



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

ACCOUNTS FOR THE YEAR ENDED
31 DECEMBER 2021

REGISTERED CHARITY NO 1136988

CHARITY INFORMATION

Registered Office	Church House 1 Ferndale Tunbridge Wells Kent TN2 3RL	Parochial Church Council	Carolyn Clutterbuck David Cunningham (to April 2021) Roger Dunlop Carol Edwards Jenny Garratt Tony FitzPatrick (from May 2021) Michael Lawes (to October 2021) 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		
Incumbent	The Reverend Canon Jim Stewart	Bankers	The Co-operative Bank PLC 1 Balloon Street Manchester M60 4EP
Curate	Revd Judith Hammill		
Wardens	Bruce Williamson (to April 2021) Stephen Keevil Debbie Rees (from April 2021)		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 April 2021 had a total of 216 members compared to 208 in October 2020.

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 is carried out daily in response to need as it arises.

A national lockdown was in force due to Covid restrictions up to Easter 2021 although worship services were allowed to continue subject to social distancing rules and a careful risk assessment. The 8am Sunday communion service continued throughout the lockdown. The main Sunday service was pre-recorded and streamed on Youtube at 9.30, together with a pre-recorded video for the children and a youth group meeting on Zoom. As the regulations eased the 9.30 service was a live service in Church from Easter Sunday with mandatory wearing of masks, no singing in church and strict social distancing. We ended each service (weather permitting) by singing the final hymn together outside in the Church yard. This practice has continued as we feel it is a good way of signalling our presence to the local community. From May live music (but no congregational singing) was permitted and 3 services at 8am 9.30am and 11am) were held each Sunday to allow for social distancing requirements. From July when most restrictions were lifted, two services were held each Sunday, the 8am communion and the 10am morning service. Morning Prayer services are

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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 continued to hold morning prayer services daily on Youtube. and there were regular online Hope services (for those living with Dementia). A series of Zoom compline services were held during Lent and at Advent. The live Christmas Carol service was a great occasion.

Services were held in the nursing and residential care homes in the parish and 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.

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. A Summer walking/running/cycling challenge was 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 during the lockdown and beyond. 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 Easter trail at Hilbert park on Easter Monday, an on-line parenting course and a Summer barbecue. Baby space (for babies aged 0-1 year olds) and ABC lite (for 1-3 year olds) began in May with most of the pre-Covid regular activities resuming from September. We were delighted to be able to run a holiday club this summer which was well supported. The PCC set aside 11.5% of its donated income in 2021 for the support of mission activities and held events to raise money for mission. Gifts to mission partners, and mission and relief organisations in the year totalled £26,000. This included £11,000 to the TEAR Fund project in Kondoa, a lower amount than in previous years as the project was suspended for some months due to Covid.

The PCC operates the Pre-School and the After-School Club. They are managed by a committee appointed by the PCC. 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, the treasurer 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 2022 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 2021 we were unable to hold our main Sunday morning service 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. Hall rental income remained well below pre Covid levels and many of the staff were placed on Furlough leave for several weeks in the early part of the year. The church benefitted from grants from the Covid19 Job Retention Scheme totalling over £21k. The Pre-School and the After School club have both reported a loss in 2021 mainly due to the Covid closures.

Expenditure was lower than forecast due to the enforced reduction in planned activities.

Although case numbers remain very high we are seeing a gradual return to normal activity with Hall rental activity in particular approaching pre Covid levels. The future outlook is still somewhat uncertain but the church is fortunate to hold significant financial reserves.

The Unrestricted General Fund made an operating surplus of £13k in 2021.

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 £15k higher than in 2020 with regular planned giving up 5k, unplanned up 7.5k and Gift Aid recoveries up 2.5k compared with 2020.

The Church benefitted from a generous legacy of £26,678 from the late Mrs Freda Hough.

A grant of £9.5k 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 £2.5k in 2021.

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Income from the letting of church premises was £13k, up £5k from 2020 but well below the amount of £20k received in years before the pandemic

Property letting was £22k with both church house flats rented out all year. One of the flats needed some plumbing repairs and a new boiler and we spent a total of £4.5k on Flat maintenance repairs in 2021.

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 was closed for the first 4 months of 2021 due to the Covid restrictions and operated only in the morning from September 2021 following a restructure. As a result Pre School income reduced by 48% from £100k in 2020 to £52k in 2021. The After-School Club income fell by 19% from £101k in 2020 to £82k in 2021. Between them the Pre School and the After School Club contributed £134k in income and made a combined loss of £12k after costs. The income includes a grant totalling £18.5k from the Covid19 Job Retention Scheme.

Expenditure

Thanks to the continued giving, the 11.5% tithe from donation income (including Gift Aid) was £16k compared to £14k in 2020. 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 increased from £77k to £78k.

Maintenance and equipment work done in 2021 included new wooden railings for the Pre School ramp, repairs to the church roof and repairs to the stonework in the wall on the church boundary with Ferndale Road.

Salaries costs increased by £3k in 2021 compared with 2020 mainly due to cost of living pay rises.

Pre-School and After-School Club

The Pre-school and the After School Club both recorded a loss of £6k in 2021 compared to a combined surplus of £18k in 2020. The PCC is carefully monitoring their performance and expects them to return a small combined surplus in 2022.

Funds

At the end of the year, total funds of the PCC stood at £1,711k, an increase of £13k from 2020. Of this, £1,299k is represented by the land and buildings and equipment owned by the PCC at Church House and Andrews Close. £19k is tithe still to be donated, £51k is funds for repairs and building projects, £97k is the retained reserves from the After-School Club while a further £121k is set aside for special projects and £4k for other designated funds. £34k 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 £85k 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 4.9 months of expenditure which is in line with this target.

Taking into account the financial position of the charity at 31 December 2021 and the expected income and expenditure for 2022, 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 2021 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 2021 were necessarily focussed on ways to continue the worship and activities of the Church during the Covid19 pandemic and the restarting of various activities as the regulations eased. The PCC considered arrangements for Communion services and whether it is appropriate to conduct a communion service remotely. After consulting the congregation it became clear that many people value

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Report of the Trustees

the sharing of communion at the same time and so it was decided that the current arrangements should continue. The PCC considered provision for children and young people going forward including all age services and activity Sundays. There was also consideration of the financial impact of the Covid pandemic including a review of the Pre School ongoing financial viability. In September Rev Canon Jim Stewart announced that he would be retiring early in 2022 after over 24 years as vicar of St James. The PCC then focussed on arrangements for the forthcoming vacancy period and the appointment of a new vicar. They agreed to appoint a part time Operations Manager to relieve the future vicar of some areas of responsibility currently covered by Jim, but which are not usually part of the clergy remit. Mark Wright was appointed to this position at the end of 2021. 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.

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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 30th March 2022 and signed on its behalf by



Roger Dunlop, Lay Chair of PCC

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Supporting Charitable Organisations

23 March 2022

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

I report on the accounts for the year ended 31 December 2021 which are set out on pages 12 to 27.

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

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St James' PCC, Tunbridge Wells

STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31st December 2021

		Unrestricted Funds	2021 Restricted Funds	Total Funds	Unrestricted Funds	2020 Restricted Funds	Total Funds
	Note	£	£	£	£	£	£
INCOME FROM:							
<i>Donations</i>	2(a)	138,969	21,302	160,271	132,995	24,253	157,248
<i>Legacies</i>	2(b)	26,678	-	26,678	2,484	-	2,484
<i>Income from operating activities:</i>							
- to further Council's object	2(c)	120,232	43,777	164,009	115,347	101,006	216,353
- to generate funds	2(d)	-	-	-	-	-	-
<i>Income from investments</i>	2(e)	2,126	-	2,126	3,468	2	3,470
<i>Other ordinary incoming resources</i>	2(f)	19,631	11,089	30,721	36,827	5,258	42,085
TOTAL INCOMING RESOURCES		307,637	76,168	383,805	291,121	130,519	421,640
EXPENDITURE ON:							
<i>Grants</i>	3(a)	11,980	15,711	27,691	19,149	18,966	38,115
<i>Activities directly relating to the work of the Church</i>	3(b)	297,531	45,929	343,460	300,831	76,931	377,762
TOTAL RESOURCES USED		309,511	61,640	371,151	319,980	95,897	415,877
NET INCOMING RESOURCES		(1,874)	14,528	12,654	(28,859)	34,622	5,763
Transfers between Funds		18,034	(18,034)	-	19,200	(19,200)	-
NET MOVEMENT IN FUNDS		16,160	(3,506)	12,654	(9,659)	15,422	5,763
Balances brought forward 1st January 2021		1,661,222	37,374	1,698,596	1,670,881	21,952	1,692,833
BALANCES CARRIED FORWARD 31st DECEMBER 2021		1,677,382	33,868	1,711,250	1,661,222	37,374	1,698,596

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

BALANCE SHEET as at 31st DECEMBER 2021

	Note	£	2021 £	£	2020 £
FIXED ASSETS					
Tangible Fixed Assets	8		1,299,333		1,302,670
CURRENT ASSETS					
Debtors	9	43,722		12,052	
Short Term Deposits	10	303,777		297,616	
Cash at Bank & in Hand		93,406		123,543	
		<u>440,904</u>		<u>433,211</u>	
LIABILITIES					
amounts falling due within 1 year	11	(28,987)		(37,285)	
NET CURRENT ASSETS			411,917		395,926
NET ASSETS			<u><u>1,711,250</u></u>		<u><u>1,698,596</u></u>
FUNDS					
Unrestricted - General	13		85,423		72,097
- Designated	13		1,591,959		1,589,125
Restricted	14		33,868		37,374
			<u><u>1,711,250</u></u>		<u><u>1,698,596</u></u>

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

Ray R. R. R.

Date: *30 March 2022*

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

NOTES TO THE ACCOUNTS for the year ended 31st December 2021

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 2021 (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 2021 (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.

STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31st December 2021

		2021			2020		
	Note	Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
		£	£	£	£	£	£
INCOME FROM:							
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Approved by the Trustees of the Parochial Church Council
and signed on its behalf by

Date:

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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 2021 (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 2021 (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	2021			2020
		Unrestricted Funds	Restricted Funds	Total	Total Funds
		£	£	£	£
2(a)	Incoming resources from donors				
	Planned giving:				
	regular donations	81,573	7,620	89,193	86,789
	Stewardship envelopes	6,669	-	6,669	641
		88,242	7,620	95,862	87,430
	Collections and online giving	5,918	320	6,238	5,787
	Sundry donations	19,542	9,748	29,290	28,025
	Income Tax recoverable - Gift Aid	25,267	3,613	28,880	27,006
		138,969	21,302	160,271	148,248
2(b)	Other voluntary incoming resources				
	Legacies	26,678	-	26,678	2,484
2(c)	Income from operating activities: to further Council's objects				
	Church Premises lettings	13,307	-	13,307	8,447
	Flat and house rentals (note 4)	22,260	-	22,260	21,420
	Telecoms rentals	6,700	-	6,700	6,700
	Pre-school (note 5)	-	41,090	41,090	94,880
	After School Club (note 6)	74,522	-	74,522	76,302
	Christmas Fair	-	2,687	2,687	2,030
	Fees for services	2,407	-	2,407	2,464
	Subscriptions	507	-	507	2,030
	Other Parish Income	427	-	427	2,464
	Other Parish Events	101	-	101	4,110
		120,232	43,777	164,009	220,847
2(d)	Income from operating activities: to generate funds				
	Other fund raising events	-	-	-	-
2(e)	Income from investments				
	Interest including any reclaimable tax	2,126	-	2,126	3,470
2(f)	Other ordinary incoming resources				
	Clergy housing Grant	9,500	-	9,500	9,000
	Job Retention Scheme	10,131	11,089	21,221	41,331
		19,631	11,089	30,721	50,331
	TOTAL INCOMING RESOURCES	307,637	76,168	383,805	425,380

3. RESOURCES USED		2021		Total	2020
		Unrestricted Funds	Restricted Funds		Total Funds
		£	£	£	£
3(a)	Grants (see note 17 for more detail)				
	Church overseas:				
	Missions with link missionaries	3,800	693	4,493	6,550
	Missionary societies	3,000	3,300	6,300	9,437
	Relief and Development Agencies	1,200	10,918	12,118	15,740
	Home missions and other Church Societies	2,480	800	3,280	6,183
	Total	10,480	15,711	26,191	37,910
	Grant to St James Infant School	1,500	-	1,500	1,500
		11,980	15,711	27,691	39,410
3(b)	Direct Activities				
	Ministry costs:				
	Diocesan Offer	76,820	-	76,820	76,000
	Clergy travel/phone expenses	689	-	689	685
	Clergy Housing costs	8,098	-	8,098	9,347
	Other clergy expenses	874	-	874	1,124
		86,482	-	86,482	87,156
	Operating Costs				
	Church Running expenses	10,522	-	10,522	9,597
	Maintenance and equipment purchases	26,505	-	26,505	32,081
	Church Hall running expenses	1,460	-	1,460	1,445
	Church House running expenses	2,630	-	2,630	2,756
	Church activities: Pre-school (note 5)	-	45,914	45,914	76,931
	Church Activities: After School Club (note 6)	88,147	-	88,147	90,805
	Other Parish costs:				
	Music	-	-	-	83
	Flowers	152	-	152	130
	Subscriptions	1,546	-	1,546	1,428
	Digital Expenses	2,349	-	2,349	1,147
	Church organisations	629	-	629	364
	Training lay leaders	284	-	284	302
	Readers and Pastoral Assistant training	195	-	195	674
	Lay Staff expenses	333	-	333	302
	Parish events	259	-	259	674
	Sundry and discretionary gifts	207	-	207	205
	Printing and stationery	1,314	-	1,314	1,906
	Salaries	62,377	-	62,377	59,525
	Staff training	93	-	93	-
	Equipment hire/repair	-	-	-	-
	Flat management & expenses (note 4)	4,539	-	4,539	767
	Sundry expenses	876	-	876	1,440
	Payroll administration	2,142	-	2,142	2,532
	Bank charges and loan interest	63	15	78	74
	Equipment depreciation	3,337	-	3,337	3,337
	Ind. Examination and other professional fees	1,090	-	1,090	1,290
		297,531	46,929	343,460	376,951
TOTAL RESOURCES USED		309,511	61,640	371,151	416,361

NOTES TO THE ACCOUNTS for the year ended 31st December 2021 (continued)

4. CHURCH HOUSE FLAT RENTAL ACCOUNTS

	2021		2020	
	£	£	£	£
Rental Income		22,260		21,420
Management fees paid (including VAT)	-		-	
Repairs and maintenance	4,539		767	
		(4,539)		(767)
Surplus for period		<u>17,721</u>		<u>20,653</u>

NOTES TO THE ACCOUNTS for the year ended 31st December 2021 (continued)

5. PRESCHOOL ACCOUNTS

	2021		2020	
	£	£	£	£
Income				
Fee Income		11,286		11,042
Grants - KCC	29,110		83,427	
Other income	693		411	
		29,804		83,837
		41,090		94,879
Job retention Scheme		11,089	-	
Investment Income		0		2
Total income		52,179		94,881
Expenses				
Salaries	44,763		73,296	
Rent St James	12,500		15,000	
Training	14		12	
Equipment	(175)		1,539	
Repairs and capital expenses	-		-	
Refreshments	586		267	
Postage and Stationery etc.	142		196	
Art & Craft materials	223		602	
Registration fees	120		44	
Sundry	240		975	
		(58,414)		(91,931)
Surplus/(deficit) for the year		(6,235)		2,950

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 £45,914 (i.e. £58,414 less £12,500).

NOTES TO THE ACCOUNTS for the year ended 31st December 2021 (continued)

6. AFTER SCHOOL CLUB ACCOUNTS

	2021		2020	
	£	£	£	£
Income				
Fee Income	74,522		76,302	
Job Retention Scheme	7,549		24,596	
Other Income	2			100,898
Investment Income	-			-
Total income		82,073		100,898
Expenses				
Salaries	72,857		77,928	
Rent	8,134		6,966	
Training	462		90	
Equipment	1,584		1,073	
Catering supplies	3,732		2,839	
Postage and Stationery etc.	-		115	
Art & Craft materials	267		298	
Registration fees	520		91	
Sundry	593		1,405	
		(88,147)		(90,805)
Surplus/(deficit) for the year		(6,074)		10,093

7. STAFF COSTS

	£	£
Wages and salaries	177,149	207,822
Employers NIC contributions net of employment allowance	1,364	1,447
Employers pension contributions	1,483	1,480
	179,997	210,749

The church received a grant of £21,221 from the Coronavirus Job Retention Scheme in 2021

During the period the PCC employed two part time church administrators, a caretaker, a Youth Worker, an average of 7 staff and an administrator for preschool and an average of 11 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 2021 (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 2021	1,290,218	1,389	66,836	1,358,443
Additions	-	-	-	-
At 31st December 2021	1,290,218	1,389	66,836	1,358,443
DEPRECIATION				
At 1st January 2021	-	1,389	54,384	55,773
Charge for the period	-	-	3,337	3,337
At 31st December 2021	-	1,389	57,721	59,110
NET BOOK VALUE				
At 31st December 2021	1,290,218	-	9,115	1,299,333
At 31st December 2020	1,290,218	-	12,452	1,302,670

NOTES TO THE ACCOUNTS for the year ended 31st December 2021 (continued)

	Unrestricted Funds	2021 Restricted Funds	Total	2020 Total
	£	£	£	£
9. DEBTORS				
Tax Recoveries	8,455	475	8,930	8,403
Prepayments	-	-	-	0
Other Debtors	34,200	591	34,792	3,649
	42,655	1,067	43,722	12,052
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	40,000
Diocesan Deposit Fund	61,941	-	61,941	61,796
Diocesan Repair Fund	26,196	-	26,196	30,648
Co-op Business Select Instant Access	15,102	-	15,102	5,100
Pre School Business select Instant Access	-	466	466	
Metro Instant Access	71	-	71	71
	303,311	466	303,777	297,616
11. CREDITORS				
	£	£	£	£
Accruals	(7,536)	-	(7,536)	8,321
Sundry Creditors	(6,524)	(14,928)	(21,451)	28,964
	(14,060)	(14,928)	(28,987)	37,285
12. ANALYSIS OF NET ASSETS BY FUNDS				
	£	£	£	£
Fixed Assets	1,299,333	-	1,299,333	1,302,670
Cash and short term deposits	349,453	47,729	397,182	421,159
Current Assets	42,655	1,067	43,722	12,052
Current Liabilities	(14,060)	(14,928)	(28,987)	(37,285)
	1,677,382	33,868	1,711,250	1,698,596

NOTES TO THE ACCOUNTS for the year ended 31st December 2021 (continued)

13. UNRESTRICTED FUNDS

	01/01/2021	Income	Expenditure	Transfers	31/12/2021
	£	£	£	£	£
General Fund					
Other Net Assets	72,097	224,500	(210,027)	(1,147)	85,423
	72,097	224,500	(210,027)	(1,147)	85,423
Designated Accounts					
Fixed Assets	1,302,670	-	-	(3,337)	1,299,333
Missions Fund General	11,508	375	(10,300)	17,376	18,959
Church Repair Funds	46,047	46	-	5,102	51,195
Special Projects Fund	121,000	-	-	-	121,000
M Donald - Training Fund	3,553	-	-	-	3,553
Flower Funds	19	120	(152)	40	27
After School Club	103,264	82,073	(88,147)	-	97,190
Associated Organisations	1,064	523	(885)	-	702
	1,589,125	83,137	(99,484)	19,181	1,591,959
Total Unrestricted Funds	1,661,222	307,637	(309,511)	18,034	1,677,382

14. RESTRICTED FUNDS

	01/01/2021	Income	Expenditure	Transfers	31/12/2021
	£	£	£	£	£
Mission Specific Giving	2,133	3,798	(4,238)	(1,664)	29
Tanzania CCMP	4,985	15,531	(10,918)	280	9,878
Vicars Discretionary	11,180	510	(570)	-	11,120
Youth Worker Fund	-	4,150	-	(4,150)	-
Organ Repair Restricted Fund	599	-	-	-	599
Preschool	18,477	52,179	(45,914)	(12,500)	12,242
	37,374	76,168	(61,640)	(18,034)	33,868

NOTES TO THE ACCOUNTS for the year ended 31st December 2021 (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 Kondoa 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	689	-	689
Miscellaneous Expenses (incl Book Grants)	874	-	874
	1,563	-	1,563

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
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 2021, excluding any Gift Aid recoverable, was £39,694 (£31,770 in 2020).

NOTES TO THE ACCOUNTS for the year ended 31st December 2021 (continued)

17. GRANTS PAID

An analysis of grants paid is given below:

	Mission General £	Other designated funds £	Mission Specific £	Tanzania £	Discretionary Fund £
Overseas Missions with Link Partners					
Church Mission Society	1,000	-	-	-	-
Interserve	2,050	-	-	-	-
International Nepal Fellowship	500	-	-	-	-
Christmas Gifts	250	-	-	-	-
Overseas Mission and Relief Societies					
The Bible Society	800	-	-	-	-
Leprosy Mission	2,200	-	-	-	-
Hope Gardens	-	-	1,100	-	-
Sat 7	-	-	2,200	-	-
TEAR Fund CCMP project	-	-	-	10,918	-
Home Missions and Other Church Societies					
Fegans	1,100	-	-	-	-
Diocese of Rochester Poverty & Hope Appeal	1,200	-	-	-	-
Church Pastoral Aid Society	1,200	-	-	-	-
Tunbridge Wells Youth For Christ	-	-	800	-	-
Other Discretionary gifts	-	180	123	-	570
Total Grants made (see note 3)	10,300	180	4,223	10,918	570
Other Expenditure					
transaction charges	-	-	15	-	-
Totals (See notes 13 and 14)	10,300	180	4,238	10,918	570