



Annual Trustees Report for 2020/21 for the Parish of St Stephen, Chatham

**Prepared for the
Annual Parochial Church Meeting
20th May 2021
of St Stephen's Church**

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- I. Agenda for Annual Parochial Church Meeting on 21st October 2020
- II. Minutes of Annual Parochial Church Meeting on 21st October 2020

1. Reference and Administrative Information

The Church Representation Rules (Rule 9(1) (b)) require 'an annual report on the proceedings of the parochial church council and the activities of the parish generally' to be received by the Annual Parochial Church Meeting (APCM).

Parish of St. Stephen, Chatham

Incumbent: Revd. Barry Linney
55 Pattens Lane
CHATHAM
Kent
ME4 6JR

The Parochial Church Council

St. Stephen's Church
Maidstone Road
CHATHAM
Kent
ME4 6JE

Place of Worship

St. Stephen's Church
Maidstone Road
CHATHAM
Kent
ME4 6JE

Bankers for St. Stephen's Church:

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

Independent Examiner:

Mr C Clemence
246 City Way
ROCHESTER
Kent
ME1 2BN

Parish Administrator

Miss Emma Ovenden

PCC Membership 2020/21

Ex-officio:-	Revd. Barry Linney Lynn Sanders (Churchwarden from APCM 2018) Roben Mills (Deanery Synod, retiring 2023) Nigel Rawlins (Deanery Synod, retiring 2023)
Elected Membership:-	Sophie Tanner (retiring 2021) Carole Reynolds (retiring 2021) Ann Ruby (retiring 2021) Keith Price (retiring 2022) John Chapman (retiring 2023) David Parry (Treasurer) (retiring 2023)
Co-opted:	Catherine Cave
Other:-	Judith Edmonds-Magee (Secretary)

2. Structure, governance and management

(a) Organisation of the PCC

Since the last APCM the PCC have had 3 regular meetings and 2 extraordinary meetings, all on zoom.

(b) Main Sub-Committees are as follows, however the majority of the work of these committees has been carried out by the Covid-19 convened group

Worship	Provides an overview of services and makes suggestions concerning format.
Ministry Team	Those operating with a license from the bishop are: Readers Muriel Treacher (PTO) Reader Emeritus Hilda Macleod Licensed Lay Ministers Helen Beaney Christine Caldecourt Other Clergy Revd. Canon Penny Foreman (PTO) The Ministry Team reports to the Worship Committee.
Children & Youth	Responsible for Sunday Club and the activities of children and young people within the Church.
Events	Oversight of Mission and Evangelism activities within and beyond the parish with a focus on events.

Social	Organises St Stephen's social events. The Social Committee reports to the Finance Committee.
Fabric	Responsible for the maintenance and upkeep of the church and the annexe.
Finance	Day to day running and long term management of the church's finances.
Liturgical Review	Reviews the liturgical life of the church and reports to the Worship Committee.

(c) Risk Management

Throughout 2020/21, we have continued to monitor all our activities in order to minimise any instances of risk. A fire risk assessment was carried out during the year and all the points raised were addressed.

3. Electoral Roll Report

The Electoral Roll was revised ahead of the Annual Parochial Church Meeting. There are currently 124 people on the Electoral Roll.

4. Annual Report of the proceedings of the PCC

The COVID-19 convened group has continued to meet every Wednesday and has carried out the majority of the work of all the other Committees. Any matter that has need to be discussed by the PCC has been brought to the agenda appropriately.

The PCC have met five times since the last APCM all by zoom. These have been for an Extraordinary Meeting on 8th December 2020 to discuss the budget; Regular PCC on 4th November; Regular PCC on 8th December; Extraordinary meeting to agree 2021 budget on 28th January 2021; and Regular PCC on Tuesday 23rd March 2021.

Due to COVID-19 restrictions the normal procedure for swearing in Churchwardens has been changed and authority delegated from the Bishop to the Priest. On the 4th November Rev'd Barry Linney swore in Lynn Sanders as Churchwarden for the Parish of St. Stephens and the formal declarations have been made.

The PCC has complied with its duty to have regard to the House of Bishops' guidance on safeguarding children and vulnerable adults.

In the November PCC it was noted that Rodney and Margaret Beaney stepped down from running the Traidcraft stall. The PCC recognised and thanked them for the many years they had done this. We continue to give away out of date stock, with any donations gratefully received. The PCC was greatly saddened by the death of Rodney; his huge contribution to the life of St. Stephen's over many years has been acknowledged by the PCC and wider church membership.

PCC has discussed how to start reopening the church on a more “normal” basis, and as of our March meeting decided it was too early to make any firm decisions. We will hope for a return to our more regular pattern of one 10.30 service from June/July with a special service to celebrate a return to normal worship taking place at some point in September.

Lynn and Alan have been through the church property register and signed it off.

The law is changing with regards to how marriages are registered. Church of England churches will no longer hold Marriage Registers and issue Marriage Certificates, these will be replaced by a marriage schedule and a marriage document. The change is due to take place in May 2021 although plans are not still finalised.

The PCC would like to acknowledge its huge gratitude to all those who have worked so hard under such difficult conditions to keep St. Stephen's open and functioning as well as we can throughout various lockdowns and tier 4 restrictions.

5. Stewardship Committee and Gift Aid

This year has been hard as we have all been unable to attend services in person at some time during the year.

Thank you to everyone who has kept up with their regular giving during these difficult times. This has involved extra time and effort - posting cheques, delivering giving envelopes or even changing the way giving is done. This is appreciated and has helped the church to budget, plan spending and live within its means.

During the year, 60 members of the congregation participated in the various planned giving schemes of these 53 people were able to give tax efficiently by Gift Aid or Give As You Earn (Charities Aid Foundation). A successful Gift Aid Claim was made to HMRC in February.

A successful claim under the Gift Aid Small Donations Scheme was made in May for the 2019/20 financial year. We can claim back from HMRC an amount equivalent to Gift Aid on a proportion of our collections given in cash if we meet certain conditions and have the records to back up our claim.

6. Fabric, goods and ornaments

Since the last APCM in October 2020 the following work has been completed.

Church Building

- The lightning conductor system was tested and found to be satisfactory.
- The heater at the centre of the North aisle stopped working and the heater fan and ignition cable, and the exhaust fan to the flue were replaced.

Quinquennial work

- There have been no further quinquennial repairs, due to insufficient funds.

The only major item outstanding from the 2016 quinquennial report, is the work identified as needing attention, during the last inspection of the church electrical installation in 2018, and listed in the report that followed. Able Cable have been asked to provide an estimate of cost, but no further action can be taken until we have sufficient funds in our quinquennial account.

The next quinquennial inspection is due this year, and Clague Associates have been in contact to arrange a visit possibly in May, but no date has been confirmed yet.

Annexe

- Maintenance of the wheelchair lift continues to be carried out quarterly. In March, following their last inspection, we received a letter from Otis, our lift engineers, recommending that the oil in the hydraulic system be replaced, and they included a quote of £4941.31 excluding VAT, to carry out the work. Due to financial constraints, we are unable to proceed with the work at this time.
- The faulty control valve to the water heater in the Servedy was replaced.
- In October, all the high level fluorescent light fittings in the hall were replaced with LED fittings, which are low energy and have a much longer life span.
- The faulty ceiling light fitting at the top of the stairs to the Upper Rooms was replaced.
- In November, Keith Price and Alan Minnerthey repainted the low level section of wall between the chair rail and the skirting in the hall. They also repainted the chair rail and the skirting.

Church Grounds

- Grass cutting resumed before Easter.

Goods and Ornaments

- The brass collection plate is currently out for repair.
Generally the church goods and ornaments remain in a good state of repair.

The Church Property Register has been checked and updated where necessary.

7. Deanery Synod

Deanery Synod has met online via zoom twice in the last year, once in March 2020 and once in December 2020. Another meeting for March 2021 had to be postponed.

Some planned events like 'Taste and See' had not been able to take place and will be rescheduled once normality resumes.

No Confirmation happened in 2020 but a new date of 27 June 2021 has been agreed and will take place at St Justus at 6pm. This will be Bishop James last confirmation service. Attendance may be restricted and will depend upon guidance at the time.

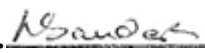
At the December Synod elections were held for the Deanery Standing committee and Roben Mills was elected as lay chair of the Deanery Synod and lay standing committee representative for the Chatham cluster.

A summary of the business of the Diocesan Synod Meeting was presented, including discussions on – Strategy, Budget, Furlough scheme, and Anti-Bullying & Harassment policy. An update on Safeguarding and the ICSEA report was also mentioned. There was also an update on the 'Called Together' and 'Homes for Good' projects. Details can be found on the Diocesan website.

There was an update about St John's Chatham Church and Centre of Mission which reopened for worship at Easter 2021.

Signed ... 
Reverend Barry J Linney, Vicar

Date...7th May 2021.....

Signed ... 
Lynn Sanders, Church Warden

Date...7th May 2021.....

Signed ... 

Date...7th May 2021.....

Judith Edmonds-Magee, Secretary to the Parochial Church Council

ST. STEPHEN'S CHURCH

CHATHAM

**Statement of Accounts
for
Year Ended 31st December 2020**

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS / TRUSTEES OF
ST STEPHEN'S CHURCH, CHATHAM, PAROCHIAL CHURCH COUNCIL**

I report on the accounts for the year ended 31st December 2020, which are set out on pages 2 to 8.

Respective Responsibilities of the Trustees and Independent Examiner

The charity's trustees are responsible for the preparation of the accounts.

The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- Follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
- State whether particular matters have come to my attention.

Basis of Independent Examiner's Report


My examination was carried out in accordance with the General Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements
(a) to keep accounting records in accordance with s. 130 of the 2011 Act; or
(b) to prepare accounts which accord with the accounting records have not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


29/3/2021
C Clemence
246 City Way
Rochester
Kent
ME1 2BN

Financial Statements

For the Year Ending 31st December 2020

Incoming Resources

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Voluntary Income				
Gift Aid Donations	44,963	-	44,963	46,196
Income Tax recoverable				
On Regular Gift-Aided Donations	9,558	425	9,983	7,696
Gift Aid Small Donations Scheme (Plate)	2,288	-	2,288	2,399
Non-Tax Efficient Giving	10,292	-	10,292	8,443
Collections (open plate) at services	2,044	338	2,382	8,687
Donations and Gift Days	2,927	-	2,927	3,814
Grants	-	-	-	-
Donations, appeals for specific capital purposes				
Roofs for the Roofless (Student Sponsorship)	-	-	-	250
Donations for Kitchen Fund	-	5	5	382
Donation for Together Club	-	111	111	595
Donations for Building Project Fund	-	-	-	90
Legacies	250	-	250	-
	72,321	879	73,200	78,552
Activities for Generating Funds				
Magazines, Publications and Advertising	140	-	140	440
Rental for Church and Annexe	8,138	-	8,138	17,202
Fundraising	25	-	25	1,702
Building Project Fundraising	-	-	-	44
Charity Fundraising	-	-	-	234
Fees: Weddings, Funerals & Baptisms	2,091	3,381	5,472	5,542
	10,395	3,381	13,775	25,164
Investment Income				
Income from Investments (Interest)	101	18	119	224
Other Income Resources				
Traidcraft	-	1,582	1,582	5,381
Parish Weekend	-	2,643	2,643	2,434
Holiday Club	-	-	-	401
Furlough Income	-	3,622	3,622	-
Other Parish Income (*)	481	192	673	374
	481	8,039	8,520	8,589
Total Income	83,298	12,316	95,614	112,529

Figures on this and subsequent pages are rounded to the nearest £1.

(*) - Other Parish Income includes:

Unrestricted: Easyfundraising, lent books, quiz night

Restricted: private photocopying

Summary of Expenditure Year Ending 31 December 2020

	Notes	2020 £	2019 £
Central Parish Clergy & Administration	2	61,511	72,219
Church Requisites	3	2,992	2,440
Running Expenses	4	14,743	17,883
Sundries	5	89	107
Away Giving	6	970	3,709
Special Projects	7	3,720	6,294
Depreciation	8	-	-
Unrestricted Expenditure Total		84,025	102,651
Special Projects (Restricted)	7a	7,794	10,647
Special Projects (Capital Restricted)	7b	-	7,097
Restricted Expenditure Total		7,794	17,745
Total Expenditure		91,818	120,396

Statement of Financial Activities

Year Ending 31st December 2020

	Unrestricted	Restricted	Total	Total
	Funds	Funds	2020	2019
	£	£	£	£
Incoming Resources				
Voluntary Income	72,321	879	73,200	78,552
Activities for Generating Funds	10,395	3,381	13,775	25,164
Investment Income	101	18	119	224
Other Income Resources	481	8,039	8,520	8,589
Total Incoming Resources	83,298	12,316	95,614	112,529
Resources Expended				
Costs of generating voluntary income	89	-	89	107
Fundraising/trading costs	70	-	70	305
Church Activities	83,616	7,794	91,409	119,733
Governance Costs	250	-	250	250
Other resources expended	-	-	-	-
Total Resources Expended	84,025	7,794	91,818	120,396
NET INCOMING / (OUTGOING) RESOURCES	(727)	4,522	3,796	(7,866)
Transfer Between Funds	12,483	(12,283)	200	(268)
NET MOVEMENT IN FUNDS	11,756	(7,761)	3,996	(8,134)
BALANCES BROUGHT FORWARD AT 1ST JANUARY	18,226	16,142	34,368	42,503
BALANCES CARRIED FORWARD AT 31ST DECEMBER	29,982	8,381	38,364	34,368

Note: Unrestricted funds are for the day to day running of the church.

Restricted funds can only be used for the purpose for which it was given and cannot be 'raided' for other purposes.

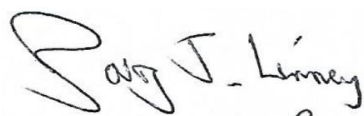
St. Stephen's Parish Church

Balance Sheet

31st December 2020

	Notes	2020 £	2019 £
Current Assets			
Debtors & Prepayments	9	-	-
Diocesan & CBF Accounts	10	23,874	30,074
Bank Current Account - HSBC		3,522	5,343
Bank Current Account - CAF		10,903	-
Cash in Hand		65	65
Total (b)		38,364	35,481
Current Liabilities			
Creditors - Amounts falling due within one year	11	-	1,114
Total (c)		-	1,114
Net Current Assets / (Liabilities) (b) - (c).		38,364	34,368
Total Assets Less Current Liabilities (b) - (c).		38,364	34,368
Creditors - Amounts falling due after one year	12	-	-
Total Net Assets		38,364	34,368
Funds			
Unrestricted			
General		8,762	4,133
Designated	13	21,220	22,359
Total		29,982	18,226
Restricted	13	8,381	16,142
Total Funds		38,364	34,368

Approved by the Parochial Church Council and signed on their behalf



 BARRY J. LINNEY

dated

5/5/21

The notes on Pages 6 to 8 form part of these accounts

St. Stephen's Parish Church

Notes to the Accounts

Year Ending 31st December 2020

	2020 £	2019 £
5 Sundries		
Stewardship	89	107
	<u>89</u>	<u>107</u>
6 Away Giving (see page 10)		
Church Overseas	-	1,230
Missionary Giving	-	-
Home Missions	20	840
Secular Charities	950	1,639
	<u>970</u>	<u>3,709</u>
7 Special Projects (Designated)		
Education & Training	-	500
Quinquennial Repairs	3,720	5,794
	<u>3,720</u>	<u>6,294</u>
7a Special Projects (Restricted)		
Restricted fund raising costs	-	67
Holiday Club	-	230
Horsted New Development Mission Fund	-	70
Remembrance Book	-	200
Restricted Away Giving	1,357	1,457
Together Club - Davis Estate	80	456
Traidcraft	1,696	4,496
Wesseling Visit	-	437
Youth Events	-	25
Parish Weekend	4,395	1,079
Church Youth Project	265	1,630
New signage	-	250
Roofs for the Roofless - donation	-	250
	<u>7,794</u>	<u>10,647</u>
7b Special Projects (Capital) Restricted Funds		
Building Project	-	3,585
Building project funds in current a/c	-	3,513
	<u>-</u>	<u>7,097</u>

St. Stephen's Parish Church
Notes to the Accounts
Year Ending 31st December 2020

	2020 £	2019 £
9 Debtors and Prepayments	-	-
	-	-
10 All Accounts		
Diocesan Board of Finance and CCLA		
Greenway (CCLA)	20,406	21,038
Church Repair Fund (Rochester DBF)	814	1,321
Building Project a/c (CCLA)	2,362	5,929
Savings Account (CCLA)	292	1,785
	<u>23,874</u>	<u>30,074</u>
Cash in Hand	65	65
Current Account (HSBC)	3,522	5,343
CAF Bank	10,903	-
Total All Accounts	<u>38,364</u>	<u>35,481</u>
11 Sundry Creditors (unpresented cheques)	-	1,114
	-	1,114
12 Diocesan Loan	-	-
	-	-
13 Restricted & Designated Funds		
Designated		
Church Repair Fund (Designated)	814	1,321
Training & Education Fund (Designated)	20,406	21,038
	<u>21,220</u>	<u>22,359</u>
Restricted		
Building Maintenance Fund	-	3,224
Building Project Fund	2,362	2,479
Church Redecoration	3,402	2,977
Church Youth Project	548	814
Kitchen Fund	671	666
Parish Weekend	90	2,134
Fees to DBF	683	-
Remembrance Book	-	105
Together Club (Davis Estate)	625	594
	<u>8,381</u>	<u>12,993</u>
Total Restricted + Designated	<u>29,601</u>	<u>35,352</u>

	General (HSBC)	CAF Bank	CCLA Savings	CCLA Greenway	CCLA Building	Diocesan Quinq'l	Total
14 Fund Movements							
Balance at 31 December 2019	5,343	-	1,785	21,038	5,929	1,321	35,416
Less Written not cashed 31 December 2019	913	-	-	-	-	-	913
Plus Incoming resources	81,243	14,252	6	88	18	7	95,614
Less Resources expended	88,469	3,349	-	-	-	-	91,818
Plus Transfers In from other Accounts	10,319	-	-	-	-	4,000	14,319
Less Transfers Out to other accounts	4,000	-	1,500	720	3,585	4,514	14,319
Plus Written not cashed 31 December 2020	-	-	-	-	-	-	-
Balance at 31 December 2020	<u>3,522</u>	<u>10,903</u>	<u>292</u>	<u>20,406</u>	<u>2,362</u>	<u>814</u>	<u>38,299</u>

	2020 £	2019 £
Note 2 - Administration		
Credit Card Annual Fee	32	32
Other Admin	132	186
Photocopier / Good News	3,333	5,310
Postage	-	263
Stationery	685	103
Telephone	478	572
	4,659	6,466

Note 3 - Upkeep of Services

AV System maintenance and operation	1,030	652
Licences (copyright, etc)	1,390	1,005
Sacristan	572	783
Worship / Music (incl Piano tuning)	-	-
	2,992	2,440

Note 4 - Church (excl Utilities)

Cleaning - salary & materials	1,648	1,270
DECC Hire	-	912
Fire extinguisher servicing	738	126
Maintenance / Repairs	973	649
Other Church	2	225
Portable Appliance Testing	180	162
Window Cleaner	200	480
	3,740	3,823

Note 4 - Church Utilities

Utilities (Gas & Electricity)	2,264	1,466
Water	104	62
	2,368	1,528

Note 4 - Annexe

Annexe Alarm & Emergency Lighting Checks	-	756
Annexe Cleaning - salary & materials	2,575	2,248
Annexe Fire extinguisher servicing	-	252
Annexe Maintenance / Repairs	759	353
Annexe Portable Appliance Testing	90	108
Hand Towels	-	389
Lift Maintenance	1,071	1,033
Other Annexe	234	-
Public Performance Licence for Hall	-	244
Utilities (Gas & Electricity) Annexe	1,076	3,018
Water - Annexe	50	124
Window Cleaner - Annexe	100	60
	5,955	8,585

Note 4 - Mission and Evangelism Projects

General Mission/Outreach	-	360
Messy Church	128	347
Website Costs	-	96
Youth Projects (Good Friday workshop, etc)	-	30
	128	833

Note 4 - Support Costs

Children and Youth	92	245
Flowers	410	685
Ministry Team	243	12
Other Support (incl Gifts)	34	153
Social Committee	-	20
Subscriptions	50	60
	829	1,175

ST. STEPHEN'S CHURCH

CHATHAM

Statement of Accounts

for

Year Ended 31st December 2020

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Donation for Together Club	-	111	111	595
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Church Requisites	3	2,992	2,440
Running Expenses	4	14,743	17,883
Sundries	5	89	107
Away Giving	6	970	3,709
Special Projects	7	3,720	6,294
Depreciation	8	-	-
Unrestricted Expenditure Total		84,025	102,651
Special Projects (Restricted)	7a	7,794	10,647
Special Projects (Capital Restricted)	7b	-	7,097
Restricted Expenditure Total		7,794	17,745
Total Expenditure		91,818	120,396

Statement of Financial Activities

Year Ending 31st December 2020

	Unrestricted	Restricted	Total	Total
	Funds	Funds	2020	2019
	£	£	£	£
Incoming Resources				
Voluntary Income	72,321	879	73,200	78,552
Activities for Generating Funds	10,395	3,381	13,775	25,164
Investment Income	101	18	119	224
Other Income Resources	481	8,039	8,520	8,589
Total Incoming Resources	83,298	12,316	95,614	112,529
Resources Expended				
Costs of generating voluntary income	89	-	89	107
Fundraising/trading costs	70	-	70	305
Church Activities	83,616	7,794	91,409	119,733
Governance Costs	250	-	250	250
Other resources expended	-	-	-	-
Total Resources Expended	84,025	7,794	91,818	120,396
NET INCOMING / (OUTGOING) RESOURCES	(727)	4,522	3,796	(7,866)
Transfer Between Funds	12,483	(12,283)	200	(268)
NET MOVEMENT IN FUNDS	11,756	(7,761)	3,996	(8,134)
BALANCES BROUGHT FORWARD AT 1ST JANUARY	18,226	16,142	34,368	42,503
BALANCES CARRIED FORWARD AT 31ST DECEMBER	29,982	8,381	38,364	34,368

Note: Unrestricted funds are for the day to day running of the church.

Restricted funds can only be used for the purpose for which it was given and cannot be 'raided' for other purposes.

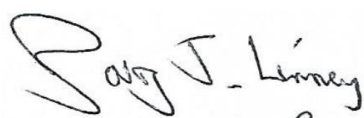
St. Stephen's Parish Church

Balance Sheet

31st December 2020

	Notes	2020 £	2019 £
Current Assets			
Debtors & Prepayments	9	-	-
Diocesan & CBF Accounts	10	23,874	30,074
Bank Current Account - HSBC		3,522	5,343
Bank Current Account - CAF		10,903	-
Cash in Hand		65	65
Total (b)		38,364	35,481
Current Liabilities			
Creditors - Amounts falling due within one year	11	-	1,114
Total (c)		-	1,114
Net Current Assets / (Liabilities) (b) - (c).		38,364	34,368
Total Assets Less Current Liabilities (b) - (c).		38,364	34,368
Creditors - Amounts falling due after one year	12	-	-
Total Net Assets		38,364	34,368
Funds			
Unrestricted			
General		8,762	4,133
Designated	13	21,220	22,359
Total		29,982	18,226
Restricted	13	8,381	16,142
Total Funds		38,364	34,368

Approved by the Parochial Church Council and signed on their behalf


Barry J. Linney

dated

5/5/21

The notes on Pages 6 to 8 form part of these accounts

St. Stephen's Parish Church

Notes to the Accounts

Year Ending 31st December 2020

	2020 £	2019 £
5 Sundries		
Stewardship	89	107
	<u>89</u>	<u>107</u>
6 Away Giving (see page 10)		
Church Overseas	-	1,230
Missionary Giving	-	-
Home Missions	20	840
Secular Charities	950	1,639
	<u>970</u>	<u>3,709</u>
7 Special Projects (Designated)		
Education & Training	-	500
Quinquennial Repairs	3,720	5,794
	<u>3,720</u>	<u>6,294</u>
7a Special Projects (Restricted)		
Restricted fund raising costs	-	67
Holiday Club	-	230
Horsted New Development Mission Fund	-	70
Remembrance Book	-	200
Restricted Away Giving	1,357	1,457
Together Club - Davis Estate	80	456
Traidcraft	1,696	4,496
Wesseling Visit	-	437
Youth Events	-	25
Parish Weekend	4,395	1,079
Church Youth Project	265	1,630
New signage	-	250
Roofs for the Roofless - donation	-	250
	<u>7,794</u>	<u>10,647</u>
7b Special Projects (Capital) Restricted Funds		
Building Project	-	3,585
Building project funds in current a/c	-	3,513
	<u>-</u>	<u>7,097</u>

St. Stephen's Parish Church
Notes to the Accounts
Year Ending 31st December 2020

	2020 £	2019 £
9 Debtors and Prepayments	-	-
	-	-
10 All Accounts		
Diocesan Board of Finance and CCLA		
Greenway (CCLA)	20,406	21,038
Church Repair Fund (Rochester DBF)	814	1,321
Building Project a/c (CCLA)	2,362	5,929
Savings Account (CCLA)	292	1,785
	<u>23,874</u>	<u>30,074</u>
Cash in Hand	65	65
Current Account (HSBC)	3,522	5,343
CAF Bank	10,903	-
Total All Accounts	<u>38,364</u>	<u>35,481</u>
11 Sundry Creditors (unpresented cheques)	-	1,114
	-	<u>1,114</u>
12 Diocesan Loan	-	-
	-	-
13 Restricted & Designated Funds		
Designated		
Church Repair Fund (Designated)	814	1,321
Training & Education Fund (Designated)	20,406	21,038
	<u>21,220</u>	<u>22,359</u>
Restricted		
Building Maintenance Fund	-	3,224
Building Project Fund	2,362	2,479
Church Redecoration	3,402	2,977
Church Youth Project	548	814
Kitchen Fund	671	666
Parish Weekend	90	2,134
Fees to DBF	683	-
Remembrance Book	-	105
Together Club (Davis Estate)	625	594
	<u>8,381</u>	<u>12,993</u>
Total Restricted + Designated	<u>29,601</u>	<u>35,352</u>

	General (HSBC)	CAF Bank	CCLA Savings	CCLA Greenway	CCLA Building	Diocesan Quinq'l	Total
14 Fund Movements							
Balance at 31 December 2019	5,343	-	1,785	21,038	5,929	1,321	35,416
Less Written not cashed 31 December 2019	913	-	-	-	-	-	913
Plus Incoming resources	81,243	14,252	6	88	18	7	95,614
Less Resources expended	88,469	3,349	-	-	-	-	91,818
Plus Transfers In from other Accounts	10,319	-	-	-	-	4,000	14,319
Less Transfers Out to other accounts	4,000	-	1,500	720	3,585	4,514	14,319
Plus Written not cashed 31 December 2020	-	-	-	-	-	-	-
Balance at 31 December 2020	<u>3,522</u>	<u>10,903</u>	<u>292</u>	<u>20,406</u>	<u>2,362</u>	<u>814</u>	<u>38,299</u>

	2020 £	2019 £
Note 2 - Administration		
Credit Card Annual Fee	32	32
Other Admin	132	186
Photocopier / Good News	3,333	5,310
Postage	-	263
Stationery	685	103
Telephone	478	572
	4,659	6,466

Note 3 - Upkeep of Services

AV System maintenance and operation	1,030	652
Licences (copyright, etc)	1,390	1,005
Sacristan	572	783
Worship / Music (incl Piano tuning)	-	-
	2,992	2,440

Note 4 - Church (excl Utilities)

Cleaning - salary & materials	1,648	1,270
DECC Hire	-	912
Fire extinguisher servicing	738	126
Maintenance / Repairs	973	649
Other Church	2	225
Portable Appliance Testing	180	162
Window Cleaner	200	480
	3,740	3,823

Note 4 - Church Utilities

Utilities (Gas & Electricity)	2,264	1,466
Water	104	62
	2,368	1,528

Note 4 - Annexe

Annexe Alarm & Emergency Lighting Checks	-	756
Annexe Cleaning - salary & materials	2,575	2,248
Annexe Fire extinguisher servicing	-	252
Annexe Maintenance / Repairs	759	353
Annexe Portable Appliance Testing	90	108
Hand Towels	-	389
Lift Maintenance	1,071	1,033
Other Annexe	234	-
Public Performance Licence for Hall	-	244
Utilities (Gas & Electricity) Annexe	1,076	3,018
Water - Annexe	50	124
Window Cleaner - Annexe	100	60
	5,955	8,585

Note 4 - Mission and Evangelism Projects

General Mission/Outreach	-	360
Messy Church	128	347
Website Costs	-	96
Youth Projects (Good Friday workshop, etc)	-	30
	128	833

Note 4 - Support Costs

Children and Youth	92	245
Flowers	410	685
Ministry Team	243	12
Other Support (incl Gifts)	34	153
Social Committee	-	20
Subscriptions	50	60
	829	1,175