



**The Parish Church of
ST MARY THE VIRGIN
Hayes, Kent**

**ANNUAL MEETING
of the
PAROCHIAL CHURCH COUNCIL**

Held on Wednesday 18th April 2018

HAYES (KENT) PAROCHIAL CHURCH COUNCIL Annual Report for 2017

St Mary's Parochial Church Council has the responsibility of co-operating with the Rector, present the Reverend Napoleon John, in promoting within the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the ancient church building and the Old Church Schools, used as the Church Hall, both of which are located in Hayes Street, Hayes.

Members of the PCC are either ex-officio or elected by the annual Parochial Church Meeting in accordance with the Church Representation Rules. PCC Members who have served from 1st January 2017 until this report was approved are:

* Trustee during 2017

EX OFFICIO:-

<i>Incumbent:</i>	The Revd Napoleon John		Chairman (January 2013)
<i>Curate:</i>	The Revd Lyn Hallam (SSM) Becky Willoughby (LLM)		
<i>Churchwardens:</i>	Dr Alex Mears	*	April 2014 – April 2017
	Mrs Barbara Marsden	*	Appointed April 2015
<i>Representatives on the Deanery Synod:</i>	Mr David James	*	(to April 2017)
	Mrs Mary Whytock	*	(to April 2020) (PCC Secretary)
	Mrs Yvonne Pickford	*	"
	Mr Mark Willoughby		"
CO-OPTED:	Mr Richard Truelove		Honorary Treasurer

ELECTED:

Miss Susan Rodgers	*	(to April 2017)	"
Mrs Carolyn Tooley	*	"	
Mrs Becky Willoughby	*	"	
Mrs Sarah Willis	*	"	
Mr Roger Rowe	*	"	
Mrs Carol Crouch	*	(to April 2018)	
Mrs Margaret Drummond	*	" (Resigned April 2017)	
Mr Tudor Griffiths	*	"	
Mr David Rowedder	*	"	
Mrs Mary Ann Cooper	*	(to April 2019)	
Mrs Julie Clark	*	"	
Mrs Dee King	*	"	
Mrs Ann Lawrence	*	(to April 2020)	
Mr Toni Pincott	*	"	

Church Administrator:	Mrs Brenda Harper	Appointed October 2015
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Committees

The PCC operates through a number of committees, which meet between the full meetings of the PCC. A Standing Committee exists that is required by law to transact business when necessary between PCC meetings, subject to any directions given by the PCC. The PCC have appointed the Trustees of Old Church of England School to act as managing agents for the OCS building; excluding the letting of the OCS flat and car park spaces. This enables the PCC to obtain all advantages of OCS being a Registered Charity.

Rector's Review for January 2018.

I pray during the year 2018 we may keep our focus on the message of Romans 12:3-8

The year 2017 so far been the most exciting year for me in Hayes. The reason is due to three individuals: Becky, Charlotte and Sofi my daughter.

1- No doubt it is Becky who did attend all the theological classes and worked very hard but I think it is OK to say that beside her family I too played a little role in bringing her to where Becky is today. Her training has almost reached completion and she is now licensed LLM. There is this sense of, 'job done, done well' She is serving the Lord with joyful heart and at the start of the year 2018 I had the official confirmation that Becky is now licensed to take funerals too.

2- In January 2016 it was just a dream to have a 'Youth and Family Worker' but since mid 017 we had Charlotte among us. The Lord has done it and at least in my eyes it is marvellous. Charlotte is well settled among us and she is impacting ministry in Hayes and beyond.

3- In December Rev'd Lyn and Becky our LLM made it possible for me to go to Finland to attend my daughter Sofi's Phd defence. I am sorry if I sound a bit emotional but the truth is when nearly 20 years ago we had our family breakdown; I was left with Sofi and Matti without any immediate family around to support us. In those hostile times even the idea of bringing them up well seemed a huge dream. But in December 2017 I stood among the Academics from around the world as a proud dad of Dr. Sofia John. I am very proud of Sofi's academic achievements, however, in all honesty greater pride for me was her bold stand for her Christian faith in a world where faith has little relevance. The opening words of her published thesis read: "Above all, I want to acknowledge and thank the One who gives life and who has sustained and provided for me throughout this thesis and life journey. The journey has not always been easy, but God's grace has carried me through to the end...". Her, after defence speech started with the Lord Jesus Christ too.

From personal to church: Now from personal joy I turn to the church matters. I thank God that with the support of the Worship Leaders, Ministry Team, Church Warden Mrs Barbara Marsden and her team and indeed the support of so many of you we Ministered and Ministered well to Hayes Community. It is a well known fact that we; who ministered in Hayes Primary School we are at times stopped by children on the road and are told 'most enjoyable assemblies are those you do'. Beside, I regularly receive letters, cards and emails of thanks for the ministry we provide to the wider community. May the Lord give us all the courage and the strength to continue to serve the people God has given to us.

In spite of such encouraging news I don't have any hesitation in saying, 'To be a church in today's UK is not an easy assignment'. In my early years of ministry over 70% of the population identified themselves as Christians. Today people with no religion out number all the Christian denominations put together. Faithlessness like a desert is swallowing communities up. But you my friends are the faithful and brave who stand in the way of this desert. You slow its speed, you feed and you water the existing patches of faith and even sow new seeds to push this desert of faithlessness back. I thank God for each one of you for the role you played. I am deliberately leaving the names out as it is not just us the Worship Leaders and the PCC who are doing it. We are all participants no one here is looked as an audience.

From the general now I turn to some specifics of the year 2017:

Prayer walks: At the last APCM I suggested to start prayer walks in the summer months of 2017. Today I can report that we did walk the whole Benefice and prayed for our community. Now the we continue to go street by street to pray and bless our community. I hope this does play a small role for the church to be seen in the community.

Reviewing our Sunday services: The year 2017 was the year to review our church services. I am pleased to inform that all the changes that we planned are in place and the new patterns of worship are shaping our spirituality here. I am aware these changes were a challenge for some but you have been very gracious in accepting our vision. I think it is also fair to say that these changes are not written in stones

and the Worship Leaders will continue to review and see how ministry is improved and church is made even more relevant for the people we minister.

Day time bible studies for parents and grand parents: Becky and myself had a vision to start a morning bible study group during the last APCM year. The reason to start such a group was to provide an opportunity for those who find difficult to attend bible study/prayer group in the evening. I am pleased to inform that we finished our first such bible study group in February 2018. We hope to continue the group after the Easter and if there is demand even to multiply morning bible study groups. .

Raising new champions: This was the fourth aim for the last APCM. Since my arrival in January 2013 I have raised the alarm that there is need to raise new leaders in this church. At the last APCM I made it known to you again. I suggested, 'let us raise new champions', for new people who take responsibilities and those who have ministered in different aread may become 'mentors'. I am afraid in this area we haven't been very successful. I hope this year we will work together to be more effective so by the next APCM we will have even more new faces.

The dream for 2018. I regard this APCM year the year of my colleagues' vision/s. During the last five years I have given vision/s for the year. This is the year of my colleagues.

The over all desire of your worship leaders is that we are seen as one church, united under one Lord, using our gifts to minister to the people the Lord has given to us.

Lyn: After Easter hope to start a new short course. 'Making Space For God: Trying out different ways of meditation and praying.

Becky: will focus to develop her Pastoral Ministry along with Lyn and Napo. Secondly, she hopes to start a new group; namely 'outreach group'.

Charlotte: Please see her report these are covered there.

Napo's hope: Finally I hope that we will keep our focus on the passage I mentioned earlier. May God give us grace so we continue to grow in our mutual respect and support for one another. I pray that we may always remember that we may wear different job titles but no one is doing less important job in God's kingdom. Each role is as important and valid as is any other member of Christ's body here. Let us learn to love and respect each others gifting in Christ's humility!

Always Yours in Christ

Napo

THE PARISH CHURCH OF ST MARY THE VIRGIN

HAYES, KENT

ANNUAL REPORT

and

FINANCIAL STATEMENTS

of the

PARISH CHURCH COUNCIL

for the year ended 31st December 2017

Rector: The Reverend Napoleon John

Churchwardens: Mrs Barbara Marsden
Vacant

Secretary: Mrs Mary Whytock

Treasurer: Mr Richard Truelove

Independent Examiner: Mrs Carol Page

HAYES (KENT) PAROCHIAL CHURCH COUNCIL

Honorary Treasurer's Report for the year ended 31st December 2017

2017 saw a further reduction in the Church's income, which was only partially offset by income from the OCS Flat and the OCS Grant. This, together with a modest increase in expenditure, led to an overall deficit. The following table seeks to highlight the main numbers:

	2017	2016
Income from Ordinary Activities	£77,031	£81,169
Expenditure from Ordinary Activities	- £97,189	- £95,253
Deficit on Ordinary Items	- £20,158	- £14,084
Income from OCS Flat and Car Park	£5,580	£4,806
One-Off Donations	£2,497	£6,622
Interest	£1,705	£1,394
Charity Giving	- £2,063	- £1,949
Quinquennial Savings	- £3,000	-£3,000
OCS - Surplus Funds	£13,000	£15,000
Final Result	- £2,439	£8,789

Income: Total income saw a reduction of just over £4,000 which was mainly down to a further fall in Pledged Giving from £47,764 to £45,933 - accompanied by a consequential fall in Gift Aid recovery. Fees remained fairly flat whilst there was a one-off fall in Collections due to last year including some back-dated Gift Aid. With Pledged Giving the reliance on a few "large givers" remains: as such it remains critically important for more parishioners, especially more recent newcomers, to join the scheme.

Expenditure: Total expenditure increased by just under £2,000 (circa 2.0%): there were some "ups and downs" but with no one item being the main cause. Levels of expenditure remain at acceptable levels but the general focus on costs will continue.

Deficit on Ordinary Items: As shown in the above table the Church continues to run at a deficit, with the above variances leading to a sharp increase in this deficit to £20,158. Whilst (as mentioned below) there are a number of factors which see this deficit reducing to a more modest overall deficit, it is hugely important that income levels are not allowed to fall further.

Overall Result: As can be seen from both the above table and the formal accounts the overall result for the year sees a manageable deficit of £2,439 - with, as usual, the importance of income from the OCS complex being a major factor. This deficit has led to the General Reserve reducing to £61,958 - a level which still leaves us reasonably well placed and importantly in excess of the minimum level of £50,000 set by the PCC.

Legacies: The Church was extremely fortunate to receive two significant legacies in 2016 which meant that total legacies at the beginning of 2017 amounted to £331,973. Aside from some other modest uses, the PCC have now approved the transfer to other designated funds the sums of £67,000 in respect of the Youth and Families Worker and £62,000 for essential repairs to the OCS Flat. However, and taking into account some further legacy receipts, this still leaves a total legacy balance of £235,092 at the 2017 year-end.

HAYES (KENT) PAROCHIAL CHURCH COUNCIL**STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31st December 2017**

All figures in £'s

	Note	<u>Unrestricted Funds</u>		<u>Restricted Funds</u>	<u>Total 2017</u>	<u>Total 2016</u>
		<u>General</u>	<u>Designated</u>			
INCOMING RESOURCES						
<i>Incoming resources from donors</i>	2(a)	66,419	0	0	66,419	73,749
<i>Other voluntary income</i>	2(b)	0	44,455	10,496	54,951	325,890
<i>Income from events & activities</i>	2(c)	13,341	400	7,322	21,063	25,414
<i>Other ordinary income</i>	2(d)	20,384	8,437	200	29,021	33,081
<i>Income from investments</i>	2(e)	1,705	76	0	1,781	1,462
TOTAL INCOMING RESOURCES		<u>101,850</u>	<u>53,368</u>	<u>18,018</u>	<u>173,235</u>	<u>459,596</u>
RESOURCES USED						
<i>Missionary and charity giving</i>	3(a)	2,063	0	6,529	8,592	7,800
<i>Activities directly relating to the work of the church</i>	3(b)	99,225	35,882	13,963	149,070	144,726
<i>Fund-raising and publicity</i>	3(c)	0	0	0	0	0
<i>Church management and administration</i>	3(d)	0	0	0	0	0
TOTAL RESOURCES USED		<u>101,288</u>	<u>35,882</u>	<u>20,492</u>	<u>157,662</u>	<u>152,526</u>
NET INCOMING/(OUTGOING) RESOURCES		561	17,486	(2,474)	15,573	307,069
NET MOVEMENT IN FIXED ASSETS		-	(700)	-	(700)	(700)
GAINS AND LOSSES ON INVESTMENTS						
- realised		-	-	-	0	0
- unrealised		-	-	-	0	0
TRANSFERS BETWEEN FUNDS		(3,000)	3,000	-	0	0
NET MOVEMENT IN FUNDS		<u>(2,439)</u>	<u>19,786</u>	<u>(2,474)</u>	<u>14,873</u>	<u>306,369</u>
BALANCES BROUGHT FORWARD		64,396	505,560	29,626	599,582	293,213
BALANCES CARRIED FORWARD		<u>61,958</u>	<u>525,346</u>	<u>27,152</u>	<u>614,456</u>	<u>599,582</u>

HAYES (KENT) PAROCHIAL CHURCH COUNCIL**BALANCE SHEET AS AT 31ST DECEMBER 2017**

All figures in £'s

	Note	<u>2017</u>	<u>2016</u>
FIXED ASSETS			
Tangible fixed assets	5(a)	120,700	121,400
Investment assets	5(b)	628	628
		<u>121,328</u>	<u>122,028</u>
CURRENT ASSETS			
Debtors	7	12,804	13,692
Short term deposits:			
Diocese of Rochester		235,427	205,711
CCLA deposit fund		309,569	308,700
Cash at bank and in hand		19,524	19,401
		<u>577,325</u>	<u>547,504</u>
LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR	8	(84,197)	(69,950)
NET CURRENT ASSETS		<u>493,128</u>	<u>477,554</u>
NET ASSETS		<u>614,456</u>	<u>599,582</u>
FUNDS			
Unrestricted - General	9(a)	61,958	64,396
Unrestricted - Designated	9(b)	525,346	505,560
Total unrestricted funds		<u>587,303</u>	<u>569,956</u>
Restricted	9(c)	27,152	29,626
TOTAL FUNDS		<u>614,456</u>	<u>599,582</u>

Approved by the Parochial Church Council on 6th March 2018 and signed on its behalf by:

The Reverend Napoleon John (Chairman)



Richard Truelove (Honorary Treasurer)



The notes numbered one to nine on the following pages form part of these accounts.

HAYES (KENT) PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31st December 2017

CHARITY REGISTRATION

In accordance with the requirements of the Charities Act the PCC was registered as a separate charity with effect from 28th January 2010 (registration number: 1133878). The charity name is "The Parochial Church Council of the Ecclesiastical Parish of St Mary's, Hayes, Kent": however the working name remains "Hayes (Kent) Parochial Church Council". The trustees are both the ex-officio and the elected members of the PCC.

1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006, the current Statement of Recommended Practice for Accounting and Reporting (FRS102 - applied from 1st January 2016) and the Charities Act 2011. 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 accounts include all transactions, assets and liabilities for which the trustees are 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.

Funds

The *General Reserve* represents the funds of the PCC that are not subject to any restrictions regarding their use and are available for the general purposes of the PCC. The current policy of the PCC is for the General Reserve to be at a minimum level of £50,000, which is approximately six months' ordinary expenditure. On this basis the trustees continue to adopt the going concern basis in preparing these financial statements.

Designated Funds and Reserves represent monies that have been set aside by the PCC for specific needs or projects but which remain under the control of the PCC. As such they may be subject in the future to either re-designation or transfer back to the General Reserve.

Restricted Funds and Reserves represent monies that have been either donated or received in connection with a specific use, need or project and thus they may only be used in this connection. As such they are not normally available for the general use of the PCC.

Incoming Resources

Planning giving, collections and similar donations are recognised when received. Tax refunds (usually through Gift Aid) are accrued for in the same accounting period as the incoming resource to which they relate is received. Grants and legacies are accounted for as soon as the PCC is notified of legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably certain. Dividends are accounted for when payable, interest as and when accrued by the payer. All incoming resources are accounted for on a gross basis.

HAYES (KENT) PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS (continued) for the year ended 31st December 2017

1. ACCOUNTING POLICIES (continued)

Resources Used

Grants and donations are accounted for when paid over, or when awarded if that award creates a binding obligation on the PCC. The diocesan "offer payment" is accounted for when payable, with any amount unpaid at 31st December provided for in the accounts as an operational (though not a legal) liability and thus shown as a creditor in the Balance Sheet.

All other expenditure is generally recognised when it is occurred and is accounted for gross. In addition accruals are raised at the end of each accounting period for expenditure which has been incurred in that period but which has not been paid out by the period end.

Fixed Assets

Consecrated property and movable church furnishings

Consecrated and beneficed property is excluded from the accounts in accordance with the Charities Act 2011. Movable church furnishings held by the Rector and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property unless consecrated. All expenditure incurred during the year on consecrated or benefice buildings and movable church furnishings, whether maintenance or improvement, is separately disclosed and usually written-off as expenditure in the accounts.

Other fixtures, fittings and office equipment

Equipment used within the church premises is usually written-off when the asset is acquired. Any exceptions to this policy are fully disclosed, together with a note regarding depreciation policy.

Gains and losses on investments

Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are accounted for on the revaluation of investments at 31st December.

Current Assets

Debtors

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

Short-term deposits

Short-term deposits include cash held on deposit with either Barclays Bank, the Diocese of Rochester or in the CBF Church of England Deposit Fund.

HAYES (KENT) PAROCHIAL CHURCH COUNCIL**NOTES TO THE FINANCIAL STATEMENTS (continued)**
for the year ended 31st December 2017

All figures in £'s

2. INCOMING RESOURCES

		<u>Unrestricted Funds</u>		<u>Restricted</u>	<u>Total</u>	<u>Total</u>
		<u>General</u>	<u>Designated</u>	<u>Funds</u>	<u>2017</u>	<u>2016</u>
2(a)	<i>Incoming resources from donors</i>					
	Planned Giving:					
	Covenants/Gift Aid	45,933	-	-	45,933	47,764
	Income tax recoverable	10,392	-	-	10,392	10,860
	Collections and boxes	7,598	-	-	7,598	8,503
	Sundry donations	2,497	-	-	2,497	6,622
		<u>66,419</u>	<u>0</u>	<u>0</u>	<u>66,419</u>	<u>73,749</u>
2(b)	<i>Other voluntary income</i>					
	Churchyard donations	-	-	2,001	2,001	2,093
	Youth and families' worker	-	699	8,495	9,194	1,655
	Memorials and legacies	-	43,756	-	43,756	322,142
		<u>0</u>	<u>44,455</u>	<u>10,496</u>	<u>54,951</u>	<u>325,890</u>
2(c)	<i>Income from events & activities</i>					
	Fees	11,530	-	-	11,530	11,846
	Magazine and bookstall	1,811	-	-	1,811	1,670
	Fabric and bells fund	-	60	-	60	60
	Organ fund	-	340	-	340	240
	Flower fund	-	-	658	658	5,747
	Parents and toddler group	-	-	136	136	0
	Fund-raising activities	-	-	6,529	6,529	5,851
		<u>13,341</u>	<u>400</u>	<u>7,322</u>	<u>21,063</u>	<u>25,414</u>
2(d)	<i>Other ordinary income</i>					
	Churchyard Income	-	8,437	-	8,437	10,748
	Income from OCS flat	5,805	-	-	5,805	5,580
	Grant from OCS Trust	13,000	-	-	13,000	15,000
	Anderson Charitable Trust	-	-	-	0	(493)
	Net movement in wedding deposits	-	-	200	200	50
	Sundry Income	1,579	-	-	1,579	2,197
		<u>20,384</u>	<u>8,437</u>	<u>200</u>	<u>29,021</u>	<u>33,081</u>
2(e)	<i>Income from investments</i>					
	Dividends and interest	1,705	76	-	1,781	1,462
		<u>1,705</u>	<u>76</u>	<u>0</u>	<u>1,781</u>	<u>1,462</u>
TOTAL INCOMING RESOURCES		<u>101,850</u>	<u>53,368</u>	<u>18,018</u>	<u>173,235</u>	<u>459,596</u>

HAYES (KENT) PAROCHIAL CHURCH COUNCIL**NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31st December 2017**

All figures in £'s

3. RESOURCES USED

	<u>Unrestricted Funds</u>		<u>Restricted</u>	<u>Total</u>	<u>Total</u>
	<u>General</u>	<u>Designated</u>	<u>Funds</u>	<u>2017</u>	<u>2016</u>
3(a) <i>Missionary and charity giving</i>					
Local Charities	623	-	2,923	3,546	3,298
National Charities	-	-	1,894	1,894	1,809
Overseas Charities	1,440	-	1,712	3,152	2,693
	<u>2,063</u>	<u>0</u>	<u>6,529</u>	<u>8,592</u>	<u>7,800</u>
3(b) <i>Activities directly relating to the work of the church</i>					
Ministry:					
"Offer" payment to Diocese	65,190	-	-	65,190	63,600
Administration costs	6,690	-	-	6,690	6,970
Rectory upkeep costs	2,774	-	-	2,774	2,564
Church service expenses	1,364	-	-	1,364	1,077
Youth and families' worker	-	7,202	10,355	17,557	0
General running expenses	4,704	4,190	-	8,894	4,911
General repairs	1,821	-	-	1,821	1,148
Insurance costs	2,436	-	-	2,436	3,169
Light, heat and water	3,385	-	-	3,385	4,488
Expenditure on magazine	2,460	-	-	2,460	2,460
Organist, choir and music	5,440	-	-	5,440	4,853
Churchyard expenditure	-	9,920	2,451	12,371	11,652
Flower fund	-	-	1,158	1,158	3,015
Refurbishments - OCS Flat	225	2,934	-	3,159	774
Use of legacies	-	11,636	-	11,636	32,362
Bookkeeping Costs	872	-	-	872	550
Sundry expenses	1,864	-	-	1,864	1,135
	<u>99,225</u>	<u>35,882</u>	<u>13,963</u>	<u>149,070</u>	<u>144,726</u>
3(c) <i>Fund-raising and publicity</i>					
Appeal expenses	-	-	-	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
3(d) <i>Church management and administration</i>					
Bank charges	-	-	-	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL RESOURCES USED	<u>101,288</u>	<u>35,882</u>	<u>20,492</u>	<u>157,662</u>	<u>152,526</u>

HAYES (KENT) PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS (continued) for the year ended 31st December 2017

All figures in £'s

4. STAFF COSTS

	<u>2017</u>	<u>2016</u>
Wages and salaries	19,317	5,720
Pension costs	291	-
Social security costs	1,287	-
	<u>20,895</u>	<u>5,720</u>

The PCC employed Brenda Harper as the Church Administrator throughout the year and Charlotte Abernethy as the Youth and Families' Worker since 1st July 2017.

5. FIXED ASSETS FOR USE BY THE PCC

5(a)	<i>Tangible fixed assets</i>		<u>2017</u>	<u>2016</u>
	Gross and Net Book Value	At 1st January	121,400	122,100
		Additions	-	-
		Depreciation	(700)	(700)
		Disposals	-	-
		At 31st December	<u>120,700</u>	<u>121,400</u>

The fixed assets consist of the Old Church Schools and the flat therein, together with the Hand Bells which are valued at their cost less depreciation. During 2009 the value of the old Hand Bells was written-off, whilst a new set was purchased for £7,324: a first year depreciation charge of £1,024 was taken, whilst the balance is to be depreciated over a further nine years. The OCS value is as estimated by the PCC's Finance Committee.

5(b)	<i>Investments</i>		<u>2017</u>	<u>2016</u>
	2.5% Consolidated Stock	At 1st January	628	628
		Additions	-	-
		Disposals	-	-
		Revaluation Gain/(Loss)	-	-
		At 31st December	<u>628</u>	<u>628</u>

The investment represents bequeathed stock held by the Diocesan Board of Finance, the income of which is paid to the PCC. The current value is as notified by the Diocese.

6. RELATED PARTY TRANSACTIONS

The total amount received (excluding any associated Gift Aid) during the year, either by way of Planned Giving or donations, from any person (or their spouse/partner) who was a Trustee at any point in 2017 amounted to £7,732 in respect of Unrestricted Funds and £440 in respect of Restricted Funds.

The total amount paid by way of expenses, as opposed to reimbursement in the normal course for materials and/or services purchased on behalf of the PCC, to Trustees during the year amounted to £502 (previous year £625).

Accountancy services totalling £800 (previous year - £550) were paid to Olivia Truelove-Dodd, who is related to the Honorary Treasurer.

HAYES (KENT) PAROCHIAL CHURCH COUNCIL**NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31st December 2017**

All figures in £'s

7. DEBTORS

	<u>2017</u>	<u>2016</u>
Gift aid recoverable	12,249	13,692
Other debtors	555	-
	<u>12,804</u>	<u>13,692</u>

8. LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

	<u>2017</u>	<u>2016</u>
Amount owed to OCS Trust	83,537	68,936
Amounts owed to charities	0	0
Hayes Herald advance income	660	660
Year-end accruals	0	200
Sundry other creditors	0	154
	<u>84,197</u>	<u>69,950</u>

9. ANALYSIS OF DESIGNATED AND RESTRICTED FUNDS

9(a)	<i>General Funds</i>	<u>2017</u>	<u>2016</u>
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The movements on the Unrestricted General Fund are summarised in the Statement of Financial Activities, with detail contained in Notes 2 and 3.

Income during the year	101,850	111,436
Outgoings during the year	(101,288)	(99,647)
Fund Transfers (net)	<u>(3,000)</u>	<u>(1,811)</u>
Net Movement	(2,439)	9,979
At 1st January	<u>64,396</u>	<u>54,417</u>
At 31st December	<u>61,958</u>	<u>64,396</u>

Represented by:-

Fixed Assets	-	-
Current Assets	146,155	134,346
Current Liabilities	<u>(84,197)</u>	<u>(69,950)</u>
	<u>61,958</u>	<u>64,396</u>

HAYES (KENT) PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS (continued) for the year ended 31st December 2017

All figures in £'s

9. ANALYSIS OF DESIGNATED AND RESTRICTED FUNDS (continued)

9(b) Designated Funds

The designated funds are Sundry Memorials & Legacies, the Churchyard Upkeep Fund, the Fabric and Bells Fund, the Organ Repair Fund, the Youth & Families Worker's Reserve, the OCS Flat Renovations Reserve, the Fabric Reserve, the OCS Buildings Fund and the Hand Bells Fund.

	<u>Sundry Memorials Legacies</u>	<u>Churchyard Upkeep Fund</u>	<u>Fabric and Bells Fund</u>	<u>Organ Repair Fund</u>	<u>Youth and Families Worker</u>	<u>OCS Flat Renovations</u>
Income in 2017	43,756	8,437	60	340	699	-
Outgoings in 2017	(11,636)	(9,920)	-	-	(7,202)	(2,934)
Transfers	(129,000)	-	-	-	67,000	62,000
Net Movement	(96,880)	(1,483)	60	340	60,497	59,066
At 1st January	331,973	15,506	2,845	1,475	8,556	0
At 31st December	<u>235,093</u>	<u>14,023</u>	<u>2,905</u>	<u>1,815</u>	<u>69,052</u>	<u>59,066</u>
Represented by:-						
Fixed Assets	-	-	-	-	-	-
Current Assets	235,093	14,023	2,905	1,815	69,052	59,066
Current Liabilities	-	-	-	-	-	-
	<u>235,093</u>	<u>14,023</u>	<u>2,905</u>	<u>1,815</u>	<u>69,052</u>	<u>59,066</u>
	<u>Fabric Reserve</u>	<u>OCS Buildings</u>	<u>Hand Bells</u>			
Income in 2017	3,076	-	-			
Depreciation	-	-	(700)			
Outgoings in 2017	(4,190)	-	-			
Transfers	-	-	-			
Net Movement	(1,114)	0	(700)			
At 1st January	23,806	120,000	1,400			
At 31st December	<u>22,692</u>	<u>120,000</u>	<u>700</u>			
Represented by:-						
Fixed Assets	-	120,000	700			
Current Assets	22,692	-	-			
Current Liabilities	-	-	-			
	<u>22,692</u>	<u>120,000</u>	<u>700</u>			

9(c) Restricted Funds

The restricted funds are the Churchyard Donations Fund, the Flower Fund, the Parents and Toddlers Group, the Youth and Families' Worker Fund, the OCS Flat Deposit Fund, the Investment Fund and the Wedding Deposit Fund.

	<u>Churchyard Donations Fund</u>	<u>Flower Fund</u>	<u>Parents and Toddlers Group</u>	<u>Youth and Families' Worker</u>	<u>OCS Flat Deposit Fund</u>	<u>Investment Fund</u>	<u>Wedding Deposit Fund</u>
Income in 2017	2,001	658	136	8,495	-	-	650
Outgoings in 2017	(2,451)	(1,158)	-	(10,355)	-	-	(450)
Net Movement	(449)	(500)	136	(1,861)	0	0	200
At 1st January	23,555	2,732	0	1,861	700	628	150
At 31st December	<u>23,106</u>	<u>2,233</u>	<u>136</u>	<u>0</u>	<u>700</u>	<u>628</u>	<u>350</u>
Represented by:-							
Fixed Assets	-	-	-	-	-	628	-
Current Assets	23,106	2,233	136	0	700	-	350
Current Liabilities	-	-	-	-	-	-	-
	<u>23,106</u>	<u>2,233</u>	<u>136</u>	<u>0</u>	<u>700</u>	<u>628</u>	<u>350</u>

HAYES (KENT) PAROCHIAL CHURCH COUNCIL

Independent Examiner's Report to the Hayes (Kent) Parochial Church Council

This report on the accounts of the PCC for the year ended 31st December 2017, which are set out in the previous pages, 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 trustees and examiner

As the members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirements of the Regulations and section 144(2) of the Act do not apply. It is my responsibility to issue this report on the accounts 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(5)(b) of the Act and to be found in the Church guidance, 2006 edition, issued by the Finance Division of the Archbishops' Council. The 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 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 I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination no material matters have come to my attention which gives me cause to believe that in any material respect:

- accounting records were not kept in accordance with section 130 of the Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Act or the Regulations 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.

Signed by:



Mrs Carol Page

25 March 2018

HAYES (KENT) PAROCHIAL CHURCH COUNCIL**Additional Information Sheet (1) not forming part of the formal Financial Statements****SUMMARY OF CHARITY GIVING IN 2017**

All figures in £'s

	<u>General Funds</u>	<u>Restricted Funds</u>	<u>Total 2017</u>	<u>Total 2016</u>
<i>Local Charities:</i>				
CASPA		1,347	1,347	1,151
Demelza House		434	434	372
Friends of Rochester Cathedral	10		10	10
St Christopher's Hospice		455	455	465
Welcare	613	687	1,300	1,300
	<u>623</u>	<u>2,923</u>	<u>3,546</u>	<u>3,298</u>
<i>National Charities:</i>				
Children's Society		856	856	754
Mission to Seafarers		133	133	151
Mothers' Union Charity		154	154	103
Parkinson UK			0	33
Royal British Legion		626	626	691
Save The Children Fund		124	124	110
	<u>0</u>	<u>1,894</u>	<u>1,894</u>	<u>1,842</u>
<i>Overseas Charities:</i>				
Christian Aid - General		4,169	4,169	3,524
Church Missionary Society		620	620	618
CMS re Specific Missionary Partners	1,440		1,440	1,440
East African Crisis Appeal		174	174	
Gideons International		110	110	
Poverty and Hope Appeal		403	403	412
Rochester Links re Confirmation			0	0
Traidcraft		115	115	120
	<u>1,440</u>	<u>5,591</u>	<u>7,031</u>	<u>6,114</u>
Total Charity Giving	<u>2,063</u>	<u>10,408</u>	<u>12,471</u>	<u>11,254</u>

There was an increase of 11% (c£1,200) in total charity giving in 2017. The most notable increases were with CASPA (+c£200) and Christian Aid (+c£650), with other regular givings moving in line with the usual fluctuations.

It should be noted that due to a change in charity accounting rules as to what is allowed to be included in the formal accounts, as opposed to charity money that merely passes through the Church's accounts, the full amount above will not appear in the formal accounts from 2015 onwards.

HAYES (KENT) PAROCHIAL CHURCH COUNCIL

Additional Information Sheet (2) not forming part of the formal Financial Statements

**SUMMARY INCOME AND EXPENDITURE FOR OCS TRUST
FOR YEAR ENDED 31ST DECEMBER 2017**

All figures in £'s

	<u>2017</u>	<u>2016</u>
<u>Income</u>		
Letting to Pre-School	12,450	12,100
Other Lettings	49,005	48,296
Sundry Income	0	0
	<u>61,455</u>	<u>60,396</u>
<u>Expenditure</u>		
Cleaning - Direct Costs	11,957	11,510
Cleaning - Other Costs	2,414	3,159
Fire Equipment	494	1,054
Insurance	1,817	2,394
Light, Heat and Water	4,445	5,080
Rates and Refuse Collections	1,582	1,465
Repairs and Refurbishments	11,397	2,932
Telephone	310	519
Sundry Expenses	1,934	566
	<u>36,350</u>	<u>28,678</u>
Surplus for Year	25,106	31,717
Grant to Hayes Parish Church	-13,000	-15,000
Overall Surplus	<u>12,106</u>	<u>16,717</u>
<u>General Reserve</u>		
Opening Balance	70,389	53,671
Surplus as above	12,106	16,717
Closing Balance	<u>82,494</u>	<u>70,389</u>

Please note that the above figures are subject to final audit