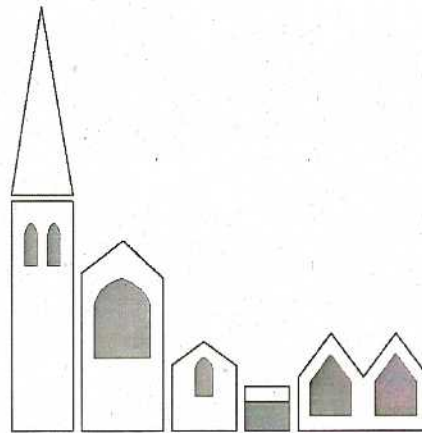


# **St Margaret's Church, Horsforth**



## **Annual Report and Financial Statements of the Parochial Church Council**

**for the year ended 31<sup>st</sup> December 2024**

**Incumbent:**

**Revd Nigel Sinclair  
The Vicarage  
Hall Park Avenue  
Horsforth  
Leeds LS18 5LY**

## St Margaret's Church – Annual Report for 2023

### Background

The Parochial Church Council (PCC) works with the Team clergy to promote the whole mission of the church; pastoral, evangelistic, social and ecumenical.

The PCC also has maintenance responsibilities for St Margaret's Church and for the Parish Centre, which is attached to the church and houses the Parish Office.

### Membership

Members of the PCC may be ex-officio, elected by the Annual Parochial Church Meeting, or co-opted for a specific role. During 2023 the following served as members of the PCC:-

<i>Incumbent:</i>	<i>Revd Nigel Sinclair</i>	<i>Chair</i>
<i>Churchwardens:</i>	<i>Ms Amanda Bradley</i> <i>Mrs Joanne Hoare</i>	
<i>Deanery Representatives</i>	<i>Ms Linda Jepson</i> <i>Mrs Joanne Hoare</i>	<i>2026 Deanery Synod Rep</i> <i>2026 Deanery Synod Rep</i>
<i>Elected Members:</i>		
<i>Mr Andrew Paterson</i>	<i>2025</i>	<i>2<sup>nd</sup></i>
<i>Mrs Diane Childs</i>	<i>2025</i>	<i>1<sup>st</sup></i>
<i>Mr John Porter</i>	<i>2025</i>	<i>1<sup>st</sup></i>
<i>Ms Amanda Bradley</i>	<i>2026</i>	<i>1<sup>st</sup></i>
<i>Mr Justin Ware</i>	<i>2026</i>	<i>1<sup>st</sup></i>
<i>Mrs Maggie Ware</i>	<i>2026</i>	<i>1<sup>st</sup></i>
<i>Mr David Bradley</i>	<i>2027</i>	<i>2<sup>nd</sup></i>
<i>Mrs Judy McDonnell</i>	<i>2027</i>	<i>1<sup>st</sup></i>
<i>Mrs Julie Hart</i>	<i>2027</i>	<i>1<sup>st</sup></i>
<i>Mrs Daryl Kelly</i>	<i>2027</i>	<i>1<sup>st</sup> (Treasurer)</i>

The Vision of St Margaret's Church is:

- To be a vibrant Christian community, worshipping God and being nourished and challenged spiritually;
- To be a body of people who welcome all and care in practical ways; and
- Who share the love, truth and power of God with the wider community in ways relevant for today's world.

St Margaret's is part of the Abbeylands Team, formed in June 2011, comprising the parishes of Hawksworth Wood with Moor Grange, Horsforth and Kirkstall.

The Revd Nigel Sinclair is Team Rector with specific responsibility within the Team for St Margaret's.



## Committees

The PCC operates through a number of committees, which meet at least once a year and report back to full meetings of the PCC:

<i>Standing:</i>	makes decisions, if required, between regular PCC meetings and also draws up PCC agendas
<i>Building Management:</i>	oversees the maintenance of the church, Parish Centre & Church Hall
<i>Environment:</i>	developing and implementing an Environmental Policy
<i>Finance:</i>	draws up the budget and, under the guidance of the Treasurer, oversees the financial affairs of St Margaret's
<i>Horsforth Community Assets Project:</i>	oversees the non-confessional community work of St Margaret's Church
<i>Environment Group</i>	Promotes climate action and works towards CofE target of net zero by 2030
<i>Worship</i>	discusses & plans worship

## Church worship

The usual weekly pattern of services is:

*Sunday: 8.00am Holy Communion (Suspended during COVID)*

*10.00am Morning Service*

The service is either Holy Communion, a Family Service or Morning Worship

Junior Church is held in the Parish Centre

Baptisms are held monthly at a separate service in the afternoon and occasionally in the main service.

*Wednesday 10.00am Holy Communion*

## Electoral Roll Report

The parish's Electoral Roll prepared for the 2025 Annual Parochial Church Meeting is a completely new roll, rather than a revision of the existing roll, and as such shows significant changes from last year.

The number of people on the Electoral Roll this year is 97.

Of these, 55 are resident in the parish and 42 are resident outside the parish.

At the APCM in May 2024 there were 132 members.

Since then 22 new names have been added to the roll and 57 names removed.



## Review of the Year

### Building

The year was dominated by work to repair the chancel which continued to be frustratingly slow. Temporary screens were erected to shield the work with a full-sized photo of the reredos screening the Chancel and a history of the church on the Lady Chapel screen.

Various surveys, reports and discussions took place over the year and prepared the ground for decisions on how to rectify the problems to be taken in early 2025.

The organ was completely removed and stored, to be re-installed once the floor is stabilised. This revealed asbestos sheeting in the Tower which was safely removed.

Two holes in the Nave roof were repaired and the drains were surveyed and repaired.

### Environment

The PCC and the Environment Group continued their work towards the Church of England's 2030 Net Zero target.

This included information for church members, liaising with other groups, running a 'toiletries amnesty', installing electric driers in the Parish Centre and obtaining permission for new low power floodlights.

All this work was recognized through being awarded the Silver Eco Award for churches.

### Worship

Attendance continued to slowly recover after Covid. Having surveyed the congregation we continued to use individual cups at communion. We had a number of occasional organists & pianists during the year but most music was led by Spotify recordings. Following the loss of a robed choir a small number of singers helped lead singing led by Peter Lodge.

### Community

The Horsforth Community Assets Project continued to lead most of our community work, including the Community Café, Natter Café, Ukrainian refugee support and the Food Pantry. It distributed Household Support Fund grants and co-ordinated Welcome Spaces in Horsforth. In February we appointed Claire Evans as our HCAP Manager and in June took over the final year of her contract as Asset Based Community Development Worker for Horsforth.

In the summer the Food Pantry was able to relocate to a newly built premises at St James and continued to run as a joint project for the whole of Horsforth.

In October we hosted a Celebration of our Community in Church with displays from a variety of community groups.

Other events in church included: Men's Minds Matter Day; an Artizan International Charity Concert; an exhibition of Monopoly games; and the Christmas Farmers' Market



## Finance

Our accounts are complicated by the building works and the Community funds we administer. Once these are taken out it becomes clearer that our regular income & expenditure has become heavily reliant on donations & legacies as shown below:

INCOME		EXPENDITURE	
Regular donations	40,044	Parish share	94237
Open plate collections	5,844	Church activities	25584
Gift Aid recovered	12,375	Church running costs	42994
Donations Grants & Legacies	72,855	Parish Centre costs	8949
Interest received	13,189		
Fees for weddings and funerals	1,705		
Parish Centre rental income	28,437		
Fundraising & rental income	7,817		
<b>Total income</b>	<b>182,266</b>	<b>Total Expenditure</b>	<b>171764</b>

## Deanery Synod

There were three meetings of Deanery Synod in 2024. A new Deanery Synod Vision was adopted. The October meeting took place at St Margaret's with a presentation on the work of the Diocesan Children, Young People & Families Team.

## Safeguarding

St Margaret's takes its responsibility for safeguarding. The PCC has complied with the duty to have "due regard" to the House of Bishops' guidance in relation to safeguarding and all the actions recommended have been carried out.

All PCC members and those working with children & vulnerable adults have been DBS checked and appropriately trained. This included providing face-to-face training sessions particularly for Afternoon Tea volunteers, led by our Safeguarding Officer, Rozel Daltrey. We continued to work through the stages of the online Church of England 'Safeguarding Dashboard', which helps guide us through the changing requirements of safeguarding and produces a 'Safeguarding Action Plan' for every PCC meeting.

No safeguarding incidents were reported to the PCC in 2024.

# St. Margaret's Church, Horsforth

Registered Charity Number 1132085

## Financial Statements for the Year Ended 31st December 2024

### STATEMENT OF FINANCIAL ACTIVITIES

2023	Notes	Unrestricted Funds	Restricted Funds	Endowments	2024
<b>Incoming Resources</b>					
255,799	Voluntary income	79,390	51,729	-	131,119
101,503	Church activities	1,705	79,505	-	81,210
43,134	Activities for generating funds	37,241	2,038	-	39,279
4,425	Investment income	13,189	-	-	13,189
<u>404,861</u>	<b>Total Incoming Resources</b>	<u>131,525</u>	<u>133,272</u>	<u>-</u>	<u>264,797</u>
<b>Resources Expended</b>					
180,677	Church activities	119,784	58,160	-	177,945
102,837	Church running costs	36,329	47,852	-	84,181
11,188	Parish Centre costs	8,949	-	-	8,949
220	Costs of generating funds	37	-	-	37
<u>294,922</u>	<b>Total Resources Expended</b>	<u>165,099</u>	<u>106,012</u>	<u>-</u>	<u>271,112</u>
					-
109,940	Net movement in funds	(33,574)	27,260	-	(6,315)
<b>Balances</b>					
338,806	Balances brought forward on 1 January	236,771	211,640	335	448,746
<u>448,746</u>	Balances carried forward on 31 December	<u>203,197</u>	<u>238,900</u>	<u>335</u>	<u>442,431</u>



# St. Margaret's Church, Horsforth

Registered Charity Number 1132085

## Financial Statements for the Year Ended 31st December 2024

### BALANCE SHEET AT 31 DECEMBER 2024

Total 2023	Notes	Unrestricted Funds £	Restricted Funds £	Endowments £	2024
<b>TANGIBLE FIXED ASSETS</b>					
58,957	2.1	51,772	-	-	51,772
58,957		51,772	-	-	51,772
<b>CURRENT ASSETS</b>					
<b>Cash at Bank and in Hand</b>					
106,604		6,604	140,000		146,604
177,399		56,936	64,280	335	121,551
18,333	2.2		34,236		34,236
1,545	2.3	1,545			1,545
82,176		85,623			85,623
328			384		384
120	2.4	120			120
386,505		150,828	238,900	335	390,063
<b>Debtors</b>					
2,974		596			596
360		-			-
-					-
3,334		596	-	-	596
<b>Current Liabilities</b>					
-			-		-
-					-
-					-
-					-
<b>Total Liabilities</b>		-	-	-	-
389,839		151,424	238,900	335	390,659
<b>NET CURRENT ASSETS</b>					
448,746		203,196	238,900	335	442,431
<b>TOTAL NET ASSETS</b>					

Approved by the Parochial Church Council on 14 April 2025 and signed on its behalf by :

Rev. Nigel Sinclair

N.C. Sinclair

Rector

D Kelly

Hon Treasurer

D Kelly

# Margaret's Church, Horsforth

Registered Charity Number 1132085

## Financial Statements for the Year Ended 31st December 2024

### INCOMING RESOURCES 2024

2023			Unrestricted Funds	Restricted Funds	Total 2024
	<b>Voluntary Income</b>				
41,561	Gift Aided giving		33,909		33,909
5,650	Other planned giving		6,136		6,136
2,736	Open plate collections		5,844		5,844
195,413	Donations, grants & legacies	3.1	21,126	51,729	72,855
10,439	Gift Aid recovered		12,375		12,375
<u>255,799</u>			<u>79,390</u>	<u>51,729</u>	<u>131,119</u>
	<b>Church Activities</b>				
6,256	Fees for weddings and funerals		1,705		1,705
38,493	Insurance claims		-		-
20,824	Horsforth Climate Action	3.2		20,966	20,966
34,413	Community Café/HCAP/Pantry	3.3		57,082	57,082
1,517	Flower Fund and Tea Party			1,457	1,457
<u>101,503</u>			<u>1,705</u>	<u>79,505</u>	<u>81,210</u>
	<b>Activities for Generating Funds</b>				
28,035	Letting fees from Parish Centre		28,437		28,437
13,297	Events and concerts in church		7,817		7,817
1,802	Other fundraising activities		988		988
-	Ofgem re ground source heating	3.4		2,038	2,038
<u>43,134</u>			<u>37,241</u>	<u>2,038</u>	<u>39,279</u>
	<b>Investment Income</b>				
4,425	Interest & dividends		13,189		13,189
<u>4,425</u>			<u>13,189</u>	<u>-</u>	<u>13,189</u>
<u>404,861</u>	<b>Total Incoming Resources</b>		<u>131,525</u>	<u>133,272</u>	<u>264,797</u>



# St. Margaret's Church, Horsforth

Registered Charity Number 1132085

## Financial Statements for the Year Ended 31st December 2024

### RESOURCES EXPENDED 2024

2023		Notes	Unrestricted Funds	Restricted Funds	2024
<b>Church Activities</b>					
106613.00	Parish share of diocesan costs		94,237		94,237
1,433	Team Council & other dues		535		535
375	Fees paid for weddings and funerals		482		482
2,822	Services & pastoral		2,155		2,155
3,748	Music, choir & organist		2,129		2,129
10,458	Office & administration		15,113		15,113
1,219	Photocopying & printing		1,715		1,715
12,019	Grants & donations made	4	3,000	2,914	5,914
19	Bank charges		-		-
595	Events & concerts in church		419		419
17,162	Horsforth Climate Action			18,471	18,471
23,025	Community Café/HCAP/Pantry			35,432	35,432
1,188	Flower Fund and Tea Party	5		1,343	1,343
<u>180677.00</u>			<u>119,784</u>	<u>58,160</u>	<u>177,945</u>
<b>Church Running Costs</b>					
11,647	Gas		18,686		18,686
7,939	Electricity		3,079		3,079
305	Water		-		-
6,155	Insurance		6,492		6,492
601	Storage garage rental		655		655
5,776	General maintenance		987		987
5,406	Caretaking & cleaning		6,092		6,092
42,059	Building & related work		-	41,857	41,857
-	Equipment & improvements		337		337
16,071	Organ tuning & repairs		-		-
6,878	Depreciation of church equipment			5,995	5,995
-	Sundry payments				-
<u>102,837</u>			<u>36,329</u>	<u>47,852</u>	<u>84,181</u>
<b>Parish Centre Costs</b>					
6,882	Heating, maintenance & administration		8,949		8,949
4,306	Equipment & improvements		-		-
<u>11,188</u>			<u>8,949</u>	<u>-</u>	<u>8,949</u>
<b>Costs of Generating Funds</b>					
220	Other fund-raising event costs		37		37
<u>220</u>			<u>37</u>	<u>-</u>	<u>37</u>
<u>294,921</u>	<b>Total Resources Expended</b>		<u>165,099</u>	<u>106,012</u>	<u>271,112</u>

# **St. Margaret's Church, Horsforth**

Registered Charity number 1132085

## **Notes to the Annual Accounts 2024**

### **1. ACCOUNTING POLICIES**

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

The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006, in accordance with applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)).

The financial statements have been prepared under the historical cost convention. The 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, nor those that are informal gatherings of church members.

#### **Fund Accounting**

*Unrestricted funds* are income funds which can be spent on the general purposes of the PCC.

*Restricted funds* comprise (a) income from endowments which is to be expended only on the restricted purposes intended by the donor and (b) revenue donations or grants for a specific PCC activity intended by the donor. Where these funds have unspent balances, interest on their pooled investment is apportioned to the individual funds on an average balance basis.

*Designated funds* are general funds set aside by the PCC for use in the future for specific projects or purposes. They remain unrestricted and the PCC may move any surplus to other general funds.

*Endowment funds* are funds of which the capital must be retained either permanently or at the PCC's discretion. The income derived 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 recorded 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 reasonably certain and the amounts due are readily quantifiable. Dividends are accounted for when declared receivable, interest as and when accrued by the payer. All incoming resources are accounted for gross.



# **St. Margaret's Church, Horsforth**

Registered Charity number 1132085

## **Notes to the Annual Accounts 2024**

### **Resources Expended**

Grants and donations by the PCC 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**

Consecrated and benefice property is not included in the accounts, in accordance with sections 10(2)(a) and (c) of the Charities Act 2011.

Movable church furnishings that are held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property. A register is currently being compiled of the church's inventory.

This is the eighth year that the church equipment has been depreciated. A rate of 20% of the reducing balance has been adopted.

## **2. NOTES ON THE BALANCE SHEET**

- 2.1 Church equipment is valued after depreciation, as shown in Section 8 below.
- 2.2 A separate bank account continues to operate to manage the income and expenditure relating to the Pantry, Horsforth Community Action Project and the Community Café.
- 2.3 St. Margaret's loaned a returnable deposit as guarantor for a rented house.
- 2.4 Petty cash float £120.

## **3. INCOMING RESOURCES**

- 3.1 Donations received include an anonymous gift from a parishioner of £50,000 and two legacies of £10,000 each.
- 3.2 The Horsforth Climate Action group continues with the PCC providing administrative support. During the year £8,000 was received to fund group activities and £12,996.42 to cover the support worker's salary and associated costs.

# St. Margaret's Church, Horsforth

Registered Charity number 1132085

## Notes to the Annual Accounts 2024

3.3 Horsforth Community Action Project and Community Café activities continue and in addition a Community Pantry has been established. The location and management of the Pantry was transferred to St James Church, Low Lane on 31<sup>st</sup> December 2024.

### HCAP Income and Expenditure Account

As at 31 December 2024

INCOME	£	£
b/fwd 2023		18,334
Household Support grant income for Food and Fuel	9,468	
Welcome Spaces grant income	3,900	
Leeds 2023 grant income	550	
ABCD income	7,330	
ABCD Celebration Event allocation	1,500	
ABCD Expenses allocation	2,606	
Grants reallocated	4,000	
Listening Well grant	1,100	
Other	214	
Admin element of grants (non-pantry)	3,765	
Community Café	2,680	
Community Pantry (non-food)	979	
Community Pantry (food)	9,835	
		47,927
EXPENDITURE		
Household Support (food vouchers, fuel, ovens)	10,612	
Welcome Spaces (Churches and Community spaces)	250	
Leeds 2023 grant transferred to Admin	750	
ABCD (including Walk of Art, Town Of Sanctuary, Friends of Hall Park)	4,066	
ABCD Celebration Event	1,068	
ABCD Expenses	123	
Natter Café	-28	
Grants reallocated	4,440	
Listening well events	660	
Other	46	
Community Café	84	
Community Pantry (Food)	9,954	
		32,025
c/fwd		34,236.45



# St. Margaret's Church, Horsforth

Registered Charity number 1132085

## Notes to the Annual Accounts 2024

- 3.4 The entry in respect of Ofgem is in respect of the feed in tariff received from Ofgem for the ground source heating in the Parish Centre. This amount is credited to the Long Term Reserve account.

### 4.RESOURCES EXPENDED

**Grants and Donations** – during the year the following donations were given out

Sand Dams International	£1,000
Martin House Childrens' Hospice	£1,000
Artizan International	£1,000
<b>Total</b>	<b><u>£3,000</u></b>

Money raised for restricted purposes through funeral collections, raffles and special appeals is not included in these accounts.

**Staff Costs** are included in the accounts as parts of the relevant major costs. We employed seven part-time staff during the course of the year: two church administrators, one church caretaker, two Parish Centre cleaners, a support worker for Horsforth Climate Action and an administrator for Horsforth Community Action Project. The total employment costs for the year were £42,904.

#### **Payments to members of the Parochial Church Council**

No members of the PCC received any remuneration in the year to 31 December 2024.

### 5. RESTRICTED FUNDS

31 Dec 2023	Fund Title	31 Dec 2024
£350	Lady Chapel Gates Fund	£350
£430	Flower Fund and Tea Party	£328
£735	Parishioner rental fund	£735
<b>£1,515</b>	<b>Total</b>	<b>£1,515</b>

# St. Margaret's Church, Horsforth

Registered Charity number 1132085

## Notes to the Annual Accounts 2024

### 6. ENDOWMENT FUNDS

31 Dec 2023	Fund Title	31 Dec 2024
£335	The Bells Fund, the HH Newton Fund, the H Hutchinson Memorial Fund and the H Clayton Memorial Fund	£335

### 7. DESIGNATED FUNDS

Unrestricted funds set aside in 2016 by the Parochial Church Council for specific purposes: -

Fund Title	January 2016	1 January 2023	Funds used in the year	31 December 2024
Building Fund	£200,000	£358,880	£34,404	£324,476
Outreach and Mission Fund	£100,000	£ 87,309	£ 136	£ 87,173
Long Term Reserve	£100,000	£ 53,394	( £ 2,038)	£ 55,432
<b>Total designated reserve funds</b>	<b>£400,000</b>	<b>£499,583</b>	<b>£32,502</b>	<b>£467,081</b>

### 8. FIXED ASSETS

#### Tangible Fixed Assets (Unrestricted)

Depreciation of church equipment is charged at 20% of the net book value at the start of the year and additions during the year. The ground source heating for the Parish Centre will be depreciated over 20 years.

	Ground Source Heating	Church Equipment	Total
Cost	£	£	£
At 1 January 2024	49,243	147,731	196,974
Additions during the year	0	0	0
31 December 2024	49,243	147,731	196,974
<b>Depreciation</b>			
At 1 January 2024	7,949	131,258	139,207
Charge for the year	2,462	3,533	5,995
Total to 31 December 2024	10,411	134,791	145,202
<b>Net Book Value</b>			
At 31 December 2024	<b>38,832</b>	<b>12,940</b>	<b>51,772</b>
At 31 December 2023	41,294	16473	57767



# **St. Margaret's Church, Horsforth**

Registered Charity number 1132085

## **Notes to the Annual Accounts 2024**

### **9. RESERVES**

The policy of the Parochial Church Council is to attempt to maintain a reserve of unrestricted funds equivalent to six months' normal expenditure, in order to smooth out fluctuations in cash flow and to meet emergencies. At the end of 2024, the unrestricted funds available provided a reserve well in excess of the target.

# **PAROCHIAL CHURCH COUNCIL OF ST. MARGARET'S CHURCH, HORSFORTH**

## **Independent Examiner's Report to the members of St Margaret's Church, Parochial Church Council**

I report on the accounts for the year ended 31 December 2024 which are set out on pages 1 to 10.

### **RESPECTIVE RESPONSIBILITIES OF PCC AND EXAMINER**

The members of the PCC are responsible for the preparation of the accounts and they 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 required.

It is my responsibility to:

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

### **BASIS OF INDEPENDENT EXAMINER'S REPORT**

My examination was carried out in accordance with the General Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those of the records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the managing committee 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 opinion as to whether "a true and fair view" is given by the accounts and the report is limited to those matters set out in the statement below.

### **INDEPENDENT EXAMINER'S STATEMENT**

In connection with my examination, no matters have 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 with s.130 of the 2011 Act; or
  - 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.



Jenna Taylor FMAAT FCCA  
Walker Taylor Accountancy Services Ltd  
Prestige Court  
Beza Rd  
Leeds  
LS10 2BD

Dated: 14<sup>th</sup> April 2025