

CHRIST CHURCH

MILTON-NEXT-GRAVESEND

ANNUAL REPORT
and
FINANCIAL STATEMENTS
of the
PAROCHIAL CHURCH COUNCIL
for the year ended
31st DECEMBER 2018



Registered Charity no. 1130741

Christ Church, The Vicarage, 48 Old Road East, Gravesend, Kent DA12 1NR
Tel: 01474 352643

ANNUAL REPORT 2018

Christ Church, Milton-next-Gravesend, is situated in Old Road East, Gravesend. It is part of the Diocese of Rochester within the Church of England. The correspondence address is: The Vicarage, 48 Old Road East, Gravesend, Kent DA12 1NR.

Christ Church Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the Church and Hall.

Membership

The PCC is a charity registered with the Charity Commissioners. All PCC members are Charity Trustees. Members of the PCC are either ex-officio or elected by the Annual Parochial Church Meeting in accordance with the Church Representation Rules.

During the year the following served as members of the PCC:

Incumbent:	Vacancy
Rev Jacqueline Littlewood	Associate Priest
Rev Karen Seggie	Curate

<i>Representatives on Deanery Synod</i>	<i>until</i>
Deborah Carter	2020
Rosemary Austin	2020
Peter White	2020

Martin Sewell
(member of General Synod and ex-officio member of Deanery Synod and Diocesan Synod)

Church Wardens
Lucy Hornby
Janice Osborne

<i>Elected Members</i>	<i>until</i>
Sheila Brown	Licenced to the Diocese 2021
Sigismond Bultman	2021
Tola Denloye	(resigned January 2019)
Julie Hill	2019
John Hougham	Deputy Chair (LTD) 2020
Stephen Humphries	Treasurer 2021
Angela Kirby	2020
Andrew Nailor	2021
Colin Parsonson	2021
Veronica Read	2021
Christine Sewell	2021
Jennifer Shoesmith	2020

Co-Opted	
Peter Read	PCC Secretary
Joan Bennett	
David Williams	(resigned June 2018)

Mr John Hougham was elected Vice Chair. Mr Stephen Humphries was re-elected Treasurer.

Mr Peter Read was elected Secretary on a co-opted basis.

The full PCC met seven times during the year, including one Special Meeting to discuss the Vacancy, with an average level of attendance of 72%. Committees met between PCC meetings and minutes of their deliberations were received by the full PCC and discussed where necessary.

Some of the subjects under discussion have been the Vacancy, Parish Share offer and Finances in general.

PCC Committees

Standing Committee

This is the only committee required by law. It has power to transact the business of the PCC between meetings, subject to any direction given by the council.

Buildings and Finance

This committee deals with finance including budgets, church and hall maintenance and gardening. Action teams include the hall committee, garden group, flower arrangers, away giving and the 200 club.

Children and Youth

This includes all work with children and youth, including child protection.

Community and Social Events

This includes outreach, publicity and social events including bazaars and fetes. Action teams include the publicity group and those organising bazaars.

Pastoral and Social Concern

This includes care for the flock, the elderly, marriage preparation and bereavement care, care of those with disabilities and learning disabilities. Action teams include bereavement group, baptism visitors and planning events to include the over 80's.

Worship and Discipleship

This includes the worshipping life of the church, training for ministry, confirmation and home groups. Action groups are staff team, confirmation leaders, the choir and music group.

Electoral Roll

The church electoral roll stands at 186.

Usual Sunday Attendance

The average Sunday attendance, counted during October, was 88 adults and 18 children but the numbers increased at festivals and special services.

Financial Review

Although the trend in declining income has continued the year on year reduction of just over 1% (-£2,226) is an improvement on the 4% (-£7,544) year on year reduction reported last year. Drilling down further the real worry is that income generated through collections declined by a further 8% (-£4,445) compared to the previous year. This has been off-set to some extent by an increase of 5% (+£4,102) in income for other church activities.

Better news is that overall expenditure was down by 3.5% (-£6,912) with significant savings on church maintenance compared to 2017.

Overall this means that although there was another deficit posted in 2018 of £1,008 this compared favorably to deficits of £4,845 and £8,657 posted in the previous 2 years.

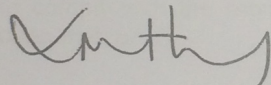
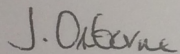
In order to balance the books significant discussion has taken place at PCC in response to the Diocese request for additional contributions from Christ Church under the Parish Offer scheme. The result of this is that in 2019 we have reduced our annual Parish Offer contribution from £65,000 in 2017 and 2018 to £59,600. This compares to the amount of £69,008 requested by the Diocese.

Reserves Policy

The policy of the PCC has been to build up a balance on the unrestricted reserves of a minimum **£30,000** to cover emergency situations that may arise from time to time. The position at the end of 2018 was that we had £27,648 unrestricted funds on deposit.

Jan Osborne

Lucy Hornby



26th March 2019

**INDEPENDENT EXAMINER'S REPORT TO THE PCC OF
CHRIST CHURCH MILTON - next - GRAVESEND**

This report on the financial statements of the PCC for the year ended 31 December 2018, which are set out on pages 4 to 9, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and s.145 of the Charities Act 2011 ('the Act').

Respective responsibilities of the PCC and examiner

As the members of the PCC you are responsible for the preparation of the financial statements; you consider that the audit requirement of the Regulations and section 144(2) of the Act does not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

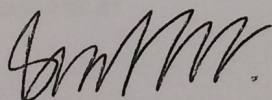
Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145 of the Act and to be found in the Church guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements and seeking explanations from you as 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 financial statements which accord with the accounting records and to 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. Keith Scudder
42 Frobisher Way
Gravesend,
Kent. DA12 4RA

25th March 2019

CHRIST CHURCH MILTON - next - GRAVESEND
PAROCHIAL CHURCH COUNCIL

STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31 December 2018

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS		+/- £
				2018 £	2017 £	
INCOMING RESOURCES						
Voluntary income	2(a)	61,879	2,366	64,245	70,141	(5,897)
Activities for generating funds	2(b)	11,634	5,166	16,800	18,221	(1,421)
Income from investments	2(c)	571	0	571	582	(11)
Church activities	2(d)	110,098	0	110,098	104,995	5,102
Other ordinary income	2(e)	0	0	0	0	0
Total Incoming Resources		184,182	7,532	191,714	193,940	(2,226)
RESOURCES EXPENDED						
Church activities	3(a)	183,217	8,981	192,198	199,051	(6,854)
Cost of generation of voluntary income	3(b)	0	0	0	0	0
Fund-raising trading costs	3(c)	1,673	0	1,673	1,731	(58)
Governance costs	3(d)	300	0	300	300	0
Total Resources Used		185,190	8,981	194,171	201,082	(6,912)
NET INCOMING /(OUTGOING) RESOURCES BEING NET MOVEMENT IN FUNDS		(1,008)	(1,449)	(2,457)	(7,142)	4,685
TRANSFERS BETWEEN FUNDS		0	0	0	0	0
NET MOVEMENT IN FUNDS		(1,008)	(1,449)	(2,457)	(7,142)	4,685
BALANCES BROUGHT FORWARD AT 1 JANUARY 2018		59,093	69,240	128,334	135,476	(7,143)
BALANCES CARRIED FORWARD AT 31 DECEMBER 2018		58,085	67,791	125,877	128,334	(2,457)

CHRIST CHURCH MILTON - next - GRAVESEND
PAROCHIAL CHURCH COUNCIL

BALANCE SHEET
As at 31 December 2018

	Notes	2018	2017	+/- £
CURRENT ASSETS				
Debtors	5	14,109	15,994	(1,885)
Cash on deposit		95,440	91,513	3,926
Cash at bank and in hand		20,359	25,730	(5,372)
		<u>129,907</u>	<u>133,237</u>	<u>-3,331</u>
LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR	6	<u>4,030</u>	<u>4,903</u>	<u>-873</u>
NET CURRENT ASSETS		125,877	128,334	-2,457
LIABILITIES: AMOUNTS FALLING DUE AFTER ONE YEAR		<u>0</u>	<u>0</u>	<u>0</u>
TOTAL NET ASSETS		125,877	128,334	2,457
Represented by:- PARISH FUNDS	7			
Unrestricted		58,086	59,094	(1,008)
Restricted		67,791	69,240	(1,449)
		<u>125,877</u>	<u>128,334</u>	<u>(2,456)</u>

Approved by the Parochial Church Council on 26th March 2019
and signed on its behalf by:

Jan Osborne

Lucy Hornby

J. Osborne

Lucy

**CHRIST CHURCH MILTON - next GRAVESEND
PAROCHIAL CHURCH COUNCIL**

**NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31st December 2018**

1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Charities SORP 2005. The financial statements have been prepared under the historical cost convention.

Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

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

Incoming Resources

Voluntary income and capital sources

Collections are recognised when received by or on behalf of the PCC.

Planned giving under covenant is recognised only when received.

Income tax recoverable on covenants or gift aid donations is recognised when the income is recognised.

Funds raised by the Summer Fete, Xmas Bazaar and similar fund raising events are accounted for gross.

Sales of magazines from the church are accounted for gross.

Other ordinary income

Rental income from the letting of church premises is recognised when the rental is due.

Income from investments

Interest receivable is accounted for when due, and tax recoverable is recognised in the same accounting year.

Resources used

Grants

Grants and donations are accounted for when paid over, or when awarded if that award creates a binding obligation on the PCC.

Activities directly relating to the work of the Church

The diocesan quota or parish share is accounted for as paid.

Fixed assets

Consecrated land and buildings and moveable church furnishings

Consecrated and beneficed property is excluded from the accounts by s.96 (2) of the Charities Act 1993.

No value is placed on moveable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. Similarly, no value is placed on the church hall as the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or benefice buildings and moveable church furnishings, whether maintenance or improvement, is written off as expenditure in the SOFA and separately disclosed.

Other fixtures, fittings and office equipment

Equipment used within the church premises is depreciated on a straight line basis over three years.

Individual items of equipment with a purchase price of £500 or less are written-off in the period in which the asset is acquired.

Current Assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provisions for amounts that may prove uncollectible.

CHRIST CHURCH MILTON - next - GRAVESEND
PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS (continued)
For the year ended 31 December 2018

2 INCOMING RESOURCES

	Unrestricted Funds	Restricted Funds	TOTAL FUNDS		+/- £
			2018	2017	
2(a) <i>Voluntary income</i>					
Collections	49,550	2,366	51,916	56,370	(4,455)
Income tax recoverable	12,329	0	12,329	12,771	(442)
Legacies	0	0	0	1,000	(1,000)
	<u>61,879</u>	<u>2,366</u>	<u>64,245</u>	<u>70,141</u>	<u>(5,897)</u>
2(b) <i>Activities for generating funds</i>					
Donations, appeals etc.	2,420	5,166	7,586	7,577	9
Fetes, Bazaars and fund raising events	9,213	0	9,213	10,644	(1,431)
	<u>11,634</u>	<u>5,166</u>	<u>16,799</u>	<u>18,220</u>	<u>(1,421)</u>
2(c) <i>Income from investments</i>					
Dividends / interest	571	0	571	582	(11)
	<u>571</u>	<u>0</u>	<u>571</u>	<u>582</u>	<u>(11)</u>
2(d) <i>Church activities</i>					
Magazines	256	0	256	902	(646)
Church hall lettings	10,059	0	10,059	10,220	(161)
Christ Church Pre-School	81,652	0	81,652	78,069	3,583
Fees	18,131	0	18,131	15,805	2,327
	<u>110,098</u>	<u>0</u>	<u>110,098</u>	<u>104,995</u>	<u>5,102</u>
2(e) <i>Other ordinary income</i>					
Insurance claim	0	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
					0
					0
TOTAL INCOMING RESOURCES	<u>184,182</u>	<u>7,532</u>	<u>191,713</u>	<u>193,939</u>	<u>(2,227)</u>

CHRIST CHURCH MILTON - next - GRAVESEND
PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS (continued)
For the year ended 31 December 2018

3 RESOURCES EXPENDED

	Unrestricted Funds	Restricted Funds	TOTAL FUNDS		+/- £
			2018	2017	
3(a) <i>Church activities</i>					
Missionary and charitable giving:-					
Church overseas:					
Missionary societies	0	100	100	2,445	(2,345)
Relief and development agencies	0	792	792	710	82
Home missions and other Church Societies	0	1,999	1,999	1,447	552
Secular charities	0	4,590	4,590	4,602	(13)
	<u>0</u>	<u>7,481</u>	<u>7,481</u>	<u>9,204</u>	<u>(1,724)</u>
Ministry					
Parish Offer	65,000	0	65,000	65,000	(0)
Clergy expenses	749	0	749	2,949	(2,200)
Vicarage maintenance	420	0	420	3,133	(2,713)
Assistant clergy expenses	4,869	0	4,869	2,635	2,234
Training costs	0	0	0	0	0
Church running expenses	31,376	0	31,376	28,297	3,079
Church maintenance	3,109	0	3,109	10,447	(7,338)
Hall running costs	3,600	1,500	5,100	2,989	2,110
Salaries	65,832	0	65,832	66,074	(243)
Printing, stationery and office costs	8,262	0	8,262	8,322	(60)
	<u>183,217</u>	<u>8,981</u>	<u>192,198</u>	<u>199,051</u>	<u>(6,854)</u>
3(b) <i>Generation of voluntary income</i>					
Costs of appeals etc.	0	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
3(c) <i>Fundraising costs</i>					
Fund-raising events	1,673	0	1,673	1,731	(58)
Other	0	0	0	0	0
	<u>1,673</u>	<u>0</u>	<u>1,673</u>	<u>1,731</u>	<u>(58)</u>
3(d) <i>Governance costs</i>					
Independent Examiner	300	0	300	300	0
Other	0	0	0	0	0
	<u>300</u>	<u>0</u>	<u>300</u>	<u>300</u>	<u>0</u>
TOTAL RESOURCES EXPENDED	185,190	8,981	194,171	201,082	(6,912)

4 STAFF COSTS

Wages and salaries	<u>65,832</u>	<u>66,074</u>	<u>(243)</u>
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During the year, the PCC employed Pre-School staff an Organist and a self-employed cleaner.
No member of the PCC received any reimbursement of expenses or remuneration.

CHRIST CHURCH MILTON - next - GRAVESEND
PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS (continued)
For the year ended 31 December 2018

		TOTAL FUNDS		+/-		
		2018	2017	£		
5 DEBTORS						
Income tax recoverable		9,375	9,375	0		
Prepayments		4,734	6,619	(1,885)		
Other debtors		0	0	0		
		<u>14,109</u>	<u>15,994</u>	<u>(1,885)</u>		
6 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR						
Accruals and deferred income		642	717	-75		
Other creditors		3,388	4,186	-798		
		<u>4,030</u>	<u>4,903</u>	<u>(873)</u>		
7 PARISH FUNDS						
Unrestricted		58,086	59,094	-1,008		
Restricted		67,791	69,240	-1,449		
		<u>125,877</u>	<u>128,334</u>	<u>(2,456)</u>		
Analysis of Net Assets by Fund		Unrestricted Funds	Restricted Funds	Total 2018	Total 2017	+/- £
Current assets		62,116	67,791	129,908	133,237	(3,329)
Current liabilities		(4,030)	0	(4,030)	(4,903)	873
		<u>58,086</u>	<u>67,791</u>	<u>125,877</u>	<u>128,334</u>	<u>(2,456)</u>

Unrestricted Funds:

The unrestricted funds are used for the day to day running costs of the church and comprise: the plate collections; gift aid claim; general fund raising activities; together with other smaller donations which are not allocated to the restricted funds.

Restricted Funds:

The restricted funds comprise the Vicar and Churchwardens Account (a fund that receives occasional donations, the use of which is at the discretion of the Vicar and Churchwardens) together with funds held within the PCC that have been given or donated for a specific purpose (e.g. Good Causes) or to be allocated at the discretion of the PCC (described as "Unallocated"). These funds are utilised for payments to charitable organisations and specific projects such as the Organ refurbishment.

Restricted funds comprise:

	2018	2017	+/- £
Vicars & Church Warden's Fund	£62,699	64,199	(1,500)
SQ Church Music Fund	£4,287	2,905	1,382
Garden Of Remembrance	£183	183	0
Good Causes / Chritian Aid / Food Bank	£464	1,794	(1,331)
Unallocated	£158	158	0
Total Restricted Funds	£67,791	£69,240	-£1,449