

Inland Revenue Number:
St Mary's X70496
St Luke's XN 1181

Parochial Church Councils of

St. Mary

Chiddingstone

And

St. Luke

Chiddingstone Causeway

Trustees' Report And Financial Statements

For The Year Ended 31st December 2012

The Parochial Church Councils of St. Mary, Chiddingstone

And

St. Luke, Chiddingstone Causeway

Contents

Legal and Administrative Information	Page 1
Independent Examiners Report	Page 2
Report of the Parochial Church Councils	Pages 3 - 10
St Mary's Accounts:	
Balance Sheet	Page 11
Statement of Financial Activity	Page 12
Analysis of Movement of Funds	Page 13
Notes to the accounts	Pages 14-17
St Luke's Accounts:	
Balance Sheet	Page 18
Statement of Financial Activity	Page 19
Analysis of Movement of Funds	Page 20
Notes to the accounts	Pages 21-24
Budgets for 2013	Page 25

The Parochial Church Councils of St. Mary, Chiddingstone
And
St. Luke, Chiddingstone Causeway

Legal And Administrative Information

Registered Charity Number: St Mary's X 70496 (Inland Revenue)
St Luke's XN 1181 (Inland Revenue)

Chairman: Rev. Martin Beaumont (Rector)

<u>Trustees:</u>	St Mary's	St. Luke's
	Wardens	
	Hilary Lambert Lambeth	Robert Hunt
	Richard Langridge	Joanna Allwood
	Elected members	
	Jenny Chettle	Charles Aitchison
	Mary Crane	John Gordon-Reid
	Christopher Darlington	Chris Lloyd
	Bob Golds	Andy Major
	Karen Roche	Stuart Notholt
	Co-opted members	
	Nigel Lucas	Paul Allen
	Ex Officio members	
	Rev Jean Lorimer (PTO)	
	Chloe Phillips	
	Carol Benton	

Secretary: Chloe Phillips

Treasurer: Charles Aitchison

Pastoral Assistant Carol Benton

Deanery Synod
Representatives Stuart Notholt

Bankers: HSBC Edenbridge. NatWest, Tonbridge

Independent Examiner's Report
To The Parochial Church Councils of St. Mary, Chiddingstone
And
St. Luke, Chiddingstone Causeway

This report on the financial statements of the Parochial Church Councils of St. Mary, Chiddingstone and St. Luke, Chiddingstone Causeway for the year ended 31st December 2011, which are set out on pages 11 to 24, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and s.144 of the Charities Act 2011 ('the Act').

Respective responsibilities of the PCC and the examiner

As trustees and members of the PCC you are responsible for the preparation of the accounts; as trustees you consider that an audit is not required for this year under s. 3(c) of the Regulations and section 144 of the Act and that an independent examination is needed.

It is my responsibility to:

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

Basis of the independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission and to be found in the Regulations. An examination includes a review of the accounting records kept by the PCC and a comparison of the accounts presented with those records. It also includes consideration of 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 no opinion is given as to whether the accounts present a 'true and fair' and the report is limited to those matters set out in the statement below..

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 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the requirements of the 2011 Acthave 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.

W Lambert Lambeth,
Old Gilwys,
Mill Lane
Chiddingstone
TN8 7AA.

Report of The Parochial Church Councils
of St. Mary, Chiddingstone
And
St. Luke, Chiddingstone Causeway
For The Year Ended 31st December 2012

The Parochial Church Council present their report with the financial statements of the charity for the year ended 31st December 2012. The Financial Statements have been prepared in accordance with the Church accounting Regulations 2006 together with the applicable accounting standards and the Charities SORP.2005

Principal activities and objects of the charity

The Joint PCCs have responsibility for co-operating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church, Pastoral, evangelistic, social and ecumenical. In addition they have responsibility to maintain St. Luke's Church, Chiddingstone Causeway and St Mary's Church, Chiddingstone.

Structure, governance and management

Members of the PCCs are either Ex Officio or elected by the Annual Parochial Church meeting in accordance with the Church Representation Rules

PCC Members who served during the past year are listed on page 1.

The Parochial Church Council meets four or five times a year, and is responsible for the overall administration of the Charity. A small subcommittee, made up of the Wardens, Treasurer, Rector and the ex officio members of the PCC, meet periodically and deal with day to day financial matters, and 'roofs, down pipes and gutters' as they arise. The PCC have agreed that they can authorise spending as a subcommittee in their own right up to a level of £1,000 for maintenance and repairs.

Achievements and performance

There are xxx parishioners on the electoral roll of St. Luke's. There are xxx parishioners on the electoral roll of St. Mary's.

Average attendance at 8.00 am services is about 10; sometimes as low as 8, sometimes up to 18. Attendance at 10.00 am services varies. During term time, the monthly Family Service often attracts about 75 adults and 30 children and includes every age group up from tiny babies to great-grandparents. The twice-monthly Sung Eucharist services have an average attendance of around 60 adults and 8 children. Matins which was held once a month, when about 45 adults and 6 children attended was experimentally replaced during term time with a more modern Morning Prayer.

This interim morning service has now been replaced by a Family Eucharist. This enables on the third Sunday of each month, Sunday School children to commence the service with their parents before retiring to the Parish Room for their Sunday School. After approximately forty five minutes, the children return to the church for the continuation of the Eucharist at the Peace."

The children are either in Sunday School or the choir, while some children prefer to remain in the congregation with their parents. Those attending Sunday School are normally involved in part of the service. Matins will continue to be held on the 5th Sunday when there are five Sundays in the month.

Report of The Parochial Church Councils
of St. Mary, Chiddingstone
And
St. Luke, Chiddingstone Causeway

For The Year Ended 31st December 2012

During the year there were a number of weddings and services of blessing, 9 at St Mary's, and 2 at St Luke's. 12 baptisms were held at St Mary's and 4 at St Luke's. There were 4 funeral services at St Mary's, 2 at St Luke's and 5 crematoria .

Relationships with other groups, charities and individuals

St Luke's and St Mary's work closely together and the joint congregation share the two church buildings and clergy. Chiddingstone primary school is a voluntary controlled Church of England School. The Church has representation on the Board of Governors. The School is a regular user of the church and the clergy take an active part in the education of the children.

Review of the year

St Mary's Development

Fund-raising

The last grants and promises of grants have now been received or are in place. As promised at the start of the campaign, some eighteen months ago, the majority of the funds have come from outside the parish leaving parishioners free from the worries of fundraising. This is, at once, a two edged sword as:
a) It can lead to the assumption that someone else will pay for essential repairs and
b) It comes as a shock when there is no one else is available for this, having not put our hands in our pockets for some while.

As you are aware, the diocese recommends an amount be set aside by the parish to the Church Repair Fund – CRF - on a regular basis to cover certain expenses, some of which are those highlighted during a Quinquennial inspection. The diocese was of the opinion that our next Quinquennial was due in 2013 but I believe it to be August 2014 and they have amended their records accordingly.

There was £30,000+ in the CRF at the start of the campaign meaning we only needed to raise £60,000+ to reach our goal but that will lead to our reserves being utterly depleted.

It is hoped the Quinquennial work should be completed before Easter, the last weekend in March beginning of April (This is not now the case). A full copy of the Specification is available from Nigel by email.

Clock

Gillet & Johnston who originally supplied the clock and clock face for £120 in 1896, delivered to Penshurst Station, have begun to strip and clean the clock, following that they will fit new electric winding motors. When asked whether this work would be guaranteed for 100 years as previously they replied “Warranty of only 100 years doesn't sound like Gillett's....

Report of The Parochial Church Councils
of St. Mary, Chiddingstone
And
St. Luke, Chiddingstone Causeway
For The Year Ended 31st December 2012

Review of the year (contd)

Reredos

The reredos designed by the Architect G. E. Street and dated 1866 includes an alabaster crucifixion relief carved by Thomas Earp (who was also the sculptor of the Eleanor Cross at Charing Cross in London).

It was noticed during one of our regular inspections of the fabric that the halo of one of the figures on the Chancel east wall reredos behind the altar has become detached. The detached halo seems to have happened previously, at which time an ineffective and clumsy repair was attempted to adhere it to the rear panel of the reredos by a cementitious compound.

The reredos central panel portrays Jesus on the cross with the two Marys on his right (left as viewed) and two male figures on his left, possibly John and Peter. Another halo on the female on the extreme left (north) is half missing. With the consent of the Diocese we would propose to remake the missing part. Other missing hands, noses, fingers and toes would be left as they are.

A Faculty has been granted and funding applications have / are being made.

Corby Bell

A small bell gifted to the Corby family should be installed in, or on, the tower at St Mary's. It was suggested this be done whilst the Quinquennial works are in progress. This looks unlikely as no funding has been forthcoming.

School Broadband

Kent County Council has agreed to intercept the broadband link to the school, in the tower, and run a cable to the ceiling of the chapel to make St Mary's a Wi-Fi hotspot – if that's the correct term. This will enable the school to access everything they already do at the school and cyber café. Work is being done at no cost to the PCC as KCC have agreed to undertake responsibility. St Mary's will have full broadband access.

Visitors Guide to St Mary's

Resulting from a chance remark following a PCC meeting Bob Golds, who is already doing a massive amount of research on Chiddingstone, has undertaken to update and refresh the Visitors Guide to St Mary's. Although the contents of the current guide are good, the cover price of eighty pence seems excessive for a black and white photocopied booklet, and it is hoped to produce a more comprehensive publication with colour sections.

Nigel Lucas

Report of The Parochial Church Councils
of St. Mary, Chiddingstone
And
St. Luke, Chiddingstone Causeway
For The Year Ended 31st December 2012

Review of the year (contd)

St Luke's Development

This has been a busy year with the completion of the Parish Room and its official opening by The Venerable Clive Mansell after the service of visitation. Martin has also introduced a daily said service of Evening Prayer every weekday evening in the Lady Chapel.

The Parish Room has proved to be a great asset for the Sunday School, with ample space for activities and even for the cooking of cakes for presentation on Mothering Sunday. One of the main reasons for the building of the Parish Room was for the provision of a better location for the Sunday School, which had been using the ringing chamber in the tower. We also now provide refreshments after our main services and the room has been an ideal venue for this year's Lent talks. In addition, the room has proved to be very popular for various activities throughout the week, notably for the Pilates classes where the light airy ambiance and under floor heating create an ideal environment. Of particular note is the air-source heat pump which has kept the room warm whilst being very 'green', efficient and minimizing the heating costs.

There is still some work to be done to the paths, a path from the St Luke's north door to the Parish Room and completion of the path to the Parish Room's rear entrance. The car park has been partially resurfaced and about half of the area remains to be done. These works will be undertaken as funds permit.

The fabric of St Luke's has not needed any major repairs this year. The repairs/maintenance which have been undertaken are the servicing of the boiler, the cleaning and repainting of the oil tank (thanks to Andy Major) and the replacement of a section of stonework which became detached from the chancel window adjacent to the altar on the north side. There is some more extensive repair work which will need to be considered in the near future, mainly the repair to the apex of several windows of the knave, the redecoration of the interior of the church and the replacement of some of the electrical wiring. These activities will be undertaken as funds permit.

We received a generous donation which has enabled the entrance carpet to be replaced and the Lady Chapel to be carpeted which has created a tranquil atmosphere for the Evening Prayer said service during the week.

Unfortunately, we have had the theft of the coir mats from the main entrance and a forced entry to the collection box at the rear of the church.

Finally we would like to express our thanks to the legion of volunteers who have organised and been on the rotas for cleaning/flowers/brasses/churchyard maintenance, to the Bell family for the kind donation of our Christmas tree and to Charles and Margaret Aitchison for running the bookings for the Parish Room. Thanks also to the fund raisers, the fete organisers and stall holders, to Mary Crane for dreaming up the bike sale, the Christmas coffee morning and the donors who have preferred to remain anonymous. Through all of their hard work St Luke's is a warm and welcoming church which is greatly appreciated by parishioners and visitors alike.

Wardens : Jo Allwood
Robert Hunt

Report of The Parochial Church Councils
of St. Mary, Chiddingstone
And
St. Luke, Chiddingstone Causeway
For The Year Ended 31st December 2012

Review of the year (contd)

Toddler Service

Toddler Service is a small friendly fun service for all pre school children with parents and carers. Songs, stories craft activities and fun being the priority for the children, tea and coffee for the adults. This continues to flourish and is held twice a month, on the 1st Thursday 9.15 – 10.15 in St Luke's Parish room and the 3rd Friday 2pm – 3pm in the Chapel at St Mary's church. Lots of children come to baptism through toddlers and they then go on to join the Sunday school. Anybody is welcome to come along and see what goes on, you will be very welcome.

Carol Benton

The Church Choir

The Chiddingstone Church Choir continues to perform most Sundays (except in August). We are a happy band in desperate need of younger blood. So if anyone has ideas, suggestions please do get in touch. For Christmas last year we sang the gorgeous anthem, "Remember O Thou Man and the The Shepherd's Farewell". The Choirmaster apologies for his protracted absences so if anyone can think of a suitable replacement please also do Warden's get in touch by calling Chris Lloyd on 01732 742912 or email chris@whatonearthbooks.com

Chiddingstone Churches Youth Club

The YC has had a good year in terms of activities run for the youngsters and the provision of a safe and stimulating environment in which the youngsters are able to meet and socialise. Regular attendance at the bi-weekly club nights is between 25 and 30 and has sometimes peaked at almost 40. The leaders give generously of their time to ensure this valuable service is provided and give further time for planning activities and arranging outings. Volunteers are always in short supply and further involvement from the community would be well received to help ensure that the future teenagers have the opportunity to socialise in Chiddingstone. Sincere thanks to all those that have helped and given. The YC greatly appreciate the assistance and support given by the Church, most notably in the form of supervision, without which it would not be possible for the YC to function

The Church Sunday School

Our Sunday School runs term-time only, on the 3rd Sunday of each month, in conjunction with The Family Eucharist Services as listed in the Parish Magazine.

We have 5 very keen leaders, who actively encourage the children to have fun whilst learning about stories from The Bible, through games, songs and acting, each session lasting about 45 minutes. Each term we have a different theme, and of course at the end of the year (snow permitting) we put on a Nativity presentation

We generally put together a small presentation for the Family Service on the 1st Sunday of each month.

Report of The Parochial Church Councils of St. Mary, Chiddingstone

And

St. Luke, Chiddingstone Causeway

For The Year Ended 31st December 2012

Review of the year (cont'd)

Sunday School cont'd

We are now extremely fortunate to be able to hold our Winter Sunday Schools in the newly built (and warm) Parish Room adjacent to St Luke's where the portacabin used to be, and during the Spring/Summer we are in Chiddingstone School or up on the playing fields.

Each Summer we hold a Sunday School picnic in the Redleaf Woods. It's great fun, not too 'schooly', so please if your children have not yet been along to visit, give us a try, we don't bite!

The Financial Accounts

St Mary's

Fundraising towards the cost of quinquennial repairs has raised £13,750 and this together with the annual contribution of £4,000 from church funds has been transferred to our Church Repair Fund. This now stands at £47,816. Repairs to the tower roof and stonework are likely to cost around £90,000 and we have promised grants from outside charities, which with existing funding, is sufficient to cover the cost. General funds have risen by £4,151, giving a balance of £9,110, just short of our target of £10,000.

The value of investments have risen giving unrealised gains of £195 on General Account and £2,255 on the Endowment Fund. The Endowment Fund now stands at £24,958.

St Luke's

General funds have risen by £4,877 but still fall short of our target of £15,000 at £10,161. The target is set to take account of fixed investments, £6,709 plus other liquid assets such as the stock of heating oil, debts due to the Church and cash and bank balances less liabilities. At the target level of retained funds there should always be sufficient in our bank to meet even unexpected liabilities.

We have transferred £2,500 into our Church Repair Fund and have withdrawn £1,512 to meet the cost of pruning the five poplar trees behind the Parish Room. The remaining balance of £10,867 is held on deposit with the Diocese of Rochester to cover future quinquennial repairs to the church.

Parish Room

The Parish Room was finally signed off in February after we had completed all the requirements demanded by health and safety. We now have a very active Pilates class and with other bookings there is a good income producing £2,195 in the period to December. Insurance cost £653, increasing to £660 for the current year and we have allocated £664 being 2/3rds of the church electricity bill to cover the cost of heating. We are grateful to Andy Major for fixing coat hooks, baby changing table and mirrors. Due to a generous donation the hall is now equipped with 24 matching bowls and plates. The current wish list is to add some more chairs to the 24 already purchased.

Report of The Parochial Church Councils
of St. Mary, Chiddingstone
And
St. Luke, Chiddingstone Causeway
For The Year Ended 31st December 2012

Review of the year (contd)

Reserves policy

It is the policy of the church to maintain unrestricted funds, which are the free reserves of the charity, at a level, which equates to approximately three months unrestricted expenditure. This provides sufficient funds to cover management and administration and support costs and to respond to emergency situations, which arise from time to time. Unrestricted reserves in St Mary's have increased to £56,926 But £47,816 of this is held on the Church Repair Account and leaving General Reserves short of the required level of £10,000. St Luke's needs a higher level of reserve to cover the value of investments held on General account of £6,709. (shares cannot be easily accessed to cover temporary cash shortages!). General Reserves stand at £10,161, well short of the target of £15,000. The balance available to cover the cost of repairs to the building, held on a separate account at Rochester, stands at £10,867, giving unrestricted reserve totalling £21,028.

Investment policy

The small parcel of shares in the Central Board of Finance (CBF) Church of England Income Shares has remained unaltered for many years and provides dividend income as part of the parishes' resources. Other funds are held on deposit where possible and invested with the Diocese or the Central Board of Finance. More recently a bequest was received for the upkeep of certain graves and the surrounding churchyard and this endowment has also been invested in the same fund.

Risk review

The trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

Report of The Parochial Church Councils
of St. Mary, Chiddingstone
And
St. Luke, Chiddingstone Causeway
For The Year Ended 31st December 2012

Review of the year (contd)

Statement of Parochial Church Council responsibilities

Charity law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of its financial position at the end of that year. In preparing those financial statements the trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in existence.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditors

Advantage has been taken of the provisions of the Charity Act relating to small charities to undergo an independent examination of the annual accounts and not an audit. William Lambert Lambeth has been appointed to examine and report on our records for this year as required by legislation.

Approved by the trustees on Wednesday 29th February 2012.

Revd. S M Beaumont (Chairman)

Parochial Church Council Of St. Mary Chiddingstone

Balance Sheet

At 31st December 2012

	<u>Note</u>	<u>2012</u>		<u>2011</u>	
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<u>Tangible fixed assets</u>					
Investments	2		27,115		24,665
<u>Current assets</u>					
Debtors	4	4,708		942	
Bank Accounts		58,282		36,623	
		<u>62,990</u>		<u>37,565</u>	
<u>Creditors</u>					
Amounts falling due within one year	5	8,221		4,660	
				<u>4,660</u>	
<u>Net current assets</u>			54,769		32,905
			<u>54,769</u>		<u>32,905</u>
<u>Total assets less current liabilities</u>			£81,884		£57,570
			<u>£81,884</u>		<u>£57,570</u>
<u>Capital funds</u>					
Endowment funds			24,958		22,703
Unrestricted funds			56,926		34,867
			<u>24,958</u>		<u>22,703</u>
			<u>56,926</u>		<u>34,867</u>
<u>Total funds</u>			£81,884		£57,570
			<u>£81,884</u>		<u>£57,570</u>

Approved by the trustees on Wednesday 29th February 2012 and signed on their behalf by:

Rev. S.M.Beaumont.(Chairman

The annexed notes form part of these financial statements.

Parochial Church Council Of St. Mary Chiddingstone

Statement Of Financial Activities

For The Year Ended 31st December 2012

		<u>Unrest'd</u> <u>Funds</u> <u>£</u>	<u>Endowment</u> <u>Funds</u> <u>£</u>	<u>Total</u> <u>Funds</u> <u>2012</u> <u>£</u>	<u>Total</u> <u>Funds</u> <u>2011</u> <u>£</u>
<u>Incoming resources</u>					
Incoming Resources from generated funds:					
Voluntary income	6	36,119	-	36,119	29,863
Activities to generate funds	6	4,438	-	4,438	1,668
Investment income	6	1,320	1,067	2387	1,266
Incoming resources from charitable activities	6	25,617	-	25,617	17,553
<u>Total incoming resources</u>		<u>67,494</u>	<u>1,067</u>	<u>68,561</u>	<u>50,350</u>
<u>Resources expended</u>					
Costs of generating funds	7	1,600	-	1,600	1,027
Grants payable in the furtherance of The Charities Objects	8	2,661	-	2,661	3,111
Charitable activities	9	41,369	1,067	42,436	34,904
<u>Total resources expended</u>		<u>45,630</u>	<u>1,067</u>	<u>46,697</u>	<u>39,042</u>
Net incoming resources before revaluations and investment asset disposals		21,864	-	21,706	11,308
Gains and Losses on revaluations of fixed assets for the charity's own use	5	195	2255	2,450	(1,512)
<u>Net movement in funds</u>		<u>22,059</u>	<u>2,255</u>	<u>24,156</u>	<u>9,796</u>
<u>Total funds brought forward</u>		<u>34,867</u>	<u>22,703</u>	<u>57570</u>	<u>47,774</u>
<u>Total funds carried forward</u>		<u>56,926</u>	<u>24,958</u>	<u>81,884</u>	<u>£57,570</u>

Details of Incoming resources and resources used are given in the notes to the financial statements.

Details of other gains and losses are given in the notes to the financial statements

Parochial Church Council Of St. Mary Chiddingstone

Statement Of Financial Activities

Detailed Analysis Of Movements In Funds

For The Year Ended 31st December 2012

	<u>2012</u>		<u>2011</u>	
	£	£	£	£
<u>General Fund</u>				
Balance B/fwd	4,959		(112)	
Surplus/ (Deficit) for the year	21,706		11,191	
Gains & losses on revaluation	195		(120)	
Transfer to Church Repair Fund	(17,750)		(6,000)	
	<hr/>		<hr/>	
		9,110		4,959
<u>Church Repair Fund</u>				
Opening balance	29,908		23,791	
Interest Received	158		117	
Transfer from General Fund	17,750		6,000	
	<hr/>		<hr/>	
		47,816		29,908
<u>Endowment Fund</u>				
Opening Balance	22,703		24,095	
Investment Income	1,067		1,056	
Gains/Losses revaluation (owned assets)	2,255		(1,392)	
Upkeep of Graveyard	1,067		(1,056)	
	<hr/>		<hr/>	
		24,958		22,703
<u>Total funds at 31st December 2012</u>		<hr/> <hr/>		<hr/> <hr/>
		81,884		£57,750

Parochial Church Council Of St. Mary Chiddingstone

Notes to The Financial Statements

For The Year Ended 31st December 2012

1. **Accounting policies**

The Financial Statements have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with the Church accounting Regulations 1997 together with the applicable accounting standards and the Charities Statement of Recommended Practice (SORP 2005) and with Financial Reporting Standards for Smaller Enterprises (FRSSE) and with the Charities Act. There has been no change to the accounting policies (valuation rules and methods of accounting) since last year. No changes have been made to accounts for previous years. Unrestricted Funds represent the funds of the PCC that are not subject to any restriction regarding their use and are available for application of the general purposes of the PCC. Unrestricted Funds include money transferred to the Church Repair Scheme.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity is legally entitled to the income and the Trustees are virtually certain they will receive the resources and the amount can be quantified with reasonable accuracy. Investment gains and losses include those made on the sale of investments and any gain or loss resulting from revaluing them to market value at the end of the year.

Expenditure and Liabilities

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources. Liabilities are recognized as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Consecrated property and moveable items

Consecrated and beneficed property of any kind is excluded from the account by section 10 2 (a) of the Charities Act 2011. Moveable church furnishings held by the Vicar and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory, which can be inspected. As a policy all major expenditure on equipment and temporary buildings has been written off in the year in which the expenditure was incurred.

Current Assets

Short-term deposits include cash held on deposit either with the CBF Church of England Funds or by the Diocese and at bank.

2. **Fixed asset investments**

	Cost	<u>2012</u> £	<u>2011</u> £
CBF Investment Funds Income Shares			
Unrestricted Funds			
160.00 shares Graves	110	1,816	1,652
30.00 shares Pepys Cockerel	20	341	310
Endowment			
2198.60 shares Freeman graves	20,000	24,958	22,703
Valued by the Fund managers	<u>£20,130</u>	<u>27,115</u>	<u>£24,665</u>

Parochial Church Council Of St. Mary Chiddingstone

Notes to The Financial Statements (Continued)

For The Year Ended 31st December 2012

3. **Debtors and prepayments**

Amounts falling due within one year:

	<u>2012</u>	<u>2011</u>
	£	£
Prepayments and Accrued Income	3,716	153
Taxation Recoverable	992	789
	<u>£4,708</u>	<u>£942</u>
	<u>£4,708</u>	<u>£942</u>

4. **Creditors**

Amounts falling due within one year:-

	<u>2012</u>	<u>2011</u>
	£	£
Accrued Expenses	2,248	95
Charitable giving	2,227	2,463
Magazine income in Advance	2,955	1,954
Choir Fund	191	106
Amounts owing to St. Luke's PCC	600	42
	<u>8,221</u>	<u>£4,660</u>
	<u>8,221</u>	<u>£4,660</u>

5. **Other Recognised Gains and Losses**

	<u>2012</u>	<u>2011</u>
	£	£
<u>Revaluation of Investments</u>		
<u>Unrestricted Funds</u>	£195	£ (120)
	<u>£195</u>	<u>£ (120)</u>
<u>Endowment Fund</u>	£2,255	£ (1,392)
	<u>£2,255</u>	<u>£ (1,392)</u>

Parochial Church Council Of St. Mary Chiddingstone

Notes To The Financial Statements (Continued)

For The Year Ended 31st December 2012

6. **Incoming resources**

	<u>Unrest'd Funds</u>	<u>Rest'd Income Funds</u>	<u>Total Funds 2012</u>	<u>Total Funds 2011</u>
	£	£	£	£
<u>Voluntary Income</u>				
Net covenants	12,474	-	12,474	13,097
Income tax Recoverable	4,498	-	4,498	4,157
Other planned giving	506	-	506	1,076
Collections in Church	6,701	-	6,701	5,106
Other Collections	10,181	-	10,181	5,323
Chapel Boxes	1,749	-	1,749	1,102
Book of Remembrance	10	-	10	2
	<hr/>	<hr/>	<hr/>	<hr/>
	36,119	-	13,119	£29,863
	<hr/>	<hr/>	<hr/>	<hr/>
<u>Activities for generating funds</u>				
Fees paid to the PCC	4,438	-	4,438	1,668
	<hr/>	<hr/>	<hr/>	<hr/>
	4,438	-	4,438	£1,668
	<hr/>	<hr/>	<hr/>	<hr/>
<u>Incoming resources from charitable activities</u>				
Special Project Income	15,900	-	15,900	6,404
Fund Raising Events	5,116	-	5,116	4,218
Parish Magazine Sales	4,221	-	4,221	4,382
Other Income	380	-	380	2,549
	<hr/>	<hr/>	<hr/>	<hr/>
	25,617	-	25,617	£17,553
	<hr/>	<hr/>	<hr/>	<hr/>
<u>Investment income</u>				
Dividends and Interest	1,320	1,067	2387	1,266
	<hr/>	<hr/>	<hr/>	<hr/>
	1,320	1,067	2,387	£1,266
	<hr/>	<hr/>	<hr/>	<hr/>

Parochial Church Council Of St. Mary Chiddingstone

Notes To The Financial Statements (Continued)

For The Year Ended 31st December 2012

7. **Costs of generating funds**

	<u>2012</u>	<u>2011</u>
	£	£
Parish Magazine Costs	988	717
Fund Raising Costs	612	310
	<hr/>	<hr/>
	1,600	£1,027
	<hr/> <hr/>	<hr/> <hr/>

8. **Grants payable in furtherance of the charity's objects**

	<u>2012</u>	<u>2011</u>
	£	£
Church Overseas	1,028	1,209
Home Missions	1,613	1,624
Other Charities	20	278
	<hr/>	<hr/>
	£2,661	£3,111
	<hr/> <hr/>	<hr/> <hr/>

9. **Charitable activities**

	<u>2012</u>	<u>2012</u>	<u>2012</u>	<u>2011</u>
	Endowment Fund	General Fund	Total Funds	Total Funds
	£	£	£	£
Stipend		17,209	17,209	5,358
Secretarial Assistance		509	509	294
Pastoral Expenses		34	34	29
Costs of the Rectory		1,140	1,140	1,912
Church Running Costs	1,067	800	1,867	687
Upkeep of Services		1,274	1,274	2,349
Sunday School		0	0	130
Parish Share		8,600	8,600	7,600
Insurance		3,787	3,787	4,279
Upkeep of Churchyard		2,730	2,370	2,467
Repairs and renewals		1,643	1,643	670
No 2 The Village		3,307	3,307	4,127
Special Project Costs		336	336	5,002
	<hr/>	<hr/>	<hr/>	<hr/>
	1,067	41,369	42,436	34,904
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Parochial Church Council Of St. Luke, Chiddingstone Causeway

Balance Sheet

At 31st December 2012

	<u>Note</u>	<u>2012</u>		<u>2011</u>	
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<u>Tangible fixed assets</u>					
Investments	2		6,709		6,103
<u>Current assets</u>					
Stocks	3	1,300		1,185	
Debtors	4	1,739		1,577	
Bank Accounts		17,181		18,039	
		<u>20,220</u>		<u>20,801</u>	
<u>Creditors</u>					
Amounts falling due within one year	5	<u>5,401</u>		<u>11,286</u>	
<u>Net current assets</u>			<u>14,819</u>		<u>9,515</u>
<u>Total assets less current liabilities</u>			<u>21,528</u>		<u>£15,618</u>
			<u><u> </u></u>		<u><u> </u></u>
<u>Capital funds</u>					
Endowment funds			500		500
Unrestricted funds			21,028		15,118
<u>Total funds</u>			<u>21,528</u>		<u>£15,618</u>
			<u><u> </u></u>		<u><u> </u></u>

Approved by the trustees on Wednesday 29th February 2012 and signed on their behalf

by: Revd S.M.Beaumont (Chairman)

The annexed notes form part of these financial statements.

Parochial Church Council Of St. Luke, Chiddingstone Causeway

Statement Of Financial Activities

For The Year Ended 31st December 2012

		<u>Unrest'd Funds</u>	<u>Rest'd Funds</u>	<u>Total Funds 2012</u>	<u>Total Funds 2011</u>
		£	£	£	£
<u>Incoming resources</u>					
Incoming Resources from generated funds:					
Voluntary income	7	28,592	-	28,592	22,159
Activities to generate funds	7	1,412	-	1,412	769
Investment income	7	332	3	335	346
Incoming resources from charitable activities	7	13,292	-	13,292	74,976
		<u>43,628</u>	<u>3</u>	<u>43,631</u>	<u>98,250</u>
<u>Resources expended</u>					
Costs of generating funds	8	1,434	-	1,434	986
Grants paid in the furtherance of The Charity's Objects	9	1,790	-	1,790	1,629
Charitable activities	10	35,100	3	35,103	166,551
		<u>38,324</u>	<u>3</u>	<u>38327</u>	<u>169,166</u>
Net incoming resources before revaluations and investment asset disposals					
		5,304	-	5,304	(70,916)
Gains and Losses on revaluations of fixed assets for the charity's own use					
	6	606	-	606	(374)
		<u>5,910</u>	<u>-</u>	<u>5,910</u>	<u>(71,290)</u>
<u>Net movement in funds</u>					
		<u>15,118</u>	<u>500</u>	<u>15,618</u>	<u>86,908</u>
<u>Total funds brought forward</u>					
		<u>21,028</u>	<u>500</u>	<u>21,528</u>	<u>£ 15,618</u>
<u>Total funds carried forward</u>					

Details of Incoming resources and resources used are given in the notes to the financial statements.

Details of other gains and losses are given in the notes to the financial statements

Parochial Church Council Of St. Luke, Chiddingstone Causeway

Statement Of Financial Activities

Detailed Analysis Of Movements In Funds

For The Year Ended 31st December 2012

	<u>2012</u>		<u>2011</u>	
	£	£	£	£
<u>General Fund</u>				
Opening Balance	5,284		78,261	
Surplus for the year	5,259		(70,953)	
Gains revaluation (owned assets)	606		(374)	
Transfer to Church Repair Fund	(2,500)		(2,500)	
Transfers from the Church Repair Fund	1,512		850	
		10,161		5,284
<u>Church Repair Fund</u>				
Opening Balance	9,834		8,148	
Interest received	45		36	
Transfer from General Account	988		1,650	
		10,867		9,834
<u>Organ Endowment</u>				
Opening Balance	500		500	
Interest received	3		2	
Organ Maintenance	3		(2)	
		500		500
<u>Total funds at 31st December 2012</u>		<u>£21,258</u>		<u>£15,618</u>

Parochial Church Council Of St. Luke, Chiddingstone Causeway

Notes To The Financial Statements

For The Year Ended 31st December 2012

1. **Accounting policies**

The Financial Statements have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with the Church accounting Regulations 1997 together with the applicable accounting standards and the Charities Statement of Recommended Practice (SORP 2005) and with Financial Reporting Standards for Smaller Enterprises (FRSSE) and with the Charities Act. There has been no change to the accounting policies (valuation rules and methods of accounting) since last year. No changes have been made to accounts for previous years. Unrestricted Funds represent the funds of the PCC that are not subject to any restriction regarding their use and are available for application of the general purposes of the PCC. Unrestricted Funds include money transferred to the Church Repair Scheme.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity is legally entitled to the income and the Trustees are virtually certain they will receive the resources and the amount can be quantified with reasonable accuracy. Investment gains and losses include those made on the sale of investments and any gain or loss resulting from revaluing them to market value at the end of the year.

Expenditure and Liabilities

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources. Liabilities are recognized as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Stocks

The stock of central heating oil at St. Luke's is valued at the most recent purchase.

Consecrated property and moveable items

Consecrated and beneficed property of any kind is excluded from the account by section 10 2 (a) of the Charities Act 2011. Moveable church furnishings held by the Vicar and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory, which can be inspected. As a policy all major expenditure on equipment and temporary buildings has been written off in the year in which the expenditure was incurred.

Current Assets

Short-term deposits include cash held on deposit either with the CBF Church of England Funds or by the Diocese and at Bank.

2. **Fixed asset investments**

	<u>Cost</u>	<u>2012</u> £	<u>2011</u> £
CBF Investment Funds Income Shares			
591.00 Shares	£500	6,709	£6,103
	<u> </u>	<u> </u>	<u> </u>

Parochial Church Council Of St. Luke, Chiddingstone Causeway

Notes To The Financial Statements (Continued)

For The Year Ended 31st December 2012

3. **Stocks**

	<u>2012</u>	<u>2011</u>
	£	£
Stock of Heating Oil	£1,300	£ 1,185
	<u> </u>	<u> </u>

4. **Debtors and prepayments**

Amounts falling due within one year:

	<u>2012</u>	<u>2011</u>
	£	£
Prepayments	1,426	884
Taxation Recoverable	313	652
St Mary's PCC	600	42
	<u> </u>	<u> </u>
	2,339	£1,578
	<u> </u>	<u> </u>

5. **Creditors**

Amounts falling due within one year:-

	<u>2012</u>	<u>2011</u>
	£	£
Charitable Grants Provision	1,583	1,217
Magazine income in advance	2,955	1,954
Accrued Expenses	863	8,115
	<u> </u>	<u> </u>
	5,401	£11,286
	<u> </u>	<u> </u>

6. **Other Recognised Gains and Losses**

	<u>2012</u>	<u>2011</u>
	£	£
Loss / Gains on revaluation of Investments	<u> </u>	£ (374)
	<u> </u>	<u> </u>

Parochial Church Council Of St. Luke, Chiddingstone Causeway

Notes To The Financial Statements (Continued)

For The Year Ended 31st December 2012

7. **Incoming resources**

	<u>Unrest'd Funds 2012</u>	<u>Rest'd Income Funds 2012</u>	<u>Total Funds 2012</u>	<u>Total Funds 2011</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<u>Voluntary Income</u>				
Net covenants	13,576	-	13,576	10,013
Taxation recoverable	4,205	-	4,205	3,216
Other Planned Giving	428	-	428	471
Collections in Church	4,367	-	4,367	3,430
Donations	6,016	-	6,016	5,029
	<u>28,592</u>	<u>-</u>	<u>28,592</u>	<u>22,159</u>
<u>Activities for generating funds</u>				
Fees paid to the PCC	1,412	-	1,412	769
	<u>1,412</u>	<u>-</u>	<u>1,412</u>	<u>769</u>
<u>Incoming resources from charitable activities</u>				
Special Project Income	683	-	683	65,698
Fund Raising Events	5,988	-	5,988	4,771
Parish Magazine Sales	4,226	-	4,226	4,267
Other Income	200	-	200	240
Parish Room Income	2,195	-	2,195	-
	<u>13,292</u>	<u>-</u>	<u>13,292</u>	<u>74,976</u>
<u>Investment income</u>				
Dividends and Interest	332	3	335	346
	<u>332</u>	<u>3</u>	<u>335</u>	<u>346</u>

Parochial Church Council Of St. Luke, Chiddingstone Causeway

Notes To The Financial Statements (Continued)

For The Year Ended 31st December 2012

8. **Costs of generating funds**

	<u>2012</u>	<u>2011</u>
	£	£
Parish Magazine Costs	1,144	717
Fund Raising Costs	290	269
	<hr/>	<hr/>
	1,434	£986
	<hr/> <hr/>	<hr/> <hr/>

9. **Grants payable in furtherance of the charity's objects**

	<u>2012</u>	<u>2011</u>
	£	£
Church Overseas	941	736
Home Missions	849	893
	<hr/>	<hr/>
	1,790	£1,629
	<hr/> <hr/>	<hr/> <hr/>

10. **Charitable activities**

	Unrest'd Funds	Rest'd Income Funds	Total Funds	
	<u>2012</u>	<u>2012</u>	<u>2012</u>	<u>2011</u>
		£	£	£
Stipend	17,209		17,209	5,358
Secretarial assistant	474		474	294
Pastoral Expenses	69		69	29
Costs of the Rectory	1,140		1,140	1,912
Church Running Costs	2,586		2,586	2,618
Upkeep of Services	824		824	1,622
Sunday School	13		13	157
Parish Share	6,400		6,400	5,600
Insurance	1,854		1,854	1,848
Upkeep of Churchyard	263	3	265	2,958
Major Repairs	2,220		2,220	5,264
Special Project Costs	731		731	139,918
Parish Room Overheads	1,317		1,317	-
	<hr/>	<hr/>	<hr/>	<hr/>
	35,100	3	35,103	£ 166,551
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

The Parochial Church Councils of St Mary's, Chiddingstone

And

St Luke's, Chiddingstone Causeway

Budgets for the year to 31st December 2013

	St Mary's	St Luke's
Ordinary Income		
Covenants	13,000	14,000
Tax recoverable	3,250	3,500
Other planned giving	500	500
Collections in Church	7,000	4,500
Chapel boxes and other donations	8,800	6,300
Fund raising – normal	5,000	6,000
Magazine income	4,300	4,300
Fees paid to the PCC	5,000	1,000
Dividends and interest	1,300	300
Other income – Drake Oil Syndicate	400	200
Parish Room Income	-	2,500
	_____	_____
	48,550	43,100
	_____	_____
Ordinary Costs		
Charitable giving	1,400	1,200
Stipend and related costs	19,020	19,020
Secretarial assistance	350	350
Pastoral expenses	100	100
Rectory	1,200	1,200
Church running costs	1,000	2,500
Upkeep of services	1,275	900
Sunday school	100	100
Parish share 2009	8,800	6,800
Insurance	4,000	1,900
Magazine costs	1,000	1,000
Upkeep of the Churchyard	3,000	500
Share of rent No2 The Village	4,500	-
Fund raising costs	600	300
Parish room overheads	-	1,400
Church Repair Fund transfers	4,000	2,500
	_____	_____
	50,345	39,770
	_____	_____
Deficit	-1,795	
Surplus		3,330
	_____	_____