

# St Dunstan's Church Cranbrook



*'A faithful, welcoming and compassionate church for all'*

**REPORT OF THE PAROCHIAL CHURCH COUNCIL  
AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2023**

## ST DUNSTAN'S CHURCH

### REPORT OF THE PAROCHIAL COUNCIL FOR THE YEAR ENDED 31 DECEMBER 2023

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#### Administrative Information

The Parochial Church Council (PCC) of St Dunstan's Church, Cranbrook is a corporate body (PCC Powers Measures 1956, Church Representation Rules 2006) with charitable status (Charity Commission registration 1144409). The PCC is responsible for promoting the whole mission of the Church - pastoral, evangelistic, social and ecumenical - in the ecclesiastical parish. In addition, it is responsible for its paid staff and for the maintenance of St Dunstan's Church and Church House, both of Stone Street, Cranbrook, TN17 3HA. The PCC comprises members, ex-officio officers and lay representatives. Per the Church Representation rules, members are elected at the Annual Parochial Church Meeting (APCM) for a period of 3 years by parishioners registered on the electoral roll.

#### PCC Members' Responsibilities

The PCC prepares an annual report and financial statements in accordance with its statutory framework and accounting conventions. Charity law requires the PCC to prepare and publish financial statements annually that accurately reflect the financial transactions of the year in question.

In preparing its financial statements, the PCC is required to:

- Select suitable accounting policies and apply them consistently
- Demonstrate that its judgements and estimates have been reasonable and prudent
- Assume ongoing concern unless it is inappropriate to presume that the activities of the church will continue

All trustees gave of their time freely and there was no trustee remuneration in 2023. The PCC met formally on eight occasions during the year.

#### PCC Members

Rev Richard King	Priest in Charge (from 25th October 2023)
David Riddick	Churchwarden & Chair (until 21st May 2023)
Nye Jones	Churchwarden (from 21st May 2023), Vice Chair and Electoral Roll Officer
Andrew Gasson	Churchwarden (from 21st May 2023)
Elizabeth Hancock	Parish Safeguarding Officer (from 21st May 2023)
Gwenneth Heyking	
Susan Hooper	(from 21st May 2023)
David Hough	
Janette Lloyd	(from 21st May 2023)
Jane Upton	
Valerie Piper	(from 21st May 2023)
Celia Quarrington	(from 21st May 2023)
Jennifer Wigram	(from 21st May 2023)
Barbara Campbell	Representative to the Deanery Synod
Christopher Stead	Representative to the Deanery Synod (from 21st May 2023)

#### Co-opted Members

Brian Swann	
Julie Warman	Parish Administrator

#### Ex Officio Members

Alie Bird	Treasurer until June 2023
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## **ST DUNSTAN'S CHURCH**

### **REPORT OF THE PAROCHIAL COUNCIL FOR THE YEAR ENDED 31 DECEMBER 2023**

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#### **Objectives and Activities**

The PCC is committed to enabling as many people as possible to participate in the life of our Church by supporting the provision of worship and a range of cultural and community activities in the Church, at Church House and in the larger community. The Charity Commission's guidance on public benefit and specific counsel for charities focussing on the advancement of religion have been followed, as has the House of Bishops' instruction on safeguarding children and vulnerable adults. St Dunstan's is open every day and the PCC priority during the year has been to make the buildings as accessible as possible to members of the congregation and the wider community.

Activities in 2023 included:

- Worship, prayer, pastoral care and gospel instruction by means of a wide range of services and the provision, when requested, of baptism and confirmation. These were offered thanks to the dedication of our group of retired priests, lay readers and visiting clergy until October 25th 2023, when our new priest-in-charge, the Reverend Richard King, was licensed.
- Messy Church sessions.
- Tots Plus meetings.
- Provision of support and religious instruction to the pupils of Cranbrook's two Church of England primary schools along with the provisions of services to other schools in our parish, especially at Christmas.
- Organisation of regular donations to the local food bank.
- Hosting concerts and recitals in the Church.
- Provision of venues – St. Dunstan's and Church House - for a range of community groups.
- Raising money for specific charities.

#### **Risk Management**

Throughout 2023, the PCC has considered the principal risks and uncertainties facing St Dunstan's and has ensured close management of these when deciding on policies and formulating action plans.

#### **Achievements and Performance**

##### In and around the Church

- Progress with the ongoing consultation, planning and approval of the application for the installation of a Tea and Coffee Station in St. Dunstan's.
- The ongoing development of our live-streaming facilities.
- The ongoing development of our Messy Church.
- The recommencement of the Fabric Committee with revision and update of the working schedules and projects to maintain the St Dunstan's Church estate.
- Ongoing partnership with the Friends of St Dunstan's.
- The adoption of 'Xero' as a new accounting package with the help of Alie Bird, who retired as our treasurer in June 2023, and Peter Simpson.
- The ongoing work of our finance committee and the post-covid relaunch of our fabric committee.
- The work of our new social committee, which began after last year's APCM.
- Liaising with the diocese about the sale of the previous vicarage and the purchase of a new one.

## ST DUNSTAN'S CHURCH

### REPORT OF THE PAROCHIAL COUNCIL FOR THE YEAR ENDED 31 DECEMBER 2023

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#### Fundraising

- In addition to the generous giving of our church family, 2023 additional fundraising activities included:
  - Updated A5 leaflet in church (copy & images) to replace the pew cards and the previous Generous Giving leaflet.
  - Updated copy to the website and new link to GiveaLittle/Sum Up replacing Just Giving.
  - Updated 100 Club leaflet to make it clearer for enquirers.
  - 'Songfest' (Compass & Tempo Community Choirs). Project management of event including promotion & sourcing of volunteers. Thanks to Susan Hooper for leading with refreshments.
  - Christmas Through Time' (Wealden Consort). Project management of event including promotion & sourcing of volunteers. Thanks to the many volunteers.

#### Preparation and planning for a new Priest

- Building upon the work done in 2022, activity to find a new priest included the following components in 2023.
  - Updating of the 2022 Parish Profile.
  - Drafting of interview questions and planning & coordination of interview days & visits.
  - Shortlisting of candidates for interview.
  - Conducting of interviews & selection.
  - Planning, organising, writing, promotion and coordination of the Installation service on 25th October in St Dunstan's Church.

#### Change of Vicarage Premises

- Continuing on from 2022, the work relating to the change of vicarage premises included the following:
  - The former Vicarage and site was put up for sale with planning permission for the construction of new homes.
  - As St Dunstan's Church was part owner of the former Vicarage site, a formal agreement was reached whereby the surplus from the sale will be shared with the Diocese post completion of works.
  - A property to be the new vicarage was chosen and purchased at Orchard Way, Cranbrook.
  - Liaison with the Diocesan Property Services team, as plans progressed to complete the first phase of the development work of turning the Orchard Way property into a working vicarage.

## ST DUNSTAN'S CHURCH

### REPORT OF THE PAROCHIAL COUNCIL FOR THE YEAR ENDED 31 DECEMBER 2023

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#### Financial Review

The 2023 accounts have been examined by an accountant, who has generously undertaken this task on a voluntary basis. A detailed 2023 budget had been agreed at the end of 2022 by the PCC and Finance Committee, whose members receive monthly reports of cashflow and performance against budget, ensuring that the finances are properly controlled. As part of this control, an accounting program was installed.

Total receipts for the year amounted to £125,441 (2022 £149,396) a reduction of £23,955, following an increase in 2022 of £23,906, due to reduced voluntary income.

Total expenditure amounted to £120,139 (2022 £135,500) a reduction in the year of £15,361, due to a reduction in church running expenses and church buildings maintenance. The result was a surplus of £5,302 compared to a surplus of £13,897 in 2022. Accordingly total funds increased from £76,056 in 2022 to £81,358.

The PCC has registered with HMRC to claim gift aid on appropriate donations directly from tax year 2023/4 when the Diocese ceases to offer this service to PCCs. The PCC members are indebted to Mike Pack, who oversees all matters relating to gift aid.

The PCC's bank balances totalled £81,119 on 31 December 2023 (2022 £74,017) – an increase of £7,102. The breakdown of designated funds held on account at the end of the year was:

• Messy Church	£804
• Tots Plus	£945
• Tea/Coffee Station	£20,636
• Church House repair	£5,000
• Organ Repair	£6,971
• Bank interest	£342
Total designated funds	<u>£34,698</u>

Plans are in place to promote donations and fundraising activities to ensure that the 2024 budget, agreed by the PCC at the end of 2023, is achieved and all obligations are met going forward. This position has been made possible thanks to the generosity of the St Dunstan's congregation and community, and by the efforts of all those who volunteer their time and resources to support PCC activities.

Approved by order of the PCC on 12th May 2024 and signed on its behalf by:

PCC Member

**INDEPENDENT EXAMINERS REPORT TO THE PAROCHIAL CHURCH COUNCIL OF ST DUNSTAN'S CHURCH  
FOR THE YEAR ENDED 31 DECEMBER 2023**

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**Independent examiner's report to the Parochial Church Council of St Dunstan's Cranbrook**

This report on the financial statements of the PCC for the year ended 31 December 2023 is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 (the Regulations) and section 145 of the Charities Act 2011 (the Act).

**Respective responsibilities of the PCC and the examiner**

As members of the PCC you are responsible for the preparation of the financial statements. You consider that the audit requirements of the Regulations and section 144 of the Act do not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

**Basis of this report**

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

**Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable case to believe that in any material respect the requirements

- to keep accounting records in accordance with section 130 of the Charities Act 2011; and
- to prepare accounts which accord with accounting records and to comply with requirements of the Act, as also contained in the Regulations

have not been met.

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

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Date:

PRF Simpson F.C.A.  
Hillside Farmhouse  
Sissinghurst  
Kent  
TN 17 2JH

# ST DUNSTAN'S CHURCH

## Financial Statements for the year ended 31 December 2023

	Unrestricted Funds £	Designated Funds £	Total Funds 2023 £	Total Funds 2022 £
<b><u>Income and Expenditure Account for the year ended 31 December 2023</u></b>				
<b>Incoming Resources</b>				
Voluntary Income	74,479	16,620	91,099	110,580
Activities for Generating Funds	16,576	-	16,576	22,695
Interest Received	231	312	543	30
Income from Church Activities	17,223	-	17,223	16,091
<b>Total Incoming Resources</b>	<b>108,509</b>	<b>16,932</b>	<b>125,441</b>	<b>149,396</b>
<b>Resources Expended</b>				
Church Activities	8,947	-	8,947	8,425
Ministry	68,332	-	68,332	69,924
Church Running Expenses	19,959	-	19,959	21,807
Church Buildings Maintenance	21,267	1,634	22,901	35,343
<b>Total Resources Expended</b>	<b>118,505</b>	<b>1,634</b>	<b>120,139</b>	<b>135,500</b>
<b>Net income/(expenditure)</b>	<b>(9,996)</b>	<b>15,298</b>	<b>5,302</b>	<b>13,897</b>
<b>Funds brought forward</b>	56,656	19,400	76,056	62,159
Transfers between funds			-	-
<b>Funds carried forward</b>	<b>46,660</b>	<b>34,698</b>	<b>81,358</b>	<b>76,056</b>
<b><u>Balance Sheet</u></b>				
<b>Assets</b>				
Cash at Bank	46,421	34,698	81,119	74,017
Current assets	-	-	-	2,556
	46,421	34,698	81,119	76,573
Current Liabilities	(239)	-	(239)	517
<b>Net assets</b>	<b>46,660</b>	<b>34,698</b>	<b>81,358</b>	<b>76,056</b>
<b>Funds</b>				
Total funds	<b>46,660</b>	<b>34,698</b>	<b>81,358</b>	<b>76,056</b>

## ST DUNSTAN'S CHURCH

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

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#### Accounting Policies

##### Basis

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 using an accruals and prepayment basis.

The financial statements have been prepared under the historic cost convention except for any investment assets which would be 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 affinity to another body, nor those that are informal gathering of church members.

##### Fund accounting

###### Restricted Funds

These represent:

- a) Income from trusts or endowments which may only be expended on those restricted objects provided in the terms of the trust or bequest and
- b) Donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given.

###### Designated Funds

These are funds which the PCC has agreed to set aside for a specific purpose.

###### Unrestricted Funds

These represent the funds of the PCC that are not subject to any special restrictions regarding their use and are available for application to the general purposes of the PCC.

##### Fixed Assets

Consecrated and benefice property is not included in the accounts. Moveable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, are listed in the church's inventory, which can be inspected at any reasonable time. As previous accounts were prepared as receipts and payments accounts there is insufficient cost information available and therefore assets held at that date are not valued in these financial statements. No assets were purchased in the year to 31 December 2023.

##### Staff costs

	2023	2022
	£	£
Staff costs	8,257	7,617
Social security costs	-	-
Pension costs	-	-
	<u>8,257</u>	<u>7,617</u>

##### Payments to PCC members

No payments or expenses were paid to any PCC Member, persons closely connected to them or related parties.

# ST DUNSTAN'S CHURCH

## Financial Statements for the year ended 31 December 2023

### Detailed Income and Expenditure Account for the year ended 31 December 2023

		Unrestricted Funds £	Designated Funds £	Total Funds 2023 £	Total Funds 2022 £
<b>INCOMING RESOURCES</b>					
<b>Voluntary Income</b>					
Planned Giving:	Bank Credits	43,945	-	43,945	49,575
	Gift Aid Recovered	13,428	-	13,428	21,068
	Collections/Other	17,106	-	17,106	13,227
Donations and Grants		-	-	-	-
Special Appeals		-	16,620	16,620	26,710
		74,479	16,620	91,099	110,580
<b>Activities for Generating Funds</b>					
Fundraising		9,116	-	9,116	10,377
Sundry Income		1,888	-	1,888	4,176
Church Letting		5,572	-	5,572	8,381
Ponder Anew		-	-	-	(239)
		16,576	-	16,576	22,695
<b>Interest Received</b>					
		231	312	543	30
<b>Income from Church Activities</b>					
Church House Letting		6,654	-	6,654	4,750
Coffee & Tea Receipts		7,060	-	7,060	5,452
PCC Income for Services		1,529	-	1,529	2,871
Parochial Fees Collected		1,980	-	1,980	3,018
		17,223	-	17,223	16,091
<b>Total Incoming Resources</b>					
		108,509	16,932	125,441	149,396

# ST DUNSTAN'S CHURCH

## Financial Statements for the year ended 31 December 2023

### Detailed Income and Expenditure Account for the year ended 31 December 2023

	Unrestricted Funds £	Designated Funds £	Total Funds 2023 £	Total Funds 2022 £
<b>RESOURCES EXPENDED</b>				
<b>Church Activities</b>				
Home Missions and Other Church Giving	690	-	690	808
Staff Costs	8,257	-	8,257	7,617
	<b>8,947</b>	<b>-</b>	<b>8,947</b>	<b>8,425</b>
<b>Ministry</b>				
Parish Share	66,070	-	66,070	66,626
Parochial Fees paid to Canterbury	1,913	-	1,913	3,109
Working Expenses of Incumbent	349	-	349	189
	<b>68,332</b>	<b>-</b>	<b>68,332</b>	<b>69,924</b>
<b>Church Running Expenses</b>				
Gas	5,798	-	5,798	9,720
Electricity	3,054	-	3,054	1,755
Water	287	-	287	239
Insurance	10,820	-	10,820	10,093
	<b>19,959</b>	<b>-</b>	<b>19,959</b>	<b>21,807</b>
<b>Church Buildings Maintenance</b>				
Upkeep of Services	3,122	-	3,122	932
Office Costs	5,139	-	5,139	5,787
Music Costs	4,525	-	4,525	4,509
General/Annual Maintenance	3,523	-	3,523	6,064
Major Repairs to Church Buildings	822	-	822	15,641
Historic Loan Repaid to Diocese	3,000	-	3,000	2,000
Sundry Expenses	1,136	1,634	2,770	411
	<b>21,267</b>	<b>1,634</b>	<b>22,901</b>	<b>35,343</b>
<b>Total Resources Expended</b>	<b>118,505</b>	<b>1,634</b>	<b>120,139</b>	<b>135,500</b>
<b>Net income/(expenditure)</b>	<b>(9,996)</b>	<b>15,298</b>	<b>5,302</b>	<b>13,897</b>