

**Report of the Trustees and**  
**Unaudited Financial Statements for the Year Ended 31 December 2020**  
**for**  
**The Parochial Church Council of the**  
**Ecclesiastical Parish of St Michael**  
**Highgate**

Peter Upton  
Bridge House  
2 Bridge Avenue  
Maidenhead  
Berkshire  
SL6 1RR

**The Parochial Church Council of the  
Ecclesiastical Parish of St Michael  
Highgate**

**Contents of the Financial Statements  
for the Year Ended 31 December 2020**

	<b>Page</b>
<b>Report of the Trustees</b>	<b>1 to 7</b>
<b>Independent Examiner's Report</b>	<b>8</b>
<b>Statement of Financial Activities</b>	<b>9</b>
<b>Balance Sheet</b>	<b>10</b>
<b>Notes to the Financial Statements</b>	<b>11 to 19</b>

**The Parochial Church Council of the  
Ecclesiastical Parish of St Michael  
Highgate**

**Report of the Trustees  
for the Year Ended 31 December 2020**

The trustees present their report with the financial statements of the charity for the year ended 31 December 2020. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) Effective 1 January 2019).

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The main charitable purpose of the PCC is the advancement of religion.

**Significant activities**

St Michael's offers a range of services from the formal traditional to less formal contemporary forms of worship. Since the onset of the Covid-19 crisis it has provided a greater number of services online.

In normal times it provides Christian teaching for all ages with Sunday school provision for children at the two main Sunday services. It also occasionally holds Messy Church, aimed at families, a weekly meeting of 11-14 year olds and other activities during the week. Again, throughout of the Covid-19 crisis two online services have been broadcast. Dedicated children's services have been suspended.

**Grantmaking**

The PCC supports a number of other charities by allocating a proportion of the Church's income and the whole of the Christmas, Easter and other specified offerings.

**Volunteers**

St Michael's relies on the generous support of many volunteers, many of whom are listed in this report. Apart from the Stipendiary Clergy, who are paid by the Diocese, choristers, musicians, the parish administrator and youth worker are paid for their services by St Michael's directly. In addition, one part time Clergy is self-supporting.

**Public Benefit**

In addition to the provision of religious services and pastoral support the church is open for and hosts activities for the wider community. The PCC believe that current activities are in line with the Charity Commission guidelines ([www.gov.uk/guidance/charity-purposes-and-rules](http://www.gov.uk/guidance/charity-purposes-and-rules)).

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

**Church attendance**

It was reported to the APCM in October that this year the annual revision took place between September and October and resulted in the following figures:

The number on roll prior to the revision: 220

The number added on completion, October 7th: 8

The number removed from the roll: 2

The final number on the 2020 roll: 226.

Until the March 23rd lockdown, the pattern of services (introduced in May 2011) had continued with a 9.30am service with choir, which is a more traditional modern language service that that at the 11.15am service. Each Sunday one of the main morning services is Holy Communion and the other Morning Prayer/Worship.

The average weekly attendance at Sunday Services in the two and a half months before lockdown was 152 (105 adults and 47 children) (2019: 203, 132 adults and 71 children; prior year figures represent attendance during the month of October). Children are defined as being under 16 years of age.



**The Parochial Church Council of the  
Ecclesiastical Parish of St Michael  
Highgate**

**Report of the Trustees  
for the Year Ended 31 December 2020**

**Review of the year 2020**

2020 was a year very much dominated by the breakout of the Covid-19 pandemic which severely restricted the number of services held, and the amount of time the church was allowed to be open. Whether open or not, from March 23rd 9.00am family services, and 10.30am Communion services were held online. Also from that date, all meetings were held via Zoom - see further information below.

This was the third complete year as incumbent for the Revd Olakunle Ayodeji. The Revd Howard Rogers served as a part-time non-stipendiary priest and the Rev Rachel Greaves who was joined the team as curate in 2018, moved in March to another parish as curate. The youth and children's worker is Krupa Abrokwa.

During 2020 the PCC held six meetings. All the fixed committees (stewardship and fundraising, fabric, pastoral care) have remained in contact via digital means. Where possible their proceedings have been reported and recommendations made to the PCC. The Standing Committee meets regularly two weeks before each PCC meeting, since March via Zoom. It also communicates via email to make urgent decisions within its remit and its proceedings are reported at the following PCC meeting. The treasurer presents the current financial position to each meeting and there is regular consideration of personnel issues. The Church has strong ties with St Michael's School, which it hopes to strengthen, and in the Autumn began the process of agreeing the appointment of a new school governor to replace Mark Dailey.

2019 had been the seventh year a pancake party was held in the church with activities for children. Alas, one was not held in 2020. Our usual contribution to Highgate's Fair in the Square was also cancelled due to the cancellation of the Fair itself. Lockdown also wrought a change to the way the cold weather shelter, organised in conjunction with C4WS (Camden Christian Council Cold Weather Shelter), was provided, and volunteers were no longer required at the United Reform Church opposite Pond Square.

The parish continues to support as mission partners CARIS Haringey (Christian Action in Haringey), Kirima Ltd. (Kirima Schools in Uganda), C4WS, XLP, and Zimbabwe Victims Support Fund. The Christmas collection was split between Medcare and CARIS Haringey.

After the sought-for Faculty was approved, work scheduled to take place on certain refurbishments to the church hall and east end undercroft was started and, despite delays caused by lockdown, was completed in June. So far as the forecourt is concerned, the secretary was charged with considering ways in which improvements might be made to the War Memorial situated in the south west corner.

Work was begun from May onwards on considering and acting on a proposal from The Highgate Newtown Community Centre (HNCC). HNCC is a group working with many other nearby churches. Bishop Rob is the patron, and there are two local priests on the board of trustees. In September Andrew Sanalidro, HNCC director, spoke to councillors about the role the HNCC plays in the Highgate community and his work with other churches.

Throughout the year church opening and closing was very much predicated on prevailing legislation and/or advice from the diocese. For a while the church was open, strictly socially distanced, and sanitised. It was decided generally not to permit opening for private prayer, although this was allowed for a two-week period.

**Fundraising activities**

As the treasurer's report makes clear, the development of stewardship and fundraising initiatives have been largely put on hold due to lockdown restrictions. There has been a reduction in collection-raised funds, although the treasurer reported that that typically amounted to some seven per cent of church income, and therefore did not pose a significant risk to the church's finances.



**The Parochial Church Council of the  
Ecclesiastical Parish of St Michael  
Highgate**

**Report of the Trustees  
for the Year Ended 31 December 2020**

**Bishop's Visitation**

Bishop Rob visited the PCC on April 15th to share with councillors some of his deliberations on the running and organisation of St Michael's. Among his suggestions were that there should be a review of the church's committee structures and that PCC members should undergo training in unconscious bias and in bridge building. He emphasised that conflict often arises within a church context, and acknowledged a pocket of conflict at St Michael's - sometimes that can be healthy, he said. But it can become destructive.

His recommendations in full were:

*To invite Andrew Corsie or another from the Diocesan team of conflict advisers to meet with the wardens and vicar to discern an appropriate course of action.*

*The safeguarding and HR audits to take place, with a commitment to implement the recommendations.*

*To review the Governance structures, specifically giving due attention to the Terms of reference for committees, and trustee responsibilities for the PCC.*

*The PCC and volunteers undertake unconscious bias training.*

*The Vicar is further supported by the services of a work consultant alongside his regular mentor.*

*A review in six months' time once this has been discussed by the PCC.*

Neither course commenced in the year in question.

**FINANCIAL REVIEW**

**Financial review**

The unrestricted income for the year is £10k above budgeted expectations. The closure of the church in response to the Covid-19 pandemic resulted in lower collections and premises letting income, and prevented any work toward organising fundraising activities. Standing order donations also slipped by over £5k, largely due to the effects of the closure on the development of a reasonable stewardship campaign plan, which the church is not prepared to carry out in an online only format. These shortfalls were more than made up for by being £48k above budget in sundry donations. These types of "one-off" donations are difficult to predict, and are therefore budgeted for using conservative assumptions.

The unrestricted expenses for the year are £112k higher than budget, and this reflects the recognition in the Income and Expenditure (I&E) account of approximately 40% of the hall roof and church works carried out in the first half of the year. In making the budget, we had assumed a 100% capitalisation of the value of the works, but on inspection of the work schedule, it became clear that a good deal of the works would be better classified as refurbishment. This change in recognition of costs does not have any impact on our cash position at year end.

In addition, the works carried out on the hall and the church undercroft were extensive, costing over £300k (approximately £280k of which was recognised in the I&E in 2020). As this amount was raised and saved over the course of the last several years, this year's I&E result (£70k net loss) should be placed in a context together with the result of 2018 and 2019, which showed the I&E surpluses of £92k and £116k, respectively (non-cash I&E items in those years were not significant). The average net income over the three-year period is therefore £46k. The average net income for the five previous years (2013-2017) was £15k (with a low of £14k net loss and a high of £53k net surplus).

The restricted funds show a modest movement of £805 net increase, with the income largely coming in for the Hope Window (£1,235), and the expenditure largely relating to the Memorial Garden (£430).

Whilst the higher than planned level of sundry donations mentioned above served to provide a welcome financial cushion in the year, there continues to be a need for establishing regular sources of income, both to offset the risks that these large one-off donations present (should they not occur in any one year the church financial position will suffer) and to undertake future improvement plans, including the establishment of a sinking fund to cover works required by current and future quinquennial reviews.



**The Parochial Church Council of the**  
**Ecclesiastical Parish of St Michael**  
**Highgate**

**Report of the Trustees**  
**for the Year Ended 31 December 2020**

**Principal funding sources**

St Michael's is mainly funded by donations (regularly occurring and one-offs) and related Gift Aid claims. This is supported by hall lettings, the letting of a local house owned by the church ("The Curate's House"), and other income such as fundraising and legacies. A review of hiring charges for the church and church hall was inaugurated.

**Investment policy and objectives**

Cash reserves are held on deposit at the bank at a level deemed sufficient for regular operations. Surplus cash is held in a Church of England deposit fund with the charity fund managers CCLA. Although interest rates are low, the PCC wish to keep reserves liquid and held with minimum risk, so the low return is acceptable.

**Reserves policy**

We do not have a formal policy, but we do have an informal practice of keeping three month's worth of regular operating expenses (£60k) in reserve. We also aim to be able to put aside each year a sizeable amount for future major work that will continually be required to keep St Michael's church in a good state of repair. The latter practice has allowed us to have at year end the entirety of the approximately £300k needed to repair the hall roof and refurbish the lower part of the church (and related works).

**FUTURE PLANS**

The PCC intend to continue activity as normal, while setting aside reserves to build up the refurbishment fund for the quinquennial review.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

As part of the Church of England the PCC has two Approved Governing Documents:

- (1) the Parochial Church Councils (Powers) Measure 1956 as amended; and
- (2) the Church Representation Rules (contained in Schedule 3 to the Synodical Government Measure 1969 as amended).

These are both Church of England Measures.

**Recruitment and appointment of new trustees**

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

**The Parochial Church Council of the  
Ecclesiastical Parish of St Michael  
Highgate**

**Report of the Trustees  
for the Year Ended 31 December 2020**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Organisational structure**

PCC members, who have, except where otherwise stated, served from 1st January 2020 to the date of this report, are:

**Incumbent**

The Rev. Olakunle Ayodeji - Chairman

**Assistant Clergy**

The Rev. Howard Rogers

The Rev. Rachel Greaves (until 29.03.20)

**Churchwardens**

Mr Alexander Ollier - Vice Chairman

Ms Pamela Chesire

**Deputy Churchwardens**

Mr Nicholas Sanderson

Mrs Julia Rigby

**Representatives on the Deanery Synod**

Mrs Anne Casson

Mr Andrew Clode - PCC secretary (from 22.10.20)

Mr Nicholas Sanderson

Dr Karen Sennett (from 22.10.20)

Mrs Julia Rigby (from 22.10.20)

Mrs Gilly Wesley (until 22.10.20)

Mrs Mary Embleton (until 22.10.20)

**Elected Members**

Mrs Lisa Brading

Mr Robert Callaghan (until 22.10.20)

Mr John Casson (from 22.10.20)

Mr Mark Dailey

Mr Paul Dean

Mr Alex Georgianna (until 22.10.20)

Mr Charles Jandreau - Treasurer

Mr Kenneth Michaels (until 22.10.20)

Mr Simon Owens (until 22.10.20)

Mrs Jean Reed

Mrs Julia Rigby

Dr Karen Sennett

Mrs Sheila Taylor

Mrs Mary Holtby (from 22.10.20)

Mrs Virginia West (from 22.10.20)

Mr Mike Powell (from 22.10.20)

Ms Hannan Marwah (from 22.10.20)

Mr Alexander Lehman (from 22.10.20)

**Lay Ministers' Representative**

Mrs Patrice Ware- White

**Co-opted Members**

Mr Andrew Clode - secretary (until 22.10.20)

Mr Malcolm McGregor

**The Parochial Church Council of the  
Ecclesiastical Parish of St Michael  
Highgate**

**Report of the Trustees  
for the Year Ended 31 December 2020**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Licensed Lay Ministers**

Mrs Anne Casson  
Mr Robert Pfeiffer  
Mr Nicholas Sanderson  
Mr John Taylor (until 22.09.20)  
Mrs Patrice Ware-White

**Induction and training of new trustees**

New trustees are given an oral welcome and introduction from the Vicar and Secretary, covering trustee duties. Copies of relevant documentation are also provided.

**Wider network**

The PCC maintains strong links with its Mission Partners.

**Related parties**

Dr Karen Sennett is a trustee of, Kirima Limited, a charity which the PCC supports. She does not receive remuneration for this role. Mr Paul Dean receives remuneration for his role as Director of Music.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**

1130913

**Principal address**

South Grove  
Highgate  
LONDON  
N6 6BJ



**The Parochial Church Council of the  
Ecclesiastical Parish of St Michael  
Highgate**

**Report of the Trustees  
for the Year Ended 31 December 2020**

**Trustees**

Mr R Callaghan (resigned 22.10.20)  
Mrs A Casson  
Mr A Clode  
Mr M Dailey  
Mr M McGregor  
Rev JH Rogers  
Mr N Sanderson  
Mrs G Wesley (resigned 22.10.20)  
Mrs V West (appointed 22.10.20)  
Mrs P Ware-White  
Mr J Casson (appointed 22.10.20)  
Mr P Dean  
Rev O Ayodeji  
Mr A Georgianna (resigned 22.10.20)  
Mr K Michaels (resigned 22.10.20)  
Mr S Owen (resigned 22.10.20)  
Mrs J Rigby  
Dr K Sennett  
Rev R Greaves (resigned 29.3.20)  
Mrs M Embleton (resigned 22.10.20)  
Mr C Jandreau  
Mrs J Reed  
Mrs L Bradling  
Ms P Chesire  
Mr A Ollier  
Mrs S Taylor  
Mrs M Holtby (appointed 22.10.20)  
Ms H Marwah (appointed 22.10.20)  
Mr M Powell (appointed 22.10.20)  
Mr A Lehman (appointed 22.10.20)

The Parochial Church Council of the Ecclesiastical Parish of St Michael Highgate became a Charity registered with the Charity Commission on 3rd August 2009 with members of the PCC becoming Trustees of the Charity.

**Independent Examiner**

Peter Upton FCA CTA  
Member of the ICAEW  
Peter Upton  
Bridge House  
2 Bridge Avenue  
Maidenhead  
Berkshire  
SL6 1RR

**The Church**

St. Michael's Church is situated in South Grove, Highgate, London N6 6BJ. It is in the Edmonton Area of the Diocese of London within the Church of England. Its address for correspondence is South Grove, London N6 6BJ.

Approved by order of the board of trustees on .....13/05/2021..... and signed on its behalf by:



.....  
Rev Olakunle Ayodeji - Chairman

**Independent Examiner's Report to the Trustees of  
The Parochial Church Council of the  
Ecclesiastical Parish of St Michael  
Highgate**

**Independent examiner's report to the trustees of The Parochial Church Council of the Ecclesiastical Parish of St Michael Highgate**

I report to the charity trustees on my examination of the accounts of The Parochial Church Council of the Ecclesiastical Parish of St Michael Highgate (the Trust) for the year ended 31 December 2020.

**Responsibilities and basis of report**

As the charity trustees of the Trust 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 Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of Member of the ICAEW which is one of the listed bodies.

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 Trust 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.



Peter Upton FCA CTA  
Member of the ICAEW  
Peter Upton  
Bridge House  
2 Bridge Avenue  
Maidenhead  
Berkshire  
SL6 1RR

Date: .....20 April 2021.....



**The Parochial Church Council of the  
Ecclesiastical Parish of St Michael  
Highgate**

**Statement of Financial Activities  
for the Year Ended 31 December 2020**

	Notes	Unrestricted funds £	Restricted funds £	31.12.20 Total funds £	31.12.19 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	259,979	1,265	261,244	286,873
Other trading activities	3	10,501	-	10,501	52,070
Investment income	4	<u>43,497</u>	<u>-</u>	<u>43,497</u>	<u>33,716</u>
<b>Total</b>		313,977	1,265	315,242	372,659
<b>EXPENDITURE ON</b>					
Charitable activities	5				
Church work		384,061	460	384,521	256,370
<b>NET INCOME/(EXPENDITURE)</b>		(70,084)	805	(69,279)	116,289
Transfers between funds	15	<u>56,968</u>	<u>(56,968)</u>	<u>-</u>	<u>-</u>
Net movement in funds		(13,116)	(56,163)	(69,279)	116,289
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		555,153	74,463	629,616	513,327
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>542,037</u>	<u>18,300</u>	<u>560,337</u>	<u>629,616</u>

**CONTINUING OPERATIONS**

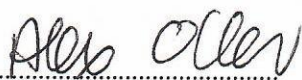
All income and expenditure has arisen from continuing activities.

**The Parochial Church Council of the  
Ecclesiastical Parish of St Michael  
Highgate**

**Balance Sheet  
31 December 2020**

	Notes	Unrestricted funds £	Restricted funds £	31.12.20 Total funds £	31.12.19 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	12	379,391	-	379,391	214,839
<b>CURRENT ASSETS</b>					
Debtors	13	28,440	-	28,440	56,476
Cash at bank and in hand		<u>139,579</u>	<u>18,300</u>	<u>157,879</u>	<u>374,706</u>
		168,019	18,300	186,319	431,182
<b>CREDITORS</b>					
Amounts falling due within one year	14	(5,373)	-	(5,373)	(16,405)
<b>NET CURRENT ASSETS</b>		<u>162,646</u>	<u>18,300</u>	<u>180,946</u>	<u>414,777</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>542,037</u>	<u>18,300</u>	<u>560,337</u>	<u>629,616</u>
<b>NET ASSETS</b>		<u>542,037</u>	<u>18,300</u>	<u>560,337</u>	<u>629,616</u>
<b>FUNDS</b>	15				
Unrestricted funds				542,037	555,153
Restricted funds				<u>18,300</u>	<u>74,463</u>
<b>TOTAL FUNDS</b>				<u>560,337</u>	<u>629,616</u>

The financial statements were approved by the Board of Trustees and authorised for issue on .....13/05/2021..... and were signed on its behalf by:

  
.....  
Mr A Ollier – Vice Chairman



**Notes to the Financial Statements  
for the Year Ended 31 December 2020**

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

**Financial reporting standard 102 - reduced disclosure exemptions**

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether "capital" grants or "revenue" grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Improvements to property	- 3.3% on cost
Office equipment	- 25% on cost

Freehold land and buildings are an exception to the general policy and this property is accounted for at 1998 insurance value, with the surplus being taken to the general reserve.

Investments in listed shares are stated at market value.

**The Parochial Church Council of the**  
**Ecclesiastical Parish of St Michael**  
**Highgate**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 December 2020**

**1. ACCOUNTING POLICIES - continued**

**Taxation**

The charity is exempt from tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Financial instruments**

The Charity only has financial assets and liabilities of a kind that qualify as basic financial instruments, which are initially recognised at transaction value and subsequently measured at their settlement value.

**2. DONATIONS AND LEGACIES**

	31.12.20	31.12.19
	£	£
Donations	206,514	233,000
Gift aid tax recovered	51,730	53,873
Legacies	3,000	-
	<u>261,244</u>	<u>286,873</u>

Donations received, included in the above, are as follows:

	31.12.20	31.12.19
	£	£
Donations by standing order	92,046	97,940
Gift Aid envelopes	2,074	12,357
Open plate service collections	2,849	10,382
Sundry donations	108,280	111,805
Restricted Funds income	1,265	515
	<u>206,514</u>	<u>232,999</u>

**3. OTHER TRADING ACTIVITIES**

	31.12.20	31.12.19
	£	£
Fundraising	(84)	13,376
Church hall lettings	10,338	37,494
Fees	247	1,200
	<u>10,501</u>	<u>52,070</u>



**The Parochial Church Council of the**  
**Ecclesiastical Parish of St Michael**  
**Highgate**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 December 2020**

**4. INVESTMENT INCOME**

	31.12.20	31.12.19
	£	£
Rents received	42,701	31,459
Interest receivable	796	2,257
	<u>43,497</u>	<u>33,716</u>

**5. CHARITABLE ACTIVITIES COSTS**

	Direct Costs (see note 6)	Grant funding of activities (see note 7)	Support costs (see note 8)	Totals
	£	£	£	£
Church work	<u>314,375</u>	<u>14,070</u>	<u>56,076</u>	<u>384,521</u>

**6. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	31.12.20	31.12.19
	£	£
Trustees' remuneration etc	10,500	10,500
Staff costs	21,886	25,443
Contribution to the Diocesan Common Fund	115,000	115,000
Church services and music	2,643	4,698
Clergy expenses	2,815	1,903
Clergy house	23,499	21,887
Church running expenses	13,761	16,502
Church maintenance	118,287	5,893
Gas, water and electric	5,980	9,008
Publicity	4	526
	<u>314,375</u>	<u>211,360</u>

**7. GRANTS PAYABLE**

	31.12.20	31.12.19
	£	£
Church work	<u>14,070</u>	<u>11,844</u>

The total grants paid to institutions during the year was as follows:

	31.12.20	31.12.19
	£	£
XLP	2,500	850
C4WS	2,500	3,522
CARIS	3,285	3,100
Kirima Limited	2,500	850
Zimbabwe Victims Fund	2,500	3,522
Medcare	785	-
	<u>14,070</u>	<u>11,844</u>

**The Parochial Church Council of the**  
**Ecclesiastical Parish of St Michael**  
**Highgate**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 December 2020**

**8. SUPPORT COSTS**

	Management £	Finance £	Governance costs £	Totals £
Church work	<u>55,083</u>	<u>273</u>	<u>720</u>	<u>56,076</u>

Support costs, included in the above, are as follows:

	31.12.20 Church work £	31.12.19 Total activities £
Wages	11,498	18,759
Printing, stationery, telephone and internet	13,859	10,803
Redundancy	24,000	-
Depreciation of tangible and heritage assets	5,726	2,474
Bank charges	273	660
Independent examination	<u>720</u>	<u>470</u>
	<u>56,076</u>	<u>33,166</u>

**9. TRUSTEES' REMUNERATION AND BENEFITS**

	31.12.20 £	31.12.19 £
Trustees' salaries	<u>10,500</u>	<u>10,500</u>

Mr P Dean, a trustee, received £10,500 as remuneration as Director of Music.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 December 2020 nor for the year ended 31 December 2019 other than clergy expenses.

**10. STAFF COSTS**

The average monthly number of employees during the year was as follows:

	31.12.20	31.12.19
Employees	<u>2</u>	<u>2</u>

No employees received emoluments in excess of £60,000.

Staff costs, included in the above, are as follows:

	31.12.20 £	31.12.19 £
Direct charitable expenditure		
Youth worker	15,886	18,711
Organists and choir	16,500	17,232
Support costs		
Parish administrator (Key management)	11,498	18,759
Termination payment (for Parish administrator)	<u>24,000</u>	
	<u>67,884</u>	<u>54,702</u>



**Notes to the Financial Statements - continued**  
**for the Year Ended 31 December 2020**

**10. STAFF COSTS - continued**

Volunteers play an important role in all aspects of the life and work of the Church. They participate in the leadership of worship by introducing, reading and leading prayers, singing and playing instruments. They are involved in organisational and administrative roles planning and organising activities and rotas, welcoming and provide information for members and visitors. Volunteers prepare and serve refreshments after services and at church and community events. Singers and musicians give recitals. Others teach and organise craft and other activities for children. The flowers and other decorations are arranged by and the fabric cared for, being sewn, laundered and repaired, by volunteers. Volunteers participate in pastoral care, which includes visiting those who are ill or housebound or in care homes.

**11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	286,358	515	286,873
Other trading activities	52,070	-	52,070
Investment income	<u>33,716</u>	<u>-</u>	<u>33,716</u>
<b>Total</b>	<b>372,144</b>	<b>515</b>	<b>372,659</b>
 <b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Church work	<u>256,130</u>	<u>240</u>	<u>256,370</u>
 <b>NET INCOME</b>	<b>116,014</b>	<b>275</b>	<b>116,289</b>
<b>Transfers between funds</b>	<u>13,830</u>	<u>(13,830)</u>	<u>-</u>
<b>Net movement in funds</b>	<b>129,844</b>	<b>(13,555)</b>	<b>116,289</b>
 <b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	<u>425,309</u>	<u>88,018</u>	<u>513,327</u>
 <b>TOTAL FUNDS CARRIED FORWARD</b>	<u><b>555,153</b></u>	<u><b>74,463</b></u>	<u><b>629,616</b></u>

**The Parochial Church Council of the  
Ecclesiastical Parish of St Michael  
Highgate**

**Notes to the Financial Statements - continued  
for the Year Ended 31 December 2020**

**12. TANGIBLE FIXED ASSETS**

	Freehold property £	Improvements to property £	Office equipment £	Totals £
<b>COST</b>				
At 1 January 2020	182,464	23,122	44,957	250,543
Additions	-	169,899	380	170,279
At 31 December 2020	182,464	193,021	45,337	420,822
<b>DEPRECIATION</b>				
At 1 January 2020	-	-	35,704	35,704
Charge for year	-	2,145	3,582	5,727
At 31 December 2020	-	2,145	39,286	41,431
<b>NET BOOK VALUE</b>				
At 31 December 2020	182,464	190,876	6,051	379,391
At 31 December 2019	182,464	23,122	9,253	214,839

Freehold land and buildings comprise the curate's house at 17 Bisham Gardens, which is stated at 1998 insured value. This building is registered under the London Diocese for the benefit of the Parochial Church Council of St Michael Highgate.

Property improvements depreciation began in September 2020, which is the first full month following the practical completion of the works.

**13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.12.20 £	31.12.19 £
Other debtors	6,208	6,824
Gift Aid	22,232	49,652
	28,440	56,476



**The Parochial Church Council of the**  
**Ecclesiastical Parish of St Michael**  
**Highgate**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 December 2020**

**14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.12.20	31.12.19
	£	£
Other creditors	4,623	14,955
Accrued expenses	<u>750</u>	<u>1,450</u>
	<u>5,373</u>	<u>16,405</u>

**15. MOVEMENT IN FUNDS**

	At 1.1.20	Net movement in funds	Transfers between funds	At 31.12.20
	£	£	£	£
<b>Unrestricted funds</b>				
General fund	340,314	(64,358)	(113,312)	162,646
Fixed assets reserve	<u>214,839</u>	<u>(5,726)</u>	<u>170,279</u>	<u>379,391</u>
	555,153	(70,084)	56,968	542,037
<b>Restricted funds</b>				
Church refurbishment fund	56,967	-	(56,968)	(1)
Embroidery legacy	1,018	-	-	1,018
Clock legacy	13,397	-	-	13,397
Memorial garden fund	465	(400)	-	65
Coleridge fund	2,566	(30)	-	2,536
Hope window fund	<u>50</u>	<u>1,235</u>	<u>-</u>	<u>1,285</u>
	<u>74,463</u>	<u>805</u>	<u>(56,968)</u>	<u>18,300</u>
<b>TOTAL FUNDS</b>	<u>629,616</u>	<u>(69,279)</u>	<u>-</u>	<u>560,337</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	313,977	(378,335)	(64,358)
Fixed assets reserve	<u>-</u>	<u>(5,726)</u>	<u>(5,726)</u>
	313,977	(384,061)	(70,084)
<b>Restricted funds</b>			
Memorial garden fund	30	(430)	(400)
Coleridge fund	-	(30)	(30)
Hope window fund	<u>1,235</u>	<u>-</u>	<u>1,235</u>
	<u>1,265</u>	<u>(460)</u>	<u>805</u>
<b>TOTAL FUNDS</b>	<u>315,242</u>	<u>(384,521)</u>	<u>(69,279)</u>

**The Parochial Church Council of the**  
**Ecclesiastical Parish of St Michael**  
**Highgate**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 December 2020**

**15. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

	At 1.1.19 £	Net movement in funds £	Transfers between funds £	At 31.12.19 £
<b>Unrestricted funds</b>				
General fund	226,593	118,488	(4,767)	340,314
Fixed assets reserve	<u>198,716</u>	<u>(2,474)</u>	<u>18,597</u>	<u>214,839</u>
	425,309	116,014	13,830	555,153
<b>Restricted funds</b>				
Church refurbishment fund	70,796	-	(13,830)	56,966
Embroidery legacy	1,019	-	-	1,019
Clock legacy	13,397	-	-	13,397
Memorial garden fund	209	255	-	464
Coleridge fund	2,597	(30)	-	2,567
Hope window fund	<u>-</u>	<u>50</u>	<u>-</u>	<u>50</u>
	<u>88,018</u>	<u>275</u>	<u>(13,830)</u>	<u>74,463</u>
<b>TOTAL FUNDS</b>	<u>513,327</u>	<u>116,289</u>	<u>-</u>	<u>629,616</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	372,144	(253,656)	118,488
Fixed assets reserve	<u>-</u>	<u>(2,474)</u>	<u>(2,474)</u>
	372,144	(256,130)	116,014
<b>Restricted funds</b>			
Memorial garden fund	465	(210)	255
Coleridge fund	-	(30)	(30)
Hope window fund	<u>50</u>	<u>-</u>	<u>50</u>
	<u>515</u>	<u>(240)</u>	<u>275</u>
<b>TOTAL FUNDS</b>	<u>372,659</u>	<u>(256,370)</u>	<u>116,289</u>



**Fixed Asset Reserve**

This represents the net book value of fixed assets held by the church. A transfer from the general fund was made to this reserve during the year.

**Church Refurbishment Fund**

This is a fund for donations received specifically for the refurbishment of the church. It may be supplemented from general reserves if required.

**Embroidery Legacy**

This is a restricted reserve received as a legacy specifically for the upkeep and maintenance of the church embroidery.

**Clock Legacy**

This is a restricted reserve received as a legacy solely for future updating and refurbishing of the church clock in the church tower.

**Memorial Garden Fund**

This is a restricted reserve for donations received specifically for the upkeep and maintenance of the memorial garden in the church grounds.

**Coleridge Fund**

This is a restricted reserve fund and the amount recognised represents income received from the sale of listed investments formerly held in an endowment fund and the Coleridge Day event held in the year. The poet Samuel Coleridge is buried within the church grounds.

**Hope Window Fund**

This is a restricted fund for donations received specifically for contributions to the memorial stained-glass window that will be placed in the northern wall of the church building over the doorway that leads to the hall. The window is currently not decorated with stained-glass. The design of the window has been completed and approved, and the creation and installation of the window are planned to take place in 2021.

**16. RELATED PARTY DISCLOSURES**

During the year donations totalling £2,500 (2019: £850) were paid to Kirima Limited, a charity of Dr. K Sennett is a trustee.

During the year, Mr P Dean, a member of the PCC, received £10,500 as remuneration for the services provided as Director of Music. No other trustees received any remuneration during the year.