

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF CHEVENING, SEVENOAKS DEANERY, DIOCESE OF ROCHESTER, KENT

England & Wales - Charity number 1134784

Details

Other names CHEVENING PCC

Status Registered

Legal form Previously excepted

Registered 2010-03-10

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

Contact

Address Chevening Church Hall
Homedeane Road
Chipstead
Sevenoaks
TN13 2RU

Phone 07934 279797

Email office@cheveningchurch.org

Website <http://www.cheveningchurch.org>

Activities

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

Activities: Parochial Church Council of the Ecclesiastical Parish of Chevening

Classification

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

Geography

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

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£146,342	£128,930	-	-
2023-12-31	£114,434	£152,265	-	-
2022-12-31	£228,174	£217,658	-	-
2021-12-31	£109,392	£106,616	-	-
2020-12-31	£117,005	£118,407	-	-

Trustees

Name	Role	Appointed
Rev Hannah Elisabeth Adams	Chair	2020-10-01
Andrew Mark Taylor		2023-05-24
Christopher John Evers Austen		2023-05-24
DONNA JANE HILL		
Fiona Victoria Byrom Jordan		2012-05-31
Graham Higgs		2023-05-24
Hannah Ruth Williams		2023-05-24
James Edward Gale		2015-02-01
Jessica Lucy Lewis		2021-05-16
Joseph Devine		2020-10-04
LELA VALERIE FILMER WEAVERS		
Peter Theodore Wilson		2023-05-24
Rebecca Louise Pilcher		2021-05-16
Sally Ann Munro		2023-05-24
Sophie Osborne		2021-05-16
Susan Barbara Wandless		2021-05-16
Thomas Dundas Geldard		2021-05-16

Accounts

**ST BOTOLPH'S CHURCH
THE PARISH OF CHEVENING**



ANNUAL REPORT AND FINANCIAL STATEMENTS

**THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S
IN THE PARISH OF CHEVENING, KENT**

FOR THE YEAR ENDED 31ST DECEMBER 2024

Incumbent: The Reverend Hannah Adams

**Address: The Church Office
Chevening Parish Hall
Homedean Road
Chipstead, Sevenoaks
Kent, TN13 2RU**

**THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S
THE ECCLESIASTICAL PARISH OF CHEVENING
SEVENOAKS DEANERY - DIOCESE OF ROCHESTER**

ANNUAL REPORT FOR 2024

Administrative information

St Botolph's Church is situated on Chevening Road in the parish of Chevening, Kent. It is part of the Diocese of Rochester within the Church of England. The address for correspondence is Chevening Church Office, Homedean Road, Chipstead, TN13 2RU.

The Parochial Church Council of St Botolph's (the PCC) is a corporate body established by the Church of England and it operates under the PCC Powers Measure 1956 as amended and the Church Representation Rules. The PCC was formerly an excepted charity and its registration with the Charity Commission was approved on 10th March 2010.

Information about the PCC and its activities can be found on the Charity Commission website under registration number 1134784. The PCC is subject to the Charities Act 2011 as amended.

The PCC officers and members who served during 2024 were:

Incumbent	The Reverend Hannah Adams	
Churchwardens	Mr Joseph Devine	
	Mrs Sally Munro	
Treasurer	Mr Graham Higgs	Deanery Synod
Secretary	Mr Peter Wilson	
Members	Mrs Lela Weavers	Diocesan Synod
	Mrs Fiona Jordan	Safeguarding Officer
	Mrs Donna Hill	
	Mr James Gale	
	Mr Thomas Geldard	
	Mr Andrew Taylor	
	Mrs Rebecca Pilcher	
	Mrs Hannah Williams	
	Mr Christopher Austen	
	Mrs Susan Wandless	
	Mrs Sophie Osborne	
	Mrs Jessica Lewis	

St Botolph's is a member of 'Churches Together' in Sevenoaks and District.

THE CHIPSTEAD CHAPEL CHARITY (Charity Number 1147141)

The PCC is the managing trustee of this charity and it can therefore be considered as connected but, as the nature and purpose of the two entities are not the same, consolidation of the accounts is not considered as appropriate.

STRUCTURE AND GOVERNANCE

The method of appointment of PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

OBJECTIVES AND ACTIVITIES

The primary duty of the PCC is to support the incumbent of the parish, the Reverend Hannah Adams, in promoting the whole mission of the church in the parish. It is also the function of the PCC to be responsible for the financial affairs of the church and the care and maintenance of the church fabric and its contents.

ACHIEVEMENTS AND PERFORMANCE

In 2024 we continued to focus on the following priorities:-

- Provision for Children and Young People especially practical space in church
- Growing our midweek small groups
- Improving our welcome and integrating newcomers
- Unity across services

We have made great progress with these priorities. The PCC have been working hard on plans for improving our Children's Area and the Refreshment Area and we have introduced an additional small group with new people joining. Our Harvest Pub Quiz is a great example of our bringing our church together as a community from across our three different services and we plan to do more fellowship events. We have seen an increase in new people joining us on a Sunday with an increase in attendance at both our 9 a.m and 10.30 a.m services.

Our 2024 Community Barbecue showed the highest attendance ever with approximately 250 from our local community enjoying a fun filled afternoon. 2024 also saw the renewed Chevening School Sunday Service which has not been held since before Covid. Seeing the Church filled with families from the School Community was fantastic and 2024 has seen the long standing relationship between the school and church continue to strengthen.

For the year 2024, statistics show that our worshipping community consists of the following:-

Age Groups:	0-17	30
	18-69	59
	70+	31
Total Worshipping Community		120

These numbers remain encouraging especially in the number of children and young people which is far above the national average although we do recognise that we cannot solely place value on purely numerical factors. Each number represents a person, a person who God loves and we will continue, as a church family, to work together towards our vision to be

A BEACON OF HOPE

and seeing God's Transformational love at work in our lives and in our Community.

The Reverend Hannah Adams

ELECTORAL ROLL AND PCC MEETINGS

At the time of the Annual Parish Meeting in 2024 there were 257 on the electoral roll including 128 who were not resident in the parish. The average number of adults attending each morning service on Sundays was 66 compared with 61 for 2023.

The full Parochial Church Council met on 10 occasions with an average attendance of 81.6%. The Standing Committee met regularly throughout the year and the minutes of these meetings were received by the PCC, discussed and adopted as appropriate.

WYNDHAM STRODE & ANOTHER (Charity Number 307745)

This charity, founded in the early part of the 18th Century, is administered by Trustees being the Rector and Churchwardens of St Botolph's. The objects are to assist poor persons who are resident in the Parish of Chevening, who are under 21 years of age and who are preparing for, entering upon or engaged in any trade, occupation or service, to buy outfits, pay fees of instruction, travelling expenses or such means for their advancement in life or to enable them to earn their living, as the Trustees think fit. The entities are not connected.

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

FINANCIAL REVIEW 2024

Income

Total incoming resources were £146,342 (£114,482 in 2023) and these are detailed in the financial statements. Voluntary unrestricted income has increased to £115,998 from £106,511 in 2023. The income has benefitted from a gift of £10,000 from the estate of a parishioner.

Fees for weddings and funerals were £3,501 compared with £2,805 in 2023.

Expenditure

Our expenditure on church activities was £128,930 (£152,265 - 2023) this includes our parish contribution of £45,957 (2023 - £60,000) to the costs of administering the Diocese and the cost of the Rector's stipend and associated costs.

Generally our expenditure has been strictly controlled this year but there continue to be a number of repair and maintenance issues which will need to be resolved in the coming year.

Reserves

As a result of our activities in 2024, our unrestricted funds increased to £57,759 from £39,709 in 2023. Restricted reserves increased from £79,672 in 2023 to £79,800 after completing the investment in a new Audio Visual resource.

It is PCC policy to maintain a balance of unrestricted funds of at least £25,000 to cover emergency situations that may arise from time to time. Unrestricted reserves, at the year end, amounted to £57,759 which, after setting aside the minimum referred to above, is equivalent to approximately 18 weeks compared to 6 in 2023.

Our restricted funds include the Building Fund which consists of monies given and retained towards meeting the costs of major repairs to the fabric of the church itself including such costs as may arise from our Quinquennial Inspections. We also have funds remaining after the completion of the work on the nave roof which, in the opinion of the PCC, may be used for further essential roof repairs and church maintenance. These funds total £54,804.

It is the policy of the PCC that funds held in excess of foreseeable needs shall be invested with the CBF Church of England Deposit Fund with the CCLA.

Approved by the Parochial Church Council and signed on its behalf by:

Reverend Hannah Adams
Rector and PCC Chair

The Reverend Hannah Adams

Date

31st March 2025

The notes attached form part of these accounts

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Statement of Financial Activities for the year ended 31st December 2024

	Notes	Unrestricted funds	Restricted funds	Endowment funds	Total 31.12.24	Total 31.12.23
Income and endowments						
Voluntary income	2a	115,998	22,825		138,823	104,449
Investment income	2b	4,018			4,018	2,528
Fees	2c	3,501			3,501	2,855
Other income	2d					4,602
Total income		123,517	22,825	0	146,342	114,434
Expenditure						
Church activities	3a	105,146	23,784		128,930	148,401
Costs of generating funds	3b					3,864
Total expenditure		105,146	23,784	0	128,930	152,265
Net income (-expenditure)		18,371	-959		17,412	-37,831
Unrealised gains or losses		-321	527	560	766	1,685
Net movement in funds		18,050	-432	560	18,178	-36,146
Funds brought forward		39,710	55,236	24,436	119,382	155,528
Funds carried forward		£57,760	£54,804	£24,996	£137,560	£119,382

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Balance Sheet as at 31st December 2024

	<u>Notes</u>	<u>31.12.24</u>	<u>31.12.23</u>
Accumulated funds	6		
Unrestricted funds		57,759	39,710
Restricted funds		54,804	55,236
Endowment funds		24,996	24,436
Total Church Funds		<u>£137,559</u>	<u>£119,382</u>
Represented by			
Fixed assets	7		
Investments		34,254	33,490
		<u>34,254</u>	<u>33,490</u>
Current assets	8		
Accounts receivable-payable		-5,316	4,994
Balances at bank		108,621	80,898
		<u>103,305</u>	<u>85,892</u>
Total Church Assets		<u>£137,559</u>	<u>£119,382</u>

Approved by the Parochial Church Council and signed on its behalf by:

Reverend Hannah Adams
Rector and PCC Chair

The Reverend Hannah Adams

Date

31st March 2025

The notes attached form part of these accounts

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Notes to the Financial Statements for the year ended 31st December 2024

1 ACCOUNTING POLICIES

The Financial Statements have been prepared in accordance with the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs and with the Regulations regarding 'true and fair view'. They have been prepared under FRS102 (2016) as the applicable accounting standard and the 2016 version of Recommended Practice, Accounting and reporting by Charities (SORP9 FRS102).

The Financial Statements have been prepared under the historical cost convention except for investment assets which are shown at market value. The Financial Statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of church members.

FUNDS

Unrestricted funds are those that can be used by the PCC for any qualifying general purpose.

Restricted funds are those that can only be used for the specific purpose for which they have been given. Details of the restrictions currently in place are given in the notes to the accounts.

Endowment funds are those where the capital amount must be maintained and only the income arising therefrom can be used for the specified purpose. The PCC have taken note of the provisions of the Trusts (Capital and Income) Act 2013 whereby they may opt for a division of total income and capital that balances the need to achieve the objectives of the endowment with the need to maintain the long term capital value of the fund.

INCOMING RESOURCES

Planned giving, collections and donations generally are recognised when received. Tax recoverable is recognised when the income to which it relates is received. Grants and legacies are accounted for when the PCC becomes legally entitled to the amounts concerned. Dividends and interest are accounted for when they become due.

RESOURCES EXPENDED

Grants and donations are accounted for when paid over or when awarded, if that award creates a binding or constructive obligation on the PCC.

The annual parish contribution to the diocese is paid by equal monthly instalments.

FIXED ASSETS

Consecrated and beneficed property is not included in these accounts in accordance with S.10(2) of the Charities Act 2011.

Movable church furnishings held by the Rector and Churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property and listed in the church's inventory which can be inspected at any reasonable time by arrangement with the church office.

Tangible fixed assets are capitalised on acquisition, included in the balance sheet and subsequently revalued at each year end. Depreciation on tangible fixed assets is not provided in these accounts unless considered appropriate.

Investments are valued at market value on the balance sheet date where available.

Short term deposits are cash held on deposit either with the CCLA or at Barclays Bank plc, Sevenoaks.

2 INCOME AND ENDOWMENTS

	Unrestricted funds	Restricted funds	Endowment funds	Total 31.12.24	Total 31.12.23
a Voluntary income					
planned giving	68,021			68,021	63,522
one off donations, collections	14,497			14,497	10,249
other donations, appeals	10,000	22,825		32,825	560
Gift Aid recoverable	17,480			17,480	17,389
Grants*	6,000			6,000	8,697
Legacies					4,032
	<u>115,998</u>	<u>22,825</u>	<u>0</u>	<u>138,823</u>	<u>104,449</u>
*Grants in 2024 included					
b Investment income					
dividends	1,186			1,186	643
interest	2,832			2,832	1,886
	<u>4,018</u>	<u>0</u>	<u>0</u>	<u>4,018</u>	<u>2,529</u>
c fees for funerals and weddings	3,501			3,501	2,855
	<u>3,501</u>	<u>0</u>	<u>0</u>	<u>3,501</u>	<u>2,855</u>
d other income					4,649
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,649</u>
TOTAL INCOME	<u>£123,517</u>	<u>£22,825</u>	<u>£0</u>	<u>£146,342</u>	<u>£114,482</u>

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Notes to the Financial Statements for the year ended 31st December 2024

3 EXPENDITURE

	Unrestricted funds	Restricted funds	Endowment funds	Total 31.12.24	Total 31.12.23
a Mission & charitable giving	1,606			1,606	2,818
Parish contribution to Diocese	45,957			45,957	60,000
Salaries for support staff	23,445			23,445	19,878
Communications fees	3,520			3,520	10,521
Visiting clergy	466			466	1,072
Honoraria, organists, vergers	2,270			2,270	1,935
Ministry support	1,641			1,641	4,541
Rectory costs	3,747			3,747	5,047
Church running costs	12,534			12,534	13,114
Church repairs & maintenance	4,905			4,905	26,343
Church equipment		23,784		23,784	
Parish office costs	5,055			5,055	3,132
Governance & audit					
	105,146	23,784		128,930	148,401
b Fundraising costs					3,864
TOTAL EXPENDITURE	£105,146	£23,784	0	£128,930	£152,265

c In 2019 a restricted fund was established in the name of the Reverend Maurice Hewitt to provide a stained glass window in the church. Extensive repairs were needed to the window concerned to enable the project to be completed and they were completed in January 2020. The window and explanatory plaque were completed and installed in 2022

4 STAFF COSTS

Average number of employees	2	2
Wages costs	£23,445	£19,878

5 RELATED PARTIES

PCC members and officers are reimbursed for making approved purchases as agents of the PCC. These transactions are not regarded as personal and no disclosure of them is required.

Although an ex officio member of the PCC, the Rector is employed by the Church of England and her stipend and associated costs are included within note 3(a).

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Notes to the Financial Statements for the year ended 31st December 2024

6 FIXED ASSETS

INVESTMENTS

	Holding	Purchased	Cost	31.12.24	31.12.23
DBF CBF Investment Fund	1,081	Nov 1967	£ 1,000	24,995	£ 24,436
BP Amoco 8% Cum 1st pref	500	April 1992	£ 360	690	£ 830
City of London Trust 4.2% pref	500	April 1992	£ 265	430	£ 440
COIF Investment Fund	£456	Mar 2001	£ 4,610	8,267	£ 8,201
			£ 6,235	34,382	£ 33,907

7 FUNDS

a ANALYSIS OF NET ASSETS

	Unrestricted	Restricted	Endowment	31.12.24	31.12.23
Investments		9,258		9,258	33,490
Current assets	103,305		24,996	128,301	85,892
	£103,305	£9,258	£24,996	£137,559	£119,382

b ANALYSIS OF FUNDS

General Fund	103,305				39,710
Restricted funds		9,258			55,236
Stanhope Fund			24,996		24,436
	£103,305	£9,258	£24,996	£137,559	£119,382

8 CURRENT ASSETS

Gift Aid recoverable				5,308	3,693
Receivables				4,375	3,610
				9,683	7,303
less					
Money held for Chipstead Chapel Charity				15,000	4,994
				-£5,317	2,309
Barclays Bank plc				35,582	23,582
CCLA general				49,134	27,313
CCLA building				12,805	12,159
CCLA other restricted				11,101	10,541
				£108,622	73,595

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Year ended 31st December 2024

Independent Examiner's Report to the Parochial Church Council of St Botolph's Church in the parish of Chevening, Kent

I report on the accounts for the year ended 31st December 2024 which are set out on pages 5 and 6.

Respective responsibilities of the Trustees and the Independent Examiner

The church trustees are responsible for the preparation of the accounts and they consider that an audit is not required for this year under Section 145 of the Charities Act 2011.

It is my responsibility, as Independent Examiner, to:

- examine the accounts under Section 145 of the Charities Act 2011
- follow the procedures laid down in the general directions given by the Charity Commissioners in Section 145(b) of the 2011 Act
- state whether particular matters have been brought to my attention

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. Such 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 a consideration of any unusual items or disclosures in the accounts and seeking explanations from appropriate 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:-

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
 - to keep accounting records in accordance with Section 130 of the 2011 Act or
 - to prepare financial statements which accord with those accounting recordshave 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

Joshua Peake

Date

31st March 2025

Mr Joshua Peake, ACCA

Accounts

**ST BOTOLPH'S CHURCH
THE PARISH OF CHEVENING**



ANNUAL REPORT AND FINANCIAL STATEMENTS

**THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S
IN THE PARISH OF CHEVENING, KENT**

FOR THE YEAR ENDED 31ST DECEMBER 2023

Incumbent: The Reverend Hannah Adams

**Address: The Church Office
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**THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S
THE ECCLESIASTICAL PARISH OF CHEVENING
SEVENOAKS DEANERY - DIOCESE OF ROCHESTER**

ANNUAL REPORT FOR 2023

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Churchwarden	Mr Joseph Devine
Treasurer	Mr Graham Higgs
Secretary	Mr Peter Wilson
Members	Mrs Lela Weavers
	Mrs Fiona Jordan
	Mrs Donna Hill
	Mr James Gale
	Mrs Sally Munro
	Mr Thomas Geldard
	Mr Andrew Taylor
	Mrs Rebecca Pilcher
	Mrs Hannah Williams
	Mr Christopher Austen
	Mrs Susan Wandless
	Mrs Sophie Osborne
	Mrs Jessica Lewis

St Botolph's is a member of 'Churches Together' in Sevenoaks and District.

THE CHIPSTEAD CHAPEL CHARITY (Charity Number 1147141)

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STRUCTURE AND GOVERNANCE

The method of appointment of PCC members is set out in the Church Representation All church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

OBJECTIVES AND ACTIVITIES

The primary duty of the PCC is to support the incumbent of the parish, the Reverend Hannah Adams, in promoting the whole mission of the church in the parish. It is also the function of the PCC to be responsible for the financial affairs of the church and the care and maintenance of the church fabric and its contents.

ACHIEVEMENTS AND PERFORMANCE

2023 was the first year with no restrictions in relation to the Covid-19 Pandemic freeing the church to run 'as normal'. Our statistics show that our worshipping community is built up from the following numbers:

Total	113
Children aged 0-17	33
Adults aged 18-69	55
Adults aged 70+	25

Across 2023 the PCC met 10 times (excluding August and December). The Standing Committee met in between the PCC meetings, minutes of which were presented and approved by the PCC. The PCC also met for a team building and strategy day in September 2023 which has solidified and strengthened the team enabling us to decide on a common vision and action plan with set priorities for our church.

Our average Sunday attendance was 61. We also held various events and occasions as our Annual Community Barbecue where we welcomed approximately 100 to 150 people and we had fellowship meals such as a Maundy Thursday Meal, our Harvest Supper and a Pancake Partry with 40 children from our local primary school attending.

In terms of special services our Easter service welcomed 162 and across all our Christmas services (Carol services, Christmas Eve and Christmas Day) we had 790 attending and hearing the Good News of Jesus.

The Reverend Hannah Adams

ELECTORAL ROLL AND PCC MEETINGS

At the time of the Annual Parish Meeting in 2024 there were 257 on the electoral roll compared with 267 for 2023 including 128 who were not resident in the parish. The average number of adults attending morning services on Sundays was 61 compared with 81 for 2022.

The full Parochial Church Council met on 10 occasions (2022 - 9) with an average attendance of 73.6% compared with 81.6% in 2022. The Standing Committee met regularly throughout the year and the minutes of these meetings were received by the PCC and discussed and acted on as appropriate.

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THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

FINANCIAL REVIEW 2023

Income

Total incoming resources were £114,435 (£228,174 in 2022) and these are detailed in the financial statements. Voluntary unrestricted income has decreased to £106,511 from £114,435 in 2022. Our church activities, in recent years, have been severely restricted by the Covid-19 pandemic and collections in church have been limited. Many parishioners have made one off donations to compensate and their generosity is very much appreciated.

Fees for weddings and funerals were also limited by the pandemic but now amount to £7,447 compared with £7,447 in 2022. This is not a direct comparison as the amount for 2023 items charged by independent providers which are not now included but paid direct.

Expenditure

Our expenditure on church activities was £131,357 (£129,464 - 2022) this includes our parish contribution of £60,000 (2022 - £60,000) to the costs of administering the Diocese and the cost of the Rector's stipend and associated costs.

Generally our expenditure has been strictly controlled this year but there continue to be a number of repair and maintenance issues which will need to be resolved in the coming year.

Reserves

As a result of our activities in 2023, our unrestricted funds reduced to £39,709 from £64,973 in 2022. Restricted reserves, including the endowment, reduced from £90,554 to £79,672 due to the release of £10,882 for qualifying building works.

It is PCC policy to maintain a balance of unrestricted funds of at least £25,000 to cover emergency situations that may arise from time to time. Unrestricted reserves, at the year end, amounted to £39,710 which, after setting aside the minimum referred to above, is equivalent to approximately 6 weeks compared to 16 in 2022.

Our restricted funds include the Building Fund which consists of monies given and received towards meeting the costs of major repairs to the fabric of the church itself including the costs as may arise from our Quinquennial Inspections. We also have funds remaining from the completion of the work on the nave roof which, in the opinion of the PCC, may be used for further essential roof repairs and maintenance. These funds total £55,236.

It is the policy of the PCC that funds held, in excess of foreseeable needs, shall be invested with the CBF Church of England Deposit Fund with the CCLA.

Approved by the Parochial Church Council and signed on its behalf by:

Reverend Hannah Adams
Rector and PCC Chair

Hannah Adams

Date

29th March 2024

The notes attached form part of these accounts

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1 April 2024

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Statement of Financial Activities for the year ended 31st December 2023

	Notes	Unrestricted funds	Restricted funds	Endowment funds
Income and endowments				
Voluntary income	2a	97,230	7,219	
Investment income	2b	1,825	705	
Fees	2c	2,855		
Other income	2d	4,599		
Total income		106,509	7,924	0
Expenditure				
Church activities	3a	127,493	20,908	
Costs of generating funds	3b	3,864		
Major church repairs	3c			
Total expenditure		131,357	20,908	0
Net income (-expenditure)		-24,848	-12,984	
Unrealised gains or losses	3d	-417		2,101
Net movement in funds		-25,265	-12,984	2,101
Funds brought forward		64,973	68,220	22,334
Funds carried forward		£39,708	£55,236	£24,435

Total 31.12.23	Total 31.12.22
104,450	217,548
2,530	1,601
2,855	7,447
4,599	1,579
<hr/> 114,434	<hr/> 228,175
148,401	127,643
3,864	1,821
	88,194
<hr/> 152,265	<hr/> 217,658
-37,831	10,517
1,684	-2,978
<hr/> -36,147	<hr/> 7,539
155,528	147,988
<hr/> <hr/> £119,381	<hr/> <hr/> £155,527

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Balance Sheet as at 31st December 2023

	<u>Notes</u>	<u>31.12.23</u>
Accumulated funds	6	
Unrestricted funds		39,710
Restricted funds		55,236
Endowment funds		24,436
Total Church Funds		<u><u>£119,382</u></u>
 Represented by		
Fixed assets	7	
Investments		33,490
		<u>33,490</u>
Current assets	8	
Accounts receivable-payable		4,994
Balances at bank		80,898
		<u>85,892</u>
Total Church Assets		<u><u>£119,382</u></u>

Approved by the Parochial Church Council and signed on its behalf by:

Reverend Hannah Adams
Rector and PCC Chair

Hannah Adams

Date

29th April 2024

The notes attached form part of these accounts

31.12.22

64,971

68,219

22,334

£155,524

31,806

31,806

5,220
118,498

123,718

£155,524

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THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Notes to the Financial Statements for the year ended 31st December 2023

1 ACCOUNTING POLICIES

The Financial Statements have been prepared in accordance with the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs and with the Regulations regarding 'true and fair view'. They have been prepared under FRS102 (2016) as the applicable accounting standard and the 2016 version of Recommended Practice, Accounting and reporting by Charities (SORP9 FRS102).

The Financial Statements have been prepared under the historical cost convention except for investment assets which are shown at market value. The Financial Statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of church members.

FUNDS

Unrestricted funds are those that can be used by the PCC for any qualifying general purpose.

Restricted funds are those that can only be used for the specific purpose for which they have been given. Details of the restrictions currently in place are given in the notes to the accounts.

Endowment funds are those where the capital amount must be maintained and only the income arising therefrom can be used for the specified purpose. The PCC have taken note of the provisions of the Trusts (Capital and Income) Act 2013 whereby they may opt for a division of total income and capital that balances the need to achieve the objectives of the endowment with the need to maintain the long term capital value of the fund.

INCOMING RESOURCES

Planned giving, collections and donations generally are recognised when received. Tax recoverable is recognised when the income to which it relates is received. Grants and legacies are accounted for when the PCC becomes legally entitled to the amounts concerned. Dividends and interest are accounted for when they become due.

RESOURCES EXPENDED

Grants and donations are accounted for when paid over or when awarded, if that award creates a binding or constructive obligation on the PCC.

The annual parish contribution to the diocese is paid by equal monthly instalments.

FIXED ASSETS

Consecrated and beneficed property is not included in these accounts in accordance with S.10(2) of the Charities Act 2011.

Movable church furnishings held by the Rector and Churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property and listed in the church's inventory which can be inspected at any reasonable time by arrangement with the church office.

Tangible fixed assets are capitalised on acquisition, included in the balance sheet and subsequently revalued at each year end. Depreciation on tangible fixed assets is not provided in these accounts unless considered appropriate.

Investments are valued at market value on the balance sheet date where available.

Short term deposits are cash held on deposit either with the CCLA or at Barclays Bank plc, Sevenoaks.

2 INCOME AND ENDOWMENTS

	Unrestricted funds	Restricted funds	Endowment funds
a Voluntary income			
planned giving	63,522		
one off donations, collections	10,199	50	
other donations, appeals	560		
Gift Aid recoverable	17,389		
Grants*	5,560	3,137	
Legacies		4,032	
	97,230	7,219	0
b Investment income			
dividends	643		
interest	1,182	704	
	1,825	704	0
c fees for funerals and weddings	2,855		
	2,855	0	0
d other income	4,649		
	4,649	0	0
TOTAL INCOME	£106,559	£7,923	£0

*Grants in 2022 included those received for the re roofing of the Nave and totalling £62,000 Of this amount, £46,000 was most generously provided by the National Churches Trust Heritage Fund.

Total 31.12.23	Total 31.12.22
63,522	72,846
10,249	25,664
560	2,166
17,389	16,232
8,697	65,639
4,032	35,000
<u>104,449</u>	<u>217,547</u>

643	972
1,886	629
<u>2,529</u>	<u>1,601</u>
2,855	7,447
<u>2,855</u>	<u>7,447</u>
4,649	1,579
<u>4,649</u>	<u>1,579</u>
<u>£114,482</u>	<u>£228,174</u>

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Notes to the Financial Statements for the year ended 31st December 2023

3 EXPENDITURE

	Unrestricted funds	Restricted funds	Endowment funds
a Mission & charitable giving	2,818		
Parish contribution to Diocese	60,000		
Salaries support staff	19,878		
Communications fees	10,521		
Visiting clergy	1,072		
Honoraria, organists, vergers	1,935		
Ministry support	4,541		
Rectory costs	5,047		
Church running costs	13,114		
Church repairs & maintenance	5,435	20,908	
Church equipment	0		
Parish office costs	3,132		
Governance & audit	0		
	<hr/>	<hr/>	<hr/>
	127,493	20,908	0
b Fundraising costs	3,864		
TOTAL EXPENDITURE	<hr/> £131,357	<hr/> £20,908	<hr/> 0

- c In 2019 a restricted fund was established in the name of the Reverend Maurice Hewitt to provide a stained glass window in the church. Extensive repairs were needed to the window concerned to enable the project to be completed and they were completed in January 2020. The window and explanatory plaque were completed and installed in 20

4 STAFF COSTS

Average number of employees

Wages costs

5 RELATED PARTIES

PCC members and officers are reimbursed for making approved purchases as agents of the PCC. These transactions are not regarded as personal and no disclosure of them is required.

Although an ex officio member of the PCC, the Rector is employed by the Church of England and her stipend and associated costs are included within note 3(a).

Total 31.12.23	Total 31.12.22
2,818	4,888
60,000	60,000
19,878	22,805
10,521	0
1,072	1,136
1,935	3,287
4,541	14,443
5,047	3,844
13,114	11,689
26,343	89,036
0	950
3,132	3,758
0	0
<u>148,401</u>	<u>215,836</u>
3,864	1,822
<u>£152,265</u>	<u>£217,658</u>

122

2	2
<u>£19,878</u>	<u>£22,805</u>

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Notes to the Financial Statements for the year ended 31st December 2023

6 FIXED ASSETS

INVESTMENTS

	Holding	Purchased	Cost
DBF CBF Investment Fund	1,081	Nov 1967	£ 1,000
BP Amoco 8% Cum 1st pref	500	April 1992	£ 360
City of London Trust 4.2% pref	500	April 1992	£ 265
COIF Investment Fund	£456	March 2001	£ 4,610
			<u>£ 6,235</u>

7 FUNDS

a ANALYSIS OF NET ASSETS

	Unrestricted	Restricted	Endowment
Investments		9,054	24,436
Current assets	39,710	46,182	
	<u>£39,710</u>	<u>£55,236</u>	<u>£24,436</u>

b ANALYSIS OF FUNDS

General Fund	39,710		
Restricted funds		55,236	
Stanhope Fund			24,436
	<u>£39,710</u>	<u>£55,236</u>	<u>£24,436</u>

8 CURRENT ASSETS

Gift Aid recoverable
Receivables

less
Payables (sundry creditors)

Barclays Bank plc
CCLA general
CCLA building
CCLA other restricted

31.12.23		31.12.22
24,436	£	22,335
830	£	830
440	£	440
8,201	£	8,201
<u>33,907</u>	<u>£</u>	<u>31,806</u>

31.12.23		31.12.22
33,490		31,806
85,892		123,721
<u>£119,382</u>		<u>£155,527</u>

39,710		64,973
55,236		68,219
24,436		22,335
<u>£119,382</u>		<u>£155,527</u>

3,693		3,576
3,610		4,919
<u>7,303</u>		<u>8,495</u>
4,994		3,271
<u>£2,309</u>		<u>5,224</u>

23,582		70,038
27,313		26,464
12,159		11,781
10,541		10,214
<u>£73,595</u>		<u>118,497</u>

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Year ended 31st December 2023

Independent Examiner's Report to the Parochial Church Council of St Botolph's Church in the parish of Chevening, Kent

I report on the accounts for the year ended 31st December 2023 which are set out on pages 5 and 6.

Respective responsibilities of the Trustees and the Independent Examiner

The church trustees are responsible for the preparation of the accounts and they consider that an audit is not required for this year under Section 145 of the Charities Act 2011.

It is my responsibility, as Independent Examiner, to:

- examine the accounts under Section 145 of the Charities Act 2011
- follow the procedures laid down in the general directions given by the Charity Commissioners in Section 145(b) of the 2011 Act
- state whether particular matters have been brought to my attention

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. Such 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 a consideration of any unusual items or disclosures in the accounts and seeking explanations from appropriate 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:-

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
 - to keep accounting records in accordance with Section 130 of the 2011 Act or
 - to prepare financial statements which accord with those accounting recordshave 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

Joshua Peake

Date

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Mr Joshua Peake, ACCA

6 April 2024

Accounts

**ST BOTOLPH'S CHURCH
THE PARISH OF CHEVENING**



ANNUAL REPORT AND FINANCIAL STATEMENTS

**THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S
IN THE PARISH OF CHEVENING, KENT**

FOR THE YEAR ENDED 31ST DECEMBER 2022

Incumbent: The Reverend Hannah Adams

**Address: The Church Office
Chevening Parish Hall
Homedean Road
Chipstead, Sevenoaks
Kent, TN13 2RU**

**THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S
THE ECCLESIASTICAL PARISH OF CHEVENING
SEVENOAKS DEANERY - DIOCESE OF ROCHESTER**

ANNUAL REPORT FOR 2022

Administrative information

St Botolph's Church is situated on Chevening Road in the parish of Chevening, Kent. It is part of the Diocese of Rochester within the Church of England. The address for correspondence is Chevening Church Office, Homedean Road, Chipstead, TN13 2RU.

The Parochial Church Council of St Botolph's (the PCC) is a corporate body established by the Church of England and it operates under the PCC Powers Measure 1956 as amended and the Church Representation Rules. The PCC was formerly an excepted charity and its registration with the Charity Commission was approved on 10th March 2010.

Information about the PCC and its activities can be found on the Charity Commission website under registration number 1134784. The PCC is subject to the Charities Act 2011 as amended.

The PCC officers and members who served from 1st January 2020 until the date that this report was adopted were:

Incumbent	The Reverend Hannah Adams	
Churchwarden	Ms Marcia Barton	Deanery Synod
Churchwarden	Mr Robert Hubbard	
Churchwarden (assistant)	The Hon Richard Mais	
Churchwarden (assistant)	Mr Joseph Devine	
Treasurer	Mr Graham Higgs	
Secretary	Miss Sophie Atkinson	
Members	Mrs Lela Weavers	Diocesan Synod
	His Honour John Colyer, QC	Deanery Synod
	Mrs Fiona Jordan	Deanery Synod
	Mrs Claire Marriott	
	Mr James Gale	
	Mr David Thompson	
	Mr Thomas Geldard	
	Ms Rebecca Pilcher	
	Ms Kelly Stiff	
	Ms Sophie Osborne	
	Mrs Susan Wandless	
	Mrs Dana Dobrescu	until 22 May 2022
	Miss Sandra Tolhurst	

St Botolph's is a member of 'Churches Together' in Sevenoaks and District.

THE CHIPSTEAD CHAPEL CHARITY (Charity Number 1147141)

The PCC is the managing trustee of this charity and it can therefore be considered as connected but, as the nature and purpose of the two entities are not the same, consolidation of the accounts is not considered as appropriate.

WYNDHAM STRODE & ANOTHER (Charity Number 307745)

This charity, founded in the early part of the 18th Century, is administered by Trustees being the Rector and Churchwardens of St Botolph's. The objects are to assist poor persons who are resident in the Parish of Chevening, who are under 21 years of age and who are preparing for, entering upon or engaged in any trade, occupation or service, to buy outfits, pay fees of instruction, travelling expenses or such means for their advancement in life or to enable them to earn their living, as the Trustees think fit. The entities are not connected.

STRUCTURE AND GOVERNANCE

The method of appointment of PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

OBJECTIVES AND ACTIVITIES

The primary duty of the PCC is to co-operate with the incumbent of the parish, the Reverend Hannah Adams, in promoting the whole mission of the church in the parish. It is also the function of the PCC to be responsible for the financial affairs of the church and the care and maintenance of the church fabric and its contents.

ACHIEVEMENTS AND PERFORMANCE

2022 was the first year with no restrictions in relation to the Covid-19 Pandemic freeing the church to run 'as normal'. Our statistics show that our worshipping community is built up from the following numbers:

Total	93
Children aged 0-10	22
Young people aged 11-17	11
Adults aged 18-69	40
Adults aged 70+	20

Not only were we able to welcome many to our Sunday Services but to many events throughout the year. Our Pancake Party saw more than 40 children and their parents attend and our Community Barbecue in June saw almost 200 people attending. In terms of special services our Easter Service welcomed over 200 and Christmas Eve and Christmas Day welcomed 185 into our church.

2022 was not without its difficulties when our Rector went on maternity leave in mid July. This had an impact on what events and special services could be held which had an impact on numbers attending. However, it is here that we remember that we are not all about numbers but about depth and our relationship with God. God is moving in our church and local community and exciting things are to come in 2023 and beyond.

The Reverend Hannah Adams

ELECTORAL ROLL AND PCC MEETINGS

At the time of the Annual Parish Meeting in 2023 there were 265 on the electoral roll compared with 267 for 2022 including 128 who were not resident in the parish. The average number of adults attending morning services on sundays was 60 compared with 81 for 2022

The full Parochial Church Council met on 8 occasions (2021 - 9) with an average attendance of 73.6% compared with 81.6% in 2021. The Standing Committee met regularly throughout the year and the minutes of these meetings were received by the PCC and discussed and adopted as appropriate.

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

FINANCIAL REVIEW 2022

Income

Total incoming resources were £228,174 (£141,885 in 2021) and these are detailed in the financial statements. Voluntary unrestricted income has increased to £119,082 from £104,328 in 2021. Our church activities, in recent years, have been severely restricted by the Covid-19 pandemic and collections in church have been limited. Many parishioners have made one off donations to compensate and their generosity is very much appreciated.

Fees for weddings and funerals were also limited by the pandemic but have now increased to £7,447 from £4,155 in 2021.

Expenditure

Our expenditure on church activities was £129,464 (2021 - £115,288) and this includes our parish contribution of £60,000 (2021 - £60,000) to the costs of administering the Diocese and the cost of the Rector's stipend and associated costs.

Generally our expenditure has been strictly controlled this year but there continue to be a number of repair and maintenance issues which will need to be resolved in the coming year.

Reserves

As a result of our activities in 2022, our unrestricted funds reduced slightly to £64,971 from £65,011 in 2021. Restricted reserves, including the endowment, rose from £82,977 to £90,553.

It is PCC policy to maintain a balance of unrestricted funds of at least £25,000 to cover emergency situations that may arise from time to time. Unrestricted reserves, at the year end, amounted to £64,973 which, after setting aside the minimum referred to above, is equivalent to approximately 16 weeks costs, down from 20 weeks in 2021.

Our restricted funds include the Building Fund which consists of monies given and retained towards meeting the costs of major repairs to the fabric of the church itself including such costs as may arise from our Quinquennial Inspections. We also have funds remaining after the completion of the work on the nave roof which, in the opinion of the PCC, may be used for further essential roof repairs and maintenance. These funds total £36,027.

It is the policy of the PCC that funds held, in excess of foreseeable needs, shall be invested with the CBF Church of England Deposit Fund with the CCLA.

Approved by the Parochial Church Council and signed on its behalf by:

Reverend Hannah Adams
Rector and PCC Chair

Hannah Adams

Date

The notes attached form part of these accounts

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Statement of Financial Activities for the year ended 31st December 2022

	Notes	Unrestricted funds	Restricted funds	Endowment funds	Total 31.12.22	Total 31.12.21
Income and endowments						
Voluntary income	2a	119,082	98,465		217,547	135,691
Investment income	2b	1,316	285		1,601	909
Fees	2c	7,447			7,447	4,155
Other income	2d	1,579			1,579	1,130
Total income		129,424	98,750	0	228,174	141,885
Expenditure						
Church activities	3a	127,643			127,643	106,616
Costs of generating funds	3b	1,821			1,821	
Major church repairs	3c		88,194		88,194	8,672
Total expenditure		129,464	88,194	0	217,658	115,288
Net income (-expenditure)		-40	10,556		10,516	26,597
Unrealised gains or losses	3d			-2,980	-2,980	3,168
Net movement in funds		-40	10,556	-2,980	7,536	29,765
Funds brought forward		65,011	57,663	25,314	147,988	118,223
Funds carried forward		£64,971	£68,219	£22,334	£155,524	£147,988

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Balance Sheet as at 31st December 2022

	<u>Notes</u>	<u>31.12.22</u>	<u>31.12.21</u>
Accumulated funds	6		
Unrestricted funds		64,971	66,291
Restricted funds		68,219	56,385
Endowment funds		22,334	25,314
Total Church Funds		<u>£155,524</u>	<u>£147,990</u>
Represented by			
Fixed assets	7		
Investments		31,806	34,786
		<u>31,806</u>	<u>34,786</u>
Current assets	8		
Accounts receivable-payable		5,220	2,442
Balances at bank		118,498	110,762
		<u>123,718</u>	<u>113,204</u>
Total Church Assets		<u>£155,524</u>	<u>£147,990</u>

Approved by the Parochial Church Council and signed on its behalf by:

Reverend Hannah Adams
Rector and PCC Chair

Hannah Adams

Date

The notes attached form part of these accounts

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Notes to the Financial Statements for the year ended 31st December 2022

1 ACCOUNTING POLICIES

The Financial Statements have been prepared in accordance with the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs and with the Regulations regarding 'true and fair view'. They have been prepared under FRS102 (2016) as the applicable accounting standard and the 2016 version of Recommended Practice, Accounting and reporting by Charities (SORP9 FRS102).

The Financial Statements have been prepared under the historical cost convention except for investment assets which are shown at market value. The Financial Statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of church members.

FUNDS

Unrestricted funds are those that can be used by the PCC for any qualifying general purpose.

Restricted funds are those that can only be used for the specific purpose for which they have been given. Details of the restrictions currently in place are given in the notes to the accounts.

Endowment funds are those where the capital amount must be maintained and only the income arising therefrom can be used for the specified purpose. The PCC have taken note of the provisions of the Trusts (Capital and Income) Act 2013 whereby they may opt for a division of total income and capital that balances the need to achieve the objectives of the endowment with the need to maintain the long term capital value of the fund.

INCOMING RESOURCES

Planned giving, collections and donations generally are recognised when received. Tax recoverable is recognised when the income to which it relates is received. Grants and legacies are accounted for when the PCC becomes legally entitled to the amounts concerned. Dividends and interest are accounted for when they become due.

RESOURCES EXPENDED

Grants and donations are accounted for when paid over or when awarded, if that award creates a binding or constructive obligation on the PCC.

The annual parish contribution to the diocese is paid by equal monthly instalments.

FIXED ASSETS

Consecrated and beneficed property is not included in these accounts in accordance with S.10(2) of the Charities Act 2011.

Movable church furnishings held by the Rector and Churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property and listed in the church's inventory which can be inspected at any reasonable time by arrangement with the church office.

Tangible fixed assets are capitalised on acquisition, included in the balance sheet and subsequently revalued at each year end. Depreciation on tangible fixed assets is not provided in these accounts unless considered appropriate.

Investments are valued at market value on the balance sheet date where available.

Short term deposits are cash held on deposit either with the CCLA or at Barclays Bank plc, Sevenoaks.

2 INCOME AND ENDOWMENTS

	Unrestricted funds	Restricted funds	Endowment funds	Total 31.12.22	Total 31.12.21
a Voluntary income					
planned giving	72,846			72,846	65,468
one off donations, collections	14,880	10,784		25,664	46,391
other donations, appeals	1,916	250		2,166	3,476
Gift Aid recoverable	16,232			16,232	21,488
Grants	3,208	62,431		65,639	
Legacies	10,000	25,000		35,000	0
	<u>119,082</u>	<u>98,465</u>	<u>0</u>	<u>217,547</u>	<u>136,823</u>
b Investment income					
dividends	972			972	506
interest	344		285	629	403
	<u>1,316</u>	<u>0</u>	<u>285</u>	<u>1,601</u>	<u>909</u>
c fees for funerals and weddings	7,447			7,447	4,155
	<u>7,447</u>	<u>0</u>	<u>0</u>	<u>7,447</u>	<u>4,155</u>
d other income	1,579			1,579	
	<u>1,579</u>	<u>0</u>	<u>0</u>	<u>1,579</u>	<u>0</u>
TOTAL INCOME	<u>£129,424</u>	<u>£98,465</u>	<u>£285</u>	<u>£228,174</u>	<u>£141,887</u>

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Notes to the Financial Statements for the year ended 31st December 2022

3 EXPENDITURE

	Unrestricted funds	Restricted funds	Endowment funds	Total 31.12.22	Total 31.12.21
a Mission & charitable giving	4,888			4,888	3,147
Parish contribution to Diocese	60,000			60,000	60,000
Salaries support staff	22,805			22,805	17,721
Visiting clergy	1,136			1,136	206
Honoraria, organists, vergers	3,287			3,287	1,275
Ministry support	14,443			14,443	2,398
Rectory costs	3,844			3,844	4,266
Church running costs	10,966	723		11,689	10,537
Church repairs & maintenance	1,565	87,471		89,036	11,840
Church equipment	950			950	0
Parish office costs	3,758			3,758	2,335
Governance & audit	0			0	0
	<u>127,642</u>	<u>88,194</u>		<u>215,836</u>	<u>113,725</u>
b Fundraising costs	1,822			1,822	1,563
TOTAL EXPENDITURE	<u>£129,464</u>	<u>£88,194</u>		<u>£217,658</u>	<u>£115,288</u>

c In 2019 a restricted fund was established in the name of the Reverend Maurice Hewitt to provide a stained glass window in the church. Extensive repairs were needed to the window concerned to enable the project to be completed and they were completed in January 2020. The window and explanatory plaque were completed and installed in 2022

4 STAFF COSTS

Average number of employees	2	2
Wages costs	<u>£22,805</u>	<u>£17,721</u>

5 RELATED PARTIES

PCC members and officers are reimbursed for making approved purchases as agents of the PCC. These transactions are not regarded as personal and no disclosure of them is required.

Although an ex officio member of the PCC, the Rector is employed by the Church of England and her stipend and associated costs are included within note 3(a).

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Notes to the Financial Statements for the year ended 31st December 2022

6 FIXED ASSETS

INVESTMENTS

	Holding	Purchased	Cost	31.12.22	31.12.21
DBF CBF Investment Fund	1,081	Nov 1967	£ 1,000	22,335	£ 22,147
BP Amoco 8% Cum 1st pref	500	April 1992	£ 360	830	£ 830
City of London Trust 4.2% pref	500	April 1992	£ 265	440	£ 440
COIF Investment Fund	£456	March 2001	£ 4,610	8,201	£ 8,201
			£ 6,235	31,806	£ 31,618

7 FUNDS

a ANALYSIS OF NET ASSETS

	Unrestricted	Restricted	Endowment	31.12.22	31.12.21
Investments		9,471	22,335	31,806	34,786
Current assets	64,973	58,748		123,721	113,204
	£64,973	£68,219	£25,314	£155,527	£147,990

b ANALYSIS OF FUNDS

General Fund	64,973			64,973	66,291
Hewitt Headstone Fund		8,684		8,684	9,877
Hewitt Window Fund		8,953		8,953	4,686
Church Repair Fund		50,582		50,582	41,822
Stanhope Fund			22,335	22,335	25,314
	£64,973	£68,219	£22,335	£155,527	£147,990

8 CURRENT ASSETS

Gift Aid recoverable		3,576	5,312
Receivables		4,919	150
		8,495	5,462
less			
Payables (sundry creditors)		3,271	3,020
		£5,224	2,442
Barclays Bank plc		70,038	62,931
CCLA general		26,464	26,121
CCLA building		11,781	11,629
CCLA other restricted		10,214	10,081
		£118,497	110,762

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Year ended 31st December 2022

Independent Examiner's Report to the Parochial Church Council of St Botolph's Church in the parish of Chevening, Kent

I report on the accounts for the year ended 31st December 2022 which are set out on pages 5 and 6.

Respective responsibilities of the Trustees and the Independent Examiner

The church trustees are responsible for the preparation of the accounts and they consider that an audit is not required for this year under Section 145 of the Charities Act 2011.

It is my responsibility, as Independent Examiner, to:

- examine the accounts under Section 145 of the Charities Act 2011
- follow the procedures laid down in the general directions given by the Charity Commissioners in Section 145(b) of the 2011 Act
- state whether particular matters have been brought to my attention

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. Such 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 a consideration of any unusual items or disclosures in the accounts and seeking explanations from appropriate 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:-

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
 - to keep accounting records in accordance with Section 130 of the 2011 Act or
 - to prepare financial statements which accord with those accounting recordshave 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

Joshua Peake

Date

4th May 2023

Mr Joshua Peake, ACCA

Accounts

**ST BOTOLPH'S CHURCH
THE PARISH OF CHEVENING**



ANNUAL REPORT AND FINANCIAL STATEMENTS

**THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S
IN THE PARISH OF CHEVENING, KENT**

FOR THE YEAR ENDED 31ST DECEMBER 2021

Incumbent: The Reverend Hannah Adams

**Address: The Church Office
Chevening Parish Hall
Homedean Road
Chipstead, Sevenoaks
Kent, TN13 2RU**

**THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S
THE ECCLESIASTICAL PARISH OF CHEVENING
SEVENOAKS DEANERY - DIOCESE OF ROCHESTER**

ANNUAL REPORT FOR 2021

Administrative information

St Botolph's Church is situated on Chevening Road in the parish of Chevening, Kent. It is part of the Diocese of Rochester within the Church of England. The address for correspondence is Chevening Church Office, Homedean Road, Chipstead, TN13 2RU.

The Parochial Church Council of St Botolph's (the PCC) is a corporate body established by the Church of England and it operates under the PCC Powers Measure 1956 as amended and the Church Representation Rules. The PCC was formerly an excepted charity and its registration with the Charity Commission was approved on 10th March 2010.

Information about the PCC and its activities can be found on the Charity Commission website under registration number 1134784. The PCC is subject to the Charities Act 2011 as amended.

The PCC officers and members who served from 1st January 2020 until the date that this report was adopted were:

Incumbent	The Reverend Hannah Adams	
Churchwarden	Ms Marcia Barton	Deanery Synod
Churchwarden	Mr Robert Hubbard	
Churchwarden (assistant)	The Hon Richard Mais	
Churchwarden (assistant)	Mr Joseph Devine	
Treasurer	Mr Graham Higgs	
Secretary	Mrs Jessica Lewis	from 16 May 2021
Members	Mrs Lela Weavers	Diocesan Synod
	His Honour John Colyer, QC	Deanery Synod
	Mrs Donna Hill	
	Mrs Fiona Jordan	Deanery Synod
	Mrs Claire Marriott	
	Mr James Gale	
	Mr David Thompson	from 16 May 2021
	Mr Thomas Geldard	from 16 May 2021
	Ms Rebecca Pilcher	from 16 May 2021
	Ms Kelly Stiff	from 16 May 2021
	Ms Sophie Osborne	from 16 May 2021
	Mrs Susan Wandless	from 16 May 2021
	Mrs Carole Cresswell	until 23 March 2021
	Mrs Wendy Heydorn	until 16 May 2021
Mr Richard Chamberlin	until 16 May 2021	
Mrs Dana Dobrescu		
Miss Sandra Tolhurst		

St Botolph's is a member of 'Churches Together' in Sevenoaks and District.

THE CHIPSTEAD CHAPEL CHARITY (Charity Number 1147141)

The PCC is the managing trustee of this charity and it can therefore be considered as connected but, as the nature and purpose of the two entities are not the same, consolidation of the accounts is not considered as appropriate.

WYNDHAM STRODE & ANOTHER (Charity Number 307745)

This charity, founded in the early part of the 18th Century, is administered by Trustees being the Rector and Churchwardens of St Botolph's. The objects are to assist poor persons who are resident in the Parish of Chevening, who are under 21 years of age and who are preparing for, entering upon or engaged in any trade, occupation or service, to buy outfits, pay fees of instruction, travelling expenses or such means for their advancement in life or to enable them to earn their living, as the Trustees think fit. The entities are not connected.

STRUCTURE AND GOVERNANCE

The method of appointment of PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

OBJECTIVES AND ACTIVITIES

The primary duty of the PCC is to co-operate with the incumbent of the parish, the Reverend Hannah Adams, in promoting the whole mission of the church in the parish. It is also the function of the PCC to be responsible for the financial affairs of the church and the care and maintenance of the church fabric and its contents.

ACHIEVEMENTS AND PERFORMANCE

2021 was another topsy-turvy year throughout which the church adapted from moving to Church at Home, limited and outdoor services to a triumphant return to in person worship in September. Last year we launched our Vision for Growth under the umbrella of our main aim: to be a beacon of light for our whole parish community - with the three priorities being to Restart, to Recuperate and to Refocus.

To achieve these we set out with three main projects all of which either been accomplished or are still in progress. The re roofing of the North Nave was planned in 2021 and completed successfully in 2022 and we express our grateful thanks for the support given by the National Churches Trust and by the Friends of Kent Churches both of whom have been very generous in making substantial grants to enable the project to achieve a successful conclusion. We have funding in place for a Youth and Families Worker for three years and we hope that this will continue as well as a generous pledge to help us enhance our space for our children and young people. We also have started trialling ways in which we can improve the space in the Chancel so that all can benefit from better use of the limited space available.

We have seen more than ten new individuals and families join our church since September 2021 with an average weekly attendance of one hundred and twenty six people across October alone. Since re starting in September we have celebrated nine infant baptisms and have loved getting to know the families. 2021, unfortunately brought on a very busy year for funerals with eighteen. Sadly, this trend appears to be continuing into 2022 and equates to more than one per month.

In amongst the madness of working out restrictions and what is comfortable and safe for everyone in our community, we have enjoyed putting on special services and events. We celebrated thirteen people from our congregation being Confirmed with Bishop Simon Burton-Jones. All the candidates took part in Alpha as preparation and it was great to see them on their fantastic journey. We also put on other events such as a Light Party - an 'outreach' event for all the community on Halloween. One of our best events ever was a Beer and Carols get together at the Bricklayer's Arms with over one hundred people joining us from around the community and beyond, singing carols and sharing the love of Jesus Christ.

Overall, it has been a busy and somewhat difficult year as we have all had to adjust to what normal' life looks like as we move slowly beyond the pandemic. However, we have been growing, the pastoral team have been doing a fantastic job at drawing alongside those who are struggling, especially those who remain vulnerable and/or isolated and we've been able to refocus on why we are here - to bring God's transformational love to our whole lives and community and what that looks like in the 'new normal'.

The Reverend Hannah Adams

ELECTORAL ROLL AND PCC MEETINGS

At the time of the Annual Parish Meeting in 2022 there were 263 on the electoral roll compared with 253 for 2021 including 122 who were not resident in the parish. The average number of adults attending morning services on Sundays was 60 compared with 81 for 2020.

The full Parochial Church Council met on 9 occasions (2020 - 10) with an average attendance of 81.6% compared with 83.5% in 2020. The Standing Committee met regularly throughout the year and the minutes of these meetings were received by the PCC and discussed and adopted as appropriate.

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

FINANCIAL REVIEW 2021

Income

Total incoming resources were £141,887 (2020 - £117,005) and these are detailed in the financial statements. Voluntary unrestricted income has increased to £104,328 from £95,956 in 2020. Our church activities in the past two years have been severely restricted by the Covid-19 pandemic and collections in church have been limited. Many parishioners have made one off donations to compensate and their generosity is very much appreciated.

Fees for weddings and funerals were also limited by the pandemic but have now increased to £4,155 from £2,802 in 2020.

Expenditure

Our expenditure on church activities was £115,288 (2020 - £118,407) and this includes our parish contribution of £60,000 (2020 - £64,750) to the costs of administering the Diocese and the cost of the Rector's stipend and associated costs.

Generally our expenditure has been strictly controlled this year but there are a number of repair and maintenance issues which will need to be resolved in the coming year.

Reserves

As a result of our activities in 2021, our unrestricted funds increased to £66,291 from £63,515 in 2020 and our restricted reserves, including the endowment, rose from £54,708 to £81,700.

It is PCC policy to maintain a balance of unrestricted funds of at £25,000 to cover emergency situations that may arise from time to time. Unrestricted reserves, at the year end, amounted to £55,956 which, after setting aside the minimum referred to above, is equivalent to approximately 20 weeks costs up from 17 weeks in 2020.

Our restricted funds include the Building Fund which consists of monies given and retained towards meeting the costs of major repairs to the fabric of the church itself including such costs as may arise from our Quinquennial Inspections.

It is the policy of the PCC that funds held, in excess of foreseeable needs, shall be invested with the CBF Church of England Deposit Fund with the CCLA.

Approved by the Parochial Church Council and signed on its behalf by:

Reverend Hannah Adams
Rector and PCC Chair

Date

The notes attached form part of these accounts

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Statement of Financial Activities for the year ended 31st December 2021

	Notes	Unrestricted funds	Restricted funds	Endowment funds	Total 31.12.21	Total 31.12.20
Income and endowments						
Voluntary income	2a	104,328	32,495		136,823	113,073
Investment income	2b	909			909	1,130
Fees	2c	4,155			4,155	2,802
Other income	2d					
Total income		109,392	32,495	0	141,887	117,005
Expenditure						
Church activities	3a	106,616			106,616	104,864
Costs of generating funds	3b					
Major church repairs	3c		8,672		8,672	13,543
Total expenditure		106,616	8,672	0	115,288	118,407
Net income (-expenditure)		2,776	23,823		26,600	-1,402
Unrealised gains or losses	3d			3,168	3,168	1,897
Net movement in funds		2,776	23,823	3,168	29,768	495
Funds brought forward		63,515	32,561	22,147	118,223	117,728
Funds carried forward		£66,291	£56,385	£25,315	£147,991	£118,223

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Balance Sheet as at 31st December 2021

	<u>Notes</u>	<u>31.12.21</u>	<u>31.12.20</u>
Accumulated funds	6		
Unrestricted funds		66,291	58,964
Restricted funds		56,385	36,493
Endowment funds		25,314	22,766
Total Church Funds		<u>£147,990</u>	<u>£118,223</u>
 Represented by			
Fixed assets	7		
Investments		34,786	31,618
		<u>34,786</u>	<u>31,618</u>
Current assets	8		
Accounts receivable-payable		2,442	4,219
Balances at bank		110,762	82,386
		<u>113,204</u>	<u>86,605</u>
Total Church Assets		<u>£147,990</u>	<u>£118,223</u>

Approved by the Parochial Church Council and signed on its behalf by:

Reverend Hannah Adams
Rector and PCC Chair

--

Date

--

The notes attached form part of these accounts

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Notes to the Financial Statements for the year ended 31st December 2021

1 ACCOUNTING POLICIES

The Financial Statements have been prepared in accordance with the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs and with the Regulations regarding 'true and fair view'. They have been prepared under FRS102 (2016) as the applicable accounting standard and the 2016 version of Recommended Practice, Accounting and reporting by Charities (SORP9 FRS102).

The Financial Statements have been prepared under the historical cost convention except for investment assets which are shown at market value. The Financial Statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of church members.

FUNDS

Unrestricted funds are those that can be used by the PCC for any qualifying general purpose.

Restricted funds are those that can only be used for the specific purpose for which they have been given. Details of the restrictions currently in place are given in the notes to the accounts.

Endowment funds are those where the capital amount must be maintained and only the income arising therefrom can be used for the specified purpose. The PCC have taken note of the provisions of the Trusts (Capital and Income) Act 2013 whereby they may opt for a division of total income and capital that balances the need to achieve the objectives of the endowment with the need to maintain the long term capital value of the fund.

INCOMING RESOURCES

Planned giving, collections and donations generally are recognised when received. Tax recoverable is recognised when the income to which it relates is received. Grants and legacies are accounted for when the PCC becomes legally entitled to the amounts concerned. Dividends and interest are accounted for when they become due.

RESOURCES EXPENDED

Grants and donations are accounted for when paid over or when awarded, if that award creates a binding or constructive obligation on the PCC.

The annual parish contribution to the diocese is paid by equal monthly instalments.

FIXED ASSETS

Consecrated and beneficed property is not included in these accounts in accordance with S.10(2) of the Charities Act 2011.

Movable church furnishings held by the Rector and Churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property and listed in the church's inventory which can be inspected at any reasonable time by arrangement with the church office.

Tangible fixed assets are capitalised on acquisition, included in the balance sheet and subsequently revalued at each year end. Depreciation on tangible fixed assets is not provided in these accounts unless considered appropriate.

Investments are valued at market value on the balance sheet date where available.

Short term deposits are cash held on deposit either with the CCLA or at Barclays Bank plc, Sevenoaks.

2 INCOME AND ENDOWMENTS

	Unrestricted funds	Restricted funds	Endowment funds	Total 31.12.21	Total 31.12.20
a Voluntary income					
planned giving	65,468			65,468	59,239
one off donations, collections	13,896	32,495		46,391	20,720
other donations, appeals	3,476			3,476	7,256
Gift Aid recoverable	21,488			21,488	17,640
Grants	0			0	8,218
	104,328	32,495	0	136,823	113,073
b Investment income					
dividends	506			506	928
interest	403			403	202
	909	0	0	909	1,130
c fees for funerals and weddings	4,155			4,155	2,802
	4,155	0	0	4,155	2,802
d other income					
	0	0	0	0	0
TOTAL INCOME	£109,392	£32,495	£0	£141,887	£117,005

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Notes to the Financial Statements for the year ended 31st December 2021

3 EXPENDITURE

	Unrestricted funds	Restricted funds	Endowment funds	Total 31.12.21	Total 31.12.20
a Mission & charitable giving	3,147			3,147	413
Parish contribution to Diocese	60,000			60,000	64,750
Salaries support staff	17,721			17,721	12,362
Visiting clergy	206			206	536
Honoraria, organists, vergers	1,275			1,275	2,175
Ministry support	3,961			3,961	3,369
Rectory costs	4,266			4,266	2,304
Church running costs	10,537			10,537	11,978
Church repairs & maintenance	3,168	8,672		11,840	1,842
Window renovation	0			0	13,043
Parish office costs	2,335			2,335	5,536
Governance & audit	0			0	100
	<u>106,616</u>	<u>8,672</u>		<u>115,288</u>	<u>118,407</u>
b Fundraising costs	0			0	0
TOTAL EXPENDITURE	<u>£106,616</u>	<u>£8,672</u>		<u>£115,288</u>	<u>£118,407</u>

c In 2019 a restricted fund was established in the name of the Reverend Maurice Hewitt to provide a stained glass window in the church. Extensive repairs were needed to the window concerned to enable the project to be completed and they were completed in January 2020. The balance on the Maurice Hewitt Window Fund remains at £4,686, not including the legacy itself. The final design has been agreed and the window itself is planned for 2022.

4 STAFF COSTS

Average number of employees	2	1
Wages costs	<u>£17,721</u>	<u>£11,884</u>

5 RELATED PARTIES

PCC members and officers are reimbursed for making approved purchases as agents of the PCC. These transactions are not regarded as personal and no disclosure of them is required.

Although an ex officio member of the PCC, the Rector is employed by the Church of England and her stipend and associated costs are included within note 3(a).

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Notes to the Financial Statements for the year ended 31st December 2021

6 FIXED ASSETS

INVESTMENTS

	Holding	Purchased	Cost	31.12.21	31.12.20
DBF CBF Investment Fund	1,081	Nov 1967	£ 1,000	22,147	£ 22,147
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City of London Trust 4.2% pref	500	April 1992	£ 265	440	£ 440
COIF Investment Fund	£456	March 2001	£ 4,610	8,201	£ 8,201
			<u>£ 6,235</u>	<u>31,618</u>	<u>£ 31,618</u>

7 FUNDS

a ANALYSIS OF NET ASSETS

	Unrestricted	Restricted	Endowment	31.12.21	31.12.20
Investments		9,472	25,314	34,786	31,618
Current assets	66,291	46,913		113,204	86,605
	<u>£66,291</u>	<u>£56,385</u>	<u>£25,314</u>	<u>£147,990</u>	<u>£118,223</u>

b ANALYSIS OF FUNDS

General Fund	66,291			66,291	58,964
Hewitt Headstone Fund		9,877		9,877	9,877
Hewitt Window Fund		4,686		4,686	4,686
Church Repair Fund		41,822		41,822	21,930
Stanhope Fund			25,314	25,314	22,766
	<u>£66,291</u>	<u>£56,385</u>	<u>£25,314</u>	<u>£147,990</u>	<u>£118,223</u>

8 CURRENT ASSETS

Gift Aid recoverable		5,312	5,440
Receivables		150	411
		<u>5,462</u>	<u>5,851</u>
less			
Payables (sundry creditors)		3,020	1,632
		<u>£2,442</u>	<u>4,219</u>
Barclays Bank plc		62,931	34,580
CCLA general		26,121	26,107
CCLA building		11,629	11,623
CCLA other restricted		10,081	10,076
		<u>£110,762</u>	<u>82,386</u>

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Year ended 31st December 2021

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I report on the accounts for the year ended 31st December 2021 which are set out on pages 5 and 6.

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The church trustees are responsible for the preparation of the accounts and they consider that an audit is not required for this year under Section 145 of the Charities Act 2011.

It is my responsibility, as Independent Examiner, to:

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- follow the procedures laid down in the general directions given by the Charity Commissioners in Section 145(b) of the 2011 Act
- state whether particular matters have been brought to my attention

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. Such 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 a consideration of any unusual items or disclosures in the accounts and seeking explanations from appropriate 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:-

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
 - to keep accounting records in accordance with Section 130 of the 2011 Act or
 - to prepare financial statements which accord with those accounting recordshave 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

Joshua Peake

Date

26th April 2022

Mr Joshua Peake, ACCA

Accounts

**ST BOTOLPH'S CHURCH
THE PARISH OF CHEVENING**



ANNUAL REPORT AND FINANCIAL STATEMENTS

**THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S
IN THE PARISH OF CHEVENING, KENT**

FOR THE YEAR ENDED 31ST DECEMBER 2020

Incumbent: The Reverend Hannah Adams

**Address: The Church Office
Chevening Parish Hall
Homedean Road
Chipstead, Sevenoaks
Kent, TN13 2RU**

**THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S
THE ECCLESIASTICAL PARISH OF CHEVENING
SEVENOAKS DEANERY - DIOCESE OF ROCHESTER**

ANNUAL REPORT FOR 2020

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Churchwarden	Miss Marcia Barton	Deanery Synod
Churchwarden	Dr Keith Gibson	from October 2020 died January 2021
Churchwarden (assistant)	The Hon Richard Mais	
Churchwarden (assistant)	Mr Robert Hubbard	
Treasurer	Mrs Elaine Hanham	until March 2020
Treasurer	Mr Graham Higgs	from March 2020
Secretary	Mrs Jessica Lewis	
Members	Mrs Lela Weavers	Diocesan Synod
	His Honour John Colyer, QC	Deanery Synod
	Mrs Donna Hill	from October 2020
	Mrs Fiona Jordan	Deanery Synod
	Mrs Claire Marriott	
	Mr James Gale	
	Mrs Carole Cresswell	until March 2021
	Mrs Wendy Heydorn	until October 2020
	Mr Richard Chamberlin	
	Mr Joel Kovoov	until March 2020
	Mr Joseph Smith	until March 2020
	Mrs Dana Dobrescu	
	Mr Joseph Devine	from October 2020
	Miss Sandra Tolhurst	from October 2020

St Botolph's is a member of 'Churches Together' in Sevenoaks and District

THE CHIPSTEAD CHAPEL CHARITY (Charity Number 1147141)

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STRUCTURE AND GOVERNANCE

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The primary duty of the PCC is to co-operate with the incumbent of the parish, the Reverend Hannah Adams, in promoting the whole mission of the church in the parish. It is also the function of the PCC to be responsible for the financial affairs of the church and the care and maintenance of the church fabric and its contents.

ACHIEVEMENTS AND PERFORMANCE

2020 was a turbulent and difficult year for all in light of the COVID-19 pandemic and subsequent lockdowns and restrictions. In addition to this the church was in an interregnum until the Reverend Hannah Adams was appointed and installed as Rector in September 2020.

Before September much was done in order to support everyone, in and out of the church, with regular phone calls, online services and other practical provisions especially for the vulnerable.

After September, the church was open for a couple of months and there was good attendance each week. Everyone adapted well to the social distancing and hygiene requirements that were needed to ensure that the church was COVID secure for Sunday worship.

The best attended service in the Autumn Term saw 90 people and the evening service moved from being once a month to every week. Sadly, services had to be taken on-line again with the November lockdown but our 'Zoom' services saw an average of around 47 'logins' which equates to approximately 100 to 150 people.

We were able to return for a few weeks before Christmas but the PCC, in agreement with the Rector, moved all Christmas and Sunday services to on-line for the foreseeable future. A dispensation for this action was sought from and granted by the Bishop of Rochester.

The 10.30 a.m Church at Home service was re-introduced and achieved similar numbers to before and a 5.00 p.m Evening Prayer service was added on 'Zoom' to provide a more reflective and liturgical setting. This has seen, on average, attendances of between 10 and 15 people.

Overall, the church has felt a significant impact from the pandemic and it has been a difficult time. It cannot, though, be denied that the congregation has flourished through coming together, supporting each other and joining in with the on-line services. We, as individuals and as a church family, face many challenges as we recover from the pandemic, resume our spiritual journey and support our wider parish.

ELECTORAL ROLL AND PCC MEETINGS

At the time of the Annual Parish Meeting in 2020 there were 253 on the electoral roll compared with 195 for 2019 including 115 who were not resident in the parish. The average number of adults attending morning services on sundays was 81 compared with 94 for 2019.

The full Parochial Church Council met on 10 occasions (2019 - 11) with an average attendance of 83.5% compared with 73% in 2019. The Standing Committee met regularly throughout the year and the minutes of these meetings were received by the PCC and discussed and adopted as appropriate.

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

FINANCIAL REVIEW 2020

Income

Total incoming resources were £117,005 (2019 - 172,044) and these are detailed in the financial statements. Voluntary unrestricted income has declined to £95,956 from £107,808 in 2019. Our church activities this year have been severely restricted by the Covid-19 pandemic and collections in church are thus almost non-existent. Many parishioners have made one off donations to compensate and their generosity is very much appreciated.

Fees for weddings and funerals etc have also been limited by the pandemic and have declined to £2,802 from £6,004 in 2019.

Expenditure

Our expenditure on church activities was £104,864 (2019 - £145,633) and this includes our parish contribution of £64,750 (2019 - £67,106) to the costs of administering the Diocese and the cost of the Rector's stipend and associated costs.

In 2019 we had a converted double-decker playbus which incurred costs of £3,402. This was disposed of in 2020 and only final servicing costs of £474 were incurred.

Generally, with strictly limited access to the church, our expenditure has been much reduced this year but there are a number of repair and maintenance issues which will need to be resolved in the coming year.

Reserves

As a result of our activities in 2020, our unrestricted funds reduced to £58,964 from £67,400 in 2019 and our restricted reserves, including the endowment, rose from £50,328 to £59,259.

It is PCC policy to maintain a balance of unrestricted funds of at least £25,000 to cover emergency situations that may arise from time to time. Unrestricted reserves, at the year end, amounted to £58,964 which, after setting aside the minimum referred to above, is equivalent to approximately 17 weeks costs.

Our restricted funds include the Building Fund which consists of monies given and retained towards meeting the costs of major repairs to the fabric of the church itself including such costs as may arise from our Quinquennial Inspections.

It is the policy of the PCC that funds held, in excess of foreseeable needs, shall be invested with the CBF Church of England Deposit Fund with the CCLA.

Approved by the Parochial Church Council and signed on its behalf by:

Reverend Hannah Adams
Rector and PCC Chair

Date

The notes attached form part of these accounts

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Statement of Financial Activities for the year ended 31st December 2020

	Notes	Unrestricted funds	Restricted funds	Endowment funds	Total 31.12.20	Total 31.12.19
Income and endowments						
Voluntary income	2a	92,736	20,337		113,073	156,160
Investment income	2b	418	92	620	1,130	1,483
Fees	2c	2,802			2,802	6,004
Other income	2d					8,397
Total income		95,956	20,429	620	117,005	172,044
Expenditure						
Church activities	3a	104,864			104,864	145,633
Costs of generating funds	3b					1,535
Major window repairs	3c		13,543		13,543	37,703
Total expenditure		104,864	13,543		118,407	184,871
Net income (-expenditure)		-8,908	6,886	620	-1,402	-12,827
Unrealised gains or losses	3d	472		1,425	1,897	4,508
Net movement in funds		-8,436	6,886	2,045	495	-8,319
Funds brought forward		67,400	29,607	20,721	117,728	126,047
Funds carried forward		£58,964	£36,493	£22,766	£118,223	£117,728

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Balance Sheet as at 31st December 2020

	<u>Notes</u>	<u>31.12.20</u>	<u>31.12.19</u>
Accumulated funds	6		
Unrestricted funds		58,964	67,400
Restricted funds		36,493	29,607
Endowment funds		22,766	20,721
Total Church Funds		<u>£118,223</u>	<u>£117,728</u>
 Represented by			
Fixed assets	7		
Investments		31,618	29,720
		<u>31,618</u>	<u>29,720</u>
Current assets	8		
Accounts receivable-payable		4,219	
Balances at bank		82,386	88,008
		<u>86,605</u>	<u>88,008</u>
Total Church Assets		<u>£118,223</u>	<u>£117,728</u>

Approved by the Parochial Church Council and signed on its behalf by:

Reverend Hannah Adams
Rector and PCC Chair

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Date

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The notes attached form part of these accounts

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Notes to the Financial Statements for the year ended 31st December 2020

1 ACCOUNTING POLICIES

The Financial Statements have been prepared in accordance with the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs and with the Regulations regarding 'true and fair view'. They have been prepared under FRS102 (2016) as the applicable accounting standard and the 2016 version of Recommended Practice, Accounting and reporting by Charities (SORP9 FRS102).

The Financial Statements have been prepared under the historical cost convention except for investment assets which are shown at market value. The Financial Statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of church members.

FUNDS

Unrestricted funds are those that can be used by the PCC for any qualifying general purpose.

Restricted funds are those that can only be used for the specific purpose for which they have been given. Details of the restrictions currently in place are given in the notes to the accounts.

Endowment funds are those where the capital amount must be maintained and only the income arising therefrom can be used for the specified purpose. The PCC have taken note of the provisions of the Trusts (Capital and Income) Act 2013 whereby they may opt for a division of total income and capital that balances the need to achieve the objectives of the endowment with the need to maintain the long term capital value of the fund.

INCOMING RESOURCES

Planned giving, collections and donations generally are recognised when received. Tax recoverable is recognised when the income to which it relates is received. Grants and legacies are accounted for when the PCC becomes legally entitled to the amounts concerned. Dividends and interest are accounted for when they become due.

RESOURCES EXPENDED

Grants and donations are accounted for when paid over or when awarded, if that award creates a binding or constructive obligation on the PCC.

The annual parish contribution to the diocese is paid by equal monthly instalments.

FIXED ASSETS

Consecrated and beneficed property is not included in these accounts in accordance with S.10(2) of the Charities Act 2011.

Movable church furnishings held by the Rector and Churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property and listed in the church's inventory which can be inspected at any reasonable time by arrangement with the church office.

Tangible fixed assets are capitalised on acquisition, included in the balance sheet and subsequently revalued at each year end. Depreciation on tangible fixed assets is not provided in these accounts unless considered appropriate.

Investments are value at market value on the balance sheet date.

Short term deposits are cash held on deposit either with the CCLA or at Barclays Bank plc, Sevenoaks.

2 INCOME AND ENDOWMENTS

	Unrestricted funds	Restricted funds	Endowment funds	Total 31.12.20	Total 31.12.19
a Voluntary income					
planned giving	59,239			59,239	61,741
one off donations, collections	15,510	5,210		20,720	24,767
other donations, appeals	2,256	5,000		7,256	47,338
Gift Aid recoverable	15,731	1,909		17,640	22,272
Grants		8,218		8,218	1,280
	92,736	20,337		113,073	157,398
b Investment income					
dividends	308		620	928	1,483
interest	110	92		202	
	418	92	620	1,130	1,483
c fees for funerals and weddings	2,802			2,802	6,004
	2,802			2,802	6,004
d other income					7,160
					7,160
TOTAL INCOME	£95,956	£20,429	£620	£117,005	£172,045

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Notes to the Financial Statements for the year ended 31st December 2020

3 EXPENDITURE

	Unrestricted funds	Restricted funds	Endowment funds	Total 31.12.20	Total 31.12.19
a Missionary & charitable giving	413			413	944
Parish contribution to Diocese	64,750			64,750	67,106
Rector's expenses	478			478	4,637
Visiting clergy	536			536	1,569
Honoraria, organists, vergers	2,175			2,175	3,044
Ministry support	3,369			3,369	7,480
Rectory costs	2,304			2,304	5,340
Bus running costs					3,402
Parish administrator	11,884			11,884	10,258
Church running costs	11,778	200		11,978	10,887
Church repairs & maintenance	1,542	300		1,842	26,765
Window renovation		13,043		13,043	37,703
Parish office costs	5,536			5,536	4,101
Governance & audit	100			100	100
	<u>104,864</u>	<u>13,543</u>		<u>118,407</u>	<u>183,336</u>
b Fundraising costs					1,535
					<u>1,535</u>
TOTAL EXPENDITURE	<u>£104,864</u>	<u>£13,543</u>		<u>£118,407</u>	<u>£184,871</u>

c In 2019 a restricted fund was established in the name of the Reverend Maurice Hewitt to provide a stained glass window in the church. Extensive repairs were needed to the window concerned to enable the project to be completed and they were completed in January 2020. The balance on the Maurice Hewitt Window Fund remains at £4,686, not including the legacy itself, and final discussions are now under way with the Executors and the Diocese to agree the proposed design.

4 STAFF COSTS

Average number of employees	1	1
Wages costs	<u>£11,884</u>	<u>£10,258</u>

5 RELATED PARTIES

PCC members and officers are reimbursed for making approved purchases as agents of the PCC. These transactions are not regarded as personal and no disclosure of them is required.

Although an ex officio member of the PCC, the Rector is employed by the Church of England and her stipend and associated costs are included within note 3(a).

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Notes to the Financial Statements for the year ended 31st December 2020

6 FIXED ASSETS

INVESTMENTS

	Holding	Purchased	Cost	31.12.20	31.12.19
DBF CBF Investment Fund	1,081	Nov 1967	£ 1,000	22,147	£ 20,722
BP Amoco 8% Cum 1st pref	500	April 1992	£ 360	830	£ 800
City of London Trust 4.2% pref	500	April 1992	£ 265	440	£ 475
COIF Investment Fund	£456	March 2001	£ 4,610	8,201	£ 7,724
			<u>£ 6,235</u>	<u>31,618</u>	<u>£ 29,721</u>

7 FUNDS

a ANALYSIS OF NET ASSETS

	Unrestricted	Restricted	Endowment	31.12.20	31.12.19
Investments	8,852		22,766	31,618	29,720
Current assets	50,112	36,493		86,605	88,008
	<u>£58,964</u>	<u>£36,493</u>	<u>£22,766</u>	<u>£118,223</u>	<u>£117,728</u>

b ANALYSIS OF FUNDS

General Fund	58,964			58,964	67,400
Hewitt Headstone Fund		9,877		9,877	10,034
Hewitt Window Fund		4,686		4,686	4,512
Church Repair Fund		21,930		21,930	15,061
Stanhope Fund			22,766	22,766	20,721
	<u>£58,964</u>	<u>£36,493</u>	<u>£22,766</u>	<u>£118,223</u>	<u>£117,728</u>

8 CURRENT ASSETS

Gift Aid recoverable	5,440
Receivables	411
	<u>5,851</u>
less	
Payables (sundry creditors)	1,632
	<u>£4,219</u>
Barclays Bank plc	34,580
CCLA general	26,107
CCLA building	11,623
CCLA other restricted	10,076
	<u>£82,386</u>

THE PAROCHIAL CHURCH COUNCIL OF ST BOTOLPH'S

Year ended 31st December 2020

Independent Examiner's Report to the Parochial Church Council of St Botolph's Church in the parish of Chevening, Kent

I report on the accounts for the year ended 31st December 2020 which are set out on pages 5 and 6.

Respective responsibilities of the Trustees and the Independent Examiner

The church trustees are responsible for the preparation of the accounts and they consider that an audit is not required for this year under Section 145 of the Charities Act 2011.

It is my responsibility, as Independent Examiner, to:

- examine the accounts under Section 145 of the Charities Act 2011
- follow the procedures laid down in the general directions given by the Charity Commissioners in Section 145(b) of the 2011 Act
- state whether particular matters have been brought to my attention

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. Such 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 a consideration of any unusual items or disclosures in the accounts and seeking explanations from appropriate 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:-

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
 - to keep accounting records in accordance with Section 130 of the 2011 Act or
 - to prepare financial statements which accord with those accounting recordshave 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

Joshua Peake

Date

14th April 2021

Mr Joshua Peake, ACCA