



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**

<b>Members of the Parochial Church Council</b>	See PCC Annual Report appended to these accounts for member details
<b>Charity Registration Number</b>	1128770
<b>Principal Address</b>	St James' Church Centre Kingfisher Drive Woodley Reading RG5 3LH
<b>Independent Examiner</b>	Sarah Crispin Stewardship 1 Lamb's Passage London EC1Y 8AB
<b>Bankers</b>	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 1<sup>st</sup> 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)

1<sup>st</sup> Sunday – Holy Communion

2<sup>nd</sup> Sunday – Morning Worship

3<sup>rd</sup> Sunday – Morning Worship

4<sup>th</sup> Sunday – Oasis Service (may include Baptism)

5<sup>th</sup> Sunday – Morning Worship

4pm on 2<sup>nd</sup> 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 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.

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 2<sup>nd</sup> 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 £
<b>INCOME AND ENDOWMENTS FROM:</b>					
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
<b>Total income and endowments</b>		<b>136,078</b>	<b>36,712</b>	<b>172,790</b>	<b>219,009</b>
<b>EXPENDITURE ON:</b>					
Charitable activities	6	121,626	87,992	209,618	172,638
Pre-school costs		-	16,944	16,944	74,490
<b>Total expenditure</b>		<b>121,626</b>	<b>104,937</b>	<b>226,563</b>	<b>247,128</b>
<b>Net income/(expenditure)</b>		<b>14,452</b>	<b>(68,225)</b>	<b>(53,773)</b>	<b>(28,118)</b>
<b>Transfers between funds</b>	16	<b>(16,027)</b>	<b>16,027</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>(1,575)</b>	<b>(52,198)</b>	<b>(53,773)</b>	<b>(28,118)</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		111,229	111,171	222,400	250,518
<b>Total funds carried forward</b>	16	<b>109,655</b>	<b>58,973</b>	<b>168,627</b>	<b>222,400</b>

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 £
<b>FIXED ASSETS</b>					
Tangible assets	9	22,604	-	22,604	3,201
		<u>22,604</u>	<u>-</u>	<u>22,604</u>	<u>3,201</u>
<b>CURRENT ASSETS</b>					
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>
<b>CREDITORS: Amounts falling due within one year</b>	13	(5,825)	(308)	(6,133)	(24,923)
<b>Net current assets / (liabilities)</b>		<u>87,050</u>	<u>58,973</u>	<u>146,023</u>	<u>219,199</u>
<b>Total assets less current liabilities</b>		<u>109,654</u>	<u>58,973</u>	<u>168,627</u>	<u>222,400</u>
<b>Net assets / (liabilities) excluding pension asset / (liability)</b>		<u>109,654</u>	<u>58,973</u>	<u>168,627</u>	<u>222,400</u>
<b>TOTAL NET ASSETS</b>		<u>109,654</u>	<u>58,973</u>	<u>168,627</u>	<u>222,400</u>
<b>FUND BALANCES</b>					
Unrestricted Funds	16				
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 £
<b>a Costs incurred directly on specific activities</b>		
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>b Costs incurred on support &amp; administration</b>		
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>
<b>Total expenditure</b>	<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 £
<b>Falling due within one year:</b>		
Tax recoverable	1,822	1,670
<b>Total debtors</b>	<u>1,822</u>	<u>1,670</u>

**11 Current asset investments**

	2022 £	2021 £
Short term deposit	-	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
<b>Total Unrestricted Funds</b>	<b>111,229</b>	<b>136,078</b>	<b>(121,626)</b>	<b>(16,027)</b>	<b>-</b>	<b>109,655</b>
<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
	<b>111,171</b>	<b>36,712</b>	<b>(104,937)</b>	<b>16,027</b>	<b>-</b>	<b>58,973</b>
<b>Aggregate of funds</b>	<b>222,400</b>	<b>172,790</b>	<b>(226,563)</b>	<b>-</b>	<b>-</b>	<b>168,628</b>

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 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)
	<b>107,212</b>	<b>2,442</b>	<b>58,973</b>	<b>168,627</b>

**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
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Unrestricted Funds</b>	<b>111,011</b>	<b>121,233</b>	<b>(109,034)</b>	<b>(11,981)</b>	<b>-</b>	<b>111,229</b>
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<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
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	<b>139,507</b>	<b>97,776</b>	<b>(138,094)</b>	<b>11,981</b>	<b>-</b>	<b>111,171</b>
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Aggregate of funds</b>	<b>250,518</b>	<b>219,009</b>	<b>(247,128)</b>	<b>-</b>	<b>-</b>	<b>222,400</b>
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

**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)
	<hr/>	<hr/>	<hr/>	<hr/>
	<b>106,714</b>	<b>4,515</b>	<b>111,171</b>	<b>222,400</b>
	<hr/>	<hr/>	<hr/>	<hr/>

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
		£	£	£	£	£	£	£	£
<b>INCOME AND ENDOWMENTS FROM:</b>									
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
<b>Total income and endowments</b>		129,361	6,717	36,712	172,790	119,247	1,987	97,776	219,009
<b>EXPENDITURE ON:</b>									
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
<b>Total Expenditure</b>		112,836	8,790	104,937	226,563	107,334	1,700	138,094	247,128
<b>Net gains/(losses) on investments</b>		-	-	-	-	-	-	-	-
<b>Net income/(expenditure)</b>		16,525	(2,072)	(68,225)	(53,773)	11,912	287	(40,318)	(28,118)
<b>Transfers between funds</b>	16	(16,027)	-	16,027	-	(11,981)	-	11,981	-
		498	(2,072)	(52,198)	(53,773)	(69)	287	(28,336)	(28,118)
<b>Other recognised gains/(losses):</b>									
<b>Net movement in funds</b>		498	(2,072)	(52,198)	(53,773)	(69)	287	(28,336)	(28,118)
<b>Reconciliation of funds:</b>									
Total funds brought forward		106,715	4,515	111,171	222,400	106,784	4,228	139,507	250,518
<b>Total funds carried forward</b>	16	107,213	2,442	58,973	168,627	106,715	4,515	111,171	222,400