



THE PAROCHIAL CHURCH COUNCIL
OF THE ECCLESIASTICAL PARISH OF
ST JAMES TUNBRIDGE WELLS

ACCOUNTS FOR THE YEAR ENDED
31 DECEMBER 2020

REGISTERED CHARITY NO 1136988

CHARITY INFORMATION

Registered Office	Church House 1 Ferndale Tunbridge Wells Kent TN2 3RL	Parochial Church Council	Carolyn Clutterbuck David Cunningham Roger Dunlop Carol Edwards Jenny Garratt Michael Lawes Jean Meadows Vanessa Nicholls Michael Phillips Susan Schibli Rachel Blythe PCC secretary in attendance
Registered Charity number	1136988		
Governing document	The Parochial Church Council Powers Measure (1956) as amended and the Church Representation Rules that came into force on 2 nd January 1956		
	Ex Officio Members of the PCC	Bankers	
Incumbent	The Reverend Canon Jim Stewart		The Co-operative Bank PLC 1 Balloon Street Manchester M60 4EP
Curate	Revd Judith Hammill		
Wardens	Bruce Williamson Stephen Keevil		Metro Bank PLC One Southampton Row London WC1B 5HA
Treasurer	Sheila Anstead	Independent Examiner	Martyn Burt B.Sc.(Hons), ACMA, CGMA Ashby Acres, Chapel Lane, Ashby cum Fenby, Grimsby DN37 0QT

CHARITY INFORMATION

OBJECTIVES AND ACTIVITIES

The full name of the charity is the “The Parochial Church Council of the Ecclesiastical Parish of St James, Tunbridge Wells”; we shall refer to it as “the charity”. The object of the charity is to further the religious and other charitable work of the Church of England in the Parish of St James Tunbridge Wells. The members of the PCC are the Trustees of the charity and as a body are responsible for supporting the clergy in promoting the mission of the Church in the parish – evangelistic, pastoral, liturgical, social and ecumenical. It also carries the responsibility for maintaining the building of St James’ Church and the other property of the charity.

WHAT WE HAVE DONE DURING THE YEAR AND OUR PLANS FOR THE FUTURE

The activities of the charity are described below and the members of the PCC believe that these are sufficient to comply with the Charity Commission requirement for public benefit.

The Electoral Roll at the APCM held in October 2020 had a total of 208 members compared to 171 in April 2019.

The regular worship of God in our church provides opportunities for spiritual refreshment, teaching, communal prayer, outreach, communication and fellowship. The House Groups provide further opportunities for teaching and support for their members. The generally private ministry of pastoral care in the parish also is carried out daily in response to need as it arises.

In 2020 the parish continued to hold a full range of services although during the Covid19 lockdown periods many services had to move online. Until the first lockdown in March 2020 there were three services on Sundays to cater for the differing needs of the congregation. When the church had to be closed in the first and second lockdowns, three pre-recorded services, one for adults, one for children, and a third for the youth, were available each Sunday on Youtube. Once the church could re-open in September (and then later, in December) three services were held each Sunday morning to enable socially distanced worship with the 9.30 service being livestreamed. As well as these services, Morning Prayer services are held on at least three days during the week, and additional services at the major festivals of Christmas and Easter. During the lockdown periods Jim and Parvin Stewart have continued to hold morning prayer services daily on Youtube. and there were regular online Hope services (for those living with

St James PCC Tunbridge Wells Accounts 2020 Report of the Trustees

Dementia). A series of Zoom compline services were held at Advent. The pre-recorded Youtube Christmas Carol service was very much appreciated.

Services were held in the nursing and residential care homes in the parish before the Covid19 pandemic. Residents can now watch the services on Youtube.

In addition to the clergy and a full time Youth Worker, the parish benefits from having three Readers, two Licensed Lay Ministers, an Associate Evangelist and a Pastoral Assistant. The worship in services is varied to minister to the whole congregation with the music group leading on most Sundays and a full organ service once a month. This pattern has continued (but often using pre-recorded material) in the online services.

In 2018 the PCC agreed to support a pilot project run by TEAR Fund in the diocese of Kondoa, Tanzania. St James undertook to provide £15,000 each year for a minimum of three years and in 2020 agreed to continue support for a further 2 years. Our curate, Rev Judith Hammill and two members of the congregation had planned to visit Kondoa in July 2020 but this was sadly not possible. Various events including a very successful online walking challenge were held to promote the link between St James and Kondoa and to raise funds for the project.

Many church meetings including homegroups continued on Zoom. There was a successful online Advent Fair to raise funds for mission activity. We held other events to add to the day-to-day witness of church members in their households, neighbourhoods and workplaces. These included an online parenting course and a treasure hunt at Hilbert park on Christmas Eve. The PCC set aside 11.5% of its donated income in 2020 for the support of mission activities as well as events to raise money for mission. Gifts to mission partners, and mission and relief organisations in the year totalled £38,000 including £15,000 to the TEAR Fund project in Kondoa. A number of our Church Family are involved in the Tunbridge Wells Isolation Support Group and doing some very good work. Our curate Judi Hammill organised an Advent window nativity trail for the PTA of St James' School. This was a wonderful opportunity to spend time and highlight the Christmas story and message to others.

The PCC operates the Pre-School and the After-School Club. They are managed by a committee appointed by the PCC, with one member elected annually by parents. The day-to-day work of the Pre-School and After-School Club is the responsibility of the supervisors and the administrators who maintain very regular contact with the PCC through the Incumbent, through one of the church wardens, and through the management committee.

The Pre-School and After-School Club maintain records in accordance with Ofsted and KCC requirements and have their own reserves, within the overall reserves of the PCC, to meet any liabilities arising out of employment or other issues. In 2020 both the

Pre-School and the After School club were forced to close for several months due to the Covid19 restrictions. The PCC were concerned about the future financial viability of the Pre School at a time of great uncertainty. Following a review they decided that it should continue for the time albeit with fewer sessions.

In 2020 the PCC and the church will continue to minister to the local population and to its members, provide teaching and worship through its regular services and home groups and to support mission activity locally, in the UK and in other countries.

FINANCIAL REVIEW

Financial Impact of the Covid19 pandemic

In 2020 the church was closed for worship for several months, both the Pre School and After School club had to close temporarily and the restrictions made it impossible to hire out the Church hall for a large part of the year. Donation and hall rental income fell significantly and most of the staff were placed on Furlough leave for several months. The church benefitted from grants from the Covid19 Job Retention Scheme totalling over £41k. Expenditure was lower than forecast due to the enforced reduction in planned activities. In 2020 the church invested £14k in purchasing equipment to enable us to livestream our church services and also upgraded our Wifi connection and AV equipment.

Full lockdown restrictions continue into 2021. The future outlook is uncertain and we will require continued support from the Covid19 Job Retention Scheme but the church is fortunate to hold significant financial reserves.

The Unrestricted General Fund made an operating loss of £18k. £20k was transferred to the Unrestricted General Fund from the designated Special Projects Fund which was the fund set up to hold the legacy and other reserves which the PCC agreed should be used to help fund the cost of the Youth Worker and the live streaming equipment. This transfer brought the final General Fund surplus to £2k. The Church benefitted from the £18k combined surplus in the After School Club and Pre School.

Income

The parish is supported in its work by income from regular giving and donations from members of the congregation. Including income tax recoverable under the Gift Aid scheme, unrestricted donation income was £12k lower than 2019 with regular planned giving down 9k and unplanned giving down 3k compared with 2019.

One legacy of £2,484 was received in 2020.

A grant of £9k was given by the Diocese of Rochester to support the costs of providing housing and service-related expenses for the curate.

Income from fees for weddings and funerals remained at £5k. From 2020 the Diocesan Board of Finance (DBF) portion of the fees is payable to the Diocese and this amounted to £3k in 2020.

Income from the letting of church premises has reduced by £11k due to the impact of the pandemic. This loss was offset by a grant of £11k from the Covid19 Job Retention Scheme.

Property letting has remained at £21k with both church house flats rented out all year.

At the end of 2017 the PCC signed a 20 year contract with Net Coverage Solutions for the use of telecommunications equipment in the church spire for an annual rental of £7k from 2018.

The Pre-school income increased by 9% but the After-School Club income fell by 25%. Between them they contributed £171k in income and £18k in net contribution after costs. This includes a grant totalling £30k from the Covid19 Job Retention Scheme.

Expenditure

Thanks to the continued giving, the 11.5% tithe from donation income (including Gift Aid) was £14k compared to £16k in 2019. This tithe is set aside for mission-related activity as shown in note 17 to the accounts.

The PCC's contribution to diocesan costs, including clergy stipends reduced from £83k to £77k.

Maintenance and equipment work done in 2020 included new iron railings on the church boundary with Ferndale Road, exterior redecoration and timber repair of part of Church House, the renewal of the ramp used by the Pre School, upgraded Wifi and AV equipment and the new equipment to enable the livestreaming of services. The £13k cost of the ramp was met from the designed Church Repair Fund. The livestreaming equipment (£14k) was recognised as a Fixed Asset and will be depreciated over 5 years.

Salaries costs reduced by £17k in 2020 compared with 2019. This was largely due to the resignation of the Families Worker in August 2019.

Pre-School and After-School Club

The Pre-school has recorded a surplus of £8k following a grant of £7k from Kent County Council to meet additional Covid19 related costs together with some cost cutting measures. The surplus for the After School Club reduced from £36k in 2019 to £10k in 2020 due to the Covid19 closures.

Funds

At the end of the year, total funds of the PCC stood at £1,698k, an increase of £6k from 2019. Of this, £1,303k is represented by the land and buildings and equipment owned by the PCC at Church House and Andrews Close. £12k is tithe still to be donated, £46k is funds for repairs and building projects, £103k is the retained reserves from the After-School Club and with a further £121k is set aside for special projects and £4k for other designated funds. £22k is restricted for mission giving (including to the TEAR Fund project), the Vicar's discretionary Fund and the Pre-School so available for expenditure only on those activities. This left a General Fund of £72k for use as the PCC sees fit, within the objects of the charity. The PCC's Reserves Policy is to maintain sufficient level of reserves to enable normal operating activities to continue over a period of up to 3 months should a shortfall in income occur and to take account of potential risks and contingencies that may arise from time to time. The General Fund represents 4.6 months of income net of legacies received and 4.1 months of expenditure which is in line with this target.

Taking into account the financial position of the charity as at 31 December 2020 and the expected income and expenditure for 2021, the members of the PCC believe that it is appropriate to consider the charity a going concern from the date of the approval of the accounts.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The members of the PCC are either *ex officio* or elected by the Annual Parochial Church Meeting (APCM) following the church representation rules.

The members of the PCC during 2020 are shown in the Charity Information page.

The PCC delegates its work in the parish to Ministry Groups, made up of at least the vicar, wardens and one member of the PCC and other members of the congregation. Each Ministry Group meets regularly to consider and act upon the area of responsibility that it has been given by the PCC. Each Ministry Group reports back to the PCC at least once every year and minutes of Ministry Group meetings are made available to the members of the PCC.

In addition to monitoring and directing the work of the Ministry Groups (including the Finance Ministry Group) the PCC meetings in 2020 were necessarily focussed on ways to continue the worship and activities of the Church during the Covid19 pandemic. Most meetings were held on Zoom. The PCC considered ways to hold worship services remotely both for adults and the young people and decided to hold pre-recorded services on Youtube initially. They considered livestreaming options and following recommendations by Adam Bennett they invested in updated Wifi capability and AV equipment together with new livestreaming equipment which was installed in September. There was also consideration of the financial impact of the pandemic including Furlough arrangements for staff, a review of the Pre School ongoing financial viability, Covid19 risk assessments for the Church services, and arrangements for private prayer and hall hire. The PCC is aware of its responsibilities for the After School Club and the Pre-school and gets updates from the Management Committee. The work of the wider church, including diocesan and general synods is reported to the PCC.

SAFEGUARDING

The PCC has complied with its duty under Section 5 of the Safeguarding and Clergy Discipline Measure 2016 with regard to the House of Bishops' guidance on Safeguarding children and vulnerable adults.

St James PCC Tunbridge Wells Accounts 2020
Report of the Trustees

The Ministry Groups are:

Name	Responsible for
Teaching and ministry	Leading and directing the teaching and ministry in church services, home groups and other forums
Worship	Leading and directing the worship in our services
Mission	Funding mission work in the parish, the town and overseas and supporting the work practically and through prayer
Local outreach	Building links to the local community to bring the gospel through personal contact and relationships
Children and Youth	Leading the parish's work with young people to nurture and encourage their journey towards an adult faith
Fabric	Maintaining the buildings and facilities of the church and other buildings to serve the parish, the members of the church and other users
Finance	Monitoring the financial health of the parish, planning for future demands on finances and advising the PCC on financial matters
Pastoral	Supporting those who have a pastoral role, whether formal or informal, within the parish and helps resource church members to grow in pastoral awareness and sensitivity

The PCC is grateful for the time, talents and enthusiasm of the members of the church that give their services through these groups, and for everyone who partakes in the life of the church through Sunday School teaching, youth work, music, maintenance and many other activities.

The PCC appoints representatives to serve on Churches for Tunbridge Wells and to serve as Governors for the church school in the parish, St James' Primary School.

STATEMENT OF TRUSTEE RESPONSIBILITIES

Charity Law requires the PCC to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity for that period. In preparing these financial statements the PCC have:

- Selected suitable accounting policies and applied them consistently
- Made judgements and estimates that are reasonable and prudent
- Stated whether applicable accounting standards have been followed subject to any material departures disclosed and explained in the financial statements and;
- Prepared the financial statements on the ongoing concern basis

The PCC have overall responsibility for ensuring the charity has appropriate systems of control, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011.

They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities and to provide reasonable assurance that:

- The charity is operating efficiently and effectively
- The assets are safeguarded against unauthorised use and disposition
- Proper records are maintained and financial information used within the charity or for publication is reliable
- The charity complies with relevant laws and regulations

Approved by the PCC on 24th March 2021 and signed on its behalf by

Canon Jim Stewart, Chair of PCC

adventus accounting solutions

Supporting Charitable Organisations

10 March 2021

Independent Examiner's report to the Member/Trustees of St James Tunbridge Wells

I report on the accounts for the year ended 31 December 2020 which are set out on pages 11 to 26.

Respective responsibilities of the Trustees and Independent Examiner

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

It is my responsibility to

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

Basis of Independent Examiner's Statement

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

Independent Examiner's statement

Since the gross income for the year exceeds the amount provided in section 145(3) of the Act, I confirm that I am qualified to act as an Independent Examiner under the provisions of that section of the Act and that my qualifications are set out as 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 accounts which accord with these accounting records have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Yours sincerely



Martyn Burt

B.Sc.(Hons), ACMA, CGMA

adventus accounting solutions

Ashby Acres

Chapel Lane

Ashby-cum-Fenby

Grimsby

DN37 0QT

e-mail: martyn.burt@btinternet.com or adventusaccounting@btinternet.com

Telephone: 07523 6229679

STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31st December 2020

		2020	2020		2019	2019	
	Note	Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
		£	£	£	£	£	£
INCOME FROM:							
<i>Donations</i>	2(a)	132,995	24,253	157,248	145,305	18,363	163,668
<i>Legacies</i>	2(b)	2,484	-	2,484	1,000	-	1,000
<i>Income from operating activities:</i>							
- to further Council's object	2(c)	115,347	101,006	216,353	188,585	98,569	287,154
- to generate funds	2(d)	-	-	-	-	-	-
<i>Income from investments</i>	2(e)	3,468	2	3,470	2,102	9	2,111
<i>Other ordinary incoming resources</i>	2(f)	36,827	5,258	42,085	2,902	-	2,902
TOTAL INCOMING RESOURCES		291,121	130,519	421,640	339,894	116,941	456,835
EXPENDITURE ON:							
<i>Grants</i>	3(a)	19,149	18,966	38,115	17,252	13,050	30,302
<i>Activities directly relating to the work of the Church</i>	3(b)	300,831	76,931	377,762	335,470	87,678	423,148
TOTAL RESOURCES USED		319,980	95,897	415,877	352,722	100,728	453,450
NET INCOMING RESOURCES		(28,859)	34,622	5,763	(12,828)	16,213	3,385
Transfers between Funds		19,200	(19,200)	-	8,350	(8,350)	-
NET MOVEMENT IN FUNDS		(9,659)	15,422	5,763	(4,478)	7,863	3,385
Balances brought forward 1st January 2020		1,670,881	21,952	1,692,833	1,675,359	14,089	1,689,448
BALANCES CARRIED FORWARD 31st DECEMBER 2020		1,661,222	37,374	1,698,596	1,670,881	21,952	1,692,833

The notes on pages 14 to 27 form part of these accounts

BALANCE SHEET as at 31st DECEMBER 2020

	<i>Note</i>	2020		2019	
		£	£	£	£
FIXED ASSETS					
Tangible Fixed Assets	8		1,302,670		1,291,564
CURRENT ASSETS					
Debtors	9	12,052		13,890	
Short Term Deposits	10	297,616		295,673	
Cash at Bank & in Hand		123,543		120,326	
		<u>433,211</u>		<u>429,889</u>	
LIABILITIES					
amounts falling due within 1 year	11	<u>(37,285)</u>		<u>(28,620)</u>	
NET CURRENT ASSETS			395,926		401,269
NET ASSETS			<u>1,698,596</u>		<u>1,692,833</u>
FUNDS					
Unrestricted - General	13		72,097		70,260
- Designated	13		1,589,125		1,600,621
Restricted	14		37,374		21,952
			<u>1,698,596</u>		<u>1,692,833</u>

Approved by the Trustees of the Parochial Church Council
and signed on its behalf by

Date:

The notes on pages 14 to 27 form part of these accounts

NOTES TO THE ACCOUNTS for the year ended 31st December 2020

1 ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006, the UK Financial Reporting Standard 102 and the Charities Statement of Recommended Practice for accounting periods beginning on or after 1 January 2015 (SORP 2015). Because of the size of the charity, the accounts are not required to present a cash flow statement.

The financial statements have been prepared under the historic cost convention apart from the revaluation of properties.

Funds

Unrestricted funds represent the funds of the PCC that are available for application on the general purposes of the PCC. The General Fund is available for day to day activities and to provide a cushion in the event of unexpected events. Designated funds are those set aside by the PCC for a particular purpose and are also unrestricted. The accounts include all transactions, assets and liabilities for which the PCC is responsible by 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. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the PCC for particular purposes. Transfers between funds are made where the fund is no longer required or to match donations to specific funds.

Incoming Resources

Voluntary income and capital sources:

Collections are recognised when received by or on behalf of the PCC.

Gift aid recoverable is recognised when the PCC has the appropriate gift aid declarations and when the related income has been received.

Grants and legacies to the PCC are recognised when the PCC is notified of its entitlement and the amount is more likely than not to be received and the value of the income is able to be estimated reliably.

Funds raised by coffee mornings, Mission Fairs or similar events are reported gross.

Other ordinary income:

Rental income from the letting of church premises is recognised when the rent is due.

Income from Pre-school fees and After School Club fees is recognised when sessions are provided.

NOTES TO THE ACCOUNTS for the year ended 31st December 2020 (continued)

1 ACCOUNTING POLICIES (continued)

Resources Used

Grants:

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

Activities directly relating to the work of the church:

The diocesan offer is recognised when payable.

Fixed Assets

Consecrated land and buildings and moveable church furnishings:

Consecrated and beneficed property is excluded from the accounts by s.10(2) of the Charities Act 2014. The treatment of other property assets is detailed in the note to these accounts.

No value is placed on moveable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or beneficed buildings and moveable church furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities (SOFA) and separately disclosed.

Provision will be made should any annual impairment review of fixed assets indicate that a permanent diminution in value has occurred.

Other land and buildings

The PCC has taken advantage of the provisions for transition to reporting under FRS 102 by taking the valuation of the properties at 31 December 2013 as their deemed cost. No depreciation is provided on the properties as maintenance expenditure maintains their current state. Properties are subject to an impairment review each year for factors that have impaired the value of the buildings. No such impairment is necessary in the current financial year.

Other fixtures, fittings and office equipment:

All equipment with a purchase price of less than £1,000 is recognised as revenue expenditure when the item is purchased. All items with a purchase price of more than £1,000 have been capitalised in the year of purchase. All tangible fixed assets are depreciated evenly over their estimated useful lives as follows:

Computers	3 years
Equipment	5 years

NOTES TO THE ACCOUNTS for the year ended 31st December 2020 (continued)

1 ACCOUNTING POLICIES (continued)

Current Assets:

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors, less provision for any amounts that may prove uncollectable, assessed case by case.

Short-term deposits include cash held on deposit either with the Diocesan Board of Finance or at the bank.
Stock is valued at the lower of cost and net realisable value.

Liabilities

Liabilities are recognised in the financial statements when, at the date of the accounts, there is an obligation to a third party as a result of a past event where it is probable that a transfer of money or other economic benefit will be required to settle the liability, and where the value of the liability can be estimated reliably. Liabilities are recognised at the value of the payment that will be required to settle the liability or the amount received as advance payment for the services it is to provide.

2.	INCOMING RESOURCES	2020			2019
		Unrestricted Funds	Restricted Funds	Total	Total Funds
		£	£	£	£
2(a)	Incoming resources from donors				
	Planned giving:				
	Gift Aid donations	82,769	4,020	86,789	95,205
	Income Tax recoverable	19,771	-	19,771	18,982
	Other Planned giving	641	-	641	1,662
		103,181	4,020	107,201	115,849
	Collections (open plate) at all services	5,787	-	5,787	9,275
	Sundry donations	12,138	15,887	28,025	24,353
	Grants receivable	9,000	-	9,000	8,400
	Income Tax recoverable	2,889	4,346	7,235	5,791
		132,995	24,253	157,248	163,668
2(b)	Other voluntary incoming resources				
	Legacies	2,484	-	2,484	1,000
2(c)	Income from operating activities: to further Council's objects				
	Church Premises lettings	8,447	-	8,447	19,993
	Flat and house rentals (note 4)	21,420	-	21,420	20,940
	Telecoms rentals	6,700	-	6,700	6,700
	Pre-school (note 5)	-	94,880	94,880	91,555
	After School Club (note 6)	76,302	-	76,302	134,042
	Christmas Fair	-	2,030	2,030	2,849
	Fees for services	2,464	-	2,464	4,947
	Other Parish Events	14	4,096	4,110	6,128
		115,347	101,006	216,353	287,154
2(d)	Income from operating activities: to generate funds				
	Other fund raising events	-	-	-	-
2(e)	Income from investments				
	Interest including any reclaimable tax	3,468	2	3,470	2,111
2(f)	Other ordinary incoming resources				
	Job Retention Scheme	36,073	5,258	41,331	-
	Subscriptions	475	-	475	2,070
	Other Parish Income	279	-	279	832
		36,827	5,258	42,085	2,902
	TOTAL INCOMING RESOURCES	291,121	130,519	421,640	456,835

3.	RESOURCES USED		2020			2019
			Unrestricted Funds	Restricted Funds	Total	Total Funds
			£	£	£	£
3(a)	Grants (see note 17 for more detail)					
	Church overseas:					
	Missions with link missionaries		6,550	-	6,550	6,550
	Missionary societies		7,444	1,993	9,437	4,825
	Relief and Development Agencies		2,000	13,740	15,740	16,700
	Home missions and other Church Societies		2,950	3,233	6,183	1,950
	Total		18,944	18,966	37,910	30,025
	Other sundry and discretionary gifts		205	-	205	277
			19,149	18,966	38,115	30,302
3(b)	Direct Activities					
	Ministry costs:	Diocesan Offer	76,000	-	76,000	83,126
		Clergy expenses	685	-	685	1,223
		Housing costs	9,347	-	9,347	10,332
		Other clergy costs	1,124	-	1,124	3,473
			87,156	-	87,156	98,154
	Church Running expenses		9,597	-	9,597	11,947
	Maintenance and equipment purchases		32,081	-	32,081	25,012
	Sunday school leaders and other training		372	-	372	624
	Readers and Pastoral Assistant training		120	-	120	150
	Church Hall running costs		1,445	-	1,445	3,322
	Church House running costs		2,756	-	2,756	2,815
	Church activities: Pre-school (note 5)		-	76,931	76,931	86,825
	Church Activities: After School Club (note 6)		90,805	-	90,805	98,222
	Church Activities: Youth Worker		-	-	-	-
	Other Parish costs:	Music	83	-	83	44
		Flowers	130	-	130	230
		Subscriptions	1,428	-	1,428	1,330
		Digital Expenses	1,147	-	1,147	-
		Church organisations	364	-	364	2,813
	Lay Staff expenses		302	-	302	1,095
	Parish events		674	-	674	4,770
	Grant to St James Infant School		1,500	-	1,500	1,000
	Printing and stationery		1,906	-	1,906	2,413
	Salaries		59,525	-	59,525	76,426
	Staff training		-	-	-	-
	Equipment hire/repair		-	-	-	9
	Flat management & expenses (note 4)		767	-	767	781
	Sundry expenses		1,440	-	1,440	2,052
	Payroll administration		2,532	-	2,532	1,848
	Bank charges and loan interest		74	-	74	17
	Equipment depreciation		3,337	-	3,337	449
	Independent Examination and other professional fees		1,290	-	1,290	800
			300,831	76,931	377,762	423,148
TOTAL RESOURCES USED			319,980	95,897	415,877	453,450

NOTES TO THE ACCOUNTS for the year ended 31st December 2020 (continued)

4. CHURCH HOUSE FLAT RENTAL ACCOUNTS

	2020		2019	
	£	£	£	£
Rental Income		21,420		20,940
Management fees paid (including VAT)	-		-	
Repairs and maintenance	767		781	
		(767)		(781)
Surplus for period		<u><u>20,653</u></u>		<u><u>20,159</u></u>

NOTES TO THE ACCOUNTS for the year ended 31st December 2020 (continued)

5. PRESCHOOL ACCOUNTS

	2020		2019	
	£	£	£	£
Income				
Fee Income		11,042		17,394
Grants - KCC	83,427		73,720	
Job retention Scheme	5,258		-	
Other income	411		441	
		89,095		74,161
		100,137		91,555
Investment Income		2		9
Total income		100,139		91,564
Expenses				
Salaries	73,296		82,389	
Rent St James	15,000		15,000	
Training	12		337	
Equipment	1,539		1,746	
Repairs and capital expenses	-		-	
Refreshments	267		825	
Postage and Stationery etc.	196		308	
Art & Craft materials	602		684	
Registration fees	44		44	
Sundry	975		491	
		(91,931)		(101,825)
Surplus/(deficit) for the year		8,208		(10,261)

The Pre-School rent is paid to the Parish for the use of Church House. This is treated as an inter-fund transfer in the Statement of Financial Activities. Consequently, the Pre-School expenditure included in the Statement of Financial Activities is £76,931 (i.e. £91,931 less £15,000).

NOTES TO THE ACCOUNTS for the year ended 31st December 2020 (continued)

6. AFTER SCHOOL CLUB ACCOUNTS

	2020		2019	
	£	£	£	£
Income				
Fee Income	76,302		134,042	
Job Retention Scheme	24,596		-	
Other Income	-			134,042
Investment Income	-			-
Total income		<u>100,898</u>		<u>134,042</u>
Expenses				
Salaries	77,928		77,441	
Rent	6,966		10,314	
Training	90		745	
Equipment	1,073		1,572	
Catering supplies	2,839		5,735	
Postage and Stationery etc.	115		205	
Art & Craft materials	298		474	
Registration fees	91		-	
Sundry	1,405		1,736	
		<u>(90,805)</u>		<u>(98,222)</u>
Surplus/(deficit) for the year		<u>10,093</u>		<u>35,821</u>

7. STAFF COSTS

	£	£
Wages and salaries	207,822	231,003
Employers NIC contributions net of employment allowance	1,447	3,641
Employers pension contributions	1,480	1,612
	<u>210,749</u>	<u>236,255</u>

The church received a grant of £44,331 from the Coronavirus Job Retention Scheme in 2020

During the period the PCC employed two part time church administrators, a caretaker, a Youth Worker, an average of 9 staff and an administrator for preschool and an average of 16 staff and an administrator for the After-School Club, none of whom earned £60,000 per annum or more. Organists are paid as sessional musicians and their wages are included in the totals above.

NOTES TO THE ACCOUNTS for the year ended 31st December 2020 (continued)

8. FIXED ASSETS FOR USE BY THE PCC

Land and Buildings

As set out in Note 1 to these accounts, the PCC is not obliged under the requirements of the Charities SORP to allocate any value to consecrated buildings.

The Parish has legal title to a freehold property known as Church House. An independent valuation carried out by Sumner Pridham on 5 December 2001 valued this property at £550,000. In addition £1,581 was capitalised in 2002.

The Parish owns 100% of the legal interest in 3 Andrews Close, the curate's house. An independent valuation carried out by Sumner Pridham in December 2001 valued this property at £255,000.

Under the transitional provisions of FRS102 the PCC has elected to treat the value of the properties at 31 December 2013 as their deemed cost.

	Land and Buildings £	Computers £	Equipment £	Total £
COST				
At 1st January 2020	1,290,218	1,389	52,393	1,344,000
Additions	-	-	14,443	14,443
At 31st December 2020	<u>1,290,218</u>	<u>1,389</u>	<u>66,836</u>	<u>1,358,443</u>
DEPRECIATION				
At 1st January 2020	-	1,389	51,047	52,436
Charge for the period	-	-	3,337	3,337
At 31st December 2020	<u>-</u>	<u>1,389</u>	<u>54,384</u>	<u>55,773</u>
NET BOOK VALUE				
At 31st December 2020	<u>1,290,218</u>	<u>-</u>	<u>12,452</u>	<u>1,302,670</u>
At 31st December 2019	<u>1,290,218</u>	<u>-</u>	<u>1,346</u>	<u>1,291,564</u>

NOTES TO THE ACCOUNTS for the year ended 31st December 2020 (continued)

		2020		2019
	Unrestricted Funds	Restricted Funds	Total	Total
	£	£	£	£
9. DEBTORS				
Tax Recoveries	8,403	-	8,403	8,726
Prepayments	-	-	-	0
Other Debtors	3,336	313	3,649	5,164
	11,739	313	12,052	13,890
10. SHORT TERM DEPOSITS				
Hampshire Trust Bank One year bond	80,000	-	80,000	80,000
United Trust Bank One year bond	80,000	-	80,000	80,000
CAF 60 day notice account	40,000	-	40,000	20,000
Diocesan Deposit Fund	61,796	-	61,796	61,550
Diocesan Repair Fund	30,648	-	30,648	29,052
Co-op Business Select Instant Access	5,100	-	5,100	25,000
Metro Instant Access	71	-	71	71
	297,616	-	297,616	295,673
11. CREDITORS				
Accruals	8,321	-	8,321	7,091
Sundry Creditors	3,410	25,554	28,964	21,529
	11,731	25,554	37,285	28,620
12. ANALYSIS OF NET ASSETS BY FUNDS				
Fixed Assets	1,302,670	-	1,302,670	1,291,564
Cash and short term deposits	358,544	62,615	421,159	415,999
Current Assets	11,739	313	12,052	13,890
Current Liabilities	(11,731)	(25,554)	(37,285)	(28,620)
	1,661,222	37,374	1,698,596	1,692,833

NOTES TO THE ACCOUNTS for the year ended 31st December 2020 (continued)

13. UNRESTRICTED FUNDS

	01/01/2020	Income	Expenditure	Transfers	31/12/2020
	£	£	£	£	£
General Fund					
Other Net Assets	70,260	189,354	(205,817)	18,300	72,097
	70,260	189,354	(205,817)	18,300	72,097
Designated Accounts					
Fixed Assets	1,291,564	-	(3,337)	14,443	1,302,670
Missions Fund General	16,105	300	(19,322)	14,425	11,508
Church Repair Funds	54,051	94	-	(8,098)	46,047
Special Projects Fund	141,000	-	-	(20,000)	121,000
M Donald - Training Fund	3,553	-	-	-	3,553
Flower Funds	19	-	(130)	130	19
Associated Organisations	94,329	101,373	(91,374)	-	104,328
	1,600,621	101,767	(114,163)	900	1,589,125
Total Unrestricted Funds	1,670,881	291,121	(319,980)	19,200	1,661,222

14. RESTRICTED FUNDS

	01/01/2019	Income	Expenditure	Transfers	31/12/2020
	£	£	£	£	£
Mission Specific Giving	4,501	2,278	(4,646)	-	2,133
Tanzania CCMP	6,983	11,002	(13,000)	-	4,985
Vicars Discretionary	-	12,500	(1,320)	-	11,180
Youth Worker Fund	-	4,200	-	(4,200)	-
Organ Repair Restricted Fund	199	400	-	-	599
Preschool	10,269	100,139	(76,931)	(15,000)	18,477
	21,952	130,519	(95,897)	(19,200)	37,374

NOTES TO THE ACCOUNTS for the year ended 31st December 2020 (continued)

15. DESCRIPTION OF FUNDS

The General Fund represents the funds available to the PCC for the day to day running of the church and the parish.

Discretionary funds are unrestricted but have been set aside by the PCC for specific purposes

The Fixed Asset Fund consists of 2 properties owned by the PCC (Church House and 3 Andrew's Close) together with computers and Equipment within their depreciation period.

The Mission General Fund holds the funds set aside for distribution to our mission links and other mission charities supported by the church

The Church Repair Funds represent the funds (some of which are held by the Diocese) set aside for future quinquennial repairs.

The Special Projects fund represents funds set aside for future projects, including the costs of our Youth worker.

M. Donald Training Fund represents a legacy which the PCC set aside to provide assistance for training purposes.

The Flower Fund is the amount given to the flower co-ordinator to decorate the church each Sunday and for special occasions.

Associated Organisations show the total movements of the funds held by the various bodies belonging to the parish fellowship, including the After School Club.

The Restricted Funds represent funds given with specific restrictions on their use imposed by the donors and cannot be used by the PCC for any other purpose without the express permission of the donors. In particular the Mission Specific giving fund is used to accumulate the fund-raising activities undertaken by the parish for mission purposes and to distribute the funds raised to a range of mission organisations as listed in note 17.

The Mission Specific fund is used to accumulate the fund-raising activities undertaken by the parish for mission purposes and to distribute the funds raised to a range of mission organisations as listed in note 17.

The Tanzania CCMP fund represents donations received for the TEAR fund CCMP Kondoia project.

The Vicar's Discretionary Fund is set aside for assistance to parishioners suffering hardship as a result of the Covid crisis at the absolute confidential discretion of the vicar.

The Youthworker fund represents donations received for the support of the Youth worker.

The Organ Repair Fund fund represents donations received for the cost of Organ repairs.

The Pre School Fund represents Funds used by the Pre School

16. TRANSACTIONS WITH PCC MEMBERS

During the year the following members of the PCC were reimbursed expenses as follows:

	Jim Stewart	Judi Hammill	Total
	£	£	£
Car and telephone expenses	685	-	685
Miscellaneous Expenses (incl Book Grants)	1,047	77	1,124
	1,732	77	-
	1,809		

The PCC has entered into a contract with a company in which one member of the PCC, Mr Michael Phillips, has an interest. Mr. Michael Phillips was not involved in the decision to award this contract, with an annual value of £1560 excluding VAT, for the provision of payroll administration services.

The following PCC members or their close family members receive remuneration from the PCC:

Name	Role for which remuneration is received
Mrs Carolyn Clutterbuck	After School Club assistant (retired August 2020)
Prof Stephen Keevil	His son Thomas as an After School Club assistant

Neither these nor any other Trustees receive any remuneration for their roles as Trustees. The contracts under which these Trustees and their dependents are employed are the same as those for other staff with similar roles.

The total amount donated to the unrestricted general fund by members of the PCC and their close relations in 2020, excluding any Gift Aid recoverable, was £31,770 (£34,550 in 2019).

NOTES TO THE ACCOUNTS for the year ended 31st December 2020 (continued)

17. GRANTS PAID

An analysis of grants paid is given below:

	Mission General £	Mission Specific £	Tanzania £	Discretionary Fund £	Other Funds £
Overseas Missions with Link Partners					
Church Missionary Society	4,000	-	-	-	-
International Nepal Fellowship	2,000	-	-	-	-
Christmas Gifts	550	-	-	-	-
	6,550	-	-	-	-
Overseas Missionary and Relief Societies					
The Bible Society	750	-	-	-	-
Leprosy Mission	2,000	-	-	-	-
Eurorelief	494	-	-	-	-
Hope Gardens	1,000	1,442	-	-	-
Sat 7	2,000	551	-	-	-
TEAR Fund CCMP project	2,000	741	13,000	-	-
	8,244	2,733	13,000	-	-
Home Missions and Other Church Societies					
Fegans	1,000	1,442	-	-	-
Diocese of Rochester Poverty & Hope Appeal	1,200	-	-	-	-
Church Pastoral Aid Society	1,200	-	-	-	-
Tunbridge Wells Youth For Christ	750	471	-	-	-
	4,150	1,913	-	-	-
Other Discretionary gifts	-	-	-	1,320	205.00
Total Grants made	18,944	4,646	13,000	1,320	205
Other Expenditure					
Overseas Mission Trip expenses	191	-	-	-	-
Publicity expenses	187	-	-	-	-
Totals	19,322	4,646	13,000	1,320	205

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Supporting Charitable Organisations

10 March 2021

Independent Examiner's report to the Member/Trustees of St James Tunbridge Wells

I report on the accounts for the year ended 31 December 2020 which are set out on pages 11 to 26.

Respective responsibilities of the Trustees and Independent Examiner

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

It is my responsibility to

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

Basis of Independent Examiner's Statement

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

Independent Examiner's statement

Since the gross income for the year exceeds the amount provided in section 145(3) of the Act, I confirm that I am qualified to act as an Independent Examiner under the provisions of that section of the Act and that my qualifications are set out as 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 accounts which accord with these accounting records have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Yours sincerely



Martyn Burt

B.Sc.(Hons), ACMA, CGMA

adventus accounting solutions

Ashby Acres

Chapel Lane

Ashby-cum-Fenby

Grimsby

DN37 0QT

e-mail: martyn.burt@btinternet.com or adventusaccounting@btinternet.com

Telephone: 07523 6229679