



**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

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/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

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 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').

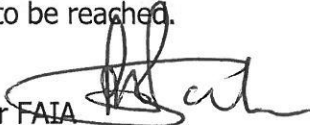
I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

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>

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>
			<u>308,575</u>		<u>316,980</u>



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

	Restricted	Unrestricted	Endowment	Total 2020	Restricted	Unrestricted	Endowment	Total 2019
	£	£	£	£	£	£	£	£
2. Income and endowments								
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	<u>1,032</u>	<u>864</u>

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	<u>56,495</u>	<u>365,004</u>	<u>421,499</u>	<u>105,881</u>	<u>365,004</u>	<u>470,885</u>
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	<u>45,491</u>	<u>164,823</u>	<u>210,314</u>	<u>105,881</u>	<u>157,523</u>	<u>263,404</u>
Net Book Value						
At 31st December	<u>11,004</u>	<u>200,181</u>	<u>211,185</u>	<u>-</u>	<u>207,481</u>	<u>207,481</u>
At 1st January	<u>-</u>	<u>207,481</u>	<u>207,481</u>	<u>821</u>	<u>214,781</u>	<u>215,602</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	2020 £	2019 £
At 1st January	11,990	11,900
Interest received	51	90
At 31st December	<u>12,041</u>	<u>11,990</u>

Analysis of investments:	2020 £	2019 £
Cash deposits	<u>12,041</u>	<u>11,990</u>

8. Debtors

	2020 £	2019 £
Gift Aid Tax recoverable	2,816	2,679
Prepayments and Accrued Income	-	1,600
	<u>2,816</u>	<u>4,279</u>

9. Creditors: amounts falling due within one year

	2020 £	2019 £
Accruals and Deferred Income	<u>3,756</u>	<u>5,713</u>
	<u>3,756</u>	<u>5,713</u>

10. Endowment funds

	2020 £	2019 £
Balance brought forward	12,065	11,975
Investment income	51	90
Balance Carried forward	<u>12,116</u>	<u>12,065</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

11. Unrestricted funds	2020 £	2019 £
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	2020 £	2019 £
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.

13. Staff Costs	2020 £	2019 £
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
100% Total support costs	<u>11,053</u>	<u>27,960</u>

The support costs were made up as follows

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>

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

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 Institutional Grants £	Grants to Individuals £	2019 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

	2020 £	2019 £
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	-
Soteria 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

	2020 £	2019 £
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>

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 102 as 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.

