

**THE PARISH CHURCH OF ST MARY'S**

**SHORTLANDS, KENT**

**ANNUAL REPORT**

**and**

**FINANCIAL STATEMENTS**

**of the**

**PAROCHIAL CHURCH COUNCIL**

**for the year ended 31st December 2023**

Incumbent: Interregnum

Churchwardens: Mr James Hollingdale

Secretary: Ms Jay Sharma

Treasurer: Mr Timothy Dawson

Independent Examiner: Mr Graham Smedley

**Independent Examiner's Report  
to the St Mary's Shortlands Parochial Church Council**

- 10 -

I report on the accounts of the Church for the year ended 31st December 2023, which are set out in pages 1 to 15.

**Respective responsibilities of trustees and examiner**

The Church's trustees are responsible for the preparation of the accounts. The Church's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) but that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act
- To follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act, and
- To state whether particular matters have come to my attention.

**Basis of Independent Examiners report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. The examination includes a review of the accounting records kept by the Church and a comparison of the accounts presented 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 no opinion is given as to whether the accounts give a "true and fair view" and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

Since the gross income for the year exceeds the amount provided in section 145 (1) of the Act, I confirm that I am qualified to act as an independent examiner under the provisions of that section of the Act.

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
  - (i) to keep accounting records in accordance with section 130 of the 2011 Act; and
  - (ii) to prepare accounts which accord with the accounting records and comply with the requirements of the 2011 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 accounts to be reached.

Graham Smedley

Address:

Date

STATEMENT OF FINANCIAL ACTIVITIES  
for the year ended 31st December 2023

All figures in £'s

	Note	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
<b>INCOME AND ENDOWMENTS</b>					
Voluntary Income	2(a)	129,985	500	130,485	149,684
Activities for generating funds	2(b)	14,791	0	14,791	14,940
Income from investments	2(c)	4,953	8,529	13,482	4,950
Income from Church activities	2(d)	50,793		50,793	57,750
<b>TOTAL INCOME</b>		<u>200,523</u>	<u>9,029</u>	<u>209,552</u>	<u>227,323</u>
<b>EXPENDITURE</b>					
Church Activities	3(a)	191,646	10,000	201,646	205,897
Raising Funds	3(b)	70	0	70	91
<b>TOTAL EXPENDITURE</b>		<u>191,716</u>	<u>10,000</u>	<u>201,716</u>	<u>205,988</u>
<b>NET INCOME/(EXPENDITURE) BEFORE INVESTMENT GAINS</b>		8,807	(971)	7,836	21,335
<b>NET (LOSS)/GAIN ON INVESTMENTS</b>		7,613	7,354	14,967	(20,365)
<b>NET INCOME/(EXPENDITURE)</b>		<u>16,420</u>	<u>6,383</u>	<u>22,803</u>	<u>970</u>
<b>TRANSFER BETWEEN FUNDS</b>		(12,000)	12,000	0	
<b>NET MOVEMENT IN FUNDS</b>		<u>4,420</u>	<u>18,383</u>	<u>22,803</u>	<u>970</u>
<b>BALANCES BROUGHT FORWARD</b>		58,141	367,416	425,558	424,587
<b>BALANCES CARRIED FORWARD</b>		<u>62,561</u>	<u>385,799</u>	<u>448,360</u>	<u>425,557</u>

## BALANCE SHEET AS AT 31ST DECEMBER 2023

Note

## FIXED ASSETS

		2023	2022
Tangible fixed assets	6(a)	750,000	750,000
Investment assets	6(b)	175,138	155,467
		<u>925,138</u>	<u>905,467</u>

## CURRENT ASSETS

Debtors	7	944	897
Short term deposits:			
Diocese of Rochester		293,472	282,909
Cash at bank and in hand		23,968	42,073
		<u>318,384</u>	<u>325,879</u>

## LIABILITIES

Creditors: - Amounts fall due within one year	8	(45,162)	(55,788)
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## NET CURRENT ASSETS

	<u>273,223</u>	<u>270,090</u>
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## TOTAL NET ASSETS

	<u>1,198,359</u>	<u>1,175,557</u>
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## FUNDS

Unrestricted - General	11	62,560	58,141
Restricted - Development fund	11	179,677	180,609
Restricted - Church repair fund	11	123,131	112,083
Restricted - Hall repair fund	11	82,990	74,723
		<u>448,359</u>	<u>425,557</u>
Restricted - Hall valuation reserve		750,000	750,000

## TOTAL FUNDS

	<u>1,198,359</u>	<u>1,175,557</u>
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Approved by the Parochial Church Council on

and signed on its behalf by:

James Hollingdale Warden

Tim Dawson (Honorary Treasurer)

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

**NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31<sup>st</sup> December 2023**

**1. ACCOUNTING POLICIES**

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the regulations "true and fair view" provisions, and also prepared under FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102))

**2. ASSETS**

*Consecrated property*

Consecrated and beneficed property is excluded from the accounts by Section 10(2) (a) and (c) of the Charities Act 2011.

*Movable Church furnishings*

Movable church furnishings held by the Incumbent 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 movable church furnishings, whether maintenance or improvement, is separately disclosed and usually written-off as expenditure in the accounts. Any exceptions to this policy are fully disclosed.

*Other Property*

SORP 102 was introduced in 2016 and allows three different bases for valuing fixed assets. We have opted to include the Church Hall in the accounts at its valuation on the introduction of SORP 102, in 2016. The Church Hall is therefore included in the accounts at its value on 1 January 2016. This represents the insurance value in 2006. No depreciation will be charged as any charge would be offset by an increase in the value of the Hall.

*Other fixtures, fittings and office equipment*

Other assets are usually charged to the income and expenditure account when purchased.

*Investments*

Investments are shown in the accounts at their mid market value at the year end and the unrealised gain or loss is reflected in the statement of financial activities.

*Short term Deposits*

These are cash deposits held with the Diocese or one of our banks.

**NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31<sup>st</sup> December 2023**

**3. FUNDS**

*Unrestricted Funds*

These represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for use for any purposes by the PCC.

*Restricted Funds*

These represent the funds that have been received that are intended to be used for specific purposes. Details of the restricted funds held and the relevant restriction are shown in the notes to the accounts.

NOTES TO THE FINANCIAL STATEMENTS (continued)  
for the year ended 31st December 2023

## 2. INCOME AND ENDOWMENTS

	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
2(a) <i>Voluntary Income</i>				
Planned Giving:				
- Gift Aid donations	73,930	0	73,930	77,050
- Income tax recoverable	22,475	0	22,475	28,055
Collections	7,254	0	7,254	3,896
Donations	12,014	500	12,514	25,561
Legacies	10,000	0	10,000	10,000
Sundry income	4,312	0	4,312	5,121
	<u>129,985</u>	<u>500</u>	<u>130,485</u>	<u>149,684</u>
2(b) <i>Activities for generating funds</i>				
Span advertising	4,942	0	4,942	5,532
Rent on Church House Flat	9,849	0	9,849	9,408
	<u>14,791</u>	<u>0</u>	<u>14,791</u>	<u>14,940</u>
2(c) <i>Income from investments</i>				
Dividends on CCLA Investments	4,703		4,703	3,411
Interest on Funds held at the Diocese	250	8,529	8,779	1,538
	<u>4,953</u>	<u>8,529</u>	<u>13,482</u>	<u>4,950</u>
2(d) <i>Income from Church activities</i>				
Fees for weddings and funerals	4,153	0	4,153	5,350
Hal lettings	46,640	0	46,640	52,400
	<u>50,793</u>	<u>0</u>	<u>50,793</u>	<u>57,750</u>
<b>TOTAL INCOME</b>	<u>200,523</u>	<u>9,029</u>	<u>209,552</u>	<u>227,323</u>

NOTES TO THE FINANCIAL STATEMENTS (continued)  
for the year ended 31st December 2023

## 3. EXPENDITURE

	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
3(a) <i>Church Activities</i>				
Missionary and charity giving				
- Home	2,475	0	2,475	7,965
- Overseas	825	0	825	1,856
	<u>3,300</u>	<u>0</u>	<u>3,300</u>	<u>9,821</u>
Parish share	76,831	0	76,831	76,319 /
Other Ministry costs	4,757	0	4,757	8,514 /
Church running and maintenance costs	62,958	0	62,958	58,358 /
Major repairs	7,065	0	7,065	7,934 /
Repairs and Maintenance	5,191	0	5,191	7,363 /
Grounds	5,515	0	5,515	11,334
Church development	0	10,000	10,000	0
Expenditure on Span	0	0	0	0
Organist, choir and music	7,874	0	7,874	9,103
Administrator's direct costs	17,566	0	17,566	15,213
Bank charges	590	0	590	1,918
	<u>191,646</u>	<u>10,000</u>	<u>201,646</u>	<u>205,697</u>
3(b) <i>Raising Funds</i>				
Stewardship expenses	70	0	70	91
	<u>70</u>	<u>0</u>	<u>70</u>	<u>91</u>
<b>TOTAL RESOURCES EXPENDED</b>	<u>191,716</u>	<u>10,000</u>	<u>201,716</u>	<u>205,988</u>



NOTES TO THE FINANCIAL STATEMENTS (continued)  
for the year ended 31st December 2023

## 4. STAFF COSTS

	2023	2022
Wages and salaries	36,932	37,616
Less: JRS Grants	0	0
	<u>36,932</u>	<u>37,616</u>

Average number of employees	<u>4</u>	<u>5</u>
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During the year the Church staff comprised: a Director of Music, Administrator in the Church Office, a Youth Worker and Cleaners. Payments to visiting clergy and organists are also made and included in staff costs. The clergy are paid by the Diocese and their emoluments are therefore not included in this disclosure. All staff are part time.

## 5. RELATED PARTIES

No payments or expenses of any kind, were paid to any PCC member, persons closely related to them or related parties, in connection with their role on the PCC.

## 6. FIXED ASSETS FOR USE BY THE PCC

## 6(a) Tangible fixed assets

	2023	2022
Church Hall	750,000	750,000
Gross and Net Book Value	<u>750,000</u>	<u>750,000</u>

The Hall, excluding its land, is included in the accounts at its valuation in 2008. The current insurance value is £3.3 million (2021 £2.9 million). We have chosen not to revalue the property as allowed under SORP 102.

## 6(b) Investments

CCLA Investment Account	<u>175,136</u>	<u>155,467</u>
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The Church investments are held in CCLA Church of England Investment Fund. No purchases or sales have taken place during the year. Any dividends are automatically reinvested in the fund.

## 7. DEBTORS

	2023	2022
Debtors	944	897
	<u>944</u>	<u>897</u>

## 8. LIABILITIES

	2023	2022
Outstanding donations	(5,739)	(7,761)
Outstanding creditors	(12,827)	(21,431)
Retention and provisions	(26,596)	(26,596)
	<u>(45,162)</u>	<u>(55,788)</u>

NOTES TO THE FINANCIAL STATEMENTS (continued)  
for the year ended 31st December 2023

9. Contingency

St Mary's Preschool operates independently of the church but under the Church's Charity Number.

The PCC of St Mary's appoints six members to the Preschool Board each year.

The examined accounts of the Preschool are attached to the Church Annual Report and Accounts, pages 19 & 20, presented to the APCM, and filed with the Charities Commission and Diocese.

The PCC considers that the Preschool continues as a going concern.

The PCC considers that the consolidation of the accounts with the church accounts would not add any significant clarity to the overall financial position

10. FUNDS

Certain funds have been designated for: the Church Repair Fund,

the Hall Repair Fund and the Future Generations Project.

The repair funds are maintained to cover the costs associated with the Quinquennial inspection of the Church and Church Hall.

The Future Generations Project Fund is maintained to meet the costs associated with the possible redevelopment of the Church premises.

11. SUMMARY OF FUNDS MOVEMENTS

	Unrestricted Funds	FGP Fund	Church Repair Fund	Hall Repair Fund	Total
Balance at 1st January 2023	58,140	180,609	112,083	74,724	425,557
Income	200,523	4,313	2,463	2,253	209,552
Expenditure	(191,716)	(10,000)	0	0	(201,716)
Investment gains	7,813	4,755	2,585	14	14,967
Transfer between funds	(12,000)		6,000	6,000	0
Balance at 31st December 2023	<u>62,560</u>	<u>179,677</u>	<u>123,131</u>	<u>82,991</u>	<u>448,359</u>

11. SUMMARY OF ASSETS BY FUND

	Unrestricted Funds	FGP Fund	Church Repair Fund	Hall Repair Fund	Total
Fixed Assets	81,731	60,403	32,830	172	175,136
Current Assets	25,990	119,275	90,301	82,819	318,384
Current Liabilities	(45,162)	0	0	0	(45,162)
	<u>62,559</u>	<u>179,677</u>	<u>123,131</u>	<u>82,991</u>	<u>448,359</u>

## St Mary's Pre-School Shortlands

### Financial Statements for the Year Ended 31 December 2023

#### Income and Expenditure Account for the year ended 31 December 2023

	2023			Total 2023 £	Total 2022
	Unrestricted funds General Funds £	Designated funds £	Restricted Funds £		
<b>Income</b>					
<i>Fees</i>					
From parents	16,671	0	0	16,671	9,428
From the London Borough of Bromley	76,427	0	0	76,427	76,482
	<u>93,098</u>	<u>0</u>	<u>0</u>	<u>93,098</u>	<u>85,910</u>
<i>Other income</i>					
Restricted Grants (See note below)	0	0	10,983	10,983	2,971
Voluntary Fund	1,599	0	0	1,599	1,230
Fundraising Income (includes photo commission)	0	1,196	0	1,196	1,704
Other income	284			284	328
	<u>1,883</u>	<u>1,196</u>	<u>10,983</u>	<u>14,062</u>	<u>6,233</u>
	<u>94,981</u>	<u>1,196</u>	<u>10,983</u>	<u>107,160</u>	<u>92,143</u>
<b>Expenditure</b>					
Wages and salaries (see Note below)	76,916	0	3,669	80,585	78,375
Hall hire and other occupancy costs	12,822	0	0	12,822	12,351
Equipment, materials and other educational services	860	1,270	3,598	5,728	4,795
Other costs	1,536	184	312	2,031	3,050
	<u>92,133</u>	<u>1,454</u>	<u>7,579</u>	<u>101,166</u>	<u>98,571</u>
<i>Operating Surplus/(deficit) before interest</i>	2,848	(258)	3,405	5,995	(6,428)
<i>Interest income</i>	580	0	0	580	88
<i>Surplus/(deficit) for the year</i>	<u>3,428</u>	<u>(258)</u>	<u>3,405</u>	<u>6,575</u>	<u>(6,340)</u>

**Note: Wages and salaries expenditure**

The preschool has retrospectively claimed back 4 years of Employer's NI paid to HMRC following confirmation from HMRC that the Preschool is eligible to claim this (the "Employment allowance"). In total, £8,324 was owed by HMRC to preschool at the start of 2023. From April 2023, payments due to HMRC are being netted due off against this. Total wages and salaries expenditure in 2023 was £84,841 but is shown net of the £4,256 of payments that would normally be due to HMRC in 2023. The balance of £4,068 still owed to preschool at the end of 2023 will be taken off payments due to HMRC in 2024. Without this adjustment for prior years, there would have an overall deficit of £828 on general funds.

# St Mary's Pre-School Shortlands

## Financial Statements for the Year Ended 31 December 2023

Balance sheet as at 31 December 2023

	2023 £	2022 £
<b>Current assets</b>		
Debtors and prepayments	0	156
Cash at bank and in hand	45,203	38,562
	<u>45,203</u>	<u>38,718</u>
<b>Current liabilities</b>		
Creditors and accruals	(210)	(300)
	<u>44,993</u>	<u>38,418</u>
<b>Reserves</b>		
Opening balance	38,418	44,758
Surplus/(deficit) for the year	6,575	(6,340)
Closing reserves	<u>44,993</u>	<u>38,418</u>
<b>Closing reserves comprise:</b>		
Unrestricted Funds -general Fund	38,728	35,300
Unrestricted Funds -designated for equipment& similar expenses	2,437	2,695
Restricted Funds -See note below	3,828	423
Total	<u>44,993</u>	<u>38,418</u>

Note: Detail of restricted funds				
	EYPP £	SEN & DAF £	Beckenham Parochial Charity £	Total £
Opening balance	240	183	0	423
Income	3,058	7,189	736	10,983
Expenditure	(2,669)	(4,178)	(732)	(7,579)
Closing balance	<u>630</u>	<u>3,194</u>	<u>4</u>	<u>3,828</u>

*Cathryn Mitchell*

Cathryn Mitchell  
Treasurer

10th March 2024

*Penny Horsman*

Penny Horsman  
Chair

10th March 2024

### Report of Independent Examiner

I have examined the account records of St Mary's Pre-School Shortlands in accordance with the general directions given by the Charity Commissioners. In the course of my examination no matter has come to my attention to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached. I hereby certify that the accounts above properly reflect the financial activities of the Pre-School for the year ended 31 December 2023

Lin Gui  
Independent Examiner

(FCCA)

*Lin Gui*  
9th March 2024