



PARISH OF BUXTED AND HADLOW DOWN  
CHARITY REG NO. 1130925

**Trustees' Annual Report and Financial Report  
for the year ended 31<sup>st</sup> December 2018**

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***Incumbent:*** Rev. Dr. John Barker, The Rectory, Church Road, Buxted  
Uckfield, TN22 4LP

***Churchwardens:*** Mr Duncan Irvine, 25 Mead Lane, Buxted  
Mr Paul Dillon-Robinson, The Beeches, Pound Green, Buxted

***Bankers:*** HSBC Bank plc, 120 High Street, Uckfield, TN22 1PX

***Indep. Examiner:*** Mr Kevin Moss, FCCA, 22 Mead Lane, Buxted

***Churches:*** St. Margaret's Church, Buxted Park, Buxted  
St. Mary's Church, Church Road, Buxted  
St. Mark's Church, Main Road, Hadlow Down

***Website:*** [www.bhdchurches.org.uk](http://www.bhdchurches.org.uk)

# **Parish of Buxted and Hadlow Down**

## **Trustees' Annual Report**

### **for the year ended 31 December 2018**

#### **Our aims and purposes as a charity**

The PCC has the responsibility of co-operating with the incumbent, the Reverend Dr John Barker, in:

- The promotion of the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England;
- Promoting the whole mission of the church, pastoral, social, evangelistic and ecumenical within the parish.
- Working to know Jesus better and making Him better known;
- Giving 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.

#### **What we planned to do to achieve our charitable objectives**

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

The 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 2018 we discussed and planned the following objectives and activities to fulfil our aims:

- Enabling as many people as possible both to worship at our churches and to become part of the parish community in Buxted and Hadlow Down.
- Putting faith into practice, through prayer and scripture, music and sacrament
- Offering worship and prayer, learning about the Gospel, in small group situations
- Assisting people from all walks of life to develop their knowledge of, and trust in, Jesus
- Provision of pastoral care for people living in the parish, including the sick, elderly and bereaved
- Helping the poor and needy of the parish
- Giving grants to missionary organisations and other charities
- Reaching out to the unchurched through involvement in village activities and events, by social events organised by the PCC and by use of parish/village magazines, emails and Facebook
- Maintaining the fabric of the church buildings as historic centres, focuses of life in the parish and sacred spaces for personal prayer and contemplation

#### **What we achieved and how we affected beneficiaries' lives**

##### ***Attendance at worship***

The church family welcomes visitors from within as well as outside the parish boundary. Visitors attend by personal choice and we are pleased to welcome people from all walks of life to take part in the life of the church. We contend that voluntary attendance to worship the Lord Jesus Christ is a major demonstration of the public benefit of our activities.

At 31 December 2018, there were 219 parishioners on the electoral roll, of whom 70 were not resident within the parish. During 2018, five names were added and twelve removed, five due to death, six due to moving away, and one for non-attendance.

The average regular weekly attendance across the parish, over the year, was 186 adults and 14 children (excluding school services). Numbers were much greater on Mothering Sunday, Easter, Harvest Sunday and particularly on Remembrance Sunday. Compared with 2017, the number of adults attending services has increased.

Services at Christmas and Easter were very well attended, the two crib services having 'standing room only' and with around 100 more people attending each service compared to 2017 – it is always a joy to welcome so many families with children to these services and to share their delight in the retelling of the Nativity, complete with Hosanna the donkey.

*As a newcomer I really enjoyed your convivial service – a good mix of inspiration with some humour too!  
Was such a lovely service.  
Fantastic service and well done to all involved. Magical.  
(Facebook comments referring to church services in 2018)*

#### **Teaching, baptising and nurturing new and existing believers**

In 2018 we were pleased to welcome 20 children into the family of the church, brought for baptism by their parents. There were 18 weddings and 2 wedding blessings; 19 funerals, as well as 7 burials of ashes.

A Lent Study Group consisting of members of the congregations and other local people met each week of Lent for study and reflection on the Bible, following the Diocesan Lent Course.

Throughout 2018 regular services were held across the parish with a special emphasis on children and families, providing teaching through discussions and activities.

The Rector has produced a weekly newsletter, circulated by email and reproduced on the parish website, which has included teaching on aspects of the gospels and church history, as well as thoughts for reflection and prayer. Awareness of parish activities is increased by the parish Facebook page and the Rector has a regular slot talking on Uckfield FM.

#### **Outreach**

Parish events enjoyed by many of the local community in 2018 included Tea in the Rectory Garden, Beating the Bounds, the Parish Picnic, the Flower Festival, Animal Thanksgiving Service, Harvest Lunch and Harvest Supper. Another highlight was the Craft Fair and celebration to mark the opening of the Community Garden at St. Mary's. This peaceful space in the centre of the village is available for all to enjoy and includes planters for use by the children of the village pre-school, Stepping Stones. At Christmas the carol singing of a parish choir was enjoyed by, amongst others, residents of Buxted Court.

*The weather may have been dull and wet but that didn't dampen anyone's spirits, a local craft fair was held in the hall and teas and a beer tent warmed everyone up....a lovely time was had by all.*

*Thank you so much....it was a wonderful afternoon and the children had a great time.*

*(Facebook comments about the Opening of the Community Garden in May 2018 & Tea in the Rectory Garden in September 2018)*

The Rector and church members have also taken active roles in village events, such as the Buxted Ball, Buxted Community Quiz, and Hadlow Down Christmas Market as well as events organised by St. Mark's School such as the Community Tea Party.

The Craft Group, Parish Walking Group and Bunco evenings all continued this year. The regular walks provide anyone from the community with a chance to exercise, explore the beautiful countryside and also have a chat and coffee. The social aspect of the renamed Craft, Coffee and Chat group, combined with the chance to learn new skills, has attracted several new members, whilst the 'Bunco' evenings enable women to meet new people and socialise whilst playing a game and sharing a meal. All these activities attract both churchgoers and non-churchgoers from the local area.

The parish has strong links with both Buxted School and St. Mark's School Hadlow Down. The Rector visits both schools regularly, leading collective worship at Buxted School as well as a Friends and Family Assembly in St. Mark's church each week. The Rector is a Governor of both schools and Duncan Irvine, Churchwarden, is Foundation Governor and Chair of Governors at Buxted School.

Both schools hold services at least twice a term in St. Margaret's or St. Mark's and children from the two schools marked the centenary of the end of the First World War by laying poppies on the Commonwealth War Graves in the three churchyards.

On Good Friday 2018, about 30 children aged between 4 and 11 enjoyed a morning of craft activities and an Easter Egg Hunt before eating hot cross buns and listening to a short talk by the Rector in St. Mary's church about the meaning of Easter.

The Signs, Rhymes and Chimes group, in which babies, toddlers and their carers learn sign language and musical activities, met weekly in St. Margaret's. This very supportive group provides a regular meeting place for mothers and carers, with their children.

*We had a great morning at Signs, Rhymes and Chimes. We welcomed some new faces, saw some old friends and had the added bonus of a stunning flower display.....so proud to be part of this wonderful Parish.  
(Facebook comment by local mother, during the Flower Festival, 2018)*

### ***Provision of the church buildings and churchyards for people to enjoy***

We are proud of the fact that all three of our churches are open each day, for all to enjoy; whether as a visitor or seeking a quiet place for prayer and contemplation. Whilst their central role is as a place of worship, we have also used them as facilities for the wider community, from the regular range of concerts to a tea party and in support of a play.

The fact that our churches and their churchyards remain open, and in a good state of repair, is thanks to the ongoing support and hard-work of so many people; but having the benefit of historic buildings brings with it responsibilities. In the last year each of our churches received their quinquennial inspections and the ensuing report from the architect produced a usual number of recommendations, although few surprises or areas of major concern. We are resolved to implement the recommendations within the next 2 to 3 years, and have already commenced to clear the more immediate needs, including work parties of volunteers to address some of the messier tasks. Our churchyards also benefit from the attendance of a number of volunteers, both regular and those at ad hoc working parties.

During the year works were undertaken in the belfry of St Margaret's to address damp problems, and the exposed stonework will now become a more permanent feature. The focus of work at St Mary's has been on its guttering and associated features, recognising the importance of keeping all our buildings weather proof. In addition, the new community garden was completed during the year and opened during a craft event that will be repeated this year.

We are grateful to the Friends of St Margaret's and to the Sussex Historic Churches for grants to enable the works to be undertaken without undue pressure on the parish's funds.

St Mark's, after 2017's work on the roofing and vestry, has been relatively calm, focussing on draught exclusion and improved lighting. The St Mary's Church Hall has had a number of small works undertaken, to keep it up to standard.

Looking ahead, we still wish to make changes at St Margaret's to provide better kitchen facilities and a disabled toilet, benefiting all the local community, but initial feedback from the Diocesan Advisory Committee has required us to revisit our plans

Comments in the Visitors' Books confirm how much our historic buildings and their environs are appreciated by visitors from around the world.

*Lovely old church. Excellent information paddle. Good to find it being used as a mother and toddler group  
A welcoming haven as always - I feel at peace. Thank you  
Inspiring and blessing to our spirits  
A beautiful peaceful place of prayer  
(Comments written in the church visitors' books in 2018)*

### ***Provision of pastoral care for people living in the parish***

The pastoral work of the Rector in the parish remained a key focus during the past year, with considerable time devoted to this area of ministry.

The Rector has continued to strengthen the ties with Hurstwood View Care Home through the administration of regular Eucharist services. Additionally, a small group of parishioners, together with the Rector, go to Saxon Court once a month to share in a simple service and talk to the residents.

Regular visits to parishioners in need of pastoral support continue particularly for those facing family problems, loneliness or illness and those in hospital or bereaved. Communion has been taken to people unable to come to church.

The Lunch Club continues to meet on a monthly basis. This is aimed at the elderly and those living alone and regularly provides a hot Sunday lunch to approximately 30 people.

### ***Provision of tangible support to the poor and needy and other charitable giving***

Harvest gifts of food were donated to the Uckfield Food Bank and we were again this year delighted to have participated in the shoe box appeal. This appeal resulted in the delivery in November of 53 shoeboxes, filled with gifts, to 'Link to Hope 2018', to be distributed in Eastern Europe to people of all ages. This initiative was supported in a practical sense by the Church's Signs, Rhymes and Chimes group.

*Elderly people waited out in the cold for us to arrive.... Virtually none of them had ever received a present before and certainly not in recent years when there was no one to remember them or celebrate with them. They were overwhelmed with the gifts of hot water bottles, scarves, torches, sweets and so many other beautiful and thoughtful gifts. We also visited frail elderly people who couldn't come up to the square who were overcome that anyone would have remembered them or cared that they were there.  
(Report from Link to Hope 2018 about shoebox distribution in Bulgaria.)*

Over the year, donations were made to a range of local and national charities such as Crisis, Cancer Research and the Mission to Seafarers. At Harvest money was raised for the diocesan appeal, 'Building Hope in East and West Africa', supporting needy rural communities, and also to the local TN22 Plus Club. In total, £5674 was donated over the year.

#### **Financial review - General Fund**

The classification of receipts and payments continues to follow the latest Charity Commission and Church of England directives. The financial results of "The Friends of St Margaret the Queen Buxted" are not included, as this is a separately registered charity.

Total receipts before extra-ordinary items were £114,105, an increase of £3,475 (3.1%) compared to 2017. Total donations and legacies, at £75,278, were only £4,057 (-5.1%) down on 2017, but the drop would have been considerably more were it not for two legacies. Collections at services were down across all three churches by £2,564 (-12.3%), as was planned giving by £2,476 (-7.1%) (before tax refunds). On a positive note, the overall slight increase in receipts is attributed to higher income from fund-raising and other events.

#### ***Sharing the ministry costs of the Diocese of Chichester***

The largest expenditure of the PCC was the sum of £65,199 paid to the diocese for our share of all churches' Parish Ministry Costs. This amount covers the stipend, pension and housing costs of the incumbent and also a standard sum for diocesan central costs, clergy training and a contribution to national church funds. This year our contribution increased by 1.8% on the previous year. Approximately two-thirds of the total paid relates directly to the clergy costs of this parish, the remainder being the shared costs of the Christian family throughout the whole Church of England, including assistance towards the upkeep of churches less able to manage than us. We continued to meet 100% of our parish ministry costs, following Diocesan calculations. Clergy costs showed a more modest increase this year.

After transfers between funds, the General Fund showed a net surplus of £4,154 for the year. For 2019, the intention is to recruit a Parish Giving Officer, one aim being to increase planned giving, and to provide us with a greater degree of certainty over our regular income.

#### ***Trustee payments and expenses***

The PCC supported the incumbent by paying Council Tax of £3,137, Water rates of £477, rectory costs of £283 plus £3,746 for travel, telephone, and other office expenses. No payments were made to other PCC members.

#### **Financial review - Designated Funds**

The designated Projects Fund for each church holds legacies and other donations that were felt by the PCC to have been given for that church. In 2018, we received two legacies of £5,000 each. Wherever possible, the PCC respects donors' wishes and uses the funds for one-off projects at the specified church.

#### **Financial review - Restricted Funds**

In 2018 a further £5,000 of the Archdeacon's loan, obtained in 2016 for roof repairs and vestry conversion at St Mark's, was repaid from the Costello Trust income, leaving a balance of only £5,000. The two major projects started at St. Mary's in 2017 -repairs to the roof valley and a new community garden project in the churchyard- were completed, the garden project being funded by a grant from Tesco.

Urgent new works to repair the guttering were started at St Mary's in 2018, and the Greave's Legacy investments were sold to assist in funding these. The money is currently held in the V-Fabric Fund. Work was completed in January 2019.

#### **Why we hold some money in reserve**

The PCC's policy is to ensure that sufficient reserves are held to cover three months of revenue expenditure and known commitments in the medium term, including:

- Expected capital expenditure for maintaining the physical state of the three listed church buildings over the next five years.
- Other commitments of expenditure linked to mission.

The PCC believes that, whilst our reserves currently exceed our minimum requirements, uncertainty over future revenue streams suggest that this is an appropriate and prudent policy to maintain.

Funds over and above day-to-day working requirements are deposited in CBF Church of England deposit accounts. This Policy is reviewed on an annual basis.

## Structure, governance and management

The Parish of Buxted & Hadlow Down is a single parish with three parish churches. The Parochial Church Council (PCC) is registered with the Charity Commission as required by the Charities Act 2011. (Reg. No. XT7790) Its governing document is the Parochial Church Councils (Powers) Measure 1956.

A separate registered charity, *The Friends of St. Margaret the Queen, Buxted* (Reg. No. 282334) raises funds for the repair and maintenance of the fabric and churchyard at St Margaret's Church.

The method of appointment of PCC members is set out in the Church Representation Rules. The PCC membership consists of the incumbent, the churchwardens, the licensed reader, members of the Deanery Synod and church members elected by those members of the congregation who are on the electoral roll of the Parish. Regular worshippers are encouraged to register on the Electoral Roll and stand for election to the PCC, or to one of the three church committees, where we try to ensure a balance of skills and experience.

PCC members are responsible for making decisions on a wide range of matters affecting the parish, including compliance with health and safety and disability legislation and child protection. In their capacity as trustees, members of the PCC are responsible for the stewardship of funds and for the appropriate accounting and reporting of parish finances.

The PCC met seven times during the year with an average level of attendance of 80%. The Standing Committee met as necessary between PCC meetings and key points arising from its deliberations were received and discussed by the full PCC. The PCC has a number of groups/sub-committees, each dealing with a particular aspect of parish life. All are responsible to the PCC and report regularly, with minutes of their decisions being received by the full PCC and discussed as necessary.

PCC members who have served at any time from 1 January 2018 until the date this report was approved are:

### Ex Officio members:

Incumbent	Rev. Dr. John Barker*	Chairman
Licensed Lay Reader	Mr John Thorpe	
Churchwarden+DSR	Mr Duncan Irvine*	Vice Chairman
Churchwarden	Mr Paul Dillon-Robinson*	
Mrs Patricia Weeks	Deanery Synod Representative	
Mr Colin Woolgrove	Deanery Synod Representative	
Mr Toby Illingworth	Deanery Synod Representative (from 18 Jul 18)	

### Elected laity members:

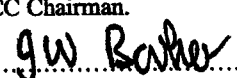
Mr Anthony Arratoon	(from 11 Apr 18)
Mrs Katharine Arratoon	
Mrs Samantha Butler	
Mr Iain Lindsay*	
Mrs Diana Midson	
Dr David Munday*	Treasurer (from 30 Sep 18)
Mr John Palmer	
Mr Keith Revoir	
Dr Lara Roberts	
Miss Lesley Watson	
Mrs Anne Yarrow*	

Total: 11 of 15 permitted

*Mrs Valerie Banks (until 14 Mar 18)*  
*Mrs Elizabeth Burditt (until 12 Apr 18)*  
*Mr Homer Cox (until 30 Sep 18)*  
*Mrs Brenda Hunnisett (until 12 Apr 18)*

\* Standing Committee Members. This is the only committee required by law. It has the power to transact the business of the PCC between its meetings, subject to directions given by the PCC.

The Trustees' Annual Report was approved by the PCC on 13 Mar 19 signed on its behalf by The Revd. Dr. John Barker, PCC Chairman.

  
Date: 13 Mar 19

**Parish of Buxted and Hadlow Down**

**Financial Statements for the year ended 31 December 2018**

**Summary of Receipts and Payments**

	Note	Unrestricted		Restricted Funds	Total All Funds 2018	Total All Funds 2017
		General Fund	Designated Funds			
		£	£	£	£	£
<b>Receipts</b>						
Donations and legacies		75,277	6,170	18,299	<b>99,746</b>	103,918
Government grants		1,600	4,758	1,392	<b>7,750</b>	5,060
Charitable activities		10,606	0	0	<b>10,606</b>	9,197
Other trading activities		24,569	0	0	<b>24,569</b>	19,787
Investments		2,053	4,389	8,243	<b>14,685</b>	13,138
<b>Total before extra-ordinary receipts</b>	<b>4</b>	<b>114,105</b>	<b>15,317</b>	<b>27,934</b>	<b>157,356</b>	<b>151,100</b>
<i>Extra-ordinary receipts</i>						
Grants from <i>The Friends of St. Margaret's</i>		873	166		<b>1,039</b>	14,635
<b>Total Receipts</b>		<b>114,978</b>	<b>15,483</b>	<b>27,934</b>	<b>158,395</b>	<b>165,735</b>
<b>Payments</b>						
Cost of raising funds		1,618	0	0	1,618	380
Charitable costs		100,335	1,330	6,369	108,034	112,008
Trading costs		7,760	0	0	7,760	6,996
<b>Total before extra-ordinary payments</b>	<b>6</b>	<b>109,713</b>	<b>1,330</b>	<b>6,369</b>	<b>117,412</b>	<b>119,384</b>
<i>Extra Ordinary Payments</i>		1,111	6,909	6,369	14,389	68,532
<b>Total Payments</b>		<b>110,824</b>	<b>8,239</b>	<b>12,738</b>	<b>131,801</b>	<b>187,916</b>
Net surplus/(shortfall) before transfers		4,154	7,244	15,196	26,595	(22,181)
Transfers between funds	<b>7</b>	0	1,600	(1,600)	0	0
<b>Net surplus/(shortfall) after transfers</b>		<b>4,154</b>	<b>8,844</b>	<b>13,596</b>	<b>26,595</b>	<b>(22,181)</b>
Bank/deposit accounts at 1 January		10,337	9,309	8,549	<b>28,195</b>	35,976
Sale/(Purchase) of investments	<b>5</b>			11,168	<b>11,168</b>	19,400
Archdeacon's loan/(repayment)	<b>8</b>			(5,000)	<b>(5,000)</b>	(5,000)
Restricted Donations - V Churchyard				488	<b>488</b>	-
<b>Bank/deposit accounts at 31 December</b>		<b>14,491</b>	<b>18,153</b>	<b>28,801</b>	<b>61,445</b>	<b>28,195</b>

**Parish of Buxted and Hadlow Down**

**Financial Statements for the year ended 31 December 2018**

**Statement of Assets and Liabilities**

	Note	Unrestricted Funds		Restricted Funds	Endowment Funds	Total All Funds 2018	Total All Funds 2017
		General Fund	Designated Funds				
<b>Assets</b>							
Bank Current account		9,491				9,491	1,337
CBF C of E Deposit Funds		5,000	18,153	28,801		51,954	26,858
<b>Total bank/deposit accounts</b>		<b>14,491</b>	<b>18,153</b>	<b>28,801</b>	<b>0</b>	<b>61,445</b>	<b>28,195</b>
Gift Aid recoverable		2,411				2,411	1,526
VAT recoverable (by grant)		923				923	4,748
<b>Total debtors</b>		<b>3,334</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,334</b>	<b>6,274</b>
<b>Investments at market value</b>		<b>35,822</b>	<b>78,009</b>	<b>88,891</b>	<b>120,560</b>	<b>323,282</b>	<b>363,075</b>
<b>Total Assets</b>		<b>53,647</b>	<b>96,162</b>	<b>117,692</b>	<b>120,560</b>	<b>388,061</b>	<b>397,544</b>
<b>Liabilities</b>							
Archdeacon's loan	8			5,000		5,000	10,000
Wedding deposits - future years		700				700	800
Utility Costs - December		576				576	828
E - Remembering Our Heroes				6,638		6,638	-
Restricted Donations - V Ch'yard				488		488	-
<b>Total Liabilities</b>		<b>1,276</b>	<b>0</b>	<b>12,126</b>	<b>0</b>	<b>13,402</b>	<b>11,628</b>

**Statement of Funds**

	Deposit Accounts					Investments @ mkt. val.
	Jan 1	Receipts	Payments	Transfers	Dec 31	
<b>Designated Funds</b>						
Q - Projects Fund	3,862	11,038	(4,073)	1,600	12,427	78,009
V - Projects Fund	249	3,918	(4,166)		1	
E - Projects Fund	5,198	527			5,725	
<b>Total designated funds</b>	<b>9,309</b>	<b>15,483</b>	<b>(8,239)</b>	<b>1,600</b>	<b>18,153</b>	<b>78,009</b>
<b>Restricted Funds</b>						
Q - Organ/Music Fund	975	2,195	(674)		2,496	71,111
V - Fabric Fund	1,147	11,539	(1,327)		11,359	-
V - Community Garden	791	2,501	(1,692)	(1,600)	0	
V - Churchyard Fund	752	4			756	
E - Churchyard Fund	1,439	2,002			3,441	17,780
E - Costello Trust	3,445	5,178	(5,000)		3,623	
E - Rem. Our Heroes	0	10,009	(3,371)		6,638	
Charity collections	0	6,162	(5,674)		488	
<b>Total restricted funds</b>	<b>8,549</b>	<b>39,590</b>	<b>(17,738)</b>	<b>(1,600)</b>	<b>28,801</b>	<b>88,891</b>
<b>Endowment Funds</b>						
Abdelnoor Trust (E)						12,145
Costello Trust (E)						108,415
<b>Total endowment funds</b>						<b>120,560</b>

This Financial Report for the year ended 31 December 2018, including the notes following, was approved by the PCC and signed on its behalf by the Revd. Dr. John W Barker, PCC Chairman.

Signed:

*JW Barker*

Date:

*22/3/19*



## Notes to the Annual Financial Report

1. The financial statements of the PCC have been prepared in accordance with the Charities Act 2011 and current Church Accounting Regulations, using the Receipts and Payments basis.
2. The financial statements do not include the results of *The Friends of St. Margaret the Queen Buxted*, a separately registered charity, which raises funds and makes grants to the PCC against specific fabric and churchyard expenditure at St Margaret's Church.
3. The PCC maintains a designated fund for each church, primarily to earmark funds specifically donated to that church from legacies, etc.

<b>4. Analysis of total receipts</b>					
	Unrestricted Funds		Restricted Funds	Total All Funds 2018	Total All Funds 2017
	General Fund	Designated Funds			
	£	£	£	£	£
Planned giving (excl tax refunds)	30,197			<b>30,197</b>	30,530
Planned giving (no tax refunds)	2,005			<b>2,005</b>	4,148
Loose cash collections	18,332			<b>18,332</b>	20,897
Gift Aid recovered	11,162			<b>11,162</b>	12,633
Legacies	5,000	5,000		<b>10,000</b>	3,734
Grants - non-Government	720		12,500	<b>13,220</b>	10,420
Other donations	7,861	1,170	5,799	<b>14,830</b>	21,556
<b>Total donations and legacies</b>	<b>75,277</b>	<b>6,170</b>	<b>18,299</b>	<b>99,746</b>	103,918
Grants - Central Government	0	4,758		<b>4,758</b>	3,173
Grants - District Government			1,392	<b>1,392</b>	1,347
Grants - Local Government	1,600			<b>1,600</b>	540
<b>Total Government Grants</b>	<b>1,600</b>	<b>4,758</b>	<b>1,392</b>	<b>7,750</b>	5,060
Fees for weddings and funerals	10,606			<b>10,606</b>	9,197
<b>Total charitable activities</b>	<b>10,606</b>	<b>0</b>	<b>0</b>	<b>10,606</b>	9,197
Fund-raising events	7,419			<b>7,419</b>	2,680
Buxted Messenger receipts	4,313			<b>4,313</b>	4,437
St. Mary's Hall receipts	10,799			<b>10,799</b>	10,207
Other Church events	2,038			<b>2,038</b>	2,463
<b>Total trading activities</b>	<b>24,569</b>	<b>0</b>	<b>0</b>	<b>24,569</b>	19,787
Dividends on investments	2,019	4,320	8,179	<b>14,518</b>	13,040
Deposit Interest	34	69	64	<b>167</b>	98
<b>Total Investment income</b>	<b>2,053</b>	<b>4,389</b>	<b>8,243</b>	<b>14,685</b>	13,138
<b>Total receipts (before extra-ordinary)</b>	<b>114,105</b>	<b>15,317</b>	<b>27,934</b>	<b>157,356</b>	151,100

During the year, the Greaves Legacy investments were sold in entirety to assist in the funding of guttering repairs to St Mary's. The money, amounting to £11,168.48, is currently being held in the 5 V - Fabric Fund. Work was completed in January 2019 and the cost, circa £22,000, will be in the 2019 accounts. A grant for £10,000 from Sussex Historic Churches Trust towards this work has also been agreed.

## Notes to the Annual Financial Report (continued)

<b>6 Analysis of total payments</b>					
	Unrestricted Funds		Restricted Funds	Total All Funds 2018	Total All Funds 2017
	General Fund	Designated Funds			
	£	£	£	£	£
Fundraising expenses	1,618			1,618	380
<b>Total cost of raising funds</b>	<b>1,618</b>	<b>0</b>	<b>0</b>	<b>1,618</b>	<b>380</b>
Charitable grants and donations	0		5,674	5,674	9,396
Parish share to Chichester Diocese	65,199			65,199	64,063
Insurance of churches	6,095			6,095	7,027
Clergy expenses	8,286			8,286	7,218
Sunday school/Children's work	507			507	680
Water, Gas, Electricity, and Oil	6,671			6,671	7,487
Printing & photocopying	2,210			2,210	1,886
Other regular church running costs	6,500		674	7,174	6,887
Church events	1,155			1,155	1,460
Church maintenance & redecoration	216	330	21	567	4,812
Miscellaneous costs	3,496	1,000		4,496	1,092
<b>Total charitable costs</b>	<b>100,335</b>	<b>1,330</b>	<b>6,369</b>	<b>108,034</b>	<b>112,008</b>
Church hall expenses	4,534			4,534	3,792
Magazine printing and other costs	3,226			3,226	3,204
<b>Total trading costs</b>	<b>7,760</b>			<b>7,760</b>	<b>6,996</b>
<b>Total payments (before extra-ordinary)</b>	<b>109,713</b>	<b>1,330</b>	<b>6,369</b>	<b>117,412</b>	<b>119,384</b>
<b>Extra-ordinary payments</b>					
Fabric & ch'yard costs Q - "Friends"	1,111			1,111	1,040
Q - Boiler replacement		1,081		1,081	27,944
Q - South Aisle development		2,992		2,992	4,592
V - Roof Valley repairs		1,188	1,202	2,390	-
V - Gutter Repairs		1,648	104	1,752	-
V - Community garden project			1,603	1,603	8,320
V - Churchyard renovations			89	89	-
V - Roof repairs				0	17,942
V - Calvary restoration				0	2,154
E - Remembering Our Heroes			3,371	3,371	-
E - Vestry conversion				0	4,818
E - Roof repairs				0	1,722
<b>Total Extra-ordinary payments</b>	<b>1,111</b>	<b>6,909</b>	<b>6,369</b>	<b>14,389</b>	<b>68,532</b>
<b>Total Payments</b>	<b>110,824</b>	<b>8,239</b>	<b>12,738</b>	<b>131,801</b>	<b>187,916</b>

<b>7 Transfers between funds</b>				
Q - temp. loan re V community garden		1,600	(1,600)	0
<b>Total transfers between funds</b>	<b>0</b>	<b>1,600</b>	<b>(1,600)</b>	<b>0</b>

8 An Archdeacon's loan of £20,000 was received in 2016 to help fund the roof repairs and vestry conversion at St Mark's. The loan is repayable over seven years without interest. Having already repaid £10,000, a further repayment of £5,000 was made in December 2018 from the Costello Deposit Account.

KEY: Q = St. Margaret the Queen V = St. Mary the Virgin E = St. Mark the Evangelist

## **BANK RECONCILIATION -31 December 2018**

**Balance per Bank Statement:** 12,272.68

### **Uncleared Deposits**

31/12/18 Credit	Deposit Interest - 1D	9.07	
			9.07

### **Uncleared Payments**

20/09/18 DirDeb	Total Gas & Power	4.56	
20/12/18 DirDeb	Total Gas & Power	40.90	
27/12/18 Chq	Chichester DBF	1,438.00	
31/12/18 Chq	Chichester DBF	13.00	
31/12/18 Chq	CRISIS	816.55	
			(2,313.01)

### **Bank Balance per Register**

9,968.74

Held as Agent - St Mary's compost bin collections

(487.50)

### **Petty Cash Balance**

9.65

### **Total Cash at Bank and in Hand**

9,490.89

# **Independent Examiner's Report to the members/trustees of the Parish of Buxted and Hadlow Down**

I report to the trustees on my examination of the accounts the PCC for the year ended 31st December 2018.

## **Responsibilities and basis of the report**

As the charity trustees of the trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the act').

I report in respect of my examination of the accounts for the year ended 31st December 2018 set out on pages 6 to 10 carried out under section 145 of the 2011 act and in carrying out my examination I have followed all applicable directions given by the Charity Commission under section 145 (5)(b) of the act.

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 a full audit and consequently I do not express an audit opinion on the accounts.

## **Independent examiner's statement**

I have completed my examination and confirm that no material matters have come to my attention in connection with the examination which would give me cause to believe that in any material respect:

1. accounting records were not kept in respect of the PCC as required by section 130 of the act; or
2. the accounts do not accord with those records.

In carrying out my examination, I noted a lapse in the keeping of accounting records recording of restricted income. At the Remembrance Day service, amounts collected were for the benefit of the Royal British Legion & Royal British Legion — Mayfield Branch. Although the bankings did identify specified amounts as for this purpose, the underlying records behind the collections were not available. I am advised that the lapse arose as a result of some circumstances which affected the cashier (who has since vacated) personally. It may be advisable for the trustees to consider whether it may be appropriate to initiate a system of Carbon Copying the underlying information as an extra precaution to ensure that these records are available in future.

Kevin Moss FCCA



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Date

22 / 03 / 2019