

# TROWBRIDGE ST JAMES' PAROCHIAL CHURCH COUNCIL

## Annual Report for the year ended 31 December 2023

(This document is the companion to the Finance Report, which together form a single report)

**Objective.** The primary object 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. In accordance with the PCC (Powers) Measure 1956, 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. This parish forms part of the Benefice of Trowbridge St James' and St Leonard's Keevil.

**Membership of the PCC** (24 in total, noting the adjustment below for Chris Hicks and John Joy, who each appear in two categories)

### Ex officio

- Rector: Jake Eggertsen
- Churchwardens: Richard Clarke, John Joy
- Deanery Synod members: Derek Cavill, Carol Dix, Anne Pinner, Pam Wort (*max 4*), and Chris Hicks and John Joy (*ex-officio, as Diocesan Synod members*)
- Lay Worker Licensed to the Parish: Tom Bullock (resigned 31 August 2023)
- Diocesan Synod members: Chris Hicks and John Joy (*Lay chair of Deanery Synod*)

Total 8

**Elected members** (*max 15. Three-year terms; after six years one year off before re-election*)

- Retire 2026: Ann Cook, Wendy Darwin, Janet Hammond, Jefferey Morris, Helen Pickett, (5)
- Retire 2025: Angela Giddings, Andrew King, Hazel Shaw, Julian Walker, David Wildman, (5)
- Retire 2024: Daren Gale, Wendy Hervin, John Horsey, Barbara King, Rachel Yorke, (5)

Total 15

**Co-opted members** (*max 3*)

- None

**PCC Honorary Secretary:** Helen Pickett

**Business of the PCC.** The Council met for scheduled meetings seven times during the year (17 January, 14 March, 25 April (*APCM*), 9 May, 4 July, 16 September (*Away Day*), 21 November). Much of the PCC's detailed work was delegated to committees, whose recommendations are decided upon by the PCC, as follows:

- **Standing Committee** (chaired by the Rector) met once on 5 September. The standing committee transacts the business of the PCC when necessary between its meetings subject to the directions of the Council.
- **Property Committee** (chaired by Richard Clarke) oversaw the maintenance of the church, hall and other properties, working hard on practical matters throughout the year.
- **Finance Committee** (chaired by our Treasurer, Wendy Hervin) oversaw the church's finances and advised the PCC.
- **Accessibility Advisory Group** is overseen by Tom Bullock and raises awareness and encourages practical initiatives within St James' to make us more accessible to those with extra needs.

**Safeguarding and Compliance.** Our Parish Safeguarding Officer is Pam Wort, to whom we express our gratitude for her advice, training and updating the records. During the year, the PCC maintained safeguarding arrangements in line with developing Diocesan guidelines including use of the Safeguarding Dashboard. We hold an Ofcom wireless telegraphy licence for our radio microphones, and licences from Christian Copyright Licensing International Ltd for performance of music and reproduction of music and words. We're grateful to John Horsey, who administers these for us.

**Public Worship.** Our style of worship and Bible-based preaching consistently draws around 100 adults to worship at the Sunday morning services. Thanks to our dedicated AV team, we continue to live-stream the services which are watched on-line by 12 or so people and recordings are also distributed. We were sad to say goodbye to Tom Bullock, our previous Children and Families Worker, and wish him well in future endeavours. With his departure, and falling attendance, the Breakfast and Teatime "Fresh Expression" services have been discontinued. This has given the opportunity for new initiatives with the introduction on alternate Sunday afternoons at 4.30 pm of Adult Sunday School and informal Family Fellowship. The Seekers Team provide activities for younger children during the Sunday morning services and meet in the Lansdown Room. Offering the "common cup" at Communion Services has been re-introduced in line with guidance from the bishops, and whilst intinction has been discontinued, for those who are medically vulnerable communion is offered in one kind only.

### **Serving our Community.**

The Open the Book team have a regular programme of school visits and they lead the occasional school assembly. The Rector has regularly conducted collective worship at Bellefield, Newtown, and Keevil schools. Nearly 1000 pupils from local schools came to their Carol Services in the Church. The "Easter Experience" run during Lent was supported by 7 schools each bringing around 40 year 5 and 6 pupils to hear the events of Holy Week explained by our wonderful teachers and the tableaux they created. We await the arrival of our newly appointed Children and Families Ministry Leader, Nick Lambert, along with his family, but in the meantime our outreach to families continues with willing volunteers. Mini Stay and Play holds a weekly session in the Hall and Mini Church similarly continues to run in the Church.

One of our two Commissioned Lay Pioneers Sue Burton moved away during the year, but Pam Wort continues to support various activities in the parish along with monitoring flora and fauna in the churchyard and the church's carbon footprint.

We continued to donate provisions to the Storehouse Food Bank and have two teams supporting the joint churches' Soup Run twice a month. One of our members works in the Debt Advisory Service; another is a Street Pastor and one of our LPAs is part of the Town Centre Chaplaincy. We make some visits to the local residential homes and offer home communions. The Christmas Tree Festival was again hugely successful with even more organisations from the town taking part. We take a leading role in the St James' Trust which supports local charities with grants. Two of our PCC members are School Governors.

We are grateful to the volunteers who open the church three mornings a week to provide a warm and welcoming space and offer tea and coffee and where needed listening ear.

**St James' Civic Role.** We welcomed the Mayor to his Civic Service in July. The Battle of Britain anniversary was commemorated in September at a morning service with the attendance of retired RAF personnel. The church was filled to capacity with uniformed groups and civic representatives for the Remembrance Day Service conducted by the Rector who participated in the town's act of remembrance at the War Memorial in the Town Park subsequent to the service. The church played a part in the Christmas Lantern Parade organised by the Town Council by offering a quiet space to visitors.

### **Ministry.**

As the Rector also has to lead services at St. Leonard's, we are grateful that we have those who can support the ministry with their gifts: Rev Andy Yorke; Rev Richard East; and Helen Pickett who is a worship leader and in training as a Licensed Lay Minister. John Horsey, our organist, leads our Sunday worship with both traditional and modern hymns, supported by a pianist. The band of six or seven plays at the first Sunday morning service of the month.

Barbara King coordinates our pastoral ministry with a team of LPAs and we express our gratitude to them all. We keep in touch with those unable to get to church each week by the distribution of CDs and DVDs of our services, or a printed copy of the sermon, for those without internet, and to offer practical help if necessary.

The Holiday Club which has now been running for 11 years for took place in the church at the end of July and was a great success with 50 children attending. Called "Waste Watchers", the theme of recycling helped us to look at the transforming power of God.

Under the leadership of Wendy Darwin The Mothers' Union continues to thrive and boasts the largest group in the Diocese.

St James' Players performed their Holy Week play, The People's Prophet, originally written by Peter English and adapted for the new cast by Angela Giddings who directed the production.

The Bell Ringers have a committed team who ring every week and enthusiastically ring peals to celebrate special occasions.

The contribution of our Office Manager, Clair Matthews, is essential to the parish organisation. Her management of the content of the website and production of the monthly newsletter promote a very attractive and welcoming picture of St James' fellowship. Helen Pickett faithfully uploads the C of E Prayer for the Day to our Facebook worship space every day.

Management of our finances is essential to support the ministry and we are grateful to our Treasurer Wendy Hervin for her skills and dedication to her responsibilities, along with the support of the finance team.

**Prayer.** Prayer is the essential foundation of the life and witness of the Church. Our emergency prayer chain continues to serve us all whenever needed. Prayer ministry is offered during communion services and our benefice monthly prayer diary lists everyone on our Electoral Roll, helping us pray for every member at least once a month.

**Teaching and Preaching.** Small groups are an important part of the church's life, offering opportunities to grow in friendship, faith and understanding by studying God's Word together. We're very grateful to the leaders of our home groups and other small groups in St James'. There are three bible study groups meeting at home or in church every fortnight. They are growing in number and deepening in fellowship. Nicola Eggertsen has taken on the leadership of YF (formerly Youth Fellowship) and is supported by a small team to lead the activities every fortnight. These usually includes games, Bible study, and discussion. To help build team spirit an evening was spent paddle boarding for the brave and another ice skating.

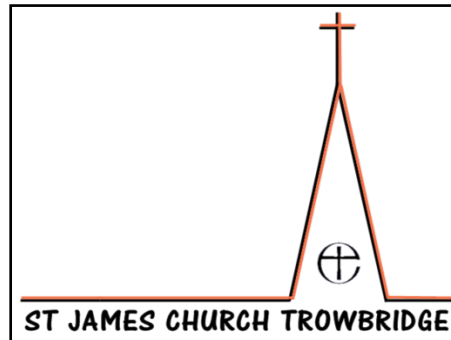
### **Occasional Offices.**

Numbers of services in 2023 were as follows:

Baptisms:	5	Confirmations:	0
Marriages:	3	Funerals in church:	8
Funerals (crem, cemetery chapel etc):	5	Memorial services in church:	0
Interments:	0	Burials of ashes in the churchyard:	1

# THE PARISH OF ST JAMES TROWBRIDGE

Registered Charity Number 1131370



## FINANCIAL REPORT

### TO THE PAROCHIAL CHURCH COUNCIL

### FOR THE YEAR ENDING 31<sup>ST</sup> DECEMBER 2023

Incumbent – Reverend Jake Eggertsen

Wendy Hervin CPFA  
Honorary Treasurer

## **Independent Examiner's Report to the Trustees of St James' Parochial Church Council**

I report on the accounts of the church for the year ended 31<sup>st</sup> December 2023 which are set out on pages 1 to 3.

### **Respective responsibilities of trustees and examiner.**

As members of the PCC you are trustees and as such are responsible for the preparation of the accounts. The church's trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011(the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

1. Examine the accounts under section 145 the 2011 Act;
2. Follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
3. State whether particular matters have come to my attention.

### **Basis of Independent Examiner's Statement**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination enables a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent Examiner's Statement**

Since the gross income for the year exceeds the amount provided in section 145(3) of the Act, I confirm that I am qualified to act as Independent Examiner under the provisions of that section of the Act and that my qualification is as shown below.

In connection with my examination, no matters have come to my attention:

1. Which give me reasonable cause to believe that in any material respect the requirements
  - i. To keep accounting records in accordance with section 130 of the 2011 Act; and
  - ii. To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act 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.

**Signature:** *Johanzab Arshad*

19 April 2024

**Johanzab Arshad FCCA  
Easy Accounts & Tax  
Northgate House, Upper Borough Walls, Bath BA1 1RG**

PAROCHIAL CHURCH COUNCIL OF ST JAMES, TROWBRIDGE								
STATEMENT OF FINANCIAL ACTIVITIES								
for the year ending 31st December 2023								
		Unrestricted Funds	Designated Funds	Restricted Funds	Designated Endowment Funds	Permanent Endowment Funds	Total Funds 2023	Total Funds 2022
	Note	£	£	£	£	£	£	£
<b>INCOMING RESOURCES</b>								
Voluntary income		116,329	0	8,683	0	0	125,012	146,008
Activities for generating funds		15,627	0	2,399	0	0	18,026	14,660
Income from investments		27,309	22,049	0	0	0	49,358	51,910
Church activities		6,529	0	0	0	0	6,529	7,483
Other incoming resources		331	0	0	0	0	331	315
<b>TOTAL INCOMING RESOURCES</b>		<b>166,125</b>	<b>22,049</b>	<b>11,082</b>	<b>0</b>	<b>0</b>	<b>199,256</b>	<b>220,377</b>
<b>RESOURCES EXPENDED</b>								
Church activities		-191,735	-3,429	-6,683	0	0	-201,847	-189,552
Cost of generating voluntary income		-238	0	-2,936	0	0	-3,175	-1,421
Governance Costs		-720	0	0	0	0	-720	-720
<b>TOTAL RESOURCES EXPENDED</b>		<b>-192,693</b>	<b>-3,429</b>	<b>-9,620</b>	<b>0</b>	<b>0</b>	<b>-205,742</b>	<b>-191,693</b>
<b>NET INCOMING (OUTGOING) RESOURCES BEFORE TRANSFERS</b>		<b>-26,568</b>	<b>18,620</b>	<b>1,462</b>	<b>0</b>	<b>0</b>	<b>-6,486</b>	<b>28,684</b>
GROSS TRANSFERS BETWEEN FUNDS		24,265	-13,881	-10,384	0		0	0
<b>NET INCOMING RESOURCES BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>		<b>-2,304</b>	<b>4,739</b>	<b>-8,921</b>	<b>0</b>	<b>0</b>	<b>-6,486</b>	<b>28,684</b>
<b>OTHER RECOGNISED GAINS</b>								
Gains/loss on investment assets					25,573	6,848	32,421	43,098
<b>NET MOVEMENT IN FUNDS</b>		<b>-2,304</b>	<b>4,739</b>	<b>-8,921</b>	<b>25,573</b>	<b>6,848</b>	<b>25,935</b>	<b>71,782</b>
Balances b/fwd 1 January 2023		10,706	181,034	43,725	471,843	72,790	780,097	708,315
<b>Balances c/fwd 31 December 2023</b>	11	<b>8,402</b>	<b>185,773</b>	<b>34,804</b>	<b>497,415</b>	<b>79,638</b>	<b>806,032</b>	<b>780,097</b>
<b>VALUE OF FIXED ASSETS</b>								
Buildings	4	2,156,518					2,156,518	1,988,097
<b>Balances c/f incl Fixed Assets</b>		<b>2,164,920</b>	<b>185,773</b>	<b>34,804</b>	<b>497,415</b>	<b>79,638</b>	<b>2,962,550</b>	<b>2,768,194</b>

PAROCHIAL CHURCH COUNCIL OF ST JAMES, TROWBRIDGE					
BALANCE SHEET					
as at 31st December 2023					
			Note	2023	2022
				£	£
FIXED ASSETS					
	Buildings		4	2,156,518	1,988,097
				2,156,518	1,988,097
CURRENT ASSETS					
	Investments		16 & 17	577,054	544,633
	Debtors & Prepayments			23,829	15,055
	Cash at Bank and in Hand			236,308	244,358
				837,191	804,046
LIABILITIES					
	Creditors - amounts falling due within one year			-31,159	-23,949
				-31,159	-23,949
NET CURRENT ASSETS					
				806,032	780,097
NET ASSETS					
				2,962,550	2,768,194
PARISH FUNDS					
	Unrestricted General		4,5,&12	2,164,920	1,998,803
	Designated		13	185,773	181,034
	Restricted		14 & 15	34,804	43,725
	Designated Endowment		16	497,415	471,843
	Permanent Endowment		17	79,638	72,790
				2,962,550	2,768,194

John Egerton

3



## NOTES TO THE FINANCIAL STATEMENTS For the year ended 31<sup>st</sup> December 2023

### 1. ACCOUNTING POLICIES

#### **Basis of Financial Statements**

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with Church Accounting Regulations 2006 governing in accordance with applicable accounting standards and the current Statement of Recommended Practice Accounting and Reporting by Charities (SORP (FRS102)).

The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body.

#### **Fund Accounting**

*Unrestricted Funds* – This is the General Fund which represents the funds of the PCC that are not subject to any restrictions regarding their use and are available for application to the general purposes of the PCC.

*Designated Funds* – are general funds set aside by the PCC for use in the future. Project funds are designated for particular projects for administration purposes only. Designated funds remain unrestricted and the PCC will move any surplus to other general funds.

*Restricted Funds* – are those funds that must be spent on the restricted purposes intended by the donor.

*Endowment Funds* – are funds, the capital of which must be retained either permanently or at the PCC's Discretion; the income from the endowment is to be used either as restricted or unrestricted income funds depending on the purpose for which the endowment was established in the first place.

#### **Incoming Resources**

Planned giving, collections and similar donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is entitled to the use of the resources, their ultimate receipt is considered reasonably certain and the amounts due are reliably quantifiable. Dividends are accounted for when declared receivable, interest as and when accrued by the payer. All incoming resources are accounted for gross.

#### **Resources Expended**

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share expected to be paid over is accounted for when due. All other expenditure is generally recognised when it is incurred and is accounted for gross.

## **Fixed Assets**

*Buildings* – belonging to or used by the PCC are included as Fixed Assets. These are included at insurance values. The Hall, Vestry House, and Cottages are owned by the PCC, although the Diocese must be consulted as to their use. The PCC receives rent and incurs expenditure on some of these properties. This income is included in the Statement of Financial Activity. Consecrated and benefice property is not included in the accounts in accordance with s.10(2)(a) and (c) of the Charities Act 2011.

*Moveable Church Furniture & Fittings* - These are included if:

- a. They were acquired by the Church within the last 10 years
- b. They have an individual value of at least £1,000.

No value is placed on moveable church furnishings held by the church wardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or benefice buildings and moveable church furnishings, whether maintenance or improvement is written off as expenditure in the Statement of Financial Activity and separately disclosed.

*Equipment* used within the church premises is depreciated on a straight-line basis over five years. Individual items of equipment with a purchase price of £500 or less are written off when the asset is acquired.

*Investments* are valued at market value at 31<sup>st</sup> December.

PAROCHIAL CHURCH COUNCIL OF ST JAMES, TROWBRIDGE									
<b>Note 2</b>									
INCOMING RESOURCES									
for the year ending 31st December 2023									
			Unrestricted Funds	Designated Funds	Restricted Funds	Designated Endowment Funds	Permanent Endowment Funds	Total Funds 2023	Total Funds 2022
	Note		£	£	£	£	£	£	£
<b>Voluntary Income</b>									
Planned Giving:			79,568					79,568	79,364
Tax Recoverable	10		17,353		290			17,642	19,880
Loose Plate Collections			4,215					4,215	2,656
Special Collections					6,393			6,393	5,776
Donations			6,221					6,221	1,532
Offertory Boxes			45					45	49
Legacies					2,000			2,000	30,706
Grants			8,927					8,927	6,046
			116,329	0	8,683	0	0	125,012	146,008
<b>Activities for Generating Funds</b>									
Hall Lettings			15,627					15,627	14,353
Fund Raising ( groups)	14&15				2,399			2,399	307
			15,627	0	2,399	0	0	18,026	14,660
<b>Investment Income</b>									
Dividends and Interest				16,449				16,449	21,419
Bank Interest			2,808					2,808	401
Rent from Land & Buildings owned by PCC			24,501	5,600				30,101	30,090
			27,309	22,049	0	0	0	49,358	51,910
<b>Church Activities</b>									
Fees for Weddings and Funerals			2,064					2,064	2,860
Book Sales			746					746	724
Coffee Sales			1,488					1,488	575
Children & Families Activities			2,230					2,230	3,325
Other								0	0
			6,529	0	0	0	0	6,529	7,483
<b>Other Incoming Resources</b>									
Insurance Claims			331					331	315
			331	0	0	0	0	331	315
<b>TOTAL INCOMING RESOURCES</b>									
			166,125	22,049	11,082	0	0	199,256	220,377

PAROCHIAL CHURCH COUNCIL OF ST JAMES, TROWBRIDGE									
RESOURCES EXPENDED									
for the year ending 31st December 2023									
Note 3						Designated	Permanent	Total	Total
		Unrestricted	Designated	Restricted	Designated	Endowment	Endowment	Funds	Funds
		Funds	Funds	Funds	Funds	Funds	Funds	2023	2022
	Note	£	£	£	£	£	£	£	£
Church Activities									
Parish Share		-53,991						-53,991	-52,419
Church Running Expenses	6	-89,630	-3,429					-93,060	-87,749
Hall Running Expenses	7	-37,763						-37,763	-32,750
Church Major Repairs								0	0
Cottages & Lansdown Room Expenses	8	-6,451						-6,451	-6,622
Mission Giving and Donations	9	-3,900		-6,683				-10,583	-10,012
		-191,735	-3,429	-6,683	0	0		-201,847	-189,552
Cost of Generating Funds									
Fund Raising (Groups)	14&15			-2,936				-2,936	-1,392
Costs of Stewardship		-238						-238	-29
		-238	0	-2,936	0	0		-3,175	-1,421
Governance Costs									
Independent Examination Costs		-720						-720	-720
		-720	0	0	0	0		-720	-720
TOTAL RESOURCES EXPENDED									
		-192,693	-3,429	-9,620	0	0		-205,742	-191,693

Note 4		2023	Increase	Decrease	2022
	<b>Valuation of Buildings (General Fund)</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
	Church Hall	1,159,012	78,855		1,080,157
	Vestry House	485,714	33,046		452,668
	18 & 19 Church Street	511,792	56,520		455,272
	Total	2,156,518	168,421	0	1,988,097
	2023 Valuations included as indicated in insurance documents.				
Note 5	<b>Ministry Share</b>				
	The reduced level of Ministry Share is due to the phasing in of the PCC funding responsibility for the Children & Families Worker.				
Note 6a		2023		2022	
	<b>Church Running Expenses</b>	<b>£</b>		<b>£</b>	
	Salaries	-28,652		-36,450	
	Rectors Expenses	-697		-1,219	
	Organists & Choirmaster fees	-1,269		-1,103	
		-30,617		-38,771	
	Reverend Eggertsen received expense reimbursements during the year.				
	PCC member Mr J Horsey received expenses during the year in his capacity as organist and Choirmaster.				
	The PCC became responsible for the employment of the Children & Families Worker on 1st January 2022 and also employs an Office Manager.				
	Gross Salaries	21,793			
	Social Security Costs	2,413			
	Pension Costs	3,958			
		28,164			
	Associated payroll costs	488			
		28,652			
	Average number of employees during year = 1				

### Church Workers Pension Fund (CWPF) FRS102 Statement - December 2023 Year End

The PCC of St James Trowbridge 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.

The Pension Builder Scheme 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.

The PCC subscribes to the Pension Builder 2014 which 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 **(2023: £3958.28)**.

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 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 the failed employer's pension liabilities.

<b>Note 6b</b>		<b>2023</b>	<b>2022</b>
	<b>Support for Parish Activities</b>	<b>£</b>	<b>£</b>
	Children & Family activities and resources	-990	-2,414
	Music including piano tuning	-177	-223
	Welcome Lunches	-62	0
	Social	-62	-19
	St James Friends	0	0
	Prayer Chain	0	0
		-1,290	-2,656
<b>Note 6c</b>		<b>2023</b>	<b>2022</b>
	<b>Parish Office and Administration Costs</b>	<b>£</b>	<b>£</b>
	Post	-12	-56
	Reprographics - Lease	-1,224	-1,056
	Reprographics- copy costs	-1,933	-1,198
	Stationery & Materials	-920	-710
	Telephone (Office)	-425	-753
	Equipment	-175	-75
	Copyright	-1,210	-1,143
	Admin of properties	-350	-60
		-6,248	-5,052
<b>Note 6d</b>		<b>2023</b>	<b>2022</b>
	<b>Church Costs</b>	<b>£</b>	<b>£</b>
	Heating & Lighting	-11,486	-9,921
	Cleaning	-2,764	-2,209
	Water Rates	-126	-85
	Insurance	-10,459	-9,849
	Telephone (Church)	-484	-399
	Licence for Sound System	-75	-75
	Roof alarm	-1,120	-1,333
	Repairs	-12,326	-8,288
	Equipment	-6,673	-1,492
	Waste	-48	-233
	Washroom	-445	-372
	Maintenance	-1,672	-2,297
		-47,678	-36,552

<b>Note 6 e)</b>		<b>2023</b>		<b>2022</b>
	<b>Other Church Running Costs</b>	<b>£</b>		<b>£</b>
	Gardening Support	-100		-170
	Books, candles and wine	-1,368		-1,664
	Coffee	-597		-314
	Sundries	-1,732		-410
		<b>-3,797</b>		<b>-2,558</b>
	Total Church Running Expenses	<b>-89,630</b>		<b>-85,588</b>
<b>Note 7</b>		<b>2023</b>		<b>2022</b>
	<b>Hall &amp; Car Park running expenses</b>	<b>£</b>		<b>£</b>
	Water Rates	-323		227
	Insurance	-2,124		-1,999
	Heat & Light	-3,161		-3,059
	Cleaning	-4,044		-3,319
	Maintenance	-1,936		-1,312
	Washroom	-475		-372
	Waste	-567		-348
	Repairs/Improvements	-25,133		-22,568
		<b>-37,763</b>		<b>-32,750</b>
<b>Note 8</b>		<b>2023</b>		<b>2022</b>
	<b>Cottage &amp; Lansdown Room Expenses</b>	<b>£</b>		<b>£</b>
	Insurance	-1,712		-1,598
	Heat & Light	-347		-195
	Maintenance	-631		-90
	Repairs/Improvements	-3,761		-4,740
		<b>-6,451</b>		<b>-6,622</b>

<b>Note 9</b>			<b>General Fund</b>	<b>Restricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
<b>Donations - General Fund and Restricted Funds</b>			<b>PCC Donation</b>	<b>Funds</b>	<b>Funds</b>	<b>2023</b>	<b>2022</b>
				<b>Donations</b>	<b>Gift Aid</b>		
					<b>Element</b>		
			<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Breakthrough Trowbridge			200	988	73	1,261	1,294
Bible Society				296		296	
Christian Aid			400	395	40	835	721
The Church in the Sudan				5		5	15
Earthquake				1,015		1,015	
Freewheelers				281		281	
Open Doors			900	690	61	1,651	1,442
Mothers Union Literacy Project				717		717	-
Peace Primary School						-	561
Scripture Union			400	401	12	813	843
Stand by me			200	1,455	73	1,727	1,936
Storehouse				281		281	
Tear Fund			900	432	31	1,363	1,425
Ukraine Appeal						-	1,021
<b>Total for Year</b>			<b>3,000</b>	<b>6,956</b>	<b>290</b>	<b>10,245</b>	<b>9,257</b>

£900 of PPC budget for donations was unallocated in 2023 and will be distributed during 2024.

<b>Note 10</b>	<b>Gift Aid Tax Refund</b>	
	Gift aid is shown in the year the donations were received.	



Note 11			Balance 01/01/23	Income	Expenditure	Transfers	Balance 31/12/23
	Fund Balances	Note	£	£	£		£
	Unrestricted Funds	12	10,706	166,125	-192,693	24,265	8,402
	Designated Funds	13	181,035	22,049	-3,429	-13,881	185,774
	Restricted Funds	14 & 15	43,723	11,082	-9,620	-10,384	34,802
	Designated Endowment Funds	16	471,843	25,573	0	0	497,416
	Permanent Endowment Funds	17	72,790	6,848	0		79,638
	<b>Total Fund Balances</b>		<b>780,097</b>	<b>231,677</b>	<b>-205,742</b>	<b>0</b>	<b>806,032</b>

Note 12		2023	2022
	Unrestricted funds	£	£
	<u>Income</u>		
	Collections	8,588	4,943
	Planned Giving	75,195	77,077
	Gift Aid tax refund	17,353	19,569
	Funeral & Wedding Fees (PCC element)	2,064	2,860
	Children & Family activities and events	2,230	3,325
	Alms & Sales Income	2,280	1,347
	Bank Interest	2,808	401
	Sundry & Donations	1,657	1,532
	Grant towards Church Costs	13,491	6,046
	Property Rent & Lettings	40,459	62,129
	<b>Total Income</b>	<b>166,125</b>	<b>179,229</b>
	<u>Expenditure</u>		
	Staff	-30,717	-38,941
	Ministry Contribution	-53,991	-52,419
	Charity Donations (PCC)	-3,900	-3,925
	Alms & Sales Expenditure	-1,965	-1,978
	Support for Parish activities	-1,290	-2,656
	Administration	-5,898	-4,992
	Audit	-720	-720
	Administration of properties	-350	-60
	Church Costs	-47,678	-36,552
	Other Property Costs	-44,213	-39,373
	Other	-1,970	-439
	<b>Total Expenditure</b>	<b>-192,693</b>	<b>-182,054</b>
	Categories for PCC monitoring reports are as above as this reflects day to day financial management. The categories required for the Charity Commission End of Year Statements are different but Total Income and Expenditure are the same.		

			Balance 01/01/23	Income	Expenditure	Transfer	Balance 31/12/23
Note 13	Designated Funds	Note	£	£	£		£
	Building Repair & Improvement Fund	13a	73,525	5,600	0	-4,042	75,083
	Church Development Fund	13b	32,918	0	0	30,000	62,918
	Saxty Revenue Fund	13c	7,562	2,177	-713		9,025
	Mason Revenue Fund	13c	8,402	2,162	-1,522		9,042
	Graham Jack Revenue Fund	13c	7,522	1,516	-1,194		7,844
	Crossley Revenue Fund	13d	3,393	2,960	0	-6,353	0
	Luckman Revenue Fund	13e	861	632	0		1,493
	Wickham Revenue Fund	13f	36,108	3,253	0	-21,383	17,978
	Gunning	13g	10,744	3,750	0	-12,103	2,391
	Total Designated Funds		181,035	22,049	-3,429	-13,881	185,773
Note 13a	Building Repair & Improvement Fund		2023		2022		
			£		£		
	Opening Balance		73,525		68,889		
	Rental income		5,600		13,800		
	Expenditure						
	Contribution to Rectory Refurbishment				-4,444		
	Contribution to Vestry House Projects		-3,031		-3,912		
	Contribution to Cottage Projects		-1,012		-808		
	Closing Balance		75,083		73,525		
Note 13b	Church Development Fund						
			£		£		
	Opening Balance		32,918		32,918		
	Contribution from General Fund		30,000				
	Expenditure						
			0				
	Closing Balance		62,918		32,918		
	Church Development Fund providing safety net for transition phase of Children & Family Worker funding responsibility moving from the Diocese to the PCC.						
Note 13c	Saxty Revenue Fund (Training)		2023		2022		
			£		£		
	Opening Balance		7,563		6,359		
	Income						
	Investments		2,177		2,165		
	Expenditure						
	Recruitment	-	350	-	961		
	Lay Ministry Training	-	363				
	Closing Balance		9,026		7,563		
Note 13d	Mason Revenue Fund (Outreach)		2023		2022		
			£		£		
	Opening Balance		8,402		7,132		
	Income						
	Investments		2,162		2,058		
	Expenditure						
	C&FW expenses	-	92	-	4		
	Resources for C&F work		18	-	253		
	Other Volunteer expenses	-	59		-		
	Breakfast and Teatime Catering	-	108	-	149		
	Holiday Club		-	-	239		
	CATA	-	100	-	100		
	Youth	-	62	-	43		
	Further Training/Outreach	-	1,120		-		
	Closing Balance		9,042		8,402		
	PCC member Tom Bullock received expenses in his capacity as Children & Families Worker.						
	Other PCC members received travel expenses in connection with outreach and training.						

<b>Note 13e</b>	<b>Graham Jack Revenue Fund (Mission)</b>	<b>2023</b>	<b>2022</b>
		<b>£</b>	<b>£</b>
	<b>Opening Balance</b>	7,522	6,181
	<b>Income</b>		
	Investments	1,516	1,688
	<b>Expenditure</b>		
	C&FW expenses	- 92	- 4
	Resources for C&F work	18	253
	Further Training/Outreach	- 1,120	- 90
	<b>Closing Balance</b>	<b>7,844</b>	<b>7,522</b>
	PCC member Tom Bullock received expenses in his capacity as Children & Families Worker.		
<b>Note 13f</b>	<b>Crossley Revenue Fund (Admin Support)</b>	<b>2023</b>	<b>2022</b>
		<b>£</b>	<b>£</b>
	<b>Opening Balance</b>	3,393	2,197
	<b>Income</b>		
	Investments	2,960	1,196
	<b>Expenditure</b>		
	Transfer to General Fund - Admin support	- 6,353	
	<b>Closing Balance</b>	<b>- 0</b>	<b>3,393</b>
<b>Note 13g</b>	<b>Luckman Revenue Fund (Training)</b>	<b>2023</b>	<b>2022</b>
		<b>£</b>	<b>£</b>
	<b>Opening Balance</b>	861	- 230
	<b>Income</b>		
	Investments	632	1,156
	<b>Expenditure</b>		
	Training	-	- 65
	<b>Closing Balance</b>	<b>1,493</b>	<b>861</b>
<b>Note 13h</b>	<b>Wickham Revenue Fund (Property Hall)</b>	<b>2023</b>	<b>2022</b>
		<b>£</b>	<b>£</b>
	<b>Opening Balance</b>	36,108	55,230
	<b>Income</b>		
	Investments	3,253	2,412
	<b>Expenditure</b>		
	Hall & Kitchen flooring	-	- 21,534
	Hall Improvements	- 21,383	
	<b>Closing Balance</b>	<b>17,978</b>	<b>36,108</b>
<b>Note 13i</b>	<b>Gunning Revenue Fund (Property Church)</b>	<b>2023</b>	<b>2022</b>
		<b>£</b>	<b>£</b>
	<b>Opening Balance</b>	10,744	-
	<b>Income</b>		
	Transfer in of Trust Revenue Fund	-	9,001
	Investments	3,750	1,743
	<b>Expenditure</b>		
	Transfer to Church Running Costs	- 12,103	-
	<b>Closing Balance</b>	<b>2,391</b>	<b>10,744</b>

			Balance 01/01/23	Income	Expenditure	Transfer	Balance 31/12/23
Note 14	Restricted Funds - PCC Managed	Note	£	£	£		£
	Restricted Collections	9	0	6,683	-6,683		0
	St James Toddlers	14d	2,170	0	0		2,170
	Choir Fund		663	0	0		663
	Other Legacies and Bequests	14a	32,631	2,000	0	-10,384	24,248
	Parish Conference Support	14b	3,475	0	0		3,475
	Breakfast Church		43	75	-62		56
	Warden's projects		0	339	-312		27
	Soup Run		16	0	0		16
	Friday Lunches	14c	1,507	0	-862		645
	Light Party		77	0	-51		26
	Open the Book		31	0	0		31
	Holiday Club		117	491	-247		360
	Keevil		0	440	-440		0
	Outreach		277	0	-22		255
	Grounds Fund		406	100	0		506
	Book Fund		123	0	0		123
	<b>Total Restricted Funds - PCC Managed</b>		<b>41,537</b>	<b>10,128</b>	<b>-8,680</b>	<b>-10,384</b>	<b>32,601</b>

Note 14a			Balance 01/01/23	Income	Transfers	Balance 31/12/23
	Other Legacies and Bequests		£	£	£	£
	Ron Craft		144			144
	Jean Wright		100			100
	Eddie Maidment		60			60
	Roger Hooper		121		0	121
	Anthony Jones		1,500			1,500
	Lilian Bainton		5,706	0	-3,721	1,985
	Jean Potter		25,000	0	-6,663	18,337
	Sheila King		0	2,000		2,000
	<b>Total other Legacies and Bequests</b>		<b>32,631</b>	<b>2,000</b>	<b>-10,384</b>	<b>24,247</b>

Note 15	Restricted Funds - Group Managed		Balance 01/01/23	Income	Expenditure	Balance 31/12/23
		Note	£	£	£	£
	St James Bellrings (Group Bank account)	15a	1,113	180	-38	1,255
	St James Players (PCC Bank account)	15b	345	562	-562	345
	St James Flower Fund (PCC Bank Account)	15d	685	212	-340	558
	Ladies Catering Group (PCC Bank Account)	15e	47	0	0	47
	<b>Total Restricted Funds - Group Managed</b>		<b>2,190</b>	<b>954</b>	<b>-940</b>	<b>2,205</b>

Note 15a	St James Bellrings	2023	2022
		£	£
	<b>Opening Balance</b>	<b>1,113</b>	<b>933</b>
	<b>Income</b>		
	Donations	180	580
	<b>Expenditure</b>		
	Payment to ringers a/c	-38	-400
	<b>Closing Balance</b>	<b>1,255</b>	<b>1,113</b>

Note 15b	St James Players	2023	2022
		£	£
	<b>Opening Balance</b>	<b>345</b>	<b>345</b>
	<b>Income</b>		
	Collections	562	263
	<b>Expenditure</b>		
	Donation to Freewheelers	-281	-131
	Donation to Storehouse	-281	-131
		15	
	<b>Closing Balance</b>	<b>345</b>	<b>345</b>

<b>Note 15c</b>	<b>St James Flower Fund</b>		<b>2023</b>		<b>2022</b>		
			<b>£</b>		<b>£</b>		
	<b>Opening Balance</b>		685		902		
	<b>Income</b>						
	Donations		212				
	<b>Expenditure</b>						
	Flowers		-340		-217		
	<b>Closing Balance</b>		558		685		

<b>Note 16</b>	<b>Designated Endowment Funds</b>						
			<b>Balance 01/01/23</b>	<b>Increase</b>	<b>Decrease</b>	<b>Transfers</b>	<b>Balance 31/12/23</b>
			<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
	Graham Jack Memorial Fund : Capital		55,732	4,620			60,352
	Mason Memorial Fund: Capital		67,082	2,364			69,446
	Crossley Memorial Fund: Capital		80,297	662			80,959
	Luckman Memorial Fund: Capital		17,083	145			17,228
	Wickham Memorial Fund: Capital		155,240	12,481			167,721
	Gunning Fund Capital		96,409	5,301			101,710
	<b>Total Designated Endowment Funds</b>		471,843	25,573	0	0	497,416

<b>Note 17</b>	<b>Permanent Endowment Funds</b>						
			<b>Balance 01/01/23</b>	<b>Increase</b>	<b>Decrease</b>	<b>Balance 31/12/23</b>	
			<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
	Saxty Fund Capital		72,790	6,848		79,638	
	<b>Total Permanent Endowment Funds</b>		72,790	6,848	0	79,638	

The PCC also benefits from funding from the Garlick and Evans Trusts for Church repairs and improvements which is drawn down as required. These 2 Trust funds have separate audited accounts and therefore are not reported in the PCC accounts except for any amount drawn down during the year.

## **Independent Examiner's Report to the Trustees of St James' Parochial Church Council**

I report on the accounts of the church for the year ended 31<sup>st</sup> December 2023 which are set out on pages 1 to 3.

### **Respective responsibilities of trustees and examiner.**

As members of the PCC you are trustees and as such are responsible for the preparation of the accounts. The church's trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011(the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

1. Examine the accounts under section 145 the 2011 Act;
2. Follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
3. State whether particular matters have come to my attention.

### **Basis of Independent Examiner's Statement**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination enables a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent Examiner's Statement**

Since the gross income for the year exceeds the amount provided in section 145(3) of the Act, I confirm that I am qualified to act as Independent Examiner under the provisions of that section of the Act and that my qualification is as shown below.

In connection with my examination, no matters have come to my attention:

1. Which give me reasonable cause to believe that in any material respect the requirements
  - i. To keep accounting records in accordance with section 130 of the 2011 Act; and
  - ii. To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act 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.

**Signature:** *Jahanzab Arshad*

**19 April 2024**

**Johanzab Arshad FCCA  
Easy Accounts & Tax  
Northgate House, Upper Borough Walls, Bath BA1 1RG**