

**WHITSTABLE PAROCHIAL CHURCH COUNCIL  
ANNUAL REPORT AND FINANCIAL STATEMENTS  
YEAR ENDED  
31 DECEMBER 2016**

**Charity Number 1134171**



**LEVICKS**  
**Chartered Accountants and Business Advisers**

**WHITSTABLE PAROCHIAL CHURCH COUNCIL  
ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL  
FOR THE YEAR ENDED 31 DECEMBER 2016**

**PAGE 1**

**Reference and Administrative Information**

The Whitstable Team Ministry includes the five Anglican churches in Whitstable, in the Diocese of Canterbury.

The Parochial Church Council was previously an excepted charity, but in February 2010 registered with the Charity Commission under Registered No. 1134171.

The Team Rector is the Revd Canon Steve Coneys, 11 Kimberley Grove, Seasalter CT5 4AY.

Membership of the Parochial Church Council

During the year the following served as members of the PCC:

Team Rector	Revd Canon Steve Coneys
Curate	Revd Fabian Wuyts
Team Clergy	Revd Simon Tillotson Revd Rachel Webbley Revd David Vannerley
General Synod Representative	Mr David Kemp
Diocesan Synod Representative	Mrs Lynda Kemp Mrs Christine Williams (from April 2016) Mr David Clippingdale
Team Treasurer	Mrs Alison Taylor
Churchwardens	Mrs Christine Williams (to April 2016) Mrs Yvonne Champion Ms Valerie Hunt (to April 2016) Ms Jayne Bale Mr Stewart Neame Ms Amanda Boucherat Mr Barry Toogood Mr Michael Binks Mrs Margaret Arnold (from April 2016)

**WHITSTABLE PAROCHIAL CHURCH COUNCIL  
ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL  
FOR THE YEAR ENDED 31 DECEMBER 2016 (CONT'D)**

**PAGE 2**

**Administrative Information (Cont'd)**

Deanery Synod Representatives

Mrs Ann Bunting (to April 2016)  
Mr John Legg  
Mrs Joan Hughes  
Mrs Mary Fuller (to April 2016)  
Dr David Wright  
Mr Norman Critchell  
Capt Roy Hollands  
Mrs Linda Young  
Mrs Rosalind Drewitt (from April 2016)  
Mrs Denise Blaskett (from April 2016)

PCC Representatives

Mr Malcolm Waller  
Mrs Carol Sims (from April 2016)  
Mrs Sue Bowles  
Mrs Lesley Robertson  
Mr Peter Clements  
Mrs Lesley Moxon  
Mr Bob Tomlinson  
Mr Phillip Farnham  
Mrs Margaret Tyce-Butcher

**Bankers, Legal and other Advisers**

*Bankers:* Lloyds TSB  
*Solicitor:* Owen Carew-Jones, Diocesan Registrar at Winckworth Sherwood, London SE1  
*Independent Examiner:* Julie Griggs, Levicks Chartered Accountants, Business Advisers & Registered Auditors, Maidstone, Kent

### **Structure, governance and management**

The Whitstable Team of Anglican Churches comprises the churches of All Saints, St Alphege Seasalter, St Alphege Whitstable, St John and St Peter. It also has responsibility for the church building of St Andrew. Its Parochial Church Council (PCC) is a corporate body established by the Church of England and which operates under the Parochial Church Council (Powers) Measure 1956 and the Church Representation Rules 2006.

The ecclesiastical parish of Whitstable is divided into five districts each relating to an individual church. Each church has a District Church Council which takes responsibility, under the PCC, for local matters.

The PCC has responsibility for a wide range of matters affecting the parish and members receive appropriate training through courses arranged by the Diocese and Deanery and by the dissemination of reading matter.

The PCC has a Standing Committee which meets between full meetings of the PCC. This is the only committee required by law. It has power to transact the business of the PCC between its meetings, subject to any directions given by the PCC.

The major risks – financial, reputational, statutory, legal and operational, to which the PCC is exposed, as identified by the PCC members, have been reviewed and systems or procedures have been established to manage those risks.

Members of the PCC are either ex-officio or elected by the Annual Parochial Church Meeting (APCM) or co-opted by the PCC in accordance with the Church Representation Rules. The PCC members who sit on the Deanery Synod provide a link between the parish and the wider structures of the church.

### **Objectives and activities**

The primary object of the PCC is the promotion of the Gospel of Our Lord Jesus Christ according to the doctrines and practices of the Church of England. It has the responsibility of co-operating with the Team Rector, the Revd Canon Steve Coneys, in promoting within the ecclesiastical parish of Whitstable, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

When planning its activities for the year, the Team Rector and the PCC have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion.

The PCC is committed to enabling as many people as possible to worship at the churches in the team and to become part of the Christian communities in those churches. The services, on Sundays and other days of the week, put faith into practice through prayer and scripture, music and sacrament.

People are enabled to live out their faith through:

Worship and prayer, learning about the Christian faith, and developing their knowledge of and trust in Jesus Christ.

Provision of pastoral care for people living within the parish.

Missionary and outreach activities.

### **Achievements and performance**

The various churches within the Team Ministry have carried out their mission and ministry during the year as follows:

#### All Saints

All Saints has been continuing to grow in its midweek ministries throughout 2016 whilst seeing a positive flow of new faces on Sundays. Our Singing for Fun and Health on Wednesdays has grown into an extremely positive ministry and our CAMEO and Film Club continue as normal. Added to that is the emergence of Holyballoo for young families and children as an after school Christian teaching and craft activity each week with some worship mixed in which has got off to a small but significant start.

We have lost a number of key church members in the last year mainly through illness and death but our Sunday Club and young family work is going well and we saw a good number of people being confirmed in May. Christmas had our record attendance for many, many years with about 1,200 adults and children attending our various Advent and Christmas services.

It was a particularly busy year for funerals which remains an important ministry. Our church organ has begun an expensive once in a lifetime overhaul and we have begun raising money to improve our church car parks and pathways. Our usual social activities and Christmas and Summer Fairs went well. Most importantly of all, we are a happy church with a warm welcome to all.

#### St Alphege, Seasalter

Our new website presents a fresh face to the digital world and we trust that it will draw more people to our three Sunday morning services where the different character of each gives everyone an opportunity to worship in a way that feels comfortable.

Alongside the Healing Ministry two new ministries have taken off in 2016 – Tobi Osinaike is our prayer pastor and keeps us on our toes spiritually, while Chris Skingley is keeping our Third Agers active and involved.

We were thrilled that our nursery school, Abbot House, was considered “Outstanding” by Ofsted early in the year. This unsung ministry continues to provide untold blessings to the young children of the area. And speaking of children, during the year we did some significant training in safeguarding for all those who are involved with children and vulnerable adults.

At Seasalter our work with children and families, and our older youngsters, continues to thrive. We took some time this year to re-think our strategy for ministry with young people – what should our priorities be?

Planning for work to develop the Old Church to make it more flexible while retaining its unique character progresses slowly. But 2017 WILL see work begin. We hope.

**Achievements and performance (Cont'd)**

St Alphege, Whitstable

Our key message for the year has been 'look what happens under the roof!' - fund-raising has continued steadily. Two projects have come to fruition: The children's garden reclaimed waste ground for the community; we have a new kitchen thanks to a KCC grant recognising us as a community hub.

Our children's team were key contributors in the town centre holiday club and we ran a trip for children to Canterbury Cathedral. Our annual community fun day at St Andrew's estate continued to strengthen our relationships there. Alfies Outside football club ran until the light faded, and a new group for younger children has also been established, both led by church members who live on the estate.

We continue to offer our location to the wider church, offering hospitality on Good Friday, hosting the Sea Sunday service for the Oyster Festival, and taking a lead in the town remembrance service. The Emmaus course this Autumn brought 7 adults to a deeper understanding of their faith & fellowship.

The year has not been without its challenges, but we continue to offer a warm welcome to all who gather under our roof, drawing closer to God and supporting each other along the way.

St John's

Our great joy in 2016 was to see the growth in children's work at St John's. We now have family friendly activities every Sunday and we are, once more, a three generation church. This is the result of appointing our Children and Families Minister (Mrs. Naomi Smith). We have a good Café Church experience, the children enjoy their Brunch Club two Sunday mornings a month and we now have family friendly worship in the Church Centre on Third Sundays.

The congregation is having deep thought and conversation about how we can develop the resources to ensure that the Children and Families ministry can be sustained.

Easter and Christmas were both very busy with our little church full a surprising number of times – we can only sit eighty-five but it is still exciting when we are full! We have also revitalised our Sunday evening worship through Village Praise in Chestfield and now in Swalecliffe as well (in the Church Centre).

We have reformed our Ministry Leadership Team as a think tank for the congregation's future and we go on reaching out into our community through our ministries, through the Saturday Markets, Chatterbox (carers and toddlers), Coffee Break and community use of our Church Centre.

St Peter's

St Peter's continued in much the same way on Sundays in 2016 with the welcome presence of one or two newcomers to our morning services. We were blessed with the continuing ministry of Canon Chris Morgan-Jones and a number of other retired priests who help with our ministry.

### **Achievements and performance (Cont'd)**

However, from Monday to Saturday we became one of the most visited churches in the UK when from November we opened as a Post Office to the community. The Post Office (have you not been yet?) will be in situ until the end of October 2017. It is proving a good way of putting the church on the map and although we have not seen a huge missionary flow to our Sunday services yet we have seen some movement between the two which is to be welcomed. Most importantly, we are showing how church buildings can be used imaginatively and sacrificially for the sake of the community (sacrificially as it has been an emotional challenge for some in the congregation to see this transformation, but they have borne that with fortitude and grace and to them the vicar and church council are extremely grateful).

Please continue to pray for us as a church and may God bless St Peter's for its adventurous step of faith in 2017.

### **Electoral Roll and Church attendance**

At the APCM in 2016 the total number of electors on the Electoral Rolls of the various districts was recorded as 672. The equivalent figure for the previous year was 664.

### **Financial review**

The financial position of the vast majority of the churches in the Church of England is a fine balance between income and expenditure, with relatively small surpluses or deficits being made from year to year. During the year, total unrestricted income of the churches and the PCC was £795,162 with expenditure lower than that figure at £635,185. After transfers of £25,444 the PCC produced a total surplus on unrestricted funds of £134,533, largely due to a significant increase in legacies received, meaning unrestricted reserves carried forward totalled £554,343 with £127,574 of that being for designated purposes.

Restricted fund income exceeded expenditure over the year. Giving to specific objects such as mission, as well as the receipt of a large legacy, combined with and the judicious use of trust funds meant that restricted funds across the churches showed a surplus of £110,770. At the year end restricted reserves totalled £1,428,465.

The outlook is, as always, uncertain. Costs continue to increase, particularly the cost of clergy pensions, and the liability for maintenance of the various historic churches in the Team does not reduce. However, the future is faced with faith and confidence that "all will be well" shown most clearly in the way in which the churches pledged to meet, and did meet, an increased Parish Share in 2016. The challenges will not get easier but the churches are well served by dedicated and experienced individuals who, with others, guide their communities through the complexities of church and charity finance.

### **Reserves policy**

Each DCC within the Whitstable Team Ministry is responsible for monitoring and controlling its reserves. Reserves are maintained at a level to ensure that any restricted funds are not overdrawn, and that they are able to cover between two and three months expenditure as a minimum on the general fund, sufficient to guarantee adequate cashflow for normal purposes.

### **Plans for the future**

Our aims in 2017 are to go on growing as a team of churches; to encourage the commitment and involvement of all members in the life of the churches; and to continue to explore ways in which our church communities and buildings can be used for the mission of the church and the good of the local community.

**ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL  
FOR THE YEAR ENDED 31 DECEMBER 2016 (CONT'D)**

**Statement of member's responsibilities**

The trustees are responsible for preparing the annual report and the financial statements in accordance with applicable law and regulations.

Charity law requires the members to prepare financial statements for each financial year. Under charity law the members must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures that must be 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 adequate 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 and the Charities Statement of Recommended Practice (FRS 102). 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 trustees have complied with the duty in Section 4 of the 2011 Charities Act to have due regard to guidance published by the Charity Commission in respect of public benefit.

In so far as the trustees are aware they have taken all steps that they ought to have taken to make themselves aware of any relevant accounts information and to establish that the examiner is aware of that information.

**Adopted and signed on behalf of PCC**

Steve Coneys

Chairman

02 April 2017



I report on the accounts of Whitstable Parochial Church Council for the year ended 31 December 2016, which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

**Respective responsibilities of trustees and examiner**

The charity's trustees 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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Charities 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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of 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 present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's qualified statement**

As explained in note 4 to the Financial Statements the aggregate amount of trustee donations without conditions has not been disclosed. The trustees have not, therefore, complied with the requirement in section 9.18 of the Charities SORP (FRS 102).

In connection with my examination, no matter except that referred to in the above paragraph, has come to my attention:

- 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 Charities Act; and
  - (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Charities Act have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

61 London Road  
Maidstone  
Kent  
ME16 8TX

J A GRIGGS  
LEVICKS  
Chartered Accountants & Business Advisers

05 April 2017

**WHITSTABLE PAROCHIAL CHURCH COUNCIL  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2016**

**PAGE 9**

	Note	Unrestricted Funds	Restricted Funds	Total Funds	
		£	£	2016 £	2015 £
<b>INCOME FROM:</b>					
Donations and legacies	2(a)	549,517	181,087	730,604	548,204
Charitable activities	2(b)	208,690	716	209,406	211,027
Other trading activities	2(c)	30,325	454	30,779	33,900
Investments	2(d)	2,609	1,570	4,179	4,395
Other	2(e)	4,021	2,005	6,026	4,475
<b>TOTAL INCOME</b>		<b>795,162</b>	<b>185,832</b>	<b>980,994</b>	<b>802,001</b>
<b>EXPENDITURE ON:</b>					
Charitable activities	3(a)	621,851	92,219	714,000	677,158
Other	3(b)	13,334	16,364	29,698	29,111
<b>TOTAL EXPENDITURE</b>		<b>635,185</b>	<b>108,583</b>	<b>743,768</b>	<b>706,269</b>
Net gains/(losses) on investments	8	-	8,077	8,077	978
<b>NET INCOME/ (EXPENDITURE)</b>		<b>159,977</b>	<b>85,326</b>	<b>245,303</b>	<b>96,710</b>
Transfers between funds	15	(25,444)	25,444	-	-
<b>NET MOVEMENT IN FUNDS</b>		<b>134,533</b>	<b>110,770</b>	<b>245,303</b>	<b>96,710</b>
<b>RECONCILIATION OF FUNDS:</b>					
Total funds brought forward		419,810	1,317,695	1,737,505	1,640,795
Total funds carried forward		554,343	1,428,465	1,982,808	1,737,505

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

**WHITSTABLE PAROCHIAL CHURCH COUNCIL  
BALANCE SHEET AS AT 31 DECEMBER 2016**

**PAGE 10**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds	
				2016 £	2015 £
<b>FIXED ASSETS:</b>					
Tangible	7	37,637	1,190,354	1,227,991	1,235,211
Investments	8	-	80,859	80,859	72,782
		<hr/>	<hr/>	<hr/>	<hr/>
		37,637	1,271,213	1,308,850	1,307,993
<b>CURRENT ASSETS:</b>					
Debtors	9	26,797	48,357	75,154	26,000
Investments	10	328,027	70,406	398,433	225,804
Cash at bank and in hand		217,806	250,027	467,833	414,351
		<hr/>	<hr/>	<hr/>	<hr/>
		572,630	368,790	941,420	666,155
<b>LIABILITIES:</b>					
Creditors: Amounts falling due within one year	11	55,924	2,750	58,674	27,810
		<hr/>	<hr/>	<hr/>	<hr/>
<b>NET CURRENT ASSETS</b>		516,706	366,040	882,746	638,345
		<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		554,343	1,637,253	2,191,596	1,946,338
Creditors: Amounts falling due after one year	12	-	208,788	208,788	208,833
		<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL NET ASSETS</b>		554,343	1,428,465	1,982,808	1,737,505
		<hr/>	<hr/>	<hr/>	<hr/>
<b>PARISH FUNDS:</b>					
Unrestricted	13	554,343	-	554,343	419,810
Restricted	14	-	1,428,465	1,428,465	1,317,695
		<hr/>	<hr/>	<hr/>	<hr/>
		554,343	1,428,465	1,982,808	1,737,505
		<hr/>	<hr/>	<hr/>	<hr/>

Steve Coneys, Member  
David Kemp, Member  
02 April 2017

**WHITSTABLE PAROCHIAL CHURCH COUNCIL  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31 DECEMBER 2016**

	Note	2016 £	2015 £
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>			
<b>Net cash provided by (used in) operative activities</b>	16	<u>230,452</u>	<u>99,120</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>			
Investment income		4,179	4,395
Purchase of church equipment		<u>(8,475)</u>	<u>(5,064)</u>
<b>Net cash provided by (used in) investing activities</b>		<u>(4,296)</u>	<u>(669)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES:</b>			
Repayments of borrowing		<u>(45)</u>	<u>(17)</u>
<b>Net cash provided by (used in) financing activities</b>		<u>(45)</u>	<u>(17)</u>
Change in cash and cash equivalents in the year		226,111	98,434
Cash and cash equivalents at the beginning of the year	17	<u>640,155</u>	<u>541,721</u>
Cash and cash equivalents at the end of the year	17	<u>866,266</u>	<u>640,155</u>

## **1. ACCOUNTING POLICIES**

### **a) Basis of preparation and assessment of going concern**

The financial statements 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 have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective from 1 January 2015 and the Charities Act 2011.

The PCC constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the PCC's ability to continue as a going concern.

The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of other church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members or trust funds held separately by trustees independent of the PCC.

### **b) Funds structure**

Unrestricted funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC.

Unrestricted funds may become designated funds where funds have been reserved for a particular purpose by the PCC.

Restricted funds represent donations, legacies or grants received for 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 each year must be carried forward as a balance on that fund.

The PCC does not usually invest separately for each fund except where amounts involved are material. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

### **c) Income recognition**

All incoming resources are recognised when received by or on behalf of the PCC.

All income, with the exception of wedding and funeral fees, is reported gross of any associated expenditure. Income from wedding and funeral fees is reported net of fees paid where additional services are requested. Wedding deposits are taken to income in the year in which the wedding is undertaken.

Income tax recoverable on gift aid donations is recognised when the tax is recovered.

Grants and Legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is probable.

Rental income from the letting of church premises is recognised when the rental is due.

Interest earned on bank deposit accounts is accounted for when received.

Churches are among the most significant volunteer organisations in the country with their members involved in every aspect of Church and community life. It would be impossible, and arguably inappropriate, to attempt to measure the contribution made by church members, safe to say that most charities and churches would simply fail to function without the services of Church volunteers.

**d) Expenditure recognition**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis.

Amounts received specifically for mission are dealt with as restricted funds.

The Diocesan Parish Share is accounted for when due.

**e) Tangible fixed assets and depreciation**

The depreciation policy applicable to buildings included in the PCC accounts is stated below.

Consecrated and beneficed property of any kind is excluded from these Accounts by 510(2) of the Charities Act 2011.

Moveable church furnishings which are held by the Team Vicar and churchwardens on special trust for the PCC and require a faculty for disposal are accounted for as inalienable property unless consecrated.

The site of the Seasalter Christian Centre was purchased in 2002 for £60,000. This price effectively represented the land only as the buildings had a negligible value. The new Christian Centre is shown at the cost incurred for the building under the main contract with Jenner (Contractors) Limited, plus the cost of the site mentioned above. The small plot of land next to the Christian Centre site and 51 Faversham Road are shown at their respective purchase prices.

The All Saints Nursery building was constructed in 2011 and is shown at the costs incurred for construction only. The nursery was constructed on land within the boundary of the church.

Buildings constructed or purchased for use by the PCC where reliable cost information is available are depreciated at 1% per annum on a straight line basis.

Buildings under the responsibility of the PCC for which no reliable cost information is available are not valued in the accounts but are disclosed as part of the fixed asset note.

Under the PCC (Powers) Measure 1956 the property assets are held in the name of the Canterbury Diocesan Board of Finance for the PCC but it is understood in the Team Ministry that individual churches are responsible for the church property in their districts and accompanying liabilities.

The cost of equipment is capitalised and depreciated at 15% per annum on the reducing balance basis. Individual items of equipment with a purchase price of £2,500 or less are written off when the asset is acquired.

**f) Fixed asset investments**

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the mid market value. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year.

**g) Investment gains and losses**

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

**h) Current assets**

Amounts owed to the PCC at the year end in respect of fees, rents or other income are shown as debtors, less provision for amounts that may prove uncollectible.

Short term deposits include cash held on deposit in CBF Church of England Funds.

**i) Pension costs**

The PCC operates a defined contribution pension scheme for some of its employees. The assets of the scheme are held separately from those of the PCC. The annual contributions payable are charged to the statement of financial activities.

District Church Council of St Alphege (Seasalter) (PB 2014) participates in the Pension Builder Scheme section of CWPF for lay staff. The Scheme is administered by the Church of England Pensions Board, which holds the assets of the schemes separately from those of the Employer and the other participating employers.

The Church Workers Pension Fund has a section known as the Defined Benefits Scheme, a deferred annuity section known as Pension Builder Classic and a cash balance section known as Pension Builder 2014.

**Pension Builder Scheme**

The Pension Builder Scheme of the Church Workers Pension Fund is made up of two sections, Pension Builder Classic and Pension Builder 2014, both of which are classed as defined benefit schemes.

Pension Builder Classic provides a pension for members for payment from retirement, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Bonuses may also be declared, depending upon the investment returns and other factors.

Pension Builder 2014 is a cash balance scheme that provides a lump sum that members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. This account may have bonuses added by the Board before retirement. The bonuses depend on investment experience and other factors. There is no requirement for the Board to grant any bonuses. The account, plus any bonuses declared, is payable from members' Normal Pension Age.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are contributions payable (2016 - £2,421, 2015 - £nil).

A valuation of the scheme is carried out once every three years. The most recent scheme valuation completed was carried out as at 31 December 2013. This revealed, on the ongoing assumptions used, a surplus of £0.5m. There is no requirement for deficit payments at the current time.

Pension Builder 2014 will be valued in relation to the lump sum payable to members at normal pension age. There are no annual pension benefits. Pension Builder 2014 commenced in February 2014 so the first full valuation of that section will be carried out at the next CWPV valuation date, 31 December 2016.





**WHITSTABLE PAROCHIAL CHURCH COUNCIL  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2016 (CONT'D)**

	Unrestricted Funds 2016 £	Restricted Funds 2016 £	Total Funds 2016 £	Unrestricted Funds 2015 £	Restricted Funds 2015 £	Total Funds 2015 £
2(c) Other trading activities:						
Catering	10,160	454	10,614	11,285	210	11,495
Events and activities	20,165	-	20,165	21,386	1,019	22,405
	30,325	454	30,779	32,671	1,229	33,900
2(d) Investments:						
Dividends	1,358	997	2,355	1,603	1,178	2,781
Interest	1,251	573	1,824	1,028	586	1,614
	2,609	1,570	4,179	2,631	1,764	4,395
2(e) Other:						
Miscellaneous	4,021	2,005	6,026	3,040	1,435	4,475

**WHITSTABLE PAROCHIAL CHURCH COUNCIL  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2016 (CONT'D)**

	Unrestricted Funds 2016 £	Restricted Funds 2016 £	Total Funds 2016 £	Unrestricted Funds 2015 £	Restricted Funds 2015 £	Total Funds 2015 £
<b>3. EXPENDITURE ON:</b>						
3(a) Charitable activities:						
Parish share	263,563	-	263,563	253,483	-	253,483
Upkeep of services	8,056	1,631	9,687	11,381	1,109	12,490
Clergy and local ministry fees and expenses	15,173	3,764	18,937	14,417	3,443	17,860
Running costs and maintenance	138,251	53,505	191,756	119,315	31,055	150,370
Nursery school wages and training	66,730	-	66,730	62,085	-	62,085
Youth ministry	4,000	15,263	19,263	1,900	15,321	17,221
Bank charges	20	-	20	151	88	239
Administration expenses	17,541	1,639	19,180	14,904	84	14,988
Honoraria	9,985	-	9,985	11,427	-	11,427
Charity donations	9,065	5,322	14,387	10,419	29,889	40,308
Children's and families ministry	28,048	10,832	38,880	24,341	3,378	27,719
Christian Centre expenses	58,001	-	58,001	60,007	-	60,007
Catering expenses	1,026	263	1,289	1,625	403	2,028
Events and activities	2,392	-	2,392	4,806	2,127	6,933
	<u>621,851</u>	<u>92,219</u>	<u>714,070</u>	<u>590,261</u>	<u>86,897</u>	<u>677,158</u>
3(b) Other:						
Legal and professional fees	2,100	-	2,100	3,780	-	3,780
Mortgage interest	4,134	-	4,134	4,162	-	4,162
Sundry expenditure	6,604	1,165	7,769	5,768	112	5,880
Depreciation	496	15,199	15,695	497	14,792	15,289
	<u>13,334</u>	<u>16,364</u>	<u>29,698</u>	<u>14,207</u>	<u>14,904</u>	<u>29,111</u>

**4. ANALYSIS OF STAFF COSTS, TRUSTEE REMUNERATION AND EXPENSES, AND THE COST OF KEY MANAGEMENT PERSONNEL**

	2016 £	2015 £
Wages and salaries	152,162	137,673
Employer's national insurance	4,831	4,160
Pension contributions	<u>2,649</u>	<u>-</u>
	<u>159,642</u>	<u>141,833</u>

No employee had employee benefits in excess of £60,000 (2015 - £nil).

Victoria Coneys, wife of Stephen Coneys, a trustee, is employed by the Church owned pre-school nursery, Abbot House and has been in this employment for over 15 years. During the year she was paid a gross salary of £6,722 with no employer's national insurance contributions.

No other PCC member or related party to the PCC has been paid or is payable remuneration or expenses from the funds of the PCC.

The expenses paid to clergy may include a small immaterial proportion, which relates to their function as PCC members.

There are no key management personnel paid by the PCC.

There were no donations made to the PCC, by trustees, with conditions attached.

The aggregate of trustee donations without conditions has not been disclosed. The trustees believe that the amount involved is not significant when compared with the giving of all the members of the Churches and that no undue influence is exercised by the trustees, individually or collectively, solely because of their giving. In addition the collection of the data relating to the giving by individuals would risk breaching the confidentiality promised to church members in relation to their giving.

**5. STAFF NUMBERS**

The average monthly head count was 23 staff (2015 - 24 staff) and the average monthly number of full-time equivalent employees (including casual and part-time staff) during the year were as follows:

	2016	2015
Caretakers	1	1
Children's and families ministers	4	1
Administrators	2	2
Cleaners	1	2
Nursery staff	4	5
Others	<u>1</u>	<u>1</u>
	<u>13</u>	<u>12</u>

**6. INDEPENDENT EXAMINATION AND ACCOUNTANCY FEES**

The fee charged by the independent examiner is £840 plus a further £2,100 for accountancy services, VAT inclusive.

**7. TANGIBLE FIXED ASSETS**

		Freehold land and Buildings	Church Equipment	Total
		£	£	£
Actual/Deemed cost	At 1 January 2016	1,311,071	63,016	1,374,087
Additions		2,729	5,746	8,475
	At 31 December 2016	1,313,800	68,762	1,382,562
Depreciation	At 1 January 2016	93,081	45,795	138,876
	Charge for the year	12,250	3,445	15,695
	At 31 December 2016	105,331	49,240	154,571
Net Book Value at 31 December 2016		1,208,469	19,522	1,227,991
Net Book Value at 31 December 2015		1,217,990	17,221	1,235,211

Additional assets held for use by the PCC but not capitalised:

St Peter's Church Hall

A building of solid brick construction built in 1905.

All Saints Church Hall

A building of solid brick construction built in the 1930's.

St Andrew's Church Centre

A building of solid brick construction built in the early 1950's.

No records of the cost of construction of the above buildings are held by the PCC and valuing the cost of construction on a current basis would not be reliable. The assets have therefore been excluded from the accounts.

The halls are used by local community and youth groups and clubs throughout the year and by the local community generally for parties and social gatherings.

**8. FIXED ASSET INVESTMENTS**

5377.45 CBF Investment fund shares with an original cost of £24,729

	2016 £	2015 £
Mid market value brought forward	72,782	71,804
Add net unrealised gain on revaluation	8,077	978

Mid market value carried forward	<u>80,859</u>	<u>72,782</u>
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**9. DEBTORS**

	2016 £	2015 £
Tax recoverable	12,534	12,213
Prepayments and accrued income	28,380	6,011
Interfund transfers	34,240	7,776

	<u>75,154</u>	<u>26,000</u>
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**10. CURRENT ASSET INVESTMENTS**

	2016 £	2015 £
Cash equivalents held on deposit	398,433	225,804

**11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2016 £	2015 £
Other creditors	17,974	9,876
PAYE and Social Security	4,579	2,226
Accruals and deferred income	1,881	7,932
Interfund transfers	34,240	7,776

	<u>58,674</u>	<u>27,810</u>
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**12. CREDITORS: AMOUNTS FALLING DUE AFTER ONE YEAR**

	2016 £	2015 £
Mortgage	208,788	208,833

The mortgage relates to 51 Faversham Road and the Seasalter Christian Centre. It matures on 20<sup>th</sup> January 2026 and is interest only, at a rate of 2% per annum.

13. UNRESTRICTED FUNDS

	Designated Unrestricted Funds					
	General Unrestricted Funds £	St Alphege Seasalter Abbot House £	All Saints Shirley Hall B&M Fund £	St John's Church Centre Fund £	St Peter's Social Committee Fund £	St Peter's Church House Fund £
Balance b/fwd 1 January 2016	324,953	2,954	38,133	5,633	221	16,033
Income	712,329	71,595	-	11,067	22	-
Expenditure	(537,680)	(73,105)	(496)	(12,836)	-	(10,636)
Transfers between funds	(72,833)	-	-	-	-	-
Balance c/fwd 31 December 2016	426,769	1,444	37,637	3,864	243	5,397

  

	St Alphege Seasalter Legacy Fund £	St Peter's Flower Fund £	St Peter's Vicar's Discretionary Fund £	St Alphege Whitstable Quinquennial Fund £	All Saints Organ Restoration Fund £	Totals £
Balance b/fwd 1 January 2016	2,137	130	5,518	21,000	3,098	419,810
Income	-	125	24	-	-	795,162
Expenditure	-	(171)	-	-	(261)	(635,185)
Transfers between funds	-	-	(528)	47,917	-	(25,444)
Balance c/fwd 31 December 2016	2,137	84	5,014	68,917	2,837	554,343

**13. UNRESTRICTED FUNDS (CONT'D)**

Purpose of funds:-

St Alphege, Seasalter, Abbot House	Abbot House is the nursery school operating in the property next to the Christian Centre. The nursery is attached to the church and is accountable to it for its financing. It is expected to be self financing and its funds are therefore kept separate from the main church funds of St Alphege, Seasalter.
All Saints Shirley Hall B & M Fund	Represents monies originally raised and now invested in the rebuilding of the Shirley Hall.
St John's Church Centre Fund	To ensure that the church centre is self financing, the funds are accounted for separately from the church funds of St John's.
St Peter's Social Committee Fund	Monies for use by the social committee.
St Peter's Church House Fund	Although the church house is part of the church property, it operates as an independent financial entity and therefore its accounts are kept separate.
St Alphege, Seasalter, Legacy Fund	Legacies set aside by the PCC for use on the old church property.
St Peter's Flower Fund	Monies set aside for decorating the church at special services.
St Peter's Vicar's Discretionary Fund	Monies transferred from the original Wiltshire Bequest to a CBF Fund at the request of the Diocese to be used for the benefit of the poor and needy of the parish at the vicar's discretion.
St Alphege, Whitstable Quinquennial Fund	Monies set aside for work required as a result of quinquennial inspections.
All Saints, Organ Restoration Fund	Monies for the restoration works required on the church organ.



14. RESTRICTED FUNDS

	St Alphege Whitstable Preservation & Maintenance Fund £	St Alphege Whitstable Charities/ Restricted Collections £	St Alphege Whitstable Bell Ringers Fund £	St Alphege Whitstable Choir Fund £	St John's Children & Families Minister Fund £	St Alphege Whitstable Vicar & Church- wardens Fund £
Balance b/fwd 1 January 2016	18,483	-	898	1,060	597	35,990
Income	748	3,559	15	15	11,000	-
Expenditure	(2,250)	(3,559)	-	(461)	(10,832)	-
Transfers between funds	-	-	-	-	-	-
Gains	-	-	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Balance c/fwd 31 December 2016	16,981	-	913	614	765	35,990

	All Saints Youth Fund £	German Exchange Fund £	St John's Building Fund £	St Alphege Seasalter Closer to Home Fund £	St Alphege Seasalter Christian Centre Building Fund £	St Andrew's General Trust Fund £
Balance b/fwd 1 January 2016	693	1,635	37,994	4,187	746,348	23,264
Income	-	549	542	4,366	-	100
Expenditure	-	(1,560)	(2,543)	(1,753)	(12,653)	-
Transfers between funds	-	-	-	17,400	8,519	-
Gains	-	-	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Balance c/fwd 31 December 2016	693	624	35,993	24,200	742,214	23,364

**WHITSTABLE PAROCHIAL CHURCH COUNCIL  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2016 (CONT'D)**

**14. RESTRICTED FUNDS**

	St Alphege Whitstable Play Garden £	St Alphege Seasalter Old Church Fund £	PCC Fellowship of Prayer Fund £	St Peter's 82 Sydenham Street Fund £	St Peter's Window Guard Fund £	Sundry Small Restricted Funds (all under £600) £
Balance b/fwd 1 January 2016	2,789	16,883	969	41,715	1,229	1,276
Income	10,500	100,100	90	-	4	850
Expenditure	(12,359)	(7,818)	(79)	-	-	(872)
Transfers between funds	-	-	-	-	-	-
Gains	-	-	-	4,630	-	26
Balance c/fwd 31 December 2016	930	109,165	980	46,345	1,233	1,280

	St Alphege Whitstable StArs Homework Club £	St Alphege Seasalter Church Weekend Fund £	All Saints Shirley Hall Fund £	All Saints Sunman Music & Media Fund £	All Saints Wayforth Flower Fund £
Balance b/fwd 1 January 2016	2,090	1,038	165,669	8,533	14,057
Income	1,209	225	-	910	475
Expenditure	(887)	-	(1,649)	(573)	-
Transfer between funds	-	-	-	-	(475)
Gains	-	-	-	-	1,629
Balance c/fwd 31 December 2016	2,412	1,263	164,020	8,870	15,686

**WHITSTABLE PAROCHIAL CHURCH COUNCIL  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2016 (CONT'D)**

**14. RESTRICTED FUNDS**

	All Saints Vicar & Churchwardens Fund £	St Alphege Whitstable Roof Fund £	St Alphege Whitstable Flower Fund £	St Alphege Seasalter Youth Ministry £	St Alphege Seasalter Abbot House £
Balance b/fwd 1 January 2016	59,764	19,095	880	14,970	2,271
Income	684	24,449	887	21,470	1
Expenditure	(4,165)	(7,664)	(798)	(18,537)	(377)
Transfer between funds	(15,000)	-	-	-	-
Gains	1,792	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Balance c/fwd 31 December 2016	43,075	35,880	969	17,903	1,895

	All Saints Organ Restoration Fund £	St John's Church Centre Legacy £	All Saints Car Parks & Churchyard Paths Fund £	Totals £
Balance b/fwd 1 January 2016	17,090	76,228	-	1,317,695
Income	1,709	-	1,375	185,832
Expenditure	(16,297)	(897)	-	(108,583)
Transfer between funds	-	-	15,000	25,444
Gains	-	-	-	8,077
	<hr/>	<hr/>	<hr/>	<hr/>
Balance c/fwd 31 December 2016	2,502	75,331	16,375	1,428,465

**14. RESTRICTED FUNDS (CONT'D)**

Restrictions on funds:-

St Alphege, Whitstable Preservation & Maintenance Fund	Monies donated for upkeep of the fabric, fixtures and fittings and environs of the Church.
St Alphege, Whitstable Charities/Restricted Collections	Monies collected for specific charities which have not yet been paid out to those charities.
St Alphege, Whitstable Bell Ringers Fund	For bell maintenance costs particularly with regard to the running of the bells and the bell tower.
St Alphege, Whitstable Choir Fund	Monies donated for the purchase of choir robes, published music and other choir related equipment and accessories.
St John's Children & Families Minister Fund	To provide funds for a Children and Families minister.
St Alphege, Whitstable Vicar and Churchwardens Fund	This fund has been set up for such religious purposes as the Vicar and Churchwardens shall in their absolute discretion think fit.
All Saints Youth Fund	Monies to be used for the benefit of the youth of All Saints Church.
All Saints German Exchange Fund	To provide funds for the regular exchange visits with German churches.
St John's Building Fund	Initially composed of two funds, one specifically for vestry repairs, the other specifically for the spire. As these specific repairs have been completed and the original funds exhausted, the fund now covers general building works to the fabric of the church building.
St Alphege, Seasalter Closer to Home Fund	Originally to raise and give away a tithe (one tenth) of the cost of the Seasalter Christian Centre. Now used to channel all charitable giving by the Church.
St Alphege, Seasalter Christian Centre Building Fund	The value of monies raised specifically for and invested in the Seasalter Christian Centre building and its capitalised equipment.
St Andrew's General Trust Fund	To be used for the upkeep and general well-being of the building of St Andrew's.
St Alphege, Whitstable Play Garden	Monies specifically for the development of a play garden to the side of the Church.
St Alphege, Seasalter Old Church Fund	Donations given for repairing, reordering and furnishing the old Church.

**14. RESTRICTED FUNDS (CONT'D)**

Whitstable Parochial Church Council Fellowship of Prayer Fund	To be used for 'Fellowship of Prayer' projects.
St Peter's 82 Sydenham Street Fund	Capital raised on sale of property left to the church invested in CBF shares to be held to generate income which is unrestricted.
St Peter's Window Guard Fund	To provide funds for window guards for the church when needed.
Sundry Small Restricted Funds	These monies represent various restricted funds, all under £600 each at the start and end of the year.
St Alphege, Whitstable StArs Homework Club	An outreach project to support local children with their homework and to also provide them with a meal.
St Alphege, Seasalter Church Weekend Fund	Monies collected and used for the church weekend away which occurs every two years.
All Saints Shirley Hall Fund	Represents monies originally raised and now invested in the rebuilding of the Shirley Hall.
All Saints Sunman Music & Media Fund	To provide choir training or any other musical purpose.
All Saints The Waynforth Flower Fund	For the provision of flowers in the church.
All Saints Vicar & Churchwardens Fund	At the discretion of the vicar and churchwardens for use anywhere in the parish of Whitstable.
St Alphege, Whitstable Roof Fund	Monies raised for the urgent need to replace the Church roof.
St Alphege, Whitstable Flower Fund	For the provision of flowers in the Church.
St Alphege, Seasalter Youth Ministry	To fund the work of the Youth Ministry.
St Alphege, Seasalter Abbot House	Monies donated for the improvement of the garden, new play equipment and the laying of an all weather surface at the nursery.
St John's Church Centre Legacy	Represents the legacy used to purchase the church centre.
All Saints, Organ Restoration Fund	To raise monies for the restoration of the church organ.
All Saints, Car Parks & Churchyard Paths Fund	For the repair of church car park and footpaths through the Churchyard to provide safe access to all.

**WHITSTABLE PAROCHIAL CHURCH COUNCIL  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2016 (CONT'D)**

**PAGE 29**

**15. TRANSFERS**

	£
St Alphege, Whitstable. Transfer from the unrestricted General Fund to the designated Quinquennial Fund	47,917
All Saints. Investment income from Waynforth Flower Fund transferred to the unrestricted General Fund as per the wishes of the original donor	475
St Alphege, Seasalter. Transfer of one tenth of the year's voluntary giving from the unrestricted General Fund to the Closer to Home Fund as per the agreed terms	17,400
St Alphege, Seasalter. Transfer from the unrestricted General Fund to the restricted Seasalter Church Centre Fund to cover replacement equipment costs.	8,519
St Peters. Transfer to the General Fund from the designated Vicar's Discretionary Fund	528
All Saints. Transfer from the restricted Vicar and Churchwarden Fund to the restricted Car Parks & Churchyard Paths Fund	15,000

**16. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	2016 £	2015 £
<b>Net Income/(Expenditure) for the reporting period (as per the statement of financial activities)</b>	245,303	96,710
<b>Adjustments for:</b>		
Depreciation charges	15,695	15,289
(Gains)/losses on investments	(8,077)	(978)
Investment income	(4,179)	(4,395)
(Increase)/decrease in debtors	(49,154)	2,384
Increase/(decrease) in creditors	<u>30,864</u>	<u>(9,890)</u>
Net cash provided by operating activities	<u>230,452</u>	<u>99,120</u>

**17. ANALYSIS OF CASH AND CASH EQUIVALENTS**

	2016 £	2015 £
Cash at bank and in hand	467,833	414,351
Current asset investments	<u>398,433</u>	<u>225,804</u>
	<u>866,266</u>	<u>640,155</u>

**18. CONNECTED CHARITIES**

The Parochial Church Council of Whitstable is connected to the All Saints Church Whitstable Trust Fund. During 2009 the opportunity was taken to transfer the Trust's funds (with 2 exceptions) into restricted funds within the church as permitted under the 2006 Charities Act Provision of the trustees and by the Canterbury Diocesan Board of Finance.