

Good afternoon to all the Trustees of St James Church Porchester.

I have pleasure in attaching the final accounts for the year end 31 December 2024 as completed using your QuickBooks book-keeping data, which itself has been independently reviewed by myself. I have not found any matters of material significance that should be reported to the Charity Commission and have duly signed the Independent Examiners report as such. The figures have only slightly changed in terms of analysis as in the earlier draft there was a £2,000 grant from the Diocese which had been originally analysed into the same heading as the Gift Aid income, and only until further paperwork was received did this come to light. The grant received has been reanalysed from unrestricted donations received to restricted grants received.

I shall post a paper copy to Claire at the office but wanted to attach a copy here for ease of distributing to all Trustees.

I wish to personally thank Claire and Steve for the time they dedicated to answering any queries or questions I raised during my independent review. I apologise for a delay in finalising the figures, however, between us we have at times struggled to obtain the information that I needed to complete my review, such as paperwork from CCLA and in relation to Gift Aid, as this was not centrally stored and items were missing and copies had to be requested. I will touch on this point further below.

There are several points I wish to offer as suggestions for consideration by the Trustees of the Church to ensure the accounting records are kept to a good standard and that monies handled on behalf of the Church are documented and cross checked throughout the year. The Church is a registered Charity and as such as funds are publicly/congregational generated income. My points for your consideration are as follows:

- During my review I was advised that the Church does not currently have the facility of a banking debit card to use when such circumstances may arise where it would be helpful. I appreciate that you have a bank account that requires dual signature and therefore I recommend that you speak to the bank to see what facilities are available to aid in this circumstance. It came to my attention that there was an occasion whereby a purchase invoice was required to be paid and that the vendor only accepted debit card payments, to overcome this obstacle Claire used her own debit card and then refunded herself for the purchase. Whilst this is an understandable approach at the time given the circumstances, perhaps there is another method that could be put in place to avoid this being necessary in future as it is not best practice for the Office Manager to have to undertake a transaction this way, segregation of duties should come in to play here for clarity at all times.
- You may find it helpful to record on the QuickBooks software the headings of “Cleaning”, “Gardening”, “Heal & Light”, “Insurance”, “Repairs” and “Water” split out into the three areas of the Church being the Church building itself, the Hall/Office and lastly the Vicarage – this way you will be able to better track and see with ease the running costs associated with each area of Church. I think this would be helpful for your future meetings and planning and you could then compare to your budget for each area with ease. I can liaise with Claire if this would be helpful and help set up the changes to the structure of the current reports.
- I must remind the Trustees that an essential part of reporting the accounts for a registered charity in line with legislation is to ensure that all areas of income and expenses that are specifically classed as “restricted” must be recorded as such and the running balance of any restricted fund must always be known. A restricted item is something whereby the income and its associated costs are specifically defined, such

as a donation, fundraiser or grant for a specific project or use. If any income has a stipulation attached to it, after a restricted project ends if there is a surplus the minutes of your trustees meeting must define how any surplus is to be spent and ensure that the accounts reflect this. One example in the last couple of years is the purchase of the defibrillator. The overall income collected for this project was more than the costs incurred, and it is essential that the remaining running balance is known and spent according to your plans in the minutes of your meetings. Also, there was a grant received in the year towards the new “welcome area” of £2,000. As at 31.12.24 this grant had not been spent, but it is restricted income stream, so it must be defined as such in the accounts and must be spent only on the area that the grant specifies. When undertaking your finance meetings please ensure that any restricted account running balances are known and defined separately to the cashflow of the general bank account.

- I have liaised this year with Steve regarding how the Gift Aid claims are undertaken. Currently it is my understanding that these are compiled and submitted by Steve from data held on the office system, transferred manually to a Gift Aid spreadsheet, and then submitted to Southwell for the actual application of funding. I believe at present this is where any internal church/trustee involvement ceases, with the income when received simply analysed on QuickBooks as part of the book-keeping. I strongly recommend that there are a couple more controls put into place in this regard and may I suggest the following for consideration:
 - A second person learns how to prepare the Gift Aid information so that Steve as the current Treasurer has someone who is his “back up”, should Steve not be available at any point in the future. My current understanding is that if Steve were not available then no one else is able to make such claim on behalf of the Church and this would negatively affect cashflow throughout the year. This is a role that can then be a shared responsibility and therefore there will always be backup.
 - The second person would check the information compiled by the first person to reduce the chance of any errors on moving the data from one system to the spreadsheet before submission to the diocese.
 - A nominated person to be responsible for checking the remittance list received by the Church on receipt of a Gift Aid claim back to your original spreadsheet submitted to check that all claims which were made have been funded. Any adjustments or differences between the amount applied for and subsequently received should be enquired about at Southwell so you are clear on what has been claimed and why something was eliminated each quarter.
 - Each Gift Aid submission claim per quarter should be stapled to the remittance sheet received from Southwell, any differences noted on the face of the paperwork, and all paperwork filed with Claire in the office for full record keeping and clarity. The Gift Aid claims form part of the annual accounting and book-keeping information and you should as best practice have all this in one place, not kept by one individual.
- On a similar note, please ensure each quarter the CCLA statements are collated, and all paperwork is forward and kept by Claire at the office, to again ensure all accounting information is held centrally. If the name/address on the CCLA paperwork as registered with the diocese needs updating then please do this immediately to ensure compliance with data regulations and that Church paperwork is not being sent to someone who is not entitled to receive it. Ideally, the paperwork should go to the office manager at the Lindsay Morgan Hall address, as the office manager is then able to ensure all transactions are recorded on to the QuickBooks software each quarter.

I hope you find the above recommendations helpful for consideration.
If you have any queries on the final accounts please do come back to me.
I attach my final invoice for the work undertaken which involves preparing the year end accounts, and independently examining the book-keeping records, financial transactions and processes undertaken.

Kind regards
Emma Stubbs
FMAAT ATT, Director



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Telephone number 0115 9930245

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CHARITY REGISTRATION NUMBER: 1128977

ST JAMES CHURCH, PORCHESTER
Unaudited Financial Statements
Year ended 31 December 2024

ASH ACCOUNTING LTD

Licensed Accountants

44a Gedling Road

Carlton

Nottingham

NG4 3FH

ST JAMES CHURCH, PORCHESTER

Year 2024

Trustees' Annual Report ended 31 December

The Trustees present their report and the unaudited financial statements of the charity for the year ended 31 December 2024.

Reference and administrative details

Registered charity name ST JAMES CHURCH, PORCHESTER

Charity registration number 1128977

Principal office
St James Church
Marshall Hill Drive
Mapperley
Nottingham
NG3 6FY

The Trustees
Mike Forsyth - Vicar
Danielle Brown
Chris Childs
Lucy Drury
Steve Harrison — Church Warden/Treasurer
Sally Smith
Muriel Weisz - Diocesan Synod Rep
Ann Harrison
RacheE Forsyth
Susan Day — Church Warden
Claire Chambers
David Day
Navid Oujji — Gedling Deanery Synod Rep
Pauline Reed
Lois Quinn — Parish Safeguarding Officer (Co-opted)

Independent examiner
Emma Stubbs C/O Ash Accounting Ltd
44a Gedling Road
Carlton
Nottingham
NG4 3FH

Structure, governance and management

The Parochial Church Council (PCC) is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council (Powers) measure 1956. The PCC is exempted by order from registering with the Charities Commission. The appointment of PCC members is governed by and set out in the Church Representation

ST JAMES CHURCH, PORCHESTER

Trustees' Annual Report (continued)

Year ended 31 December 2024

Objectives and activities

The primary objective of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. The PCC (Powers) Measure 1956 states the PCC "is to co-operate with the minister in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical" In addition St James Porchester PCC has its own vision statement which is "To be a spirit filled church where Jesus is front and centre as we love our community and support one another to grow more like Jesus, celebrate God's goodness, and share the great news of Jesus.'

The activities are set out in the Church's Annual Report which is available from the church.

Achievements and performance

The PCC monitors its performance and achievements by means of a Growing Disciples Plan. This plan began in 2021 with the appointment of Rev'd Mike Forsyth and will run till 2026 when a new Growing Disciples Plan will be written for the next five years of ministry. By 2026 we hope to grow by 80 new disciples, 25 children and 40 young adults attending regular Sunday worship, and 128 members of church attending homegroups. Through 2025 we have made steady progress towards our Growing Disciples Plan.

Some of the success from 2024 have been:

- 13 baptisms
- Over 100 guests attending the Easter Fun Afternoon
- 12 individuals completing the Alpha Course
- Volunteers "Thank You" Party attended by 38 volunteers from across the Church
- Visits from/to all schools within the parish at Harvest, Christmas, and/or Easter
- Community pancake party, attended by 40+ children
- Gardening days held throughout the year involving a team of 12 individuals
- ASA is noticeably higher at both Sunday morning services
- At APCM Susan Day appointed as first "new" warden in 6 years
- At APCM four new members of PCC appointed
- Largest turnout for APCM in recent years
- Rev'd. Mike began Arrow leadership program
- Rev'd. Mike began as a RAF Reserves Chaplain
- Creation of a "children creative prayer space" in Church

ST JAMES CHURCH, PORCHESTER

Trustees' Annual Report (continued)

Year ended 31 December 2024

- Hosted the Deanery confirmation service (three members of St James confirmed)
- Instaliation and launch event for the community defibrillator
- 10 Young People attended "It's your move event"
- St James hosted Mapperley Churches Together prayer and worship
- Church Family "end of summer BBQ"
- St James supported the Valley Road Summer Fair, with church "pop up" café
- Award of E3,500 toward Mapperley Churches Together Christmas Festival
- 20+ members of Church joined in Summer Big Church Read
- Mothers Union held Afternoon Tea mid-August as part of "Summer of Hope"
- Celebrated annual St James Feast Day with combined service and church lunch
- Lois Quinn has completed one year at St James!

Financial review

Through 2024 there has been an increase in overall income. Regular giving increased in both number of individuals and amount given. We received a substantial grant from Gedling Borough Council towards heating, lighting, and cleaning of the church centre, and benefited from the decision to hold an Advent Gift Appeal. The Christmas Fayre, as an annual fundraiser, contributed a similar amount to previous years which enables the wider community to support the work of the church.

Ministry costs were on budget, though several of our general costs exceeded the planned budget. Legal and professional costs were higher on account of greater use of a paid organist at the Sunday 9am service, and midweek Thursday service. The category of "other ministry costs" also exceeded the planned budget. Through 2024 we increased the amount given to our nominated mission partners as a reflection of the increase in income through giving.

We did not meet the full parish share allocation for 2024 (E56k, which is a reduction from full parish share), however with better planning and confidence in regular income we could have made full parish share. In the future we hope to grow our confidence in making these monthly payments by direct debit and achieving our full allocation in 2025.

Plans for future periods

Our priorities remain the same for the coming year. The successes of 2024 have shown that through prayer and focus on our priorities the Church will grow, and people are willing to

ST JAMES CHURCH, PORCHESTER

Trustees' Annual Report (continued)

Year ended 31 December 2024

give towards the mission of the Church when asked to do so. So as much as we will be trying hard not to introduce anything new through 2025, we hope to bring everything that we do within our vision and values so that we are moving forward.

The PCC have approved plans to improve the access to Church, creating a welcome space and area for hospitality within the Church. This project has received a grant through a bid to the diocese Growing Disciples Fund.

The Trustees' Annual Report was approved on.. .. n.....,.....and signed on behalf of the board of trustees by:

.....

Rev'd M Forsyth

Trustee

.....

Mr S
Harrison
Trustee

ST JAMES CHURCH, PORCHESTER

Independent Examiner's Report to the Trustees of St James Church, Porchester Year ended 31 December 2024

I report to the trustees on my examination of the financial statements of St James Church* Porchester ('the charity') for the year ended 31 December 2024.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

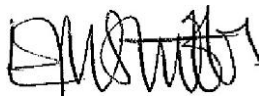
I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charities Commission under section 145(5)(b) of the Act.

Independent examiners statement

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

1. Accounting records were not kept in respect of the charity as required by section 130 of the Act, or
2. The financial statements do not accord with those records.

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



16/05/2025

Emma Stubbs

FMAIT ATT

Ash Accounting Ltd

44a Gedling Road

Carlton

ST JAMES CHURCH, PORCHESTER

Trustees' Annual Report (continued)

Year ended 31 December 2024

Nottingham

NG4 3FH

PORCHESTER

ST JAMES CHURCH

Receipts and Payments Account for year to 31 Dec

Year to 31
December 2024

RECEIPTS	NET	612			
Donations etc	DEFICIT	2,303			
Donations	FOR THE	1,074			
Donations - Community defibrillator	YEAR	1,032			
Legacies	Unrestricted	2,252			
Charitable activities					
Transitional income			458	Restricted	2024 2023
Community events - MC T		135,751	7,760		
Other activities					
Wedding and funeral fees					
Bereavement		29,382			791839
Hall hire				700	700
Magazine sales		85,150			
Grants received Chant					
income from Diocese				5,623	4,847
Grant income from GBC				3,665	2,484
Investment income		5,623			
Income from investments		3,665			
Bank Interest			216		3,946
TOTAL		20935	30	30	
				7,439	7,340
				43	40
PAYMENTS		71439			
Charitable & Ministry costs		43			
Weddings & funeral fees			2,000	2,000	
Wcyship					
Organist expenses			5,000	5,000	855
Youth & Families					
Professional					
development		1061369		410	1,104
Fellowship & pastoral				303	410
Transitional expenses			7,946	114,315	1 12,337
Segments					
Diocese Parish contributions					
Corporate givmg		11056			
Community events - MCT		2,990			
Staffing costs			1,140	1,140	614
Wages & salaries - Office & grounds		3,497		1,056	
staff		2,421		2,990	1,950
Wages & salaries - Youth enabler				1,477	
Pension costs - Youth enabler				3,497	
Employers liability insurance		50,000		2,421	
Premises costs		4,694			2,339
Water rates		3,863			589
Light & heat				50,000	52,400
Property Repairs & maintenance		13,203		4,694	3,880
Garden maintenance of Vicarage		18,707		3,863	
Cleaning		34			
Community Defibrillator		7			
General Insurance		1,799		13,203	17,986
General costs				18,707	
Purchases		1129		347	51
Accountancy		6			1,695
Legal & professional		1,907			
Telephone inc rentals		9,424		i 296	754
Ministry office costs		78	5,000	6,907	4418
Ministry office costs capital 2 x laptops		7		9,424	30*551
General office costs		64		787	
Photocopier hire & copy costs		3		643	270
Bank charges			1,620	1,620	
TOTAL				4,561	4,258

PORCHESTER

Bank current account	23,309		
Bank savings account	8,070		
Cash held	49	311428	
Opening investment values 01.01.24			
Deposit accounts	4,934		
Shares	41,478	46,412	77,840
deficit in year - expenses over income		-	29,196
investment revaluation movement			969
Closing bank & cash balances 31.12.24			
Bank current account	3,161		
Bank savings account	6,555		
Cash held	1,149	10,865	
Closing investment values 31:12.24			
Deposit accounts	5,142		
Shares	33,594	38,736	
Debtors - PAYE		12	49,613