

**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
Homedeane 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
	119,082	98,465	0	217,547	136,823
b Investment income					
dividends	972			972	506
interest	344		285	629	403
	1,316	0	285	1,601	909
c fees for funerals and weddings	7,447			7,447	4,155
	7,447	0	0	7,447	4,155
d other income	1,579			1,579	
	1,579	0	0	1,579	0
TOTAL INCOME	£129,424	£98,465	£285	£228,174	£141,887

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
	127,642	88,194		215,836	113,725
b Fundraising costs	1,822			1,822	1,563
TOTAL EXPENDITURE	£129,464	£88,194		£217,658	£115,288

- 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	£22,805	£17,721

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