

The Parish of St James the Great
Albert Hill, Darlington
Parochial Church Council



**ANNUAL REPORT
AND FINANCIAL STATEMENTS
31ST DECEMBER 2021**

The Parish of St. James the Great, Albert Hill, Darlington

Annual Report and Financial Statements 31st December 2021

Administrative information

St. James's Church is situated at Allen Street, Darlington. It is part of the Diocese of Durham within the Church of England. The correspondence address is Allan Street, Darlington DL1 2LU

The Parochial Church Council (PCC) is a charity registered with the Charity Commission – Registered Number 1127841.

PCC members who have served from 1st January 2021 until the date this report was approved are:

Incumbent:

The Reverend Michael Way

Wardens:

Mr David Warren

Mrs Judith Wilson

Secretary:

Mr David Warren (acting)

Treasurer:

Mr David Warren

Representatives on the Deanery Synod (2):

Mrs Judith Wilson; Mr David Warren

Elected Members:

Mrs Andrea Burton; Mr Raymond Flowers; Mrs Mary Sweeten

Bankers:

CAF Bank Limited
25 Kings Hill Avenue
Kings Hill
West Malling
Kent ME19 4JQ

Independent Examiner

Eric Southwick BA(Hons) FCA FCIE DChA
Eric Southwick & Co
Charity Accountants
51 The Avenue
Seaham
Co Durham
SR7 8NS

The Parish of St. James the Great, Albert Hill, Darlington

Annual Report and Financial Statements 31st December 2021

Structure, governance and management

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

Objectives and Activities

The PCC of St James' has the responsibility of co-operating with the incumbent, the Reverend Michael Way, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the Church Hall, at Grey Street, Darlington.

Achievements and Performance

Church attendance

The Church of England requires a statistical return of attendance based on the month of October. For 2021, the average weekly attendance was 25. (*The average weekly attendance figure is based on the number of individuals who have attended at least one service during the week*)

Communicants:	
Easter Day	35
Christmas (Including Midnight)	14
Baptisms:	
Under 1 year	6
Adult	0
Occasional Services:	
Funerals	4
Weddings	1
Confirmation:	0

Electoral Roll

The Church Representation Rules required that the Electoral Roll be revised in 2021. This was carried out by Raymond Flowers, Electoral Roll Officer, prior to the Annual Meeting of 2021, the numbers registered are:

Resident: 28 Non-Resident: 301 Total: 58

Review of the year

The full PCC met 4 times during the year with an average level of attendance of over 95% and at various times during the year considered

- Green Shoots Project
- Covid-19 Mitigation
- Liturgical programme
- Hall floor and potential refurbishment of the hall
- Hall lettings
- Safeguarding including training requirements
- Church finances

Once again, the year presented financial challenges that were met thanks to the generosity of our congregation, and a significant increase in income from hiring out the hall to two regular corporate users. We were able to pay our Parish Share pledge of £9,000 in full and felt able to make a similar pledge for the year 2022.

A full liturgical calendar has been upheld including Holy Week; Easter Triduum; May Festival and Patronal Festival. Evensong in accordance with the Book of Common Prayer and followed with Benediction continued throughout 2021, being held on the first Sunday of each month.

The Parish of St. James the Great, Albert Hill, Darlington

Annual Report and Financial Statements 31st December 2021

Review of the year (Continued)

A successful pilgrimage to Walsingham took place in September with five pilgrims. A Pilgrimage for May 2022 has been booked and the number of people expected to take part is ten. On that occasion we will be joined by two pilgrims from St Mark's Church

Roger Ohr has continued as our organist throughout 2021, providing music at the Sunday Mass and on other occasions throughout the year. He has also played at funerals where music has been requested.

The parish has continued to play a full part in the life of the Deanery Synod through the attendance by our elected representatives at meetings and other events. We make a small financial contribution each month towards the costs of the neighbouring parish of St Andrew's Christians Against Poverty group.

Father Michael Way was invited to join a Diocesan clergy development initiative and resulting from this the 'Green Shoots' project has been developed which seeks to create opportunities for greater community participation in various initiatives some of which are in the early stages of development. Part of the project is about refurbishing the church hall to make it more versatile, and to repurpose a room currently used for storage. This room will become a chapel dedicated to St Hilda where weekday services may be held, and which will also be used as a quiet room.

Much goes on behind the scenes to ensure the church looks as glorious as it does. Our congregation is not large and so a relatively small number of people are engaged in this work – arranging flowers, cleaning and general maintenance, both inside and externally. A huge debt of gratitude is owed to everyone who contributes to maintaining the liturgy to such a high standard.

Financial Review

Total receipts on ordinary unrestricted funds were £31,955 and are detailed in the Financial Statements. Income of restricted funds totalled £1,595 and this figure was predominately made up of payments by pilgrims taking part in the Walsingham Pilgrimage.

Giving through weekly envelope scheme has remained constant. During the year, new weekly envelopes were issued to 40 donors. As reported in the 2020 report, the generosity of our people is much appreciated but the weekly giving on its own is not enough to cover all the expenditure we incur in the running of the church and hall.

Because Covid-19 has restricted our various fundraising activities, we have earned no income through social events or Spring and Autumn Fairs.

However, during this report year of 2021, we have been fortunate to have obtained a high level of hall hires that have generated around £15,000. This has been mainly from two corporate users and we are confident that this level of income will be maintained in future years. But we have also seen an increase in the number of bookings for children's parties which has also contributed to the overall income from hall lets. Towards the end of the year, we had received enquiries from organisations who were interested in hiring the hall on a long term basis. If these come to fruition it will mean that evening and weekend hires will generate income of around £6,000 per year.

Outgoings totalled £36,111, resulting in a deficit of £3,835. However, the true picture is more favourable, in that at the year-end there were outstanding payments of invoices for hall hire by one of our corporate users that total £5,280. This was brought about by administrative problems exacerbated by Covid-19. At the time of preparing this report the arrears had been paid.

Towards the end of the year the company supplying gas to both the church and hall went into administration. This resulted in the supply being shifted to another company at a 'deemed rate' far higher than we had been previously charged. The services of a broker were used which obtained a better rate, but still vastly more expensive than we had been used to paying. Going forward this is going to be huge challenge to us as we anticipate bills approximately three times higher than in the past.

The Parish of St. James the Great, Albert Hill, Darlington

Annual Report and Financial Statements 31st December 2021

Financial Review (Continued)

At the end of the year, we decided to carry out some interim repairs to the hall floor pending the eventual renewal of the whole floor. We received a quotation of £50,000 which is to replace the existing floor and to construct a partition wall to form a corridor that will provide for access to all parts of the hall without disturbing other groups. Included in the quote is the provision of folding doors in the main hall that will enable subdivision into three – or two – separate spaces. This will allow greater use by more groups. The quotation was invited from a training enterprise named Opening Doors, who prepare trainees for work through the provision of real technical experience, whilst teaching simple yet key attributes required in a work environment. Opening Doors is part of Hartlepool NDC Trust that is a community led charitable company operating throughout the Tees Valley area.

Reserves policy

It is PCC policy to maintain a balance on unrestricted funds (if possible), which equates to between three- and six-months unrestricted payments, to cover emergency situations that may arise from time to time. Our average monthly expenditure during 2021 was £3,115 so the balance of £4,558 on unrestricted funds at the year-end falls short of the target, it equating to less than 1½ months of normal expenditure. However, if the value of unpaid invoices for hall hire is added then the balance increases to £9,838 which equates to more than 3 months of normal expenditure.

Fabric

Generally, the fabric of the church building is in good condition. During the year high level works were carried out that included cleaning of eaves guttering and testing of lightning conductors. The bell rope was also replaced, it having broken some time ago.

Some benching and pointing works needed to be done to both premises and arrangements were made with the roofing contractor to carry this out. The roof guttering has been cleared. The heating boilers in both premises have been inspected and tested.

As referred to elsewhere in this report, the floor of the church hall requires attention. The costs involved are substantial and the PCC have concluded that it will need to seek financial support from grantors as well as what it is able to raise through fund raising activities.

Use of the hall has significantly increased during the year. This has been a combination of corporate users; charitable organisations and individuals holding children's parties.

A priority will be given to the replacement of the main hall floor. All rainwater gutters and down pipes of the hall have been repaired or replaced or adjusted.

Flower Fund

The Flower Fund is set up as a Restricted Account which means any monies donated specifically for flowers are credited to that account and can only be used for the provision of flowers for the decoration of the church. At the end of the year 2021 the account had a credit balance of £98. Donations during the year amounted to £370 with spending on flowers amount to £147. The end of year balance was £321. The actual amount spent on flowers was greater than this total due to the generosity of individuals who provided directly purchased flowers. Donations for the flower fund are always gratefully received from those who give monies to the fund as a memorial for departed loved ones, and others who give for specific occasions.



**Approved by the PCC on 18th May 2022 and
signed on their behalf by Revd Michael Way (PCC Chairman)**

The Parish of St. James the Great, Albert Hill, Darlington

Annual Report and Financial Statements 31st December 2021

Independent examiner's Report to the PCC of St James the Great, Albert Hill, Darlington

This report on the financial statements of the PCC for the year ended 31st December 2021, which are set out on pages 6 to 9 is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ("the regulations") and section 145 of the Charities Act 2011 (the 2011 Act).

Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the financial statements. You consider that the audit requirement of the Regulations and section 144 (2) of the 2011 Act do not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

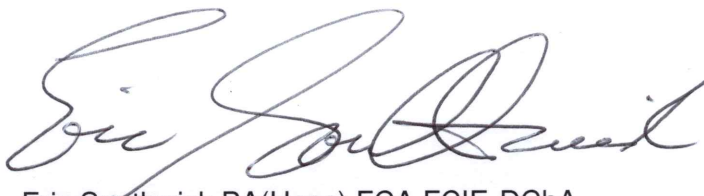
Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145(5)(b) of the Act and to be found in the *Church Guidance*, 2006 edition, issued by the Finance Division of the Archbishop's Council. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts presented with those records. It also includes considering any unusual items or disclosures in the financial statements and the seeking of explanations from you as trustees concerning any such matters. 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

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
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare financial statements, which accord with the accounting records and comply with the accounting requirements of the Act and the Regulationshave 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.



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Charity Accountants
51 The Avenue
Seaham
Co Durham
SR7 8NS

Date: 18th May 2022

The Parish of St. James the Great, Albert Hill, Darlington

Annual Report and Financial Statements 31st December 2021

Receipts and Payments Accounts For the Year Ended 31st December 2021

	General fund £	Designated funds £	Restricted funds £	Total Funds 2021 £	Total Funds 2020 £
Receipts					
Planned giving					
Bank	1,606	-	-	1,606	3,634
Envelopes	5,559	-	-	5,559	4,464
Other planned giving	1,570	-	-	1,570	2,258
Collections and other giving					
Loose plate collections	1,092	-	-	1,092	379
Other voluntary receipts					
Giving through church boxes	49	-	-	49	137
Donations, appeals etc	4,779	-	370	5,149	2,031
Gift Aid recovered					
Tax recovered on Gift Aid	5,694	-	-	5,694	1,576
Other receipts					
Other funds generated	327	-	-	327	1,093
Payments towards pilgrimage	-	-	1,225	1,225	-
Activities for generating funds					
Parish breakfast	202	-	-	202	303
Online Brica Brac sales	30	-	-	30	-
Investment income					
Bank interest	2	-	-	2	10
Receipts from church activities					
Fees for weddings and funerals	1,475	-	-	1,475	626
Church hall lettings - objectives	9,570	-	-	9,570	12,163
	31,955	-	1,595	33,550	28,690

The Parish of St. James the Great, Albert Hill, Darlington

Annual Report and Financial Statements 31st December 2021

Receipts and Payments Account (Continued) For the Year Ended 31st December 2021

	General fund	Designated funds	Restricted funds	Total Funds 2021	Total Funds 2020
Payments					
Cost of generating funds					
Costs of stewardship	183	-	-	183	107
Cost of fetes and other events	39	-	-	39	354
Bar replenishments	-	-	-	-	57
Refreshments	125	-	-	125	-
Missionary and Charitable Giving					
Relief and development agencies	105	-	-	105	-
Home Mission	1,510	-	886	2,396	1,839
Secular charities	75	-	-	75	75
Parish share					
Ministry parish share	10,050	-	-	10,050	9,300
Clergy and staffing costs					
Assistant staff costs	2,370	-	-	2,370	1,070
Working expenses of incumbent	2,121	-	-	2,121	876
Vicarage water rates	414	-	-	414	411
Vicar's telephone	-	-	-	-	715
Visiting speakers	1,097	-	-	1,097	49
Church running expenses					
Parish training and mission	190	-	240	430	100
Insurance	1,869	-	-	1,869	2,002
Organ / piano tuning	-	-	-	-	550
Maintenance	1,625	-	-	1,625	1,532
Cleaning	-	-	-	-	629
Upkeep of services	1,440	-	147	1,587	1,346
Administration	2,717	-	-	2,717	2,158
Electric	203	-	-	203	148
Gas	2,533	-	-	2,533	1,875
Hall running expenses					
Electricity	641	-	-	641	684
Gas	2,182	-	-	2,182	1,663
Insurance	640	-	-	640	688
Maintenance	3,069	-	-	3,069	2,018
Telephone	298	-	-	298	313
Water	150	-	-	150	160
Church repairs and maintenance					
Independent Examiner's Fee	465	-	-	465	450
	36,111	-	1,273	37,384	31,169
Net (Payments) / Receipts	(4,156)	-	322	(3,834)	(2,479)
Net movement in funds					
Total funds brought forward	8,729	690	260	9,679	12,158
Total funds carried forward	4,573	690	582	5,845	9,679

The Parish of St. James the Great, Albert Hill, Darlington

Annual Report and Financial Statements 31st December 2021

Statement of Assets and Liabilities As at 31st December 2021

	General fund £	Designated funds £	Restricted funds £	Total Funds 2021 £	Total Funds 2020 £
Monetary assets					
Bank current account	1,895	690	582	3,167	7,002
Bank deposit account	2,678	-	-	2,678	2,677
	<u>4,573</u>	<u>690</u>	<u>582</u>	<u>5,845</u>	<u>9,679</u>

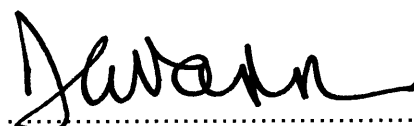
	General fund £	Designated funds £	Restricted funds £	Total Funds 2021 £	Total Funds 2020 £
Liabilities					
Accruals	480	-	-	480	465

Analysis of Funds

	General fund £	Designated funds £	Restricted funds £	Total Funds 2021 £	Total Funds 2020 £
General Fund	4,573	-	-	4,573	6,467
Hall renovations / repairs fund	-	590	-	590	590
Sale of calendars	-	39	-	39	39
Memorials fund	-	61	-	61	61
Church flowers and requisites	-	-	321	321	98
Curacy	-	-	3	3	3
Funeral offerings	-	-	259	259	259
Walsingham pilgrimage	-	-	(1)	(1)	(100)
	<u>4,573</u>	<u>690</u>	<u>582</u>	<u>5,845</u>	<u>7,417</u>

Fixed assets not valued:
Land and buildings
Fixtures and fittings

The financial statements on page 6 to 9 were approved by the PCC and signed on their behalf by:



D Warren
PCC Treasurer

Date: 18th May 2022

The Parish of St. James the Great, Albert Hill, Darlington

Annual Report and Financial Statements 31st December 2021

Notes to the financial statements

1 Accounting policies

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the receipts and payments basis.

2 Additional assets

The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities: Movable church furnishings held by the church wardens on special trust for the PCC and which require a faculty for disposal.

3 PCC member' remuneration

The expenses paid to clergy may include a small immaterial proportion, which relates to their function as PCC members. No other payments were made to PCC members.