

ST MICHAEL WITH ST AUGUSTINE  
BECKENHAM

within the United Benefice of St James  
with St Michael and St Augustine  
Beckenham



Welcome to the Parish Church of

**St Michael with St Augustine**

BECKENHAM

Trustees' Report and Financial Statements

for the year ended 31<sup>st</sup> December 2023

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# PARISH OF ST MICHAEL WITH ST AUGUSTINE, BECKENHAM

## ADMINISTRATIVE INFORMATION

Registered Charity Number: 1179081

Address and Contact Details:

St Michael's Church  
Ravenscroft Road  
Beckenham  
Kent BR3 4TN

Tel: 07838146467

Email: [office.stmichaelbeckenham@gmail.com](mailto:office.stmichaelbeckenham@gmail.com)

Vicar:

Fr Leon Carberry - retired July 31st 2023.  
Parish currently in interregnum.

Bank:

HSBC Bank plc

Independent Examiner:

Mr Tim Birse  
8 Keswick Road, Orpington, Kent BR6 0EU

## REPORT OF THE TRUSTEES

### **Aims and Purposes**

The Parochial Church Council (PCC) of St Michael with St Augustine Beckenham has the responsibility to promote within the ecclesiastical parish, the whole mission of the Church – pastoral, evangelistic, social and ecumenical. The Parish is affiliated to The Society under the Patronage of St Wilfrid and St Hilda.

### **Structure, Governance and Management**

The Parochial Church Council of the Ecclesiastical Parish of St Michael with St Augustine, Beckenham is a Registered Charity, number 1179081. All members of the PCC are Charity Trustees. The PCC is a corporate body established by the Church of England and operates under the Parochial Church Council Powers Measure. The method of appointment of PCC members is set out in the Church Representation Rules.

PCC members who served during 2023 and up to the adoption of this report:

Ex Officio members:

Previous Vicar of the United Benefice: Fr Leon Carberry - retired July 31st 2023.

Churchwarden: Matthieu Phillipault

Lay Deanery Synod Representative: vacant

Elected members of the PCC: Carol Edwards, Roger Edwards, Hayley Philippault.

PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults). The Child Protection Policy was adopted by the PCC in accordance with the procedures as set by the Church of England and the Diocese of Rochester. The PCC met in person 6 times throughout 2023.

### **Electoral Roll**

In 2023 the Electoral Roll was amended as required by the Church of England. There are 23 names on the updated Electoral Roll.

### **United Benefice**

The Parish of St Michael and St Augustine is part of the United Benefice of St James with St Michael and St Augustine, Beckenham. The patrons of the united benefice are the Bishop of Rochester and the Society for the Maintenance of the Faith. Mass has been offered as a joint benefice service since Fr Leon had his last Sunday with us on 9th April. The joint service has alternated between St Michael and St James Churches.

### **Objectives and Activities**

The PCC is committed to promoting public worship for all, and in particular to all residents of the ecclesiastical parish and to enabling all who wish to worship at St Michael's and become part of the life of the church to do so. To this end, all services are public, and we also seek to be open to all comers in relation to our community and social events.

When planning activities and responding to requests for use of the premises, the PCC takes account of the Charity Commission's guidance on public benefit in relation to charities for the advancement of religion, and we make provision for the availability of pastoral care to all residents of the parish, and any others who come in need of it, as well as our social, missionary, and outreach work. Responding to pastoral needs of both regular congregation and parishioners is regarded as an important part of the work of the PCC and priest.

### **Achievements and Performance**

The sacraments of Matrimony, Baptism and Confirmation, and the Funeral Rites are available to all who are resident in the parish or on the church electoral roll, subject to the provision of the Canon Law of the Church of England. During 2023, Fr Leon Carberry (up to April 2023) and covering priests conducted 2 funerals - one Church and one Crematorium - 3 banns of marriage, and 3 baptisms. (1 banns and 2 baptisms since vacancy). The average Sunday attendance on the Sundays when there was a service at St Michael's in 2023 was 25 adults.

In February 2023 St Michael and St James organised a shared lunch which was held at Saint Michael's.

We welcomed Churchfields School Year One class as part of their annual visit on 19th February.

We held a Farewell Retirement Tea for Fr Leon at St James's Hall on 2nd April, ahead of his last Sunday with us on the 9th April.

In August 2023, with the support of the Diocese, we officially started the Vacancy process as Fr Leon retired. We have since - with the continued support of the Diocese and of our Administrator - organised and received support from cover priests to organise services in our respective Churches every Sunday - taking turns to cover both sites.

We proudly gathered to welcome our new King by organising our very own Coronation celebration on the 7th of May.

Churchfields school and Stewart Fleming school both chose to use St Michael's Church for their Christmas nativity performances and carol concerts in December.

We compiled a new Benefice Profile in collaboration with St James' PCC ahead of advertising the vacancy.

Throughout the year we have hosted and supported charity Jazz concerts which raised money for several charities. Collections from school events held at St Michael's Church during December enabled us to donate £700 to ABCD Bethlehem at Christmas.

In 2023 we continued to have many groups hiring the church space for activities and providing a regular income for us, including studio/recording space, Pilates for older adults, Virtue Taekwon-do classes for all ages, Mother & Baby Yoga, Adult Yoga, Baby Ballet, Orchestra rehearsals, and organ practice. In the spirit of our charitable status and remit, Community based organisations are given concessionary rates for hire of the church space. Mother & Toddler group (Golden Spirals) stopped using the space in March 2023.)

## **Financial Report**

The financial situation of the Parish remains secure. The parish's main sources of income are dividends from the investments managed by CCLA Investment Managers Limited, rental income from the property at 121 Ravenscroft Road, and the proceeds from letting various spaces within the church premises. Expenditure was primarily on maintenance of all our facilities and the upkeep of our worship. We paid the indicative offer to Rochester Diocese in full, recognising that our accumulated assets makes St Michael's one of the most well-off parishes in the diocese. Overall, our cash balances showed a modest increase of £2,400, indicating that we are able to live within our income, without drawing on accumulated assets.

The value of our investments, which are largely linked to the stock markets, can and does go down as well as up. However, 2023 was a good year for investment markets, particularly in the final quarter, and our investments increased in value by £93,600 during the year.

## **Risk Management Policy**

Risks to which the PCC is exposed have been reviewed and systems/procedures designed to manage those risks have been established.

Two signatures are required on every cheque. The PCC aims to appoint at least four members as signatories, but due to lack of members this is presently two signatories. Cheque signatories are reviewed at least annually – more often as required. The PCC makes most payments by bank transfer as opposed to by cheque. The HSBC bank transfer system requires each payment to have a secondary authoriser in addition to being input by the Parish Administrator. All the cheque signatories can act as secondary authorisers.

Wherever possible, two people count the collection and the money is banked at the earliest opportunity, usually by the Church Administrator. Money is kept in the safe if it is required to stay on the church premises prior to banking.

There is a policy of expenditure authorisation and control, and the current financial situation is reported to the PCC from time to time.

The annual accounts are scrutinised by an independent examiner or auditor as required.

### **Reserves Policy:**

It is the policy of the PCC to ensure that the church retains sufficient reserves to meet future capital requirements to maintain the fabric of the church building and to adequately fund the activities and work of the church. Within this framework it is the policy to maintain unrestricted funds which equate to approximately six months' ordinary unrestricted expenditure.

Approved by the Parochial Church Council on 5<sup>th</sup> April 2024 and signed on its behalf by:

Chair

### **STATEMENT OF PCC MEMBERS' RESPONSIBILITIES**

Charity law requires the PCC members, as Trustees, to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements, the PCC members are required to:

- ☐ select suitable accounting policies and then apply them consistently;
- ☐ make judgements and estimates that are reasonable and prudent;
- ☐ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The PCC members are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to 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.

## **HONORARY INDEPENDENT EXAMINER'S REPORT TO THE PAROCHIAL CHURCH COUNCIL OF St MICHAEL WITH ST AUGUSTINE BECKENHAM**

I report on the financial statements of the Parochial Church Council (the PCC) for the year ended 31 December 2023, which are set out on pages 6 to 9.

### **Respective responsibilities of the PCC and the Examiner**

As members of the PCC and Charity Trustees you are responsible for the preparation of the financial statements. You consider that the audit requirement of section 144 (2) of the Charities Act 2011 (the Act) does not apply and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements (under section 145 of the Act);
- follow the procedures laid down in the general Directions given by the Charity Commissioners under section 145 (5) (b) of the Act; and
- state whether particular matters have come to my attention.

### **Basis of this Report**

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 PCC, and a comparison of the accounts presented with those records. It also includes considering any unusual items or disclosures in the financial statements and seeking explanations from you, as 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 financial statements present a true and fair view, and this report is limited to the matters set out in the statement below.

### **Independent Examiner's Statement**

In connection with my examination, no matters have come to my attention:

- 1) which give me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 130 of the Act; and
  - to prepare financial statements, which accord with the accounting records and comply with the requirements of the Act and the Regulationshave 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.

T J Birse MA FIA  
8 Keswick Road  
Orpington  
Kent  
BR6 0EU

6<sup>th</sup> April 2024.

**PAROCHIAL CHURCH COUNCIL OF ST MICHAEL WITH ST AUGUSTINE BECKENHAM**

**RECEIPTS AND PAYMENTS ACCOUNT**

**FOR THE YEAR ENDED 31 DECEMBER 2023**

NOTE	UNRESTRICTED	RESTRICTED	TOTAL 2023	TOTAL 2022
	£	£	£	£
<b><u>RECEIPTS</u></b>				
<b>Voluntary receipts</b>				
5a Voluntary income	4,498	0	4,498	6,348
5b Activities for generating funds	20,562	700	21,262	21,064
5c Investment Income	50,228	0	50,228	44,051
5d Other incoming resources	12	0	12	27,540
	75,300	700	76,000	99,003
Proceeds of investment sales	0	0	0	0
<b>Total receipts</b>	<b>75,300</b>	<b>700</b>	<b>76,000</b>	<b>99,003</b>
<b><u>PAYMENTS</u></b>				
<b>Church activities</b>				
6a Costs of generating funds	0	0	0	0
6b Other church activities	72,112	700	72,812	64,991
6c Investment property expenses	794	0	794	601
<b>Total payments</b>	<b>72,906</b>	<b>700</b>	<b>73,606</b>	<b>65,592</b>
<b><u>EXCESS OF RECEIPTS OVER PAYMENTS</u></b>	<b>2,394</b>	<b>0</b>	<b>2,394</b>	<b>33,411</b>
Transfers between Funds	0	0	0	0
<b><u>NET MOVEMENT IN CASH BALANCES</u></b>	<b>2,394</b>	<b>0</b>	<b>2,394</b>	<b>33,411</b>
Balances at 1 January	51,640	398	52,038	18,627
<b><u>CASH BALANCES AT 31 DECEMBER</u></b>	<b>54,034</b>	<b>398</b>	<b>54,432</b>	<b>52,038</b>

The notes on pages 8 and 9 form an integral part of these financial statements.



**PAROCHIAL CHURCH COUNCIL OF ST MICHAEL WITH ST AUGUSTINE BECKENHAM**

**STATEMENT OF ASSETS AND LIABILITIES AT 31st DECEMBER 2023**

NOTE	UNRESTRICTED	RESTRICTED	TOTAL 2023	TOTAL 2022
	£	£	£	£
<b>CASH FUNDS</b>				
Bank current account	22,487	398	22,885	20,589
Bank deposit account	28,073	0	28,073	28,073
Deposits at Rochester DBF	3,474	0	3,474	3,376
<b>Total</b>	<b>54,034</b>	<b>398</b>	<b>54,432</b>	<b>52,038</b>
<b>1 INVESTED ASSETS</b>				
121 Ravenscroft Road, Beckenham	678,663	0	678,663	678,663
CBF Investment Fund - Income shares	1,005,364	83,657	1,089,021	995,373
	<b>1,684,027</b>	<b>83,657</b>	<b>1,767,684</b>	<b>1,674,036</b>
<b>LIABILITIES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NET ASSETS</b>	<b>1,738,061</b>	<b>84,055</b>	<b>1,822,116</b>	<b>1,726,074</b>
<b>REPRESENTED BY:</b>				
General Fund	1,055,924	0	1,055,924	967,174
Capital - Real property	678,663	0	678,663	678,663
Church repair fund	3,474	0	3,474	3,376
<b>2 Church Hall maintenance</b>	<b>0</b>	<b>83,657</b>	<b>83,657</b>	<b>76,463</b>
<b>2 Choir fund</b>	<b>0</b>	<b>398</b>	<b>398</b>	<b>398</b>
<b>TOTAL</b>	<b>1,738,061</b>	<b>84,055</b>	<b>1,822,116</b>	<b>1,726,074</b>

The notes on pages 8 and 9 form an integral part of these financial statements.

Approved by the Parochial Church Council on 4 April 2024 and signed on its behalf by

\_\_\_\_\_ Chairman

\_\_\_\_\_ Member

**PAROCHIAL CHURCH COUNCIL OF ST MICHAEL WITH ST AUGUSTINE BECKENHAM**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2023**

**1. ACCOUNTING POLICIES**

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006, using the receipts and payments basis, which the PCC believes is appropriate for these financial statements.

During the prior year funds held by the Rochester Diocesan Society and Board of Finance (DBF) were remitted to the PCC. Even though the PCC was the beneficial owner of the funds held by the DBF, they are shown as income in the Receipts and Payments account. The PCC believes this approach is necessary to give a clear view of the activities of the parish.

The PCC owns 121 Ravenscroft Road, Beckenham, a property adjacent to the church. This property is included in the financial statements at the cost of purchase in 2018. The PCC believes this is a fair reflection of the current open market sale value of the property, subject to the existing tenancy.

Consecrated and beneficed property is excluded from the accounts by section 96 (2) (a) of the Charities Act 1993. No value is placed on movable church furnishings which require a faculty for disposal since the PCC considers this to be inalienable property.

Other investment assets comprise holdings in the CBF Church of England Investment Fund – Income Shares. These are included in the financial statements at mid-market value at the balance sheet date.

**2. RESTRICTED FUNDS**

**Church Hall – CBF Income Account shares**

The capital in this fund was originally donated to allow the maintenance of the church hall. Up to 50% of the funds can be drawn down to make repairs but must subsequently be repaid to the fund. The income is paid to the PCC's general fund and may be used without restriction. As the Church Hall has been sold, discussions will be opened with the Diocese of Rochester regarding the future of this fund.

**Choir fund**

A donation of £500 was received for use by the choir. To date £102 has been used and the remaining balance is held for use of the choir in the future. The cash is held in the bank current account.

**3. SEQUESTRATION ACCOUNT**

During a vacancy in a benefice the PCC may retain the share of statutory fees that would otherwise be due to the Diocesan Board of Finance and use them towards the expenses of visiting clergy to take services and the upkeep of the parsonage house. Calculations have been carried out for the united benefice that show there is no excess of fees due to be returned to the DBF.

**4. AUDIT**

Under the provisions of the Charities Act an audit of the accounts is not required. An Independent Examination of the accounts has been carried out, and it is expected that the Independent Examiner will request a charitable donation to be made in lieu of a fee.

**PAROCHIAL CHURCH COUNCIL OF ST MICHAEL WITH ST AUGUSTINE BECKENHAM**  
**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2023**

	UNRESTRICTED	RESTRICTED	TOTAL 2023	TOTAL 2022
	£	£	£	£
<b>4 RECEIPTS</b>				
<b>5a Voluntary Income</b>				
Tax efficient planned giving	2,705	0	2,705	2,775
Income Tax recovered	501	0	501	1,324
Other planned giving	132	0	132	324
Collections	800	0	800	680
Donations and appeals	360	0	360	145
Grants	0	0	0	1,100
<b>Total</b>	<b>4,498</b>	<b>0</b>	<b>4,498</b>	<b>6,348</b>
<b>5b Activities for generating funds</b>				
Church Lettings	19,870	0	19,870	19,020
Fund Raising Events	67	700	767	1,681
Fees	625	0	625	363
<b>Total</b>	<b>20,562</b>	<b>700</b>	<b>21,262</b>	<b>21,064</b>
<b>5c Investment income</b>				
Dividends and interest	30,428	0	30,428	29,651
Rental income	19,800	0	19,800	14,400
<b>Total</b>	<b>50,228</b>	<b>0</b>	<b>50,228</b>	<b>44,051</b>
<b>5d Other incoming resources</b>				
Transfer from Rochester diocese	0	0	0	27,540
Sundry income	12	0	12	0
<b>Total</b>	<b>12</b>	<b>0</b>	<b>12</b>	<b>27,540</b>
<b>TOTAL RECEIPTS</b>	<b>75,300</b>	<b>700</b>	<b>76,000</b>	<b>99,003</b>
<b>6 PAYMENTS</b>				
<b>6a Fund raising trading costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>6b Church Activities</b>				
Charitable giving	500	700	1,200	2,310
Diocesan contribution	35,332	0	35,332	33,375
Clergy including vicarage	2,576	0	2,576	5,017
Other clergy	506	0	506	0
Church utilities	7,608	0	7,608	4,287
Church maintenance	4,521	0	4,521	3,992
Church insurance	2,791	0	2,791	2,558
Upkeep of services	1,078	0	1,078	1205
Organist and choir	927	0	927	766
Church cleaner - salary	7,842	0	7,842	919
Parish administrator - salary	5,588	0	5,588	5,329
Office administration	982	0	982	1,313
Printing and stationery	1,653	0	1,653	1,782
Professional fees/bank charges	78	0	78	1,883
Sundry expenditure	130	0	130	255
<b>Total</b>	<b>72,112</b>	<b>700</b>	<b>72,812</b>	<b>64,991</b>
<b>6c Investment Property expenses</b>	<b>794</b>	<b>0</b>	<b>794</b>	<b>601</b>
<b>TOTAL PAYMENTS</b>	<b>72,906</b>	<b>700</b>	<b>73,606</b>	<b>65,592</b>