Mr David James	Appointed October 2020 Chairman
Representatives on the Deanery Synod:	Mrs Mary Whytock Mrs Yvonne Pickford Mr Mark Willoughby	(to April 2023) (PCC Secretary) (to April 2020)
CO-OPTED:	Mr Richard Truelove Mr Edward Roberts	(Resigned April 2021) Honorary Treasurer
ELECTED:	Mrs Shirley Neal Mrs Carol Crouch Mr Tudor Griffiths Ms Francesca Lauri Mrs Barbara Marsden Mrs Clare Scriven Mrs Carolyn Tooley Mr Peter Wickert Mrs Sarah Willis Mr Roger Rowe Mrs Rosemary Smith Mrs Mary Stannard	(Resigned February 2021) (to April 2022)
Church Administrator:	Mrs Brenda Harper	Appointed October 2015

### **Committees**

The PCC operates through a number of committees, which meet between the full meetings of the PCC. A Standing committee exists that is required by law to transact business when necessary between PCC meetings, subject to any directions given by the PCC. The OCS Trust has ceased to exist and the PCC have appointed a management group to oversee the day-to-day management issues of the OCS Complex, whose accounting detail will be within the Church's accounting system.

## **HAYES (KENT) PAROCHIAL CHURCH COUNCIL**

### **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 requires 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 application of resources for the charity for that year. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles in the Church Accounting Regulations 2006, the current Statement of Recommended Practice for Accounting and Reporting (FRS 102) and the Charities Act 2011;
- Make judgements and estimates that are reasonable and prudent;
- State whether (or not) applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping efficient accounting records that 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 various accounting regulations as set out above. They are also responsible for the safeguarding of the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Board of Trustees and signed on its behalf by:



.....  
Chairman of the Parochial Church Council

## **HAYES (KENT) PAROCHIAL CHURCH COUNCIL**

### **Financial Review**

It was another financially challenging year in 2021, with the pandemic impacting Church opening in the early part of the year and ongoing impact throughout, reflected in the operating deficit £(24,491), a slight increase compared to 2020 £(23,964).

The general fund decreased by £22k in the year, after support by a transfer of £5.3k from legacy funds to meet the PCC funding policy of six months expenditure.

The Old Church Schools Complex (OCS) is reported within the operating activities, within the direct management of the Parochial Church Council, previously via a grant from the OCS Trust. Despite reduced opening in the early part of the year, and with higher cleaning costs for operations, the OCS generated a surplus £4,979 compared with a grant from the OCS Trust in 2020 of £6,300. OCS financial activities are detailed Note 11.

#### **Income:**

Income from donors was largely similar to 2020, with planned giving £55,660 (£53,564) offset by lower collections and sundry income. Fee income £4,978 (£3,448) increased sadly due to a higher number of funerals. The OCS Income in 2021 £30,202 an increase in activity with re-opening in the spring, compared to 2020 recorded in the OCT Trust accounts.

#### **Expenditure:**

Expenditure from Ordinary activities was broadly in-line with 2020 (Excluding OCS activities), with an Offer Payment to the Diocese broadly flat £67,500, Administration and other running costs at similar levels to 2020.

#### **Outlook:**

The outlook for 2022 remains equally challenging compared to 2021. The level of deficit in-year is anticipated to be similar, with income levels and expenditure both largely similar and therefore likely need to be a supplement of funding from Designated funds once again to meet the reserve funding policy.

#### **Reserves:**

The value of Unrestricted reserves at the end of the year £390,419 (General and Designated) remains a strong position for the short term. There were a number of Church building repairs carried out in the year with expenditure £10,910 drawn from designated Quinquennial funds. The OCS complex designated reserve transferred last year has not been utilised in 2021. Full details of reserves in Notes 9(b) and 9 (c).

## **HAYES (KENT) PAROCHIAL CHURCH COUNCIL**

### **Independent Examiner's Report to the Hayes (Kent) Parochial Church Council**

This report on the accounts of the PCC for the year ended 31st December 2021, which are set out in the previous pages, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 (the "Regulations") and s.145 of the Charities Act 2011 (the "Act").

### **Respective responsibilities of trustees and examiner**

As the members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirements of the Regulations and section 144(2) of the Act do not apply. It is my responsibility to issue this report on the accounts in accordance with the terms of the Regulations.

### **Basis of this report**

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145(5)(b) of the Act and to be found in the Church guidance, 2006 edition, issued by the Finance Division of the Archbishops' Council. The examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

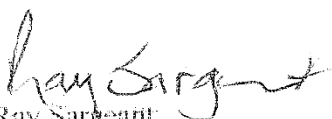
### **Independent examiner's statement**

In connection with my examination no material matters have come to my attention which gives me cause to believe that in any material respect:

- accounting records were not kept in accordance with section 130 of the Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Act or the Regulations other than any requirement that the accounts give a "true and fair" view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed by:

  
Ray Sargeant

## **HAYES (KENT) PAROCHIAL CHURCH COUNCIL**

### **STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31st December 2021**

All figures in £'s

	Note	<u>Unrestricted Funds</u> <u>General</u>	<u>Designated</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>2021</u>	<u>Total</u> <u>2020</u>
<b>INCOMING RESOURCES</b>						
<i>Incoming resources from donors</i>	2(a)	60,220	0	4,530	64,750	60,280
<i>Other voluntary income</i>	2(b)	0	580	13,224	13,804	14,147
<i>Income from events &amp; activities</i>	2(c)	5,789	0	4,925	10,714	7,290
<i>Other ordinary income</i>	2(d)	37,388	0	0	37,388	13,329
<i>Income from investments</i>	2(e)	537	55	0	592	1,825
<b>TOTAL INCOMING RESOURCES</b>		<u>103,934</u>	<u>635</u>	<u>22,678</u>	<u>127,248</u>	<u>96,871</u>
<b>RESOURCES USED</b>						
<i>Missionary and charity giving</i>	3(a)	2,071	0	3,312	5,383	4,926
<i>Activities directly relating to the work of the church</i>	3(b)	124,880	16,860	18,752	160,492	127,782
<i>Fund-raising and publicity</i>	3(c)	0	0	0	0	0
<i>Church management and administration</i>	3(d)	1,473	0	0	1,473	1,572
<b>TOTAL RESOURCES USED</b>		<u>128,424</u>	<u>16,860</u>	<u>22,064</u>	<u>167,348</u>	<u>134,279</u>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		(24,491)	(16,224)	615	(40,100)	(37,408)
<b>NET MOVEMENT IN FIXED ASSETS</b>		-	-	-	0	-
<b>CLOSING GRANT FROM OCS TRUST</b>		-	-	-	0	88,740
<b>GAINS AND LOSSES ON INVESTMENTS</b>						
- realised		-	-	-	0	0
- unrealised		-	-	147	147	66
<b>TRANSFERS BETWEEN FUNDS</b>		2,070	(2,250)	180	0	0
<b>NET MOVEMENT IN FUNDS</b>		<u>(22,421)</u>	<u>(18,474)</u>	<u>941</u>	<u>(39,954)</u>	<u>51,397</u>
<b>BALANCES BROUGHT FORWARD</b>		72,509	358,805	30,580	461,894	410,496
<b>BALANCES CARRIED FORWARD</b>		<u>50,089</u>	<u>340,330</u>	<u>31,521</u>	<u>421,940</u>	<u>461,894</u>

# **HAYES (KENT) PAROCHIAL CHURCH COUNCIL**

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

All figures in £'s

	Note	<u>Unrestricted Funds</u> <u>General</u>	<u>Designated</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>2020</u>	<u>Total</u> <u>2019</u>
<b>INCOMING RESOURCES</b>						
Incoming resources from donors	2(a)	60,280	0	0	60,280	69,085
Other voluntary income	2(b)	0	2,223	11,924	14,147	23,258
Income from events & activities	2(c)	4,684	130	2,476	7,290	18,611
Other ordinary income	2(d)	13,329	0	0	13,329	21,624
Income from investments	2(e)	1,734	92	0	1,825	2,768
<b>TOTAL INCOMING RESOURCES</b>		<u>80,027</u>	<u>2,444</u>	<u>14,400</u>	<u>96,871</u>	<u>135,345</u>
<b>RESOURCES USED</b>						
Missionary and charity giving	3(a)	2,511	0	2,415	4,926	7,748
Activities directly relating to the work of the church	3(b)	99,908	14,831	13,042	127,782	137,585
Fund-raising and publicity	3(c)	0	0	0	0	0
Church management and administration	3(d)	1,572	-	-	1,572	1,930
<b>TOTAL RESOURCES USED</b>		<u>103,991</u>	<u>14,831</u>	<u>15,457</u>	<u>134,279</u>	<u>147,263</u>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		(23,964)	(12,387)	(1,058)	(37,408)	(11,918)
<b>NET MOVEMENT IN FIXED ASSETS</b>		-	-	-	0	0
<b>CLOSING GRANT FROM OCS TRUST</b>		-	88,740	-	88,740	0
<b>GAINS AND LOSSES ON INVESTMENTS</b>						
- realised		-	-	-	0	0
- unrealised		-	-	66	66	151
<b>TRANSFERS BETWEEN FUNDS</b>		27,847	(27,358)	(489)	0	0
<b>NET MOVEMENT IN FUNDS</b>		<u>3,883</u>	<u>48,995</u>	<u>(1,481)</u>	<u>51,397</u>	<u>(11,767)</u>
<b>BALANCES BROUGHT FORWARD</b>		68,626	309,810	32,060	410,496	422,263
<b>BALANCES CARRIED FORWARD</b>		<u>72,509</u>	<u>358,805</u>	<u>30,580</u>	<u>461,894</u>	<u>410,496</u>

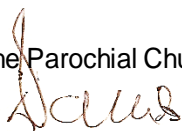
## HAYES (KENT) PAROCHIAL CHURCH COUNCIL

### BALANCE SHEET AS AT 31ST DECEMBER 2021

All figures in £'s

	Note	<u>2021</u>	<u>2020</u>
<b>FIXED ASSETS</b>			
Tangible fixed assets	5(a)	0	0
Investment assets	5(b)	<u>1,171</u>	<u>1,024</u>
		<u>1,171</u>	<u>1,024</u>
<b>CURRENT ASSETS</b>			
Debtors	7	11,402	11,113
Prepayments and Accrued Income		651	-
Short term deposits:			
Diocese of Rochester		189,211	201,678
CCLA deposit fund		214,284	234,165
Cash at bank and in hand		<u>10,480</u>	<u>17,805</u>
		<u>426,028</u>	<u>464,761</u>
<b>LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	8	(5,259)	(3,892)
<b>NET CURRENT ASSETS</b>		<u>420,769</u>	<u>460,869</u>
<b>NET ASSETS</b>		<u>421,940</u>	<u>461,894</u>
<b>FUNDS</b>			
Unrestricted - General	9(a)	50,089	72,509
Unrestricted - Designated	9(b)	<u>340,330</u>	<u>358,805</u>
Total unrestricted funds		<u>390,419</u>	<u>431,314</u>
Restricted	9(c)	31,521	30,580
<b>TOTAL FUNDS</b>		<u>421,940</u>	<u>461,894</u>

Approved by the Parochial Church Council on 7th March 2022 and signed on its behalf by:



David James (Chairman)



Edward Roberts (Honorary Treasurer)



## **HAYES (KENT) PAROCHIAL CHURCH COUNCIL**

### **NOTES TO THE FINANCIAL STATEMENTS for the year ended 31st December 2021**

#### **CHARITY REGISTRATION**

In accordance with the requirements of the Charities Act the PCC was registered as a separate charity with effect from 28<sup>th</sup> January 2010 (registration number: 1133878). The charity name is “The Parochial Church Council of the Ecclesiastical Parish of St Mary’s, Hayes, Kent”: however the working name remains “Hayes (Kent) Parochial Church Council”. The trustees are both the ex-officio and the elected members of the PCC.

#### **1. ACCOUNTING POLICIES**

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006, the current Statement of Recommended Practice for Accounting and Reporting (FRS102 - applied from 1<sup>st</sup> January 2016) and the Charities Act 2011. The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

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

#### **Funds**

The *General Reserve* represents the funds of the PCC that are not subject to any restrictions regarding their use and are available for the general purposes of the PCC. The current policy of the PCC is for the General Reserve to be at a minimum level of £50,000, which is approximately six months’ ordinary expenditure. On this basis the trustees continue to adopt the going concern basis in preparing these financial statements.

*Designated Funds and Reserves* represent monies that have been set aside by the PCC for specific needs or projects but which remain under the control of the PCC. As such they may be subject in the future to either re-designation or transfer back to the General Reserve.

*Restricted Funds and Reserves* represent monies that have been either donated or received in connection with a specific use, need or project and thus they may only be used in this connection. As such they are not normally available for the general use of the PCC.

#### **Incoming Resources**

Planning giving, collections and similar donations are recognised when received. Tax refunds (usually through Gift Aid) are accrued for in the same accounting period as the incoming resource to which they relate is received. Grants and legacies are accounted for as soon as the PCC is notified of legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably certain. Dividends are accounted for when payable, interest as and when accrued by the payer. All incoming resources are accounted for on a gross basis.

## **HAYES (KENT) PAROCHIAL CHURCH COUNCIL**

### **NOTES TO THE FINANCIAL STATEMENTS (continued) for the year ended 31st December 2021**

#### **1. ACCOUNTING POLICIES (continued)**

##### **Resources Used**

Grants and donations are accounted for when paid over, or when awarded if that award creates a binding obligation on the PCC. The diocesan “offer payment” is accounted for when payable, with any amount unpaid at 31st December provided for in the accounts as an operational (though not a legal) liability and thus shown as a creditor in the Balance Sheet.

All other expenditure is generally recognised when it is occurred and is accounted for gross. In addition accruals are raised at the end of each accounting period for expenditure which has been incurred in that period but which has not been paid out by the period end.

##### **Fixed Assets**

###### *Consecrated property and movable church furnishings*

Consecrated and beneficed property is excluded from the accounts in accordance with the Charities Act 2011. Movable church furnishings held by the Rector and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property unless consecrated. All expenditure incurred during the year on consecrated or benefice buildings and movable church furnishings, whether maintenance or improvement, is separately disclosed and usually written-off as expenditure in the accounts.

###### *Other fixtures, fittings and office equipment*

Equipment used within the church premises is usually written-off when the asset is acquired. Any exceptions to this policy are fully disclosed, together with a note regarding depreciation policy.

###### *Gains and losses on investments*

Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are accounted for on the revaluation of investments at 31st December.

##### **Current Assets**

###### *Debtors*

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

###### *Short-term deposits*

Short-term deposits include cash held on deposit with either Barclays Bank, the Diocese of Rochester or in the CBF Church of England Deposit Fund.

## **HAYES (KENT) PAROCHIAL CHURCH COUNCIL**

### **NOTES TO THE FINANCIAL STATEMENTS (continued) for the year ended 31st December 2021**

All figures in £'s

#### **2. INCOMING RESOURCES - 2021**

	<u>Unrestricted Funds</u>		<u>Restricted</u>	<u>Total</u>	<u>Total</u>
	<u>General</u>	<u>Designated</u>	<u>Funds</u>	<u>2021</u>	<u>2020</u>
2(a) <i>Incoming resources from donors</i>					
Planned Giving:					
Covenants/Gift Aid	44,938	-	-	44,938	43,762
Income tax recoverable	10,722	-	-	10,722	9,802
Collections and boxes	2,700	-	-	2,700	3,192
Sundry donations	1,860	-	4,530	6,390	3,524
	<u>60,220</u>	<u>0</u>	<u>4,530</u>	<u>64,750</u>	<u>60,280</u>
2(b) <i>Other voluntary income</i>					
Churchyard donations	-	-	12,789	12,789	11,624
Youth and families' worker	-	580	435	1,015	660
Memorials and legacies	-	-	-	0	1,863
	<u>0</u>	<u>580</u>	<u>13,224</u>	<u>13,804</u>	<u>14,147</u>
2(c) <i>Income from events &amp; activities</i>					
Fees	4,978	-	1,553	6,531	3,448
Magazine and bookstall	811	-	-	811	1,236
Fabric and bells fund	-	-	-	0	30
Organ fund	-	0	-	0	100
Flower fund	-	-	60	60	61
Parents and toddler group	-	-	-	0	0
Ringers' Guild	-	-	-	0	0
Fund-raising activities	-	-	3,312	3,312	2,415
	<u>5,789</u>	<u>0</u>	<u>4,925</u>	<u>10,714</u>	<u>7,290</u>
2(d) <i>Other ordinary income</i>					
Churchyard Income	-	-	-	0	0
Income from OCS flat	6,120	-	-	6,120	6,080
Income from OCS activities	30,202	-	-	30,202	0
Grant from OCS Trust	0	-	-	0	6,300
Net movement in wedding deposits	-	-	-	0	0
Sundry Income	1,066	-	-	1,066	949
	<u>37,388</u>	<u>0</u>	<u>0</u>	<u>37,388</u>	<u>13,329</u>
2(e) <i>Income from investments</i>					
Dividends and interest	537	55	-	592	1,825
	<u>537</u>	<u>55</u>	<u>0</u>	<u>592</u>	<u>1,825</u>
<b>TOTAL INCOMING RESOURCES</b>	<u>103,934</u>	<u>635</u>	<u>22,678</u>	<u>127,248</u>	<u>96,871</u>

## **HAYES (KENT) PAROCHIAL CHURCH COUNCIL**

### **NOTES TO THE FINANCIAL STATEMENTS (continued) for the year ended 31st December 2021**

All figures in £'s

#### **2. INCOMING RESOURCES - 2020**

	<u>Unrestricted Funds</u>		<u>Restricted</u>	<u>Total</u>	<u>Total</u>
	<u>General</u>	<u>Designated</u>	<u>Funds</u>	<u>2020</u>	<u>2019</u>
2(a) Incoming resources from donors					
Planned Giving:					
Covenants/Gift Aid	43,762	-	-	43,762	47,956
Income tax recoverable	9,802	-	-	9,802	10,707
Collections and boxes	3,192	-	-	3,192	7,458
Sundry donations	3,524	-	-	3,524	2,965
	<u>60,280</u>	<u>0</u>	<u>0</u>	<u>60,280</u>	<u>69,085</u>
2(b) Other voluntary income					
Churchyard donations	-	-	11,624	11,624	12,598
Youth and families' worker	-	360	300	660	660
Memorials and legacies	-	1,863	-	1,863	10,000
	<u>0</u>	<u>2,223</u>	<u>11,924</u>	<u>14,147</u>	<u>23,258</u>
2(c) Income from events & activities					
Fees	3,448	-	-	3,448	10,390
Magazine and bookstall	1,236	-	-	1,236	1,625
Fabric and bells fund	-	30	-	30	30
Organ fund	-	100	-	100	440
Flower fund	-	-	61	61	465
Parents and toddler group	-	-	-	0	0
Ringers' Guild	-	-	-	0	20
Fund-raising activities	-	-	2,415	2,415	5,641
	<u>4,684</u>	<u>130</u>	<u>2,476</u>	<u>7,290</u>	<u>18,611</u>
2(d) Other ordinary income					
Churchyard Income	-	-	-	0	0
Income from OCS flat	6,080	-	-	6,080	5,880
Grant from OCS Trust	6,300	-	-	6,300	14,000
Net movement in wedding deposits	-	-	-	0	-50
Sundry Income	949	-	-	949	1,794
	<u>13,329</u>	<u>0</u>	<u>0</u>	<u>13,329</u>	<u>21,624</u>
2(e) Income from investments					
Dividends and interest	1,734	92	-	1,825	2,768
	<u>1,734</u>	<u>92</u>	<u>0</u>	<u>1,825</u>	<u>2,768</u>
<b>TOTAL INCOMING RESOURCES</b>	<u>80,027</u>	<u>2,444</u>	<u>14,400</u>	<u>96,871</u>	<u>135,345</u>

# **HAYES (KENT) PAROCHIAL CHURCH COUNCIL**

## **NOTES TO THE FINANCIAL STATEMENTS (continued) for the year ended 31st December 2021**

All figures in £'s

### **3. RESOURCES USED - 2021**

	<u>Unrestricted Funds</u>		<u>Restricted</u>	<u>Total</u>	<u>Total</u>
	<u>General</u>	<u>Designated</u>	<u>Funds</u>	<u>2021</u>	<u>2020</u>
3(a) <i>Missionary and charity giving</i>					
Local Charities	631	-	1,633	2,264	2,690
National Charities	-	-	681	681	113
Overseas Charities	1,440	-	998	2,438	2,122
	<u>2,071</u>	<u>0</u>	<u>3,312</u>	<u>5,383</u>	<u>4,926</u>
3(b) <i>Activities directly relating to the work of the church</i>					
Ministry:					
"Offer" payment to Diocese	67,500	-	-	67,500	67,800
Administration costs	9,480	-	-	9,480	8,440
Rectory upkeep costs	1,679	-	1,667	3,347	3,083
Church service expenses	372	-	-	372	721
Youth and families' worker	-	-	-	0	0
General running expenses	2,693	-	-	2,693	4,068
General repairs	2,155	10,910	-	13,065	1,683
Insurance costs	3,192	-	-	3,192	3,314
Light, heat and water	4,192	-	-	4,192	4,749
Expenditure on magazine	1,332	-	-	1,332	1,295
Organist, choir and music	4,141	-	-	4,141	3,869
Churchyard expenditure	-	-	12,148	12,148	12,942
Flower fund	-	-	227	227	100
Parents and Toddler Group	-	-	-	0	0
OCS Flat Costs	0	-	-	0	114
OCS Activities expenditure	25,223	-	-	25,223	0
Use of legacies	-	5,950	-	5,950	14,831
Sundry expenses	2,921	-	4,710	7,631	772
	<u>124,880</u>	<u>16,860</u>	<u>18,752</u>	<u>160,492</u>	<u>127,782</u>
3(c) <i>Fund-raising and publicity</i>					
Appeal expenses	-	-	-	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
3(d) <i>Church management and administration</i>					
Accountancy and bank charges	1,473	-	-	1,473	1,572
	<u>1,473</u>	<u>0</u>	<u>0</u>	<u>1,473</u>	<u>1,572</u>
<b>TOTAL RESOURCES USED</b>	<u>128,424</u>	<u>16,860</u>	<u>22,064</u>	<u>167,348</u>	<u>134,279</u>

# **HAYES (KENT) PAROCHIAL CHURCH COUNCIL**

## **NOTES TO THE FINANCIAL STATEMENTS (continued) for the year ended 31st December 2021**

All figures in £'s

### **3. RESOURCES USED - 2020**

	<u>Unrestricted Funds</u>		<u>Restricted</u>	<u>Total</u>	<u>Total</u>
	<u>General</u>	<u>Designated</u>	<u>Funds</u>	<u>2020</u>	<u>2019</u>
3(a) <i>Missionary and charity giving</i>					
<i>Local Charities</i>	1,071	-	1,620	2,690	3,060
<i>National Charities</i>	-	-	113	113	1,600
<i>Overseas Charities</i>	1,440	-	682	2,122	3,088
	<u>2,511</u>	<u>0</u>	<u>2,415</u>	<u>4,926</u>	<u>7,748</u>
3(b) <i>Activities directly relating to the work of the church</i>					
<i>Ministry:</i>					
<i>"Offer" payment to Diocese</i>	67,800	-	-	67,800	67,800
<i>Administration costs</i>	8,440	-	-	8,440	8,517
<i>Rectory upkeep costs</i>	3,083	-	-	3,083	3,192
<i>Church service expenses</i>	721	-	-	721	833
<i>Youth and families' worker</i>	-	-	-	0	16,498
<i>General running expenses</i>	4,068	-	-	4,068	4,175
<i>General repairs</i>	1,683	-	-	1,683	1,773
<i>Insurance costs</i>	3,314	-	-	3,314	3,270
<i>Light, heat and water</i>	4,749	-	-	4,749	4,583
<i>Expenditure on magazine</i>	1,295	-	-	1,295	2,220
<i>Organist, choir and music</i>	3,869	-	-	3,869	5,538
<i>Churchyard expenditure</i>	-	-	12,942	12,942	13,020
<i>Flower fund</i>	-	-	100	100	655
<i>Parents and Toddler Group</i>	-	-	-	0	47
<i>Refurbishments - OCS Flat</i>	114	-	-	114	829
<i>Use of legacies</i>	-	14,831	-	14,831	3,096
<i>Sundry expenses</i>	772	-	-	772	1,538
	<u>99,908</u>	<u>14,831</u>	<u>13,042</u>	<u>127,782</u>	<u>137,585</u>
3(c) <i>Fund-raising and publicity</i>					
<i>Appeal expenses</i>	-	-	-	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
3(d) <i>Church management and administration</i>					
<i>Accountancy and bank charges</i>	1,572	-	-	1,572	1,930
	<u>1,572</u>	<u>0</u>	<u>0</u>	<u>1,572</u>	<u>1,930</u>
<b>TOTAL RESOURCES USED</b>	<u>103,991</u>	<u>14,831</u>	<u>15,457</u>	<u>134,279</u>	<u>147,263</u>

## **HAYES (KENT) PAROCHIAL CHURCH COUNCIL**

### **NOTES TO THE FINANCIAL STATEMENTS (continued) for the year ended 31st December 2021**

All figures in £'s

<b>4. STAFF COSTS</b>	<u>2021</u>	<u>2020</u>
Wages and salaries	7,644	7,363
Pension costs	229	221
Social security costs	-	-
	<u>7,873</u>	<u>7,584</u>

The PCC employed Brenda Harper as the Church Administrator throughout both years.

### **5. FIXED ASSETS FOR USE BY THE PCC**

<b>5(a) Tangible fixed assets</b>		<u>2021</u>	<u>2020</u>
Gross and Net Book Value	At 1st January	-	-
	Additions	-	-
	Depreciation	-	-
	Disposals	-	-
	At 31st December	<u>0</u>	<u>0</u>

The Trustees have taken a fresh view of the OCS land and buildings and decided not to ascribe a value from hereon (and restate the previous year) due to the historic nature of the building, its inalienable nature and the lack of any supportable evidence for a valuation. By way of information the building ceased to be a school with ownership "transferring" to the Church in 1938: however no note of any consideration is available. The current insured value of the buildings is c£2.7m.

<b>5(b) Investments</b>		<u>2021</u>	<u>2020</u>
Income Shares	At 1st January	1,024	958
	Additions	-	-
	Disposals	-	-
	Revaluation Gain/(Loss)	147	66
	At 31st December	<u>1,171</u>	<u>1,024</u>

The investment represents bequeathed shares held by the Diocesan Board of Finance, the income of which is paid to the PCC. The current value is as notified by the Diocese.

### **6. RELATED PARTY TRANSACTIONS**

The total amount received (excluding any associated Gift Aid) during the year, either by way of Planned Giving or donations, from any person (or their spouse/partner) who was a Trustee at any point in 2021 amounted to £6,342 (£5,850) in respect of Unrestricted Funds and nil (£240) in respect of Restricted Funds.

The total amount paid by way of expenses, as opposed to reimbursement in the normal course for materials and/or services purchased on behalf of the PCC, to Trustees during the year amounted to £1,000 (£453).

## **HAYES (KENT) PAROCHIAL CHURCH COUNCIL**

### **NOTES TO THE FINANCIAL STATEMENTS (continued) for the year ended 31st December 2021**

All figures in £'s

#### **7. DEBTORS**

	<u>2021</u>	<u>2020</u>
Gift aid recoverable	11,402	11,113
Other debtors	0	0
	<u>11,402</u>	<u>11,113</u>

#### **8. LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<u>2021</u>	<u>2020</u>
Amount owed to OCS Trust	-	-
OCS receipts subject to refund	260	1,765
Hayes Herald advance income	-	-
Year-end accruals	4,617	1,488
Sundry other creditors	383	639
	<u>5,259</u>	<u>3,892</u>

#### **9. ANALYSIS OF DESIGNATED AND RESTRICTED FUNDS**

##### **9(a) General Funds**

The movements on the Unrestricted General Fund are summarised in the Statement of Financial Activities, with detail contained in Notes 2 and 3.

	<u>2021</u>	<u>2020</u>
Income during the year	103,934	80,027
Outgoings during the year	(128,424)	(103,991)
Fund Transfers (net)	2,070	27,847
Net Movement	(22,421)	3,883
At 1st January	72,509	68,626
At 31st December	<u>50,089</u>	<u>72,509</u>

Represented by:-

Fixed Assets	-	-
Current Assets	55,348	76,401
Current Liabilities	(5,259)	(3,892)
	<u>50,089</u>	<u>72,509</u>



**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
for the year ended 31st December 2021

All figures in £'s

**9. ANALYSIS OF DESIGNATED AND RESTRICTED FUNDS (continued)**

9(b) *Designated Funds*

	<u>Sundry Memorials Legacies</u>	<u>Wedding Deposit Fund</u>	<u>Fabric and Bells Fund</u>	<u>Organ Repair Fund</u>	<u>Youth and Families' Worker</u>	<u>OCS Complex</u>	<u>Fabric Reserve</u>
Income in 2021	-	-	-	-	580	-	3,055
Outgoings in 2021	(5,950)	-	-	-	-	-	(10,910)
Transfers/Depreciation	(5,250)	-	-	-	-	-	-
Net Movement	(11,200)	0	0	0	580	0	(7,854)
At 1st January	199,421	0	0	-	32,908	94,537	31,938
At 31st December	<u>188,221</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>33,488</u>	<u>94,537</u>	<u>24,084</u>
Represented by:-							
Fixed Assets	-	-	-	-	-	-	-
Current Assets	188,221	0	0	0	33,488	94,537	24,084
Current Liabilities	-	-	-	-	-	-	-
	<u>188,221</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>33,488</u>	<u>94,537</u>	<u>24,084</u>
<i>Income in 2020</i>	<i>1,863</i>	<i>-</i>	<i>30</i>	<i>100</i>	<i>360</i>	<i>-</i>	<i>3,092</i>
<i>Outgoings in 2020</i>	<i>(14,831)</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Transfers/Depreciation</i>	<i>(24,599)</i>	<i>-</i>	<i>(3,025)</i>	<i>(2,735)</i>	<i>-</i>	<i>88,740</i>	<i>-</i>
<i>Net Movement</i>	<i>(37,567)</i>	<i>0</i>	<i>(2,995)</i>	<i>(2,635)</i>	<i>360</i>	<i>88,740</i>	<i>3,092</i>
<i>At 1st January</i>	<i>236,988</i>	<i>0</i>	<i>2,995</i>	<i>2,635</i>	<i>32,548</i>	<i>5,797</i>	<i>28,847</i>
<i>At 31st December</i>	<i>199,421</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>32,908</i>	<i>94,537</i>	<i>31,938</i>

9(c) *Restricted Funds*

	<u>Churchyard Fund</u>	<u>Flower Fund</u>	<u>Parents and Toddlers Group</u>	<u>Youth and Families' Worker</u>	<u>OCS Flat Deposit Fund</u>	<u>Investment Fund</u>	<u>Ringers' Guild Fund</u>	<u>Sequestration Fund</u>
Income in 2021	12,789	60	-	435	-	-	-	1,553
Outgoings in 2021	(12,227)	(148)	-	-	-	-	-	(1,667)
Transfers/Revaluations	79	(79)	-	-	-	147	-	-
Net Movement	641	(167)	0	435	0	147	0	(114)
At 1st January	25,265	1,830	0	300	300	1,024	1,861	0
At 31st December	<u>25,906</u>	<u>1,663</u>	<u>0</u>	<u>735</u>	<u>300</u>	<u>1,171</u>	<u>1,861</u>	<u>(114)</u>
Represented by:-								
Fixed Assets	-	-	-	-	-	1,171	-	-
Current Assets	25,906	1,663	0	735	300	-	1,861	0
Current Liabilities	-	-	-	-	-	-	-	114
	<u>25,906</u>	<u>1,663</u>	<u>0</u>	<u>735</u>	<u>300</u>	<u>1,171</u>	<u>1,861</u>	<u>114</u>
<i>Income in 2020</i>	<i>11,624</i>	<i>61</i>	<i>-</i>	<i>300</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Outgoings in 2020</i>	<i>(12,942)</i>	<i>(100)</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Transfers/Revaluations</i>	<i>-</i>	<i>-</i>	<i>(89)</i>	<i>-</i>	<i>(400)</i>	<i>66</i>	<i>-</i>	<i>0</i>
<i>Net Movement</i>	<i>(1,318)</i>	<i>(40)</i>	<i>(89)</i>	<i>300</i>	<i>(400)</i>	<i>66</i>	<i>0</i>	<i>0</i>
<i>At 1st January</i>	<i>26,583</i>	<i>1,869</i>	<i>89</i>	<i>0</i>	<i>700</i>	<i>958</i>	<i>1,861</i>	<i>0</i>
<i>At 31st December</i>	<i>25,265</i>	<i>1,830</i>	<i>0</i>	<i>300</i>	<i>300</i>	<i>1,024</i>	<i>1,861</i>	<i>0</i>

## **HAYES (KENT) PAROCHIAL CHURCH COUNCIL**

### **10. LONG SERVING TRUSTEES**

Charity Governance Code (the "Code") recommends that trustees are appointed for an agreed length of time and the current policy of Hayes (Kent) PCC is that trustees who are not ex-officio are required to "step down" for at least one year at the end of their usual three-year appointment. The code also stipulates that if a trustee has served for more than nine years, then their reappointment should be subject to both a specific review and explained in the annual report.

Mary Whytock has served in her role as Honorary Secretary since 2008.

It is the intention that Mary Whytock continues in her role for another year and this was discussed and passed as a motion at a meeting of the PCC on 10th March 2021. The rationale for this is her specific expertise and the lack of any alternative nominations.

### **11. OCS STATEMENT OF FINANCIAL ACTIVITIES**

Income	30,202
Expenditure	
Alarm Maintenance	(382)
Caretaker Costs	(2,971)
Business Rates	(67)
Cleaning	(11,105)
Insurance	(2,527)
Repair and maintenance	(2,654)
Sundry Expenses	(906)
Telephony	(491)
Utilities	(3,486)
Waste Management	(633)
Total Expenditure	(25,223)
Net Income/(Outgoings)	4,979