
**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF ST JOHN THE BAPTIST, WEST WICKHAM**

INDEPENDENTLY EXAMINED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2015

PCC ST JOHN THE BAPTIST, WEST WICKHAM

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PCC ST JOHN THE BAPTIST, WEST WICKHAM

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 DECEMBER 2015**

Trustees

Revd Jonathan Ward, Rector
Mr Jonathan Tickner, Church Warden
Mr Richard Cienciala, Church Warden
Mrs Sybil Andrew, PCC Member and Deanery Synod
Miss Anna Seabrook, PCC Member (Resigned 26 April 2015)
Mrs Christine Blackburn, PCC Member and Treasurer
Mrs Ann Gardner, PCC Member and Deanery Synod
Mrs Penny Seabrook, Southwark Pastoral Auxiliary
Mrs Jackie Barter, PCC Member
Mrs Sally Munns, Reader
Mrs Heather Showell, PCC Member
Mr Michael Slatter, PCC Member (Resigned 26 April 2015)
Mrs Lorna Carey, PCC Member and Deanery Synod
Mr Richard Greenhalgh, PCC Member
Mrs Camilla Johnson, PCC Member
Mr Martin Pinnell, PCC Member
Mrs Susan Blair, PCC Member and Deanery Synod
Ms Esther Farah, PCC Member
Mr Roger Jordan, PCC Member
Mr Aston Stockdale, PCC Member
Mr Stuart Carey, PCC Member (Appointed 26 April 2015, Resigned 3 January 2016)
Ms Felicity Mason, PCC Member (Appointed 26 April 2015)
Ms Janet Baine, PCC Member and Secretary (Appointed 26 April 2015)

Charity registered number

1134047

Principal office

SJ's (St John's in the Community)
56 Croydon Road
West Wickham
Kent
BR4 9HU

PCC ST JOHN THE BAPTIST, WEST WICKHAM

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2015

The Incumbent and PCC present their annual report together with the financial statements of St John The Baptist Church West Wickham (the charity) for the ended 31 December 2015. The Trustees confirm that the Annual report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

Structure, governance and management

a. CONSTITUTION

Background

St John the Baptist PCC was a charity excepted from registration. However due to changes in legislation St John the Baptist PCC applied for charitable status in November 2009 to the Charity Commission this was effected on 3 February 2010 when it was formally registered as charity 1134047.

The PCC has the responsibility of co-operating with the Incumbent in promoting, within the Parish, the whole mission of the church; pastoral, evangelistic, social and ecumenical.

b. METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES

Members of the PCC are either elected by the Annual Parochial Church Meeting (APCM), in accordance with the Church Representation Rules, or are ex officio.

The management of the charity is the responsibility of the Incumbent, and PCC who are elected and co-opted under the Parochial Church Councils (Powers) Measure 1956 as amended and the Church Representation Rules (contained in Schedule 3 to the Synodical Government Measure 1969) as amended.

c. ORGANISATIONAL STRUCTURE AND DECISION MAKING

St Johns forms part of the wider Church of England and comes under the authority of the Diocese of Southwark.

The PCC operates through several working parties and committees which meet between full meetings of the PCC. The Standing Committee is the only committee required by law and it has the power to conduct the business of the PCC between its meetings, subject to the direction of the PCC.

d. RISK MANAGEMENT

The Incumbent and PCC have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks. Included in the assessment are matters relating to; Health and Safety and Safeguarding Policies as well as comprehensive insurance cover.

The PCC adopted a new Financial Governance Policy Document in May 2015 which will be reviewed annually.

PCC ST JOHN THE BAPTIST, WEST WICKHAM

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2015

The PCC has adopted the Dioceses SafeChurch policies and procedures to safeguard children, young persons and adults who might be vulnerable. These policies and procedures are regularly monitored to ensure implementation. This year our Safeguarding team attended a PCC meeting to keep us updated of requirements and have also submitted written report in order that we can fully support them, our young people and any vulnerable adults. All persons who have contact with children, young persons and adults who might be vulnerable, are required to possess a clear Disclosure and Barring Service ("DBS") report and receive information on safe caring and whistle blowing.

e. Asset and Property Management

The PCC is responsible for the consecrated and beneficed five-hundred-year-old church building and land located off Layhams Road, West Wickham, Kent, BR4 9HJ. Churchwardens hold on special trust for the PCC moveable church furnishings.

The PCC act as Managing Trustees for SJ's (St John's Church in the Community), formerly known as the Beacon Centre, a converted shop of which we own the freehold, at 56 Croydon Road, Coney Hall, West Wickham, BR4 9HU. This premises hosts our parish office and is a venue for different community activities and services, as well as a drop in centre, providing drinks, support and prayer.

The Parochial Church Council act as Managing Trustees of endowment fund investments relating to the Churchyard Fund.

f. Mission

The PCC, as Trustees of this charity, has the responsibility of promoting in the ecclesiastical parish of St John's, the whole mission of the church, pastoral, evangelical, social and ecumenical. Our Rector is the Revd. Jonathan Ward. He is assisted by a retired Vicar, one non-stipendiary priest licensed to the Parish, two Churchwardens, one Reader and two SPA's, together with other members of the laity. It is hoped that in June 2015 a Curate in training will join the team.

Objectives and Activities

a. POLICIES AND OBJECTIVES

The PCC is committed to facilitating worship for all and welcoming newcomers as members of our church community. It regularly considers how this might be best achieved. Our gathered worship involves prayer, the reading of Scripture, preaching, music and sharing the sacrament. The leadership has facilitated a church-wide process of listening to God in order to seek vision and priorities for the future. Following on from that listening process, the following teams have been set up:

Worship;
Prayer;
Faith Sharing;
Social Action;
Care & Befriending;
Youth and Children and
Mission outside the Parish;

PCC ST JOHN THE BAPTIST, WEST WICKHAM

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2015

The PCC considers the Commissioner's guidance on public benefit and specifically, the guidance on charities for the advancement of religion. We aim to:

(i) Enable people to live out their faith in ways that serve the communities in which they work and live

(ii) Work out how, corporately, we can fulfil our particular mission as God's people in our parish.

To facilitate this work, we maintain the fabric of the church of St John's and have carried out major refurbishment works at 56 Croydon Road, Coney Hall formerly known as The Beacon Centre). After a consultation with church members, it was decided to re-name the refurbished property at 56 Croydon Road, Coney Hall, as "SJs – St Johns in the Community". Planning Permission for the refurbishment works, changes to the shop front and signage to read 'SJs – St Johns in the Community' was given by the London Borough of Bromley in the winter of 2015. The refurbishment work was completed in January 2016 and the refurbished building re-opened in February 2016 as a multi-use facility for the benefit both of church members and the wider community. We have also been working closely with Parklands Nursery, Coney Hall.

Worship and Prayer

The PCC provides a variety of services across the week and over the course of the year that we hope our community find nourishing and appropriate to the season. There are weekly celebrations of Holy Communion, monthly all-age services, prayer meetings and youth-led services. We provide various services which included 8 baptisms/thanksgivings, 1 wedding and 19 funerals. Our services are structured on the Church of England's

'Common Worship' provisions.

A crèche is provided for children under 5, a popular monthly meeting, 'Friends and Heroes' for children aged 5-11, Cru-2 for children aged 7-11, Club 2000 for those aged 11-14, 14-Plus for teens aged 14-18 and another group for 18-plus. In addition, a 'Sunday Grill' is held for teenagers. A monthly mid-week service is also held at the church for toddlers and their parents or carers. There is a strong network of smaller church groups – 'home groups; where worship, prayer and nurturing each other in a safe environment is essential for personal growth. In addition, we run a 'Youth Alpha' for younger people wishing to know more about the relationship they can have with the Lord Jesus.

Deanery Synod

St John's is entitled to have four Trustees on the Deanery Synod: currently three Trustees and our Rector sit on the Addington Deanery Synod, providing an important link between the parish and the wider structures of the church: this particularly enables us to connect with the movements within the diocese as a whole and it also prevents our vision from becoming too parochial.

Ecumenical Relationships

St John's is a member of 'Churches Together in West Wickham', an organisation of seven churches in West Wickham. Our ministers meet regularly and plan its programmes, including a monthly evening service hosted by each church in turn and significant yearly celebrations are planned and put on together. Participation this year included events such as the Week of Prayer for Christian Unity, 'Travelling Light' (a Children's Link event during February half-term), the Christian Aid collection, the Good Friday Procession culminating in open-air service at The Swan car park and service at St Francis, Easter activities, 'Fun and Games at Sparrows Den' (a Children's Link event during in July 2015) and 'The Big Sing' at St Francis Church.

We have also participated in the West Wickham Work Club run by 'Churches Together in West Wickham', a scheme offering help in preparing CVs for local people and encouraging them in looking for jobs.

PCC ST JOHN THE BAPTIST, WEST WICKHAM

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2015

The Fabric

The PCC oversaw the refurbishment of SJs (formerly the Beacon Centre), delegating much of the detail to a Core Team and this project was completed in early 2016. Members of the church gave generously in order to provide items for the refurbishment of SJ's.

Pastoral Care

The Beacon Centre: a management group have oversight of the centre and the volunteer members. In December 2014 a party was held to thank those volunteers who had worked at the Centre since its inception. In addition to the activities already described, the Beacon Centre has hosted PCC meetings and a variety of different groups open to anyone, from 'mums and tots' through to an over 60s club. It also hosts and provides a referral service for bereavement, marriage and pregnancy matters. It is an effective expression of our pastoral care to people beyond the church.

The Southwark Pastoral Auxiliaries: Our two Southwark Pastoral Auxiliaries are trained and recognised by the diocese as providers of pastoral care. They are instrumental in raising awareness and providing pastoral care for church members and the local community.

Marriage Preparation is offered to any couple getting married at St John's. Marriage courses are run regularly if there is demand. A Marriage Support service is available all year round, offered through a local charity, Marriage Resource. All these services are open to St John's members and the local community.

Holy Communion is celebrated on a regular basis in three local care homes for the elderly.

Mission and Evangelism Events: St John's continues to host events such as 'Light the Night', an alternative to Halloween, 'Silent Discos' to raise money for good causes and 'Senior Citizens Christmas Lunches'. St John's also supports Coney Hall United Football Club. Collections taken at Harvest and Christmas have been donated to Bromley Foodbank, Bromley Churches Winter Shelter for the homeless, Croydon Refugee Centre and The Foundation for Relief & Reconciliation in the Middle East. Christingle collections have benefited the Church of England Children's Society. Invitations to notable services, such as Easter Sunday, Harvest, Christingle and Carol Services are distributed to every household in the parish at intervals during the year. St John's gives one-tenth of its income to other mission organisations and, through its participation in Southwark Diocese's Parish Support Fund, supports the work of smaller churches within the diocese..

Achievements and performance

a. GOING CONCERN

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

b. Church Attendance

There are 185 people on the Church Electoral Roll as reported at the APCM in April 2015. Approximately 120 adults and 25 children attend services each week: these figures derive from a congregational count undertaken for the Diocese in late autumn 2015.

PCC ST JOHN THE BAPTIST, WEST WICKHAM

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2015

Attendance increases significantly at major festivals – Christmas and Easter. Between 900 and 1000 adults and children attended services held over the Christmas period.

c. REVIEW OF FINANCIAL ACTIVITIES

Overview of Funds

This includes salient details of financial transactions during the year, together with assets, liabilities and funds held, which are set out more fully within the notes to the financial statements.

The main features of the year were:

(a) General Fund:

Substantial regular giving and activities for generating funds together with fees and interest provided a total income of £174,053. Expenditure for the year amounted to £139,507. This included, a cross charge to the Beacon Centre Fund of £2,431 as a contribution towards the running costs for the use of the Parish office and £500 as a contribution towards property consumption, resulting in a surplus for the year of £34,046 and reserves in the General Fund of £111,279. At the PCC meeting of 21 May 2015 it was unanimously agreed that monies from the General Fund, together with the Shirley Raymond Fund (below) be used to fund the cost of refurbishing The Beacon Centre though in 2015 no transfer from the General Fund was needed, though one will be needed in 2016 to cover the final costs of about £18,000.

(b) Designated Funds:

(i) Audio-visual fund: the brought-forward balance on the designated fund was £8,000. The Fixed asset, which makes up this fund, is shown in Note 15 in the Financial Statements and has been depreciated by £2,000, in line with recommendations. This fund now stands at £6,000.

(ii) Beacon Centre Property Fund: Transfers to this fund are made from the General Fund in recognition that the property has a finite life. The transfer reflects the consumption of the property through usage. This is separate from the running costs which are recharged to the particular fund using the property. A standard charge of £500.00 per annum has been recognised.

(iii) Shirley Raymond Fund: the balance carried forward in this Fund was £32,069. On 21 May 2015 the Parochial Church Council gave unanimous approval to using the Shirley Raymond Fund to help fund the refurbishment of the Beacon Centre and so far £32,069 has been utilised.

(c) Restricted Funds:

(i) SJ's (formerly The Beacon Centre): running costs, purchase of stock, maintenance and services provided to the community have been set against sales and other income along with restricted gifts resulting was added to reserves brought forward from previous years before charging the costs of the refurbishment against the accumulated surplus accumulated with the additional costs being met from the Shirley Raymond Fund. The SJ'S (formerly The Beacon Centre) fund stands at £102,823. This is represented by a fixed asset – the premises and remaining reserves of £7,823. On 20 July 2015 the PCC considered 3 quotes for refurbishment and unanimously agreed to award a contract for the necessary work to Design Studio of Coney Hall resulting in the reduction.

PCC ST JOHN THE BAPTIST, WEST WICKHAM

**TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 DECEMBER 2015**

(ii) There is nothing significant to report in the three remaining Restricted Funds: Missions and Charities, Restoration or Churchyard Funds. These financial transactions represent a substantial level of generous and sacrificial giving in addition to the considerable amount of voluntary work carried out by church members which is reflected in the many and various activities of the church. Church members also contributed to the provision of new furnishings, crockery, etc at SJs. The new building will be multi-use to benefit both church members and our neighbours in the community.

Financial review

a. RESERVES POLICY

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to not less than 3 months expenditure. The trustees consider that, if there is a significant drop in funding, the reserves held at this level will enable the charity to continue its current activities. In addition, the trustees will have time to give consideration as to how additional funds could be generated.

The level of required reserves has been met this year: Unrestricted and undesignated reserves stand at £126,103 and 3 months of annual expenditure stand at £35,376 (1/4 of £141,506) and therefore satisfy the policy.

b. ASSETS AND FUNDS HELD AS CUSTODIAN

The Parochial Church Council act as Managing Trustees for The Beacon Centre and the endowment fund Investments.

PCC ST JOHN THE BAPTIST, WEST WICKHAM

**TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 DECEMBER 2015**

TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Incumbent and PCC are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report was approved by the PCC on 14 April 2016 and signed on their behalf by:

Revd Jonathan Ward
Rector

Mrs Christine Blackburn
Treasurer

PCC ST JOHN THE BAPTIST, WEST WICKHAM

**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 DECEMBER 2015**

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PCC ST JOHN THE BAPTIST, WEST WICKHAM

I report on the financial statements of the charity for the year ended 31 December 2015 which comprise the Statement of Financial Activities and Balance Sheet, with the related notes.

This report is made solely to the charity's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's Trustees are responsible for the preparation of the financial statements, and they consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements under section 145 of the Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 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. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of 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 no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

PCC ST JOHN THE BAPTIST, WEST WICKHAM

**INDEPENDENT EXAMINER'S REPORT (continued)
FOR THE YEAR ENDED 31 DECEMBER 2015**

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention, other than that disclosed below:

- (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 comply with the accounting requirements of the Act
- have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

DISCLOSURE SECTION

We draw attention to note 14 to the Balance Sheet which states that Tangible Fixed assets have not been subject to depreciation. The note also sets out the reason for departing from Financial Reporting Standard 15: Tangible Fixed Assets.

Signed:

Dated: 14 April 2016

P M Landergan FCA

For Landergan & Co Ltd
26 Burney Street
London
SE10 8EX

PCC ST JOHN THE BAPTIST, WEST WICKHAM

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2015**

	Note	Unrestricted funds 2015 £	Restricted funds 2015 £	Endowment funds 2015 £	Total funds 2015 £	Total funds 2014 £
INCOMING RESOURCES						
Incoming resources from generated funds:						
Voluntary income	2	166,886	7,820	-	174,706	163,956
Grants	2	-	-	-	-	2,500
Activities for generating funds	3,4	6,775	6,768	-	13,543	12,550
Investment income	5	392	841	-	1,233	908
TOTAL INCOMING RESOURCES		174,053	15,429	-	189,482	179,914
RESOURCES EXPENDED						
Costs of generating funds:						
Fundraising expenses and other costs	4	-	1,533	-	1,533	1,260
Charitable activities	7,10	140,637	60,293	-	200,930	155,646
Governance costs	11	870	-	-	870	570
TOTAL RESOURCES EXPENDED		141,507	61,826	-	203,333	157,476
NET INCOMING RESOURCES / (RESOURCES EXPENDED) BEFORE TRANSFERS						
		32,546	(46,397)	-	(13,851)	22,438
Transfers between Funds	18	(32,069)	32,069	-	-	-
NET INCOMING RESOURCES / (RESOURCES EXPENDED) BEFORE REVALUATIONS						
		477	(14,328)	-	(13,851)	22,438
Gains and losses on revaluations of investment assets		-	-	274	274	1,056
NET MOVEMENT IN FUNDS FOR THE YEAR		477	(14,328)	274	(13,577)	23,494
<i>Total funds at 1 January 2015</i>		<i>117,802</i>	<i>126,524</i>	<i>20,109</i>	<i>264,435</i>	<i>240,941</i>
TOTAL FUNDS AT 31 DECEMBER 2015		118,279	112,196	20,383	250,858	264,435

The notes on pages 13 to 22 form part of these financial statements.

PCC ST JOHN THE BAPTIST, WEST WICKHAM

**BALANCE SHEET
AS AT 31 DECEMBER 2015**

	Note	£	2015 £	£	2014 £
FIXED ASSETS					
Tangible assets	14		102,755		105,783
Investments	15		20,383		20,109
			<u>123,138</u>		<u>125,892</u>
CURRENT ASSETS					
Stocks		-		1,500	
Debtors	16	15,938		15,319	
Cash at bank		115,519		129,121	
			<u>131,457</u>	<u>145,940</u>	
CREDITORS: amounts falling due within one year	17	(3,737)		(7,397)	
NET CURRENT ASSETS			<u>127,720</u>		<u>138,543</u>
NET ASSETS			<u>250,858</u>		<u>264,435</u>
CHARITY FUNDS					
Endowment funds	18		20,383		20,109
Restricted funds	18		112,196		126,524
Unrestricted funds	18		118,279		117,802
TOTAL FUNDS			<u>250,858</u>		<u>264,435</u>

The financial statements were approved by the Trustees on 14 April 2016 and signed on their behalf, by:

Revd Jonathan Ward, Rector

Mrs Christine Blackburn, PCC Member and Treasurer

The notes on pages 13 to 22 form part of these financial statements.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2015**

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2005 and applicable accounting standards.

1.2 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

1.3 Incoming resources

All incoming resources are included in the Statement of financial activities when the charity has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2015**

1. ACCOUNTING POLICIES (continued)

1.4 Resources expended

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Fundraising and publicity costs relate to the limited trading at the Beacon Centre and publicising the Centre along with the Tent Event. Support costs are those costs incurred directly in support of expenditure on the objects of the charity. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure.

1.5 Tangible fixed assets and depreciation

All assets costing more than £1,000 are capitalised.

Consecrated land and buildings and moveable church buildings

Consecrated and beneficed property is excluded from the accounts by s96(2)(a) 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 consider this is 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 Statement of Financial Activities and separately disclosed.

The policy with respect to impairment reviews of fixed assets is ...

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Freehold property	-	No Amortisation - but an annual transfer made to a designated fund.
Fixtures and fittings	-	Straight line 4 years

1.6 Investments

Investments are stated at market value at the balance sheet date. The Statement of financial activities includes the net gains and losses arising on revaluations and disposals throughout the year.

PCC ST JOHN THE BAPTIST, WEST WICKHAM

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2015**

2. VOLUNTARY INCOME

	Unrestricted funds 2015 £	Restricted funds 2015 £	Endowment funds 2015 £	Total funds 2015 £	<i>Total funds 2014 £</i>
Giving Gift Aided	107,223	3,067	-	110,290	102,643
Tax Recoverable	28,054	1,891	-	29,945	27,026
Planned Giving	12,234	-	-	12,234	16,612
Other Giving	9,875	2,862	-	12,737	16,675
Bequests	9,500	-	-	9,500	1,000
	<u>166,886</u>	<u>7,820</u>	<u>-</u>	<u>174,706</u>	<u>163,956</u>
Subtotal detailed disclosure					
Grants	-	-	-	-	2,500
	<u>166,886</u>	<u>7,820</u>	<u>-</u>	<u>174,706</u>	<u>166,456</u>

3. FUNDRAISING INCOME

	Unrestricted funds 2015 £	Restricted funds 2015 £	Endowment funds 2015 £	Total funds 2015 £	<i>Total funds 2014 £</i>
Fee Income	4,067	-	-	4,067	4,429
Children and Youth	544	-	-	544	798
Spree Income	1,612	-	-	1,612	1,700
Activities	552	-	-	552	630
Refit Beacon Centre/ SJ's	-	4,630	-	4,630	-
Marriage/ Parenting Contribution	-	-	-	-	306
	<u>6,775</u>	<u>4,630</u>	<u>-</u>	<u>11,405</u>	<u>7,863</u>

PCC ST JOHN THE BAPTIST, WEST WICKHAM

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2015

4. TRADING ACTIVITIES

	Unrestricted funds 2015 £	Restricted funds 2015 £	Endowment funds 2015 £	Total funds 2015 £	Total funds 2014 £
Charity trading income					
Sale of goods	-	1,864	-	1,864	4,257
Fees	-	274	-	274	430
	<u>-</u>	<u>2,138</u>	<u>-</u>	<u>2,138</u>	<u>4,687</u>
Fundraising trading expenses					
Cost of goods sold	-	1,533	-	1,533	1,260
	<u>-</u>	<u>1,533</u>	<u>-</u>	<u>1,533</u>	<u>1,260</u>
Net income from trading activities	<u>-</u>	<u>605</u>	<u>-</u>	<u>605</u>	<u>3,427</u>

5. INVESTMENT INCOME

	Unrestricted funds 2015 £	Restricted funds 2015 £	Endowment funds 2015 £	Total funds 2015 £	Total funds 2014 £
Rent	-	62	-	62	62
Dividends	-	779	-	779	764
Interest	392	-	-	392	82
	<u>392</u>	<u>841</u>	<u>-</u>	<u>1,233</u>	<u>908</u>

6. GRANTS

	Number	Total 2015 £	Number	Total 2014 £
Missionary & charitable giving	<u>17</u>	<u>18,384</u>	<u>28</u>	<u>20,592</u>

PCC ST JOHN THE BAPTIST, WEST WICKHAM

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2015**

7. EXPENDITURE BY CHARITABLE ACTIVITY

SUMMARY BY FUND TYPE

	Unrestricted funds 2015 £	Restricted funds 2015 £	Endowment funds 2015 £	Total funds 2015 £	<i>Total funds 2014 £</i>
Ministry	140,637	3,199	-	143,836	144,831
Beacon Centre	-	57,094	-	57,094	10,815
	<u>140,637</u>	<u>60,293</u>	<u>-</u>	<u>200,930</u>	<u>155,646</u>

SUMMARY BY EXPENDITURE TYPE

	Staff costs 2015 £	Depreciation 2015 £	Other costs 2015 £	Total 2015 £	<i>Total 2014 £</i>
Ministry	7,206	3,028	133,602	143,836	144,831
Beacon Centre	-	-	57,094	57,094	10,815
	<u>7,206</u>	<u>3,028</u>	<u>190,696</u>	<u>200,930</u>	<u>155,646</u>

8. DIRECT COSTS

	Ministry £	Beacon Centre £	Total 2015 £	<i>Total 2014 £</i>
Ministry- diocesan quota	86,199	-	86,199	84,868
Ministry - clergy expenses	1,816	-	1,816	2,051
Church services	2,845	-	2,845	3,626
Hire & maintenance, buildings & equipment	8,903	57,094	65,997	20,709
Youth & children	8,292	-	8,292	7,234
Upkeep of churchyard	585	-	585	270
General expenses	4,810	-	4,810	4,379
Depreciation	3,028	-	3,028	4,500
	<u>116,478</u>	<u>57,094</u>	<u>173,572</u>	<u>127,637</u>

PCC ST JOHN THE BAPTIST, WEST WICKHAM

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2015**

9. SUPPORT COSTS

	Ministry £	Total 2015 £	<i>Total 2014 £</i>
Subscriptions	800	800	419
Printing, stationery & telephone	968	968	1,694
Wages and salaries	7,206	7,206	5,304
	<u>8,974</u>	<u>8,974</u>	<u>7,417</u>

10. CHARITABLE ACTIVITIES

	2015 £	<i>2014 £</i>
Grants (note 6)	18,384	20,592
Direct costs (note 8)	173,572	127,637
Support costs (note 9)	8,974	7,417
	<u>200,930</u>	<u>155,646</u>

11. GOVERNANCE COSTS

	Unrestricted funds 2015 £	Restricted funds 2015 £	Endowment funds 2015 £	Total funds 2015 £	<i>Total funds 2014 £</i>
Independent Examiners Fees	<u>870</u>	<u>-</u>	<u>-</u>	<u>870</u>	<u>570</u>

12. TRUSTEES

This is stated after charging:

	2015 £	<i>2014 £</i>
Depreciation of tangible fixed assets: - owned by the charity	3,028	4,500
Governance Internal audit costs	<u>870</u>	<u>570</u>

During the year, no official received any remuneration or benefits in kind (2014 - £NIL).

During the year, the clergy, readers and Southwark Pastoral Auxiliaries were reimbursed expenses of £1,816 (2014 - £1,835) and no trustees received any amounts in respect of services provided (2014 £300).

PCC ST JOHN THE BAPTIST, WEST WICKHAM

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2015**

13. STAFF COSTS

Staff costs were as follows:

	2015	<i>2014</i>
	£	£
Wages and salaries	7,206	<i>5,304</i>

The average monthly number of employees during the year was as follows:

	2015	<i>2014</i>
	No.	No.
Administration	1	<i>1</i>

No employee received remuneration amounting to more than £60,000 in either year.

14. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Total £
Cost			
At 1 January 2015 and 31 December 2015	95,000	24,847	119,847
Depreciation			
At 1 January 2015	-	14,064	14,064
Charge for the year	-	3,028	3,028
At 31 December 2015	-	17,092	17,092
Net book value			
At 31 December 2015	95,000	7,755	102,755
<i>At 31 December 2014</i>	<i>95,000</i>	<i>10,783</i>	<i>105,783</i>

The freehold property is stated at cost with no provision for amortisation, this is contrary to the provisions set out within Financial Reporting Standard 15: Tangible Fixed Assets. The standard requires buildings to be amortised but not the land they are situated on. Had provision been made then an annual charge of £500 would have arisen and the accumulated amortisation at the balance sheet date would have been £6,000, amortising the building over a period of 100 years.

The trustees consider the property to be valued at not less than £120,000 and in these circumstances believe any provision for amortisation to be unnecessary. The value was provided through an informal valuation made by an independent firm of Estate Agents.

In addition the church is committed to ensuring that the property is kept in a good state of repair to protect its value.

PCC ST JOHN THE BAPTIST, WEST WICKHAM

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2015**

15. FIXED ASSET INVESTMENTS

	Listed securities £
Market value	
At 1 January 2015	20,109
Additions	274
	20,383
At 31 December 2015	20,383
Historical cost	750

Investments at market value comprise:

	2015 £	<i>2014 £</i>
Listed investments	20,383	20,109

All the fixed asset investments are held in the UK

The fixed assets investments which are held within an endowment fund comprise 1,506 units in the CBF Investment Fund. Dividends from these investments are used for the maintenance of the churchyard in accordance with the terms of the endowments.

The fund arises from endowments made in 1953 & 1958.

The freehold property and the investments are held by the South London Church Fund and Southwark Diocesan Board of Finance acting as custodian trustees.

16. DEBTORS

	2015 £	<i>2014 £</i>
Other debtors	15,938	13,798
Prepayments and accrued income	-	1,521
	15,938	15,319

**17. CREDITORS:
Amounts falling due within one year**

	2015 £	<i>2014 £</i>
Creditors	3,137	5,970
Accruals and deferred income	600	1,427
	3,737	7,397

PCC ST JOHN THE BAPTIST, WEST WICKHAM

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2015

18. STATEMENT OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers in/out £	Gains/ (Losses) £	Carried Forward £
Designated funds						
Audio Visual Fund	8,000	-	(2,000)	-	-	6,000
Beacon Centre property	500	-	-	500	-	1,000
Shirley Raymond Fund	32,069	-	-	(32,069)	-	-
	<u>40,569</u>	<u>-</u>	<u>(2,000)</u>	<u>(31,569)</u>	<u>-</u>	<u>7,000</u>
General funds						
General Fund	77,233	174,053	(139,507)	(500)	-	111,279
Total Unrestricted funds	<u>117,802</u>	<u>174,053</u>	<u>(141,507)</u>	<u>(32,069)</u>	<u>-</u>	<u>118,279</u>
Endowment funds						
Endowment Fund	20,109	-	-	-	274	20,383
Restricted funds						
Missions & Charities	629	3,352	(2,614)	-	-	1,367
Restoration Fund	5,569	-	-	-	-	5,569
Churchyard Fund	2,243	779	(585)	-	-	2,437
Beacon Centre Fund	118,083	11,298	(58,627)	32,069	-	102,823
	<u>126,524</u>	<u>15,429</u>	<u>(61,826)</u>	<u>32,069</u>	<u>-</u>	<u>112,196</u>
Total of funds	<u><u>264,435</u></u>	<u><u>189,482</u></u>	<u><u>(203,333)</u></u>	<u><u>-</u></u>	<u><u>274</u></u>	<u><u>250,858</u></u>

PCC ST JOHN THE BAPTIST, WEST WICKHAM

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2015**

18. STATEMENT OF FUNDS (continued)

Designated funds

Audio Visual - Unrestricted gift designated by PCC to buy equipment that has been capitalised and depreciated.

Beacon Centre Property Fund - Fund is provided for the usage of the Beacon Centre

Shirley Raymond Fund - Unrestricted gift designated by PCC following a bequest and being used to cover the costs of refurbishing the Beacon Centre

Restricted Funds

Missions and charities Fund - Gifts for specific missions and charities which are applied in accordance with the wishes of the donor.

Restoration Fund - Funds and gifts received for major repairs to the fabric of the Church

Churchyard Fund - Funded by dividends received from the endowment funds and used for the maintenance of the churchyard in accordance with the terms of the endowments.

Beacon Centre Fund - Funds and gifts received for the purchase, refurbishment and running costs of the premises used as a centre for meeting and serving the community (now renamed as SJ's following major refurbishments)

19. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds 2015 £	Restricted funds 2015 £	Endowment funds 2015 £	Total funds 2015 £	<i>Total funds 2014 £</i>
Tangible fixed assets	7,755	95,000	-	102,755	105,783
Fixed asset investments	-	-	20,383	20,383	20,109
Current assets	114,261	17,196	-	131,457	145,940
Creditors due within one year	(3,737)	-	-	(3,737)	(7,397)
	<u>118,279</u>	<u>112,196</u>	<u>20,383</u>	<u>250,858</u>	<u>264,435</u>