

# CHRIST CHURCH PARISH, LUTON, CHATHAM

England & Wales · Charity number 1179859

## Details

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**Status** Registered

**Legal form** Other

**Registered** 2018-09-10

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Parish Church Of Christ Church  
Luton Road  
Chatham  
Kent  
ME4 5BT

**Phone** 01634845537

**Email** [hello@luton.church](mailto:hello@luton.church)

**Website** [www.luton.church](http://www.luton.church)

## Activities

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**Objects:** PROMOTING IN THE ECCLESIASTICAL PARISH THE WHOLE MISSION OF THE CHURCH

**Activities:** Regular public worship open to all. The provision of sacred space for personal prayer and contemplation. Pastoral work, including visiting the sick and the bereaved. Teaching and promotion of the Christian faith. Promoting the whole mission of the church. Promoting and encouraging wellbeing in the local community.

## Classification

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- **How:** Other Charitable Activities
- **What:** Religious Activities, Other Charitable Purposes
- **Who:** The General Public/mankind

## Geography

- Medway

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£68,362	£50,880	-	-
2023-12-31	£56,786	£45,129	-	-
2022-12-31	£47,682	£47,585	-	-
2021-12-31	£32,129	£35,145	-	-
2020-12-31	£140,973	£175,317	-	-

## Trustees

Name	Role	Appointed
<b>Rev Andrea Susan Leonard</b>	Chair	2019-08-13
Andrew Jerrold Hayhow		2023-04-23
JACQUELINE ANNE O'NYON		2018-04-29
JOAN MARGARET COVENTRY		2018-04-29
Jeffrey Fray		2020-09-01
Jonathan James Pout		2025-04-27
Susan Angela Cherry-matthews		2023-04-23
Susan Joan Fray		2020-09-01

**CHRIST CHURCH PARISH, LUTON, CHATHAM**

England & Wales - Charity number 1179859

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# Accounts

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Charity registration number 1179859



Christ Church

loving life | loving Luton

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2024**



**Caladine**

Chartered Certified Accountants

**CHRIST CHURCH LUTON**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**

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# The Parochial Church Council of the Ecclesiastical Parish of Christ Church Luton, Chatham

## Annual Report January to December 2024

### Reference and administrative information

#### Background

Christ Church Luton Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church Centre complex of Christ Church, Luton Road, Chatham.

#### Membership

Members of the PCC are either *ex-officio* or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. During the year, the following people served as members of the PCC:

##### Ex Officio members:

Priest-in-Charge: The Reverend Andrea Leonard

Church Warden Ms Marian Relf  
Assistant Church Warden Mrs Joan Coventry

Deanery Synod representative: Miss Angel O’Nyon

Treasurer Mr Jeff Fray  
Secretary Mrs Christine Kennard

Elected members:  
Mrs Joan Coventry \*  
Mrs Jackie O’Nyon  
Mr Jeff Fray  
Mrs Susan Fray  
Mrs Sue Cherry Matthews\*  
Mr Andrew Heyhow  
Mr Paul Harris\*

\*Assistant wardens

#### Contact details

Correspondence may be addressed to the PCC Secretary, Christ Church, Luton Road, Chatham, Kent ME4 5BT.

Banks: Lloyds Bank, Blackheath, London BX1 1LT

Independent examiner: J R Caladine FCCA, Caladine Limited, Chartered Certified Accountants, Chantry House, 22 Upperton Road, Eastbourne, East Sussex BN21 1BF

## **Structure, governance and management**

### **Structure**

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC was registered as a Charity in England with the Charity Commission on 10 September 2018 under registered charity number 1179859. The appointment of PCC members is governed by and set out in the *Church Representation Rules* (2020, London: Church House Publishing).

### **Committees**

The PCC met 8 times in 2024.

No other sub committees or management meetings took place during 2024.

### **Safeguarding**

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have regard to House of Bishops' guidance on safeguarding children and vulnerable adults). The PCC follows the Diocese of Rochester's safeguarding procedures and policies and has been working to ensure that these are embedded in the life of the church. Angel O'Nyon has been the safeguarding officer for 3 years now. The safeguarding mobile phone has been set up and we also have also a dedicated email.

## **Objectives and activities**

### **Aims and objectives**

The primary object of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. The PCC is to co-operate with the minister in promoting to the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

### **Church life**

The year of 2024 continued to be difficult with cost of living crisis and world instability. The Sunday worship services therefore continue to focus on celebration and lively worship in contrast to the news and events that surround us in the world. We continue to play a variety of African praise worship played after the recessional music which many people appreciate and join in with dancing. Music is specifically chosen to be in the mother tongue of various members of the congregation, and always has English subtitles. The pattern of services remains the same as last year. Marian Relf and Joan Coventry both attended the Archdeacon's visitation and were sworn in as wardens. Paul Harris and Sue Cherry Matthews also volunteered to be assistant wardens to help spread the load.

Luton primary School came to the church for their harvest service. The school has recently become part of a trust, the management has changed as well as a lot of the staff. Andrea resigned as a governor but continues to try to encourage links.

Andrea and Maureen Mead continue to visit Victory Care Home to take the monthly service of Holy Communion which is regularly attended by 20 or more residents. Again we sang carols for them before Christmas with a group of church volunteers.

We continue to provide emergency food via a food share table at our weekly café, funded by grants from Medway Council and donations from those who attend the café.

## **Achievements and performance**

We maintain a regular core of committed members, and have a slight growth curve, although church attending habits have changed post pandemic and with the cost-of-living crisis, many people have to work longer hours to support their families, so it is more difficult to find volunteers to take over the tasks that increasingly older people perform. This is a major problem for us in the future. We continue to struggle financially, being in an area of the top 4% of deprivation in the country, and are indebted to Jeff Fray our Treasurer who keeps a close eye on the finances and is very good at predictions and forecasts, and saving money. Cash offerings at services are often empty. However, we continue to thank God for his provision and by careful management we have not been overdrawn, despite some hefty bills. Nevertheless financial poverty is not reflected in the sense of community and belonging the people feel, from both church attendance and belonging to the community café, which continues to do well.

We continue to rely on recorded music for all the services, except for the carol service when we had an organist play for us.

The attempt to raise enough money to have Solar Panels fitted to the roof to save money on energy bills and to move towards becoming carbon neutral continues to move forward. Currently we believe that we have enough for the panels (which is a miracle given our circumstances), but not enough for the electrical repairs /renewal work that needs to precede the installation of the panels.

Morning prayer continues to be regularly attended by a core of three people, with occasional visitors. It is a place where we pray for the life of the parish, but also where we sense the immanent presence of God as we wait on Him.

### Church Attendance

There are currently 32 people on the electoral roll (33 in 2023). The average attendance in October was 39 including children. (35 in 2023)

### Occasional offices

In 2024, Christ Church conducted 0 (2 infant) baptisms. During the course of the year, we took 5 (3) funerals in the church building. Andrea conducted 12 (14) funerals in total for people in the parish, or those with connections.

### Anna Chaplain

In June we were delighted that Mauren Mead was commissioned by the Bishop of Rochester as an Anna Chaplain, who support the elderly and those bereaved or at end of life. Maureens vast experience in her nursing and hospice care means she is the perfect candidate for this role, and it is very helpful to have her support. Maureen regularly takes home communion to a few people in the parish who are unable to get to church.

### Café Plus.

Continues to serve the community every Tuesday except for during August. There are a committed core team of church members and one person from the community who run the café, catering and befriending and encouraging activities. There are many people for whom the café is a lifeline, coming from the non-church community, finding it a welcoming place to belong and a place of friendship. There are often significant conversations and questions asked about the Christian faith. We continue to offer refreshments with a donation only to include all, crochet, craft and knitting table, hand massage, various games, and a food share table for those who need emergency food supplies, supported by Medway Council. We continue to encourage people to bring skills and hobbies to share with others. Every so often we offer full lunches for £3 which are very popular and are very grateful to Sue Fray who oversees the

cooking. Café Plus is self-financing through the donations of those who are able to contribute to their drinks.

#### Bible Encounter Group

This is a group particularly for those early on in their Christian journey, run by Andrea, and includes a bible study and short prayer/meditation time. It runs every fortnight on a Sunday afternoon in the church foyer.

#### Toytime

This continues to meet on a Monday morning from 10.00 – 11.30 during term time only as only pre-school children are allowed. Helen Kiralfy, lead evangelist at Medway Centre of Mission, continues to be the main leader for Toytime for three out of four of the sessions each month, freeing Andrea for other work, The group continues to be popular, but has more room for growth. We have a team of 3 people regularly supporting every week as well as the leader. Bible stories and songs are presented at the end of each session, and there is a strong Christian witness from those attending and supporting. We purchased a art easel during the year which is very popular with the children.

#### Jo's Jam Sessions

These continue to run on the first Saturday of the month with all welcome who would like to sing or play. There is a small core of committed members who have attend each time and are improving in their musical skills on both guitar and ukelele which is very exciting for the ongoing growth of the church.

#### The Recovery Course

In February 2024 we started running The Recovery Course on a Wednesday Evening, a 15 week course designed to help those struggling with any kind of addiction. The course was so successful and lifechanging for some who participated that we went on to do the Alpha Course together and then meet socially, and complete craft activities for the Christmas Fair.

#### Uniformed organisations.

Andrea continues to have a good relationship with the 12<sup>th</sup> and 17<sup>th</sup> Medway Scout group. She often attends events and helps with faith badges which are completed in church. The Squirrels, Beavers, Cubs, Scouts and Explorers attended the annual Remembrance Parade Service in November, followed by marching to the World War 2 memorial for a further act of remembrance.

#### Fabric, equipment, ministry and other expenditure related issues

These will be found in the Financial Report, to follow.

#### **Public Benefit**

In this report, the PCC has profiled aspects of church life that would normally take place, including meetings and services of wider public benefit, and occasional offices. In so doing the PCC sees itself as meeting the criteria of "Public Benefit" for registered charities through the activities listed.

#### Ongoing repairs

We continue to work to address all the issues contained in our quinquennial report. At the end of the year we had an electrical assessment of the whole building, which has revealed a significant amount of work that needs to be done to bring the building up to the current safety

standards. The PCC is working hard to find enough funds for the repairs before the solar panels can be fitted.

### **Financial Review**

Diocesan Parish Share last year 2024 was £16,033 at £1,336.46 a month. Diocesan Parish Share for 2025 has increased to £1,470.15 giving a total of £17,641.80. The church has decided to also increase its CRF from £20 to £200 after the 5 year inspection of the building, to help with some of the work required on repairs.

### **Reserves Policy**

The PCC continued its policy whereby the unrestricted funds not committed or invested in tangible fixed assets ("the free reserves") held by them aims to be between one and two months of the resources expended. This equates to approximately between £3,500 to £6,500.

The reserves are regularly reviewed by the treasurer and discussed at the PCC from time to time. In the event of a significant drop in funding, the PCC would consider how the funding can be replaced or activities changed and may arrange for an appeal to be made to the congregation.

The PCC recognises that the current level of reserves represents about 4 months resources expended.

For 2024 the giving has increased with a small amount of the congregation signing up to direct debits, which if continues should add to the giving at the church.

Note:-

Mrs Susan Cherry has volunteered to apply for the gift aid that the church is not doing at present we are hoping that this may improve funds.

Approved by the PCC on 19<sup>th</sup> February 2025 and signed on their behalf by



Reverend Andrea Leonard, Priest In Charge.

**Independent Examiner's Report to the Trustees of Christ Church Luton**

I report to the charity trustees on my examination of the accounts of Christ Church Luton ('the Charity') for the year ended 31 December 2024, which are set out on pages 7 to 12.

**Responsibilities and basis of report**

As the trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in

- (1) accounting records were not kept in respect of the Charity as required by
- (2) the accounts do not accord with those records.
- (3) the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



**J R Caladine FCCA CTA FCIE**  
Caladine Limited  
Chartered Certified Accountants  
Chantry House, 22 Upperton Road  
Eastbourne, BN21 1BF

Date: 11 March 2025

**CHRIST CHURCH LUTON  
FOR THE YEAR ENDED 31 DECEMBER 2024**

**Receipts and Payments Account**

Notes	Unrestricted Funds		Designated Funds		Restricted Funds		TOTAL FUNDS 2024		Unrestricted Funds		Designated Funds		Restricted Funds		TOTAL FUNDS 2023		
	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	
<b>Receipts</b>																	
<i>Voluntary income</i>	19,689	-	4,206	-	18,379	-	23,895	18,379	10,053	28,432							
<i>Activities for generating funds</i>	881	-	-	-	1,285	-	881	1,285	-	1,285							
<i>Investment income</i>	20	123	282	-	29	152	425	29	233	414							
<i>Church activities</i>	28,135	-	700	-	26,655	-	28,835	26,655	-	26,655							
	48,725	123	5,188	-	46,348	152	54,036	46,348	10,286	56,786							

**Payments**

<i>Costs of generating voluntary income</i>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<i>Fund-raising trading costs</i>	129	-	49	-	702	-	178	702	-	702							
<i>Church activities</i>	49,783	-	920	-	42,783	-	50,703	42,783	1,155	43,938							
<i>Other expenditure</i>	-	-	-	-	489.00	-	-	489.00	-	489.00							
<b>Total resources expended</b>	49,912	-	969	-	43,974	-	50,881	43,974	1,155	45,129							

**Excess of Receipts over Payments**

	(1,187)	123	4,219	-	2,374	152	3,155	2,374	9,131	11,657
Transfers between funds - transfers in/(out)	3,600	(3,600)	-	-	900	(900)	-	900	-	-

Bank current and deposits accounts 1 January

**Bank current and deposit accounts at 31 December**

	2,413	(3,477)	4,219	-	3,274	(748)	3,155	3,274	9,131	11,657
Bank current and deposits accounts 1 January	15,577	4,964	11,567	-	12,303	5,712	32,108	12,303	2,436	20,451
<b>Bank current and deposit accounts at 31 December</b>	17,990	1,487	15,786	-	15,577	4,964	35,263	15,577	11,567	32,108

**CHRIST CHURCH LUTON  
FOR THE YEAR ENDED 31 DECEMBER 2024**

Statement of Assets and Liabilities as at 31 December 2024

	Notes	General Fund £	Designated Fund £	Restricted Funds £	2024 Total £	General Fund £	Designated Fund £	Restricted Funds £	2023 Total £
<u>Cash and bank deposits</u>		17,990	-	15,786	33,776	15,577	-	1,017	16,594
Cash and Current account		-	1,487	-	1,487	-	4,964	-	4,964
Church Repair Fund		-	-	-	-	-	-	10,550	10,550
Solar Panels Fund		17,990	1,487	15,786	35,263	15,577	4,964	11,567	32,108
<u>Other monetary assets</u>		-	-	-	-	-	-	-	-
Tax claim		-	-	-	-	-	-	-	-
<u>Investment assets</u>		-	-	658	658	-	-	723	723
CBF Income Shares		-	-	-	-	-	-	-	-
32 Income Fund units		-	-	658	658	-	-	723	723
<u>Liabilities</u>		900	-	-	900	300	-	-	300
Accountancy and Independent examination		900	-	-	900	300	-	-	300
		900	-	-	900	300	-	-	300

The PCC has interest in a piece of land: the Graveyard at Luton, which is vested in the Diocesan Board of Finance and therefore has no value to the PCC.

Approved by the Parochial Church Council on 9/3/25 and signed on its behalf

  
Rev Andrea Leonard

Name of chairman  
Chairman

The accompanying notes form a part of these financial statements.

**Notes to the Accounts**

**1 Accounting Policies**

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts & Payments basis. Receipts and payments include income as received and expenditure when irrevocably paid.

The accounts include monetary transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups which owe their main affiliation to another body, nor those that are informal gatherings of church members.

**Funds**

Unrestricted funds are general funds which can be used for PCC ordinary purposes. These include designated funds which can be redesignated.

Restricted funds represent (a) donations or grants received for a specific object or invited by the PCC for a specific object, and (b) income from trusts and endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year must be carried forward as a balance on that fund.

Endowment funds are funds, the capital of which must be maintained; only income arising from investment of the endowment may be used either as restricted or unrestricted funds depending upon the purpose for which the endowment was established.

The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities: Movable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal; Land and buildings held on behalf of the PCC.

The following assets are recognised and a monetary value given as part of the description in the Statement of Assets and Liabilities: Bank and deposit accounts; Amounts owing from HMRC where a formal claim has been made; Investment assets.

Liabilities are recognised and a monetary value given in the Statement of Assets and Liabilities where the supply had been received by 31 December.

**Notes to the Accounts**

**2 Receipts**

	Unrestricted Funds	Designated Funds	Restricted Funds	TOTAL FUNDS 2024	Unrestricted Funds	Designated Funds	Restricted Funds	TOTAL FUNDS 2023
	£	£	£	£	£	£	£	£
<b>a Voluntary income</b>								
Planned giving - standing orders	16,115	-	-	16,115	14,074	-	-	14,074
Income tax recoverable on planned giving	-	-	-	-	-	-	-	-
Other planned giving	-	-	-	-	-	-	-	-
Plate collections	1,659	-	-	1,659	1,849	-	-	1,849
Donations and appeals	1,915	-	1,096	3,011	1,956	-	10,053	12,009
Grants	-	-	3,110	3,110	500	-	-	500
Legacy	-	-	-	-	-	-	-	-
	19,689	-	4,206	23,895	18,379	-	10,053	28,432
<b>b Activities for generating funds</b>								
General fundraising	881	-	-	881	1,285	-	-	1,285
Social Event Income	-	-	-	-	-	-	-	-
	881	-	-	881	1,285	-	-	1,285
<b>c Investment income</b>								
Dividends and interest	20	123	282	425	29	152	233	414
	20	123	282	425	29	152	233	414
<b>d Income from Church Activities</b>								
Hall lettings	23,787	-	-	23,787	23,585	-	-	23,585
Fees from weddings, funerals, etc.	2,880	-	-	2,880	2,758	-	-	2,758
Holiday Club	-	-	-	-	-	-	-	-
Coffee mornings	305	-	-	305	297	-	-	297
Afternoon club	-	-	-	-	-	-	-	-
DHS Health General	-	-	-	-	-	-	-	-
Unaccounted for cash	-	-	-	-	15	-	-	15
Other	1,163	-	700	1,863	-	-	-	-
	28,135	-	700	28,835	26,655	-	-	26,655
<b>Total receipts</b>	48,725	123	5,188	54,036	46,348	152	10,286	56,786

Notes to the Accounts

**3 Payments**

	Unrestricted Funds	Designated Funds	Restricted Funds	TOTAL FUNDS 2024	Unrestricted Funds	Designated Funds	Restricted Funds	TOTAL FUNDS 2023
	£	£	£	£	£	£	£	£
<b>a</b> <i>Costs of generating voluntary income</i>								
Stewardship costs	-	-	-	-	-	-	-	-
<b>b</b> Fund-raising costs	-	-	49	49	268	-	-	268
Social event costs	129	-	-	129	434	-	-	434
	129	-	49	178	702	-	-	702
<b>c</b> <i>Church Activities</i>								
Missionary and charitable giving (Hardship)	250	-	261	511	270	-	-	270
Ministry Costs								
Diocesan parish contribution	16,037	-	-	16,037	13,075	-	-	13,075
Expenses	507	-	-	507	500	-	-	500
Rectory costs	1,395	-	-	1,395	1,250	-	-	1,250
Church running expenses								
Water	555	-	-	555	429	-	-	429
Electric	3,251	-	-	3,251	4,276	-	-	4,276
Gas	5,437	-	-	5,437	6,389	-	-	6,389
Insurance	1,932	-	-	1,932	1,907	-	-	1,907
Cleaning	2,533	-	-	2,533	1,663	-	-	1,663
General	518	-	150	668	715	-	-	715
Church maintenance	11,067	-	-	11,067	5,545	-	-	5,545
Upkeep of services & Organist	450	-	-	450	756	-	-	756
Training/Mission	91	-	-	91	53	-	-	53
Church Hall running costs	350	-	-	350	93	-	-	93
Church Hall maintenance	210	-	-	210	234	-	-	234
Make Lurch	-	-	509	509	-	-	1,155	1,155
Administration	146	-	-	146	1,030	-	-	1,030
Telephone/Broadband/Website	1,905	-	-	1,905	1,702	-	-	1,702
Printing	18	-	-	18	2,124	-	-	2,124
Other expenses	2,831	-	-	2,831	472	-	-	472
Independent examiner	300	-	-	300	300	-	-	300
	49,783	-	920	50,703	42,783	-	1,155	43,938
<b>d</b> <i>Other expenditure</i>								
Building work	-	-	-	-	489	-	-	489
	-	-	-	-	489	-	-	489
<b>Total payments</b>	49,912	-	969	50,881	43,974	-	1,155	45,129

**Notes to the Accounts**

**10 Statement of funds**

	At 1 Jan 2024 £	Income £	Expenditure £	Transfers, other gains and losses £	At 31 Dec 2024 £
<b>Unrestricted Funds - undesignated</b>	15,577	48,725	(49,912)	3,600	17,990
<b>Unrestricted Funds - designated</b>					
Church Repair Fund	4,964	123	-	(3,600)	1,487
	4,964	123	-	(3,600)	1,487
<b>Restricted Funds</b>					
Solar Panels Fund	10,286	4,488	(199)	-	14,575
Recover Fund	-	700	(261)	-	439
Make Lunch Fund	1,281	-	(509)	-	772
	11,567	5,188	(969)	-	15,786
<b>Total funds</b>	32,108	54,036	(50,881)	-	35,263

	At 1 Jan 2023 £	Income £	Expenditure £	Transfers, other gains and losses £	At 31 Dec 2023 £
<b>Unrestricted Funds - undesignated</b>	12,303	46,348	(43,974)	900	15,577
<b>Unrestricted Funds - designated</b>					
Church Repair Fund	5,712	152	-	(900)	4,964
	5,712	152	-	(900)	4,964
<b>Restricted Funds</b>					
Solar Panels Fund	-	10,286	-	-	10,286
Make Lunch Fund	2,436	-	(1,155)	-	1,281
	2,436	10,286	(1,155)	-	11,567
<b>Total funds</b>	20,451	56,786	(45,129)	-	32,108

**CHRIST CHURCH PARISH, LUTON, CHATHAM**

England & Wales - Charity number 1179859

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# Accounts

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Christ Church

loving life | loving Luton

**Annual Report**  
*for the year ended 31 December 2023*

Registered charity no. 1179859

**Christ Church**  
**Luton Road, Chatham, Kent ME4 5BT**

# **The Parochial Church Council of the Ecclesiastical Parish of Christ Church Luton, Chatham**

## **Annual Report January to December 2023**

### **Reference and administrative information**

#### **Background**

Christ Church Luton Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church Centre complex of Christ Church, Luton Road, Chatham.

#### **Membership**

Members of the PCC are either ex-officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. During the year, the following people served as members of the PCC:

#### Ex Officio members:

Priest-in-Charge:           The Reverend Andrea Leonard

Church Warden               Ms Marian Relf  
Assistant Church Warden    Mrs Joan Coventry

Deanery Synod  
representative:           Miss Angel O’Nyon

Treasurer                   Mr Jeff Fray  
Secretary                    Mrs Christine Kennard

#### Elected members:

Mrs Joan Coventry  
Mrs Jackie O’Nyon  
Mr Jeff Fray  
Mrs Susan Fray  
Mrs Sue Cherry Matthews  
Mr Andrew Heyhow

#### **Contact details**

Correspondence may be addressed to the PCC Secretary, Christ Church, Luton Road, Chatham, Kent ME4 5BT.

Banks:                       Lloyds Bank, Blackheath, London BX1 1LT  
Santander, 227-229 High Street, Chatham, Kent. ME4 4YJ

Independent

examiner: Mr Rob Trice MAAT, 210 King George Road, Chatham, Kent  
ME5 0PH

## **Structure, governance and management**

### **Structure**

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC was registered as a Charity in England with the Charity Commission on 10 September 2018 under registered charity number 1179859. The appointment of PCC members is governed by and set out in the *Church Representation Rules* (2020, London: Church House Publishing).

### **Committees**

The PCC met 7 times in 2023.

No other sub committees or management meetings took place during 2022.

### **Safeguarding**

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have regard to House of Bishops' guidance on safeguarding children and vulnerable adults). The PCC follows the Diocese of Rochester's safeguarding procedures and policies and has been working to ensure that these are embedded in the life of the church. Angel O'Nyon has been the safeguarding officer for 2 years now . The safeguarding mobile phone has been set up (07407 226253) also a dedicated email ([churchsafe84@gmail.com](mailto:churchsafe84@gmail.com)). There have been two potential safeguarding issues to report. One in April and the other in December 2023. Both incidents have been logged and best practice procedures discussed with those involved. The incident in April was also discussed with a member of the Diocesan Safeguarding Team who gave reassurance that no further action was necessary.

## **Objectives and activities**

### **Aims and objectives**

The primary object of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. The PCC is to co-operate with the minister in promoting to the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

### **Church life**

The year of 2023 Continues like so may years after the pandemic with a general feeling of tiredness and trauma, especially with world events as they are. The Sunday worship services focus on celebration and lively worship in contrast to the news and events that surround us in the world. We often have African praise worship played after the recessional music which many

people appreciate and join in with dancing. The pattern of services remains the same as last year. Sadly Trevor Wilson our long serving warden died last July, he leaves a big gap in the life of the church. Although Joan Coventry was voted on last year as Church Warden, she was unable to attend the Archdeacons Visitation, so Marian Relf was sworn in as our Warden which has worked very well, with Joan serving as deputy warden. The links with Luton primary School have been strengthened, Andrea is now a school governor.

Andrea and Maureen Mead continue to visit Victory Care Home to take the monthly service of Holy Communion which is regularly attended by 20 or more residents. Again we sang carols for them before last Christmas.

We continue to provide emergency food via a food share table at our weekly café, funded by grants from Medway Council.

### **Achievements and performance**

We maintain a regular core of committed members, and have a very slight growth curve, although church attending habits have changed post pandemic and with the financial crisis, many people having to work longer hours to support their families. We continue to struggle financially, being in an area of the top 4% of deprivation in the country. Cash offerings at services are often empty. However, we thank God for his provision and the skill of Jeff our treasurer meaning that we have not gone in to the red at all. Nevertheless financial poverty is not reflected in the sense of community and belonging the people feel, from both church attendance and belonging to the community café, which continues to do well.

We continue to rely on recorded music for the services, although this will change gradually with the Jam Sessions.

The attempt to raise enough money to have Solar Panels fitted to the roof to save money on energy bills and to move towards becoming carbon neutral continues to move forward slowly. Various fund raising activities were completed, and grants were applied for, meaning that we are about a quarter of the way towards our target, which is very encouraging given the current financial climate.

Morning prayer is regularly attended by a core of three people now, with occasional visitors. It is a place where we pray for the life of the parish, but also where we sense the immanent presence of God as we wait on Him.

### Church Attendance

There are currently 33 people on the electoral roll (29). The average attendance in October was 35 including children. (48 in 2022)

### Occasional offices

In 2023, Christ Church conducted 2 (12) baptisms, both infants. During the course of the year, we took 3 (8) funerals in the church building. Andrea conducted 14 (12) funerals in total, 12 for people in the parish, and 2 for the parish of St Justus Rochester (in vacancy).

### Café Plus.

Continues to serve the community every Tuesday except for during August. There are a committed core team of church members who run the café,

catering and befriending and encouraging activities. There are many people for whom the café is a lifeline, coming from the non-church community, finding it a welcoming place to belong and a place of friendship. There are often significant conversations and questions asked about the Christian faith. We continue to offer refreshments with a donation only to include all, crochet, craft and knitting table, hand massage, various games, and a food share table for those who need emergency food supplies, supported by Medway Council. We continue to encourage people to bring skills and hobbies to share with others.

### Toytime

This continues to meet on a Monday morning from 10.00 - 11.30 during term time only as only pre-school children are allowed. During the year, Helen Kiralfy, Church Army Missioner for Medway, took over the leadership of Toytime for three out of four of the sessions each month, freeing Andrea for other work, for which she is very grateful. The group continues to be popular, we now have a team of 3 people supporting every week as well as the leader. Bible stories and songs are presented at the end of each session, and there is a strong Christian witness from those attending and supporting.

### Jo's Jam Sessions

"Music is a gift from God, one which (I believe) he intended us all to be able to enjoy and participate in. In September, we tried an experimental jam session which has since blossomed. The original idea was to see if any members of our church family could play an instrument and if they wanted to have a bash together in a non pressured environment. Since we started, we've had a real mix of experience, some of us having played for a few years, others picking up an instrument for the first time.

So far we've learned two songs and had the opportunity to lead them in services, which I hope was a blessing to the congregation and I'm hopeful that we will continue and build on that. Who knows, when we work together and trust in the Lord, amazing things happen." Jo Smith

No previous experience is necessary, and the sessions, meeting on the first Saturday of the month are very popular, with several people starting to learn to play the guitar, and others with previous knowledge. It was wonderful for the group to lead a song at the Christingle service, and we look forward to more in 2024.

### Fabric, equipment, ministry and other expenditure related issues

These will be found in the Financial Report, to follow.

### **Public Benefit**

In this report, the PCC has profiled aspects of church life that would normally take place, meetings and services of wider public benefit, and occasional

offices. In so doing the PCC sees itself as meeting the criteria of “Public Benefit” for registered charities through the activities listed.

### **Financial Review**

Diocesan Parish Share was reduced to £12,026.76 plus £ 4,044 diocese support of fees, (2022: £16,304 plus £2,080 diocese share of fees)

### **Reserves Policy**

The PCC continued its policy whereby the unrestricted funds not committed or invested in tangible fixed assets (“the free reserves”) held by them aims to be between one and two months of the resources expended. This equates to approximately between £3,950 to £7,900.

The reserves are regularly reviewed by the treasurer and discussed at the PCC from time to time. In the event of a significant drop in funding, the PCC would consider how the funding can be replaced or activities changed and may arrange for an appeal to be made to the congregation. At the end of December 2023, the unrestricted free reserves amounted to £15,557 (2022: £12,303).

The PCC recognises that the current level of reserves represents about 3 months resources expended.

Approved by the PCC May 4<sup>th</sup> 2024 and signed on their behalf by



Reverend Andrea Leonard, Priest In Charge.

**JCC ACCOUNTS**

**Year Ending 31 December 2023**

**Christ Church Luton**

**Receipts and Payments  
Accounts**

JOINT CHURCH COUNCIL OF CHRIST CHURCH, LUTON

RECEIPTS & PAYMENTS ACCOUNT  
FOR THE YEAR ENDED 31 DECEMBER 2023

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2023 £	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2022 £
<b>Receipts</b>									
<i>Voluntary income</i>	2a	18,379	-	10,053	<b>28,432</b>	22,532	-	-	22,532
<i>Activities for generating funds</i>	2b	1,285	-	-	<b>1,285</b>	602	-	-	602
<i>Investment income</i>	2c	29	152	233	<b>414</b>	20	28	-	48
<i>Church activities</i>	2d	26,655	-	-	<b>26,655</b>	24,500	-	-	24,500
<i>Other incoming resources</i>	2e	-	-	-	-	-	-	-	-
		<b>46,348</b>	<b>152</b>	<b>10,286</b>	<b>56,786</b>	<b>47,654</b>	<b>28</b>		<b>47,682</b>
<b>Payments</b>									
<i>Costs of generating voluntary income</i>	3a	-	-	-	-	-	-	-	-
<i>Fund-raising trading costs</i>	3b	702	-	-	<b>702</b>	674	-	-	674
<i>Church activities</i>	3c	42,783	-	1,155	<b>43,938</b>	46,608	-	303	46,911
<i>Other expenditure</i>	3d	489	-	-	<b>489</b>	-	-	-	-
<b>Total resources expended</b>		<b>43,974</b>	<b>-</b>	<b>1,155</b>	<b>45,129</b>	<b>47,282</b>	<b>-</b>	<b>303</b>	<b>47,585</b>
<b>Excess of Receipts over Payments</b>		<b>2,374</b>	<b>152</b>	<b>9,131</b>	<b>11,657</b>	<b>372</b>	<b>28</b>	<b>(303)</b>	<b>97</b>
Transfers between funds - transfers in/(out)		900	(900)	-	-	(200)	200	-	-
		<b>3,274</b>	<b>(748)</b>	<b>9,131</b>	<b>11,657</b>	<b>172</b>	<b>228</b>	<b>(303)</b>	<b>97</b>
Bank current and deposits accounts 1 January		12,303	5,712	2,436	<b>20,451</b>	12,131	5,484	2,739	20,354
<b>Bank current and deposit accounts at 31 December</b>		<b>15,577</b>	<b>4,964</b>	<b>11,567</b>	<b>32,108</b>	<b>12,303</b>	<b>5,712</b>	<b>2,436</b>	<b>20,451</b>

**JOINT CHURCH COUNCIL OF CHRIST CHURCH, LUTON**

**STATEMENT OF ASSETS AND LIABILITIES**

Notes	General Fund £	Designated Fund £	Restricted Funds £	2023 Total £	General Fund £	Designated Fund £	Restricted Funds £	2022 Total £
<u>Cash and bank deposits</u>								
Cash and Current account	15,577	-	1,017	<b>16,594</b>	12,303	-	2,436	14,739
Church Repair Fund	-	4,964	-	<b>4,964</b>	-	5,712	-	5,712
Solar Panels Fund	-	-	10,550	<b>10,550</b>	-	-	-	-
	<b>15,577</b>	<b>4,964</b>	<b>11,567</b>	<b>32,108</b>	<b>12,303</b>	<b>5,712</b>	<b>2,436</b>	<b>20,451</b>
<u>Other monetary assets</u>								
Tax claim	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
<u>Investment assets</u>								
CBF Income Shares	-	-	723	<b>723</b>	-	-	661	661
32 Income Fund units	-	-	723	<b>723</b>	-	-	661	661

The JCC has interest in a piece of land: the Graveyard at Luton, which is vested in the Diocesan Board of Finance and therefore has no value to the JCC.

Approved by the Joint Church Council on 22nd April 2024 and signed on its behalf



Name of chairman Reverend Andrea Leonard  
Chairman

The accompanying notes form a part of these financial statements.

## JOINT CHURCH COUNCIL OF CHRIST CHURCH, LUTON

### 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 & Payments basis. Receipts and payments include income as received and expenditure when irrevocably paid.

The accounts include monetary transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups which owe their main affiliation to another body, nor those that are informal gatherings of church members.

#### Funds

Unrestricted funds are general funds which can be used for PCC ordinary purposes. These include designated funds which can be redesignated.

Restricted funds represent (a) donations or grants received for a specific object or invited by the PCC for a specific object, and (b) income from trusts and endowments which may be expended only on those restricted objects provided in the terms of the trust of bequest. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year must be carried forward as a balance on that fund.

Endowment funds are funds, the capital of which must be maintained; only income arising from investment of the endowment may be used either as restricted or unrestricted funds depending upon the purpose for which the endowment was established.

The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities: Movable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal; Land and buildings held on behalf of the PCC.

The following assets are recognised and a monetary value given as part of the description in the Statement of Assets and Liabilities: Bank and deposit accounts; Amounts owing from HMRC where a formal claim has been made; Investment assets.

Liabilities are recognised and a monetary value given in the Statement of Assets and Liabilities where the supply had been received by 31 December.

JOINT CHURCH COUNCIL OF CHRIST CHURCH, LUTON

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2023

2 Receipts

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2023 £	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2022 £
<b>a Voluntary income</b>								
Planned giving - standing orders	14,074	-	-	14,074	13,074	-	-	13,074
Planned giving - GA envelopes	-	-	-	-	-	-	-	-
Income tax recoverable on planned giving	-	-	-	-	-	-	-	-
Other planned giving	-	-	-	-	-	-	-	-
Plate collections	1,849	-	-	1,849	1,975	-	-	1,975
Gift days	-	-	-	-	-	-	-	-
Donations and appeals	1,956	-	10,053	12,009	3,120	-	-	3,120
Grants	500	-	-	500	4,363	-	-	4,363
Legacy	-	-	-	-	-	-	-	-
	<b>18,379</b>	<b>-</b>	<b>10,053</b>	<b>28,432</b>	<b>22,532</b>	<b>-</b>	<b>-</b>	<b>22,532</b>
<b>b Activities for generating funds</b>								
General fundraising	1,285	-	-	1,285	-	-	-	-
Social Event Income	-	-	-	-	602	-	-	602
	<b>1,285</b>	<b>-</b>	<b>-</b>	<b>1,285</b>	<b>602</b>	<b>-</b>	<b>-</b>	<b>602</b>
<b>c Investment income</b>								
Dividends and interest	29	152	233	414	20	28	-	48
	<b>29</b>	<b>152</b>	<b>233</b>	<b>414</b>	<b>20</b>	<b>28</b>	<b>-</b>	<b>48</b>
<b>d Income from Church Activities</b>								
Hall lettings	23,585	-	-	23,585	20,043	-	-	20,043
Fees from weddings,funerals, etc.	2,758	-	-	2,758	3,873	-	-	3,873
Holiday Club	-	-	-	-	-	-	-	-
Coffee mornings	297	-	-	297	578	-	-	578
Afternoon club	-	-	-	-	-	-	-	-
DHS Health General	-	-	-	-	-	-	-	-
Unaccounted for cash	15	-	-	15	-	-	-	-
Other	-	-	-	-	6	-	-	6
	<b>26,655</b>	<b>-</b>	<b>-</b>	<b>26,655</b>	<b>24,500</b>	<b>-</b>	<b>-</b>	<b>24,500</b>
<b>e Other incoming resources</b>								
Insurance claims	-	-	-	-	-	-	-	-
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>46,348</b>	<b>152</b>	<b>10,286</b>	<b>56,786</b>	<b>47,654</b>	<b>28</b>	<b>-</b>	<b>47,682</b>

JOINT CHURCH COUNCIL OF CHRIST CHURCH, LUTON

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2023

3 Payments

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2023 £	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2022 £
<b>a</b> <i>Costs of generating voluntary income</i>								
Stewardship costs	-	-	-	-	-	-	-	-
<b>b</b> Fund-raising costs	268	-	-	268	9	-	-	9
Social event costs	434	-	-	434	665	-	-	665
	702	-	-	702	674	-	-	674
<b>c</b> <i>Church Activities</i>								
Missionary and charitable giving (Hardship)	270	-	-	270	30	-	-	30
Ministry Costs								
Diocesan parish contribution	13,075	-	-	13,075	16,304	-	-	16,304
Expenses	500	-	-	500	433	-	-	433
Rectory costs	1,250	-	-	1,250	1,611	-	-	1,611
Church running expenses								
Water	429	-	-	429	875	-	-	875
Electric	4,276	-	-	4,276	3,868	-	-	3,868
Gas	6,389	-	-	6,389	4,309	-	-	4,309
Insurance	1,907	-	-	1,907	1,734	-	-	1,734
Cleaning	1,663	-	-	1,663	209	-	-	209
General	715	-	-	715	240	-	-	240
Church maintenance	5,545	-	-	5,545	6,694	-	-	6,694
Upkeep of services & Organist	756	-	-	756	585	-	-	585
Training/Mission	53	-	-	53	-	-	-	-
Church Hall running costs	93	-	-	93	650	-	-	650
Church Hall maintenance	234	-	-	234	-	-	-	-
Pre-School running costs	-	-	-	-	-	-	-	-
Children & Youth ministry	-	-	-	-	55	-	-	55
Make Lunch	-	-	1,155	1,155	-	-	303	303
Administration	1,030	-	-	1,030	480	-	-	480
Telephone/Broadband/Website	1,702	-	-	1,702	4,174	-	-	4,174
Printing	2,124	-	-	2,124	3,505	-	-	3,505
Stationary	-	-	-	-	-	-	-	-
Other expenses	472	-	-	472	577	-	-	577
Independent examiner	300	-	-	300	275	-	-	275
	42,783	-	1,155	43,938	46,608	-	303	46,911
<b>d</b> <i>Other expenditure</i>								
Building work	489	-	-	489	-	-	-	-
	489	-	-	489	-	-	-	-
<b>Total payments</b>	<b>43,974</b>	<b>-</b>	<b>1,155</b>	<b>45,129</b>	<b>47,282</b>	<b>-</b>	<b>303</b>	<b>47,585</b>

JOINT CHURCH COUNCIL OF CHRIST CHURCH, LUTON

NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 31 DECEMBER 2023

10 Statement of funds

	At 1 Jan 2023 £	Income £	Expenditure £	Transfers, other gains and losses £	At 31 Dec 2023 £
<b>Unrestricted Funds - undesignated</b>	12,303	46,348	(43,974)	900	<b>15,577</b>
<b>Unrestricted Funds - designated</b>					
Church Repair Fund	5,712	152	-	(900)	<b>4,964</b>
	<u>5,712</u>	<u>152</u>	<u>-</u>	<u>(900)</u>	<u><b>4,964</b></u>
<b>Restricted Funds</b>					
Solar Panels Fund	-	10,286	-	-	<b>10,286</b>
Make Lunch Fund	2,436	-	(1,155)	-	<b>1,281</b>
	<u>2,436</u>	<u>10,286</u>	<u>(1,155)</u>	<u>-</u>	<u><b>11,567</b></u>
<b>Total funds</b>	<u>20,451</u>	<u>56,786</u>	<u>(45,129)</u>	<u>-</u>	<u><b>32,108</b></u>

	At 1 Jan 2022 £	Income £	Expenditure £	Transfers, other gains and losses £	At 31 Dec 2022 £
<b>Unrestricted Funds - undesignated</b>	12,131	47,654	(47,282)	(200)	<b>12,303</b>
<b>Unrestricted Funds - designated</b>					
Church Repair Fund	5,484	28	-	200	<b>5,712</b>
	<u>5,484</u>	<u>28</u>	<u>-</u>	<u>200</u>	<u><b>5,712</b></u>
<b>Restricted Funds</b>					
Make Lunch Fund	2,739	-	(303)	-	<b>2,436</b>
	<u>2,739</u>	<u>-</u>	<u>(303)</u>	<u>-</u>	<u><b>2,436</b></u>
<b>Total funds</b>	<u>20,354</u>	<u>47,682</u>	<u>(47,585)</u>	<u>-</u>	<u><b>20,451</b></u>

## **Independent Examiner's Report to the PCC of Christ Church Luton**

This Report on the accounts of the PCC for the year ended 31 December 2023, which are set out in this annual report, is in respect of an examination carried out under Regulation 3(3) of the Church Accounting Regulations 2006 ("the Regulations") and s.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 accounts; you consider that the audit requirement of Regulation 3(3) and section 144(2) of the Act do not apply. It is my responsibility to issue this report on those accounts in accordance with 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 record kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts 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 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 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 accounts which accord with the accounting records and comply with the requirements of the Act and the Regulations 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.

*Rob W Trice*

22nd March 2024

Mr Rob Trice MAAT  
210 King George Road  
Chatham, Kent,  
ME5 0PH

**JCC ACCOUNTS**

**Year Ending 31 December 2023**

**Christ Church Luton**

**Receipts and Payments  
Accounts**

JOINT CHURCH COUNCIL OF CHRIST CHURCH, LUTON

RECEIPTS & PAYMENTS ACCOUNT  
FOR THE YEAR ENDED 31 DECEMBER 2023

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2023 £	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2022 £
<b>Receipts</b>									
<i>Voluntary income</i>	2a	18,379	-	10,053	<b>28,432</b>	22,532	-	-	22,532
<i>Activities for generating funds</i>	2b	1,285	-	-	<b>1,285</b>	602	-	-	602
<i>Investment income</i>	2c	29	152	233	<b>414</b>	20	28	-	48
<i>Church activities</i>	2d	26,655	-	-	<b>26,655</b>	24,500	-	-	24,500
<i>Other incoming resources</i>	2e	-	-	-	-	-	-	-	-
		<b>46,348</b>	<b>152</b>	<b>10,286</b>	<b>56,786</b>	<b>47,654</b>	<b>28</b>		<b>47,682</b>
<b>Payments</b>									
<i>Costs of generating voluntary income</i>	3a	-	-	-	-	-	-	-	-
<i>Fund-raising trading costs</i>	3b	702	-	-	<b>702</b>	674	-	-	674
<i>Church activities</i>	3c	42,783	-	1,155	<b>43,938</b>	46,608	-	303	46,911
<i>Other expenditure</i>	3d	489	-	-	<b>489</b>	-	-	-	-
<b>Total resources expended</b>		<b>43,974</b>	<b>-</b>	<b>1,155</b>	<b>45,129</b>	<b>47,282</b>	<b>-</b>	<b>303</b>	<b>47,585</b>
<b>Excess of Receipts over Payments</b>		<b>2,374</b>	<b>152</b>	<b>9,131</b>	<b>11,657</b>	<b>372</b>	<b>28</b>	<b>(303)</b>	<b>97</b>
Transfers between funds - transfers in/(out)		900	(900)	-	-	(200)	200	-	-
		<b>3,274</b>	<b>(748)</b>	<b>9,131</b>	<b>11,657</b>	<b>172</b>	<b>228</b>	<b>(303)</b>	<b>97</b>
Bank current and deposits accounts 1 January		12,303	5,712	2,436	<b>20,451</b>	12,131	5,484	2,739	20,354
<b>Bank current and deposit accounts at 31 December</b>		<b>15,577</b>	<b>4,964</b>	<b>11,567</b>	<b>32,108</b>	<b>12,303</b>	<b>5,712</b>	<b>2,436</b>	<b>20,451</b>

**JOINT CHURCH COUNCIL OF CHRIST CHURCH, LUTON**

**STATEMENT OF ASSETS AND LIABILITIES**

Notes	General Fund £	Designated Fund £	Restricted Funds £	2023 Total £	General Fund £	Designated Fund £	Restricted Funds £	2022 Total £
<u>Cash and bank deposits</u>								
Cash and Current account	15,577	-	1,017	<b>16,594</b>	12,303	-	2,436	14,739
Church Repair Fund	-	4,964	-	<b>4,964</b>	-	5,712	-	5,712
Solar Panels Fund	-	-	10,550	<b>10,550</b>	-	-	-	-
	<b>15,577</b>	<b>4,964</b>	<b>11,567</b>	<b>32,108</b>	<b>12,303</b>	<b>5,712</b>	<b>2,436</b>	<b>20,451</b>
<u>Other monetary assets</u>								
Tax claim	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
<u>Investment assets</u>								
CBF Income Shares	-	-	723	<b>723</b>	-	-	661	661
32 Income Fund units	-	-	723	<b>723</b>	-	-	661	661

The JCC has interest in a piece of land: the Graveyard at Luton, which is vested in the Diocesan Board of Finance and therefore has no value to the JCC.

Approved by the Joint Church Council on 22nd April 2024 and signed on its behalf



Name of chairman Reverend Andrea Leonard  
Chairman

The accompanying notes form a part of these financial statements.

## JOINT CHURCH COUNCIL OF CHRIST CHURCH, LUTON

### 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 & Payments basis. Receipts and payments include income as received and expenditure when irrevocably paid.

The accounts include monetary transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups which owe their main affiliation to another body, nor those that are informal gatherings of church members.

#### Funds

Unrestricted funds are general funds which can be used for PCC ordinary purposes. These include designated funds which can be redesignated.

Restricted funds represent (a) donations or grants received for a specific object or invited by the PCC for a specific object, and (b) income from trusts and endowments which may be expended only on those restricted objects provided in the terms of the trust of bequest. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year must be carried forward as a balance on that fund.

Endowment funds are funds, the capital of which must be maintained; only income arising from investment of the endowment may be used either as restricted or unrestricted funds depending upon the purpose for which the endowment was established.

The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities: Movable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal; Land and buildings held on behalf of the PCC.

The following assets are recognised and a monetary value given as part of the description in the Statement of Assets and Liabilities: Bank and deposit accounts; Amounts owing from HMRC where a formal claim has been made; Investment assets.

Liabilities are recognised and a monetary value given in the Statement of Assets and Liabilities where the liability had been received by 31 December.

JOINT CHURCH COUNCIL OF CHRIST CHURCH, LUTON

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2023

2 Receipts

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2023 £	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2022 £
<b>a Voluntary income</b>								
Planned giving - standing orders	14,074	-	-	14,074	13,074	-	-	13,074
Planned giving - GA envelopes	-	-	-	-	-	-	-	-
Income tax recoverable on planned giving	-	-	-	-	-	-	-	-
Other planned giving	-	-	-	-	-	-	-	-
Plate collections	1,849	-	-	1,849	1,975	-	-	1,975
Gift days	-	-	-	-	-	-	-	-
Donations and appeals	1,956	-	10,053	12,009	3,120	-	-	3,120
Grants	500	-	-	500	4,363	-	-	4,363
Legacy	-	-	-	-	-	-	-	-
	<b>18,379</b>	<b>-</b>	<b>10,053</b>	<b>28,432</b>	<b>22,532</b>	<b>-</b>	<b>-</b>	<b>22,532</b>
<b>b Activities for generating funds</b>								
General fundraising	1,285	-	-	1,285	-	-	-	-
Social Event Income	-	-	-	-	602	-	-	602
	<b>1,285</b>	<b>-</b>	<b>-</b>	<b>1,285</b>	<b>602</b>	<b>-</b>	<b>-</b>	<b>602</b>
<b>c Investment income</b>								
Dividends and interest	29	152	233	414	20	28	-	48
	<b>29</b>	<b>152</b>	<b>233</b>	<b>414</b>	<b>20</b>	<b>28</b>	<b>-</b>	<b>48</b>
<b>d Income from Church Activities</b>								
Hall lettings	23,585	-	-	23,585	20,043	-	-	20,043
Fees from weddings,funerals, etc.	2,758	-	-	2,758	3,873	-	-	3,873
Holiday Club	-	-	-	-	-	-	-	-
Coffee mornings	297	-	-	297	578	-	-	578
Afternoon club	-	-	-	-	-	-	-	-
DHS Health General	-	-	-	-	-	-	-	-
Unaccounted for cash	15	-	-	15	-	-	-	-
Other	-	-	-	-	6	-	-	6
	<b>26,655</b>	<b>-</b>	<b>-</b>	<b>26,655</b>	<b>24,500</b>	<b>-</b>	<b>-</b>	<b>24,500</b>
<b>e Other incoming resources</b>								
Insurance claims	-	-	-	-	-	-	-	-
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>46,348</b>	<b>152</b>	<b>10,286</b>	<b>56,786</b>	<b>47,654</b>	<b>28</b>	<b>-</b>	<b>47,682</b>

JOINT CHURCH COUNCIL OF CHRIST CHURCH, LUTON

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2023

3 Payments

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2023 £	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2022 £
<b>a</b> <i>Costs of generating voluntary income</i>								
Stewardship costs	-	-	-	-	-	-	-	-
<b>b</b> Fund-raising costs	268	-	-	268	9	-	-	9
Social event costs	434	-	-	434	665	-	-	665
	702	-	-	702	674	-	-	674
<b>c</b> <i>Church Activities</i>								
Missionary and charitable giving (Hardship)	270	-	-	270	30	-	-	30
Ministry Costs								
Diocesan parish contribution	13,075	-	-	13,075	16,304	-	-	16,304
Expenses	500	-	-	500	433	-	-	433
Rectory costs	1,250	-	-	1,250	1,611	-	-	1,611
Church running expenses								
Water	429	-	-	429	875	-	-	875
Electric	4,276	-	-	4,276	3,868	-	-	3,868
Gas	6,389	-	-	6,389	4,309	-	-	4,309
Insurance	1,907	-	-	1,907	1,734	-	-	1,734
Cleaning	1,663	-	-	1,663	209	-	-	209
General	715	-	-	715	240	-	-	240
Church maintenance	5,545	-	-	5,545	6,694	-	-	6,694
Upkeep of services & Organist	756	-	-	756	585	-	-	585
Training/Mission	53	-	-	53	-	-	-	-
Church Hall running costs	93	-	-	93	650	-	-	650
Church Hall maintenance	234	-	-	234	-	-	-	-
Pre-School running costs	-	-	-	-	-	-	-	-
Children & Youth ministry	-	-	-	-	55	-	-	55
Make Lunch	-	-	1,155	1,155	-	-	303	303
Administration	1,030	-	-	1,030	480	-	-	480
Telephone/Broadband/Website	1,702	-	-	1,702	4,174	-	-	4,174
Printing	2,124	-	-	2,124	3,505	-	-	3,505
Stationary	-	-	-	-	-	-	-	-
Other expenses	472	-	-	472	577	-	-	577
Independent examiner	300	-	-	300	275	-	-	275
	42,783	-	1,155	43,938	46,608	-	303	46,911
<b>d</b> <i>Other expenditure</i>								
Building work	489	-	-	489	-	-	-	-
	489	-	-	489	-	-	-	-
<b>Total payments</b>	43,974	-	1,155	45,129	47,282	-	303	47,585

JOINT CHURCH COUNCIL OF CHRIST CHURCH, LUTON

NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 31 DECEMBER 2023

10 Statement of funds

	At 1 Jan 2023 £	Income £	Expenditure £	Transfers, other gains and losses £	At 31 Dec 2023 £
<b>Unrestricted Funds - undesignated</b>	12,303	46,348	(43,974)	900	<b>15,577</b>
<b>Unrestricted Funds - designated</b>					
Church Repair Fund	5,712	152	-	(900)	<b>4,964</b>
	<u>5,712</u>	<u>152</u>	<u>-</u>	<u>(900)</u>	<u><b>4,964</b></u>
<b>Restricted Funds</b>					
Solar Panels Fund	-	10,286	-	-	<b>10,286</b>
Make Lunch Fund	2,436	-	(1,155)	-	<b>1,281</b>
	<u>2,436</u>	<u>10,286</u>	<u>(1,155)</u>	<u>-</u>	<u><b>11,567</b></u>
<b>Total funds</b>	<u>20,451</u>	<u>56,786</u>	<u>(45,129)</u>	<u>-</u>	<u><b>32,108</b></u>

	At 1 Jan 2022 £	Income £	Expenditure £	Transfers, other gains and losses £	At 31 Dec 2022 £
<b>Unrestricted Funds - undesignated</b>	12,131	47,654	(47,282)	(200)	<b>12,303</b>
<b>Unrestricted Funds - designated</b>					
Church Repair Fund	5,484	28	-	200	<b>5,712</b>
	<u>5,484</u>	<u>28</u>	<u>-</u>	<u>200</u>	<u><b>5,712</b></u>
<b>Restricted Funds</b>					
Make Lunch Fund	2,739	-	(303)	-	<b>2,436</b>
	<u>2,739</u>	<u>-</u>	<u>(303)</u>	<u>-</u>	<u><b>2,436</b></u>
<b>Total funds</b>	<u>20,354</u>	<u>47,682</u>	<u>(47,585)</u>	<u>-</u>	<u><b>20,451</b></u>

## **Independent Examiner's Report to the PCC of Christ Church Luton**

This Report on the accounts of the PCC for the year ended 31 December 2023, which are set out in this annual report, is in respect of an examination carried out under Regulation 3(3) of the Church Accounting Regulations 2006 ("the Regulations") and s.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 accounts; you consider that the audit requirement of Regulation 3(3) and section 144(2) of the Act do not apply. It is my responsibility to issue this report on those accounts in accordance with 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 record kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts 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 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 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 accounts which accord with the accounting records and comply with the requirements of the Act and the Regulations 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.

*Rob W Trice*

22nd March 2024

Mr Rob Trice MAAT  
210 King George Road  
Chatham, Kent,  
ME5 0PH

**CHRIST CHURCH PARISH, LUTON, CHATHAM**

England & Wales - Charity number 1179859

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# Accounts

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# Christ Church

loving life | loving Luton

## **Annual Report** *for the year ended 31 December 2022*

Registered charity no. 1179859

**Christ Church**  
**Luton Road, Chatham, Kent ME4 5BT**

# The Parochial Church Council of the Ecclesiastical Parish of Christ Church Luton, Chatham

## Annual Report January to December 2022

### Reference and administrative information

#### Background

Christ Church Luton Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church Centre complex of Christ Church, Luton Road, Chatham.

#### Membership

Members of the PCC are either ex-officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. During the year, the following people served as members of the PCC:

#### Ex Officio members:

Priest-in-Charge: The Reverend Andrea Leonard

Church Warden: Mr Trevor Wilson

Assistant Church Warden Joan Coventry

Deanery Synod  
representative: Miss Angel O'Nyon

Treasurer Mr Jeff Fray  
Secretary Mrs Christine Kennard

#### Elected members:

Mrs Joan Coventry  
Mrs Jackie O'Nyon  
Mr Jeff Fray  
Mrs Susan Fray  
Ms Marian Relf (prev Lamb)

#### Contact details

Correspondence may be addressed to the PCC Secretary, Christ Church, Luton Road, Chatham, Kent ME4 5BT.

Banks: Lloyds Bank, Blackheath, London BX1 1LT  
Santander, 227-229 High Street, Chatham, Kent. ME4 4YJ

Independent  
examiner: Mr Rob Trice MAAT, 210 King George Road, Chatham, Kent ME5 0PH

## **Structure, governance and management**

### **Structure**

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC was registered as a Charity in England with the Charity Commission on 10 September 2018 under registered charity number 1179859. The appointment of PCC members is governed by and set out in the *Church Representation Rules* (2020, London: Church House Publishing).

### **Committees**

The PCC met 9 times in 2022,

No other sub committees or management meetings took place during 2022.

### **Safeguarding**

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have regard to House of Bishops' guidance on safeguarding children and vulnerable adults). The PCC follows the Diocese of Rochester's safeguarding procedures and policies and has been working to ensure that these are embedded in the life of the church. Angel O'nyon has been the safeguarding officer for a year now . A new safeguarding mobile phone has been set up (07407 226253) also a dedicated email ([churchsafe84@gmail.com](mailto:churchsafe84@gmail.com)). There have been no safeguarding issues to report.

## **Objectives and activities**

### **Aims and objectives**

The primary object of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. The PCC is to co-operate with the minister in promoting to the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

### **Church life**

The year of 2022 has been a return to normal after the covid lockdowns, although there are inevitable changes to attendance and participation after the pandemic, which has left people tired and traumatized. The service pattern established last year of the main morning service at 10.00 has been maintained due to popularity and a vote at the APCM after a trial period. Links with Luton Primary school continue to be healthy, and the monthly services of Holy Communion taken in Victory care home have been reestablished. These are very popular, and a large team of volunteers took a carol service in December which was attended by all the residents.

We continue to provide emergency food via a food share table at our weekly café, funded by grants from Medway Council.

The church bell was finally repaired, so we were pleased to be able to join in the national tolling for the Queens funeral in September, when we opened the church for the community to ring the bell and watch the funeral together.

Trevor Wilson our warden has become unwell during the year, and so Joan Coventry has taken over his duties, with support from Marian Relf.

Also in May Mrs Christine Kennard volunteered to be the Church Secretary which was an enormous help, so she was co-opted on to the PCC.

## **Achievements and performance**

It is a relief not to have to wear masks for any of the services now, although many of us have contracted covid during 2022. We maintain a regular core of committed members, and have a very slight growth curve, although church attending habits have changed post pandemic. We continue to struggle financially, being in an area of the top 4% of deprivation in the country. Cash offerings at services are often empty. Nevertheless that is not reflected in the sense of community and belonging the people feel, from both church attendance and belonging to the community café, which continues to do well.

We continue to rely on recorded music for the services.

We also started in 2022 to raise funds to have solar panels fitted to the church roof, which will take a considerable amount of time to achieve.

### Church Attendance

There are currently 29 people on the electoral roll. The average attendance in October was 48 including children. (25 in 2021)

### Occasional offices

In 2022, Christ Church conducted 12 (5) baptisms, all infants. During the course of the year, we took 8 (5) funerals in the church building. Andrea conducted 12 (14) funerals in total for people in the parish.

### Café Plus.

Started in May 2021 when restrictions allowed, the café has gone from strength to strength. There are a committed core team of church members who run the café, catering and befriending and encouraging activities. There are many people for whom the café is a lifeline, coming from the non-church community, finding it a welcoming place to belong and a place of friendship. There are often significant conversations and questions asked about the Christian faith. We continue to offer refreshments with a donation only to include all, crochet, craft and knitting table, hand massage, various games, and a food share table for those who need emergency food supplies.

### Toytime

On the 7<sup>th</sup> of March 2022 we started a parent/carer and preschool group on a Monday morning from 10.00 – 11.30. This soon took off and has become a good point of meeting for mostly mothers with small children and babies, and a place for children to play safely in a large space. The meeting is on a donations only basis to pay for tea and coffee. Currently there are about 10 parents/carers who attend regularly. It does not meet during the holidays so that school age children do not attend.

### Fabric, equipment, ministry and other expenditure related issues

These will be found in the Financial Report, to follow.

## **Public Benefit**

In this report, the PCC has profiled aspects of church life that would normally take place, meetings and services of wider public benefit, and occasional offices. In so doing the PCC sees itself as meeting the criteria of “Public Benefit” for registered charities through the activities listed.

## **Financial Review**

Diocesan Parish Share increased to £16,304 plus £2,080 diocese share of fees, (2021: £11,594 plus £1,816 diocese share of fees)

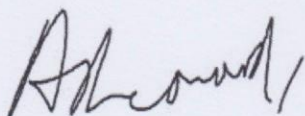
### **Reserves Policy**

The PCC continued its policy whereby the unrestricted funds not committed or invested in tangible fixed assets ("the free reserves") held by them aims to be between one and two months of the resources expended. This equates to approximately to £3,950 to £7,900.

The reserves are regularly reviewed by the treasurer and discussed at the PCC from time to time. In the event of a significant drop in funding, the PCC would consider how the funding can be replaced or activities changed and may arrange for an appeal to be made to the congregation. At the end of December 2022, the unrestricted free reserves amounted to £12,303 (2021: £12,131).

The PCC recognises that the current level of reserves represents about 3 months resources expended.

Approved by the PCC on 17<sup>th</sup> April 2023 and signed on their behalf by

A handwritten signature in black ink, appearing to read 'Andrea Leonard', written in a cursive style.

Reverend Andrea Leonard, Priest In Charge.

JOINT CHURCH COUNCIL OF CHRIST CHURCH, LUTON

RECEIPTS & PAYMENTS ACCOUNT  
FOR THE YEAR ENDED 31 DECEMBER 2022

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2022 £	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2021 £
<b>Receipts</b>									
Voluntary income	2a	22,532	-	-	22,532	15,926	-	-	15,926
Activities for generating funds	2b	602	-	-	602	345	-	-	345
Investment income	2c	20	28	-	48	19	9	-	28
Church activities	2d	24,500	-	-	24,500	15,840	-	-	15,840
Other incoming resources	2e	-	-	-	-	-	-	-	-
		47,654	28	-	47,682	32,130	9	-	32,139
<b>Payments</b>									
Costs of generating voluntary income	3a								
Fund-raising trading costs	3b	674	-	-	674	137	-	-	137
Investment management costs	3c	46,608	-	303	46,911	33,033	1,150	826	35,009
Church activities	3d	-	-	-	-	-	-	-	-
Other expenditure		-	-	-	-	-	-	-	-
<b>Total resources expended</b>		47,282	-	303	47,585	33,170	1,150	826	35,146
<b>Excess of Receipts over Payments</b>									
		372	28	(303)	97	(1,040)	(1,141)	(826)	(3,007)
Transfers between funds - transfers in/(out)		(200)	200	-	-	(2,109)	2,000	109	-
		172	228	303	97	(3,149)	859	(717)	(3,007)
Bank current and deposits accounts 1 January		12,131	5,484	2,739	20,354	15,280	4,625	3,456	23,361
<b>Bank current and deposit accounts at 31 December</b>		12,303	5,712	2,436	20,451	12,131	5,484	2,739	20,354

JOINT CHURCH COUNCIL OF CHRIST CHURCH, LUTON

STATEMENT OF ASSETS AND LIABILITIES

Notes	General Fund £	Designated Fund £	Restricted Funds £	2022 Total £	General Fund £	Designated Fund £	Restricted Funds £	2021 Total £
<u>Cash and bank deposits</u>	12,303	-	2,436	14,739	12,131	-	2,739	14,870
Cash and Current account	-	5,712	-	5,712	-	5,484	-	5,484
Church repair fund	12,303	5,712	2,436	20,451	12,131	5,484	2,739	20,354
	-	-	-	-	-	-	-	-
<u>Other monetary assets</u>	-	-	-	-	-	-	-	-
Tax claim	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
<u>Investment assets</u>	-	-	661	661	-	-	753	753
CBF Income Shares	-	-	661	661	-	-	753	753
32 Income Fund units	-	-	661	661	-	-	753	753

The JCC has interest in a piece of land: the Graveyard at Luton, which is vested in the Diocesan Board of Finance and therefore has no value to the JCC.

Approved by the Joint Church Council on

and signed on its behalf

Name of chairman  
Chairman

The accompanying notes form a part of these financial statements.

## JOINT CHURCH COUNCIL OF CHRIST CHURCH, LUTON

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

#### 1 Accounting Policies

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts & Payments basis. Receipts and payments include income as received and expenditure when irrevocably paid.

The accounts include monetary transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups which owe their main affiliation to another body, nor those that are informal gatherings of church members.

#### Funds

Unrestricted funds are general funds which can be used for PCC ordinary purposes. These include designated funds which can be redesignated.

Restricted funds represent (a) donations or grants received for a specific object or invited by the PCC for a specific object, and (b) income from trusts and endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year must be carried forward as a balance on that fund.

Endowment funds are funds, the capital of which must be maintained; only income arising from investment of the endowment may be used either as restricted or unrestricted funds depending upon the purpose for which the endowment was established.

The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities: Movable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal; Land and buildings held on behalf of the PCC.

The following assets are recognised and a monetary value given as part of the description in the Statement of Assets and Liabilities: Bank and deposit accounts; Amounts owing from HMRC where a formal claim has been made; Investment assets.

Liabilities are recognised and a monetary value given in the Statement of Assets and Liabilities where the supply had been received by 31 December.

JOINT CHURCH COUNCIL OF CHRIST CHURCH, LUTON

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2022

2 Receipts

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2022 £	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2021 £
<b>a Voluntary income</b>								
Planned giving - standing orders	13,074	-	-	13,074	14,250	-	-	14,250
Planned giving - GA envelopes	-	-	-	-	-	-	-	-
Income tax recoverable on planned giving	-	-	-	-	-	-	-	-
Other planned giving	1,975	-	-	1,975	1,176	-	-	1,176
Plate collections	-	-	-	-	-	-	-	-
Gift days	3,120	-	-	3,120	500	-	-	500
Donations and appeals	4,363	-	-	4,363	-	-	-	-
Grants	-	-	-	-	-	-	-	-
Legacy	-	-	-	-	-	-	-	-
	22,532	-	-	22,532	15,926	-	-	15,926
<b>b Activities for generating funds</b>								
General fundraising	-	-	-	-	-	-	-	-
Social Event Income	602	-	-	602	345	-	-	345
	602	-	-	602	345	-	-	345
<b>c Investment income</b>								
Dividends and interest	20	28	-	48	19	9	-	28
	20	28	-	48	19	9	-	28
<b>d Income from Church Activities</b>								
Hall lettings	20,043	-	-	20,043	6,970	-	-	6,970
Fees from weddings, funerals, etc.	3,873	-	-	3,873	1,385	-	-	1,385
Holiday Club	-	-	-	-	-	-	-	-
Coffee mornings	578	-	-	578	242	-	-	242
Afternoon club	-	-	-	-	-	-	-	-
DHS Health General	-	-	-	-	6,783	-	-	6,783
Unaccounted for cash	-	-	-	-	-	-	-	-
Other	6	-	-	6	460	-	-	460
	24,500	-	-	24,500	15,840	-	-	15,840
<b>e Other incoming resources</b>								
Insurance claims	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
<b>Total receipts</b>	47,654	28	-	47,682	32,130	9	-	32,139

JOINT CHURCH COUNCIL OF CHRIST CHURCH, LUTON

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2022

3 Payments

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2022 £	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2021 £
<b>a</b> <i>Costs of generating voluntary income</i>								
Stewardship costs	-	-	-	-	-	-	-	-
<b>b</b> Fund-raising costs	9	-	-	9	-	-	-	-
Social event costs	665	-	-	665	137	-	-	137
	674	-	-	674	137	-	-	137
<b>c</b> <i>Church Activities</i>								
Missionary and charitable giving (Hardship)	30	-	-	30	130	-	-	130
Ministry Costs								
Diocesan parish contribution	16,304	-	-	16,304	11,594	-	-	11,594
Expenses	433	-	-	433	365	-	-	365
Rectory costs	1,611	-	-	1,611	1,236	-	-	1,236
Church running expenses								
Water	875	-	-	875	666	-	-	666
Electric	3,868	-	-	3,868	3,973	-	-	3,973
Gas	4,309	-	-	4,309	3,563	-	-	3,563
Insurance	1,734	-	-	1,734	1,621	-	-	1,621
Cleaning	209	-	-	209	24	-	-	24
General	240	-	-	240	139	-	-	139
Church maintenance	6,694	-	-	6,694	3,115	1,150	-	4,265
Upkeep of services & Organist	585	-	-	585	563	-	-	563
Training/Mission	-	-	-	-	70	-	408	478
Church Hall running costs	650	-	-	650	-	-	-	-
Church Hall maintenance	-	-	-	-	-	-	-	-
Pre-School running costs	-	-	-	-	-	-	418	418
Children & Youth ministry	55	-	-	55	-	-	-	-
Make Lunch	-	-	303	303	-	-	-	-
Administration	480	-	-	480	247	-	-	247
Telephone/Broadband/Website	4,174	-	-	4,174	1,476	-	-	1,476
Printing	3,505	-	-	3,505	3,167	-	-	3,167
Stationary	-	-	-	-	9	-	-	9
Other expenses	577	-	-	577	800	-	-	800
Independent examiner	275	-	-	275	275	-	-	275
	46,608	-	303	46,911	33,033	1,150	826	35,009
<b>d</b> <i>Other expenditure</i>								
Grant refunded	-	-	-	-	-	-	-	-
<b>Total payments</b>	47,282	-	303	47,585	33,170	1,150	826	35,146

JOINT CHURCH COUNCIL OF CHRIST CHURCH, LUTON

NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 31 DECEMBER 2022

10 Statement of funds

	At 1 Jan 2022 £	Income £	Expenditure £	Transfers, other gains and losses £	At 31 Dec 2022 £
<b>Unrestricted Funds - undesignated</b>	12,131	47,654	(47,282)	(200)	<b>12,303</b>
<b>Unrestricted Funds - designated</b>					
Church Repair Fund	5,484	28	-	200	<b>5,712</b>
	<u>5,484</u>	<u>28</u>	<u>-</u>	<u>200</u>	<u><b>5,712</b></u>
<b>Restricted Funds</b>					
Make Lunch Fund	2,739	-	(303)	-	<b>2,436</b>
	<u>2,739</u>	<u>-</u>	<u>(303)</u>	<u>-</u>	<u><b>2,436</b></u>
<b>Total funds</b>	<u>20,354</u>	<u>47,682</u>	<u>(47,585)</u>	<u>-</u>	<u><b>20,451</b></u>

	At 1 Jan 2021 £	Income £	Expenditure £	Transfers, other gains and losses £	At 31 Dec 2021 £
<b>Unrestricted Funds - undesignated</b>	15,280	32,130	(33,170)	(2,109)	<b>12,131</b>
<b>Unrestricted Funds - designated</b>					
Church Repair Fund	4,625	9	(1,150)	2,000	<b>5,484</b>
	<u>4,625</u>	<u>9</u>	<u>(1,150)</u>	<u>2,000</u>	<u><b>5,484</b></u>
<b>Restricted Funds</b>					
Noah's Ark Fund	167	-	(418)	251	-
Twinning Toilet	142	-	-	(142)	-
Make Lunch Fund	3,147	-	(408)	-	<b>2,739</b>
	<u>3,456</u>	<u>-</u>	<u>(826)</u>	<u>109</u>	<u><b>2,739</b></u>
<b>Total funds</b>	<u>23,361</u>	<u>32,139</u>	<u>(35,146)</u>	<u>-</u>	<u><b>20,354</b></u>

## **Independent Examiner's Report to the PCC of Christ Church Luton**

This Report on the accounts of the PCC for the year ended 31 December 2022, which are set out in this annual report, is in respect of an examination carried out under Regulation 3(3) of the Church Accounting Regulations 2006 ("the Regulations") and s.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 accounts; you consider that the audit requirement of Regulation 3(3) and section 144(2) of the Act do not apply. It is my responsibility to issue this report on those accounts in accordance with 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 record kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts 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 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 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 accounts which accord with the accounting records and comply with the requirements of the Act and the Regulations 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.

*Rob W Trice*

19th April 2023

Mr Rob Trice MAAT  
210 King George Road  
Chatham, Kent,  
ME5 0PH

**CHRIST CHURCH PARISH, LUTON, CHATHAM**

England & Wales - Charity number 1179859

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# Accounts

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Christ Church

loving life | loving Luton

**Annual Report**  
*for the year ended 31 December 2021*

Registered charity no. 1179859

**Christ Church**  
**Luton Road, Chatham, Kent ME4 5BT**

# **The Parochial Church Council of the Ecclesiastical Parish of Christ Church Luton, Chatham**

## **Annual Report January to December 2021**

### **Reference and administrative information**

#### **Background**

Christ Church Luton Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church Centre complex of Christ Church, Luton Road, Chatham.

#### **Membership**

Members of the PCC are either ex-officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. During the year, the following people served as members of the PCC:

#### Ex Officio members:

Priest-in-Charge:           The Reverend Andrea Leonard

Church Warden:             Mr Trevor Wilson

Assistant Church Wardens    Joan Coventry

Deanery Synod  
representative:             Mr Uwe (Ben) Krakowczyk

Treasurer                    Mr Jeff Fray  
Secretary                     Vacant position

#### Elected members:

Mrs Joan Coventry  
Mrs Jackie O’Nyon  
Mr Ben Krakowczyk  
Mr Jeff Fray  
Mrs Susan Fray

#### **Contact details**

Correspondence may be addressed to the PCC Secretary, Christ Church, Luton Road, Chatham, Kent ME4 5BT.

Banks:                        Lloyds Bank, Blackheath, London BX1 1LT  
Santander, 227-229 High Street, Chatham, Kent. ME4 4YJ

Independent

examiner: Mr Rob Trice MAAT, 210 King George Road, Chatham, Kent  
ME5 0PH

## **Structure, governance and management**

### **Structure**

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC was registered as a Charity in England with the Charity Commission on 10 September 2018 under registered charity number 1179859. The appointment of PCC members is governed by and set out in the *Church Representation Rules* (2020, London: Church House Publishing).

### **Committees**

The PCC met 7 times in 2021, which were sometimes held via zoom depending on lockdown restrictions at the time, and members shielding.

No other sub committees or management meetings took place during 2021.

### **Safeguarding**

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have regard to House of Bishops' guidance on safeguarding children and vulnerable adults). The PCC follows the Diocese of Rochester's safeguarding procedures and policies and has been working to ensure that these are embedded in the life of the church. Angel O'Nyon took over as the Safeguarding Officer for Christ Church. There have been no safeguarding incidents during the year of 2021, although there was one person whom Andrea advised all to keep a very close eye on; that person only appeared at church sporadically for about 6 weeks. Andrea also checked with the safeguarding team to see if the person was known to them, and they were not.

## **Objectives and activities**

### **Aims and objectives**

The primary object of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. The PCC is to co-operate with the minister in promoting to the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

### **Church life**

This past year 2021 has been extraordinary because of the various lockdowns ending and new arrangements being undertaken so during the year the church has returned to its normal pattern with some changes to the times of the services. The 10.30 service of worship starts at an earlier time of 10 o'clock as a trial period to see if it helps people

to attend. Links with Luton Primary school were reestablished, and they attended a Harvest Service in the church as normal. Due to continued restrictions Andrea has still not been able to enter into Victory Care home to take a service for the residents.

We used the money we were given by Rochester Diocese for Make Lunch to purchase 'bags of Hope', emergency supplies for needy families in the parish in times of crisis. Often the requests would come via Luton School as Andrea has good contacts there.

### **Achievements and performance**

As a community we have survived, supported one another in the best ways possible, and we are now looking forward to being able to meet 'normally' again for fellowship and worship with no restrictions or anxieties. Mask wearing continued to be in force in church when we were not in lockdown, for the whole of 2021.

#### Church Attendance

There are currently 29 people on the electoral roll. Church attendance was drastically reduced due to the covid pandemic. The average Sunday attendance during October was 25.

#### Occasional offices

In 2021, Christ Church conducted 5 (4) baptisms, all infants. During the course of the year, we took 5 (4) funerals in the church building. Andrea conducted 14 (14) funerals in total for people in the parish.

#### Café Plus.

Due to the ongoing covid restrictions, the only activity apart from Sunday worship and community gardening that took place in 2021 was Café Plus. This is a community café open to all, with the aim of supporting those who are isolated. Lonely or just need somewhere to go and make friends. There are various activities such as knitting, crochet, games and other activities as the need arises. There are those who meet to discuss local history. A good selection of cakes and refreshments are available which are served free with the opportunity for donations. There is also a food share table available. For a while the Medway council also used the café for meeting people for social prescribing, and the local PCSOs regularly visit. The Wellbeing health check van also visited in November. The café started on the 18<sup>th</sup> of May with strict covid guidelines for café settings. Restrictions have relaxed over the year and now people can choose at which table to sit. It has been popular from the beginning, with a regular clientele and has had up to 50 people attending.

#### Fabric, equipment, ministry and other expenditure related issues

These will be found in the Financial Report, to follow.

### **Public Benefit**

In this report, the PCC has profiled aspects of church life that would normally take place, meetings and services of wider public benefit, and occasional offices. In so doing the PCC sees itself as meeting the criteria of “Public Benefit” for registered charities through the activities listed.

### **Financial Review**

Diocesan Parish Share remained the same in 2021 as in 2019; £11,594 plus £1,816 diocese share of fees.

### **Reserves Policy**

The PCC continued its policy whereby the unrestricted funds not committed or invested in tangible fixed assets (“the free reserves”) held by them aims to be between one and two months of the resources expended.

The reserves are regularly reviewed by the treasurer and discussed at the PCC from time to time. In the event of a significant drop in funding, the PCC would consider how the funding can be replaced or activities changed and may arrange for an appeal to be made to the congregation. At the end of December 2021, the unrestricted plus restricted reserves amounted to £14826.22, (2020: £19884).

Approved by the PCC on \_\_\_\_\_ 2022 and signed on their behalf by

Reverend Andrea Leonard, Priest In Charge.



Christ Church

loving life | loving Luton

**Annual Report**  
*for the year ended 31 December 2021*

Registered charity no. 1179859

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The reserves are regularly reviewed by the treasurer and discussed at the PCC from time to time. In the event of a significant drop in funding, the PCC would consider how the funding can be replaced or activities changed and may arrange for an appeal to be made to the congregation. At the end of December 2021, the unrestricted plus restricted reserves amounted to £20,354, (2020: £23,361).

Approved by the PCC on 25th April 2022 and signed on their behalf by

A handwritten signature in black ink, appearing to read 'A Leonard', written in a cursive style.

Reverend Andrea Leonard, Priest In Charge.

JOINT CHURCH COUNCIL OF CHRIST CHURCH, LUTON

RECEIPTS & PAYMENTS ACCOUNT  
FOR THE YEAR ENDED 31 DECEMBER 2021

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2021 £	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2020 £
<b>Receipts</b>									
<i>Voluntary income</i>	2a	15,926	-	-	15,926	20,622	-	100	20,722
<i>Activities for generating funds</i>	2b	345	-	-	345	-	-	4	(4)
<i>Investment income</i>	2c	19	9.00	-	28	18	11	-	29
<i>Church activities</i>	2d	15,840	-	-	15,840	9,985	-	102,663	112,648
<i>Other incoming resources</i>	2e					3,662	-	-	3,662
		32,130	9	-	32,139	34,287	11	102,759	137,057
<b>Payments</b>									
<i>Costs of generating voluntary income</i>	3a								
<i>Fund-raising trading costs</i>	3b	137	-	-	137	59	-	-	59
<i>Investment management costs</i>									
<i>Church activities</i>	3c	33,033	1,150	826	35,009	41,440	-	129,902	171,342
<i>Other expenditure</i>	3d	-	-	-	-	-	-	-	-
<b>Total resources expended</b>		33,170	1,150	826	35,146	41,499	-	129,902	171,401
<b>Excess of Receipts over Payments</b>		(1,040)	(1,141)	(826)	(3,007)	(7,212)	11	(27,143)	(34,344)
Transfers between funds - transfers in/(out)		(2,109)	2,000	109	-	(1,943)	2,000	(57)	-
Bank current and deposits accounts 1 January		(3,149)	859	(717)	(3,007)	(9,155)	2,011	(27,200)	(34,344)
Bank current and deposits accounts 31 December		15,280	4,625	3,456	23,361	24,435	2,614	30,656	57,705
<b>Bank current and deposit accounts at 31 December</b>		12,131	5,484	2,739	20,354	15,280	4,625	3,456	23,361

**JOINT CHURCH COUNCIL OF CHRIST CHURCH, LUTON**

**STATEMENT OF ASSETS AND LIABILITIES**

Notes	General Fund £	Designated Fund £	Restricted Funds £	2021 Total £	General Fund £	Designated Fund £	Restricted Funds £	2020 Total £
<u>Cash and bank deposits</u>	12,131		2,739	14,870	15,280	4,625	3,456	18,736
Cash and Current account		5,484		5,484				4,625
Church repair fund		5,484	2,739	20,354	15,280	4,625	3,456	23,361
<u>Other monetary assets</u>								
Tax claim for	-	-	-	-	-	-	-	-
<u>Investment assets</u>								
CBF Income Shares	-	-	753	753	-	-	655	655
<u>Liabilities</u>								
Pre-School grant paid in advance	-	-	-	-	-	-	-	-

The JCC has interest in a piece of land: the Graveyard at Luton, which is vested in the Diocesan Board of Finance and therefore has no value to the JCC.

Approved by the Joint Church Council on \_\_\_\_\_ and signed on its behalf

Name of chairman  
Chairman

The accompanying notes form a part of these financial statements.

## **JOINT CHURCH COUNCIL OF CHRIST CHURCH, LUTON**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021**

#### **1 Accounting Policies**

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts & Payments basis. Receipts and payments include income as received and expenditure when irrevocably paid.

The accounts include monetary transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups which owe their main affiliation to another body, nor those that are informal gatherings of church members.

#### **Funds**

Unrestricted funds are general funds which can be used for PCC ordinary purposes. These include designated funds which can be redesignated.

Restricted funds represent (a) donations or grants received for a specific object or invited by the PCC for a specific object, and (b) income from trusts and endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year must be carried forward as a balance on that fund.

Endowment funds are funds, the capital of which must be maintained; only income arising from investment of the endowment may be used either as restricted or unrestricted funds depending upon the purpose for which the endowment was established.

The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities: Movable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal; Land and buildings held on behalf of the PCC.

The following assets are recognised and a monetary value given as part of the description in the Statement of Assets and Liabilities: Bank and deposit accounts; Amounts owing from HMRC where a formal claim has been made; Investment assets.

Liabilities are recognised and a monetary value given in the Statement of Assets and Liabilities where the supply had been received by 31 December.

JOINT CHURCH COUNCIL OF CHRIST CHURCH, LUTON

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021

2 Receipts

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2021 £	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2020 £
<b>a Voluntary income</b>								
Planned giving - standing orders	14,250	-	-	14,250	15,870	-	-	15,870
Planned giving - GA envelopes	-	-	-	-	35	-	-	35
Income tax recoverable on planned giving	-	-	-	-	2,113	-	-	2,113
Other planned giving	-	-	-	-	-	-	-	-
Plate collections	1,176	-	-	1,176	1,625	-	-	1,625
Gift days	-	-	-	-	-	-	-	-
Donations and appeals	500	-	-	500	979	-	100	1,079
Grants	-	-	-	-	-	-	-	-
Legacy	-	-	-	-	-	-	-	-
	15,926	-	-	15,926	20,622	-	100	20,722
<b>b Activities for generating funds</b>								
General fundraising	-	-	-	-	-	-	(4)	(4)
Social Event Income	345	-	-	345	-	-	-	-
	345	-	-	345	-	-	(4)	(4)
<b>c Investment income</b>								
Dividends and interest	19	9	-	28	18	11	-	29
	19	9	-	28	18	11	-	29
<b>d Income from Church Activities</b>								
Hall lettings	6,970	-	-	6,970	5,510	-	-	5,510
Pre-School	-	-	-	-	-	-	102,663	102,663
Fees from weddings, funerals, etc.	1,385	-	-	1,385	3,375	-	-	3,375
Holiday Club	-	-	-	-	-	-	-	-
Coffee mornings	242	-	-	242	-	-	-	-
Afternoon club	-	-	-	-	-	-	-	-
DHS Health General	6,783	-	-	6,783	-	-	-	-
Unaccounted for cash	-	-	-	-	80	-	-	80
Other	460	-	-	460	1,020	-	-	1,020
	15,840	-	-	15,840	9,985	-	102,663	112,648
<b>e Other incoming resources</b>								
Insurance claims	-	-	-	-	3,662	-	-	3,662
	-	-	-	-	3,662	-	-	3,662
<b>Total receipts</b>	<b>32,130</b>	<b>9</b>	<b>-</b>	<b>32,139</b>	<b>34,287</b>	<b>11</b>	<b>102,759</b>	<b>137,057</b>

JOINT CHURCH COUNCIL OF CHRIST CHURCH, LUTON

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021

3 Payments

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2021 £	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2020 £
<b>a</b> <i>Costs of generating voluntary income</i>								
Stewardship costs	-	-	-	-	-	-	-	-
<b>b</b> Fund-raising costs								
Fund raising costs	-	-	-	-	-	-	-	-
Social event costs	137	-	-	137	59	-	-	59
	137	-	-	137	59	-	-	59
<b>c</b> <i>Church Activities</i>								
Missionary and charitable giving (Hardship)	130	-	-	130	845	-	-	845
Ministry Costs								
Diocesan parish contribution	11,594	-	-	11,594	11,624	-	-	11,624
Expenses	365	-	-	365	472	-	-	472
Rectory costs	1,236	-	-	1,236	2,079	-	-	2,079
Other Ministry costs	-	-	-	-	-	-	-	-
Church running expenses								
Water	666	-	-	666	2,068	-	-	2,068
Electric	3,973	-	-	3,973	2,690	-	-	2,690
Gas	3,563	-	-	3,563	2,777	-	-	2,777
Insurance	1,621	-	-	1,621	1,446	-	-	1,446
Cleaning	24	-	-	24	431	-	-	431
General	139	-	-	139	1,051	-	-	1,051
Church maintenance	3,115	1,150	-	4,265	6,533	-	-	6,533
Upkeep of services & Organist	563	-	-	563	55	-	-	55
Training/Mission	70	-	408	478	89	-	875	964
Church Hall running costs	-	-	-	-	-	-	-	-
Church Hall maintenance	-	-	-	-	-	-	-	-
Pre-School running costs	-	-	418	418	-	-	129,027	129,027
Holiday Club	-	-	-	-	-	-	-	-
Sunshine Club	-	-	-	-	-	-	-	-
Administration	247	-	-	247	214	-	-	214
Telephone/Broadband/Website	1,476	-	-	1,476	1,362	-	-	1,362
Printing	3,167	-	-	3,167	4,083	-	-	4,083
Stationary	9	-	-	9	9	-	-	9
Loan	-	-	-	-	-	-	-	-
Other expenses	800	-	-	800	3,612	-	-	3,612
Independent examiner	275	-	-	275	-	-	-	-
	33,033	1,150	826	35,009	41,440	-	129,902	171,342
<b>d</b> <i>Other expenditure</i>								
Grant refunded	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
<b>Total payments</b>	<b>33,170</b>	<b>1,150</b>	<b>826</b>	<b>35,146</b>	<b>41,499</b>	<b>-</b>	<b>129,902</b>	<b>171,401</b>

JOINT CHURCH COUNCIL OF CHRIST CHURCH, LUTON

NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 31 DECEMBER 2021

10 Statement of funds

	At 1 Jan 2021 £	Income £	Expenditure £	Transfers, other gains and losses £	At 31 Dec 2021 £
<b>Unrestricted Funds - undesignated</b>	15,280	32,130	(33,170)	(2,109)	12,131
<b>Unrestricted Funds - designated</b>					
Church Repair Fund	4,625	9	(1,150)	2,000	5,484
	4,625	9	(1,150)	2,000	5,484
<b>Restricted Funds</b>					
Noah's Ark Fund	167	-	(418)	251	-
Twinning Toilet	142	-	-	(142)	-
Make Lunch Fund	3,147	-	(408)	-	2,739
	3,456	-	(826)	109	2,739
<b>Total funds</b>	23,361	32,139	(35,146)	-	20,354

	At 1 Jan 2020 £	Income £	Expenditure £	Transfers, other gains and losses £	At 31 Dec 2020 £
<b>Unrestricted Funds - undesignated</b>	24,435	36,899	(44,054)	(2,000)	15,280
<b>Unrestricted Funds - designated</b>					
Church Repair Fund	2,614	11	-	2,000	4,625
	2,614	11	-	2,000	4,625
<b>Restricted Funds</b>					
Noah's Ark Fund	26,588	103,963	(130,384)	-	167
Twinning Toilet	146	-	(4)	-	142
Make Lunch Fund	3,922	100	(875)	-	3,147
	30,656	104,063	(131,263)	-	3,456
<b>Total funds</b>	57,705	140,973	(175,317)	-	23,361

## **Independent Examiner's Report to the PCC of Christ Church Parish, Luton, Chatham**

This Report on the accounts of the PCC for the year ended 31 December 2021, which are set out in this annual report, is in respect of an examination carried out under Regulation 3(3) of the Church Accounting Regulations 2006 ("the Regulations") and s.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 accounts; you consider that the audit requirement of Regulation 3(3) and section 144(2) of the Act do not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of Regulations 25.

### **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 record kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts 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 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 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 accounts which accord with the accounting records and comply with the requirements of the Act and the Regulations 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.

*Rob Trice*

21st April 2022

Mr Rob Trice MAAT  
210 King George Road  
Chatham, Kent,



Christ Church

loving life | loving Luton

**Annual Report**  
*for the year ended 31 December 2021*

Registered charity no. 1179859

**Christ Church**  
**Luton Road, Chatham, Kent ME4 5BT**

# **The Parochial Church Council of the Ecclesiastical Parish of Christ Church Luton, Chatham**

## **Annual Report January to December 2021**

### **Reference and administrative information**

#### **Background**

Christ Church Luton Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church Centre complex of Christ Church, Luton Road, Chatham.

#### **Membership**

Members of the PCC are either ex-officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. During the year, the following people served as members of the PCC:

#### Ex Officio members:

Priest-in-Charge:                   The Reverend Andrea Leonard

Church Warden:                   Mr Trevor Wilson

Assistant Church Wardens   Joan Coventry

Deanery Synod  
representative:                   Mr Uwe (Ben) Krakowczyk

Treasurer                         Mr Jeff Fray  
Secretary                         Vacant position

#### Elected members:

Mrs Joan Coventry  
Mrs Jackie O'Nyon  
Mr Ben Krakowczyk  
Mr Jeff Fray  
Mrs Susan Fray

#### **Contact details**

Correspondence may be addressed to the PCC Secretary, Christ Church, Luton Road, Chatham, Kent ME4 5BT.

Banks:                             Lloyds Bank, Blackheath, London BX1 1LT  
Santander, 227-229 High Street, Chatham, Kent. ME4 4YJ

Independent  
examiner:                         Mr Rob Trice MAAT, 210 King George Road, Chatham, Kent ME5 0PH

## **Structure, governance and management**

### **Structure**

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC was registered as a Charity in England with the Charity Commission on 10 September 2018 under registered charity number 1179859. The appointment of PCC members is governed by and set out in the *Church Representation Rules* (2020, London: Church House Publishing).

### **Committees**

The PCC met 7 times in 2021, which were sometimes held via zoom depending on lockdown restrictions at the time, and members shielding.

No other sub committees or management meetings took place during 2021.

### **Safeguarding**

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have regard to House of Bishops' guidance on safeguarding children and vulnerable adults). The PCC follows the Diocese of Rochester's safeguarding procedures and policies and has been working to ensure that these are embedded in the life of the church. Angel O'Nyon took over as the Safeguarding Officer for Christ Church. There have been no safeguarding incidents during the year of 2021, although there was one person whom Andrea advised all to keep a very close eye on; that person only appeared at church sporadically for about 6 weeks. Andrea also checked with the safeguarding team to see if the person was known to them, and they were not.

## **Objectives and activities**

### **Aims and objectives**

The primary object of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. The PCC is to co-operate with the minister in promoting to the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

### **Church life**

This past year 2021 has been extraordinary because of the various lockdowns ending and new arrangements being undertaken so during the year the church has returned to its normal pattern with some changes to the times of the services. The 10.30 service of worship starts at an earlier time of 10 o'clock as a trial period to see if it helps people to attend. Links with Luton Primary school were reestablished, and they attended a Harvest Service in the church as normal. Due to continued restrictions Andrea has still not been able to enter into Victory Care home to take a service for the residents.

We used the money we were given by Rochester Diocese for Make Lunch to purchase 'bags of Hope', emergency supplies for needy families in the parish in times of crisis. Often the requests would come via Luton School as Andrea has good contacts there.

## **Achievements and performance**

As a community we have survived, supported one another in the best ways possible, and we are now looking forward to being able to meet 'normally' again for fellowship and worship with no restrictions or anxieties. Mask wearing continued to be in force in church when we were not in lockdown, for the whole of 2021.

### Church Attendance

There are currently 29 people on the electoral roll. Church attendance was drastically reduced due to the covid pandemic. The average Sunday attendance during October was 25.

### Occasional offices

In 2021, Christ Church conducted 5 (4) baptisms, all infants. During the course of the year, we took 5 (4) funerals in the church building. Andrea conducted 14 (14) funerals in total for people in the parish.

### Café Plus.

Due to the ongoing covid restrictions, the only activity apart from Sunday worship and community gardening that took place in 2021 was Café Plus. This is a community café open to all, with the aim of supporting those who are isolated. Lonely or just need somewhere to go and make friends. There are various activities such as knitting, crochet, games and other activities as the need arises. There are those who meet to discuss local history. A good selection of cakes and refreshments are available which are served free with the opportunity for donations. There is also a food share table available. For a while the Medway council also used the café for meeting people for social prescribing, and the local PCSOs regularly visit. The Wellbeing health check van also visited in November. The café started on the 18<sup>th</sup> of May with strict covid guidelines for café settings. Restrictions have relaxed over the year and now people can choose at which table to sit. It has been popular from the beginning, with a regular clientele and has had up to 50 people attending.

### Fabric, equipment, ministry and other expenditure related issues

These will be found in the Financial Report, to follow.

## **Public Benefit**

In this report, the PCC has profiled aspects of church life that would normally take place, meetings and services of wider public benefit, and occasional offices. In so doing the PCC sees itself as meeting the criteria of "Public Benefit" for registered charities through the activities listed.

## **Financial Review**

Diocesan Parish Share remained the same in 2021 as in 2019; £11,594 plus £1,816 diocese share of fees.

## **Reserves Policy**

The PCC continued its policy whereby the unrestricted funds not committed or invested in tangible fixed assets ("the free reserves") held by them aims to be between one and two months of the resources expended.

The reserves are regularly reviewed by the treasurer and discussed at the PCC from time to time. In the event of a significant drop in funding, the PCC would consider how the funding can be replaced or activities changed and may arrange for an appeal to be made to the congregation. At the end of December 2021, the unrestricted plus restricted reserves amounted to £20,354, (2020: £23,361).

Approved by the PCC on 25th April 2022 and signed on their behalf by

A handwritten signature in black ink, appearing to read 'A Leonard', written in a cursive style.

Reverend Andrea Leonard, Priest In Charge.

JOINT CHURCH COUNCIL OF CHRIST CHURCH, LUTON

RECEIPTS & PAYMENTS ACCOUNT  
FOR THE YEAR ENDED 31 DECEMBER 2021

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2021 £	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2020 £
<b>Receipts</b>									
<i>Voluntary income</i>	2a	15,926	-	-	15,926	20,622	-	100	20,722
<i>Activities for generating funds</i>	2b	345	-	-	345	-	-	4	(4)
<i>Investment income</i>	2c	19	9.00	-	28	18	11	-	29
<i>Church activities</i>	2d	15,840	-	-	15,840	9,985	-	102,663	112,648
<i>Other incoming resources</i>	2e					3,662	-	-	3,662
		32,130	9	-	32,139	34,287	11	102,759	137,057
<b>Payments</b>									
<i>Costs of generating voluntary income</i>	3a								
<i>Fund-raising trading costs</i>	3b	137	-	-	137	59	-	-	59
<i>Investment management costs</i>									
<i>Church activities</i>	3c	33,033	1,150	826	35,009	41,440	-	129,902	171,342
<i>Other expenditure</i>	3d	-	-	-	-	-	-	-	-
<b>Total resources expended</b>		33,170	1,150	826	35,146	41,499	-	129,902	171,401
<b>Excess of Receipts over Payments</b>		(1,040)	(1,141)	(826)	(3,007)	(7,212)	11	(27,143)	(34,344)
Transfers between funds - transfers in/(out)		(2,109)	2,000	109	-	(1,943)	2,000	(57)	-
Bank current and deposits accounts 1 January		(3,149)	859	(717)	(3,007)	(9,155)	2,011	(27,200)	(34,344)
Bank current and deposits accounts 31 December		15,280	4,625	3,456	23,361	24,435	2,614	30,656	57,705
<b>Bank current and deposit accounts at 31 December</b>		12,131	5,484	2,739	20,354	15,280	4,625	3,456	23,361

**JOINT CHURCH COUNCIL OF CHRIST CHURCH, LUTON**

**STATEMENT OF ASSETS AND LIABILITIES**

Notes	General Fund £	Designated Fund £	Restricted Funds £	2021 Total £	General Fund £	Designated Fund £	Restricted Funds £	2020 Total £
<u>Cash and bank deposits</u>	12,131		2,739	14,870	15,280	4,625	3,456	18,736
Cash and Current account		5,484		5,484				4,625
Church repair fund		5,484	2,739	20,354	15,280	4,625	3,456	23,361
<u>Other monetary assets</u>								
Tax claim for	-	-	-	-	-	-	-	-
<u>Investment assets</u>								
CBF Income Shares	-	-	753	753	-	-	655	655
<u>Liabilities</u>								
Pre-School grant paid in advance	-	-	-	-	-	-	-	-

The JCC has interest in a piece of land: the Graveyard at Luton, which is vested in the Diocesan Board of Finance and therefore has no value to the JCC.

Approved by the Joint Church Council on \_\_\_\_\_ and signed on its behalf

Name of chairman  
Chairman

The accompanying notes form a part of these financial statements.

## JOINT CHURCH COUNCIL OF CHRIST CHURCH, LUTON

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

#### 1 Accounting Policies

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts & Payments basis. Receipts and payments include income as received and expenditure when irrevocably paid.

The accounts include monetary transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups which owe their main affiliation to another body, nor those that are informal gatherings of church members.

#### Funds

Unrestricted funds are general funds which can be used for PCC ordinary purposes. These include designated funds which can be redesignated.

Restricted funds represent (a) donations or grants received for a specific object or invited by the PCC for a specific object, and (b) income from trusts and endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year must be carried forward as a balance on that fund.

Endowment funds are funds, the capital of which must be maintained; only income arising from investment of the endowment may be used either as restricted or unrestricted funds depending upon the purpose for which the endowment was established.

The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities: Movable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal; Land and buildings held on behalf of the PCC.

The following assets are recognised and a monetary value given as part of the description in the Statement of Assets and Liabilities: Bank and deposit accounts; Amounts owing from HMRC where a formal claim has been made; Investment assets.

Liabilities are recognised and a monetary value given in the Statement of Assets and Liabilities where the supply had been received by 31 December.

JOINT CHURCH COUNCIL OF CHRIST CHURCH, LUTON

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021

2 Receipts

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2021 £	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2020 £
<b>a Voluntary income</b>								
Planned giving - standing orders	14,250	-	-	14,250	15,870	-	-	15,870
Planned giving - GA envelopes	-	-	-	-	35	-	-	35
Income tax recoverable on planned giving	-	-	-	-	2,113	-	-	2,113
Other planned giving	-	-	-	-	-	-	-	-
Plate collections	1,176	-	-	1,176	1,625	-	-	1,625
Gift days	-	-	-	-	-	-	-	-
Donations and appeals	500	-	-	500	979	-	100	1,079
Grants	-	-	-	-	-	-	-	-
Legacy	-	-	-	-	-	-	-	-
	15,926	-	-	15,926	20,622	-	100	20,722
<b>b Activities for generating funds</b>								
General fundraising	-	-	-	-	-	-	(4)	(4)
Social Event Income	345	-	-	345	-	-	-	-
	345	-	-	345	-	-	(4)	(4)
<b>c Investment income</b>								
Dividends and interest	19	9	-	28	18	11	-	29
	19	9	-	28	18	11	-	29
<b>d Income from Church Activities</b>								
Hall lettings	6,970	-	-	6,970	5,510	-	-	5,510
Pre-School	-	-	-	-	-	-	102,663	102,663
Fees from weddings, funerals, etc.	1,385	-	-	1,385	3,375	-	-	3,375
Holiday Club	-	-	-	-	-	-	-	-
Coffee mornings	242	-	-	242	-	-	-	-
Afternoon club	-	-	-	-	-	-	-	-
DHS Health General	6,783	-	-	6,783	-	-	-	-
Unaccounted for cash	-	-	-	-	80	-	-	80
Other	460	-	-	460	1,020	-	-	1,020
	15,840	-	-	15,840	9,985	-	102,663	112,648
<b>e Other incoming resources</b>								
Insurance claims	-	-	-	-	3,662	-	-	3,662
	-	-	-	-	3,662	-	-	3,662
<b>Total receipts</b>	<b>32,130</b>	<b>9</b>	<b>-</b>	<b>32,139</b>	<b>34,287</b>	<b>11</b>	<b>102,759</b>	<b>137,057</b>

JOINT CHURCH COUNCIL OF CHRIST CHURCH, LUTON

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021

3 Payments

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2021 £	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2020 £
<b>a</b> <i>Costs of generating voluntary income</i>								
Stewardship costs	-	-	-	-	-	-	-	-
<b>b</b> Fund-raising costs								
Fund raising costs	-	-	-	-	-	-	-	-
Social event costs	137	-	-	137	59	-	-	59
	137	-	-	137	59	-	-	59
<b>c</b> <i>Church Activities</i>								
Missionary and charitable giving (Hardship)	130	-	-	130	845	-	-	845
Ministry Costs								
Diocesan parish contribution	11,594	-	-	11,594	11,624	-	-	11,624
Expenses	365	-	-	365	472	-	-	472
Rectory costs	1,236	-	-	1,236	2,079	-	-	2,079
Other Ministry costs	-	-	-	-	-	-	-	-
Church running expenses								
Water	666	-	-	666	2,068	-	-	2,068
Electric	3,973	-	-	3,973	2,690	-	-	2,690
Gas	3,563	-	-	3,563	2,777	-	-	2,777
Insurance	1,621	-	-	1,621	1,446	-	-	1,446
Cleaning	24	-	-	24	431	-	-	431
General	139	-	-	139	1,051	-	-	1,051
Church maintenance	3,115	1,150	-	4,265	6,533	-	-	6,533
Upkeep of services & Organist	563	-	-	563	55	-	-	55
Training/Mission	70	-	408	478	89	-	875	964
Church Hall running costs	-	-	-	-	-	-	-	-
Church Hall maintenance	-	-	-	-	-	-	-	-
Pre-School running costs	-	-	418	418	-	-	129,027	129,027
Holiday Club	-	-	-	-	-	-	-	-
Sunshine Club	-	-	-	-	-	-	-	-
Administration	247	-	-	247	214	-	-	214
Telephone/Broadband/Website	1,476	-	-	1,476	1,362	-	-	1,362
Printing	3,167	-	-	3,167	4,083	-	-	4,083
Stationary	9	-	-	9	9	-	-	9
Loan	-	-	-	-	-	-	-	-
Other expenses	800	-	-	800	3,612	-	-	3,612
Independent examiner	275	-	-	275	-	-	-	-
	33,033	1,150	826	35,009	41,440	-	129,902	171,342
<b>d</b> <i>Other expenditure</i>								
Grant refunded	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
<b>Total payments</b>	<b>33,170</b>	<b>1,150</b>	<b>826</b>	<b>35,146</b>	<b>41,499</b>	<b>-</b>	<b>129,902</b>	<b>171,401</b>

JOINT CHURCH COUNCIL OF CHRIST CHURCH, LUTON

NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 31 DECEMBER 2021

10 Statement of funds

	At 1 Jan 2021 £	Income £	Expenditure £	Transfers, other gains and losses £	At 31 Dec 2021 £
<b>Unrestricted Funds - undesignated</b>	15,280	32,130	(33,170)	(2,109)	12,131
<b>Unrestricted Funds - designated</b>					
Church Repair Fund	4,625	9	(1,150)	2,000	5,484
	4,625	9	(1,150)	2,000	5,484
<b>Restricted Funds</b>					
Noah's Ark Fund	167	-	(418)	251	-
Twinning Toilet	142	-	-	(142)	-
Make Lunch Fund	3,147	-	(408)	-	2,739
	3,456	-	(826)	109	2,739
<b>Total funds</b>	23,361	32,139	(35,146)	-	20,354

	At 1 Jan 2020 £	Income £	Expenditure £	Transfers, other gains and losses £	At 31 Dec 2020 £
<b>Unrestricted Funds - undesignated</b>	24,435	36,899	(44,054)	(2,000)	15,280
<b>Unrestricted Funds - designated</b>					
Church Repair Fund	2,614	11	-	2,000	4,625
	2,614	11	-	2,000	4,625
<b>Restricted Funds</b>					
Noah's Ark Fund	26,588	103,963	(130,384)	-	167
Twinning Toilet	146	-	(4)	-	142
Make Lunch Fund	3,922	100	(875)	-	3,147
	30,656	104,063	(131,263)	-	3,456
<b>Total funds</b>	57,705	140,973	(175,317)	-	23,361

## **Independent Examiner's Report to the PCC of Christ Church Parish, Luton, Chatham**

This Report on the accounts of the PCC for the year ended 31 December 2021, which are set out in this annual report, is in respect of an examination carried out under Regulation 3(3) of the Church Accounting Regulations 2006 ("the Regulations") and s.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 accounts; you consider that the audit requirement of Regulation 3(3) and section 144(2) of the Act do not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of Regulations 25.

### **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 record kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts 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 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 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 accounts which accord with the accounting records and comply with the requirements of the Act and the Regulations 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.

*Rob Trice*

21st April 2022

Mr Rob Trice MAAT  
210 King George Road  
Chatham, Kent,

**CHRIST CHURCH PARISH, LUTON, CHATHAM**

England & Wales - Charity number 1179859

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# Accounts

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Christ Church

loving life | loving Luton

**Annual Report**  
*for the year ended 31 December 2020*

Registered charity no. 1179859

**Christ Church**  
**Luton Road, Chatham, Kent ME4 5BT**

# **The Parochial Church Council of the Ecclesiastical Parish of Christ Church Luton, Chatham**

## **Annual Report January to December 2020**

### **Reference and administrative information**

#### **Background**

Christ Church Luton Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church Centre complex of Christ Church, Luton Road, Chatham.

#### **Membership**

Members of the PCC are either ex-officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. During the year, the following people served as members of the PCC:

#### Ex Officio members:

Priest-in-Charge: The Reverend Andrea Leonard

Church Warden: Mr Trevor Wilson

Assistant Church Wardens Joan Coventry and Dawn Marie Goldie

Deanery Synod representative: Mr Uwe (Ben) Krakowczyk

Treasurer Mr Jeff Fray

Secretary Sian Thomas (Co-opted member)

#### Elected members:

Mrs Joan Coventry

Mrs Jackie O’Nyon

Mr Ben Krakowczyk

Mr Jeff Fray

#### **Contact details**

Correspondence may be addressed to the PCC Secretary, Christ Church, Luton Road, Chatham, Kent ME4 5BT.

Banks: Lloyds Bank, Blackheath, London BX1 1LT  
Santander, 227-229 High Street, Chatham, Kent. ME4 4YJ

Independent examiner: Mr Rob Trice MAAT, 210 King George Road, Chatham, Kent ME5 0PH

## **Structure, governance and management**

### **Structure**

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC was registered as a Charity in England with the Charity Commission on 10 September 2018 under registered charity number 1179859. The appointment of PCC members is governed by and set out in the *Church Representation Rules* (2020, London: Church House Publishing).

### **Committees**

The PCC met 8 times in 2020, which were sometimes held via zoom depending on lockdown restrictions at the time, and members shielding. An extraordinary meeting took place on the 28<sup>th</sup> July at which the PCC made the decision to close Noah's Ark Preschool.

The Reverend Andrea Leonard and Trevor Wilson, Church Warden, conducted the meetings with Noah's Ark Staff to manage the closure.

No other sub committees or management meetings took place during 2020.

### **Safeguarding**

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have regard to House of Bishops' guidance on safeguarding children and vulnerable adults). The PCC follows the Diocese of Rochester's safeguarding procedures and policies, and has been working to ensure that these are embedded in the life of the church, including Noah's Ark pre-school. In August 2020 Angel O'Nyon took over from Esther Cook as the Safeguarding Officer for Christ Church.

## **Objectives and activities**

### **Aims and objectives**

The primary object of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. The PCC is to co-operate with the minister in promoting to the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

### **Church life**

This past year has been extraordinary. Because of the various lockdowns starting on the 23<sup>rd</sup> of March, the church has only been open for 9.00 services of holy communion on limited occasions when there was no lockdowns and the local situation allowed.

The 10.30 service of worship has been livestreamed via Facebook each week, as the service of communion was also when there was full lockdown. The church received dispensations from the Bishop of Rochester to suspend services when necessary.

All other church life and outreach has not been possible, except for Andrea speaking at the Luton's School Harvest Service via a recorded message.

Oasis and Pop Up café have also been suspended from March.

At an extraordinary PCC meeting in July, it was decided to close down Noah's Ark Preschool. Trevor continues to help at the Salvation Army in Chatham supporting the homeless, and with One Big Family.

We used the money we were given by Rochester Diocese for Make Lunch to purchase 'bags of Hope', emergency supplies for needy families in the parish in times of crisis. Often the requests would come via Luton School as Andrea has good contacts there.

### **Achievements and performance**

As a community we have survived, supported one another in the best ways possible, but look forward to being able to meet again in the near future for fellowship and worship. Sung worship has especially been missed. We are very blessed to not have lost any members to covid.

Gemma Evans (New Wine Intern) had to return to live in her family home just before the start of lockdown in March.

### Church Attendance

There are currently 29 people on the electoral roll. Church attendance was drastically reduced due to Covid.

### Occasional offices

In 2020, Christ Church conducted 3 (4,) baptisms, one child and two adults. During the course of the year, we took 4 (6) funerals in the church building. Andrea conducted 14 funerals in total for people in the parish.

### Fabric, equipment, ministry and other expenditure related issues

These will be found in the Financial Report, to follow.

### **Public Benefit**

In this report, the PCC has profiled aspects of church life that would normally take place, meetings and services of wider public benefit, and occasional offices. In so doing the PCC sees itself as meeting the criteria of "Public Benefit" for registered charities through the activities listed.

### **Financial Review**

Our financial position at the end of 2020 was very vulnerable. Due to there be no open plate offerings for most of the year, and no hall bookings, the reserves are much reduced.

Diocesan Parish Share remains the same in 2020 as in 2019; £11,594 plus £1,816 diocese share of fees.

Noah's Ark Redundancy costs depleted all the available cash assets of the Pre-School and church funds had to cover the shortfall as can be seen on the church accounts.

### **Reserves Policy**

The PCC continued its policy whereby the unrestricted funds not committed or invested in tangible fixed assets ("the free reserves") held by them aims to be between one and two months of the resources expended.

The reserves are regularly reviewed by the treasurer and discussed at the PCC from time to time. In the event of a significant drop in funding, the PCC would consider how the funding can be replaced or activities changed, and may arrange for an appeal to be made to the congregation.

At the end of December 2020, the unrestricted free reserves amounted to £19,884, (2019: £27,174).

Approved by the PCC on 14th June 2021 and signed on their behalf by

A handwritten signature in black ink, appearing to read 'A Leonard', written in a cursive style.

Reverend Andrea Leonard, Priest In Charge.

**PCC ACCOUNTS**

**Christ Church Parish, Luton, Chatham**

**Receipts and Payments for the year  
ended 31st December 2020**

**Registered Charity Number 1179859**

Registered Address:

Christ Church  
Luton Road  
Chatham  
Kent  
ME4 5BJ

Independent Examiner

Rob Trice MAAT  
210 King George Road  
Chatham  
Kent  
ME5 0PH

CHRIST CHURCH PARISH, LUTON, CHATHAM

RECEIPTS & PAYMENTS ACCOUNT  
FOR THE YEAR ENDED 31 DECEMBER 2020

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2020 £	TOTAL FUNDS 2019 £
<b>Receipts</b>						
<i>Voluntary income</i>	2a	22,214	-	100	<b>22,314</b>	31,403
<i>Activities for generating funds</i>	2b	-	-	-	-	521
<i>Investment income</i>	2c	18	11	-	<b>29</b>	22
<i>Church activities</i>	2d	11,005	-	103,963	<b>114,968</b>	165,113
<i>Other incoming resources</i>	2e	3,662	-	-	<b>3,662</b>	5,144
		<b>36,899</b>	<b>11</b>	<b>104,063</b>	<b>140,973</b>	<b>202,203</b>
<b>Payments</b>						
<i>Costs of generating voluntary income</i>	3a	-	-	-	-	33
<i>Fund-raising trading costs</i>	3b	59	-	-	<b>59</b>	1,649
<i>Church activities</i>	3c	43,995	-	131,263	<b>175,258</b>	196,626
<i>Other expenditure</i>	3d	-	-	-	-	-
<b>Total resources expended</b>		<b>44,054</b>	<b>-</b>	<b>131,263</b>	<b>175,317</b>	<b>198,308</b>
<b>Excess of Receipts over Payments</b>		(7,155)	11	(27,200)	<b>(34,344)</b>	3,895
Transfers between funds - transfers in/(out)		(2,000)	2,000	-	-	-
		<b>(9,155)</b>	<b>2,011</b>	<b>(27,200)</b>	<b>(34,344)</b>	<b>3,895</b>
Bank current and deposits accounts 1 January		24,414	2,614	30,656	<b>57,684</b>	53,789
<b>Bank current and deposit accounts at 31 December</b>		<b>15,259</b>	<b>4,625</b>	<b>3,456</b>	<b>23,340</b>	<b>57,684</b>

**CHRIST CHURCH PARISH, LUTON, CHATHAM**

**STATEMENT OF ASSETS AND LIABILITIES**

Notes	General Fund £	Designated Fund £	Restricted Funds £	2020 Total £	General Fund £	Designated Fund £	Restricted Funds £	2019 Total £
<u>Cash and bank deposits</u>								
Cash and Current account	15,259	-	-	15,259	24,414	-	22,542	46,956
Deposit account	-	-	3,314	3,314	-	-	7,968	7,968
Property Fund	-	-	-	-	-	-	-	-
Church repair fund	-	4,625	-	4,625	-	2,614	-	2,614
Toilet Twinning Fund	-	-	142	142	-	-	146	146
	<b>15,259</b>	<b>4,625</b>	<b>3,456</b>	<b>23,340</b>	<b>24,414</b>	<b>2,614</b>	<b>30,656</b>	<b>57,684</b>
<u>Other monetary assets</u>								
Tax claim for 2020	1,855	-	-	1,855	533	-	-	533
	<b>1,855</b>	<b>-</b>	<b>-</b>	<b>1,855</b>	<b>533</b>	<b>-</b>	<b>-</b>	<b>533</b>
<u>Investment assets</u>								
32 CBF Income Shares (131001214S)	-	-	654	654	-	-	613	613
	<b>-</b>	<b>-</b>	<b>654</b>	<b>654</b>	<b>-</b>	<b>-</b>	<b>613</b>	<b>613</b>

The PCC has interest in a piece of land: the Graveyard at Luton, which is vested in the Diocesan Board of Finance and therefore has no value to the PCC.

Approved by the Parochial Church Council on 14th June 21 and signed on its behalf



Name of chairman  
Chairman

The accompanying notes form a part of these financial statements.

## **CHRIST CHURCH PARISH, LUTON, CHATHAM**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020**

#### **1 Accounting Policies**

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts & Payments basis. Receipts and payments include income as received and expenditure when irrevocably paid.

The accounts include monetary transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups which owe their main affiliation to another body, nor those that are informal gatherings of church members.

#### **Funds**

Unrestricted funds are general funds which can be used for PCC ordinary purposes. These include designated funds which can be redesignated.

Restricted funds represent (a) donations or grants received for a specific object or invited by the PCC for a specific object, and (b) income from trusts and endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year must be carried forward as a balance on that fund.

Endowment funds are funds, the capital of which must be maintained; only income arising from investment of the endowment may be used either as restricted or unrestricted funds depending upon the purpose for which the endowment was established.

The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities: Movable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal; Land and buildings held on behalf of the PCC.

The following assets are recognised and a monetary value given as part of the description in the Statement of Assets and Liabilities: Bank and deposit accounts; Amounts owing from HMRC where a formal claim has been made; Investment assets.

Liabilities are recognised and a monetary value given in the Statement of Assets and Liabilities where the supply had been received by 31 December.

CHRIST CHURCH PARISH, LUTON, CHATHAM

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020

2 Receipts

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2020 £	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2019 £
<b>a Voluntary income</b>								
Planned giving - standing orders	15,905	-	-	15,905	14,547	-	-	14,547
Planned giving - GA envelopes	-	-	-	-	-	-	-	-
Income tax recoverable on planned giving	2,113	-	-	2,113	4,596	-	-	4,596
Other planned giving	-	-	-	-	-	-	-	-
Plate collections	1,962	-	-	1,962	7,017	-	-	7,017
Gift days	-	-	-	-	-	-	-	-
Donations and appeals	979	-	100	1,079	243	-	-	243
Grants	1,255	-	-	1,255	-	-	5,000	5,000
Legacy	-	-	-	-	-	-	-	-
	<b>22,214</b>	<b>-</b>	<b>100</b>	<b>22,314</b>	<b>26,403</b>	<b>-</b>	<b>5,000</b>	<b>31,403</b>
<b>b Activities for generating funds</b>								
General fundraising	-	-	-	-	146	-	-	146
Social Event Income	-	-	-	-	375	-	-	375
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>521</b>	<b>-</b>	<b>-</b>	<b>521</b>
<b>c Investment income</b>								
Dividends and interest	18	11	-	29	16	6	-	22
	<b>18</b>	<b>11</b>	<b>-</b>	<b>29</b>	<b>16</b>	<b>6</b>	<b>-</b>	<b>22</b>
<b>d Income from Church Activities</b>								
Hall lettings	5,510	-	-	5,510	25,841	-	-	25,841
Pre-School	1,357	-	103,963	105,320	-	-	137,338	137,338
Fees from weddings, funerals, etc.	3,034	-	-	3,034	1,905	-	-	1,905
Holiday Club	-	-	-	-	-	-	-	-
Coffee mornings	4	-	-	4	29	-	-	29
Afternoon club	-	-	-	-	-	-	-	-
Tai Chi	-	-	-	-	-	-	-	-
Unaccounted for cash	80	-	-	80	-	-	-	-
Other	1,020	-	-	1,020	-	-	-	-
	<b>11,005</b>	<b>-</b>	<b>103,963</b>	<b>114,968</b>	<b>27,775</b>	<b>-</b>	<b>137,338</b>	<b>165,113</b>
<b>e Other incoming resources</b>								
Insurance claims	3,662	-	-	3,662	4,784	-	-	4,784
Loan repayments	-	-	-	-	360	-	-	360
	<b>3,662</b>	<b>-</b>	<b>-</b>	<b>3,662</b>	<b>5,144</b>	<b>-</b>	<b>-</b>	<b>5,144</b>
<b>Total receipts</b>	<b>36,899</b>	<b>11</b>	<b>104,063</b>	<b>140,973</b>	<b>59,859</b>	<b>6</b>	<b>142,338</b>	<b>202,203</b>

CHRIST CHURCH PARISH, LUTON, CHATHAM

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020

3 Payments

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2020 £	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2019 £
<b>a</b> <i>Costs of generating voluntary income</i>								
Stewardship costs	-	-	-	-	33	-	-	33
	-	-	-	-	33	-	-	33
<b>b</b> <i>Fund-raising costs</i>								
Social event costs	59	-	-	59	1,649	-	-	1,649
	59	-	-	59	1,649	-	-	1,649
<b>c</b> <i>Church Activities</i>								
Missionary and charitable giving (Hardship)	845	-	4	849	1,519	-	-	1,519
Ministry Costs								
Diocesan parish contribution	13,410	-	-	13,410	11,594	-	-	11,594
Expenses	117	-	-	117	467	-	-	467
Rectory costs	2,141	-	-	2,141	1,148	-	-	1,148
Other Ministry costs	249	-	-	249	-	-	-	-
Church running expenses								
Water	2,068	-	-	2,068	1,354	-	-	1,354
Electric	2,690	-	-	2,690	3,309	-	-	3,309
Gas	2,777	-	-	2,777	4,378	-	-	4,378
Insurance	1,446	-	-	1,446	1,445	-	-	1,445
Cleaning	1,686	-	-	1,686	2,499	-	-	2,499
Church maintenance	6,533	-	-	6,533	10,751	-	-	10,751
Upkeep of services & Organist	55	-	-	55	524	-	-	524
Training/Mission	-	-	-	-	242	-	-	242
Church Hall running costs	-	-	-	-	-	-	-	-
Church Hall maintenance	-	-	-	-	321	-	-	321
Pre-School running costs	1,300	-	130,384	131,684	3,594	-	143,788	147,382
Children & Youth	89	-	-	89	66	-	-	66
Make Lunch expenses	-	-	875	875	-	-	1,078	1,078
Administration	776	-	-	776	4,951	-	-	4,951
Telephone/Broadband/Website	1,576	-	-	1,576	677	-	-	677
Printing	4,157	-	-	4,157	2,366	-	-	2,366
Stationary	9	-	-	9	264	-	-	264
Independent Examiner	275	-	-	275	275	-	-	275
Other expenses	1,796	-	-	1,796	16	-	-	16
Unaccounted for cash	-	-	-	-	-	-	-	-
	43,995	-	131,263	175,258	51,760	-	144,866	196,626
<b>d</b> <i>Other expenditure</i>								
Building work	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
<b>Total payments</b>	<b>44,054</b>	<b>-</b>	<b>131,263</b>	<b>175,317</b>	<b>53,442</b>	<b>-</b>	<b>144,866</b>	<b>198,308</b>

**CHRIST CHURCH PARISH, LUTON, CHATHAM**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020**

<b>4 Funds</b>	<b>B/f 01.01.2020</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers</b>	<b>C/f 31.12.2020</b>
General Fund	24,414	36,899	(44,054)	(2,000)	15,259
Designated Fund					
Church Repair Fund	2,614	11	-	2,000	4,625
Restricted Funds					
Noah's Ark Pre School	26,588	103,963	(130,380)	-	171
Make Lunch	3,922	100	(879)	-	3,143
Toilet twinning	146	-	(4)	-	142
	<hr/>				
	57,684	140,973	(175,317)	-	23,340

	<b>B/f 01.01.2019</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers</b>	<b>C/f 31.12.2019</b>
General Fund	19,097	59,859	(53,442)	(1,100)	24,414
Designated Fund					
Church Repair Fund	1,508	6	-	1,100	2,614
Restricted Funds					
Noah's Ark Pre School	33,038	137,338	(143,788)	-	26,588
Make Lunch	-	5,000	(1,078)	-	3,922
Toilet Twinning	146	-	-	-	146
	<hr/>				
	53,789	202,203	(198,308)	-	57,684

## **Independent Examiner's Report to the PCC of Christ Church Parish, Luton, Chatham**

I report on the accounts of the church for the year ended 31 December 2020, which are set out on pages 7 to 12.

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

As members of the PCC you are responsible for the preparation of the accounts; you consider that the audit is not required under section 144(2) of the Charities Act 2011 (The 2011 Act) and that an independent examination is required.

It is my responsibility to:

- examine the accounts (under section 145 of The 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5) (b) of The 2011 Act); and
- to 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 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 record kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts 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 I do not express an audit opinion on the view given by the accounts.

### **Independent Examiner's statement - matter of concern identified**

I have completed my examination. I have identified a matter of concern in my report as I have been unable to verify or confirm the papers relating to the Noah's Ark Pre-School.

During the year the Noah's Ark Pre-School was closed and the staff were made redundant resulting in the expenditure of all the funds in Pre-School bank account and an additional £1,300 provided by the PCC.

Despite repeated requests the PCC have not been able to provide or obtain from the former staff of the Pre-School any of the records other than a final summary of receipts and payments of the Pre-School.

The scope of my work was therefore limited and does not extend to the detail of the final accounts relating to the Noah's Ark Pre-School.

I confirm that no further matters have 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 Act; and

- to prepare accounts which accord with the accounting records and comply with the requirements of the Act and the Regulations 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.

Mr Rob Trice MAAT  
210 King George Road  
Chatham, Kent,  
ME5 0PH

Noah's Ark Preschool - Statement of Finances  
**Period 1 January 2020 to 31 December 2020**

<b>Incoming Resources</b>	<b>Outg</b>
<b>Fees</b>	<b>74159.22</b>
Fees	4080.50
Nursery Fundings	70078.72
High Needs Funding	0.00
<b>Events</b>	<b>119.90</b>
Crackerjack	0.00
Photo Commission	0.00
Xmas fayre & sweet cones	0.00
Christmas Jumper Day	0.00
Macmillan Cake Sale	0.00
BBC Children in Need	0.00
Mother's Day Afternoon Tea	32.50
School trip	0.00
Cake sale (school trip)	87.40
Ice lollies (school trip)	0.00
Father's Day lunch	0.00
Theatre trip	0.00
Reindeer food	0.00
Christmas decorations	0.00
<b>Sales</b>	<b>881.00</b>
Sale of T shirts/uniforms	0.00
Sale of goods	881.00
<b>Misc</b>	<b>28936.48</b>
Admin fees (& water bottles)	142.00
Milk Refund	84.00
Apprentice funding	0.00
Transfer from cash/savings account	11195.88
Lunch Club	1820.50
Lunch boxes	67.50
Photo money	0.00
HMRC JRS Grant (less cleaner)	14326.60
Christ Church shortfall	1300.00
<b>Interest</b>	<b>25.34</b>
<b>Total incoming resources</b>	<b>103962.54</b>
<b>Total outgoing resources</b>	<b>130383.72</b>

Net incoming /outgoing resources	-26421.18
Balances brought forward 1 January 2020	26587.98
Balances carried forward 31 December 2020	166.80

**Current Assets**

Cash on hand	0.00
Business Account	166.80
Savings Account	0.00
	<b>166.80</b>

## oing resources

### Net Running Costs

Running Costs	2305.02
Cleaner salary	1723.84
HMRC JRS Grant (Cleaner salary 80%)	(1,344.40)
Christ Church - repayment of salaries	(402.87)
	<b>2281.59</b>

### Support Costs

Morton Michel Insurance	390.29
Morton Michel Insurance refund	(159.40)
APT Maintenance Contract	0.00
	<b>230.89</b>

### Activities relating to work of Pre school

Xmas presents/Leavers gifts	62.99
Capita	13.00
Travel expenses	35.00
Milk, snacks, etc	602.09
Cleaning materials & new equipment	548.38
New resources	478.35
Training	0.00
School trip	0.00
Donation Crackerjack	21.32
Mother's Day Lunch	0.00
Father's Day Lunch	0.00
High Needs - Expenditure	0.00
Chick Hatching Kit	0.00
Clothing for resale - children	0.00
	<b>1761.13</b>

### Cost of Generating Funds

Purchase of water bottles	0.00
Outings/events	68.94
	<b>68.94</b>

### Management and Administration

Medway Early Years Ltd subscription	1296.00
Subscriptions - Citation, IRIS & Microsoft	2189.03
Ofsted Registration	0.00
ICO Registration	0.00
Staff events and gifts	0.00
Stationery, Photocopying & Postage	130.79
Phone	170.96
	<b>3786.78</b>

### Staff Costs

Wages	83825.09
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NI & Tax	4350.37
Redundancies	25944.95
SMP (net recovery)	-5190.18
Pensions	2065.17
Recruitment fees	0.00
Uniform	63.11
	<b>111058.51</b>
<b>Misc</b>	
Bank transfers	11195.88
	<b>11195.88</b>
<b>Total outgoing resources</b>	<b>130383.72</b>