



PARISH OF BUXTED AND HADLOW DOWN
CHARITY REG NO. 1130925

Trustees' Annual Report and Financial Report for the year ended 31st December 2017

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

Churchwardens: Mr Anthony Arratoon, Pound Cottage, Limes Lane, Buxted
Mr Duncan Irvine, 25 Mead Lane, Buxted

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

Indep. Examiner: Miss Hazel Wells, FCA, 7 Broad Oak, 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

Parish of Buxted and Hadlow Down

Trustees' Annual Report

for the year ended 31 December 2017

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 2017 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.
- Teaching, baptising and nurturing new and existing believers
- Maintaining an overview of worship throughout the parish, whilst considering how services can involve the many groups that live within the parish
- 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
- Providing assistance to 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 2017, there were 229 parishioners on the electoral roll, of whom 70 were not resident within the parish. During 2017, eleven names were added and eleven removed, two due to death, four due to moving away, three for non-attendance and two requests for removal.

The average regular weekly attendance across the parish, counted during October, was 106 adults and 11 children. Numbers were much greater on Mothering Sunday, Easter, Harvest Sunday and particularly on Remembrance Sunday.

Compared with 2016, the number 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 2016 – 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.

Teaching, baptising and nurturing new and existing believers

In 2017 we were pleased to welcome 24 children into the family of the church, brought for baptism by their parents. There were 14 weddings and one wedding blessing; 14 church funerals and four other funerals conducted for parishioners, as well as six 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. Many of the group enjoyed the fellowship of sharing a meal before each study session. An Advent House group was also held.

Throughout 2017 the Sunday Club for children met monthly during the 10am Parish Eucharist at St. Margaret's, providing teaching through games and craft activities.

The Rector produced weekly newsletters, circulated by email and reproduced on the parish website, which included teaching on aspects of the gospels and church history, as well as thoughts for reflection and prayer.

Outreach

Parish events enjoyed by many of the local community in 2017 included an Open Gardens afternoon, Beating the Bounds, Art Exhibition, Animal Thanksgiving Service, Harvest Lunch and Harvest Supper.

The Rector and church members have also taken active roles in village events, such as the Buxted Ball, Buxted Community Quiz and Hadlow Down Festival.

A Parish Walking Group was started this year, providing anyone from the community with a chance to exercise and also have a chat and coffee. A weekly Craft Group also started, held in St. Mark's Church.

A monthly 'Bunco' evening, held in different people's homes and aimed at younger women from the local area, has been very popular, especially with non-churchgoers. The evenings enable women to meet new people and socialise whilst playing a game and sharing a meal – several women have commented that they have met neighbours who they've never met before.

"I have lived in Buxted for 20 years and still only know a couple of people and so it was lovely to meet other women who live hereabouts."
(Bunco evening guest, 2017)

The parish has strong links with both Buxted School and St. Mark's School Hadlow Down. The Rector visits both schools regularly, leading an assembly 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.

On Good Friday 2017, 30 children aged between 4 and 11 took part in a morning of craft and drama activities, culminating in a talk by the Rector in St. Mary's about the meaning of Easter.

The Signs, Rhymes and Chimes group for babies, toddlers and their carers met weekly in St. Margaret's Church. As well as teaching sign language and musical activities, the group is a regular meeting place for the mothers who give great support to each other.

"I have taken both my daughters to Signs Rhymes and Chimes because I love it so much! It is a wonderfully supportive group. My baby loves to shake the rattles and she also loves the singing. What I love is having a group of Mums that I can chat to, I really value these friendships." (Comment from local mother, 2017)

A Junior Choir also started this year, led by Ella Barker; the choir sang at some church services, and also at several village events. At Christmas they sang carols at Buxted Court, much to the enjoyment of the residents.

Provision of the church buildings and churchyards for people to enjoy

All three church buildings are open during the day for anyone seeking a quiet place for prayer and contemplation.

Our churches continue to be appreciated by our parishioners and many others, as a space where life events are celebrated with joy and thanksgiving. The support given at these special services by the wardens, bell-ringers and choir are particularly appreciated by families.

*"Our wedding service was such a happy occasion and everything went smoothly thanks to the time and care taken by everyone involved at the church."
(Bride married at St. Margaret's, 2017)*

Use of the buildings by local groups is also encouraged. During 2017 there were well-attended concerts in both St. Mary's and St. Margaret's, making full use of the good acoustics. Refreshments were provided to enable concert-goers to socialise after enjoying the talents of the musicians.

The new toilet and kitchen at St. Mark's have not only allowed it to be used by the Craft group, but a Cub Pack also now meets weekly in the church. St. Mary's Hall is also used by local groups, as well as by Stepping Stones Pre-School.

The churchyards are also important to the community and members of the parish work hard to maintain them. A project to create a community garden in St. Mary's churchyard is nearing completion; the garden should be a peaceful area in the centre of the village and also provide a place for the children from Stepping Stones Pre-school to learn about growing plants.

Major roof repairs, and the vestry conversion project, providing toilet and kitchen, at St. Mark's were completed in 2017. Other improvements to the fabric of our buildings included repairs to the roof of St. Mary's Church to prevent the ingress of water and a new gas boiler installed at St. Margaret's. These projects have created much warmer and more inviting spaces, particularly during the colder months.

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

*"A place of great spirituality and beauty"
"Thank you for having us in this beautiful church to celebrate"
"Thank you for leaving the church open...Beautiful church and stunning yew tree!"
"Place of rest in this troubled world"
"How humbling to be in the presence of centuries of prayers, thanks and celebrations and the joys and fears of human experience"
(Comments written in the visitors' books of the three churches in 2017)*

Spatial reordering of the church building and future projects

It is hoped to proceed with plans to reorder St. Margaret's Church in order to provide better kitchen facilities and a toilet with wheelchair access. These improvements would benefit parishioners by making the building more usable for both parish events and local community groups.

Provision of pastoral care for people living in the parish

Considerable time has been devoted this year, particularly by the Rector, to making regular visits to parishioners in need of pastoral support – 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 Rector has started holding a regular Eucharist Service at Hurstwood View Care Home and a small group of parishioners, with the Rector, go to Saxon Court once a month to share in a simple service and talk to the residents.

Once a month, the Lunch Club, which is aimed at the elderly and those living alone, provides a hot Sunday lunch to approximately 30 people.

"It is wonderful to meet up with old friends every month, people who I would not otherwise see now. And the food is great also!" (Comment from a regular participant, now elderly and living alone, 2017)

Provision of tangible support to the poor and needy

Harvest gifts this year were given to be used for Diocesan Family Support Work and in November over 40 shoeboxes, filled with gifts, were delivered to 'Link to Hope 2017', to be distributed in Eastern Europe. Two Syrian refugee families were bought household items in December, enabling them to live more comfortably in their new homes - one in the parish, following a concert to raise funds.

".....took your shoeboxes to them full of wonderful gifts of shower gel, shampoo, plasters, knitted hats, scarves, games, cuddly toys, reading glasses, sweets, tools, candles and other gifts to bless them. They were amazed by such gifts and opened each box with wonder, even the outer cartons were taken away and used."

(Extract from the 'Link to Hope' blog about distributing shoeboxes to a gypsy community in the Ukraine)

Throughout the year collections of food are made for donation to a Food Bank.

Other charitable giving

Charitable giving this year has included money raised during Lent for Demelza Hospice Care for Children, support to two DEC Appeals, for Myanmar and for East Africa, as well as a range of local and national charities. In total, £9,396 was donated over the year.

Financial review - General Fund

The classification of receipts and payments has changed this year, following new Charity Commission and Church of England directives. Last year's figures have been adjusted for comparison purposes.

Total receipts before extra-ordinary items were £110,630, an increase of £10,548 (10.5%) over 2016. Total donations and legacies, at £79,335, were £11,276 (16.6%) up on 2016. This was mainly thanks to donations from the Buxted Ball and the Buxted Community Quiz totalling £7,900 and to collections at services, which were £2,833 (15.7%) higher.

Sharing the ministry costs of the Diocese of Chichester

The largest expenditure of the PCC was the sum of £64,063 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 4.5% on the previous year. Approximately 67% 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 allocated parish ministry costs.

Clergy costs showed a significant increase over 2016, during nine months of which the Parish was in an interregnum.

After transfers between funds, the General Fund showed a net surplus of £6,599 for the year.

For 2018, we are currently forecasting a shortfall of £5,000 and the PCC is working on a variety of initiatives to eliminate this shortfall.

Trustee payments and expenses

The PCC supported the incumbent by paying council tax of £3,394, water rates of £216, rectory costs of £137 plus £3,092 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 (see note 3 on page 9) holds legacies and other donations given to that church. In 2017, we received two legacies totalling £3,734. Wherever possible, the PCC respects donors' wishes and uses the funds for one-off projects at the beneficiary church. In 2017, we installed a new gas boiler at St. Margaret's at a total cost of £27,500. *The Friends of St. Margaret's* kindly gave us a grant for half of this cost and the other 50% was taken from the St Margaret's Projects Fund.

Financial review - Restricted Funds

2017 saw the completion of the roof repair and vestry conversion projects at St. Mark's. Due to the large fluctuation between 2016 and 2017, we have shown Government grants as a separate category of receipts on page 9, especially as we had to refund £3,522 of the Roof Repair grant received in 2016, which accounts for the negative figure in 2017. Finalisation of these projects enabled us to repay a further £5,000 of the Archdeacon's loan.

Two major projects were started at St. Mary's, namely repairs to the roof valley and a new community garden project in the churchyard, which was funded by a grant from Tesco.

Why we hold some money in reserve

It is PCC policy is to maintain in general reserves between three and six months of unrestricted payments to ensure continued financial security and to provide for contingencies.

General Fund reserves are currently within this range and the PCC believes that this is an appropriate and prudent policy to maintain.

In addition to the General Fund, the PCC maintains and reviews a designated fund for each of the three churches. These hold bequests and donations to that church, which are earmarked for their particular needs.

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. 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 eight times during the year with an average level of attendance of 71%. 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 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 2017 until the date this report was approved are:

Ex Officio members:

| | | |
|-------------------|-----------------------|---------------|
| Incumbent: | Rev. Dr. John Barker* | Chairman |
| Licensed reader | Mr John Thorpe | |
| Churchwarden: | Mr Anthony Arratoon* | |
| Churchwarden/DSR: | Mr Duncan Irvine* | Vice Chairman |

Elected members:

| | |
|--|------------------------------|
| Mrs Patricia Weeks | Deanery Synod Representative |
| Mr Colin Woolgrove* | Deanery Synod Representative |
| Mrs Katharine Arratoon | |
| Mrs Valerie Banks | |
| Mrs Elizabeth Burditt (from 12 April 2017) | |
| Mrs Samantha Butler | |
| Mr Homer Cox* | Treasurer |
| Mrs Brenda Hunnisett | |
| Mr Iain Lindsay (from 12 April 2017) | |
| Mrs Diana Midson | |
| Dr David Munday (from 10 May 2017) | |
| Mr John Palmer | |
| Mr Keith Revoir | |
| Dr Lara Roberts (from 8 November 2017) | |
| Miss Lesley Watson | |
| Mrs Anne Yarrow* | |

Mr Mike Ford (until 19 December 2017)

Mr Paul Haswell (until 12 April 2017)

Mrs Fiona Hedges (until 12 April 2017)

Mrs Alison Ledward (until 12 April 2017)

Mr Norman Longley (until 12 April 2017)

Mr Jonathan Longstaff (from 13 September 2017 to 7 January 2018)

Mr Arthur Razzell (Lay Minister until 11 June 2017)

Mr Brian Richardson (from 12 April 2017 until 8 November 2017)

* 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 14 March 2018 signed on its behalf by The Revd. Dr. John Barker, PCC Chairman.

(signed)

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Date: 14 March 2018

Parish of Buxted and Hadlow Down

Financial Statements for the year ended 31 December 2017

Summary of Receipts and Payments

| | | Unrestricted | | Restricted | Total | Total |
|--|----------|----------------|-----------------|-----------------|-----------------|-----------------|
| | | General | Designated | | All Funds | All Funds |
| | Note | Fund | Funds | Funds | 2017 | 2016 |
| | | £ | £ | £ | £ | £ |
| Receipts | | | | | | |
| Donations and legacies | | 79,335 | 3,834 | 20,749 | 103,918 | 78,792 |
| Government grants | | 791 | 3,814 | 455 | 5,060 | 52,184 |
| Charitable activities | | 9,197 | 0 | 0 | 9,197 | 6,438 |
| Other trading activities | | 19,379 | 408 | 0 | 19,787 | 17,169 |
| Investments | | 1,928 | 4,402 | 6,808 | 13,138 | 12,903 |
| Total before extra-ordinary receipts | 4 | 110,630 | 12,458 | 28,012 | 151,100 | 167,486 |
| <i>Extra-ordinary receipts</i> | | | | | | |
| Grants from <i>The Friends of St. Margaret's</i> | | 1,040 | 13,595 | | 14,635 | 2,312 |
| Total Receipts | | 111,670 | 26,053 | 28,012 | 165,735 | 169,798 |
| Payments | | | | | | |
| Cost of raising funds | | 380 | 0 | 0 | 380 | 568 |
| Charitable costs | | 99,826 | 0 | 12,182 | 112,008 | 101,270 |
| Trading costs | | 6,996 | 0 | 0 | 6,996 | 7,287 |
| Total before extra-ordinary payments | 5 | 107,202 | 0 | 12,182 | 119,384 | 109,125 |
| <i>Extra-ordinary payments</i> | | | | | | |
| Fabric & ch'yard costs Q - " <i>Friends</i> " | | 1,040 | | | 1,040 | 2,312 |
| Q - boiler replacement | | | 27,944 | | 27,944 | 3,906 |
| Q - South aisle development | | | 4,592 | | 4,592 | 17,177 |
| V - roof repairs | | | 6,251 | 11,691 | 17,942 | - |
| V - community garden | | | | 8,320 | 8,320 | - |
| V - Calvary restoration | | | | 2,154 | 2,154 | - |
| V - car park repairs | | | | | - | 2,268 |
| E - vestry conversion | | | 1,020 | 3,798 | 4,818 | 45,447 |
| E - roof repairs | | | | 1,722 | 1,722 | 62,335 |
| Total Payments | | 108,242 | 39,807 | 39,867 | 187,916 | 242,570 |
| Net surplus/(shortfall) before transfers | | 3,428 | (13,754) | (11,855) | (22,181) | (72,772) |
| Transfers between funds | 6 | 3,171 | (1,192) | (1,979) | 0 | 0 |
| Net surplus/(shortfall) after transfers | | 6,599 | (14,946) | (13,834) | (22,181) | (72,772) |
| Bank/deposit accounts at 1 January | | 3,738 | 17,255 | 14,983 | 35,976 | 92,751 |
| Sale/(purchase) of investments | | | 7,000 | 12,400 | 19,400 | 997 |
| Archdeacon's loan/(repayment) | | | | (5,000) | (5,000) | 15,000 |
| Bank/deposit accounts at 31 December | | 10,337 | 9,309 | 8,549 | 28,195 | 35,976 |

Parish of Buxted and Hadlow Down

Financial Statements for the year ended 31 December 2017

Statement of Assets and Liabilities

| Assets | Note | Unrestricted Funds | | Restricted Funds | Endowment Funds | Total All funds 2017 | Total All funds 2016 |
|------------------------------------|------|--------------------|------------------|------------------|-----------------|----------------------|----------------------|
| | | General Fund | Designated Funds | | | | |
| Bank Current account | | 1,337 | | | | 1,337 | 1,238 |
| CBF C of E Deposit Funds | | 9,000 | 9,309 | 8,549 | | 26,858 | 34,738 |
| Total bank/deposit accounts | | 10,337 | 9,309 | 8,549 | 0 | 28,195 | 35,976 |
| Gift Aid recoverable | | 1,526 | | | | 1,526 | 2,218 |
| VAT recoverable (by grant) | | 4,748 | | | | 4,748 | 805 |
| Total debtors | | 6,274 | 0 | 0 | 0 | 6,274 | 3,023 |
| Investments at market value | | 40,860 | 84,823 | 107,377 | 130,015 | 363,075 | 365,149 |
| Total assets | | 57,471 | 94,132 | 115,926 | 130,015 | 397,544 | 404,148 |
| Liabilities | | | | | | | |
| Archdeacon's loan | 7 | | | 10,000 | | 10,000 | 15,000 |
| Wedding deposits - future years | | 800 | | | | 800 | 1,100 |
| Utility costs - December | | 828 | | | | 828 | 636 |
| E - project costs outstanding | | | | | | - | 2,391 |
| E - LPOW Roof grant overpaid | | | | | | - | 3,522 |
| Total liabilities | | 1,628 | 0 | 10,000 | 0 | 11,628 | 22,649 |

Statement of Funds

| | Deposit Accounts | | | | | Investments @ mkt. val. |
|-------------------------------|------------------|---------------|-----------------|----------------|--------------|-------------------------|
| | Jan 1 | Receipts | Payments | Transfers | Dec 31 | |
| Designated Funds | | | | | | |
| Q - Projects Fund | 6,984 | 31,014 | (32,536) | (1,600) | 3,862 | 84,823 |
| V - Projects Fund | 4,556 | 1,523 | (6,251) | 421 | 249 | |
| E - Projects Fund | 5,715 | 516 | (1,020) | (13) | 5,198 | |
| Total designated funds | 17,255 | 33,053 | (39,807) | (1,192) | 9,309 | 84,823 |
| Restricted Funds | | | | | | |
| Q - Organ/Music Fund | 980 | 1,471 | (1,476) | | 975 | 78,329 |
| V - Fabric Fund | 708 | 12,131 | (11,692) | | 1,147 | 10,998 |
| V - Community Garden | 0 | 7,511 | (8,320) | 1,600 | 791 | |
| V - Churchyard Fund | 0 | 2,906 | (2,154) | | 752 | |
| E - Churchyard Fund | 1,311 | 3,438 | (3,310) | | 1,439 | 18,050 |
| E - Vestry Fund | 5,076 | 4,090 | (8,798) | (368) | 0 | |
| E - Roof Repair Fund | 2,228 | (3,520) | (1,721) | 3,013 | 0 | |
| E - Costello Trust | 4,680 | 4,989 | | (6,224) | 3,445 | |
| Charity collections | 0 | 7,396 | (7,396) | | 0 | |
| Total restricted funds | 14,983 | 40,412 | (44,867) | (1,979) | 8,549 | 107,377 |
| Endowment Funds | | | | | | |
| Abdelnoor Trust (E) | | | | | | 12,718 |
| Costello Trust (E) | | | | | | 117,297 |
| Total endowment funds | | | | | | 130,015 |

This Financial Report for the year ended 31 December 2017, including the notes following, was approved by the PCC and signed on its behalf by the Revd. Dr. John W Barker, PCC Chairman.

(signed)

Date: 14 March 2018

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.

4. Analysis of total receipts

| | <u>Unrestricted Funds</u> | | Restricted | Total | <i>Total</i> |
|---|---------------------------|---------------|---------------|------------------|------------------|
| | General | Designated | | All funds | <i>All funds</i> |
| | Fund | Funds | Funds | 2017 | <i>2016</i> |
| | £ | £ | £ | £ | £ |
| Planned giving (excl tax refunds) | 30,530 | | | 30,530 | 30,198 |
| Planned giving (no tax refunds) | 4,148 | | | 4,148 | 4,566 |
| Loose cash collections | 20,897 | | | 20,897 | 21,363 |
| Gift Aid recovered | 12,633 | | | 12,633 | 11,893 |
| Legacies | | 3,734 | | 3,734 | 0 |
| Grants - non-Government | 720 | | 9,700 | 10,420 | 7,332 |
| Other donations | 10,407 | 100 | 11,049 | 21,556 | 3,440 |
| Total donations and legacies | 79,335 | 3,834 | 20,749 | 103,918 | 78,792 |
| Grants - Central Government | 251 | 3,814 | (892) | 3,173 | 46,338 |
| Grants - District Government | | | 1,347 | 1,347 | 5,306 |
| Grants - Local Government | 540 | | | 540 | 540 |
| Total Government Grants | 791 | 3,814 | 455 | 5,060 | 52,184 |
| Fees for weddings and funerals | 9,197 | | | 9,197 | 6,438 |
| Total charitable activities | 9,197 | | | 9,197 | 6,438 |
| Fund-raising events | 2,272 | 408 | | 2,680 | 2,894 |
| Buxted Messenger receipts | 4,437 | | | 4,437 | 3,478 |
| St. Mary's Hall receipts | 10,207 | | | 10,207 | 8,625 |
| Other Church events | 2,463 | | | 2,463 | 2,172 |
| Total trading activities | 19,379 | 408 | | 19,787 | 17,169 |
| Dividends on investments | 1,918 | 4,358 | 6,764 | 13,040 | 12,564 |
| Deposit Interest | 10 | 44 | 44 | 98 | 339 |
| Total Investment income | 1,928 | 4,402 | 6,808 | 13,138 | 12,903 |
| Total receipts (before extra-ordinary) | 110,630 | 12,458 | 28,012 | 151,100 | 167,486 |

Notes to the Annual Financial Report (continued)

5. Analysis of total payments

| | <u>Unrestricted Funds</u> | | Restricted | Total | <i>Total</i> |
|---|---------------------------|------------|------------|------------------|------------------|
| | General | Designated | Funds | All funds | <i>All funds</i> |
| | Fund | Funds | Funds | 2017 | <i>2016</i> |
| | £ | £ | £ | £ | £ |
| Fundraising expenses | 380 | | | 380 | 568 |
| Total cost of raising funds | 380 | 0 | 0 | 380 | 568 |
| Charitable grants and donations | 2,000 | | 7,396 | 9,396 | 5,067 |
| Parish share to Chichester Diocese | 64,063 | | | 64,063 | 61,325 |
| Insurance of churches | 7,027 | | | 7,027 | 7,215 |
| Clergy expenses | 7,218 | | | 7,218 | 3,205 |
| Sunday school/Children's work | 680 | | | 680 | 741 |
| Water, Gas, Electricity, and Oil | 7,487 | | | 7,487 | 6,679 |
| Printing & photocopying | 1,886 | | | 1,886 | 2,079 |
| Other regular church running costs | 5,411 | | 1,476 | 6,887 | 8,272 |
| Church events | 1,460 | | | 1,460 | 1,264 |
| Church maintenance & redecoration | 1,502 | | 3,310 | 4,812 | 1,702 |
| Miscellaneous costs | 1,092 | | | 1,092 | 3,721 |
| Total charitable costs | 99,826 | | 12,182 | 112,008 | 101,270 |
| Church hall expenses | 3,792 | | | 3,792 | 4,660 |
| Magazine printing and other costs | 3,204 | | | 3,204 | 2,627 |
| Total trading costs | 6,996 | | | 6,996 | 7,287 |
| Total payments (before extra-ordinary) | 107,202 | | 12,182 | 119,384 | 109,125 |

6. Transfers between funds

| | | | | |
|--------------------------------------|-------|---------|---------|---|
| V - pascal candle stand compensation | (200) | 200 | | 0 |
| V - fund-raising events | (221) | 221 | | 0 |
| Q - temp. loan re V community garden | | (1,600) | 1,600 | 0 |
| E - churchyard costs | | (13) | 13 | 0 |
| E - Costello Fund re fabric/heating | 3,592 | | (3,592) | 0 |
| Total transfers between funds | 3,171 | (1,192) | (1,979) | 0 |

7. An Archdeacon's loan of £20,000 was received in 2016 to help fund the roof repairs and vestry conversion at E. The loan is repayable over seven years without interest. Having already repaid £10,000, there is no obligation for a repayment in 2018, but a further repayment in 2018 is anticipated.

KEY:

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

Independent Examiner's Report

to the PCC of the Parish of Buxted and Hadlow Down

for the year ended 31st December, 2017

This is my report to the Parochial Church Council of the Ecclesiastical Parish of Buxted and Hadlow Down (PCC), on the annual report for the year ended 31st December 2017 set out on pages 7 to 10.

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. 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. 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 material matters have come to my attention which give me cause to believe that, in any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts do not accord with the accounting records

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Examiner's signature (signed)

Examiner's name Miss Hazel Wells

Date 15 March 2018

Relevant professional qualification(s) or body F.C.A.

Examiner's address Balanced Accounting LLP, Unit K, The Brewery,
Bells Yew Green, Tunbridge Wells, TN3 9BD