



CHRIST CHURCH
MILTON-NEXT-GRAVESEND

**ANNUAL REPORT
and
FINANCIAL STATEMENTS
of the
PAROCHIAL CHURCH COUNCIL
for the year ended
31st DECEMBER 2017**



Registered Charity no. 1130741

ANNUAL REPORT 2017

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, the Revd. Susan Brewer, 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: Rev Susan Brewer	Incumbent/Chair
Rev Jacqueline Littlewood	Associate Priest
Rev Karen Seggie	Curate
Janice Osborne	Church Warden
Andrew Nailor	Church Warden

Readers

ex-officio
Rosemary
Austin
Sheila
Brown
Martin
Sewell

Representatives on Deanery Synod

	<i>until</i>
Deborah Carter	2020
Rosemary Austin	2020
Peter White	2020

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

Elected Members

	<i>until</i>
Sigismund Bultman	2018
John Hougham Deputy Chair	2020
Lucy Hornby	2019
Julie Hill	2019
Stephen Humphries Treasurer	2018
Angela Kirby	2019
Bianca MacArthur	2018
Colin Parsonson	2018
Veronica Read	2020
Christine Sewell	2018
Omotola Denloye	2020
Jenny Shoesmith	2020

Linda Riordan stepped down as Secretary and Bonna Barden has taken over until a suitable replacement can be found.

The full PCC met six times during the year with an average level of attendance of 53%. 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 Mission Action Plan, legacies and financial giving strategy, safeguarding, development of the East Gravesend Cluster of churches and Planning for the Interregnum; as well as regular PCC business and care of the fabric of the church .

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, Baptism preparation and 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 194.

Usual Sunday Attendance

The average Sunday attendance, counted during October, was 100 adults and 12 children but the numbers increased at festivals and special services.

Financial Review

It will be no surprise to any member of our congregation that the church's expenses have increased significantly over the last five years, from £160,330 in 2013 to £188,878 last year. On the positive side, during the first three years of this period, income increased more or less in line with expenditure, however, for the last two years, despite careful budgeting and control of expenditure, we have spent more than we have received. This has resulted in deficits of £8.6k and £4.8k being posted to our unrestricted funds and consequently our reserves are reduced.

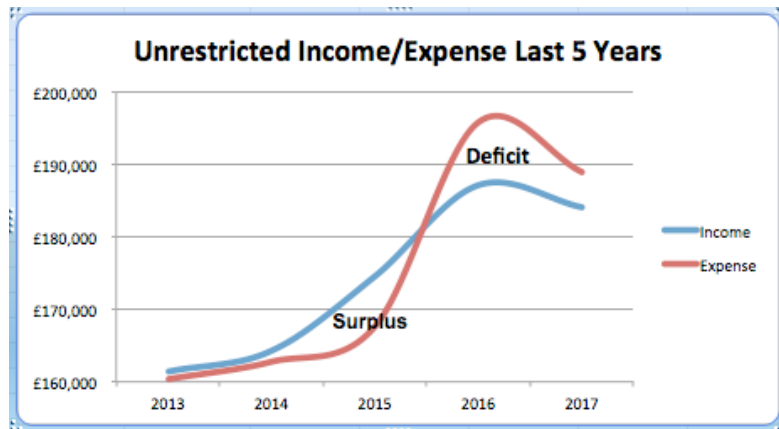
The church has two main areas of expense:

- a) Christ Church Running Costs (utilities, fabric, office, music and worship); and
- b) 'Parish Offer' our contribution to the Rochester Diocese Running Costs (including Clergy salary)

As we experience in our own private finances a significant proportion of running expenses are not optional and are for the most part, except from moving service providers, outside of our control. Although Christ Church has been effective at budget control and, apart from the last two years, has posted reasonable surpluses, it would be fair to say that the Diocese have had problems maintaining similar control over their finances and this has fed through to increases in the amount of Parish Offer requested. Up to and including 2017 Christ Church has been able to meet the Parish Offer amounts requested, however, in 2018, in order to achieve a balanced budget, we have frozen our offer at the 2017 level. At this point we should say that the Diocese has spent a lot of time overhauling their finances and going forward have established more effective budgetary control and have made significant cost reductions.

So in future, to meet our obligations arising from the two areas of expenditure mentioned above, we will need to increase our giving and generate more funds through other means of fund-raising, otherwise there will be further drain on our reserves which is not sustainable.

The responsibility lies with us all....



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.

At the end of 2017 we had £92k on deposit with the Diocese and CAF Bank of which £69k relates to our Restricted Funds (see page 9 for more detail) leaving an unrestricted balance of £23k, which comprise our reserves (there were sufficient surplus funds on the current account to cover the £7k shortfall).

J. Osborne
Jan Osborne

A. Nallor
Andy Nallor

8th April 2018

**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 2017, 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. Dennis Scudder
32 Newton Abbot Road, Northfleet,
Gravesend, Kent. DA11 7DT

28th March 2018

CHRIST CHURCH MILTON - next - GRAVESEND
PAROCHIAL CHURCH COUNCIL

STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31 December 2017

	Note	Unrestricted	Restricted	TOTAL FUNDS		+/- £
		Funds £	Funds £	2017 £	2016 £	
INCOMING RESOURCES						
Voluntary income	2(a)	66,912	3,229	70,141	74,093	(3,952)
Activities for generating funds	2(b)	11,543	6,678	18,221	19,442	(1,221)
Income from investments	2(c)	582	0	582	156	427
Church activities	2(d)	104,995	0	104,995	107,794	(2,798)
Other ordinary income	2(e)	0	0	0	0	0
Total Incoming Resources		184,033	9,907	193,940	201,484	(7,544)
RESOURCES EXPENDED						
Church activities	3(a)	186,847	12,204	199,051	202,524	(3,473)
Cost of generation of voluntary income	3(b)	0	0	0	0	0
Fund-raising trading costs	3(c)	1,731	0	1,731	1,755	(24)
Governance costs	3(d)	300	0	300	300	0
Total Resources Used		188,878	12,204	201,082	204,579	(3,497)
NET INCOMING /(OUTGOING) RESOURCES BEING NET MOVEMENT IN FUNDS		(4,845)	(2,297)	(7,142)	(3,095)	(4,048)
TRANSFERS BETWEEN FUNDS		0	0	0	0	0
NET MOVEMENT IN FUNDS		(4,845)	(2,297)	(7,142)	(3,095)	(4,048)
BALANCES BROUGHT FORWARD AT 1 JANUARY 2017		63,938	71,538	135,476	138,571	(3,095)
BALANCES CARRIED FORWARD AT 31 DECEMBER 2017		59,093	69,240	128,334	135,476	(7,143)

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

BALANCE SHEET

As at 31 December 2017

	Notes	2017	2016	+/- £
CURRENT ASSETS				
Debtors	5	15,994	14,866	1,128
Cash on deposit		91,513	98,577	(7,064)
Cash at bank and in hand		25,730	28,137	(2,407)
		<u>133,237</u>	<u>141,580</u>	<u>-8,342</u>
LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR				
	6	<u>4,903</u>	<u>6,104</u>	<u>-1,200</u>
NET CURRENT ASSETS				
		128,334	135,476	-7,143
LIABILITIES: AMOUNTS FALLING DUE AFTER ONE YEAR				
		<u>0</u>	<u>0</u>	<u>0</u>
TOTAL NET ASSETS				
		<u>128,334</u>	<u>135,476</u>	<u>7,143</u>
Represented by:- PARISH FUNDS				
	7			
Unrestricted		59,094	63,938	(4,845)
Restricted		69,240	71,538	(2,297)
		<u>128,334</u>	<u>135,476</u>	<u>(7,142)</u>

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

8th April 2018

J. Osborne
Jan Osborne

A. Nailor
Andy Nailor

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

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st December 2017

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 2017

2 INCOMING RESOURCES

	Unrestricted Funds	Restricted Funds	TOTAL FUNDS		+/- £
			2017	2016	
2(a) Voluntary income					
Collections	54,142	2,229	56,370	56,010	361
Income tax recoverable	12,771	0	12,771	12,427	344
Legacies	0	1,000	1,000	5,656	(4,656)
	66,912	3,229	70,141	74,093	(3,952)
2(b) Activities for generating funds					
Donations, appeals etc.	899	6,678	7,577	6,570	1,006
Fetes, Bazaars and fund raising events	10,644	0	10,644	12,871	(2,227)
	11,543	6,678	18,220	19,441	(1,221)
2(c) Income from investments					
Dividends / interest	582	0	582	156	427
	582	0	582	156	427
2(d) Church activities					
Magazines	902	0	902	980	(79)
Church hall lettings	10,220	0	10,220	6,707	3,513
Christ Church Pre-School	78,069	0	78,069	79,990	(1,921)
Fees	15,805	0	15,805	20,116	(4,311)
	104,995	0	104,995	107,794	(2,798)
2(e) Other ordinary income					
Insurance claim	0	0	0	0	0
	0	0	0	0	0
					0
					0
TOTAL INCOMING RESOURCES	184,033	9,907	193,939	201,483	(7,544)

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

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2017

3 RESOURCES EXPENDED

	Unrestricted Funds	Restricted Funds	TOTAL FUNDS		+/- £
			2017	2016	
3(a) Church activities					
Missionary and charitable giving:-					
Church overseas:					
Missionary societies	0	2,445	2,445	585	1,860
Relief and development agencies	0	710	710	720	(10)
Home missions and other Church Societies	0	1,447	1,447	3,843	(2,396)
Secular charities	0	4,602	4,602	3,241	1,361
	0	9,204	9,204	8,389	815
Ministry					
Parish Offer	65,000	0	65,000	63,550	1,450
Clergy expenses	2,949	0	2,949	3,429	(480)
Vicarage maintenance	3,133	0	3,133	3,225	(92)
Assistant clergy expenses	2,635	0	2,635	3,610	(975)
Training costs	0	0	0	0	0
Church running expenses	28,297	0	28,297	31,649	(3,352)
Church maintenance	7,447	3,000	10,447	12,586	(2,139)
Hall running costs	2,989	0	2,989	3,006	(17)
Salaries	66,074	0	66,074	63,331	2,743
Printing, stationery and office costs	8,322	0	8,322	9,749	(1,427)
	186,847	12,204	199,051	202,524	(3,473)
3(b) Generation of voluntary income					
Costs of appeals etc.	0	0	0	0	0
	0	0	0	0	0
3(c) Fundraising costs					
Fund-raising events	1,731	0	1,731	1,755	(24)
Other	0	0	0	0	0
	1,731	0	1,731	1,755	(24)
3(d) Governance costs					
Independent Examiner	300	0	300	300	0
Other	0	0	0	0	0
	300	0	300	300	0
TOTAL RESOURCES EXPENDED	188,878	12,204	201,082	204,579	(3,497)

4 STAFF COSTS

Wages and salaries	66,074	63,331	2,743
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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 2017

	TOTAL FUNDS		+/-		
	2017	2016	£		
5 DEBTORS					
Income tax recoverable	9,375	9,300	75		
Prepayments	6,619	5,566	1,053		
Other debtors	0	0	0		
	15,994	14,866	1,128		
6 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR					
Accruals and deferred income	717	717	0		
Other creditors	4,186	5,387	-1,200		
	4,903	6,104	(1,200)		
7 PARISH FUNDS					
Unrestricted	59,094	63,938	-4,845		
Restricted	69,240	71,538	-2,297		
	128,334	135,476	(7,142)		
Analysis of Net Assets by Fund					
	Unrestricted Funds	Restricted Funds	Total 2017	Total 2016	+/- £
Current assets	63,997	69,240	133,237	141,580	(8,343)
Current liabilities	(4,903)	0	(4,903)	(6,104)	1,200
	59,094	69,240	128,334	135,476	(7,142)

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:

	2017	2016	+/- £
Vicars & Church Warden's Fund	£64,199	66,199	(2,000)
Church Music Fund	£2,905	1,961	944
Garden Of Remembrance	£183	183	0
Good Causes / Chritian Aid / Food Bank	£1,794	3,020	(1,225)
Unallocated	£158	174	(16)
Total Restricted Funds	£69,240	£71,538	-£2,297