

**THE PAROCHIAL CHURCH COUNCIL OF
ST THOMAS THE APOSTLE, GROOMBRIDGE**

**ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2016**

NORMAN COX & ASHBY
Chartered Accountants
Grosvenor Lodge
72 Grosvenor Road
Tunbridge Wells
Kent TN1 2AZ

THE PAROCHIAL CHURCH COUNCIL OF ST THOMAS THE APOSTLE, GROOMBRIDGE

CONTENTS

	Page
REPORTS	
Reference and Administrative Information	1
Annual Report of the Parochial Church Council	2 - 6
Report of the Independent Examiner	7
FINANCIAL STATEMENTS	
Statement of Financial Activities	8
Balance Sheet	9
Notes to the Financial Statements	10 - 15

**THE PAROCHIAL CHURCH COUNCIL OF
ST THOMAS THE APOSTLE, GROOMBRIDGE**

**REFERENCE AND ADMINISTRATIVE INFORMATION
FOR THE YEAR ENDED 31 DECEMBER 2016**

CORRESPONDENCE ADDRESS The Vicarage
The Close
Corseley Road
Groombridge
Tunbridge Wells
Kent TN3 9SE

PRIEST IN CHARGE The Rev Sharon Francis

INDEPENDENT EXAMINER N M Gower-Smith FCA
Norman Cox & Ashby
Chartered Accountants
Grosvenor Lodge
72 Grosvenor Road
Tunbridge Wells
Kent TN1 2AZ

BANKERS Santander UK plc
Customer Service Centre
Bridle Road
Bootle
Merseyside LG30 4GB

THE PAROCHIAL CHURCH COUNCIL OF ST THOMAS THE APOSTLE, GROOMBRIDGE

ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2016

AIM AND PURPOSES

The Parochial Church Council (PCC) has the responsibility of co-operating with the Priest in Charge, the Rev Sharon Francis, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church of St Thomas the Apostle, Groombridge.

OBJECTIVES AND ACTIVITIES

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community. The PCC maintains an overview of worship and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and Scripture, music and sacrament.

When planning our activities for the year we have considered our duty in section 17(5) of the 2011 Charities Act to consider the Charity Commission guidelines on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. Our services and the activities have achieved the purposes for public benefit, through the provision of Christian worship and ministry in the parish and the provision of community facilities for groups to meet for social and educational purposes.

To facilitate this work, it is important that we maintain the fabric of the church.

ACHIEVEMENTS AND PERFORMANCE

Church Attendance

At the 2016 APCM it was recorded that there were 135 parishioners on the Church Electoral Roll (2015: 135). The average usual Sunday attendance is 120 down from 125 last year.

Review of the year

The Priest-in-charge records her thanks to the Churchwardens and PCC, the Reader, Reader in Training and Lay Ministers, and all the people of God, for their help and support in enabling mission and ministry in this parish.

Pastoral Offices

Baptisms 14; weddings 4; funerals in church 4, and at the crematorium 2.

Links with St Thomas' Church of England Primary School have continued well. The Revd Sharon Francis leads collective worship at school once a month and also joins the staff when she can for prayer on Inset Days. The church hosts the end of term services and annual Church Eucharist, and is also available to support curriculum studies and year group visits in church. The Sunday School meets weekly in the school.

Special Services

There have been three Café Eucharists during the year, all of which took place in the Church. During the Week of Prayer for Christian Unity, St Thomas' provided a Prayer Station throughout the week, and a special service with Churches Together in Groombridge. The "Snowdrop Service" in February proved popular amongst those on the edge of the Church, as an opportunity to remember their loved ones now departed. About 48 people (2015: 60) attended. A Deanery Confirmation Service was held at Candlemass on 31 January 2016 which was conducted by the Bishop of Hastings. In September, Revd Sharon Francis led a pilgrimage to the Holy Land. Fifteen people came from St Thomas' parish, and five from other parishes.

St Thomas' remains committed as a Fairtrade Church, holding a weekly stall in Church and once a month at Blackham village market. We supported Fairtrade Fortnight with a special coffee morning. The PCC has agreed to use only Fairly Traded wine at Communion.

ST THOMAS THE APOSTLE, GROOMBRIDGE

ANNUAL REPORT

FOR THE YEAR ENDED 31 DECEMBER 2016 (CONTINUED)

The adult four part Royal School of Church Music Choir remains steady at 16 with 3 children in the Junior Choir. A Faculty has been sought to remove the existing chamber organ and replace with bespoke or 'transplanted' church pipe organ. This will also allow for a mezzanine floor above the choir vestry, freeing up valuable floor space. Fund-raising for this project will need to be a priority once details are finalised.

The website is being better used and has encouraged visitors to the area to join the worship. The use of projector and screen allows access to the full range of authorised services and texts to enhance the Sunday worship.

Letting out the Green Room has been granted to two groups: The Humpty Dumpty Club on Thursday morning and an after school Arts and Craft Club on Friday afternoons.

Outreach

St Thomas' Fellowship arranged two outings to the Assembly Halls during the year. Unfortunately, the annual supper and Scottish Dancing for Nutley Hall residents was cancelled due to illness. Nutley Hall is a residential home for adults with learning or social disabilities, and is considered to be an important aspect of the church's work.

Music. Three concerts have been hosted during the year: 28 February – Baroque concert, 28 September – The Last Night of the Proms was relayed into Church and 30 October – baroque concert

Children and Youth Work

Little Fishes has built up again steadily throughout the year with some new helpers. Messy Church has not met since September 2016. Sunday School continues strong with about 45 children on the register. Youth Group operates fortnightly for Years 7 and above but is not well attended..

Bacon Baps for Blokes continues to offer a meeting opportunity once a month for the men of the village.

CD Music Club continues monthly with about 12 members.

Lunch for One was held twice during the year – open to all people who eat alone.

Neighbours continued to offer transport for medical appointments etc. to Groombridge residents. There are seven volunteers.

Church and Village Magazine. This is a church initiative and goes to almost every household in the village. Many are posted to people who have moved away. It is a good outreach and publicity tool.

The Computer Club was not well attended this year and has not run since September.

Groombridge Winter Lectures were offered for the third year with attendance between 30-40 depending on the speaker and subject area. It is publicised widely and attended by some from neighbouring churches.

Engaging Spirituality Course This diocesan course was much appreciated by those who attended. A new diocesan course will be offered in 2017.

Scouting Organisations. Good linking are being developed with the boys' uniformed organisations in the village with their attendance on Remembrance Day. They also requested a special St George's Day Parade Service this year and continue to use the church for fund-raising activities.

The Christmas Fair raised £2,189 which was shared between St Thomas' Church, Family Support Work and Demelza Children's Hospice.

Classic Car and Bike Event was very popular and raised £548 for Church funds.

A 'Strictly' Land Rover event was very popular and raised £919 for church funds.

A collection of blankets for Refugees in France was held in December and these were taken to Brighton for onward transportation.

FINANCIAL REVIEW

The total receipts on the Unrestricted Fund were £77,192 (2015: £71,847), the total expenditure was £67,842 (2015: £78,198), resulting in a surplus for 2016 of £9,350 (2015: deficit of £6,351). The balance carried forward at 31 December 2016 was £53,165 (2015: £43,813).

ANNUAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2016 (CONTINUED)

The planned giving through the Parish Giving Scheme and Banker's Orders was nearly £600 more than in the previous year. The magazine surplus contributed £5,046 (2015:£6,121) to Church funds. The largest expenditure was £40,587 (2015: £38,963) paid to the Diocese of Chichester to cover ministry costs. This covers the housing, stipend and pension costs of the clergy, church insurance and a standard sum for Diocesan central costs, clergy training together with a contribution to national church funds. Planned giving contributions were made by 41 members of the congregation totalling £31,918, an average of £14.72 per week each.

The Restricted Funds received total income of £24,040 (2015: £6,128) of which £22,509 was for the Organ Fund.

A regular review of the financial position is carried out and reported at each PCC meeting to ensure adequate control is maintained.

Reserves Policy

It is the policy of the PCC to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately six months of unrestricted payments as contingency against unforeseen situations. The balance of £43,813 on unrestricted funds at the year-end is adequate to cover this. The restricted fund balances at the year end totalled £27,287.

Investments

It is the policy of the PCC to invest funds balances with the Deposit Fund of the Central Board of Finance of the Church of England.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Parochial Church Council is a corporate body established by the Church of England. The function and purpose of the PCC is outlined in the PCCs (Powers) Measure 1956. The PCC members are elected under the provisions of the Church Representation Rules and consist of the Priest in Charge, the churchwardens, members of the Deanery Synod and up to eight Church attendees registered on the Electoral Roll who are elected at the Annual Parochial Church Meeting (APCM).

The PCC is an "excepted charity" which means that it has charitable status but is not (for the time being) required to register with the Charity Commission. Under current legislation, it will have to register by 31 March 2021. The PCC's income has exceeded £100,000 during this year due to the fundraising for the new organ however clearance has been obtained from the Charity Commission which frees the church from having to register as its income is usually below the threshold and will return to that level once the organ project is complete.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish, including deciding on how the funds of the PCC are to be spent. New members receive initial training into the workings of the PCC.

The full PCC met six times during the year and the standing committee met between PCC meetings to prepare the agenda for the forthcoming meeting. The PCC and congregation were invited to two additional meetings and two visits to consider options with regard to the Organ and the Vestry.

Risk Policy

The Child Protection Policy is updated annually and is displayed in the Church porch. The PCC has appointed a Health and Safety Officer.

ANNUAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2016 (CONTINUED)

ADMINISTRATIVE INFORMATION

Location

The Church of St Thomas the Apostle is situated in Corseley Road, Groombridge, East Sussex TN3 9SF. It is part of the Diocese of Chichester within the Church of England.

Membership

Members of the PCC are either ex officio or elected at the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules.

The following have served as members of the PCC from 1 January 2016 until the date this report was approved:

Parish Priest	The Rev Sharon Francis	Chairman
Churchwardens	Janet Batchelor Brian Lattimer	(Elected Annually) (Elected Annually)
Deanery Synod Representatives	Stuart Fraser Mary Hunt	(From APCM 2015) (From APCM 2015)
Elected Members	Johnny Abbott Judith Belcher Jane Garland Beverley Hollands Kristina Shaw-Hamilton	(From APCM 2015) (From APCM 2014) (From APCM 2016) (From APCM 2014) (From APCM 2012)
Co-opted Members	Angela Nicholls Susan Homewood Colin Moore	Headteacher of St Thomas' Primary School Secretary Treasurer

The Annual Parochial Church Meeting in 2016 was held on 3 April 2016.

Statement of PCC members' responsibilities

The PCC members are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales require the PCC members to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the PCC and of the incoming resources and application of resources, of the PCC for that year. In preparing those financial statements they are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the appropriate Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the PCC will continue in operation.

**THE PAROCHIAL CHURCH COUNCIL OF
ST THOMAS THE APOSTLE, GROOMBRIDGE**

The PCC members are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the PCC and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provision of the governing document. They are also responsible for safeguarding the assets of the PCC and taking reasonable steps for the prevention and detection of fraud and other regularities.

The PCC members are responsible for the maintenance and integrity of the church and financial information included on its website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

Approved by the Parochial Church Council on 2 April 2017 and signed on its behalf by

The Rev S Francis
Chairman

THE PAROCHIAL CHURCH COUNCIL OF ST THOMAS THE APOSTLE, GROOMBRIDGE

INDEPENDENT EXAMINER'S REPORT TO THE PAROCHIAL CHURCH COUNCIL OF ST THOMAS THE APOSTLE, GROOMBRIDGE FOR THE YEAR ENDED 31 DECEMBER 2016

I report on the accounts of the Parochial Church Council for the year ended 31 December 2016, which are set out on pages 8 to 15.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND EXAMINER

The members of the Parochial Church Council are responsible for the preparation of the accounts. The members of the Parochial Church Council consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow procedures laid down in the General Directions given by the Charity Commissioners 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 Commissioners. 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 members of the Parochial Church Council concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

INDEPENDENT EXAMINER'S STATEMENT

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - (a) to keep accounting records in accordance with section 130 of the 2011 Act; and
 - (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

N M GOWER-SMITH, FCA
Norman Cox & Ashby
Chartered Accountants
Grosvenor Lodge
72 Grosvenor Road
Tunbridge Wells
Kent TN1 2AZ

4 April 2017

**THE PAROCHIAL CHURCH COUNCIL OF
ST THOMAS THE APOSTLE, GROOMBRIDGE**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2016**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
INCOME					
Voluntary Income	2.1	55,403	20,654	76,057	57,315
Church Activities	2.2	7,378	-	7,378	6,832
Activities for Generating Funds	2.3	14,312	3,386	17,698	13,703
Income from Investments	2.4	99	-	99	125
		<hr/>	<hr/>	<hr/>	<hr/>
TOTAL INCOME		77,192	24,040	101,232	77,975
		<hr/>	<hr/>	<hr/>	<hr/>
EXPENDITURE					
Raising Funds	3.1	4,041	543	4,584	3,591
Church Activities					
Missionary and Charitable Giving	3.2	2,902	988	3,890	3,931
Ministry Costs	3.2	60,899	-	60,899	72,504
		<hr/>	<hr/>	<hr/>	<hr/>
TOTAL EXPENDITURE		67,842	1,531	69,373	80,026
		<hr/>	<hr/>	<hr/>	<hr/>
NET INCOME / (EXPENDITURE)		9,350	22,509	31,859	(2,051)
Net Gains on Investments		-	-	-	103
		<hr/>	<hr/>	<hr/>	<hr/>
NET MOVEMENTS IN FUNDS		9,350	22,509	31,859	(2,051)
		<hr/>	<hr/>	<hr/>	<hr/>
RECONCILIATION OF FUNDS					
Total Funds Brought Forward at 1 January 2016		43,815	4,778	48,593	50,644
		<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS CARRIED FORWARD AT AT 31 DECEMBER 2016	8	£53,165	£27,287	£80,452	£48,593
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**THE PAROCHIAL CHURCH COUNCIL OF
ST THOMAS THE APOSTLE, GROOMBRIDGE**

BALANCE SHEET
AT 31 DECEMBER 2016

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
FIXED ASSETS					
Tangible Assets	5	-	-	-	357
Total Fixed Assets		-	-	-	357
CURRENT ASSETS					
Debtors and Prepayments	6	7,239	-	7,239	2,539
Short Term Deposits		24,000	-	24,000	24,000
Cash at Bank and in Hand		24,935	27,287	52,222	24,674
Total Current Assets		56,174	27,287	83,461	51,213
LIABILITIES					
Creditors falling due within one year	7	3,009	-	3,009	2,977
Net Current Assets		53,165	27,287	80,452	48,236
TOTAL NET ASSETS		£53,165	£27,287	£80,452	£48,593
THE FUNDS OF THE CHARITY					
Restricted Income Funds	8	-	27,287	27,287	4,778
Unrestricted Income Funds		53,165	-	53,165	43,815
		£53,165	£27,287	£80,452	£48,593

Approved by the Parochial Church Council on 2 April 2017 and signed on its behalf by

The Rev S Francis
Chairman

C M Moore
Treasurer

THE PAROCHIAL CHURCH COUNCIL OF ST THOMAS THE APOSTLE, GROOMBRIDGE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016

1 ACCOUNTING POLICIES

1.1 BASIS OF PREPARATION AND ASSESSMENT OF GOING CONCERN

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

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.

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

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

1.2 RECONCILIATION WITH GENERALLY ACCEPTED ACCOUNTING PRACTICE

In preparing the accounts, the members of the PCC have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparatives was needed. No restatements were required and no adjustments to opening balances were necessary.

1.3 FUNDS STRUCTURE

Funds held by the PCC are:

Unrestricted Funds

The General Fund represents the funds available to the PCC for the day to day running of the church and parish.

The Designated Fund represents funds set aside by the PCC out of unrestricted funds for specific purposes.

Restricted Funds

The Restricted Funds represent funds given for specific charities or specific objectives which cannot be used by the PCC for any other purpose.

Income from trusts and endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest

Donations and grants received or invited by the PCC for a specific object.

1.4 INCOME RECOGNITION

Income is accounted for gross.

Voluntary Income

Collections are recognised when received.

Planned Giving receivable is recognised only when received.

Income Tax recoverable on Gift Aid donations is recognised when the income is recognised.

Grants and Legacies are recognised when the PCC is legally entitled to the amount due.

THE PAROCHIAL CHURCH COUNCIL OF ST THOMAS THE APOSTLE, GROOMBRIDGE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016 (CONTINUED)

1.4 INCOME RECOGNITION (CONTINUED)

Church Activities and Activities for Generating Funds
Income is recognised when it is receivable.

Investments

Dividends are accounted for when due and payable. Interest is accounted for as it accrues.

Gains and Losses on Investments

Realised gains are recognised when the investments are sold.

Unrealised gains and losses are accounted for on revaluation at the balance sheet date.

1.5 EXPENDITURE RECOGNITION

Expenditure is accounted for on an accruals basis and are accounted for gross. The costs of generating funds are the costs incurred in fundraising events and activities. Governance costs are costs incurred as a result of statutory requirements.

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 when due. Any parish contribution unpaid at 31 December is provided for in the accounts as an operational (though not a legal) liability and is shown as a creditor in the balance sheet.

1.6 FIXED ASSETS AND DEPRECIATION

Tangible Fixed Assets

Consecrated and beneficed property of any kind is excluded from the accounts the Charities Act 2011.

Moveable 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. For inalienable property acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the accounts.

Individual items acquired since 1 January 2000 have been capitalised in the accounts and depreciated over their useful economic life initially over 10 years on a straight line basis.

All expenditure on consecrated or beneficed buildings and individual items costing under £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:

Fixtures and Fittings	25% straight line
Computer Equipment	25% straight line

1.7 CURRENT ASSETS

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

Short-term deposits include cash held on deposit either with the CBF Church of England Funds, or at the bank.

**THE PAROCHIAL CHURCH COUNCIL OF
ST THOMAS THE APOSTLE, GROOMBRIDGE**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2016 (CONTINUED)**

2 INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
2.1 Voluntary Income				
Planned Giving	31,126	-	31,126	30,542
Collections at Services	5,221	461	5,682	6,087
Sundry Donations and Appeals	7,443	16,288	23,731	10,160
Income Tax Recoverable	9,063	3,905	12,968	9,726
Grants	2,550	-	2,550	800
	<hr/>	<hr/>	<hr/>	<hr/>
	55,403	20,654	76,057	57,315
	<hr/>	<hr/>	<hr/>	<hr/>
2.2 Church Activities				
Fees from Weddings	2,946	-	2,946	2,395
Parish Magazine	3,547	-	3,547	3,671
Rent	885	-	885	766
	<hr/>	<hr/>	<hr/>	<hr/>
	7,378	-	7,378	6,832
	<hr/>	<hr/>	<hr/>	<hr/>
2.3 Activities for Generating Funds				
Christmas Fair and other Fund-Raising Events	7,269	3,386	10,655	5,393
Magazine Advertisements	7,043	-	7,043	8,310
	<hr/>	<hr/>	<hr/>	<hr/>
	14,312	3,386	17,698	13,703
	<hr/>	<hr/>	<hr/>	<hr/>
2.4 Income from Investments				
Interest	99	-	99	125
	<hr/>	<hr/>	<hr/>	<hr/>
Total Income	£77,192	£24,040	£101,232	£77,975
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**THE PAROCHIAL CHURCH COUNCIL OF
ST THOMAS THE APOSTLE, GROOMBRIDGE**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2016 (CONTINUED)**

3 EXPENDITURE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
3.1 Raising Funds				
Christmas Fair and other Fund-raising Events	1,269	543	1,812	661
Magazine Advertisements	2,772	-	2,772	2,930
	<hr/>	<hr/>	<hr/>	<hr/>
	4,041	543	4,584	3,591
	<hr/>	<hr/>	<hr/>	<hr/>
3.2 Church Activities				
Missionary and Charitable Giving				
Overseas				
Barnabus Fund: Syrian Appeal	-	-	-	400
Jubilee Campaign: Mumbai	18	-	18	282
Makalu Adventure: Nepal Earthquake	-	-	-	350
DEC Yemen Appeal	-	400	400	-
Poor Clares of Nyanga	589	-	589	-
Home				
Brighton Voices in Exile	100	-	100	-
British Legion	187	-	187	289
Chichester Diocesan Board of Finance				
Harvest Appeal	4	436	440	375
Chichester Diocesan Family Support Work	935	-	935	675
Demelza House	730	-	730	-
Hospice in the Weald	-	-	-	265
Kent and Sussex Air Ambulance	-	-	-	675
Puppet Theatre	-	-	-	30
Sightsavers	339	-	339	590
Street Pastors – Tunbridge Wells	-	152	152	-
	<hr/>	<hr/>	<hr/>	<hr/>
	2,902	988	3,890	3,931
	<hr/>	<hr/>	<hr/>	<hr/>
Ministry Costs				
Diocesan Parish Contribution	40,587	-	40,587	38,963
Other Clergy Costs	3,414	-	3,414	3,266
Church Running Expenses	3,837	-	3,837	5,093
Church Maintenance	3,192	-	3,192	16,932
Services	3,169	-	3,169	2,824
Upkeep of Churchyard	2,512	-	2,512	1,016
Parish Magazine	2,772	-	2,772	2,930
Youth Work	71	-	71	138
Independent Examiner's Fee	988	-	988	985
Depreciation of Fixed Assets	357	-	357	357
	<hr/>	<hr/>	<hr/>	<hr/>
	60,899	-	60,899	72,504
	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenditure	£67,842	£1,531	£69,373	£80,026
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**THE PAROCHIAL CHURCH COUNCIL OF
ST THOMAS THE APOSTLE, GROOMBRIDGE**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2016 (CONTINUED)**

	2016	2015
	£	£
4 STAFF COSTS		
4.1 Wages and Salaries	£1,420	£1,435
	<u> </u>	<u> </u>
Average number of Employees	1	1
	<u> </u>	<u> </u>

During the year the PCC employed part time organists. No employee received £60,000 or more. There were no employee benefits to key management personnel in the current or previous year.

4.2 Related Party Transactions - Payments to PCC Members

Payments to 4 PCC members (2015: 3) were made for the reimbursement of administration expenses incurred on behalf of the PCC which totalled

£671	£701
<u> </u>	<u> </u>

No other payments or expenses were paid to any other PCC members, persons closely connected to them or related parties.

5 TANGIBLE FIXED ASSETS

	Office Equipment £
Cost	
At 1 January 2016	1,430
Additions during the year	-
	<u> </u>
At 31 December 2016	1,430
	<u> </u>
Depreciation	
At 1 January 2016	1,073
Charge for the year	357
	<u> </u>
At 31 December 2016	1,430
	<u> </u>
Net Book Value	
At 31 December 2016	£-
	<u> </u>
At 31 December 2015	£357
	<u> </u>

6 DEBTORS

Income Tax Recoverable	5,551	1,190
Prepayments and Accrued Income	1,688	1,349
	<u> </u>	<u> </u>
	£7,239	£2,539
	<u> </u>	<u> </u>

**THE PAROCHIAL CHURCH COUNCIL OF
ST THOMAS THE APOSTLE, GROOMBRIDGE**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2016 (CONTINUED)**

	2016 £	2015 £
7 CREDITORS: Amounts Falling Due Within One Year		
Accruals for Utilities and Other Costs	£3,009	£2,977

8 SUMMARY OF FUND MOVEMENTS

	At 1 January 2016 £	Income £	Expenditure £	At 31 December 2016 £
Unrestricted Fund				
General Fund	42,315	77,192	(67,842)	51,665
Designated Fund				
Michael Henley Fund	1,500	-	-	1,500
	<u>43,815</u>	<u>77,192</u>	<u>(67,842)</u>	<u>53,165</u>
Restricted Funds				
Organ	4,778	22,825	(316)	27,287
Specific Collections	-	1,215	(1,215)	-
	<u>4,778</u>	<u>24,040</u>	<u>(1,531)</u>	<u>27,287</u>
Total Funds	<u>£48,593</u>	<u>£101,232</u>	<u>£(69,373)</u>	<u>£80,452</u>

Unrestricted Funds

The General Fund is the fund available to the PCC for the day to day running of the church and parish. The Designated Fund represents funds set aside by the PCC from unrestricted funds for specific purposes:

The Michael Henley Fund is available to the Priest in Charge for use at her discretion.

Restricted Funds

The Restricted Funds represent funds given for specific charities or a specific purpose and which cannot be used by the PCC for any other purpose:

The Organ Fund represents donations received for the purchase of a new organ.

The Specific Collections Fund represents donations received towards named charities or specified causes.