

**ST STEPHEN'S PCC  
ANNUAL REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR TO THE 31 DECEMBER 2019**

**Charity Registration Number 1131952**

**ST STEPHEN'S PCC**  
**Annual Report of the Parochial Church Council**  
**For the Year ended 31 December 2019**

St. Stephen's Church is situated in South Kensington in the Royal Borough of Kensington and Chelsea. It is in the Kensington Episcopal Area of the Diocese of London but is under the pastoral care of the Bishop of Fulham. The correspondence address is St. Stephen's Church, Southwell Gardens, London SW7 4RL

The Parochial Church Council (PCC) is a registered charity number 1131952.

PCC members who have served from 1<sup>st</sup> January 2019 until the date this report was approved are:

<i>Incumbent:</i>	The Revd Philip Barnes	Chairman
<i>Wardens:</i>	Mr Ross Egerton Mr Patrick Rodier	Vice Chairman
<i>Representatives on the Deanery Synod:</i>	Mr Patrick Rodier	
<i>Elected members:</i>	Mr. David Colville Mr Anthony Gardner Mr Konstantinos Petrides Mrs Elizabeth Olunloyo	Treasurer   (from 28 April 2019)
Safeguarding officer	Ms Clare Almond	
<i>Secretary:</i>	Mr Mark Hodgkin	

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

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC. The PCC is elected each year as are the Churchwardens.

### **Objectives and Activities**

The PCC has the responsibility of co-operating with the incumbent, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

### **Achievements and Performance**

#### **Church attendance**

On the 31st December 2019, there were 53 (2018- 74) on the Electoral Roll. Average Sunday attendance, counted during October 2019, was 44 (2018- 46) adults and 4 (2018- 5) children but this number increased at festivals. Average attendance for midweek services during October 2019 was 5 (2018- 5). In 2019 we had one baptism (2018- 2), one confirmation (2018 one Thanksgiving for the Birth of a Child), one marriage (2018- 2) and two funerals (2018 one).

### **Review of the year**

The full PCC met on eight occasions (2018 five) and covered a good deal of ground in preparation for the renewal and development of the church building.

In the light of the commitment in our parish Mission Action Plan that we want our church building to more effectively express the welcome Christ offers to all people the PCC has worked with Father Philip to prepare for work that will take place in 2020.

- We employed a firm of lighting designers, Light Perceptions, and worked with their Director, Bruce Kirk to produce a scheme that will dramatically improve the quality of light in the church and meet the needs both of the congregation, the groups that use the buildings for concerts and productions, as well as displaying the church to good effect to visitors. We applied for a Faculty from the Diocese for this scheme in December, and the work has gone to tender. We anticipate the stripping out of the antiquated (and potentially dangerous) wiring and fittings and installation of the new scheme will take place in July/ August 2020.
- We employed DM Music to produce a new scheme to replace the sound system. The existing system broke down beyond repair in the summer, and an enhanced scheme will be installed whilst the church is being rewired. Again, a Faculty for this work has been applied for.

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- We have worked with our architect, Andrew Waite of Nick Cox Architects, to produce designs to improve the access into the church on the north side. The design the PCC approved replaces the present steps with a gentle slope in the centre of which a circular stone will be incorporated with a quotation from T S Eliot. This design also has handrails and improved lighting to create a more attractive and inviting entrance to the church. The design is presently with the DAC (Diocesan Advisory Committee) as we apply for a Faculty to carry out the work.

- We have also worked with the architect on designs for renovating the Sacristy and the adjoining corridor that presently accommodates our limited WC and kitchen facilities. The design approved by the PCC would create an additional WC and upgrade the kitchen, creating a more attractive and functional space for use not only by the congregation but also by performers at concerts. We are mindful that this is but the first stage of a Development Programme for the whole building, and it is our intention to add further WC's that would be accessible for people with disabilities as part of the next phase of work.

- Conscious of the commitment in our Mission Action Plan to "communicate the attractiveness" of our faith, our worship, and our church more externally we commissioned a new website. Following extensive research and comparison we asked a company called Creative Stream to design the site for us, and Fr Philip is working with them and a small group of parishioners on content.

In addition to these items which form the first part of the Development Project we have worked with the architect for the second phase of work, namely the restoration and refurbishment of the South Aisle and South Transept roofs, parapets, rainwater goods and lead work. This substantial work has been prepared for with plans drawn up and a tender document is ready to be used when we are confident of having sufficient funds in place.

You'll gather from the above that it has been a busy but productive year for the PCC, and we look forward to this work bearing fruit in 2020

As well as being Parish Priest at St Stephen's Fr Philip is also Mission Advisor for the Bishop of Fulham, and as part of this work our 2019 Lent Course was shared with other parishes from across the See of Fulham. St Stephen's hosted the first of a series of 'Study Saturdays' led by Bishop Jonathan and Fr Philip, and members of the congregation travelled across the See for subsequent sessions.

We've also continued our links with our neighbouring parish of St Cuthbert's, Philbeach Gardens by sharing in worship for certain Festivals (Ascension Day, the Assumption of the Blessed Virgin Mary, All Saints) and supporting one another's Patronal Festivals

It has been good to host a number of the Catholic Societies of the Church of England for worship, and the Guild of the Servants of the Sanctuary and the Guild of All Souls all held festivals at St Stephen's in 2019.

At the beginning of June, our Festival of Arts and Faith was a marvellous week full of events organised by Adrian Edwards as Festival Director with the assistance of Catherine Edwards. The programme featured daily concerts, an event for children, and an extensive art exhibition which attracted much attention – including exhibits from several local schools. It was good to welcome Bishop Robert Ladds to preach and celebrate the Solemn Mass on the first Sunday of the Festival, and to welcome Bishop Jonathan to give a talk on T S Eliot which was followed by tea and then Choral Evensong and Benediction on the last Sunday. We are very grateful to Adrian and Catherine for their hard work in preparing for such a significant event in the life of the parish, which as well as raising our profile in the local community encourages the hundreds of attendees who pass through the doors to reflect on the life of faith.

The church building hosts concerts, including the "Rush Hour Recital" series jointly promoted with the RCM. Groups from the University of London and Imperial College as well as many other local choirs, orchestras and music groups continue to use our facilities

Under the Directorship of Gregory Drott the liturgical music of St Stephen's continues to be of an exceptional standard. A core 'quartet' of singers is supplemented for larger works and occasions, and our worship is hugely enhanced by music from a broad repertoire. Particular highlights in 2019 were the services of Music and Readings on Palm Sunday evening and on the evening of the first Sunday of Advent. These 'special' services give us the opportunity to both hear more of our glorious choir, and to offer a 'different' liturgical approach to marking these two great seasons.

It's been good to have Joshua Simoes as our organ scholar, and to watch him grow in confidence and skill during his second year with us.

Fr Philip's other role inevitably takes him away from the parish from time to time, and we are indebted to Fr John Hunter for the contribution he continues to make to the life of the parish

Similarly, our Verger and Parish Administrator Mark Hodgkin continues to bear more responsibility for the daily routines of parish life, and carries these responsibilities with dedication and good grace.

**ST STEPHEN'S PCC**  
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**(Continued)**  
**For the Year ended 31 December 2019**

**Financial Review**

Total receipts on ordinary unrestricted and restricted funds were £259,612 (2018-£233,067, expenditure was £257,009 (2018-£245,244). The PCC continues to benefit from generous grants from two trusts associated with the church, as well as a grant supporting the music from the Old Possum Practical Trust. Our contribution to the diocesan quota was £62,800 (2018-£61,000) which largely provides the stipends and housing for clergy. The PCC made a grant of £10,000 towards the diocesan quota for All Saints Notting Hill. The other significant items of expenditure were the cost of running and maintaining the building, the cost of music at services and staff, and the annual Festival of Arts and Faith. There were also professional fees associated with the future development plans for access for disabled and the refurbishing of the Vestry and kitchen passage, including the installation of an extra lavatory. The PCC also engaged the services of a lighting consultant to upgrade the lighting in the nave of the church. The overall surplus for the year was £2,603 (2018 deficit of £12,177) leaving a net accumulated surplus of £14,287 (2018 - 11,684).

**Reserves policy**

The PCC aims to hold a reserve of at least £15,000 in unrestricted funds to cover emergency situations that may arise from time to time. The net current unrestricted reserves are £14,287. (£11,684 in 2018). It is hoped that reserves can be maintained in 2020.

**Approved by the PCC on 20 May 2020 and signed on their behalf by the Revd Philip Barnes (Chairman).**

**Revd Philip Barnes**

**ST STEPHEN'S PCC**  
**Deanery Synod Report**  
**For the Year ended 31 December 2019**

The Kensington Deanery Synod Representative in the House of Laity for this triennium, which comes to an end this year, is Patrick Rodier and Father Philip is ex officio a member of the House of Clergy. The Area Dean is Rev'd Mark O'Donoghue, Vicar of Christ Church, Victoria Road, London W8.

'Anglicans in Kensington' continues to be the flag under which active cooperation and support can be encouraged within the deanery by all willing parties – not just synod representatives. These latter retain their legal and representational responsibilities with, perhaps, three or four synod meetings per year. However, the meetings are always a prelude to excellent presentations and the meetings are open to any interested parties. Any parishioners who are interested should seek further information from Father Philip or Patrick.

The themes of last year's synod meetings continued to follow the threefold strands of the diocesan Capital Vision: Confident, Compassionate and Creative.

At a meeting of 10 September 2019 at St George's, Aubrey Walk, W8, on 'Confidence', our Area Bishop Graham gave an account about how new ambassadors were being equipped and commissioned to represent our Lord in their daily lives.

On 26 November 2019 at St Thomas's Church, Kensal Road, W10, 'Compassion' in serving communities to fight poverty, inequality and injustice, we heard from Amanda Bindon of the Cinnamon Network, which offers micro-grants to small new initiatives for community service. We also heard from two other small local charities, one in pastoral support of trafficked women and the other for debt counselling support.

The Deanery enjoyed the hospitality of the Traynors at Bickersteth House on 9 January 2020 for post-Christmas, indeed Epiphany, refreshments described as Twelfth Night.

At the meeting of 6 February 2020 at St Helen's Church, St Helen's Gardens, W10, following the theme of 'Creative' and closer engagement with sport across the diocese, there was a presentation from Joe Lowther from Kick London. The Kick London team have been working in partnership with the diocese about promoting sport and faith.

The thirteenth Deanery Garden Party was held on the evening 26 June 2019 in St Mary Abbots vicarage garden, courtesy of the Wardens during the vacancy at St Mary Abbots.

The customary Common Fund meeting of deanery treasurers, incumbents and, nowadays, church wardens or other principal PCC members with the former Archdeacon, the Ven. Stephan Welch, and the Area Finance Adviser, Mary Spredbury took place at St John the Baptist Church, Holland Road, W14 on 21 May 2019. The purpose was to thank for previous and current Common Fund commitments and encourage the commitment of PCCs for the following year, in this case 2020.

During the past year, the implementation of the Deanery's Common Fund policy and encouragement to parishes to follow it generously has remained a principal background activity of the Area Dean and Lay Chair (acting as Hon. Treasurer). As a deanery, we came closer to fully covering costs in total in 2020 than ever previously. This happier outcome has occurred largely because some parish standard costs are lower, through re-allocation of some clerical posts.

Patrick Rodier  
20 May 2020

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**STATEMENT OF TRUSTEES RESPONSIBILITIES**

Members of the PCC are required by the Church Accounting Regulations and the Charities Act 2011 to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Church and of its results for that year. In preparing those accounts, the trustees are required to:

- (a) select suitable accounting policies and apply them consistently;
- (b) make judgements and estimates that are reasonable and prudent;
- (c) prepare the accounts on a going concern basis unless it is inappropriate to assume that the Church will continue in operation.

The members of the PCC are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Church.

They are also responsible for safeguarding the assets of the Church and hence taking reasonable steps to prevent and detect fraud and other irregularities.

**Signed on behalf of the PCC**

**Mark Hodgkin  
Secretary to the PCC  
Date 20 May 2020**

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**Independent Examiner's report to the PCC**

This report is attached to the accounts of the PCC for the year ended 31st December 2019 which are set out on pages 8 to 13 and is in respect of an examination carried out on the accounts under section 145(1) of the Charities Act 2011. These statements comprise of the Statement of Financial Activities, the Balance Sheet and the related notes.

**Respective responsibilities of trustees and examiner**

As members of the PCC you are responsible for the preparation of the accounts and you consider that an audit is not required for this period under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is my responsibility to :

- examine the 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 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 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 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:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act and with the methods and principles of the Statement of Recommended Practice : Accounting and Reporting by Charities.

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.

Christopher Sale  
Chartered Accountant (ICAEW)  
JnC Business Solutions Limited  
24 Upper Hall Park  
Berkhamsted  
HP4 2NP  
20 May 2020

**ST STEPHEN'S PCC  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2019**

	Note	2019		2018	
		£ Unrestricted Funds	£ Restricted Funds	£ Total 2019	£ Total 2018
<b>INCOMING RESOURCES</b>					
Voluntary Income	2a	161,879	40,480	202,359	167,806
Activities for Generating Funds	2b	54,215	0	54,215	57,434
Income from Investments	2c	61	0	61	5
Income from Church Activities	2d	2,978	0	2,978	7,822
<b>Total Incoming resources</b>		<b>219,132</b>	<b>40,480</b>	<b>259,612</b>	<b>233,067</b>
<b>RESOURCES EXPENDED</b>					
Church Activities	3a	178,884	34,000	212,884	218,995
Cost of Generating Funds	3b	4,754	6,480	11,234	12,040
Professional Fees	3c	29,966	0	29,966	11,585
Governance Costs	3d	2,925	0	2,925	2,625
<b>Total resources expended</b>		<b>216,529</b>	<b>40,480</b>	<b>257,009</b>	<b>245,244</b>
<b>Net incoming /(outgoing) resources</b>		<b>2,603.</b>	<b>(0.)</b>	<b>2,603.</b>	<b>-12,177</b>
<b>Net Movement in Funds for the period</b>		<b>2,603.</b>	<b>0.</b>	<b>2,603.</b>	<b>-12,177</b>
<b>TOTAL FUNDS BROUGHT FORWARD</b>		<b>11,684</b>	<b>0</b>	<b>11,684</b>	<b>23,861</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>14,287</b>	<b>0</b>	<b>14,287</b>	<b>11,684</b>

No separate statement of Total Recognised Gains and Losses has been presented as all such gains and losses have been dealt with in the The net movement in funds for the year arise from the charity's continuing operations.



**ST STEPHEN'S PCC**  
**BALANCE SHEET AT 31 DECEMBER 2019**

	Note	2019		2018	
		Unrestricted Funds	Restricted Funds	Total 2019	Total 2018
		£	£	£	£
<b>INVESTMENTS</b>	5	332	0	332	271
<b>CURRENT ASSETS</b>					
Stock		0	0	0	0
Debtors	6	9,012	0	9,012	9,182
Cash at bank and in hand		13,994	0	13,994	10,006
		<u>23,006</u>	<u>0</u>	<u>23,006</u>	<u>19,188</u>
<b>LESS CREDITORS:</b>					
Amounts falling due within one year	7	(9,051)	0	(9,051)	(7,775)
<b>NET CURRENT ASSETS (LIABILITIES) /</b>		<u>13,955</u>	<u>0</u>	<u>13,955</u>	<u>11,413</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>14,287</u>	<u>0</u>	<u>14,287</u>	<u>11,684</u>
<b>CREDITORS:</b>					
amounts falling due after more than one year		0	0	0	0
Bank loan		0	0	0	0
<b>NET ASSETS</b>		<u>14,287</u>	<u>0</u>	<u>14,287</u>	<u>11,684</u>
<b>FUNDS OF THE CHARITY</b>					
Unrestricted Funds General		14,287	0	14,287	11,684
Restricted income Funds		0	0	0	0
		<u>14,287</u>	<u>0</u>	<u>14,287</u>	<u>11,684</u>

These financial statements have been prepared in accordance with the provisions of the Statement of Recommended Practice, Accounting and Reporting by Charities (2005).

These financial statements were approved by the Parochial Church Council and are signed and authorised for issue on their behalf by:

**Revd Philip Barnes**  
**Date 20 May 2020**

**Chairman**

## **ST STEPHEN'S PCC**

### **NOTES TO THE FINANCIAL STATEMENTS**

**For the Year ended 31 December 2019**

#### **1) ACCOUNTING POLICIES**

##### **BASIS OF ACCOUNTING**

The financial statements have been prepared under the historical cost convention and in accordance with the Church Accounting Regulations, and applicable accounting standards and the Statement of Recommended Practice, Accounting and Reporting by Charities (2005).

##### **FUNDS**

General 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. These include funds designated for particular purposes by the PCC.

The purpose of any restricted funds is noted in the accounts.

The accounts include transactions, assets and liabilities for which the PCC can be held responsible. They do not include the accounts of Church Groups that own an affiliation to another body nor those that are informal gatherings of Church members.

##### **INCOME POLICY**

Voluntary income including donations and grants are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Amounts receivable under covenant are recognised only when honoured by the covenanter.

Incoming resources from tax reclaims for Gift Aid are included in the SoFA where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Grants and legacies are accounted for as soon as the PCC is notified of its entitlement and the likely amount due.

Funds raised by the festival and similar events are accounted for gross.

Sales of books and magazines from Church bookstalls are accounted for gross.

##### **Other ordinary Income**

Rental income from letting of Church premises is accounted for when received.

Parochial fees due to the PCC for weddings, funerals etc are accounted for on an event by event basis.

##### **Investment Income**

Dividends and interest are accounted for when due. Tax recoverable on such income is accrued for on the same basis.

##### **RESOURCES EXPENDED**

Expenditure is recognised on an accruals basis as a liability is incurred.

Charitable expenditure comprises those costs incurred by the Charity in the delivery of the activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are allocated on an appropriate basis.

##### **ACCOUNTING FOR GRANTS AND DONATIONS**

###### **Grants**

Grants and Donations are accounted for when the payment has been made or authorised and due for payment.

###### **Costs directly related to the work of the Church**

The Diocesan quota is accounted for when payable and any unpaid at 31 December 2019 is shown as a creditor in the Balance Sheet.

**ST STEPHEN'S PCC**  
**NOTES TO THE FINANCIAL STATEMENTS** (Continued)  
**For the year ended 31 December 2019**

**FIXED ASSETS**

**Consecrated land and buildings and movable Church furnishings**

Consecrated and beneficed property is excluded from the accounts by s 96(2)(c) of the Charities Act 1993.

No value is placed on movable Church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or beneficed buildings and movable Church furnishings, whether maintenance or improvement, is written off.

**CURRENT ASSETS**

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

**FUNDS**

Unrestricted funds are available for use at the discretion of the members of the PCC in furtherance of the general objectives of the charity. Restricted funds are subjected to restrictions on their expenditure imposed by the donor and are segregated for use for that specific purpose.

**INCOMING RESOURCES**

	<b>Funds</b>	<b>Funds</b>	<b>Total 2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>2a) VOLUNTARY INCOME</b>				
Planned Giving	7,190	0	7,190	7,140
Collections	7,804	0	7,804	9,004
Donations and appeals	3,254	0	3,254	1,646
Legacies	0	0	0	0
Tax recoverable	4,139	0	4,139	5,976
St Stephen's Endowment Trustees	0	34,000	34,000	33,425
St Stephen's House				
Administrative Support Grant	20,000		20,000	20,000
Other Grants	100,000	6,480	106,480	65,616
	<u>120,000</u>	<u>6,480</u>	<u>126,480</u>	<u>85,616</u>
Old Possum Trust	15,000	0	15,000	25,000
Insurance Claim	4,492	0	4,492	0
<b>TOTAL VOLUNTARY INCOME</b>	<u>161,879</u>	<u>40,480</u>	<u>202,359</u>	<u>167,806</u>

For the year ended 31 December 2019

	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
<b>2b) ACTIVITIES FOR GENERATING FUNDS</b>				
Festival Income	2,351	0	2,351	2,933
Church & Hall Lettings	51,864	0	51,864	54,501
<b>TOTAL</b>	<b>54,215</b>	<b>0</b>	<b>54,215</b>	<b>57,434</b>
<b>2c) INCOME FROM INVESTMENTS</b>				
Bank Interest	0	0	0	0
Revaluation of CBF funds	61	0	61	5
<b>TOTAL</b>	<b>61</b>	<b>0</b>	<b>61</b>	<b>5</b>
<b>2d) INCOME FROM CHURCH ACTIVITIES</b>				
Magazines, Books & Votive Candles	871	0	871	948
Liturgical fees	207	0	207	41
Music Income	1,900	0	1,900	4,430
Walsingham pilgrimage	0	0	0	2,403
Other Income	0	0	0	0
<b>TOTAL</b>	<b>2,978</b>	<b>0</b>	<b>2,978</b>	<b>7,822</b>
<b>TOTAL INCOME</b>	<b>219,132</b>	<b>40,480</b>	<b>259,612</b>	<b>233,067</b>

	Unrestricted Funds £	2019 Restricted Funds £	Total 2019 £	2018 Total 2018 £
<b>RESOURCES EXPENDED CHARITABLE ACTIVITIES</b>				
<b>3a) Church Activities</b>				
Diocesan Common Fund	48,514	14,286	62,800	61,000
Diocesan Statutory Fees	6	0	6	0
Diocesan Common Fund All Saints NH	10,000	0	10,000	19,600
Assistant Priest Honorarium,	0	3,000	3,000	3,100
Ministry Support	0	1,396	1,396	1,079
Office Expenses	5,799	0	5,799	7,737
Church Heating & Lighting	14,233	0	14,233	11,185
Church Maintenance & Repair	14,289	0	14,289	19,619
Church Minor Works	14,288	0	14,288	3,817
Insurance	8,227	0	8,227	7,878
Sacristy	3,520		3,520	3,184
Music	34,604	0	34,604	40,207
Verger's Salary & Fees	3,674	15,318	18,992	16,773
Verger's Flat Expenses	2,695	0	2,695	2,609
Festival	12,262	0	12,262	11,392
General Expenses	3,289	0	3,289	2,551
Subscriptions & Charitable Giving	1,426	0	1,426	325
Brookwood	780	0	780	780
Special Event Catering	1,219	0	1,219	3,408
Walsingham pilgrimage	0	0	0	2,692
Bank Charges	60	0	60	60
	<b>178,884</b>	<b>34,000</b>	<b>212,884</b>	<b>218,995</b>

<b>3b) Cost of Generating Funds</b>				
Church Hall Expenses	3,443	6,480	9,923	9,308
Publicity	1,312		1,312	2,732
	<b>4,754</b>	<b>6,480</b>	<b>11,234</b>	<b>12,040</b>

<b>3c) Professional Fees</b>				
Architect	26,978		26,978	11,585
Lighting design	2,988	0	2,988	0
	<b>29,966</b>	<b>0</b>	<b>29,966</b>	<b>11,585</b>

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**NOTES TO THE FINANCIAL STATEMENTS**  
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(Continued)

**3d) Governance Costs**

Audit Fees	2,925	0	2,925	2,625
	<u>2,925</u>	<u>0</u>	<u>2,925</u>	<u>2,625</u>

**4) STAFF COSTS**

	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
Wages & salaries	3,674	21,798	25,472	22,389
Employers NI	0	0	0	0
	<u>3,674</u>	<u>21,798</u>	<u>25,472</u>	<u>22,389</u>

During the year the PCC employed 2 members of Staff at a salary less than £40,000 p.a.

**5) INVESTMENTS**

	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
CBF Investments Revalued at 31 December 2019	332	0	332	271
	<u>332</u>	<u>0</u>	<u>332</u>	<u>271</u>

**6) DEBTORS**

	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
Outstanding hire invoices	3,380	0	3,380	8,042
Insurance claim	4,492	0	4,492	0
Prepayments in respect of copyright fees and utilities	1,140	0	1,140	1,140
	<u>9,012</u>	<u>0</u>	<u>9,012</u>	<u>9,182</u>

**7) CREDITORS**

	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
Accruals for accounting fees	2,925	0	2,925	2,625
Deferred income	5,000	0	5,000	5,000
Kensington Area	0	0	0	150
Charitable Giving	1,126	0	1,126	0
	<u>9,051</u>	<u>0</u>	<u>9,051</u>	<u>7,775</u>

**8) RESTRICTED FUNDS**

	As at 01 Jan 18 £	Receipts £	Payments £	Transfers £	As at 31 Dec 19 £
Walsingham pilgrimage	0	0	0.	0	0
S Stephen's Endowment Trust	0	34,000	(34,000.)	0	(0)
S Stephen's House	0	6,480	(6,480.)	0	0
	<u>0</u>	<u>40,480</u>	<u>(40,480)</u>	<u>0</u>	<u>(0)</u>

**UNRESTRICTED FUNDS**

11,684      219,132      (216,529)      0      14,287

**TOTAL FUNDS**

11,684      259,612      (257,009)      0      14,287

**9) ANALYSIS OF NET ASSETS BY FUND**

	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
Investments	332	0	332	271
Current assets	23,006	0	23,006	19,188
Creditors Due within one year	(9,051)	0	(9,051)	(7,775)
	<u>14,287</u>	<u>0</u>	<u>14,287</u>	<u>11,684</u>