# ST. MARY BREDIN CHURCH

# **CANTERBURY**

# ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL OF ST MARY BREDIN CHURCH

# FOR THE YEAR ENDED 31 DECEMBER 2011

**Incumbent:** The Reverend Barney de Berry

The Vicarage 57 Nunnery Fields

Canterbury

Kent CT1 2SE

Church location and 59 Nunnery Fields

PCC correspondence address: Canterbury

Kent CT1 3JN

Bank: Lloyds TSB Bank PLC

49 High Street Canterbury

Kent CT1 2SE

**Independent Examiner:** M J Moore FCA

Larkings (S.E.) LLP Chartered Accountants 31 St George's Place

Canterbury

Kent CT1 1XD

Charity registration no: 1137431

# Parochial Church Council of St Mary Bredin, Canterbury

# Financial statements for the year ended 31 December 2011

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### Structure, Governance and Management

The Parochial Church Council is a corporate body established by the Church of England. Under the terms of the Parochial Church Councils (Powers) Measure 1956 the St. Mary Bredin Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, the Reverend Barney de Berry, in promoting in the parish of St. Mary Bredin the whole mission of the Church; pastoral, evangelistic, social and ecumenical. It has the responsibility for the maintenance of the grounds and fabric of the Church premises and the furniture, furnishings, equipment, etc. within the various buildings on the site.

#### **Membership of the Parochial Church Council**

Members of the PCC are either ex-officio, co-opted or elected by the Annual Parochial Church Meeting in accordance with Church Representation Rules. During the year the following were members of the PCC:

Incumbent and ex officio

Chairman: The Reverend Barney de Berry

Vice-Chairman: David Whitehouse

Churchwardens: David Whitehouse

**Marian Nicholson** 

Honorary Secretary: Mary Barnes

Honorary Treasurer: John Sumner

Members of the PCC were as follows:

#### Members prior to 2011 AGM:

**David Whitehouse** 

(Chairman and re-elected as Churchwarden)

Marian Nicholson (re-elected as Churchwarden)

Stephanie Hubbard (ex officio)

Mary Barnes - Secretary (ex officio)

John Sumner - Treasurer

Mike Avery

**Ruth Collie** 

Karien Downes

Anne Ovenden

Josh Trickey

Libby McCutcheon

Peter Bobb

Maria Redman

Simon Webster

Lizzie Worthen

# Members elected at 2011 AGM:

Peter Bobb (re-elected)
Martin Collings
Martin Cunnington

Karien Downes (re-elected) Maria Redman (1 year only)

# Members who joined during the year

Members who left during the year

Members elected to Deanery Synod

Gavin Netherton (DS)
Pauline Whitehouse (DS)

Harry Macdonald - ex officio (Diocesan Synod)

Members retired at 2011 AGM

Ruth Collie

*Note* The notation "DS" above denoted members of the Deanery Synod.

#### Review of the Year:

The PCC met 14 times during the year including the AGM. The average level of attendance at PCC meetings was 78% (2010: 80%). Various reports from the representatives of the Church who are either members of the PCC or members of staff are presented at meetings.

#### Recruitment, induction and training of PCC members

PCC members are given an explanation of what it means to become a PCC member as part of the application process, including why we have a PCC, what the PCC works for and with, what the PCC does and when, and what qualities and qualifications a PCC member requires.

At the first PCC meeting of the year (after the APCM) all new PCC members are welcomed, inducted and given an overview of the running and working of the PCC. Training evenings and prayer days for the PCC are held periodically.

#### Committees:

Matters of policy and substance are discussed at PCC meetings. Financial liaison with members of staff and day to day spending decisions are undertaken by the Treasurer within parameters agreed by Standing Committee. There is a formal sub-committee structure reporting to the PCC:

#### Standing Committee:

This is the only committee required by law. It has the power to transact the business of the PCC between its meetings, subject to any directions given by the Council. The Incumbent, Churchwardens, Honorary Treasurer and one elected member, Elizabeth Worthen make up this committee.

#### Worship Leaders Meeting:

This group attends to matters relating to preaching, praying, and music on Sundays and during other midweek services.

#### Youth Action Group:

This group oversees the leadership, teaching, support and provision of outreach and teaching to youth in the Church and parish.

#### Children's Action Group:

This group oversees the leadership, teaching, support and provision of outreach and teaching to children in the Church and parish.

#### Pastoral Action Group:

This group attends to the way in which members of the congregation are discipled in their faith and coordinates pastoral support for the congregation, volunteers and staff.

# Mission Partners Action Group

This group co-ordinates the church's financial support to its Mission Partners based locally, within the UK and abroad.

## Premises Oversight Group

This group oversees planning for and contracting of significant developments on the church site. General repairs and maintenance of property and equipment are the responsibility of the Caretaker.

#### Administration Oversight Group

This group oversees administration and personnel matters within the church.

Details of the individuals who serve on these groups are available from the Church Office on request.

#### **Risk Management:**

The PCC has adopted a policy of continuing consideration and review of the major risks which impact on the activities of the Church. A food safety policy, a protection policy relating to children, vulnerable adults and the elderly, and a set of financial procedures for monitoring and controlling monetary transactions are in place. In view of the cash and other donations received by the PCC, the requirements of the Gift Aid tax reclamation scheme, the audit trail requirements of Charities legislation and financial procedures for handling all donations are regularly reviewed. It is considered that these procedures contain the required elements of establishing a record of the sums received at the earliest opportunity, segregation of duties, evidenced audit trails and evidencing the control over these areas of activity. The confidentiality of individuals takes a high priority in the accounting records.

Health and Safety risk assessments for general church activities are in place and staff have received training in completing and implementing risk assessments relating to regular and one-off events. Fire safety risk assessments have been completed and recorded as directed in the new legislation brought in at the end of 2006, and regular checks in line with these guidelines are made on equipment and buildings. Risk assessments are revisited and revised as necessary every six months. An independent Health and Safety Audit was conducted in July 2009 and necessary steps were taken to follow suggested guidelines as a result of the findings.

The staff and PCC regularly review existing controls to deal with all risks. A Health and Safety manual is in place. Steps have been taken to ensure that the PCC complies fully with the requirements of the Criminal Records Bureau checks. On matters of employment, every member of staff has received an outline job description and a statement of the main terms, plus an employee handbook which includes particulars of the detailed terms and conditions of employment, together with details of the disciplinary, grievance and capability procedures approved by the PCC. It is the intention that policies are introduced to cover other risks as they are identified. Public and products liability insurance cover of £5,000,000 and employer's liability cover of £10,000,000 are maintained with the Ecclesiastical Insurance Office. The consecrated and beneficed buildings and contents of the Church are insured with the Ecclesiastical Insurance Office for £4,657,616 and £171,315 respectively, a total replacement cost of £4,846,931. A full Risk Management Report and review was completed by Ecclesiastical in July 2009, the next review will be in 2014.

#### **Employment Policy:**

The PCC is an equal opportunities employer. Salaried posts are advertised internally and externally before interviews are held. Salaries are set at rates appropriate to the job description; in 2011 the PCC adopted to link staff pay to the Canterbury Diocese pay scales. The PCC has entered into an agreement with Friends Provident to make available to all staff employed by the PCC on a permanent basis a group personal pension plan written under stakeholder friendly terms. A contribution of 3% of gross salary is provided by the PCC for these employees. Where employees wish to make a personal contribution to their scheme, appropriate arrangements are made. The employer contribution is subject to annual review but the PCC has agreed to guarantee a minimum of 3% of gross salary per annum.

#### **Objectives**

Our vision as a church continues to be one in which we seek more fully to 'Proclaim the Good News of Jesus Christ through word and action'.

#### **Activities**

Staff

There were a number of changes to staff roles in 2011. Dawn Gale was appointed Finance Administrator in May, with the responsibility of working alongside the Treasurer to keep the Church accounts running smoothly along with weekly banking and looking after gift aid to name but of few tasks. September saw the introduction of three Ministry Interns for St Mary Bredin, Miriam Taylor, Toby Ovenden and Hannah Worthen. Their role in the Church is to support all the various ministries and services that take place with particular emphasis on student work, worship and supporting the children's work.

#### Church activities

Our main Church activities including prayer meetings, courses and fellowship groups (previously network groups) continued to thrive throughout the year. With new prayer meetings beginning, including Early Morning Prayer for half an hour Monday - Friday and 'Awake' on Wednesdays which includes a time of worship. Bumble Bees, our parent, carer and toddler group has continued to grow and flourish. Whilst the twice monthly men's prayer breakfast continued a monthly Women's Prayer Breakfast was started which has been very successful. A fantastic new programme and many new events running for Students have seen great growth and encouragement in this area of Church Life. Our group aimed at those in their 20s and 30s, called 'the tap' which started in 2010 has also continued successfully. 'Acts' which provides meals and services to those in need, has reached out to many new families and provided a great deal of support within the Church family and local community. Many of the interchurch projects including Street Pastors, which, in conjunction with the police and local authorities, engages with people on the streets of Canterbury at night, Healing on the Streets which is now well established on Saturday mornings in Canterbury City Centre and Catching Lives a charity providing night shelters for the homeless during the coldest winter months have seen great success and encouragement in the last year and we pray will continue to grow in 2012. SMB has been actively involved in all these projects working alongside other churches in Canterbury and we look forward to maybe seeing new partnerships in 2012. The Alpha Course ran 3 times in 2011, with more than 25 people attending the course. Hotspot a monthly opportunity for people to meet for coffee, chat and cake celebrated 10 years of running and a special Vietnamese Hotspot party marked the occasion. Children's and youth groups continued to run and grow with the aid of wonderful, loyal volunteers. At the heart of much of the work of the church there is a huge foundation of generous support, hard work and love which is borne voluntarily by the members of SMB - often expressed in long hours spent in groups, social action work, welcoming, stewarding, children's and youth groups, prayer meetings, training programs or other areas of service.

#### **Grants and donations policy**

The PCC can choose directly to make grants in accordance with the general aims of the church. The PCC has also delegated the Mission Partner action group to make grants with 10% of mission giving. The Vicar, with the Standing Committee, has been delegated to approve grants from the relief fund (formerly called the Family fund).

#### **Achievements and performance**

This is detailed in our Church Life report which will be available at the AGM or via the Church Office. This report details how the PCC has had due regard to the Charity Commission guidance on Public Benefit.

## **Church Attendance and Electoral Roll:**

There are 304 parishioners on the Electoral Roll – in 2011 the electoral roll at SMB was revised and 38 people were added, with 26 removed. The average weekly attendance, counted during October, was 225 individuals over the age of 16 years (2010: 220 adults) and 54 young people under the age of 16 (2010: 59 young people).

## Plans for future periods

Our objectives for 2012 are as follows:

To continue to proclaim the Good News of Jesus Christ through word and action...

#### **Financial Review**

Total receipts for the year were £386,612 remaining relatively constant in the current weakened economic climate. A slight reduction in donations can be seen, but an increase in rental income received maintained the total receipts on par with the previous year. £281,730 (80%) of voluntary income received was given without restriction whilst the £69,164 received with restriction included £19,114 from the second gift day held in December set aside for the Children's Evangelist post.

£316,435 was spent to provide the Christian ministry of St Mary Bredin Church, including the payment of the diocesan parish share of £93,106, which mostly provides for the stipends, housing and training of the diocese's clergy. £40,023 was given to charitable activity detailed in section 3(c) in line with the church's policy to tithe 10 % of unrestricted giving received, an increase in our previous years giving.

Careful use of our resources has lead to reductions in our general running expenses, allowing for an overall unrestricted surplus for the year of £27,122. With a second successful gift day and other one off and regular donations to restricted funds, we also show an increase of £43,055 in restricted funds before mortgage transfers.

## **Fund Reports**

SMB has a range of funds which can only be used for specified purposes. A full list of funds can be found in note 8 of the accounts. Of these, the most significant are the Children and Youth fund and the Property Development fund.

The Children and Youth fund is used to support ministry to children and young people and will be used to fund the employment of a Children's Evangelist. The Property Development fund contains money given for the building project and new giving to pay down the borrowing associated with the rebuild. During 2011, £83,310 of the mortgage was repaid from this fund.

The fixed asset fund is simply the written down value of the properties at the church site under the control of the PCC. It increased significantly this year primarily due to the capital repayment of the Mortgage noted above. The PCC voted to transfer the balance of the Tassel fund to General fund during the year.

### **Reserves and Investment Policies**

It is PCC policy to maintain a balance on unrestricted funds (if possible) which equates to three months unrestricted fund payments, to cover emergency situations that may arise from time to time. The balance of £147,032 remains above this target.

During the year the PCC voted to transfer the majority of its fund balances into three 6 month fixed deposits with Lloyds TSB invested at 2 monthy intervals. We also retain a small fund balance with CBF Church of England Deposit Fund and a Flower endowment fund held as an investment fund, the income from which is used for the provision of flowers in Church.

Rev Barney de Berry (Incumbent)	Date 19 March 2012

## Independent Examiner's Report to the Parochial Church Council of

# St Mary Bredin Church

I report on the accounts of the PCC for the year ended 31 December 2011, which are set out on pages 7 to 19.

#### Respective responsibilities of trustees and examiner

As the members of the PCC you are responsible for the preparation of the financial statements. You consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 ('the 2011 Act') and that an independent examination is needed. It is my responsibility to issue this report on those accounts in accordance with the terms of the Church Accounting Regulations 2006 ('the Regulations'). The PCC's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act, and in accordance with the Regulations;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

#### Basis of 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 Church Guidance 2006 edition issued by the Finance Division of the Archbishops' Council. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes 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 view' 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:

- a) which gives me reasonable cause to believe that, in any material respect, the requirements:
  - i) to keep accounting records in accordance with section 130 of the 2011 Act; and
  - ii) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act, and the Regulations

have not been met; or

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

M J Moore FCA Larkings (S.E.) LLP Chartered Accountants 31 St George's Place Canterbury Kent CT1 1XD

Date:													
Date.	 												

# **Statement of Financial Activities**

Note		Unrestricted Funds	Funds	Endowment Funds	Total 2011	Total 2010
Note	<b>2</b> S	£	£	£	£	£
2	INCOMING RESOURCES Incoming resources from generated	funds				
2(a) 2(b)		281,730 27,012	69,164	-	350,894 27,012	360,827 23,287
2(c)	Income from investments Incoming resources from charitable	1,220 activities	604	-	1,824	1,602
2(d)	Church activities	6,882	-	-	6,882	3,964
	TOTAL INCOMING RESOURCES	316,844	69,768	-	386,612	389,680
	RESOURCES EXPENDED Cost of generating funds					
3(a)	Cost of generation voluntary income	1,134	_	_	1,134	4,329
3(b)		38	-	-	38	424
3(c)	Church activities	281,860	26,713	-	308,573	325,466
3(d)	Governance costs	6,690	-	-	6,690	14,796
	TOTAL RESOURCES EXPENDED	289,722	26,713	-	316,435	345,015
	NET INCOMING RESOURCES BE	FORE				
	TRANSFERS	27,122	43,055	-	70,177	44,665
8	Gross transfers between funds	83,310	(83,310)	-	-	-
	NET INCOMING RESOURCES BE	FORE				
	OTHER RECOGNISED GAINS AND LOSSES	110,432	(40,255)	-	70,177	44,665
	Other recognised gains/losses					
	(Losses)/Gains on revaluation of investments	-	-	(796)	(796)	925
	NET MOVEMENT IN FUNDS	110,432	(40,255)	(796)	69,381	45,590
	Reconciliation of funds Balances brought forward 1 January 2011	366,800	116,988	13,776	497,564	451,974
	Balances carried forward 31 December 2011	477,232	76,733	12,980	566,945	497,564
			.,			

# **Balance sheet**

# As at 31 December 2011

Note	es	Unrestricted funds £	Restricted funds £	Endowment funds £	Total 2011 £	Total 2010 £
. ,	FIXED ASSETS Tangible Investment	519,504 -	-	12,980	519,504 12,980	531,712 13,776
		519,504	-	12,980	532,484	545,488
6	CURRENT ASSETS Debtors Short term deposits Cash at bank and in hand	14,449 103,338 47,188	46,662 30,071	- - -	14,449 150,000 77,259	34,403 - 215,394
		164,975	76,733	-	241,708	249,797
7	LIABILITIES Creditors - amounts falling due in one year	21,783	-	-	21,783	22,207
	Net current assets	143,192	76,733	-	219,925	227,590
	Total assets less current liabilities	662,696	76,733	12,980	752,409	773,078
7	Creditors - amounts falling after one year	185,464	-	-	185,464	275,514
	TOTAL NET ASSETS	477,232	76,733	12,980	566,945	497,564
	PARISH FUNDS					
8	Funds	477,232	76,733	12,980	566,945	497,564
	Approved by the Parochial Church	Council on 19 N	March 2012 a	and signed on it	s behalf by :	

Approved by the Parochial Church Council or	n 19 March 2012 and signed on its behalf by :
Mr John Sumner (PCC Trustee)	

Rev Barney de Berry (Incumbent)

## For the year ending 31 December 2011

### 1. Accounting policies

#### a) Accounting convention

The financial statements have been prepared in accordance with the Church Accounting regulations 2006 together with the Financial Reporting Standard for Smaller Entities (effective April 2008) and the SORP 2005. The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

#### b) Incoming resources

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Dividends are accounted for when receivable, interest is accrued. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

#### c) Resources expended

Grants and donations are accounted for when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when due. All other expenditure including attributable VAT is generally recognised when it is incurred and is accounted for gross.

Direct wages are posted to the appropriate activity. Support wages and other support costs are allocated to activities on the basis of estimated time spent on that particular activity.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the PCC and include the audit fee and costs linked to the strategic management of the PCC.

#### d) Tangible fixed assets

Consecrated and benefice property is not included in the accounts in accordance with section 10 (2)(a) of the Charities Act 2011

Movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time).

Assets with a purchase price of more than £500 are depreciated on a straight-line basis. Purchases before 2007 have all now been fully depreciated. Furniture is depreciated over 5 years and technology equipment (including audio/visual, computers and printers) is depreciated over 3 years.

Buildings, and building improvements specifically the Church Centre and the Kendall Hall, are being depreciated over 50 years from the date of completion. The additional work carried out on Kendall Hall in 2004 is being depreciated over 15 years from 1 January 2005.

## For the year ending 31 December 2011

#### 1 Accounting policies

#### e) **Investments**

Investments held as fixed assets are revalued at the balance sheet date. Realised and unrealised gains and losses on investments are taken to the Statement of Financial Activities.

#### f) Funds

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.

Restricted funds represent (a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and (b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average basis.

Designated funds are funds set aside by the PCC members out of unrestricted general funds for specific future purposes or projects.

Unrestricted funds are general funds which can be used for PCC ordinary purposes.

#### g) Pension costs

The PCC contributes to a defined contribution pension scheme for all permanent employees. Contributions to this scheme are charged to the statement of financial activities in the period in which they are paid.

2. INCOMING RESOURCES	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2011 £	Total 2010 £
2(a) Voluntary income	~	_	~	_	_
Planned giving:					
Gift Aid donations	197,790	18,346	-	216,136	244,269
Tax recoverable	51,048	4,743	-	55,791	72,657
Other	13,022	430	-	13,452	10,816
Collections (open plate)	16,643	914	-	17,557	27,156
Gift days:					
Gift Aid donations	-	12,654	-	12,654	-
Tax recoverable	-	3,164	-	3,164	-
Other	-	3,296	-	3,296	-
Donations, appeals, etc:					
Gift Aid donations	3,227	19,590	-	22,817	5,929
Tax recoverable	-	4,897	-	4,897	-
Other		1,130		1,130	<u>-</u>
	281,730	69,164	-	350,894	360,827
2(b) Activities for generating funds					
Church hall lettings (for non-church					
purposes)	26,202	-	-	26,202	22,235
Fund-raising events	-	-	-	-	664
Other	810			810	388
	27,012	-	-	27,012	23,287
2(c) Income from investments					
Dividends	-	604	-	604	601
Interest	1,220			1,220	1,001
	1,220	604	-	1,824	1,602
2(d) Income from church activities				·	
Church hall lettings (for church					
purposes)	775	-	-	775	300
Fees	4,635	-	-	4,635	2,567
Mission Events	1,472			1,472	1,097
	6,882	-	-	6,882	3,964
Total incoming resources	316,844	69,768		386,612	389,680

3. RI	ESOURCES EXPENDED	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2011 £	Total 2010 £
3(	a) Generation of voluntary income	_	_	_	-	_
`	Costs of appeals, grants, etc	1,134	-	-	1,134	4,329
3(1	<ul><li>Fund-raising costs</li><li>Cost of fund raising events</li></ul>	38	-	-	38	424
3(	c) Charitable activities  Missionary and charitable giving  Overseas:					
	CMS - A & S Hart	3,000	2,551	-	5,551	2,000
	CMS - Ruth Radley	1,500	25	-	1,525	1,500
	MAF	-	-	-	-	254
	Jenga	-	-	-	-	101
	Support of Jo Purle	1,000	1,173	-	2,173	2,885
	Support of D & U Drew	1,500	-	-	1,500	1,000
	Support of L & O Muerasse	2,000	1,612	-	3,612	5,189
	Support of G & S Venables	1,750	-	-	1,750	2,000
	Support of M Hayter	1,500	501	-	2,001	1,853
	Support of D Hooper	-	-	-	-	1,000
	Vietnam Orphanage & Child					
	sponsorship	6,569	6,107	-	12,676	11,753
	Support of S Dean	-	-	-	-	400
	Home:	-	-			100
	CDBF	-	-	-	-	433
	Healing on the Streets	251	408	-	659	-
	Canterbury School Workers	1,320	3	-	1,323	1,320
	Church Army	750	-	-	750	12
	Olly Knight (UCCF)	750	-	-	750	750
	Support of M Taylor	375	-	-	375	750
	Friends International (B Beatham) Kidz Klub		-	-		1 400
	Sea Cadets	1,500 140	-	-	1,500 140	1,400
	Time Out	1,913	-	-	1,913	- 1,275
	Friends International (Miss Wing)	375	_	_	375	1,275
	Change Ignite	900	_	_	900	900
	Street Pastors	500	_	_	500	900
	YWAM Training (G Taylor)	200	_	_	200	_
	A Pemberton (Uganda)	200	_	_	200	_
	M Williams(Uganda)	300	_	_	300	_
	Christ Church Union	50	_	_	50	_
	Kent Christian Union	50	_	_	50	_
	Farleigh Hospice	-	_	_	-	111
	Other	_	_	_	_	105
	Party for missionaries	-	-	-	-	82
	Total Missionary and charitable	27,643	12,380		40,023	36,323
	giving (c/f)	•	•			•

3. RESOURCES EXPENDED	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2011 £	Total 2010 £
3(c) Charitable activities (cont.)					
Missionary and charitable giving (b/f)	27,643	12,380	-	40,023	36,323
Ministry: Diocesan parish share	93,106	-	-	93,106	98,377
Other ministry costs	430	500	-	930	1,299
Incumbent expenses	8,934	-	-	8,934	6,199
Parsonage houses	140	-	-	140	790
Music	10,462	3,000	-	13,462	7,642
Pastoral	4,539	1,000	-	5,539	3,243
Youth and children	4,996	2,000	-	6,996	4,764
Students	4,007	3,500	-	7,507	-
Church running	9,583	-	-	9,583	21,191
Church maintenance	841	3,502	-	4,343	984
Upkeep of services	18,118	815	-	18,933	14,056
Upkeep of churchyard	294	-	-	294	1,468
Expenditure on mission events	4,707	-	-	4,707	2,184
Training costs	2,004	-	-	2,004	2,326
Church Hall and Centre					
running costs	57,618	-	-	57,618	51,381
Major repairs - Church Centre	-	-	-	-	3,908
Finance charges	7,894	16	-	7,910	11,168
Depreciation:					
Furnishings and equipment Church Hall and	12,222	-	-	12,222	43,841
Centre improvements	14,322			14,322	14,322
	281,860	26,713	-	308,573	325,466
3(d) Governance costs					
Staff costs	2,018	-	-	2,018	7,331
Independent Examiner's fees	3,120	_	-	3,120	2,404
Bookkeeping fees paid to	936	-	-	936	3,399
Independent Examiner					
Support costs	616			616	1,662
	6,690	-	-	6,690	14,796
TOTAL RESOURCES EXPENDED	289,722	26,713		316,435	345,015

# For the year ending 31 December 2011

# 3. RESOURCES EXPENDED

Allocation of wages and support costs	Direct Wages £	Support Wages £	Total Wages £	Other Support costs £	Total Allocated Costs £
Cost of generating voluntary					
income	-	869	869	265	1,134
Cost of fundraising	-	29	29	9	38
Other Ministry costs	635	57	692	211	903
Incumbent expenses	-	5,346	5,346	1,631	6,977
Music	3,804	5,689	9,493	2,896	12,389
Pastoral	1,268	2,941	4,209	1,284	5,493
Youth and Children	2,536	2,216	4,752	1,449	6,201
Students	4,438	399	4,837	1,475	6,312
Other Ministry training	-	1,429	1,429	436	1,865
Church running	1,374	153	1,527	466	1,993
Church maintenance	543	78	621	189	810
Upkeep of services	-	10,915	10,915	3,329	14,244
Church Hall/Centre	21,977	2,144	24,121	7,357	31,478
Church repairs and improvements	-	-	-	-	-
Governance	1,594	424	2,018	616	2,634
	38,169	32,689	70,858	21,613	92,471

Support costs	Total 2011 £
Printing, post and stationery	5,923
Telephone	1,630
Website and IT costs	8,998
Recruitment and staff training	2,462
Repairs and maintenance	1,476
Payroll services	278
Cleaning	28
Travelling	168
Canteen	323
Other costs	327

21,613

# For the year ending 31 December 2011

4. STAFF COSTS	Total 2011 £	Total 2010 £
4(a) Wages and salaries		
Wages and salaries	65,661	52,848
Employers National Insurance	3,748	3,569
Pension costs	1,449	1,484
	70,858	57,901

The average number of employees including temporary staff during the year calculated on the basis of full time equivalent was as follows:

	Number	Number
Church Hall/Centre Pastoral	0.5	0.5 -
Youth and children Administration and support	2.5	2.0
	3	2.5

The incumbent and curate are remunerated by the Diocese. No members of staff earned over £60,000 during the year.

## 4(b) Payments to PCC Members

No member of the PCC receives remuneration or benefits in respect of their services as members of the PCC. No PCC members were reimbursed expenses (2010: £nil) during the year.

During the year £2,120 was paid to Ian Nicholson, IT Contractor (husband of Marian Nicholson) for IT services. The fee charged by Ian Nicholson is at a discounted rate.

# For the year ending 31 December 2011

# 5. FIXED ASSETS

(a) Tangible	Buildings £	Furniture & Equipment £	Total £
Cost At 1 January 2011 Additions at cost Disposals	638,549 - -	171,427 14,336	809,976 14,336
At 31 December 2011	638,549	185,763	824,312
Depreciation At 1 January 2011 Accumulated depreciation on disposals Charge for the year	121,844 - 14,322	156,420 - 12,222	278,264 - 26,544
At 31 December 2011	136,166	168,642	304,808
Net book value At 31 December 2011	502,383	17,121	519,504
At 31 December 2010	516,705	15,007	531,712

The buildings comprise the Church Centre and Kendall Hall and improvements to both properties at 59 Nunnery Fields, Canterbury.

(b) Investments	£
Market value 1 January 2011 Revaluation gain/(loss)	13,776 (796)
Market value at 31 December 2011	12,980

The above investment is represented by 1,257 income shares in the CBF Church of England Investment Fund.

6. DEBTORS	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2011 £	Total 2010 £
Tax Refunds Due	4,445	-	-	4,445	26,988
Other Debtors	2,867	-	-	2,867	2,255
Accrued income	533	-	-	533	70
Prepayments	6,604			6,604	5,090
	14,449	-	-	14,449	34,403

# For the year ending 31 December 2011

7. LIABILITIES	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2011 £	Total 2010 £
Creditors - amounts falling due	in one year				
Trade Creditors	4,213	-	-	4,213	3,581
Other Creditors	400	-	-	400	400
Loans	3,840	-	-	3,840	4,486
Deferred Income	6,841	-	-	6,841	570
Accruals	6,489			6,489	13,170
	21,783	-	-	21,783	22,207
Creditors - amounts falling after	one year				
Loans					
Kingdom Bank Limited	189,304	-	-	189,304	280,000
Included in amounts falling due within one year	(3,840)			(3,840)	(4,486)
	185,464	-	-	185,464	275,514

The Kingdom Bank Ltd loan is a loan repayable over thirty years from 2008. Interest is charged at 2.5% over bank base rate, and is secured over Kendall Hall and gardens.

# For the year ending 31 December 2011

8. PARISH FUNDS	Balance at 01 01 11	Incoming resources	Resources expended	Transfers	Revaluation gains	Balance at 31 12 11
Unrestricted General funds	87,507	316,844	(263,178)	5,859	-	147,032
Designated funds Fixed asset fund Tassel	: 251,712 27,581	-	(26,544)	105,032 (27,581)	-	330,200
	279,293	-	(26,544)	77,451	-	330,200
Restricted Children & Youth	26,818	19,844				46,662
Events Youth	1,223	-	-	-	-	1,223
Flower Revenue	562	629	(815)	-	-	376
MS Other	-	3,080	(3,080)	-	-	-
MS LM	-	1,612	(1,612)	-	-	-
MS JP	-	1,173	(1,173)	-	-	-
Family Relief Property	2,468	302	-	-	-	2,770
development	74,092	25,768	(3,502)	(83,310)	-	13,048
Tribal Training	739	150	-	-	-	889
Vietnam	6,861	7,210	(6,123)	-	-	7,948
Healing on the						
Streets	408	-	(408)	-	-	-
Interns	-	10,000	(10,000)			
Pastoral _	3,817			-		3,817
	116,988	69,768	(26,713)	(83,310)	-	76,733
Endowment Flower fund	13,776	-	-	-	(796)	12,980
Total funds	497,564	386,612	(316,435)	-	(796)	566,945

# **Designated Funds:**

## **Fixed Asset Fund**

The fixed asset fund is the net book value of fixed assets less any secured loans. The transfer relates to fixed asset additions and the mortgage lump sum repaid during the year.

#### **Tassel**

Designated by the PCC as special reserves with the aim of having one month's expenditure available if required. This fund was transferred back into general reserves at the start of the year as the PCC deemed it was no longer required.

# For the year ending 31 December 2011

#### 8. PARISH FUNDS

#### **Restricted Funds:**

#### Children & Youth

Fund to support ministry to children and young people.

#### **Events Youth**

Fund to support events undertaken by the youth of St Mary Bredin.

#### Flowers Revenue

Fund to receive the interest from the Flower endowment fund. This is used to support the provision of flowers in the church.

#### **MS Funds**

These funds are for specified giving to certain mission partners who do not operate through charitable organisations.

#### **Family Relief**

Fund available to the vicar and churchwardens to provide support to members of the church family in financially difficult times.

#### **Property Development**

Fund containing money given for the building project and repayment of the loan taken for the building project. The transfer relates to purchases from the fund which have been capitalised and a lump sum repayment of £85,000 towards the mortgage liability.

#### **Tribal Training**

Fund to provide support for SMB church specific training events.

#### Vietnam

Fund to support our mission work in Vietnam.

#### Healing on the streets

Fund to manage the inter-church Healing on the Streets project.

## Interns

A donation, including gift aid, received in the year to contribute towards the salaries of the three interns recruited in September 2011.

#### **Pastoral**

Fund to support the pastoral activities of the church.