

**PAROCHIAL CHURCH COUNCIL OF  
ST JOHN THE BAPTIST BECKENHAM**

**FINANCIAL STATEMENTS FOR THE  
YEAR ENDING  
31st DECEMBER 2023**

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# **INDEPENDENT EXAMINER'S REPORT TO THE PAROCHIAL CHURCH COUNCIL OF ST. JOHN THE BAPTIST BECKENHAM**

This report on the financial statements of the PCC for the year ended 31 December 2023, as set out on the attached pages, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ("the Regulations") and of the Charities Act 2011 (the Act).

## **Respective responsibilities of the PCC and the Examiner**

As members of the PCC you are responsible for the preparation of the financial statements: you consider that the audit requirement of Regulations does not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

## **Basis of the Report**

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

## **Independent Examiner's Statement**

During my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements, to keep accounting records in accordance with section 130 of the Act: and  
to prepare financial statements which accord with the accounting records and comply with the requirements of the Act and the Regulations 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.

Signed: ***Tony Catherall***  
***77 Merlin Grove, Beckenham BR3 3HS***

Dated: ***16.04.24***

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST BECKENHAM**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31st DECEMBER 2023**

	See Tables below	Unrestricted/ Designated Funds	Restricted Funds	Total Funds	
		<b>2023</b>	<b>2023</b>	<b>2023</b>	<b>2022</b>
		£	£	£	£
<b>INCOMING RESOURCES</b>					
Giving, donations & special collections	Table 1	131,176	7,451	138,627	179,427
Interest & Investment income	Table 2	3,993	902	4,895	972
Church & Community Activities	Table 3	158,067	9,417	167,484	134,134
<b>TOTAL INCOMING RESOURCES</b>		<b>293,236</b>	<b>17,770</b>	<b>311,006</b>	<b>314,533</b>
<b>RESOURCES EXPENDED</b>					
Church Missionary & Charitable Gifts	See also Table 4	15,000	0	15,000	15,000
Church Activities	Table 5	221,317	12,289	233,606	233,861
Special Collections	Table 5	0	2,336	2,336	1,912
<b>TOTAL RESOURCES EXPENDED</b>	Table 4 & 5	<b>236,317</b>	<b>14,625</b>	<b>250,942</b>	<b>250,773</b>
<b>NET INCOME / EXPENDITURE</b>		<b>56,919</b>	<b>3,145</b>	<b>60,064</b>	<b>63,760</b>
<b>Transfers betw. funds</b>					
<i>To Gen'l Res from Cash</i>	Table 7	75,000	0	75,000	0
<i>To Designated from Cash</i>	Table 7	20,000	0	20,000	0
<i>From Cash to GR &amp; Desig'd</i>	Table 7	(95,000)	0	(95,000)	0
Total transfers	Table 7	0	0	0	0
<b>NET MOV'T OF FUNDS</b>		<b>56,919</b>	<b>3,145</b>	<b>60,064</b>	<b>63,760</b>
Total funds b/fwd	Table 7	<b>168,175</b>	<b>98,971</b>	<b>267,146</b>	<b>203,386</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	Table 7	<b>225,094</b>	<b>102,116</b>	<b>327,210</b>	<b>267,146</b>

**PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST BECKENHAM**

**BALANCE SHEET  
FOR THE YEAR ENDED 31st DECEMBER 2023**

		<b>2023</b>	<b>2022</b>
		£	£
<b>FIXED ASSETS</b>			
Tangible		2,557,244	2,557,244
Investment		5,967	5,454
<b>Total fixed assets</b>		<b>2,563,211</b>	<b>2,562,698</b>
<b>CURRENT ASSETS</b>			
Short term deposits		260,568	161,625
Cash at bank		80,490	138,272
Less transfers due to DRF		0	18,000
Less accounts payable		13,847	15,128
Cash in hand		66,643	105,521
<b>Total Current Assets</b>		<b>327,211</b>	<b>267,146</b>
<b>TOTAL ASSETS</b>		<b>2,890,422</b>	<b>2,829,844</b>
<i>Represented by:</i>			
Fixed Asset reserves		<b>2,563,211</b>	<b>2,562,698</b>
<b>Parish Funds:</b>			
Restricted	See also Table 7	102,116	98,971
Designated		93,889	72,053
Unrestricted		131,206	96,122
<b>Total Parish Funds</b>		<b>327,211</b>	<b>267,146</b>
<b>TOTAL</b>		<b>2,890,422</b>	<b>2,829,844</b>

Approved by the Parochial Church Council on 21st March 2024 (subject to final adjustments & independent Examiner approval) and signed on its behalf by:

pp David Jones..... (A. Clayton, Lay Chair of PCC)

Gill Clayton..... (Treasurer)

## PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST BECKENHAM

### ACCOUNTING POLICIES

The Financial statements have been prepared in accordance with the Church Accounting Regulations 2006, together with applicable accountancy standards and the Charities SORP 2005.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

#### FUNDS

General Funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

The purpose of each restricted fund is implied by the fund's designation. Restricted funds include a Ministry fund and a Youth fund, both of which may be used to help fund children & family/youth worker(s). There is the Vicar's Discretionary Fund, which receives an annual grant from general church funds. There are also funds for specific congregation appeals and collections, which includes one established in 2019 for maintenance of the sacred garden. In 2021 one was created for donations to Living Well (inc. The Larder) and one for gifts to help set-up the Green Bird café, with the balance of set-up costs being drawn from general funds. As from October 2023, this fund holds the income and costs of all Green Bird activities.

These accounts include transactions, assets and liabilities for which the PCC can be held responsible. All activities at St John's Church are fully consolidated (including the Green Bird café as from November 2023) except for those of the Bookstall, summary details of which are appended to these accounts (Table 8).

The accounts do not include the accounts of any church groups that are informal gatherings of church members, nor those that owe their main affiliation to another body.

#### INCOMING RESOURCES

##### Voluntary Income

- Collections are recognised when received by or on behalf of the PCC.
- Amounts receivable under Gift Aid declaration are recognised only when honoured by the donor.
- Income Tax recoverable on Gift Aid donations is recognised when claimed.
- Income raised by fairs and other similar events are accounted for gross.

##### Income from Church Activities

- Rental income from letting the church halls, flat, and 21 Glanfield Road is accounted for when due and received.
- Fees due to the PCC for weddings and funerals are accounted for when received.

##### Income from Investments

- Dividends and interest are accounted for when due and notified.

##### Investment Gains and Losses

- Realised gains and losses are recognised when investments are sold.

- Unrealised gains and losses are accounted for on revaluation of investments at 31 December.

## **RESOURCES USED**

### Grants

- Grants and Donations are accounted for when paid or transferred to Restricted Funds.

### Costs directly related to the work of the Church

- The Parish Pledge is accounted for when due.

## **FIXED ASSETS**

### Consecrated property and movable church furnishings

- Consecrated and beneficed property is excluded from the accounts by s.96(2)(a) of the Charities Act 1993.
- No value is placed on movable church furnishings held by the church wardens on special trust for the PCC and requiring a faculty for disposal since these are considered to be inalienable property.
- All expenditure incurred during the year on consecrated or beneficial buildings and movable church furnishings, whether maintenance or improvements, is written off.

### Other land and buildings

- Other freehold land and buildings held on behalf of the PCC for its own purposes is valued at market or insurance value.

### Other fixtures, fittings and office equipment

- Equipment used within the church premises is either written off in the year in which the asset is acquired or written down on a straight-line basis over 4 years.

## **CURRENT ASSETS**

- Cash on Deposit is held either with the Diocese or with CAF Bank (Gold account).

PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST BECKENHAM

# SUPPORTING TABLES & NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st December 2023

## 1. Voluntary Income

This includes all planned and other giving as follows:

TABLE 1	Unrestricted /designated Funds	Restricted Funds	Total Funds	
	2023	2023	2023	2022
	£	£	£	£
<b>Giving (unrestricted)</b>				
Regular giving - SO & Churchsuite <i>(Annual gifts in Sundry donations below)</i>	80,414		80,414	86,096
Offering envelopes	2,907		2,907	5,068
Weekly collections	5,680		5,680	2,807
Gifts where tax included	2,450		2,450	1,425
Sundry donations	18,154		18,154	18,132
Total tax recovered	20,901	852	21,753	32,725
<b>Sundry donation income (restricted)</b>				
Children & Youth Fund		1,532	1,532	24,812
Ministry Fund		2,400	2,400	2,400
Special Collections	670	2,342	3,012	912
Sacred Garden		300	300	0
Living Well / The Larder		25	25	50
Legacies		0	0	5,000
<b>TOTAL GIVING</b>	<b>131,176</b>	<b>7,451</b>	<b>138,627</b>	<b>179,427</b>

Note: Sundry donation income excludes tax recovered via Gift Aid which is shown in Total tax recovered line

A full analysis of Restricted, Designated and Unrestricted Funds is shown on page 11

## 2. Income from Investments

<b>TABLE 2</b>	<b>Unrestricted &amp; designated Funds</b>	<b>Restricted Funds</b>	<b>Investments Income (restricted)</b>	<b>Total Funds</b>	
<b>Interest &amp; Investment income</b>	<b>2023</b>	<b>2023</b>	<b>2023</b>	<b>2023</b>	<b>2022</b>
Bank Accounts	289	739	0	1,028	248
Diocesan Accounts	3,704	0	0	3,704	562
CBF – Share Income (to Fabric fund ( <i>restricted</i> ))	0	0	163	163	162
<b>TOTAL INCOME FROM INVESTMENTS</b>	<b>3,993</b>	<b>739</b>	<b>163</b>	<b>4,895</b>	<b>972</b>

- This represents interest from bank accounts and sums deposited with the Rochester Diocesan Board of Finance
- CBF share income relates to a holding of 264 income shares in the CBF Investment Funds. The Rochester Diocesan Society and Board of Finance is the custodian trustee. The total book value of these shares is £200, with a current valuation of **£5,967**. The income is credited to the (restricted) Fabric Fund.

## 3. Church & Community Activities

<b>TABLE 3</b>			
	<b>2023</b>		<b>2022</b>
<b>Income from Church &amp; Community Activities</b>	£		£
	<b>Unrestricted</b>	<b>Restricted</b>	
<i>Lettings income</i>			
Church flat lettings	9,983		9,500
21 Glanfield Road lettings	14,880		17,856
Hall rental	125,288		98,691
<i>sub-total</i>	<i>150,151</i>		<i>126,047</i>
<i>Other income</i>			
Outreach events income	4,430	1,186	3,314
Fees – weddings & funerals	1,476		1,368
Contributions and refunds ( <i>excl grants</i> )	0		879
Grants ( <i>Energy Support &amp; Warm Space</i> ) & miscellaneous	550		2,027
Donation to church from Green Bird funds	1,460		500



Green Bird café income (now consolidated) <i>Comprises GB trading income from 21.11.23 &amp; other cash receipts</i>		8,231	n/a
<b>TOTAL INCOME FROM CHURCH &amp; COMMUNITY ACTIVITIES</b>	<b>158,067</b>	<b>9,417</b>	<b>134,135</b>

#### 4. Expenditure - Church Missionary & Charitable Gifts

<b>TABLE 4</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds</b>	
<b>Missionary &amp; Charitable Giving</b>	<b>2023</b>	<b>2023</b>	<b>2023</b>	<b>2022</b>
	£		£	£
Open Doors	5,000	0	5,000	5,000
Missionary Aviation Fellowship	5,000	0	5,000	5,000
Christians Against Poverty	5,000	0	5,000	5,000
<b>TOTAL CHURCH MISSIONARY &amp; CHARITABLE GIFTS</b>	<b>15,000</b>	<b>0</b>	<b>15,000</b>	<b>15,000</b>

#### 5. Expenditure on Ministry, the running & maintenance costs of the Church, Halls, Office and other activities

*Note: excludes Green Bird trading costs prior to November 2023*

<b>TABLE 5</b>	<b>Total Funds</b>	
<b>Church Activities Expenditure</b>	<b>2023</b>	<b>2022</b>
<b>Unrestricted:</b>	£	£
<b>Administration</b>		
Church Office	12,082	9,666
Insurance - church & halls	7,155	6,811
- 21 Glanfield Road	648	616
<i>Administration sub-total</i>	<i>19,885</i>	<i>17,093</i>
<b>Buildings (church &amp; halls)</b>		
Bin collection	0	1,141
Cleaning	3,034	2,038
Maintenance & repair	21,332	15,065
Utilities	20,665	16,289
<i>Buildings sub-total</i>	<i>45,031</i>	<i>34,533</i>

<b>Ministry</b>		
@Home	34	138
Children, Youth and School (inc Messy Church)	1,817	1,812
Toddlers	inc in Green Bird below	400
Communications/Media, Worship/Sound	4,878	7,236
Life Groups at St John's	47	57
Outreach:		
Socials	3,636	2,227
Special events	7,306	6,757
Other Outreach	1,839	n/a
<i>Outreach total</i>	<i>12,781</i>	<i>8,984</i>
Pastoral team	340	653
Safeguarding	38	0
Church Refreshments	609	<i>inc in socials above</i>
Training	350	4,142
VDF	0	0
Other (=All2gether)	531	<i>inc above</i>
<i>Ministry subtotal</i>	<i>21,425</i>	<i>23,422</i>
<b>Staffing</b>		
Clergy/Ministry expenses	2,817	4,354
Clergy/Ministry - housing & related expenses	6,689	18,394
Staff salaries & pension (inc adj from 2022)	48,783	32,312
Finance administration	5,200	0
<i>Staffing sub-total</i>	<i>63,489</i>	<i>55,060</i>
<b>Diocesan Pledge</b>	69,289	95,378
<b>Other</b>		
Special collections top-up	2,000	n/a
Quinquennial inspection fee	198	n/a
Music	<i>inc above</i>	67
<b>Sub-total (unrestricted)</b>	<b>221,317</b>	<b>225,553</b>
<b>Restricted:</b>		
Children & Youth Fund	1,752	5
Ministry Fund	2,676	3,254
Special collections	2,336	1,912
Sacred Garden	1,739	1,125
Living Well / The Larder	0	0
Vicar's Discretionary Fund	1,200	988
Green Bird café trading expenditure (from 21.11.23)	4,922	2,937
<b>Sub-total (restricted)</b>	<b>14,625</b>	<b>10,220</b>
<b>CHURCH ACTIVITIES EXPENDITURE – TOTAL</b>	<b>235,942</b>	<b>235,773</b>

A full analysis of Restricted, Designated and Unrestricted Funds is shown on page 11

### *Staff Costs*

During 2023, the PCC employed part-time staff covering the following roles: a Church Office Administrator, a Halls Bookings Administrator, a personal assistant to the Vicar, a Cleaning Supervisor, a Children's & Family worker and a Media/Communications facilitator. The total cost of salaries, overtime, pension and related social security costs in the year was **£48,783** (2022: £32,312).

### *Pension Builder Scheme*

The PCC participates in the Pension Scheme section of CWPf for lay staff. The scheme is administered by the Church of England Pension Board. The pension costs charged in the year are contributions payable.

## **6. Tangible Fixed Assets**

<b>TABLE 6</b>		
<b>Buildings</b>	<b>Value 2023</b>	<b>Value 2022</b>
	£	£
21 Glanfield Road	622,244	622,244
Large Hall & Flat	325,000	325,000
New Halls ('Cornerstone')	1,610,000	1,610,000
<b>TOTAL VALUE</b>	<b>2,557,244</b>	<b>2,557,244</b>

- The value of 21 Glanfield Road is based on its insurance value as at December 2021.
- The Large Hall is shown at its book value in 1997. As this is a functional property used by the PCC for its activities there is no need to undertake a market valuation.
- The New Halls value is based on the insurance value at December 2017.

## **7. Funds and Reserves**

See Table 7 below.

As at 31st December 2023, funds determined by the PCC as restricted (including fabric fund investment) totalled **£102,116**.

**£93,889** has been designated by the PCC for specific property-related projects and is held in Diocesan Repair Funds at the diocese on behalf of St John's.

The remaining General Funds (unrestricted) total **£131,206**, including Stripe & GoCardless funds (still to be credited to CAF account at year end).

<b>TABLE 7</b>	<b>Balance at 1.1.23</b>	<b>Income 2023</b>	<b>Expenditure 2023</b>	<b>Transfers</b>	<b>Balance at 31.12.23</b>
<b>FUNDS</b>	£	£	£	£	£
<b>Restricted Funds</b>					
Fabric Fund	2,222	163	0	0	2,385
Ministry Fund	36,156	4,925	2,676	0	38,406
Living Well	104	25	0	0	129
Special Collections Fund	0	2,343	2,336		6
Children & Youth Fund	56,147	1,784	1,752	0	56,179
Sacred Garden Fund	1,250	300	1,739	0	(189)
Vicar's Discretionary Fund	1,028	0	1,200		(172)
Legacies	5,000	0	0	0	5,000
Green Bird café restricted fund	(2,937)	8,231 From 21.11. & other receipts	4,922 From 21.11.23	0	372
<b>Total Restricted Funds</b>	<b>98,971</b>	<b>17,771</b>	<b>14,625</b>	<b>0</b>	<b>102,116</b>
<b>Designated Funds (Diocesan Repair Funds)</b>					
Church DRF	33,258	945	0	20,000	54,203
Halls DRF	29,996	842	0	0	30,838
21 Glanfield Road DRF	8,799	247	198	0	8,848
<b>Total Designated Funds</b>	<b>72,053</b>	<b>2,034</b>	<b>198</b>	<b>20,000</b>	<b>93,889</b>
<b>General Funds</b>					
General Reserve	50,712	1,670	0	75,000	127,382
CAF Cash (unrestricted)	45,410	289,533	236,120	(95,000)	3,824
<b>Total General Funds</b>	<b>96,122</b>	<b>291,203</b>	<b>236,120</b>	<b>(20,000)</b>	<b>131,206</b>
<b>TOTAL FUNDS</b>	<b>267,146</b>	<b>311,008</b>	<b>250,943</b>	<b>0</b>	<b>327,211</b>

PAROCHIAL CHURCH COUNCIL OF ST JOHN THE BAPTIST BECKENHAM

**CHURCH ORGANISATIONS ACCOUNTS 2023**

(not included in the above statements)

<b>TABLE 8</b>				
<b>Organisation</b>	<b>Opening Balance</b>	<b>Income received</b>	<b>Expenditure</b>	<b>Closing Balance</b>
	<b>at 1.1.23</b>	<b>2023</b>	<b>2023</b>	<b>At 31.12.23</b>
	£	£	£	£
<b>St John's Bookshop</b>	3,449 <i>After bank correction</i> <b>880</b>	<b>563</b>	<b>683</b>	<b>760</b>

**Memo:**

1. Information on the above is included for information only and bookstall funds have not been separately audited.
2. As noted in earlier statements and tables, Green Bird café transactions were fully consolidated within the St John's accounts from 21<sup>st</sup> November 2023.