

ST JAMES the GREAT, BLENDON

**Annual Report
and
Financial Statements
of the
Parochial Church Council**

For the year ended 31 December 2019

**Incumbent:
The Rev Ian Smith
37 Bladindon Drive
Blendon
Kent
DA5 3BS**

**Bank:
Santander plc
BBAM Bridle Road
Bootle
Merseyside
GIR 0AA**

**Independent Examiner:
Mr Richard Percival
34 Cranbrook Road
BEXLEYHEATH
Kent
DA7 5EY**

Registered charity number 1176355

**Independent Examiner's Report to the Parochial Church Council
of St James the Great, Blendon**

I report to the trustees (ie the members of the PCC) on my examination of the accounts of the Parochial Church Council (the PCC) for the year ended 31st December 2019.

Responsibilities and basis of report

As the charity trustees of the PCC 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 PCC's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving 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.

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

Signature

Date

.....

Date

Mr Richard Percival
34 Cranbrook Road
BEXLEYHEATH
Kent DA7 5EY

St James the Great, Blendon

**Statement of Financial Activities
for the year ending 31st December 2019**

		Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2019	Total Funds 2018
	<i>Note</i>	£	£	£	£	£
Incoming Resources						
Voluntary income	2a	57,419	113	4,351	61,883	67,911
Activities for generating funds	2b	3,345	-	-	3,345	3,429
Income from Investments	2c	71	44	-	115	128
Income from Church activities	2d	25,621	-	-	25,621	25,242
Other incoming resources	2e	-	-	-	-	-
Total Incoming Resources		86,456	157	4,351	90,964	96,710
Outgoing Resources						
Costs of generating funds	3a	332	-	-	332	166
Church activities	3b	80,354	414	4,455	85,223	106,538
Other resources expended	3c	565	-	-	565	7,836
Total Outgoing Resources		81,252	414	4,455	86,120	114,540
Net Incoming/(Outgoing) before transfers		5,204	(257)	(104)	4,843	(17,829)
Transfers		(2,200)	2,385	-	185	-
Net Movement in Funds		3,004	2,128	(104)	5,028	(17,829)
Balances brought forward at 1st January 2019		21,953	21,684	501	44,139	61,966
Balances carried forward at 31st December 2019		24,957	23,812	397	49,167	44,137

St James the Great, Blendon

Balance Sheet as at 31 December 2019

		Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2019	Total Funds 2018
		£	£	£	£	£
Fixed Assets						
Tangible	Note 3(d)	0			0	0
Current Assets						
Debtors	Note 6	1,077	0	0	1,077	408
Unclaimed Tax	Note 6	2,175	0	719	2,894	3,201
Short Term Deposits		17,775	15,713	0	33,487	36,172
Cash at bank & in hand		4,130	8,100	-322	11,908	4,629
		25,157	23,812	397	49,366	44,410
Current Liabilities						
Creditors	Note 6	202	0	0	202	274
Net Assets		24,955	23,812	397	49,164	44,136
Funds						
	Note 7					
Unrestricted Funds		24,957	0	0	24,957	21,953
Designated Funds		0	23,812	0	23,812	21,684
Restricted Funds		0	0	397	397	501
		24,957	23,812	397	49,166	44,139

Approved by the Parochial Church Council under rule M29 of the Parish Governance

Rules on June 2020 and signed on its behalf by:

DRAFT

Chairman

DRAFT

Churchwarden

St James the Great, Blendon

Notes to the Annual Accounts for the year ended 31 December 2019

1. NOTES TO THE ACCOUNTS

1.1 ACCOUNTING POLICIES

The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Charities SORP.

The financial statements have been prepared under the historical cost convention. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law.

1.2 FUNDS

Restricted Funds

Restricted Funds represent income and donations given for a specific object. The funds may only be expended on the specific purpose for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund at the year end.

Unrestricted Funds

Unrestricted Funds represent the general funds which can be used by the PCC for ordinary purposes.

1.3 INCOMING RESOURCES

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the donation to which they relate is received. Grants and legacies are accounted for when received; and interest when credited by the payer. All incoming resources are accounted for gross.

1.4 RESOURCES EXPENDED

Grants and donations are accounted for when paid or (if the award creates a binding obligation on the PCC) when awarded. All other expenditure is recognised when it is incurred and is accounted for gross. Amounts received specifically for mission are dealt with in restricted funds.

1.5 FIXED ASSETS

Section 10 of the Charities Act 2011 excludes consecrated and benefice property from the requirements of the Act; such property is not included in these accounts.

Moveable Church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory (which may be inspected on reasonable notice to the churchwardens). For acquisitions before 2000 insufficient cost information is available and such assets are not included in the Balance Sheet.

Items purchased for £1000 or less are written off on acquisition; other equipment purchased for use in the church is depreciated on a straight-line basis over 4 years. At the end of 2018, all such items purchased were fully depreciated; and so no value was ascribed to tangible fixed assets.

St James the Great, Blendon**Notes to the Annual Accounts for the year ended 31 December 2019****2. INCOMING RESOURCES**

	Unrestricted funds £	Designated funds £	Restricted funds £	2019 Total £	2018 Total £
<u>a) Voluntary income</u>					
Planned giving	31,999	-	-	31,999	33,586
Income tax recovered/ recoverable	10,598	-	719	11,317	12,684
Collections & other giving (including Gift Day)	14,822	-	3,631	18,452	13,472
Legacies	-	-	-	-	8,000
Designated donations	-	113	-	113	169
<u>b) Activities for generating funds</u>					
Magazine revenues	30	-	-	30	453
Fundraising	3,315	-	-	3,315	2,976
<u>c) Income from Investments</u>					
Interest	71	44	-	115	128
<u>d) Income from Church activities</u>					
Fees	2,425	-	-	2,425	3,600
Hall rentals	23,196	-	-	23,196	21,642
Remembrance Book	-	-	-	-	-
Photocopier income	-	-	-	-	-
<u>e) Other incoming resources</u>					
Other income	-	-	-	-	-
TOTAL INCOMING RESOURCES	86,455	157	4,351	90,962	96,710

St James the Great, Blendon**Notes to the Annual Accounts for the year ended 31 December 2019**

3. RESOURCES USED	Unrestricted funds £	Designated funds £	Restricted funds £	2019 Total £	2018 Total £
<u>a) Costs of generating funds</u>					
Envelope Scheme	150	-	-	150	114
Cost of Fetes & Bazaars	182	-	-	182	52
<u>b) Church Activities</u>					
Missions	8,834	-	4,455	13,289	15,294
Ministry costs (Diocese)	53,100	-	-	53,100	60,000
Clergy & Vicarage expenses	3,518	-	-	3,518	1,983
Organists	4,423	-	-	4,423	4,511
Mission & evangelism	185	-	-	185	-
Church running expenses	2,309	414	-	2,723	17,089
Costs of trading (magazine)	-	-	-	-	46
Church utility bills	3,886	-	-	3,886	3,187
Hall Running costs	3,356	-	-	3,356	3,020
Repairs & Maintenance	743	-	-	743	1,378
Minor improvements	-	-	-	-	32
Contribution to Diocese	-	-	-	-	-
<u>c) Other resources expended</u>					
Church management	565	-	-	565	935
Depreciation charge (below)	-	-	-	-	6,901
Miscellaneous	-	-	-	-	-
TOTAL RESOURCES USED	81,252	414	4,455	86,120	114,540

d) Depreciation

All spending on church equipment, fixtures & fittings (e.g. data projection system; chancel carpet & chairs; vestry refurb; windows) was fully depreciated by 31.12.2018. A nil value is therefore shown for "Fixed Assets" and for Depreciation.

St James the Great, Blendon

Notes to the Financial Statements for the year ended 31 December 2019

Note 4: STAFF COSTS

All persons undertaking work on behalf of the PCC during the year, including musicians and the cleaner, were self-employed subcontractors, paid on the basis of invoices for work done. As such they are not considered to be employees of the church; and it is their responsibility to pay any social security costs arising. There were therefore no staff costs during 2019 (as was also the case in 2018).

Note 5: RELATED PARTY TRANSACTIONS

(Previously shown as "PAYMENTS TO PCC MEMBERS")

A small immaterial portion of the expenses paid to the Incumbent may have related to his services in chairing the PCC. One member of the PCC received payment of £4,294 (2018: £4,343), for her services as Director of Music. To comply with its legal obligations, the PCC has decided that it is in its best interests that she continue as Director of Music; and the PCC has entered into a written contract for this work. Another member of the PCC has provided musical services on an ad-hoc basis, when the Director of Music has been unavailable; he has been paid the PCC's standard musician's rate for such services, amounting to £129 in the year. The number of PCC members who have received payments for goods and services provided is just two, which is a minority of the PCC, as required by law.

Apart from the clergy working expenses disclosed at note 3 (Resources Used), all other payments to PCC members relate to their acting as agents for the PCC in making purchases on its behalf and being reimbursed for this; such expenditure does not need to be disclosed. Of the clergy expenses, £272.40 represented mileage costs; the remainder was reimbursement of expenditure incurred on the PCC's behalf.

PCC members are among those who give to St James. In 2019, the Gift Aid Secretary recorded gifts totalling £25,420 (2018: £20,127) from PCC members and their spouses. Other unrecordable gifts may also have been made - e.g. cash offerings in the collection plate.

Note 6: DEBTORS AND CREDITORS

At 31st December, sums were due from three Hall users, in respect of 2019; and there were also some pre-payments - all these are shown as "Debtors". A bill for cleaning services undertaken during December was received after the year end; this is shown under "Creditors" - and the cleaning bill was paid on 30th January. There was also unclaimed tax, on Gift Aid donations received during 2019, including gifts to St James for the benefit of other charities, such as the Harvest giving to our Mission Partners. The tax payment was received on 17th January.

St James the Great, Blendon

Notes to the Financial Statements for the year ended 31 December 2019

Note 7

DESIGNATED FUNDS

	Opening Balance	Income	Expenditure	Transfers	Closing Balance
Church Repair Fund	13,468.61	43.92	-	2,200.00	15,712.53
Alpha	43.03	-	-	-	43.03
Messy Church	41.08	113.29	338.96	184.59	-
Churches Together Concert	133.82	-	75.00	-	58.82
Legacy	8,000.00	-	-	-	8,000.00
	<u>21,686.54</u>	<u>157.21</u>	<u>413.96</u>	<u>2,384.59</u>	<u>23,814.38</u>

The Church Repair Fund is held by the Diocese on behalf of the PCC towards costs of repairs arising from future quinquennial inspections.

The Alpha Fund is designated towards the costs of the Alpha Course.

RESTRICTED FUNDS

	Opening Balance	Income	Expenditure	Transfers	Closing Balance
Flowers	201.75	-	-	-	201.75
Mission Partners (Harvest)	-	3682.12	3682.12	-	-
British Legion	-	0.00	0.00	-	-
Christian Aid	228.12	187.00	228.12	-	187.00
Children's Society	-	0.00	0.00	-	0.00
Open Doors	63.94	0.00	63.94	-	0.00
Porchlight	-	418.00	418.00	-	0.00
Macmillan	0.60	0.00	0.00	-	0.60
Shoeboxes	5.00	0.00	0.00	-	5.00
DEC Mozambique	-	62.51	62.51	-	0.00
	<u>499.41</u>	<u>4,349.63</u>	<u>4,454.69</u>	<u>-</u>	<u>394.35</u>

Restricted funds are held in the PCC's general funds for the specific purposes stated. The major amounts, at year-end, are the fund for Flowers (which originated with a legacy from the late Mary Sampson); and the proceeds (including Gift Aid) from a special collection during December; a cheque was sent to Christian Aid during January 2020.