

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST. LUKE THE EVANGELIST, MAIDSTONE

England & Wales - Charity number 1133938

Details

Other names ST. LUKE'S PCC, MAIDSTONE

Status Registered

Legal form Previously excepted

Registered 2010-02-01

Register [View on the Charity Commission register](#)

Contact

Address St. Luke's Church
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Activities

Objects: Promoting in the ecclesiastical parish the whole mission of the Church.

Activities: St. Luke's Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, the Reverend Gareth Dickinson, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

Classification

- **How:** Makes Grants To Individuals, Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Services
- **What:** Religious Activities
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL.
- Kent

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£669,548	£394,944	£664,016	6
2023-12-31	£421,610	£337,937	-	-
2022-12-31	£289,966	£313,223	-	-
2021-12-31	£246,445	£226,024	-	-
2020-12-31	£175,918	£184,323	-	-

Trustees

Name	Role	Appointed
Anne Catherine Cole		2021-06-07
CLARE TORRENS		2016-08-01
Carole Tyler		2022-04-25
Chloe-Elise Hickman		2024-04-15
Donella McGill		2020-10-06
Dorcas Christianne Kingsford		2021-06-07
James Alder		2024-04-15
Mark Lawrence		2024-04-15
Olivia Owen		2023-04-24
Rev Gareth Lee Dickinson		2020-08-27
Rev Phil Trainer		2024-04-15
Stephen Ring		2026-04-27
Susan Ghinn		2014-04-08
TONY CHADWICK		2012-05-15
William Cockcroft		2023-04-24

Accounts

St Luke's

MAIDSTONE

LIVE • LOVE • LEAD

The Parochial Church Council of the Ecclesiastical Parish of St. Luke the
Evangelist, Maidstone

Registered Charity Number 1133938

Financial Statements

31 December 2024

The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

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The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

Administrative Information

Secretary to the PCC: Anne Moss*

Finance and Bookings Manager: Mandy Parris*

Distinctive Deacon: Revd. Barbara Lewis* (from June 2024)

Ordinand: Phil Trainer*

**Non-Voting Attendees at PCC*

Trustees

Incumbent: Revd. Gareth Dickinson

Curate: Revd. Hollie Butler

Co-opted: Brad Cook (until February 2024)

Wardens: Anthony Chadwick
Melanie Williams (until April 2024)
Donella McGill (from April 2024)

Elected Members: James Alder (from April 2024)
Chloe-Elise Andrews (from April 2024)
William Cockcroft
Thomas Cordrey (until April 2024)
Dorcas Kingsford
Mark Lawrence (from April 2024)
Graeme Levett (until April 2024)
Olivia Owen
Neil Sinclair
Carole Tyler

Representative on the Diocesan Synod: Clare Torrens

Representatives on the Deanery Synod: Susan Ghinn
Donella McGill (until April 2024)
Anne Cole (from April 2024 – already on PCC)
Wendy Suffield (until November 2024)

Address St Luke's Church
Foley Street
Maidstone
Kent
ME14 5AW

Independent Examiner Paul Baker
Applied Accountancy Limited
50a Clifford Way
Maidstone
Kent
ME16 8GD

Bank CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill, West Malling
Kent
ME19 4JQ

Trustees' Annual Report for the year ended 31 December 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT

The PCC is a registered charity and is governed by the PCC Powers Measure 1956 (as amended) and Church Representation Rules.

The method of appointment of PCC members is governed by and set out in the Church Representation Rules. PCC membership is sought from the fellowship. New trustees are provided with a guide to the principles of the PCC.

The PCC operates through a number of groups and committees covering many aspects of church life, which report to the full trustee board. There are several PCC working parties to take specific areas of work forward. These include: Safeguarding, Children and Youth Work, Pastoral Care, Finance, Site, Worship, Mission and Evangelism, Buildings and Fund Raising. There is a separate Building Project Team to deal with the specifics of this major project, and the Building Project Manager regularly reports to the PCC. The increase in team workers has meant that faster progress has been made across many areas of church life.

The Standing Committee has the power to transact business of the PCC between meetings, subject to the direction of the full PCC.

The Mission working party considers which societies, organisations or individual missionaries should be supported by the church and raises the profile of mission in the congregation. All recommendations for the distribution of funds given by the church for that purpose are agreed annually by the PCC, based on giving away 10% of income.

In addition to our existing staff the PCC was able to appoint a Future Youth Trainee (mostly funded by the Diocese) on a 11-month programme which includes training. We also benefit from a curate and an ordinand in training for the ministry. These, together with the clergy, existing staff and a number of key volunteers form a core team who meet together each week to pray and manage the ongoing work of the church

During 2024 the clergy consisted of the Vicar (Rev. Gareth Dickinson), a curate (Rev. Hollie Butler), a Distinctive Deacon (Rev. Barbara Lewis) and an Ordinand (Phil Trainer). The staff consists of a Worship and Creative Pastor, a Children's Pastor, a Youth Pastor (partially funded by the Diocese), and a Future Youth trainee mentioned above. These are supported by Admin and Finance posts as well as a number of volunteers. The Operations Manager resigned in September and could not be replaced immediately for budgetary reasons.

St Luke's has established a vision under the banner of 'Live- Love- Lead' and this is underpinning the direction of the church. In partnership with our architect, plans for the development of the site, 'Transforming Spaces for Transforming Mission' were able to start in July 2024 with the demolition of the Nursery (or Old Hall). Planning permission was obtained from Maidstone Borough Council and a Faculty from the Diocese of Canterbury. Due to ground conditions and building cost inflation when the main project was put out to tender costs increased significantly and the scale of the project had to be cut back. G A Harper were selected as contractor following a tender process. Following a further generous grant at the end of the year from the Church Commissioners it has been possible to reinstate these cutbacks.

Separately from the main building project a scheme to replace the current gas hot air heating system in the church has been pursued by technical investigations and seeking grants. This is in line with the Church of England's Net Zero targets.

The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

The Ukrainian family were able to relocate from St Luke's House during the summer of 2024, and planning permission was obtained to convert the ground and first floors back to church meeting room and support office space. Coupled with moving around activities (both for church ministry but also for private hirers) it has been possible to accommodate all current users whilst the building work continues. There has however also been impact on the number of car parking spaces available.

The overall objective of providing a series of spaces, with support services, to carry forward the mission of the church will be completed in mid 2025. This will enable the work to grow as well offer more opportunities for additional income from external hirers.

With the support of the Church Council a separate Growing Hope Maidstone charity has been set up supported and hosted by St Luke's. This is part of a National Network offering free therapy to children with additional needs. Regular clinics are being held in St Luke's House by the Clinic Manager who also attends the Core Team meetings to ensure appropriate co-ordination with other activities.

A major source of concern has been the significant increase in energy costs as existing fixed price contracts have ended and new ones entered into. The building project will when complete, with photovoltaic cells on the roof will provide our own electricity for now well-insulated hall, Foyer and Miss Coppen Room.

OBJECTS, AIM AND PURPOSES

Under the PCC Powers Measure 1956 (as amended), St. Luke's Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent vicar and the churchwardens in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is also specifically responsible for the maintenance of the church complex of St Luke's, Maidstone.

The trustees have complied with the duty in section 4 of the 2011 Charities Act to have due regard to guidance published by the Charity Commission, including public benefit guidance.

OBJECTIVES AND ACTIVITIES

When planning our activities for the year, the incumbent vicar, the churchwardens and the PCC have considered the Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion. In particular, we try to enable ordinary people to live out their faith as part of our parish community through:-

- Regular worship open to all, and the teaching of Christianity through sermons and small groups.
- Provision of youth groups and children's groups with a Christian ethos, as well as taking assemblies in schools.
- Pastoral work, including visiting the sick and the bereaved, and the St. Luke's Barnabas Fund (emergency funding for Church Members).
- The provision of sacred space for personal prayer and contemplation, as well as ministry teams available to pray with individuals at Sunday services.
- Evangelism, communicating and seeking to demonstrate the message of God's forgiveness and love for all human beings.
- Promoting the whole mission of the Church through numerous groups.

The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

- Supporting other charities in the UK and overseas.
- Supporting the community via provision of activities for parents and preschool children, a lunch club for elderly people.

Working in partnership with other local churches to support mission in Maidstone, in particular with St Faith's at its new site at Ringlestone.

To facilitate this work, it is important that we maintain the fabric of the Church of St. Luke's and the church complex. Minor maintenance work is organised and carried out by our 'in house' Property team. Major repair work is commissioned from professional firms according to the recommendations of a new Quinquennial Survey, which took place in 2023. In addition to the main building works a number of projects in 2024 have improved areas of the church complex. There has been substantial clearing out of accumulated 'stuff', to make room for the necessary moves around during to the building work.

ACHIEVEMENTS AND PERFORMANCE

Regular worship open to all, and the teaching of Christianity through sermons and small groups

Throughout 2024, St Luke's has offered one Sunday morning service in the church which is livestreamed and uploaded to YouTube. A monthly evening service is held on the 1st Sunday of the month, and on the 3rd the Church hosts a Firefall service for the wider churches in the Maidstone area. These include guest speakers and allow an extended time of worship, teaching, prayer and ministry. Church attendance, and numbers registered on ChurchSuite, has continued to grow during the year. Online viewing figures have declined but it remains an important access route allowing people to watch at their convenience throughout the week. Online is important for those who are housebound and also a means of people wishing to see if we are the sort of church they wish to attend. Morning services include very well-attended groups for children and young people. Some of the physical spaces have been unsuitable, being cold and prone to water ingress, which the building project is addressing. Additional groups have been needed, putting pressure on the available spaces.

This year a combined Carol service in All Saints Church (lead by 6 churches from across Maidstone) was held. A Christingle service for families and midnight communion were held in St Luke's. A harvest festival was held with donations to the Salvation Army Foodbank.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of their journey through life: through baptisms, marriages and funerals. Funerals have taken place at the Maidstone crematorium. A number of baptisms by full immersion have taken place, aided by the purchase of a new portable baptistry.

We hold an annual Remembrance Sunday service called 'Candle in the Wind': an opportunity for those who wish to remember the death of a loved one. This is especially valued by those who have lost someone during the previous year, enabling them to mourn their loved one, commend them into God's presence and receive the comfort of other people's prayers.

The PCC recognises that God made us all as unique individuals, who desire to worship him in our own way, and we try to provide space to recognise and encourage this. Worship Teams, led and co-ordinated by the Worship and Creative Pastor, provide music and sung worship led in a variety of ways by small groups of musicians and singers, who are supported by the Technical Team. The Production Manager oversees a team who manage the sound, live streaming and project words and other data onto the screen at the front of the church. Additional technical enhancements continue to be planned and introduced.

Lifegroups

Lifegroups are small midweek groups mainly meeting in homes in and around Maidstone. They are safe places to meet, make friends and be encouraged in the Christian faith. They are the initial point for pastoral care and have been expanding in number. A number of other opportunities for pastoral support are developing via networks and social meetings for men and young adults. Some short term lifegroups have been introduced for specific purposes, for example studying a specific book of the bible.

Youth and Children

The Children and Family Pastor and the Youth Pastor have continued to successfully develop their work. The latter post draws on Church of England funding, which will decrease year by year over five years on a sliding scale. This work enabling significant growth in this area of church life with a steady increase in the numbers of children and young people attending each week. Sessions for children and young people are run every week and are lively and engaging and deeper relationships with families are being built and maintained. Special events such as a Holiday Club around Easter, Pancake party and Light Trail have also been very well-received by the wider community.

Connections with local schools have been re-established and good relationships are bringing new opportunities to work together to the mutual benefit of both communities. Progress has been made with secondary schools though those in the Parish have proved hard to reach.

Our young people have Sunday sessions on three weeks a month. On the fourth week, they are encouraged to support other ministries, working with children or helping with sound, vision, worship and refreshments. Additionally, they meet on a Friday evening with a programme that includes spiritual and social content. Increasingly, our young people attend events which include other groups across the district. The Youth Pastor has been working with a group that support adults and young people with mental health issues.

Pastoral Work

Pastoral Care consists of visiting people in their homes and in hospital, ministering to the dying and comforting the bereaved, which is done by teams of laity and clergy. Two pastoral care courses have been held and a new system set up to ensure information is appropriately shared whilst keeping confidentiality. A particular concern is to avoid members of the congregation slipping through the net. Life groups are a particularly important part of this as the leaders can assist their members as necessary or seek additional assistance if appropriate.

The St. Luke's Barnabas fund is supported by the PCC and provides financial support for those facing emergency difficulties. The fund is administered by a small group who ensure confidentiality is maintained.

On Sundays Pastoral Care is also provided by our Ministry Team, who pray with those who are struggling with life's situations; especially where issues may have been raised during the preaching or worship. Those who require counselling are advised to go to the Crossline Christian Counselling Service, an inter-church scheme which operates in the centre of Maidstone as well as other support agencies as appropriate.

The church appoints safeguarding officers for vulnerable adults and children, working in partnership with the Diocese and other agencies as appropriate. A Safeguarding group has developed a paperless system to support safer recruitment of team members and the reporting of any concerns. A backlog in the safer recruitment process, along with DBS checks where required,

has been addressed.

The provision of sacred space for personal prayer and contemplation

There is a regular monthly prayer evening for the congregation, now moved to a Wednesday. The Vestry is now a prayer room and there is a regular weekly prayer session. There is also a phone number that people can use to text prayer requests.

Evangelism

We believe that promoting the Gospel to the community is vital. We seek to communicate this through targeting invitations to special services and events such as Alpha (a course exploring the Christian faith), and other events. An Alpha course was very well attended.

A weekly and monthly newsletter has been distributed to everyone on our ChurchSuite database. The number of people in the data base has continued to grow. has provided a point of contact each week and enabled the promotion of on-line services and, increasingly, been a source of information and encouragement.

Members of St. Luke's also volunteer with 'Street Pastors', a national initiative where Christians go out to offer practical and pastoral help to young people enjoying the nightlife in towns and city centres. St. Luke's also provides volunteers for the Maidstone Churches' Winter Shelter where up to 15 Homeless people were provided with a hot meal, bed overnight and breakfast during the 12 weeks of Winter.

Technology/ Website / Social media

The website and our social media pages are an important part of our ministry at St. Luke's as we continue to build the church of the 21st century. The church has invested in ChurchSuite and G-Suite software as a means of maintaining office functions and improving communication without the need to always be based in a physical office. Use of 'ChurchSuite' is being expanded to bring new functions into use. G-Suite software has allowed staff and key volunteers to work from home, share documents and provide a platform to store and access media files.

A new up-to-date church website has been developed as an initial point of contact for new people. Social media is being utilised more consistently and effectively.

Promoting the whole mission of the Church

Numerous groups operate throughout St. Luke's offering support for those in the local community.

There is a "Cafe n' Tots" group for pre-school age children and their carers which has continued to flourish. There are 162 families registered, and the two weekly sessions are usually full to capacity. Some of these families have begun to attend other events and services occasionally and a greater emphasis has been placed on facilitating this.

The 60s+ club continues to thrive and attract new members. There are regular activities such as keep fit and quizzes as well as services which are held six times a year. The club now meets in the church.

A gardening team meets weekly to maintain the church garden and grounds and does a magnificent job.

The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

A men's group enjoy breakfasts, suppers, barbecues and bowling nights. A women's group also had some events.

Supporting other Charities in the UK and overseas

St Luke's has continued its commitment to give 10% of its gift income away to various charities and organisations both within the UK and abroad. In 2024 the PCC distributed the remaining tithe from 2023. As giving to St Luke's has increased, so in turn, we have been able to increase our giving to other churches and organisations.

Fabric and Buildings

Towards the end of 2023, it was decided to redeploy St Luke's House as offices and meeting spaces. The large Ukrainian family has been rehoused and a programme of works begun to convert the house back into a series of useful and attractive rooms was completed in Autumn 2024. This work was paid for from donated funds to the building project. The change of use required planning permission, which was obtained. This has allowed activities for the most part to continue despite the inevitable disruption caused by the building work.

While plans for the whole site have been being progressed, there have continued to be frequent issues with the existing utility systems in the church and halls, much of which was old and needed to be replaced. This has been a constant drain on finances and human resources. There will be a need to address in the future outstanding issues with the main church building and St Luke's House.

A bid has been submitted for a grant as a demonstrator church to install a new electric heating system in the Church. The existing gas fired hot air system is approaching the end of its useful life, is very expensive to run, and needs replacing.

After extensive preliminary work in drawing up a scheme by Architects, gaining the necessary planning and Faculty consents, and numerous survey and technical investigations, work is now under way on the main building project.

A new kitchenette and toilets are being constructed for the Miss Copen Room, which will enable that to operate as an independent unit. The Main Hall roof has been replaced, as will the windows, and photovoltaic cells installed on the roof, to generate as much electricity as possible to be sustainable. The Foyer will be extended both out into the St Luke's House Garden and at the front, with the toilettes moved or reconfigured. Both the main kitchen in the Hall and the kitchenette in the church will be completely modernised. The main car park will be extended and internal path provided to the main entrance.

FINANCIAL REVIEW

Income in 2024 was £669,548 compared with £421,610 in 2023. The increase mainly due to donations and grant funding towards the building project but is also due to in part new families joining St Luke's either for the first time or returning after some years away and contributing to the church finances. There has also been income from the hiring of church halls, rental of St Luke's House flat and grants to contribute to the cost of employing a youth worker and Future Youth participant.

The total income for the year was more than the expenditure by £274,604, against a surplus of £83,673 in 2023.

The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

Income increased overall, planned giving increased in 2024 by £13,443 and consequently tax recovered also increased; cash collections saw a decrease of £888 in the year. Other donations income totalled £385,431 (an increase of £242,680 from 2023). Of this income, £344,785 (2023: £118,306) was in restricted funds and given and received for specific purposes.

Total income from other trading activities was £34,662 (2023: £45,054) of which the largest parts were income of £14,796 from the rental of St Luke's flat (2023: £24,756) and income of £19,230 for the hire of the church halls (2023: £20,079).

Total unrestricted expenditure was £307,889 (2023: £282,529).

"Costs of generating donations" (which is basically the cost of running the church site and activities) was £97,901 (2023: £107,982).

Costs of trading activities was £30,377 (2023: £25,439), an increase which is partly due to an increase in actions in all areas of church life and sponsoring a Ukrainian family (11 members) who have lived in St Luke's House.

Grants to external missions were £41,370 (2023: £26,337), not all 2024 mission money was given away in 2024, but it was rolled over to be used in 2025. In 2023, there was a change of policy to give away a tithe to external mission based on donations only, rather than on all income.

PCC Review of Finances

Our Budget for 2024 was a challenging but realistic faith budget. Our income increased, as new members joined the church. Income from letting out the hall and meeting rooms has been curtailed due to the building work. We were able to pay our full Parish Share to the Diocese.

The PCC along with the Finance Manager and the finance team (two volunteers) have continued to keep the finances under regular review throughout the year. St Luke's is an old church and as such the buildings are constantly needing repairs and maintenance of heating systems and repairs in general have been a regular occurrence.

The series of actions we carried out in 2024 included:

- Completion of St Luke's House refurbishment as offices and meeting rooms
- Bell Tower – addressing pigeon infestation (which has reoccurred)
- Management of car parking over the site with spaces lost due to the building work
- Demolition of the old Hall (Nursery) as the first stage in the building work
- Management of the interactions between our normal activities (including those who hire rooms) and the building work on a day to day basis
- Reallocation of spaces for our activities (especially Sunday School and Youth activities on a Sunday)
- Managing old equipment and spaces to keep them functional until impacted by the building work

Reserves Policy

At the end of 2024 the charity had 7 staff, the PCC has set the free unrestricted reserves policy as £32,500. Free reserves at 31 December 2024 were £37,703 (2023: £37,188) representing unrestricted/undesigned net current assets of the charity.

RISK MANAGEMENT

The board of Trustees continues to assess, identify and address areas of risk and to put controls in place to minimise these. Key controls include;

- Formal agendas and minutes for all Board and subcommittee meetings;
- Comprehensive budgeting, management reporting and accounting;
- Development of written policies and procedures;
- Development of strategic plans.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The charity trustees are responsible for preparing a trustees' annual report and 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 charity trustees to prepare financial statements for each 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, of the charity for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the governing document. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

FUTURE DEVELOPMENTS

In 2025 the building works are expected to be completed by mid-year. There will then be a shake down period of learning how best to use the new spaces and manage them from a heating, lighting, cleaning and access point of view. Employment of an Operations Manager and some form of caretaker would be a great help here, particularly in keeping the overall complex secure, setting up spaces for particular users etc. New opportunities will be opened, particularly for the Miss Coppen Room which will be able to be let as a standalone unit with toilet and basic kitchen facilities. A certain amount of landscape work will be required, and thanks are due to the Gardening Team is keeping the site smart despite the inevitable disruption.

One side effect will be that the main church building will look a little shabby in relation to the rest of the estate. There is the work from the Quinquennial (e.g. stonework in the church and the roof of St Luke's House) that needs to be addressed. Upgrades to lighting, sound and vision will address some of the current issues.

In 2025 the focus can move to the core purpose of expanding the mission work of church and supporting the congregation in their journey with God. The morning Sunday service is starting to reach physical capacity on occasions so options to add additional services with need to be explored. That, and the continued work of the various groups and activities, will require additional volunteers from the congregation to take the work forward. An important aspect of this is providing the necessary support and training for the various roles that need to be filled.

Collaborative plans for the local deanery, in particular a growing relationship with St Faith's Church, also offer the potential for further mission and funding. Some members of St Luke's have moved to St Faiths, will a full blessing, to help develop that work with their new building and the newly appointed Vicar.

The last year has seen a significant growth in church membership with many new people giving regularly. Technology has continued to be used extensively for administration, communication and the live streaming of services, enabling the church to stay connected and engaged.

Regular vision updates will allow new members of the church to understand the mission opportunities and financial needs of the church. Income from hall/room hire can be increased and the income from letting the St Luke's House flat helps cover the costs of maintaining that building.

This report was approved by the Trustees on 28th April 2025 and signed on their behalf by

Revd. Gareth Dickinson
Vicar & Trustee

Susan Ghinn
Trustee

Independent examiner's report to the trustees of the Parochial Church Council of the Ecclesiastical Parish of St Luke the Evangelist, Maidstone.

I report to the trustees on my examination of the accounts of the Parochial Church Council of the Ecclesiastical Parish of St Luke the Evangelist, Maidstone (the charity) for the year ended 31 December 2024, which are set out on pages 13 to 24.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of Association of International Accountants.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1) accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- 2) the accounts do not accord with those records; or
- 3) the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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



Paul Baker FAIA
Applied Accountancy Limited
50a Clifford Way
Maidstone
Kent ME16 8GD

Dated: 28th APRIL 2025

**Statement of Financial Activities
For the year ending 31 December 2024**

	Notes	Restricted £	Unrestricted £	Total 2024 £	Total 2023 £
Income					
Donations:					
Donations from church members		-	247,704	247,704	232,271
Other donations		344,785	40,646	385,431	142,751
Other trading activities		-	34,662	34,662	45,054
Investment income		-	1,751	1,751	1,484
Other income		-	-	-	50
Total income	2	<u>344,785</u>	<u>324,763</u>	<u>669,548</u>	<u>421,610</u>
Expenditure					
Costs of raising funds:					
Costs of generating donations		3,064	94,837	97,901	107,982
Costs of trading activities		8,834	21,543	30,377	25,439
Total costs of raising funds		<u>11,898</u>	<u>116,380</u>	<u>128,278</u>	<u>133,421</u>
Charitable activities:					
Ministry		37,581	187,715	225,296	178,179
Grants		37,576	3,794	41,370	26,337
Total expenditure on charitable activities		<u>75,157</u>	<u>191,509</u>	<u>266,666</u>	<u>204,516</u>
Total expenditure	3	<u>87,055</u>	<u>307,889</u>	<u>394,944</u>	<u>337,937</u>
Net income		257,730	16,874	274,604	83,673
Transfers between funds		22,717	(22,717)	-	-
Net movement in funds		<u>280,447</u>	<u>(5,843)</u>	<u>274,604</u>	<u>83,673</u>
Total Funds Brought Forward		265,024	124,388	389,412	305,739
Total Funds Carried Forward		<u>545,471</u>	<u>118,545</u>	<u>664,016</u>	<u>389,412</u>

The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

**Balance Sheet
As at 31 December 2024**

	Notes	2024		2023	
		£	£	£	£
Fixed Assets					
Tangible assets	5		228,801		198,158
Current Assets					
Debtors	7	302,030		32,463	
Cash at bank and in hand		<u>212,821</u>		<u>181,720</u>	
		514,851		214,183	
Creditors: amounts falling due within one year					
	8	<u>(79,636)</u>		<u>(22,929)</u>	
Net Current Assets			<u>435,215</u>		<u>191,254</u>
Total assets less current liabilities			664,016		389,412
Net Assets			<u>664,016</u>		<u>389,412</u>
The funds of the church					
Restricted Funds	13		545,471		265,024
Unrestricted Funds	9		104,501		108,195
Designated Funds	9		<u>14,044</u>		<u>16,193</u>
			<u>664,016</u>		<u>389,412</u>

Approved by the Trustees on 28th April 2025 and signed on their behalf by

Revd. Gareth Dickinson
Vicar & Trustee

Susan Ghinn
Trustee

The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

Statement of Cash Flows
For the year ending 31 December 2024

	Notes	2024		2023	
		£	£	£	£
Cash generated by operating activities	16		75,108		77,863
Cash flows from investing activities					
Interest income		1,751		1,484	
Purchase of tangible fixed assets		<u>(45,758)</u>		<u>(9,302)</u>	
Cash used by investing activities			<u>(44,007)</u>		<u>(7,818)</u>
Increase in cash and cash equivalents in the year			31,101		70,045
Cash and cash equivalents at the beginning of the year			181,720		111,675
Cash and cash equivalents at the end of the year			<u>212,821</u>		<u>181,720</u>

**Notes to the Accounts
For the year ended 31 December 2024**

1. Accounting Policies

Basis of preparation and going concern

The financial statements have been prepared under the historical cost convention, and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (Charities SORP FRS 102) effective 1 January 2019 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011. The charity constitutes a public benefit entity as defined by FRS 102.

The charity is an Anglican church based in Maidstone but called to reach out to the world with the good news of Jesus Christ, in the power of the Spirit, so that others may know the love of their Heavenly Father. This mission is continuous. Its work is financed by member donations and fund raising activities, such as letting rooms for community use. Finances are carefully managed to ensure all aspects of this mission are carried out including mission activities both inside the parish and more widely. Free unrestricted reserves were £37,703 at 31 December 2024.

In 2024 new people continued to join the church as a result of outreach activities in the community and a developing online presence. Expenditure increased as the church invested in staffing and improvements to the fabric of the buildings. Income increased mainly via donations from the growing congregation, but also from grants obtained towards the building project.

The PCC has assets which can be drawn on:

- St Luke's House is a property held by the Diocese of Canterbury of which St Luke's is the sole beneficiary if it were to be sold. It is worth in excess of £600,000. However, for the foreseeable future, the church has decided to upgrade and use this building for offices and meeting rooms as part of its improvement plans.
- A large site with various pieces of land that could be sold to fund other development.

2024 saw many positive changes. After a slight plateau the numbers attending services in person (both morning and evening) and online has continued to increase. Services continue to be live streamed. This has proved helpful to people who are unable to attend services in the building and has allowed people to revisit services at other times.

The website and social media presence has continued to be impactful in promoting the life of the church. In 2024 we appointed a part time Future Youth trainee, however the Operations Manager resigned in September. As part of the building work a Project Manager has been contracted to manage the process for the Trustees. The employees, along with a curate and ordinand, have created an effective core team of staff and volunteers to carry the church's work forward.

Our monthly giving by standing order continued to grow. The site has continued to require significant resources to address repairs and maintenance. The loss of the Operations Manager, combined with the building work, has meant that less could be done in-house.

In consultation with an architect, plans for improvements to the site to support the mission of the church, provide facilities for church groups and for community use were submitted to Maidstone Borough Council, and approved. These plans and the anticipated costs to carry them out do not require any parts of the site to be sold, the trustees are resolved to carry forward plans that will ensure the charity's ability to continue in the foreseeable future and that there are no material uncertainties surrounding its ability to do so.

Notes to the Accounts
For the year ended 31 December 2024

1. Accounting Policies (cont)

Income

Income, including income tax recovered on amounts received by way of Gift Aid is recognised in the Statement of Financial Activities once the charity has entitlement to the resources, it is certain that the resources will be received and the monetary value of the incoming resources can be measured with sufficient reliability.

Resources Expended

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings which aggregate all costs related to the category.

Total resources expended include the allocation of support costs to the various expenditure categories set out in the Statement of Financial Activities. Support costs have been allocated to activities on a basis consistent with the use of resources as shown in note 12.

Costs of generating donations consist of costs associated with the day to day running of the church building and services as well as costs associated with church family activities. Costs of trading activities are costs generally associated with activities where there is associated fee income.

Costs of charitable activities are costs associated with activities to meet the needs of the community and are part of church outreach.

Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to the independent examination and other statutory costs.

Value added Tax

Value added tax is not recoverable by the charity, and as such is included in the relevant costs in the Statement of Financial Activities.

Tangible fixed assets

Assets are reviewed on an individual basis and capitalised when an ongoing benefit will be provided to the charity. Depreciation has been provided at the following rates in order to write off the assets over their estimate useful lives.

St Luke's House & Improvements	2% Straight line
Equipment	20% Straight line

A full year's charge has been made for depreciation in the year of an asset's purchase and no depreciation is charged in its year of disposal.

Impairment losses are recognised when there is an indication of impairment and the asset's recoverable amount is less than its carrying amount.

**Notes to the Accounts
For the year ended 31 December 2024**

1. Accounting Policies (cont)

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

Pensions

Employees of the charity are entitled to join the Church Workers Pension Fund (see note 18). The charity contribution is restricted to the contributions disclosed in note 11.

Restricted and Unrestricted funds

Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets these criteria is identified to that fund. Unrestricted funds are donations and other income received or generated for the objectives of the Church without further specified purpose and are available as general funds.

Operating leases

Costs in respect of operating leases are charged on a straight line basis over the lease term. Rentals paid under operating leases are charged to the statement of financial activities as incurred.

The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

**Notes to the Accounts
For the year ended 31 December 2024**

2. Income and endowments	Restricted	Unrestricted	Endowment	Total 2024	Restricted	Unrestricted	Endowment	Total 2023
	£	£	£	£	£	£	£	£
Donations from church members								
Planned Giving	-	195,676	-	195,676	-	182,233	-	182,233
Tax recovered on Planned Giving	-	47,543	-	47,543	-	43,915	-	43,915
Cash Collections	-	3,672	-	3,672	-	4,560	-	4,560
Church Events	-	813	-	813	-	1,563	-	1,563
	-	247,704	-	247,704	-	232,271	-	232,271
Other donations								
Donations, appeals etc	77,592	27,820	-	105,412	104,895	15,483	-	120,378
Other Income	-	7,850	-	7,850	-	6,322	-	6,322
Legacies	3,301	-	-	3,301	-	-	-	-
Grants	263,892	4,976	-	268,868	13,411	2,640	-	16,051
	344,785	40,646	-	385,431	118,306	24,445	-	142,751
Other trading activities								
St. Luke's Flat Rent	-	14,796	-	14,796	-	24,756	-	24,756
Fees	-	636	-	636	-	219	-	219
Church Hall	-	19,230	-	19,230	-	20,079	-	20,079
Other Income	-	-	-	-	-	-	-	-
	-	34,662	-	34,662	-	45,054	-	45,054
Investment Income								
Dividends and Interest	-	1,751	-	1,751	-	1,484	-	1,484
Interest from Endowments	-	-	-	-	-	-	-	-
	-	1,751	-	1,751	-	1,484	-	1,484
Other Income								
Proceeds from sale of fixed assets	-	-	-	-	-	50	-	50
Total Income	344,785	324,763	-	669,548	118,306	303,304	-	421,610
3. Expenditure								
	£	£	£	£	£	£	£	£
Costs of generating donations								
Church maintenance and running expenses	197	39,483	-	39,680	5,670	47,907	-	53,577
Church Family	-	8,094	-	8,094	-	10,162	-	10,162
Church groups	-	3,189	-	3,189	402	2,876	-	3,278
Leadership Costs	-	6,218	-	6,218	-	3,763	-	3,763
Worship Costs	2,867	5,985	-	8,852	2,894	5,458	-	8,352
Support Costs	-	31,868	-	31,868	-	28,850	-	28,850
	3,064	94,837	-	97,901	8,966	99,016	-	107,982
Costs of trading activities								
St. Luke's House Running costs	8,834	7,857	-	16,691	7,226	5,976	-	13,202
Church Hall Running Costs	-	5,220	-	5,220	-	4,662	-	4,662
Rental Properties	-	120	-	120	-	19	-	19
Support Costs	-	8,346	-	8,346	-	7,556	-	7,556
	8,834	21,543	-	30,377	7,226	18,213	-	25,439
Charitable Activities								
Ministry: Diocesan Quota	-	88,638	-	88,638	-	83,072	-	83,072
Clergy Expenses	-	2,967	-	2,967	-	2,662	-	2,662
Children and Youth	-	3,937	-	3,937	-	2,362	-	2,362
Church Outreach Events	-	921	-	921	-	1,197	-	1,197
Direct Salary Costs	37,581	59,384	-	96,965	16,314	43,722	-	60,036
Support Costs	-	31,868	-	31,868	-	28,850	-	28,850
	37,581	187,715	-	225,296	16,314	161,865	-	178,179
Grants								
Missionary and Charitable Giving:								
Church Overseas	9,780	-	-	9,780	12,090	-	-	12,090
Mission Giving	750	-	-	750	750	-	-	750
Home Mission and other Church Societies	25,064	-	-	25,064	9,789	-	-	9,789
Special Collections	1,982	-	-	1,982	273	-	-	273
Support Costs	-	3,794	-	3,794	-	3,435	-	3,435
	37,576	3,794	-	41,370	22,902	3,435	-	26,337
Total Expenditure	87,055	307,889	-	394,944	55,408	282,529	-	337,937

**Notes to the Accounts
For the year ended 31 December 2024**

4. Net movement in funds	2024	2023
	£	£
Is stated after charging:		
Depreciation of owned fixed assets	15,115	12,975
Amounts payable to Independent Examiner:		
Independent Examination	942	840
Accountancy	1,200	1,200
Operating lease - equipment	972	600
	<u> </u>	<u> </u>

5. Tangible Fixed Assets

	2024			2023		
	Equipment	Buildings and Improvements	Total	Equipment	Buildings and Improvements	Total
	£	£	£	£	£	£
Costs						
At 1st January	69,798	365,004	434,802	64,141	365,004	429,145
Additions	3,489	42,269	45,758	9,302	-	9,302
Disposals	-	-	-	(3,645)	-	(3,645)
At 31st December	<u>73,287</u>	<u>407,273</u>	<u>480,560</u>	<u>69,798</u>	<u>365,004</u>	<u>434,802</u>
Depreciation						
At 1st January	49,921	186,723	236,644	47,891	179,423	227,314
Charge for the Year	7,109	8,006	15,115	5,675	7,300	12,975
Disposals	-	-	-	(3,645)	-	(3,645)
At 31st December	<u>57,030</u>	<u>194,729</u>	<u>251,759</u>	<u>49,921</u>	<u>186,723</u>	<u>236,644</u>
Net Book Value						
At 31st December	<u>16,257</u>	<u>212,544</u>	<u>228,801</u>	<u>19,877</u>	<u>178,281</u>	<u>198,158</u>
At 1st January	<u>19,877</u>	<u>178,281</u>	<u>198,158</u>	<u>16,250</u>	<u>185,581</u>	<u>201,831</u>

6. St. Luke's House and St Luke's Centre

The title deeds of St. Luke's House are vested in the name of the Diocese of Canterbury's Board of Finance Limited. The beneficial interest however is vested in The Parochial Church Council of St. Luke the Evangelist, Maidstone. The property can only be sold with the approval of the Diocese of Canterbury's Board of Finance Limited at which time the charity would be entitled to the full sale proceeds.

7. Debtors	2024	2023
	£	£
Trade debtors	2,397	1,567
Gift Aid Tax recoverable	6,652	3,385
Prepayments and Accrued Income	292,981	27,511
	<u>302,030</u>	<u>32,463</u>

8. Creditors: amounts falling due within one year	2024	2023
	£	£
Trade creditors	62,041	10,454
Other taxes and social security	2,174	2,059
Pension contributions	1,685	1,298
Accruals and Deferred Income	13,736	9,118
	<u>79,636</u>	<u>22,929</u>

**Notes to the Accounts
For the year ended 31 December 2024**

9. Unrestricted funds	2024	2023
	£	£
Balance brought forward	108,195	114,833
Excess of income over expenditure	19,061	23,352
Transfer	(22,755)	(29,990)
Balance Carried forward	104,501	108,195

Designated funds	2024	2023
	£	£
Balance brought forward	16,193	18,506
Excess of income over expenditure	(2,187)	(2,577)
Transfers	38	264
Balance Carried forward	14,044	16,193

Designated funds relate to:

- 1) £1,738 (2023: £4,055) - the value of this designated fund at the year end relates to the net book value of the capital equipment purchased from a release from the legacy designated fund above in 2020.
- 2) £12,134 (2023: £12,134) - closure of endowment cash Investment account during 2022 and designated to staff salary costs.
- 3) £172 (2023: £4) - donations towards and costs of men's and women's events

10. Related Party transactions

During the current or previous financial year, no trustee received any remuneration. All Trustees were reimbursed for out of pocket expenses relating to either travel, the PCC away day or expenses related to other ministries within the church with which they are involved. During the year, one trustee was gifted £5,000 towards a sabbatical.

11. Staff Costs	2024	2023
	£	£
Wages and salaries	134,220	98,675
Social security costs	4,950	2,109
Pensions	14,298	10,194
	153,468	110,978

The average number of employees during the period was 7 (2023: 5).

In the current or previous financial year, no members of staff received a salary which fell into the 'over £60,000' higher level as defined in the Charities Statement of Recommended Practice.

12. Support Costs

The Support Costs of the charity have been allocated as follows;

	2024	2023
	£	£
42% Costs of generating donations	31,868	28,850
11% Costs of trading activities	8,346	7,556
42% Charitable activities	31,868	28,850
5% Grants	3,794	3,435
100% Total support costs	75,876	68,691

The support costs were made up as follows

Staff Costs	59,781	53,912
Print, Postage and Stationery	1,916	1,483
IT Costs	3,920	3,288
Telephone	3,241	2,264
Bank charges	567	454
Depreciation	4,206	3,551
Legal & professional	-	1,699
Governance costs	2,244	2,040
	75,875	68,691

Governance costs were made up as follows

Accountancy & external scrutiny	2,244	2,040
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The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

**Notes to the Accounts
For the year ended 31 December 2024**

13. Restricted Funds	At 1st January 2024	Income	Expenditure	Transfer	At 31st December 2024
	£	£	£	£	£
Minor Funds and Special Collection	542	2,542	(2,238)	(24)	822
Cellar/Media Fund	13,891	-	(2,745)	-	11,146
St. Luke's Barnabas	2,723	250	(1,050)	2,000	3,923
St. Luke's House	110,363	-	(5,846)	45,758	150,275
Gift Day 2021	20,769	1,250	(14,067)	-	7,952
Mission Giving 2023	17,585	1,700	(4,251)	(15,034)	-
Mission Giving 2024	-	50	(27,080)	35,751	8,721
Building Project 2023	93,592	312,778	(2,854)	(45,734)	357,782
Love Where You Live	1,703	-	(197)	-	1,506
SMMIB - salaries	3,856	17,459	(21,272)	-	43
FYP	-	5,455	(5,455)	-	-
Legacy - 60s	-	3,301	-	-	3,301
	<u>265,024</u>	<u>344,785</u>	<u>(87,055)</u>	<u>22,717</u>	<u>545,471</u>
	At 1st January 2023	Income	Expenditure	Transfer	At 31st December 2023
	£	£	£	£	£
Minor Funds and Special Collection	2,309	273	(987)	(1,153)	542
Cellar/Media Fund	13,294	3,625	(3,028)	-	13,891
St. Luke's Barnabas	3,859	864	(2,000)	-	2,723
St. Luke's House	114,923	-	(4,560)	-	110,363
Gift Day 2021	29,527	-	(8,756)	-	20,769
Mission Giving 2022	8,488	-	0	(8,488)	-
Mission Giving 2023	-	-	(20,629)	38,214	17,585
Building Project 2023	-	100,133	(7,694)	1,153	93,592
Love Where You Live	-	2,000	(297)	-	1,703
SMMIB	-	11,411	(7,555)	-	3,856
	<u>172,400</u>	<u>118,306</u>	<u>(55,408)</u>	<u>29,726</u>	<u>265,024</u>

Special Collections and Minor Funds- These represent the sum of all funds which were less than £2,000 at the start and end of the Financial Year.

Cellar/Media Fund represents gifts received for the conversion of the church cellar into a studio. Permission was subsequently received from the Charity Commission to use these funds towards expenditure on media in the church. This fund also includes amounts transferred from designated funds to spend on new media equipment.

St. Luke's Barnabas is a fund set up to help St. Luke's members with 'one off' financial difficulties.

St. Luke's House represents the money donated by the congregation when St. Luke's House was purchased which was used to purchase and improve the house and in addition major refurbishment costs to St. Luke's House during the year funded by donations and grants as part of the wider building project to develop the church site. This represents the asset value and the amount is reduced annually by a charge for depreciation.

The Gift Day 2021 funds relate to donations received from an appeal towards staffing costs.

The Mission Giving 2023 & 2024 funds relate to the 10% of unrestricted giving tithes set by the PCC in relation to annual mission giving. The remaining balance will be distributed during 2025.

The Building Project 2023 fund relates to donations received from appeals to fund a building project to redevelop the church site. This represents both cash and the asset value of works to date.

Love Where You Live relates to a grant from Maidstone Borough Council for a community garden.

SMMIB relates to a grant towards the salary of our youth pastor.

FYP relates to a grant towards the salary of our Future Youth participant.

Legacy 60s relates to a legacy received towards our 60s + group.

14. Analysis of Net Assets between Funds

	Tangible Fixed Assets	Net Current Assets	At 31 December 2024
	£	£	£
Restricted Funds	160,265	385,206	545,471
Designated Funds	1,738	12,306	14,044
Unrestricted Funds	66,798	37,703	104,501
	<u>228,801</u>	<u>435,215</u>	<u>664,016</u>
	Tangible Fixed Assets	Net Current Assets	At 31 December 2023
	£	£	£
Restricted Funds	123,097	141,927	265,024
Designated Funds	4,054	12,139	16,193
Unrestricted Funds	71,007	37,188	108,195
	<u>198,158</u>	<u>191,254</u>	<u>389,412</u>

The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

**Notes to the Accounts
For the year ended 31 December 2024**

15. Financial commitments

There were no capital commitments at the end of the year (2023: £nil).

Total future minimum lease payments under non-cancellable operating equipment leases are as follows:

	2024 £	2023 £
Within one year	1,039	100
Between two and five years	2,818	-
	<u>3,857</u>	<u>100</u>

16. Reconciliation of net movement in funds to net cash flow from operating activities

	2024 £	2023 £
Net movement in funds	274,604	83,673
Add back depreciation charge	15,115	12,975
Deduct interest income	(1,751)	(1,484)
(Increase) in debtors	(269,567)	(25,777)
Increase in creditors	59,707	8,476
	<u>75,108</u>	<u>77,863</u>

17. Analysis of grants

	2024		2023	
	Institutional Grants £	Grants to Individuals £	Institutional Grants £	Grants to Individuals £
Church Overseas	9,780	-	12,090	-
Mission Giving	750	-	750	-
Home Mission and other Church Societies	18,763	6,301	5,675	4,114
Special collections	455	1,527	273	-
	<u>29,748</u>	<u>7,828</u>	<u>18,788</u>	<u>4,114</u>

Recipients of institutional grants

A Rocha	770	770
All Saint's PCC	-	1,000
British & Foreign Bible Society	1,210	1,210
Children's Society	-	240
CMS	-	1,100
Compassion	1,555	1,120
CPAS	825	825
Crossline	825	825
Family Trust	825	825
Growing Hope Maidstone	10,000	-
Home for Good	750	750
International Justice Mission	1,100	1,100
Kampala Children's Centre	1,320	1,320
Lawrence Barham Memorial Trust	-	1,210
Maldstone Deanery Synod	4,000	-
Maldstone Street Pastors	550	550
Maldstone Winter Shelter	825	825
Mike Campbell Foundation	1,100	1,100
Open Doors	760	760
Princess Project	825	838
Soteria Trust	1,210	1,210
St Augustine's	88	-
Tearfund	1,210	1,210
	<u>29,748</u>	<u>18,788</u>

Recipients of grants to individuals

Barnabus fund grants made to members with financial difficulties	1,050	2,000
Food hampers	343	-
Ukrainian refugees	251	2,114
Retirement & sabbatical gifts	6,184	-
	<u>7,828</u>	<u>4,114</u>

Notes to the Accounts For the year ended 31 December 2024

18. Church Workers Pension Fund (CWPF)

St Luke's (Maldstone) PCC participates in the Pension Builder Scheme section of CWPF for lay staff. CWPF is administered by the Church of England Pensions Board, which holds the CWPF assets separately from those of St Luke's (Maldstone) PCC and other participating employers.

CWPF has two sections:

- 1) the Defined Benefits Scheme
- 2) the Pension Builder Scheme, which has two subsections;
 - a) a deferred annuity section known as Pension Builder Classic; and
 - b) a cash balance section known as Pension Builder 2014.

Pension Builder Scheme

Both sections of the Pension Builder Scheme are classed as defined benefit schemes.

Pension Builder Classic provides a pension, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Discretionary increases may also be added, depending on investment returns and other factors.

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 contributions payable (2024: £14,298, 2023: £10,194).

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent valuation was carried out as at 31 December 2022.

For the Pension Builder Classic section, the valuation revealed a surplus of £34.8m on the ongoing assumptions used. At the most recent annual review effective 1 January 2025, the Board chose to grant a discretionary bonus of 6.7% to both pensions not yet in payment and pensions in payment in respect of service prior to April 1997; and a bonus on pensions in payment in respect of post April 2006 service so that the pension increase was 2.7% (where usually it would be calculated based on inflation up to 2.5%). This followed improvements in the funding position over 2024. There is no requirement for deficit payments at the current time.

The next valuation is due as at 31 December 2025.

For the Pension Builder 2014 section, the valuation revealed a surplus of £8.5m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.

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

Accounts

St Luke's

MAIDSTONE

LIVE • LOVE • LEAD

The Parochial Church Council of the Ecclesiastical Parish of St. Luke the
Evangelist, Maidstone

Registered Charity Number 1133938

Financial Statements

31 December 2023

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The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

Administrative Information

Secretary to the PCC: Anne Moss*

Finance and Bookings Manager: Mandy Parris*

**Non-Voting Attendees at PCC*

Trustees

Incumbent: Revd. Gareth Dickinson

Co-opted: Rev.d Robin Williamson (resigned June 2023)
Brad Cook

Wardens: Anthony Chadwick
Melanie Williams

Elected Members: Hollie Butler (appointed July 2023)
William Cockcroft (appointed April 2023)
Anne Cole
Thomas Cordrey
Dorcas Kingsford
Graeme Levett
Cantor Mocke (resigned date - April 2023)
Olivia Owen (appointed April 2023)
Immy Sharp (appointed April 2023, resigned September 2023)
Neil Sinclair
Carole Tyler

Representative on the Diocesan Synod: Clare Torrens

Representatives on the Deanery Synod: Heather May (resigned April 2023)
Susan Ghinn
Donella McGill
Wendy Suffield

Address St Luke's Church
Foley Street
Maidstone
Kent
ME14 5AW

Independent Examiner Paul Baker
Applied Accountancy Limited
50a Clifford Way
Maidstone
Kent
ME16 8GD

Bank CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill, West Malling
Kent
ME19 4JQ

Trustees' Annual Report for the year ended 31 December 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT

The PCC is a registered charity and is governed by the PCC Powers Measure 1956 (as amended) and Church Representation Rules.

The method of appointment of PCC members is governed by and set out in the Church Representation Rules. PCC membership is sought from the fellowship. New trustees are provided with a guide to the principles of the PCC.

The PCC operates through a number of groups and committees covering many aspects of church life, which report to the full trustee board. In 2023, this was developed further into a number of PCC working parties to take specific areas of work forward. These include: Safeguarding, Children and youth work, Human Resources, Pastoral care, Finance, Site, Worship, Mission and evangelism, Fund raising. The increase in team workers has meant that faster progress has been made across many areas of church life.

The Standing Committee has the power to transact business of the PCC between meetings, subject to the direction of the full PCC.

There is a mission working party that considers which societies, organisations or individual missionaries should be supported by the church and raises the profile of mission in the congregation. All recommendations for the distribution of funds given by the church for that purpose are agreed annually by the PCC.

The Site development group looks at the needs of the church in respect of accommodation and future development of the buildings.

There have been a number of additional staff appointments in 2023 – a Youth Pastor via grant funding from the Church of England, a part time Production manager and a part time Operations manager. We have also benefitted from the allocation of a curate and an ordinand in training for the ministry. These, together with existing staff and a number of key volunteers and clergy form a core team who meet together each week to manage the ongoing work of the church. These appointments are helping to develop new areas of ministry.

St Luke's has established a vision under the banner of 'Live- Love- Lead' and this is underpinning the direction of the church. In partnership with our architect, plans for the development of the site, 'Transforming Spaces for Transforming Mission' are well underway and have provisional approval from Maidstone Borough Council and The Diocese of Canterbury. Following more accurate costings from a Quantity Surveyor, plans for major alterations to buildings have been scaled back and St Luke's House brought back into the amended scheme as offices and meeting rooms.

OBJECTS, AIM AND PURPOSES

Under the PCC Powers Measure 1956 (as amended), St. Luke's Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent vicar and the churchwardens in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is also specifically responsible for the maintenance of the church complex of St Luke's, Maidstone.

The trustees have complied with the duty in section 4 of the 2011 Charities Act to have due regard to guidance published by the Charity Commission, including public benefit guidance.

OBJECTIVES AND ACTIVITIES

When planning our activities for the year, the Incumbent vicar, the churchwardens and the PCC have considered the Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion. In particular, we try to enable ordinary people to live out their faith as part of our parish community through:-

- Regular worship open to all, and the teaching of Christianity through sermons and small groups.
- Provision of ~~the Forefront~~ youth groups and children's groups with a Christian ethos, as well as taking assemblies in schools.
- Pastoral work, including visiting the sick and the bereaved, and the St. Luke's Barnabas Fund (emergency funding for Church Members).
- The provision of sacred space for personal prayer and contemplation, as well as ministry teams available to pray with individuals at Sunday services.
- Evangelism, communicating and seeking to demonstrate the message of God's forgiveness and love for all human beings.
- Promoting the whole mission of the Church through numerous groups.
- Supporting other charities in the UK and overseas.
- Supporting the community via provision of activities for parents and preschool children, a lunch club for elderly people.
- Working in partnership with other local churches to support mission in Maidstone.

To facilitate this work, it is important that we maintain the fabric of the Church of St. Luke's and the church complex. Minor maintenance work is organised and carried out by our 'in house' Property team. Major repair work is commissioned from professional firms according to the recommendations of a new Quinquennial Survey, which took place in 2023. A number of projects in 2023 have improved areas of the church complex, making them more suitable for use.

ACHIEVEMENTS AND PERFORMANCE

Regular worship open to all, and the teaching of Christianity through sermons and small groups

Throughout 2023, St Luke's has offered one Sunday morning service in the church which is live-streamed and uploaded to YouTube. In October, a monthly evening service was introduced. Church attendance has continued to grow during the year. Online viewing figures have continued to be strong with people watching at their convenience throughout the week. Morning services include very well-attended groups for children and young people. Some of the physical spaces have been unsuitable, being cold and prone to water ingress. Additional groups have been needed, putting pressure on the available spaces. Monthly evening Firefall celebrations have continued. These include guest speakers and allow an extended time of worship, teaching, prayer and ministry. Attendance has continued to grow, with many people visiting from other local churches.

In 2023 there has been a normal pattern of services reflecting seasons of the Church calendar. Our Christmas services are particularly appreciated by hundreds of people in the town, especially the service of Carols by Candlelight and a Christingle service for families. A harvest festival was held with donations to the Salvation Army Foodbank.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of their journey through life: through baptisms, marriages and funerals. Baptisms and marriages that had been postponed by the pandemic due to the very limited numbers allowed to attend, have now resumed. Funerals have taken place at the Maidstone crematorium, often led by our non-stipendiary minister. A number of baptisms by full immersion have taken place, aided by the purchase of a new portable baptistry.

We also hold an annual Remembrance Sunday service called 'Candle in the Wind': an opportunity for those who wish to remember the death of a loved one. This is especially valued by those who have lost someone during the previous year, enabling them to mourn their loved one, commend them into God's presence and receive the comfort of other people's prayers.

The PCC recognises that God made us all as unique individuals, who desire to worship him in our own way and we try to provide space to recognise and encourage this. Worship Teams, led and co-ordinated by the Worship and Creative Pastor, provide music and sung worship led in a variety of ways by small groups of musicians and singers, who are supported by the Technical Team. The new Production Manager oversees a team who manage the sound, live streaming and project words and other data onto the screen at the front of the church.

Lifegroups

Lifegroups are small midweek groups mainly meeting in homes in and around Maidstone. They are safe places to meet, make friends and be encouraged in the Christian faith. They are the initial point for pastoral care. A number of other opportunities for pastoral support are developing via networks and social meetings for men and young adults.

Youth and Children

Following the successful impact of employing a Children and Families' Pastor two years ago, St Luke's has employed a Youth Pastor in 2023 drawing on Church of England funding. This funding will decrease year by year over five years on a sliding scale. These appointments are enabling significant growth in this area of church life with a steady increase in the numbers of children and young people attending each week. Sessions for children and young people are run every week

The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

and are lively and engaging and deeper relationships with families are being built and maintained. Special events such as a Holiday Club, Pancake party and Light Trail have also been very well-received.

Connections with local schools have been re-established and good relationships are bringing new opportunities to work together to the mutual benefit of both communities.

Our young people have Sunday sessions on three weeks a month. On the fourth week, they are encouraged to support other ministries, working with children or helping with sound, vision, worship and refreshments. Additionally, they meet on a Friday evening with a programme that includes spiritual and social content. Increasingly, our young people attend events which include other groups across the district. The Youth Pastor is also working with a group that support adults and young people with mental health issues.

Pastoral Work

Pastoral Care consists of visiting people in their homes and in hospital, ministering to the dying and comforting the bereaved, which is done by teams of laity and clergy.

The St. Luke's Barnabas fund is supported by the PCC and provides financial support for those facing emergency difficulties. The fund is administered by a small group who ensure confidentiality is maintained.

On Sundays Pastoral Care is also provided by our Ministry Team, who pray with those who are struggling with life's situations; especially where issues may have been raised during the preaching or worship. Those who require counselling are advised to go to the Crossline Christian Counselling Service, an inter-church scheme which operates in the centre of Maidstone.

Because of the size of the church membership, much simple pastoral care is provided both within Life Groups and the huge variety of other groups (such as those described below).

The church appoints safe-guarding officers for vulnerable adults and children, working in partnership with the Diocese and other agencies as appropriate. A Safeguarding group has developed a paperless system to support safer recruitment of team members and the reporting of any concerns.

The church has assisted our larger Ukrainian family into relocate into suitable new accommodation.

The provision of sacred space for personal prayer and contemplation

There is a regular monthly prayer evening for the congregation. There is also a phone number that people can use to text prayer requests.

Evangelism

We believe that promoting the Gospel to the community is vital. We seek to communicate this through targeting invitations to special services and events such as Alpha (a course exploring the Christian faith), comedy nights, quiz nights etc.

A weekly and monthly newsletter has been distributed to everyone on our Churchsuite database. The number of people in the data base has continued to grow. This has provided a point of contact each week and enabled the promotion of on-line services and, increasingly, been a source of information and encouragement. An Alpha course was very well attended.

The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

St. Luke's also has close links with 'Street Pastors', a national initiative where Christians go out to offer practical and pastoral help to young people enjoying the night-life in towns and city centres. Several of our members are involved with this venture in Maidstone, having trained as 'Street Pastors' or as part of their prayer support teams.

St. Luke's also provides volunteers for the Maidstone Churches' Winter Shelter where up to 15 Homeless people were provided with a hot meal, bed overnight and breakfast during the 12 weeks of Winter.

Technology/ Website / Social media

The website and our social media pages are an important part of our ministry at St. Luke's as we continue to build the church of the 21st century. The church has invested in Churchsuite and G-Suite software as a means of maintaining office functions and improving communication without the need to always be based in a physical office. Use of 'Churchsuite' has allowed us to operate a booking system for in-person events. G-Suite software has allowed staff and key volunteers to work from home, share documents and provide a platform to store and access media files.

A new up-to-date church website has been developed as an initial point of contact for new people. Social media is being utilised more consistently and effectively.

We have invested in new technology to enhance in house and online sound and visuals. New LED lighting in the church has significantly reduced associated energy costs and enabled more control over colour and lighting levels.

Promoting the whole mission of the Church

In normal times, numerous groups operate throughout St. Luke's offering support for those in the local community. All of the groups and activities listed in this section had to be suspended during the pandemic, but many are now up and running again.

There is a "Cafe n' Tots" group for pre-school age children and their carers which has continued to flourish. There are 162 families registered and the two weekly sessions are usually full to capacity. Some of these families have begun to attend other events and services occasionally.

The 60s+ club continues to thrive and attract new members. There are regular activities such as keep fit and quizzes as well as services which are held six times a year.

A gardening team meets weekly to maintain the church garden and grounds.

A men's group enjoy breakfasts, suppers, barbecues and bowling nights.

Supporting other Charities in the UK and overseas

St Luke's has continued its commitment to give 10% of its gift income away to various charities and organisations both within the UK and abroad. In 2023 the PCC distributed the remaining tithe from 2022. As giving to St Luke's has increased, so in turn, we have been able to increase our giving to other churches and organisations.

Fabric and Buildings

After a period of discussion and consultation, plans for improvement works across the site have been submitted to Maidstone Borough Council and are awaiting approval. There have been a series of surveys on the site (trees, asbestos, drains, structural) to assess potential factors that might affect the scheme.

Towards the end of 2023, it was decided to redeploy St Luke's House as offices and meeting spaces. The larger Ukrainian family was rehoused and a programme of works begun to convert the house back into a series of useful and attractive rooms. This work was paid for from donated funds to the building project.

A storage space above the main kitchen has been cleared and converted into a useful additional meeting area known as The Loft.

The small area of the garden behind the church has been reconfigured to create a few more parking spaces.

While plans for the whole site are have been being progressed, there have continued to be frequent issues with the utility systems in the church and halls, much of which is old and needs to be replaced. This has been a constant drain on finances and human resources.

FINANCIAL REVIEW

Income in 2023 was £421,610 compared with £289,966 in 2022. The increase is due in part new families joining St Luke's either for the first time or returning after some years away and contributing to the church finances. There has also been income from the hiring of church halls, rental of St Luke's House flat and a grant to contribute to the cost of employing a youth worker.

The total income for the year was more than the expenditure by £83,673, against a deficit of £23,257 in 2022.

Income increased overall, planned giving increased in 2023 by £17,002 and consequently tax recovered also increased; cash collections saw an increase of £935 in the year. Other donations income totalled £142,751 (an increase of £95,893 from 2022). Of this income, £118,306 (2022: £20,295) was in restricted funds and given and received for specific purposes.

Total income from other trading activities was £45,054 (2022: £31,429) of which the largest parts were income of £24,756 from the rental of St Luke's flat (2022: £13,698) and income of £20,079 for the hire of the church halls (2022: £17,249).

Total unrestricted expenditure was £282,529 (2022: £265,631).

"Costs of generating donations" (which is basically the cost of running the church site and activities) was £107,982 (2022: £105,770).

Costs of trading activities was £25,439 (2022: £18,601), an increase which is partly due to an increase in actions in all areas of church life and sponsoring a Ukrainian family (11 members) who have lived in St Luke's House.

The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

Grants to external missions were £26,337 (2022: £35,895), not all 2023 mission money was given away in 2023, but it was rolled over to be used in 2024. In 2023, there has been a change of policy to give away a tithe to external mission based on donations only, rather than on all income.

PCC Review of Finances

Our Budget for 2023 was a challenging but realistic budget. Our income increased, as new members joined the church and our halls were once again let out on a regular basis. We were able to pay our full Parish Share to the Diocese.

In 2023 we were able to appoint a further ~~two~~ three members of staff, a part time Youth Pastor, a part time Operations Manager and a part time Production Manager. The PCC along with the Finance Manager and the finance team (two volunteers) have continued to keep the finances under regular review throughout the year. St Luke's is an old church and as such the buildings are constantly needing repairs and maintenance of heating systems and repairs in general have been a regular occurrence.

The series of actions we carried out in 2023 included:

- New energy efficient LED lighting in the church
- Clearing and creation of Loft meeting space, including new furniture
- New additional television screens for the church
- Creation of additional parking spaces in the rear car park
- New control system for the car park barrier and halls
- Commencement of St Luke's House refurbishment as offices and meeting rooms
- Bell tower – addressing pigeon infestation
- Rebuilding of stone gate pillar
- Overhaul and renewal of emergency lighting units throughout the site
- Installation of a Donation Station to enable easy one-off donations

Reserves Policy

We employed a further three staff in 2023 and the PCC agreed to increase the free unrestricted reserves to £32,500. Free reserves at 31 December 2023 were £37,188 (2022: £46,078) representing unrestricted/undesignated net current assets of the charity.

RISK MANAGEMENT

The board of Trustees continues to assess, identify and address areas of risk and to put controls in place to minimise these. Key controls include;

- Formal agendas and minutes for all Board and subcommittee meetings;
- Comprehensive budgeting, management reporting and accounting;
- Development of written policies and procedures;
- Development of strategic plans.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The charity trustees are responsible for preparing a trustees' annual report and 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 charity trustees to prepare financial statements for each 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, of the charity for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the governing document. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

FUTURE DEVELOPMENTS

In 2023, emphasis was placed on establishing and taking forward a vision for the church. This led us to the strategic appointment of further key staff including a curate and an ordinand (minister in training) and reviewing and planning the use and development of the church site in order to support the vision and mission of St Luke's Church in a sustainable way. The church premises extend over a large site which includes St Luke's House and garden, the car park and a number of halls with land around them. These represent assets that, if necessary, could be sold. A decision to reuse St Luke's House for mission has enabled immediate progress with the creation of better offices for staff and meeting spaces, particularly for children. Growing areas of ministry and the increased size of the congregation also potentially boosts revenue, and the need for usable space.

In 2023, the church has been able to recruit further talented staff and clergy who have worked alongside the vicar, staff and volunteers, creating a core team to carry out the business of the church.

Collaborative plans for the local deanery, in particular a growing relationship with St Faith's Church, also offer the potential for further mission and funding.

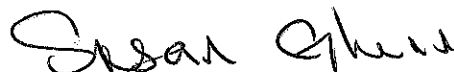
The last year has seen a significant growth in church membership with many new people giving regularly. Technology has continued to be used extensively for administration, communication and the live-streaming of services, enabling the church to stay connected and engaged. Regular vision updates allow new members of the church to understand the mission opportunities and financial needs of the church. Continuing our own activities in the main church has increased the opportunity to raise income from letting our premises. Income from hall hire has gradually picked up with groups returning or starting new enterprises. A new Donation Station has been installed. It is hoped that this will encourage one-off donations from visitors. St Luke's continue to receive income from letting St Luke's House flat which helps cover the costs of maintaining the building.

This report was approved by the Trustees on 15th April 2024 and signed on their behalf by

Revd. Gareth Dickinson
Vicar & Trustee



Susan Ghinn
Trustee



Independent examiner's report to the trustees of the Parochial Church Council of the Ecclesiastical Parish of St Luke the Evangelist, Maidstone.

I report to the trustees on my examination of the accounts of the Parochial Church Council of the Ecclesiastical Parish of St Luke the Evangelist, Maidstone ('the charity') for the year ended 31 December 2023, which are set out on pages 13 to 24.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of Association of International Accountants.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1) accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- 2) the accounts do not accord with those records; or
- 3) the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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

Paul Baker FAIA
Applied Accountancy Limited
50a Clifford Way
Maidstone
Kent ME16 8GD
Dated:

2024

DRAFT

**Statement of Financial Activities
For the year ending 31 December 2023**

	Notes	Restricted £	Unrestricted £	Total 2023 £	Total 2022 £
Income					
Donations:					
Donations from church members		-	232,271	232,271	211,405
Other donations		118,306	24,445	142,751	46,858
Other trading activities		-	45,054	45,054	31,429
Investment income		-	1,484	1,484	274
Other income		-	50	50	-
Total income	2	<u>118,306</u>	<u>303,304</u>	<u>421,610</u>	<u>289,966</u>
Expenditure					
Costs of raising funds:					
Costs of generating donations		8,966	99,016	107,982	105,770
Costs of trading activities		7,226	18,213	25,439	18,601
Total costs of raising funds		<u>16,192</u>	<u>117,229</u>	<u>133,421</u>	<u>124,371</u>
Charitable activities:					
Ministry		16,314	161,865	178,179	152,957
Grants		22,902	3,435	26,337	35,895
Total expenditure on charitable activities		<u>39,216</u>	<u>165,300</u>	<u>204,516</u>	<u>188,852</u>
Total expenditure	3	<u>55,408</u>	<u>282,529</u>	<u>337,937</u>	<u>313,223</u>
Net income/(expenditure)		62,898	20,775	83,673	(23,257)
Transfers between funds		29,726	(29,726)	-	-
Net movement in funds		<u>92,624</u>	<u>(8,951)</u>	<u>83,673</u>	<u>(23,257)</u>
Total Funds Brought Forward		172,400	133,339	305,739	328,996
Total Funds Carried Forward		<u>265,024</u>	<u>124,388</u>	<u>389,412</u>	<u>305,739</u>

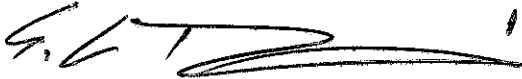
The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

Balance Sheet
As at 31 December 2023


	Notes	2023		2022	
		£	£	£	£
Fixed Assets					
Tangible assets	5		198,158		201,831
Current Assets					
Debtors	7	32,463		6,686	
Cash at bank and in hand		<u>181,720</u>		<u>111,675</u>	
		214,183		118,361	
Creditors: amounts falling due within one year					
	8	<u>(22,929)</u>		<u>(14,453)</u>	
Net Current Assets			<u>191,254</u>		<u>103,908</u>
Total assets less current liabilities			389,412		305,739
Net Assets			<u>389,412</u>		<u>305,739</u>
The funds of the church					
Restricted Funds	13		265,024		172,400
Unrestricted Funds	9		108,195		114,833
Designated Funds	9		<u>16,193</u>		<u>18,506</u>
			<u>389,412</u>		<u>305,739</u>

Approved by the Trustees on 15th April 2024 and signed on their behalf by

Revd. Gareth Dickinson
Vicar & Trustee



Susan Ghinn
Trustee



**Statement of Cash Flows
For the year ending 31 December 2023**

	Notes	2023		2022	
		£	£	£	£
Cash generated/(used) by operating activities	16		77,863		(11,596)
Cash flows from investing activities					
Interest income		1,484		262	
Proceeds from disposal of Investments		-		12,059	
Purchase of tangible fixed assets		(9,302)		(6,377)	
Cash (used)/generated by investing activities			<u>(7,818)</u>		<u>5,944</u>
Increase In cash and cash equivalents in the year			70,045		(5,652)
Cash and cash equivalents at the beginning of the year			111,675		117,327
Cash and cash equivalents at the end of the year			<u>181,720</u>		<u>111,675</u>

**Notes to the Accounts
For the year ended 31 December 2023**

1. Accounting Policies

Basis of preparation and going concern

The financial statements have been prepared under the historical cost convention, with the exception that investments are included at market value, and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (Charities SORP FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011. The charity constitutes a public benefit entity as defined by FRS 102.

The charity is an Anglican church based in Maidstone but called to reach out to the world with the good news of Jesus Christ, in the power of the Spirit, so that others may know the love of their Heavenly Father. This mission is continuous. Its work is financed by member donations and fund raising activities, such as letting rooms for community use. Finances are carefully managed to ensure all aspects of this mission are carried out including mission both inside the parish and more widely. Free unrestricted reserves were £37,188 at 31 December 2023.

In 2023 new people continued to join the church as a result of outreach activities in the community and a developing online presence. Expenditure increased as the church invested in staffing and improvements to the fabric of the buildings. Income increased mainly via donations from the growing congregation.

The PCC has assets which can be drawn on:

- St Luke's House is a property held by the Diocese of Canterbury of which St Luke's is the sole beneficiary if it were to be sold. It is worth in excess of £600,000. However, for the foreseeable future, the church has decided to upgrade and use this building for offices and meeting rooms as part of its improvement plans.
- A large site with various pieces of land that could be sold to fund other development.

2023 saw many positive changes. Many more people were attending services in person on Sundays and new additional evening services were introduced. Services continued to be live-streamed. This has proved helpful to people who are unable to attend services in the building and has also allowed people to view or revisit services at other times. The children's ministry continues to be a great asset to St Luke's along with a growing youth ministry.

The website and social media presence has continued to be impactful in promoting the life of the church. In 2023 we appointed a part time Youth pastor, part time Production Manager and part time Operations Manager. These appointments, along with the allocation of a curate and ordinand, have added to an effective core team of staff and volunteers.

Our monthly giving by standing order continued to grow. The site has continued to require significant resources to address repairs and maintenance, although the employment of an Operations Manager has meant that more could be done in-house. The installation of new LED light fittings in the church has reduced associated energy costs.

In consultation with an architect, plans for improvements to the site to support the mission of the church, provide facilities for church groups and for community use have been submitted to Maidstone Borough Council for approval. These plans and the anticipated costs to carry them out do not require any parts of the site to be sold, thus retaining all of our property assets.

The trustees are resolved to carry forward plans that will ensure the charity's ability to continue in the foreseeable future and that there are no material uncertainties surrounding its ability to do so.

Notes to the Accounts For the year ended 31 December 2023

1. Accounting Policies (cont)

Income

Income, including income tax recovered on amounts received by way of Gift Aid is recognised in the Statement of Financial Activities once the charity has entitlement to the resources, it is certain that the resources will be received and the monetary value of the incoming resources can be measured with sufficient reliability.

Resources Expended

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings which aggregate all costs related to the category.

Total resources expended include the allocation of support costs to the various expenditure categories set out in the Statement of Financial Activities. Support costs have been allocated to activities on a basis consistent with the use of resources as shown in note 12.

Costs of generating donations consist of costs associated with the day to day running of the church building and services as well as costs associated with church family activities. Costs of trading activities are costs generally associated with activities where there is associated fee income.

Costs of charitable activities are costs associated with activities to meet the needs of the community and are part of church outreach.

Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to the independent examination and other statutory costs.

Value added Tax

Value added tax is not recoverable by the charity, and as such is included in the relevant costs in the Statement of Financial Activities.

Tangible fixed assets

Assets are reviewed on an individual basis and capitalised when an ongoing benefit will be provided to the charity. Depreciation has been provided at the following rates in order to write off the assets over their estimate useful lives.

St Luke's House & Improvements	2% Straight line
Equipment	20% Straight line

A full year's charge has been made for depreciation in the year of an asset's purchase and no depreciation is charged in its year of disposal.

Impairment losses are recognised when there is an indication of impairment and the asset's recoverable amount is less than its carrying amount.

**Notes to the Accounts
For the year ended 31 December 2023**

1. Accounting Policies (cont)

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

Pensions

Employees of the charity are entitled to join the Church Workers Pension Fund (see note 18). The charity contribution is restricted to the contributions disclosed in note 11.

Restricted and Unrestricted funds

Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets these criteria is identified to that fund. Unrestricted funds are donations and other income received or generated for the objectives of the Church without further specified purpose and are available as general funds.

Operating leases

Costs in respect of operating leases are charged on a straight line basis over the lease term. Rentals paid under operating leases are charged to the statement of financial activities as incurred.

The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

**Notes to the Accounts
For the year ended 31 December 2023**

	Restricted	Unrestricted	Endowment	Total 2023	Restricted	Unrestricted	Endowment	Total 2022
	£	£	£	£	£	£	£	£
2. Income and endowments								
Donations from church members								
Planned Giving	-	182,233	-	182,233	-	165,231	-	165,231
Tax recovered on Planned Giving	-	43,915	-	43,915	-	40,774	-	40,774
Cash Collections	-	4,560	-	4,560	-	3,625	-	3,625
Church Events	-	1,563	-	1,563	-	1,775	-	1,775
	-	232,271	-	232,271	-	211,405	-	211,405
Other donations								
Donations, appeals etc	104,895	15,483	-	120,378	17,476	15,131	-	32,607
Other Income	-	6,322	-	6,322	2,819	1,033	-	3,852
Grants	13,411	2,640	-	16,051	-	10,399	-	10,399
	118,306	24,445	-	142,751	20,295	26,563	-	46,858
Other trading activities								
St. Luke's Flat Rent	-	24,756	-	24,756	-	13,698	-	13,698
Fees	-	219	-	219	-	482	-	482
Church Hall	-	20,079	-	20,079	-	17,249	-	17,249
Other Income	-	-	-	-	-	-	-	-
	-	45,054	-	45,054	-	31,429	-	31,429
Investment Income								
Dividends and Interest	-	1,484	-	1,484	-	262	-	262
Interest from Endowments	-	-	-	-	-	-	12	12
	-	1,484	-	1,484	-	262	12	274
Other income								
Proceeds from sale of fixed assets	-	50	-	50	-	-	-	-
Total Income	118,306	303,304	-	421,610	20,295	269,659	12	289,966
3. Expenditure								
Costs of generating donations								
Church maintenance and running expenses	5,670	47,907	-	53,577	409	63,800	-	64,209
Church Family	-	10,162	-	10,162	-	9,221	-	9,221
Church groups	402	2,876	-	3,278	1,639	79	-	1,718
Leadership Costs	-	3,763	-	3,763	-	2,186	-	2,186
Worship Costs	2,894	5,458	-	8,352	4,795	4,430	-	9,225
Support Costs	-	28,850	-	28,850	-	19,211	-	19,211
	8,966	99,016	-	107,982	6,843	98,927	-	105,770
Costs of trading activities								
St. Luke's House Running costs	7,226	5,976	-	13,202	4,694	3,934	-	8,628
Church Hall Running Costs	-	4,662	-	4,662	-	4,589	-	4,589
Rental Properties	-	19	-	19	-	352	-	352
Support Costs	-	7,556	-	7,556	-	5,032	-	5,032
	7,226	18,213	-	25,439	4,694	13,907	-	18,601
Charitable Activities								
Ministry: Diocesan Quota	-	83,072	-	83,072	-	82,342	-	82,342
Clergy Expenses	-	2,662	-	2,662	-	3,120	-	3,120
Children and Youth	-	2,362	-	2,362	-	2,456	-	2,456
Church Outreach Events	-	1,197	-	1,197	-	2,239	-	2,239
Direct Salary Costs	16,314	43,722	-	60,036	-	40,942	-	40,942
Support Costs	-	28,850	-	28,850	2,647	19,211	-	21,858
	16,314	161,865	-	178,179	2,647	150,310	-	152,957
Grants								
Missionary and Charitable Giving:								
Church Overseas	12,090	-	-	12,090	17,380	-	-	17,380
Mission Giving	750	-	-	750	750	-	-	750
Home Mission and other Church Societies	9,789	-	-	9,789	10,975	200	-	11,175
Special Collections	273	-	-	273	4,303	-	-	4,303
Support Costs	-	3,435	-	3,435	-	2,287	-	2,287
	22,902	3,435	-	26,337	33,408	2,487	-	35,895
Total Expenditure	55,408	282,529	-	337,937	47,592	265,631	-	313,223

**Notes to the Accounts
For the year ended 31 December 2023**

4. Net movement in funds	2023	2022
	£	£
Is stated after charging:		
Depreciation of owned fixed assets	12,975	10,798
Amounts payable to Independent Examiner:		
Independent Examination	840	840
Accountancy	1,200	1,200
Operating lease - equipment	600	600

5. Tangible Fixed Assets

	2023			2022		
	Equipment	Buildings and	Total	Equipment	Buildings and	Total
	£	Improvements	£	£	Improvements	£
Costs						
At 1st January	64,141	365,004	429,145	57,764	365,004	422,768
Additions	9,302	-	9,302	6,377	-	6,377
Disposals	(3,645)	-	(3,645)	-	-	0
At 31st December	<u>69,798</u>	<u>365,004</u>	<u>434,802</u>	<u>64,141</u>	<u>365,004</u>	<u>429,145</u>
Depreciation						
At 1st January	47,891	179,423	227,314	44,393	172,123	216,516
Charge for the Year	5,675	7,300	12,975	3,498	7,300	10,798
Disposals	(3,645)	-	(3,645)	-	-	0
At 31st December	<u>49,921</u>	<u>186,723</u>	<u>236,644</u>	<u>47,891</u>	<u>179,423</u>	<u>227,314</u>
Net Book Value						
At 31st December	<u>19,877</u>	<u>178,281</u>	<u>198,158</u>	<u>16,250</u>	<u>185,581</u>	<u>201,831</u>
At 1st January	<u>16,250</u>	<u>185,581</u>	<u>201,831</u>	<u>13,371</u>	<u>192,881</u>	<u>206,252</u>

6. St. Luke's House and St Luke's Centre

The title deeds of St. Luke's House are vested in the name of the Diocese of Canterbury's Board of Finance Limited. The beneficial interest however is vested in The Parochial Church Council of St. Luke the Evangelist, Maidstone. The property can only be sold with the approval of the Diocese of Canterbury's Board of Finance Limited at which time the charity would be entitled to the full sale proceeds.

7. Debtors	2023	2022
	£	£
Trade debtors	1,567	-
Gift Aid Tax recoverable	3,385	4,240
Prepayments and Accrued Income	27,511	2,446
	<u>32,463</u>	<u>6,686</u>

8. Creditors: amounts falling due within one year	2023	2022
	£	£
Trade creditors	10,454	-
Other taxes and social security	2,059	1,011
Pension contributions	1,298	1,496
Accruals and Deferred Income	9,118	11,946
	<u>22,929</u>	<u>14,453</u>

Notes to the Accounts For the year ended 31 December 2023

9. Unrestricted funds	2023 £	2022 £
Balance brought forward	114,833	117,191
Excess of income over expenditure	23,352	19,950
Transfer	(29,990)	(22,308)
Balance Carried forward	<u>108,195</u>	<u>114,833</u>

Designated funds	2023 £	2022 £
Balance brought forward	18,506	24,925
Excess of income over expenditure	(2,577)	(15,922)
Transfers	264	9,503
Balance Carried forward	<u>16,193</u>	<u>18,506</u>

Designated funds relate to:

- 1) £4,055 (2022: £6,372) - the value of this designated fund at the year end relates to the net book value of the capital equipment purchased from a release from the legacy designated fund above in 2020.
- 2) £12,134 (2022: £12,134) - closure of endowment cash investment account during 2022 and designated to staff salary costs.
- 3) £4 (2022: £nil) - donations towards and costs of men's events

10. Related Party transactions

During the current or previous financial year, no trustee received any remuneration. All Trustees were reimbursed for out of pocket expenses relating to either travel, the PCC away day or expenses related to other ministries within the church with which they are involved.

11. Staff Costs	2023 £	2022 £
Wages and salaries	98,675	64,620
Social security costs	2,109	-
Pensions	10,194	6,527
	<u>110,978</u>	<u>71,147</u>

The average number of employees during the period was 5 (2022: 3).

In the current or previous financial year, no members of staff received a salary which fell into the 'over £60,000' higher level as defined in the Charities Statement of Recommended Practice.

12. Support Costs

The Support Costs of the charity have been allocated as follows;

		2023 £	2022 £
42%	Costs of generating donations	28,850	19,211
11%	Costs of trading activities	7,556	5,032
42%	Charitable activities	28,850	19,211
5%	Grants	3,435	2,287
100%	Total support costs	<u>68,691</u>	<u>45,741</u>

The support costs were made up as follows

Staff Costs	53,912	32,030
Print, Postage and Stationery	1,483	2,362
IT Costs	3,288	4,426
Telephone	2,264	1,568
Bank charges	454	86
Depreciation	3,551	3,046
Legal & professional	1,699	63
Governance costs	2,040	2,160
	<u>68,691</u>	<u>45,741</u>

Governance costs were made up as follows

Accountancy & external scrutiny	<u>2,040</u>	<u>2,160</u>
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The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

**Notes to the Accounts
For the year ended 31 December 2023**

13. Restricted Funds	At 1st January 2023	Income	Expenditure	Transfer	At 31st December 2023
	£	£	£	£	£
Minor Funds and Special Collections	2,309	273	(887)	(1,153)	542
Cellar/Media Fund	13,294	3,625	(3,028)	-	13,891
St. Luke's Barnabas	3,859	864	(2,000)	-	2,723
St. Luke's House	114,923	-	(4,560)	-	110,363
Gift Day 2021	29,527	-	(8,758)	-	20,769
Mission Giving 2022	8,488	-	-	(8,488)	-
Mission Giving 2023	-	-	(20,629)	38,214	17,585
Building Project 2023	-	100,133	(7,694)	1,153	93,592
Love Where You Live	-	2,000	(297)	-	1,703
SMMIB	-	11,411	(7,555)	-	3,856
	<u>172,400</u>	<u>118,306</u>	<u>(55,408)</u>	<u>29,726</u>	<u>265,024</u>
	At 1st January 2022	Income	Expenditure	Transfer	At 31st December 2022
	£	£	£	£	£
Minor Funds and Special Collections	5,306	12,775	(10,673)	(5,099)	2,309
Cellar/Media Fund	7,330	7,500	(4,928)	3,392	13,294
St. Luke's Barnabas	5,159	20	1,000.00	320	3,859
St. Luke's House	119,483	-	(4,560)	-	114,923
Gift Day 2021	32,174	-	2,647.00	-	29,527
Mission Giving 2021	5,306	-	(5,059)	(247)	-
Mission Giving 2022	-	-	(18,725)	27,213	8,488
	<u>174,758</u>	<u>20,295</u>	<u>(47,592)</u>	<u>24,939</u>	<u>172,400</u>

Special Collections and Minor Funds- These represent the sum of all funds which were less than £2,000 at the start and end of the Financial Year.

Cellar/Media Fund represents gifts received for the conversion of the church cellar into a studio. Permission was subsequently received from the Charity Commission to use these funds towards expenditure on media in the church. This fund also includes amounts transferred from designated funds to spend on new media equipment.

St. Luke's Barnabas is a fund set up to help St. Luke's members with 'one off' financial difficulties.

St. Luke's House represents the money donated by the congregation when St. Luke's House was purchased. This used to purchase and improve the house and the balance represents this rather than actual cash. This amount is reduced annually by a charge for depreciation

The Gift Day 2021 funds relate to donations received from an appeal towards staffing costs.

The Mission Giving 2022 & 2023 funds relates to the 10% of unrestricted income tithe set by the PCC in relation to annual mission giving. The remaining balance will be distributed during 2024.

The Building Project 2023 fund relates to donations received from appeals to fund a building project to redevelop the church site.

Love Where You Live relates to a grant from Maidstone Borough Council for a community garden.

SMMIB relates to a grant towards the salary of our youth pastor.

14. Analysis of Net Assets between Funds

	Tangible Fixed Assets	Net Current Assets	At 31 December 2023
	£	£	£
Restricted Funds	123,097	141,927	265,024
Designated Funds	4,054	12,139	16,193
Unrestricted Funds	71,007	37,188	108,195
	<u>198,158</u>	<u>191,254</u>	<u>389,412</u>
	Tangible Fixed Assets	Net Current Assets	At 31 December 2022
	£	£	£
Restricted Funds	126,705	45,695	172,400
Designated Funds	6,371	5,716	12,087
Unrestricted Funds	68,755	52,497	121,252
	<u>201,831</u>	<u>103,908</u>	<u>305,739</u>

Notes to the Accounts For the year ended 31 December 2023

15. Financial commitments

There were no capital commitments at the end of the year (2022: Nil).

Total future minimum lease payments under non-cancellable operating equipment leases are as follows:

	2023 £	2022 £
Within one year	<u>100</u>	<u>100</u>

16. Reconciliation of net movement in funds to net cash flow from operating activities

	2023 £	2022 £
Net movement in funds	83,673	(23,257)
Add back depreciation charge	12,975	10,798
Deduct interest income	(1,484)	(274)
(Increase) in debtors	(25,777)	(4,003)
Increase in creditors	8,476	5,140
	<u>77,863</u>	<u>(11,596)</u>

17. Analysis of grants

	2023		2022	
	Institutional Grants £	Grants to Individuals £	Institutional Grants £	Grants to Individuals £
Church Overseas	12,090	-	17,380	-
Mission Giving	750	-	750	-
Home Mission and other Church Societies	5,675	4,114	10,175	1,000
Special collections	273	-	263	4,040
	<u>18,788</u>	<u>4,114</u>	<u>28,568</u>	<u>5,040</u>

Recipients of Institutional grants

A Rocha	770	770
All Saint's PCC	1,000	-
Bible Society	1,210	1,210
Children's Society	240	263
CMS	1,100	1,100
Compassion	1,120	1,100
CPAS	825	825
Crossline	825	825
Demelza House	-	200
Family Trust	825	1,650
Friends of Tollara	-	1,210
Heart of Kent Hospice	-	200
Home for Good	750	750
International Justice Mission	1,100	1,100
Kampala Children's Centre	1,320	1,320
Lawrence Barham Memorial Trust	1,210	1,209
Maldstone Street Pastors	550	550
Maldstone Winter Shelter	825	825
Mike Campbell Foundation	1,100	1,100
Open Doors	760	760
Princess Project	838	-
Salvation Army	-	40
Soteria Trust	1,210	1,210
St Martin's	-	5,059
Tearfund	1,210	5,291
	<u>18,788</u>	<u>28,568</u>

Recipients of grants to individuals

Barnabus fund grants made to members with financial difficulties	2,000	1,000
Ukrainian refugees	<u>2,114</u>	<u>4,040</u>
	<u>4,114</u>	<u>5,040</u>

Notes to the Accounts For the year ended 31 December 2023

18. Church Workers Pension Fund (CWPF)

St Luke's (Maidstone) PCC participates in the Pension Builder Scheme section of CWPF for lay staff. CWPF is administered by the Church of England Pensions Board, which holds the CWPF assets separately from those of St Luke's (Maidstone) PCC and other participating employers.

CWPF has two sections:

- 1) the Defined Benefits Scheme
- 2) the Pension Builder Scheme, which has two subsections;
 - a) a deferred annuity section known as Pension Builder Classic, and
 - b) a cash balance section known as Pension Builder 2014.

Pension Builder Scheme

Both sections of the Pension Builder Scheme are classed as defined benefit schemes.

Pension Builder Classic provides a pension, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Discretionary increases may also be added, depending on investment returns and other factors.

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 contributions payable (2023: £10,194, 2022: £6,527).

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

For the Pension Builder Classic section, the 2019 valuation revealed a deficit of £4.8m on the ongoing assumptions used. At the most recent annual review effective 1 January 2024, the Board chose to grant a discretionary bonus of 6.7% to both pensions not yet in payment and pensions in payment in respect of service prior to April 1997; and a bonus on pensions in payment in respect of post April 2006 service so that the pension increase was 5% (where usually it would be calculated based on inflation up to 2.5%). This followed improvements in the funding position over 2023. There is no requirement for deficit payments at the current time.

For the Pension Builder 2014 section, the 2019 valuation revealed a surplus of £5.5m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.

The next valuation is due as at 31 December 2022. Calculations for this are currently under way.

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

Accounts

St Luke's

MAIDSTONE

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**The Parochial Church Council of the Ecclesiastical Parish of St. Luke the
Evangelist, Maidstone**

Registered Charity Number 1133938

Financial Statements

31 December 2022

The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

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The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

Administrative Information

Secretary to the PCC: Mandy Parris (until April 2022)
Anne Moss (from May 2022)*

Finance and Bookings Manager: Mandy Parris (from May 2022)*

**Non-Voting Attendees at PCC*

Trustees

Incumbent: Revd. Gareth Dickinson

Co-opted: Rev.d Robin Williamson
Brad Cook

Wardens: Anthony Chadwick
Melanie Williams

Elected Members: Anne Cole
Thomas Cordrey (appointed April 2022)
Dorcas Kingsford
Graeme Levett
Geoff Licence (resigned April 2022)
Donella McGill
Cantor Mocke
Mandy Parris (resigned April 2022)
Neil Sinclair
Carole Tyler (appointed April 2022)

Representative on the Diocesan Synod: Clare Torrens

Representatives on the Deanery Synod: Heather May
Susan Ghinn
Wendy Suffield

Address St Luke's Church
Foley Street
Maidstone
Kent
ME14 5AW

Independent Examiner Paul Baker
Applied Accountancy Limited
50a Clifford Way
Maidstone
Kent
ME16 8GD

Bank CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill, West Malling
Kent
ME19 4JQ

Trustees' Annual Report for the year ended 31 December 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

The PCC is a registered charity and is governed by the PCC Powers Measure 1956 (as amended) and Church Representation Rules.

The method of appointment of PCC members is governed by and set out in the Church Representation Rules. PCC membership is sought from the fellowship. New trustees are provided with a guide to the principles of the PCC.

The PCC operates through a number of groups and committees covering many aspects of church life, which report to the full trustee board.

The Standing Committee has the power to transact business of the PCC between meetings, subject to the direction of the full PCC.

There is an officer for mission who considers which societies, organisations or individual missionaries should be supported by the church and raises the profile of mission in the congregation. All recommendations for the distribution of funds given by the church for that purpose are agreed annually by the PCC.

The Site development group looks at the needs of the church in respect of accommodation and future development of the buildings.

Two more members of staff were appointed in 2022, a Finance manager and a Worship and Creative pastor. These, together with existing staff and a number of key volunteers and clergy form a core team who meet together each week to manage the ongoing work of the church. The PCC has also made the decision to recruit a temporary Operations Manager as an additional member of staff in 2023. They will help to manage the site and research grant opportunities. A curate will also be joining the team. There is a strong possibility that a youth worker will be appointed in 2023 with grant funding from the Church of England. These appointments will help to develop new areas of ministry.

St Luke's has established a vision under the banner of 'Live- Love- Lead' and this is underpinning the direction of the church. In partnership with our architect, plans for the development of the site, 'Transforming Spaces for Transforming Mission' are well underway and have provisional approval from Maidstone Borough Council and The Diocese of Canterbury.

OBJECTS, AIM AND PURPOSES

Under the PCC Powers Measure 1956 (as amended), St. Luke's Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent vicar and the churchwardens in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is also specifically responsible for the maintenance of the church complex of St Luke's, Maidstone.

The trustees have complied with the duty in section 4 of the 2011 Charities Act to have due regard to guidance published by the Charity Commission, including public benefit guidance.

OBJECTIVES AND ACTIVITIES

When planning our activities for the year, the incumbent vicar, the churchwardens and the PCC have considered the Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion. In particular, we try to enable ordinary people to live out their faith as part of our parish community through:-

- Regular worship open to all, and the teaching of Christianity through sermons and small groups.
- Provision of the Forefront youth groups and children's groups with a Christian ethos, as well as taking assemblies in schools.
- Pastoral work, including visiting the sick and the bereaved, and the St. Luke's Barnabas Fund (emergency funding for Church Members).
- The provision of sacred space for personal prayer and contemplation, as well as ministry teams available to pray with individuals at Sunday services.
- Evangelism, communicating and seeking to demonstrate the message of God's forgiveness and love for all human beings.
- Promoting the whole mission of the Church through numerous groups.
- Supporting other charities in the UK and overseas.
- Supporting the community via provision of activities for parents and preschool children, a lunch club for elderly people.
- Working in partnership with other local churches to support mission in Maidstone.

To facilitate this work, it is important that we maintain the fabric of the Church of St. Luke's and the church complex. Minor maintenance work is organised and carried out by our 'in house' Property team. Major repair work is commissioned from professional firms according to the recommendations of the Quinquennial Survey, which took place in Autumn 2017. A number of projects in 2022 have improved areas of the church complex, making them more suitable for use.

ACHIEVEMENTS AND PERFORMANCE

Regular worship open to all, and the teaching of Christianity through sermons and small groups

Throughout 2022, St Luke's has offered one Sunday morning service in the church which is live-streamed and uploaded to YouTube. Church attendance has grown significantly during the year. Online viewing figures have continued to be strong with people watching at their convenience throughout the week. Morning services include very well-attended groups for children and young people. Additional groups have been needed, putting pressure on the available spaces. In addition, new monthly evening celebrations have continued. These include guest speakers and allow an extended time of worship, teaching, prayer and ministry. Attendance has grown, with many people visiting from other local churches.

In 2022 there has been a return to a more normal pattern of services reflecting seasons of the Church calendar. Our Christmas services are particularly appreciated by hundreds of people in the town, especially the service of Carols by Candlelight and a Christingle service for families. A harvest festival was held with donations to the Salvation Army Foodbank.

The relaxation of Covid-19 measures has meant that more people can be accommodated in the building but growing numbers mean that each service is packed.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of their journey through life: through baptisms, marriages and funerals. Baptisms and

The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

marriages that had been postponed by the pandemic due to the very limited numbers allowed to attend, have now resumed. Funerals have taken place at the Maidstone crematorium, often led by our non-stipendiary minister.

We also hold an annual Remembrance Sunday service called 'Candle in the Wind': an opportunity for those who wish to remember the death of a loved one. This is especially valued by those who have lost someone during the previous year, enabling them to mourn their loved one, commend them into God's presence and receive the comfort of other people's prayers.

The PCC recognises that God made us all as unique individuals, who desire to worship him in our own way and we try to provide space to recognise and encourage this. Worship Teams provide music and sung worship led in a variety of ways by small groups of musicians and singers, who are supported by the Technical Team, who manage the sound and project words and other data onto the screen at the front of the church. The addition of a Worship and Creative pastor has enabled further enrichment of our worship with videos, choir and orchestra.

Lifegroups

Lifegroups are small midweek groups mainly meeting in homes in and around Maidstone. They are safe places to meet, make friends and be encouraged in the Christian faith. They are the initial point for pastoral care. Pastoral links are made to support those who for one reason or another are not able to attend a Lifegroup. The number of Lifegroups doubled in 2022 with people usually meeting in person.

Youth and Children

In 2021 St Luke's invested in employing a Children and Families Pastor. This has enabled significant growth in this area of church life with a large rise in the numbers of children and young people attending each week. Sessions for children are run every week and are lively and engaging and deeper relationships with families are being built and maintained. Special events such as a Holiday Club, Pancake party and Light Trail have also been well-received.

Our young people have Sunday sessions on three weeks a month. On the fourth week, they are encouraged to support other ministries, working with children or helping with sound, vision, worship and refreshments. Additionally, they meet on a Friday evening with a programme that includes spiritual and social content. Increasingly, our young people attend events which include other groups across the district.

Pastoral Work

Pastoral Care consists of visiting people in their homes and in hospital, ministering to the dying and comforting the bereaved, which is done by teams of laity and clergy.

The St. Luke's Barnabas fund is supported by the PCC and provides financial support for those facing emergency difficulties. The fund is administered by a small group who ensure confidentiality is maintained.

On Sundays Pastoral Care is also provided by our Ministry Team, who pray with those who are struggling with life's situations; especially where issues may have been raised during the preaching or worship. Those who require counselling are advised to go to the Crossline Christian Counselling Service, an inter-church scheme which operates in the centre of Maidstone.

The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

Because of the size of the church membership, much simple pastoral care is provided both within Life Groups and the huge variety of other groups (such as those described below).

The church appoints safe-guarding officers for vulnerable adults and children, working in partnership with the Diocese and other agencies as appropriate. This work has been recognised by social services and the diocese as an example of excellent practice.

In response to the war in Ukraine, the church has made St Luke's House available to a family of 9 refugees. This has provided a safe home with practical support and pastoral care for the family.

The provision of sacred space for personal prayer and contemplation

There is a regular monthly prayer evening for the congregation. There is also a phone number that people can use to text prayer requests.

Evangelism

We believe that promoting the Gospel to the community is vital. We seek to communicate this through targeting invitations to special services and events such as comedy nights, quiz nights etc.

A weekly and monthly newsletter has been distributed to everyone on our Churchsuite database. The number of people in the data base has more than doubled over the last year. This has provided a point of contact each week and enabled the promotion of on-line services and increasingly been a source of information and encouragement. The church has also held an on-line Alpha course which has drawn in new people.

St. Luke's also has close links with 'Street Pastors', a national initiative where Christians go out to offer practical and pastoral help to young people enjoying the night-life in towns and city centres. Several of our members are involved with this venture in Maidstone, having trained as 'Street Pastors' or as part of their prayer support teams.

St. Luke's also provides volunteers for the Maidstone Churches' Winter Shelter where up to 15 Homeless people were provided with a hot meal, bed overnight and breakfast during the 12 weeks of Winter. During the pandemic, many homeless people have been housed by the council to reduce the potential impact of Covid-19 on vulnerable people.

Technology/ Website / Social media

The website and our social media pages are an important part of our ministry at St. Luke's as we continue to build the church of the 21st century. The church has invested in Churchsuite and G-Suite software as a means of maintaining office functions and improving communication without the need to always be based in a physical office. Use of 'Churchsuite' has allowed us to operate a booking system for in-person events. G-Suite software has allowed staff and key volunteers to work from home, share documents and provide a platform to store and access media files.

A new up-to-date church website has been developed as an initial point of contact for new people. Social media is being utilised more consistently and effectively.

We have invested in new technology to replace audio-visual equipment in the church which had come to the end of its life.

Promoting the whole mission of the Church

In normal times, numerous groups operate throughout St. Luke's offering support for those in the local community. All of the groups and activities listed in this section had to be suspended during the pandemic, but many are now up and running again.

There is a "Cafe n' Tots" group for pre-school age children and their carers which has continued to flourish. There are 162 families registered and the two weekly sessions are usually full to capacity. Some of these families have begun to attend other events and services occasionally.

The 60s+ club continues to thrive and attract new members. There are regular activities such as keep fit and quizzes as well as services which are held six times a year.

A gardening team meets weekly to maintain the church garden and grounds.

A men's group enjoy breakfasts, suppers, barbecues, bowling nights and walking weekends away.

Supporting other Charities in the UK and overseas

St Luke's has continued its commitment to give 10% of its income away to various charities and organisations both within the UK and abroad. In 2022 the PCC distributed the remaining tithe from 2021. As giving to St Luke's has increased, so in turn, we have been able to increase our giving to other churches and organisations.

Fabric and Buildings

A feasibility study has been carried out and proposals drafted for works to improve the site for our own ministry and community use. A topographical survey has been completed to enable detailed plans and costings to be developed. These plans have provisional approval from the Diocese and Maidstone Borough Council.

New smaller screens have been installed to replace the large screen and projector which had come to the end of its life. This has also had the benefit of opening up the chancel area.

St Luke's House has been redesignated as a House of Multiple Occupation and now houses a Ukrainian family in the ground and first floors as well as the top floor flat. This required a big clear out of old office equipment and a light-touch makeover of the kitchen and bathrooms. Much of the furniture, appliances and household goods were donated. The church worked in collaboration with Maidstone Borough Council and the Diocese of Canterbury to ensure that we were compliant with regulations.

The church address and post box has been changed to St Luke's Church, Foley Street, Maidstone ME14 5AW now that St Luke's House is a residential building and the office is in the main church.

While plans for the whole site are being progressed, there are frequent issues with the utility systems in the church and halls, much of which is old and needs to be replaced. This is a constant drain on finances and human resources.

Many volunteers have helped to clear out the build up of redundant equipment around the site, making the buildings more organised and less cluttered.

The church locks have been replaced to ensure there is better security with restricted access.

FINANCIAL REVIEW

Income in 2022 was £289,966 compared with £246,445 in 2021. The increase is due to in part new families joining St Luke's either for the first time or returning after some years away and contributing to the church finances. The church halls have been hired out this last year and this has helped our finances.

The total income for the year was less than the expenditure by £23,257, against a surplus of £20,421 in 2021.

Income increased overall, planned giving increased in 2022 by £35,121 and consequently tax recovered also increased; cash collections saw an increase of £2,405 in the year. Other donations income totalled £46,858 (a decrease of £17,146 from 2021). Of this income, £20,295 (2021: £41,408) was in restricted funds and given and received for specific purposes.

Total income from other trading activities was £31,429 (2021: £14,470) of which the largest parts were income of £13,698 from the rental of St Luke's flat (2021: £9,465) and income of £17,249 for the hire of the church halls (2021: £4,817).

Total unrestricted expenditure was £265,631 (2021: £178,761).

"Costs of generating donations" (which is basically the cost of running the church site and activities) was £105,770 (2021: £56,548).

Costs of trading activities was £18,601 (2021: £16,385), an increase which is partly due to sponsoring a Ukrainian family (9 members) who live in St Luke's House.

Grants to external missions were £35,895 (2021: £38,618), not all 2021 mission money was given away in 2022, but it was rolled over to be used in 2023.

PCC Review of Finances

Our Budget for 2022 was a challenging but realistic budget. Our income increased, as new members joined the church and our halls were once again let out on a regular basis. We were able to pay our full Parish Share to the Diocese.

In 2022 we were able to appoint a further two members of staff, a full time Worship and Creative Pastor and a part time Finance and Bookings Manager. The PCC along with the Finance Manager and the finance team (two volunteers) have continued to keep the finances under regular review throughout the year. St Luke's is an old church and as such the buildings are constantly needing repairs and maintenance of heating systems and repairs in general have been a regular occurrence.

The series of actions we carried out in 2022 included:

- Refurbishing St Luke's House to make a home for Ukrainian refugees.
- New electric heaters for the Miss Coppin Room (on a timer for better efficiency)
- New energy efficient lighting in the Miss Coppin Room
- Removal of screen and projector in church and replaced with TV screens secured to pillars
- Removal of old and redundant equipment from the church, allowing us to open up the chancel

Reserves Policy

We employed a further two staff in 2022 and the PCC agreed to increase the free unrestricted reserves to £32,500. Free reserves at 31 December 2022 were £46,078 (2021: £57,513) representing investments held and unrestricted/undesignated net current assets of the charity.

RISK MANAGEMENT

The board of Trustees continues to assess, identify and address areas of risk and to put controls in place to minimise these. Key controls include;

- Formal agendas and minutes for all Board and subcommittee meetings;
- Comprehensive budgeting, management reporting and accounting;
- Development of written policies and procedures;
- Development of strategic plans.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The charity trustees are responsible for preparing a trustees' annual report and 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 charity trustees to prepare financial statements for each 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, of the charity for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the governing document. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

FUTURE DEVELOPMENTS

In 2022, emphasis was placed on establishing and taking forward a vision for the church. This led us to the strategic appointment of further key staff and reviewing and planning the use and development of the church site in order to support the vision and mission of St Luke's Church in a sustainable way. The church premises extend over a large site which includes St Luke's House and garden, the car park and a number of halls with land around them. These represent assets that, if necessary, could be sold to support redevelopment to enable more extensive use of the site by church and community groups. Growing areas of ministry and the increased size of the congregation also potentially boosts revenue, and the need for usable space.

In 2022, the church has been able to recruit further talented staff who have worked alongside the vicar, staff and volunteers, creating a core team to carry out the business of the church.

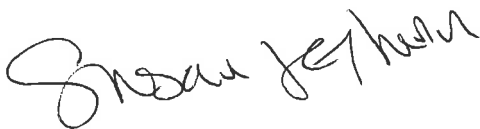
The last year has seen a significant growth in church membership with many new people giving regularly. Technology has continued to be used extensively for administration, communication and the live-streaming of services, enabling the church to stay connected and engaged. Giving by standing order has increased following an 'Okay, I'm in' vision day in October. Moving our own activities into the main church has increased the opportunity to raise income from letting our premises. Income from hall hire has gradually picked up with groups returning or starting new enterprises. Some people have recommenced giving through cash collections in services and others have made use of a new sum-up card machine facility. St Luke's continue to receive income from letting St Luke's House flat which helps cover the costs of maintaining the building.

This report was approved by the Trustees on 24 April 2023 and signed on their behalf by

Revd. Gareth Dickinson
Vicar & Trustee



Susan Ghinn
Trustee



Independent examiner's report to the trustees of the Parochial Church Council of the Ecclesiastical Parish of St Luke the Evangelist, Maidstone.

I report to the trustees on my examination of the accounts of the Parochial Church Council of the Ecclesiastical Parish of St Luke the Evangelist, Maidstone ('the charity') for the year ended 31 December 2022, which are set out on pages 12 to 23.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

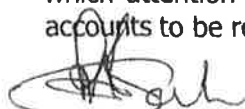
Independent examiner's statement

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of Association of International Accountants.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1) accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- 2) the accounts do not accord with those records; or
- 3) the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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



Paul Baker FAIA
Applied Accountancy Limited
50a Clifford Way
Maidstone
Kent ME16 8GD
Dated:

The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

**Statement of Financial Activities
For the year ending 31 December 2022**

	Notes	Restricted £	Unrestricted £	Endowment £	Total 2022 £	Total 2021 £
Income and endowments						
Donations:						
Donations from church members		-	211,405	-	211,405	164,567
Other donations		20,295	26,563	-	46,858	64,004
Other trading activities		-	31,429	-	31,429	14,470
Investment income		-	262	12	274	12
Other income		-	-	-	-	3,392
Total income	2	<u>20,295</u>	<u>269,659</u>	<u>12</u>	<u>289,966</u>	<u>246,445</u>
Expenditure						
Costs of raising funds:						
Costs of generating donations		6,843	98,927	-	105,770	56,548
Costs of trading activities		4,694	13,907	-	18,601	16,385
Total costs of raising funds		<u>11,537</u>	<u>112,834</u>	<u>-</u>	<u>124,371</u>	<u>72,933</u>
Charitable activities:						
Ministry		2,647	150,310	-	152,957	114,473
Grants		33,408	2,487	-	35,895	38,618
Total expenditure on charitable activities		<u>36,055</u>	<u>152,797</u>	<u>-</u>	<u>188,852</u>	<u>153,091</u>
Total expenditure	3	<u>47,592</u>	<u>265,631</u>	<u>-</u>	<u>313,223</u>	<u>226,024</u>
Net income/(expenditure)		<u>(27,297)</u>	<u>4,028</u>	<u>12</u>	<u>(23,257)</u>	<u>20,421</u>
Transfers between funds		24,939	(12,805)	(12,134)	-	-
Net movement in funds		<u>(2,358)</u>	<u>(8,777)</u>	<u>(12,122)</u>	<u>(23,257)</u>	<u>20,421</u>
Total Funds Brought Forward		174,758	142,116	12,122	328,996	308,575
Total Funds Carried Forward		<u>172,400</u>	<u>133,339</u>	<u>-</u>	<u>305,739</u>	<u>328,996</u>

The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

Balance Sheet
As at 31 December 2022

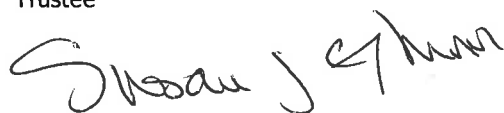
	Notes	2022	2021
		£	£
Fixed Assets			
Tangible assets	5	201,831	206,252
Investments	7	-	12,047
		<u>201,831</u>	<u>218,299</u>
Current Assets			
Debtors	8	6,686	2,683
Cash at bank and in hand		<u>111,675</u>	<u>117,327</u>
		118,361	120,010
Creditors: amounts falling due within one year	9	<u>(14,453)</u>	<u>(9,313)</u>
Net Current Assets		<u>103,908</u>	<u>110,697</u>
Total assets less current liabilities		305,739	328,996
Net Assets		<u>305,739</u>	<u>328,996</u>
The funds of the church			
Restricted Funds	15	172,400	174,758
Endowment Funds	10	-	12,122
Unrestricted Funds	11	114,833	117,191
Designated Funds	11	<u>18,506</u>	<u>24,925</u>
		<u>305,739</u>	<u>328,996</u>

Approved by the Trustees on 24 April 2023 and signed on their behalf by

Revd. Gareth Dickinson
Vicar & Trustee



Susan Ghinn
Trustee



The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

**Statement of Cash Flows
For the year ending 31 December 2022**

	Notes	2022		2021	
		£	£	£	£
Cash (used)/generated by operating activities	18		(11,596)		33,015
Cash flows from investing activities					
Interest income		262		6	
Proceeds from disposal of investments		12,059		-	
Proceeds from sale of tangible fixed assets		-		3,392	
Purchase of tangible fixed assets		<u>(6,377)</u>		<u>(5,374)</u>	
Cash generated/(used) by investing activities			<u>5,944</u>		<u>(1,976)</u>
(Decrease)/increase in cash and cash equivalents in the year			(5,652)		31,039
Cash and cash equivalents at the beginning of the year			117,327		86,288
Cash and cash equivalents at the end of the year			<u>111,675</u>		<u>117,327</u>

**Notes to the Accounts
For the year ended 31 December 2022**

1. Accounting Policies

Basis of preparation and going concern

The financial statements have been prepared under the historical cost convention, with the exception that investments are included at market value, and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (Charities SORP FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011. The charity constitutes a public benefit entity as defined by FRS 102.

The charity is an Anglican church based in Maidstone but called to reach out to the world with the good news of Jesus Christ, in the power of the Spirit, so that others may know the love of their Heavenly Father. This mission is continuous. Its work is financed by member donations and fund raising activities, such as letting rooms for community use. Finances are carefully managed to ensure all aspects of this mission are carried out including mission both inside the parish and more widely. Free unrestricted reserves were £46,078 at 31 December 2022.

In 2022 new people joined the church, some new families and others returned after some years away. Expenditure increased as the church and halls began to be used regularly, but in the current economic climate and with the cost of living increasing dramatically, all of our church bills were much higher.

The PCC has assets which can be drawn on:

- St Luke's House is a property held by the Diocese of Canterbury of which St Luke's is the sole beneficiary if it were to be sold. It is worth in excess of £600,000.
- A large site with various pieces of land that could be sold to fund other development.

2022 saw many positive changes. Many more people were attending services in person on Sundays. We continued to live-stream services, which proved to be a great success, particularly for those who were vulnerable and still felt unable to attend a service in church. The children's ministry is a great asset to St Luke's and the children's work has increased over 300%.

The new website has been updated and our social media presence was active and very well received. In August we appointed a full time Worship and Creative Pastor who has been a great asset to the worship in church on Sundays and at other mid - week services.

Our monthly giving by standing order increased. Repairs and maintenance have been a constant battle throughout the year, particularly our ancient heating systems, all of which have been a big drain on our finances. New electric programmable heaters were installed in the Miss Copen Room as well as replacing the lighting and fitting more energy efficient bulbs.

Meetings were held with an architect and plans drawn up showing all the work we would like to complete to support the mission of the church; providing facilities for our church groups and the community to use. No firm decision has been made whether to sell off buildings or areas of the site for development. This could help to fund other improvements.

The trustees are resolved to carry forward plans that will ensure the charity's ability to continue in the foreseeable future and that there are no material uncertainties surrounding its ability to do so.

Notes to the Accounts For the year ended 31 December 2022

1. Accounting Policies (cont)

Income

Income, including income tax recovered on amounts received by way of Gift Aid is recognised in the Statement of Financial Activities once the charity has entitlement to the resources, it is certain that the resources will be received and the monetary value of the incoming resources can be measured with sufficient reliability.

Resources Expended

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings which aggregate all costs related to the category.

Total resources expended include the allocation of support costs to the various expenditure categories set out in the Statement of Financial Activities. Support costs have been allocated to activities on a basis consistent with the use of resources as shown in note 14.

Costs of generating donations consist of costs associated with the day to day running of the church building and services as well as costs associated with church family activities. Costs of trading activities are costs generally associated with activities where there is associated fee income.

Costs of charitable activities are costs associated with activities to meet the needs of the community and are part of church outreach.

Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to the independent examination and other statutory costs.

Value added Tax

Value added tax is not recoverable by the charity, and as such is included in the relevant costs in the Statement of Financial Activities.

Tangible fixed assets

Assets are reviewed on an individual basis and capitalised when an ongoing benefit will be provided to the charity. Depreciation has been provided at the following rates in order to write off the assets over their estimate useful lives.

St Luke's House & Improvements	2% Straight line
Equipment	20% Straight line

A full year's charge has been made for depreciation in the year of an asset's purchase and no depreciation is charged in its year of disposal.

Impairment losses are recognised when there is an indication of impairment and the asset's recoverable amount is less than its carrying amount.

**Notes to the Accounts
For the year ended 31 December 2022**

1. Accounting Policies (cont)

Fixed Asset Investments

Investments are stated at market value as at balance sheet date. The statement of financial activities includes the net gains and losses arising on revaluation and disposals during the year.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

Pensions

Employees of the charity are entitled to join the Church Workers Pension Fund (see note 20). The charity contribution is restricted to the contributions disclosed in note 13.

Restricted and Unrestricted funds

Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets these criteria is identified to that fund. Unrestricted funds are donations and other income received or generated for the objectives of the Church without further specified purpose and are available as general funds.

Operating leases

Costs in respect of operating leases are charged on a straight line basis over the lease term. Rentals paid under operating leases are charged to the statement of financial activities as incurred.

The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

Notes to the Accounts
For the year ended 31 December 2022

2. Income and endowments	Restricted	Unrestricted	Endowment	Total 2022	Restricted	Unrestricted	Endowment	Total 2021
	£	£	£	£	£	£	£	£
Donations from church members								
Planned Giving	-	165,231	-	165,231	-	130,110	-	130,110
Tax recovered on Planned Giving	-	40,774	-	40,774	-	33,237	-	33,237
Cash Collections	-	3,625	-	3,625	-	1,220	-	1,220
Church Events	-	1,775	-	1,775	-	-	-	-
	-	211,405	-	211,405	-	164,567	-	164,567
Other donations								
Donations, appeals etc	17,476	15,131	-	32,607	35,406	22,596	-	58,002
Other Income	2,819	1,033	-	3,852	6,002	-	-	6,002
Grants	-	10,399	-	10,399	-	-	-	-
	20,295	26,563	-	46,858	41,408	22,596	-	64,004
Other trading activities								
St. Luke's Flat Rent	-	13,698	-	13,698	-	9,465	-	9,465
Fees	-	482	-	482	-	188	-	188
Church Hall	-	17,249	-	17,249	-	4,817	-	4,817
Other Income	-	-	-	-	-	-	-	-
	-	31,429	-	31,429	-	14,470	-	14,470
Investment income								
Dividends and Interest	-	262	-	262	-	6	-	6
Interest from Endowments	-	-	12	12	-	-	6	6
	-	262	12	274	-	6	6	12
Other income								
Proceeds from sale of fixed assets	-	-	-	-	-	3,392	-	3,392
Total income	20,295	269,659	12	289,966	41,408	205,031	6	246,445
3. Expenditure								
	£	£	£	£	£	£	£	£
Costs of generating donations								
Church maintenance and running expenses	409	63,800	-	64,209	2,250	35,539	-	37,789
Church Family	-	9,221	-	9,221	-	3,539	-	3,539
Church groups	1,639	79	-	1,718	658	-	-	658
Leadership Costs	-	2,186	-	2,186	-	826	-	826
Worship Costs	4,795	4,430	-	9,225	1,625	3,860	-	5,485
Support Costs	-	19,211	-	19,211	-	8,251	-	8,251
	6,843	98,927	-	105,770	4,533	52,015	-	56,548
Costs of trading activities								
St. Luke's House Running costs	4,694	3,934	-	8,628	4,694	3,939	-	8,633
Church Hall Running Costs	-	4,589	-	4,589	-	2,883	-	2,883
Rental Properties	-	352	-	352	-	2,708	-	2,708
Support Costs	-	5,032	-	5,032	-	2,161	-	2,161
	4,694	13,907	-	18,601	4,694	11,691	-	16,385
Charitable Activities								
Ministry: Diocesan Quota	-	82,342	-	82,342	-	91,088	-	91,088
Clergy Expenses	-	3,120	-	3,120	-	1,946	-	1,946
Children and Youth	-	2,456	-	2,456	-	1,643	-	1,643
Church Outreach Events	-	2,239	-	2,239	400	1,897	-	2,297
Direct Salary Costs	-	40,942	-	40,942	-	9,248	-	9,248
Support Costs	2,647	19,211	-	21,858	-	8,251	-	8,251
	2,647	150,310	-	152,957	400	114,073	-	114,473
Grants								
Missionary and Charitable Giving:								
Church Overseas	17,380	-	-	17,380	27,769	-	-	27,769
Mission Giving	750	-	-	750	-	-	-	-
Home Mission and other Church Societies	10,975	200	-	11,175	9,697	-	-	9,697
Special Collections	4,303	-	-	4,303	170	-	-	170
Support Costs	-	2,287	-	2,287	-	982	-	982
	33,408	2,487	-	35,895	37,636	982	-	38,618
Total Expenditure	47,592	265,631	-	313,223	47,263	178,761	-	226,024

The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

Notes to the Accounts For the year ended 31 December 2022

4. Net movement in funds	2022	2021
	£	£
Is stated after charging:		
Depreciation of owned fixed assets	10,798	10,307
Amounts payable to Independent Examiner:		
Independent Examination	840	720
Accountancy	1,200	1,200
Operating lease - equipment	600	1,100

5. Tangible Fixed Assets

	2022			2021		
	Equipment	Buildings and	Total	Equipment	Buildings and	Total
	£	Improvements	£	£	£	£
Costs						
At 1st January	57,764	365,004	422,768	56,495	365,004	421,499
Additions	6,377	-	6,377	5,374	-	5,374
Disposals	-	-	-	(4,105)	-	(4,105)
At 31st December	<u>64,141</u>	<u>365,004</u>	<u>429,145</u>	<u>57,764</u>	<u>365,004</u>	<u>422,768</u>
Depreciation						
At 1st January	44,393	172,123	216,516	45,491	164,823	210,314
Charge for the Year	3,498	7,300	10,798	3,007	7,300	10,307
Disposals	-	-	-	(4,105)	-	(4,105)
At 31st December	<u>47,891</u>	<u>179,423</u>	<u>227,314</u>	<u>44,393</u>	<u>172,123</u>	<u>216,516</u>
Net Book Value						
At 31st December	<u>16,250</u>	<u>185,581</u>	<u>201,831</u>	<u>13,371</u>	<u>192,881</u>	<u>206,252</u>
At 1st January	<u>13,371</u>	<u>192,881</u>	<u>206,252</u>	<u>11,004</u>	<u>200,181</u>	<u>211,185</u>

6. St. Luke's House and St Luke's Centre

The title deeds of St. Luke's House are vested in the name of the Diocese of Canterbury's Board of Finance Limited. The beneficial interest however is vested in The Parochial Church Council of St. Luke the Evangelist, Maidstone. The property can only be sold with the approval of the Diocese of Canterbury's Board of Finance Limited at which time the charity would be entitled to the full sale proceeds.

7. Investments

	2022	2021
	£	£
Costs		
At 1st January	12,047	12,041
Interest received	12	6
Disposals	(12,059)	-
At 31st December	<u>-</u>	<u>12,047</u>

	2022	2021
	£	£
Analysis of investments:		
Cash deposits	<u>-</u>	<u>12,047</u>

8. Debtors

	2022	2021
	£	£
Gift Aid Tax recoverable	4,240	2,533
Prepayments and Accrued Income	2,446	150
	<u>6,686</u>	<u>2,683</u>

9. Creditors: amounts falling due within one year

	2022	2021
	£	£
Other taxes and social security	1,011	694
Pension contributions	1,496	1,201
Accruals and Deferred Income	11,946	7,418
	<u>14,453</u>	<u>9,313</u>

10. Endowment funds

	2022	2021
	£	£
Balance brought forward	12,122	12,116
Investment income	12	6
Transfer	(12,134)	-
Balance Carried forward	<u>-</u>	<u>12,122</u>

Permission was received from the Charity Commission in 2022 to release the endowment fund balance to unrestricted funds. This has now been designated to be spent on staff salaries - see note 11.

The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

Notes to the Accounts For the year ended 31 December 2022

11. Unrestricted funds	2022	2021
	£	£
Balance brought forward	117,191	103,092
Excess of income over expenditure	19,950	31,485
Transfer	(22,308)	(17,386)
Balance Carried forward	114,833	117,191

Designated funds	2022	2021
	£	£
Balance brought forward	24,925	36,944
Excess of income over expenditure	(15,922)	(5,215)
Transfers	9,503	(6,804)
Balance Carried forward	18,506	24,925

Designated funds relate to:

- 1) £nil (2021: £7,236) The proceeds remaining after the sale of St Luke's Centre in January 2016, this had been designated to be used towards church maintenance costs and was spent during 2022 on professional fees relating to the church site.
- 2) £nil (2021: £4,900) - a legacy was received during 2018 which has been set aside by the trustees. The remaining balance was spent during 2022 on professional fees relating to the church site.
- 3) £nil (2021: £710) - funds set aside by the trustees during 2020 for professional advice on the use of buildings and property of which the remaining balance was spent during 2022 on professional fees relating to the church site.
- 4) £6,372 (2021: £8,687) - the value of this designated fund at the year end relates to the net book value of the capital equipment purchased from a release from the legacy designated fund above in 2020.
- 5) £nil (2021: £3,392) - funds set aside in 2021 from the sale of tangible fixed assets to be used for media equipment, which was released in 2022 against spend on new audio visual equipment.
- 6) £12,134 (2021: £nil) - closure of endowment cash investment account during 2022 (see note 10) and designated to staff salary costs.

12. Related Party transactions

During the current or previous financial year, no trustee received any remuneration. All Trustees were reimbursed for out of pocket expenses relating to either travel, the PCC away day or expenses related to other ministries within the church with which they are involved.

13. Staff Costs	2022	2021
	£	£
Wages and salaries	64,620	12,449
Social security costs	-	-
Pensions	6,527	1,201
	71,147	13,650

The average number of employees during the period was 3 (2021: 2).

In the current or previous financial year, no members of staff received a salary which fell into the 'over £60,000' higher level as defined in the Charities Statement of Recommended Practice.

14. Support Costs

The Support Costs of the charity have been allocated as follows;

	2022	2021
	£	£
42% Costs of generating donations	19,211	8,251
11% Costs of trading activities	5,032	2,161
42% Charitable activities	19,211	8,251
5% Grants	2,287	982
100% Total support costs	45,741	19,645

The support costs were made up as follows

Staff Costs	32,030	5,821
Print, Postage and Stationery	2,362	1,369
IT Costs	4,426	5,941
Telephone	1,568	1,596
Bank charges	86	99
Depreciation	3,046	2,899
Legal & professional	63	-
Governance costs	2,160	1,920
	45,741	19,645

Governance costs were made up as follows

Accountancy & external scrutiny	2,160	1,920
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The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

Notes to the Accounts For the year ended 31 December 2022

15. Restricted Funds	At 1st January 2022	Income	Expenditure	Transfer	At 31st December 2022
	£	£	£	£	£
Minor Funds and Special Collections	5,306	12,775	(10,673)	(5,099)	2,309
Cellar/Media Fund	7,330	7,500	(4,928)	3,392	13,294
St. Luke's Barnabas	5,159	20	(1,000)	(320)	3,859
St. Luke's House	119,483	-	(4,560)	-	114,923
Gift Day 2021	32,174	-	(2,647)	-	29,527
Mission Giving 2021	5,306	-	(5,059)	(247)	-
Mission Giving 2022	-	-	(18,725)	27,213	8,488
	<u>174,758</u>	<u>20,295</u>	<u>(47,592)</u>	<u>24,939</u>	<u>172,400</u>
	At 1st January 2021	Income	Expenditure	Transfer	At 31st December 2021
	£	£	£	£	£
Minor Funds and Special Collections	5,557	9,209	(10,246)	786	5,306
Cellar/Media Fund	5,189	-	(1,759)	3,900	7,330
St. Luke's Barnabas	5,134	25	-	-	5,159
St. Luke's House	124,043	-	(4,560)	-	119,483
Gift Day 2021	-	32,174	-	-	32,174
Mission Giving 2020	16,500	-	(14,698)	(1,802)	-
Mission Giving 2021	-	-	(16,000)	21,306	5,306
	<u>156,423</u>	<u>41,408</u>	<u>(47,263)</u>	<u>24,190</u>	<u>174,758</u>

Special Collections and Minor Funds- These represent the sum of all funds which were less than £2,000 at the start and end of the Financial Year.

Cellar/Media Fund represents gifts received for the conversion of the church cellar into a studio. Permission was subsequently received from the Charity Commission to use these funds towards expenditure on media in the church. This fund also includes amounts transferred from designated funds to spend on new media equipment.

St. Luke's Barnabas is a fund set up to help St. Luke's members with 'one off' financial difficulties.

St. Luke's House represents the money donated by the congregation when St. Luke's House was purchased. This used to purchase and improve the house and the balance represents this rather than actual cash. This amount is reduced annually by a charge for depreciation

The Gift Day 2021 funds relate to donations received from an appeal towards staffing costs.

The Mission Giving 2021 & 2022 funds relates to the 10% of unrestricted income tithes set by the PCC in relation to annual mission giving. The remaining balance will be distributed during 2023.

16. Analysis of Net Assets between Funds

	Tangible Fixed Assets	Net Current Assets	At 31 December 2022
	£	£	£
Restricted Funds	126,705	45,695	172,400
Designated Funds	6,371	12,135	18,506
Unrestricted Funds	68,755	46,078	114,833
	<u>201,831</u>	<u>103,908</u>	<u>305,739</u>

	Tangible Fixed Assets	Investments	Net Current Assets	At 31 December 2021
	£	£	£	£
Restricted Funds	125,764	-	48,994	174,758
Designated Funds	8,688	-	16,237	24,925
Unrestricted Funds	71,800	-	45,391	117,191
Endowment Funds	-	12,047	75	12,122
	<u>206,252</u>	<u>12,047</u>	<u>110,697</u>	<u>328,996</u>

The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

**Notes to the Accounts
For the year ended 31 December 2022**

17. Financial commitments

There were no capital commitments at the end of the year (2021: £nil).

Total future minimum lease payments under non-cancellable operating equipment leases are as follows:

	2022 £	2021 £
Within one year	100	500

18. Reconciliation of net movement in funds to net cash flow from operating activities

	2022 £	2021 £
Net movement in funds	(23,257)	20,421
Add back depreciation charge	10,798	10,307
Deduct profit on sale of tangible fixed assets	-	(3,392)
Deduct interest income	(274)	(12)
(Increase)/decrease in debtors	(4,003)	134
Increase in creditors	5,140	5,557
	<u>(11,596)</u>	<u>33,015</u>

19. Analysis of grants

	2022		2021	
	Institutional Grants £	Grants to Individuals £	Institutional Grants £	Grants to Individuals £
Church Overseas	17,380	-	27,769	-
Mission Giving	750	-	-	-
Home Mission and other Church Societies	10,175	1,000	9,697	-
Special collections	263	4,040	-	170
	<u>28,568</u>	<u>5,040</u>	<u>37,466</u>	<u>170</u>

Recipients of institutional grants

A Rocha	770	1,400
Bible Society	1,210	2,200
Children's Society	263	-
CMS	1,100	3,100
Compassion	1,100	2,000
CPAS	826	1,500
Crossline	825	-
Demelza House	200	-
Family Trust	1,650	1,500
Friends of Tollara	1,210	1,100
Heart of Kent Hospice	200	-
Home for Good	750	-
International Justice Mission	1,100	2,000
Kampala Children's Centre	1,320	2,400
Lawrence Barham Memorial Trust	1,209	2,200
Maidstone Christian Counselling Service	-	1,447
Maidstone Street Pastors	550	1,250
Maidstone Winter Shelter	825	1,500
Mike Campbell Foundation	1,100	2,000
Open Doors	760	-
Princess Project	-	1,500
Salvation Army	40	1,000
Soteria Trust	1,210	2,200
St Martin's	5,059	-
Tearfund	5,291	4,935
Welcome Churches	-	2,234
	<u>28,568</u>	<u>37,466</u>

Recipients of grants to Individuals

Leavers gifts	-	170
Barnabus fund grants made to members with financial difficulties	1,000	-
Ukrainian refugees	4,040	-
	<u>5,040</u>	<u>170</u>

The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

Notes to the Accounts For the year ended 31 December 2022

20. Church Workers Pension Fund (CWPF)

St Luke's (Maidstone) PCC participates in the Pension Builder Scheme section of CWPF for lay staff. CWPF is administered by the Church of England Pensions Board, which holds the CWPF assets separately from those of St Luke's (Maidstone) PCC and other participating employers.

CWPF has two sections:

- 1) the Defined Benefits Scheme
- 2) the Pension Builder Scheme, which has two subsections;
 - a) a deferred annuity section known as Pension Builder Classic, and
 - b) a cash balance section known as Pension Builder 2014.

Pension Builder Scheme

Both sections of the Pension Builder Scheme are classed as defined benefit schemes.

Pension Builder Classic provides a pension, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Discretionary increases may also be added, depending on investment returns and other factors.

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 contributions payable (2022: £6,527, 2021: £1,201).

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent valuation was carried out as at 31 December 2019. The next valuation is due as at 31 December 2022.

For the Pension Builder Classic section, the valuation revealed a deficit of £4.8m on the ongoing assumptions used. At the most recent annual review, the Board chose to grant a discretionary bonus of 10.1% following improvements in the funding position over 2022. There is no requirement for deficit payments at the current time.

For the Pension Builder 2014 section, the valuation revealed a surplus of £5.5m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.

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

Accounts

St Luke's

MAIDSTONE

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The Parochial Church Council of the Ecclesiastical Parish of
St. Luke the Evangelist, Maidstone

Registered Charity Number 1133938

Financial Statements

31 December 2021

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The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

Administrative Information

Secretary to the PCC: Wendy Suffield (until September 2021)
Mandy Parris (from September 2021)

Hon Treasurer: Susan Ghinn

Assistant to the Hon Treasurer: Trevor Oakley

Trustees

Incumbent: Revd. Gareth Dickinson

Co-opted: Rev.d Robin Williamson
Brad Cook (from September 2021)

Wardens: Anthony Chadwick
Melanie Williams

Elected Members: Anne Cole (from June 2021)
Sarah Fisher (resigned April 2021)
David Hitch (resigned May 2021)
Dorcas Kingsford (from June 2021)
Graeme Levett
Geoff Licence
Wendy Licence (resigned May 2021)
Donella McGill
Cantor Mocke
Mandy Parris (from June 2021)
Neil Sinclair
Jacqui Taylor (resigned May 2021)

Representative on the Diocesan Synod: Clare Torrens

Representatives on the Deanery Synod: Heather May
Susan Ghinn
Wendy Suffield

Address 16 St. Luke's Road
Maidstone
Kent
ME14 5AW

Independent Examiner Paul Baker
Applied Accountancy Limited
50a Clifford Way
Maidstone
Kent
ME16 8GD

Bank CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill, West Malling
Kent
ME19 4JQ

Trustees' Annual Report for the year ended 31 December 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

The PCC is a registered charity and is governed by the PCC Powers Measure 1956 (as amended) and Church Representation Rules.

The method of appointment of PCC members is governed by and set out in the Church Representation Rules. PCC membership is sought from the fellowship. New trustees are provided with a guide to the principles of the PCC.

The PCC operates through a number of groups and committees covering many aspects of church life, which report to the full trustee board.

The Standing Committee has the power to transact business of the PCC between meetings, subject to the direction of the full PCC.

There is an officer for mission who considers which societies, organisations or individual missionaries should be supported by the church and raises the profile of mission in the congregation. All recommendations for the distribution of funds given by the church for that purpose are agreed annually by the PCC.

The Site development group looks at the needs of the church in respect of accommodation and future development of the buildings.

Two members of staff were appointed in 2021, a part-time administrator and a full time Children's and Families pastor. These, together with a number of key volunteers and clergy form a core team who meet together each week to manage the ongoing work of the church. The PCC has also made the decision to recruit additional staff in 2022 (a Worship and Creative pastor and a Finance and Bookings Manager) to develop new areas of ministry and relieve the burden on volunteers.

The vicar has worked with the church wardens, site group and PCC, following consultation with the congregation to establish a new vision for the church under the banner of 'Live – Love – Lead'. establish a statement of needs and commission a feasibility study and plans for the development of the site.

OBJECTS, AIM AND PURPOSES

Under the PCC Powers Measure 1956 (as amended), St. Luke's Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent vicar and the churchwardens in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is also specifically responsible for the maintenance of the church complex of St Luke's, Maidstone.

The trustees have complied with the duty in section 4 of the 2011 Charities Act to have due regard to guidance published by the Charity Commission, including public benefit guidance.

OBJECTIVES AND ACTIVITIES

When planning our activities for the year, the incumbent vicar, the churchwardens and the PCC have considered the Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion. In particular, we try to enable ordinary people to live out their faith as part of our parish community through:-

- Regular worship open to all, and the teaching of Christianity through sermons and small groups.
- Provision of the Forefront youth groups and children's groups with a Christian ethos, as well as taking assemblies in schools.
- Pastoral work, including visiting the sick and the bereaved, and the St. Luke's Barnabas Fund (emergency funding for Church Members).
- The provision of sacred space for personal prayer and contemplation, as well as ministry teams available to pray with individuals at Sunday services.
- Evangelism, communicating and seeking to demonstrate the message of God's forgiveness and love for all human beings.
- Promoting the whole mission of the Church through numerous groups.
- Supporting other charities in the UK and overseas.
- Supporting the community via provision of activities for parents and preschool children, a coffee and cake club for elderly people.
- Working in partnership with other local churches to support mission in Maidstone.

To facilitate this work, it is important that we maintain the fabric of the Church of St. Luke's and the church complex. Minor maintenance work is organised and carried out by our 'in house' Property team. Major repair work is commissioned from professional firms according to the recommendations of the Quinquennial Survey, which took place in Autumn 2017. A number of projects in 2021 have improved areas of the church complex, making them more suitable for use.

ACHIEVEMENTS AND PERFORMANCE

Regular worship open to all, and the teaching of Christianity through sermons and small groups

Throughout 2021, St Luke's has offered one Sunday morning service which is live-streamed and uploaded to YouTube. At various points in the year the church had to close its doors to manage Covid-19 restrictions, however services have been available online throughout the year. Online viewing figures have continued to be strong with people watching at their convenience throughout the week. Morning services include well-attended groups for children and young people. In addition, new monthly evening celebrations have been introduced. These include guest speakers and allow an extended time of worship, teaching, prayer and ministry.

In 2021 there has been a return to a more normal pattern of services reflecting seasons of the Church calendar. Our Christmas services are particularly appreciated by hundreds of people in the town, especially the service of Carols by Candlelight and a Christingle service for families. Eastborough school also held a carol service in the church this year. A harvest festival was held with donations to the Salvation Army Foodbank.

Seating in the church has frequently been re-organised to allow as many social 'bubbles' as possible to gather while maintaining social distancing. Sanitiser stations, information posters, cleaning procedures and a booking system have been used in accordance with the regulations in place at the time to enable the premises to be as Covid-19 safe as possible.

The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

As well as our regular services, we enable our community to celebrate and thank God at the milestones of their journey through life: through baptisms, marriages and funerals. Baptisms and marriages that had been postponed by the pandemic due to the very limited numbers allowed to attend, have now resumed. Funerals have taken place at the Maidstone crematorium, often led by our non-stipendiary minister.

Normally We also hold an annual Remembrance Sunday service called 'Candle in the Wind': an opportunity for those who wish to remember the death of a loved one. This is especially valued by those who have lost someone during the previous year, enabling them to mourn their loved one, commend them into God's presence and receive the comfort of other people's prayers.

The PCC recognises that God made us all as unique individuals, who desire to worship him in our own way and we try to provide space to recognise and encourage this, not least by the provision of beautiful visual displays of flowers created by our Design Team. Worship Teams provide music and sung worship led in a variety of ways by small groups of musicians and singers, who are supported by the Technical Team, who manage the sound and project words and other data onto the screen at the front of the church.

Lifegroups

Lifegroups are small midweek groups mainly meeting in homes in and around Maidstone. They are safe places to meet, make friends and be encouraged in the Christian faith. They are the initial point for pastoral care. Pastoral links are made to support those who for one reason or another are not able to attend a Lifegroup. Lifegroups continued during the pandemic, mostly via on-line meeting platforms, but also increasingly in person.

Youth and Children

In 2021 St Luke's invested in employing a Children and Families Pastor. This has enabled growth in this area of church life with a significant rise in the numbers of children and young people attending each week. Sessions for children are run every week and are lively and engaging and deeper relationships with families are being built and maintained. Special events such as a Pancake party and Light Trail have also been well-received.

Our young people have Sunday sessions on three weeks a month. On the fourth week, they are encouraged to support other ministries, working with children or helping with sound, vision, worship and refreshments. Additionally, they meet on a Friday evening with a programme that includes spiritual and social content.

Pastoral Work

Pastoral Care consists of visiting people in their homes and in hospital, ministering to the dying and comforting the bereaved, which is done by teams of laity and clergy. During the pandemic, a buddy system was set up to ensure that the most vulnerable members of the congregation have had regular contact, usually via phone calls or by delivering shopping.

The St. Luke's Barnabas fund is supported by the PCC and provides financial support for those facing emergency difficulties. The fund is administered by a small group who ensure confidentiality is maintained.

On Sundays Pastoral Care is also provided by our Ministry Team, who pray with those who are struggling with life's situations; especially where issues may have been raised during the preaching

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or worship. Those who require counselling are advised to go to the Crossline Christian Counselling Service, an inter-church scheme which operates in the centre of Maidstone.

Because of the size of the church membership, much simple pastoral care is provided both within Life Groups and the huge variety of other groups (such as those described below).

The church appoints safe-guarding officers for vulnerable adults and children, working in partnership with the Diocese and other agencies as appropriate. This work has been recognised by social services and the diocese as an example of excellent practice.

The provision of sacred space for personal prayer and contemplation

There is a regular monthly prayer evening for the congregation.

Evangelism

We believe that promoting the Gospel to the community is vital. We seek to communicate this through targeting invitations to special services and events such as comedy nights, quiz nights etc.

A weekly and monthly newsletter has been distributed to everyone on our Churchsuite database. This has provided a point of contact each week and enabled the promotion of on-line services and increasingly been a source of information and encouragement. On-line services are reaching a wider audience than in-church services had before the pandemic. The church has also held an on-line Alpha course which has drawn in new people.

St. Luke's also has close links with 'Street Pastors', a national initiative where Christians go out to offer practical and pastoral help to young people enjoying the night-life in towns and city centres. Several of our members are involved with this venture in Maidstone, having trained as 'Street Pastors' or as part of their prayer support teams.

St. Luke's also provides volunteers for the Maidstone Churches' Winter Shelter where up to 15 Homeless people were provided with a hot meal, bed overnight and breakfast during the 12 weeks of Winter. During the pandemic, many homeless people have been housed by the council to reduce the potential impact of Covid-19 on vulnerable people.

Technology/ Website / Social media

The website and our social media pages are an important part of our ministry at St. Luke's as we continue to build the church of the 21st century. A 'Whatsapp' group has been established to help people to connect and share information with one another. The church has invested in Churchsuite and G-Suite software as a means of maintaining office functions and improving communication without the need to always be based in a physical office. Use of 'Churchsuite' has allowed us to operate a booking system for in-person events and allow for social-distancing in the building. G-Suite software has allowed staff and key volunteers to work from home, share documents and provide a platform to store and access media files.

A new up-to-date church website has been developed as an initial point of contact for new people. Social media is being utilised more consistently and effectively. The Whatsapp connect group continues to be an important link.

We have invested in new technology to replace audio-visual equipment in the church which had come to the end of its life. This has enabled live-streaming from the church.

Promoting the whole mission of the Church

In normal times, numerous groups operate throughout St. Luke's offering support for those in the local community. All of the groups and activities listed in this section had to be suspended during the pandemic, but many are now up and running again.

There is a "Cafe n' Tots" group for pre-school age children and their carers which has continued to flourish. There are 162 families registered and the two weekly sessions are usually full to capacity. Some of these families have begun to attend other events and services occasionally.

The 60s+ club continues to thrive and attract new members. There are regular activities such as keep fit and quizzes as well as services which are held six times a year.

A gardening team meets weekly to maintain the church garden and grounds.

A men's group called the Journeymen enjoy breakfasts, suppers and walking weekends away.

Refresh, a Ladies Group holds successful Breakfast meetings and social events – not yet restarted.

Company, a group to support adults with learning difficulties group meet regularly on church premises – not yet restarted.

Supporting other Charities in the UK and overseas

St Luke's has continued its commitment to give 10% of its income away to various charities and organisations both within the UK and abroad. In 2021 the PCC distributed the tithe from 2020. This continued during the pandemic and as giving to St Luke's has increased, so in turn, we have been able to increase our giving to other churches and organisations.

Fabric and Buildings

A feasibility study has been carried out and proposals drafted for works to improve the site for our own ministry and community use. A topographical survey has been completed to enable detailed plans and costings to be developed. These plans will require approval from the Diocese and Maidstone Borough Council.

The church vestry has been converted into an office as a base for staff. This required decoration and upgrades to the heating, lighting and computer systems.

The Miss Coppin Room, a small hall, has been redecorated with the addition of new blinds. The replacement of heating and lighting systems, and the introduction of wifi, have made the space more functional and attractive. External funding was obtained to allow this to happen.

The church foyer has been decorated, making it a much more welcoming space. A new electronic screen has been installed so that events and information can be promoted. A new book shop has also been created in the foyer.

Two rooms in the old pre-fabricated hall have been brought back into use and given a face lift, to provide more accommodation for children's groups.

A storage area for toys and equipment has been created in the main church, allowing the space to be used by our group for mums and pre-school children. This in turn allows the church halls to be hired out by other groups.

FINANCIAL REVIEW

Income in 2021 was £246,445 compared with £175,918 in 2020. The increase is due to in part new families joining St Luke's and contributing to the church finances. When Covid (and government restrictions) allowed, services were once again held in church and cash donations were given. The church halls have been hired out this last year and this has helped our finances.

The total income for the year was higher than the expenditure by £20,421, against a deficit of £8,405 in 2020.

Income increased overall, planned giving increased in 2021 by £21,863 and consequently tax recovered also increased by £7,371; cash collections saw a decrease of £716 in the year. Other donations income totalled £64,004 (an increase of £41,091 from 2020). Of this income, £41,408 was in restricted funds and given and received for specific purposes.

Total income from other trading activities was £14,470 (2020: £16,859) of which the largest parts were income of £9,465 from the rental of St Luke's flat (2020: £9,465) and income of £4,817 for the hire of the church halls (2020: £6,716).

Total unrestricted expenditure was £178,761 (2020: £144,702).

"Costs of generating donations" (which is basically the cost of running church activities) was £56,548 (2020: £38,010).

Costs of trading activities was £16,385 (2020: £12,863), an increase which is due to new members joining the church, increased regular giving and the halls and premises being hired out once Covid restrictions were lifted.

Grants to external missions were £38,618 (2020: £32,324), an increase of £6,294 due to new families joining the church and setting up regular Standing Orders, which increased the amount we could allocate to our Mission Giving fund.

PCC Review of Finances

Our Budget for 2021 was a challenging but realistic budget. Our income increased, as new members joined the church and our halls were once again let out on a regular basis. We were able to pay our full Parish Share to the Diocese.

As new families with children joined the church the PCC agreed to appoint a full time Children and Families Pastor, who joined the team in September. The PCC also agreed to the appointment of a part time Church Administrator who also joined the team in September. The PCC along with the Treasurer has continued to keep the finances under regular review throughout the year. St Luke's is an old church and as such the buildings are constantly needing repairs and maintenance of heating systems and repairs in general have been a regular occurrence.

The series of actions we carried out in 2021 included:

- A teaching series on giving and a gift day which raised over £32,000
- A sum up machine to enable easy card payments and gifts
- New programmers for some heating systems, enabling remote control and better efficiency
- New LED lighting in some areas to reduce energy costs.

Reserves Policy

We employed two staff in September 2021 and the PCC agreed to increase the free unrestricted reserves to £17,600. Free reserves at 31 December 2021 were £57,513 (2020: £42,681) representing investments held and unrestricted/undesignated net current assets of the charity.

RISK MANAGEMENT

The board of Trustees continues to assess, identify and address areas of risk and to put controls in place to minimise these. Key controls include;

- Formal agendas and minutes for all Board and subcommittee meetings;
- Comprehensive budgeting, management reporting and accounting;
- Development of written policies and procedures;
- Development of strategic plans.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The charity trustees are responsible for preparing a trustees' annual report and 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 charity trustees to prepare financial statements for each 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, of the charity for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the governing document. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

FUTURE DEVELOPMENTS

In 2021, emphasis was placed on establishing and taking forward a vision for the church. This led us to the strategic appointment of key staff and reviewing and planning the use and development of the church site in order to support the vision and mission of St Luke's Church in a sustainable way. The church premises extend over a large site which includes St Luke's House and garden, the car park and a number of halls with land around them. These represent assets that, if necessary, could be sold to support redevelopment to enable more extensive use of the site by church and community groups. Growing areas of ministry and the increased size of the congregation also potentially boosts revenue, and the need for usable space.

In 2021, the church has been able to recruit talented staff who have worked alongside the vicar and volunteers, creating a core team to carry out the business of the church.

The last year has seen a significant growth in church membership with many new people giving regularly. Technology has continued to be used extensively for administration, communication and the live-streaming of services, enabling the church to stay connected and engaged despite covid-19 regulations. Giving by standing order remained strong throughout the lockdowns. Moving our own activities into the main church has increased the opportunity to raise income from letting our premises. Income from hall hire has gradually picked up with groups returning or starting new enterprises. Some people have recommenced giving through cash collections in services and others have made use of a new sum-up card machine facility. St Luke's continue to receive income from letting St Luke's House flat which helps cover the costs of maintaining the building.

This report was approved by the Trustees on 25 April 2022

Susan Ghinn
Hon. Treasurer



Revd. Gareth Dickinson
Vicar

Independent examiner's report to the trustees of the Parochial Church Council of the Ecclesiastical Parish of St Luke the Evangelist, Maidstone.

I report to the trustees on my examination of the accounts of the Parochial Church Council of the Ecclesiastical Parish of St Luke the Evangelist, Maidstone (the charity) for the year ended 31 December 2021, which are set out on pages 12 to 23.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1) accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- 2) the accounts do not accord with those records; or
- 3) the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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

Paul Baker FAIA
Applied Accountancy Limited
50a Clifford Way
Maidstone
Kent ME16 8GD



Dated: 25th April 2022

**Statement of Financial Activities
For the year ending 31 December 2021**

	Notes	Restricted £	Unrestricted £	Endowment £	Total 2021 £	Total 2020 £
Income and endowments						
Donations:						
Donations from church members		-	164,567	-	164,567	136,049
Other donations		41,408	22,596	-	64,004	22,913
Other trading activities		-	14,470	-	14,470	16,859
Investment income		-	6	6	12	97
Other income		-	3,392	-	3,392	-
Total income	2	<u>41,408</u>	<u>205,031</u>	<u>6</u>	<u>246,445</u>	<u>175,918</u>
Expenditure						
Costs of raising funds:						
Costs of generating donations		4,533	52,015	-	56,548	38,010
Costs of trading activities		4,694	11,691	-	16,385	12,863
Total costs of raising funds		<u>9,227</u>	<u>63,706</u>	<u>-</u>	<u>72,933</u>	<u>50,873</u>
Charitable activities:						
Ministry		400	114,073	-	114,473	101,126
Grants		37,636	982	-	38,618	32,324
Total expenditure on charitable activities		<u>38,036</u>	<u>115,055</u>	<u>-</u>	<u>153,091</u>	<u>133,450</u>
Total expenditure	3	<u>47,263</u>	<u>178,761</u>	<u>-</u>	<u>226,024</u>	<u>184,323</u>
Net income/(expenditure)		(5,855)	26,270	6	20,421	(8,405)
Transfers between funds		24,190	(24,190)	-	-	-
Net movement in funds		<u>18,335</u>	<u>2,080</u>	<u>6</u>	<u>20,421</u>	<u>(8,405)</u>
Total Funds Brought Forward		156,423	140,036	12,116	308,575	316,980
Total Funds Carried Forward		<u>174,758</u>	<u>142,116</u>	<u>12,122</u>	<u>328,996</u>	<u>308,575</u>

**Balance Sheet
As at 31 December 2021**

	Notes	£	2021 £	£	2020 £
Fixed Assets					
Tangible assets	5		206,252		211,185
Investments	7		<u>12,047</u>		<u>12,041</u>
			218,299		223,226
Current Assets					
Debtors	8	2,683		2,817	
Cash at bank and in hand		<u>117,327</u>		<u>86,288</u>	
		120,010		89,105	
Creditors: amounts falling due within one year					
	9	<u>(9,313)</u>		<u>(3,756)</u>	
Net Current Assets			<u>110,697</u>		<u>85,349</u>
Total assets less current liabilities			328,996		308,575
Net Assets			<u>328,996</u>		<u>308,575</u>
The funds of the church					
Restricted Funds	15		174,758		156,423
Endowment Funds	10		12,122		12,116
Unrestricted Funds	11		117,191		103,092
Designated Funds	11		<u>24,925</u>		<u>36,944</u>
			328,996		308,575

Susan Ghinn
Hon. Treasurer



Revd. Gareth Dickinson
Vicar



Approved by the Trustees on 25 April 2022

**Statement of Cash Flows
For the year ending 31 December 2021**

	Notes	2021		2020	
		£	£	£	£
Cash generated/(used) by operating activities	18		33,015		(1,117)
Cash flows from investing activities					
Interest income		6		46	
Proceeds from sale of tangible fixed assets		3,392		-	
Purchase of tangible fixed assets		<u>(5,374)</u>		<u>(11,583)</u>	
Cash used by investing activities			<u>(1,976)</u>		<u>(11,537)</u>
Increase/(decrease) in cash and cash equivalents in the year			31,039		(12,654)
Cash and cash equivalents at the beginning of the year			86,288		98,942
Cash and cash equivalents at the end of the year			<u>117,327</u>		<u>86,288</u>

**Notes to the Accounts
For the year ended 31 December 2021**

1. Accounting Policies

Basis of preparation and going concern

The financial statements have been prepared under the historical cost convention, with the exception that investments are included at market value, and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (Charities SORP FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011. The charity constitutes a public benefit entity as defined by FRS 102.

The charity is an Anglican church based in Maidstone but called to reach out to the world with the good news of Jesus Christ, in the power of the Spirit, so that others may know the love of their Heavenly Father. This mission is continuous. Its work is financed by member donations and fund raising activities, such as letting rooms for community use. Finances are carefully managed to ensure all aspects of this mission are carried out including mission both inside the parish and more widely. Free unrestricted reserves were £57,513 at 31 December 2021.

In the light of Covid-19, the treasurer and trustees continue to review its financial status each month. Despite the church not being open at the beginning of the year, church members continued to give their regular monthly gifts to the church and by April with Covid restrictions being downgraded we were able to begin hiring out our halls. Services in church resumed in May 2021 and we began to receive some income from cash collections. Expenditure increased as the church and halls began to be used regularly, and so utility bills were higher and the cleaning contract was re-instated.

The PCC has assets which can be drawn on:

- St Luke's House is a property held by the Diocese of Canterbury of which St Luke's is the sole beneficiary if it were to be sold. It is worth in excess of £500,000.
- A large site with various pieces of land that could be sold to fund other development.

2021 saw many positive changes. The church was open for services from April, alongside the live-streamed services, which proved a great success, particularly for those who were vulnerable and felt unable to attend a service in church. The new website was up and running and our social media presence was active and very well received. In September we appointed a full time Children and Families Pastor, who has come to us full of enthusiasm and vitality and through her ministry the children's work has thrived and the number of families and children has increased. In September we also appointed a part time Church Administrator who has brought her skills and talents to help the church and administration processes move forward. Both staff work in the new office, which was once the church vestry.

A recent Gift Day in February 2021 raised over £32,000 in one-off gifts, which was ring-fenced and set aside for the appointment of our new staff. With both regular church members and new families joining the church having confidence in the vision (Live: Love: Lead) our monthly giving by standing order increased. Repairs and maintenance are a constant battle with an older church and some work both in the MCR and the halls has been completed.

Feasibility studies have been concluded on ideas for the site and buildings to best support the mission of the church and provide facilities for community use. No firm decision has been made whether to sell off buildings or areas of the site for development. This could help to fund other improvements.

The trustees are resolved to carry forward plans that will ensure the charity's ability to continue in the foreseeable future and that there are no material uncertainties surrounding its ability to do so.

Notes to the Accounts For the year ended 31 December 2021

1. Accounting Policies (cont)

Income

Income, including income tax recovered on amounts received by way of Gift Aid is recognised in the Statement of Financial Activities once the charity has entitlement to the resources, it is certain that the resources will be received and the monetary value of the incoming resources can be measured with sufficient reliability.

Resources Expended

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings which aggregate all costs related to the category.

Total resources expended include the allocation of support costs to the various expenditure categories set out in the Statement of Financial Activities. Support costs have been allocated to activities on a basis consistent with the use of resources as shown in note 14.

Costs of generating donations consist of costs associated with the day to day running of the church building and services as well as costs associated with church family activities. Costs of trading activities are costs generally associated with activities where there is associated fee income.

Costs of charitable activities are costs associated with activities to meet the needs of the community and are part of church outreach.

Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to the independent examination and other statutory costs.

Grants

Grants are recognised in the Financial Statements when they are paid. Grants are not normally received from external sources.

Value added Tax

Value added tax is not recoverable by the charity, and as such is included in the relevant costs in the Statement of Financial Activities.

Tangible fixed assets

Assets are reviewed on an individual basis and capitalised when an ongoing benefit will be provided to the charity. Depreciation has been provided at the following rates in order to write off the assets over their estimate useful lives.

St Luke's House & Improvements	2% Straight line
Equipment	20% Straight line

A full year's charge has been made for depreciation in the year of an asset's purchase and no depreciation is charged in its year of disposal.

Impairment losses are recognised when there is an indication of impairment and the asset's recoverable amount is less than its carrying amount.

Notes to the Accounts For the year ended 31 December 2021

1. Accounting Policies (cont)

Fixed Asset Investments

Investments are stated at market value as at balance sheet date. The statement of financial activities includes the net gains and losses arising on revaluation and disposals during the year.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

Pensions

Employees of the charity are entitled to join the Church Workers Pension Fund (see note 20). The charity contribution is restricted to the contributions disclosed in note 13.

Restricted and Unrestricted funds

Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets these criteria is identified to that fund. Unrestricted funds are donations and other income received or generated for the objectives of the Church without further specified purpose and are available as general funds.

Operating leases

Costs in respect of operating leases are charged on a straight line basis over the lease term. Rentals paid under operating leases are charged to the statement of financial activities as incurred.

The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

Notes to the Accounts
For the year ended 31 December 2021

2. Income and endowments	Restricted	Unrestricted	Endowment	Total	Restricted	Unrestricted	Endowment	Total
	£	£	£	2021 £	£	£	£	2020 £
Donations from church members								
Planned Giving	-	130,110	-	130,110	-	108,247	-	108,247
Tax recovered on Planned Giving	-	33,237	-	33,237	-	25,866	-	25,866
Cash Collections	-	1,220	-	1,220	-	1,936	-	1,936
Church Events	-	-	-	-	-	-	-	-
	-	164,567	-	164,567	-	136,049	-	136,049
Other donations								
Donations, appeals etc	35,406	22,596	-	58,002	7,768	2,093	-	9,861
Other Income	6,002	-	-	6,002	3,052	-	-	3,052
Grants	-	-	-	-	-	10,000	-	10,000
	41,408	22,596	-	64,004	10,820	12,093	-	22,913
Other trading activities								
St. Luke's Flat Rent	-	9,465	-	9,465	-	9,465	-	9,465
Fees	-	188	-	188	-	678	-	678
Church Hall	-	4,817	-	4,817	-	6,716	-	6,716
Other Income	-	-	-	-	-	-	-	-
	-	14,470	-	14,470	-	16,859	-	16,859
Investment income								
Dividends and Interest	-	6	-	6	-	46	-	46
Interest from Endowments	-	-	6	6	-	-	51	51
	-	6	6	12	-	46	51	97
Other income								
Proceeds from sale of fixed assets	-	3,392	-	3,392	-	-	-	-
Total income	41,408	205,031	6	246,445	10,820	165,047	51	175,918
3. Expenditure								
Costs of generating donations								
Church maintenance and running expenses	2,250	35,539	-	37,789	231	23,697	-	23,928
Church Family	-	3,539	-	3,539	-	2,482	-	2,482
Church groups	658	-	-	658	1,947	-	-	1,947
Leadership Costs	-	826	-	826	-	317	-	317
Worship Costs	1,625	3,860	-	5,485	978	3,716	-	4,694
Support Costs	-	8,251	-	8,251	-	4,642	-	4,642
	4,533	52,015	-	56,548	3,156	34,854	-	38,010
Costs of trading activities								
St. Luke's House Running costs	4,694	3,939	-	8,633	4,694	3,097	-	7,791
Church Hall Running Costs	-	2,883	-	2,883	-	3,856	-	3,856
Rental Properties	-	2,708	-	2,708	-	-	-	-
Support Costs	-	2,161	-	2,161	-	4,216	-	4,216
	4,694	11,691	-	16,385	4,694	8,169	-	12,863
Charitable Activities								
Ministry: Diocesan Quota	-	91,088	-	91,088	-	94,948	-	94,948
Clergy Expenses	-	1,946	-	1,946	-	556	-	556
Children and Youth	-	1,643	-	1,643	-	820	-	820
Church Outreach Events	400	1,897	-	2,297	-	160	-	160
Direct Salary Costs	-	9,248	-	9,248	-	-	-	-
Support Costs	-	8,251	-	8,251	-	4,642	-	4,642
	400	114,073	-	114,473	-	101,126	-	101,126
Grants								
Missionary and Charitable Giving:								
Church Overseas	27,769	-	-	27,769	12,532	-	-	12,532
Mission Giving	-	-	-	-	5,715	-	-	5,715
Home Mission and other Church Societies	9,697	-	-	9,697	10,386	-	-	10,386
Special Collections	170	-	-	170	3,138	-	-	3,138
Support Costs	-	982	-	982	-	553	-	553
	37,636	982	-	38,618	31,771	553	-	32,324
Total Expenditure	47,263	178,761	-	226,024	39,621	144,702	-	184,323

The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

Notes to the Accounts
For the year ended 31 December 2021

4. Net movement in funds	2021 £	2020 £
Is stated after charging:		
Depreciation of owned fixed assets	10,307	7,879
Amounts payable to Independent Examiner:		
Independent Examination	720	720
Accountancy	1,200	1,200
Operating lease - equipment	<u>1,100</u>	<u>1,032</u>

5. Tangible Fixed Assets

	2021			2020		
	Equipment £	Buildings and Improvements £	Total £	Equipment £	Buildings and Improvements £	Total £
Costs						
At 1st January	56,495	365,004	421,499	105,881	365,004	470,885
Additions	5,374	-	5,374	11,583	-	11,583
Disposals	(4,105)	-	(4,105)	(60,969)	-	(60,969)
At 31st December	<u>57,764</u>	<u>365,004</u>	<u>422,768</u>	<u>56,495</u>	<u>365,004</u>	<u>421,499</u>
Depreciation						
At 1st January	45,491	164,823	210,314	105,881	157,523	263,404
Charge for the Year	3,007	7,300	10,307	579	7,300	7,879
Disposals	(4,105)	-	(4,105)	(60,969)	-	(60,969)
At 31st December	<u>44,393</u>	<u>172,123</u>	<u>216,516</u>	<u>45,491</u>	<u>164,823</u>	<u>210,314</u>
Net Book Value						
At 31st December	<u>13,371</u>	<u>192,881</u>	<u>206,252</u>	<u>11,004</u>	<u>200,181</u>	<u>211,185</u>
At 1st January	<u>11,004</u>	<u>200,181</u>	<u>211,185</u>	<u>-</u>	<u>207,481</u>	<u>207,481</u>

6. St. Luke's House and St Luke's Centre

The title deeds of St. Luke's House are vested in the name of the Diocese of Canterbury's Board of Finance Limited. The beneficial interest however is vested in The Parochial Church Council of St. Luke the Evangelist, Maidstone. The property can only be sold with the approval of the Diocese of Canterbury's Board of Finance Limited at which time the charity would be entitled to the full sale proceeds.

7. Investments

Costs	2021 £	2020 £
At 1st January	12,041	11,990
Interest received	6	51
At 31st December	<u>12,047</u>	<u>12,041</u>

Analysis of investments:	2021 £	2020 £
Cash deposits	<u>12,047</u>	<u>12,041</u>

8. Debtors

	2021 £	2020 £
Gift Aid Tax recoverable	2,533	2,816
Prepayments and Accrued Income	150	-
	<u>2,683</u>	<u>2,816</u>

9. Creditors: amounts falling due within one year

	2021 £	2020 £
Accruals and Deferred Income	9,313	3,756
	<u>9,313</u>	<u>3,756</u>

10. Endowment funds

	2021 £	2020 £
Balance brought forward	12,116	12,065
Investment income	6	51
Balance Carried forward	<u>12,122</u>	<u>12,116</u>

Notes to the Accounts For the year ended 31 December 2021

11. Unrestricted funds	2021 £	2020 £
Balance brought forward	103,092	93,150
Excess of income over expenditure	31,485	24,041
Transfer	(17,386)	(14,099)
Balance Carried forward	<u>117,191</u>	<u>103,092</u>

Designated funds	2021 £	2020 £
Balance brought forward	36,944	42,140
Excess of income over expenditure	(5,215)	(3,696)
Transfers	(6,804)	(1,500)
Balance Carried forward	<u>24,925</u>	<u>36,944</u>

Designated funds relate to:

- 1) £7,236 (2020: £7,236) The proceeds remaining after the sale of St Luke's Centre in January 2016, this had been designated to be used towards church maintenance costs.
- 2) £4,900 (2020: £8,800) - a legacy was received during 2018 which has been set aside by the trustees. During the year £3,900 was released from this designated fund to pay for expenditure on new audio visual equipment.
- 3) £nil (2020: £2,904) - funds set aside by the trustees during 2019 for quinquennial costs were released during the year to spend on church maintenance.
- 4) £710 (2020 :£7,000) - funds set aside by the trustees during 2020 for professional advice on the use of buildings and property of which £6,290 was spent during the year.
- 5) £8,687 (2020 :£11,004) - the value of this designated fund at the year end relates to the net book value of the capital equipment purchased from a release from the legacy designated fund above in 2020.
- 6) £3,392 (2020: £nil) - funds set aside in 2021 from the sale of tangible fixed assets to be used for media equipment.

12. Related Party transactions

During the current or previous financial year, no trustee received any remuneration. All Trustees were reimbursed for out of pocket expenses relating to either travel, the PCC away day or expenses related to other ministries within the church with which they are involved.

13. Staff Costs	2021 £	2020 £
Wages and salaries	12,449	-
Social security costs	-	-
Pensions	1,201	-
	<u>13,650</u>	<u>-</u>

The average number of employees during the period was 2 (2020: 0).

In the current or previous financial year, no members of staff received a salary which fell into the 'over £60,000' higher level as defined in the Charities Statement of Recommended Practice.

14. Support Costs

The Support Costs of the charity have been allocated as follows;

		2021 £	2020 £
42%	Costs of generating donations	8,251	4,642
11%	Costs of trading activities	2,161	1,216
42%	Charitable activities	8,251	4,642
5%	Grants	982	553
100%	Total support costs	<u>19,645</u>	<u>11,053</u>

The support costs were made up as follows

Staff Costs	5,821	432
Print, Postage and Stationery	1,369	2,480
IT Costs	5,941	1,781
Telephone	1,596	1,769
Bank charges	99	65
Depreciation	2,899	2,606
Governance costs	1,920	1,920
	<u>19,645</u>	<u>11,053</u>

Governance costs were made up as follows

Accountancy & external scrutiny	<u>1,920</u>	<u>1,920</u>
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**Notes to the Accounts
For the year ended 31 December 2021**

15. Restricted Funds	At 1st January 2021	Income	Expenditure	Transfer	At 31st December 2021
	£	£	£	£	£
Minor Funds and Special Collections	5,557	9,209	(10,246)	786	5,306
Cellar/Media Fund	5,189	-	(1,759)	3,900	7,330
St. Luke's Barnabas	5,134	25	-	-	5,159
St. Luke's House	124,043	-	(4,560)	-	119,483
Gift Day 2021	-	32,174	-	-	32,174
Mission Giving 2020	16,500	-	(14,698)	(1,802)	-
Mission Giving 2021	-	-	(16,000)	21,306	5,306
	<u>156,423</u>	<u>41,408</u>	<u>(47,263)</u>	<u>24,190</u>	<u>174,758</u>
	At 1st January 2020	Income	Expenditure	Transfer	At 31st December 2020
	£	£	£	£	£
Minor Funds and Special Collections	10,053	7,572	(10,767)	(1,301)	5,557
Mission Trip Fund	5,716	-	(5,716)	-	-
Cellar/Media Fund	5,837	63	(1,111)	400	5,189
St. Luke's Barnabas	2,449	3,185	(500)	-	5,134
St. Luke's House	128,603	-	(4,560)	-	124,043
Mission Giving 2019	16,967	-	(16,967)	-	-
Mission Giving 2020	-	-	-	16,500	16,500
	<u>169,625</u>	<u>10,820</u>	<u>(39,621)</u>	<u>15,599</u>	<u>156,423</u>

Special Collections and Minor Funds- These represent the sum of all funds which were less than £2,000 at the start and end of the Financial Year.

Cellar/Media Fund represents gifts received for the conversion of the church cellar into a studio. Permission was subsequently received from the Charity Commission to use these funds towards expenditure on media in the church. This fund also includes amounts transferred from designated funds to spend on new media equipment.

St. Luke's Barnabas is a fund set up to help St. Luke's members with 'one off' financial difficulties.

St. Luke's House represents the money donated by the congregation when St. Luke's House was purchased. This used to purchase and improve the house and the balance represents this rather than actual cash. This amount is reduced annually by a charge for depreciation

The Gift Day 2021 funds relate to donations received from an appeal towards staffing costs.

2022.

16. Analysis of Net Assets between Funds

	Tangible Fixed Assets	Investments	Net Current Assets	At 31 December 2021
	£	£	£	£
Restricted Funds	125,764	-	48,994	174,758
Designated Funds	8,688	-	16,237	24,925
Unrestricted Funds	71,800	-	45,391	117,191
Endowment Funds	-	12,047	75	12,122
	<u>206,252</u>	<u>12,047</u>	<u>110,697</u>	<u>328,996</u>
	Tangible Fixed Assets	Investments	Net Current Assets	At 31 December 2020
	£	£	£	£
Restricted Funds	127,654	-	28,769	156,423
Designated Funds	11,004	-	25,940	36,944
Unrestricted Funds	72,527	-	30,565	103,092
Endowment Funds	-	12,041	75	12,116
	<u>211,185</u>	<u>12,041</u>	<u>85,349</u>	<u>308,575</u>

Notes to the Accounts For the year ended 31 December 2021

17. Financial commitments

There were no capital commitments at the end of the year (2020: £nil).

Total future minimum lease payments under non-cancellable operating equipment leases are as follows:

	2021 £	2020 £
Within one year	500	600
Between one and five years	-	-
	<u>500</u>	<u>600</u>

18. Reconciliation of net movement in funds to net cash flow from operating activities

	2021 £	2020 £
Net movement in funds	20,421	(8,405)
Add back depreciation charge	10,307	7,879
Deduct profit on sale of tangible fixed assets	(3,392)	-
Deduct interest income	(12)	(97)
Decrease in debtors	134	1,463
Increase/(decrease) in creditors	<u>5,557</u>	<u>(1,957)</u>
	<u>33,015</u>	<u>(1,117)</u>

19. Analysis of grants

	2021		2020	
	Institutional Grants £	Grants to Individuals £	Institutional Grants £	Grants to Individuals £
Church Overseas	27,769	-	12,532	-
Mission Giving	-	-	5,715	-
Home Mission and other Church Societies	9,697	-	9,886	500
Special collections	-	170	-	3,138
	<u>37,466</u>	<u>170</u>	<u>28,133</u>	<u>3,638</u>

Recipients of institutional grants

A Rocha	1400	700
Bible Society	2,200	1,300
Canterbury Diocese Bishop Rose's Justice Appeal	-	500
CMS	3,100	1,000
Compassion	2,000	1,200
CPAS	1,500	1,336
Crossline	-	1,000
Family Trust	1,500	750
Friends of Tollara	1,100	-
International Justice Mission	2,000	-
Kampala Children's Centre	2,400	1,300
Lawrence Barham Memorial Trust	2,200	1,300
Maidstone Christian Counselling Service	1,447	-
Maidstone Street Pastors	1,250	500
Maidstone Winter Shelter	1,500	953
Mike Campbell Foundation	2,000	1,200
People Reaching People	-	1,400
Princess Project	1,500	1,000
Salvation Army	1,000	500
Soteria Trust	2,200	1,300
St Faith's	-	5,715
Tearfund	4,935	1,832
Waypoint	-	3,347
Welcome Churches	<u>2,234</u>	<u>-</u>
	<u>37,466</u>	<u>28,133</u>

Recipients of grants to individuals

Gifts - retiring & new vicars	-	3,088
Leavers gifts	170	50
Barnabus fund grants made to members with financial difficulties	-	500
	<u>170</u>	<u>3,638</u>

Notes to the Accounts For the year ended 31 December 2021

20. Church Workers Pension Fund (CWPF)

St Luke's (Maidstone) PCC participates in the Pension Builder Scheme section of CWPF for lay staff. CWPF is administered by the Church of England Pensions Board, which holds the CWPF assets separately from those of St Luke's (Maidstone) PCC and other participating employers.

CWPF has two sections:

- 1) the Defined Benefits Scheme
- 2) the Pension Builder Scheme, which has two subsections;
 - a) a deferred annuity section known as Pension Builder Classic, and,
 - b) a cash balance section known as Pension Builder 2014.

Pension Builder Scheme

Both sections of the Pension Builder Scheme are classed as defined benefit schemes.

Pension Builder Classic provides a pension, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Discretionary increases may also be added, depending on investment returns and other factors.

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 by the before retirement, depending on investment experience 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 contributions payable (2021: £1,201, 2020: £nil).

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent valuation was carried out as at 31 December 2019. The next valuation is due as at 31 December 2022.

For the Pension Builder Classic section, the valuation revealed a deficit of £4.8m on the ongoing assumptions used. At the most recent annual review, the Board chose to grant a discretionary bonus of 3% following improvements in the funding position over 2021. There is no requirement for deficit payments at the current time.

For the Pension Builder 2014 section, the valuation revealed a surplus of £5.5m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.

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

Accounts



**The Parochial Church Council of the Ecclesiastical Parish of
St. Luke the Evangelist, Maidstone**

Registered Charity Number 1133938

Financial Statements

31 December 2020

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The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

Administrative Information

Secretary to the PCC: Wendy Licence (until October 2020)
Wendy Suffield (from October 2020)

Hon Treasurer: Susan Ghinn

Assistant to the Hon Treasurer: Trevor Oakley

Trustees

Incumbent: Revd. Christopher Key (until February 2020)
Revd. Gareth Dickinson (from August 2020)

Wardens: Anthony Chadwick
Melanie Williams

Elected Members:

Geoff Licence	David Hitch
Jacqui Taylor	Phil Beaumont (until April 2020)
Susan Ghinn (until October 2020)	Beth Williamson (until December 2020)
Wendy Licence	Neil Sinclair
Peter Taylor (until October 2020)	Sarah Fisher (from October 2020)
Graeme Levett (from October 2020)	Donella McGill (from October 2020)
Cantor Mocke (from October 2020)	

Representative on the Diocesan Synod: Clare Torrens

Representatives on the Deanery Synod: Heather May
Dave Torrens (until October 2020)
Graeme Levett (until October 2020)
Jane Negus (until October 2020)
Susan Ghinn (from October 2020)
Wendy Suffield (from October 2020)

Address 16 St. Luke's Road
Maidstone
Kent
ME14 5AW

Independent Examiner Paul Baker
Applied Accountancy Limited
50a Clifford Way
Maidstone
Kent
ME16 8GD

Bank CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill, West Malling
Kent
ME19 4JQ

Trustees' Annual Report for the year ended 31 December 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

The PCC is a registered charity and is governed by the PCC Powers Measure 1956 (as amended) and Church Representation Rules.

The method of appointment of PCC members is governed by and set out in the Church Representation Rules. PCC membership is sought from the fellowship. New trustees are provided with a guide to the principles of the PCC.

The PCC operates through a number of groups and committees covering many aspects of church life, which report to the full trustee board.

The Standing Committee has the power to transact business of the PCC between meetings, subject to the direction of the full PCC.

Other groups include the Mission Committee which considers which societies, organisations or individual missionaries should be supported by the church and raises the profile of mission in the congregation. The committee exercises responsibility on behalf of the PCC for the distribution of funds given by the church for that purpose.

The Site development group looks at future changes to the buildings.

The staff team was made redundant early in 2019 and its duties shared between the vicar and a number of volunteers.

The vicar has set up a Heads of Ministries Engagement (HOME) which brings together all the heads of the various ministries in the Church to discuss issues, pray and remit items that need decision to PCC.

The vicar has worked with the church wardens and PCC, following consultation with the congregation to establish a new vision for the church under the banner of 'Live – Love – Lead'.

OBJECTS, AIM AND PURPOSES

Under the PCC Powers Measure 1956 (as amended), St. Luke's Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent vicar and the churchwardens in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is also specifically responsible for the maintenance of the church complex of St Luke's, Maidstone.

The trustees have complied with the duty in section 4 of the 2011 Charities Act to have due regard to guidance published by the Charity Commission, including public benefit guidance.

OBJECTIVES AND ACTIVITIES

When planning our activities for the year, the incumbent vicar, the churchwardens and the PCC have considered the Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion. In particular, we try to enable ordinary people to live out their faith as part of our parish community through:-

- Regular worship open to all, and the teaching of Christianity through sermons and small groups.
- Provision of the Forefront youth groups and children's groups with a Christian ethos, as well as taking assemblies in schools.
- Pastoral work, including visiting the sick and the bereaved, and the St. Luke's Barnabas Fund (emergency funding for Church Members).
- The provision of sacred space for personal prayer and contemplation, as well as ministry teams available to pray with individuals at Sunday services.
- Evangelism, communicating and seeking to demonstrate the message of God's forgiveness and love for all human beings.
- Promoting the whole mission of the Church through numerous groups.
- Supporting other charities in the UK and overseas.
- Supporting the community via provision of activities for parents and preschool children, a lunch club for elderly people and a group for adults with learning difficulties.
- Working in partnership with other local churches such as through Waypoint, a collaboration of local churches, to support mission in Maidstone.

To facilitate this work, it is important that we maintain the fabric of the Church of St. Luke's and the church complex. Minor maintenance work is organised and carried out by our 'in house' Property team. Major repair work is commissioned from professional firms according to the recommendations of the Quinquennial Survey, which took place in Autumn 2017.

ACHIEVEMENTS AND PERFORMANCE

Regular worship open to all, and the teaching of Christianity through sermons and small groups

In the early part of 2020, St Luke's was offering two Sunday services with different styles to appeal to a range of people. Morning services included Sunday school groups for children and young people while evening services offered more time for preaching, reflection, praise and worship, or prayer for healing. From March, with government lockdown restrictions due to Covid-19, services were moved on-line via YouTube. These were successful with viewing figures reaching and exceeding previous in-church attendance figures.

During the autumn, services were held in church for limited numbers to ensure social -distancing, while also being live-streamed. The December lockdown has meant a return to solely online services.

With the exception of the licencing service for our new vicar, there have been no special events or occasions to celebrate the normal cycle of the seasons. There have been sessions for children and young people on line via Zoom.

The church has embraced new technology to enable services to continue and invested in new equipment to enable live-streaming of worship. Many members of the congregation have taken part in online worship, recording and contributing music, prayers, talks, images and readings from home.

Normally throughout the year, there are services reflecting the seasons of the Church calendar.

- Our Christmas services are particularly appreciated by hundreds of people in the town, especially the service of Carols by Candlelight and Kidz Carols. This year, this was held on-line with high viewing figures.
- Carol Services for Eastborough school in the Church – not held this year.
- Our Easter services include a traditional Good Friday vigil, with a quiet time of reflection appreciated by many, followed by great celebrations on Easter Sunday. Our first on-line service was on Easter Sunday 2020.
- Harvest Festival was not held in 2020 but contributions were made to the Salvation Army Foodbank.

Seating in the church has been re-organised to allow as many social 'bubbles' as possible to gather while maintaining social distancing. Sanitiser stations, information posters, cleaning procedures and a booking system have been set up to enable the premises to be as Covid-19 safe as possible.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of their journey through life: through baptisms, marriages and funerals. Baptisms and marriages have been postponed by the pandemic due to the very limited numbers allowed to attend. Funerals have taken place at the crematorium, often led by our non-stipendiary minister.

Normally we also hold an annual Remembrance Sunday service called 'Candle in the Wind': an opportunity for those who wish to remember the death of a loved one. This is especially valued by those who have lost someone during the previous year, enabling them to mourn their loved one, commend them into God's presence and receive the comfort of other people's prayers. This was postponed in 2020 and we plan to hold this once Covid-19 restrictions are lifted.

The PCC recognises that God made us all as unique individuals, who desire to worship him in our own way and we try to provide space to recognise and encourage this, not least by the provision of beautiful visual displays of flowers created by our Design Team and banners which are displayed. Worship Teams provide music and sung worship led in a variety of ways by small groups of musicians and singers, who are supported by the Technical Team, who manage the sound and project words and other data onto the screen at the front of the church.

Lifegroups

Lifegroups are small midweek groups mainly meeting in homes in and around Maidstone. They are safe places to meet, make friends and be encouraged. They are the initial point for pastoral care. Pastoral links are made to support those who for one reason or another are not able to attend a Lifegroup. Lifegroups have continued during the pandemic, mostly via on-line meeting platforms.

Youth and Children

At the beginning of 2020, Sunday School and creche were provided for our church children on three Sundays of each month. On the third Sunday of each month there was a Kidz-in Service where the children remained in the main service. During the pandemic, sessions were provided via on-line meeting platforms with activity bags being distributed occasionally.

At the beginning of 2020, our young people were meeting on three Sundays each month too, and remained in the service for the Kidz-in service as well. Additionally, they meet every Friday evening with a programme that includes spiritual and social content.

The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

Sterling efforts have been made to maintain and build relationships with families via online meetings and delivering 'take-away' bags of resources and activities to homes.

Pastoral Work

Normally, Pastoral Care consists of visiting people in their homes and in hospital, ministering to the dying and comforting the bereaved, which is done by teams of laity and clergy. During the pandemic, a buddy system has been set up to ensure that the most vulnerable members of the congregation have had regular contact, usually via phone calls or by delivering shopping.

The St. Luke's Barnabas fund is supported by the PCC and provides financial support for those facing emergency difficulties. The fund is administered by four individuals who ensure confidentiality is maintained.

On Sundays Pastoral Care is also provided by our Ministry Team, who pray with those who are struggling with life's situations; especially where issues may have been raised during the preaching or worship. Those who require counselling are advised to go to the Crossline Christian Counselling Service, an inter-church scheme which operates in the centre of Maidstone.

Because of the size of the church membership, much simple pastoral care is provided both within Life Groups and the huge variety of groups (such as those described below).

The church appoints safe-guarding officers for vulnerable adults and children, working in partnership with the Diocese and other agencies as appropriate. This work has been recognised by social services and the diocese as an example of excellent practice.

The provision of sacred space for personal prayer and contemplation

There is a dedicated prayer room in the church, which is available for all to use. Regular prayer sessions have been held on-line and a socially-distant prayer day held in the church.

Evangelism

We believe that promoting the Gospel to the community is vital. We seek to communicate this through targeting invitations to special services and events such as talent concerts, quiz nights etc.

'Connect' is the parish magazine which provides information about services and groups at St. Luke's together with inspirational stories and is normally delivered to each house in the parish 2-3 times a year.

During the pandemic, a weekly newsletter has been distributed to everyone on our Churchsuite database. This has provided a point of contact each week and enabled the promotion of on-line services and increasingly been a source of information and encouragement. On-line services are reaching a wider audience than in-church services had been before the pandemic. The church has also held an on-line Alpha course which has drawn in new people.

St. Luke's also has close links with 'Street Pastors', a national initiative where Christians go out to offer practical and pastoral help to young people enjoying the night-life in towns and city centres. Several of our members are involved with this venture in Maidstone, having trained as 'Street Pastors' or as part of their prayer support teams.

St. Luke's also provides volunteers for the Maidstone Churches' Winter Shelter where up to 15 Homeless people were provided with a hot meal, bed overnight and breakfast during the 12 weeks

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of Winter. During the pandemic, many homeless people have been housed by the council to reduce the potential impact of Covid-19 on vulnerable people.

Key services such as Harvest and Remembrance did not take place, however, invitations were published and distributed for our on-line Christmas services which had strong viewing figures.

Technology/ Website / Social media

The website and our social media pages are an important part of our ministry at St. Luke's as we continue to build the church of the 21st century. A 'Whatsapp' group has been established to help people to connect and share information with one another. The church has invested in Churchsuite and G-Suite software as a means of maintaining office functions and improving communication without the need to always be based in a physical office.

A new up-to-date church website is currently under construction as an initial point of contact for new people. Social media is being utilised more consistently. The Whatsapp connect group has been an important link during lockdown.

We have invested in new technology to replace audio-visual equipment in the church which had come to the end of its life. This has enabled live-streaming from the church.

Use of 'Churchsuite' has allowed us to operate a booking system for in-person events and allow for social-distancing in the building. G-Suite software has allowed key volunteers to work from home, share documents and provide a platform to store and access media files.

Promoting the whole mission of the Church

In normal times, numerous groups operate throughout St. Luke's offering support for those in the local community. All of the groups and activities listed in this section have had to be suspended during the pandemic, although individual local members have continued to maintain the grounds. It is hoped that these can be re-instated and new ministries developed once restrictions are lifted.

There is a "Cafe n' Tots" group for pre-school age children and their carers which has continued to flourish. There are 162 families registered and the three weekly sessions are usually full to capacity. Some of these families have begun to attend other events and services occasionally.

The 60s+ lunch club continues to thrive and attract new members. There are regular activities such as keep fit and quizzes as well as services which are held six times a year.

A gardening team meets weekly to maintain the church garden and grounds. A men's group called the Journeymen enjoy walking weekends away. The Shed is a group for men of retirement age who meet every three weeks or so, and enjoy various activities and day trips.

Refresh, a Ladies Group holds successful Breakfast meetings and social events.

Company, a group to support adults with learning difficulties group meet regularly on church premises.

The church holds a summer fete and jumble sale as additional ways to make connections with the local community and raise funds.

Supporting other Charities in the UK and overseas

St Luke's has continued its commitment to give 10% of its income away to various charities and organisations both within the UK and abroad. In 2020 the PCC distributed the tithe from 2019. This has continued during the pandemic.

Fabric and Buildings

At the beginning of 2020, work was completed on sanding and resealing the floor of the main hall. The dispute over the re-upholstery of the church chairs has now reached a conclusion.

For much of the year, the building has been closed. Visits to check the premises were carried out in compliance with Covid-19 regulations. The cleaning contract was cancelled for substantial periods. Work is underway to develop feasibility studies on all areas of the site to establish how to make the most of our buildings for our own ministry and as a facility for community use.

FINANCIAL REVIEW

Income in 2020 was £175,918 compared with £208,635 in 2019. The decrease is due to the Pandemic (COVID – 19) whereby the government put us in Lockdown in March 2020 and all hall bookings had to be cancelled, church services held in the church were cancelled and therefore cash giving via the collection plate stopped.

The total income for the year was lower than the expenditure by £8,405, against a deficit of £2,084 in 2019.

Income was less overall, planned giving decreased in 2020 by £2,679 and consequently tax recovered also decreased by £1,228; cash collections saw a decrease of £7,756 in the year. Other donations income totalled £22,913 (a decrease of £6,531 from 2019). Of this income, £10,000 was a grant we obtained from Maidstone Borough Council due to not being able to hire out our premises during the Pandemic and lockdowns and £10,820 was in restricted funds and given and received for specific purposes.

Total income from other trading activities was £16,859 (2019: £28,546) of which the largest parts were income of £9,465 from the rental of St Luke's flat (2019 £8,622) and income of £6,716 for the hire of the church halls between January and March prior to lockdown (2019: £18,733).

Total unrestricted expenditure was £144,702 (2019: £169,206).

"Costs of generating donations" (which is basically the cost of running church activities) was £38,010 (2019: £53,937).

Costs of trading activities was £12,863 (2019: £17,224), a decrease which is due to restrictions caused by the Pandemic; reduced activities and the monthly monitoring of the finances by the treasurer team.

Grants to external missions were £32,324 (2019: £28,480), an increase of £3,844 due to specific fundraising activities which have enabled us to fulfil our commitments.

The appointment of a new vicar brought with it associated costs for work on the vicarage garden and costs for a welcoming look for the church foyer and new website. There were also costs involved in setting up sanitiser stations for hand-cleansing around the premises. Funds were also

redistributed to enable new audio-visual technology to be installed to allow for live-streaming of worship.

PCC Review of Finances

Our budget for 2020 was a realistic one, but world events put a stop to most of our activities. We had no income from March 2020, apart from the rental of the church flat and regular giving via the bank. The PCC has continued to keep the finances under regular review throughout the year. Income was 94.45% of budget and with careful decisions and management of resources, and a grant of £10,000 from Maidstone Borough Council our expenditure was 86.84% of budget. Giving overall has again continued to fall, much of this is due to having no cash collections as we have had no Church services in the Church since the end of March 2020, apart from a period from October to November. The PCC along with the treasurer continued to look at ways to reduce our spending over the year; we struggled to pay our monthly parish share, but with the pruning of budgets and other cuts to spending, by the end of the year, in spite of all restrictions we had managed to pay all we owed to the Diocese.

The series of actions we carried out in 2020 included:

- Turned off all unnecessary heating and lighting to reduce cost
- Volunteers worked from home
- New Electricity meter for church, for accurate readings
- Stopped cleaning contract
- Cancelled magazine costs
- Started digital weekly newsletter
- On-line church services
- Further review of costs of waste disposal

Reserves Policy

The PCC agreed at the January 2020 PCC meeting to maintain free unrestricted reserves of £6,000. Free reserves at 31 December 2020 were £42,681 (2019: £30,081) representing investments held and unrestricted/undesigned net current assets of the charity.

RISK MANAGEMENT

The board of Trustees continues to assess, identify and address areas of risk and to put controls in place to minimise these. Key controls include;

- Formal agendas and minutes for all Board and subcommittee meetings;
- Comprehensive budgeting, management reporting and accounting;
- Development of written policies and procedures;
- Development of strategic plans.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The charity trustees are responsible for preparing a trustees' annual report and 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 charity trustees to prepare financial statements for each 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, of the charity for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the governing document. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

FUTURE DEVELOPMENTS

Following the retirement of Rev Chris Key in February 2020, the PCC decided to continue its recruitment process and appointed a new vicar, Rev Gareth Dickinson, who was licenced in August 2020. During the interregnum, the church wardens adopted responsibility for leadership alongside the PCC with assistance from the Area Dean and Archdeacon.

In 2021, emphasis continues to be placed on reviewing and planning the use and development of the church site in order to support the vision and mission of St Luke's Church in a sustainable way. The church premises extend over a large site which includes St Luke's House and garden, the car park and a number of halls with land around them. These represent assets that, if necessary, could be sold to support redevelopment to enable more extensive use of the site by church and community groups, potentially boosting revenue.

The staff redundancies made in 2019 have meant the continued reliance on volunteers who have needed training and support in their new roles. However, there are many talented members of the congregation who have stepped up and taken on significant roles, broadening the workforce.

The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

During the last year, new technology in place has been used extensively. The use of Churchsuite has been extended to include sending out weekly digital newsletters to those in the data base. These updates have enabled the needs and mission of the church to continue to be shared. It has provided genuine opportunity to revise and streamline our working practices. In response to the Covid-19 epidemic, efforts continue to be made to improve connections between the congregation, using technologies such as video-conferencing. Many members give by standing order, however the impact of the coronavirus on people's employment and ability to give is not yet fully known. Regular giving via standing order has largely continued. There has been a loss of income from hall bookings as regular hall hirers are not currently meeting and there are no casual bookings for parties. Savings are being made by turning off the heating and cancelling the cleaning contract. The parish share was reduced by £5,000 for 2020 in recognition of the smaller size of the congregation.

The Treasurer is keeping the budget set for 2021 under review and will present a new budget should it be necessary.

This report was approved by the Trustees on 26 April 2021



Susan Ghinn
Hon. Treasurer



Revd. Gareth Dickinson
Vicar

Independent examiner's report to the trustees of the Parochial Church Council of the Ecclesiastical Parish of St Luke the Evangelist, Maidstone.

I report to the trustees on my examination of the accounts of the Parochial Church Council of the Ecclesiastical Parish of St Luke the Evangelist, Maidstone ('the charity') for the year ended 31 December 2020, which are set out on pages 13 to 24.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

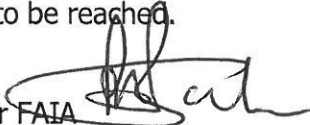
I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1) accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- 2) the accounts do not accord with those records; or
- 3) the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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


Paul Baker FAIA
Applied Accountancy Limited
50a Clifford Way
Maidstone

Kent ME16 8GD
Dated: 26th April 2021

**Statement of Financial Activities
For the year ending 31 December 2020**

	Notes	Restricted £	Unrestricted £	Endowment £	Total 2020 £	Total 2019 £
Income and endowments						
Donations:						
Donations from church members		-	136,049	-	136,049	150,466
Other donations		10,820	12,093	-	22,913	29,444
Other trading activities		-	16,859	-	16,859	28,546
Investment income		-	46	51	97	179
Total income	2	<u>10,820</u>	<u>165,047</u>	<u>51</u>	<u>175,918</u>	<u>208,635</u>
Expenditure						
Costs of raising funds:						
Costs of generating donations		3,156	34,854	-	38,010	53,937
Costs of trading activities		4,694	8,169	-	12,863	17,224
Total costs of raising funds		<u>7,850</u>	<u>43,023</u>	<u>-</u>	<u>50,873</u>	<u>71,161</u>
Charitable activities:						
Ministry		-	101,126	-	101,126	111,078
Grants		31,771	553	-	32,324	28,480
Total expenditure on charitable activities		<u>31,771</u>	<u>101,679</u>	<u>-</u>	<u>133,450</u>	<u>139,558</u>
Total expenditure	3	<u>39,621</u>	<u>144,702</u>	<u>-</u>	<u>184,323</u>	<u>210,719</u>
Net (losses)/gains on investments		-	-	-	-	-
Net income/(expenditure)		<u>(28,801)</u>	<u>20,345</u>	<u>51</u>	<u>(8,405)</u>	<u>(2,084)</u>
Transfers between funds		15,599	(15,599)	-	-	-
Net movement in funds		<u>(13,202)</u>	<u>4,746</u>	<u>51</u>	<u>(8,405)</u>	<u>(2,084)</u>
Total Funds Brought Forward		169,625	135,290	12,065	316,980	319,064
Total Funds Carried Forward		<u>156,423</u>	<u>140,036</u>	<u>12,116</u>	<u>308,575</u>	<u>316,980</u>

The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

Balance Sheet
As at 31 December 2020

	Notes	£	2020 £	£	2019 £
Fixed Assets					
Tangible assets	5		211,185		207,481
Investments	7		<u>12,041</u>		<u>11,990</u>
			223,226		219,471
Current Assets					
Debtors	8	2,817		4,280	
Cash at bank and in hand		<u>86,288</u>		<u>98,942</u>	
		89,105		103,222	
Creditors: amounts falling due within one year					
	9	<u>(3,756)</u>		<u>(5,713)</u>	
Net Current Assets			<u>85,349</u>		<u>97,509</u>
Total assets less current liabilities			308,575		316,980
Net Assets			<u>308,575</u>		<u>316,980</u>
The funds of the church					
Restricted Funds	15		156,423		169,625
Endowment Funds	10		12,116		12,065
Unrestricted Funds	11		103,092		93,150
Designated Funds	11		<u>36,944</u>		<u>42,140</u>
			308,575		316,980



Susan Ghinn
Hon. Treasurer



Revd. Gareth Dickinson
Vicar

Approved by the Trustees on 26 April 2021

**Statement of Cash Flows
For the year ending 31 December 2020**

	Notes	2020		2019	
		£	£	£	£
Cash (used)/generated by operating activities	18		(1,117)		15,961
Cash flows from investing activities					
Interest income		46		89	
Purchase of equipment		<u>(11,583)</u>		<u>-</u>	
Cash (used)/provided by investing activities			<u>(11,537)</u>		<u>89</u>
(Decrease)/increase in cash and cash equivalents in the year			(12,654)		16,050
Cash and cash equivalents at the beginning of the year			98,942		82,892
Cash and cash equivalents at the end of the year			<u>86,288</u>		<u>98,942</u>

Notes to the Accounts For the year ended 31 December 2020

1. Accounting Policies

Basis of preparation and going concern

The financial statements have been prepared under the historical cost convention, with the exception that investments are included at market value, and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (Charities SORP FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011. The charity constitutes a public benefit entity as defined by FRS 102.

The charity is an Anglican church based in Maidstone but called to reach out to the world with the good news of Jesus Christ, in the power of the Spirit, so that others may know the love of their Heavenly Father. This mission is continuous. Its work is financed by member donations and fund raising activities, such as letting rooms for community use. Finances are carefully managed to ensure all aspects of this mission are carried out including mission both inside the parish and more widely. Free unrestricted reserves were £42,681 at 31 December 2020.

In the light of Covid-19, the treasurer and trustees continue to review its financial status each month. As of the end of February 2021 income and expenditure were as follows, despite the current lockdown:

Income January – 28th February: £24,325 (93.48% of budget)

Expenditure January – 28th February: £14,862 (85.51% of budget)

There has been no income from hall bookings or other fund-raising events so far in 2021, but this is expected to pick up once lockdown restrictions ease. Income from cash collections should also improve once services resume in the church from 23rd May 2021. Expenditure continues to be lower than budget as we are using less energy and the cleaning contract has also been paused.

The PCC has assets which can be drawn on:

- St Luke's House is a property held by the Diocese of Canterbury of which St Luke's is the sole beneficiary if it were to be sold. It is worth in excess of £500,000.
- A large site with various pieces of land that could be sold to fund other development.
- The remaining portion of a legacy (£8,800)

With the appointment of a new vicar, the church has developed a new vision under the headings of LIVE: LOVE: LEAD. It is intentionally building up its online presence through recorded and live-streamed services. This has enabled us to engage with many new people, some of whom are now contributing financially. A new website is under construction and our social media presence is also more active. Plans to develop new areas of work with children and families are already underway.

A recent Gift Day in February 2021 raised over £32,000 in one-off gifts and also improved regular monthly standing orders by £1,181 indicating a renewed confidence in the church and its mission. The one-off giving has been ring-fenced and set aside for the possible appointment of staff to support further expansion of the work of the church. Several options are being considered, including an administrator, a children's pastor and ministry internships. We have applied for heritage grant funding to support the reopening of the building. This would cover maintenance, repairs and part-time staffing. A decision is expected soon.

Feasibility studies are underway on ideas for the site and buildings to best support the mission of the church and provide facilities for community use. Within this are considerations about whether to sell off buildings or areas of the site for development. This could help to fund other improvements.

The trustees are resolved to carry forward plans that will ensure the charity's ability to continue in the foreseeable future and that there are no material uncertainties surrounding its ability to do so.

Notes to the Accounts For the year ended 31 December 2020

1. Accounting Policies (cont)

Income

Income, including income tax recovered on amounts received by way of Gift Aid is recognised in the Statement of Financial Activities once the charity has entitlement to the resources, it is certain that the resources will be received and the monetary value of the incoming resources can be measured with sufficient reliability.

Resources Expended

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings which aggregate all costs related to the category.

Total resources expended include the allocation of support costs to the various expenditure categories set out in the Statement of Financial Activities. Support costs have been allocated to activities on a basis consistent with the use of resources as shown in note 14.

Costs of generating donations consist of costs associated with the day to day running of the church building and services as well as costs associated with church family activities. Costs of trading activities are costs generally associated with activities where there is associated fee income.

Costs of charitable activities are costs associated with activities to meet the needs of the community and are part of church outreach.

Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to the independent examination and other statutory costs.

Grants

Grants are recognised in the Financial Statements when they are paid. Grants are not normally received from external sources.

Value added Tax

Value added tax is not recoverable by the charity, and as such is included in the relevant costs in the Statement of Financial Activities.

Tangible fixed assets

Assets are reviewed on an individual basis and capitalised when an ongoing benefit will be provided to the charity. Depreciation has been provided at the following rates in order to write off the assets over their estimate useful lives.

St Luke's House & Improvements	2% Straight line
Equipment	20% Straight line

A full year's charge has been made for depreciation in the year of an asset's purchase and no depreciation is charged in its year of disposal.

Impairment losses are recognised when there is an indication of impairment and the asset's recoverable amount is less than its carrying amount.

**Notes to the Accounts
For the year ended 31 December 2020**

1. Accounting Policies (cont)

Fixed Asset Investments

Investments are stated at market value as at balance sheet date. The statement of financial activities includes the net gains and losses arising on revaluation and disposals during the year.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

Pensions

Employees of the charity are entitled to join the Church Workers Pension Fund (see note 20). The charity contribution is restricted to the contributions disclosed in note 13.

Restricted and Unrestricted funds

Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets these criteria is identified to that fund. Unrestricted funds are donations and other income received or generated for the objectives of the Church without further specified purpose and are available as general funds.

Operating leases

Costs in respect of operating leases are charged on a straight line basis over the lease term. Rentals paid under operating leases are charged to the statement of financial activities as incurred.

The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

Notes to the Accounts
For the year ended 31 December 2020

2. Income and endowments	Restricted	Unrestricted	Endowment	Total 2020	Restricted	Unrestricted	Endowment	Total 2019
	£	£	£	£	£	£	£	£
Donations from church members								
Planned Giving	-	108,247	-	108,247	-	110,926	-	110,926
Tax recovered on Planned Giving	-	25,866	-	25,866	-	27,094	-	27,094
Cash Collections	-	1,936	-	1,936	-	9,692	-	9,692
Church Events	-	-	-	-	-	2,754	-	2,754
	-	136,049	-	136,049	-	150,466	-	150,466
Other donations								
Donations, appeals etc	7,768	2,093	-	9,861	11,728	9,421	-	21,149
Other Income	3,052	-	-	3,052	8,295	-	-	8,295
Grants	-	10,000	-	10,000	-	-	-	-
	10,820	12,093	-	22,913	20,023	9,421	-	29,444
Other trading activities								
St. Luke's Flat Rent	-	9,465	-	9,465	-	8,622	-	8,622
Fees	-	678	-	678	-	1,191	-	1,191
Church Hall	-	6,716	-	6,716	-	18,733	-	18,733
Other Income	-	-	-	-	-	-	-	-
	-	16,859	-	16,859	-	28,546	-	28,546
Investment Income								
Dividends and Interest	-	46	-	46	-	89	-	89
Interest from Endowments	-	-	51	51	-	-	90	90
	-	46	51	97	-	89	90	179
Total income	10,820	165,047	51	175,918	20,023	188,522	90	208,635
3. Expenditure								
Costs of generating donations								
Church maintenance and running expenses	231	23,697	-	23,928	3,424	29,018	-	32,442
Church Family	-	2,482	-	2,482	-	2,497	-	2,497
Church groups	1,947	-	-	1,947	6,313	-	-	6,313
Leadership Costs	-	317	-	317	-	130	-	130
Worship Costs	978	3,716	-	4,694	-	812	-	812
Support Costs	-	4,642	-	4,642	-	11,743	-	11,743
	3,156	34,854	-	38,010	9,737	44,200	-	53,937
Costs of trading activities								
St. Luke's House Running costs	4,694	3,097	-	7,791	4,694	4,564	-	9,258
Church Hall Running Costs	-	3,856	-	3,856	-	4,758	-	4,758
Rental Properties	-	-	-	-	-	132	-	132
Support Costs	-	1,216	-	1,216	-	3,076	-	3,076
	4,694	8,169	-	12,863	4,694	12,530	-	17,224
Charitable Activities								
Ministry: Diocesan Quota	-	94,948	-	94,948	-	97,260	-	97,260
Clergy Expenses	-	556	-	556	-	763	-	763
Children and Youth	-	820	-	820	-	384	-	384
Church Outreach Events	-	160	-	160	-	928	-	928
Support Costs	-	4,642	-	4,642	-	11,743	-	11,743
	-	101,126	-	101,126	-	111,078	-	111,078
Grants								
Missionary and Charitable Giving:								
Church Overseas	12,532	-	-	12,532	11,310	-	-	11,310
Mission Giving	5,715	-	-	5,715	-	-	-	-
Home Mission and other Church Societies	10,386	-	-	10,386	15,062	-	-	15,062
Special Collections	3,138	-	-	3,138	710	-	-	710
Support Costs	-	553	-	553	-	1,398	-	1,398
	31,771	553	-	32,324	27,082	1,398	-	28,480
Total Expenditure	39,621	144,702	-	184,323	41,513	169,206	-	210,719

The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

Notes to the Accounts
For the year ended 31 December 2020

4. Net movement in funds	2020 £	2019 £
Is stated after charging:		
Depreciation of owned fixed assets	7,879	8,121
Amounts payable to Independent Examiner:		
Independent Examination	720	720
Accountancy	1,200	1,200
Operating lease - equipment	1,032	864

5. Tangible Fixed Assets

	2020			2019		
	Equipment £	Buildings and Improvements £	Total £	Equipment £	Buildings and Improvements £	Total £
Costs						
At 1st January	105,881	365,004	470,885	105,881	365,004	470,885
Additions	11,583	-	11,583	-	-	-
Disposals	(60,969)	-	(60,969)	-	0	0
At 31st December	56,495	365,004	421,499	105,881	365,004	470,885
Depreciation						
At 1st January	105,881	157,523	263,404	105,060	150,223	255,283
Charge for the Year	579	7,300	7,879	821	7,300	8,121
Disposals	(60,969)	-	(60,969)	-	-	-
At 31st December	45,491	164,823	210,314	105,881	157,523	263,404
Net Book Value						
At 31st December	11,004	200,181	211,185	-	207,481	207,481
At 1st January	-	207,481	207,481	821	214,781	215,602

6. St. Luke's House and St Luke's Centre

The title deeds of St. Luke's House are vested in the name of the Diocese of Canterbury's Board of Finance Limited. The beneficial interest however is vested in The Parochial Church Council of St. Luke the Evangelist, Maidstone. The property can only be sold with the approval of the Diocese of Canterbury's Board of Finance Limited at which time the charity would be entitled to the full sale proceeds.

7. Investments

Costs	2020 £	2019 £
At 1st January	11,990	11,990
Interest received	51	90
At 31st December	12,041	11,990

Analysis of investments:	2020 £	2019 £
Cash deposits	12,041	11,990

8. Debtors

	2020 £	2019 £
Gift Aid Tax recoverable	2,816	2,679
Prepayments and Accrued Income	-	1,600
	2,816	4,279

9. Creditors: amounts falling due within one year

	2020 £	2019 £
Accruals and Deferred Income	3,756	5,713
	3,756	5,713

10. Endowment funds

	2020 £	2019 £
Balance brought forward	12,065	11,975
Investment income	51	90
Balance Carried forward	12,116	12,065

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Notes to the Accounts
For the year ended 31 December 2020

	2020 £	2019 £
11. Unrestricted funds		
Balance brought forward	93,150	94,140
Excess of income over expenditure	24,041	19,416
Transfer	(14,099)	(20,406)
	<u>103,092</u>	<u>93,150</u>
Balance Carried forward		
Designated funds		
Balance brought forward	42,140	39,336
Excess of income over expenditure	(3,696)	(100)
Transfers	(1,500)	2,904
	<u>36,944</u>	<u>42,140</u>
Balance Carried forward		

Designated funds relate to:
 1) £7,236 (2019: £14,336) The proceeds remaining after the sale of St Luke's Centre in January 2016, this had been designated to be used towards church maintenance costs. £7,000 was transferred during the year to a separate designated fund which is earmarked for professional advice on the use of buildings and property.
 2) £8,800 (2019: £25,000) - a legacy was received during 2018 which has been set aside by the trustees. During the year £1,200 was spent from this fund on tree surgery work in the church garden. In addition £13,500 and £1,500 was released from this designated fund to pay for expenditure on new audio visual equipment & on the church website respectively.
 3) £2,904 (2019: £2,904) - funds set aside by the trustees during 2019 for quinquennial costs.
 4) £7,000 (2019: £nil) - funds set aside by the trustees during 2020 for professional advice on the use of buildings and property as noted above.
 5) £11,004 (2019: £nil) - expenditure of £13,500 (including £11,583 in fixed assets) on new audio visual equipment purchased during the year which was funded by the release from the legacy designated fund as noted above. The value of the designated fund at the year end relates to the net book value of the capital equipment.

12. Related Party transactions

During the current or previous financial year, no trustee received any remuneration. All Trustees were reimbursed for out of pocket expenses relating to either travel, the PCC away day or expenses related to other ministries within the church with which they are involved.

	2020 £	2019 £
13. Staff Costs		
Wages and salaries	-	16,991
Social security costs	-	369
Pensions	-	-
	<u>-</u>	<u>17,360</u>

The average number of employees during the period was 0 (2019: 2).

In the current or previous financial year, no members of staff received a salary which fell into the 'over £60,000' higher level as defined in the Charities Statement of Recommended Practice.

During the year, payroll payments, including Employers National Insurance and Pension, totalling £nil (2019: £12,805) were made to Matthew Gallagher (Operations Manager until March 2019). The key management personnel of the charity was the Operations Manager until March 2019.

14. Support Costs

The Support Costs of the charity have been allocated as follows;

	2020 £	2019 £	
42%	Costs of generating donations	4,642	11,743
11%	Costs of trading activities	1,216	3,076
42%	Charitable activities	4,642	11,743
5%	Grants	553	1,398
		<u>11,053</u>	<u>27,960</u>
100%	Total support costs		

The support costs were made up as follows

	2020 £	2019 £
Staff Costs	432	18,013
Print, Postage and Stationery	2,480	2,643
IT Costs	1,781	854
Telephone	1,769	1,859
Bank charges	65	65
Depreciation	2,606	2,606
Governance costs	1,920	1,920
	<u>11,053</u>	<u>27,960</u>

Governance costs were made up as follows

Accountancy & external scrutiny	<u>1,920</u>	<u>1,920</u>
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The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

**Notes to the Accounts
For the year ended 31 December 2020**

15. Restricted Funds	At 1st January 2020	Income	Expenditure	Transfer	At 31st December 2020
	£	£	£	£	£
Minor Funds and Special Collections	10,053	7,572	(10,767)	(1,301)	5,557
Mission Trip Fund	5,716	-	(5,716)	-	-
Cellar/Media Fund	5,837	63	(1,111)	400	5,189
St. Luke's Barnabas	2,449	3,185	(500)	-	5,134
St. Luke's House	128,603	-	(4,560)	-	124,043
Mission Giving 2019	16,967	-	(16,967)	-	-
Mission Giving 2020	-	-	-	16,500	16,500
	<u>169,625</u>	<u>10,820</u>	<u>(39,621)</u>	<u>15,599</u>	<u>156,423</u>
	At 1st January 2019	Income	Expenditure	Transfer	At 31st December 2019
	£	£	£	£	£
Minor Funds and Special Collections	6,849	19,979	(18,048)	230	9,010
One-off Giving	2,819	-	(2,276)	-	543
Mission Trip Fund	5,716	-	-	-	5,716
Cellar/Media Fund	5,971	-	(134)	-	5,837
St. Luke's Barnabas	3,090	44	685.00	-	2,449
St. Luke's House	133,163	-	(4,560)	-	128,603
Mission Giving 2018	16,005	-	(15,810)	305	500
Mission Giving 2019	-	-	-	16,967	16,967
	<u>173,613</u>	<u>20,023</u>	<u>(41,513)</u>	<u>17,502</u>	<u>169,625</u>

Special Collections and Minor Funds- These represent the sum of all funds which were less than £2,000 at the start and end of the Financial Year.

The Mission Trip Fund relates to amounts raised for the 2008 Gift Day, 10% was sent to Christchurch Parkwood and the remaining amount together with further contributions is to help members of St. Luke's going on their first overseas church mission trip to cover 50% of their trip costs. It was agreed by the PCC during 2020 to utilise this fund towards a gift to St Faith's Church towards their fundraising for a building project, with funds to be replenished in future should a Mission trip be organised.

Cellar/Media Fund represents gifts received for the conversion of the church cellar into a studio. Permission was subsequently received from the Charity Commission to use these funds towards expenditure on media in the church.

St. Luke's Barnabas is a fund set up to help St. Luke's members with 'one off' financial difficulties.

St. Luke's House represents the money donated by the congregation when St. Luke's House was purchased. This used to purchase and improve the house and the balance represents this rather than actual cash. This amount is reduced annually by a charge for depreciation

The Mission Giving 2019 & 2020 funds relates to the 10% of unrestricted income tithe set by the PCC in relation to annual mission giving. The remaining balance will be distributed during 2021.

16. Analysis of Net Assets between Funds

	Tangible Fixed Assets	Investments	Net Current Assets	At 31 December 2020
	£	£	£	£
Restricted Funds	127,654	-	28,769	156,423
Designated Funds	11,004	-	25,940	36,944
Unrestricted Funds	72,527	-	30,565	103,092
Endowment Funds	-	12,041	75	12,116
	<u>211,185</u>	<u>12,041</u>	<u>85,349</u>	<u>308,575</u>
	Tangible Fixed Assets	Investments	Net Current Assets	At 31 December 2019
	£	£	£	£
Restricted Funds	132,347	-	37,278	169,625
Designated Funds	-	-	42,140	42,140
Unrestricted Funds	75,134	-	18,016	93,150
Endowment Funds	-	11,990	75	12,065
	<u>207,481</u>	<u>11,990</u>	<u>97,509</u>	<u>316,980</u>

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Notes to the Accounts
For the year ended 31 December 2020

17. Financial commitments

There were no capital commitments at the end of the year (2019: £nil).

Total future minimum lease payments under non-cancellable operating equipment leases are as follows:

	2020 £	2019 £
Within one year	600	432
Between one and five years	-	-
	<u>600</u>	<u>432</u>

18. Reconciliation of net movement in funds to net cash flow from operating activities

	2020 £	2019 £
Net movement in funds	(8,405)	(2,084)
Add back depreciation charge	7,879	8,121
Deduct interest income	(97)	(179)
Decrease/(increase) in debtors	1,463	7,589
(Decrease)/increase in creditors	<u>(1,957)</u>	<u>2,514</u>
	<u>(1,117)</u>	<u>15,961</u>

19. Analysis of grants

	2020		2019	
	Institutional Grants £	Grants to Individuals £	Institutional Grants £	Grants to Individuals £
Church Overseas	12,532	-	11,310	-
Mission Giving	5,715	-	-	-
Home Mission and other Church Societies	9,886	500	11,499	3,563
Special collections	-	3,138	-	710
	<u>28,133</u>	<u>3,638</u>	<u>22,809</u>	<u>4,273</u>

Recipients of institutional grants

A Rocha	700	500
Bible Society	1,300	1,300
Canterbury Diocese Bishop Rose's Justice Appeal	500	-
CMS	1,000	1,300
Compassion	1,200	800
CPAS	1,336	750
Crossline	1,000	1,000
Demelza House	-	400
Family Trust	750	750
Heart of Kent Hospice	-	400
Kampala Children's Centre	1,300	1,300
Lawrence Barham Memorial Trust	1,300	1,255
Maidstone Baptist Church	-	250
Maidstone Street Pastors	500	1,000
Maidstone Winter Shelter	953	919
Mike Campbell Foundation	1,200	1,000
People Reaching People	1,400	1,300
Princess Project	1,000	1,000
Salvation Army	500	-
Sotera Trust	1,300	1,255
St Faith's	5,715	-
Tearfund	1,832	1,300
Waypoint	<u>3,347</u>	<u>5,030</u>
	<u>28,133</u>	<u>22,809</u>

Recipients of grants to individuals

Lorna Faulkner	-	2,878
Gifts - retiring & new vicars	3,088	-
Leavers gifts	50	710
Barnabus fund grants made to members with financial difficulties	<u>500</u>	<u>685</u>
	<u>3,638</u>	<u>4,273</u>

The Parochial Church Council of the Ecclesiastical Parish of St. Luke the Evangelist, Maidstone

Notes to the Accounts For the year ended 31 December 2020

20. Church Workers Pension Fund (CWPF)

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

The Church Workers Pension Fund has a section known as the Defined Benefits Scheme, a deferred annuity section known as Pension Builder Classic and a cash balance section known as Pension Builder 2014.

Pension Builder Scheme

The Pension Builder Scheme of the Church Workers Pension Fund is made up of two sections, Pension Builder Classic and Pension Builder 2014, both of which are classed as defined benefit schemes.

Pension Builder Classic provides a pension for members for payment from retirement, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Discretionary increases may also be added, depending on investment returns and other factors.

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

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

The scheme is a multi-employer scheme as described in Section 28 of FRS 102as it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers. This 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 contributions payable (2020: £nil, 2019: £369).

A valuation of the Pension Builder Scheme is carried out once every three years. As at 31 December 2020, the most recent scheme valuation completed was carried out as at 31 December 2016.

For the Pension Builder Classic section, the valuation revealed a deficit of £14.2m on the ongoing assumptions used. At the most recent annual review, the Board chose not to grant a discretionary bonus, which will have acted to improve the funding position. There is no requirement for deficit payments at the current time.

For the Pension Builder 2014 section, the valuation revealed a surplus of £1.8m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.

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

