

All Saints Church, Staplehurst, Kent
Diocese of Canterbury

**Annual Report
and
Financial Statements of the
Parochial Church Council
for the year ended 31st December 2018**

Registered Charity Number 1132851

Incumbent:
Revd. Silke Tetzlaff
The New Rectory
High Street
Staplehurst
TN12 OBJ

<i>Bankers:</i>	
Lloyds Bank	National
	Westminster
Woodside	Bank
High Street	3 High Street
Cranbrook	Maidstone
TN17 3DJ	ME14 1XU

Independent Examiner:
Mr. Stephen Pooley BA FCA
56 Corner Farm Road
Staplehurst
TN12 OPS

Parish Church of All Saints, Staplehurst
FINANCIAL STATEMENTS OF THE PAROCHIAL
CHURCH COUNCIL
And
ANNUAL REPORT
For the year ended 31 December 2018

Rector
The Reverend Silke Tetzlaff

Associate Priest
The Reverend Monica Taylor

Authorised Lay Minister
Mrs Audrey Bullock

Treasurer
Miss Caroline Highwood

BANKERS
National Westminster Bank,
Maidstone Branch,
3 High Street, Maidstone, Kent ME14 1XU

Lloyds TSB,
'Woodside', Cranbrook, Kent,
TN17 3DJ

INDEPENDENT EXAMINER
Mr Stephen Pooley BA FCA, 56 Corner Farm Road
Staplehurst, Kent

CHURCHWARDENS
Mrs Mary Henley
Mrs Shirley Skinner

Financial Review.

The funds of the PCC come under three headings:

- Unrestricted (general) funds may be spent by the PCC on any object it sees fit within the boundaries set by its aims and objectives as a charity, which are, broadly, to provide Christian ministry in Staplehurst.
- Designated Funds are sums allocated by the PCC for a particular purpose, but may be re-allocated if circumstances change. Restricted Funds (included within the same column) may only be spent on the purposes for which they were given, for example the grant made by the Parish Council for the upkeep of the churchyard.
- Endowment funds are funds donated and invested, and dedicated for a specific purpose.

In 2018 total receipts on unrestricted funds were £126,144. Full details are given in the Financial Statements. This is £1,538 less than in 2017. In 2017 we benefitted from a legacy of £10,000 and a generous donation of £5,000; while in 2018 we have benefitted from two legacies totalling £15,326. The reduction is of relatively small amounts spread over a number of our regular income headings.

The church received £23,150 in restricted and designated funds. The main elements of the restricted funds were the grant made by the Parish Council for the upkeep of the churchyard (£7,498), the grant for upkeep of the Church made by the Friends of All Saints (£7,622), and charitable contributions (£5,622). Smaller amounts were also paid including for project work (the Chancel and Choir floor) and poppies for Remembrance.

Net income from the hire of the parish room totalled £3,956; while the magazine made a small profit of £188. Social and Fund Raising events contributed £5,416, and PCC Fees £9,690 (all figures net of costs).

£126,487 was expended on providing Christian ministry from All Saints, including the Parish Share of £70,036. This contribution to the diocese pays for the salary of the rector, housing costs such as structural repairs to the Rectory, as well as providing for clergy pensions and a range of centralised resources. These resources include training of lay people (such as lay ministers and readers) and support for the gift aid process. All Saints' contribution to the Parish Share is arrived at by use of a distribution formula, in use throughout the Diocese. The Parish Share was increased by £1,374 compared with 2017.

There was only a marginal increase in total costs compared with the previous year, and this is due to the robust efforts made by the Rector and the PCC to maintain a tight control of all spending. There were few real increases in spending, and those that there are have been compensated by a reduction in the costs for the Parish Room. This reduction, compared with 2017 amounts to £2,116, and relates to the fact that maintenance work was carried out and funded directly by volunteers. A full breakdown of the costs of ministry is to be found under the heading 'Note 3, Resources Expended' in the accounts.

There was a small deficit of income in relation to expenditure in unrestricted funds of £343. On the face of it, this is encouraging compared to the serious position we were in early in the year. However, the reality is that this position has only been achieved by the receipt of unexpected one-off

monies (the legacies). These mask the situation which is, in fact, a continued deterioration from previous years.

PCC recognise that this position is completely unsustainable, as we do not have the financial reserves to continue incurring costs without increased income. We are heading towards insolvency, and this concern was shared openly with both the Diocese and the Deanery, during the course of the year. The Rector and PCC continue to discuss measures to increase income, and to further reduce our costs, and will be happy to receive any additional ideas on this.

As last year ~~that~~ the Diocese has continued to be supportive about the difficulties that we are in. We do not have a specific Reserves Policy, in fact we have very little money in reserve. However, during the course of the year, PCC agreed a formal resolution that, in any month when it was forecast that the bank accounts were likely to fall below £10,000, that month's instalment of Parish Share would be withheld. We were very open with the Diocese that this might result in non-payment of a proportion of Parish Share. Happily the receipt of the two legacies meant that we were ultimately able to pay the Parish Share in full, albeit the last two payments were rather delayed.

Finally, we would like to thank all those people who continue to support the work of the church through their individual financial contributions, and through other fund-raising efforts. These efforts are very much appreciated, and an important feature of the life of All Saints.

SHIRLEY SKINNER

MARY HENKEY

CHURCHWARDENS

15th March 2019.

**Independent Examiner's report to the PCC
of All Saints Church, Staplehurst, Kent
for the Year ended 31st December 2018**

I report to the trustees on my examination of the accounts of the Parish Church of All Saints, Staplehurst (the Trust) for the year ended 31 December 2018.

Responsibilities and basis of report

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

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

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached, other than in respect of the ongoing need to continue to urgently address fund raising issues that are set out in detail in the Annual Report to the Financial Statements for the year ended 31st December 2018.

Signed: *S. R. Pooley*

Date: 27.3.2019

S.R.Pooley BA FCA

Parochial Church Council of All Saints, Staplehurst

Statement of Financial Activities

For the year ending 31 December 2018

	Note	2018			Total Funds 2017 £	
		Unrestricted Funds £	Designated Funds £	Endowment Funds £		
INCOMING RESOURCES						
Voluntary income	2(a)	75,748	23,150	-	98,898	91,236
Activities for generating funds	2(b)	13,161	-	-	13,161	14,429
Income from investments	2(c)	276	-	-	276	261
Church activities	2(d)	36,959	-	-	36,959	37,017
Other incoming resources	2(e)	-	-	-	-	-
TOTAL INCOMING RESOURCES		126,144	23,150	-	149,294	142,943
RESOURCES EXPENDED						
Church activities	3(a)	125,553	19,738	-	145,291	141,218
Cost of generation vol. income	3(b)	126	-	-	126	182
Fund-raising trading costs	3(c)	808	-	-	808	950
TOTAL RESOURCES EXPENDED		126,487	19,738	-	146,225	142,350
NET INCOMING RESOURCES BEFORE OTHER RECOGNIZED GAINS & LOSSES		(343)	3,412	-	3,069	593
Gains/losses on investment assets: on revaluation	5(b)	-	-	(114)	(114)	651
NET MOVEMENT IN FUNDS		(343)	3,412	(114)	2,955	1,244
BALANCES B/FWD 1 JANUARY		26,547	1,451	7,604	35,602	34,362
BALANCES C/FWD 31 DECEMBER		26,204	4,863	7,490	38,557	35,606

The notes on pages 8 to 12 form part of this account

Parochial Church Council of All Saints, Staplehurst

Balance Sheet as at 31 December 2018

	Note	2018			Total Funds 2017 £
		Unrestricted Funds £	Designated Funds £	Endowment Funds £	
FIXED ASSETS					
Tangible	5(a)	-	-	-	-
Investment	5(b)	-	-	7,490	7,604
		-	-	7,490	7,604
CURRENT ASSETS					
Debtors	6	(5,450)	6,134	-	684
Short term deposits					-
PCC		4,770	-	-	4,770
Legacy Fund					-
Cash at bank		28,807	(395)	-	28,412
PCC					-
Cash in hand		72	-	-	72
		28,198	5,739	-	33,937
LIABILITIES					
Creditors: amounts falling due in one year	7	1,994	876	-	2,870
Net current assets / (liabilities)		26,204	4,863	-	31,067
TOTAL NET ASSETS		26,204	4,863	7,490	38,557
PARISH FUNDS					
Unrestricted	8	26,204			26,204
Designated	8		4,863		4,863
Endowment	8			7,490	7,490
		26,204	4,863	7,490	38,557

Approved by the Parochial Church Council on 27 February 2019
and signed on its behalf by:

S. Teitzloff

The notes on pages 8 to 12 form part of this account

Parochial Church Council of All Saints, Staplehurst

Notes to the Financial Statements
for the year ended 31 December 2018

Note	2018				Total Funds
	Unrestricted Funds	Designated Funds	Endowment Funds	Total 2018	2017
	£	£	£	£	£
2 Incoming Resources					
2(a) VOLUNTARY INCOME					
Planned Giving					
Donations	41,113	-	-	41,113	40,699
Tax recovered	9,747	-	-	9,747	10,494
Collections (open plate)	4,321	-	-	4,321	4,386
Sundry donations	2,865	-	-	2,865	8,146
Project fund	-	630	-	630	608
Golden Bottle for mission	-	500	-	500	-
Lay education and training	-	-	-	-	-
Grants - Friends of All Saints	-	7,622	-	7,622	4,992
Grant - Newlyn Trust	2,200	-	-	2,200	2,000
Grant - Churchyard (Restricted)	-	7,498	-	7,498	5,182
Grant - Choir	-	526	-	526	-
Grant - other	-	-	-	-	250
Legacies	15,326	-	-	15,326	10,000
Charitable donations	-	5,622	-	5,622	4,478
Return of Minisaints cash	-	32	-	32	-
Gifts for poppies	-	720	-	720	-
Bank errors and compensation	176	-	-	176	-
	75,748	23,150	-	98,898	91,235
ACTIVITIES FOR GENERATING FUNDS					
2(b) Parish Room	6,937	-	-	6,937	7,623
Fund Raising	6,208	-	-	6,208	6,396
Social Events	16	-	-	16	410
	13,161	-	-	13,161	14,429
INCOME FROM INVESTMENTS					
2(c) Interest	253	-	-	253	247
Trust Income	24	-	-	24	13
	276	-	-	276	260
2(d) INCOME FROM CHURCH ACTIVITIES					
Magazine	17,908	-	-	17,908	18,630
PCC Fees	18,064	-	-	18,064	18,360
Fees grant from Diocese	988	-	-	988	28
	36,959	-	-	36,959	37,018
2(e) OTHER RESOURCES					
Other	-	-	-	-	-
	-	-	-	-	0
TOTAL INCOMING RESOURCES	126,144	23,150	-	149,294	142,942

Incoming Resources

Parochial Church Council of All Saints, Staplehurst

Notes to the Financial Statements
for the year ended 31 December 2018

Note	2018				Total Funds
	Unrestricted Funds £	Designated Funds £	Endowment Funds £	Total 2018 £	2017 £
3	Resources Expended				
3(a)	CHURCH ACTIVITIES				
		6,150	-	6,150	4,159
	-			70,036	68,662
	70,036	-	-	5,271	4,649
	5,271	-	-	1,080	925
	1,080	-	-	3,727	4,128
	3,727	-	-	1,852	1,718
	1,852	-	-	1,325	1,750
	1,325	-	-	5,093	4,760
	5,093	-	-	7,757	4,220
	135	7,622	-	3,006	3,172
	2,278	728	-	5,148	6,931
	-	5,148	-	17,720	17,723
	17,720	-	-	57	140
	57	-	-	113	14
	113	-	-	-	5,097
	2,981	-	-	9,282	9,517
	9,282	-	-	-	-
	-	-	-	142	-
	142	-	-	-	-
	-	-	-	4,091	3,533
	4,091	-	-	120	68
	30	90	-	340	-
	340	-	-	-	54
	-	-	-		
	125,553	19,738	-	145,291	141,220
3(b)	GENERATION OF VOLUNTARY INCOME				
	126	-	-	126	182
	126	-	-	126	182
3(c)	FUND RAISING COSTS				
	735	-	-	735	581
	72	-	-	72	369
	808	-	-	808	950
TOTAL RESOURCES EXPENDED	126,487	19,738	-	146,225	142,352

Parochial Church Council of All Saints, Staplehurst

**Notes to the Financial Statements
for the year ended 31 December 2018**

Note		2018			Total Funds
		Unrestricted Funds	Designated Funds	Endowment Funds	Total 2018
4	Staff Costs	£	£	£	£
	Salaries and wages	9,282	-	-	9,282
	Employer National Insurance	-	-	-	-
	Pensions	142	-	-	142
		<u>9,424</u>	<u>-</u>	<u>-</u>	<u>9,424</u>
					<u>9,518</u>

Mrs Julia Page the Church Administrator is paid for 15 hours per week.
The Parish Room Caretaker, Miss Sylvia Lade, was paid an honorarium.
Mrs Esther Brazil is paid for 3 hours per week as cleaner for the Parish Room (and the church toilet)

Two people shared the Organists duties: Mr Robert Chapman, who was paid for according to the services played for, and Mr Daniel Brady.

5 Fixed Assets

(5a) Tangible (all unrestricted)

Actual / Deemed Cost

	Freehold land and buildings (See note i)	Church equipment (See note ii)	Total
Cost	£	£	£
At 1 January 2018	-	-	-
Additions at cost	-	-	-
Disposal	-	-	-
At 31 December 2018	<u>-</u>	<u>-</u>	<u>-</u>
Depreciation			
At 1 January 2018	-	-	-
Charge for the year	-	-	-
Disposal	-	-	-
At 31 December 2018	<u>-</u>	<u>-</u>	<u>-</u>
Net Book Value			
At 31 December 2018	<u>-</u>	<u>-</u>	<u>-</u>
At 31 December 2018	<u>-</u>	<u>-</u>	<u>-</u>

Note i

The Parish Fields and the Parish Rooms are managed by the PCC within their remit but are the assets of the Canterbury Diocesan Board of Finance.

Note ii

No major purchases were made during the year.

Parochial Church Council of All Saints, Staplehurst

**Notes to the Financial Statements
for the year ended 31 December 2018**

Note	2018				Total Funds
	Unrestricted Funds	Designated Funds	Endowment Funds	Total 2018	2017
	£	£	£	£	£
5 Fixed Assets (cont'd)					
(5b) Investments					
Market Value 31 December 2017	-	-	7,604		6,953
Purchases at cost	-	-	-		-
Disposals at carrying value	-	-	-		-
Revaluation gain / (loss)	-	-	(114)		651
Market Value 31 December 2018	-	-	7,490	-	7,604

Holding at 31 December 2018

465 shares in the Church of England CBF Investment Income Fund

6 Debtors

Prepayments and accrued interest	(7,011)	-	-	(7,011)	(7,287)
Other debtors	1,562	6,134	-	7,696	3,936
	<u>(5,450)</u>	<u>6,134</u>	<u>-</u>	<u>684</u>	<u>(3,351)</u>

7 Creditors: due within one year

Accruals	-	-	-	-	-
Pension contributions	-	-	-	-	32
Other creditors	1,994	876	-	2,870	3,931
	<u>1,994</u>	<u>876</u>	<u>-</u>	<u>2,870</u>	<u>3,963</u>

Parochial Church Council of All Saints, Staplehurst

Notes to the Financial Statements for the year ended 31 December 2018

Note	2018				Total Funds
	Unrestricted Funds	Designated Funds	Endowment Funds	Total 2018	2017
8 Funds	£	£	£	£	£
As at 1st January 2018	26,547	1,451	7,604	35,602	34,362
Income	126,144	23,150	-	149,294	142,943
Expenditure	126,487	19,738	-	146,225	(142,350)
Revaluation	-	-	(114)	(114)	651
As at 31 Dec 2018	26,204	4,863	7,490	38,557	35,606
Balance held	26,204	-	7,490	33,694	34,155
Sound system	-	321	-	321	321
Choir fund	-	(2)	-	(2)	200
South Door	-	699	-	699	699
Poppies	-	630	-	630	-
MiniSaints	-	32	-	32	-
Golden Bottle for mission	-	500	-	500	-
Charity balance figure	-	(779)	-	(779)	- 251
Churchyard upkeep	-	295	-	295	- 2,055
Capital Projects	-	3,167	-	3,167	2,536
Total	26,204	4,863	7,490	38,557	35,605

The Endowment Funds comprise of -

Miss Reeves Bequest for the upkeep of the Reeves family grave.

This fund is invested in the Church of England CBF Investment Income Shares.

9 Other Notes

1 Charity Sunday receipts are not detailed in these accounts as the PCC is acting as an agent of the charities concerned. Details of the amounts received and passed on to these charities are detailed in the appendices.
This analysis shows the difference between in year receipts and payments.

2 The funds of the PCC are held in accounts at the Lloyds TSB Bank Cranbrook branch, the NatWest Bank Maidstone branch and the Church of England CBF Deposit Fund.
The flower accounts are held in the Nationwide Building Society (Cranbrook Branch)

Although not forming part of the Accounts, the following charities were supported by the generous contributions of the congregation in 2018.

First Quarter Charity Uganda Concern	£544.59
Second Quarter Charity Gurkha Welfare Trust	£360.07
Third Quarter Charity Yeldall Manor	£312.60
Fourth Quarter Charity Bhopal Medical appeal	£338.24
Royal British Legion 'Poppy Appeal' Cruse' Bereavement Charity	£1,033.43 £146.34
Christingle sevice Children's Society	£371.20
Fegans Hub	£300.00
Retiring Collections Shelterbox: October Indonesia collection	£267.45
Shelterbox; preliminary payment for January 2019 Indonesia collection	£100.00
Christmas Cards Demelza House	£55.70
Gift Aid Charity	£830.48
	£4,660.10

ALL SAINTS STAPLEHURST BELL RINGERS
TREASURER'S REPORT 3rd NOVEMBER 2017 - 2nd NOVEMBER 2018

INCOME

Wedding fees (4)	£800.00
Donations from visiting bands of ringers	£212.50
"Small change" donations	£24.35
Funeral fees (1)	£200.00
Other miscellaneous donations	£41.20
Voluntary Tower Subscriptions	£150.00
Income total	<hr/> £1,428.05

EXPENDITURE

Wedding payments	£525.00
Donation to Kent Association Bell Restoration Fund	£75.00
Donation to PCC	£25.00
Engraving Competition winner's shield 2017/18	£12.00
Funeral payments	£120.00
KCACR Associate Subscription (Silke)	£1.00
Expenditure total	<hr/> £758.00

BALANCE brought forward (3rd November 2017)	£4,420.82
Excess of Income over Expenditure	£670.05
BALANCE carried forward (2nd November 2018)	£5,090.87

Sallyann Barclay
Hon. Treasurer
3rd March 2019

All Saints Flower Account
Financial Statement for 2018

Income and Expenditure

	Income	Expenditure
Donations for Weddings	£240.00	£135.00
Donations for Funerals	£60.00	£55.00
Donations for Memorials	£160.00	£157.90
Donations for Festivals and others	£445.75	£398.00
Interest from Nationwide	£0.03	
Tax paid	£0.00	
TOTAL	<u>£905.78</u>	<u>£745.90</u>

Balance Sheet

Balance as at 1/01/2018	Nationwide BS	£74.60	
	Petty cash	<u>£14.15</u>	£88.75
Income in 2018, as above			£905.78
Expenditure in 2018 as above			£745.90
Balance as at 31/12/2018			<u>£248.63</u>
	Nationwide BS	£161.69	
	Petty cash	<u>£86.94</u>	
	Total	£248.63	

Thanks to Darren, owner of Barry Jones, for providing flowers for much of the year.

My thanks to Tony Norfolk for his help in compiling this report.

Audrey Bullock

