



THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF
ST MARY THE VIRGIN SWANLEY

REGISTERED CHARITY No 1133939

**PAROCHIAL CHURCH COUNCIL
ANNUAL REPORT 2016**

**AND INDEPENDENTLY EXAMINED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2016**

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MINISTER AND OFFICERS

Vicar & PCC Chairman

(ex-officio member of the PCC)
The Reverend
Dane Batley-Gladden

Churchwardens

(ex-officio members of the PCC)
Christine Parkes
Kevin Merrick

PCC Vice Chair

Pauline Tuhey

Honorary Secretary

Toni Roast

Honorary Treasurer

Sandra Merrick

Deanery Synod Representatives

(ex-officio members of the PCC)

Jim Tuhey, *the late Melba Williams (until June 2016)*, Sian Phillips *(from December 2016)*

Other PCC members (as at 31 December 2016)

Mary-Rose Ellis, Joyce Hulton-Scott, Larree Lloyd,
Marjorie Marygold, Toni Roast and Christine Thwaites.

REGISTERED ADDRESS

St Mary's Church, London Road, Swanley, BR8 7AQ.

ACCOUNTANTS

SARGEANT PARTNERSHIP

Chartered Accountants
5 White Oak Square, London Road, Swanley, BR8 7AG.

BANKERS

BARCLAYS BANK PLC

24 Lowfield Street, Dartford, DA1 1HD.

ANNUAL REPORT OF THE MINISTER AND OFFICERS

The Parochial Church Council of St Mary the Virgin, Swanley ('the PCC' or 'the Council') present their annual report and financial statements for the year ended 31st December 2016. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts. As a Church of England parish, the accounts are required to conform to the Charities Act 2011 and the Church Accounting Regulations 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16/07/14.

Objectives and activities for the purpose of public benefit

The PCC has the responsibility of cooperating with the vicar, the Reverend Dane Batley-Gladden, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the church of St Mary the Virgin, Swanley.

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St Mary's. The PCC intends that our worship puts faith into practice through sacrament, scripture, prayer and music.

When planning our activities for the year, we have considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. In particular, we try to enable everyone to live out their faith as part of our parish community through:

Worship and prayer - learning about the gospel; and developing knowledge and trust in Jesus Christ as Saviour, master and friend.

Provision of pastoral care for people living in the parish - especially building on the opportunities given by our churchyard which is used by many people in the parish and available to everyone in the parish for burials and interment of ashes.

Missionary, evangelism and outreach - using our superb site to proclaim a welcoming community of faith ready to support people in many different ways.

To facilitate this work, it is important that we maintain the fabric of St Mary's Church and of the Hall and Churchyard.

Achievements and performance

Worship and prayer

At the heart of our worship is the Mass. On a Sunday, there is an increasing 'core' of regular worshippers who find opportunities for prayer and refreshment in our approach to the Christian faith. Our services are both traditional and informal in tone; it is truly open to all. The weekday Masses are held in St George's chapel and are havens of peace and reflection.

Our Sunday evening service is Benediction: a quiet, contemplative service which places our Lord Jesus Christ at its centre, present in the form of the Holy Sacrament. Additional services are provided throughout the year, including the Civic Remembrance Service and the memorial services arranged by local funeral directors.

All are welcome to attend our regular services. At present there are 111 parishioners (111 in 2015) on the Church Electoral Roll. The average weekly attendance, counted during October, was 75 (80 in 2015), but this number increases on major festivals.

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Dartford Deanery

Two members of the PCC are lay members of the Dartford Deanery Synod. One of them is the synod's lay chair and the other is the deanery treasurer. The vicar also attends deanery chapters and was very appreciative of the Deanery Clergy Retreat to Northiam in Sussex.

The Church Building

In 2016 the PCC was glad not to have the major boiler replacement which dominated 2015. Donations towards the cost of this project continued, including several very generous contributions, but the final £4,600 remained stubbornly unchanging. The Council has decided that further efforts to raise this amount are unlikely to succeed, it has therefore been decided to bring the heating fundraising to a close. The outstanding amount was borne by an underpayment of our contribution to the diocese of Rochester whose goodwill in this matter has been very important and the Council records its thanks.

Donations of time and effort were greatly appreciated as the church floor was polished several times, new lights purchased and fitted and new vestments purchased. Volunteers clean the church regularly and

The PCC is aware that its responsibilities include ongoing maintenance for the parish church and its assets and is looking into future fundraising and stewardship programmes. The Council would like to thank all those involved in the fundraising activities during the year, which raised £5,032 (2015: £11,724) through fairs and social events. The decrease from 2015 reflects the incredible fundraising efforts made for the boiler in that year.

The Hall

The hall offers a wonderful opportunity to reach out and offer hospitality to local groups. We are grateful to Nicky Reeve who oversees the hall bookings and to those who regard the hall with such affection that they bear with it even when, as in the summer of 2016, the leaking roof creates considerable difficulties. We undertook roof repairs which, as at early 2017, have been effective.

The Churchyard

Those who live in the parish at the time of their death or who die in the parish are able to be buried in the churchyard. Space is now becoming limited and the town of Swanley will need to think carefully about burial requirements in the medium term. There is still a lot of work to do in the churchyard, but the council would like to thank Nigel Conolly and Alfie Smithers who work hard to ensure that the burial ground offers an environment which reflects the aspirations of the congregation and serves the town.

Pastoral care

There is a lively community of care both in Swanley generally and within the congregation at St Mary's. Home Communion is offered to the sick and housebound and there is an extensive set of networks for providing pastoral care, prayer and practical help.

Mission, evangelism and outreach

The church reaches out in a number of ways: through worship (the Palm Sunday service starts out in Swanley Town Square and processes to Church), through a lively social life (including a regular Sunday Parish Lunch) and through printed and digital communications (including Facebook and a new web presence which is being developed as funds and time permit.)

The Council provides hall and cooking facilities to the St Mary's Fellowship which meets frequently and which raises money for charities.

The weekly Mass Book contains brief notices, our parish newsletter is produced monthly with a fuller set of advance information, together with teaching material and continues to generate an advertising income, which we are looking to build upon.

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The church's regular social life continues to much appreciated. The fixtures of the Burns' Night Supper, the Christmas Ladies' Night and a Quiz Night were supplemented by a very successful Race Night. These raise funds, but importantly they enable us to reach out and form relationships which frequently blossom. The Council is grateful to those who offer their time and assistance regularly to enable these events to be successful.

Ecumenical relationships

St Mary's is a member of Churches Together in Swanley and District and the PCC would like to thank all those who enable this important relationship to be nurtured and strengthened.

Financial review

Total receipts from all sources was £87,814 (2015: £99,156) of which £30,127 (2015: £26,844) was directly from church services, open plate and planned giving. The increase year-on-year is welcome, but the Council recognizes the need to increase still further and has communicated regularly through the Newsletter, Mass Book and publicity about the church's needs and the "Stewards 2017" campaign will continue this focus.

Total expenditure was £91,553 (2015: £104,576), the main reason for the decrease being the replacement church heating system in the previous year not being matched by anything like that in 2016.

During the year the rent receivable from the house in Pinks Hill, Swanley, of which the church owns 26%, amounted to £6,243 (2015: £3,438). The rent is submitted to the diocese as part of the parish share. The income and expenditure is split for the purpose of the accounts.

The deficit for the year was £3,739 which the council is pleased to record is less than 2015, when it totalled £5,420

The church income comprises offertories and covenanted subscriptions, rental income, legacies and other receipts normally associated with churches.

As a Charity, the members of the PCC are trustees and their responsibilities include the preparation of financial statements for each financial year, which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year.

In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- a) select suitable accounting policies and apply them consistently;
- b) make judgements and estimates that are reasonable and prudent;
- c) state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- d) prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation;
- e) To make such accounts available to the public on request.

The trustees are responsible for keeping accounting records for six years which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and ensure that the financial statements comply with applicable law and regulations. 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.

Reserves policy

The council would like to maintain reserves of three months' normal expenditure, which would equate to £15,000. As at 31 December 2016, our total cash reserves were £15,164, which exclude stock and the debtor shown, which was the Gift Aid refund due which was received subsequent to the year end.

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Structure, governance and management

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is a Registered Charity.

The method of appointment of PCC members is set out in the Church Representation Rules. At St Mary's the membership of the PCC consists of the incumbent (our vicar), churchwardens, and members elected by those members of the congregation who are on the electoral roll of the church. All those who are members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC. The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

The PCC meets four times a year with a full agenda, and there is an additional meeting to approve accounts in advance of the APCM. Given its wide responsibilities the PCC has a number of committees each dealing with a particular aspect of the Mission Action Plan, a brief overview of which is contained within this report.

Volunteers

There is a committed core of volunteers at St Mary's, without which it would be impossible for us to function. The Council would like to extend their thanks and appreciation for the hard work and commitment without which our ministry and mission could not be sustained.

After many years as our independent examiner Tony Hughes of the Sargeant Partnership retired in 2016. We are very grateful to him. We are delighted that Joanne Brown, also of Sargeant Partnership, has taken on that role and should like to extend our thanks to her.

St Mary's was particularly saddened in 2016 by the death of Melba Williams: as well as being our chief fundraiser, she was a serving member of the Church Council, the Deanery Synod and the committee of Forward in Faith for the Rochester Diocese. Melba had been the treasurer and was hugely supportive of a great number of people. She will be much missed and we pray that she may rest in peace and rise in glory.

Administrative information

St Mary's Church is situated in London Road, Swanley. It is part of the Diocese of Rochester within the Church of England and it has passed resolutions with regard to the ministry of Bishops and Priests. As a result it is under the episcopal care of the Bishop of Richborough.

The correspondence address is St Mary's Vicarage, London Road, Swanley, BR8 7AQ. Registered charity number 1133939.

(signed)

Fr Dane Batley-Gladden, Vicar

February 2017

MISSION ACTION PLAN PRIORITIES

In 2015, the Parochial Church Council has identified a set of priorities which will guide its fundraising and investment decisions over the next five years. These will be refreshed over the course of 2017, under the heading 2020 Vision.

These priorities are grouped under five headings:

Project 1: Mission Support Worker

The PCC wishes to create a paid position to provide administrative support to the parish's mission. It is estimated that this would cost around £6,000 per year and the council would need to invest a further £2,000 in order to provide the IT equipment necessary. The Council believes that it should aim to fundraise at least three years' worth of funding before proceeding to an appointment. As of 31 December 2016, the Council had prioritised fundraising for the heating system and so has not proceeded with this project during this year.

Project 2: The Hall

The hall facilities (particularly the kitchen) are outdated and in need of replacement, and during the next 5-7 years the toilets will also need refreshing. The Council has also considered the provision of disabled accessible facilities which at present would not be a reasonable adjustment given the considerable financial outlay, the deficit recorded in 2015 and the considerable alterations to the building which would be required to accommodate them. This project will, by the end of 2016, produce a range of quotations which will underpin the fundraising strategy necessary to enable the necessary work.

Project 3: The Church

This project has already seen the replacement of the church boiler and flue systems, together with the necessary routine maintenance required. The Council believes that the next major project for the church will be the replacement of the sound system and an enhancement of the lighting.

Project 4: The Churchyard

The Council believes that St Mary's can be justly proud of the considerable effort expended on the churchyard. The next major fundraising effort will be to replace the fencing alongside the alleyway leading down from St Mary's Road and out onto Ruxton Close. Quotations are being presently being sought and these will drive the next stage in the process.

Project 5: Stewardship & Digital

The church's web presence requires the investment of time and money and the Council will further develop online fundraising strategies and tools. A Stewardship Campaign will be mounted in 2017 and research is currently being undertaken into methods of delivering this important piece of work. All parish fundraising is overseen by this project group so that it is well-resourced and carefully targeted.

Oversight

All members of the PCC are required to contribute to the committees which are charged with making these priorities happen. Membership of the PCC brings with it a commitment to work towards these goals and to ensuring that the efforts of all the Council are brought together. The Mission Action Plan will be reviewed each year and the PCC's committees are required at each Council meeting to report on how they are meeting the plan's priorities.

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INDEPENDENT EXAMINER'S REPORT
TO THE MINISTER AND OFFICERS OF ST MARY THE VIRGIN, SWANLEY

I report on the accounts of the PCC for the year ended 31st December 2016, which are set out on pages 9 and 10 and their accompanying notes on pages 11 to 16.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

As trustees of the charity, the members of the PCC are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to;

examine the accounts under the Regulations and Section 145 of the 2011 Act;

to follow the procedures laid down in the General Directions given by the Charities Commission under Section 145(5)(b) of the 2011 Act and;

to 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 accounts, and the seeking of explanations from the management committee 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 present a 'true and fair view' and the report is limited to those matters set out in the statement below.

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention

1 which gives me reasonable cause to believe that in any material respect, the requirements

(a) to keep accounting records in accordance with Section 130 of the 2011 Act;
and

(b) to prepare accounts which accord with the accounting records and to comply with
the accounting requirements of the 2011 Act

have not been met;

or

2 to which, in my opinion, attention should have been drawn in order to enable a proper understanding of the accounts to be reached.

Joanne Brown

For and on behalf of

SARGEANT PARTNERSHIP

Chartered Accountants

5 White Oak Square, London Road

Swanley, BR8 7AG

February 2017

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STATEMENT OF FINANCIAL ACTIVITIES

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
INCOME					
Voluntary Resources	2(a)	27,144	2,983	30,127	26,844
Activities for Generating Funds	2(b)	19,867	-	19,867	25,113
Income from Investments	2(c)	-	52	52	245
Church Activities	2(d)	27,261	-	27,261	38,950
Other Income Resources	2(e)	6,243	-	6,243	3,438
Pilgrimages	2(f)	-	4,264	4,264	4,566
TOTAL INCOME		80,515	7,299	87,814	99,156
EXPENDITURE					
Church Activities	3(a)	79,564	1,471	81,035	92,526
Cost of generating voluntary income	3(b)	152	-	152	-
Fund-raising costs	3(c)	3,516	-	3,516	4,123
Church management and admin	3(d)	2,376	-	2,376	3,503
Pilgrimages	3(e)	-	4,474	4,474	4,424
TOTAL EXPENDITURE		85,608	5,945	91,553	104,576
NET MOVEMENT IN FUNDS					
		(5,093)	1,354	(3,739)	(5,420)
Balance B/fwd 1 January 2016		81,888	3,876	85,764	91,184
Balance C/fwd 31 December 2016		76,795	5,230	82,025	85,764

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STATEMENT OF ASSETS AND LIABILITIES

	Notes	2016 £	£	2015 £	£
Fixed Assets					
Tangible	5		65,510		66,510
Current Assets					
Stock		72		68	
Debtors (2016: Gift Aid Refund due from HMRC)	6	2,506		2,045	
Short Term Deposits		7,727		8,096	
Deposits in Diocesan Funds		7,407		5,280	
Current Account and Cash in hand		30		4,409	
		<u>17,742</u>		<u>19,898</u>	
Liabilities					
Creditors – amounts falling due in one year	7	<u>1,227</u>		<u>644</u>	
Net Current Assets			16,515		19,254
TOTAL NET ASSETS			<u>82,025</u>		<u>85,764</u>
PARISH FUNDS					
Unrestricted			76,795		81,888
Restricted	8		5,230		3,876
TOTAL FUNDS	9		<u>82,025</u>		<u>85,764</u>

Approved by the PCC on Sunday 2nd April 2017 and signed on its behalf:

The Rev'd Dane Batley-Gladden
 Chairman

Sandra Merrick
 Treasurer

The notes on pages 11-16 form part of these accounts

NOTES TO THE FINANCIAL STATEMENTS

1a Accounting policies

Basis of preparation and assessment of going concern

The accounts (financial statements) have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16/07/14, the Financial Reporting Standard for Smaller Entities (FRSSE), and the Charities Act 2011 and applicable regulations.

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

The financial statements for the year ended 31 December 2016 are the first financial statements to comply with FRS 102, the date of transition being 1 January 2015.

1b Funds

Endowment funds are capital, given in such a form that only the interest may be spent whilst the original gift remains intact. The interest may be used either as restricted or unrestricted funds depending on the purpose for which the endowment was established.

St Mary's has no endowment funds and therefore there is no column shown for them in these accounts.

Restricted funds represent:

- a) income from trusts or endowment which may be expended only on those restricted objects provided in the terms of the trust or bequest, and
- b) donations or grants received from a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given, any balance remaining unspent at the end of the year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund.

Interest on Restricted Funds: by PCC resolution, interest earned is allocated primarily to the Reserve Fund the object of which is church and hall maintenance. It remains within the competence of the Council to allocate interest to the restricted funds on this or an average balance basis by further resolution.

Unrestricted funds are general funds, which can be used for the ordinary purposes of the PCC.

Incoming Resources: Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the incoming resources to which they relate is received. Grants and Legacies are accounted for when the PCC is legally entitled to the amounts due. Interest as when it is accrued by the payer. All over income is recognised when it is received. All incoming resources are accounted for gross.

Resources expended: Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

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Diocesan Share: The parish share is agreed at the start of each financial year and accounted for when paid. The Diocese of Rochester altered its arrangements for contributions by parishes towards the costs of providing clergy in 2015. The Bishop of Rochester made clear that any offering made to the diocese is in the nature of a voluntary payment. Any parish share unpaid at 31 December is therefore not provided for in these accounts. At 31 December 2016, St Mary's had paid £36,000 of its £40,000 offering for the 2016 calendar year, in addition to which £3,121 of the rental income from Pinks Hill was transferred to the diocese.

There was a shortfall in our 2015 diocesan contribution of £6,000 due to the cost of replacing the church boiler: during 2016 we paid an additional £1,367 to the diocese, thanks to a generous donation, but the remaining £4,633 is regarded by the Council as unlikely to be raised. The PCC therefore regards the 2015 offering as now completed. The continued support of the Diocese is much appreciated.

The Council believes that the parish offering is the first call on its basic resources. It will use its best endeavours to pay its parish offering in full in 2017 but this is not a legal liability.

1c Fixed Assets

Consecrated and benefice property of any kind is excluded from the accounts by section 10 of the Charities Act 2011.

Movable church furnishings held by the vicar and churchwardens on special trust from the PCC and which require a faculty for disposal are inalienable property, listed in the Church's inventory, which can be inspected (at any reasonable time.) For anything acquired prior to 2000, there is insufficient cost information available and therefore such assets are not valued in the financial statements.

Subsequently all equipment used within the church premises costing less than £1,000 is written off when incurred, any equipment costing £1,000 or more is depreciated on a straight line basis over 4 years.

The PCC owns 26% of the value of the curate's house in Pink's Hill, Swanley so it is included at a deemed cost being its 2003 valuation. Its cost being depreciated at £1,000 with effect from 2006.

The church hall is owned by the diocese and is not recognised as a PCC asset.

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NOTES TO THE FINANCIAL STATEMENTS**2 Income**

	Unrestricted Funds	Restricted Funds	Total 2016	Total 2015
	£	£	£	£
2a Voluntary Income				
Planned Giving: Gift Aid donations	14,802	-	14,802	14,208
Tax recoverable: Church	5,620	-	5,620	5,772
Collections (occasional offices)	2,180	-	2,180	2,345
Collections (open plate)	1,568	-	1,568	1,224
Donations (Maintenance & ministry)	2,771	449	3,220	1,474
Gift Aid reclaim on behalf of the Foodbank	-	395	395	321
Mission Projects & Charity Funds donations	203	2,139	2,342	1,500
	27,144	2,983	30,127	26,844
2b Activities for generating funds				
Fairs and socials	5,032	-	5,032	11,724
Income from printing	713	-	713	846
Hall Letting and cleaning	10,219	-	10,219	8,799
100 Club	3,032	-	3,032	2,828
Bingo	871	-	871	916
	19,867	-	19,867	25,113
2c Income from investments				
Deposit accounts	-	52	52	245
	-	52	52	245
2d Income from church activities				
Social activities, coffee mornings, catering	7,766	-	7,766	12,866
Fees funerals and weddings	14,531	-	14,531	12,682
Fees organist, choir, sacristy	4,893	-	4,893	12,871
Bible Alive	71	-	71	531
	27,261	-	27,261	38,950
2e Other incoming resources				
Rental Pinks Hill	6,243	-	6,243	3,438
	6,243	-	6,243	3,438
2f Pilgrimages				
Walsingham Pilgrimage	-	4,264	4,264	4,566
	-	4,264	4,264	4,566
TOTAL INCOME	80,515	7,299	87,814	99,156

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NOTES TO THE FINANCIAL STATEMENTS

3 Expenditure

	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
3a Church activities				
Rochester diocese, clergy costs & expenses	46,868	-	46,868	29,380
Organist, choir, sacristy, organ tuning	8,055	-	8,055	8,395
Church maintenance and utilities	8,262	412	8,674	37,372
Depreciation curates house/equipment	1,000	-	1,000	1,000
Fellowship/bookstall/Bible Alive	126	-	126	389
Upkeep of churchyard/cemetery	4,600	-	4,600	4,538
Church hall running costs	10,653	-	10,653	10,661
Gift Aid reclaim on behalf of the Foodbank	-	395	395	321
Mission Projects & Charity Funds	-	664	664	470
Total 3a Church Activities	79,564	1,471	81,035	92,526
3b Generation of voluntary income				
Gift Aid envelopes	152	-	152	-
	152	-	152	-
3c Fund raising costs				
Fetes & Social Activities	1,956	-	1,956	2,563
100 club	1,560	-	1,560	1,560
	3,516	-	3,516	4,123
3d Church management and admin				
Photocopying/printing/stationery	2,224	-	2,224	2,050
Administration	152	-	152	1,453
	2,376	-	2,376	3,503
3e Pilgrimages				
Walsingham Pilgrimage	-	4,474	4,474	4,424
	-	4,474	4,474	4,424
TOTAL EXPENDITURE	85,608	5,945	91,553	104,576

NOTES TO THE FINANCIAL STATEMENTS

4 Staff Costs

During the year the PCC employed a church hall cleaner part time amounting to £2,710 (£2,711 in 2015), which is included within church hall running costs. No payments were large enough to attract social security costs.

5 Fixed Assets

	Freehold Land and buildings	Church Equipment	Total
	£	£	£
<u>Cost</u>			
At 1 January 2016	76,510	3,992	80,502
Additions			
Disposals			
At 31 December 2016	76,510	3,992	80,502
<u>Depreciation</u>			
At 1 January 2016	11,000	3,992	14,992
Charge for the year	1,000		1,000
Depreciation on disposals			
At 31 December 2016	12,000	3,992	15,992
<u>Net Book Value</u>			
At 31 December 2015	65,510	-	65,510
At 31 December 2016	64,510	-	64,510

6 Debtors

	Total 2016 £	Total 2015 £
Other Debtors - Gift Aid	2,506	2,045

7 Creditors: amounts falling due in one year

	Total 2016 £	Total 2015 £
Accruals	1,227	644

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ST MARY THE VIRGIN SWANLEY
 ANNUAL REPORT & ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2016

NOTES TO THE FINANCIAL STATEMENTS

8 Restricted Funds

	Balance 1 January 2016 £	Incoming Resources £	Resources Expended £	Transfers between restricted funds £	Total £	Funds Balance 31 December 2016 £
Church Activities						
Maintenance & Ministry Funds						
Reserve Fund	2,384	449	412	(16)	2,405	
Gift Aid reclaim for Foodbank	-	395	395	-	-	
Organ Fund	1,350	-	-	-	1,350	
Total Maintenance & Ministry	3,734	844	807	(16)	3,755	3,755
Mission Projects						
Melba Williams Memorial	-	614	-	-	614	
C Parkes Birthday	-	607	-	-	607	
Narthex	-	90	-	-	90	
Churchyard Tap Fund	-	50	-	-	50	
Children's Ministry	-	500	388	-	112	
Total Mission Projects	-	1,861	388	-	1,473	
Charity Funds						
Additional Curates Society	-	191	189	-	2	
The Mission to Seafarers	-	87	87	-	-	
Total Charity Funds	-	278	276	-	2	
Total Mission & Charity		2,139	664	-	1,475	1,475
Total Church Activities	3,734	2,983	1,471	(16)		5,230
Interest	-	52	-	(52)		-
Pilgrimage Funds						
Walsingham Weekend	142	4,264	4,474	68	-	
Total Pilgrimages	142	4,264	4,474	68	-	-
Total Restricted Funds	3,876	7,299	5,945	-		5,230

9 Analysis of Net Assets by fund

	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
Tangible fixed assets	65,510	-	65,510	66,510
Current assets	12,512	5,230	17,742	19,898
Liabilities: amounts falling due in one year	(1,227)	-	(1,227)	(644)
Balance at 31 December 2016	76,795	5,230	82,025	85,764