

THE ECCLESIASTICAL PARISH OF ALL SOULS, HARLESDEN

Charity Commission Registration Number: 1131170

Annual Report of the Parochial Church Council for the year ended 31 December 2020

Administrative Information

All Souls Church is situated in Station Road, Harlesden, London NW10 4UJ. It is part of the Willesden Area of the Diocese of London. The correspondence address is: The Vicarage, 3 Station Road, Harlesden, London NW10 4UJ.

The Parochial Church Council (PCC) is a registered charity. Charity Commission Registration Number: 1131170.

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

Incumbent:	Fr Michael Moorhead	(Chair)
Reader:	Mrs Vena Oglesby	
Wardens:	Mrs Beatrice Babalola	(Vice-chair)
	Mr Lewis Evans	
Ex-officio:	Mrs Nicole Sutherland	(Treasurer)
Representatives	Mr Eric Oglesby	
on Deanery Synod:	Mrs Margaret Oyemade	
	Ms Sharon Dunbar	
Elected members:	Mrs May Roberts	(Elected 2018)
	Ms Wendi Webber	
	Ms Deborah St Louis	(Secretary)
	Mr Hugh Smith	
	Ms Samantha Bruno	(Elected 2019)
	Mrs Emelia Nortey	
	Mr Gaius Umeh	
	Mrs Ingrid Bruno Snelling	
	Ms Clare Thomson	(Elected 2020)
	Ms Gillian Nickie	
	Mr Michael Kiwumulo	

Structure, Governance and Management

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

Objectives and Activities

All Souls PCC has the responsibility of co-operating with the incumbent, Fr Michael Moorhead, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the church hall and the Hall Flat at 1 Station Road, London NW10 4UJ.

Safeguarding

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, in relation to having due regard to House of Bishops' guidance on safeguarding children and vulnerable adults. Our Safeguarding Policy is published on the Church website.

Achievements and Performance

Church Attendance

The Electoral roll for May 2021 stands at 240, 14 more than in 2020. Of these 60 are resident within the parish boundaries and 180 are non- resident. The average weekly attendance, counted during October 2020, was 66 (not including Harvest Sunday.) Normally this number increased at festivals and on special occasions but church attendance has been considerably affected by Covid 19 restrictions. The church was closed for a considerable period, however, we maintained connections and worship by telephone conference call.

Review of the year.

The PCC met three times in 2020 with an average level of attendance of 62%. Here is a summary of the major agenda items.

- Appointment of Officers of the PCC.
- Building needs, including Application for faculty for Stained Glass windows.
- Financial Reports, Approval of Accounts and meeting with External Examiner. Approval of Annual Report.
- Appointment of Safeguarding Officer and Children's Champion and revisiting of Safeguarding and Children's Policy and development of Action Plan.
- Offer for Common Fund for 2021.
- Quinquennial Report
- Review of Fire, Health and Safety, Risk Assessments.
- Review of Mission Statement and consideration of adoption of a Strapline.
- Closure of church due to pandemic and reopening.
- Recycling and request for signage for Stop Idling Campaign
- Projector and Screen
- Action Plan for Quinquennial Report
- John Keble School.

Report on Fabric and Ornaments 2020/2021.

Our churchwardens are responsible for the fabric and contents of the church. It is a big responsibility and we all want to assist them in their task. Thank you to those who clean the church on a voluntary basis. Thanks to those who help to keep the church attractive and clean outside and inside. We are very blessed in our volunteers.

The following matters were dealt with:

- The church, hall and hall roofs have been inspected, cleared of debris including gutters and gulleys twice in the year. A report is also made on the state of the roof.
- The lightning conductor has been tested.
- Fire extinguishers have been checked and replaced where necessary. The fire alarm system has been serviced. They are tested every week and a trial evacuation of the premises has taken place.
- The security alarms, internal and external, have been tested.
- The hall and hub boilers have been serviced and repaired when necessary.
- The gardens and backyard are cleaned of rubbish. The gardens and grass are well maintained.
- OHP and screen have been replaced. A monitor introduced.
- Report commissioned on four stained glass windows as part of faculty application.

Approved by the PCC on 5th May 2021 and signed on their behalf by Fr Michael Moorhead (PCC Chair.)

The Financial Report.

The first page of the accounts is a summary of the receipts (income) during the year and the payments (expenditure.) More detail on this can be found on the following pages. There are three funds involved and these are in the first three columns; **Unrestricted Funds** (commonly called the Church General Fund), the **Designated Fund** (commonly called the Hall and Hall Flat Fund), and finally the **Restricted Funds** (the Fund for Charity Donations and fee payments to the Diocese.) The fourth column is called the **Endowment Funds** but we do not have any endowments and so this is blank. However, we are trying to build up a contingency fund which is CCLA (CBF) deposit account and stood at £4102 at the end of the year. The other deposit account has been closed. The next

column is the total of the four funds, **Total Funds**, and the final column is a comparison with 2019, **Prior year total funds**.

The first fund includes our Tithes, Collections and Fundraising for the church itself as well as the costs of running the parish. This shows a considerable decrease in income from the previous year. But payments from this fund were also down on 2019. This is to be expected because of the pandemic and the closure of the church and the suspending of church activities.

- Income from planned giving is only very slightly down. This is a credit to the congregation and their commitment to paying their tithe even when the church is closed.
- The income from tax related giving (Gift Aid) is for two years.
- By the end of the year we had paid our Common Fund in full.
- Collections and other voluntary receipts (Donations) were substantially down. This reflects the closure of the church, and the end of our successful windows appeal.
- Because of the pandemic it has not been possible to have many fundraising activities.

The second fund of the accounts is the Designated Fund which includes all the rent and the payments we make in relation to the Hall, Flat and Hub. All our facilities are usually well-used but pandemic has impacted on this fund as well. Some regular users suspended their activities. A Designated Fund means the money in this fund can be used however the PCC sees fit. This is fortunate because this fund generates a substantial profit which can be used to offset any loss in the Church General Fund.

The other funds in the accounts are Restricted Funds; mainly Charities Receipts and Payments; and the Diocesan Fees Receipts and Payments. When we have special collections (e.g. Lent boxes for USPG), the income from these go into this Restricted Fund and is normally paid out immediately. It is restricted because we cannot use that money as we please, but must use it for the purpose it was given. Similarly, income received from weddings and funerals and other statutory fees must be paid out to the Diocese. This is why the balance on this fund is usually small but it has also been impacted by the Covid pandemic.

Reserves Policy. It is PCC policy to maintain a balance on unrestricted funds (if possible), which equates to approximately six months' unrestricted payments (about £60,000), to cover emergency situations that may arise from time to time. The balance of £1622 on unrestricted funds at the end of the year did not match this target. It is our policy to invest our funds balances with the CBF Church of England Deposit Fund and to this end, and to build up a Reserve, the PCC has agreed to set up a Standing Order of £500 per month into this Deposit Fund but it has not been possible to maintain this because of a fall in income because of lockdown.

The Treasurer. We appointed Mrs Nicole Sutherland Treasurer to the PCC during the year and we are enormously grateful for her willingness to continue to take this on. We have also appointed a bookkeeper to assist her. Our TSB current account is a business account which has some advantages for us, notably the ability to use internet banking, but it does mean that bank charges have been introduced (Governance Costs £286.)

The Independent Examiner. The Annual Parochial Church Meeting agreed that the PCC should appoint an Independent Examiner of the accounts and it decided to appoint Ron Bruno-Snelling. This is his third year in this role and we owe him a tremendous debt of gratitude.

INDEPENDENT EXAMINER'S REPORT TO THE PAROCHIAL CHURCH COUNCIL OF ALL SOULS, HARLESDEN.

This report on the accounts of the PCC for the year ended 31st December 2020, which are set out on the following pages, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and s.43 of the Charities Act 1993 (the Act).

Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of Regulations and section 43(2) of the Act does not apply. I notice that since the regulations have been changed the accounts have been prepared in Receipts and Payments form. It is my responsibility to issue this report on those accounts in accordance with the terms of the Regulations.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 43(7)(b) of the Act and to be found in the Church guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance section 41 of the Act; and
- to prepare accounts which accord with the accounting records and to comply with the requirements of the Act, and the Regulations have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr Ron Bruno Snelling BSc (Hons)
19 Newark Crescent
London NW10 7BB

5th May 2021

Balance sheet

Class and code	Description	This year	Last year
Fixed assets			
6550	Church hall	465,000	465,000
6551	Church Flat	220,000	220,000
	Total Fixed assets	685,000	685,000
Current assets			
6501	Bank current account	(716)	(716)
6502	Bank Current Account	4,855	(574)
6505	Bank deposit account	12	12
6510	CCLA (CBF) deposit account	4,102	2,902
	Total Current assets	8,252	1,622
Liabilities			
6601	Loans received Hub	66	66
6602	Loan received carpark	3,600	3,600
6699	Agency collections	3,047	2,528
	Total Liabilities	6,713	6,194
	Net Asset surplus(deficit)	686,538	680,427
Reserves			
	Excess / (deficit) to date	6,110	—
Z01	Starting balances	680,427	680,427
	Total Reserves	686,538	680,427
	Represented by funds		
	Unrestricted	(194,290)	(173,772)
	Designated	880,797	854,168
	Restricted	32	32
	Endowment	—	—
	Total	686,538	680,427

Statement of assets and liabilities

	General	Designated	Restricted	Endowment	This year	Last year
Fixed assets - Fixed assets						
Church hall	—	465,000	—	—	465,000	465,000
Church Flat	—	220,000	—	—	220,000	220,000
Totals	—	685,000	—	—	685,000	685,000
Current assets - Current assets						
Bank current account	(83,589)	81,017	1,855	—	(716)	(716)
Bank Current Account	(107,576)	111,207	1,223	—	4,855	(574)
Bank deposit account	12	—	—	—	12	12
CCLA (CBF) deposit account	4,102	—	—	—	4,102	2,902
Totals	(187,051)	192,225	3,079	—	8,252	1,622
Liabilities - Liabilities						
Loans received Hub	(3,561)	3,627	—	—	66	66
Loan received carpark	10,800	(7,200)	—	—	3,600	3,600
Agency collections	—	—	3,047	—	3,047	2,528
Totals	7,239	(3,572)	3,047	—	6,713	6,194
Grand total	(194,290)	880,797	32	—	686,538	680,427

Fund movement by type

		Opening	Incoming	Outgoing	Transfers	Gains/losses	Closing
Charity - Charity							
Restricted		0	—	—	—	—	0
Sub-total for Charity		0	—	—	—	—	0
Hall - Hall/Flat							
Designated		854,168	39,248	12,618	—	—	880,797
Sub-total for Hall		854,168	39,248	12,618	—	—	880,797
General - General fund							
Unrestricted		(173,772)	69,668	90,186	—	—	(194,290)
Sub-total for General		(173,772)	69,668	90,186	—	—	(194,290)
Grand total		680,395	108,916	102,805	—	—	686,506

Analysis of receipts and payments

Planned giving

						Total	
		Unrestricted	Designated	Restricted	Endowment	This year	Last year
0101 - Gift Aid - Bank		19,759	—	—	—	19,759	16,259
0110 - Gift Aid - Envelopes		11,789	—	—	—	11,789	16,077
0201 - Other planned giving		7,378	—	—	—	7,378	7,935
Total		38,927	—	—	—	38,927	40,271

Collections and other giving

						Total	
		Unrestricted	Designated	Restricted	Endowment	This year	Last year
0301 - Loose plate collections		3,822	—	—	—	3,822	9,751
0401 - Regular gift days		—	—	—	—	—	584
0501 - One-off Gift Aid gifts		—	—	—	—	—	—
Total		3,822	—	—	—	3,822	10,335

Other voluntary receipts

						Total	
		Unrestricted	Designated	Restricted	Endowment	This year	Last year
0410 - Giving through church boxes		—	—	—	—	—	—
0510 - Gifts of quoted securities		—	—	—	—	—	—
0550 - Donations appeals etc		2,745	—	—	—	2,745	13,100
0701 - Legacies		—	—	—	—	—	—
0801 - Recurring grants		—	—	—	—	—	—
08A1 - Non-recurring one-off grants		—	—	—	—	—	—
Total		2,745	—	—	—	2,745	13,100

Gift Aid recovered

						Total	
		Unrestricted	Designated	Restricted	Endowment	This year	Last year
0601 - Tax recoverable on Gift Aid		15,821	—	—	—	15,821	—
Total		15,821	—	—	—	15,821	—

Other receipts

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
0901 - Other funds generated	17	—	—	—	17	—
1035 - Utility Refunds - RSDA	1,449	—	—	—	1,449	3,466
1036 - Utility refunds - Nursery	4,344	—	—	—	4,344	5,795
1037 - Utility Refunds - Vicarage	2,345	—	—	—	2,345	1,801
1310 - Insurance claims	—	—	—	—	—	—
1320 - Surplus - sales of fixed assets	—	—	—	—	—	24
Total	8,157	—	—	—	8,157	11,088

Activities for generating funds

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
0902 - Dinner Dance	—	—	—	—	—	2,166
0903 - Summer Fair	—	—	—	—	—	434
0904 - Walsingham	—	—	—	—	—	940
0910 - Rummage sales etc	—	—	—	—	—	150
1220 - Bookstall sales - fund raising	—	—	—	—	—	—
1240 - Hall Income	—	2,408	—	—	2,408	4,670
1241 - Nursery Rent	—	—	—	—	—	—
1242 - RSDA Rent	—	—	—	—	—	—
1250 - Magazine income - advertising	—	—	—	—	—	—
1260 - Parish magazine sales	—	—	—	—	—	—
Total	—	2,408	—	—	2,408	8,360

Investment Income

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
1001 - Dividends	—	—	—	—	—	—
1020 - Bank and building society interest	—	—	—	—	—	2
1030 - Rent from lands or buildings	—	—	—	—	—	1,980
1031 - St Michael's Nursery	—	19,500	—	—	19,500	16,500
1032 - Romanian SDA	—	8,450	—	—	8,450	13,830
1033 - Car park	—	3,730	—	—	3,730	2,730
1034 - Flat rent	—	5,160	—	—	5,160	9,222
Total	—	36,840	—	—	36,840	44,264

Receipts from church activities

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
1101 - Fees for weddings and funerals	193	—	—	—	193	1,681
1210 - Bookstall sales to promote objectives	—	—	—	—	—	—
1230 - Church hall lettings - objectives	—	—	—	—	—	—
Total	193	—	—	—	193	1,681

Cost of generating funds

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
1701 - Fees paid to fund raisers	—	—	—	—	—	—
1710 - Costs of applying for grants	—	—	—	—	—	—
1720 - Costs of stewardship campaign	—	—	—	—	—	—
1730 - Costs of fetes & other events	—	—	—	—	—	685
1731 - Entertainment	175	—	—	—	175	412
1740 - Investment management costs	—	—	—	—	—	—
2510 - Bookstall costs	—	—	—	—	—	—
9999 - Temporary adjustment entry	—	—	—	—	—	500
Total	175	—	—	—	175	1,597

Missionary and Charitable Giving

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
1801 - Giving to missionary societies	—	—	—	—	—	—
1830 - Giving - relief and development agencies	—	—	—	—	—	—
1850 - Home mission	—	—	—	—	—	1,172
1870 - Secular charities	—	—	—	—	—	—
Total	—	—	—	—	—	1,172

Parish Share

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
1901 - Common Fund	54,311	—	—	—	54,311	52,780
1910 - Ministry parish share etc	—	—	—	—	—	—
Total	54,311	—	—	—	54,311	52,780

Clergy and Staffing costs

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
2001 - Assistant staff costs	—	—	—	—	—	—
2050 - Salary of parish administrator	—	—	—	—	—	—
2101 - Working expenses of incumbent	315	—	—	—	315	716
2120 - Council tax	—	—	—	—	—	—
2130 - Parsonage house expenses	3,007	—	—	—	3,007	1,397
2140 - Water rates - vicarage	250	—	—	—	250	243
2145 - Parsonage - water	—	—	—	—	—	—
2150 - Vicar's telephone	119	—	—	—	119	178
2370 - Visiting speakers / locums	1,283	—	—	—	1,283	6,172
Total	4,976	—	—	—	4,976	8,707

Church Running Expenses

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
2170 - Education	—	—	—	—	—	—
2201 - Parish training and mission	8	—	—	—	8	357
2301 - Church running - insurance	3,600	—	—	—	3,600	4,233
2310 - Church office - telephone	392	—	—	—	392	215
2320 - Organ / piano tuning	2,009	—	—	—	2,009	3,938
2330 - Church maintenance	2,509	—	—	—	2,509	16,612
2331 - Cleaning	—	—	—	—	—	—
2340 - Upkeep of services	1,153	—	—	—	1,153	2,865
2350 - Upkeep of churchyard	60	—	—	—	60	183
2360 - Administration	1,680	—	—	—	1,680	675
2401 - Church running - electric	1,371	—	—	—	1,371	1,493
2410 - Church running - gas	3,927	—	—	—	3,927	6,332
2420 - Church running - water	—	—	—	—	—	—
2430 - Church running - oil	—	—	—	—	—	—
2440 - Church running - heating and lighting	—	—	—	—	—	—
2501 - Magazine expenses	—	—	—	—	—	—
Total	16,711	—	—	—	16,711	36,907

Hall Running Costs

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
2520 - Hall running - oil	—	—	—	—	—	—
2530 - Hall running - electricity	—	1,984	—	—	1,984	2,024
2540 - Hall running - gas	—	4,228	—	—	4,228	2,857
2550 - Hall running - insurance	—	1,107	—	—	1,107	496
2560 - Hall running - maintenance	396	2,327	—	—	2,724	3,918
2570 - Hall running - telephone	—	—	—	—	—	—
2580 - Hall running - water	—	1,116	—	—	1,116	1,092
2590 - Hall running - heating and lighting	—	—	—	—	—	—
Total	396	10,764	—	—	11,161	10,388

Church Repairs & Maintenance

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
2701 - Church major repairs - structure	—	—	—	—	—	10,390
2710 - Church major repairs - installation	12,192	—	—	—	12,192	3,127
2720 - Church interior and exterior decorating	864	—	—	—	864	—
Total	13,056	—	—	—	13,056	13,517

Hall Repairs & Maintenance

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
2801 - Hall + major repairs - structure	—	—	—	—	—	10,231
2820 - Hall + major repairs - installation	—	—	—	—	—	—

2830 - Hall + interior and exterior decorating	—	—	—	—	—	—
2840 - Other PCC property upkeep	271	1,854	—	—	2,126	3,125
Total	271	1,854	—	—	2,126	13,357

New Building work

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u> <u>This year</u>	<u>Last year</u>
2841 - Loan Interest	—	—	—	—	—	104
2901 - New building parsonage house	—	—	—	—	—	—
2910 - New building house for curate	—	—	—	—	—	—
2920 - New building Church	—	—	—	—	—	—
2930 - New building Hall	—	—	—	—	—	—
Total	—	—	—	—	—	104

Governance Costs

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u> <u>This year</u>	<u>Last year</u>
2601 - Governance costs examination/audit fee	286	—	—	—	286	216
Total	286	—	—	—	286	216

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19 Newark Crescent
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9th May 2021