

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF SOUTHLAKE ST JAMES

England & Wales · Charity number 1128770

Details

Other names	ST JAMES-ÇÖ CHURCH CENTRE PCC, SOUTHLAKE
Status	Registered
Legal form	Previously excepted
Registered	2009-03-24
Register	View on the Charity Commission register

Contact

Address	St. James Church Kingfisher Drive Woodley Reading RG5 3LH
Phone	01189662568
Email	office@stjameswoodley.org
Website	www.stjameswoodley.org

Activities

Objects: Promoting in the ecclesiastical parish the whole mission of the Church.

Activities: Regular public worship open to all. Pastoral work inc. visiting the sick & bereaved. Teaching Christianity through sermons, courses & small groups. Provision of local youth clubs with a Christian ethos. Working with staff in local schools to deliver RE & assemblies. Mission & evangelism. Supporting charities in UK & overseas. Education and training for Christian and community service.

Classification

- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space
- **What:** Education/training, Religious Activities
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL
- Wokingham

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£155,243	£168,032	-	-
2023-12-31	£170,776	£178,086	-	-
2022-12-31	£172,790	£226,563	-	-
2021-12-31	£219,009	£247,128	-	-
2020-12-31	£223,108	£209,995	-	-

Trustees

Name	Role	Appointed
Rev Laurence Robert Smith	Chair	2018-09-26
Ann Elizabeth Bagwell		2025-05-18
Brenda Lord BA		2023-05-16
Christine June Clarke BA		2023-05-16
DIANA MARGARET TOLLMAN		2026-05-19
Daniel Edward Penny		2024-05-21
Denise Witham		2025-05-18
Dr DAVID FULFORD PHD MIE		
Fiona Dawn Litchfield		2023-05-16
Jane Fulford		2014-04-29
Kit Wah Lau		2025-05-18
Merrick Woodrow Winsor		2025-05-19
Nicholas Edward Robinson		2024-05-21
Nicola Jane Tivey		2017-04-25
PETER ROBIN CLARKE		2016-11-15

Accounts

⋮



St James Church Centre
Kingfisher Drive
Woodley
Reading
RG5 3LH

Trustees' Annual Report

for year ended 31 December 2024

The Parochial Church Council of the Ecclesiastical Parish of Southlake St James

Charity Registration Number: 1128770

The Parochial Church Council of the Ecclesiastical Parish of Southlake St James

CHARITY INFORMATION

FOR THE YEAR ENDED 31 DECEMBER 2024

Members of the Parochial Church Council	See PCC Annual Report appended to these accounts for member details
Charity Registration Number	1128770
Principal Address	St James' Church Centre Kingfisher Drive Woodley Reading RG5 3LH
Independent Examiner	Sarah Crispin ACA Stewardship 1 Lamb's Passage London EC1Y 8AB
Bankers	Santander Bootle Merseyside L30 4GB Barclays Leicester LE87 2BB

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Church Administration & Records

The key functions of the PCC include:

- consulting with the minister on matters of general concern and importance to the parish
- co-operation with the minister in promoting in the parish the whole mission of the Church, including pastoral, evangelistic, social and ecumenical matters.

(Summarised from Synodical Government Measure 1969.)

These are the guiding principles under which the PCC operates.

The PCC also has a responsibility to:

- maintain the building,
- set an appropriate budget,
- present independently examined accounts to the church.

Membership

The PCC is a corporate body established by the Church of England. It operates under the Parochial Church Council Powers Measure. The PCC is a Registered Charity.

Members of the PCC are elected by the Annual Parochial Church Meeting in accordance with the Church Representation Rules. During 2024 the following people served as members of the PCC:

Ex officio members

Rev. Laurence Smith	<i>Vicar and Chair</i>
Dr David Fulford	<i>Licensed Lay Minister</i>
Mr Pete Clarke	<i>Licensed Lay Minister</i>

Church Wardens

Mrs Christine Clarke (*from May 2024*)
Mr Pete Clarke (*until May 2024*)
Mrs Alison Mullens

Elected lay members

Dr Sukha Debnath
Mrs Elaine Hawkes
Mrs Fiona Litchfield
Mrs Brenda Lord
Mr Daniel Penny (*from May 2024*)
Dr Janet Penny (*until May 2024*)
Mr Nicholas Robinson (*from May 2024*)
Mrs Nicola Tivey *PreSchool link and Treasurer (Interim role until June 2024 when this was formalised)*
Miss Catharine Turton *PCC Secretary*

Elected Deanery Synod members

Mrs Jane Fulford *Parish Safeguarding Officer*

Standing Committee

This is the only committee required by law. It has the power to transact the business of the PCC between meetings, subject to directions given by the PCC. The members were: the two Church Wardens, the Treasurer, the PCC Secretary, and Laurence, our vicar, as chairperson.

The Mission Support Group (MSG)

This group, chaired by Jane Fulford, is appointed by the PCC and is responsible for advising the PCC on the distribution of the mission giving from St James' to mission partners.

Summary of PCC business

- | | |
|------------------|--|
| January | <ul style="list-style-type: none">• Planning for the APCM• Beginning of building project conversations (new building and fence)• Annual staff pay review• Update on 2023 accounts |
| February | <ul style="list-style-type: none">• Prayers of Blessing discussion• Youthwork WhatsApp• Health and Safety update• Review of Financial/Reputational Risk Assessment |
| March | <ul style="list-style-type: none">• Deanery Synod update• REInspired funding update• Review of Reserves Policy |
| April | <ul style="list-style-type: none">• Roof maintenance• Review of Church Terrier and Logbook |
| June | <ul style="list-style-type: none">• Review and adoption of Annual Report 2023• PCC officers appointed and roles confirmed• Minuted approval of 2023 accounts |
| July | <ul style="list-style-type: none">• Building project updates• Quinquennial report• Bank signatory changes• Update on Parish Share• Follow-up on PCC away morning – exploring our priorities• Roof maintenance |
| September | <ul style="list-style-type: none">• Plan for a new fence• Future vision/priorities |
| October | <ul style="list-style-type: none">• Building and fence project updates• Future vision/priorities |
| November | <ul style="list-style-type: none">• Building and fence project updates• Discussion about discipleship, especially amongst children and young people• Review of rental rates• Review of Mission Partners• Safeguarding review |

All PCC meetings begin and end with prayer. Later in 2024, space was created within the agenda to pray through some of the items discussed.

Summary of Standing Committee business

Standing Committee met monthly to agree business to be raised at the next PCC meeting and progress any urgent business. Business was also conducted via email.

The Standing Committee:

- Approved items of expenditure that fall within the spending limit set by PCC.
- Assessed and prioritised our expenditure
- Progressed a number of building maintenance tasks
- Reviewed staff contracts and made recommendations to PCC on staff pay
- Made recommendations to PCC on key items of expenditure
- Discussions and plans around REInspired funding.

Church finance

The total income for the financial year January to December 2024 was £155,243 of which £136,393 related to unrestricted funds. This is a reduction of £15,533 (10%) on last year. The charity's funds are primarily raised through voluntary donations, associated gift aid claims and other activities such as hall lettings and running the Church Café. For the forthcoming year, the PCC has decided all funds received unless specifically expressed otherwise, will be considered income for the General fund. Whilst we choose to highlight expenditure under the different fund headings this is purely to help us understand how we use our income. Any fund deficits will be covered by the General Fund.

Expenditure for 2024 was £168,032 (2023 £178,086). The notes to the accounts give the details regarding our different types of expenditure with comparatives for 2023. As in previous years the largest item of expenditure is to the Diocese for our Parish Share, £62,920. This sum contributes to the stipend cost of our incumbent including housing along with other national and Diocesan mission and ministry. Other Ministry expenses will include our staff employment costs and expenses and the cost of providing the services we offer.

The net result is a deficit of £12,789.

£6,000 of this is attributed to our grant obligations up to the next three years. Although this money has not been expended, we have committed to these payments and therefore, it is necessary for them to be shown in the accounts. In the future we will look at how we make these promises. We continue to provide generous mission support to a range of projects and external bodies. Our current mission partners are CMS, Congo Children Trust, Lamb Hospital, Yeldall Manor and JAC.

With regard to the Reserve policy, the charity states it should hold no less than six months of unrestricted cash to cover the employment costs and three months for unrestricted costs. At the end of 2024 this equated to ~ £50,000. This is adequately covered by the unrestricted funds balance at the end of the year £85,301. Significant plans have been made for large expenses in 2025, including the garden fence project, repairs to the office alarm system, repairs to the main front door, servicing and repairs to the partition doors and necessary work to the trees. The cost of these works totals £11,000.

Church Maintenance

The Quinquennial Survey was conducted by a Diocese appointed architect in April 2024. A number of the issues identified in the survey have already been addressed, including:

- the replacement of Emergency Exit Door in the band area;
- repairs to large windows at the rear of the worship area;
- further roof repairs as proposed by the architect;
- repairs to wash basin taps.

The remaining issues highlighted will be dealt with systematically ahead of the next Quinquennial.

Risk Management

The operational, financial and reputational risks were reviewed in February 2024. Measures to manage the outstanding risks were identified and procedures put in place. The next review will take place in February 2025.

Safeguarding

The PCC promotes a safer church for all in the church community, and ensures that there is a plan in place to raise awareness of, promote training, and ensure that safeguarding is taken seriously by all those in the church community. The church's safeguarding policy is reviewed on a regular basis, and updates are provided at each PCC meeting. The members of the PCC confirm that they have complied with their duties under section 5 of the Safeguarding and Clergy Discipline Measure 2016.

We continue to recruit volunteers working with children and vulnerable adults in line with the Safer Recruitment process laid out by the Diocese of Oxford.

Electoral Roll

There were 135 people on the electoral roll at St James as at May 2024.

Average weekly attendance

Sunday – 10:00am:

90 adults

10 children under the age of 16

12 devices joining online

Wednesday – 10:00am:

11 adults

Average Messy Church attendance

44 adults and 33 children (under the age of 16)

Sermon Themes

The following sermon themes were preached on during the year:

- The Gospel of Mark (part two) – *January to March*
- Jesus' Resurrection Appearances – *April*
- Jesus's Resurrection Appearances and Pentecost – *May*
- "After God's Own Heart" – A Study of David's Relationships – *June to July*
- Jesus' "I Am" Sayings – *August to September*
- The Fruit of the Spirit – *October to November*
- Advent - *December*

Church Activities

In planning the activities, the Trustees have applied the guidance on public benefit issued by the Charity Commission.

Focus on Mission

Mission Links

The Church continues to maintain links with mission partners and organisations both at home and overseas.

Our mission partners (those we commit to support regularly) are:

- LAMB hospital in Bangladesh
- Just around the Corner (JAC) in Woodley
- Ben & Katy Ray working at Neema Craft in Tanzania for Church Mission Society
- Jon and Elise Fletcher working in the slums of Bangkok, Thailand
- The Kimbilio project working with street children in the Congo.
- Yeldall Manor, a local charity helping men with addictions.
- REInspired Woodley, bringing RE lessons and assemblies to local primary schools.

Financial donations were also given to Musizi Joy Foundation, Latin Link, the Salvation Army and Reading Refugee Support Group as part of our commitment to give away 10% of our income.

Home Mission and Outreach

Outreach to the community continued through Toddlers and St James' Cafe. In addition, the Hong Kong support group has met regularly on Thursday mornings during term time to help those who have recently arrived in the area from Hong Kong in understanding UK culture, developing language skills, and forming friendships with each other and with UK colleagues.

The Alpha Course was held in the weeks before Easter 2024, with about 30 participants. The course was run in both English and Cantonese, with people from both UK and Hong Kong cultures learning and experiencing the course together.

St James employs a part-time Children and Families Worker (Linda Galpin), supporting the children and families in our community. This work includes our Toddler Group, which runs during term-time and has over 35 families registered. Each month, between 70 and 90 families gather to explore faith together at our Messy Church service. October sees our annual Hero Party with up to 60 families joining us for craft, games, bouncy castle, dressing up, and party bags! This year we also worked together with Emmanuel Church to run a Nativity Fun Day for our joint communities. It was lovely to work together, sharing resources, and sharing the Christmas message with our communities. Our Children and Families Worker also heads up our work with children on the first and third Sundays of each month, helping them journey in their own faith. This year topics have included exploring the characters of Peter and David, as well as Christmas and Easter. Our puppet team (also overseen by our Children and Families Worker) encourages our young people to be part of services through the medium of puppets. They regularly perform at Oasis services, Messy Church, community events, Christmas and Easter services.

Schools' work: REInspired Woodley delivers RE lessons to the local Woodley primary schools, covering the Christianity element of the syllabus. Linda also leads this ecumenical team supported by all the churches in Woodley. In the 2023/24 academic year, the team delivered 31 lessons to 63 classes – approximately 1890 “encounters” with children.

Our Sunday morning OCSOCKs group for our young people (aged 11 to 14) runs on the first and third Sundays each month. This year also included some social events (a BBQ and bonfire party). A youth group for those over the age of 14 was run by Laurie-Ann Price and a team of volunteers at Emmanuel Church and included a joint trip to the Satellites youth festival with a group from St Andrew's Sonning.

St James Pre-school (now a separate CIO) continues to serve local families and is a much valued and respected service. Learning through play following the 'Early Years Foundation Stage' curriculum is provided for children from the age of two years up to school age. The service runs on five days a week in term time, offering nine sessions each week, a lunch club and an early drop-off option.

Baptism Preparation

This included initial home visits by the Children and Families' Worker, followed by Baptism preparation sessions where needed (in April for one family and in September for another family), and then a final home visit by the Vicar.

Church family events - worship and social

Regular Sunday Services:

10:00am (all services also live-streamed)

1st Sunday - Holy Communion

2nd Sunday - Morning Worship

3rd Sunday - Morning Worship

4th Sunday – Oasis Service (may include Baptism)

5th Sunday - Morning Worship

4pm on 2nd Sunday - Messy Church

Other

A service of Holy Communion was held at 10am every Wednesday with an average weekly attendance of 11.

Thank You

Thanks go to all those who have lead and preached at St James: members of St James clergy and staff and members of St James congregation.

Thanks also go to:

- the music group and singers for their part in leading our worship.
- those on the flower rota and the prayer ministry team
- those who run our children's and youth groups
- those on the sound team and the laptop operators team
- those who run our live stream
- our Church Wardens and deputy Church Wardens who do so much both on a Sunday morning and also behind the scenes throughout the week
- our Welcome Team who support the Church Wardens to ensure our services run smoothly
- those who count, verify and bank the offering each week
- those who serve the refreshments.

Regular opportunities for Prayer and Reflection

Members of St James' met regularly for prayer on Monday mornings, as well as before Sunday services.

Small groups continued to meet both online and in person during 2024.

Messy Church

An expression of Church for people of all ages, who are at any stage in their faith journey. It is held monthly on the 2nd Sunday 4pm - 6pm and includes creativity, celebration and hospitality.

Themes for Messy Church during 2024 included: Simeon and Anna meet Jesus (January); Lent/Love (February); Paul and Silas in prison (March); Journeying with Jesus on the road to Emmaus (April); Abraham and Isaac (May); Paul's journeys (June); Olympics – running the race (July). In September we started a Messy Discipleship course which, over the course of the next year, will take us through the basic themes of Christianity, including who is God, who is Jesus, who is the Holy Spirit, and grace and mercy, as well as celebrating the major festivals. December's Messy Church was an amazing celebration of Jesus' birth with puppets, stories, lots of activities, and a roast dinner. We were delighted that the St James' Hands of Hope puppet team joined the celebration time in May, July, and December.

Advent and Christmas Services

Our Sunday morning services during Advent concluded our teaching series on the Fruit of the Spirit, focussing on figures from the Christmas story. We also had a special act of worship led by our children and young people. Our annual Christmas services were again very well attended, and included Carols by Candlelight, three Christingle services (one for Brownies, Rainbows and Guides, and two on Christmas Eve), Midnight Communion, and our Christmas Morning service.

Easter Events

We held our usual 10am worship at St James' on Good Friday, and there was an ecumenical act of witness in Woodley town centre as well. On Easter Sunday we held a sunrise walk around Southlake followed by breakfast at church, and a service of Holy Communion at 10am.

Social Events

Social events during 2024 included: Easter egg and coffee date (give an Easter egg with an invitation to coffee and receive one as well); Pentecost BBQ in May; newcomers tea in September; Harvest supper and concert in October; Christmas pudding evening in November; summer and Christmas Cantonese buffet celebrations with our Hong Kong support group; creative space sessions during half terms to enable people of all ages to explore creative talents together. Our men's and women's walking groups have continued to meet regularly for a walk and pub lunch.

Eco Church

St James was awarded the Silver Eco Church Award in February 2024, and is now working towards the Gold Eco Church award.

In addition to its role in teaching about environmental issues and promoting energy saving, the Eco Church team has been working to make our grounds more environmentally friendly with the planting of wild flower meadows, together with the provision of bird nesting boxes and bug hotels.

A number of litter-picks were held over the year, along with a Spring tidy up/workday held in March. We installed a wall mounted recycling box to enable people to recycle their blister packs and pens. The Eco Church team ran a session with the Sunday morning youth group focussing on creation. An energy audit was completed in September 2024, which highlighted several opportunities to improve the energy efficiency of the building.

An "Eco Afternoon" was held in October, which included several workshops, various stalls, and recycling stations. The "Eco Trail" leaflet was launched – the trail starts at St James' Church and goes round Southlake. An eco-quiz formed part of the Harvest supper.

Once again, a community Christmas card was created to enable members of St James' to write individual Christmas messages, whilst saving money and resources in individual Christmas cards.

Special services

Baptisms: Five children and one adult were baptised as part of Morning Worship on a Sunday morning.

Confirmations: None

Weddings: None

Renewal of Marriage Vows: None

Funerals: Four

Other activities in church

The church was also used by the following groups/activities during 2024

- Guides
- Brownies
- Rainbows

This report was approved by the PCC and signed on their behalf by:

Laurence Smith

Laurence Smith (Jun 5, 2025 17:30 GMT+1)

Rev Laurence Smith

Chair of PCC

Jun 5, 2025

Statement of Responsibilities of the Members of the Parochial Church Council

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

Charity law requires the PCC to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity as at the balance sheet date and of its incoming resources and application of resources for the financial year. In preparing these financial statements, the PCC are required to:

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

The PCC is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

INDEPENDENT EXAMINER'S REPORT
TO THE MEMBERS OF THE PAROCHIAL CHURCH COUNCIL OF
The Parochial Church Council of the Ecclesiastical Parish of Southlake St James
('the Charity')

I report to the members of the PCC (who are also the charity's trustees) on my examination of the accounts of the Charity for the year ended 31 December 2024 on pages 11 to 20 following, which have been prepared on the basis of the accounting policies set out on pages 13 and 14.

Responsibilities and basis of report

As members 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 Charity's accounts carried out under section 145 of the 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.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

Sarah Crispin
Sarah Crispin (Jun 9, 2025 09:01 GMT+1)

Sarah Crispin ACA
The Institute of Chartered Accountants in England and Wales
Stewardship
1 Lamb's Passage
London
EC1Y 8AB

Date: Jun 9, 2025

The Parochial Church Council of the Ecclesiastical Parish of Southlake St James

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2024**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
INCOME AND ENDOWMENTS FROM:					
Donations and legacies	3	112,807	14,014	126,822	146,500
Charitable activities	4	9,604	4,836	14,440	10,702
Investments	5	13,981	-	13,981	13,574
Total income and endowments		136,393	18,851	155,243	170,776
EXPENDITURE ON:					
Charitable activities	6	137,634	30,398	168,032	178,086
Total expenditure		137,634	30,398	168,032	178,086
Net income/(expenditure)		(1,242)	(11,548)	(12,789)	(7,310)
Transfers between funds	13	(13,621)	13,621	-	-
Net movement in funds		(14,863)	2,074	(12,789)	(7,310)
Reconciliation of funds:					
Total funds brought forward		100,164	61,154	161,318	168,627
Total funds carried forward	13	85,301	63,228	148,529	161,318

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing operations.

The notes on page 13-19 form part of these accounts.

The Parochial Church Council of the Ecclesiastical Parish of Southlake St James

BALANCE SHEET

AS AT 31 DECEMBER 2024

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
FIXED ASSETS					
Tangible assets	8	14,617	-	14,617	18,611
		<u>14,617</u>	<u>-</u>	<u>14,617</u>	<u>18,611</u>
CURRENT ASSETS					
Debtors	9	6,238	215	6,453	6,103
Cash at bank and in hand	10	80,109	63,013	143,121	152,370
		86,346	63,228	149,574	158,473
CREDITORS: Amounts falling due within one year	11	(15,662)	-	(15,662)	(15,766)
Net current assets / (liabilities)		<u>70,684</u>	<u>63,228</u>	<u>133,912</u>	<u>142,707</u>
Total assets less current liabilities		<u>85,301</u>	<u>63,228</u>	<u>148,529</u>	<u>161,318</u>
TOTAL NET ASSETS		<u>85,301</u>	<u>63,228</u>	<u>148,529</u>	<u>161,318</u>
FUND BALANCES	13				
Unrestricted Funds					
General funds		79,305	-	79,305	95,662
Designated funds		5,996	-	5,996	4,502
		<u>85,301</u>	<u>-</u>	<u>85,301</u>	<u>100,164</u>
Restricted Funds		<u>-</u>	<u>63,228</u>	<u>63,228</u>	<u>61,154</u>
		<u>85,301</u>	<u>63,228</u>	<u>148,529</u>	<u>161,318</u>

The financial statements were approved by the members of the PCC and were signed on its behalf by:

Laurence Smith
Laurence Smith (Jun 5, 2025 17:30 GMT+1)

Rev Laurence Smith, Vicar and Trustee

Date: Jun 5, 2025

Charity number: 1128770

The notes on page 13-19 form part of these accounts.

The Parochial Church Council of the Ecclesiastical Parish of Southlake St James

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2024

1 Statutory Information

The Parochial Church Council of the Ecclesiastical Parish of Southlake St James is a charity registered with the Charity Commission in England & Wales.

2 Accounting Policies

These financial statements are prepared on a going concern basis, under the historical cost convention [as modified by the revaluation of certain assets, which are measured at fair value through the Statement of Financial Activities]. The financial statements include all activities for which the PCC is legally responsible; the activities of informal gatherings of church members and groups that owe their main affiliation to another body and are excluded.

These financial statements have been prepared in accordance with The Church Accounting Regulations 2006, the 'Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)' ('the Charities SORP'), with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland ("FRS 102") and with the Charities Act 2011. The charity meets the definition of a public benefit entity as set out in FRS 102.

The Charities (Accounts and Reports) Regulations 2008 (the '2008 Regulations') requires charities to prepare their accounts in accordance with 'Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005' but this accounting standard has since been withdrawn and has been replaced by the Charities SORP mentioned in the preceding paragraph. The charity has prepared these financial statements in accordance with the new Charities SORP; this departure from the 2008 Regulations is believed to be necessary for these financial statements to give a 'true and fair view'.

The principles adopted in the preparation of the financial statements are set out below.

a) Going concern

The PCC have assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the charity to continue as a going concern. The PCC have made this assessment for a period of at least one year from the date of approval of the financial statements. In particular the PCC have considered the charity's forecasts and projections and the possible implications should projected income and / or expenditure vary unexpectedly. The PCC have concluded that there is a reasonable expectation that the charity has adequate resources to continue to operate for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing its financial statements.

b) Income

Income (which includes planned giving, collections and other donations) is recognised in the period in which the charity becomes entitled to receipt, the amount receivable can be measured with reasonable certainty, and receipt is probable. For the most part income is generally recognised when it is received by, or on behalf of, the PCC. Income is only deferred when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

Income from donations and legacies includes:

- i) Recoverable gift aid. This is recognised when the related donation is received. Gift aid that has not been recovered by the balance sheet date is included as a debtor.

The charity relies on volunteers to carry out many of its activities. However, in accordance with the SORP, the value of these services has not been included in these financial statements as they cannot be reliably measured.

Income from charitable activities represents income receivable from goods, services and facilities supplied in furtherance of the charity's charitable objects. It includes income from the café, and church activities.

c) Expenditure

Expenditure, including irrecoverable VAT, is recognised when it is incurred or, if earlier, when a legal or constructive obligation for a payment arises provided that it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Contributions in respect of the diocesan parish share are included in the Statement of Financial Activities for all amounts agreed to being payable for the financial year. Any contributions that have not been paid over by the year end are included as a creditor.

The charity makes grants to other institutions and individuals to further its charitable objectives. Grants payable are recognised as constructive obligations arise, which is generally when the charity expresses a commitment to the recipient that can be measured reliably and then only to the extent that any conditions associated with the grant are outside of the control of the charity.

The cost of raising funds is not significant and has not been separately disclosed.

Governance costs, which are included in expenditure on charitable activities but are identified separately in the notes to the accounts, includes costs associated with the independent examination of the financial statements, compliance with constitutional and statutory requirements and any other expenditure incurred on the strategic management of the charity.

The Parochial Church Council of the Ecclesiastical Parish of Southlake St James

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2024

2 Accounting Policies (cont.)

d) Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the PCC in furtherance of the general objectives of the charity. Designated funds comprise unrestricted funds that have been set aside by the PCC for particular purposes. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects.

e) Tangible fixed assets

Consecrated and beneficed property is not included in these financial statements by virtue of s.10(2) of the Charities Act 2011. All expenditure on consecrated or beneficed buildings is written off in the year in which it is incurred.

Movable church furnishings held by the incumbent and Churchwardens on special trust for the PCC and which require a faculty for disposal are capitalised in accordance with the policy set out below. These items are regarded as inalienable property and are listed in the church's inventory which can be inspected at any reasonable time. Inalienable property acquired prior to 2000 has not been capitalised as there is insufficient cost information available.

Clergy accommodation are held in trust by the Diocese on behalf of the PCC. These properties are essential for the mission of the church and have been in use for many years but they have not been included in these financial statements as there is insufficient cost information and their depreciated cost is unlikely to be material.

Items purchased or donated for the charity's own use are capitalised when the cost of purchased items, or the fair value of donated items, is more than £1,000 and the item is expected to benefit the charity over more than one accounting period. Depreciation is charged on a straight line basis so as to write down the value of each asset to its estimated residual value (if any) over its expected useful economic life. To achieve this objective the following rates of depreciation are charged:

Equipment	Over 3 to 7 years
-----------	-------------------

The carrying values of tangible fixed assets are reviewed for impairment in periods when events or changes in circumstances indicate that the carrying value may not be recoverable.

f) Pension scheme arrangements

The charity contributes to the Church Workers Pension Fund, which is a multi-employer defined benefits pension scheme as described in Section 28 of FRS 102. The charity is not able to identify its share of the Scheme's assets and liabilities and, therefore, as permitted by FRS 102, the Scheme is accounted for as if it were a defined contribution pension scheme. Contributions to the Scheme are charged to the Statement of Financial Activities as they become payable. Further information about the Scheme is disclosed in note 12 'Pension Commitments'.

g) Taxation

The charity has taken advantage of the various reliefs from taxation available to charities and no tax is payable on the charity's income.

h) Financial instruments

The charity's financial assets and financial liabilities all qualify as basic financial instruments, as defined by FRS102. Except for loans, creditors and debtors are measured at their expected settlement value (normally the amount of cash that the charity expects to pay or receive).

i) Exemption from preparing a cashflow statement

The charity has taken advantage of an exemption conferred by the Charities SORP and has not prepared a cash flow statement.

j) Critical accounting estimates and areas of judgement

In preparing financial statements certain judgements, estimates and assumptions have to be made that affect the amounts recognised in the financial statements. The members of the PCC consider the following to be significant:

- i) The annual depreciation charge for property, plant and equipment is sensitive to changes in the estimates for useful economic life and residual value. These estimates are reassessed annually and, when necessary, adjusted to reflect current circumstances.
- ii) The constructive obligation for grants payable is based on an assessment of the likely duration of the supported activity. Again this estimate is re-assessed annually and the obligation is adjusted to reflect current expectations.

3 Donations and legacies

	2024	2023
	£	£
Donations of cash and similar	97,657	115,452
Other grants receivable	8,328	7,853
Income tax recoverable	20,836	23,195
	<u>126,822</u>	<u>146,500</u>

The Parochial Church Council of the Ecclesiastical Parish of Southlake St James

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2024

4 Income from charitable activities

	2024	2023
	£	£
Café income	6,165	5,948
Other activities & events	6,892	4,005
PCC fee income	1,384	749
	<u>14,440</u>	<u>10,702</u>

5 Investment income

	2024	2023
	£	£
Property letting	13,960	10,347
Bank interest	21	3,227
	<u>13,981</u>	<u>13,574</u>

6 Charitable expenditure

	2024	2023
	£	£
a Costs incurred directly on specific activities		
Ministry expenses:		
Parish share	62,920	60,736
Ministry staff employment costs	25,560	27,385
Clergy expenses	439	1,171
Other ministry expenses	4,971	5,952
Upkeep of services	14,206	6,399
	<u>108,095</u>	<u>101,642</u>
Property expenses:		
Operational costs for church	8,083	11,997
Maintenance of church	7,164	9,440
Major repairs to church	-	237
Legal & Professional fees	1,834	-
	<u>17,081</u>	<u>21,674</u>
Grants payable (note 6c)	15,417	28,698
	<u>140,593</u>	<u>152,014</u>
b Costs incurred on support & administration		
Governance costs		
Independent examiner's fee	1,920	1,860
	<u>1,920</u>	<u>1,860</u>
Administrative staff employment costs	12,859	11,652
Other admin costs	6,797	6,479
Depreciation of tangible fixed assets	3,994	3,994
Insurance	1,870	2,086
	<u>27,439</u>	<u>26,072</u>
Total expenditure	<u>168,032</u>	<u>178,086</u>

c Grants payable

	Institutions	Individuals	2024
	£	£	£
Grants for UK and overseas mission	15,070	347	15,417
	<u>15,070</u>	<u>347</u>	<u>15,417</u>

The comparatives for the previous year are as follows:

	Institutions	Individuals	2023
	£	£	£
Grants for UK and overseas mission	24,898	3,800	28,698
	<u>24,898</u>	<u>3,800</u>	<u>28,698</u>

The Parochial Church Council of the Ecclesiastical Parish of Southlake St James

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2024

6 Charitable expenditure (cont.)

The charity's principal grants to institutions comprised:

	2024	2023
	£	£
CMS	4,600	2,800
Just Around the Corner 'JAC'	800	4,800
Lamb Hospital	3,800	2,800
Yeldall Manor	800	4,820
Congo Children's Trust	800	3,800
Pilot Light Trust	1,935	1,800
DEC Turkey/Syria earthquake appeal	-	2,113
Grants to institutions for less than £1,000 each	2,335	1,965
	<u>15,070</u>	<u>24,898</u>

7 Analysis of staff costs, the cost of key management personnel and trustee remuneration

The average monthly number of employees during the year was 2 (2023: 2). Most of the charity's activities are carried out by volunteers.

No staff received salaries at a rate of more than £60,000 per annum.

The charity's key management comprise the members of the PCC and the key staff named on the Charity Information page. No member of the PCC received employment benefits in the current year (2023: £nil)

Laurence Smith (who is a clergy member of the PCC) receives a stipend from the Diocese and so is not an employee; some of the Parish Share paid to the Diocese is used to help meet the cost of this stipend. Laurence Smith was provided with accommodation (which is customary for clergy) and there is no cost to the PCC for this accommodation as the property is benefited. The charity also reimbursed expenses to Laurence Smith; these costs are disclosed in note 6 'Charitable Expenditure' under the heading 'Clergy expenses'.

8 Tangible fixed assets

	Fixtures, fittings and equipment £	Total 2024 £
Cost		
At 1 January 2024	36,546	36,546
Additions	-	-
Disposals	-	-
At 31 December 2024	<u>36,546</u>	<u>36,546</u>
Accumulated depreciation		
At 1 January 2024	17,935	17,935
Charge for the year	3,994	3,994
Eliminated on disposal	-	-
At 31 December 2024	<u>21,929</u>	<u>21,929</u>
Net book value		
At 31 December 2024	<u>14,617</u>	<u>14,617</u>
At 31 December 2023	<u>18,611</u>	<u>18,611</u>

9 Debtors

	2024 £	2023 £
Falling due within one year:		
Tax recoverable	6,453	5,641
Other debtors	-	463
	<u>6,453</u>	<u>6,103</u>

The Parochial Church Council of the Ecclesiastical Parish of Southlake St James

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2024

10 Cash at Bank and in Hand

	2024	2023
	£	£
Cash at bank with immediate access	142,879	151,492
Petty cash	242	877
	<u>143,121</u>	<u>152,370</u>

11 Creditors: liabilities falling due within one year

	2024	2023
	£	£
Accruals	3,662	3,766
Grant obligations	12,000	12,000
	<u>15,662</u>	<u>15,766</u>

12 Pension commitments

The Church Workers Pension Fund (CWPF)

The PCC participates in the Pension Builder Scheme section of CWPF for lay staff. The Scheme is administered by the Church of England Pensions Board, which holds the assets of the schemes separately from those of the PCC and the other participating employers.

The Church Workers Pension Fund has a section known as the Defined Benefits Scheme, which comprises a deferred annuity section known as Pension Builder Classic and a cash balance section known as Pension Builder 2014.

Pension Builder Classic provides a pension for members for payment from retirement, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Discretionary increases may be added before retirement, depending on investment returns and other factors.

Pension Builder 2014 is a cash balance scheme that provides a lump sum that members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. Discretionary bonuses may be added before retirement, depending on investment returns and other factors. The account, plus any bonuses declared, is payable, unreduced, from age 65.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme. The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and contributions are accounted for as if the Scheme were a defined contribution scheme.

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent valuation was carried out as at 31 December 2022.

For the Pension Builder Classic section, the valuation revealed a surplus of £34.8m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.

For the Pension Builder 2014 section, the valuation revealed a surplus of £8.5m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.

The legal structure of the Scheme is such that if another employer fails, the PCC could become responsible for paying a share of that employer's pension liabilities.

Summary of pension contributions payable for year:

The charity's pension contributions were as follows

	2024	2023
	£	£
Church Worker's Pension Fund (see above)		
contributions payable for year	1,449	1,342
	<u>1,449</u>	<u>1,342</u>

The Parochial Church Council of the Ecclesiastical Parish of Southlake St James

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2024

12 Pension commitments (cont.)

Summary of pension liabilities at the year end:

The charity's pension liabilities at the end of the year were as follows:

	2024 £	2023 £
in respect of defined benefit pension arrangements:		
Church Workers' Pension Fund	-	266
	<u>-</u>	<u>-</u>

13 Funds

During the year the movements in the charity's funds were as follows:

	Opening balance 2024 £	Incoming resources 2024 £	Outgoing resources 2024 £	Transfers in the year 2024 £	Gains and losses 2024 £	Closing balance 2024 £
<i>Designated Funds</i>						
St James CAFE	4,502	6,165	(4,671)	-	-	5,996
	<u>4,502</u>	<u>6,165</u>	<u>(4,671)</u>	<u>-</u>	<u>-</u>	<u>5,996</u>
<i>General Unrestricted Funds</i>	95,662	130,228	(132,963)	(13,621)	-	79,305
	<u>95,662</u>	<u>130,228</u>	<u>(132,963)</u>	<u>(13,621)</u>	<u>-</u>	<u>79,305</u>
Total Unrestricted Funds	<u>100,164</u>	<u>136,393</u>	<u>(137,634)</u>	<u>(13,621)</u>	<u>-</u>	<u>85,301</u>
<i>Restricted Funds</i>						
Youth Work	20,185	2,153	(79)	-	-	22,259
Children & Families Work	-	16,698	(30,319)	13,621	-	-
Building Fund	1,016	-	-	-	-	1,016
Sinking Fund	39,953	-	-	-	-	39,953
	<u>61,154</u>	<u>18,851</u>	<u>(30,398)</u>	<u>13,621</u>	<u>-</u>	<u>63,228</u>
Aggregate of funds	<u>161,318</u>	<u>155,243</u>	<u>(168,032)</u>	<u>-</u>	<u>-</u>	<u>148,529</u>

The transfers referred to above were made for the following reasons:

- a) From General Unrestricted funds to Children & Families Work fund to offset the deficit in this fund.

Analysis of net assets by fund

The assets and liabilities of the various funds were as follows:

	<u>Unrestricted Funds</u>		Restricted funds £	2024 £
	General funds £	Designated funds £		
Tangible fixed assets	14,617	-	-	14,617
Debtors	6,238	-	215	6,453
Cash at bank and in hand	74,113	5,996	63,013	143,121
Creditors falling due within one year	(15,662)	-	-	(15,662)
	<u>79,305</u>	<u>5,996</u>	<u>63,228</u>	<u>148,529</u>

The Parochial Church Council of the Ecclesiastical Parish of Southlake St James

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2024

13 Funds (cont.)

In the previous year the movements in the charity's funds were as follows:

	Opening balance 2023 £	Incoming resources 2023 £	Outgoing resources 2023 £	Transfers in the year 2023 £	Gains and losses 2023 £	Closing balance 2023 £
<i>Designated Funds</i>						
St James CAFE	2,442	5,948	(3,888)	-	-	4,502
	2,442	5,948	(3,888)	-	-	4,502
<i>General Unrestricted Funds</i>	107,212	149,144	(142,747)	(17,947)	-	95,662
Total Unrestricted Funds	109,654	155,092	(146,636)	(17,947)	-	100,164
<i>Restricted Funds</i>						
Youth Work	18,004	2,605	(425)	-	-	20,185
Children & Families Work	-	11,723	(29,013)	17,291	-	-
Building Fund	1,016	-	-	-	-	1,016
Sinking Fund	39,953	-	-	-	-	39,953
Mission Giving		1,356	(2,013)	657	-	-
	58,973	15,684	(31,450)	17,947	-	61,154
Aggregate of funds	168,627	170,776	(178,086)	-	-	161,318

Analysis of net assets by fund

In the previous year, the assets and liabilities of the various funds were as follows:

	<u>Unrestricted Funds</u>		Restricted funds	2023
	General funds £	Designated funds £	funds £	£
Tangible fixed assets	18,611	-	-	18,611
Debtors	6,103	-	-	6,103
Cash at bank and in hand	86,714	4,502	61,154	152,370
Creditors falling due within one year	(15,766)	-	-	(15,766)
	95,662	4,502	61,154	161,318

Designated Funds

The St James CAFE fund is designated for cafe ministry in the community.

Restricted Funds

The Youth Work fund and Children's work fund are restricted to salary and other costs incurred specifically in these areas of ministry

The Building Fund can only be spent on building works, including fixtures and equipment within the Church building

The Sinking Fund was created to set aside funds for the replacement of assets based on the expected useful life of the existing fixed assets (e.g. building and equipment).

The Mission Fund is for specific appeals and collections towards missions and other charitable activities.

14 Transactions with related parties

During the year the charity:

- received donations totalling £20,440 (2023: ££24,430) from related parties (which includes members of the PCC, any other members of key management and anyone closely connected to them).
- No expenses (2023: £nil) were paid to, or for members of the PCC.

During the year the charity also made the following payments to, or for, related parties:

- J & E Fletcher, who are closely related to Pete Clarke (a member of the PCC), received grants totalling £1,800 (2023: £1,800) for mission activities overseas.

The Parochial Church Council of the Ecclesiastical Parish of Southlake St James

DETAILED STATEMENT OF FINANCIAL ACTIVITIES WITH COMPARATIVES

FOR THE YEAR ENDED 31 DECEMBER 2024

	Note	<u>Unrestricted funds</u>				<u>Unrestricted funds</u>			
		General 2024 £	Designated 2024 £	Restricted 2024 £	Total 2024 £	General 2023 £	Designated 2023 £	Restricted 2023 £	Total 2023 £
INCOME AND ENDOWMENTS FROM:									
Donations and legacies	3	112,807	-	14,014	126,822	131,178	-	15,322	146,500
Charitable activities	4	3,439	6,165	4,836	14,440	4,392	5,948	362	10,702
Investments	5	13,981	-	-	13,981	13,574	-	-	13,574
Total income and endowments		130,228	6,165	18,851	155,243	149,144	5,948	15,684	170,776
EXPENDITURE ON:									
Charitable activities:	6	132,963	4,671	30,398	168,032	142,747	3,888	31,450	178,086
Total Expenditure		132,963	4,671	30,398	168,032	142,747	3,888	31,450	178,086
Net gains/(losses) on investments		-			-	-			-
Net income/(expenditure)		(2,735)	1,494	(11,548)	(12,789)	6,397	2,060	(15,767)	(7,310)
Transfers between funds	13	(13,621)	-	13,621	-	(17,947)	-	17,947	-
Net movement in funds		(16,356)	1,494	2,074	(12,789)	(11,550)	2,060	2,181	(7,310)
Reconciliation of funds:									
Total funds brought forward		95,662	4,502	61,154	161,318	107,212	2,442	58,973	168,627
Total funds carried forward	13	79,305	5,996	63,228	148,529	95,662	4,502	61,154	161,318

Accounts

Trustees' Annual Report

for year ended 31 December 2023

The Parochial Church Council of the Ecclesiastical Parish of Southlake St James

CHARITY INFORMATION

FOR THE YEAR ENDED 31 DECEMBER 2023

Members of the Parochial Church Council	See PCC Annual Report appended to these accounts for member details
Charity Registration Number	1128770
Principal Address	St James' Church Centre Kingfisher Drive Woodley Reading RG5 3LH
Independent Examiner	Sarah Crispin ACA Stewardship 1 Lamb's Passage London EC1Y 8AB
Bankers	Santander Bootle Merseyside L30 4GB Barclays Leicester LE87 2BB

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Church Administration & Records

The key functions of the PCC include:

- consulting with the minister on matters of general concern and importance to the parish
- co-operation with the minister in promoting in the parish the whole mission of the Church, including pastoral, evangelistic, social and ecumenical matters.

(Summarised from Synodical Government Measure 1969.)

These are the guiding principles under which the PCC operates.

The PCC also has a responsibility to:

- maintain the building,
- set an appropriate budget,
- present independently examined accounts to the church.

Membership

The PCC is a corporate body established by the Church of England. It operates under the Parochial Church Council Powers Measure. The PCC is a Registered Charity.

Members of the PCC are elected by the Annual Parochial Church Meeting in accordance with the Church Representation Rules. During 2023 the following people served as members of the PCC:

Ex officio members

Revd. Laurence Smith Vicar and Chair
Dr David Fulford Licensed Lay Minister
Mr Pete Clarke Licensed Lay Minister

Church Wardens

Mrs Alison Mullens
Mr Pete Clarke

Elected lay members

Mrs Folake Olatunji – Treasurer (until Dec 2023)
Mrs Nicola Tivey - Pre-School link
Mrs Mary Holmes (until May 2023)
Dr Janet Penny
Mrs Elaine Hawkes
Miss Catharine Turton - PCC Secretary
Mr Douglas Findlay (until January 2024)
Ms Yvonne le Croisette (until January 2024)
Mrs Christine Clarke (from May 2023)
Mrs Brenda Lord (from May 2023)
Mrs Fiona Litchfield (from May 2023)

Dr Sukha Debnath (from May 2023)

Elected Deanery Synod members

Mrs Jane Fulford - Safeguarding Officer
Mr Douglas Findlay (until January 2024)

Standing Committee

This is the only committee required by law. It has the power to transact the business of the PCC between meetings, subject to directions given by the PCC. The members were: the two Church Wardens, the Treasurer, the PCC Secretary and Laurence our vicar as chairperson.

The Mission Support Group (MSG)

This group, chaired by Jane Fulford, is appointed by the PCC and is responsible for advising the PCC on the distribution of the mission giving from St James' to mission partners.

Summary of PCC business

January (conducted in person)

- Planning for the APCM
- Deanery Synod update
- Annual staff pay review

February (conducted via Zoom)

- Summary of 2022 accounts and 2023 budget
- Expansion of Preschool hours
- Health and Safety update

March (conducted in person)

- Review of Financial/Reputational Risk Assessment
- Deanery Synod update
- Land Management Plan
- Review of culture discussion from August 2022

April (conducted via Zoom)

- REInspired update
- Review of Church Terrier and Logbook
- Review and adoption of Annual Report 2022
- creation of new after school youth club

June (conducted in person)

- PCC officers appointed and roles confirmed
- Reflection and follow up on PCC away morning – how we meet the needs of a growing church

July (conducted via Zoom)

- Deanery Synod report

- Safeguarding update regarding DBS

August (in person)

- This was not a formal meeting, but a meal and discussion around growing our church team

September (conducted in person)

- Update on The Difference Course and discussion about sexuality and the church
- Follow up to August discussion
- Approval for youth bonfire
- Parish Share update from Deanery Synod

October (conducted in person)

- Update on the introduction of Prayers of Love and Faith
- Discussion about the use of ChurchSuite
- Land Management Plan

November (conducted in person)

- Update on Vicar's Discretionary Fund
- Review of rental rates
- Review of Mission Partners
- Safeguarding review

All PCC meetings start and end with prayer.

Summary of Standing Committee business

Standing Committee met monthly to agree business to be raised at the next PCC meeting and progress any urgent business. Business was also conducted via email.

The Standing Committee:

- Approved items of expenditure that fall within the spending limit set by PCC.
- Assessed and prioritised our expenditure
- Progressed a number of building maintenance tasks
- Reviewed staff contracts and made recommendations to PCC on staff pay
- Made recommendations to PCC on key items of expenditure
- Discussions and plans around REInspired funding.

Church finance

During the year January – December 2023, the total income to the church was £170,776, of which £155,092 relate to unrestricted funds. The restricted funds amount of £15,684 was primarily to fund employment of a part-time Children and Families Worker. The charity's funds were raised through

voluntary donations, associated Gift Aid claims, and other activities such as hall lettings and running the CAFÉ.

Expenditure in 2023 amounted to £178,086.

The largest single item of expenditure was the Parish Share of £60,736. Other authorised grant payments amounted to £16,697 for the year and a further £12,000 committed for future years. Generous financial support was given to a range of projects and external bodies like CMS, JAC, Congo Children Trust, the Fletcher family, Lamb Hospital, and Yeldall Manor to name our key mission partners.

The net result for the year was a net deficit of £7,310.

The PCC reserve policy states that the charity should aim to hold unrestricted cash of no less than 6 months employment costs plus 3 months of other unrestricted costs, which at the end of 2023 equate to ~£50,000; and with a ceiling of the higher of £20,000 or 20% of the lower limit. The amount of unrestricted cash carried forward at the end of the year, £91,216, is well above the parameters set out in the reserve policy. PCC believe that these funds will be needed in the medium-term to finance core projects such as employing another member of staff or additional facilities works currently being considered.

Church Maintenance

Maintenance work carried out in 2023 included:

- Replacement of the Consumer Unit and other essential electrical work.
- Refurbishment of the cloakroom space.
- A clear out of the loft space.
- Continued work to keep the roof and drains clear of leaves, etc.

The majority of issues identified in the 2019 Quinquennial Review have now been addressed, and those remaining will be dealt with in advance of the next review in 2024.

Risk Management

The operational, financial and reputational risks were reviewed in February 2023. Measures to manage the outstanding risks were identified and procedures put in place. The next review will take place in February 2024.

Safeguarding

The PCC promotes a safer church for all in the church community, and ensures that there is a plan in place to raise awareness of, promote training, and ensure that safeguarding is taken seriously by all those in the church community. The church's safeguarding policy is reviewed on a regular basis, and updates are provided at each PCC meeting. The members of the PCC confirm that they have complied with their duties under section 5 of the Safeguarding and Clergy Discipline Measure 2016.

We continue to recruit volunteers working with children and vulnerable adults in line with the Safer Recruitment process laid out by the Diocese of Oxford.

Sermon Themes

The following sermon themes were preached on during the year:

- The Child Jesus (January)
- Jesus Begins His Ministry (February)
- The Heart of Worship (Creed, Confession, Blessing, Praise) (March to April)
- The Gospel of Mark (Chapters 1-8) (May to August)
- The Book of Nehemiah (September to October)
- Beyond the Wall (preparing for Advent) (November)
- Advent (The Greatest Gift) (December)

Electoral Roll

There were 135 people on the electoral roll at St James as at May 2023.

Average weekly attendance

Sunday – 10:00am:

96 adults

16 children under the age of 16

15 devices joining online

Wednesday – 10:00am:

10 adults

Average Messy Church attendance

41 adults and 30 children (under the age of 16)

Church Activities

In planning the activities, the Trustees have applied the guidance on public benefit issued by the Charity Commission.

Focus on Mission

Mission Links

The Church continues to maintain links with mission partners and organisations both at home and overseas:

- LAMB hospital in Bangladesh
- Just around the Corner (JAC) in Woodley
- Ben & Katy Ray working at Neema Craft in Tanzania for Church Mission Society
- Jon and Elise Fletcher working in the slums of Bangkok, Thailand
- The Kimbilio project working with street children in the Congo.
- Yeldall Manor, a local charity helping men with addictions.
- REInspired Woodley, bringing RE lessons and assemblies to local primary schools.

Home Mission and Outreach

Outreach to the community continued through Toddlers and St James' Cafe. In addition, a group meets regularly to meet the needs of those arriving in the area from Hong Kong.

Work with children, young people, and families continued through Messy Church, Toddlers, Sunday morning groups and puppets. Groups for children and young people run on the first and third Sundays of each month, and a "drop-in" for young people was run on Monday afternoons during the Summer term of 2023. St James' employs Linda Galpin (our Children and Families Worker) for her REInspired work in the local primary schools, delivering RE lessons and assemblies. A Hero Party for families and children was held on 31 October. Youth groups for those over the age of 14 were run by Laurie-Ann at Emmanuel Church.

St James Pre-school (now a separate CIO) continues to serve local families and is a much valued and respected service. Learning through play following the 'Early Years Foundation Stage' curriculum is provided for children from the age of 2 years up to school

age. The service runs on five days a week in term time, offering 8 sessions each week, a lunch club and an early drop-off option.

Baptism Preparation

Baptism preparation was held at the end of April for three families.

Church family events - worship and social

Regular Sunday Services:

10:00am (all services also live-streamed)

- 1st Sunday - Holy Communion
- 2nd Sunday - Morning Worship
- 3rd Sunday - Morning Worship
- 4th Sunday – Oasis Service (may include Baptism)
- 5th Sunday - Morning Worship

4pm on 2nd Sunday - Messy Church

Other

A service of Holy Communion was held at 10am every Wednesday with an average weekly attendance of 10.

Thank You

Thanks go to all those who have lead and preached at St James: members of St James clergy and staff and members of St James congregation.

Thanks also go to:

- the music group and singers for their part in leading our worship.
- those on the flower rota and the prayer ministry team
- those who run our children's and youth groups
- those on the sound team and the laptop operators team
- those who run our live stream
- our Church Wardens and deputy Church Wardens who do so much both on a Sunday morning and also behind the scenes throughout the week
- our Welcome Team who support the Church Wardens to ensure our services run smoothly
- our verger
- those who count, verify and bank the offering each week
- those who serve the refreshments.

Regular opportunities for Prayer and Reflection

Prayer and Compline – our regular prayer time was divided between Sunday evenings and Monday mornings, either on Zoom or in person.

Small groups continued to meet both online and in person during 2023.

Messy Church

An expression of Church for people of all ages, who are at any stage in their faith journey. It is held monthly on the 2nd Sunday 4pm - 6pm and includes creativity, celebration and hospitality.

Advent and Christmas Services

Our Sunday services during Advent focused on the Greatest Gift, and the special Christmas services were very well attended. These services included a carol service for the local Oddfellows group, Carols by Candlelight, three Christingle services (one for Brownies, Rainbows and Guides, and two on Christmas Eve), Midnight Communion and our Christmas morning service.

Easter Events

We held our usual 10am worship at St James' on Good Friday, and there was an ecumenical act of witness in Woodley town centre as well. On Easter Sunday we held a sunrise walk around Southlake followed by breakfast at church, and a service of Holy Communion at 10am.

Social Events

A number of social events took place during 2023, including: a Coronation Big Lunch Barbecue; Chinese Evening; Afternoon Tea at the Vicarage; Harvest Bring and Share Lunch; Christmas Preparation Evening.

Eco Church

St James is continuing to work towards the Silver Eco Church award.

A number of litter-picks were held over the year and an Eco Church Climate and Environment afternoon was held in July, with guest speaker Bishop Olivia. A photo competition was held to coincide with this event, and the prizes given out by Bishop Olivia.

A "who recycles what" sheet was created to advertise local recycling facilities, and a LOAF (Local, Organic, Animal friendly, and

Fairtrade) poster was created for display in the church during Lent.

New information signs were created and put up in the church grounds displaying the variety of flowers and grasses in our flower meadows and trees.

The Eco Church Land Management Plan was conceived and presented to the PCC.

Special services

Baptisms

Five children were baptised as part of Morning Worship on a Sunday morning.

Confirmations

One Confirmation service on a Sunday morning, with 11 candidates from three different congregations.

Weddings

None

Renewal of Marriage Vows

None

Funerals

Two

Other activities in church

The church was also used by the following groups/activities during 2023

- Guides
- Brownies
- Rainbows

This report was approved by the PCC and signed on their behalf by:

Laurence Smith

Laurence Smith (May 22, 2024 12:34 GMT+1)

Rev Laurence Smith

Chair of PCC

Date: May 22, 2024

Statement of Responsibilities of the Members of the Parochial Church Council

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

Charity law requires the PCC to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity as at the balance sheet date and of its incoming resources and application of resources for the financial year. In preparing these financial statements, the PCC are required to:

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

The PCC is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

INDEPENDENT EXAMINER'S REPORT
TO THE MEMBERS OF THE PAROCHIAL CHURCH COUNCIL OF
The Parochial Church Council of the Ecclesiastical Parish of Southlake St James
('the Charity')

I report to the members of the PCC (who are also the charity's trustees) on my examination of the accounts of the Charity for the year ended 31 December 2023 on pages 8 to 18 following, which have been prepared on the basis of the accounting policies set out on pages 10 and 11.

Responsibilities and basis of report

As members 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 Charity's accounts carried out under section 145 of the 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.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

Sarah Crispin
Sarah Crispin (Jun 6, 2024 08:41 GMT+1)

Sarah Crispin ACA
The Institute of Chartered Accountants in England and Wales
Stewardship
1 Lamb's Passage
London
EC1Y 8AB

Date: Jun 6, 2024

The Parochial Church Council of the Ecclesiastical Parish of Southlake St James

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2023**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
INCOME AND ENDOWMENTS FROM:					
Donations and legacies	3	131,178	15,322	146,500	130,322
Charitable activities	4	10,340	362	10,702	12,648
Other trading activities		-	-	-	22,522
Investments	5	13,574	-	13,574	7,297
Total income and endowments		155,092	15,684	170,776	172,790
EXPENDITURE ON:					
Charitable activities	6	146,636	31,450	178,086	209,618
Other		-	-	-	16,944
Total expenditure		146,636	31,450	178,086	226,563
Net income/(expenditure)		8,457	(15,767)	(7,310)	(53,773)
Transfers between funds	13	(17,947)	17,947	-	-
Net movement in funds		(9,490)	2,181	(7,310)	(53,773)
Reconciliation of funds:					
Total funds brought forward		109,654	58,973	168,627	222,400
Total funds carried forward	13	100,164	61,154	161,318	168,627

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing operations.

The notes on page 10-17 form part of these accounts.

The Parochial Church Council of the Ecclesiastical Parish of Southlake St James

BALANCE SHEET

AS AT 31 DECEMBER 2023

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
FIXED ASSETS					
Tangible assets	8	18,611	-	18,611	22,604
		<u>18,611</u>	<u>-</u>	<u>18,611</u>	<u>22,604</u>
CURRENT ASSETS					
Debtors	9	6,103	-	6,103	1,822
Cash at bank and in hand	10	91,216	61,154	152,370	150,334
		97,319	61,154	158,473	152,156
CREDITORS: Amounts falling due within one year	11	(15,766)	-	(15,766)	(6,133)
		<u>81,553</u>	<u>61,154</u>	<u>142,707</u>	<u>146,023</u>
Net current assets / (liabilities)					
		<u>100,164</u>	<u>61,154</u>	<u>161,318</u>	<u>168,627</u>
Total assets less current liabilities					
		<u>100,164</u>	<u>61,154</u>	<u>161,318</u>	<u>168,627</u>
TOTAL NET ASSETS					
		<u>100,164</u>	<u>61,154</u>	<u>161,318</u>	<u>168,627</u>
FUND BALANCES					
Unrestricted Funds	13				
General funds		95,662	-	95,662	107,212
Designated funds		4,502	-	4,502	2,442
		<u>100,164</u>	<u>-</u>	<u>100,164</u>	<u>109,654</u>
Restricted Funds		-	61,154	61,154	58,973
		<u>100,164</u>	<u>61,154</u>	<u>161,318</u>	<u>168,627</u>

The financial statements were approved by the members of the PCC and were signed on its behalf by:

Laurence Smith

Laurence Smith (May 22, 2024 12:34 GMT+1)

Laurence Smith, Vicar and Trustee

Date: May 22, 2024

Charity number: 1128770

The notes on page 10-17 form part of these accounts.

The Parochial Church Council of the Ecclesiastical Parish of Southlake St James

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2023

1 Statutory Information

The Parochial Church Council of the Ecclesiastical Parish of Southlake St James is a charity registered with the Charity Commission in England & Wales.

2 Accounting Policies

These financial statements are prepared on a going concern basis, under the historical cost convention [as modified by the revaluation of certain assets, which are measured at fair value through the Statement of Financial Activities]. The financial statements include all activities for which the PCC is legally responsible; the activities of informal gatherings of church members and groups that owe their main affiliation to another body and are excluded.

These financial statements have been prepared in accordance with The Church Accounting Regulations 2006, the 'Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)' ('the Charities SORP'), with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland ("FRS 102") and with the Charities Act 2011. The charity meets the definition of a public benefit entity as set out in FRS 102.

The Charities (Accounts and Reports) Regulations 2008 (the '2008 Regulations') requires charities to prepare their accounts in accordance with 'Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005' but this accounting standard has since been withdrawn and has been replaced by the Charities SORP mentioned in the preceding paragraph. The charity has prepared these financial statements in accordance with the new Charities SORP; this departure from the 2008 Regulations is believed to be necessary for these financial statements to give a 'true and fair view'.

The principles adopted in the preparation of the financial statements are set out below.

a) Going concern

The PCC have assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the charity to continue as a going concern. The PCC have made this assessment for a period of at least one year from the date of approval of the financial statements. In particular the PCC have considered the charity's forecasts and projections and the possible implications should projected income and / or expenditure vary unexpectedly. The PCC have concluded that there is a reasonable expectation that the charity has adequate resources to continue to operate for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing its financial statements.

b) Income

Income (which includes planned giving, collections and other donations) is recognised in the period in which the charity becomes entitled to receipt, the amount receivable can be measured with reasonable certainty, and receipt is probable. For the most part income is generally recognised when it is received by, or on behalf of, the PCC. Income is only deferred when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

Income from donations and legacies includes:

- i) Recoverable gift aid. This is recognised when the related donation is received. Gift aid that has not been recovered by the balance sheet date is included as a debtor.

The charity relies on volunteers to carry out many of its activities. However, in accordance with the SORP, the value of these services has not been included in these financial statements as they cannot be reliably measured.

Income from charitable activities represents income receivable from goods, services and facilities supplied in furtherance of the charity's charitable objects. It includes income from the café, and church activities.

c) Expenditure

Expenditure, including irrecoverable VAT, is recognised when it is incurred or, if earlier, when a legal or constructive obligation for a payment arises provided that it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Contributions in respect of the diocesan parish share are included in the Statement of Financial Activities for all amounts agreed to being payable for the financial year. Any contributions that have not been paid over by the year end are included as a creditor.

The charity makes grants to other institutions and individuals to further its charitable objectives. Grants payable are recognised as constructive obligations arise, which is generally when the charity expresses a commitment to the recipient that can be measured reliably and then only to the extent that any conditions associated with the grant are outside of the control of the charity.

The cost of raising funds is not significant and has not been separately disclosed.

Governance costs, which are included in expenditure on charitable activities but are identified separately in the notes to the accounts, includes costs associated with the independent examination of the financial statements, compliance with constitutional and statutory requirements and any other expenditure incurred on the strategic management of the charity.

The Parochial Church Council of the Ecclesiastical Parish of Southlake St James

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2023

2 Accounting Policies (cont.)

d) Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the PCC in furtherance of the general objectives of the charity. Designated funds comprise unrestricted funds that have been set aside by the PCC for particular purposes. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects.

e) Tangible fixed assets

Consecrated and beneficed property is not included in these financial statements by virtue of s.10(2) of the Charities Act 2011. All expenditure on consecrated or beneficed buildings is written off in the year in which it is incurred.

Movable church furnishings held by the incumbent and Churchwardens on special trust for the PCC and which require a faculty for disposal are capitalised in accordance with the policy set out below. These items are regarded as inalienable property and are listed in the church's inventory which can be inspected at any reasonable time. Inalienable property acquired prior to 2000 has not been capitalised as there is insufficient cost information available.

Clergy accommodation are held in trust by the Diocese on behalf of the PCC. These properties are essential for the mission of the church and have been in use for many years but they have not been included in these financial statements as there is insufficient cost information and their depreciated cost is unlikely to be material.

Items purchased or donated for the charity's own use are capitalised when the cost of purchased items, or the fair value of donated items, is more than £1,000 and the item is expected to benefit the charity over more than one accounting period. Depreciation is charged on a straight line basis so as to write down the value of each asset to its estimated residual value (if any) over its expected useful economic life. To achieve this objective the following rates of depreciation are charged:

Freehold land	Is not depreciated (because it is not consumed by use)
Freehold buildings	Over 50 years after taking account of the building's residual value
Leasehold improvements	Over the lease term or, if shorter, expected useful life
Equipment	Over 3 to 7 years

The carrying values of tangible fixed assets are reviewed for impairment in periods when events or changes in circumstances indicate that the carrying value may not be recoverable.

f) Pension scheme arrangements

The charity contributes to the Church Workers Pension Fund, which is a multi-employer defined benefits pension scheme as described in Section 28 of FRS 102. The charity is not able to identify its share of the Scheme's assets and liabilities and, therefore, as permitted by FRS 102, the Scheme is accounted for as if it were a defined contribution pension scheme. Contributions to the Scheme are charged to the Statement of Financial Activities as they become payable. Further information about the Scheme is disclosed in note 12 'Pension Commitments'.

g) Taxation

The charity has taken advantage of the various reliefs from taxation available to charities and no tax is payable on the charity's income.

h) Financial instruments

The charity's financial assets and financial liabilities all qualify as basic financial instruments, as defined by FRS102. Except for loans, creditors and debtors are measured at their expected settlement value (normally the amount of cash that the charity expects to pay or receive).

i) Exemption from preparing a cashflow statement

The charity has taken advantage of an exemption conferred by the Charities SORP and has not prepared a cash flow statement.

j) Critical accounting estimates and areas of judgement

In preparing financial statements certain judgements, estimates and assumptions have to be made that affect the amounts recognised in the financial statements. The members of the PCC consider the following to be significant:

- The annual depreciation charge for property, plant and equipment is sensitive to changes in the estimates for useful economic life and residual value. These estimates are reassessed annually and, when necessary, adjusted to reflect current circumstances.
- The constructive obligation for grants payable is based on an assessment of the likely duration of the supported activity. Again this estimate is re-assessed annually and the obligation is adjusted to reflect current expectations.

3 Donations and legacies

	2023	2022
	£	£
Donations of cash and similar	115,452	101,960
Other grants receivable	7,853	6,870
Income tax recoverable	23,195	21,492
	<u>146,500</u>	<u>130,322</u>

The Parochial Church Council of the Ecclesiastical Parish of Southlake St James

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2023

4 Income from charitable activities

	2023	2022
	£	£
Café income	5,948	6,717
Other activities & events	4,005	4,746
PCC fee income	749	1,185
	<u>10,702</u>	<u>12,648</u>

5 Investment income

	2023	2022
	£	£
Property letting	10,347	6,347
Bank interest	3,227	951
	<u>13,574</u>	<u>7,297</u>

6 Charitable expenditure

	2023	2022
	£	£
a Costs incurred directly on specific activities		
Ministry expenses:		
Parish share	60,736	60,559
Ministry staff employment costs	27,385	26,947
Clergy expenses	1,171	333
Other ministry expenses	5,952	5,645
Upkeep of services	6,399	5,905
	<u>101,642</u>	<u>99,389</u>
Property expenses:		
Operational costs for church	11,997	5,480
Maintenance of church	9,440	3,432
Major repairs to church	237	3,866
Upkeep of churchyard	-	299
	<u>21,674</u>	<u>13,078</u>
Grants payable (note 6c)	28,698	73,552
	<u>152,014</u>	<u>186,019</u>
b Costs incurred on support & administration		
Governance costs		
Independent examiner's fee	1,860	1,302
Other	-	630
	<u>1,860</u>	<u>1,932</u>
Administrative staff employment costs	11,652	10,431
Other admin costs	6,479	7,261
Depreciation of tangible fixed assets	3,994	2,060
Insurance	2,086	1,915
	<u>26,072</u>	<u>23,599</u>
Total expenditure	<u>178,086</u>	<u>209,618</u>

c Grants payable

	Institutions	Individuals	2023
	£	£	£
Grants for UK and overseas mission	24,898	3,800	28,698
	<u>24,898</u>	<u>3,800</u>	<u>28,698</u>

The comparatives for the previous year are as follows:

	Institutions	Individuals	2022
	£	£	£
Grants for UK and overseas mission	71,752	1,800	73,552
	<u>71,752</u>	<u>1,800</u>	<u>73,552</u>

The Parochial Church Council of the Ecclesiastical Parish of Southlake St James

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2023

6 Charitable expenditure (cont.)

The charity's principal grants to institutions comprised:

	2023	2022
	£	£
St James' Pre-school CIO	-	60,000
CMS	2,800	2,700
Just Around the Corner 'JAC'	4,800	1,800
Lamb Hospital	2,800	1,800
Yeldall Manor	4,820	1,800
Churches Together in Woodley	-	1,200
Congo Children's Trust	3,800	-
Pilot Light Trust	1,800	-
DEC Turkey/Syria earthquake appeal	2,113	-
Grants to institutions for less than £1,000 each	1,965	2,452
	<u>24,898</u>	<u>71,752</u>

Following the successful application by the St James Pre-school to be a Charitable Incorporated Organisation (CIO), a full transfer of the activities, assets and liabilities of the Pre-School was executed in the form of a grant from the Pre-school restricted funds from this charity to the new CIO under a Transfer Agreement effective 1 April 2022.

7 Analysis of staff costs, the cost of key management personnel and trustee remuneration

The average monthly number of employees during the year was 2 (2022: 4). Most of the charity's activities are carried out by volunteers.

No staff received salaries at a rate of more than £60,000 per annum.

The charity's key management comprise the members of the PCC and the key staff named on the Charity Information page. No member of the PCC received employment benefits in the current year.

Total employment benefits payable to key management for the previous year were as follows:

	Wages & salaries	Other employment benefits	Employer pension contributions	2022
				£
Members of the PCC				
Elaine Hawkes	5,003	-	103	5,106
				<u>5,106</u>

Elaine Hawkes served as Pre-school Manager and received the above payments for serving in that capacity, not for serving as a member of the PCC; these payments are permitted by the charity's governing document. These payments are for the period prior to St James Pre-school becoming a CIO during 2022.

Laurence Smith (who is a clergy member of the PCC) receives a stipend from the Diocese and so is not an employee; some of the Parish Share paid to the Diocese is used to help meet the cost of this stipend. Laurence Smith was provided with accommodation (which is customary for clergy) and there is no cost to the PCC for this accommodation as the property is beneficed. The charity also reimbursed expenses to Laurence Smith; these costs are disclosed in note 6 'Charitable Expenditure' under the heading 'Clergy expenses'.

The Parochial Church Council of the Ecclesiastical Parish of Southlake St James

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2023

8 Tangible fixed assets

	Fixtures, fittings and equipment £	Total 2023 £
Cost		
At 1 January 2023	36,546	36,546
Additions	-	-
Disposals	-	-
At 31 December 2023	<u>36,546</u>	<u>36,546</u>
Accumulated depreciation		
At 1 January 2023	13,942	13,942
Charge for the year	3,994	3,994
Eliminated on disposal	-	-
At 31 December 2023	<u>17,935</u>	<u>17,935</u>
Net book value		
At 31 December 2023	<u>18,611</u>	<u>18,611</u>
At 31 December 2022	<u>22,604</u>	<u>22,604</u>

9 Debtors

	2023 £	2022 £
Falling due within one year:		
Tax recoverable	5,641	1,822
Other debtors	463	-
	<u>6,103</u>	<u>1,822</u>

10 Cash at Bank and in Hand

	2023 £	2022 £
Cash at bank with immediate access	151,492	149,457
Petty cash	877	877
	<u>152,370</u>	<u>150,334</u>

11 Creditors: liabilities falling due within one year

	2023 £	2022 £
Taxation and social security	-	200
Other creditors	-	20
Accruals	3,766	5,913
Grant obligations	12,000	-
	<u>15,766</u>	<u>6,133</u>

The Parochial Church Council of the Ecclesiastical Parish of Southlake St James

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2023

12 Pension commitments

The Church Workers Pension Fund (CWPF)

The PCC participates in the Pension Builder Scheme section of CWPF for lay staff. The Scheme is administered by the Church of England Pensions Board, which holds the assets of the schemes separately from those of the PCC and the other participating employers.

The Church Workers Pension Fund has a section known as the Defined Benefits Scheme, which comprises a deferred annuity section known as Pension Builder Classic and a cash balance section known as Pension Builder 2014.

Pension Builder Classic provides a pension for members for payment from retirement, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Discretionary increases may be added before retirement, depending on investment returns and other factors.

Pension Builder 2014 is a cash balance scheme that provides a lump sum that members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. Discretionary bonuses may be added before retirement, depending on investment returns and other factors. The account, plus any bonuses declared, is payable, unreduced, from age 65.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme. The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and contributions are accounted for as if the Scheme were a defined contribution scheme.

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent valuation was carried out as at 31 December 2019. The next valuation is due as at 31 December 2022.

For the Pension Builder Classic section, the valuation revealed a deficit of £4.8m on the ongoing assumptions used. [At the most recent annual review, the Board chose to grant a discretionary bonus of 6.7% to both pensions not yet in payment and pensions in payment in respect of service prior to April 1997; and a bonus on pensions in payment in respect of post April 2006 service so that the pension increase was 5% (where usually it would be calculated based on inflation up to 2.5%). This followed improvements in the funding position over 2023. There is no requirement for deficit payments at the current time.

For the Pension Builder 2014 section, the valuation revealed a surplus of £5.5m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.

The legal structure of the Scheme is such that if another employer fails, the PCC could become responsible for paying a share of that employer's pension liabilities.

Summary of pension contributions payable for year:

The charity's pension contributions were as follows

	2023	2022
	£	£
Church Worker's Pension Fund (see above)		
contributions payable for year	1,342	911
	<u>1,342</u>	<u>911</u>

Summary of pension liabilities at the year end:

The charity's pension liabilities at the end of the year were as follows:

	2023	2022
	£	£
in respect of defined benefit pension arrangements:		
Church Workers' Pension Fund	266	-
	<u>-</u>	<u>-</u>

The Parochial Church Council of the Ecclesiastical Parish of Southlake St James

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2023

13 Funds

During the year the movements in the charity's funds were as follows:

	Opening balance 2023 £	Incoming resources 2023 £	Outgoing resources 2023 £	Transfers in the year 2023 £	Gains and losses 2023 £	Closing balance 2023 £
<i>Designated Funds</i>						
Designated Fund: St James CAFE	2,442	5,948	(3,888)	-	-	4,502
	<u>2,442</u>	<u>5,948</u>	<u>(3,888)</u>	<u>-</u>	<u>-</u>	<u>4,502</u>
<i>General Unrestricted Funds</i>	107,212	149,144	(142,747)	(17,947)		95,662
	<u>107,212</u>	<u>149,144</u>	<u>(142,747)</u>	<u>(17,947)</u>		<u>95,662</u>
Total Unrestricted Funds	109,654	155,092	(146,636)	(17,947)	-	100,164
	<u>109,654</u>	<u>155,092</u>	<u>(146,636)</u>	<u>(17,947)</u>	<u>-</u>	<u>100,164</u>
<i>Restricted Funds</i>						
Youth Work	18,004	2,605	(425)	-	-	20,185
Children & Families Work	-	11,723	(29,013)	17,291	-	-
Building Fund	1,016	-	-	-	-	1,016
Sinking Fund	39,953	-	-	-	-	39,953
Mission Giving	-	1,356	(2,013)	657	-	-
	<u>58,973</u>	<u>15,684</u>	<u>(31,450)</u>	<u>17,947</u>	<u>-</u>	<u>61,154</u>
Aggregate of funds	168,627	170,776	(178,086)	-	-	161,318
	<u>168,627</u>	<u>170,776</u>	<u>(178,086)</u>	<u>-</u>	<u>-</u>	<u>161,318</u>

Analysis of net assets by fund

The assets and liabilities of the various funds were as follows:

	<u>Unrestricted Funds</u>		Restricted funds £	2023 £
	General funds £	Designated funds £		
Tangible fixed assets	18,611	-	-	18,611
Debtors	6,103	-	-	6,103
Cash at bank and in hand	86,714	4,502	61,154	152,370
Creditors falling due within one year	(15,766)	-	-	(15,766)
	<u>95,662</u>	<u>4,502</u>	<u>61,154</u>	<u>161,318</u>

The Parochial Church Council of the Ecclesiastical Parish of Southlake St James

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2023

13 Funds (cont.)

In the previous year the movements in the charity's funds were as follows:

	Opening balance 2022 £	Incoming resources 2022 £	Outgoing resources 2022 £	Transfers in the year 2022 £	Gains and losses 2022 £	Closing balance 2022 £
<i>Designated Funds</i>						
Designated Fund: St James CAFE	4,515	6,717	(8,790)	-	-	2,442
	4,515	6,717	(8,790)	-	-	2,442
<i>General Unrestricted Funds</i>	106,714	129,361	(112,836)	(16,027)	-	107,212
Total Unrestricted Funds	111,229	136,078	(121,626)	(16,027)	-	109,654
<i>Restricted Funds</i>						
Youth Work	15,816	3,188	(1,000)	-	-	18,004
Children & Families Work	-	11,002	(26,992)	15,990	-	-
Pre-school	56,795	22,522	(76,944)	(2,373)	-	-
Building Fund	4,491	-	-	(3,474)	-	1,016
Sinking Fund	34,069	-	-	5,884	-	39,953
	111,171	36,712	(104,937)	16,027	-	58,973
Aggregate of funds	222,400	172,790	(226,563)	-	-	168,627

Analysis of net assets by fund

In the previous year, the assets and liabilities of the various funds were as follows:

	<u>Unrestricted Funds</u>		Restricted funds £	2022 £
	General funds £	Designated funds £		
Tangible fixed assets	22,604	-	-	22,604
Debtors	1,716	-	105	1,822
Cash at bank and in hand	88,237	2,921	59,176	150,334
Creditors falling due within one year	(5,345)	(479)	(308)	(6,133)
	107,212	2,442	58,973	168,627

Designated Funds

The St James CAFE fund is designated for cafe ministry in the community.

Restricted Funds

The Youth Work fund and Children's work fund are restricted to salary and other costs incurred specifically in these areas of ministry

The Building Fund can only be spent on building works, including fixtures and equipment within the Church building

The Sinking Fund was created to set aside funds for the replacement of assets based on the expected useful life of the existing fixed assets (e.g. building and equipment).

The Mission Fund is for specific appeals and collections towards missions and other charitable activities.

14 Transactions with related parties

During the year the charity:

- received donations totalling £24,430 (2022: £28,155) from related parties (which includes members of the PCC, any other members of key management and anyone closely connected to them).
- No expenses (2022: £nil) were paid to, or for members of the PCC.

During the year the charity also made the following payments to, or for, related parties:

- J & E Fletcher, who are closely related to Pete Clarke (a member of the PCC), received grants totalling £1,800 (2022: £1,800) for mission activities overseas.

The Parochial Church Council of the Ecclesiastical Parish of Southlake St James

DETAILED STATEMENT OF FINANCIAL ACTIVITIES WITH COMPARATIVES

FOR THE YEAR ENDED 31 DECEMBER 2023

	Note	Unrestricted funds				Unrestricted funds			
		General 2023 £	Designated 2023 £	Restricted 2023 £	Total 2023 £	General 2022 £	Designated 2022 £	Restricted 2022 £	Total 2022 £
INCOME AND ENDOWMENTS FROM:									
Donations and legacies	3	131,178	-	15,322	146,500	117,386	-	12,937	130,322
Charitable activities	4	4,392	5,948	362	10,702	5,931	6,717	-	12,648
Pre-school income		-	-	-	-	-	-	22,522	22,522
Investments	5	13,574	-	-	13,574	6,044	-	1,253	7,297
Total income and endowments		149,144	5,948	15,684	170,776	129,361	6,717	36,712	172,790
EXPENDITURE ON:									
Charitable activities:	6	142,747	3,888	31,450	178,086	112,836	8,790	87,992	209,618
Preschool costs		-	-	-	-	-	-	16,944	16,944
Total Expenditure		142,747	3,888	31,450	178,086	112,836	8,790	104,937	226,563
Net gains/(losses) on investments		-			-	-			-
Net income/(expenditure)		6,397	2,060	(15,767)	(7,310)	16,525	(2,072)	(68,225)	(53,773)
Transfers between funds	13	(17,947)	-	17,947	-	(16,027)	-	16,027	-
Net movement in funds		(11,550)	2,060	2,181	(7,310)	498	(2,072)	(52,198)	(53,773)
Reconciliation of funds:									
Total funds brought forward		107,212	2,442	58,973	168,627	106,714	4,515	111,171	222,400
Total funds carried forward	13	95,662	4,502	61,154	161,318	107,212	2,442	58,973	168,627

Accounts



St James Church Centre
Kingfisher Drive
Woodley
Reading
RG5 3LH

Trustees' Annual Report

for year ended 31 December 2022

The Parochial Church Council of the Ecclesiastical Parish of Southlake St James

Charity Registration Number: 1128770

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY

CHARITY INFORMATION

FOR THE YEAR ENDED 31 DECEMBER 2022

Members of the Parochial Church Council	See PCC Annual Report appended to these accounts for member details
Charity Registration Number	1128770
Principal Address	St James' Church Centre Kingfisher Drive Woodley Reading RG5 3LH
Independent Examiner	Sarah Crispin Stewardship 1 Lamb's Passage London EC1Y 8AB
Bankers	Santander Bootle Merseyside L30 4GB Barclays Leicester LE87 2BB

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Church Administration & Records

The key functions of the PCC include:

- consulting with the minister on matters of general concern and importance to the parish
- co-operation with the minister in promoting in the parish the whole mission of the Church, including pastoral, evangelistic, social and ecumenical matters.

(Summarised from Synodical Government Measure 1969.)

These are the guiding principles under which the PCC operates.

The PCC also has a responsibility to:

- maintain the building,
- set an appropriate budget,
- present independently examined accounts to the church.

Membership

The PCC is a corporate body established by the Church of England. It operates under the Parochial Church Council Powers Measure. The PCC is a Registered Charity.

Members of the PCC are elected by the Annual Parochial Church Meeting in accordance with the Church Representation Rules. During 2022 the following people served as members of the PCC:

Ex officio members

Rev. Laurence Smith Vicar and Chair
Dr David Fulford Licensed Lay Minister
Mr Pete Clarke Licensed Lay Minister

Church Wardens

Mrs Alison Mullens
Mr Pete Clarke

Elected lay members

Mr John Aked (until May 2022)
Mrs Folake Olatunji - Treasurer
Mr Ian Johnson – Gift Aid Secretary (until May 2022)
Mrs Nicola Tivey - Pre-School link
Mrs Mary Holmes
Mr Chris Rimmer (until May 2022)
Dr Janet Penny
Mrs Elaine Hawkes
Miss Catharine Turton - PCC Secretary
Mr Douglas Findlay
Ms Yvonne le Croisette

Elected Deanery Synod members

Mrs Jane Fulford - Safeguarding Officer
Mr Douglas Findlay

Standing Committee

This is the only committee required by law. It has the power to transact the business of the PCC between meetings, subject to directions given by the PCC. The members were: the two Church Wardens, the Treasurer, the Gift Aid Secretary (until May 2022), the PCC Secretary and Laurence our vicar as chairperson.

The Mission Support Group (MSG)

This group, chaired by Jane Fulford, is appointed by the PCC and is responsible for advising the PCC on the distribution of the mission giving from St James' to mission partners.

Summary of PCC business

January (conducted in person)

- Planning for the APCM
- Deanery Synod update
- Annual staff pay review

February (conducted via Zoom)

- Summary of 2021 accounts and 2022 budget
- Pre-school update
- Review of rental rates
- Health and Safety update

March (conducted via Zoom)

- Business relating to transfer of Pre-school to new CIO
- Review of church terrier and log book
- Review and adoption of draft Trustees Annual Report 2021
- Clarification of Reserves Policy

May (conducted in person)

- PCC officers appointed and roles assigned
- Approval of kitchen refurbishment project

July (conducted via Zoom)

- Introduction of Safer Recruitment procedures
- Presentation of 1st Half accounts
- Update from Deanery Synod

August (in person)

- This was not a formal meeting, but a meal and discussion around the culture of our church

September (conducted in person)

- Approval of St James Helping Hands fund
- Approval of lunch/breakfast provision for Pre-school families in need

November (conducted via Zoom)

- Review of rental rates
- Review of Mission Partners
- Safeguarding review

All PCC meetings start and end with prayer.

Summary of Standing Committee business

Standing Committee met monthly to agree business to be raised at the next PCC meeting and progress any urgent business. Business was also conducted via email.

The Standing Committee:

- Approved items of expenditure that fall within the spending limit set by PCC.
- Assessed and prioritised our expenditure
- Progressed a number of building maintenance tasks
- Reviewed staff contracts and made recommendations to PCC on staff pay
- Made recommendations to PCC on key items of expenditure
- Approved our Safer Recruitment policy
- Held discussions around culture change and future vision
- Discussed our St James' Helping Hands plans

Church finance

During the year January – December 2022, the total income to the church was £172,790, of which £136,078 relate to unrestricted funds. St James Preschool earned £22,522 in funding and fees, whilst the balance of the restricted funds of £14,190 was primarily to fund employment of a part-time Children and Families Worker. With the exception of Preschool funds, the charity's funds were raised through voluntary donations, associated Gift Aid claims, and other activities such as hall lettings and running the CAFÉ.

The Preschool funds were primarily from the Wokingham Borough Council for early years and 2 year old funding, in addition to fees received directly for students attending lunch club. Following the successful application by the St James Preschool to be a Charitable Incorporated Organisation (CIO), a full transfer of the activities, assets and liabilities of the Preschool has been executed in the form of a grant from the Preschool restricted funds from this charity to the new CIO under a Transfer Agreement effective 1 April 2022. This means that at the end of the year, the Preschool restricted fund balance was nil and there would be no more activities in this regard within this charity.

Expenditure in 2022 amounted to £226,563. The largest single item of expenditure was the Parish Share of £60,559. The Preschool transfer to the CIO in the form of a grant was £60,000.

Other authorised grant payments amounted to £11,752 for the year. Generous financial support was given to a range of projects and external

bodies like CMS, JAC, Congo Children Trust, the Fletcher family, Lamb Hospital, and Yeldall Manor to name our key mission partners.

The net result for the year was a net expense of £53,773.

The PCC reserve policy states that the charity should aim to hold unrestricted cash of no less than 6 months employment costs plus 3 months of other unrestricted costs, which at the end of 2022 equate to ~£50,000; and with a ceiling of the higher of £20,000 or 20% of the lower limit. The amount of unrestricted funds carried forward at the end of the year, £109,655, is well above the parameters set out in the reserve policy. PCC believe that these funds will be needed in the medium-term to finance core projects such as employing another member of staff or additional facilities works currently being considered.

Church Maintenance

The main project in 2022 was the replacement of the church kitchen, overseen by Sue Karsten and Jeanette Mooney.

Other building work included:

- replacement of ceiling and lighting in the Preschool room
- Continued clearing of leaves and debris from the roof and gutters

The majority of issues identified in the 2019 Quinquennial Review have now been addressed, and those remaining will be dealt with in advance of the next review in 2024.

Risk Management

The operational, financial and reputational risks were reviewed in March 2023. Measures to manage the outstanding risks were identified and procedures put in place. The next review will take place in March 2024.

Safeguarding

The PCC promotes a safer church for all in the church community, and ensures that there is a plan in place to raise awareness of, promote training, and ensure that safeguarding is taken seriously by all those in the church community. The church's safeguarding policy is reviewed on a regular basis, and updates are provided at each PCC meeting. The members of the PCC confirm that they have complied with their duties under section 5 of the Safeguarding and Clergy Discipline Measure 2016.

The Safer Recruitment process laid out by the Diocese of Oxford was begun in the second half

of the year to retrospectively safely recruit our existing volunteers, and to create a framework for recruiting new volunteers to roles with children and vulnerable adults. This is ongoing.

Sermon Themes

The following sermon themes were preached on during the year:

- The Letter of James (January to February)
- A Study of Holy Communion (March)
- Easter (April)
- The Prayers of Elijah (June)
- The Letter to the Philippians (July to August)
- "The Great Physician" – Jesus and Healing (September to October)
- Lectionary (November)
- The Angels of Christmas (December)

Electoral Roll

There were 127 people on the electoral roll at St James as at April 2022.

Average weekly attendance

Sunday – 10:00am:

81 adults

17 children under the age of 16

15 devices joining online

Wednesday – 10:00am:

15 adults

Average Messy Church attendance

46 adults and 36 children (under the age of 16)

Church Activities

In planning the activities, the Trustees have applied the guidance on public benefit issued by the Charity Commission.

Focus on Mission

Mission Links

The Church continues to maintain links with mission partners and organisations both at home and overseas:

- LAMB hospital in Bangladesh
- Just around the Corner (JAC) in Woodley
- Ben & Katy Ray working at Neema Craft in Tanzania for Church Mission Society
- Jon and Elise Fletcher working in the slums of Bangkok, Thailand

- The Kimbilio project working with street children in the Congo.
- Yeldall Manor, a local charity helping men with addictions.
- REInspired Woodley, bringing RE lessons and assemblies to local primary schools.

Home Mission and Outreach

Outreach to the community continued through Toddlers, St James' Cafe, and Rendezvous. In addition, a group for those who have arrived from Hong Kong began to support with language, culture and fellowship.

Work with children, young people, and families got back to its new normal with more activities starting back again in person. Messy Church, Toddlers, Sunday morning groups and puppets all returned to in-person events, although with a reduced volunteer base. In September, we were able to offer a new Sunday morning youth group for those age 11-14. This runs alongside the two children's groups during the service on the first and third Sundays of the month. St James' now employs Linda Galpin (our Children and Families Worker) for her REInspired work in the local primary schools, delivering RE lessons and assemblies. A Light Trail for families and children was held around the parish on 31 October.

Youth groups for those over the age of 14 were run by Laurie-Ann at Emmanuel Church.

St James Pre-school continues to serve local families and is a much valued and respected service. Learning through play following the 'Early Years Foundation Stage' curriculum is provided for children from the age of 2 years up to school age. The service runs on four days a week in term time, offering 8 sessions each week, a lunch club and an early drop-off option. In April 2022, St James' Preschool became a separate CIO.

Baptism Preparation

There were no group baptism preparation classes, but baptism preparation was held in the home with the family of those being baptised.

Church family events - worship and social

Regular Sunday Services:

10:00am (all services also live-streamed)

1st Sunday – Holy Communion

2nd Sunday – Morning Worship

3rd Sunday – Morning Worship

4th Sunday – Oasis Service (may include Baptism)

5th Sunday – Morning Worship

4pm on 2nd Sunday – Messy Church
8:15pm each Sunday – Compline via Zoom

Other

A service of Holy Communion was held at 10am every Wednesday with an average weekly attendance of 15.

Thank You

Thanks go to all those who have led and preached at St James: members of St James clergy and staff and members of St James congregation.

Thanks also go to:

- the music group and singers for their part in leading our worship.
- those on the flower rota and the prayer ministry team
- those who run our children's and youth groups
- those on the sound team and the laptop operators team
- those who run our live stream
- our Church Wardens and deputy Church Wardens who do so much both on a Sunday morning and also behind the scenes throughout the week
- our Welcome Team who support the Church Wardens to ensure our services run smoothly
- our verger
- those who count, verify and bank the offering each week
- those who serve the refreshments.

Regular opportunities for Prayer and Reflection

Prayer and Compline – a weekly gathering to pray for our community and the wider world, and say Compline together. Meetings are held on Zoom every Sunday at 8:15pm.

Homegroups continued to meet both online and in person during 2022.

Messy Church

An expression of Church for people of all ages, who are at any stage in their faith journey. It is held monthly on the 2nd Sunday 4pm - 6pm and includes creativity, celebration and hospitality.

Advent and Christmas Services

We had an incredibly blessed Advent and Christmas season, particularly given the restrictions of the previous two years.

Our Sunday services during Advent focused on the Angels of Christmas, and the special Christmas services were very well attended. These services included Carols by Candlelight, three Christingle services (one for Brownies,

Rainbows and Guides, and two on Christmas Eve), Midnight Communion and our Christmas morning service.

Easter Events

There were no Covid restrictions in place for Easter 2022. We held our usual 10am worship at St James' on Good Friday, although Churches Together in Woodley did not meet for an ecumenical act of worship. On Easter Sunday we held a sunrise walk around Southlake followed by breakfast at church, and a service of Holy Communion at 10am.

Social Events

Harvest was marked with a bring and share lunch after the service.

A Christmas Pudding making evening was held in church at the beginning of December.

Eco Church

St James is continuing to work towards the Silver Eco-Church award.

A number of litter-picks were held over the year and an Eco-Church event was held at the beginning of October, coinciding with Harvest. This included a photography competition and various stalls sharing information and selling eco-friendly alternatives to various products.

Looking forward into 2023 activities include further litter picks, another church event, and the implementation of a Land Management Plan.

Special services

Baptisms

Three children were baptised as part of Morning Worship on a Sunday morning.

Confirmations

None

Weddings

None

Renewal of Marriage Vows

None

Funerals

Four

Other activities in church

The church was also used by the following groups/activities during 2022

- Guides
- Brownies
- Rainbows
- Rangers

Statement of Responsibilities of the Members of the Paro- chial Church Council

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

Charity law requires the PCC to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity as at the balance sheet date and of its incoming resources and application of resources for the financial year. In preparing these financial statements, the PCC are required to:

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

The PCC is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Rev Laurence Smith
Chair of PCC
14 May 2023

INDEPENDENT EXAMINER'S REPORT
TO THE MEMBERS OF THE PAROCHIAL CHURCH COUNCIL OF
THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY
('the Charity')

I report to the members of the PCC (who are also the charity's trustees) on my examination of the accounts of the Charity for the year ended 31 December 2022 on pages 9 to 21 following, which have been prepared on the basis of the accounting policies set out on pages 11 to 13.

Responsibilities and basis of report

As members 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 Charity's accounts carried out under section 145 of the 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.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

Sarah Crispin, ACA
ICAEW
Stewardship
1 Lamb's Passage
London
EC1Y 8AB

25 May 2023

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2022

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
INCOME AND ENDOWMENTS FROM:					
Donations and legacies	3	117,386	12,937	130,322	127,373
Charitable activities	4	6,717	-	6,717	1,987
Pre-school income		-	22,522	22,522	84,987
Investments	5	7,297	-	7,297	1,602
Other income		4,678	1,253	5,931	3,061
Total income and endowments		136,078	36,712	172,790	219,009
EXPENDITURE ON:					
Charitable activities	6	121,626	87,992	209,618	172,638
Pre-school costs		-	16,944	16,944	74,490
Total expenditure		121,626	104,937	226,563	247,128
Net income/(expenditure)		14,452	(68,225)	(53,773)	(28,118)
Transfers between funds	16	(16,027)	16,027	-	-
Net movement in funds		(1,575)	(52,198)	(53,773)	(28,118)
Reconciliation of funds:					
Total funds brought forward		111,229	111,171	222,400	250,518
Total funds carried forward	16	109,655	58,973	168,627	222,400

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing operations.

The notes on page 11-21 form part of these accounts.

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY

BALANCE SHEET

AS AT 31 DECEMBER 2022

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
FIXED ASSETS					
Tangible assets	9	22,604	-	22,604	3,201
		<u>22,604</u>	<u>-</u>	<u>22,604</u>	<u>3,201</u>
CURRENT ASSETS					
Debtors	10	1,716	105	1,822	1,670
Investments	11	-	-	-	85,000
Cash at bank and in hand	12	91,158	59,176	150,334	157,452
		<u>92,875</u>	<u>59,282</u>	<u>152,156</u>	<u>244,123</u>
CREDITORS: Amounts falling due within one year	13	(5,825)	(308)	(6,133)	(24,923)
Net current assets / (liabilities)		<u>87,050</u>	<u>58,973</u>	<u>146,023</u>	<u>219,199</u>
Total assets less current liabilities		<u>109,654</u>	<u>58,973</u>	<u>168,627</u>	<u>222,400</u>
Net assets / (liabilities) excluding pension asset / (liability)		<u>109,654</u>	<u>58,973</u>	<u>168,627</u>	<u>222,400</u>
TOTAL NET ASSETS		<u>109,654</u>	<u>58,973</u>	<u>168,627</u>	<u>222,400</u>
FUND BALANCES	16				
Unrestricted Funds					
General funds		107,212	-	107,212	106,714
Designated funds		2,442	-	2,442	4,515
		<u>109,654</u>	<u>-</u>	<u>109,654</u>	<u>111,229</u>
Restricted Funds		<u>-</u>	<u>58,973</u>	<u>58,973</u>	<u>111,171</u>
		<u>109,654</u>	<u>58,973</u>	<u>168,627</u>	<u>222,400</u>

The financial statements were approved by the members of the PCC on 14 May 2023 and were signed on its behalf by:

Laurence Smith

Laurence Smith, Vicar and Trustee

Charity number: 1128770

The notes on page 11-21 form part of these accounts.

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2022

1 Statutory Information

The Parochial Church Council of the Parish of Southlake, St James, Woodley is a charity registered with the Charity Commission in England & Wales. The charity's registered number and principal address can be found on the Charity Information page.

2 Accounting Policies

These financial statements are prepared on a going concern basis, under the historical cost convention. The financial statements include all activities for which the PCC is legally responsible; the activities of informal gatherings of church members and groups that owe their main affiliation to another body and are excluded.

These financial statements have been prepared in accordance with The Church Accounting Regulations 2006, the 'Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)' ('the Charities SORP'), with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland ("FRS 102") and with the Charities Act 2011. The charity meets the definition of a public benefit entity as set out in FRS 102.

The Charities (Accounts and Reports) Regulations 2008 (the '2008 Regulations') requires charities to prepare their accounts in accordance with 'Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005' but this accounting standard has since been withdrawn and has been replaced by the Charities SORP mentioned in the preceding paragraph. The charity has prepared these financial statements in accordance with the new Charities SORP; this departure from the 2008 Regulations is believed to be necessary for these financial statements to give a 'true and fair view'.

The principles adopted in the preparation of the financial statements are set out below.

a) Going concern

The PCC have assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the charity to continue as a going concern. The PCC have made this assessment for a period of at least one year from the date of approval of the financial statements. In particular the PCC have considered the charity's forecasts and projections and the possible implications should projected income and / or expenditure vary unexpectedly. The PCC have concluded that there is a reasonable expectation that the charity has adequate resources to continue to operate for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing its financial statements.

b) Income

Income (which includes planned giving, collections and other donations) is recognised in the period in which the charity becomes entitled to receipt, the amount receivable can be measured with reasonable certainty, and receipt is probable. For the most part income is generally recognised when it is received by, or on behalf of, the PCC. Income is only deferred when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

Income from donations includes:

- i) Recoverable gift aid. This is recognised when the related donation is received. Gift aid that has not been recovered by the balance sheet date is included as a debtor.
- ii) The charity relies on volunteers to carry out many of its activities. However, in accordance with the SORP, the value of these services has not been included in these financial statements as they cannot be reliably measured.

When donated goods, services and facilities are distributed or consumed, an expense in respect of those items is included in the Statement of Financial Activities. At the year end any goods that have not been distributed or consumed are recognised as stock; donated fixed assets are capitalised.

Income from charitable activities represents income receivable from goods, services and facilities supplied in furtherance of the charity's charitable objects. It includes income from running the St James CAFE.

Investment income represents income generated by the charity's assets and includes income from letting the charity's property and bank interest.

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2022

c) Expenditure

Expenditure, including irrecoverable VAT, is recognised when it is incurred or, if earlier, when a legal or constructive obligation for a payment arises provided that it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Contributions in respect of the diocesan parish share are included in the Statement of Financial Activities for all amounts agreed to being payable for the financial year. Any contributions that have not been paid over by the year end are included as a creditor.

The charity makes grants to other institutions and individuals to further its charitable objectives. Grants payable are recognised as constructive obligations arise, which is generally when the charity expresses a commitment to the recipient that can be measured reliably and then only to the extent that any conditions associated with the grant are outside of the control of the charity.

The cost of raising funds is not significant and has not been separately disclosed.

Governance costs, which are included in expenditure on charitable activities but are identified separately in the notes to the accounts, includes costs associated with the independent examination of the financial statements, compliance with constitutional and statutory requirements and any other expenditure incurred on the strategic management of the charity.

d) Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the PCC in furtherance of the general objectives of the charity. Designated funds comprise unrestricted funds that have been set aside by the PCC for particular purposes. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects.

e) Tangible fixed assets

Consecrated and beneficed property is not included in these financial statements by virtue of s.10(2) of the Charities Act 2011. All expenditure on consecrated or beneficed buildings is written off in the year in which it is incurred.

Movable church furnishings held by the incumbent and Churchwardens on special trust for the PCC and which require a faculty for disposal are capitalised in accordance with the policy set out below. These items are regarded as inalienable property and are listed in the church's inventory which can be inspected at any reasonable time. Inalienable property acquired prior to 2000 has not been capitalised as there is insufficient cost information available.

The church building and certain clergy accommodation are held in trust by the Diocese on behalf of the PCC. These properties are essential for the mission of the church and have been in use for many years but they have not been included in these financial statements as there is insufficient cost information and their depreciated cost is unlikely to be material.

Items purchased or donated for the charity's own use are capitalised when the cost of purchased items, or the fair value of donated items, is more than £5,000 and the item is expected to benefit the charity over more than one accounting period. Depreciation is charged on a straight line basis so as to write down the value of each asset to its estimated residual value (if any) over its expected useful economic life. To achieve this objective the following rates of depreciation are charged:

Freehold land	Is not depreciated (because it is not consumed by use)
Freehold buildings	Over 50 years after taking account of the building's residual value
Leasehold improvements	Over the lease term or, if shorter, expected useful life
Equipment	15% per annum

The carrying values of tangible fixed assets are reviewed for impairment in periods when events or changes in circumstances indicate that the carrying value may not be recoverable.

f) Pension scheme arrangements

The charity contributes to the Church Workers Pension Fund, which is a multi-employer defined benefits pension scheme as described in Section 28 of FRS 102. The charity is not able to identify its share of the Scheme's assets and liabilities and, therefore, as permitted by FRS 102, the Scheme is accounted for as if it were a defined contribution pension scheme. Contributions to the Scheme are charged to the Statement of Financial Activities as they become payable. Further information about the Scheme is disclosed in note 15 'Pension Commitments'.

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2022

g) Taxation

The charity has taken advantage of the various reliefs from taxation available to charities and no tax is payable on the charity's income.

h) Financial instruments

The charity's financial assets and financial liabilities all qualify as basic financial instruments, as defined by FRS102. Except for loans, creditors and debtors are measured at their expected settlement value (normally the amount of cash that the charity expects to pay or receive). The charity recognises liabilities for the principal of those loans that remains outstanding at the year end (i.e. the liabilities exclude any interest chargeable on the loans in future years).

i) Exemption from preparing a cashflow statement

The charity has taken advantage of an exemption conferred by the Charities SORP and has not prepared a cash flow statement.

j) Critical accounting estimates and areas of judgement

The members of the PCC do not consider that there are any material sources of estimation or uncertainty at the balance sheet date that could result in a material adjustment to the carrying values of assets and liabilities in the next reporting period.

3 Donations

	2022	2021
	£	£
Donations of cash and similar	101,960	100,367
Other grants receivable	6,870	6,350
Income tax recoverable	21,492	20,656
	<u>130,322</u>	<u>127,373</u>

4 Income from charitable activities

	2022	2021
	£	£
Community outreach programs	6,717	1,987
	<u>6,717</u>	<u>1,987</u>

5 Investment income

	2022	2021
	£	£
Property letting	6,347	747
Bank interest	951	856
	<u>7,297</u>	<u>1,602</u>

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2022

6 Charitable expenditure

	2022 £	2021 £
a Costs incurred directly on specific activities		
Ministry expenses:		
Parish share	60,559	58,960
Ministry staff employment costs	26,947	24,838
Clergy expenses	333	333
Other ministry expenses	5,645	1,477
Upkeep of services	5,905	2,902
	<u>99,389</u>	<u>88,510</u>
Property expenses:		
Operational costs for church	8,912	8,350
Major repairs to church	3,866	39,052
Major repairs to churchyard	299	-
	<u>13,078</u>	<u>47,402</u>
Grants payable (note 6c)	73,552	13,492
	<u>186,019</u>	<u>149,404</u>
b Costs incurred on support & administration		
Governance costs		
Independent examiner's fee	1,302	1,440
Other	630	240
	<u>1,932</u>	<u>1,680</u>
Administrative staff employment costs	10,431	10,359
Printing, postage and stationery	3,467	3,467
Depreciation of tangible fixed assets	2,060	2,059
Insurance	1,915	1,824
Other resources expended	3,793	3,844
	<u>23,599</u>	<u>23,234</u>
Total expenditure	<u>209,618</u>	<u>172,638</u>

The fee payable to the independent examiner for examining the accounts was £1,302 (2021: £1,440)

c Grants payable

	Institutions £	Individuals £	2022 £
Grants for UK and overseas mission	71,752	1,800	73,552
	<u>71,752</u>	<u>1,800</u>	<u>73,552</u>

The comparatives for the previous year are as follows:

	Institutions £	Individuals £	2021 £
Grants for UK and overseas mission	11,692	1,800	13,492
	<u>11,692</u>	<u>1,800</u>	<u>13,492</u>

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2022

The charity's principal grants to institutions comprised:

	2022	2021
	£	£
St James' Pre-school CIO	60,000	0
CMS	2,700	2,700
Just Around the Corner 'JAC'	1,800	1,800
Lamb Hospital	1,800	1,800
Yeldall Manor	1,800	1,800
Churches Together in Woodley	1,200	1,200
Grants to institutions for less than £1,000 each	2,452	2,392
	<u>71,752</u>	<u>11,692</u>

Following the successful application by the St James Pre-school to be a Charitable Incorporated Organisation (CIO), a full transfer of the activities, assets and liabilities of the Pre-School has been executed in the form of a grant from the Pre-school restricted funds from this charity to the new CIO under a Transfer Agreement effective 1 April 2022.

7 Analysis of staff costs, the cost of key management personnel and trustee remuneration and expenses

The average monthly number of employees during the year was 4 (2021: 9). Most of the charity's activities are carried out by volunteers.

Pre-school expenses include £16,862 (2021: £65,317) in respect of employment costs.

No staff received salaries at a rate of more than £60,000 per annum.

The charity's key management comprise the members of the PCC and the key staff named on the Charity Information page. Total employment benefits payable to key management for the year were as follows:

	Wages & salaries	Other employment benefits	Employer pension contributions	2022 £
Members of the PCC				
Elaine Hawkes	5,003	-	103	<u>5,106</u>
				<u>5,106</u>

The following amounts were payable in the previous year:

	Wages & salaries	Other employment benefits	Employer pension contributions	2021 £
Members of the PCC				
Elaine Hawkes	17,668	-	343	<u>18,011</u>
				<u>18,011</u>

Elaine Hawkes served as Pre-school Manager and received the above payments for serving in that capacity, not for serving as a member of the PCC; these payments are permitted by the charity's governing document. The 2022 number is for the period prior to St James Pre-school becoming a CIO.

Laurence Smith (who is a clergy member of the PCC) receives a stipend from the Diocese and so is not an employee; some of the Parish Share paid to the Diocese is used to help meet the cost of this stipend. Laurence Smith was provided with accommodation (which is customary for clergy) and there is no cost to the PCC for this accommodation as the property is beneficed. The charity also reimbursed expenses to Laurence Smith; these costs are disclosed in note 6 'Charitable Expenditure' under the heading 'Clergy expenses'.

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2022

8 Acting as agent

On occasion the charity receives money on behalf of other charities, which it banks and then pays out to these charities. This income is received as agent for these other charities and the income, and the related payments, are excluded from the Statement of Financial Activities; any money that has not been distributed by the year end is recognised as a creditor. During the year, £4,000 (2021:2,500) was received and paid in full to Operation Mobilisation (Ukraine Appeal) (2021: Emmanuel Church).

9 Tangible fixed assets

	Fixtures, fittings and equipment £	Total 2022 £
Cost		
At 1 January 2022	15,082	15,082
Additions	21,464	21,464
Gains / (losses) on revaluation	-	-
Disposals	-	-
At 31 December 2022	<u>36,546</u>	<u>36,546</u>
Accumulated depreciation		
At 1 January 2022	11,881	11,881
Charge for the year	2,060	2,060
Eliminated on disposal	-	-
At 31 December 2022	<u>13,942</u>	<u>13,942</u>
Net book value		
At 31 December 2022	<u>22,604</u>	<u>22,604</u>
At 31 December 2021	<u>3,201</u>	<u>3,201</u>

10 Debtors

	2022 £	2021 £
Falling due within one year:		
Tax recoverable	1,822	1,670
Total debtors	<u>1,822</u>	<u>1,670</u>

11 Current asset investments

	2022 £	2021 £
Short term deposit	<u>-</u>	85,000
	<u>-</u>	<u>85,000</u>

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2022

12 Cash at Bank and in Hand

	2022	2021
	£	£
Cash at bank with immediate access	149,457	157,121
Petty cash	877	331
	<u>150,334</u>	<u>157,452</u>

13 Creditors: liabilities falling due within one year

	2022	2021
	£	£
Taxation and social security	200	3,285
Other creditors	20	20
Accruals	5,913	3,793
Deferred income	-	17,825
	<u>6,133</u>	<u>24,923</u>

14 Deferred income

Deferred income comprises the following:

	2022	2021
	£	£
Pre-school Early Years Funding:		
Balance at the beginning of the reporting period	17,825	17,520
Amount released to income	(17,825)	(17,520)
Amount deferred in year	-	17,825
Balance at the end of the reporting period	<u>-</u>	<u>17,825</u>

The income deferred at the period end will be released to income within one year (2021: within one year).

Pre-school Early Years Funding is received from Wokingham Borough Council in advance of the commencement of the school term for an estimated number of students. This is reconciled termly. An advance payment of 81% of the budgeted total based on a headcount day is paid in advance of each school term. The remaining 19% is based on a final headcount and any adjustments made, and paid with the following term's advance.

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2022

15 Pension commitments

The Church Workers Pension Fund (CWPF)

The PCC participates in the Pension Builder Scheme section of CWPF for lay staff. CWPF is administered by the Church of England Pensions Board, which holds the CWPF assets separately from those of the Employer and other participating employers.

CWPF has two sections:

1. The Defined Benefits Scheme
2. The Pension Builder Scheme, which has two subsections;
 - a. a deferred annuity section known as Pension Builder Classic, and,
 - b. a cash balance section known as Pension Builder 2014.

Pension Builder Scheme

Both sections of the Pension Builder Scheme are classed as defined benefit schemes.

Pension Builder Classic provides a pension, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Discretionary increases may also be added, depending on investment returns and other factors.

Pension Builder 2014 is a cash balance scheme that provides a lump sum which members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. Discretionary bonuses may be added before retirement, depending on investment returns and other factors. The account, plus any bonuses declared is payable, unreduced, from age 65.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and means that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are the contributions payable (2022: £911, 2021 revised: £769).

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent valuation was carried out as at 31 December 2019. The next valuation is due as at 31 December 2022.

For the Pension Builder Classic section, the valuation revealed a deficit of £4.8m on the ongoing assumptions used. At the most recent annual review, the Board chose to grant a discretionary bonus of 10.1% following improvements in the funding position over 2022. There is no requirement for deficit payments at the current time.

For the Pension Builder 2014 section, the valuation revealed a surplus of £5.5m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.

The legal structure of the Scheme is such that if another employer fails, the PCC could become responsible for paying a share of that employer's pension liabilities.

Summary of pension contributions payable for year:

The charity's pension contributions were as follows

	2022 £	2021 £
Church Worker's Pension Fund (see above)		
contributions payable for year	911	769
	<u>911</u>	<u>769</u>

There were no pension liabilities at the end of the year (2021: £0)

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2022

16 Funds

During the year the movements in the charity's funds were as follows:

	Opening balance 2022 £	Incoming resources 2022 £	Outgoing resources 2022 £	Transfers in the year 2022 £	Gains and losses 2022 £	Closing balance 2022 £
<i>Designated Fund: St James CAFE</i>	4,515	6,717	(8,790)	-	-	2,442
<i>General Unrestricted Funds</i>	106,715	129,361	(112,836)	(16,027)	-	107,213
Total Unrestricted Funds	111,229	136,078	(121,626)	(16,027)	-	109,655
<i>Restricted Funds</i>						
Youth Work	15,816	3,188	(1,000)	-	-	18,004
Children & Families Work	(0)	11,002	(26,992)	15,990	-	-
Pre-school	56,795	22,522	(76,944)	(2,373)	-	(0)
Building Fund	4,491	-	-	(3,474)	-	1,016
Sinking Fund	34,069	-	-	5,884	-	39,953
	111,171	36,712	(104,937)	16,027	-	58,973
Aggregate of funds	222,400	172,790	(226,563)	-	-	168,628

The transfers referred to above were made for the following reasons:

- Insufficient funds within Children & Families Work to fulfill obligations
- Contribution from Building fund to Sinking fund towards future asset purchase
- Contribution from Pre-school funds towards usage of Church premises

Analysis of net assets by fund

The assets and liabilities of the various funds were as follows:

	<u>Unrestricted Funds</u>			
	General funds £	Designated funds £	Restricted funds £	2022 £
Tangible fixed assets	22,604	-	-	22,604
Debtors	1,716	-	105	1,822
Investments held as current assets	-	-	-	-
Cash at bank and in hand	88,237	2,921	59,176	150,334
Creditors falling due within one year	(5,345)	(479)	(308)	(6,133)
	107,212	2,442	58,973	168,627

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2022

In the previous year the movements in the charity's funds were as follows:

	Opening balance 2021 £	Incoming resources 2021 £	Outgoing resources 2021 £	Transfers in the year 2021 £	Gains and losses 2021 £	Closing balance 2021 £
<i>Designated Fund: St James CAFE</i>	4,228	1,987	(1,700)	-	-	4,515
<i>General Unrestricted Funds</i>	106,784	119,247	(107,334)	(11,981)	-	106,715
Total Unrestricted Funds	111,011	121,233	(109,034)	(11,981)	-	111,229
<i>Restricted Funds</i>						
Youth Work	11,371	4,445	-	-	-	15,816
Children & Families Work	0	8,345	(24,450)	16,105	-	(0)
Pre-school	52,832	84,987	(74,490)	(6,533)	-	56,795
Building Fund	47,119	-	(39,154)	(3,474)	-	4,491
Sinking Fund	28,185	-	-	5,884	-	34,069
	139,507	97,776	(138,094)	11,981	-	111,171
Aggregate of funds	250,518	219,009	(247,128)	-	-	222,400

Analysis of net assets by fund

In the previous year, the assets and liabilities of the various funds were as follows:

	<u>Unrestricted Funds</u>		Restricted funds £	2021 £
	General funds £	Designated funds £		
Tangible fixed assets	3,201	-	-	3,201
Debtors	1,567	-	103	1,670
Investments held as current assets	85,000	-	-	85,000
Cash at bank and in hand	20,215	4,515	132,722	157,452
Creditors falling due within one year	(3,269)	-	(21,654)	(24,923)
	106,714	4,515	111,171	222,400

The St James CAFE fund is designated for cafe ministry in the community. The Youth Work fund is restricted to ensure the funds received for youth ministry are expended only on youth worker salary and other costs incurred specifically in that ministry. The same restriction applies to the Children and Families work. The Pre-school fund is restricted to Pre-school activities and cannot be spent on any other ministry activities. The Building Fund can only be spent on building works, including fixtures and equipment within the Church building. The Sinking Fund was created to set aside funds for the replacement of assets based on the expected useful life of the existing fixed assets (e.g. building and equipment).

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2022

17 Transactions with related parties

During the year the charity:

- a) received donations totalling £28,155 (2021: £28,085) from related parties (which includes members of the PCC, any other members of key management and anyone closely connected to them).
- b) No expenses (2021: £0) were paid to, or for members of the PCC.

During the year the charity also made the following payments to, or for, related parties:

- a) In addition to disclosure in note 7 'Analysis of staff costs', J & E Fletcher, who are closely related to Pete Clarke (a member of the PCC), received grants totalling £1,800 (2021: £1,800) for mission activities overseas.

At the balance sheet date no related party was owed (2021: £0) by the charity.

Except as disclosed in note 7 'Analysis of staff costs', there have been no other transactions with related parties during the year.

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY
DETAILED STATEMENT OF FINANCIAL ACTIVITIES WITH COMPARATIVES
FOR THE YEAR ENDED 31 DECEMBER 2022

	Note	Unrestricted funds				Unrestricted funds			
		General	Designated	Restricted	Total	General	Designated	Restricted	Total
		2022	2022	2022	2022	2021	2021	2021	2021
		£	£	£	£	£	£	£	£
INCOME AND ENDOWMENTS FROM:									
Donations and legacies	3	117,386	-	12,937	130,322	114,804	-	12,569	127,373
Charitable activities	4	-	6,717	-	6,717	-	1,987	-	1,987
Pre-school income		-	-	22,522	22,522	-	-	84,987	84,987
Investments	5	7,297	-	-	7,297	1,602	-	-	1,602
Other income		4,678	-	1,253	5,931	2,840	-	221	3,061
Total income and endowments		129,361	6,717	36,712	172,790	119,247	1,987	97,776	219,009
EXPENDITURE ON:									
Charitable activities:	6	112,836	8,790	87,992	209,618	107,334	1,700	63,604	172,638
Pre-school costs		-	-	16,944	16,944	-	-	74,490	74,490
Total Expenditure		112,836	8,790	104,937	226,563	107,334	1,700	138,094	247,128
Net gains/(losses) on investments		-	-	-	-	-	-	-	-
Net income/(expenditure)		16,525	(2,072)	(68,225)	(53,773)	11,912	287	(40,318)	(28,118)
Transfers between funds		16	(16,027)	-	16,027	-	-	11,981	-
		498	(2,072)	(52,198)	(53,773)	(69)	287	(28,336)	(28,118)
Other recognised gains/(losses):									
Net movement in funds		498	(2,072)	(52,198)	(53,773)	(69)	287	(28,336)	(28,118)
Reconciliation of funds:									
Total funds brought forward		106,715	4,515	111,171	222,400	106,784	4,228	139,507	250,518
Total funds carried forward	16	107,213	2,442	58,973	168,627	106,715	4,515	111,171	222,400

Accounts



St James Church Centre
Kingfisher Drive
Woodley
Reading
RG5 3LH

Trustees' Annual Report

for year ended 31 December 2021

The Parochial Church Council of the Ecclesiastical Parish of Southlake St James

Charity Registration Number: 1128770

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY

CHARITY INFORMATION

FOR THE YEAR ENDED 31 DECEMBER 2021

Members of the Parochial Church Council	See PCC Annual Report appended to these accounts for member details
Charity Registration Number	1128770
Principal Address	St James' Church Centre Kingfisher Drive Woodley Reading RG5 3LH
Independent Examiner	Jacob Farley Stewardship 1 Lamb's Passage London EC1Y 8AB
Bankers	Santander Bootle Merseyside L30 4GB Barclays Leicester LE87 2BB

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Church Administration & Records

The key functions of the PCC include:

- consulting with the minister on matters of general concern and importance to the parish
- co-operation with the minister in promoting in the parish the whole mission of the Church, including pastoral, evangelistic, social and ecumenical matters.

(Summarised from Synodical Government Measure 1969.)

These are the guiding principles under which the PCC operates.

The PCC also has a responsibility to:

- maintain the building,
- set an appropriate budget,
- present independently examined accounts to the church.

Membership

The PCC is a corporate body established by the Church of England. It operates under the Parochial Church Council Powers Measure. The PCC is a Registered Charity.

Members of the PCC are elected by the Annual Parochial Church Meeting in accordance with the Church Representation Rules. During 2021 the following people served as members of the PCC:

Ex officio members

Rev. Laurence Smith Vicar and Chair
Dr David Fulford Licensed Lay Minister
Mr Pete Clarke Licensed Lay Minister

Church Wardens

Mrs Alison Mullens
Mr Pete Clarke

Elected lay members

Mr John Aked
Mrs Folake Olatunji - Treasurer
Mr Ian Johnson - Gift Aid Secretary
Mrs Nicola Tivey - Pre-School link
Mr Merrick Winsor (until June 2021)
Mrs Mary Holmes
Mr Chris Rimmer
Mr Frank Box (until June 2021)
Mr Bob Hansford (until June 2021)
Dr Janet Penny
Mrs Elaine Hawkes
Miss Catharine Turton - PCC Secretary
Mr Douglas Findlay (from June 2021)
Ms Yvonne le Croisette (from June 2021)

Elected Deanery Synod members

Mrs Jane Fulford Safeguarding Officer & CTW rep
Mr Douglas Findlay (from November 2021)

Standing Committee

This is the only committee required by law. It has the power to transact the business of the PCC between meetings, subject to directions given by the PCC. The members were: the two Church Wardens, the Treasurer, the Gift Aid Secretary, the PCC Secretary and Laurence our vicar as chairperson.

The Mission Support Group (MSG)

This group, chaired by Jane Fulford, is appointed by the PCC and is responsible for advising the PCC on the distribution of the mission giving from St James' to mission partners.

Summary of PCC business

January (conducted via Zoom)

- Update on youth work
- Planning for the APCM
- Risk Assessment review
- Adequacy of our insurance cover
- Annual staff pay review

February (conducted via email)

- Approval of replacement of pre-school and lounge doors

March (conducted via Zoom)

- Plans to resume in-person services
- Pre-school update
- Health and Safety update
- Youth work update

April (conducted via Zoom)

- Approval for purchase of live-streaming equipment
- Review and adoption of budget for 2021
- Approval of risk assessment allowing toddlers to resume

May (conducted via Zoom)

- Review and adoption of Trustees Annual Report 2020
- Review of church terrier and log book
- REInspired update

July (conducted via Zoom)

- Plans for services following the end of legal Covid restrictions
- Approval of changes to pattern of worship
- PCC officers appointed and roles assigned
- Deanery Synod update
- REInspired update
- Approval of final 2020 accounts

September (in person)

- Start of discussions around our future vision, using the Disciples Together report
- Approval for employment of church cleaner

October (conducted via Zoom)

- Continuation of Disciples Together report discussions
- Overview of accounts for Q1-3 2021

November (conducted via Zoom)

- Time of prayer for Disciples Together report/future vision
- Review of Mission Partners and approval of top-up payments
- Approval and adoption of Safeguarding policy and report
- Election of new Deanery Synod representative

All PCC meetings start and end with prayer.

Summary of Standing Committee business

Standing Committee met monthly to agree business to be raised at the next PCC meeting and progress any urgent business. Business was also conducted via email.

The Standing Committee:

- Approved items of expenditure that fall within the spending limit set by PCC.
- Assessed and prioritised our expenditure
- Progressed a number of building maintenance tasks
- Reviewed staff contracts and made recommendations to PCC on staff pay
- Made recommendations to PCC on key items of expenditure
- Discussed future options for REInspired Woodley
- Discussed impact of Covid-19 on services, activities and income
- Approved continued support for our mission partners
- Discussed future vision/mission plan

Church finance

During the year January – December 2021, the total income to the church was £219,009, of which £121,233 relate to unrestricted funds. St James Preschool earned £84,987 in funding and fees, whilst the balance of the restricted funds of £12,790 was primarily to fund employment of a part-time Children and Families Worker. With the exception of Preschool funds, the charity's funds were raised through voluntary donations, associated Gift Aid claims, and other activities such as hall lettings and running the CAFÉ (although these have been partly impacted by the closure of the church building for some months in the year). The Preschool funds were primarily from the Wokingham Borough Council for early

years and 2 year old funding, in addition to fees received directly for students attending lunch club.

Expenditure in 2021 amounted to £247,128. The largest single item of expenditure was the Parish Share followed by major works on the building amounting to £39,154. Preschool expenses amounted to £74,490, mostly covering employee costs.

Authorised grant payments amounted to £13,492 for the year. Generous financial support was given to a range of projects and external bodies like CMS, JAC, Congo Children Trust, the Fletcher family, Lamb Hospital, and Yeldall Manor to name our key mission partners.

The net result for the year was a net expense of £28,118.

The PCC reserve policy states that the charity should aim to hold unrestricted cash of no less than 6 months employment costs plus 3 months of other unrestricted costs, which at the end of 2021 equate to about £50,000; and with a ceiling of the higher of £20,000 or 20% of the lower limit. The amount of General funds carried forward at the end of the year, £106,714, is well above the parameters set out in the reserve policy. PCC believe that these funds will be needed in the medium-term to finance core projects such as employing another member of staff or additional facilities works currently being considered.

Church Maintenance

Our Church Wardens oversaw much of the maintenance work completed during 2021. This included:

- replacement of lounge and Preschool doors
- Refurbishment of the worship area, including the installation of live-streaming equipment
- Regular clearing of the guttering

The majority of issues identified in the 2019 Quinquennial Review have now been addressed, and those remaining will be dealt with in advance of the next review in 2024.

Risk Management

The operational, financial and reputational risks were reviewed in January 2021. Measures to manage the outstanding risks were identified and procedures put in place. The next review will take place in January 2022.

Safeguarding

The PCC promotes a safer church for all in the church community, and ensures that there is a plan in place to raise awareness of, promote training, and ensure that safeguarding is taken

seriously by all those in the church community. The church's safeguarding policy is reviewed on a regular basis, and updates are provided at each PCC meeting. The members of the PCC confirm that they have complied with their duties under section 5 of the Safeguarding and Clergy Discipline Measure 2016.

Sermon Themes

The following sermon themes were preached on during the year:

- Daniel (February to March)
- Journey Through Acts part 3 (May to June)
- Lectionary (January, April, July and November)
- Psalms (August)
- Joshua (September to October)
- Joseph, John the Baptist and Mary (December)

Electoral roll

There were 128 people on the electoral roll at St James as at June 2021.

Average weekly attendance

January to May 2021

An average of 50 devices per week.

May 2021 onwards

10:30/10:00am – 55 adults
- 6 children under 16
- 15 devices

Average Messy Church attendance

January to June 2021

An average of 14 families collected "Messy Church in a Bag" resources and joined an online session held at 5pm.

July 2021

July's Messy Church was held outside, with 13 adults and 13 children under the age of 16 attending.

September to December 2021

Normal pattern of meeting on the 2nd Sunday at 4pm in the church building.

Average of 36 adults and 34 children under the age of 16.

Church Activities

In planning the activities, the Trustees have applied the guidance on public benefit issued by the Charity Commission.

Focus on Mission

Mission Links

The Church continues to maintain links with mission partners and organisations both at home and overseas:

- LAMB hospital in Bangladesh
- Just around the Corner (JAC) in Woodley
- Ben & Katy Ray working at Neema Craft in Tanzania for Church Mission Society
- Jon and Elise Fletcher working in the slums of Bangkok, Thailand
- Jean Bosco working with street children in the Congo. Jean Bosco passed away in July 2021, and we transferred our giving to Kimbilio as a whole.
- Yeldall Manor, a local charity helping men with addictions.

Home Mission and Outreach

As restrictions lifted over the year, we were able to restart several of our community outreach initiatives. This included St James' Toddlers (from the end of April), St James Cafe and Rendezvous (both from mid-June). Toddlers added an additional weekly session on a Monday in the summer term due to demand.

Work with children and young people continued with our Children and Families Worker running Messy Church (both online and in person), Toddlers, and connecting with local schools through her role with REInspired Woodley. A Light Trail was held around the parish on 31 October. Youth groups were run by Laurie-Ann at Emmanuel Church – meeting online for the first term, and then in person after Easter (outside when possible).

St James Pre-school continues to serve local families and is a much valued and respected service. Learning through play following the 'Early Years Foundation Stage' curriculum is provided for children from the age of 2 years up to school age. Our service runs on four days a week in term time, offering 8 sessions each week, a lunch club and an early drop-off option. Pre-school was able to operate for the whole year, with no significant Covid disruption.

Baptism Preparation

Although no group baptism preparation sessions were held due to Covid, we were able to resume our normal baptism visits and preparation in families' homes.

Three episodes of "St James Radio" were released as a podcast during 2021.

Church family events - worship and social

Regular Sunday Services (until May 2021):

10:30am – pre-recorded services streamed online
8:00pm – Compline via Zoom

Regular Sunday Services (from May 2021):

10:30am – in person services which were also streamed online
8:15pm – Compline via Zoom

Regular Sunday Services (from September 2021):

10:00am
1st Sunday - Holy Communion
2nd Sunday - Morning Worship
3rd Sunday - Morning Worship (may include Baptism)
4th Sunday – Oasis Service (may include Baptism)
5th Sunday - Morning Worship

4pm on 2nd Sunday - Messy Church

8:15pm each Sunday – Compline via Zoom

Other

A service of Holy Communion was held at 10am every Wednesday with an average weekly attendance of 15.

Thank You

Thanks go to all those who have lead and preached at St James: members of St James clergy and staff and members of St James congregation.

Thanks also go to:

- the music group and singers for their part in leading our worship.
- those on the flower rota and the prayer ministry team
- those who run our children's groups
- those on the sound team and the laptop operators team
- those who have learned and now run our live stream
- our church wardens and deputy church wardens who do so much both on a Sunday morning and also behind the scenes throughout the week
- our sidepeople who support the church wardens to ensure our services run smoothly
- our vergers
- those who count, verify and bank the offering each week

- those who serve the refreshments.

Regular opportunities for Prayer and Reflection

Prayer and Compline – a weekly gathering to pray for our community and the wider world, and say Compline together. Meetings are held on Zoom every Sunday at 8:15pm.

Morning Prayer was held each Monday during Advent in the church.

Homegroups continued to meet both online and in person during 2021.

Messy Church

An expression of Church for people of all ages, who are at any stage in their faith journey. It is held monthly on the 2nd Sunday 4pm - 6pm and includes creativity, celebration and hospitality. During the first part of 2021 (January to June) the Messy Church team produced "Messy Church in a Bag" – resources for families to collect from church before joining in live online at 5pm.

Advent and Christmas Services

We were able to hold all of our normal Christmas services in 2021. Most services, including one of the two Christingle services and Carols by Candlelight, were also live-streamed to enable people to join from home.

Easter Events

Once again, our Easter activities were limited due to the Covid restrictions in place at the time, with most of the Easter services being held online. We were able to be part of a pre-recorded Good Friday service with other churches in Woodley, and hold a prayer walk as our dawn act of worship on Easter Sunday. An Easter Egg hunt was also run around Woodley, in conjunction with the other churches.

Social Events

A "Strawberry Tea" afternoon was held in the vicarage garden in late June to celebrate being able to meet together again.

Rendezvous ended by celebrating its 40th Anniversary in July with a tea party in the vicarage garden.

Harvest was marked with a bring and share lunch after the service.

Eco Church

St James is continuing to work towards the Silver Eco-Church award.

During the Autumn of 2021, the church installed LED lighting and new loft insulation as part of the

refurbishment of the worship area, thus further reducing its carbon footprint.

A small bug hotel has been made by a member of the congregation and installed on the outside wall of the church to further encourage insects and pollinators in the flower meadows.

One of the flower meadows has been dug-up and the grass turned over, with a view to re-seeding it in Spring 2022.

Two litter picks were held in the church grounds and surround roads, with several more planned for 2022.

Special services

Baptisms

Two children were baptised as part of Morning Worship on a Sunday morning.

Thanksgivings for the birth of a child

None

Confirmations

None

Weddings

1

Renewal of Marriage Vows

None

Funerals

Funerals held in church: 3

Funerals held at a crematorium or cemetery: 7

Other activities in church

The church was also used by the following groups/activities from May 2021:

- Guides
- Brownies
- Rainbows
- Rangers
- The church was used for local elections in May 2021

Statement of Responsibilities of the Members of the Parochial Church Council

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

Charity law requires the PCC to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity as at the balance sheet date and of its incoming resources and application of resources for the financial year. In preparing these financial statements, the PCC are required to:

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

The PCC is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Rev Laurence Smith
Chair of PCC
May 2022

INDEPENDENT EXAMINER'S REPORT
TO THE MEMBERS OF THE PAROCHIAL CHURCH COUNCIL OF
THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY
('the Charity')

I report to the members of the PCC (who are also the charity's trustees) on my examination of the accounts of the Charity for the year ended 31 December 2021 on pages 9 to 21 following, which have been prepared on the basis of the accounting policies set out on pages 11 to 13.

Responsibilities and basis of report

As members 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 Charity's accounts carried out under section 145 of the 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.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

Jacob Farley
ICAEW
Stewardship
1 Lamb's Passage
London
EC1Y 8AB

2022

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2021

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
INCOME AND ENDOWMENTS FROM:					
Donations and legacies	3	114,804	12,569	127,373	132,575
Charitable activities	4	1,987	-	1,987	1,519
Preschool income		-	84,987	84,987	84,884
Investments	5	1,602	-	1,602	2,595
Other income		2,840	221	3,061	1,534
Total income and endowments		121,233	97,776	219,009	223,108
EXPENDITURE ON:					
Charitable activities	6	109,034	63,604	172,638	133,618
Preschool costs		-	74,490	74,490	76,378
Total expenditure		109,034	138,094	247,128	209,995
Net income/(expenditure)		12,199	(40,318)	(28,118)	13,112
Transfers between funds	16	(11,981)	11,981	-	-
Net movement in funds		218	(28,336)	(28,118)	13,112
Reconciliation of funds:					
Total funds brought forward		111,011	139,507	250,518	237,406
Total funds carried forward	16	111,229	111,171	222,400	250,518

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing operations.

The notes on page 11-21 form part of these accounts.

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY

BALANCE SHEET

AS AT 31 DECEMBER 2021

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
FIXED ASSETS					
Tangible assets	9	3,201	-	3,201	5,260
		<u>3,201</u>	<u>-</u>	<u>3,201</u>	<u>5,260</u>
CURRENT ASSETS					
Debtors	10	1,567	103	1,670	1,435
Investments	11	85,000	-	85,000	85,000
Cash at bank and in hand	12	24,730	132,722	157,452	187,441
		<u>111,297</u>	<u>132,825</u>	<u>244,123</u>	<u>273,876</u>
CREDITORS: Amounts falling due within one year	13	(3,269)	(21,654)	(24,923)	(28,618)
Net current assets / (liabilities)		<u>108,028</u>	<u>111,171</u>	<u>219,199</u>	<u>245,258</u>
Total assets less current liabilities		<u>111,229</u>	<u>111,171</u>	<u>222,400</u>	<u>250,518</u>
Net assets / (liabilities) excluding pension asset / (liability)		<u>111,229</u>	<u>111,171</u>	<u>222,400</u>	<u>250,518</u>
TOTAL NET ASSETS		<u>111,229</u>	<u>111,171</u>	<u>222,400</u>	<u>250,518</u>
FUND BALANCES					
Unrestricted Funds	16				
General funds		106,714	-	106,714	106,784
Designated funds		4,515	-	4,515	4,228
		<u>111,229</u>	<u>-</u>	<u>111,229</u>	<u>111,011</u>
Restricted Funds		-	111,171	111,171	139,507
		<u>111,229</u>	<u>111,171</u>	<u>222,400</u>	<u>250,518</u>

The financial statements were approved by the members of the PCC on 1st May 2022 and were signed on its behalf by:

Laurence Smith, Vicar and Trustee

Charity number: 1128770

The notes on page 11-21 form part of these accounts.

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2021

1 Statutory Information

The Parochial Church Council of the Parish of Southlake, St James, Woodley is a charity registered with the Charity Commission in England & Wales. The charity's registered number and principal address can be found on the Charity Information page.

2 Accounting Policies

These financial statements are prepared on a going concern basis, under the historical cost convention. The financial statements include all activities for which the PCC is legally responsible; the activities of informal gatherings of church members and groups that owe their main affiliation to another body and are excluded.

These financial statements have been prepared in accordance with The Church Accounting Regulations 2006, the 'Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)' ('the Charities SORP'), with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland ("FRS 102") and with the Charities Act 2011. The charity meets the definition of a public benefit entity as set out in FRS 102.

The Charities (Accounts and Reports) Regulations 2008 (the '2008 Regulations') requires charities to prepare their accounts in accordance with 'Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005' but this accounting standard has since been withdrawn and has been replaced by the Charities SORP mentioned in the preceding paragraph. The charity has prepared these financial statements in accordance with the new Charities SORP; this departure from the 2008 Regulations is believed to be necessary for these financial statements to give a 'true and fair view'.

The principles adopted in the preparation of the financial statements are set out below.

a) Going concern

The PCC have assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the charity to continue as a going concern. The PCC have made this assessment for a period of at least one year from the date of approval of the financial statements. In particular the PCC have considered the charity's forecasts and projections and the possible implications should projected income and / or expenditure vary unexpectedly. The PCC have concluded that there is a reasonable expectation that the charity has adequate resources to continue to operate for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing its financial statements. [In making this assessment the trustees have considered how Covid-19 might affect projections].

b) Income

Income (which includes planned giving, collections and other donations) is recognised in the period in which the charity becomes entitled to receipt, the amount receivable can be measured with reasonable certainty, and receipt is probable. For the most part income is generally recognised when it is received by, or on behalf of, the PCC. Income is only deferred when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

Income from donations includes:

- i) Recoverable gift aid. This is recognised when the related donation is received. Gift aid that has not been recovered by the balance sheet date is included as a debtor.
- ii) The charity relies on volunteers to carry out many of its activities, particularly XX [activities]. However, in accordance with the SORP, the value of these services has not been included in these financial statements as they cannot be reliably measured.

When donated goods, services and facilities are distributed or consumed, an expense in respect of those items is included in the Statement of Financial Activities. At the year end any goods that have not been distributed or consumed are recognised as stock; donated fixed assets are capitalised.

Income from charitable activities represents income receivable from goods, services and facilities supplied in furtherance of the charity's charitable objects. It includes income from running the St James CAFE.

Investment income represents income generated by the charity's assets and includes income from letting the charity's property and bank interest.

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2021

c) Expenditure

Expenditure, including irrecoverable VAT, is recognised when it is incurred or, if earlier, when a legal or constructive obligation for a payment arises provided that it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Contributions in respect of the diocesan parish share are included in the Statement of Financial Activities for all amounts agreed to being payable for the financial year. Any contributions that have not been paid over by the year end are included as a creditor.

The charity makes grants to other institutions and individuals to further its charitable objectives. Grants payable are recognised as constructive obligations arise, which is generally when the charity expresses a commitment to the recipient that can be measured reliably and then only to the extent that any conditions associated with the grant are outside of the control of the charity.

The cost of raising funds is not significant and has not been separately disclosed.

Governance costs, which are included in expenditure on charitable activities but are identified separately in the notes to the accounts, includes costs associated with the independent examination of the financial statements, compliance with constitutional and statutory requirements and any other expenditure incurred on the strategic management of the charity.

d) Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the PCC in furtherance of the general objectives of the charity. Designated funds comprise unrestricted funds that have been set aside by the PCC for particular purposes. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects.

e) Tangible fixed assets

Consecrated and beneficed property is not included in these financial statements by virtue of s.10(2) of the Charities Act 2011. All expenditure on consecrated or beneficed buildings is written off in the year in which it is incurred.

Movable church furnishings held by the incumbent and Churchwardens on special trust for the PCC and which require a faculty for disposal are capitalised in accordance with the policy set out below. These items are regarded as inalienable property and are listed in the church's inventory which can be inspected at any reasonable time. Inalienable property acquired prior to 2000 has not been capitalised as there is insufficient cost information available.

The church building and certain clergy accommodation are held in trust by the Diocese on behalf of the PCC. These properties are essential for the mission of the church and have been in use for many years but they have not been included in these financial statements as there is insufficient cost information and their depreciated cost is unlikely to be material.

Items purchased or donated for the charity's own use are capitalised when the cost of purchased items, or the fair value of donated items, is more than £5,000 and the item is expected to benefit the charity over more than one accounting period. Depreciation is charged on a straight line basis so as to write down the value of each asset to its estimated residual value (if any) over its expected useful economic life. To achieve this objective the following rates of depreciation are charged:

Freehold land	Is not depreciated (because it is not consumed by use)
Freehold buildings	Over 50 years after taking account of the building's residual value
Leasehold improvements	Over the lease term or, if shorter, expected useful life
Equipment	15% per annum

The carrying values of tangible fixed assets are reviewed for impairment in periods when events or changes in circumstances indicate that the carrying value may not be recoverable.

f) Pension scheme arrangements

The charity operates defined contribution pension schemes for its employees. Obligations for contributions to these schemes are recognised as an expense when the liability arises. The assets of these schemes are held separately from those of the charity in independently administered funds.

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2021

The charity contributes to the Church Workers Pension Fund, which is a multi-employer defined benefits pension scheme as described in Section 28 of FRS 102. The charity is not able to identify its share of the Scheme's assets and liabilities and, therefore, as permitted by FRS 102, the Scheme is accounted for as if it were a defined contribution pension scheme. Contributions to the Scheme are charged to the Statement of Financial Activities as they become payable. Further information about the Scheme is disclosed in note 15 'Pension Commitments'.

g) Taxation

The charity has taken advantage of the various reliefs from taxation available to charities and no tax is payable on the charity's income.

h) Financial instruments

The charity's financial assets and financial liabilities all qualify as basic financial instruments, as defined by FRS102. Except for loans, creditors and debtors are measured at their expected settlement value (normally the amount of cash that the charity expects to pay or receive). The charity recognises liabilities for the principal of those loans that remains outstanding at the year end (i.e. the liabilities exclude any interest chargeable on the loans in future years).

i) Foreign currency translation

These financial statements are presented in sterling, which is the charity's functional currency.

- i) Income and expenditure denominated in a foreign currency is translated into sterling at the exchange rate prevailing on the date of the transaction.
- ii) Monetary assets and liabilities denominated in a foreign currency are re-translated at the exchange rate prevailing at the balance sheet date.
- iii) Non-monetary assets are measured at historic cost at the rate of exchange prevailing on the date of the transaction and are not subsequently re-translated.

All differences arising from the application of the above policy are charged (or credited) to the Statement of Financial Activities.

j) Exemption from preparing a cashflow statement

The charity has taken advantage of an exemption conferred by the Charities SORP and has not prepared a cash flow statement.

k) Critical accounting estimates and areas of judgement

The members of the PCC do not consider that there are any material sources of estimation or uncertainty at the balance sheet date that could result in a material adjustment to the carrying values of assets and liabilities in the next reporting period.

3 Donations

	2021	2020
	£	£
Donations of cash and similar	100,367	106,127
Other grants receivable	6,350	6,272
Income tax recoverable	20,656	20,177
	<u>127,373</u>	<u>132,575</u>

4 Income from charitable activities

	2021	2020
	£	£
Community outreach programs	1,987	1,519
	<u>1,987</u>	<u>1,519</u>

5 Investment income

	2021	2020
	£	£
Property letting	747	1,011
Bank interest	856	1,584
	<u>1,602</u>	<u>2,595</u>

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2021

6 Charitable expenditure

	2021 £	2020 £
a Costs incurred directly on specific activities		
Ministry expenses:		
Parish share	58,960	64,293
Ministry staff employment costs	24,838	21,076
Clergy expenses	333	508
Other ministry expenses	1,477	1,975
Upkeep of services	2,902	3,530
Training costs	-	-
	<u>88,510</u>	<u>91,381</u>
Property expenses:		
Operational costs for church	8,350	5,449
Major repairs to church	39,052	2,210
Major repairs to churchyard	-	-
	<u>47,402</u>	<u>7,659</u>
Grants payable (note 6c)	13,492	13,349
	<u>149,404</u>	<u>112,388</u>
b Costs incurred on support & administration		
Governance costs		
Independent examiner's fee	1,680	1,200
Other	-	-
	<u>1,680</u>	<u>1,200</u>
Administrative staff employment costs	10,359	9,509
Printing, postage and stationery	3,467	3,524
Depreciation of tangible fixed assets	2,059	2,195
Insurance	1,824	1,972
Other resources expended	3,844	2,830
	<u>23,234</u>	<u>21,229</u>
Total expenditure	<u>172,638</u>	<u>133,618</u>

The fee payable to the independent examiner for examining the accounts was £1,440 (2020: £1,200)

c Grants payable

	Institutions £	Individuals £	2021 £
Grants for UK and overseas mission	11,692	1,800	13,492
	<u>11,692</u>	<u>1,800</u>	<u>13,492</u>

The comparatives for the previous year are as follows:

	Institutions £	Individuals £	2020 £
Grants for UK and overseas mission	11,549	1,800	13,349
	<u>11,549</u>	<u>1,800</u>	<u>13,349</u>

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2021

The charity's principal grants to institutions comprised:

	2021	2020
	£	£
CMS	2,700	2,700
Just Around the Corner 'JAC'	1,800	1,800
Lamb Hospital	1,800	1,800
Yeldall Manor	1,800	1,800
Churches Together in Woodley	1,200	1,200
Grants to institutions for less than £1,000 each	2,392	2,249
	<u>11,692</u>	<u>11,549</u>

7 Analysis of staff costs, the cost of key management personnel and trustee remuneration and expenses

The average monthly number of employees during the year was 9 (2020: 8). Most of the charity's activities are carried out by volunteers.

Pre-school expenses include £65,317 (2020: £66,566) in respect of employment costs

No staff received salaries at a rate of more than £60,000 per annum.

The charity's key management comprise the members of the PCC and the key staff named on the Charity Information page. Total employment benefits payable to key management for the year were as follows:

	Wages & salaries	Other employment benefits	Employer pension contributions	2021 £
Members of the PCC				
Elaine Hawkes	17,668	-	343	<u>18,011</u>
				<u>18,011</u>

The following amounts were payable in the previous year:

	Wages & salaries	Other employment benefits	Employer pension contributions	2020 £
Members of the PCC				
Elaine Hawkes	17,250	-	331	<u>17,581</u>
				<u>17,581</u>

Elaine Hawkes served as Preschool Manager and received the above payments for serving in that capacity, not for serving as a member of the PCC; these payments are permitted by the charity's governing document.

Laurence Smith (who is a clergy member of the PCC) receives a stipend from the Diocese and so is not an employee; some of the Parish Share paid to the Diocese is used to help meet the cost of this stipend. Laurence Smith was provided with accommodation (which is customary for clergy) and there is no cost to the PCC for this accommodation as the property is benefited. The charity also reimbursed expenses to Laurence Smith; these costs are disclosed in note 6 'Charitable Expenditure' under the heading 'Clergy expenses'.

8 Acting as agent

On occasion the charity receives money on behalf of other charities, which it banks and then pays out to these charities. This income is received as agent for these other charities and the income, and the related payments, are excluded from the Statement of Financial Activities; any money that has not been distributed by the year end is recognised as a creditor.

During the year the charity acted as agent for Emmanuel Church and, in that capacity:

- a) received £0 (2020: £10,000) and paid £4,500 (2020: £5,500)
- b) at the year end the charity owed £0 (2020: £4,500) to Emmanuel Church

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2021

9 Tangible fixed assets

	Fixtures, fittings and equipment £	Total 2021 £
Cost		
At 1 January 2021	15,082	15,082
Additions	-	-
Gains / (losses) on revaluation	-	-
Disposals	-	-
At 31 December 2021	<u>15,082</u>	<u>15,082</u>
Accumulated depreciation		
At 1 January 2021	9,822	9,822
Charge for the year	2,059	2,059
Eliminated on disposal	-	-
At 31 December 2021	<u>11,881</u>	<u>11,881</u>
Net book value		
At 31 December 2021	<u>3,201</u>	<u>3,201</u>
At 31 december 2020	<u>5,260</u>	<u>5,260</u>

10 Debtors

	2021 £	2020 £
Falling due within one year:		
Tax recoverable	1,670	1,435
Total debtors	<u>1,670</u>	<u>1,435</u>

11 Current asset investments

	2021 £	2020 £
Short term deposit	85,000	85,000
	<u>85,000</u>	<u>85,000</u>

12 Cash at Bank and in Hand

	2021 £	2020 £
Cash at bank with immediate access	157,121	187,205
Petty cash	331	237
	<u>157,452</u>	<u>187,441</u>

13 Creditors: liabilities falling due within one year

	2021 £	2020 £
Taxation and social security	3,285	3,087
Other creditors	20	4,520
Accruals	3,793	3,492
Deferred income	17,825	17,520
	<u>24,923</u>	<u>28,618</u>

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2021

14 Deferred income

Deferred income comprises the following:

	2021	2020
	£	£
Preschool Early Years Funding:		
Balance at the beginning of the reporting period	17,520	14,743
Amount released to income	(17,520)	(14,743)
Amount deferred in year	17,825	17,520
Balance at the end of the reporting period	<u>17,825</u>	<u>17,520</u>

The income deferred at the period end will be released to income within one year (2020: within one year).

Preschool Early Years Funding is received from Wokingham Borough Council in advance of the commencement of the school term for an estimated number of students. This is reconciled termly. An advance payment of 81% of the budgeted total based on a headcount day is paid in advance of each school term. The remaining 19% is based on a final headcount and any adjustments made, and paid with the following term's advance.

15 Pension commitments

The Church Workers Pension Fund (CWPF)

The PCC participates in the Pension Builder Scheme section of CWPF for lay staff. CWPF is administered by the Church of England Pensions Board, which holds the CWPF assets separately from those of the Employer and other participating employers.

CWPF has two sections:

1. The Defined Benefits Scheme
2. The Pension Builder Scheme, which has two subsections;
 - a. A deferred annuity section known as Pension Builder Classic, and,
 - b. A cash balance section known as Pension Builder 2014.

Pension Builder Scheme

Both sections of the Pension Builder Scheme are classed as defined benefit schemes.

Pension Builder Classic provides a pension, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Discretionary increases may also be added, depending on investment returns and other factors.

Pension Builder 2014 is a cash balance scheme that provides a lump sum which members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. Discretionary bonuses may be added before retirement, depending on investment returns and other factors. The account, plus any bonuses declared is payable, unreduced, from age 65.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and means that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are the contributions payable (2021: £769, 2020 revised: £764).

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent valuation was carried out as at 31 December 2019. The next valuation is due as at 31 December 2022.

For the Pension Builder Classic section, the valuation revealed a deficit of £4.8m on the ongoing assumptions used. At the most recent annual review, the Board chose to grant a discretionary bonus of 3% following improvements in the funding position over 2021. There is no requirement for deficit payments at the current time.

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2021

For the Pension Builder 2014 section, the valuation revealed a surplus of £5.5m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.

The legal structure of the Scheme is such that if another employer fails, the PCC could become responsible for paying a share of that employer's pension liabilities.

Summary of pension contributions payable for year:

The charity's pension contributions were as follows

	2021 £	2020 Revised £
Church Worker's Pension Fund (see above)		
contributions payable for year	<u>769</u>	<u>764</u>
	<u><u>769</u></u>	<u><u>764</u></u>

There were no pension liabilities at the end of the year (2020: £0)

16 Funds

During the year the movements in the charity's funds were as follows:

	Opening balance 2021 £	Incoming resources 2021 £	Outgoing resources 2021 £	Transfers in the year 2021 £	Gains and losses 2021 £	Closing balance 2021 £
<i>Designated Fund: St James CAFE</i>	4,228	1,987	(1,700)	-	-	4,515
<i>General Unrestricted Funds</i>	106,784	119,247	(107,334)	(11,981)	-	106,715
	<u>111,011</u>	<u>121,233</u>	<u>(109,034)</u>	<u>(11,981)</u>	<u>-</u>	<u>111,229</u>
<i>Restricted Funds</i>						
Youth Work	11,371	4,445	-	-	-	15,816
Children & Families Work	0	8,345	(24,450)	16,105	-	-
Preschool	52,832	84,987	(74,490)	(6,533)	-	56,795
Building Fund	47,119	-	(39,154)	(3,474)	-	4,491
Sinking Fund	28,185	-	-	5,884	-	34,069
	<u>139,507</u>	<u>97,776</u>	<u>(138,094)</u>	<u>11,981</u>	<u>-</u>	<u>111,171</u>
 Aggregate of funds	<u><u>250,518</u></u>	<u><u>219,009</u></u>	<u><u>(247,128)</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>222,400</u></u>

The transfers referred to above were made for the following reasons:

- a) Insufficient funds within Children & Families Work to fulfill obligations
- b) Contribution from Building fund to Sinking fund towards future asset purchase
- c) Contribution from Preschool funds towards usage of Church premises

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2021

Analysis of net assets by fund

The assets and liabilities of the various funds were as follows:

	<u>Unrestricted Funds</u>			
	General funds	Designated funds	Restricted funds	2021
	£	£	£	£
Tangible fixed assets	3,201	-	-	3,201
Debtors	1,567	-	103	1,670
Investments held as current assets	85,000	-	-	85,000
Cash at bank and in hand	19,971	4,759	132,722	157,452
Creditors falling due within one year	(3,025)	(244)	(21,654)	(24,923)
	<u>106,714</u>	<u>4,515</u>	<u>111,171</u>	<u>222,400</u>

In the previous year the movements in the charity's funds were as follows:

	Opening balance 2020 £	Incoming resources 2020 £	Outgoing resources 2020 £	Transfers in the year 2020 £	Gains and losses 2020 £	Closing balance 2020 £
<i>Designated Fund: St James CAFE</i>	4,899	1,519	(2,190)	-	-	4,228
<i>General Unrestricted Funds</i>	100,165	124,386	(107,162)	(10,605)	-	106,784
	<u>105,064</u>	<u>125,905</u>	<u>(109,352)</u>	<u>(10,605)</u>	<u>-</u>	<u>111,011</u>
<i>Restricted Funds</i>						
Youth Work	6,689	4,682	-	-	-	11,371
Children & Families Work	-	7,637	(22,056)	14,419	-	0
Preschool	50,117	84,884	(76,378)	(5,792)	-	52,832
Building Fund	52,803	-	(2,210)	(3,474)	-	47,119
Sinking Fund	22,733	-	-	5,452	-	28,185
	<u>132,343</u>	<u>97,203</u>	<u>(100,643)</u>	<u>10,605</u>	<u>-</u>	<u>139,507</u>
Aggregate of funds	<u>237,406</u>	<u>223,108</u>	<u>(209,995)</u>	<u>-</u>	<u>-</u>	<u>250,518</u>

Analysis of net assets by fund

In the previous year, the assets and liabilities of the various funds were as follows:

	<u>Unrestricted Funds</u>			
	General funds	Designated funds	Restricted funds	2020
	£	£	£	£
Tangible fixed assets	5,260	-	-	5,260
Debtors	1,339	-	96	1,435
Investments held as current assets	40,000	-	45,000	85,000
Cash at bank and in hand	67,205	4,228	116,008	187,441
Creditors falling due within one year	(7,021)	-	(21,597)	(28,618)
	<u>106,784</u>	<u>4,228</u>	<u>139,507</u>	<u>250,518</u>

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2021

The St James CAFE fund is designated for cafe ministry in the community. The Youth Work fund is restricted to ensure the funds received for youth ministry are expended only on youth worker salary and other costs incurred specifically in that ministry. The same restriction applies to the Children and Families work. The Preschool fund is restricted to Preschool activities and cannot be spent on any other ministry activities. The Building Fund can only be spent on building works, including fixtures and equipment within the Church building. The Sinking Fund was created to set aside funds for the replacement of assets based on the expected useful life of the existing fixed assets (e.g. building and equipment).

17 Transactions with related parties

During the year the charity:

- a) received donations totalling £28,085 (2020: £35,446) from related parties (which includes members of the PCC, any other members of key management and anyone closely connected to them).
- b) No expenses (2020: £0) were paid to, or for, non-clergy members of the PCC.

During the year the charity also made the following payments to, or for, related parties:

- a) In addition to disclosure in note 7 'Analysis of staff costs', J & E Fletcher, who are closely related to Pete Clarke (a member of the PCC), received grants totalling £1,800 (2020: £1,800) for mission activities overseas; Lamb Hospital received grants totalling £1,800 (2020: £1,800) for mission activities overseas - Judith Hansford is a trustee and is related to Bob Hansford (a PCC member); and Yeldall Manor, who is employer of Merrick Winsor, (a member of the PCC), received grants totalling £1,800 (2020: £1,800) for UK mission activities.

At the balance sheet date no related party was owed (2020: £0) by the charity.

18 Events since the year end

Following the application by the St James Preschool to be a Charitable Incorporated Organisation (CIO), the transfer has been executed and all Preschool restricted funds transferred from this charity to the new CIO effective 1 April 2022. The financial impact can be estimated from the restricted Preschool funds within these accounts, which at the end of 2021 stood at £56,795.

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY
DETAILED STATEMENT OF FINANCIAL ACTIVITIES WITH COMPARATIVES
FOR THE YEAR ENDED 31 DECEMBER 2021

		<u>Unrestricted funds</u>					<u>Unrestricted funds</u>			
		General	Designated	Restricted	Total		General	Designated	Restricted	Total
		2021	2021	2021	2021		2020	2020	2020	2020
Note		£	£	£	£		£	£	£	£
INCOME AND ENDOWMENTS FROM:										
Donations and legacies	3	114,804	-	12,569	127,373		120,257	-	12,319	132,575
Charitable activities	4	-	1,987	-	1,987		-	1,519	-	1,519
Preschool income		-	-	84,987	84,987		-	-	84,884	84,884
Investments	5	1,602	-	-	1,602		2,595	-	-	2,595
Other income		2,840	-	221	3,061		1,534	-	-	1,534
Total income and endowments		119,247	1,987	97,776	219,009		124,386	1,519	97,203	223,108
EXPENDITURE ON:										
Charitable activities:	6	107,334	1,700	63,604	172,638		107,162	2,190	24,266	133,618
Preschool costs		-	-	74,490	74,490		-	-	76,378	76,378
Total Expenditure		107,334	1,700	138,094	247,128		107,162	2,190	100,643	209,995
Net gains/(losses) on investments		-	-	-	-		-	-	-	-
Net income/(expenditure)		11,912	287	(40,318)	(28,118)		17,224	(671)	(3,441)	13,112
Transfers between funds	16	(11,981)	-	11,981	-		(10,605)	-	10,605	-
		(69)	287	(28,336)	(28,118)		6,619	(671)	7,164	13,112
Other recognised gains/(losses):										
Net movement in funds		(69)	287	(28,336)	(28,118)		6,619	(671)	7,164	13,112
Reconciliation of funds:										
Total funds brought forward		106,784	4,228	139,507	250,518		100,165	4,899	132,343	237,406
Total funds carried forward	16	106,715	4,515	111,171	222,400		106,784	4,228	139,507	250,518

Accounts



St James Church Centre
Kingfisher Drive
Woodley
Reading
RG5 3LH

Trustees' Annual Report

for year ending 31 December 2020

The Parochial Church Council of the Ecclesiastical Parish of Southlake St James

Charity Registration Number: 1128770

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY

CHARITY INFORMATION

FOR THE YEAR ENDED 31 DECEMBER 2020

Members of the Parochial Church Council	See PCC Annual Report appended to these accounts for member details
Charity Registration Number	1128770
Principal Address	St James' Church Centre Kingfisher Drive Woodley Reading RG5 3LH
Independent Examiner	Jacob Farley Stewardship 1 Lamb's Passage London EC1Y 8AB
Bankers	Santander Bootle Merseyside L30 4GB Barclays Leicester LE87 2BB

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Church Administration & Records

The key functions of the PCC include:

- consulting with the minister on matters of general concern and importance to the parish
- co-operation with the minister in promoting in the parish the whole mission of the Church, including pastoral, evangelistic, social and ecumenical matters.

(Summarised from Synodical Government Measure 1969.)

These are the guiding principles under which the PCC operates.

The PCC also has a responsibility to:

- maintain the building,
- set an appropriate budget,
- present independently examined accounts to the church.

Membership

The PCC is a corporate body established by the Church of England. It operates under the Parochial Church Council Powers Measure. The PCC is a Registered Charity.

Members of the PCC are elected by the Annual Parochial Church Meeting in accordance with the Church Representation Rules. During 2020 the following people served as members of the PCC:

Ex officio members

Rev. Laurence Smith Vicar and Chair
Dr David Fulford Licensed Lay Minister
Mr Pete Clarke Licensed Lay Minister

Church Wardens

Mrs Alison Mullens
Mr Pete Clarke

Elected lay members

Mr John Aked
Mrs Folake Olatunji Treasurer
Mr Ian Johnson (from October 2020) Gift Aid Secretary
Mrs Nicola Tivey Pre-School link
Mr Jeremy Parker (until October 2020) CTW rep
Mr Merrick Winsor
Mrs Mary Holmes
Mr Chris Rimmer
Mr Frank Box
Mr Bob Hansford
Dr Janet Penny
Mrs Elaine Hawkes
Miss Catharine Turton PCC Secretary (from October 2020)

Elected Deanery Synod members

Mrs Margaret Lowe (until October 2020)
Mrs Jane Fulford Safeguarding Officer & CTW rep
Mrs Margaret Mayer (until October 2020)

Co-opted Members

Mrs Diana Tollman (until October 2020) PCC Secretary
Mr Ian Johnson (until October 2020) Gift Aid Secretary

Standing Committee

This is the only committee required by law. It has the power to transact the business of the PCC between meetings, subject to directions given by the PCC. The members were: the two Church Wardens, the Treasurer, the Gift Aid Secretary, the PCC Secretary and Laurence our vicar as chairperson.

The Mission Support Group (MSG)

This group, chaired by Jane Fulford, is appointed by the PCC and is responsible for advising the PCC on the distribution of the mission giving from St James' to mission partners.

Summary of PCC business

January

- Decision to advertise for a new youth worker following recommendations of review group
- Planning for the APCM
- Risk Assessment review
- Adequacy of our insurance cover
- Pre-school update
- Approval of staff pay rises

February

- Overview of draft accounts for 2019
- Approve and adopt budget for 2020
- Approve and adopt Social Media policy
- Approval of remedial work to the roof
- Update on REInspired Woodley

March (conducted via email)

- Review and adopt Trustee's Annual Report for 2019
- Review of church terrier and log book
- Plan for new vision statement
- Update on Pre-school
- Impact of Coronavirus
- Youth work update regarding funding

May (conducted via email)

- Approval of re-opening of Pre-school
- Overview of provision of worship and pastoral care during lockdown

June (conducted via email)

- Youth work update
- Update on online services

- Plans to re-open church building for funerals

July (via Zoom)

- Review of plans to re-open church for public worship post-lockdown
- Approval of suspension of Morning Prayer and Holy Communion
- Youth work update
- Approval of re-opening the church office
- Approve and adopt the accounts for 2019

September (via Zoom)

- Plans for APCM
- Update on changes to Pre-school status
- Review of 2020 vision
- Decision to not pursue recruitment of a youth worker at this time
- Formal approval of re-opening the church for Sunday worship
- Mission Support Group update

November (via Zoom)

- PCC officers appointed, roles assigned
- Overview of accounts for 2020 Q1-3
- Decision on payment to be made to Mission Partners for 2020
- Safeguarding Policy adopted
- Safeguarding Report approved
- Henry Smith grant – decision to transfer our portion of this grant to Emmanuel to reflect the balance of the youthwork being carried out
- Commitment to funding for REInspired
- Approval of preparatory work to be undertaken towards refurbishment of the worship area
- Pre-school staff pay rise approved

All PCC meetings start and end with prayer.

Summary of Standing Committee business

Standing Committee met monthly to agree business to be raised at the next PCC meeting and progress any urgent business. Business was also conducted via email.

The Standing Committee:

- Approved items of expenditure that fall within the spending limit set by PCC.
- Assessed and prioritised our expenditure
- Progressed a number of building maintenance tasks
- Reviewed staff contracts and made recommendations to PCC on staff pay
- Made recommendations to PCC on key items of expenditure
- Discussed future options for REInspired Woodley
- Discussed future options for church youthwork

- Discussed impact of Covid-19 on services, activities and income
- Approved continued support for our mission partners
- Discussed future vision/mission plan
- Approved changes to bank signatories and internal financial processes

Church finance

During the year January – December 2020, the total income to the church was £223,108, of which £125,905 relate to unrestricted funds. St James Preschool earned £84,884 in funding for preschool activities, whilst the balance of the restricted funds of £12,319 was primarily to fund employment of a part-time Children and Families Worker. With the exception of preschool funds, the funds were raised through voluntary donations, associated Gift Aid claims, and other fundraising activities such as hall lettings (although these have all been impacted by the closure of the church building for much of the year). The preschool funds were primarily from the Wokingham Borough Council for early years and 2 year old funding, in addition to fees received directly for students attending lunch club.

Expenditure in 2020 amounted to £209,995. The largest single item of expenditure was the Parish Share. Preschool expenses amounted to £76,378, mostly covering employee costs.

Authorised grant payments amounted to £13,349 for the year. Generous financial support was given to a range of projects and external bodies like CMS, JAC, Congo Children Trust, the Fletcher family, Lamb Hospital, and Yeldall Manor to name our key mission partners.

The net result for the year was a net income of £13,112.

The PCC Reserve policy states that the charity should aim to hold unrestricted cash of no less than £50,000 (which equates to about 3 months' of unrestricted expenditure and 6 months' of employee costs) so that the charity could continue to operate should income and / or expenditure vary adversely.

The amount of General funds carried forward at the end of the year is well above the minimum set out in the reserve policy. PCC believe that these funds will be needed in the medium-term to finance core projects such as employing a youth worker.

Church Maintenance

Our Church Wardens oversaw much of the maintenance work completed during 2020. This included:

- Two new TV monitors which were installed at the front of the worship area in January to replace the projector system
- Repairs were carried out on the roof to fix leaks experienced during severe weather at the beginning of the year.

Risk Management

The operational, financial and reputational risks were reviewed in January 2020. Measures to manage the outstanding risks were identified and procedures put in place. The next review will take place in January 2021.

2020 Vision

St James 2020 Vision is to be a growing people of all ages that:

- *Are rooted in prayer and growing in our faith in Jesus Christ*
- *Are growing as confident disciples, and are willing and able to make disciples of others*
- *Are growing in our understanding of and are open to being empowered by the Holy Spirit to build up the church of God*
- *Are reaching out into our community to be and to share the good news of Jesus Christ both inside and beyond the church walls, and across Woodley in partnership with others*
- *Are listening, generous and committed to quality in all we do*

Work has started on developing our new vision plan from 2021 onwards.

Sermon Themes

The following sermon themes were preached on during the year:

- “New Year’s Resolutions” (January to February)
- “Saying Yes to Life” (Archbishop’s Lent Book) and Easter (March to April)
- “Journey Through Acts part 2 – chapters 13-21” (May to July)
- Lectionary (August to November)
- “Old Testament Promises and Advent” (December)

Electoral roll

There were 129 people on the electoral roll at St James as at October 2020.

Average weekly attendance

January and February 2020

Sunday 9am 11 adults 0 children under 16
Sunday 10:30am 93 adults 9 children under 16

March 2020 onwards

Online services saw an average attendance of around 40 devices (75-100 people).

Once in person services resumed (August to November, December), numbers in the building were limited to 35 (not including those involved in running the service).

Average Messy Church attendance

Held 2nd Sunday of every month at 4pm

January to March 2020

46 adults and 36 children under 16

April 2020 onwards

- Monthly birthday celebrations on Facebook Live – average of 58 devices
- “Messy Church In A Bag” initiative – average of 12 families per month from July to December
- In person Messy Church in October – 8 families

Church Activities

In planning the activities, the Trustees have applied the guidance on public benefit issued by the Charity Commission.

Focus on Mission

Mission Links

The Church continues to maintain links with mission partners and organisations both at home and overseas. Our main mission partners are:

- LAMB hospital in Bangladesh
- Just around the Corner (JAC) in Woodley
- Ben & Katy Ray working at Neema Craft in Tanzania for Church Mission Society
- Jon and Elise Fletcher working in the slums of Thailand
- Kimbilio and Jean Bosco working with street children in the Congo
- Yeldall Manor, a local charity helping men with addictions.

We have also supported various other causes during the year, including regular giving to REInSpired Woodley

Home Mission and Outreach

Until March 2020, outreach to the community continued through St James Toddlers, Pre-School, St James Café, Rendezvous and Contact the Elderly. Work with children and young people continued through Sunday morning groups, Toddlers, Messy Church, our Puppet group, and youth groups which combined with Emmanuel Church. Our Children and Families Worker also continued to support our local primary schools through REInspired Woodley. Prior to government restrictions, we had also made contact with a local Secondary School with a view to building that relationship through our youth ministry.

From March onwards, the majority of our activities were curtailed. Our young people met regularly on Zoom, with a few in person sessions when restrictions allowed. The Puppet Team were able to meet via Zoom, and occasionally in person to record resources for services. Our children and families were supported through online materials, craft resources and activities, bedtime stories and prayers, postcards and letters. Throughout lockdown, our Toddler families had weekly storytime, singing and crafts via Facebook Live.

Hero Party

This event, offering an alternative to Halloween, normally attracts a large number of families from our local community. Although we were unable to hold a full hero party this year, we did offer "Hero Party in a bag" alongside an online event on YouTube. 25 families collected a bag, and the event had 52 views.

St James Pre-school continues to serve local families and is a much valued and respected service. Learning through play following the 'Early Years Foundation Stage' curriculum is provided for children from the age of 2 years up to school age. Our service runs on four days a week in term time, offering 8 sessions each week, a lunch club and an early drop-off option. Pre-school was closed in March due to the pandemic, but sessions resumed in June.

Baptism Preparation

Due to Covid restrictions our usual Baptism Preparation with families was not possible, although we were able to prepare one family for baptism in December. We plan to resume our normal practice of preparation when possible.

Marriage Course

A marriage course was run online during November and December. Fourteen couples took part in the course, five of whom were not part of our regular worshipping community.

Church family events - worship and social

Regular Sunday Services (until March 2020):

9am - Holy Communion

10:30am

1st Sunday - Holy Communion

2nd Sunday - Morning Worship

3rd Sunday - Morning Worship (may include Baptism)

4th Sunday – Intergenerational Service (may include Baptism)

5th Sunday - Morning Worship

4pm on 2nd Sunday - Messy Church

Regular Services (from March 2020):

Sundays

10:30am

1st, 2nd, 3rd & 5th Sundays – Morning Worship (online with limited in person attendance when church was open)

4th Sunday – The Oasis intergenerational service (online with limited in person attendance when church was open)

Other

From August to October a service of Holy Communion was held at 10am every Wednesday with an average weekly attendance of 15.

Thank You

Thanks go to all those who have led and preached at St James: members of St James clergy and staff and members of St James congregation.

Thanks also go to:

- the music group and singers for their part in leading our worship.
- those on the flower rota and the prayer ministry team
- those who run our children's groups
- those on the sound team and the projector operators team
- our church wardens and deputy church wardens who do so much both on a Sunday morning and also behind the scenes throughout the week
- our sidepeople who support the church wardens to ensure our services run smoothly
- those who count, verify and bank the offering each week
- those who serve the refreshments
- all those involved in putting services online during the pandemic – uploading content to the website, editing videos, and operating the camera.

Regular opportunities for Prayer and Reflection

Lift - A time of prayer and listening to God on the 4th Tuesday of the month 8pm - 9pm in church. This moved online from March, and Margaret Mayer produced monthly reflections which were uploaded to the church website.

Focus - A monthly prayer meeting, initially set up to focus on the vacancy process, met in January and February. Focus meets at 8pm on the 2nd Monday of the month.

Resources were prepared for our "Journey Through Acts part 2", and were used by most of the homegroups that continued to meet online.

Messy Church

An expression of Church for people of all ages, who are at any stage in their faith journey. It is held monthly on the 2nd Sunday 4pm - 6pm and normally includes creativity, celebration and hospitality. We celebrated our 10th birthday in April.

Messy Church met in a variety of ways throughout 2020, including in person (January to March and August to September) both inside and outside, as well as online via Zoom and Facebook Live. Resources were made available on the church website from April, and "Messy Church in a bag" launched in July to provide physical resources for families. Half of the families accessing Messy Church in a bag were new to the church.

Our Messy Christmas celebration was held via Zoom, and several of the Messy Church families took part in the virtual Nativity in the Christingle event.

Advent and Christmas Services

Christmas was unusual, and our normal range of services was reduced due to coronavirus restrictions.

Our Christmas Eve nativity service was live streamed, with 120 Christingle kits handed out from a "Tunnel of Light" at church in the days before the service. Several of our Messy Church and Sunday morning families took part in our virtual Nativity, and we also participated in a Nativity trail around the church and Woodley precinct.

Midnight Communion and Christmas Day services were able to be held in the church building with a limited number in the congregation. The Christmas Day service was also live streamed.

Easter Events

Due to the restrictions in place in Spring 2020, all Easter services/events were held online.

These included a joint online service presented by Churches Together in Woodley on Good Friday, as well as Easter Sunday worship streamed through our website.

Recent Initiatives

Various activities have been introduced as a direct response to the changing needs of the church during the pandemic:

- St James' Radio – 20 episodes of a weekly church podcast were produced between March and August, along with a Christmas special. These were uploaded to the church website.
- Slack – a new online forum was set up for church members to stay connected, pray together, share news, swap lockdown tips, etc. 85 members of the church signed up to this.
- Two online quiz nights were held during 2020, as well as an online Christmas Pudding event.

Eco Church

In February 2020 St James achieved the Bronze award as part of A Rocha's Eco Church scheme. We are now working towards achieving the Silver award.

The Eco Church team have instigated the replacement of ineffective, dripping taps in the kitchen. They also submitted a proposal to PCC in November to install a water butt in the grounds to collect rainwater to be used to water the flower meadows and flowers. This proposal was approved, but due to Covid restrictions the installation was delayed until Spring 2021.

A community litter pick was planned for Autumn 2020, but was delayed until May 2021.

Special services

Baptisms

One child was baptised as part of Morning Worship on a Sunday morning.

Thanksgivings for the birth of a child

None

Confirmations

None

Weddings

None

Renewal of Marriage Vows

None

Funerals

Funerals held in church: 1

Funerals held at a crematorium or cemetery: 8

Other activities in church

The church was also used by the following groups/activities until March 2020:

- Guides (weekly in term time)
- Brownies (twice weekly in term time)
- Pilates (twice weekly in term time)

Statement of Responsibilities of the Members of the Parochial Church Council

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

Charity law requires the PCC to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity as at the balance sheet date and of its incoming resources and application of resources for the financial year. In preparing these financial statements, the PCC are required to:

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

The PCC is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

INDEPENDENT EXAMINER'S REPORT
TO THE MEMBERS OF THE PAROCHIAL CHURCH COUNCIL OF
THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY
('the Charity')

I report to the members of the PCC (who are also the charity's trustees) on my examination of the accounts of the Charity for the year ended 31 December 2020 on pages 10 to 22 following, which have been prepared on the basis of the accounting policies set out on pages 12 to 14.

Responsibilities and basis of report

As members 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 Charity's accounts carried out under section 145 of the 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.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

Jacob Farley
ICAEW
Stewardship
1 Lamb's Passage
London
EC1Y 8AB

20 JULY 2021

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2020

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
INCOME AND ENDOWMENTS FROM:					
Donations and legacies	3	120,257	12,319	132,575	170,734
Charitable activities	4	1,519	-	1,519	4,753
Preschool income		-	84,884	84,884	85,846
Investments	5	2,595	-	2,595	6,406
Other income		1,534	-	1,534	3,405
Total income and endowments		125,905	97,203	223,108	271,145
EXPENDITURE ON:					
Charitable activities	6	109,352	24,266	133,618	167,149
Preschool costs		-	76,378	76,378	71,148
Total expenditure		109,352	100,643	209,995	238,297
Net income/(expenditure)		16,553	(3,441)	13,112	32,848
Transfers between funds	16	(10,605)	10,605	-	-
Net movement in funds		5,948	7,164	13,112	32,848
Reconciliation of funds:					
Total funds brought forward		105,064	132,343	237,406	204,559
Total funds carried forward	16	111,011	139,507	250,518	237,406

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing operations.

The notes on page 12-22 form part of these accounts.

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY

BALANCE SHEET

AS AT 31 DECEMBER 2020

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
FIXED ASSETS					
Tangible assets	9	5,260	-	5,260	7,455
		<u>5,260</u>	<u>-</u>	<u>5,260</u>	<u>7,455</u>
CURRENT ASSETS					
Debtors	10	1,339	96	1,435	3,044
Investments	11	40,000	45,000	85,000	85,000
Cash at bank and in hand	12	71,433	116,008	187,441	164,314
		<u>112,772</u>	<u>161,104</u>	<u>273,876</u>	<u>252,358</u>
CREDITORS: Amounts falling due within one year	13	(7,021)	(21,597)	(28,618)	(22,407)
Net current assets / (liabilities)		<u>105,751</u>	<u>139,507</u>	<u>245,258</u>	<u>229,951</u>
Total assets less current liabilities		<u>111,011</u>	<u>139,507</u>	<u>250,518</u>	<u>237,406</u>
Net assets / (liabilities) excluding pension asset / (liability)		<u>111,011</u>	<u>139,507</u>	<u>250,518</u>	<u>237,406</u>
TOTAL NET ASSETS		<u>111,011</u>	<u>139,507</u>	<u>250,518</u>	<u>237,406</u>
FUND BALANCES					
Unrestricted Funds	16				
General funds		106,784	-	106,784	100,165
Designated funds		4,228	-	4,228	4,899
		<u>111,011</u>	<u>-</u>	<u>111,011</u>	<u>105,064</u>
Restricted Funds		-	139,507	139,507	132,343
		<u>111,011</u>	<u>139,507</u>	<u>250,518</u>	<u>237,406</u>

The financial statements were approved by the members of the PCC on [16 JUL 21] and were signed on its behalf by:

L. S.

Laurence Smith, Vicar and Trustee

Charity number: 1128770

The notes on page 12-22 form part of these accounts.

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2020

1 Statutory Information

The Parochial Church Council of the Parish of Southlake, St James, Woodley is a charity registered with the Charity Commission in England & Wales. The charity's registered number and principal address can be found on the Charity Information page.

2 Accounting Policies

These financial statements are prepared on a going concern basis, under the historical cost convention. The financial statements include all activities for which the PCC is legally responsible; the activities of informal gatherings of church members and groups that owe their main affiliation to another body and are excluded.

These financial statements have been prepared in accordance with The Church Accounting Regulations 2006, the 'Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)' ('the Charities SORP'), with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland ("FRS 102") and with the Charities Act 2011. The charity meets the definition of a public benefit entity as set out in FRS 102.

The Charities (Accounts and Reports) Regulations 2008 (the '2008 Regulations') requires charities to prepare their accounts in accordance with 'Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005' but this accounting standard has since been withdrawn and has been replaced by the Charities SORP mentioned in the preceding paragraph. The charity has prepared these financial statements in accordance with the new Charities SORP; this departure from the 2008 Regulations is believed to be necessary for these financial statements to give a 'true and fair view'.

The principles adopted in the preparation of the financial statements are set out below.

a) Going concern

The PCC have assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the charity to continue as a going concern. The PCC have made this assessment for a period of at least one year from the date of approval of the financial statements. In particular the PCC have considered the charity's forecasts and projections and the possible implications should projected income and / or expenditure vary unexpectedly. The PCC have concluded that there is a reasonable expectation that the charity has adequate resources to continue to operate for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing its financial statements. [In making this assessment the trustees have considered how Covid-19 might affect projections].

b) Income

Income (which includes planned giving, collections and other donations) is recognised in the period in which the charity becomes entitled to receipt, the amount receivable can be measured with reasonable certainty, and receipt is probable. For the most part income is generally recognised when it is received by, or on behalf of, the PCC. Income is only deferred when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

Income from donations includes:

- i) Recoverable gift aid. This is recognised when the related donation is received. Gift aid that has not been recovered by the balance sheet date is included as a debtor.
- ii) The charity relies on volunteers to carry out many of its activities, particularly XX [activities]. However, in accordance with the SORP, the value of these services has not been included in these financial statements as they cannot be reliably measured.

When donated goods, services and facilities are distributed or consumed, an expense in respect of those items is included in the Statement of Financial Activities. At the year end any goods that have not been distributed or consumed are recognised as stock; donated fixed assets are capitalised.

Income from charitable activities represents income receivable from goods, services and facilities supplied in furtherance of the charity's charitable objects. It includes income from running the St James CAFE.

Investment income represents income generated by the charity's assets and includes income from letting the charity's property and bank interest.

c) Expenditure

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2020

Expenditure, including irrecoverable VAT, is recognised when it is incurred or, if earlier, when a legal or constructive obligation for a payment arises provided that it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Contributions in respect of the diocesan parish share are included in the Statement of Financial Activities for all amounts agreed to being payable for the financial year. Any contributions that have not been paid over by the year end are included as a creditor.

The charity makes grants to other institutions and individuals to further its charitable objectives. Grants payable are recognised as constructive obligations arise, which is generally when the charity expresses a commitment to the recipient that can be measured reliably and then only to the extent that any conditions associated with the grant are outside of the control of the charity.

The cost of raising funds is not significant and has not been separately disclosed.

Governance costs, which are included in expenditure on charitable activities but are identified separately in the notes to the accounts, includes costs associated with the independent examination of the financial statements, compliance with constitutional and statutory requirements and any other expenditure incurred on the strategic management of the charity.

d) Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the PCC in furtherance of the general objectives of the charity. Designated funds comprise unrestricted funds that have been set aside by the PCC for particular purposes. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects.

e) Tangible fixed assets

Consecrated and beneficed property is not included in these financial statements by virtue of s.10(2) of the Charities Act 2011. All expenditure on consecrated or beneficed buildings is written off in the year in which it is incurred.

Movable church furnishings held by the incumbent and Churchwardens on special trust for the PCC and which require a faculty for disposal are capitalised in accordance with the policy set out below. These items are regarded as inalienable property and are listed in the church's inventory which can be inspected at any reasonable time. Inalienable property acquired prior to 2000 has not been capitalised as there is insufficient cost information available.

The church building and certain clergy accommodation are held in trust by the Diocese on behalf of the PCC. These properties are essential for the mission of the church and have been in use for many years but they have not been included in these financial statements as there is insufficient cost information and their depreciated cost is unlikely to be material.

Items purchased or donated for the charity's own use are capitalised when the cost of purchased items, or the fair value of donated items, is more than £5,000 and the item is expected to benefit the charity over more than one accounting period. Depreciation is charged on a straight line basis so as to write down the value of each asset to its estimated residual value (if any) over its expected useful economic life. To achieve this objective the following rates of depreciation are charged:

Freehold land	Is not depreciated (because it is not consumed by use)
Freehold buildings	Over 50 years after taking account of the building's residual value
Leasehold improvements	Over the lease term or, if shorter, expected useful life
Equipment	15% per annum

The carrying values of tangible fixed assets are reviewed for impairment in periods when events or changes in circumstances indicate that the carrying value may not be recoverable.

f) Pension scheme arrangements

The charity operates defined contribution pension schemes for its employees. Obligations for contributions to these schemes are recognised as an expense when the liability arises. The assets of these schemes are held separately from those of the charity in independently administered funds.

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2020

The charity contributes to the Church Workers Pension Fund, which is a multi-employer defined benefits pension scheme as described in Section 28 of FRS 102. The charity is not able to identify its share of the Scheme's assets and liabilities and, therefore, as permitted by FRS 102, the Scheme is accounted for as if it were a defined contribution pension scheme. Contributions to the Scheme are charged to the Statement of Financial Activities as they become payable. Further information about the Scheme is disclosed in note 15 'Pension Commitments'.

g) Taxation

The charity has taken advantage of the various reliefs from taxation available to charities and no tax is payable on the charity's income.

h) Financial instruments

The charity's financial assets and financial liabilities all qualify as basic financial instruments, as defined by FRS102. Except for loans, creditors and debtors are measured at their expected settlement value (normally the amount of cash that the charity expects to pay or receive). The charity recognises liabilities for the principal of those loans that remains outstanding at the year end (i.e. the liabilities exclude any interest chargeable on the loans in future years).

i) Foreign currency translation

These financial statements are presented in sterling, which is the charity's functional currency.

- i) Income and expenditure denominated in a foreign currency is translated into sterling at the exchange rate prevailing on the date of the transaction.
- ii) Monetary assets and liabilities denominated in a foreign currency are re-translated at the exchange rate prevailing at the balance sheet date.
- iii) Non-monetary assets are measured at historic cost at the rate of exchange prevailing on the date of the transaction and are not subsequently re-translated.

All differences arising from the application of the above policy are charged (or credited) to the Statement of Financial Activities.

j) Exemption from preparing a cashflow statement

The charity has taken advantage of an exemption conferred by the Charities SORP and has not prepared a cash flow statement.

k) Critical accounting estimates and areas of judgement

The members of the PCC do not consider that there are any material sources of estimation or uncertainty at the balance sheet date that could result in a material adjustment to the carrying values of assets and liabilities in the next reporting period.

3 Donations

	2020	2019
	£	£
Donations of cash and similar	106,127	133,927
Other grants receivable	6,272	9,379
Income tax recoverable	20,177	27,429
	<u>132,575</u>	<u>170,735</u>

4 Income from charitable activities

	2020	2019
	£	£
Community outreach programs	1,519	4,753
	<u>1,519</u>	<u>4,753</u>

5 Investment income

	2020	2019
	£	£
Property letting	1,011	5,044
Bank interest	1,584	1,362
	<u>2,595</u>	<u>6,406</u>

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2020

6 Charitable expenditure

	2020 £	2019 £
a Costs incurred directly on specific activities		
Ministry expenses:		
Parish share	64,293	62,372
Ministry staff employment costs	21,076	21,980
Clergy expenses	508	575
Other ministry expenses	1,975	4,359
Upkeep of services	3,530	5,474
Training costs	-	645
	<u>91,381</u>	<u>95,407</u>
Property expenses:		
Operational costs for church	5,449	7,625
Major repairs to church	2,210	12,660
Major repairs to churchyard	-	12,554
	<u>7,659</u>	<u>32,839</u>
Grants payable (note 6c)	13,349	12,760
	<u>112,388</u>	<u>141,006</u>
b Costs incurred on support & administration		
Governance costs		
Independent examiner's fee	1,200	1,680
Other	-	3,048
	<u>1,200</u>	<u>4,728</u>
Administrative staff employment costs	9,509	9,571
Printing, postage and stationery	3,524	4,435
Depreciation of tangible fixed assets	2,195	2,059
Insurance	1,972	1,940
Other resources expended	2,830	3,409
	<u>21,229</u>	<u>26,143</u>
Total expenditure	<u>133,618</u>	<u>167,149</u>

The fee payable to the independent examiner for examining the accounts was £1,200 (2019: £1,440)

c Grants payable

	Institutions £	Individuals £	2020 £
Grants for UK and overseas mission	11,549	1,800	13,349
	<u>11,549</u>	<u>1,800</u>	<u>13,349</u>

The comparatives for the previous year are as follows:

	Institutions £	Individuals £	2019 £
Grants for UK and overseas mission	10,960	1,800	12,760
	<u>10,960</u>	<u>1,800</u>	<u>12,760</u>

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2020

The charity's principal grants to institutions comprised:

	2020	2019
	£	£
CMS	2,700	2,700
Just Around the Corner 'JAC'	1,800	1,800
Lamb Hospital	1,800	1,800
Yeldall Manor	1,800	1,800
Churches Together in Woodley	1,200	1,200
Grants to institutions for less than £1,000 each	2,249	1,660
	<u>11,549</u>	<u>10,960</u>

7 Analysis of staff costs, the cost of key management personnel and trustee remuneration and expenses

The average monthly number of employees during the year was 8 (2019: 9). Most of the charity's activities are carried out by volunteers.

Pre-school expenses include £66,566 (2019: £65,573) in respect of employment costs

No staff received salaries at a rate of more than £60,000 per annum.

The charity's key management comprise the members of the PCC and the key staff named on the Charity Information page. Total employment benefits payable to key management for the year were as follows:

	Wages & salaries	Other employment benefits	Employer pension contributions	2020 £
Members of the PCC				
Elaine Hawkes	17,250	-	331	<u>17,581</u>
				<u>17,581</u>

The following amounts were payable in the previous year:

	Wages & salaries	Other employment benefits	Employer pension contributions	2019 £
Members of the PCC				
Elaine Hawkes	14,825	-	48	<u>14,872</u>
				<u>14,872</u>

Elaine Hawkes served as Preschool Manager and received the above payments for serving in that capacity, not for serving as a member of the PCC; these payments are permitted by the charity's governing document.

Laurence Smith (who is a clergy member of the PCC) receives a stipend from the Diocese and so is not an employee; some of the Parish Share paid to the Diocese is used to help meet the cost of this stipend. Laurence Smith was provided with accommodation (which is customary for clergy) and there is no cost to the PCC for this accommodation as the property is benefited. The charity also reimbursed expenses to Laurence Smith; these costs are disclosed in note 6 'Charitable Expenditure' under the heading 'Clergy expenses'.

8 Acting as agent

On occasion the charity receives money on behalf of other charities, which it banks and then pays out to these charities. This income is received as agent for these other charities and the income, and the related payments, are excluded from the Statement of Financial Activities; any money that has not been distributed by the year end is recognised as a creditor.

During the year the charity acted as agent for Emmanuel Church and, in that capacity:

- a) received £10,000 (2019: £8,500) and paid £5,500 (2019: £8,500)
- b) at the year end the charity owed £4,500 (2019: £0) to Emmanuel Church

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2020

9 Tangible fixed assets

	Fixtures, fittings and equipment £	Total 2020 £
Cost		
At 1 January 2020	15,082	15,082
Additions	-	-
Gains / (losses) on revaluation	-	-
Disposals	-	-
At 31 December 2020	<u>15,082</u>	<u>15,082</u>
Accumulated depreciation		
At 1 January 2020	7,627	7,627
Charge for the year	2,195	2,195
Eliminated on disposal	-	-
At 31 December 2020	<u>9,822</u>	<u>9,822</u>
Net book value		
At 31 December 2020	<u>5,260</u>	<u>5,260</u>
At 31 December 2019	<u>7,455</u>	<u>7,455</u>

10 Debtors

	2020 £	2019 £
Falling due within one year:		
Tax recoverable	1,435	2,022
Other debtors	-	1,022
Total debtors	<u>1,435</u>	<u>3,044</u>

11 Current asset investments

	2020 £	2019 £
Short term deposit	85,000	85,000
	<u>85,000</u>	<u>85,000</u>

12 Cash at Bank and in Hand

	2020 £	2019 £
Cash at bank with immediate access	187,205	163,935
Petty cash	237	379
	<u>187,441</u>	<u>164,314</u>

13 Creditors: liabilities falling due within one year

	2020 £	2019 £
Taxation and social security	3,087	3,288
Other creditors	4,520	1,800
Accruals	3,492	2,576
Deferred income	17,520	14,743
	<u>28,618</u>	<u>22,407</u>

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2020

14 Deferred income

Deferred income comprises the following:

	2020	2019
	£	£
Preschool Early Years Funding:		
Balance at the beginning of the reporting period	14,743	5,876
Amount released to income	(14,743)	(5,876)
Amount deferred in year	17,520	14,743
Balance at the end of the reporting period	<u>17,520</u>	<u>14,743</u>

The income deferred at the period end will be released to income within one year (2019: within one year).

Preschool Early Years Funding is received from Wokingham Borough Council in advance of the commencement of the school term for an estimated number of students. This is reconciled termly. An advance payment of 81% of the budgeted total based on a headcount day is paid in advance of each school term. The remaining 19% is based on a final headcount and any adjustments made, and paid with the following term's advance.

15 Pension commitments

The Church Workers Pension Fund (CWPF)

The PCC participates in the Pension Builder Scheme section of CWPF for lay staff. The Scheme is administered by the Church of England Pensions Board, which holds the assets of the schemes separately from those of the PCC and the other participating employers.

The Church Workers Pension Fund has a section known as the Defined Benefits Scheme, which comprises a deferred annuity section known as Pension Builder Classic and a cash balance section known as Pension Builder 2014.

Pension Builder Scheme

The Pension Builder Scheme of the Church Workers Pension Fund is made up of two sections, Pension Builder Classic and Pension Builder 2014, both of which are classed as defined benefit schemes.

Pension Builder Classic provides a pension for members for payment from retirement, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Bonuses may also be declared, depending upon the investment returns and other factors.

Pension Builder 2014 is a cash balance scheme that provides a lump sum that members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. This account may have bonuses added by the Board before retirement. The bonuses depend on investment experience and other factors. There is no requirement for the Board to grant any bonuses. The account, plus any bonuses declared, is payable from members' Normal Pension Age.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and contributions are accounted for as if the Scheme were a defined contribution scheme. The pension costs charged to the Statement of Financial Activities are the contributions payable of £1,440 (2019: £1,595).

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent was carried out as at 31 December 2016. A valuation as at 31 December 2019 was under way as at 31 December 2020.

For the Pension Builder Classic section, the valuation revealed a deficit of £14.2m on the ongoing assumptions used. At the most recent annual review, the Board chose not to grant a discretionary bonus, which will have acted to improve the funding position. There is no requirement for deficit payments at the current time.

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FOR THE YEAR ENDED 31 DECEMBER 2020

For the Pension Builder 2014 section, the valuation revealed a surplus of £1.8m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.

The legal structure of the Scheme is such that if another employer fails, the PCC could become responsible for paying a share of that employer's pension liabilities.

Summary of pension contributions payable for year:

The charity's pension contributions were as follows

	2020 £	2019 £
Church Worker's Pension Fund (see above)		
contributions payable for year	1,440	1,595
	<u>1,440</u>	<u>1,595</u>

There were no pension liabilities at the end of the year (2019: £0)

16 Funds

During the year the movements in the charity's funds were as follows:

	Opening balance 2020 £	Incoming resources 2020 £	Outgoing resources 2020 £	Transfers in the year 2020 £	Gains and losses 2020 £	Closing balance 2020 £
<i>Designated Fund: St James CAFE</i>	4,899	1,519	(2,190)	-	-	4,228
<i>General Unrestricted Funds</i>	100,165	124,386	(107,162)	(10,605)	-	106,784
	<u>105,064</u>	<u>125,905</u>	<u>(109,352)</u>	<u>(10,605)</u>	<u>-</u>	<u>111,011</u>
<i>Restricted Funds</i>						
Youth Work	6,689	4,682	-	-	-	11,371
Children & Families Work	-	7,637	(22,056)	14,419	-	-
Preschool	50,117	84,884	(76,378)	(5,792)	-	52,832
Building Fund	52,803	-	(2,210)	(3,474)	-	47,119
Sinking Fund	22,733	-	-	5,452	-	28,185
	<u>132,343</u>	<u>97,203</u>	<u>(100,643)</u>	<u>10,605</u>	<u>-</u>	<u>139,507</u>
Aggregate of funds	<u>237,406</u>	<u>223,108</u>	<u>(209,995)</u>	<u>-</u>	<u>-</u>	<u>250,518</u>

The transfers referred to above were made for the following reasons:

- Insufficient funds within Children & Families Work to fulfil obligations
- Contribution from Building fund to Sinking fund towards future asset purchase
- Contribution from Preschool funds towards usage of Church premises

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2020

Analysis of net assets by fund

The assets and liabilities of the various funds were as follows:

	<u>Unrestricted Funds</u>			
	General funds	Designated funds	Restricted funds	2020
	£	£	£	£
Tangible fixed assets	5,260	-	-	5,260
Debtors	1,339	-	96	1,435
Investments held as current assets	40,000	-	45,000	85,000
Cash at bank and in hand	67,205	4,228	116,008	187,441
Creditors falling due within one year	(7,021)	-	(21,597)	(28,618)
	<u>106,784</u>	<u>4,228</u>	<u>139,507</u>	<u>250,518</u>

In the previous year the movements in the charity's funds were as follows:

	Opening balance 2019 £	Incoming resources 2019 £	Outgoing resources 2019 £	Transfers in the year 2019 £	Gains and losses 2019 £	Closing balance 2019 £
<i>Designated Fund: St James CAFE</i>	4,021	4,753	(3,875)	-	-	4,899
<i>General Unrestricted Funds</i>	57,522	163,771	(115,117)	(6,012)	-	100,165
	<u>61,543</u>	<u>168,525</u>	<u>(118,992)</u>	<u>(6,012)</u>	<u>-</u>	<u>105,064</u>
<i>Restricted Funds</i>						
Youth Work	-	7,106	(417)	-	-	6,689
Children & Families Work	951	9,668	(22,711)	12,091	-	-
Preschool	41,498	85,846	(71,148)	(6,080)	-	50,117
Building Fund	81,308	-	(25,030)	(3,474)	-	52,803
Sinking Fund	19,259	-	-	3,474	-	22,733
	<u>143,016</u>	<u>102,621</u>	<u>(119,305)</u>	<u>6,012</u>	<u>-</u>	<u>132,343</u>
Aggregate of funds	<u>204,559</u>	<u>271,145</u>	<u>(238,297)</u>	<u>-</u>	<u>-</u>	<u>237,406</u>

Analysis of net assets by fund

In the previous year, the assets and liabilities of the various funds were as follows:

	<u>Unrestricted Funds</u>			
	General funds	Designated funds	Restricted funds	2019
	£	£	£	£
Tangible fixed assets	7,455	-	-	7,455
Debtors	1,927	-	1,118	3,044
Investments held as current assets	40,000	-	45,000	85,000
Cash at bank and in hand	54,174	4,899	105,241	164,314
Creditors falling due within one year	(3,391)	-	(19,016)	(22,407)
	<u>100,165</u>	<u>4,899</u>	<u>132,343</u>	<u>237,406</u>

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NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2020

The St James CAFE fund is designated for cafe ministry in the community. The Youth Work fund is restricted to ensure the funds received for youth ministry are expended only on youth worker salary and other costs incurred specifically in that ministry. The same restriction applies to the Children and Families work. The Preschool fund is restricted to Preschool activities and cannot be spent on any other ministry activities. The Building Fund can only be spent on building works, including fixtures and equipment within the Church building. The Sinking Fund was created to set aside funds for the replacement of assets based on the expected useful life of the existing fixed assets (e.g. building and equipment).

17 Transactions with related parties

During the year the charity:

- a) received donations totalling £35,446 (2019: £36,802) from related parties (which includes members of the PCC, any other members of key management and anyone closely connected to them).
- b) No expenses (2019: £0) were paid to, or for, non-clergy members of the PCC.

During the year the charity also made the following payments to, or for, related parties:

- a) In addition to disclosure in note 7 'Analysis of staff costs', J & E Fletcher, who are closely related to Pete Clarke (a member of the PCC), received grants totalling £1,800 (2019: £1,800) for mission activities overseas; Lamb Hospital received grants totalling £1,800 (2019: £1,800) for mission activities overseas - Judith Hansford is a trustee and is related to Bob Hansford (a PCC member); and Yeldall Manor, who is employer of Merrick Winsor, (a member of the PCC), received grants totalling £1,800 (2019: £1,800) for UK mission activities.

At the balance sheet date no related party was owed (2019: £0) by the charity.

THE PARISH OF SOUTHLAKE, St JAMES, WOODLEY
DETAILED STATEMENT OF FINANCIAL ACTIVITIES WITH COMPARATIVES
FOR THE YEAR ENDED 31 DECEMBER 2020

	Note	<u>Unrestricted funds</u>				<u>Unrestricted funds</u>			
		General	Designated	Restricted	Total	General	Designated	Restricted	Total
		2020	2020	2020	2020	2019	2019	2019	2019
		£	£	£	£	£	£	£	£
INCOME AND ENDOWMENTS FROM:									
Donations and legacies	3	120,257	-	12,319	132,575	153,960	-	16,774	170,734
Charitable activities	4	-	1,519	-	1,519	-	4,753	-	4,753
Preschool income		-	-	84,884	84,884	-	-	85,846	85,846
Investments	5	2,595	-	-	2,595	6,406	-	-	6,406
Other income		1,534	-	-	1,534	3,405	-	-	3,405
Total income and endowments		124,386	1,519	97,203	223,108	163,771	4,753	102,620	271,145
EXPENDITURE ON:									
Charitable activities:	6	107,162	2,190	24,266	133,618	115,117	3,875	48,158	167,149
Preschool costs		-	-	76,378	76,378	-	-	71,148	71,148
Total Expenditure		107,162	2,190	100,643	209,995	115,117	3,875	119,305	238,297
Net gains/(losses) on investments		-	-	-	-	-	-	-	-
Net income/(expenditure)		17,224	(671)	(3,441)	13,112	48,654	878	(16,685)	32,848
Transfers between funds	16	(10,605)	-	10,605	-	(6,012)	-	6,012	-
		6,619	(671)	7,164	13,112	42,643	878	(10,673)	32,848
Other recognised gains/(losses):									
Net movement in funds		6,619	(671)	7,164	13,112	42,643	878	(10,673)	32,848
Reconciliation of funds:									
Total funds brought forward		100,165	4,899	132,343	237,406	57,522	4,021	143,016	204,559
Total funds carried forward	16	106,784	4,228	139,507	250,518	100,165	4,899	132,343	237,406