

Trustees Annual Report and Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

Sutton with Seaford

St Leonard's Church, Church Street & St Luke's Church, Walmer Road

Registered Charity no. 1131402

For the year ended 31st December 2019

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Website: Seafordparish.org.uk

Incumbent: The Revd P J Owen Bsc, MA
The Vicarage, 46 Sutton Road, Seaford, BN25 1SH

Independent examiner: C R Tyler (FCA DChA)
Chariot House Limited, 44 Grand Parade, Brighton BN2 9QA

Bankers: Barclays Bank plc, 47 Broad Street, Seaford BN25 1NG

Sutton with Seaford

Trustees Annual Report for 2019

Our aims and purposes as a charity

The PCC has the responsibility of co-operating with the incumbent, the Revd Paul J. Owen, in:

- The promotion of the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England
- Promoting in the parish the whole mission of the church, pastoral, social, evangelistic and, ecumenical
- To know Jesus better and make Him better known
- Practical support and care for people in the parish, from the youngest to the eldest, irrespective of level of need or, ability to pay
- Providing financial support to those in need and, to other organisations with similar objectives.
- Providing Christian worship, teaching and preaching.
- The parish has previously noted that 'We aspire to glorify God through worshipping him, preaching the gospel, caring for others, and being witnesses to Christ's love.'

What we planned to do to achieve our charitable objectives

When planning our activities for the year, our incumbent and the PCC have borne in mind the Charity Commission's guidance on public benefit and, in particular, the specific guidance on 'charities for the advancement of religion'.

The council has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, fully recognising its duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults.

For 2019 the PCC and parish focus embraced the following - the order not intending to imply specific priorities.

1. Continue to develop the 'Facilitating the Miraculous' vision, in line with the diocesan strategic plans, seeking to enhance the engagement of our membership with our God given objectives.
2. Continue to develop the parish leadership structure and implementation, to allow for greater spiritual and numeric growth of the membership, greater community benefit and improved administrative efficiency.
3. Continue to review and develop our children, family and young people work - seeking to grow God's Kingdom and develop our active, regular membership.
4. Seek to identify further funding possibilities to support the post-holder and resource needs of our parish Children and Family Mission work.
5. Continue to review and develop our corporate worship life and its appropriateness for people of all ages and church experience (whether long or short, contemporary or traditional)
6. Revisit and progress consideration for developments of St Leonard's Church building, in the light of the first round of feasibility study.

7. Seek to further improve our regular committed giving base, further explore strategic income generation and enhanced management of our finances, to enable us to meet our objectives and ensure a stable financial picture.
8. Further develop our small-group structure, leadership and membership numbers
9. Continue to review and develop our pastoral care strategy across the parish.
10. Continue to review and develop the prayer life of our parish.
11. Continue the development and communication of our mission support initiatives (prayerful and financial support of both local and international programs.)
12. Continue to review the skills available amongst our members, inviting and encouraging all to volunteer in some appropriate way to serve our objectives and discover their Christian vocation.
13. Seek to offer further Parish Activities such as Concerts, Open Days, Christmas Magic and fundraising events, inviting the wider community to discover and share something of our faith, heritage and building resources.
14. Continue to give attention to our Safeguarding Procedures, and risk assessment management
15. Complete a quinquennial inspection of St Leonard's Church and continue with works identified in quinquennial inspection of both church buildings.

What we achieved and how we affected beneficiaries' lives

At the time of the APCM the Church Electoral Roll numbered 316 following the scheduled six-yearly renewal in 2019 (compared to 360 in 2018, 369 in 2017, 366 in 2016). The electoral roll is due for a full renewal next in 2025. The PCC met for six regular times during the year. The Standing Committee met between meetings and their deliberations were reported to the PCC.

Leadership

The following sub-committees (some known as teams) are appointed by and report to PCC:

- *The Standing Committee*, which is required by law, and is chaired by the Incumbent (or in his absence the Churchwardens), has power to transact the business of the PCC between its meetings, subject to any directions given by the full PCC.
- *The St Luke's Team* (formerly known as St Luke's Committee) chaired by Mrs Carolyn Plowman. Revd Paul Owen attends to matters relating to ministry and shared the management of other matters with the St Luke's Team chairperson, deputy wardens and members.
- *The St Leonard's Team* chaired by Mr Tony Willer attends to matters relating to the day to day operation of St. Leonard's Church and the Parish Hall.
- *The Mission Team*, chaired by Mrs Elizabeth Morgan-Jones, co-ordinates parish support for overseas and local Christian mission agencies and activities, and recommends grants to be paid by the PCC.
- *The Parish Fabric Committee* oversees maintenance and refurbishment of both churches and hall buildings. PCC appointed Tony Willer as the chairperson.
- *The Communications Team*, chaired by Mr Malcolm Anderson, oversees the use of computer, audio and visual equipment, and manages the production of worship and promotional material for the parish, together with the parish magazine.
- *The GDPR Team*, formed in 2018 to ensure the parish met and continues to meet the new Data protection regulations that came into force in May 2018, the team has overseen the introduction and implementation of the relevant policies and procedures, and facilitated the collection of the appropriate approvals for holding our data.
- *The Safeguarding Team*, chaired by Ms Ruth Saunders, has met to review and further develop the safeguarding training for all those working with children adults at risk. The team continues to consider good practice and prepare papers for parish use and to consider the directives received from the Thirtyone:Eight (formerly CCPAS) and Diocese.
- *The Pastoral Care Team*, Reader, Mrs Wendy Ogilvie leads the Pastoral Care Team in conjunction with the vicar. The team has continued to meet regularly to review pastoral care offered and to determine how best to meet the pastoral needs of parish members and those drawn to attention whom we may be able to assist.
- *The Children, Family and Youth Team* is led by the Parish Children and Family Missioner, Mr Tim Fudge. The team continues to review our provision for children, youth and families and to pray for and encourage all our volunteers in these areas. Tim left the role on 31st October to take up a new appointment out of the parish. The post has been advertised and a new appointment made, the new post-holder starting in early 2020

Other designated responsibilities are given to various members of the Council or to ad hoc Task Groups, who then report back to the Council.

Worship

The average attendance at services on a normal Sunday (with comparative figures for 2018, 2017 and 2016 in brackets) was reckoned at St Leonard's to be 143 (150, 164, 155) adults and 5 (5, 3, 3) children and young people; and at St Luke's 36 (45, 44, 49) adults and 0 (0, 0, 3) children; but these numbers increased at festivals. (For example, on Christmas Eve and Christmas Day at St Leonard's Church some 697 (793, 816, 758) people attended worship. During the year in the parish there were the following: Baptisms, 6 (4, 4, 8); Thanksgiving Services for

the birth of a child 0 (0, 2, 1); Weddings 3 (4, 8, 10); and Funerals 45 (59, 61, 62). The youth program, started in the autumn of 2017 continued with a stable number throughout the year; Messy Church (monthly at St Leonard's) continued to welcome up to 50 children and parents, the majority of whom are not attending other Sunday worship services. The monthly St Lukes@7 worship time has continued to be well attended and been appreciated by members from all congregations and guests from other churches (average attendance 30).

In addition to regular worship services on Sundays and weekdays; Celebration Services were held for Mothering Sunday, Easter, Harvest, Remembrance and Christmas in addition to a number of many extra services during Holy Week. and in the run up to Christmas. A live link to the Wintershall Passion Play, performed in Trafalgar Square on Good Friday was appreciated. The Revd. John Ryeland (The Christian Healing Mission) and The Revd. Giles Carpenter (Vicar of St. John's Church, The Meads, Eastbourne) were guest speakers at the two Deanery Healing services hosted at St Leonard's Church. Worship throughout has been ably supported and led by our talented organists, worship-leaders, musicians, choir members and singers (offering opportunities for members of our community to use their gifts and talents).

Following the Diocesan five-year strategy with particular focus on the 'Year of the Bible' in 2017, and the Year of prayer in 2018, 2019 was styled as the 'Year of Vocation'. This gave focus to a Parish Flower Festival, hosted in September, titled 'Called to Serve'. During the year One member completed training and was licensed at the Cathedral as an Authorised Lay Minister (ALM) and is one serving in pastoral ministry in the parish. Another was accepted for ordained ministry, following a Bishops Advisory Panel selection conference in July and began training on a non-residential course at St. Mellitus College, London in the autumn term. Three others began new ministries as Lay Ministers of Communion and a number of members have come forward to assist in various voluntary parish roles following preaching focussed on 'Vocation'.

Facilitating the Miraculous

A task group appointed by PCC in 2016 and called the Vision Team has continued to meet regularly through the year to explore the next phase of our journey – entitled Facilitating the Miraculous. Regular development reports have been brought to PCC.

Already recognising our identity as being "One parish, two churches in the heart of our communities, growing in the love of God," and the importance for us to seek to do all we do with a sense of celebration, compassion, consideration and intention, we continue to consider our purpose statement holds firm. Namely that we exist to be "rooted in worship of God, enriching lives and building a community of faith." However, the urgency of intentionally sharing our faith in word and deed as we seek God's miraculous intervention as we offer our worship and activity continues to be a priority that requires good communication, encouragement and engagement.

2018 saw the formation of a group engaged in helping us to become a Mental Health Friendly Church. The group has been supported by Diocesan Church House and a number of events held at the Ashburnham Christian Retreat Centre. A second group was also formed by members of the Seaford Parish Women's Group and the Mothers' Union, working with both Diocesan staff and members of other churches, exploring 'Befriending' and looking to establish an organisation with people-resources to reach out to the lonely and alone in the wider community. Both groups will continue their work in 2020 and continue to report regularly to the PCC.

2019 saw the parish hold its first Alpha course for a number of years. Inspired by the urgency of the Vision, and led by our Ordinand in training, over 20 guests attended the 12 week course during the autumn, the majority joining us for an 'Away-Day' in early November at St Mary's Church 'Conker Rooms' in Barcombe. Supported by members from all-congregations in prayer, meal-provision, group-leading and in practical service the course was an example of effective working together and significant spiritual-steps were taken by many attendees. There are plans for a follow-up event in early 2020 and a further Alpha Course later in the coming year.

The Vision Team continues to meet regularly, exploring how to improve our organisational and mission efficiency and effectiveness and improve the communication of who we are, what is going on, and the importance of engagement by all.

Children, Youth and Families

In March 2017 we received confirmation of a £45,000 front-loaded three-year grant from the Diocesan Mission fund towards the funding for our planned parish Children and Family Missioner appointment. Tim Fudged joined our staff team in May 2017, to work with us amongst children, families and young people. Tim moved on to a new appointment in November. The post was advertised, and a number of candidates interviewed. One was

selected and, subject to necessary references and safeguarding clearances, it is anticipated they will join the staff team early in 2020.

During this past year, Tim has continued to develop Messy Church, the youth club (called Lamsjegna). The youth home-group continued to meet, and a small group attended the Diocesan May Camp at Plumpton Racecourse during the May ½ term week. Through time spent developing relationships with families, a few are now in regular attendance at the Meeting Place, weekly contemporary Sunday worship. Several families have progressed from attending the Tot's groups to Messy Church and there was a good attendance at an Advent Messy Church Christingle service and the Christmas Crib services. There has been a growing attendance at the monthly Open Church events at St Leonard's. A monthly, Sunday evening, 'alternative Worship' started in Autumn 2018 ran until the summer but was put on hold with the pending departure of the Children and Family Missioner.

The parish hosted carol services for Hopscotch Nursery School and Seaford Primary School and Cradle Hill Community Primary School in our parish this year. Revd Paul Owen has continued serving as a Governor at Cradle Hill Community Primary School through the year and supported a number of school initiatives.

Sadly, after a number of successful years, the August Bank Holiday parish camp weekend was put on hold this year due to availability of members.

Pastoral Care

Pastoral Care in the parish is coordinated by a team, led by Reader, Wendy Ogilvie. Broadly falling into three main areas: Pastoral care visiting at home or in hospital; Pastoral care in Residential establishments for the elderly; Pastoral care for those who arrive in church and are in need. All Pastoral work function under the direction of the parish and national safeguarding policies and guidelines and practises are regularly discussed and reviewed.

- *Pastoral Care Visiting:* A team of seven people (including stipendiary clergy) visit the sick and house-bound, on a regular basis – totalling over 70 people at times. Reminding those alone at home, or in hospital, that they are not forgotten, taking Holy Communion and praying with people has seen much blessing through the year. Much attention is given to referrals and follow up to ensure people are not missed. Improving communication between team members has ensured limited people resources have been well shared across the needs.
- *Pastoral Care in Residential Establishments for the Elderly:* Currently, eight chosen people regularly go into various establishments in the parish - always by invitation. Between them they may hold a service, take Holy Communion or make individual visits. At Christmas a number of carol services were shared with residents. There has been particular coordination with other local churches during this Christmas season to ensure maximum coverage of local care-homes.
- *The Welcome Team:* Previously known as Church Sitters, a team from both churches offer a welcoming presence whilst St Leonard's church is open every morning. This is another interface of church and community where visitors pop in for a variety of reasons, some we may never see again. The team are able to offer prayer or call for assistance to any who are distressed.

Prayer

The Diocese of Chichester marked this year as a 'Year of Vocation'. Parish emphasis began with a well-attended Lent Course on the Lord's Prayer, which was then used by several home-groups. A ½ Day of prayer was held at St. Leonard's at Pentecost as part of the Thy Kingdom Come initiative and throughout the year, prayer groups have met across the parish. Members of all congregations attend prayer groups regularly on Fridays, Saturdays, Sundays and occasionally midweek. Prayer is a feature of Home Group meetings too.

Prayer Ministry Teams have continued to offer ministry at both St Leonard's and St. Luke's churches on a regular basis. The PCC appointed Prayer Pastor, Sue Griffiths (in fulfilment of a Mission Action Plan objective) continues to resource all praying groups and leaders with edited prayer material on a regular basis. She facilitated a number of extended prayer initiatives again this year, in response to national prayer initiatives through the year (including the late-autumn General Election) and continues to equip us to pray more regularly and effectively for needs of

the world, the nation and our local community. Sue has supported clergy and Pastoral Care Team members in home visits to those in need of prayer and the provision of confidential prayer support.

Other Charitable Giving and Mission Support

The PCC continued to support various Christian mission partners and mission and development agencies in this country and overseas, through publicity and prayer. PCC this year again reaffirmed its commitment to give grants totalling an equivalent of 10% of given parish income as a sign of our partnership in sharing the Gospel with the wider world. A number of members give regularly to the Caring and Sharing project directly. These monies which are not included in Parish Accounts. Some additional monies have been raised through specific endeavours and coin collecting via mission jars during the year.

Support has continued for members of the congregation engaged in the Re-wired project providing computer installations and support for schools in Zambia through mission work with Mission Direct.

Amongst many other activities, 80+ fully-filled shoeboxes were sent to Romania in response to the Link of Hope Christmas appeal.

This year the parish has continued to support Church Mission Society (CMS) partners Grace and Festo Kanungha, who are working at a school in Tanzania; Lesley and Peter Gomez of Lama House (a home for street children in the Philippines) and Danny Gill, working with MAF in South Sudan; Support has also continued for Sarah, Pola Chhin and their family from Cambodia. Mission Partner contact enhances our ability to understand, support and share in the needs and work of the wider world. At the end of the year, the Mission Support Team requested PCC support Samar's Aid, a program founded in Brighton for work amongst Syrian Refugees.

In the local community we have continued to support the work of the Waves charity; the Diocesan Family Support Work; our harvest produce was distributed to both these organisations.

Support has also been given to Church Army, Bible Society and the Beachy Head Chaplaincy Team as well as making a contribution towards the church schools in the diocese.

In addition, on receipt of the second part of a large legacy to the parish – and in line with the donors known habit of supporting our parish partners - PCC requested the Mission Support Team give recommendations as to the distribution of 10% of the legacy to specific projects that our mission partners have been engaged with. Additional grants were made to the Bible Society for their Youth Bible project, Church Army, Family Support Work, Waves, M'lup Russey (in Cambodia) and a grant towards the rebuilding of a house for the Chinn's house, following the destruction of the their old him by termites.

Community

The Bi-annual Flower Festival, held at St. Leonard's Church in September under the title of 'Called to Serve', was well attended and appreciated by many in the community. The title and arrangements invited people to consider how gifts and talents are used in a wide variety of ways as each responds to their vocation. Later in the year, St Leonard's Church opened all day for the Seaford Christmas Magic festival once again and welcomed a record number of visitors (estimated at over 500 guests throughout the day), allowing them to rest in the warm and be refreshed with tea, coffee, soup and cake on a cool Christmas shopping day— the parish further serving the wider community with its resources— a range of light musical entertainment was also offered. Following past success with the pre-Christmas special event last year, we have continued to hold regular open mornings throughout the past year, for people to pop-in and enjoy refreshments. These have continued to be well attended, offering opportunities for real-engagement and occasional prayer with some guests. All these are free outreach to the community but we do get donations at all the events which adds up over the year to several hundred pounds which is much appreciated.

Another season of free, Saturday Lunchtime, Concerts through the year was well attended (costs covered from retiring collections). We welcomed Seaford Choral Society, Concentus Chorale, The Corelli Ensemble, Seaford Music Society and the Archway Choir for concerts in the church. Seaford Choral Society donated the proceeds of their Good Friday Service to our family and children's worker funds. The Archway Choir gave a concert in aid of the Homelink charity (A Lewes District Churches charity). All such events offer benefit and opportunity to the community.

The parish hosted one additional special event this year, bringing the Christian message to the wider community, The Searchlight Theatre Company brought its 'Spoonful of Sugar' song and music program to St Leonard's church which was much appreciated by members of all ages many from both church and local community. Funds from sale of refreshments funds were raised for HOMelink at this event too.

By the year-end 133 members were meeting in 17 home fellowship, prayer and Bible-study groups (12 day-time groups, 5 evening groups). Two groups meet in the Advent and Lenten seasons alone, one group meets as a Julian prayer group the remainder meet at least twice a month, one group meets every week.

In addition, the parish holds groups under the banner of women's group; Mothers' Union; men's dinner group; women's dinner group; coffee mornings; regular parish lunches; support for outreach in schools; and contacts were maintained with other churches. Fetes and fundraising activities continued at both churches offering further opportunities to engage with the local community.

In mid-June a party was held for a number of couples celebrating significant wedding anniversaries this year.

Life After Loss, Marriage Preparation and Baptism Preparation Courses have been held too, further demonstrating continued need, support and engagement with the wider community.

During the autumn half-term, supporting the local Waves charity, St Leonard's Hall hosted a 'Munch Lunch' program for local families in need so support during the school holidays.

Paid organists, vergers, caretakers and office staff each contribute a great deal to the life of the parish. The PCC is also grateful for the unstinting efforts of the churchwardens, deputy wardens, vergers, administration team and many volunteers who are involved at every level in the activities of the church. The parish directory lists no less than fifty types or areas of activity. It is not possible to estimate the total hours of time given nor their financial value in supporting the church and its engagement with the wider community.

Other highlights of the year included a well-attended, traditional sung choral evensong service at Flower Festival time, and the traditional service of Nine Lessons and Carols, the Sunday before Christmas.

Buildings and Fabric

PCC formally appointed Capt. Bob Carrington and Mr Tony Willer as parish Health and Safety officers in 2013. Under their direction and advice, PCC continues to review the risks to which it may be exposed. Ongoing attention is given to Health and Safety, Fire Risk Assessments, Safeguarding, and access for the disabled. The needs of those with impaired sight or hearing are also taken into account. The assets of the church and PCC are insured against various risks to which they are likely to be exposed. Health and Safety policies are under continual review, with risk assessment prepared as required.

The PCC also has maintenance responsibilities for St Leonard's Church, St Luke's Church, St Leonard's Hall in Church Lane, the clergy house at St Luke's, and the clergy house at 2 Benenden Close (which is currently let on a commercial basis whilst the parish has no stipendiary curate in training). The Vicarage is maintained by the Diocese. 2019 has seen continued minor maintenance work on all our properties (with works on the vicarage carried out at diocesan expense.).

Mr Andrew S Goodwin, RIBA of Mackellar Schwerdt Architects was appointed as our Parish Architect in March 2017.

St. Leonard's: The Quinquennial Inspections were completed in March and quotations sought for significant repairs works to the Tower and the Flagpole. Funding arrangements for these repairs are under consideration. Inspection identified essential electrical works which were completed. The Vestry toilet was decorated, the lavatory replaced and the basin arrangement in the lobby area refurbished. The organ humidifier was replaced (following an appeal for specific funding). The sound and vision system required urgent attention in the coming year.

St. Luke's: During 2019 investigations have continued to try and improve the heating system. Additional roof insulation was fitted in the autumn. Fire, safety inspections led to a number of minor works. Some minor fence repairs have been attended to.

St Luke's House has required no major works this year.

2 Benenden Close: No further major works were necessary, save minor maintenance, repairs and necessary inspections. The property has been commercially let since Easter 2017, following the completion of curacy training and the diocese decision not to offer another curate at this time. Following a suggestion by the Diocesan property director, changes from spring of 2019 the parish took on full maintenance responsibility for the property in exchange for receiving the full rental income from letting. The Diocese continues to own the majority share, which would be repayable should the parish wish to sell the property.

The Parish Hall: continues to be well used by both church membership groups and the wider community. Works have included replacement of a number of wall panels in the lobby and office areas to improve fire-safety, along with ongoing routine maintenance.

St Leonard's Churchyard: Further clearance work has continued with work-party days held to help ensure a cared for appearance for the benefit of the many wider community members who walk through the churchyard.

Our future plans

In 2020 the PCC and parish focus will include the following—though not necessarily in the implied priority order:

1. Preparation of a new parish profile, liaison with the parish patron and diocesan authorities, advertising, interview and appointment of a new incumbent. The present Incumbent stands down, with effect 31st January 2020.
2. Appointment and induction of a new Children Youth and Family Missioner. The post became vacant on 1st November, interviews were held in early December and the post filled for a contractual start at the beginning of 2020, subject to completion of required safeguarding protocols.
3. Continue to review and develop our children, family and young people work - seeking to grow God's Kingdom and develop our active, regular membership.
4. Seek to identify further funding possibilities to support the post-holder and resource needs of our parish Children, Youth and Family Mission work.
5. Develop parish leadership structure through the period of incumbent vacancy, to enable continued spiritual and numeric growth of the membership, greater community benefit and improved administrative efficiency. Review with new incumbent.
6. Continue to develop the 'Facilitating the Miraculous' vision, in line with the diocesan strategic plans, seeking to enhance the engagement of our membership with our God given objectives and developing the role of the Fellowship Facilitator
7. Develop follow-up program and engagement for participants of the Alpha Course; and seek to run another course in the coming year.
8. Continue to review and develop our corporate worship life and its appropriateness for people of all ages and church experience (whether long or short, contemporary or traditional)

9. Develop stewardship program to improve our regular committed giving base, further exploring strategic income generation and enhanced financial management, to enable us to meet our objectives and ensure a stable financial picture.
10. Further develop our small-group structure, leadership and membership numbers under the direction of the Associate Vicar and Home Fellowship Group Coordinator
11. Continue to review and develop our pastoral care strategy across the parish, under the leadership of the parish Pastoral Care Coordinator
12. Continue to review and develop the prayer life of our parish under the leadership of the parish Prayer Pastor.
13. Continue the development and communication of our mission support initiatives (prayerful and financial support of both local and international programs.) under the leadership of the Mission Support Team leader.
14. Continue to review the skills available amongst our members, inviting and encouraging all to volunteer in some appropriate way to serve our objectives and discover their Christian vocation.
15. Seek to offer further Parish Activities such as Concerts, Open Days, Christmas Magic and fundraising events, inviting the wider community to discover and share something of our faith, heritage and building resources.
16. Continue to give attention to our Safeguarding Procedures, and risk assessment management
17. Continue to attend works identified in quinquennial inspection of both church buildings.
18. Upgrade Sound and Vision Systems at St. Leonard's Church
19. Revisit and progress consideration for developments of St Leonard's Church building, in the light of the initial feasibility study.

Financial Review

Summary of Financial Position 2019

1. The budget approved for 2019 assumed that the year would end with a deficit of £37000 in our general fund operating account.
Total income across all funds was £238619 and total expenditure was £296495, resulting in a deficit of £57876. But this included the planned and approved use of reserves to contribute to the funding of the Children and Families work (£13241 net of other income, and use of the Dollin Legacy for mission and giving (£10,000).
This means that the General Fund deficit was slightly less than forecast at £34455.
2. Overall reserves, excluding property but including legacies, now stand at £289687. This is a reduction equivalent to the deficit described above.
3. In January 2020, The PCC approved an operating fund budget for 2020 which estimates a deficit in the general fund of £41,900 at the end of 2020.
4. Tax recovery through Gift Aid totalled £25438. Contributions through the Parish Giving Scheme (PGS) accounted for £12,786 of this total.
5. The major expenditure was the Parish Ministry contribution (PMC), payable to the Diocese of Chichester, (our share of the overall clergy stipends, pensions and housing), totalling £130,073. We also increased our staff wages in line with the Archbishop's Council recommendation to pay the rate calculated by the National Living Wage Foundation (£9.00 per hour rising to £9.30 in 2020).
6. Mission grants amounted to £23462. This included £10,000 from the Dollin Legacy.

Reserves Policy

1. The PCC has a policy of retaining sufficient funds in its General Fund as a reserve, in the event that it becomes necessary to finance a shortfall to meet budgeted cost commitments. The level of reserves to be retained are currently set at 3 months operating costs, which amount to £66,000. At no time in 2019 was our cash flow put at risk.
2. The PCC has a policy of transferring annually £750 into a part of the General Fund designated as the Clergy House Maintenance Fund.
3. Reserves are held in designated and restricted funds for specific objectives and purposes.
4. PCC policy has been to invest balances of funds in interest bearing accounts either with the CCLA Deposit Fund or with Barclays Bank. The PCC do not use reserves to make investments in equity markets.

Related Trusts

There are no related trusts or charities, nor properties or other assets held in trust, for which the PCC or Vicar and Churchwardens have responsibility.

Structure, governance and management of the charity

The Parochial Church Council (PCC) is registered with the Charity Commission as required by the Charities Act 2011. Its governing document is the Parochial Church Councils (Powers) Measure 1956.

Ex Officio members

<i>Incumbent:</i>	<i>The Revd Paul J. Owen</i>	<i>Chairman</i>
<i>Associate Clergy:</i>	<i>The Revd Derreck Lee-Philpot</i>	
<i>Churchwardens:</i>	<i>Mr Fred Bass</i> <i>Capt. Robert Carrington</i>	
<i>Deputy Wardens for St Luke's:</i>	<i>Mrs Jackie Baker</i> <i>Mr Geoff Hall</i> <i>Mrs Carolyn Plowman</i>	<i>(until APCM – 28th April 2019)</i> <i>(member from APCM – 28th April</i>
<i>2019)</i>		
<i>Deputy Wardens for St Leonard's:</i>	<i>Mr A David Elliott</i> <i>Mrs Janet Kent</i>	<i>Vice Chairman</i>

Elected Members

<i>Mrs Stephanie Baker</i>	
<i>Mr Arthur Bradbury</i>	<i>(from APCM - 28th April 2019)</i>
<i>Mrs Rosemary Collicot</i>	<i>(until August 2019)</i>
<i>Mrs Carolyn Lacy</i>	<i>Secretary</i>
<i>Mr Mark Cheal</i>	
<i>Mr Julian Dinsell</i>	
<i>Mrs Ann Fenwick</i>	
<i>Mr Stephen Gauntlett</i>	<i>Treasurer</i>
<i>Mr Geoffrey Hall</i>	<i>(until APCM – 28th April 2019)</i>
<i>Mrs Lindsay Hall</i>	<i>(until APCM – 28th April 2019)</i>
<i>Mrs Lisa Hazle</i>	<i>(from APCM - 28th April 2019)</i>
<i>Mr Philip Kent</i>	
<i>Mrs Betty Landrock</i>	
<i>Mrs Jane Lane</i>	<i>(from APCM - 28th April 2019)</i>
<i>Mr Philip Lane</i>	<i>(from APCM - 28th April 2019)</i>
<i>Mrs Julia Lawson</i>	
<i>Mrs Carolyn Plowman</i>	<i>(from APCM - 28th April 2019)</i>
<i>Mrs Susan Saunders</i>	
<i>Mrs Shirley Wallas</i>	<i>(until APCM – 28th April 2019)</i>
<i>Mr Paul Waller</i>	
<i>Miss Heather Willis</i>	

Deanery Synod

<i>Mrs Hazel Bramley</i>	
<i>Mr Julian Dinsell</i>	<i>(from APCM - 28th April 2019)</i>
<i>Mrs Julia Lawson</i>	<i>(from APCM - 28th April 2019)</i>
<i>Mrs Susan Saunders</i>	<i>(from APCM - 28th April 2019)</i>
<i>Mrs Audrey Moore</i>	<i>(until 4th April 2019 – Deceased)</i>

Deanery Representatives on Diocesan Synod: *The Revd Paul J. Owen*

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent/priest-in-charge, curate, lay readers licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synods and 18 members of the church who are elected at the Annual Parochial Church Meeting (APCM). Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

This Trustees' Annual Report was **approved** by the PCC and signed on their behalf by Janet Kent, Vice-Chair PCC

.....

Date.....

Annual Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

Sutton with Seaford

St Leonard's Church, Church Street & St Luke's Church, Walmer Road

Registered Charity no. 1131402

For the year ended 31st December 2019

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Statement of Financial Activities

The financial effect of our activities during the year can be summarised as follows

	Unrestricted Fund	Restricted Fund/s	Endowed Fund/s	Total Funds 2019	Total Funds 2018	Notes
	£	£	£	£	£	
Income and endowments from:						
Donations and legacies	168,810	13,862	—	182,673	546,322	
Income from charitable activities	26,147	1,251	—	27,398	24,427	
Other trading activities	7,681	—	—	7,681	4,615	
Investments	1,316	—	—	1,316	944	
Other income	19,372	180	—	19,552	9,287	
Total income	223,326	15,293	—	238,619	585,596	2
Expenditure on:				-		
Raising funds	2,468	1,230	—	3,698	2,248	
Expenditure on charitable activities	280,494	8,663	—	289,157	508,386	
Other expenditure	1,140	2,500	—	3,640	2,000	
Total expenditure	284,102	12,393	—	296,495	512,634	3
Net income / expenditure) resources before transfer	(60,776)	2,900	—	(57,876)	72,961	
Transfers between funds						
Gross transfers between funds - in	498,181		—	—	—	10
Gross transfers between funds - out	—	(498,177)	—	—	—	
Other recognised gains/(losses):						
Gains/losses on revaluation of fixed assets	—	—	—	—	—	11
Gains on revaluation, fixed assets charity's own use	—	—	—	—	—	
Net movement in funds	437,405	(495,278)	—	(57,872)	72,961	
<i>Reconciliation of funds:</i>						
Total funds brought forward	111,884	746,675	—	858,560	785,599	
Total funds carried forward	549,290	251,397	—	800,687	858,560	

Sutton with Seaford registered charity number 1131402

Balance Sheet

Our financial position and summary of funds at the year end were

	<u>As at</u> 31/12/2019	<u>As at</u> <i>31/12/2018</i>	Notes
6430: St. Luke's House	280,000.00	<i>280,000.00</i>	
6431: St. Leonard's Church Hall	140,000.00	<i>140,000.00</i>	
6432: 35% of 2 Benenden Close	91,000.00	<i>91,000.00</i>	
6433: Accumulated Depreciation for St Lukes H	—	—	
6434: Accumulated Depreciation for St. Leonard	—	—	
6435: Accumulated Depreciation for 35% of 2 Be	—	—	
Total fixed assets	511,000.00	<i>511,000.00</i>	
6501: Bank Current Account	16,365.66	<i>15,756.72</i>	
6505: Bank Current Account (Premium)	143,699.17	<i>78,806.27</i>	
6506: Bank Current Account (Reserve)	6,278.63	<i>6,266.12</i>	
6507: Community and Families	3,902.10	<i>5,966.14</i>	
6510: CCLA (CBF) deposit account	118,716.83	<i>117,831.10</i>	
6590: Cash in hand	19.31	<i>244.82</i>	
6595: Debtors	—	<i>2,829.61</i>	
6596: Affiliated Accounts Bank and Cash	—	<i>2,483.15</i>	
6597: Gift Aid Due	—	<i>5,024.55</i>	
Z05: Accounts Receivable	12,651.69	<i>115,000.00</i>	
Total current assets	301,633.39	<i>350,208.48</i>	
6601: Loans received	—	—	
6602: Accruals	356.51	<i>2,565.16</i>	
6603: Creditors - Unpresented Cheques	—	—	
6604: Creditors - Other	—	—	
6605: Loans received	—	—	
6606: PAYE	1,109.34	—	
6607: Net Wages	—	—	
6699: Agency Collections	1,528.96	<i>82.80</i>	
Z04: Accounts Payable	8,951.00	—	
Total Liabilities	11,945.81	<i>2,647.96</i>	
Net Asset surplus (deficit)	800,687.58	<i>858,560.52</i>	
Excess / (deficit) to date	(57,872.94)	<i>158,479.84</i>	
Z01: Starting balances	858,560.52	<i>700,080.68</i>	
Total Reserves	800,687.58	<i>858,560.52</i>	
	Represented by Funds		
Unrestricted	444,790.01	<i>25,827.69</i>	
Designated	104,500.05	<i>86,057.30</i>	
Restricted	251,397.52	<i>746,675.53</i>	

Endowment	—	—
Total	800,687.58	858,560.52

This Financial Report for the year ended 31st December 2019, including the notes following, was approved by the PCC and signed on its behalf by the PCC Chairman:

.....DATE.....

Balance sheet (Separate funds)

As at: 31 December 2019

	General Fund	Designated Funds	Restricted Funds	Endowment Funds	At 31/12/2019	At 31/12/2018
					£	£
Fixed assets						
Tangible assets	—	—	511,000	—	511,000	511,000
Fixed assets	—	—	511,000	—	511,000	511,000
Current assets						
Debtors	12,069	578	3	—	12,651	122,854
Cash at bank and in hand	428,565	118,044	-257,628	—	288,981	227,354
Current assets	440,635	118,622	-257,624	—	301,633	350,208
Liabilities						
Creditors: Amounts falling due in one year	15,937	14,122	-18,471	—	11,589	82
Provision for liabilities and charges due within one	-92	—	449	—	356	2,565
Net current assets less current liabilities	424,790	104,500	-239,602	—	289,687	347,560
Total assets less current liabilities	424,790	104,500	271,397	—	800,687	858,560
Total net assets less liabilities	424,790	104,500	271,397	—	800,687	858,560
Represented by						
Unrestricted						
Unrestricted - General fund	444,790	—	—	—	444,790	25,827
Designated						
Designated - Bell	—	1,477	—	—	1,477	1,437
Designated - Music	—	0	—	—	0	83
Designated - Organ	—	63	—	—	63	63
Designated - PCC Bequests	—	0	—	—	0	42,801
Designated - Vicar and Churchwardens Bequests	—	0	—	—	0	12,193
Designated - Clergy House Maintenance	—	0	—	—	0	-490
Designated - Cafe Luke	—	0	—	—	0	248
Designated - Concerts	—	0	—	—	0	2,404
Designated - Development and Growth	—	89,381	—	—	89,381	89,381
Designated - Dollin Trust	—	—	—	—	—	—
Designated - St. Leonard's Flowers	—	0	—	—	0	440
Designated - St Luke's	—	13,576	—	—	13,576	11,464
Designated - Mission	—	0	—	—	0	-73,971
Restricted						
Restricted - Affiliated Bellringers	—	—	0	—	0	2,385
Restricted - Flowers	—	—	522	—	522	407
Restricted - Legacies	—	—	1,500	—	1,500	—
Restricted - Parish Fabric	—	—	45,676	—	45,676	35,692
Restricted - Property	—	—	—	—	—	511,000
Restricted - Sunday Schools and Youth	—	—	4,000	—	4,000	3,579
Restricted - Simmons Grave	—	—	2,008	—	2,008	2,008
Restricted - St Leonard's Reordering	—	—	0	—	0	6,763
Restricted - St. Leonard's Hall Refurbishment	—	—	0	—	0	-23,458
Restricted - Agency collection	—	—	2,899	—	2,899	2,898
Restricted - Affiliated Choir	—	—	0	—	0	488
Restricted - Affiliated Live Wires/Messy Church	—	—	0	—	0	-327
Restricted - Affiliated Slugs/Sunday Club	—	—	—	—	—	—
Restricted - Affiliated Tots Treats	—	—	0	—	0	305

Restricted - Affiliated Vicar's Discretionary Fund	—	—	0	—	0	53
Restricted - Affiliated Women's Group	—	—	0	—	0	514
Restricted - Dollin Trust Restricted	—	—	194,788	—	194,788	203,825
Restricted - Encounter	—	—	0	—	0	539
Funds of the church	444,790	104,500	251,397	—	800,687	858,560

There may be minor discrepancies in the totals if the pence are not being shown

Notes to the Financial Report

1 Accounting policies

Basis of preparation

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and the Church Accounting Regulations 2006, in accordance with applicable accounting standards and the current Statement of Recommended Practice, Accounting and Reporting by Charities, (SORP (FRS 102)).

The financial statements have been prepared under the historical cost convention \as modified by the inclusion of investments at market value \and the revaluation of fixed assets\. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those which are informal gatherings of church members

Funds accounting

Funds held by the PCC are:

Unrestricted funds - general funds which can be used for PCC ordinary purposes

Designated funds - monies set aside by the PCC out of unrestricted funds for specific future purposes or projects

Restricted funds - a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest; b) donations 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 the year is carried forward as a balance on that fund

Endowment funds - funds for which the capital must be maintained; only income arising from the investment of the endowment may be used, either as restricted or unrestricted funds, depending on the purpose set out in the terms of the original endowment

Income and endowments

All income and endowments, accounted for without deduction for any costs of receivability, are recognised when there is evidence of entitlement, receipt is probable, and the amount can be measured reliably

Donations and legacies

Collections are recognised when received.

Planned giving receivable is recognised when there is evidence of entitlement, receipt is probable, and the amount accords with the Gift Aid declaration or other record of intention to donate

Gift aid recovered is recognised when the income to which it is attached is recognised

Grants and legacies are recognised when the formal offer in writing of the funding, is received by the PCC

Charitable activities

Statutory fees for weddings and funerals are recognised when the office occurs

Other trading activities

Trading activities are where income is receivable in return for selling goods or providing services. Income from trading is recognised either: a - when received, or b - in the case of concerts: for the year in which the event occurs, irrespective of date of receipt. Advance bookings are included in creditors until the concert has taken place

Sales of magazines and study notes are recognised when received

Rents from property are recognised in accordance with the rental agreements, when receipt is probable

Investment income

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue

Notes to the Financial Report

All other income

All other income is recognised in accordance with the above overall policy

Gains and losses on investments

Realised gains are recognised when the investments are sold

Unrealised gains and losses are accounted for on revaluation at 31 December

Expenditure

Expenditure is recognised when there is evidence of entitlement, payment is probable, and the amount can be measured reliably

Grants

Grants and donations are accounted for when paid over, or when awarded where the award creates a binding obligation on the PCC

Church activities

The diocesan parish contribution is accounted for on an annual basis, reflecting the allocation set by our Deanery. Any parish contribution unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the balance sheet

Fixed assets

Tangible fixed assets

Consecrated and beneficed property of any kind is excluded from the accounts by s.10(2) of the Charities Act 2011.

Movable church furnishing held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected but are not included in the financial statements. For other property acquired prior to (*date*) there is insufficient cost information available and therefore the cost of such assets is stated at a nominal £1 in the financial statements

All expenditure on consecrated or beneficed buildings and individual items costing under (put in limit, say £1,000) are written off in the year they were incurred

Depreciation

Depreciation is calculated to write down the cost of tangible fixed assets, excluding freehold properties, over their expected useful lives. The rates generally applicable are:

Land	Nil
Buildings	Nil
Fixtures and fittings	20%
Audio visual equipment	33%
Office equipment	25%

No depreciation is provided on freehold buildings as the useful economic life of these assets exceeds 50 years and residual values so high that potential depreciation would be immaterial. It is the PCC's policy to maintain these assets in a continual state of sound repair. Resulting from regular impairment reviews, provision will be made if there has been any permanent diminution in value

Investments

Investments are stated at market value at the balance sheet date

Current Assets

Amounts owing to the PCC at 31 December 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 either with the CBF Church of England Funds, or at the bank

Analysis of Income and Expenditure

	Unrestricted	Designated	Restricted	Endowment	Total 2019	2018	Notes
Income and endowments					-	-	
<i>Donations and Legacies</i>							
0101 - Standing Orders St Leonard's - Gift Aid	20,342	—	300	—	20,642	21,333	
0102 - Standing Orders St Luke's - Gift Aid	6,584	—	—	—	6,584	7,124	
0103 - Parish Giving Scheme	54,543	—	—	—	54,543	52,540	
0111 - Envelopes St Leonard's - Gift Aid	13,912	—	—	—	13,912	21,003	
0112 - Envelopes St Luke's - Gift Aid	2,500	—	—	—	2,500	1,160	
0201 - Other Planned Giving St Leonard's - CAF	—	—	—	—	—	—	
0202 - Other Planned Giving St Luke's - CAF	420	—	—	—	420	290	
0203 - Standing Orders St. Leonard's	9,827	—	—	—	9,827	12,743	
0204 - Standing Orders St Luke's	4,405	—	—	—	4,405	4,530	
0205 - Envelopes St. Leonard's	1,318	—	—	—	1,318	1,758	
0206 - Envelopes St Luke's	1,262	—	—	—	1,262	1,554	
0301 - Collections St Leonard's - Gift Aid	3,864	—	—	—	3,864	4,249	
0302 - Collections St Luke's - Gift Aid	121	—	—	—	121	60	
0303 - Collections St Leonards	13,027	—	—	—	13,027	10,926	
0304 - Collections St Luke's	2,238	—	—	—	2,238	3,097	
0401 - Gift Day St Leonard's - Gift Aid	—	—	—	—	—	—	
0402 - Gift Day St Luke's - Gift Aid	—	—	—	—	—	—	
0403 - Gift Day St Leonard's	—	—	—	—	—	—	
0404 - Gift Day St Luke's	—	—	—	—	—	—	
0413 - Boxes St. Leonard's	723	—	—	—	723	807	
0450 - Bible Appeal	—	—	—	—	—	2,537	
0451 - Organ Humidifier Appeal	—	—	—	—	—	5,287	
0452 - Tower Appeal	—	—	9,997	—	9,997	—	
0551 - Donations St Leonard's - Gift Aid	—	—	—	—	—	—	
0552 - Donations St Luke's - Gift Aid	—	—	—	—	—	—	
0553 - Donations St Leonard's	645	555	—	—	1,200	1,780	
0554 - Donations St Luke's	—	746	—	—	746	405	
0555 - Donations Parish - Gift Aid	—	—	—	—	—	1,500	
0556 - Donations Parish	3,149	1,747	1,070	—	5,966	6,988	
0601 - Tax Recoverable on St Len Gift Aid PLG	—	—	—	—	—	—	
0602 - Tax Recoverable on St Luk Gift Aid PLG	—	—	—	—	—	—	
0603 - Tax Recovery - St Leonard's Other	—	—	—	—	—	—	
0604 - Tax Recovery - St Luke's Other	—	—	—	—	—	—	
0605 - Tax Recoverable on Parish Gift Aid	—	—	—	—	—	—	
0606 - Tax Recovery - Parish	12,652	—	—	—	12,652	13,335	
0607 - Tax Recovery - PGS	12,786	—	—	—	12,786	12,263	
0701 - Legacies St Leonard's	—	—	1,500	—	1,500	5,500	
0702 - Legacies St Luke's	—	—	—	—	—	500	
0705 - Legacies Parish	—	—	995	—	995	337,825	
0801 - Recurring Grants Parish	—	—	—	—	—	—	

0806 - Non-recurring one-off grants Parish	—	—	—	—	—	—
1279 - CFM Grants	—	—	—	—	—	15,221
1280 - Alpha	1,440	—	—	—	1,440	—
Donations and legacies totals	165,762	3,048	13,862	—	182,673	546,322
<i>Income from charitable activities</i>						
0950 - PRS Income	670	—	—	—	670	—
1101 - Fees - Weddings & Funerals St Leonard's	12,719	—	—	—	12,719	8,799
1102 - Fees - Weddings & Funerals St Luke's	—	—	—	—	—	355
1103 - Fees - Bell ringers	80	—	—	—	80	—
1104 - Fees - Choir	80	—	—	—	80	—
1209 - Coffee Money Donations	432	386	—	—	818	119
1241 - Hall Lettings St Leonard's	3,324	—	—	—	3,324	4,698
1242 - Hall Lettings St Luke's	4,694	—	—	—	4,694	6,757
1243 - Church Lettings St Leonard's	2,270	—	—	—	2,270	3,106
1255 - Magazine income - advertising	1,173	—	—	—	1,173	—
1265 - Parish Magazine Sales	317	—	—	—	317	575
1270 - Bell Ringers	—	—	—	—	—	—
1271 - Choir	—	—	—	—	—	—
1272 - Flowers	—	—	1,087	—	1,087	—
1273 - Live Wires/Messy Church	—	—	164	—	164	—
1274 - Slugs/Sunday Club	—	—	—	—	—	—
1275 - Tots Treats	—	—	—	—	—	—
1276 - Vicar's Discretionary Fund	—	—	—	—	—	—
1276 - Women's Group	—	—	—	—	—	15
Income from charitable activities totals	25,760	386	1,251	—	27,398	24,427
<i>Other trading activities</i>						
0913 - St Leonard's Events	5,342	—	—	—	5,342	3,211
0914 - St Luke's Events	—	978	—	—	978	1,403
0915 - Parish Events	362	—	—	—	362	—
0916 - Parish Office Services	997	—	—	—	997	—
1210 - Bookstall sales to promote objectives	—	—	—	—	—	—
1220 - Bookstall sales - Fundraising	—	—	—	—	—	—
Other trading activities totals	6,703	978	—	—	7,681	4,615
<i>Investments</i>						
1001 - Dividends	—	—	—	—	—	—
1020 - Bank Interest - Premium	399	—	—	—	399	189
1021 - Bank Interest - Reserve	12	—	—	—	12	—
1022 - Bank Interest - CCLA	885	—	—	—	885	753
1023 - Bank Interest - Community & Families	19	—	—	—	19	1
1030 - Rent from lands or buildings	—	—	—	—	—	—
Investments totals	1,316	—	—	—	1,316	944
<i>Other income</i>						
0608 - HMRC Employers Allowance	2,487	—	—	—	2,487	—
1278 - CFM Income	16,885	—	—	—	16,885	9,107
1315 - Insurance Claims	—	—	—	—	—	—
1320 - Surplus - sales of fixed assets	—	—	—	—	—	—
1325 - Friends Subscriptions	—	—	180	—	180	180
2841 - Start of Year Reconciliation	—	—	—	—	—	—
2842 - Write offs	—	—	—	—	—	—
Other income totals	19,372	—	180	—	19,552	9,287

Income and Endowments Grand Totals	218916	4413	15294	—	238623	585,596
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Expenditure						
<i>Raising funds</i>						
1720 - Costs of stewardship	505	—	—	—	505	461
1731 - Costs of Fetes & Events St Leonard's	964	—	1,230	—	2,194	353
1732 - Costs of Fetes & Events St Luke's	—	—	—	—	—	60
1735 - Costs of Fetes & Events Parish	—	—	—	—	—	398
2051 - Salary - Parish Admin - Stewardship	998	—	—	—	998	976
Raising funds totals	2,468	—	1,230	—	3,698	2,248
<i>Expenditure on charitable activities</i>						
1750 - Bibles	—	—	—	—	—	2,973
1801 - Mission - Overseas CMS	500	1,000	—	—	1,500	1,112
1830 - Mission - Overseas Agencies	2,889	2,570	2,532	—	7,991	7,756
1850 - Mission - Home Church Schools	388	445	—	—	833	653
1860 - Mission - Other Charities	1,564	1,735	3,000	—	6,299	3,516
1870 - Mission - Secular Organisations	1,110	1,230	2,000	—	4,340	3,796
1901 - Parish Contribution	130,073	—	—	—	130,073	126,900
1950 - CCLI & PRS	2,467	—	—	—	2,467	—
2001 - National Insurance	—	—	—	—	—	—
2002 - Employees Tax	—	—	—	—	—	—
2003 - Employers National Insurance	895	—	—	—	895	865
2004 - Pensions	861	—	—	—	861	1,592
2050 - Salary - Parish Admin - Clergy Support	3,993	—	—	—	3,993	3,933
2052 - Salary - Parish Admin - Hall	—	—	—	—	—	—
2053 - Salary - Parish Admin - Upkeep of Serv.	6,093	—	—	—	6,093	3,933
2054 - Salary - Parish Admin - Magazine	998	—	—	—	998	990
2055 - Salary - Parish Admin - Governance	4,317	—	—	—	4,317	4,195
2056 - Salary - Office Assistant	2,699	—	—	—	2,699	2,185
2057 - Salary - Verger - Upkeep of Serv.	3,299	—	—	—	3,299	2,783
2058 - Salary - St. Leon. Hall Caretaker	4,439	—	—	—	4,439	4,674
2059 - Salary - St. Leon. Organist	4,315	—	—	—	4,315	4,267
2060 - Salary - St Luke's Care - Upkeep of Serv	2,126	—	—	—	2,126	1,741
2061 - Salary - St Luke's Organist	1,505	—	—	—	1,505	1,325
2062 - Salary - Verger - St. Leon. Running costs	2,219	—	—	—	2,219	2,263
2063 - Salary - St. Luke's Care - Running costs	2,139	—	—	—	2,139	2,739
2064 - Salary - Senior Verger - St. Leon. Running	1,252	—	—	—	1,252	1,197
2065 - Salary - Senior Verger - Upkeep of services	1,252	—	—	—	1,252	1,197
2066 - Salary - CFM	25,300	—	—	—	25,300	30,000
2067 - CFM Running Costs	4,826	—	—	—	4,826	6,289
2101 - Working Exp's - Incumbent St Leonard's	686	—	—	—	686	1,397
2102 - Working Exp's - Incumbent St Luke's	988	—	—	—	988	1,448
2103 - Working Exp's - Assistant Curate	—	—	—	—	—	—
2121 - Council tax - Vicarage	2,864	—	—	—	2,864	2,747
2122 - Council Tax - St Luke's House	2,864	—	—	—	2,864	2,747
2123 - Council Tax - Benenden Close	—	—	—	—	—	38
2141 - Water rates - Vicarage	—	—	—	—	—	—
2142 - Water Rates - St Luke's House	673	—	—	—	673	648
2143 - Water Rates - Benenden	—	—	—	—	—	—
2144 - Water Rates - St Leonard's Church	66	—	—	—	66	157

2145 - Water Rates - St Luke's	155	—	—	—	155	119
2146 - Water Rates - Hall	177	—	—	—	177	581
2151 - Telephone - Vicarage	598	—	—	—	598	594
2152 - Telephone - St Luke's House	533	—	—	—	533	593
2153 - Telephone - Benenden Close	—	—	—	—	—	—
2154 - Telephone - St Leonard's Church	660	—	—	—	660	637
2156 - Telephone - Hall/Office	774	—	—	—	774	727
2161 - Miscellaneous - Vicarage	—	—	—	—	—	(15)
2162 - Miscellaneous - St Luke's House	—	—	—	—	—	—
2163 - Miscellaneous - Benenden	—	—	—	—	—	—
2164 - Miscellaneous - St Leonard's Church	427	—	—	—	427	189
2165 - Miscellaneous - St Luke's Church	106	—	—	—	106	784
2166 - Miscellaneous - Hall	276	—	—	—	276	—
2169 - Rent - Benenden Close	—	—	—	—	—	—
2180 - Alpha Expenditure	758	—	—	—	758	—
2201 - Training and Youth	113	—	575	—	688	612
2202 - Holiday Club Expenses	—	—	—	—	—	628
2209 - Refreshments	1,285	—	—	—	1,285	468
2210 - Bell Ringers	—	—	—	—	—	—
2211 - Choir	—	—	—	—	—	—
2212 - Flowers	—	—	—	—	—	24
2213 - Live Wires/Messy Church	—	—	81	—	81	113
2214 - Slugs/Sunday Club	—	—	—	—	—	—
2215 - Tots Treats	—	—	—	—	—	—
2216 - Vicar's Discretionary Fund	—	—	—	—	—	265
2217 - Women's Group	—	—	—	—	—	—
2301 - Insurance - Vicarage	—	—	—	—	—	—
2302 - Insurance - St Luke's House	321	—	—	—	321	—
2303 - Insurance - Benenden Close	—	—	—	—	—	—
2304 - Insurance - St Leonard's Church	1,842	—	—	—	1,842	989
2305 - Insurance - St Luke's Church	2,798	—	—	—	2,798	2,839
2306 - Insurance - Hall	—	—	—	—	—	1,251
2316 - Cleaning - Hall - DO NOT USE	—	—	—	—	—	—
2320 - Organ / piano tuning	—	2,619	—	—	2,619	1,293
2321 - Organ Major Repairs	—	—	—	—	—	3,490
2331 - Maintenance - Vicarage	—	—	—	—	—	200
2332 - Maintenance - St Luke's House	518	—	—	—	518	305
2333 - Maintenance - Benenden Close	250	—	—	—	250	439
2334 - Maintenance - St Leonard's Church	8,209	—	—	—	8,209	5,361
2335 - Maintenance - St Luke's Church	5,100	—	—	—	5,100	3,595
2336 - Maintenance - Hall	2,788	—	—	—	2,788	2,816
2340 - Upkeep of Services	3,168	—	—	—	3,168	5,735
2350 - Upkeep of Churchyard	232	—	—	—	232	846
2370 - Readers and other fees	544	—	—	—	544	782
2375 - Diocesan Fees	4,037	—	—	—	4,037	—
2380 - Other costs (equipment)	951	—	—	—	951	1,505
2381 - Staffing Misc.	155	—	—	—	155	16
2390 - Property Depreciation	—	—	—	—	—	—
2404 - Gas - St Leonard's Church	439	—	—	—	439	4,060
2405 - Gas - St Luke's Church	1,352	—	—	—	1,352	1,887
2406 - Gas - Hall	1,183	—	—	—	1,183	1,318
2414 - Electric - St Leonard's Church	1,409	—	—	—	1,409	1,072
2415 - Electric - St Luke's Church	755	—	—	—	755	805
2416 - Electric - Hall	1,083	—	—	—	1,083	1,516
2424 - Supplies - St Leonard's Church	—	—	—	—	—	12
2425 - Supplies - St Luke's Church	—	—	—	—	—	362

2426 - Supplies - Hall	1,498	—	—	—	1,498	762
2427 - Supplies - Upkeep of Services	2,166	—	—	—	2,166	2,161
2501 - Magazine Production Costs	15	—	—	—	15	—
2510 - Bookstall Purchases	—	—	—	—	—	—
2520 - Bank Charges	78	—	—	—	78	38
2521 - Loan Interest	—	—	—	—	—	—
2601 - Governance - Audit Fees	1,760	—	—	—	1,760	3,487
2602 - Governance - Office Expenses	223	—	—	—	223	134
2704 - Fabric - St Leonard's Church	—	—	—	—	—	—
2705 - Fabric - St Luke's Church	—	—	—	—	—	19,369
2706 - St. Leonard's Boiler	—	—	472	—	472	(1,315)
2710 - Reordering	—	—	—	—	—	—
2801 - Hall + major repairs - structure	—	—	—	—	—	—
2820 - Hall + major repairs - installation	—	—	—	—	—	—
2830 - Hall + interior and exterior decorating	—	—	—	—	—	—
2998 - Transfer of balances	—	—	—	—	—	210,325
2999 - Write offs-Agency Collections	2473	—	—	—	2473	(7,475)
Expenditure on charitable activities totals	270893	9599	8663	—	289158	508,386
<i>Other expenditure</i>						
1880 - Legacy - Dollin MyLup Russey	—	—	2,500	—	2,500	2,000
2707 - Tower Repairs	—	—	—	—	—	—
2711 - Professional Advisors Fees	1,140	—	—	—	1,140	—
2840 - Year End Reconciliation	—	—	—	—	—	—
Other expenditure totals	1,140	—	2,500	—	3,640	2,000
Expenditure Grand totals	274504	9599	12393	—	296496	512,634

There may be minor discrepancies in the totals if the pence are not being shown

Notes to the Financial Report

4 Missionary and charitable giving

	Unrestricted Fund	Restricted Fund/s	Endowed Fund/s	Total Funds 2019	Total Funds 2018	Notes
	£	£	£	£	£	
Overseas: <i>CMS, Cambodia Action, LAMA House, MAF, Mission Direct, Caring and Sharing</i>	12490			12490	10868	
MyLup Russey	2500			2500		
Home: <i>Homelink, Beachy Head, Church Army, Dio Schools, Family Support Work</i>	8472			8472	7965	
	23462	-	-	23462	18833	

Total includes £10,000 paid from Dollin Legacy Fund

				-		
				-		
	-	-	-	-	-	

5 Staff costs

	Unrestricted Fund	Restricted Fund/s	Endowed Fund/s	Total Funds 2019	Total Funds 2018	Notes
	£	£	£	£	£	
Remuneration						
<i>Wages and salaries</i>	65946		-	65946	69338	
<i>Employer social security costs</i>	895		-	895	3128	
<i>Employer pension costs</i>	861	-	-	861	864	
	67702		-	67702	73329	

6 Payments to PCC members.

Clergy were paid out of pocket expenses.

No person received remuneration in excess of £60,000.

7 Transactions with persons related to PCC members

The daughter of the Chair of the PCC is employed as a Finance Assistant reporting directly to the Parish Treasurer and her annual payment of £4317 for 2019 is included in the wages above and duplicated in Governance (note 9).

Notes to the Financial Report

8 Transactions with related charities

None.

9 Governance

	<u>Unrestricted Funds</u>	<u>Restricted Fund/s</u>	<u>Endowed Fund/s</u>	<u>Total Funds 2019</u>	<i>Total Funds 2018</i>	<i>Notes</i>
	£	£	£	£	£	
<i>Independent examination</i>	1760			1760	1600	
<i>Accountancy Advice</i>	1140	-	-	1140	360	
<i>Bookkeeping</i>	4317	-	-	4317	4195	
	7217	-	-	7217	6155	

10 Transfers between funds

	<u>Unrestricted Funds</u>	<u>Restricted Fund/s</u>	<u>Endowed Fund/s</u>	<u>Total Funds 2019</u>	<i>Total Funds 2018</i>	<i>Notes</i>
	£	£	£	£	£	
	-	-	-	-	-	
	-	-	-	-	-	

Notes to the Financial Report

11 Fixed assets

a Investments

	<u>Unrestricted Fund</u>	<u>Restricted Fund/s</u>	<u>Endowed Fund/s</u>	<u>Total Funds 2019</u>	<i>Notes</i>
	£	£	£	£	
Market value 1 January 2019	-	-	-	-	
Disposals at carrying value	-	-	-	-	
Purchases at cost	-	-	-	-	
Net gains and revaluation	-	-	-	-	
Market value 31 December 2019	-	-	-	-	

b Tangible fixed assets

	<u>Freehold land and buildings</u>	<u>Audio visual equipment</u>	<u>Office equipment</u>	<u>Total fixed assets</u>	<i>Notes</i>
	£	£	£	£	
Cost or valuation					
At 1 January 2019	511000			511000	
Additions				-	
Disposals				-	
Revaluation				-	
At 31 December 2019	511000	-	-	511000	
Charge for impairment					
At 1 January 2019	-			-	
Additions	-			-	
Disposals	-			-	
Revaluation	-	-	-	-	
At 31 December 2019	-	-	-	-	
Net book amounts					
At 31 December 2019	511000	-	-	511000	
<i>At 31 December 2018</i>	<i>511000</i>	-	-	<i>511000</i>	

Notes to the Financial Report

12 Fixed assets

13 Net assets by fund

	<u>Unrestricted Funds</u>	<u>Restricted Fund/s</u>	<u>Endowed Fund/s</u>	<u>Total Funds 2019</u>	<u>Total Funds 2018</u>	<u>Notes</u>
	£	£	£	£	£	
Fixed assets for church use	-	511000	-	511000	511000	
Investment fixed assets	-	-	-	-	-	
Current assets (except cash)						
Cash at bank and on deposit	246175	42807	-	288982	227352	
Current liabilities	(11945)	-	-	-(11945)	(26248)	
Long term liabilities		-	-	-	-	
	234230	553807	-	788037	735704	

14 Debtors

	<u>Unrestricted Funds</u>	<u>Restricted Fund/s</u>	<u>Endowed Fund/s</u>	<u>Total Funds 2019</u>	<u>Total Funds 2018</u>	<u>Notes</u>
	£	£	£	£	£	
Income tax recoverable			-	-		
Prepayments and accrued income	356	-	-	356		
Other debtors	24241	-	-	24251	122855	
	24597	-	-	24597	122855	

15 Creditors: amounts falling due within one year

	<u>Unrestricted Funds</u>	<u>Restricted Fund/s</u>	<u>Endowed Fund/s</u>	<u>Total Funds 2019</u>	<u>Total Funds 2018</u>	<u>Notes</u>
	£	£	£	£	£	
Deferred income		-	-	-		
Accruals for utilities and other costs		-	-	-		
Archdeacon's loan		-	-	-		
Other creditors		-	-	-		
	-	-	-	-	-	

Notes to the Financial Report

16 Creditors: amounts falling due after one year

	<u>Unrestricted Funds</u>	<u>Restricted Fund/s</u>	<u>Endowed Fund/s</u>	<u>Total Funds 2019</u>	<i>Total Funds 2018</i>	<i>Notes</i>
	£	£	£	£	£	
Deferred income				-		
Accruals for utilities and other costs				-		
Archdeacon's loan				-		
Other creditors				-	-	
	-	-	-	-	-	

17 Comparatives for the statement of financial activities

	<u>Unrestricted Fund</u>	<u>Restricted Fund/s</u>	<u>Endowed Fund/s</u>	<u>Total Funds 2018</u>
	£	£	£	£
Income and endowments from:				
Donations and legacies	168810	13862	—	335996
Charitable activities	26147	1251	—	24427-
Other trading activities	7681	-	—	4615
Investments	1316	- -	-	944
Other receipts	27163	507		8287
Total income	231119	15620 -	-	375270
Expenditure on:				-
Raising funds	2468	1230		2248-
Charitable activities	280882	16452		298060
Other trading activities				-
Other expenditure	1140	2500		2000
Total expenditure	284430	20182	-	302309
Net gains (or losses) on investments				
Net income or (net expenditure)	(53311)	(4561)	-	72961
Transfers between funds	-	-	-	-
				-
Other recognised gains/(losses):				
Gains/(losses) on revaluation of fixed assets	-	-	-	-
Other gains/(losses)	-	-	-	-
<i>Reconciliation of funds:</i>				
Net movement in funds	(53311)	(4561)	-	72961
Total funds brought forward	111884	746675	-	785599
Total funds carried forward	58573	742114	-	858560

Notes to the Financial Report

18 Statement of funds

Explanation of funds

Endowed funds are required by the donors to be invested and the income spent on specific objectives

Restricted funds are not invested permanently but are to be spent within reasonable timescales

The Fabric Fund is restricted to maintenance of the church building. Other buildings valued at £511000 are included.

The Mission Fund

Unrestricted funds are not subject to any donor restrictions and can be spent as the PCC decides

Summary of all funds

Fund income and expenditure and final balances are as follows:

	Balances b/fwd 1 Jan 2019	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31 Dec 2019
	£	£	£	£	£
				-	-
				-	-
Total of all endowed funds	-	-	-	-	-
Fabric fund	45675			-	-
Other funds	497175	15620	(20182)	-	538288
				-	-
				-	-
Total of all restricted funds	542850	15620	(20182)	-	538288
General fund	315710	231120	(284430)		262399
	-	-	-		-
					-
Total of all unrestricted funds	315170	231120	(284430)	-	262399
Total funds	858560	246740	(304612)	-	-800687

Independent Examiner's Report to the PCC of Sutton with Seaford for the Year Ended 31st December, 2019

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of Sutton with Seaford, on the annual report for the year ended 31st December 2019 set out on pages X to Y

Respective responsibilities of trustees and examiner

The PCC members are responsible for the preparation of the annual reports. The PCC members 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.

It is my responsibility to:

1. examine the accounts under section 145 of the Charities Act,
2. 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
3. to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with 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 the 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 (other than that disclosed below in Section B *)

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

** Please delete the words in the (brackets) if they do not apply*

Examiner's signature

Examiner's name CAPITALS

Date

Relevant professional qualification(s) or body
if any

Examiner's address

Section B**Disclosure**

Only complete if the examiner needs to highlight material problems *for example:*

- accounting records have not been kept in accordance with s132 of the Charities' Act 2011 and those accounts do not comply with the requirements of the 2008 Regulations setting out the form and content of charity accounts;
- any material expenditure or action which appears not to be in accordance with the trusts of the charity;
- any failure to be provided with information and explanations by any past or present trustee, officer or employee; and
- any material inconsistency between the accounts and the trustees' annual report.

Give here brief details of any items that the examiner wishes to disclose

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